502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Part time Tues or Wed, 8am-5pm. Check for positive personality friendly family practice in W Dearborn. Established record in prevention-oriented office. Send resume to: PO Box 5113, Dearborn, MI 48128-0113

DENTAL HYGIENIST
Enthusiastic, motivated, Hygienist wanted for full-time position in modern Modern preventive practice in Canton. Flexible hours.
Send resume to: Box 784
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DENTAL HYGIENIST - good personality. Excellent salary. Full or part time. Redford/Dearborn Hts.
937-1520 After hours 353-7587

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

DENTAL HYGIENIST
Chelsea
2 Days, 9:30am-4:30pm
Southfield Area 353-5555

DENTAL HYGIENIST
needed for friendly Livonia office. Mon. and Wed. & every other Saturday. Call. 478-4300

DENTAL HYGIENIST
Immediate openings for full or part time, including Sat. No nights or eves. 357-5540

DENTAL HYGIENIST
Experienced preferred part time for friendly Farmington Hills office. 473-8822

DENTAL HYGIENIST &
DENTAL ASSISTANT
Part time, experience preferred. Salary commensurate with attitude. 255-6855

DENTAL HYGIENIST
Looking for a friendly person to match our friendly office.
3-4 days. Great atmosphere.
Call 953-2000
Voice Mail # 7060

DENTAL HYGIENIST
Are you an enthusiastic, motivated, caring dental hygienist looking for a new opportunity? We have a leadership position for right individual in quality-oriented Downtown Farmington dental office. Please contact Chris, 474-0224

DENTAL PUBLIC RELATIONS
Part-time needed, 2 days a week.
Good phone technique a must.
Call 600-1135

DENTAL RECEPTIONIST/Assistant.
Full -or part time Livonia office. Some experience required. Excellent staff to work with. 525-5432

DENTAL RECEPTIONIST
Our professional caring dental practice is looking for a motivated, experienced, enthusiastic people person to join our team. 474-0224

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

DENTAL RECEPTIONIST, 30 hrs per week for busy downriver office. Experienced only. Pegboard, collections & banking. 382-0710

DENTAL RECEPTIONIST
Full time. Experience helpful. Solo family practice. Redford/Dearborn Heights Area. 531-7800

DENTAL RECEPTIONIST
Full time for Livonia/Canton specialty practice in new, attractive, all front desk operations hospital. Jan 261-7802

DENTAL RECEPTIONIST
Work in a beautiful well organized office with motivated staff team. Part time experience, computer knowledge a plus. 1994 425-4330

DENTAL RECEPTIONIST
Experienced. Full time. Must have experience with computers. Word-Perfect a insurance billing. Send resume to: 27900 Cabot Drive, Green, Farmington Hills, MI 48331

DENTAL RECEPTIONIST
OFFICE COORDINATOR
FULL time permanent, motivated team player for achievement oriented position with 2 years experience. Responsible for scheduling, collections & insurance. Warm telephone skills & computer experience a must. Dental assisting system preferred. Farmington Hills. Excellent benefits for the right person.
Call Lorie at 932-5650

DENTAL RECEPTIONIST

If you have dental experience, computer knowledge and are looking for a positive, people oriented job. We offer:
• Medical benefits
• Paid holidays & holidays
• Paid sick days
• Bonuses
• Profit sharing
• No week ends
Call Karen in Southfield, 559-8618

DENTAL/SURGICAL ASSISTANT
Needed for busy Livonia oral surgery practice. Will train. Salary based, full/part time. Saturday AM required. Excellent benefits. 525-5720

* DENTAL TECHNICIAN
Blue-Waser. School and/or some experience necessary.
Ask for Liz at 534-2350

DIRECTOR OF NURSING
& ASSISTANT DIRECTOR
OF NURSING

If you enjoy a challenge, have experience in the nursing field, a flair for management in a long term care setting and need hours that can be income your needs could meet our needs. Carnegie Has Convalescent Center is seeking a Director of Nursing and an Assistant Director of Nursing. We are building a team of leaders and are looking for professional leadership. Please call Gary Rates at 522-1444, or visit us to discuss our program at 35100 Ann Arbor Trail, Livonia.
An Equal Opportunity Employer

HOME HEALTH AIDES
NURSING ASSISTANTS

All shifts available for local home care agency. PAY RATES can be discussed during your interview.
Call VISITING CARE Today!
344-0234

ACTIVITIES ASSISTANT

Energetic individual to assist nursing home residents with recreational activities such as Bingo, bowling, bedside activities and much more. Experience not necessary, but imagination and a love for the elderly is a must. Apply in person at:

Greenery Extended Care Center
34225 Grand River Ave.
Farmington, MI 48335
Equal Opportunity Employer

RRT/CRTT

Immediate openings for full-time, part-time and on call Certified and Registered Respiratory Therapists. Greenery's Respiratory Dept. is progressive and diversified, offering a wide range of therapies and a challenging professional work environment. Qualified candidates send resumes to, or call, LaDonna L. Wicks, MBA, RRT, Respiratory Care Director.

Greenery Health Care Center
3003 W. Grand River Ave.
Howell, MI 48843
(517) 546-4210 Ext. 132

502 Help Wanted Dental-Medical

DENTAL SOFTWARE corporation, looking for enthusiastic individual - position & software support. Combination dental/computer experience a plus. Ready to box 112
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DIETARY AIDES

For morning shift and afternoon shift. Please apply in person at 25300 Lahser Rd., Southfield.

DIETARY POSITION

We are looking for a self-motivated person to work in our Dietary Department. Flexible hours, evenings from 3-11 or 2-10pm. Need to be able to work 2-4 days per week including every other weekend. For more information, call 349-2840 or come in and fill out an application at Whitehall-Nol Convalescent Home
43453 W. Ten Mile
Novi

DIRECT CARE STAFF
For head injured residents. Full time afternoons & midnights. 353-4580

DIRECTOR OF NURSING
& Assistant Director of Nursing
Four Chaplains Convalescent Center has a top level opportunity for a Director of Nursing. The successful candidate will have a current Michigan RN License, knowledge of long term care management & excellent communication skills. Long term care & subacute nursing experience preferred. We offer an excellent salary, insurance benefits & pleasant working environment. For immediate consideration, please send resume or call Administrative, 28349 Joy Rd. Westland, 48185. 261-9500
An Equal Opportunity Employer

GENERAL MEDICAL OFFICE
Part time, 10-15 hours/week in Pacific to cover vacations. Call 9-5pm. Mon, Tues, Thurs 474-4429

HOME HEALTH AIDES

Experienced. FULL & part time-all shifts. Competitive wages, bonus program includes annual, attendance, holiday & vacation bonuses. Vacation pay, Transportation allowance. We take pride in hiring 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 is required. 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
Certified aides or experienced
Excellent pay & benefits
FAMILY HOME CARE
(313)229-5863
(313) 455-5663 (313) 620-6877

HYGIENIST - part time, eves & Sat. for Dearborn Hts. office. Also Dental Assistant - full time. Experienced only. Must be willing to work Eves & Sats. 561-9030

IF YOU want a spectacular job, with super start to work and big megabucks, don't call. But if you are an experienced Dental Assistant, want a great job, fun start and good benefits, then are your office. Call Linda at 697-4400 to find out more.

INTERNAL MEDICINE practice needs Front Desk Assistant, knowledge with insurance programs.
647-5650

LPN/R
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

LPN
Needed for busy Family Practice Doctor position. Must have nursing home experience with computer knowledge or knowledge helpful. Send resume to: Attn: Dr. Tabbara, Ste. 140, Southfield, MI, 48037 Attn: Joan

MLT POSITIONS

Available for busy CAP accredited laboratory, benefits and pleasant working environment. Please contact Detroit Bio Medical Laboratories, 23955 Freeway Park Dr., Farmington Hills, 19 Mile/Grand River area. Or call, 471-4131

MEDICAL ASSISTANT
Qualified for allergy office. Immediate openings in Livonia and Sterling Heights. Please call 478-5221

MEDICAL ASSISTANT - Part Time. Experienced preferred. Will train. Evenings. Willing to be trained as an Allergy Tech 541-0100

MEDICAL ASSISTANTS

Beth Medical Group, a division of Health Alliance Plan, has several immediate full time openings available for medical assistants to staff our ambulatory care centers based in Detroit and the western suburbs. We are seeking individuals with one year experience and/or graduation of a certified Medical Assistant's program. The chosen candidate must be able to type 40wpm. We offer an excellent starting salary and benefit package. Interested applicants should send resume to: Health Plan Human Resources Departments at:
METRO MEDICAL GROUP
1800 TUXEDO
DETROIT, MI 48206
Attn: M. Krishnappa
An Equal Opportunity Employer

MEDICAL BILLERS
Feel unappreciated or underpaid? If you have medical billing experience, let us represent you to our physician clients. We have openings in endocrinology, allergy, internal medicine and neurosurgery, or Medic background. Also EMERG/ IV INFUSION BILLERS for opposite offices.
Contact Diane Detzler, 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

502 Help Wanted Dental-Medical

MEDICAL Assistant/Receptionist needed part-time for a podiatrist office. Approximately 20-25 hours per week. Mon., Tues. & Thur. Please resume to: Arbor Foot Clinic, 29877 Telegraph, Suite 304, Southfield, MI 48034

MEDICAL ASSISTANT
Part-time for OB/GYN Office. 24-30 Hours per wk. Must be flexible. Experience necessary. 13 Mile/Telegraph area. 848-3111

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 Tempro Medical. 443-8944

MEDICAL ASSISTANT - needed part time for family practice center in Novi. Experience in Vena Puncture, EKG and Injections required. Send resume to: L. Mukherjee, RN, Huron Valley Fam. Prac. 43011 Pontiac Tr., Novi, MI 48377.

MEDICAL ASSISTANT - Part time for busy internal medicine office in Westland. Blood drawing experience a must. Call for interview between 12-3. Mon, Tues, Thurs & Fri. 729-4343

MEDICAL BILLER - experienced. Must have a top Blue Cross Medicare. Excellent pay & benefits. No weekends. 588-8000 ext 308

MEDICAL BILLER/RECEPTIONIST for high volume internal medicine. Minimum 1 yr. experience. Southfield area. 851-9754

MEDICAL BILLERS - immediate openings in Oakland & Wayne counties. Call for interview. Will provide train on computers. Salary based on experience. Flexible hours available. Call Bonnie at Tempro Medical. 443-5394

MEDICAL BILLING
COMPUTER COMPANY
Immediate position open for medical biller with great communication skills. As a system trainer, you will instruct our clients in the use of our billing software. Must have billing experience & a teaching background and basic computer skills.
Medical Biller
23100 Providence Drive
Suite 250
Southfield, MI 48075

MEDICAL CLERK - Must have HMO-manage care experience with referrals. Telephone, light typing skills. Call Debbie 544-9066

MEDICAL CONSULTANT
To assist clients to recruit medical personnel. Salary motivated people. No pre-person. 737-5660

MEDICAL Receptionist/Podiatry Assistant. Part time (20 hrs. per week flexible). Pay negotiable. Call Mon-Wed, 12-5pm. 591-7620

MEDICAL RECEPTIONIST/Assistant. Part-time. Family practice in Canton. Send resume to: P.O. Box 871012, Canton, MI 48187-6012.

MEDICAL RECEPTIONIST needed for busy podiatry office in Livonia. Experience with insurance billing preferred. Approximately 20 hours per week. 459-9260

MEDICAL RECEPTIONISTS - immediate full time openings in W. Bloomfield & Royal Oak. 1-2 yrs. experience required. Competitive salary & benefits. Call Monica at Tempro Medical. 443-5594

MEDICAL RECEPTIONIST for Rochester Hills Hand Surgeon. Mon, Wed, & Fri. Experience preferred. Send resume to: Box 784
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPTICAL DISPENSER
Experienced, full or part time for busy optometric office in the City of Wayne. Excellent opportunity. Call Cindy 721-5442

OPTICAL

Experienced optical dispenser needed full time for high-volume practice in Brighton. Must be enthusiastic. Call Monday-Friday, between 8-11am. 227-7004

ORTHODONTIC - chairside assistant, part of full time for our growing Canton practice. Experience preferred. Call, 981-2444

PHYSICAL THERAPIST/Physical Therapist Assistant/Occupational Therapist to work with Special Education students age 0-26. Ladoga County Intermediate School District. Call Linda Mocnaik 313-664-1838 ext. 1080

PHYSICAL THERAPIST

needed for busy Birmingham orthopedic practice. Excellent wages. Call 788-1400

PHYSICIAN ASSISTANT/LICENSED full time position available immediately available in a busy occupational medicine/urgent care practice in Farmington Hills. Salary & benefit package Administrative Office. 553-9068

RADIOLOGIC TECHNOLOGIST
Metro Medical Group, a division of Health Alliance Plan, has an immediate full time position available for an experienced technologist. The chosen candidate must be ARRT registered and have mammography experience. Weekend experience preferred. We offer an excellent salary, benefit package, comprehensive benefit package. Interested applicants please send resume to the Human Resources Department at:
METRO MEDICAL GROUP
1800 TUXEDO
DETROIT, MI. 48206
Attn: M. Krishnappa
An Equal Opportunity Employer

RECEPTIONIST needed for busy ophthalmology office in West Bloomfield. Previous medical office & computer experience a must. Full time position. Excellent salary & benefits available. Send resume to: MES/Linda, 5775 Haverhorse Lake Rd., Brighton, MI 48116

RECEPTIONIST/DILLER
Needed for busy OB/GYN practice in Northville. Full time. 2 years experience preferred, previous MEDS experience helpful. We offer a competitive package at compensation and benefits. To be considered, submit a resume to:

Employment Office-MT
SINAI HOSPITAL
6767 W. Outer Dr.
Detroit, MI. 48235

ACCEPTING APPLICATIONS - At Presbyterian Village, 12383 Gardield, Redford, MI 48240. Certified Nursing Assistant, part & full time any shift. AM, PM & Midnights. Or call, 531-6874 Ext.34.

LIVONIA area CHILD DEVELOPMENT CENTER seeking registered nurse with 2 years experience in pediatrics. 10-6 daily, no weekends. Call 953-8655

502 Help Wanted Dental-Medical

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

RECEPTIONIST/BILLER
Experienced, for busy W. Bloomfield OB/GYN office. Full time. Medical Billing Service a plus. 855-8063

RECEPTIONIST/BILLER
Full time. Experienced. MDS helpful. Southfield/Detroit area. Please call: 569-3300

RN FOR busy Pediatric Office in W. Bloomfield. Mon. & Wed. 4-9; every other Saturday 8-2. Call Nancy 855-7418

RN
HOME CARE
CASE MANAGER

Our rapid growth has created the need for a full time RN to provide field case management in our licensed certified division. Excellent clinical assessment & interpersonal skills and home care experience preferred.

• Excellent salary & benefits
• Incentive bonus program
• 401(K)
• Tuition reimbursement

For more information, contact
PHYLLIS PHEENEY
Grosse Pointe Home Care
Southfield (313) 357-3654

HOME HEALTH PLUS
An Equal Opportunity Employer

RN HOSPICE CARE - Experienced to provide Hospice Home Care. Excellent pay & benefits.
Family Nurse Care (313-229-5683

RN/LPN PEDIATRIC NURSES
Private duty, Milford & Westland locations. Call today!
(313)352-8340

RN OR LPN for Birmingham Pediatrician office. Part time. Send resume to: KWEB, 503 Peirce, Birmingham, MI 48009

RN's & LPN's

Are you looking for occasional extra shifts to supplement your income? Are shifts available in Wayne, Oakland counties. Pediatric & high tech care experience. NEW RATES can be discussed during your interview.
Call VISITING CARE Today!
344-0234

RN's & LPN's

Our management team is seeking professional Nurses who'll take charge in our Canton facility. We direct a quality nursing care team in 53 bed facility. The qualified candidates must possess managerial skills & the desire to assist their youth. Experience with abused youth helpful. We offer competitive salaries recently increased & excellent opportunity for career growth. Sign on bonus up to $1000. Apply in person or send resume to:
Anne Dennis, RN, CCM
Wayne Convalescent Center
34330 Van Born Rd.
Wayne, MI. 48184
721-0740

RN's/LPN's

Private Duty Shifts
Close to home
Flexible Schedule
$$$ Bonus
HEALTH CARE PROFESSIONALS
SOUTHFIELD 357-7080
DEARBORN 563-0058

RN's & LPN's
Shelby Nursing Center is currently accepting applications for full-time, part-time, afternoon shift. We offer a competitive salary & a great working environment. Please apply at: 4833 Schoenherr, ½ mile N. of Hall Rd. 566-1100

RN/LPN/PM WE NEED YOU!
• PM'S earn up to $20/hour.
• RN'S earn up to $40/hour.
Home Care Staff Select
FAMILY HOME CARE
(313)229-5683

RN's

MS/MICU
LAD/INICU/Ped ICU
ER/OB/NURSERY
All Shifts
Per Diem & Contract
LPN's/CNA's
Nursing Homes & Private Duty
Live In Assignments
HEALTH CARE PROFESSIONALS
Southfield 357-7080
Dearborn 563-0058
Ann Arbor 747-8070

RN WANTED OTH experience. Interested in infertility. Part time. Troy office. Immediate position. 643-6634

TYPIST/RECEPTIONIST
(Outpatient Mental Health Clinic), knowledge of WordPerfect, dictaphone. Hrs: 1-7:30, Mon-Thur; 8:45-1:30, Sat. 647-5320

ULTRASOUND TECHNOLOGIST

Sinai Hospital has an immediate opening for a contingent Ultrasound Technologist. This position is for 2 days per week, this person will perform OB/GYN exams and small bowel scanning. The successful candidate will possess an Associates Degree in Radiologic Technology, ARDMS registered or registry eligible and have excellent public relations skills. We offer a competitive compensation package.

For consideration, please submit a detailed resume and salary history to:

Employment Office-UT
SINAI HOSPITAL
6767 W. Outer Dr.
Detroit, MI. 48235

WE ARE SEEKING an energetic Dental Assistant for multiple and expanded duties to join our long established Dearborn Hgts. office. Dental experience required. Full time, benefits. 274-4040

WORD PROCESSING/
MEDICAL
TRANSCRIPTIONIST
SPECIALIST

Sinai Hospital has an immediate full-time opening for an experienced Word Processor/Medical Transcriptionist.

Requirements include 50 wpm. typing and strong medical transcription background, achieved 9.1 Word Perfect and strong English usage. Experience highly desirable. We offer a competitive salary and comprehensive benefits package.

For consideration, please submit a resume to:

EMPLOYMENT - WPS
SINAI HOSPITAL
6767 W. Outer Dr.
Detroit, MI. 48235

X-RAY TECH
Licensed Tech, 2 yrs. minimum experience for high volume internal medicine practice. Southfield area. Virginia 851-8734

X-RAY TECH wanted part time (Tuesdays & Fridays) for Bloomfield Hills area. Please call 334-4525

504 Help Wanted Office-Clerical

JUNIOR ACCOUNTANT/
ACCOUNTS PAYABLE

Small westside company looking for a highly self motivated person with working knowledge of the following computerized accounts payable system, ADP payroll, bank reconciliation and general ledger. Must have 10 years experience in this field. Accounting degree a plus. Working experience with Lotus and Word Perfect a must. Knowledge of the Windows environment a plus. Individual must be a non smoker. Excellent benefits. Send resume and salary requirements to the following: Box 880
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

A FAST paced office, energetic personality. Sales, phones, word processing, experience preferred but will train. Accounting experience helpful. Nov/Canton. 344-9504

AA WATERBED GALLERY CO.
is expanding & moving to a new headquarters.
We're hiring:
• Delivery Scheduler
• Customer Service Representative
• Secretary
• Receptionist/Typist
Apply at:
41615 Ford Rd., Canton.

ACCOUNTANT
Southfield firm has an immediate opening for a degreed accountant with two years related experience. Responsibilities include accounts payable, accruals and account analysis, bank reconciled. Full time position with competitive salary and benefits. Send resume with salary requirements to: JARC
29566 Northwestern Hwy., Suite 200
Southfield, MI. 48034
An Equal Opportunity Employer

ACCOUNT COORDINATOR
Fast-growing Farmington Hills financial firm has an opening for a well organized, detail oriented individual with 2 to 3 years experience in the mortgage industry as a wire operator, sales assistant or loan coordinator entry. Accurate keyboard skills a must. Position is full time. Should forward their resumes with salary expectations to:
P.O. Box 1038
Bloomfield Hills, MI 48303
An Equal Opportunity Employer

ACCOUNTING
ADMINISTRATIVE ASSISTANT

Progressive property management firm located in Bloomfield Hills, seeks accounting administrative assistant. Applicants must have good organizational skills & experience in accounting & computers. Position includes typing, filing, accounts payable & receivables, bank reconciliation, administrative salary & benefits package provided. Send resume & salary history in confidence to: P.O. Box 9053, Troy, MI. 48099 (313) 435-9053. Attention: Administrative Assistant.
An Equal Opportunity Employer

ACCOUNTANT
A Troy based Health Care Company has one full-time and two part-time positions available. Candidates must have a minimum of one year related accounting and Lotus 1-2-3 experience. Job responsibilities for the two positions include the processing of accounts payable and payroll. Full-time position requires payroll experience.

Please submit a resume which includes salary requirements to:

SelectCare
Human Resources
2401 W. Big Beaver, Suite #700
Troy, MI. 48084

ACCOUNTING CLERK - minimum 3 years experience with costing and month end closings. Must be computer and detail oriented with good salary requirements to Box 814
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING CLERK
2 years experienced required. Must have Lotus 1-2-3 & 10-key skills, and general ledger experience. Salary commensurate with experience. Fax resume to: 557-7004

ACCOUNTING CLERK

Accounts payable and payroll auditing for a very well established food service company. $18,500 with good benefits.

SHELLING PERSONNEL SERVICES

Accounting Clerk

Accounts Payable Department

International manufacturer located in Troy has an immediate opening for a detail oriented, self-starting accounting Clerk with a minimum of 2 (two) years' related accounts payable experience. Candidate must have strong communication skills.

Vasenis offers a generous benefits package including 401K, salary and dental insurance, plus pension, company-matching savings & investment plans. Send your confidential resume to: Vasenis Human Res. Box 3950-MD, Troy, MI 48007-3950. No phone calls. Equal Opportunity Employer

ACCOUNTING & GENERAL OFFICE
Part time, 1-2 days per week. Please send resume to: P.O. Box 2534, Livonia, MI 48151-0634, or call 261-0451

ACCOUNTING

Want a Permanent Job?

Look at this option:
The latest employment trend shows a transition in " Temp to Perm" placements.

Include this opportunity in your job search. Your ONLY investment is your time. Call for details.

354-2410
ACCOUNTANTS ONE

Agency Temporaries, Inc. Fee Paid

ACCOUNTS PAYABLE, General Office. Must type 45wpm. Quality control & good attention to detail. Apply in person: 30930 Industrial Rd., Livonia. Middlebelt & Merriman, Livonia.

ACCOUNTS PAYABLE/Payroll Clerk. Part time, $10/hr. Must have experience. Typing & calculator skills required. Apply in person Mon.-Fri. 1pm-5pm. Parkwest Inn, 468 S. Dayoba, Pontiac, MI. (behind Applebee's). Deadline today.

ACCOUNTS PAYABLE ASSISTANT
Busy steel service center is looking for an individual to assist in our Accounts Payable Clerk.
Accounting coursework or experience necessary. Excellent opportunity and fringe benefit package. Apply in person at: Contractors Steel Co., 35555 Amrhein Rd. (near Livonia Mall)

Accounts Receivable Clerk
Large auto dealership looking for experienced Accounts Receivable Clerk. Please send resume to P.O. Box #700737, Plymouth, MI 48170.

ACCOUNTS RECEIVABLE
RECEPTIONIST
Some experience. State salary requirements. Send resume to:
Box 844
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE
CASHIER
CLERK
All positions full time
MEADOWBROOK DODGE
853-9090

ACCOUNTS RECEIVABLE CLERK
National company seeking an energetic person with at least 1 year experience in accounts receivable. Applicants should have strong communication & organizational skills & a willingness to take on new responsibility. Good salary with medical benefits, 401K plan included. Send resume to: Accounts Receivable Clerk, 3900 18th St. Detroit, MI. 48208

Administrative Assistant
Position available for an outgoing and extremely organized individual who can work with a minimal amount of supervision. Successful candidate should have good bookkeeping, typing and computer skills. Some mortgage knowledge helpful. Excellent compensation package. Please send resumes to:
Vicki Kalis or
John Adams Mortgage Company
28124 Orchard Lake Rd., Suite 101
Farmington Hills, MI 48334
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
for Birmingham management consulting firm specializing in employment and labor relations. Wordperfect 5.1 and 10-key proficiency is a must. You will handle a variety of tasks from Project Management, Document Design & Storage to Word Processing & Phone Answering. 2-3 years office experience necessary, 75wpm desired. Position anticipated available Aug. 16. Pre-employment drug screen required. Reply as soon as possible to:
235 E Brown St., Ste. 210
Birmingham, MI 48009
All replies held in confidence.

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
NW suburban law firm seeking long term opportunities. Full & part time. Experience necessary. 700 salary. Call Sue: 473-2931
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Rapidly growing Auburn Hills/Troy company has several long term openings. Wordstar & Experience necessary.
Call Susan 648-7661
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
TECHNICAL DEPARTMENT
Local engineering company seeks general office help. Must have word typing on WordPerfect, filing, telephone skills & experience preferring for Engineering Dept. College grad with Spanish speaking/ language desirable. Reply to:
1700 Commerce Dr., Romulus, MI
48174, Att: S. Herndon.

ADMINISTRATIVE SECRETARY
$22,000

If you are looking for job security with a well established company, this is for you! Responsibilities are invoicing, etc. Some shorthand required. Call today!
SHELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
• Temp to Perm positions available
• Must have working knowledge of Microsoft Word, Excel or WordPerfect

Call today for an appointment

CORPORATE PERSONNEL SERVICES
362-9696
NO FEE EOE

ADMINISTRATIVE ASSISTANT
Full/part time. Computer literate. Some bookkeeping skills. As a student or degreed graduate. Home office in Bloomfield Hills. 647-1170

ADMINISTRATIVE ASSISTANT
PART TIME
To work with both Senior Manager & Clients. Computer & office experience a must. Please contact: IOS Financial Services Inc. 3000 Wards Dr., #255, Troy, MI. 48084.
Fax # 643-7194
Attention: Melinda Mc Kay.

ADMINISTRATIVE ASSISTANT
NEW OPPORTUNITY
New Farmington Hills sales office for N. Michigan resort. Lots of word processing (Mac or WordPerfect/Windows), client phone contact. 25-30 hrs./wk. Call Debbie at 737-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
New aggressive high tech company in Auburn Hills is looking for a people oriented individual with great phone etiquette to provide administrative/secretarial support. Applicant must have working knowledge of PC's including Macintosh Word and Microsoft Excel software packages. Excellent salary and benefit package. Send resume and cover letter to: P.O. Box 1018, Royal Oak, MI 48068

Administrative Secretary

Requires minimum 2 yrs. office support experience along with strong Mac skills. Excel experience preferred. Excellent salary and benefits.

HODGSON-TYL & ASSOCIATES
CALL: 458-7025

ADVERTISING AGENCY
EXECUTIVE SECRETARY
$24,000

Exciting opportunity with a new division of a top firm. Assist the Sr. VP. Good word processing skills including graphics and experience on MAC or IBM. Hurry! Call Jackie, 464-9900
SHELLING PERSONNEL SERVICES

AMERICAN CATERING
Part time. Light clerical duties. Hours: 2:00-5:30pm, Monday-Friday, to start. Call 525-3859

ANIMAL LOVERS

Friendly, outgoing, energetic Receptionist/Office Manager needed for busy small animal hospital. Submit resume to:
Westland Veterinary Hospital
615 N. Wayne Rd.
Westland, MI 48185

ARBOR TEMPS NEEDS:

• Word Processing/Clerical
• Technical • General Labor

459-1166

ASSISTANT ADMINISTRATOR
Full time position for highly motivated, energetic, excellent organizer proficient in Lotus, WordPerfect & DataTop. Pubsidiary of Fortune 500 with salary/requirements to:
Handy Home Products, 5400 E. 11 Mile Rd., Warren, MI. 48091.
Attention: Brenda Hall

ASSISTANT
Well organized, highly motivated administrative assistant needed for a fiery based national benefits management firm. This part time (20-25 hrs.) position requires the employee maintain of a detailed follow up and filing system. Applicant must know WordPerfect and have computer experience. Send resumes with salary history to: Human Resources Company, P.O. Box 7777, Troy, MI 48007. No phone calls accepted.

ATTENTION

If you work for a temporary service or presently doing clerical work for us, why not find out why everyone is talking about us.

OAKTEC PROFESSIONAL TEMPORARIES

We offer unique personal placement for:

• SECRETARIES
• WORD PROCESSORS
• CLERK-B
• DATA-ENTRY
• TYPISTS
• RECEPTIONISTS

AUBURN HILLS 377-4070
FARMINGTON HILLS, 488-0484

BILLING REPRESENTATIVE
National health care services organization located in Southfield, seeks a Billing Representative. Insurance verification, billing and collection experience preferred. Must have good communication skills, be detail oriented, able to work independently and have basic computer knowledge. Please send resume with salary requirements to:

Billing Representative
P.O. Box 700207
Lathrup Village, MI 48076
An Equal Opportunity Employer

DOWNTOWN DETROIT Restaurant seeking part time bookkeeper approximately 20 hours per week. Must have some restaurant background. Contact the Rosebud Restaurant. 259-2208

BOOKKEEPER/ACCOUNTANT
Looking for mature person with background in real estate development & property management. Experience with Skyline & spreadsheet helpful. College graduate preferred. Flexible hrs. possible to accommodate domestic responsibility.
Send resume to Box #864.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER for Troy law firm. 20-30 hrs. weekly, must have manual book keeping experience, up to trial balance. Salary commensurate with ability. Call Diana.

BOOKKEEPER- full charge, full-time for property management company in Pontiac. Need 2 years computer skills. References required. Send resumes to: Manager of Properties, P.O. Box 431720, Pontiac, MI. 48343-1720. Attn: Deb.

BOOKKEEPER-Full Charge, general ledger, with secretarial skills. Computer experience a must. Pleasant personality to work with public. Send resume to: 26261 Evergreen, Suite 210, Southfield, 48076.

504 Help Wanted Office-Clerical

ATTENTION
FILE CLERKS

• Growing company in Madison Heights needs you!
• Permanent employment
• Hours either 12-9 or 10-7

CALL TODAY
CORPORATE PERSONNEL SERVICES
362-9696
EOE NO FEE

BOOKKEEPER-ENTRY LEVEL
Full time plus benefits. Must be computer literate. Send coverletter and resume to:
JFA, 15100 W. 10 Mile Rd., Oak Park, MI 48237, Attn: Controller

BOOKKEEPER - Experienced in Public Accounting. Office in Southfield. Full time. No health insurance. Send resume: 8609 Randy, Westland, MI 48185 or call 261-5371

BOOKKEEPER/
GENERAL OFFICE

Immediate opening in Auburn Hills area. Diversified duties required including WordPerfect experience, good filing & organizational skills, bookkeeping, invoicing, etc. Accounts receivables. Excellent work environment & benefits. Send resume to:
70 D. Squirrel, Unit E
Auburn Hills, MI 48326

BOOKKEEPER - Must have excellent organization & writing skills. Full time position. Redford area.
255-8226

BOOKKEEPER - PART TIME
Immediate full time hours. Responsibilities include accounts payable/receivable, invoicing, etc. Send resume to: M.S. Carver, Inc. 39500 Orchard Hill Place, Su. 340, Novi, MI 48375

BOOKKEEPER/
PARAPROFESSIONAL
Position available at Troy CPA firm. Prior experience in accounting and computer applications required. Send resume with salary requirements to: Vercruysse, Di Falco & Assoc., 3001 W. Big Beaver, Ste 522, Troy, MI 48084. Or fax to: 643-7194

BOOKKEEPER/RECEPTIONIST, person with bookkeeping experience required. Salary commensurate with experience. Send resume to: R.O.H.C., 728 E. 11 Mile Rd., Royal Oak, MI 48067

BOOKKEEPER & SECRETARY
needed for business office in Livonia area plant & dealer/restoration company. Experience includes computer data entry, payroll, accounts payable & accounts receivable & typing. Secretary's duties include monthly & quarterly taxes. 421-7855

BOOKKEEPER
Unique opportunity for take-charge bookkeeper needed. Growing company needs computer literate, detailed individual to handle accounts payable/receivable, check reconciliation, general ledger, inventory to trial balance + more. First opening in 7 years. Excellent pay, benefits. Send or drop off resume & salary history to Mr. Tracey, c/ Lee Filters, 32461 Wixom Rd., Suite 211 W. 9 Mile Rd., Southfield, MI 48075

BOOKKEEPING
ADMINISTRATIVE ASSISTANT
Computer experience, strong detail & organizational skills, flexible hours. Send resume to:
Bulkley Dunton Payment of Detroit
23543 Haggerty Rd., Dearborn Heights, MI. 48127 or call: 274-4378

CLASSIC AUTO SHOWPLACE
needs a full-time, bright, outgoing, mature person to assume duties of Bookkeeper/Secretary for busy Troy office. Computer bookkeeping, word processing, phones and customer contact will keep your day interesting. Auto industry background helpful. Please bring resume in person to: Marie Christensen, 1725 E. 14 Mile, Troy, MI. Equal Opportunity Employer.

CONSUMER MARKET ANALYSTS
A leader in the information industry, has the following schedules for the following positions:

Receptionist
The ideal candidate will have a pleasant voice and excellent telephone manners, relate well with clients and others, be clerically and professionally, maintain a neat and professional appearance at all times and handle multiple tasks easily. Full time, 8:30am-5pm, Mon-Fri. Word Perfect experience helpful.

Research Interviewers
to conduct telephone research interviews. Excellent communication skills required. Must be available Mon-Thurs, 4:30-9pm. Saturday, 9:30am-5pm. Training & compensation is $10/hr. West Bloomfield location. Resume to: P.O. Box 250126, West Bloomfield, MI 48325-0126

DATA ENTRY
Great opportunity with growing home accessory company in Plymouth. Must be accurate, 10-key fast, and proven 10-key skills. Full time, benefits. Minimum 1 year experience. 453-4400

DATA ENTRY

International financial firms headquartered offers highest pay for your attention to detail. Alpha and numeric input. Call Darlene 646-8500
Uniforce Temporary Services

DATA ENTRY - light accounting position. Full time. Redford area.
Call Jeanne at 937-1520
Or fax resume to PO Box 40935, Redford, MI 48240

ENTER AND EARN!

DATA ENTRY
OPERATORS

• Must be able to key 15,000 KPH
• 8am-12pm and/or 1pm-5pm shifts available

Long-term assignments available in the Livonia area.

Call Michele for an appointment!

Livonia 522-4020
29125 Buckingham #4

KELLY TEMPORARY SERVICES

Equal Opportunity Employer M/F/D

EXCELLENT PART-TIME position in Southfield. Hours 10-3. Varied clerical duties. Insurance and/or property experience preferred. Call 3-5pm: Mrs. Schott 356-1818

EXECUTIVE SECRETARY
PART-TIME

Executive Secretary with excellent WordPerfect & dictaphone skills needed for busy Birmingham Real Estate investment firm. Weekend & evening hours. Please send resume & salary requirements & desired schedule to: Mr. Perry, 250 Martin Street, Suite 201, Birmingham, MI