500 Help Wanted

TECHNICIANS
Radio Technician needed for major Utility Company. 2 years minimum experience in the following: 2 Way Mobile/Base Station, VHF Equipment, FCC License or NABER Cert. Pays $14/hr. If you meet these qualifications, fax your resume:
ENTECH TECHNICAL SERVICES
(313) 528-6983

TELEMARKETERS
Immediate openings for individuals to work in fun, family atmosphere, Livonia area. We offer a base pay, + bonuses, & benefit incentives. The opportunity to make lots of $$$ is a phone call away! Pat 615-8933

TELEMARKETERS
Wanted. Earn $6-$12/hr. plus cash bonuses daily. No selling involved, setting appointments only! Work in new Garden City office. Evening shifts available. Call Lisa from 5-10pm for appointment. 513-4062

Classified Ads
GET RESULTS
Classified Ads

TELLER/EXPERIENCED
Full time with benefits, Livonia area.
261-1050

TELLER
PART TIME
One of Michigan's leading savings institutions has positions available as follows:
BIRMINGHAM - 1000 Haynes, between Hunter & Adams.
BLOOMFIELD HILLS - 1510 Woodward, S. of Long Lake Rd.
Positions offer public contact with excellent working conditions, competitive pay and paid training program. Candidates must have a good math aptitude and light typing ability. Cash handling experience desirable.
Apply in person Mon. thru Fri., 10am to 2pm, at the First Federal Building, corner of Woodward & Michigan Ave. Personnel Dept., 5th floor, or 9:30am-3:30pm, at any convenient branch office location. It is the policy of First Federal to conduct pre-employment drug testing.
FIRST FEDERAL OF MICHIGAN
1001 Woodward Ave.,
Detroit MI 48226
An Equal Opportunity Employer

TELLER
Position available at large credit union. Previous teller experience required. Excellent salary benefits & opportunity for advancement. To apply contact Sandy Galewski at: 522-3700, Ext. 253

TITLE AGENCY NOW HIRING:
CLOSERS:
Intelligent, self-motivated individual needed for challenging career as Title Agency Closer. Residential closing or general real estate background is a plus. This is a professional position. Good presentation, communication & follow-up skills are musts. We will consider training the right individual.
PROCESSORS:
Highly organized individuals needed for challenging work as residential real estate closing document processor. This position requires an independent, self-starter with strong team work skills.
RECEPTIONIST:
Full-time receptionist needed to answer phones, greet visitors & general office duties. A big smile & genuine pleasant nature are musts for this job. Good organization skills are needed here. There is opportunity for advancement from this entry-level position.
Please send resume (No phone calls please) to:
The Title Company of Michigan
1475 W. Big Beaver Rd., Suite 280
Troy, MI 48084
Attn: Miss Olivia Edwards
An Equal Opportunity Employer

TITLE INSURANCE EXAMINER experienced only, send resume & salary requirements to PO Box #456, Novi, MI 48376

TOP PAY
Are you quick, agile and able to think on your feet? Long-term temporary positions available now for first and second shifts, 7 days per week. Must be available to work a great deal of overtime and have an excellent attendance record. Must have reliable transportation. Shipping and receiving experience a plus. Call today for an interview.
N S SERVICES
473-2111

TRAINEES FOR MACHINE SHOP
3 full time positions available. Plenty of overtime. Wixom area. 348-0215

TRANSMISSIONS OPPORTUNITIES
American Transmissions need: R & R's., Managers, Shop Foreman & Outside Sales People. Excellent working conditions, top wages & benefits. Experience required. Contact David White: 775-3630

TRAVEL AGENT- Corporate/Leisure agent needed for Novi-based agency, full-time. Appollo experience preferred. 478-1311

TRAVEL AGENT
Leisure/Corporate. World span. Minimum 3 years. Salary plus commission potential. Italian speaking a plus. Resume: Volare Travel, 42500 Hayes, Ste 400, Clinton, MI.,48038

TRAVEL AGENT, 1-2 years, Sabre. Start immediately. Experienced only Bingham Farms area. Warm friendly environment. Janice 642-6400

TRAVEL CONSULTANT
Southfield agency seeks PARS/CORP & SABRE/LEISURE agents, minimum 2 years experience. Top benefits & wages. Call Angie at 827-4065

TRAVEL RESERVATIONISTS
WE'RE GROWING FAST!
Southfield Tour Operator is looking for enthusiastic job seekers who have excellent phone presence, and computer and/or typing skills. Sales or travel experience is a plus! Ideal for students, retirees and those re-entering the job market. Full and part-time positions available, includes weekends.
No Phone Calls...Apply In Person Monday through Friday between 2-5pm
HMHF Travel Corp.
29566 Northwestern Hwy.
Southfield

TROY DISTRIBUTOR looking for full & part time help in their warehouse embroidery department & office. Apply at: 359 Robbins Dr. Troy

TRUCK DRIVER
Experienced with references. Looking for part-time driver for long & short haul runs in Michigan, Ohio, and around the Midwest. CDL License, Class B, clean driving record. Self-starter and in good health. Requires some loading and unloading. Apply at: 26211 W. 7 Mile, Redford.

TRUCK DRIVER
Position available for a truck driver with a growing commercial furniture shop. Must have a CDL license & experience driving 18 ft. to 24 ft. trucks. Systems furniture knowledge helpful. Competitive wage & benefits. Apply in person at:
C.U.I.
12202 Newburgh Rd.
Livonia, MI. 48150

TRUCK DRIVER/WAREHOUSE WORKER
Livonia company seeks driver warehouse work. Salary with benefits & good working conditions. CDL & some experience required. Send application to:
BOX 970
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

TRUCK MECHANIC, heavy duty. Must have valid CDL, own tools & be Michigan certified. Excellent pay with benefits. Call Mon.-Fri., 9-5. (313)343-0000

500 Help Wanted

TRUCK DRIVER/DELIVERY
Rapidly growing distributor offering growth opportunity. Must have excellent driving record, CDL A able to pass DOT drug screen. Full time entry level position with benefits. Apply at: Plus Marketing, 32680 Capitol, Livonia.

TRUCK DRIVER/LABORER
Must be in good physical condition. Apply in person at Nobles Landscape Supplies, 29450 W. 8 Mile, W. of Middlebelt. 474-4922

TRUCK DRIVER
Large Detroit plumbing wholesaler. Call between 8:30 & 11am: 861-1870

TRUCK DRIVER - Plymouth manufacturing plant in need of semi truck driver. 2-3 yrs. experience & good driving record. Hi-lo & warehouse experience necessary. Apply in person between 9am & 4pm. No phone calls please. Plymouth Stamping, 315 W. Ann Arbor Rd., Plymouth.

TRUCK DRIVERS to deliver & set up adjustable beds in Michigan, must have chauffeurs license & be available any hours, Mon.-Fri., some overnight trips. $5.50/hr. to start, hospitalization & benefits. Call Nick, 729-4310

TYPESETTER & COUNTER PERSON
Familiar with Macintosh and Pagemaker 4. Call 422-3380

UNDERTWITERS
Ann Arbor based mortgage company seeks people with strong financial and customer service background. Knowledge of FNMA/FHLMC guidelines preferred. Excellent mathmatic ability required. Competitive salary and benefits. Send resume to:
Attn: Personnel Administrator
315 E. Eisenhower, Suite 12
Ann Arbor, MI 48108

USED CAR PORTER - for wholesale dealer. Responsible self-starter, experienced with references. Call Mr. Johnson at 326-6100

U.S. MORTGAGE SERVICE CORP. hiring Mortgage Consultants and Managers. Excellent commissions, bonuses & benefits. Call Mr. Reid or Mr. Kavanaugh at: (313) 641-1934

VETERINARY RECEPTIONIST
Part-Time, Westland area. Resume with references to: Box 994
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

VICTIM ADVOCATE
Assists victims and/or their families, assertiveness in communicating with criminal justice personnel. Excellent written & oral communication skills required. Degree required. Part-time position for non-profit organization. Send resume with wage requirements & references: Box 966
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

VINYL SIDER'S HELPER
needed. Livonia area work. Must be dependable. Full time. Call Andy, 464-6346

VOLUNTEER DEVELOPMENT COORDINATOR
Team builder with strong group relation skills to coordinate volunteer programs. Part-time position for non-profit organization. Experience necessary. Send resume with wage requirements to: Box 968
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

WAIT PERSON WANTED
Chapeau Vert Lounge
16550 Telegraph. Apply or call after 8:30PM. 532-2242

WALSH COLLEGE
Has the following openings:
EVENING CUSTODIAN
Full-time evening position with some weekend hours. General maintenance of building & grounds. Ability to do some lifting. Prior cleaning experience helpful.
EVENING ADMINISTRATOR
Part-time evening hours & Saturday morning. Responsibilities include: building security, coordinating audio visual equipment, light cleaning & general services to evening classes, faculty & students, could rotate with Troy campus.
Apply in person or send resume:
3838 Livernois Rd.
Troy, MI. 48083.
An Equal Opportunity Employer

WAREHOUSE/DRIVER - Full-time for growing Bloomfield Hills company. Lifting required. Future earning potential available 332-4747

WAREHOUSE HELP
$6/HR
National retailer needs 40 people. Part-time - 3:40pm to 7:40pm, 5 days/week, immediate openings.
ARBOR TEMPS 459-1166

WAREHOUSE POSITION
with growing Southfield telephone co. Shipping, receiving, stocking & misc. Benefits. 350-2020, ext. 648

WAREHOUSE WORK
Entry level - steady - $5/hr. while learning. Must have clean drivers record. Plymouth/Telegraph area, Redford, 11980 Dixie

WAREHOUSE $5.50/hr
Livonia area, full-time, permanent, days, benefits, raises. Fee paid by employer. Employment Center Agency. 569-1836

WELDER - Experienced for vertical-up welding in Rochester area. Days phone (313)726-0030, eves. phone (313)685-6128

WELDERS/FITTERS
Must know MIG & stick.
Must be able to read prints.
Call. 382-4233
IPG SERVICES CORP.
900 Wilshire Dr., #115
Troy, MI. 48084
Fax: 362-4042

WELDERS/FITTERS
IMMEDIATE need exists for Wixom based client. 3+ years related experience and ability to read blueprints required. Please send resumes to: TECHNICAL ENGINEERING CONSULTANTS, 391 Airport Industrial Dr., Ypsilanti, MI 49198. 313 485-3900

WELDERS NEEDED - Full time positions available at Northville manufacturing company. Some experience necessary. Starting wage $8.00/hr. Excellent benefits and working conditions. Apply in person at: BELANGER, INC., 1001 DOHENY CT., NORTHVILLE.

WORD PROCESSOR
$20,000 FEE PAID
Love WordPerfect? Immediate position with excellent benefits. Call Mark at 649-3330 or FAX resume to 649-FAX-2.
M. BOOKSPAN & ASSOCIATES

$150 BONUS GENERAL LABOR
Immediate openings in many areas for the following:
PRESS/MACHINE OPERATORS
WAREHOUSE
ELECTRONIC ASSEMBLY
JANITORIAL
Call for an appointment today. Temp-Med insurance, Holiday Pay, Overtime Pay, Cash Bonuses.
SNELLING PERSONNEL SERVICES
LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777
SNELLING PERSONNEL SERVICES
NEVER A FEE

$25,000 GUARANTEED!!
Start a career in real estate now, WITHOUT taking a risk on lower first year income. To find out about our guaranteed income program and how to start a career with unlimited income potential call
Sheila Clink
Real Estate One
356-7111

502 Help Wanted Dental-Medical

ALLERGY OFFICE-Full time, mature RN/LPN with good interpersonal skills. Experienced desirable. Competitive salary & benefits. 647-1200

A PRIVATE physical therapy corporation located in Novi is currently seeking a dedicated, flexible & rigorous minded individual to fill a part time physical therapy aide position. Early morning hours required. Interested candidates may fax their resume, prior to Wednesday. Fax# (313)478-6167

ATTENTION
Experienced Dental Personnel
Peak Performers Inc. needs to fill openings created by individuals returning to school this fall. Short & long term assignments available for all positions. No fees. EOE.
WESTSIDE: (313) 477-5777
EASTSIDE: (313) 558-5533

BILLER experienced for busy Ob Gyn Southfield practice. Computer billing & insurance staticing desired. References needed. Kathy. 948-6900

BUSINESS MANAGER
Full time for dynamic physical therapy clinics. Must have Bachelors degree, personnel/supervisory experience, numeric aptitude through financial statements including payables & receivables & computer literacy. Third party billing experience a plus. Competitive wages & generous benefits. Please send resume to: Business Manager, 8810 Beech Daly, Redford, MI. 48239.
An Equal Opportunity Employer

CARDIOLOGY TECHNICIAN
Experienced in stress testing. Part time, Livonia. Call Michelle at: 427-3500

CDA or RDA needed for busy Ann Arbor office. 30-40 hrs. per week. Good pay & benefits. 665-2212

CERTIFIED NURSING ASSISTANT
Full time. All shifts. Nightingale West, 8365 Newburgh, Westland.

CERTIFIED OCCUPATIONAL THERAPIST ASSISTANT
Full time COTA to work with geriatric patients in a pleasant supportive atmosphere. Competitive salary & benefits. Send resume to:
Peachwood Inn
3500 W. South Boulevard
Rochester Hills, MI 48309

CHARGE NURSE RN or LPN
Make a Difference!
Full & part-time opportunities available on all shifts for dependable Charge Nurse for 102-bed skilled nursing facility. Michigan licensure required. Geriatric experience preferred. Make a difference in the lives of the elderly. Apply to: Cambridge South, 18200 13 Mile Rd., Beverly Hills, MI 48025
An Equal Opportunity Employer

CHIROPRACTIC OFFICE Assistant. Must enjoy children. Computers, typing, filing, billing, phones. Experience preferred. Southfield 557-1676

CLERK/FULL TIME
For law office. Duties include filing, copying, light typing, answering telephones, & errands. Hours will be from 10am-6pm. If interested please send resume to:
Amy, 2301 West Big Beaver, Suite 777, Troy, MI 48084

CNA'S & LPN'S
needed for all shifts.
West & east side locations.
• CNA's up to $7.75
• LPN's up to $16.50
RELIABLE NURSES INC.
513-9040

CNAS/LPNS/RNS
FULL & PART-TIME
FOR ALL SHIFTS
Specialty areas also available. Preferred - RN with experience.
• Treatment Nurse
• Infection Control Nurse
• Rehabilitation Nurse
• Relief weekend supervisors all shifts
COME & JOIN OUR NEW TEAM!
Send resume to:
Jewish Home for Aged/Borman Hall
Attention: Jayne Erickson, RN, Director of Clinical/Nursing Services
19100 W. 7 Mile Rd.
Detroit, MI 48219
An Equal Opportunity Employer

COMMUNITY AND PATIENT RELATIONS ASSISTANT
Your opportunity to "make a difference" in a growing home health care agency in Canton. Must have experience dealing with health care professionals, the elderly, and community groups. Degree in Business and/or Communications preferred. Knowledge of computers mandatory. To apply, send resume to:
Patient Relations Position
United Home Health Services
2200 Canton Centere Rd., #250
Canton, MI 48187
(no phone calls, please)

DATA ENTRY CLERK
Full time position with large medical lab. Previous medical billing experience preferred. Benefits. Apply in person, or send resume to: Citation Clinical Lab, 23775 Northwestern Hwy, Southfield, MI 48075.

DAY SHIFT
RN/LPN - Full time days, prefer long term care experience, but will train.
LAHSER HILLS NURSING CENTER
354-3222

EXPERIENCED DENTAL RECEPTIONIST required for full time position. Benefits & bonuses. Call Gail at: 355-9800

ORTHODONTIC ASSISTANT
Experienced, pleasant, communicative & enthusiastic member to join our orthodontic team. 3½ days. Birmingham. For interview. 645-5340

OFFICE COORDINATOR
FULL TIME: Must love people while coordinating treatment plans, financial arrangements, appointment scheduling & insurance. Dental assisting & computer experience a must. We offer professional development & a supportive team. Call Carrie at: 932-5650

Experienced, highly qualified **DENTAL Front Desk Coordinator** needed for busy Ren Cen practice. Call, 259-0300

DENTAL ASSISTANT
Experienced chairside, for friendly progressive family practice. Enthusiasm & professionalism a must. Please call Mary 473-2000

DENTAL ASSISTANT
Full-time. Experience preferred. Specialty office in Southfield. $7/hr. minimum. Call Shirley at: 352-4551

DENTAL ASSISTANT, full & part-time, for Orthodontic practice. Dental knowledge required. Benefits. 356-3240

DENTAL ASSISTANT
Enthusiastic person needed full-time for modern Livonia office. Must have 2 years experience in chairside & infection control. Some evenings & Sats. Ask for Judi 473-0324

DENTAL ASSISTANT — must have at least 4 years of experience. Must take good xrays & do temporaries. Southfield area. 443-2536

DENTAL ASSISTANTS for pleasant Canton office. Some experience preferred. Variable hours. Joy Rd (btwn. Hix & Haggerty). 454-0618

DENTAL ASSISTANT - Immediate opening for friendly outgoing person. Troy family practice. Full time. Experience preferred. 649-2868

DENTAL Assistant, experience required, Xray certification needed. Pleasant, people orientated, Cosmetic dental practice. Benefits. W. Bloomfield area. 851-4000

DENTAL ASSISTANT - enthusiastic individual desired for Livonia dental office. Full time, training available. resume - 37799 Professional Center, #101, Livonia, MI 48154

DENTAL ASSISTANT
Pleasant, outgoing, mature & dependable person for full time position. Salary commensurate with experience. Westland. 525-7836

DENTAL ASSISTANT -- experienced chairside needed for busy dental office. Join a supportive team. Full time with benefits. Livonia area. 261-9896

DENTAL ASSISTANT - Full time for enthusiastic close knit practice in Southfield. Experience & ability to work quickly & efficiently a must. Mon - Thurs. Benefits available. Call Laura at: 354-1585

502 Help Wanted Dental-Medical

DENTAL ASSISTANT needed full-time for Farmington/Southfield area. Experience required. Call 352-4155

DENTAL ASSISTANT needed full-time. Must be certified in X-Ray. Birmingham/Southfield area. 647-7553

DENTAL ASSISTANT - Experienced preferred but will train right person. Garden City area. Excellent work conditions. 4 days. 421-7702

DENTAL ASSISTANT
full time position for pleasant Troy office. Experience preferred. 641-0490

DENTAL ASSISTANT
Plymouth Area
Experienced, full/part time. Benefits. 453-8190

DENTAL ASSISTANT
A cheerful friendly person, full time, experience desirable, but will train. Southfield area. 569-2364

DENTAL ASSISTANT
Progressive quality dental practice in a new facility seeking an outgoing people-oriented, enthusiastic team member who likes a challenge for position of Dental Assistant, in downtown Farmington. 474-0224

DENTAL ASSISTANT w/Receptionist skills. Wanted in team orientated preventative restorative practice. Must have a thorough understanding of cosmetic procedures. Sociable and out-going personality with commitment to personal excellence. Call Sue 661-8700

DENTAL ASSISTANT, CHAIRSIDE
Join our long established Dearborn Hgts. office, full or part-time. Expanded duties to include X-rays, models, etc. Must be energetic. Dental experience required. Benefits. 274-4040

DENTAL ASSISTANT/Part Time
Mon. and Thurs. 18 hrs./week. Will train motivated person. Dearborn Hts. area. 277-3068

DENTAL ASSISTANT for periodontal office. Full & part time. Experience necessary. Farmington Hills area. 851-1034

DENTAL ASSISTANT WANTED
EXPERIENCED for full time position. Benefits & bonuses. Southfield. 355-9800

DENTAL ASSISTANT
Chairside, full &/or part time. Wixom & Plymouth locations. Call: 624-1910 or 454-1070

DENTAL ASSISTANT/Receptionist
Rochester office. 3 years experience. Bookkeeping & billing. Call: 650-2440 or 313-646-1156

DENTAL ASSISTANT
Experienced chairside needed full time for modern family practice. Benefits. No evenings or Saturdays. 12 Mile/Northwestern. 351-9060

DENTAL ASSISTANT OPENING
20 plus hours per week in Plymouth office, for 4-handed chairside duties. Experience desirable but not necessary, will train. 455-6686

DENTAL ASSISTANT
Auxiliary. 32 to 36 hrs. per week. Experience not necessary but helpful. Job requirement includes sterilization & X-ray processing as well as assisting. Excellent learning opportunity for the person who wants to advance in dentistry. 274-2543

DENTAL BUSINESS ASSISTANT. Full time. If you are experienced, enthusiastic, caring, dependable, have excellent communication skills call 427-7555

DENTAL CERAMIST
Experienced, full time, benefits. Quality oriented lab located in Trenton area. Call 8am-4pm: 671-6593

DENTAL HYGIENIST
Part-time for friendly, progressive dental office in Farmington Hills. Call. 474-2280

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

DENTAL HYGIENIST
Full time/part time, Dearborn Heights area. Great staff/benefits. Please call: 277-3068

DENTAL HYGIENIST
For preventive, quality practice. Dearborn. 4 or 4½ days. Contact: 582-6272

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

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

DENTAL HYGIENIST
Needed Fridays (8am-1), for friendly family preventive practice, emphasizing quality & excellence, with ideal soft-tissue program. 349-4210

DENTAL HYGIENIST -- Full time position. Seeking conscientious & experienced individual to join our quality team in our Wayne office. Excellent salary & benefits. 729-1700

DENTAL HYGIENIST & DENTAL ASSISTANT
Part time, experience preferred. Salary commensurate with attitude. 258-4965

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

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 HYGIENIST
Part-time. Wixom & Plymouth areas. Call 624-1910 or 454-1070

DENTAL HYGIENIST
Full or part time for quality practice. Redford/Dearborn Heights area. 535-3500

DENTAL HYGIENIST
Childrens Practice
Mon. & Tues., 9:30am-4:30pm
Southfield Area 353-5555

DENTAL HYGIENIST
Full time position available in stable Farmington Hills general dental office. Phone Connie 474-6994

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

DENTAL HYGIENIST
Dynamic person needed for very modern dental office located in Northeast Ann Arbor. Unique benefits. Hours somewhat flexible. Begin Sept. 1993. For interview: 930-4022

DENTAL HYGIENIST
Experienced team needs a new member to join them on Saturdays or every other Saturday in Hazel Park. Hygienist needs to be a warm, outgoing person who can add to the team. Immediate opening with a negotiable salary. Send resume to:
Convenient Family Dentistry
500 Perry Rd., Suite #203
Grand Blanc, MI., 48439
Attn: DeWain H. Molter

DENTAL OFFICE - Approx 30 hours, flexible, Mon & Wed PM, Sat AM. Reception, experience preferred. Royal Oak office. 548-1711

DENTAL OFFICE MANAGER
For quality-oriented, computerized preventive practice in Northville. Experience a must with preference to Command Systems. Wage/benefits commensurate with abilities and experience. 313-349-4210

DENTAL OFFICE MANAGER
Experience in computerized billing for a solo practice, Royal Oak area, 4 days a week, Full benefits. Call MedMatch, 851-0652

DENTAL PUBLIC RELATIONS
Person needed 2 days a wk. Good phone technique a must. Call. 474-2280

DENTAL RECEPTIONIST
Work in a beautiful well organized office with motivated staff team. Full time, experience, computer knowledge a plus. Livonia. 425-4530

DENTAL RECEPTIONIST
Experienced, part-time. Pay negotiable dependent upon experience. Call, leave message: 454-5656

DENTAL RECEPTIONIST NEEDED
Part time for congenial dental office in Northville. Call 349-3636

502 Help Wanted Dental-Medical

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

DENTAL RECEPTIONIST - Experienced. 4 days, no eves, everyother Sat. half-day. 9 & Greenfield area. Relaxed 1 doctor office. 569-0170

DENTAL RECEPTIONIST
Warm, friendly person for Rochester office. No experience necessary. Please call: 651-0707

DENTAL RECEPTIONIST
Our professional caring dental practice is looking for detail oriented, experienced, enthusiastic people person to be a team player. 474-0224

RETIREMENT HOME - Looking for caring dependable person for Dietary Aide position. Must be available 7 days a week. 4pm-7pm Apply in person: 24400 Middlebelt, Farmington, N. of 10 Mile.

EXPERIENCED HOME HEALTH AIDES FOR WEEKEND WORK
Private duty home care agency needs aides for weekend visits in Western Wayne and South Oakland County suburbs. Must have home care agency experience, good references and flexible hours.
To apply, call:
(313) 981-8829
United Home Care Services

FRONT DESK CLERICAL Position for busy medical office. Duties include: pulling charts, computer, filing. Medical insurance knowledge. Full-time. W. Bloomfield. 855-7407

GENERAL BILLING CLERK
Full time position with large medical lab. Previous medical billing experience preferred. Benefits. Apply in person, or send resume to: Citation Clinical Lab, 23775 Northwestern Hwy, Southfield, MI 48075.

GRAND OPENING
RN's/LPN's
CNA's/HHA's
National company expands to Ann Arbor, Michigan
We have immediate needs for Private Duty and Staffing
• Top Pay
• Health Insurance
• Vacation Pay
Call Lorie for details at:
313-677-5800
HEALTH FORCE
2890 Carpenter Rd, Su 2000
Ann Arbor, MI., 48108

HOME HEALTH AIDES
Experienced, FULL & part time-all shifts. Competitive wages, bonus program includes annual, attendance, flexibility & holiday bonuses. Vacation pay. Transportation allowance. We take pride in hiring dedicated, caring people to provide unsurpassed client care. Call 2-6pm!
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
1 year experience required. Macomb County, North Oakland & Livingston County. Dependable transportation required. Mileage paid. Per diem visits. Call 1-800-376-3018

HOMEOPATHIC ASSISTANT
needed for busy doctor. Duties: to help in follow up & analysis of patient & must be willing to learn. Call 557-1778

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

HYGIENIST - Part time, 2½ days, benefits. Dearborn Heights area. Call after 7pm 278-8218

HYGIENIST - PART TIME
for progressive, preventive oriented office. A scheduling system allows interaction with patients along with comprehensive treatment. An energetic team player desired with periodontal experience. 277-0050

INSERVICE DIRECTOR
Looking for a team leader to develop, coordinate and implement the educational program for our skilled nursing facility. Will be a vital part of our Nursing Team. Responsible for training, continuing education, new hire orientation and infection control. Will also act as Director of Nursing in the Director's absence. Requirements include: RN, certification as TRAIN THE TRAINER, solid interpersonal and communication skills and experience in infection control. Please respond with resume to:
Director of Nursing
Presbyterian Village
17383 Garfield
Redford MI 48240

INSURANCE EXAMINERS
national company seeks part time medical personnel to complete insurance physicals on a mobile basis. Set your own hours & area of coverage. Venipuncture experience necessary. For consideration send letter or resume to Portamedic, PO Box 288, Southfield, MI 48037. Attn Dawn Poole

INTERNAL MEDICINE practice needs Front Desk Assistant, knowledge with insurance programs. 647-5850

LEARN A PROFESSION - Nurses Aide training with certification in 90 days. Contact Billie Trager, Four Chaplains Convalescent Center, 28349 Joy Rd., Westland MI 48185. 261-9500

LIVE-IN LPN or NURSE AIDE
to care for 60 year old semi-comatose female in Southfield. Call for details. 569-1719

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

LPN WEEKENDS
Contact Mrs. Martin, DON
NIGHTINGALE WEST
8365 Newburgh, Westland, 48185

MLT POSITIONS
Available for busy CAP accredited laboratory, benefits and pleasant working conditions. Apply in person at: Detroit Bio Medical Laboratories, 23955 Freeway Park Dr., Farmington Hills, 10 Mile/Grand River area. Or call: 471-4111

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

MEDICAL ASSISTANT
full time wanted for both front & back office. Call Lisa 353-3060

MEDICAL ASSISTANT, part-time. Front & back experience with computer & scheduling knowledge. Novi area. Ask for Andrea: 380-6360

MEDICAL ASSISTANT - for Pediatric office in W. Bloomfield. Experience preferred. Full time. Call Nancy 855-7418

MEDICAL ASSISTANT
OB-GYN office in Bloomfield Hills. 2-3 days per week. Experience required. 648-3323

MEDICAL ASSISTANT
Needed part time for busy Westland derm office, experience necessary. Call Julie at 729-0400

MEDICAL ASSISTANT- Experienced with venapuncture, X-Rays, EKG. A pleasant family practice in Westland area. Please call 729-1150

MEDICAL ASSISTANT
Experienced Medical Assistant for busy family practice office in Novi. For afternoon office hours only. Send resume to: 24230 Karim, Suite 125, Novi, MI., 48375.

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, 443-5594.

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Position available, for busy two-surgeon office. Experience preferred, but willing to train. Please send resume to: Office Manager, 22250 Providence Drive, Suite 701, Southfield, MI 48075

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

MEDICAL ASSISTANT - Full time for busy Livonia medical practice. Must be honest & dependable. Experienced required. Call: 425-1225

MEDICAL ASSISTANT
Enthusiastic & outgoing person for busy Dermatology office. 25-28 hours per week. 353-6884

MEDICAL ASSISTANT for Ob Gyn office in Southfield. Vena puncture experience needed. References required. call Kathy 948-6900

MEDICAL ASSISTANT
Experienced in X-Ray.
Days: 729-3080
Eves: 697-7431

MEDICAL ASSISTANT
Part-time for OB/GYN Office. 24-30 Hours per wk. Must be flexible. Experience necessary. 13 Mile/Telegraph area. 646-3111

MEDICAL BILLER
needed for full time Podiatric office. Experience, electronic biller - Diversified. Good salary. Good benefits. Apply at Troy location, 1155 E. Long Lake Rd. 689-6378

MEDICAL BILLER/BOOKKEEPER
Part or full time for Livonia doctor's office. Reply with qualifications, desired hours, salary, address & telephone number to Box 902:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLERS DME-IV INFUSION
Terrific new openings! Must have IV Infusion/DME insurance billing expertise. Comprehensive benefit package - beautiful offices! Contact Diane Detler. 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL BILLER/CODER
Full-time for a well established Medical Billing Specialty, managing billing for multi-specialty physicians in four states, with offices in Bloomfield Hills, Grand Rapids & Newaygo. Must have experience in medical billing and coding. Bachelor's Degree preferred. If you are an articulate and dedicated individual who enjoys working with people utilizing leading edge computer technology in a rapidly growing company, please submit your resume to:
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Development Coordinator
P.O. Box 607
Newaygo, MI. 49337.
An Equal Opportunity Employer

MEDICAL FILE CLERK
Part time.
Must be dependable & experienced.
Call 425-1223

MEDICAL - OPHTHALMIC Assistant/Tech.
Interesting, responsible job for Troy Eye Surgeon. Assisting, office duties, research, photography, testing. Medical, LPN, or Ophthalmic background a plus, but we will train. Excellent salary, benefits. 642-1411

MEDICAL RECEPTIONIST
Needed for busy family practice office in Northville. Send resume to:
Receptionist Position
21711 Van Born
Taylor, MI 48180

MEDICAL RECEPTIONIST - Mature, needed for small, busy dermatology practice in Southfield. Front desk, dictaphone helpful, computer knowledge necessary. Full time (35-38 hrs.) includes some Saturday mornings. Send typed resume to: Box 884
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST
needed. Experienced only. 40 hrs. per week. Mon.-Fri. Farmington/Livonia area. 553-0692

MEDICAL RECEPTIONISTS - Immediate full time openings in W. Bloomfield & Royal Oak. 1-2 yrs. experience required. Computer a plus. $14700 to $16800. Call Rachel at Tempro Medical, 443-5594

MEDICAL RECEPTIONIST & Biller needed for W. Bloomfield office. Part time, experience preferred. Send resume to: Box 942
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST
Royal Oak/Troy location. Apply in person: LMT Rehab, 3535 W. 13 Mile, Royal Oak, Mon.-Fri., 9-4.

MEDICAL RECEPTIONIST for busy Southfield Ob Gyn office. Experience preferred. References required. Kathy 948-6900

MEDICAL RECEPTIONIST
Part-time, experienced, general practice, Novi. Box 18743422, West Oaks Dr., Novi., MI. 48377.

MEDICAL RECEPTIONIST
1 to 2 years exp... ence required
Novi Office
Call 473-2980

MEDICAL RECEPTIONIST
For medical equipment company. Evening hours, 4pm-9pm, Mon thru Fri. Applications at: 11585 Farmington Rd. Livonia.

MEDICAL RECEPTIONIST
Full time. Large Podiatric practice. To serve more than one location. Good Salary. Good benefits. Apply at Troy location: 1155 E. Long Lake Rd. 689-6378

MEDICAL RECEPTIONIST/BILLER
needed for Livonia surgeon office. Experience required. $7/hr. plus benefits, no weekends. Full time. Please send resume to 36000 Five Mile Rd., Livonia, MI 48154, Attn: Office Manager

MEDICAL RECEPTIONIST
Busy Dearborn Family Practice needs energetic, flexible, mature person. Must possess computer skills with CPT coding. 30-35 hours. Send resume to:
630 North Telegraph
Dearborn, MI. 48128

MEDICAL SECRETARY
Experienced. Needed full time for busy internist's office in Southfield. Call Laurie Mc Cullough: 352-7600

RN with MA experience needed for immediate assignment. Call. 357-7080
Health Care Professionals.

OCCUPATIONAL THERAPY
COTA for Geriatric Work, Suburban area. Full time. Excellent salary. Benefits. 552-8811

Nursing Assistants
West Bloomfield Nursing Center, near Maple & Drake, has immediate openings on all shifts for experienced Certified Nursing Assistants. $7.00/hour and you must apply in person at 6445 W. Maple Rd., West Bloomfield between 9am & 5pm. Prior nursing home experience is required. Please contact Mrs. Taffi at 661-1600 for more information.

NURSING SUPERVISOR
For general supervision of clinical support staff for Department of Surgery at multiple locations. Surgical nursing and minimum of 2 years supervisory experience required. RN (BSN preferred).

NURSING COORDINATORS
For Internal Medicine at our Northwest Detroit center. RN with strong clinical background. Ambulatory experience preferred.

Please send resume to:

PEDIATRIC NURSES
RN or LPN with Pediatric experience required. Must be able to travel multiple centers.

Please send resume indicating position interested in to:
Recruiter/Nursing
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, ML, 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
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502 Help Wanted Dental-Medical

MEDICAL SECRETARY
Director of major medical facility has need for your recent experience. Word Perfect 5.1 and excellent clerical skills required. Call Marsha 357-0036 or 646-8168
Uniforce Temporary Services

Medical Secretary Transcriptionist
Catherine McAuley Health System in Ann Arbor is seeking qualified clerical applicants to fill the following positions:
• MEDICAL TRANSRIPTIONIST/SECRETARY - Clinical Labs
• MEDICAL TRANSCRIPTIONIST Medical Records (midnights)
• MEDICAL SECRETARY - Physical Medicine (part-time afternoons)
• MEDICAL RECEPTIONIST - OB/GYN office in Plymouth
Qualified applicants will possess a high school diploma/GED, 6-12 months related experience in a hospital/physician office setting, excellent medical terminology and keyboard skills.
Please apply in person in the Employment Office in Ann Arbor no later than noon on Friday, Augst 27, 1993.
Catherine McAuley Health System
5301 E. Huron River Drive
Ann Arbor, MI. 48106
Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer

NURSES AIDES
Leisure Village, an assisted living facility, is seeking full and part time for afternoons & midnights. We offer 50/50 medical insurance coverage, sliding pay scale, room for advancement. Apply in person, Mon.-Fri. between 10am-4pm at: Leisure Village, 31720 Van Born, Wayne between 10am-4pm.
NO PHONE CALLS PLEASE

Nursing
CHARGE NURSES
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NURSE SUPERVISOR
PM & Midnight Shifts
TREATMENT NURSES
AM & PM Shifts
Progressive and caring long-term care facility dedicated to quality has excellent opportunities available for RNs, LPNs, GNs or GPNs with current MI license. Full & part-time positions. Special schedules available. Experience preferred, but not required. Training program is provided. Excellent wages. Please apply in person or call Jeff Nugent, Staff Development Coordinator, at: Belle Woods Continuing Care Center, 44401 I-94 Service Dr., Belleville, MI 48111. (313) 697-8051
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OCCUPATIONAL THERAPIST
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Join the fast-growing field of home health care with a progressive agency in Canton! Flexible day time hours, supportive management, competitive pay, and cases in the Western Wayne County suburbs are yours if you call:
(313) 981-8820
United Home Health Services

OPHTHALMIC TECHNICIAN
Tech needed for busy W. Bloomfield/Brighton Medical Surgical practice. Experience a must. Must be willing to travel between offices. Full-time. Good benefits. Salary commensurate with experience.
Send resume to: MES/Linda
5728 Whitmore Lake Rd.
Brighton, MI. 48116

OPTICAL DISPENSER
Part time. Farmington Hills. Experience preferred. No Sundays. Call Anita. 553-8270

OPTICAL TECHNICIAN
Expanding independent practice seeking part/full time experienced Technician. Message 363-4680

ORTHODONTIC LAB-TECH
Entry level position for enthusiastic team oriented person. 5 days per week. Great benefits! 471-1555

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MCH SERVICES, the leader in Pediatric Home Health Care, has immediate openings:
All Shifts & Locations
Full Time Or Part Time
Minimum Starting Salary:
LPN $29,000
RN $35,000
CALL
MCH SERVICES 258-0710

PERIODONTAL office in Livonia is looking for a full-time receptionist. Prefer someone with a minimum of 2 years dental experience. 522-7314

PHYSICAL THERAPIST
needed part-time for W. Bloomfield orthopedic private practice. Excellent wages. Call 788-1400

PHYSICAL THERAPIST
Join our team of professionals in our expanding Physical Therapy Department at Providence Park in Novi.
Full-time & contingent hours are available for Registered Physical Therapist to work Mon., Wed. &/or Fri., 3pm-7pm.
To learn more about providing quality health care service in our values driven organization, please contact Ann Boerkoel, Coordinator - Human Resources at: 424-3091
Or send resumes to:
PROVIDENCE PARK MEDICAL CENTER
47601 Grand River Ave.
Novi, MI. 48374
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PODIATRIC ASSISTANT
Part/Full time. Experience helpful. W. Livonia. Send resume: Box 946,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RADIOLOGIC TECHNOLOGIST
Metro Medical Group, a division of Health Alliance Plan, currently has a full time position available for a Radiologic Technologist. The chosen candidate must be ARRT registered; mammography certification is strongly preferred. We offer a competitive starting salary and comprehensive benefits package. Interested applicants please send resume:
Attn: M. KRISHNAPPA
METRO MEDICAL GROUP
1800 TUXEDO
DETROIT, MI. 48206
An Equal Opportunity Employer

RECEPTIONIST/BILLER
Experienced, for busy W. Bloomfield OB/GYN office. Full time. Medical Billing Service a plus. 855-6083

RECEPTIONIST - busy 4 doctor office. Resumes only: 17100 W. 12 Mile, Suite 3, Southfield, MI. 48076, Attn: Mary.

RECEPTIONIST
for physical therapy office. Word Perfect and medical terminology a must. Flex hours. Barb. 546-8440

MIDDLE MANAGEMENT POSITION
RN for ADON. Contact Billie Trager, Four Chaplains Convalescent Center, 28349 Joy Rd., Westland, MI 48185. 261-9500

REGISTERED NURSE
Caring for patients in their homes, days. Farmington area. RN Home Health Care, a family oriented home care agency with competitive salary. Call: 313-333-8080

502 Help Wanted Dental-Medical

PODIATRY ASSISTANT
Needed full time for large group practice. Need to service more than one location. Good salary. Good benefits. Apply at Troy location: 1155 E. Long Lake Rd. 689-6378

REHABILITATION POSITIONS
Medicare certified rehabilitation agency has immediate openings for the following positions:
•Registered Physical Therapist
•Occupational Therapist
•Speech Pathologist
•Physical Therapy Assistant
•C.O.T.A.
Competitive salary, health benefits, 401K Plan. Several Metro locations. Please contact Jeri at, 422-8600

RN
FULL TIME DAYS
Contact Mrs. Martin, DON
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8365 Newburgh, Westland, 48185

RN HOME CARE CASE MANAGER
Our rapid growth has created the need for a full time RN to provide field case management in our Medicare certified division. Excellent clinical assessment, communication skills and home care experience preferred.
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RN/LPN'S PRIVATE DUTY
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Full & part time positions available for all shifts. ACLS certified or must become certified within 6 months. Call Ms. Bitzel at: 588-8000, ext 209

RNs/LPNs/CNAs
All Shifts
Full and part-time positions available for dependable, energetic, and people-oriented individuals. Seeking quality members willing to root at a growing, modern long-term care facility. Current MI license/certificate required. Apply in person or call the ADON or DON at Bedford Villa Nursing Care Center, 16240 W. 12 Mile Rd., Southfield, MI 48076, 557-3333
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RN's • LPN's HOME HEALTH AIDES
Join the experts in Home Health Care - VISITING CARE. Positions available in Wayne, Oakland, Washtenaw & Livingston counties. No weekend or off shifts required. Call today for more information.
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RN's;LPN's
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Close to home
Flexible Schedule
Top Pay
HEALTH CARE PROFESSIONALS
SOUTHFIELD. 357-7080
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RNS & LPS
Full & part-time, all shifts. Benefits available. For a 50 bed nursing home. Apply: Wayne Total Living Center, 4427 Venoy (middle building), Wayne.
An Equal Opportunity Employer

RN's - Pool Nurses already oriented at GCOH are needed for immediate assignments.
Health Care Professionals.
357-7080 or 563-0056

RN WANTED, GYN experience. Interested in infertility. Part time & full time. Troy office. 643-6634

SOCIAL WORK ASSISTANT/ADMISSIONS
Full-time position for experience Social Work Designee. Good communication skills needed. Send resume to: Mary Cobello, care of Arnold Home Inc., 18520 W. 7 Mile Detroit, MI. 48219.

WANTED: ORTHODONTIC Technician man wishes to share space & expenses with same. Call: 522-7536

X-RAY TECHNICIAN NEEDED for orthopedic office in Troy. Good salary & benefits. 244-8887

X-RAY TECHNICIAN NEEDED
Part or full-time for Northville doctor's office. Call Laura at 380-1340

X-RAY TECHNOLOGIST
Part-time. Private radiology office in Livonia. 464-7300

X-RAY TECH wanted part time (Tuesdays & Fridays) for Bloomfield Hills area. Please call 334-4535

504 Help Wanted Office-Clerical

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

ACCOUNTANT-BOOKKEEPER
Property management organization seeks individual for accounts receivables, payables & payroll. Individual must be highly motivated, able to work independently & enthusiastic. Experience not required but preferred. Knowledge of Skyline property management preferred. Send resume to: Accountant, 2777 Franklin Rd., Suite 950, Southfield, MI 48034

504 Help Wanted Office-Clerical

AA WATERBED GALLERY CO.
Now hiring 4 positions in Canton.
• Receptionist • Delivery Scheduler
• Customer Service Rep. • Typist
Apply at: 41915 Ford Rd., Canton. 1 Mile W. of I-275.

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 reconciliations 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 requirments to the following: Box 880
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTANT/BOOKKEEPER - Must have experience in all aspects of receivables/payables & be computer literate. MARCH, INC. 32413 Parklane, Garden City. 425-5287

ACCOUNTANT
Opening for temporary full time accountant (Oct. 1993 - Apr. 1994) in Farmington Hills CPA firm. Minimum 3 yrs. current experience in public accounting. Resumes only to: Tama & Budaj, PC, 32783 Middlebelt, Farmington Hills, MI 48334, Attn: Ely.

ACCOUNTING ASSISTANT
Full time position. Computer based accounting applications, data entry and 1 year payroll experience required. GENESYS experience preferred. Please send resume to:
Recruiter/Accounting
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI., 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
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ACCOUNTING CLERK - Due to internal promotion, our accounting department has an immediate need for a person experienced in accounting procedures. Position requires a payable background in a manufacturing environment. Excellent working environment, good starting salary & attractive benefits package. Please send resume to: Ingersoll-Rand Co., 23400 Halsted, Farmington Hills, MI 48335. Personnel Dept.
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ACCOUNTING CLERK - our continued growth is requiring us to add to our staff. The primary responsibility of this position will be to handle all phases of the Accounts Payable function. Lotus & WordPerfect experience a plus. Please send resume to: Torre & Bruglio Inc., 850 Featherstone, Pontiac, MI 48342.

ACCOUNTING CLERK
Fortune 500 company with manufacturing site in Livonia has an immediate opening for an Accounting Clerk. General Ledger and Lotus 1-2-3 a must. Associate Degree or more in Accounting preferred. Resume must included salary requirement to be considered. Send resumes to Box 982:
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36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

ACCOUNTING CLERK
Follmer, Rudzewicz & Co. PC, one of Michigan's largest independent CPA firms has a client seeking to hire an experienced Accounts Receivable Clerk. Strong candidates will have computer skills & exposure to bookkeeping. Collections experience a plus. The successful & growing company is located in Romulus. Excellent starting salary. If interested please send complete work & salary history in strictest confidenct to: Attention CMC
Follmer, Rudzewicz & Co.
26200 American Dr., Ste. 500
Box 5004
Southfield, MI, 48086-5004

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Use our temporary opportunities to be introduced to the fine companies we represent. Many of our clients use the opportunity of temporary placement to find permanent employees.
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Southfield MI 48034
Troy — 524-9050
201 W. Big Beaver #310
Troy MI 48084
Vacation & Holiday Pay
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ACCOUNTS PAYABLE CLERK - for construction company in W. Bloomfield. Must have a minimum of 2 years experience in accounts payable and data entry. Full time, permanent position, good benefits. Immediate opening. Call 737-4800

ACCOUNTS RECEIVABLE CLERK
Full time for Southfield Property Management Company. Computer experience desired. Call Mon.-Fri. 9am-5pm. 352-2015
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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 forward resume to
Vickie Kallis at:
John Adams Mortgage Company
29124 Orchard Lake Rd., Suite 101
Farmington Hills, MI 48334
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Wholesale bakery seeking self-motivated individual with neat appearance, able to handle a variety of duties, including in office & out of office work. Computer & customer relations skills helpful. FAX resume to: 827-7505 or mail to: Administrative Assistant, 19785 W. 12 Mile Rd., Box 537, Southfield, MI 48076

ADMINISTRATIVE ASSISTANT
for Birmingham management consulting firm specializing in employment and labor relations. WordPerfect 5.1 and Lotus 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:
255 E Brown St., Su. 210
Birmingham, MI 48009
All replies held in confidence.

Secretaries
Ross Roy, Inc., Michigan's largest independent advertising/communications company, is currently recruiting for secretarial positions.
Qualifications include one to three years of secretarial or administrative experience. Applicants must have a thorough knowledge of WordPerfect 5.1, graphics software, and be able to test with a typing speed of 55 wpm.
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