EMPLOYMENT

502 Help Wanted Dental-Medical

BUSINESS OFFICE MANAGER
Patient Accounts
For multispecialtyclinic. Must have strong medical billing & collections, good organizational skills and personnel management. Salary commensurate with experience. Excellent benefits package. Please send resume to: Dept. 1-D
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CARING PEOPLE NEEDED
We are looking for caring people who want to work with the elderly in their homes. Compassion & good attitude a must! Experienced and/or certified only. Call Maria at:
ELDERCARE 646-8680

CERTIFIED NURSING ASSISTANT
Full time. All shifts. Nightingale West, 6365 Newburgh, Westland.

CNA
If you have a desire to become part of a professional, compassionate team, applications are being accepted. Full time. All shifts. Competitive wage scale.
Lesser Hills Nursing Center
23300 Lesser, Southfield

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

COME TO BEAUMONT

NURSE AIDES
• Contingent Positions
• All shifts available
• Certification plus experience
• Own transportation
• Competitive wages & mileage
• Home care classes
• Hospital private duty
• Senior Citizen assisted living

BEAUMONT COMMUNITY NURSING
CALL 853-8750

HUMAN RESOURCES
WILLIAM BEAUMONT HOSPITAL - TROY
4601 Coolidge
Troy, MI. 48098
(313) 828-5344
Professionals working with professionals
An Equal Opportunity Employer

CUSTOMER SERVICE REPS- We need professional people to service our clients on the computer based medical billing field. Strong billing backround, phone presence & service oriented skills required. MBS knowledge a plus. Human Resource/Service Rep. 29299 Franklin Rd., Southfield, MI. 48034

DENTAL RECEPTIONIST
Experience, full-time for high quality Southfield office. Excellent salary, benefits & bonuses. 355-9800

PART TIME RECEPTIONIST & Public Relation Person for Farmington Hills Dental Office. Experience necessary. 474-2250

OUR TEAM of professionals is in search of a part time career minded Dental Assistant, who knows the value of communication skills & enthusiasm, while delivering state of the art care to a loyal family of patients. We're offering this challenging full time position with benefits, salary and skills package. Call Marian: 478-8330

DENTAL ASSISTANT
Progressive quality dental practice in a new location. Looking for motivated people-oriented, enthusiastic team member who likes a challenging for position of Dental Assistant, in downtown Farmington. 474-0224

DENTAL ASSISTANT
Full time for busy family practice. 14 Mile & Middlebelt. Excellent benefits & wages. Experienced only call for interview 626-9615

DENTAL ASSISTANT - Energetic, cheerful & enthusiastic full time assistant. Experience preferred. Hours thru Thurs. Bloomfield Area. 646-3515

DENTAL ASSISTANT
Needed Fridays, occasional Saturdays for small high quality Birmingham practice. 642-2224

DENTAL ASSISTANT/Receptionist
Mon., Wed. & Fri. 7:30-5:30, Sat. 8-3. Exp. preferred. Call Ann. 642-9880.
Royal Oak.

DENTAL ASSISTANT: Looking for an enthusiastic, organized individual, experience preferred. Bloomfield office in Farmington Hills. 932-1280

DENTAL ASSISTANT
If you have a friendly, people oriented position that includes some front desk duties you may be the right person for our dental team. Excellent salary & benefits. Farmington Hills area. Call Sue 681-8700

DENTAL ASSISTANT
Experience preferred. Full time. Benefits. Telegraph/Maple area. Call. 642-5471

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

DENTAL ASSISTANT
To work part time.
Experience desired.
Livonia area. 442-9500

DENTAL ASSISTANT
Experienced chairside needed full time for modern family practice. Benefits. No evenings or Saturdays. 12 Mile/Northwestern area. 557-5000

DENTAL ASSISTANT
Needed for progressive group practice in Wayne. 3 yrs. chairside experience preferred. Full time position with a nice benefits package.
Call Jan at: 722-5133

DENTAL ASSISTANT
Birmingham family practice seeks chairside assistant. Full or part time. No evenings or Saturdays. Experience preferred but will train the right person. Please call: 644-3131

DENTAL ASSISTANT - full time approximately 35 hrs. chairside experience preferred, or recent graduate of dental assisting program. Experienced manpower will train. Benefits. Mon-Fri. 9-5. Call Mrs. Lee or Mr. Malone: 525-4330

DENTAL ASSISTANT
Bloomfield Hills dental office seeks a motivated individual to include starting in the treatment rooms & instruments, stocking of rooms. Must be flexible. Southfield.
Call Marie: 352-7722

DENTAL ASSISTANT - Full time for progressive dental office in Livonia. Experience necessary. Salary commensurate with ability. Call 425-7300

DENTAL ASSISTANT
Childrens Practice
4 days 8:30am-5:30pm
Southfield Area 353-5355

DENTAL ASSISTANT • FULL TIME. Bloomfield Hills area dental office. Call between 9AM & 5PM.
Mon. thru Thur. 398-4366

DENTAL ASSISTANT
Part time, experience preferred. Salary commensurate with attitude. 981-1400

DENTAL ASSISTANT
Livonia, Part time, W/E train. Afternoons only. Above minimum wage. Phone: 281-8110

DENTAL CAREER OPPORTUNITIES
This space will be reserved for full-time positions currently available through Peak Performers, Inc., Dental Staffing Service. The following metro Detroit offices are not other wise advertising.

DENTAL ASSISTANTS
Livonia Westland
Southfield Farmington Hills
Plymouth Clawson

DENTAL HYGIENISTS
Livonia Canton
Farmington Farmington Hills

DENTAL RECEPTIONISTS
Livonia Westland
Warren Farmington
Oak Park Southfield
Sterling Heights Lincoln Park
Woodhaven

Call Peak Performers Today to schedule an interview. NO FEES.
WEST/BIRMINGHAM: (313) 477-8777
EAST/SIDE: (313) 558-5533• EOE

DENTAL CONTACTS, now hiring:
• DENTAL HYGIENISTS
• ASSISTANTS
• RECEPTIONISTS
Experienced preferred. Perfect to accommodate school schedules. Flexible days & hours. Control your own schedule while earning extra money. Variety of offices & locations. Call Lori or Donna: 855-9860, 979-4818

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

DENTAL HYGIENIST
For well established 2 doctor practice in West Dearborn. Excellent salary & benefits. 561-1260

DENTAL HYGIENIST
Part time Tues 8am-5pm. Cheerful positive person for friendly family practice in W Dearborn. Please contact Jeanne at 561-7070.

DENTAL HYGIENIST
Full time in progressive new office. Benefits. Salary commensurate with experience. No weekends. Send resume to: Family Dentistry, 11784 Belleville Rd., Belleville, MI., 48111.

DENTAL HYGIENIST
State of the art dental practice. 23 yrs. same association, newly remodeled. If you are looking to practice in a truly professional atmosphere call Donna at 723-9890
Excellent compensation & benefits. Warren & Hamtramck area.

DENTAL HYGIENIST
Part-time for friendly, progressive dental office in Farmington Hills. Call. 474-2290

DENTAL HYGIENIST
Part time, Saturdays.
West Bloomfield area.
Call Ann at: 661-0400

DENTAL HYGIENIST
Part time, experience preferred. Salary commensurate with attitude. 981-1400

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

DENTAL HYGIENIST
Approximately 30 hours per week. Must have excellent periodontal and communication skills. Southfield. Call Marie. 352-7722

DENTAL OFFICE in Southfield needs experienced front desk. Full time. Starting position. Benefits. Call Mitzi. 569-6304

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

DENTAL office in Southfield looking for a full time dental assistant with experience or willingness to learn. 352-4351

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

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

DENTAL RECEPTIONIST/
ASSISTANT & HYGIENIST
Part time positions. Experience a must. Call Karen, 10-2pm. 264-1331

DENTAL RECEPTIONIST
full/part time, experience preferred, great pay and benefits. Modern office. Madison Heights. 548-1000

DENTAL RECEPTIONIST - part/full time receptionist. Evening & weekends required. Apply in person. 2064 W. Auburn, Rochester Hills. 653-2222

DENTAL RECEPTIONIST
Busy dental practice in Warren area with 4 providers is desperately looking for the right person answers this ad. Must have worked as a receptionist in a dental office for a minimum of 2 years. Mature, responsible, computer experienced individual. Must be a person who cares about patients & enjoys a fast paced job performance. Call between 9-4. 755-9029

DENTAL TECHNICIANS
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sinai
GROUP PRACTICE MANAGER
The ambulatory services division of Sinai Hospital has an immediate responsible position available for a qualified candidate to provide administrative support to our multiple physicians office practices. Responsibilities would include managing the financial aspects of each practice and supervising and coordinating staff activities.
Requirements include: Knowledge of organizational policies and procedures, fiscal management and human resources management techniques, computer systems applications and a bachelors degree in health or business administration.
Please respond by forwarding resume to:
EMPLOYMENT OFFICE-GPM
SINAI HOSPITAL
6767 W. Outer Dr.
Detroit, MI 48235

502 Help Wanted Dental-Medical

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Sterling Heights Lincoln Park
Woodhaven

Call Peak Performers Today to schedule an interview. NO FEES.
WEST/BIRMINGHAM: (313) 477-8777
EAST/SIDE: (313) 558-5533• EOE

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DENTAL RECEPTIONIST - full time, very personable, dedicated individual for a perio practice in Dearborn. Computerized system. Will train. Benefits. Send resume to: James Giordano, D.D.S., M.S., 5150 Greenfield, Suite 200, Dearborn, MI 48126

DENTAL RECEPTIONIST
Work in a beautiful well organized office with modern staff seeks full time, experience, computer knowledge a plus. Livonia area. 425-4320

DENTAL RECEPTIONIST
experienced, full time for Birmingham-Bloomfield Hills area patient oriented dental office. Good typing skills, computer, insurance billing, scheduling. Assisting capability helpful. Please send resume: Box 117, Bloomfield Hills, MI 48303

DENTAL SCHEDULING COORDINATOR
If you have dental experience, & are a positive, outgoing person call us! We offer:
• Medical benefits
• Paid vacations & holidays
• Bonuses
• Profit sharing
• No weekends
Southfield 559-8818

DENTAL TECHNICIAN-high quality specialist for crowns & bridge. Excellent salary, benefits & opportunity for a right person. 855-3553

RETIREMENT HOME looking for caring, dependable person for Dietary Aide position. Part time, 3 days a week. Swing shift 7:30am-2:30pm or 4:15pm-7:15pm. Apply: 24400 Middlebelt, N. of 10 Mile.

DIETICIAN
Part time position available in ambulatory clinic. Flexible hrs. Must be registered or registry eligible. Please send resume to:
5050 Schaefer, dearborn, MI 48126

FULL-TIME, Entry Level Customer Service Representative. Full time growing Dental Staffing Company. Outstanding communication skills + flexibility a must. Dental background preferred. Send resume to: Peak Performers, Inc.
34020 W. Seven Mile, Ste. 102
Livonia, MI. 48152
Attn: Sheila

HAVE Experience as a Dental Assistant? Like to work two days? Like to have fun? (Well 2 out of 3 ain't bad). Give us a call at: 422-5500

HEALTH PARTNERS
seeking for immediate positions:
• LPNs - all shifts for Riverview, Trenton, Bloomfield Hills
• CNAs - immediate local shifts
Call Bobbyweed 8am-4pm:
(313) 340-0222
1-800-969-7723

HOME HEALTH AIDES
Experienced. Full & part time-all shifts. Competitive wages, bonus program includes annual, sterling dance, 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 455-1081

HOME HEALTH AIDES
COMPANIONS
HOMEMAKERS
LIVE-INS
Field staff full time and duty home care agency in Canton for cases in Wayne, Oakland, Washtenaw and Livingston counties. Experience preferred but will train eligible candidates. Must be available for work at least 20 hours per week. To apply, call:
(313) 981-8885
UNITED HOME CARE SERVICES
2200 Canton Center Rd., #230
Canton, MI 48187

HOME HEALTH AIDES for Private Duty and Visits Experienced preferred. Hours, Mi Lifetime.
FRIENDS WHO CARE
(313) 352-5340

HYGIENE ASSISTANT
Waterford office searching for a full time dental assistant interested in preventative treatment planning in Troy area. Mon & 1 Sat per mo. 643-6551

HYGIENIST - PART TIME
for progressive, preventive oriented office. Flexible schedule available. A minimum of 2 years D.M.E./Pharmacy or medical assisting experience is required. Send resume to:
Ivonya, Inc.
17197 N. Laurel Park Dr., Ste. 540
Livonia, MI 48152
Attn: Dept. 0C

LPN's
Dermatology practice is interviewing nurses for immediate, part time positions in Southfield, Allen Park, Redford, Livonia, Plymouth. Weekdays 2-8pm, Sat. 9-2.
PLEASE CALL MICHELLE
737-7111

LPN'S
FOR PRIVATE DUTY HOMECARE
LPN's to assess patients, create care plans, supervise home health aides, and occasionally do shift work. 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: 981-8826

LPN'S & RN'S
Free ventilator training. Long-term private duty openings on all shifts. Farmington, Royal Oak, Northville & Waterford. Sinson's Assisted Care 288-6933

LPN'S - $15.25/HOUR
West Bloomfield Nursing Center, near Maple & Drake, has immediate openings for LPN's with previous nursing home experience on both day and afternoon shifts. $13.25/hour, or $14.25/hour without benefits for days, and $14.25/hour, or $15.25/hour without benefits for afternoons. For details please call Mrs. Mancuso at 661-1600

MEDICAL ASSISTANT needed for Garden City area.
Full time. $5/hr. with benefits.
Call 261-0630

MEDICAL ASSISTANT
Full-time, Reliable transportation required. Various locations. $7 per hour.
427-1500

MEDICAL ASSISTANT/R.N.
Part time position for busy ENT practice. Bloomfield area.
338-1110

MEDICAL ASSISTANT needed for busy pediatric practice in Plymouth. Experience preferred. Approximately 36 hours per week.
459-8260

502 Help Wanted Dental-Medical

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 Doc Laboratories, Inc. 22955 Freeway Park Dr., Farmington Hills, 19 Mile/Grand River area. No phone calls please.
477-4111

MEDICAL ASSISTANT, LPN or RN. Dermatology experience preferred. Full-time. Northville, Ann Arbor, Plymouth area. Normal hours. 996-8763

MEDICAL ASSISTANT - 8-12 hours per week with experience in podiatrics. Office located in Southfield. Call after 1pm. 569-6620

MEDICAL ASSISTANT
Needed for busy family practice in Northville. Min. 2 years experience. Send resume to: M.A. Position, 31711 Van Born, Taylor 48180

MEDICAL ASSISTANT - Part time, 16 hours per week for Allergy clinic. Experience with bronchoscopy. Vacation, Christmas & sinus x-rays only. Good salary. Call 451-0070

MEDICAL ASSISTANT
For Southfield internal medicine. Must have experience with EKG, chest & sinus x-rays, blood drawing and PFT's. Salary commensurate with experience.
350-2424

MEDICAL ASSISTANTS
Needed full time/part time, experienced. Only Administrative Medical Assistant needed to work around Multiple Exit sites in Livonia. Very Almed for immediate interview. Leave message 343-6999

MEDICAL ASSISTANT
Southfield internal medicine office. EXPERIENCE in front desk, X-Ray, venepuncture. Must be well-organized. Full time. Friendly office.
Call: 557-7878

MEDICAL ASSISTANT
Farmington Hills internal office. Part or full time. Will train.
626-1368

MEDICAL Assistant. Part time afternoons or evenings in Romulus. Must be experienced in Medical Surgical nursing and minimum of 2 years supervisory experience required. RN (BSN preferred).

Please send resume to:
Recruiter
DMC Health Care Centers
43605 W. 12 Mile Rd.
Novi, MI. 48377

A member of the Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

OFFICE ASSISTANT
CONTINGENT
Sinai Hospital has an immediate opening at its Rose Imaging Center located in Farmington Hills. Requirements include: typing, 40 plus wpm, knowledge of WordPerfect 5.1 and Lotus 1-2-3. Contingent positions vary based on the need of the department. Please respond by forwarding a reply to:
EMPLOYMENT OFFICE-OA
SINAI HOSPITAL
6767 W. OUTER DR.
DETROIT MI.,48235

OFFICE MANAGER - 5 yrs. experience. Bookkeeping, computer skills. Oakland County area. Good salary & benefits. Send resumes to: Box 528
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPTOMETRIC TECHNICIAN
Bright, enthusiastic, mature person for busy expanding optometric practice. Willing to train for full or part-time position. Apply in person 14 Mile & Orchard Lake Rd. Farmington. Optometric, 31330 Schoolcraft Rd. (at Merriman) Livonia.

PEDIATRIC NURSES
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. 322-7314

Pharmacy Technician
PART-TIME
Applicants should have hospital pharmacy technician experience or have completed a training program. Hours will be 3-11:30 PM., five afternoons and every other weekend. Also every other weekend. Please send resume to Human Resources.
Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933
An Equal Opportunity Employer

PHARMACY TECHNICIAN
Part-time position available at our Farmington Hills location. Hours to work 20 hours/week, day shift.
Qualified candidates must have 6 months ambulatory pharmacy experience. Knowledge of insurance billing and party prescription billing, computer & cash register operation. Familiarity with ostomy supplies desirable. Typing skills helpful.
Excellent salary commensurate with experience. Please apply 8am-12noon, Mon-Thur.
PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22253 Greenfield, Ste. 310
Southfield, MI 48076
An Equal Opportunity Employer

PROOFREADER
We are looking for the best service tech in Michigan. Excellent salary, benefits, bonus. Send resume: Wonderware X-Ray, 24658 Grand River, Detroit, MI 48219. 535-8677

RECEPTIONIST &
MEDICAL ASSISTANT
In Northville doctor's office. Experience preferred. 380-1340

REGISTERED NURSES.
Full & part time positions available at schedules available for ambulatory healthcare center. Interested candidate please send resume to:
Medical Administrator
5050 Schaefer, Dearborn, MI 48126
All Replies Confidential

RESIDENT CARE
Full or part time, 7am-2:30pm, for assisted-living facility in Plymouth. Call 9am-5pm at: 451-0700

RESIDENTIAL ASSISTANT
Part-time positions available in pediatric & adult group homes. High school diploma or GED & valid driver's license required. Call Total Therapy Management, Inc. at: 459-8660

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST
Fast paced, established rehabilitation agency in Plymouth. $45 per hour. Please call Ashdown-Clark Personnel Services. 459-5410

PHYSICAL THERAPY Assistants & Aides
for active out-patient Physical Therapy department in Troy, Southfield & Warren.
Contact Mark Glover 528-2540

RECEPTIONIST - Permanent part time, 16 hrs. per wk. Office located in Southfield. Experience in pediatrics a priority. Call after 10am: 559-6620

RECEPTIONIST - needed for comfortable Dearborn doctor's office. Mature, friendly, articulate, & a good listener, is so please call Judy at: 274-4422

RN
FULL TIME DAYS
Contact Mrs. Martin, DON
NIGHTINGALE WEST
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 skills with proven case management skills and home care experience required.
• Excellent salary & benefits
• Incentive bonus program
• 401-K
• Tuition reimbursement
For more information, contact
PHYLLIS PHEENEY
Grosse Pointe Home Care 882-7744
Southfield (313) 357-3654

HOME HEALTH PLUS
An Equal Opportunity Employer

RN, LPN or MEDICAL ASSISTANT
Mature & experienced person for W Bloomfield allergy practice. Excellent salary & benefits. Send resume to: Box 188
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RN/LPN
We are Looking for You -
the dedicated dialysis nurse to fill a full time 3pm-11pm supervisory position. Dialysis experience is a must. For more information, please call 349-2640
Whitehall-Novi-Convalescent Home
43455 W. 10 Mile

RNs/LPNs
Full and part-time positions available for Nurses to work at our Farmington Hills Nursing and Rehabilitation Center. Please send resume or apply in person to Middlebelt Nursing Care Center, 14900 Middlebelt Rd., Livonia, MI 48154.
An Equal Opportunity Employer

RNS & LPS
Full & part-time, all shifts, benefits available. For a 50 bed nursing home. Apply: Hawthorn Terrace Center, 4427 Venoy (middle Burdick) Wayne.
An Equal Opportunity Employer

RN'S - $20.75/HOUR
West Bloomfield Nursing Center, near Maple & Drake, has immediate openings for RN's with previous nursing home experience on both day and afternoon shifts. $17.25/hour, or $18.25/hour without benefits for days, and $19.75/hour, or $20.75/hour without benefits for afternoons. For details please call Mrs. Mancuso at 661-1600

WARD SECRETARY
If you have a love for the long term care and would like to be a new member of our team, please apply at Isaac, please call for an interview. In-Service Director, Lesser Hills.
334-3222

XRAY TECHNICIANS
Full time shifts available. Registered or registry eligible students welcome. We offer competitive salary and excellent health benefit package. Call Sue 333-1155

504 Help Wanted Office-Clerical

FULL TIME - heavy accounts receivables, sub contractor experience preferred but not necessary. Good working conditions. 398-1200

ACCOUNTANT ASSISTANT
Accounting Dept. Duties include posting & maintaining accounts receivable & payable. Full time. Start immediately. Good pay & benefits. 23200 Coolidge, Oak Park, MI 48237

ACCOUNTANT STAFF for manufacturing co in Troy. Duties include: Accounts receivable & payable & trial balance through financial statement prep. Send resume to: Mr Todd, 633 Executive Dr. Troy, MI 48083

ACCOUNTING ASSISTANT
THE COMMUNITY HOUSE
Full time position. Knowledge of accounting & computers. Bookkeeping necessary. Initiative, confidence with computer skills very important. Resume to: TCH, 330 S. Sales, Birmingham, MI 48009

ACCOUNTING ASSISTANT
Pro Golf of America, a growing firm located in the golf business has opening for a dynamic, enthusiastic Inventory Clerk. Requirements are: 1000 keystrokes per hour, 2 years clerical or accounting experience preferred. Send resume to:
31984 Northwestern Hwy.
Farmington Hills, MI 48334
Attn: Daniel Zigo

ACCOUNTING ASSISTANT
Growing manufacturing & medical equipment supplier seeking individual to process accounts payable, summarize & post transactions, and assist with other clerical functions in the accounting dept. Experience with Lotus and Great Plains accounting software a plus. Send resume & salary requirements to:
FINANCIAL DIRECTOR
11543 Farmington Rd.
Livonia, MI 48150

ACCOUNTING CLERK/Secretary
Growing manufacturing company seeks individual with strong P.C. skills, Word & Lotus. Experience with sales and Great Plains accounting software a plus. Send resume & salary requirements to:
FINANCIAL DIRECTOR
11543 Farmington Rd.
Livonia, MI 48150

ACCOUNTING CLERK
Growing manufacturing company seeks individual with strong P.C. skills, Word & Lotus. Experience with sales and Great Plains accounting software a plus. Send resume & salary requirements to:
FINANCIAL DIRECTOR
11543 Farmington Rd.
Livonia, MI 48150

ACCOUNTS PAYABLE/RECEIVABLE
Friendly campus atmosphere needs your experience on computerized system. Call Doris 848-8501
Livonia Temporary Services

ACCOUNTING
Want a Permanent Job?
Look at this option:
The latest employment trend shows an increase 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 Fee Paid

ACCOUNTS PAYABLE CLERK
Growing distributor seeking full time individual. Accounts payable experience and ability to learn computer system necessary. Also includes other general office duties. Send resume and cover letter to:
Bookkeeper, P.O. Box 20310, Ferndale, MI 48220.

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE 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 use our temporary or temporary placement to find permanent employees.
Call the office nearest you for an appointment.

accountemps
Southfield – 357-8317
28345 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
A major credit reporting company has an immediate full time opening for our Accounting Clerk position. Duties will include Accounts Payable, Account Reconciliation, General Ledger & daily posting. Light clerical duties will also be required. Working knowledge of 10 Key by touch and typing speed of 45 w.p.m. are required. This is an entry level position. A pleasant, fast paced environment, non-smoking office, full benefits package offered. Please send resume and salary requirements to:
General Manager
30600 Telegraph Rd., Suite 4135
Bingham Farms, MI 48025
An Equal Opportunity Employer

ACCOUNTS PAYABLE
SUPERVISOR
Southfield Management Company is looking for a "hands-on" supervisor for their accounts payable department. 3 yrs. minimum experience required. Computerized & benefits offered. Send your resume to:
Accounts Payable Supervisor, PO Box 308, Southfield, MI 48037-0308

ACCOUNTS PAYABLE
GENERAL LEDGER
COORDINATOR
Responsibilities include processing invoices, personal property taxes & coordination of cash flow. Knowledge of Macola G/L/A/P software or comparable accounting software essential. No phone calls please. Send resume to:
PERSONNEL
36665 SCHOOLCRAFT
LIVONIA, MI 48150

ACCOUNTS RECEIVABLE
Self motivated individual with computer experience for Farmington Hills property management company. Excellent benefits. Resume must state salary requirements.
PERSONNEL
P.O. BOX 2180
FARMINGTON HILLS, MI 48333

ACCOUNTS RECEIVABLE/
COLLECTIONS
A local wholesale distributor is in need of an individual with some experience in collections. Excellent telephone skills required. This is a temporary position that could lead to full time for the right person. Please call for an interview.
313-292-1550

ACCOUNTS
RECEIVABLE/BILLER
Needed for busy ENT office, Southfield area. 569-5935

ACCOUNTS RECEIVABLE
Service oriented person handling full time accounts receivable person duties. Computer literate. Assistant to corporate executive. This busy executive needs a pro-active self starter who can screen calls, type and