502 Help Wanted Dental-Medical

DENTAL HYGIENIST
PART TIME
for busy W. Bloomfield office. 2 to 3 days a week. 737-2090

DENTAL HYGIENIST - Wed., Fri., &/or Sat. Northville area. Beech Street Bldg. Call 624 ex hy, with a chairside assistant. 348-1711

DENTAL HYGIENIST
Part time Mon., Tues. & Wed.
Plymouth area.
453-6150

DENTAL HYGIENIST-Female dentist needs dynamic person to join great team. Ladies, teen, part-time. Latinup Village: 539-1188

DENTAL HYGIENIST
Thurs afternoon, & Sat mornings. Great office in Livonia. 422-0800

DENTAL HYGIENIST
Tues. & Wed., part-time. General practice, Starting Heights Area. Call 459-1450

DENTAL HYGIENIST
Enthusiastic outgoing person to join our Livonia dental team. Full-time with benefits. 464-3430

DENTAL HYGIENIST - Want to work only 4 days a month?? We need YOU for Sat., Sept/Oct/Nov/Dec and March. Hours Negotiable! 422-5560

DENTAL HYGIENIST
Part time, Mon. & Wednesday area. Call between 8am-5pm. Mon-Thurs. 398-5544

DENTAL HYGIENISTS- Saturday hygienists are in demand. Peak Performance, Inc. is looking for help on our continuous weekly challenge (other days available also). No? yes. Call Peak Performance 477-8777 Westlake:558-5533

DENTAL OFFICE staff member, experienced, friendly, for Farmington dental office, full-time. Salary commensurate w/experience. 443-8110

DENTAL PRACTICE needs experienced front-desk personnel. Insurance, computerized and scheduling skills a plus. Great work, good pay and benefits. Call Mike 569-6304

DENTAL RECEPTIONIST- Busy Southfield, Bright, modern, friendly, enthusiastic person. Top pay & benefits. 559-9400

DENTAL RECEPTIONIST
needed for congenial family practice in Northville. Experience preferred. 349-3636

DENTAL RECEPTIONIST & Assistant needed for Farmington Hills office. Full time opportunity, willing to train the right person. Call Bethany 477-7847 Fax 477-8431

DENTAL RECEPTIONIST
Part time, Northville, 12-20 hours/week includes everings & Sat. 349-5085

DENTAL RECEPTIONIST
Our professional Farmington office is looking for detail oriented, experienced, enthusiastic people to join to be a team player. 474-0224

DENTAL RECEPTIONIST - Experienced. Needed for friendly, busy, modern office in Livonia. Our patients decide some first. We are looking for the right person who is a team player. Opportunity for advancement. Competitive salary and benefits to work well with others is essential. Please send resume including hobbies and interests. Hours available: M: 12-7 Tues 12-7 Wed 8-5 Thurs 8-5 Fri 8-1. Call Barbara, 464-7300

DENTAL RECEPTIONIST
Enthusiastic & organized person needed for busy Livonia general dentistry. Starting Heights. 979-1450

DENTAL RECEPTIONIST
Experience a must. 4 days with 1-2 hy days Saturday a month. Relaxed, 1 dentist office, 9 & Greenfield area. 559-0111

DENTAL RECEPTIONIST
Full time for Livonia specialty office. Experience preferred. We will consider person with medical background. Call Jan 261-7602

DENTAL RECEPTIONIST
Our team is searching for the right person to join us 20 hours per week. Pleasant office, you have excellent communication & business skills and are excited about quality dentistry, call 455-2690

DENTAL RECEPTIONIST
Do you have the skills to join our and the communication skills of Dale Carnegie? Our progressive general office is looking for an outgoing person with insurance and computer knowledge to be our receptionist/coordinator. Full time Livonia area: 425-4200

DENTAL RECEPTIONIST
Are you looking for a position that offers you knowledge, leads work, longevity & appreciation for your abilities? Are you motivated & enthusiastic individual, we have a position for you. We are a progressive group practice & we are looking for an experienced individual with 2-3 yrs. working in a dental practice. Top salary & benefit package. Call 722-5133

DENTAL TECH
Full time position. Will do all phases of partials. Livonia area.
Call Ivy Perry 953-9045

DENTAL TECHNICIAN-High quality ceramist for C & B Lab. Excellent salary, benefits & opportunity for the right person. 855-5533

HOME HEALTH AIDES
Certified and/or experienced
Excellent pay & benefits
FAMILY HOME CARE
(313) 229-5425
(313) 455-5683 (313) 620-6877

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 quality care in your home.

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 48188

HOME HEALTH AIDES - Experienced, mature people for live-in positions. Must have own car. Call Mon.-Fri. Mornings. 464-6447

HYGIENIST, part-time, 1-2 days per week for substitute during maternity leave. Downtown area. Call 581-5444

HYGIENIST - part-time for caring, prevention-oriented family practice in Canton. Call Laura 455-2510

HYGIENIST, PART-TIME
Temporary thru to maternity leave. Hours & times flexible. End of November thru Feb. 1 for Livonia office. Call: 525-1200

LICENSED PRACTICAL NURSE
for home care patient, Birmingham. 12 hour shift. Full time. References. 642-4323

ATTENTION NURSES
Full/part time, all shifts for private duty nursing. 559-8077

LPN FOR PRIVATE DUTY HOMECARE

Full time position for LPN experienced in supervising home health aides, patient assessment and working with geriatric patients. To apply, send resume to:

UNITED HOME CARE SERVICES
2200 Canton Center Rd., #230
Canton, MI 48188

OFFICE MANAGER needed to train student medical students at ann Arbor vocational school. Minimum 3 years recent experience in computer & bookkeeping. Must have good general office duties. EOE. 434-7320

MEDICAL ASSISTANT
Full-time, experienced for busy Garden City Clinic. Must be flexible. 421-7478

MEDICAL ASSISTANT

3 days per week in top dermatology office in Farmington Hills. Must have at least 1 year medical office experience or training. Call 553-8900

502 Help Wanted Dental-Medical

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

LPN/HA/B: work in relaxed clinical setting at Medical Weight Loss Clinic Nr. Sundays/holidays. Positions available in Suburban East & West Clinic. Prior weight loss experience helpful but not necessary. Good pay + benefits. Call: 353-8445

MATURE PERSONS willing to learn. Individuals needed for long term residential program. High school a must. Positions available for all shifts. Call Dean. 349-7778

MEDICAL ASSISTANT, PART-TIME for small Birmingham office, 30-35 hrs/week. Phlebotomy experience necessary. Call. 647-0012

MEDICAL ASSISTANT - part time, 15/hrs. Farmington office. Experience preferred. Reply to: 1575 W. Big Beaver, Bld. C, Troy, MI 48084

MEDICAL ASSISTANT
Full time
Farmington Hills area.
281-3290

MEDICAL ASSISTANT
for Birmingham family practice. Full time, experienced. Non-smoker preferred. 646-1275

MEDICAL ASSISTANT - Part Time - Busy Farmington Hills medical office. Experience not necessary. Call Mary betw 10am-5pm.553-4646

MEDICAL BILLER PLUS
Intelligent self-starter with experience in health insurance billing and follow up, patient communications needed for busy Podiatry practice. Must be flexible and dependable. Salary $8.50 and higher depending on experience. Livonia area.
Call, 476-4639

MEDICAL BILLERS
PHYSICIAN OFFICES
DME/IV INFUSION
Don't miss this! If you think a home been a better time to explore many new openings. If you have 2 years medical experience, Call Mr. Bill (Medical) expertise in a physician office or DME/IV infusion company, you owe it to yourself to find out more. Call Gilbert Great salaries/perks Call Diane Detter: 932-1170 Harper Association,29870 Middlebelt Farmington Hills MI 48334

MEDICAL BILLER
Full time. Medic computer. Medicare, Blue Cross, Medicaid, inpatient billing. Experienced need apply. Mon.-Fri., 9-3. LAKE PREMIER, 3535 W. 13 Mile Rd., Suite 437, Royal Oak, MI, 48073.

MEDICAL BILLER
For durable medical equipment company. Experience preferred. Call Judy at 313-261-2988 or send resume'to:
Patient Care Services
11345 Farmington Rd.
Livonia, MI 48150
Attn: Judy

MEDICAL BILLERS
Growing company seeking experienced medical billers for full time and part time positions. Days, evenings, and weekends. Anxious to hire.
Call OFFICETEAM today!
Phone Fax
358-0222 358-0941
26588 Northwestern #250
Southfield, MI 48034
Vacation and Holiday Pay
Health Care Benefits/EOE

MEDICAL DELIVERY
Medical equipment company needs delivery equipment tech, entry level. Good driving record, some mechanical skills. Good salary and benefits. Please send resume to:
MED TECH
P.O. Box 2519
Southfield, MI 48037

MEDICAL RECEPTIONIST
experienced, for busy multi-specialty office. Knowledge of insurance types, computer, busy phones, detail oriented, full time. W. Bloomfield. 855-7407

MEDICAL RECEPTIONIST
Full & Part-Time
Call Mrs. Harrison.
656-3107

MEDICAL RECEPTIONIST
Full time for OB/Gyn. Billing experience necessary. Salary & Benefits negotiable. Novi area. 347-6100

MEDICAL RECEPTIONIST
For busy multi-physician orthopedic practice in Farmington Hills. Computer and medical experience preferred. 474-1790

MEDICAL RECEPTIONIST - full time position, 8.45-7:15. Type 40 wpm. Energetic personality a must. Experience not necessary but nice. Call 421-0101

MEDICAL RECEPTIONIST
Must have 1 year experience in medical office. Phone skills and good patient communications a plus. Knowledge of health insurance required. Must be hard-working and dependable. Salary $8.50 depending on experience. Livonia area.
Call 476-4639

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

MEDICAL RECEPTIONIST - experienced in all phases of medical office. Full time. Paid benefits. Southfield area. Call Sandy 354-5311

MEDICAL RECEPTIONIST
For busy ophthalmology office. Experienced in billing, filing & knowledge of insurance. Pleasant personality. 4½ days. Call Barbara 2-4, Mon-Fri: 424-0030

MEDICAL SECRETARY/PART-TIME
A Private Physical Therapy Corporation located in Novi is seeking a mature professional. Priority will be given to candidates having experience in medical transcription, Word Perfect Software & medical terminology. Interested candidates may fax resume to: 478-6140

MEDICAL SECRETARY
Metro Medical Group, a division of Health Alliance Plan, has an immediate opening for a Medical Secretary to work at our Dearborn Clinic. All applicants must have experience with Lotus 1-2-3, WordPerfect and other computer software. We offer an excellent starting salary and a competitive benefits package. All interested applicants please send resume to:
METRO MEDICAL GROUP
Human Resources Dept.
1800 TUXEDO
DETROIT, MI 48206
EOE/AA

MEDICAL TRANSCRIPTIONIST

Full time position with benefits available for experienced transcriptionist. Must have at least one year experience in dental support duties. To apply send resume to:

Transcriptionist Position
United Home Health Services
2200 Canton Center Rd., #250
Canton, MI 48187

NEWER Livonia medical office looking for a person who enjoys being busy & likes to smile. Part time positions needed for Medical Receptionist & Medical Assistant. Please respond to: Livonia Medical Office, PO Box 250666, West Bloomfield, MI 48325.

NURSING ASSISTANTS

Contingent positions available to work as needed in a variety of clinical areas including Providence Park in Novi. Qualified candidates must have 6 months recent nursing assistant experience in an acute care hospital setting or be enrolled in an approved program. Must have completed a clinical rotation.

Apply Mon-Thurs., 8am-12noon.

PROVIDENCE CENTER
Hospital & Medical Centers
EMPLOYMENT SERVICES
22253 Greenfield, Ste. 310
Southfield, MI 48076
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL SOCIAL WORKER
Experienced to provide home care. Excellent pay & benefits.
Family Nurse Care 229-5683

MEDICAL TRANSCRIPTIONIST
For non-existing Farmington Hills office. Experience with cardiology & radiology. Full time with benefits.
Call 553-2000
Voice Mail # 7510

MEDICAL TRANSCRIPTIONIST
Experienced. Must have own equipment: IBM compatible computer, WordPerfect 5.1, standard & micro transcribers. Must be able to work min. of 4 hours per day, Mon.-Fri. Live vicinity Livonia, Farmington, Garden City. 477-8809

MLT - Proficient in automated chemistry. Full time. Southfield area. Send resume to: P.O. Box 4941, Troy, MI 48009.

MRI
ASSISTANT

Full-time clerical position available on the afternoon shift. Will be required to work in a mobile MRI unit rotating between Novi, Pontiac & N.W. Detroit.

Minimum 40 wpm & 1 yr. related clerical experience preferably in a hospital environment.

Excellent salary & working environment. Qualified candidates meeting the above qualifications may send resume or apply Mon-Thurs., 8am-11am.

PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22253 Greenfield, Ste. 310
Southfield, MI 48076
An Equal Opportunity Employer

NURSE AIDES

Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

NURSING
UNLIMITED
540-2360

NURSE/MEDICAL ASSISTANT
Looking for an experienced family practice, 1½ days a week, every 3rd Sat. Flexible. Call 363-7124

NURSE, Midnights, Part-Time top wages, excellent benefits. Apply in person between 9-4; 995 Ann Arbor Trail, Plymouth.

NURSING SUPERVISOR

Registered Nurse Supervisor wanted for busy faculty practice. Opportunities for participation in patient care, education and research. Preferred candidate has ambulatory experience. Must have valid Mich. license. Strong and excellent interpersonal and communication skills required. Excellent benefits. Resume to:

Code 704
3800 Woodward, Suite 600
Detroit, MI 48201

Affirmative Action Employer

NURSING SUPERVISORS

Two positions available. Departments of Surgery and OB/GYN. Responsible for supervision of clinical support staff for multiple locations. RN (BSN preferred) and minimum 2 years supervisory experience required.

NURSING
COORDINATORS

For Internal Medicine at our Livonia location and OB/GYN at Southfield. RN with strong clinical background.

Related specialty and ambulatory care experience required. Please send resume to:

Recruiter/Nursing
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.
An Equal Opportunity Employer

OCCUPATIONAL THERAPY
COTA for geriatric work, suburban area. Full time, excellent salary, benefits. Call 552-6811.

OFFICE BILLING SYSTEMS
MANAGER
For established medical equipment company. 3 yrs. min. experience in Medicare, Medicaid, BC/BS and other insurance billing. DME, oxygen and infusion experience preferred. Computer and systems management skills. Excellent salary and benefits. Send resume and references to:
BILLING SYSTEMS MANAGER
P.O. Box 2519
Southfield, MI 48037

OPHTHALMIC
ASSISTANT/TECHNICIAN
Northwest suburban ophthalmology practice seeks experienced, energetic Assistant/ Technician. Certification not required, part or full time. Pleasant office. Ophthalmic experience. Send resume to box #346
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPHTHALMIC
ASSISTANT/TECHNICIAN
Northwest suburban ophthalmology practice seeks experienced, energetic optometric or ophthalmic assistant. Certification not required. Pleasant office. Top salary and benefits. Send resume and references to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ORAL SURGEONS office in Canton looking for full time reliable person for front desk position. Experience a plus but willing to train. Salary commensurate with experience. Please call Diane 981-0072

PART TIME
REGISTERED NURSE
MEDICAL ASSISTANT
OFFICE MANAGER
For dermatologist in N.W. suburb. Please send resume & salary expectations to: 7456 Fedora (West Court), Bloomfield Hills, MI 48301

RECEPTIONIST & Medical Assistant Both needed for busy Berkley Family Practice. Experience preferred. Part-time, full-time, days, evenings, some Sats. Salary negotiable. 543-2341

PATIENT
REGISTRARS

Our rapidly growing health care network has part-time & contingent positions available at several locations.

Qualifications include: 1 yr. clerical experience in a medical setting to have included medical terminology required, 35 wpm accurate typing speed &/or proficiency on computer keyboard. Previous patient registration, ICD & CPT-4 coding experience experience, highly preferred.

Individuals meeting requirements may submit a detailed resume or apply Mon-Thurs., 8am-12noon.

PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22253 Greenfield, Ste. 310
Southfield, MI 48076
An Equal Opportunity Employer

RECEPTIONIST POSITIONS
Part-time for busy office.
Farmington Hills, Mon-Fri, 12-5pm.
Sterling Hts., Mon-Thurs, 12-8pm
Previous receptionist experience a must, preferably in mental health.
Call Vivian at: 459-8318, x205

RECEPTIONIST - part-time position needed for Garden City office, typing needed, Tues. 12-8, Thurs. 9-5. Experience necessary.
Call Tues or Thurs. 522-0667

502 Help Wanted Dental-Medical

ORTHODONTIC CHAIRSIDE Assistant for our busy Canton office. Part or full-time. Must have pleasant personality & looking for long term employment. Benefits included. 981-2444

PART TIME help for Birmingham ophthalmology practice. Clerical, with some patient contact.
Call Penny, 642-5223

PATIENT REGISTRAR

Full time at Novi office. Medical billing experience preferred.

APPOINTMENT CENTER
OPERATORS

Part-time for Pediatric office in Novi and Livonia. Experience in pediatric setting required.

Must have experience scheduling appointments for high volume office and excellent interpersonal skills. Please send resume indicating position applying for to:

Recruiter/Appointment Center
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.
An Equal Opportunity Employer

RECEPTIONIST, full time, medical, experienced. Must know computer billing, medicare, blue/cross insurances. Clinton Twp. 781-5580

REGISTERED NURSE
For W. Bloomfield allergy office. Busy pace, pleasant environment. 3-9 days/week. Call 851-5454

Registered Nurse
Cardiology

Metro Medical Group, a division of Health Alliance Plan and a member of the Henry Ford Health System, has immediate part-time openings at our Detroit Northwest Clinic for an RN to work in our Cardiology clinic.

Under the direction of the Cardiologist, the chosen candidate will provide and monitor care to patients in the Cardiology clinic, perform and evaluate stress tests, treadmill and cardiac rehabilitation and promote cardiac wellness by acting as a clinical role model, resource person, educator and patient advocate.

The selected candidate will possess a B.S.N and current R.N. licensure with the Michigan Board of Nursing and (3) years of cardiac care experience required (icu, icu, er/ac). ALS certification is required as is a rhythmic training and a specialized degree or certification in a cardiovascular clinical area (AHA, ACSM,CCRN).

Interested Applicants please send resume to:

METRO MEDICAL GROUP
Human Resources Dept.
1800 TUXEDO
DETROIT, MI. 48206
EOE/AA

REGISTERED NURSE

Expanding Cardiology Practice has full-time position, BSN preferred, 2 yrs. Cardiac Nursing experience required. Patient management, nurse-dependent w/cardiologist; providing patient assessment, education, follow-up and quality care. Excellent benefits.

Send resume to:

NORTHPOINTE HEART CENTER
Attn: Human Resources
2575 Woodward - Ste. 300
Berkley, MI 48072

REGISTERED X-RAY TECH
Full-time position for Farmington Hills Radiology Office. Mammography experience necessary. Call Linda at 655-4700

RN FOR PRIVATE
DUTY HOME CARE

Part-time hours to job-share with another nurse. Duties including patient assessment, care and care plans, supervising home health aides and homemakers. Medical, Ped experience in home care preferred. To apply send resume to:

RN Position
United Home Health Services
2200 Canton Center Rd. #230
Canton, MI 48187

RN/LPN
We have a need for a caring nurse to fill a part-time/full-time position on 3-11 shift. This is a small facility with a homey atmosphere. Paid holidays and vacations, medical expenses. Please apply in person:

Alexander, A Mercy Living Center
718 West Fourth Street
Royal Oak, MI. 48067

EOE

RN - MANAGEMENT/
PUBLIC HEALTH

For home care agency in Brighton with multiple satellites. Excellent opportunity for someone with excellent administrative & clinical skills. Excellent pay & benefits.
FAMILY HOME CARE 229-5683

RN or LPN
for Birmingham pediatrician office, part time & relief. Please call Jan at: 645-1740

RN or LPN - PART TIME
For Pediatric office in W. Bloomfield. Prior experience & Saturday Call Nancy: 855-7418

RN, PART-TIME, positions in Farmington pediatric office. Mon., Tues., Wed., 8-5pm. Alternate Mon. & Fri. PM shifts available. Call: 477-0654

RN, QA SUPERVISOR
For home care agency in Brighton. Excellent communication & home care experience required. Salary commensurate with experience. Excellent pay & benefits.
Family Nurse Care 229-5683

RN'S
all specialty areas
all shifts
RN's/LPN's/CNA's
Nursing Homes & Private Duty
Care in Assignments
Health Care Professionals
Southfield 352-7800
Dearborn 563-0056
Ann Arbor 747-8070

RN'S AND LPN'S
Afternoon Shift

Health care and retirement corporation is seeking nurses dedicated to becoming innovative members of our nursing team at our Dorvin Nursing Center. We offer a new pay scale, full benefits package, and tuition reimbursement. Sign up with a team that has long term care experience. Send your resume or apply in person at:

DORVIN NURSING
CENTER
Attn RN
29270 Middlebelt
Farmington Hills, MI 48152
313-478-0550
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RN's/LPN's
Farmington Hills, Royal Oak, Northville, Ann Arbor locations.
Spinal cord injury & ventilator experience helpful.
FREE VENT TRAINING.
IMMEDIATE OPENINGS.
HIGHER ASSISTED CARE
755-0570 288-0633

RN's - LPN's
HOME HEALTH AIDES

VISITING CARE, the company who bring "Health Care Excellence in Home" is hiring for caring professionals to work 1:1 with a variety of clients. Work only when and where you choose. We offer unbeatable flexibility and diversity! call us today for an interview. 344-0234

SERVICE COORDINATOR
To schedule home care & home care agency in Plymouth. Excellent communication & clerical skills required.
FAMILY HOME CARE
229-5683 455-5683

X-RAY TECHNICIAN
experience required, various locations, good transportation required. 427-1660

X-RAY TECHNICIAN
Full & part-time. Rochester area. Ultrasound, nuclear, mammography experience. Mrs. Harrison. 656-3107

502 Help Wanted Dental-Medical

RN'S/LPN'S WE NEED YOU
RN'S earn up to $20/hour.
RN'S earn up to $40/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(313) 229-5683 (313) 455-5683

504 Help Wanted Office-Clerical

ACCOUNTANT - Fast growing Troy based corporation has one full time entry level opening in their Accounting Department - Bachelor's degree in Accounting Assistant. 2-3 years accounting experience. An Associates Degree is required. Call, 828-0436

ACCOUNTING ASSISTANT
Wide range of duties for busy office. Send resume with salary requirements to: Kathryn, 4456 Lamson Dr. Waterford, MI 48329

Accounting Assistant
Experience required. Accounts Payable, Accounts Receivable, Payroll experience helpful. 8:30-5:00, Mon.-Fri. Located in Troy.
Call: 649-4000

ACCOUNTING CLERK
$15-$17/K
Minimum 1 yr. experience in receivables/payables. Good analytical skills & ability to be a self-starter are a must.
Diversified Recruiters Co.
344-6700 FAX 344-6704

ACCOUNTING

Growing Plymouth manufacturer seeks recent Accounting/Finance graduate for entry level accounting position. Experience (1-3 yrs.) and interest in Accounts Payable or Accounts Receivable a plus. Great benefit package available. Send resume to: Accounting, P.O. Box 5545, Plymouth, MI 48170
An Equal Opportunity Employer

ACCOUNTING/HUR, CLERK
Immediate full time opening for individual with strong accounting & bookkeeping skills in A/P, A/R, Payroll, Purchasing & G/L. Individual also be responsible for Human Resource Administration. Must possess strong Lotus skills, Word Perfect G/L experience and French language ability a plus. Some college and salary Nitrof.
IMPACT EDI SYSTEMS, INC.
17197 N. Laurel Park Dr., Suite 201
Livonia, MI 48152
Attn: Accounting

ACCOUNTING SECRETARY - for CPA firm. Extensive phone & client skills. Excellent typing & 10-key skills, data entry & filing. Send resume to: Linda Mc Donald, Suite 105, Royal Oak, MI. 48067.

Accounts Payable

Looking for an energetic person to become part of our accounting team. Flexible, part-time, 20 hrs. per week. Position involves all aspects of Accounts Payable. Exposure on a computerized system. Experience is not mandatory. Our work environment truly represents a progressive company that is fun, but has a hard-working & reward-motivated, people-oriented ethic. Please send resume to the Attention of the Controller at:

24463 W. 10 Mile Rd.
Southfield, MI 48034

ACCOUNTS PAYABLE CLERK
Full time position for company located in 15 & Telegraph. Successful applicant will be detail oriented, motivated, organized and multi-task oriented. Computerized accounting required. Health benefits included. Call Barb betw 1-4pm. 642-0050

ACCOUNTS RECEIVABLE
Property management company is seeking a person experienced in accounts receivable and collections. Lotus & WordPerfect. Successful candidate will receive an attractive salary including a comprehensive benefit package. Send resume and salary history to:
Conti/Oliver 1999 W. Woodward Ave., Ste 125, Bloomfield Hills, MI 48302

ACCOUNTS RECEIVABLE
Immediate entry-level opening with Southfield manufacturer. Good math, light typing & some prior experience preferred. Excellent working conditions & benefit package included. Please submit resume to:
Office Manager
P.O. Box 2020
Southfield, MI 48037-2020
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ACT NOW
WORD PROCESSOR $19,000
Immediate opening for individual with WordPerfect, Lotus & typing skills. Work for a growth oriented & western suburb. Benefits plus bonus.

Other career positions available in variety of locations! 585-2720
ALL FEES COMPANY PAID
PERMANENT STAFF

SMALL aggressive NW suburban distributor seeking key person for full time position. Duties include: all administrative functions, including order entry, invoicing, accounts receivable/payable, payroll & reports and cash. Qualifications include experience in bookkeeping, data entry, accounts receivable/payable, knowledge of Lotus 1-2-3 & desire to detail a must. Pleasant office. Some college preferred. Resume Only: DC, 47906 West Rd., Wixom, MI 48393

ADMINISTRATIVE ASSISTANT/
RECEPTIONIST

For private country club in Bloomfield Hills. Duties include: answer phones, high proficiency in WordPerfect 5.1, typing of 50+ wpm, ability to be knowledgeable, organized or prompt in a fast paced office, ability to transcribe business correspondence. Will train on Lotus Notes, AM & PM shifts available. Call: 477-0654

ADMINISTRATIVE ASSISTANT
To assist the president of a marketing agency. Communication, management, clerical, organizational skills a must. Knowledge of PC software literate on WordPerfect, Peachtree & Lotus. Excellent pay & benefits.
Family Nurse Care 229-5683

ADMINISTRATIVE
ASSISTANT

Immediate openings for your experience. Rapidly growing company has both short and long term needs. WordPerfect or MultiMate a plus.
Call Susan 646-7661
Uniforce Temporary Services

Administrative Assistant

Key position for the dynamic, growth oriented Farmington Hills office. Must be experienced, self directed person with excellent communication skills. Knowledge of WordPerfect background. WordPerfect 5.1 and Lotus/Excel. Proficiency in Word a plus. Call Ms. Ko. 661-0600

PERSONNEL SYSTEMS 456-1166

ADMINISTRATIVE
ASSISTANT

To support sales staff in Rochester Hills, full-time. Experience required. Computer & typing skills a must. Salary commensurate with experience. Please send resume to:
Box 382
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT/
SECRETARY

Plymouth area. Full Time. Good organizational skills a plus. Computer experience helpful. 455-7950

FAST PACED OFFICE. Full time. Energetic personality, phones, word processing. Experience preferred but willing to train. Accounting helpful. Ann Arbor area. 434-5400

ADMINISTRATIVE
ASSISTANT

Republic Bancorp Mortgage Inc. seeks individuals with experimental mortgage lenders, has an opportunity for an administrative assistant at the executive level. Ideal candidate will possess strong administrative experience involving extraordinary organizational and clerical skills, and will have knowledge of computer applications (Windows, word processing, spreadsheet). If you seek challenging, rewarding opportunities in a growing organization, please send resume & cover letter with salary requirements to:

Human Resources (V)
Republic Bancorp Mortgage Inc.
31135 Northwestern Highway
Farmington Hills, MI 48334

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADMINISTRATIVE
ASSISTANT

Long-term temporary position. Microsoft, Windows & WordPerfect. Ability to prioritize, work alone. Must be experienced. Need resume.

EMPLOYMENTGROUP
583-1919
Never a fee.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ADMINISTRATIVE POSITION
Seeking a well organized individual with excellent interpersonal skills. Must have experience with phones, typing and word processing. Should have demonstrated ability to interact with all ages of people & work well with deadlines. Excellent benefits & advancement opportunities. Call Lexy 313-531-8550

Administrative Assistant

International corporation needs experienced, well organized, articulate individual to provide administrative and secretarial support for the manufacturing/sales division. Requires WordPerfect 5.1 and Lotus. Temp to perm. Great working conditions.

ARBOR TEMPS 459-1166

ADMINISTRATIVE • Professional office seeks self-starter with pleasant person to assume responsibilities in the operation of our Plymouth location. Must be computer literate and possess excellent communication and organizational skills. Health care background helpful. Full time position with excellent benefits. Resumes to: Box 298
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Part time/full time position.
Experience with construction
Strong interpersonal, organization and communication skills a must. Send qualification: Controller, 30600 Telegraph, Suite 4290, Bingham Farms, MI 48025

Administrative Assistant
Part time, 20 hrs/week. Experienced applicants must possess excellent skills in Lotus 1-2-3 & computer skills. Real Estate/Mortgage back ground helpful. Resume:
Anita Dow
36994 Dartmoor
Farmington Hills, MI 48331

ADMINISTRATIVE
ASSISTANT

With excellent typing & telephone appointments with top executives. Part time flex time. Write to:
29433 Southfield Rd., Suite 212
Southfield, MI 48076

ALL
SECRETARIES
WORD PROCESSORS
TO $10/HR.

• WordPerfect • MS Word
• Excel • Lotus • D-Base

ARBOR TEMPS 459-1166

EXCELLENT CAREER opportunity is available in our Farmington Hills sales office. Must have 3-5 years min. clerical experience with excellent typing & communication skills. Experience in computer order entry/customer service helpful. Call, 553-9250

ASSISTANT BOOKKEEPER
Full-Time. General office experience. House of Lloyd Furniture, Livonia. 421-0700

ASSISTANT MANAGER position - property management office in Canton is searching for an energetic, assistant manager who possesses a personal attitude and skills. Candidate must enjoy working with the public, possess excellent administrative skills including organization, typing & computer experience. Compensation package available to qualified candidates. Please send resume with salary requirements & references to Box 418.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ATTENTION
CLERKS

Needed in the Madison Heights area for a fast growing company. All positions are permanent. Call today for an appointment.
262-9696

CORPORATE
PERSONNEL
SERVICES
NO FEE EOE

ATTENTION
DATA ENTRY
OPERATORS

Needed for the Plymouth and Livonia area. Many long and short terms available. Call today for an appointment.
362-9696

CORPORATE
PERSONNEL
SERVICES
NO FEE EOE

AUTO DEALER • High volume auto dealer needs experienced Parts Cashier. Permanent full time position w/excellent benefits & bring resume. Call Mrs. Madden at 474-1234

AUTO DEALERSHIP
BILLER

Large auto dealership looking for an experienced biller. Please send resume to: P.O. Box 700737, Plymouth, MI 48170

BOOKKEEPER - experienced Part time. Flexible work schedule. Travel agency experience helpful but not necessary. Bloomfield. Requirements to: C. Feinberg, 28245 Orchard Lake Rd. #200, 851-9010

BOOKKEEPER - FULL CHARGE
Haggerty & 11 Mile area. Send resume to: Mr. Craig Cooperrider, 7463 Pebble Lane, W. Bloomfield, MI 48322.

BOOKKEEPER
Full charge, part time. Accounts receivable & payable, cash receipts & disbursements, bank reconciliations and general ledger, on computer. Resume to: AVM, 30445 Northwestern Hwy, Suite 350, Farmington Hills, MI 48334.

BOOKKEEPER
Full charge, Part time. Trial Balance, Office fully computerized. Lotus 1-2-3 & WordPerfect a big plus. Good opportunity for the right person. Medical office. Send resume & salary expectation to: 19711 South Western Rd., Birmingham, MI., 48025.

BOOKKEEPER: Full-time position using a computerized accounting system in a Farmington Hills firm. Duties include accounts payable, accounts receivable, general ledger and bank reconciliations. A minimum of 3 years experience with Peachtree or other PC-based accounting systems software required. Salary commensurate with ability & experience. Send resume and salary history to: HNC-Controller, 31700 Middlebelt Rd., Ste. 140, Farmington Hills, MI 48334

BOOKKEEPER - Part-time. Work flexible daytime hours. Woodward/11 Mile area. Interesting work with excellent pay & paying conditions for person experienced with computerized bookkeeping. 548-0680

BOOKKEEPER
With strong computer skills. Full time position. Fox Hills Country Club, Plymouth. 453-7272

BOOKKEEPER/OFFICE MANAGER
For high volume jewelry car dealer in Madison Heights. Full-time, Benefits. Non-smoking office. Experience in bank reconciliation, deposit breakdown, payroll, taxes, posting & balancing of ledger. Call between 1-5pm. 585-6731

504 Help Wanted Office-Clerical

BILLING
COORDINATOR

Permanent position with Birmingham law firm for person with experience in computerized billing procedures & customer service. Must be versatile, have good oral & written communication skills, and be capable of handling a minimum supervision. Excellent benefits.
Salary to mid 20's.

354-2410
ACCOUNTANTS ONE
Agency Fee Paid

BOOKKEEPER SECRETARY (experienced in both mandatory) for 1 clerical person office. Property management &/or legal experience helpful. Farmington Hills. Fax resume 489-3003 or phone 489-3004

BOOKKEEPER. Experienced, mature individuals needed for small accounting firm in Bloomfield Farms. 4 days week, 9:30-4:30.
Send resume to: P.O. Box 761, Southfield, MI 48037-0761.

Call Today!
SECRETARY
Major financial institution with multiple locations has immediate short and long-term openings. WordPerfect 5.1, Lotus a plus.
Call Sheila 546-7662 • 799-3946
Unitforce Temporary Services

CASHIER
Immediate opening for detail oriented person with excellent communication skills. Must be dependable, literate and able to type 50 wpm accurately. Driving record, stability and demonstrative ability to use a 10-key pad required. Hours are Mon. thru Fri. 9-6pm. Benefits included. Must have good driving record. Apply in person only.
EOE Affirmative Action Employer.
JOHN LEE OLDSMOBILE
3120 Washtenaw, Ann Arbor

AUTOMOBILE CASHIER
Experienced cashier needed for large metro auto dealership. Prior experience helpful. For interview please contact: Sandy Kaplan
DREISBACH & SONS CADILLAC
531-2600

CLERICAL ASSISTANT for friendly Troy office. Light typing & data entry position. Dependable person with pleasant phone manner. Typing & knowledge of computers helpful. Contact office manager, 680-1580

CLERICAL ASSISTANT - Fast paced, well motivated, individual needed to fill full-time clerical position. Applicant must be able to interact independently and as part of a team. Send resume to: Box 300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150.

CLERICAL ASSISTANT
Expanding national managed care company has full time position available as a Clerical Assistant in our Medical Bill review department. Duties include: phones, typing, light data entry and counter work. Please call or send resume to: Carole, 5655 Kirts Blvd., Suite 106, Troy, MI, 48084, 244-6038 Attn: Jackie

Entry level part-time position available for growing company. Please send resume to 23077 Greenfield, Ste. #148, Southfield, MI., 48075.

CLERICAL
Full time, 40 hrs/wk. Minimum wage to start. Northwest Detroit. 534-5588

Clerical
GENERAL OFFICE

Record & file engineering changes and drawings.

AM