EMPLOYMENT

502 Help Wanted Dental-Medical

FRONT OFFICE
Our Southfield dental team is in search of the right career minded, full-time Receptionist who knows the value of communication skills, organization, & team work. Dental experience only, if you exude sincerity, warmth & confidence, we want to talk to you. Competitive salary plus benefits. 4-day week includes 1 evening & no Sats. Call Dr. Langberg 7.30 pm-9 pm. 354-7311.

DENTAL ASSISTANT
Experienced for downtown Plymouth office. Must be people oriented, enthusiastic and eager to work as a team player. Call 453-1196

DENTAL ASSISTANT, Experienced, for fast paced Livonia practice. Motivation & professionalism a must. Computer & front desk experience helpful. Call Mary: 473-2000

DENTAL ASSISTANT - Part time. Oral surgery practice located in Livonia/Troy area. Previous dental or medical experience needed. Flexible hours. Call 10AM-3PM 647-7181

DENTAL Business Assistant for busy Southfield practice. Experienced, conscientious, dependable, mature. Full-time 559-7227

DENTAL FRONT DESK
Immediate full time position for our Sterling office. Some Saturdays & evenings. Must have minimum of 1 yr. experience. Good communication, organization skills & light typing necessary. Please call Patty 726-1052

DENTAL FRONT OFFICE
Respectful, personable, presentable, team-oriented individual to join our dedicated long-term staff. Full time position. Dental experience necessary. Dentec software experience preferred but not necessary if you fit in and for interview call 522-5520

DENTAL HYGIENIST for friendly, progressive Farmington office. Saturday 8-1pm. South Central Defferiate area. 477-4400

DENTAL HYGIENIST
Full-time, Solo, preventive oriented, 4-op-based practice. Highly motivated person & recent grad welcome. Livonia area 425-4530

DENTAL HYGIENIST needed for Saturday, etc. in a family oriented dental practice in Livonia.

DENTAL HYGIENIST
Part-time, Saturdays, 8-1pm. West Dearborn. Advanced preventive oriented family practice. 562-5610

DENTAL HYGIENIST
Dental Assistant needed. Mature, sincere, experienced & out going. 615-0677

• DENTAL HYGIENIST ASSISTANT
For perio office. Full time. Benefits. Farmington Hills area. Call Karen, 851-1034

• DENTAL HYGIENIST & Assistant
Part time. For canton Dental office. Salary commensurate with experience & attitude. Please call for interview 459-1965

DENTAL HYGIENIST: Come join our office! We are looking for a bright, energetic hygienist who really enjoys helping people. Wonderful salary & benefits work Monday-Thursday, full or part time. Call 357-3213

DENTAL HYGIENIST
1 day per week, Mondays preferred. Friendly Southfield office.
Call Lisa: 443-2300

DENTAL HYGIENIST - Conscientious, assertive, caring individual. Dearborn Dental practice. Part-time, Mon, Tues, Thurs and Fri. 561-3727

DENTAL HYGIENIST - Prevention oriented family practice. Needs a caring, dedicated person, part time. Call Laura at 455-2510

DENTAL HYGIENIST Part time position in Farmington Family practice. Tues., Thurs. 12-7PM & every other Sat. 8:30AM-1PM. 478-3285

DENTAL HYGIENIST- Full time, Paid vacation, holidays, bonuses, continuing education, excellent salary, scenic Livonia office. 591-3638

DENTAL HYGIENIST - Part time for pleasant, friendly Farmington office. (btwn. Hix & Haggerty) 454-0616

DENTAL HYGIENIST
Part time satisfied hygienist with experience. New Center area. Excellent pay. Ask for Colleen or leave message at 873-7475

DENTAL HYGIENIST
Opening for experienced hygienist skilled in working with people. Competitive salary, flexible hours, south Troy area. Ask for Grace at
- Personnel Consulting Group 524-1144

DENTAL OFFICE TRAINING
An invitation to become a Dental Professional. Limited openings for training Medical Dental Assistants of Michigan, PC. Call now for an interview. 477-5187

DENTAL OFFICE - FRONT DESK
Part time 20-25 hour per week. Uplifting office work. Dearborn/Southfield area. Call 647-7553

DENTAL PERSONNEL
Direct placement opportunities now available for experienced Dental Professionals through Peak Performance Dental Staffing Service.
EOE. WESTSIDE: 477-5777
EASTSIDE: 884-8020
Please come for our Dental Career Open House, Tues., July 20, 10-4pm

DENTAL RECEPTIONIST/Assistant. Full or part time.Livonia office. Some experience required. Excellent staff to work with. 525-6432

DENTAL WORK
Work in a beautiful, well organized office with motivated staff team. Full time, experience, computer knowledge a plus. 855-7080

DENTAL RECEPTIONIST
Excellent career opportunity for person interested in dental or medical office operations. Full time position offers many challenges. Livonia/Canton area. 261-7802

DENTAL RECEPTIONIST - Novi
Full time front office. Excellent benefits. Dental experience required. 349-4115

DENTAL RECEPTIONIST
Royal Oak office. Part time, 10-hours, pleasant, hard working individual. 543-1388

DENTAL RECEPTIONIST WANTED
Part time, in Northville. Includes evenings & Sats. Call Linda. 349-6085

DENTAL RECEPTIONIST
Fast paced dental office seeks with a dynamic dental team. 6 days. Experience required. Waterford area. Call Michelle 623-0207

DENTAL RECEPTIONIST
• Family practice seeking personable & organized person for our team.
• Full time. Knowledge of dental insurance & bookkeeping skills a plus. Gary Bartley. 948-3334

DENTAL TECHNICIAN
• Blue-Water experience and/or some experience necessary.
Ask for Liz at 534-2350

DENTIST
Full time, able to do hygiene & general dentistry, Call Miss Dalton at: 641-1100

DENTURE TECHS needed. All phases, full & part time evenings. Will train right person. Benefits welcome. Redford Area. 538-8690

DIRECT CARE STAFF
Needed for W. Bloomfield area group home. Valid driver's license & high school diploma or equivalent required. $5.50/hr. to start. Call Mon.-Fri., 9am-3pm. 788-2844

E.M.T./AMBULANCE DRIVER
With EMT card. Full time only and benefits. CALL AFTER 6PM ONLY. 961-0876

FINANCIAL COORDINATOR
For family dental practice. Ability to work with people in a friendly professional manner. Excellent pay. Skills are a must. We will train you to be the best. Call Mon. or Tues. 8AM-3PM. 477-7903

502 Help Wanted Dental-Medical

DIETARY AIDES/
DIETARY COOKS

Part-time. Dietary aide experience helpful but not mandatory. Cooking at home experience preferred for cooks. Apply in person Mon. - Fri. 8 30am-3pm to Bedford Villa, 16240 W. 12 Mile Rd., Southfield, MI.
An Equal Opportunity Employer

DIRECTOR OF NURSING
& Assistant Director of Nursing
Gilead nursing facility looking for a registered Nurse to direct Nursing Dept. If you have a minimum 1 year management experience, long term care, knowledge of the rules & regulations & possess a commitment to quality care we would like to hear from you. Please send resume to: Box 692
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DIRECTOR OF NURSING
Growing long term care company looking for the right individual for Director of Nursing position. Must be a leader with the ability to implement systems & monitor for compliance and effectiveness. Salary negotiable & benefits competitive. Facility under 100 beds located in the Metro Detroit area. Send resume & salary requirements to: Wayne Convalescent Center, 24330 Van Born Rd., Wayne, MI 48184

FRONT DESK PERSON
Experienced, for busy OB GYN office. Answer phones, schedule appointments, computer billing, MBS System. Part time - 20-30 hours per week. 2 offices - Bloomfield Township & Sterling Hts. Please call Chris 979-0070

HOME HEALTH AIDES
Experienced. FULL & part time-all shifts available. Competitive wages, bonus program includes incentive, attendance, flexibility & holiday bonuses. Vacation pay. Transportation allowance. We take pride in being dedicated, caring people to provide unsurpassed client care. Call 2-5pm
EMPA-CARE IV 455-1061

HOME HEALTH AIDES
COMPANIONS
HOMEMAKERS
LIVE-INS
Field staff for private duty home care agency in Canton for cases in Wayne, Oakland, Washtenaw and Livingston counties. Experience working with the ill, elderly or disabled preferred. Must be available for work at least 20 hours per week. To apply, call
(313) 981-8829
UNITED HOME CARE SERVICES
2200 Canton Center Rd., #230
Canton, MI 48187

HOME HEALTH AIDES
Dependable
Home Health Aides
with a minimum of
one year experience
in a Nursing Home
environment.
Certification a PLUS!
Medicaid Waiver,
Private Duty, and
Assisted Living
positions available.
CARE INNOVATIONS
at (800)765-7544

SUPER HYGIENIST
needed by prevention oriented female dentist for Tuesday & 1 Saturday/mo. 851-1555

HYGIENIST
PART TIME
Immediate opening for an experienced hygienist to work 8-4:30 PM., Mon, Wed, Fri. Send resume.
EMPLOYMENT - HT
SINAI HOSPITAL
8767 W. Outer Dr.
Detroit, MI. 48235

INSURANCE BILLER
Needed for busy Southfield medical practice. Computer and medical billing experience. Send resume to:
Esther Rumpe
17100 W. 12 Mile, Suite 3
Southfield, MI 48076

LPN'S
FOR PRIVATE DUTY HOMECARE
Competitive pay. Flexible hours. Cases in Oakland & Wayne Counties. Benefits available. For interview, please send resume to:
UNITED HOME CARE SERVICES
2200 Canton Center Rd., #230
Canton, MI 48187
or Call: 981-8829

LPNS/RNS
Wayne Living Center is a 99 bed pediatric center. Our program is new owner is committed to quality patient care.
Our recently revised salary & benefit package includes health, dental and life insurance. LPN salary $12.75/hr. to start, RN salary $15.15/hr. For more information please call or apply in person:
WATNE LIVING CENTER
4429 VENOY
WAYNE, MI 48184
313-326-8424
An Equal Opportunity Employer

LPN's - $15.25/HOUR
West Bloomfield Nursing Center, Maple Maple & Drake, has immediate openings for LPN's on afternoons and midnight shifts. $14.25/hour to $15.25/hour without benefits. For details, call Mrs. Hallen 661-1500

MAINTENANCE DIRECTOR
Super-energetic, highly-motivated, hard-working, friendly "people person" to develop & manage the public relations department of a busy doctor's office. Must have excellent communication & organizational skills. Must be comfortable as well working with upper level management. Hours include some weekends & evenings. An excellent career position. Call Gallagher Chiropractic Clinic. 313-228-5279

CERTIFIED MEDICAL ASSISTANT, part-time, for Troy dermatology practice. Experience preferred. Immediate opening.
Call 879-2000
Voice Mail # 7063

MEDICAL ASSISTANTS - Full & part time for busy family practice office. Minimum 1 year experience. Send resumes to: M.A. Positions, 21711 Van Born, Taylor, MI. 48180

MEDICAL ASSISTANT, part-time, for pediatric office in Pontiac area. Contact: 313-332-9294

MEDICAL ASSISTANT
Full time for general practitioner. Garden City area. Must be dependable. $5 an hour to start with benefits. 261-0630

MEDICAL ASSISTANT with terminology skills. Arabic speaking a plus. Please send resume to: PO Box 591, Dearborn, MI 48126.

MEDICAL ASSISTANT-full & part time shifts available. Must have certificate & experience in venepuncture, EKG & Xrays. Contact Administrator 691-0569

MEDICAL ASSISTANT
Hard working, reasonable person wanted for medical office. Experience preferred. Novi/Livonia area. Benefits & good salary. 478-4639

MEDICAL ASSISTANTS - Immediate openings in W. Bloomfield & Royal Oak. Full time part time. 1 yr. experience minimum. $1120 to $1280 a month. Call Monica at Superpro Medical. 443-5394.

MEDICAL ASSISTANT
for growing endocrine practice. Experienced person with front office & phlebotomy skills. Willing to share various office duties. Full time/flexible hrs. Wage negotiable. 737-7005

MEDICAL ASSISTANT/Receptionist needed for Wayne family practice. Exceptional pay, minimum experience necessary. Send resume to: 7901 S. Newburgh, Wayne, MI 48184 or call Kelly at: 729-7230

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Are you interested in long-term employment in a stable environment? We are in need of a responsible motivated individual for our busy practice. Send resume to: Box 704
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL ASSISTANT
with experience in lab and drawing blood. Southfield area.
352-4880

MEDICAL ASSISTANT needed for busy pediatric practice in Plymouth approximately 32 hours weekly. Experience preferred. 459-9250

MEDICAL ASSISTANT - PART TIME
For general surgeon's office.
12 Miles/Northwestern area.
Call: 352-5281

MEDICAL ASSISTANT - needed for physicians practice located in Livonia. Experience preferred, part time.
Call 464-9200

MEDICAL BILLER - Experienced. Full time for busy OB/GYN office. Salary commensurate with experience.
Nancy 353-8455

MEDICAL BILLER
Internal medicine practice in N. W. area looking for experienced computer biller. Please send resume & handwritten cover letter to: PO Box Birckian Dr. Canton, MI 48187.

MEDICAL BILLER needed, full time for Detroit medical center area. Must possess knowledge of computers & some typing skills.
Call Lynn 831-5252

MEDICAL BILLER
Must have recent experience in all medical insurance areas. Must be a self-motivator and able to work with little direction. MBA experience a plus. Send resume to: P. O. Box 35097, Westland, MI 48185

MEDICAL BILLERS - Immediate openings in Oakland & Wayne counties. 2 yrs. supervised required, will train on computers. Salary based on experience. Medical benefits available. Call Bonnie at Tembro Medical.
443-5564

MEDICAL GROUP PRACTICE
MANAGER
Established medical group practice located in Farmington Hills seeks manager for its four doctors ENT practice. The applicant should have a strong background in medical billing, collections & insurance, accounts payable & supervision of office personnel. Candidates must have a minimum of 3 years health care experience and a bachelor degree in Business Administration or Health Care Administration. Send resume in confidence to:
Parker, Wittus & Co., CPA's
2000 Town Center, Suite 1100
Southfield, MI 48075

MEDICAL LAB TECH
Part Time position in internist's office, daytime hours, experienced. Call Doreen at. 557-0083

MEDICAL RECEPTIONIST
Needed for busy dermatologist office in Southfield. MBS or computer experience preferred. 557-3280

MEDICAL RECEPTIONIST
We are looking for a pleasant self-starter with good communication skills, 3-5 yrs. experience. Computer skills a must, excellent benefits. Send resume to: Box 704
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL Receptionist full time days & 2 part-time eves. Experience required, excellent salary & benefits. Contact Administrator 591-0569

MEDICAL RECEPTIONIST/BILLER
for busy ophthalmologists offices in West Bloomfield & Southfield. Full time, mature & responsible. 3rd party billing experience necessary. Send resume to Box 540
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Do you enjoy a busy job this Fall? (Start 8-10). We need medical insurance billing experience, good organization & patient skills. Good salary & benefits. In Troy.
643-7411

RECEPTIONIST & Medical Assistant for Dermatology office. Experience preferred. Part time, Mon., Wed., Fri. & every other Sat. 540-9100

RECEPTIONIST
Livonia orthodontic office. Full time. No evenings. Please apply by mail to: Dr. Gilbert, 31580 Schoolcraft, Livonia, MI 48150

Immediate need RN's/LPN's with vent experience, to work days. Belleville area. Call Health Care Professionals.
357-7080

REGISTERED NURSE
For W. Bloomfield allergy office, 2½ days/week. Please call 851-5454

REHABILITATION NURSE
Part time, to provide Medical Management Services to injured health care workers in the SE Michigan area. Must have clinical rehabilitation experience. Competitive wage and nice working environment, with some travel. Send resume to: Sheryl Walsh, Michigan Hospital, Henry Ford Health System, Lansing, MI 48917
An Equal Opportunity Employer

RN for busy pediatric office in W. Bloomfield. Mon & Wed. 4-9pm, & every other Sat. 8-2pm. Call Sandy 855-7416

RN
FULL TIME DAYS
See Mrs. Martin
MONTESSORI HOUSE
8365 Newburgh Rd.
Westland/Near Joy Rd.
An Equal Opportunity Employer

RN, LPN or MA - Mature & conscientious. Wanted full time for busy Oncology practice. Excellent salary & benefits.
Send resume to: Box 730
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RN/LPN
We're currently looking for that special, take-charge person. We have a full-time afternoon opening available. Apply to Home Nursing Care, 38410 Cherry Hill Rd., Westland, MI 48185. Ask for Mr. James, at Michigan Chandler Co.
An Equal Opportunity Employer

RNS
HAWTHORN CENTER
NORTHVILLE
Contractual Staffing needed for children/adolescents psychiatric hospital. Attractive wage & benefits package. MUST have Michigan RN licensure. Call: 349-3000, extension 550

RN's & LPN's
HOME HEALTH AIDES
New pay rates effective July, 1993 can be discussed when you call for interview. All shifts available for local home care clients. Must have current pediatric nurses in Berkley, Livonia & Westland. No minimum number of hours, or off-days required. Call
VISITING CARE Today. 344-0234

SEEKING MATURE persons, willing to learn, to work with individuals with disabilities in a residential program. Require high school diploma. Experience in human services a plus. Call Dean, between 8am-12noon at:
569-7778

SOCIAL WORKER
32 Hours/Week
An assertive Social Worker needed for a long-term care facility to aid in preserving identity and pursuit the social services needs of our residents. Previous nursing home experience is preferred. Ability to establish an excellent report with clients, family and the community required.

Excellent wages. Send resume to Director of Social Services at: Bella Woods Continuing Care Center, 44401 Ann Arbor Rd., Belleville, MI 48111
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

NURSE, LAB TECH,
OR MEDICAL ASSISTANT
Needed immediately for Livonia Gynecology office. Call 7pm-9pm. 477-1102

NURSE'S AIDE for quad. Experienced only, full time, days, in my Westland home. 56.00 an hour. Call before 9pm. 427-2088

NURSING
OPPORTUNITIES
Oakbrook Common, a quality retirement community, is looking for currently seeking nursing staff for our 200-bed long term care facility. Positions now available:
• RNs
• LPNs
• Nursing Assistants
Join us on Wednesday, July 21, 1993 at 8 AM., 1:00 or 4:00 PM. for a tour of our lovely facility and to learn more about our full and part-time openings.
OAKBROOK COMMON
18355 Ford Rd.
Dearborn, MI. 48120
An Equal Opportunity Employer

OFFICE IN BIRMINGHAM, part time position, personable, enthusiastic & professional to join our busy practice.
642-3338

OPHTHALMIC ASSISTANT
Part time, Southfield area.
Experience helpful but not necessary. Please fax to: 247-7111 W. 12 Mile Rd., Suite 105, Southfield, MI 48034

OPHTHALMIC TECHNICIAN
Full time position for optometrist. Arabic speaking a plus. Salary & benefits, commensurate with experience. Please send resume to: PO Box 591, Dearborn, MI 48126

OPTOMETRIST - N. Vision Inc. is seeking an optician or optometrist with a strong work ethic to join our company. We offer an excellent work environment and compensation. We have locations in the Detroit area and a brand new ultra modern office in the Southland Mall. Contact Kelly Dakaski, Nu-Vision Inc., 313-787-0900

ORTHODONTIC Chairside Assistant, 4 day week. Experience desirable. Pleasant personality and neatness important. Good working conditions and benefits - in Clawson. Please call 435-2000

ORTHODONTIC
RECEPTIONIST
Full time in busy Orthodontic office. Scheduling appointments & telephone experience required. Salary plan. Outstanding benefits & bonus package offered. 471-1553

PAINTERS-FULL TIME
Needed for student work painting. Call Jack at 1-800-477-WORK

PHYSICAL THERAPIST
needed part-time for W. Bloomfield orthopedic practice. Salary negotiable. Call 788-1400

PHYSICIAN ASSISTANT/LICENSED PSYCH TECH
Full time position with competitive salary & benefits. Ideal candidate will have a strong occupational medicine/urgent care practice in Farmington Hills. Excellent salary & benefit package. Administrative Office. 851-2569

RECEPTIONIST BILLER
for busy W Bloomfield OB-GYN office. Experienced only. Medicaid billing service a plus. 855-8663

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HAWTHORN CENTER
NORTHVILLE
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VISITING CARE Today. 344-0234

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Excellent wages. Send resume to Director of Social Services at: Bella Woods Continuing Care Center, 44401 Ann Arbor Rd., Belleville, MI 48111
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RN or LPN
Full Time Afternoons, (3pm-11:30pm). Franklin Manor, 26000 Franklin Rd., Southfield, (behind Southfield Holiday Inn) 352-7390

$1,000 BONUS
RN'S/LPN'S
Are you an enthusiastic nurse who thrives on challenges and responsibility? If so we'd like to speak with you! We are a 300 bed skilled nursing facility affiliated with St. Joseph Health System. We currently have full and part-time positions available on our PM, evening and midnight shifts. Positions include:
• Competitive Salary
• Medical, Dental & Life ins.
• Vacation, holiday & Sick Pay
• Tuition Reimbursement
• Retirement Benefit
If you are interested in joining our professional staff, please call (313) 326-7181, ext. 13 or apply in person at:
ORCHARD HILLS,
A MERCY LIFECARE CENTER
532 Orchard Lake Rd.
Pontiac, MI 48341
An Equal Opportunity Employer

RN's & LPN's
High demand for pediatric skills in Oakland & Wayne counties. All shifts available. No min. number of hours or off shifts required. Call
VISITING CARE Today 344-0234

SINAI
HEALTH SYSTEMS
SINAI HOSPITAL has an immediate opening for a Professional Dental Biller. Two to five years of professional office billing experience is required. Proficiency in general office skills, knowledge of and computer systems, including Dentech billing system are essential.
Please send your resume to:
SINAI HOSPITAL/HR
8767 W. Outer Dr.
Detroit, MI. 48235
Attn: Employment Office

SPEECH & LANGUAGE
PATHOLOGIST
Part/full time.
Southfield 358-8784

SUPERVISOR
For clerical receptionist biller department. We are looking for an individual who's able to motivate others. Must have professional skills, team player, not afraid of busy days & able to work under pressure. Mature & dependable with people skills. Diversified tasks, immediate.
541-0100

TMJ OFFICE needs assistant to take Xrays and other patient related duties. Will train right person.
Southfield. 557-9150

TYPIST/RECEPTIONIST
(Outpatient Mental Health Clinic).
knowledge of WordPerfect, dictaphone Hrs: 7:30, Mon-Thurs & 8:15-1:30, Sat. 647-5320

VASCULAR TECH to do non-invasive peripheral vascular studies. Experience, 2 days per week, weekends preferred. 353-2166

X-RAY CLERK - Full time, File Rems, run data bases, transcribe. High School education. Must have relevant transcription.
Ask for Carol. 352-7600 Ext. 6080

504 Help Wanted Office-Clerical

SOLOMON, experienced people. Excellent compensation & benefits. Apply in person Mon. - Fri. P.O. Box 1161, Birmingham, MI 48012.

ACCOUNT ENTRY
Fortune 500 firm needs your recent accounting experience and rapid data entry skills for expanding business. Call Diana at 557-0444
Uniforce Temporary Services

ACCOUNTING CLERKS
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
DATA ENTRY
FULL CHARGE BOOKKEEPERS
PAYROLL

Use our temporary opportunities to be introduced to the fine companies we represent. Many of our clients hire from temporary to permanent placement to find permanent employees.
Call the office nearest you for an appointment.

accountemps
Southfield – 357-6367
28588 Northwestern Hwy. #250
Southfield MI 48034

Troy – 524-9050
201 W. Big Beaver #310
Troy MI 48084

Vacation & Holiday Pay
Health Care Benefits Available, EOE

ACCOUNTING CLERK
Responsibilities include light accounts Payable, accounts Receivable, and account reconciling. Heavy phone contact. Looking for detail individual. All resumes must include salary history.
Send to: Accounting Manager, 20300 Civic Center, Ste. 205, Southfield, MI 48076 or fax 557-4118

ACCOUNTING
CLERK
Opportunity for an Accounting Clerk in the Accounts Receivable Department of a company in Farmington Hills. Emphasis in collections, customer service. Looking for a clerical background helpful. Excellent organizational, communication & written skills required. For immediate consideration. Please send resume

BOX 728
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI. 48150
An Equal Opportunity Employer

ACCOUNTS PAYABLE SPECIALIST
For Southfield manufacturer. Minimum 1 year experience. Full benefits. Contact Mr. James, at Michigan Chandler Co. 353-0510

ACCOUNTING
We are seeking people with various accounting backgrounds who are interested in working Temp assignments which may lead to a permanent job search. Assignments available now & coming in daily.

We offer: Temp work, temp to perm, over time pay, resume & interview counseling.

CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

Accounts Payable
Part-Time
Fast-paced property management company has an opening in their accounts payable dept. Candidate must be a team player & willing to work 4-6 hrs./day, more if needed. Multi-company accounts payable experience helpful. Call Betty:
462-1300

ACCOUNTS RECEIVABLE
Entry level position to include: payment processing, filing, heavy phone contact. Some knowledge of accounting experience preferred. Send resume to: Accounting Supervisor, 1120 East Long Lake, Ste 101, Troy MI 48098.

ACCOUNTS RECEIVABLES & COLLECTIONS – Experienced for busy high volume building supply company in Livonia area. Must have experience helpful. Versyss computer system. Send resume to: Simeda-son Steel, 12584 Inkster Rd., Redford, MI 48239

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Expanding company needs top notch clerk, for daily sales recording, at central office location. High-volume, multiple retail outlets. 10 key & Lotus required. WordPerfect 5.1 helpful. Good documentation skills. Send resume & salary requirements to: C.W.C./Fraser, 2078 East Grand Blvd., Detroit, MI 48211

ACCOUNTING
CLERK
ENTRY LEVEL
Holtzman & Silverman Construction Company has an immediate opening for an entry level accounting clerk.

This individual will be responsible for opening mail, filing and accounts payable.

Please send resume and salary requirements to:

HOLTZMAN & SILVERMAN
CONSTRUCTION COMPANY
Director of Human Resources
30833 Northwestern Hwy.
Suite 300
Farmington Hills, MI. 48334
An Equal Opportunity Employer

ACCOUNTING PROFESSIONAL
With experience in Accounts Payable & payroll needed for Livonia company. Computer background, including Lotus 1-2-3, is very helpful. Qualified applicants should send resume with cover letter & salary history to Box 20
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Accounts Receivable Clerk
Large auto dealership looking for experienced person, we have an perfect position for you. Excellent pay and benefits. Please call Stanley. 478-8200, 855-8200

AUTO DEALER on West Side has an immediate opening for Accounts Receivable Clerk. Excellent pay, fringe benefits & always looking for dealership knowledge!
Apply in person at:
DICK SCOTT DODGE
640 South Ann Arbor Rd., Plymouth

AUTO DEALER - Experienced professional, mature, experienced switchboard operator able to handle high volume. Must know AT&T Merlin and voice mail experience preferred but will train. Excellent pay, fringe benefits, and pleasant working conditions. Apply interview appointment call Mrs. Madden at. 474-4400

AUTO DEALERSHIP Repair Order Flagger/Filing Clerk. Experience helpful. Contact Joy, Mary Ellen at in Wayne. 722-9100

AUTO GLASS INSTALLER
Top pay, Experienced need only apply in person: Arb Glass & Trim, 24777 Telegraph, Southfield.

A WORLD LEADER IN SECURITY
In investigative services, Dedicated seeking an individual with 2-5 yrs. broad based clerical experience. Ideal candidate This individual should be a self-starter with a working knowledge of federal and state labor law, interested parties may apply at: 37625 Ann Arbor Rd., Ste 102, Livonia, MI
EEO/M/F/D/V

BANKING
OPPORTUNITIES
Temporary to Permanent
8 Full Time Openings:
4 Day Shift
4 Evening Shift
8,000 Keystrokes
Credit Check Required
Livonia Area
Call Today!
SPENCER
PERSONNEL, INC.
559-0110
E.O.E. Never a fee.

BE A
PERMANENT
TEMPORARY
TOMORROWS JOBS
ARE HERE TODAY!
• SECRETARIES
• WORD PROCESSORS
• DATA ENTRY
• ACCOUNTING
Growing companies seek people who can offer their skills on an as needed basis. Let us match you with those companies. Temp work at a variety of companies. Top pay, bonuses, benefits. Call or fax resume for an interview.
WESTERN
TEMPORARY
SERVICES
615-0660
615-0663 (FAX)

BLOOMFIELD HILLS
Executive Assistant/Switchboard required, $25,000 plus.
Call Sherry, career agency since 1953
Ask for ANITA COLBY - 649-6797

DAY
DBA/DOROTHY DAY PERSONNEL
OF TROY, INC
STEEL COMPANY looking for full time office help. Medical benefits, top sticks needed. Send resume to: Box 735,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BOOKKEEPER/Office assistant
Flexible hours, experience helpful. Apply anytime in person. Mountain Jacks, 26207 W. Warren, Dearborn Hts., Mich.

BOOKKEEPER FULL CHARGE
for small manufacturing & building company. Must be organized, detailed and dependable. Send resume to, 14861 W. 11 Mile Rd., Oak Park, MI 48237.

BOOKKEEPER
Full charge for 23 million dollar credit union. Qualified candidate will have strong bookkeeping background & computer experience. Send resume to: 30418 W. 8 Mile, Livonia, MI. 48152.

BOOKKEEPER - new restaurant needs part-time help. Full charge & Real World accounting a plus. Send resume & wage requirements to: Roosevelt's, 27843 Orchard Lake Rd., Farmington Hills, MI. 48334.

BOOKKEEPER - PART/FULL-TIME
Experience required. All serious inquiries please send resume to:
Duffy & Assoc., Attn: Sharon, P.O. Box 436, Allen Park, MI. 48101

BOOKKEEPER/CLERICAL
For Detroit mechanical contractor. Full time position starting Aug. 2. Duties include payroll, job costing, accounts payable & payroll. Computer experience necessary. Send resume to: 19101 W. Davison, Detroit, MI 48223 or fax: 838-8168

BOOKKEEPER - 10 Mile & Grand River area. Computer experience. Must be independent & organized. Accounts payable/receivable, payroll, general ledger. Flex hours. Full/part time. Call Judy. 435-1000

BUSY ROYAL OAK OFFICE seeking receptionist to handle multi line telephone, excellent typing necessary, articulate, reliable, good appearance, full time, benefits. 398-4200

504 Help Wanted Office-Clerical

BOOKKEEPER/ACCOUNTS
RECEIVABLE - For property management firm. Experience in CAM billings, collections, accounts receivables, reconciliations. Lotus, Windows, WordPerfect helpful. Submit resume: Deebee, P.O. Box 3089 Farmington Hills, MI 48333-3089

BOOKKEEPER - experienced. A/R & A/P, job costs, payroll, inventory control, computer experience. Send resume & salary to: P. O. Box 563, Walled Lake, MI. 48390.

BOOKKEEPER/PART TIME
Experienced in monthly in-put, payroll/sales and payroll taxes. Call Norman Hirst. 258-5122

CASHIER, FULL-TIME, for Plymouth area dealership. Auto dealership experience preferred. Please contact Dan at Blackwell Ford, Inc 453-2630

CASH IN ON
SOME GREAT
JOBS
DATA ENTRY
OPERATORS
• Must be able to key 10,000 KPH +
• 6 hour shifts for days
• 4 hour shifts for afternoon or pm
• Long-term assignments available
Long and short-term assignments in Livonia and Westland area.
Livonia 522-4020
29125 Buckingham #4
Westland 326-5590
896 Wayne Rd.
KELLY
TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

EMAIL SUPERVISOR/Sales office has permanent part-time position available for mature person to work Mon-Fri, 2pm-6pm. Duties include assisting full time inside sales associates. Must be computer literate, keyboard, filing & phone skills. Will train qualified person. Send resume to: Balrus, Inc., 5020 W. Maple, Suite #304, W. Bloomfield, MI. 48322.

CLERICAL ASSISTANT
Southwest insurance office looking for sharp team member. $7 per hour plus benefits. Computer, typing, filing, mail, light typing, some computer experience necessary. Send resume to:
Healthy Options
Attn: Judith
PO Box 2604
Farmington Hills, MI 48333-2604

CLERICAL - FULL TIME
To perform general office duties, telephone, typing, computer. Commerce Place Dr., Ste. 205, Novi, MI 48375

CLERICAL/GENERAL OFFICE
Light typing, phone duties, Southfield. Unique Business Services.
355-6298

Clerical
LONG TERM
TEMPORARY
We have several temporary clerical positions available for enthusiastic, self-motivated individuals. These positions are full time (temporary) and will involve performing various clerical functions. Typing skills are a definite plus.

Assignments will be month-to-month, with a starting rate of $6 per hour.

Please apply in person Mon-Fri 9am-4pm and be sure to indicate on your application that you are interested in TEMPORARY employment.

Human Resources
BOURNE/MORSE MORGAN
SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334-3357
Equal Opportunity Employer M/F/D

CLERICAL, PART TIME
12-5pm, Monday thru Fri. Phones, data entry, filing. Apply in person: 33301 Schoolcraft, Livonia MI

CLERICAL/PART TIME Radford company seeks part time help. Non-smoking environment. Flexible hours, typing, filing, general office. We train on computer use. Fill out application in person at 12360 Beech Daly or call: 937-3970

CLERICAL
TEMPTIME
Dynamic progressive firm looking for a permanent part-time clerical individual. Hours are 9:30AM - 3:30 p.m. Monday through Friday. Candidate must have pleasant personality who can work in fast paced environment. Must have general office experience. Please submit your resume to:
CORPORATE OFFICE MANAGER
P.O. Box 71043
Madison Heights, MI 48071-0043

CLERICAL/RENTAL agent for full time position in Oak Park. Mature, dependable individual. Phone meeting people. Call Mark, 9am-pm. 968-1963

CLERICAL/SECRETARIAL full time. Company located in Redford is accepting applications for full time clerical position. You will be talking to customers, using the computer, typing & filing. Customer service background is helpful. Good working conditions, competitive pay & benefit package. We are a nonsmoking environment. Please send resume or apply in person at:
Beech Daly Redford, M