502 Help Wanted Dental-Medical

CUTTING EDGE dental practice seeks best dental Hygienist, resident part time position. South-field area. 810-353-7440

HYGIENIST
Part time, 2 Friday/month, 1 Sat & Sun/month. Pay for sales is plus. High date standard. Great pay. Call MRI, 810 588-5204

INSURANCE MANAGER
for busy CHIROPRACTIC/holistic Farmington practitioner. Experience required. Computer, organizational skills, patient friendly, that's another time. 810-932-0200

INSURANCE SECRETARY
Quality dental office in Dearborn Heights/Garden City area seeks part time person to handle our insurance and some computer duties. Centennial dentistry experience helpful. Dental background necessary. Friendly personality a must! Call 421-5200

LPN HOME HEALTH MANAGER
Home health experience to manage train insurance in-home care given. Attractive salary. Call 313-340-8237

LPN's/RN's
All shifts. Part time. Please call between 9am & 5pm. 313-538-8077

LPN's/RN's
Immediate opening. Full/part-time, afternoons, to care for male quadriplegic. Lyons area. Call after 6pm, pre-ferred call Mon-Fri., 6-9pm, ask for Barbara.

METROSTAFF
Health Care Services
538-0343

LPN'S/RN'S
Private duty, adult/pediatric. Royal Oak, Farmington Hills, Pontiac, Clarkston. Solid variation in shifts a must. Mary Ann, (810) 399-2900

BONDURANT ASSISTED CARE
755-0570 256-9633

MARKETING/PUBLIC RELATIONS COORDINATOR
We are looking for a self starter with 2-3 years of experience in marketing, voicing and coordinating marketing and public relations activities, including brochures, ads and residential development. Bachelor's degree in Communications or Journalism preferred. Exposure to health care environments, such as hospitals, including desk-top publishing are a plus. For consideration, please send your resume to:

Recruiter/Marketing
DMC Health Care Centers
17940 Farmington Rd
Livonia, MI 48152

A member of The Detroit Medical Center and affiliated with Wayne State University

An Equal Opportunity Employer

MARKETING/SALES PERSON
For busy medical diagnostic clinic. Call 546-8680

RECEPTIONIST/Medical Assistant
Part-time/full-time position. Bud will train. Westland area. 459-3266

CLERICAL
Office work, part time. Phones & typing for home health agency. 380-8237

PART TIME Medical Assistant, 3 days per week in W.B., Ann Arbor. Pay and filing for busy internist's office in South field. Send resume to box 480.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL ASSISTANT-busy endocrinology practice. Looking for a experienced front office person. Hours flexible. Salary commensurate. Call barber's Nashville 1-3 or 810-343-3700

MEDICAL ASSISTANT
busy Rehab Dept. Full time, benefits, experience preferred. Call Pat - 433-0070

MEDICAL ASSISTANT
needed for busy Livonia doctor's office. Experienced only. 477-7344

MEDICAL ASSISTANT
Full time position available for busy Northville internal medicine office. Must have EKG, PFT, venipuncture experience. Call 348-1340

MEDICAL ASSISTANT
Work part-time, permanent or temporary in our offices in Livonia, Wayne, Garland & Macomb counties. Flexible hours. Competitive salary. 1 yr experience necessary. Ask for Jan. 651-0652

MEDICAL ASSISTANT
OB/GYN Family Planning office. Part time/full time. W. Bloomfield area. 810-932-1777

MEDICAL ASSISTANT - experienced, full time, eager, for busy Dermatology practice in Farmington. Please fax resume to 810-689-3360

MEDICAL ASSISTANT
needed part time, experienced in EKG and venipuncture. 478-1788

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

MEDICAL ASSISTANT needed for Birmingham family medicine office. Full time, experienced only. (810) 642-3633
(810) 644-7878

MEDICAL ASSISTANT - immediate opening for long & short term assignments in W. Bloomfield, Livonia, Oak & Farmington. Very practice, EKG & IV experience. $11.00 to $17.00 per month. Call Martha at Tempro Medical. 443-2544

MEDICAL ASSISTANT
Full & part time, great opportunity for the right candidate. Must have min. 6 yrs. experience with good clinical skills. All replies confidential. Please send resume to:

MEDICAL ADMINISTRATOR
5000 Schoolcraft
Dearborn, MI 48126

MEDICAL ASSISTANTS

Catherine McAuley Health System in Ann Arbor is looking for qualified Medical Assistants to fill three positions in Pediatrics, Office Practice and one contingent position in overflow.

Qualifications include a high school diploma, certification as a Medical Assistant, 6-12 months' related experience in a physicians office and excellent interpersonal skills.

Applications will be accepted in the Employment Office, 1340 E. Ann Arbor Ave. Friday, May 27, 1994.

Catherine McAuley Health System
5301 E. Huron River Drive
Ann Arbor, MI 48106

Achieving Workforce Diversity Through Affirmative Action/Equal Opportunity Employer

MEDICAL BILLER
experienced, knowledgeable knowledge with background in accounts receivable & collections. Full time, benefits. 967-1472

MEDICAL BILLERS
Openings for Medical Billers with MBA, Inc. or Dorsey Billing Systems in Southfield, Farmington Hills, Howell, Brighton, Plymouth and Livonia. DMC/IV INFUSION BILLERS for per-person positions.
Call Diane Dorsey: 932-1176
Harper Associates Staffing, 31731 Northwestern Hwy.
Farmington Hills, MI 48334

MEDICAL BILLER
Multi-specialty clinic, Grosse Ile area, full time/part-time permanent offers. Must have knowledge of all phases of accounts receivable, CPT and ICD-9 coding, computer skills, min. 2 years experience. Please send resume to:

MEDICAL ADMINISTRATOR
5000 Schoolcraft
Dearborn, MI 48126

MEDICAL RECEPTIONIST
For Beverly Hills area office. Medical experience preferred, full time. 862-9488

MEDICAL RECEPTIONIST
Bloomfield Hills, 2 Mile & Middlebelt area. Mon-Fri, 9-5. Light typing, messages. Experienced typical. Benefits. Salary commensurate. 477-7962

502 Help Wanted Dental-Medical

MEDICAL BILLER
Part time for busy medical office. Reply with qualifications, desired hours, salary, address & phone number. Send to: Box 540
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL CLERICAL
Full time, permanent position. Knowledge of medical terminology helpful preferred. Minimum typing skills of 45 wpm. Comprehensive benefit package. Call Terry between 8am-11am at. 953-1842
An Equal Opportunity Employer

MEDICAL
Please see our display ad in today's paper under "Nursing" for job Activities Director, Admissions Coordinator, 3 Ward Clerk.
HORIZON HEALTHCARE CORPORATION

MEDICAL RECEPTIONIST
Part time position available in Troy office. Experience required. Call Sheri between 9am-12pm, Mon-Fri., 764-1404 or send resume to: 24187 Lyon, Clinton Twp., Michigan, 48016

MEDICAL RECEPTIONIST
Dermatology practice in Southfield is looking for experienced, medical receptionist. Full-time includes Monday & Thursday evenings & Saturdays. Computer experience required. 948-1968

MEDICAL RECEPTIONIST
Orthopedic office requires an experienced client. Work in exceptional. Knowledge of medical terminology required. Medic computer system. Monday thru Friday. Good benefits. Send resume to
Box 548
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL RECEPTIONIST - Part-time, 20-25 hrs/wk, 3PM-11PM shift & some Sats. Filing & phones. Pontiac area. Call between 11:30-2. 333-4010

MEDICAL RECEPTIONIST
Full/part-time, also multiple jobs. Experience in records & plus. No billing. Clarenceville area. 540-3420

MEDICAL RECEPTIONIST - Experienced. Multi doctor specialty group. Computer knowledge. Good communication skills, attention to detail. Farmington area. 851-7000

MEDICAL RECEPTIONIST NEEDED, part time for Rochester pediatrician's office. Some training or experience preferred. Send resume to: 326 East Street, Rochester, MI 48307

MEDICAL RECEPTIONIST - busy W. Bloomfield medical office needs full time front desk receptionist. Prefer one experience required. No fee or agency calls. Benefits. Call between 9-Noon & 4pm. 810-855-5820

MEDICAL RECORDS CLERKS
Two part time positions open for Medical Records Dept. at Medical Health Center. Prefer 2 yrs. experience in health care with good references. Please send resume to:
MEDICAL ADMINISTRATOR
5000 Schoolcraft
Dearborn, MI 48126

Medical Secretary Receptionist

Catherine McAuley Health System in Ann Arbor is seeking qualified clerical applicants to fill the following positions.

- Medical Secretary/Receptionist - OB/GYN office in Canton.
- Medical Secretary/Receptionist - GYN/Oncology cancer care center. Full time, 8-5.

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 as well as at your hotel on Friday, May 27, 1994.

Catherine McAuley Health System
5301 E. Huron River Drive
Ann Arbor, MI 48106

Achieving Workforce Diversity Through Affirmative Action/Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST
Experienced only. Full or part time. Competitive compensation. Call 566-8680

MEDICAL TRANSCRIPTIONIST

The Department of Radiology Services has a full-time opening (days) for an experienced transcriptionist. Responsibilities include transcription of medical dictations for Radiology.

We offer an excellent compensation package with outstanding benefits. For immediate consideration, qualified applicants are encourage to contact management at:
313-874-5043 or send resume to:
Personnel
Michigan Health Care Corp.
7430 Second - Suite 618
Detroit MI 48202
EOE A/F

Medical Transcriptionist II

Wyandotte Hospital and Medical Center, an affiliate of the Henry Ford Health System, is looking for a full or part-time, day shift, medical transcriptionist.

High school diploma or equivalent and not typing speed of 60wpm required. One year of vocational/technical school with medical terminology or equivalent and six months of medical transcriptionist experience required. Certification by the American Association of Medical Transcription preferred.

We offer state-of-the-art equipment, flexible work schedule, a competitive benefit package that includes free parking, tuition reimbursement and immediate enrollment in our pension and retirement plans.

To apply, please submit your resume to the Human Resources Department at:

WYANDOTTE HOSPITAL AND MEDICAL CENTER
2333 Biddle Ave.
Wyandotte, MI 48192

An Affiliate of the Henry Ford Health System

An Equal Opportunity Employer

MRI TECHNOLOGIST
Contingent opportunity to work days or afternoons. This is a medical practice in Farmington area. Pontiac & N.W. Detroit.

Candidates must be ARRT registered or registry eligible. Previous MRI experience required.

Resumes may be submitted detailing experience & availability to Human Resources.

PROVIDENCE PARK
Novi Campus
47881 Grand River Ave.
Novi MI 48374
An Equal Opportunity Employer

NURSE AIDE
Immediate need for part-time weekends, 10am-6pm, to care for young mental retardation adult. For appointment call Mon-Fri., 9am-5pm, ask for Barbara.

METROSTAFF
Health Care Services
538-0343

NURSE CONSULTANT
Medical Staff Company has an immediate opening in Livonia area background to consult only to nurses on a clinical assistant for duties of such as a staff starter with assistant organization and processing skills. Base and marketing experience plus. Excellent benefits, salary commensurate and salary negotiable. Mr. Hunter, P.O. Box 5004, Ann Arbor, MI 48107
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

CLINICAL NURSE SPECIALIST
Diabetic Educator

We work with multi-disciplinary health team in downtown Detroit. Qualifications include MSN, Michigan RN license, year RN and year clinical setting. Certified Diabetes Educator preferred. Interested applicants should send resume to:

Recruiter/Diabetic Educator
DMC Health Care Centers
17940 Farmington Rd
Livonia, MI, 48152

A member of The Detroit Medical Center and affiliated with Wayne State University.

An Equal Opportunity Employer

RECEPTIONIST
In busy pre-choice office. Full time. Entry level position. Call Tom 443-0229

RECEPTIONIST
For a dentist office in Southfield or Livonia. Qualified applicants must have excellent communication skills, knowledge of medical/dental terminology, able to handle demanding schedule, able to work in a team setting. We offer competitive salary, bonuses, medical/dental insurance, vacation, profit sharing and pension plan. Please fax your resume/history with your letter telling us why you think you are the best candidate to: Fax 313-937-3893 or
Box 506
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

REGISTERED NURSE
Positions available in Northville Regional Psychiatric Hospital. Full time positions for 7pm-7am shifts. Clinical supervision of LPN's & Resident Care Aides. These positions require graduation from an approved school of nursing, RN license in Michigan. Salary $ 518 18/hr-$24.54 18/hr. Additional 5% for afternoon & midnight shifts. Differential for weekends. Please call Mrs. Hall, RN at (313) 348-1000, ext. 2231.
An Equal Opportunity Employer

REHAB NURSE/RN - growing vocational rehabilitation firm seeks case manager, experience preferred, will train right person. Full time, benefits. No nights, weekends or holidays, please respond to John Rabesh & Associates, 26211 Evergreen, 43175, Southfield, MI 48034

RESPIRATORY THERAPIST/TECHNICIAN
For suburban home care company servicing metro Detroit/southeastern Michigan. Performs basic respiratory care & functions in home ventilator experience & apnea monitor experience preferred required. Send resume to: Respiratory Services, Medical Supply, 22411 Michigan Ave., Dearborn, MI 48124. Attn. Clinical Manager.

RN, LPN, MEDICAL ASSISTANT SURGICAL TECHNICIAN

Full time and contingent positions available for OB/GYN and Internal Medicine at four locations. 1 year ambulatory care experience preferred. Urgently experience required for Surgical Technician. If interested please send resume to

Recruiter/Nursing
DMC Health Care Centers
17940 Farmington Rd
Livonia, MI, 48152

A member of The Detroit Medical Center and affiliated with Wayne State University.

An Equal Opportunity Employer

RN/MANAGER
We are seeking a dynamic RN with strong leadership skills to oversee the activities of a busy OB/GYN Dept. as well as maintaining clinical care of patients in an ambulatory center. We offer an attractive package for the right candidate. All replies considered. Please send resume to Box 541
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RN - PART TIME
for telephone triage
In Livonia Pediatrics practice.
478-2723

RN's and LPN's
VISITING CARE, affiliated with the University of Michigan Medical Center and the VNA/W, is currently seeking top notch professionals for home care teams. Experience in critical care, high demand for pediatric ventilator, TPN or BiPap experience. Other specialty experiences are also. Work the schedule of your choice. Visits or shifts. Call today - 344-0334 877-0020 329-0330

RN's/LPN's
Amicare Home Healthcare an affiliate of St. Joseph's Mercy Health Care system is seeking RN's/LPN's. Home Health experience is a plus but we will train experienced nurses. Competitive wages and benefits. Call for immediate consideration contact Service Supervisor for an appointment at:
1-800-632-3638
AMICARE HOME HEALTHCARE
Alternative Action
Equal Opportunity Employer

SPEECH LANGUAGE PATHOLOGIST
The University of Michigan Medical Center
Seeking applicants for a position in Matt Children's Hospital. Duties include evaluation/treatment of children with developmental and acquired speech/language disorders, communicative and/or swallowing disorders. Experience with differential diagnosis (including autism, Velocardiofacial) and augmentative communication systems. Skill in oral/motor mechanics preferred. Clinical fellowship (Speech Pathology) preferred. Competitive salary and benefits package. Flexible and a generous vacation plan are offered.

Applicants should send their resume to:

Elaine Lechner-Petersen
Speech-Language Pathology
Department of Pediatrics and Medicine & Rehabilitation
THE UNIVERSITY OF MICHIGAN MEDICAL CENTER
Ann Arbor, MI 48109-0280

A Non-Discriminatory, Affirmative Action Employer

ULTRASOUND TECHNICIAN
Part time Days
Call Sonia Diagnostic
313-459-8811

XRAY TECHNICIAN
Full time. Willing to learn other skills. Livonia area. 425-1270

SWITCHBOARD OPERATORS
Contingent positions available, must be available for evening, weekend and holiday. Hour location. Please send resume to:

Recruiter/Switchboard
DMC Health Care Centers
17940 Farmington Rd.
Livonia, MI, 48152

A member of The Detroit Medical Center and affiliated with Wayne State University.

An Equal Opportunity Employer

UTILIZATION REVIEW COORDINATOR
Must have knowledge of various insurance plans, medical terminology as well as ICD9 & CPT 4 Code, must have ability to assess medical necessity/utilization forms & have good communication skills. Minimum 5 yrs. LPN, LIS or equivalent. Please send all resumes to:
Human Resources
5000 Schoolcraft
Dearborn, MI 48126

502 Help Wanted Dental-Medical

PUBLIC HEALTH NURSE II
Bi-WEEKLY. $1,035 - $1,346
$8/H with one year experience

Oakland county offers excellent fringe benefits including, in part, medical, dental and optical care, short and long term disability and tuition reimbursement.

CONTACT: Oakland County Personnel Department, 1200 N. Telegraph Rd, Dept. 448, Pontiac, MI. (313)41-0443. (810) 858-0530

An Equal Opportunity Employer

RECEPTIONIST
In busy pre choice office. Full time. Entry level position. Call Tom 443-0229.

RECEPTIONIST
For a dentist office in Southfield or Livonia. Qualified applicants must have excellent communication skills, knowledge of medical/dental terminology, able to handle demanding schedule, able to work in a team setting. We offer competitive salary, bonuses, medical/dental insurance, vacation, profit sharing and pension plan. Please fax your resume/history with your letter telling us why you think you are the best candidate to: Fax 313-937-3893 or
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Livonia MI 48150

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Part time Days
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Full time. Willing to learn other skills. Livonia area. 425-1270

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5000 Schoolcraft
Dearborn, MI 48126

502 Help Wanted Dental-Medical

RN'S/LPN'S
Apply in person.
Mount Clemens Manor
18475 Middlebelt
Livonia, MI 48154
427-9176

RNS & LPS
Full and part-time, all shifts. Benefits available. For a 60 bed nursing home. Apply: Wayne Total Living 4437 Venoy (Middle building). Wayne.
An Equal Opportunity Employer

RN SUPERVISOR
Full time days, 7am-3pm
IMMEDIately 3-11PM shift. Looking for energetic nurse with strong supervisory skills. Good benefits. Salary commensurate.
LOURDES NURSING HOME
23000 Watkins Lake Rd. Westland.
Call Mon - Fri 9-4
874-2241

ULTRASOUND TECHNICIAN
For a Gynecologist's office. PART TIME. Prior experience mandatory. Preferable benefits immediately.
Call Sandy 810 737-8208 or leave message at 810 645-0430

504 Help Wanted Office-Clerical

LIVONIA Full time position. Various accounting functions, some inside sales, accounting degree, sales experience preferred. 57-64 an hour plus benefits. 422-5480

ACCOUNTANT

Dawson machine tool manufacturer is seeking a detailed staff accountant. Three years specialized training in cost accounting skills and proficiency with calculator and computer required. Knowledge of job cost accounting helpful. Candidate will be responsible for preparation of payroll, cost reports, job costs, preparing detailed schedules and processing payroll tax returns. Salary and benefits commensurate.

Human Resources
1230 Crooks Road
Rochester Hills, MI 48307
NO PHONE CALLS PLEASE

An Equal Opportunity Employer

ACCOUNTANT for fast paced Manufacturer in Livonia. Will handle accounts receivable. Bachelor's Degree & experience in a manufacturing environment. Must have Computer literate with good oral & written communication skills. Send resume & salary requirements to:
Box 537
P.O. Box 5380
Northville, MI 48167

ACCOUNTANT WANTED
Accounts payable/receivable, general ledger knowledge and Skyline Property Management and Lease plus. Send resume to Controller, The Lakes Company, 27777 Franklin Rd., Ste. 930, Southfield, MI 48034.

ACCOUNTING BOOKKEEPER
Immediate opening for bookkeeper in 28000 Middlebelt, Ste 210, Farmington Hills, MI area.

ACCOUNTING CLERK - payables/receivables/bank reconciliation experience required. Excellent starting pay. Send resume, Attn. J.L., P.O. Box 318, Clinton, MI 48017.

ACCOUNTING CLERK - payables/receivables/bank reconciliation experience required. Excellent starting pay. Send resume, Attn. J.L., P.O. Box 318, Clinton, MI 48017.

ACCOUNTING CLERKS

Due to increased demand we are looking for people with experience in the following areas.

- ACCOUNTS PAYABLE
- ACCOUNTS RECEIVABLE
- PAYROLL
- STAFF ACCOUNTANT

If you have at least one year of relevant experience and are available immediately for temp and temp to perm assignments please call today

ACCOUNTANT
SOURCE TEMP
1-810-557-8228
3600 Town Center, Suite 350
Southfield, MI 48075

ACCOUNTING BOOKKEEPER
Commercial property management firm in Farmington Hills needs a detail oriented bookkeeper. Job requires balancing experience and Lotus required. Skyline experience helpful. We are responsible for all day-to-day accounting and monthly reporting. Send resume with salary requirements to Box 543.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTING MANAGER
For $0 million dollar Credit Union in Livonia. Investment & good people-oriented in accounting, data processing. Prior investment & good people-communication skills. Minimum 3 years supervisory experience. Bank accounting experience. Send resume and salary requirements to: LOC Federal Credit Union, 27961 Plymouth Rd., Farmington, MI 48336

ACCOUNTING

Our client, a prestigious Downtown law firm with approximately 75 attorneys is recruit for the following positions: Temp to Perm, or $17/hr.

- Billing Clerk
- Time Records Clerk
- Payroll Clerk

Candidates must be professional in appearance & manner, have some college level accounting classes, demonstrate a good people-to-people skills, Minimum 3 years accounting experience. Send resume and salary history to: LOC Federal Credit Union, 27961 Plymouth Rd., Farmington, MI 48336

ACCOUNTING

Our client, a prestigious Downtown law firm with approximately 75 attorneys is recruit for the following positions: Temp to Perm, or $17/hr.

- Billing Clerk
- Time Records Clerk
- Payroll Clerk

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354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy. Ste 303
Southfield, MI 48075
agency fee paid

ACCOUNTING

Unemployed: Here's a solution. Temp positions often lead to permanent jobs at our office. (WORK while you NETWORK) We continue the permanent search for you.

Our clients are seeking both part time and full-time
DATA ENTRY CLERKS
ACCOUNTING CLERKS
BOOKKEEPERS
ACCOUNTANTS

We offer top pay, Holiday, vacation paid benefits and bonuses.
(313) 513-7800
Accountants Connection

ACCOUNTS PAYABLE CLERK

Part time for Farmington Hills office. 737-0858.

ACCOUNTS PAYABLE, Part-Time. Immediate opening in the Oakland County area for a person to handle Accounts Payable Clerk. Applicant must have some basic clerical skills & be able to work 24 hours per week. Please apply in person or send resume to:
Edw. C. Levy Co.
Human Resources Dept.
3200 Dix Ave.
Detroit, MI 48238
(313) 849-2611
E.O.E./A.A.

ACCOUNTS PAYABLE/SECRETARY
Needed for fast paced construction and property management firm. Salary, blue benefits package should be well in work independently. Duties include data entry, word processing, filing and other general office duties. Must possess good computer skills performance driven.
KR, P.O. BOX 8025
SOUTHFIELD, MI 48037

Accounts Payable Clerk

Direct Marketing company seeks an accounts payable clerk, balancing and verification of vendor invoices and purchase orders. Updating and maintaining data entry manual. Preferred data entry experience in an office environment. Pleasant work environment. Please send resume to:

Attention A/P Clerk
30600 W. 14 Mile, Suite #246
Walled Lake, MI 48390

ACCOUNTS RECEIVABLE position for Farmington Hills property management firm. Computer literate. Experience necessary. Competitive pay & benefits package. Mail, fax or telephone with salary to:
Human Resources
P.O. Box 1989
Farmington Hills, MI 48333

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Established, growth-oriented company has two openings for an Accounting Clerk. Must have knowledge of accounts receivable and good organizational skills. Send resume or fax experience. Typing 60wpm, light bookkeeping, Bell-letter, able to work without supervision, 20 hrs. days negotiable. Resume & salary requirements to: Box 912.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTING CLERK
Data entry for orders & purchase orders, cash receipts, customer statements, order taking, Accounts Receivable collections. Math & some Accounting background. Mon. & Tues. & Thurs. thru Sat. 7-4pm. Send resumes to: 518 10th Street, Detroit, MI. 48218, attn: Debbie Johnson.

ACCOUNTING

LOTUS!

Due to Accoutemps exclusive alliance with Lotus Development Corp., we are looking for temporary Lotus accountants and bookkeepers with Lotus experience. The only one to offer Lotus training in these fast growing areas. Four locations for your convenience.

accountemps
Metro Detroit's largest temporary accounting, bookkeeping, data processing, banking, bookkeeping & finance. Four network locations

Ann Arbor (313) 995-5347
777 E. Eisenhower I 120, 48108
Dearborn (313) 240-6200
3 Parklane Blvd. #290, 48126
Southfield (810) 557-5367
25550 Northwestern #290, 48034
Troy (810) 531-2080
2101 W. Big Beaver #310, 48084
Bernie Anderson, C.P.A.
E.O.E.

ACCOUNTS PAYABLE CLERK
Part-time, midnight shift. Must have 1 year experience & a pleasant phone voice. Send resume to: M.P.C. 8400 Fenkell, Detroit, MI. 48238. Attn: Human Resources.

ACCOUNTS RECEIVABLE CLERK
Construction company seeking an energetic person with at least 2 years experience in accounts receivable. Applicants should possess some computer skills & strong communication & organizational skills. Send resume with salary requirements to: PO Box 201, Dearborn, MI 48124
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
Immediate opening with Brass-Craft Manufacturing. Computer literate, job functions include: banking, cash applications, issuing credit memos & problem solving. Job requirements include high school diploma with 1-3 years accounts receivable experience, light typing, good math, telephone & fax experience helpful as well as having positive interpersonal skills. Excellent working conditions & competitive wage & benefits package. Send resume to:
Brass-Craft Mfg. Company
PO Box 2020, Southfield, MI. 48037-2020
attention David Victor/AR
Fax 810-557-1154
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ACCOUNTS RECEIVABLE
Full time. Must have at least 1 year experience. Knowledge of Lotus helpful. Challenging position. Salary commensurate. Fax resume to: Fax 313-522-1020 478-8220

ACCOUNTS RECEIVABLE department in Troy/Rochester. Some computer & accounting experience helpful, full time. Medical benefits.
Send resume to
Box 618
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Secretary/Receptionist. Perfect 8.0 & computer knowledge helpful. We handle payroll & invoices. Looking for a self starter, independent, detail-oriented person. Comfiberm, Inc. 28000 Dequindre, Madison Heights, MI 48071

ADMINISTRATIVE ASSISTANT
Growing commercial real estate company is seeking a quality support person w/accounts payable experience. Requires good organizational skills and working knowledge of Lotus 1-2-3 a must. Will train on our power base software. Please submit resume and salary history to: The Rossi Group, Inc. 3844 Telegraph Rd., Suite 210, Bloomfield Hills, MI 48301

ADMINISTRATIVE ASSISTANT
Administrative opening in Troy, salary negotiable. Must have 2 years experience in people & communication skills to fill a new position in our growing Trust Office position with benefits. Send resume to: Scott Chapman, 975 E. Maple Rd., Troy, MI. 48083, Dept. 2000

ADMINISTRATIVE PROCESSOR
Full time for Farmington Co. Exp. preferred to include good computer skills, typing 40 wpm, ability to run 4 copiers, and accurate. Previous life insurance experience a plus, but not required. Salary commensurate. Fax resume: 3706 S. Rochester Rd., Suite B, Rochester Hills, MI 48307

ADMINISTRATIVE SECRETARY/RECEPTIONIST- Established, growth-oriented company has opening for an Administrative Secretary/Receptionist. Must have good organizational skills. Experience is plus but will train. Send resume to Department 200, P.O. Box 1798, Troy, MI. 48099.

ADMINISTRATIVE SECRETARY
Duty: Software Sales Support assisting highly motivated, organized individual with excellent phone and quotes, typing, grammar & office skills. Prior secretarial & phone experience helpful. Salary commensurate with experience. Send resume to: Phoenix Data Systems, 24233 Telegraph, Southfield, MI. 48034.

ADMINISTRATIVE ASSISTANT
Returned from search firm seeking individual with excellent verbal/written communication skills, professional phone manner, demonstrable computer literacy. Small pleasant office, Birmingham. Send resume, salary history to: Director of Administration
877 S Adams, Ste 301
Birmingham, MI 48009

Administrative Assistant
Seeking experienced person with background in working with government regulations of any sort. Must have minimum 1-2 yrs. Word and word software experienced in either area i.e: accounting, personnel or database. A/R and collections a plus. Send resume to: Sandra Kay, 2034 Louisville Rd #230, Southfield MI 48076.

Administrative Assistant/Secretary
Large company in Troy looking for individual with advanced skills in Wordperfect 6.0 with Windows, Lotus 2-4 & Harvard Graphics. Great pay & benefits.

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ADMINISTRATIVE ASSISTANT
with strong personality, patience and some secretary duties. Good Position requires initiative and responsibility. Must be proficient Lotus and Wordperfect computer skills, organized, self-starter able to deal with multiple people. Good organizational and communication skills required. Will be hire from temporary assignment. Benefits to include medical, dental, 401(k) and vacation. Please send resume and salary history to:

Mr. C. Irving
P.O. Box 247
Southfield, MI 48037

ADMINISTRATIVE ASSISTANT
A leading property management firm is looking for a professional, organized, detail oriented individual. Ideal candidate must be extremely organized, possess excellent verbal and written communication skills and able to handle a variety of job responsibilities. Must be proficient in Wordperfect 6.1 and shorthand. Competitive salary. Please forward resume with salary history to:

BOX 610
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
PERMANENT PART TIME
Farmington Hills Administrative Assistant/Executive Secretary with Dictaphone & WordPerfect 5.1 or 6.0 experience. Typing 60wpm, light bookkeeping, Bell-letter, able to work without supervision, 20 hrs. days negotiable. Resume & salary requirements to: Box 912.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Full time, permanent position. Must be motivated, self-starter, organized and capable of coordinating multiple tasks. Knowledge of WordPerfect 5.1, Lotus and basic accounting skills are a must. Prior real estate and/or building company experience a plus. Salary commensurate with skills. Please contact Pam Stewart at 810-727-4800, Ext. 284.

ADMINISTRATIVE SECRETARY
Needed for fast-paced real estate office in Farmington Hills. Our ideal candidate should have knowledge of: Microsoft Word and Excel, general office duties, telephone, basic accounting skills, multi-line switchboard, Accounting, Banking, Word Perfect. Send resume to: Assistant, 27666 Gratiot, Suite 100, P.O. Box 2068, Farmington Hills, MI 48334.

ADMINISTRATIVE COORDINATOR
Automotive based engineering company is looking for a person to assist our director of engineering and facility manager in coordinating activities for several departments and focusing programs on new facilities. MUST HAVE Windows Computer background in Windows with spreadsheet, graphics & Wordprocessor. Full benefits with incentives.

Apply in person or send resume to:
ROUSH INDUSTRIES
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Phone: (313) 591-1010
Fax (313) 591-4233
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- Good communication skills
- WordPerfect, Windows
- Excel

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Farmington Hills, MI 48335
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Phone: 471-2050
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