EMPLOYMENT

502 Help Wanted Dental-Medical

DENTAL ASSISTANT - 4 days, no eves. or Sats. Must have minimum 2 years exp. & present skills. Call Ms. Hoover, Pd. 313-274-3600

DENTAL Bethesda Corporation, looking for enthusiastic individual to join our team in women's support/training department. Combination secretarial/computer/phone. Entry level/computer experience. Fax resume to: Box 506 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

DENTURE TECHNICIAN NEEDED full practice, full time. Dental background required. Top pay & benefits. Call Brenda, 810-777-8400

DRIVER/HOME HEALTH AIDE Position requires good driving record, good attitude, flexible schedule & home health aide experience. Call 9-7. 810-360-5237

FILE CHART CO-ORDINATOR Month up to date filing of charts, reports and correspondence. Professional appearance, pull for next day. Telephones, insurance knowledge helpful. High end firm seeking Tues. and Thurs. person. Good associate. Entry level/Call Cindy 810-339-2600

FINANCIAL ADMINISTRATOR Dental office seeking an organized, Full Time Financial Administrator with some accounting background to join our team. Call 313-425-1190

FINANCIAL SECRETARY - for dental office. Must have bookkeeping & insurance experience. Fax resume to mother with Detail/Sat. Good pay & benefits.

HEALTH CARE PROFESSIONALS RN's/LPN's/HA's/Sitters All Shifts. Call (810) 387-7080

HHA's/CNA's NURSING STUDENTS! Shifts available in Plymouth, Northville and Livonia. Must high school graduate, have CPR and Health care provider card. Call VISITING 313-981-0900 Fax: 313-477-0020 810-344-0320

HOME CARE SCHEDULER TROY LOCATION Progressive National Health Care Agency is seeking a full time Home Care Scheduler. Previous experience as a Home Care Scheduler for home care, supplemental staffing agency, or a home health care agency preferred. Knowledge of medical terminology is required. Competitive salary and benefits package offered. LIFECARE HEALTH CARE (Formerly Community Home Care) JCAHO Accredited (810) 362-1400 EOE/ADM

Home Health Aides for Group Home Assignments

- Benefits for full time hours
- Competitive starting pay
- Bonuses at months & holidays available

Must have experience caring for disabled adults. Choice of group home locations in Western Wayne county. Choice of shifts.

To apply call:

United Home Care Services (313) 981-8829

HOME HEALTH AIDES Certified or Experienced Excellent pay & benefits Call HOME HEALTH (313) 229-8463 (313) 446-8683 (810) 930-8677

HOME HEALTH AIDED COMPANIONS CARE

Family owned agency in W. Bloomfield. Flexible scheduling. Very nice assignments for pleasant, responsible caregivers.

Windmill Home Health Care 810-661-1700 ext. 17

HOME HEALTH AIDES

Experienced, FULL & part time-all shifts. Competitive wages, bonus program, mileage reimbursement, paid holidays, flexibility & holiday bonuses. Vacation pay. Training available. Ideal for retired, stay priest in caring dedicated, caring people to provide unsurpassed quality care. Call Sue EMPA-CARE IV 313-495-1061

HOME HEALTH AIDES

For Private Duty Home Care

- New Pay Rate
- Immediate assignments
- Benefits for full time
- Mileage reimbursement

Centrepoint, part-time & full-time positions available. Flexible scheduling perfect for nursing students, nurses, retirees, or anyone interested home health aides. To apply call:

313-981-8829

UNITED HOME CARE

HOME HEALTH SERVICES
- HOME HEALTH AIDE - full time position with benefits.
- Must be CERTIFIED.
- CERTIFIED NURSING ASSISTANT - HOMEMAKER Companion live-in. Paid & Excellent benefits package offered.

Please forward resumes or call Barbara Cooper, RN Grandpa's Home Health Services 31000 Schoolcraft Rd. Livonia, MI 48150 (313) 591-0900

HOME HEALTH SERVICES
- Experienced & physically fit. Busy prevention-oriented Physical Therapy practice. Excellent pay & benefits. 3 days. 810-435-2200

LPN/HHA - immediate opening for 1st shift. Must have experience in Medical Weight Loss & Home Care. Pontiac area. Call Ms. Bell, 810-332-1526

Nurse Aide - Full time, Mon-Fri, no weekends, no nights, no holidays. Please call 810-563-8446.

PARKINGTON HILLS office requires 40-hours Receptionist/Medical Secretary. Medical work experience preferred. Medical terminology, knowledge of computers, typing, organizing & assumption of responsibility. Resume required. Call Penny for appointment at 313-937-7111

MEDICAL ASSISTANT - Part or part-time. Bloomfield Hills. Fax resume to: Attn: Ms. Alpha, Fax 473-8300. Or, Box 47300, Oak Park, MI 48237. Or call Wed. only, 10-2 at 810-967-0650

MEDICAL ASSISTANT - Gentry for Dermatology

Doctor of Osteopathic Medicine

Family medicine, dedicated individual to fill our expanding practice in Livonia. Must be organized, capable of top P. Personnel skills. Call Ms. Candidate's needs Call Ms. Clinton Twp. MI 48036

MEDICAL ASSISTANT - urgently needed for busy family practice in Plymouth. Must be at 3 years experience including X-Rays. Front desk duties including X-Rays. Front desk duties. Call Lauren, 313-455-3070

MEDICAL ASSISTANTS - urgently needed for busy family practice in Plymouth. Must be at 3 years experience including X-Rays. Front desk duties. Call Lauren, 313-455-3070

502 Help Wanted Dental-Medical

LIVE-IN HOME HEALTH AIDES

For assignments in Oakland & Wayne counties. Must be experienced in home health care & have ability to work with the ill & elderly. Must have reliable, verifiable references. To apply call:

313-981-8829

UNITED HOME CARE

MAINTENANCE - East & West side apartment communities have an immediate opening for an experienced Maintenance person in all phases of residential property maintenance. Experienced only need apply. Send resume to:

MAINTENANCE Box 542 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

An Equal Opportunity Employer

MAINTENANCE POSITION available for experienced Medical Biller. Knowledgeable in computers. Southfield location. Call (810) 387-3722.

MEDICAL ASSISTANT Part-time for busy OB-GYN offices in West Bloomfield area. Flexible. Please call Beth, (810) 855-8663

MEDICAL ASSISTANT for dermatologist in Birmingham. Part time. Experienced preferred. Mon, Wed, Fri & every other Sat. 810-540-8100

MEDICAL ASSISTANT, full time/part time, urgent care center. Must be flexible. Call Kate Mon-Fri, 10-3 p.m. 810-357-0700

MEDICAL ASSISTANT for Rochester OB-GYN office, some previous experience preferred. Call for interview. 810-656-7774

MEDICAL ASSISTANT - Experienced, Gynecology office. Northwestern. Please contact Carol at 810-380-1340

MEDICAL ASSISTANT/RECEPTIONIST For pediatrics/family practice. Experienced, full time. 810-478-3200

MEDICAL ASSISTANT

Full & part time day & afternoon shifts. Great opportunity for the right candidate. Must have min. 4 yrs. experience with good clinical skills. All replies confidential, send resume to:

MEDICAL ADMINISTRATOR 5050 Schaefer Dearborn, MI 48126

MEDICAL ASSISTANT part-time, Lathrup Village area. Call after 6 p.m. Leave message. Exp. preferred. Salary. Please call 810-356-5273

Medical Assistant needed part time for pediatric practice in Livonia. Love of children & flexibility is a plus. Call Debbie at 810-477-7034

MEDICAL ASSISTANT/Receptionist. Experienced for Farmington Hills podiatry office. Full time. Call 810-489-8378

MEDICAL ASSISTANT/RN

Needed part time for busy ob/gyn office in Southfield. Ob/gyn experience preferred. Kathy 810-569-5424

MEDICAL BILLER & MEDICAL RECEPTIONIST - needed for busy Obstetrician practice. Full time benefits. Call Jean Thomas 810-435-0070

MEDICAL BILLER

Full-time. Must have medical experience. Please send resume to: Medical Billing, 5423 Drayville Rd #103, Clarkston, MI 48346.

MEDICAL BILLER. Experienced. Part-time. Computer knowledge. Send resume to: Office Manager 666 Beach-Lake Plaza, Ste. C Rochester Hills, MI. 48307

MEDICAL BILLERS - Experienced for medical billing service in Troy. Immediate part-time positions. $50 guaranteed per hourly. Bonuses. Incentives. Please call D. Adams to set up an interview. 810-649-8772

MEDICAL BILLERS

If you have two years experience in urology, endocrinology, internal medicine, gastroenterology or SALT/IV-FUSION, we have some outstanding opportunities for your Full benefits, 401-k, great working environment. Call Diane Dutter: 810-932-1170 Harper Associates 29870 Middlebelt Farmington Hills, MI 48334

MEDICAL BILLERS Afternoon data entry positions available. Must have experience in BC/BS, Medicare/Medicaid and third party insurances. Excellent benefits and opportunities. Apply within, 10-4 UNIVERSAL STANDARD MEDICAL LABS 31706 Evergreen Southfield, MI. 48075

MEDICAL/CLERICAL - OMC Area. Temporary, full time (Mon-Fri), may become permanent. Exp. helpful. Fax resume or call: Wed., PO Box 461361, Redford MI 48239

MEDICAL RECEPTIONIST. Full-time. Pediatric office. Northwestern area. Recent medical office experience preferred. Benefits available. Call Saturdays. Nancy: 810-477-7022

MEDICAL RECEPTIONIST Experienced part-time. Southfield doctors office. 810-473-6380

MEDICAL RECEPTIONIST

For busy ophthalmologist offices in Livonia and Farmington Hills. Full time, mature & responsible. Experience preferred. Send resume to:

Box 504 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL RECEPTIONIST - full time position, Bloomfield area. Medical background helpful, please call - ask for Anne or Lisa 810-851-1525

MEDICAL RECEPTIONIST, full time, 9-5, Mon.-Fri., for out patient mental health office. Duties: reception & data entry. Required: basic computer knowledge. Fax resume to: Birmingham area. Contact Jackie or Linden. 810-647-8330

MEDICAL RECEPTIONIST Experienced. Full time. Bloomfield area. Benefits. Call Ann, 810 848-0100

MEDICAL RECEPTIONIST Part time for busy Livonia family practice. Experience helpful, will train right person. 313-425-3200

MEDICAL RECEPTIONIST - Orthopedic practice in Livonia. Full time, experience & computer knowledge required. Resume required. Call Peggy for appointment at 313-737-7111

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MEDICAL RECORDS PERSON Experienced, to do multiple jobs for orthopedic practice. Full or part time. Call 810-646-8800

MEDICAL TRANSCRIPTIONIST Full time, experienced only, orthopedic surgeons, benefits, salary commensurate. Call 810-661-1472

MEDICAL TRANSCRIPTIONIST Must have experience in a hospital setting. Must know medical terminology. 9-1, Flexible schedule. 313-420-2431

NURSE AIDES

Growing home care agency is seeking qualified certified and licensed aides for private duty cases throughout Oakland County. Choice of Days & Hours. Call Supervisor Mon. - Fri. Monday thru Friday.

NURSING UNLIMITED 540-2360

OPHTHALMIC TECHNICIAN Experienced Dearborn/Southeastern Oakland County. 810-596-1000

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST Needed for two physician, 30-40 hours/week. Experience preferred, but willing to train friendly, well organized person with computer knowledge. Call 810-476-1601

MEDICAL RECEPTIONIST - We urgently need entry level & experienced medical receptionists for two medical practices. Career opportunities. $10-$11.50/hr per month. Computer experience a plus. Call Rachel at Tempro Medical to schedule an interview 810-443-5580.

CNA TRAINING COORDINATOR

Presbyterian Villages of Michigan is seeking a full-time professional to coordinate a new Certified Nursing Assistant (CNA) training program. Responsibilities include: Must be located in the Redford and New Baltimore areas. Candidates must be a Registered Nurse (RN) state approved trainer and experienced in coordinating similar programs. Competitive compensation and benefits package, with a flexible schedule. For confidential consideration, please contact:

Carol Hardacuti Presbyterian Villages of Michigan 23300 West Six Mile Road Redford, Michigan, 48240

OCCUPATIONAL THERAPIST full time, days, benefits, excellent salary. Call Ms. Hoover FAMILY NURSE CARE

OPHTHALMIC TECH experienced, needed full time. 2 offices, 1 Troy, 1 Bloomfield. 810-649-3535

OPHTHALMOLOGY Receptionist, full time. Present Bloomfield office. Experience necessary. Ask for Sharon at: 810-356-3637

Ophthalmology Tech

Great offices in Troy, Livonia & West Bloom. $12 + with benefits. Call Diane Dutter 810-932-1170 Harper Associates 29870 Middlebelt Farmington Hills, MI 48334

OPHTHALMOLOGY A busy expanding surgical practice is seeking Receptionists & Medical Assistants. Some experience required. Competitive salary & benefits package offered. Fax or hand deliver resume to:

Medical Administrator 5050 Schaefer, Dearborn, MI 48126

OPTICIAN DISPENSER Full or part time. Experienced in all phases, 6 locations. Call Pam R. 313-885-5600

OPTOMETRIC TECH To service nursing home with doctor. Excellent working hours. Call 810-355-0380

OUTPATIENT Physical Therapy Dept. Full time. Bachelor's degree in Exercise Physiology or related degree. W. Bloomfield & Southfield locations. Call 810-855-7411

PART-TIME TECHNICIAN

Cardiac diagnostic service needs part-time tech for demonstration equipment use and monitor application to patients. Tech will meet patients by appt. in patients' homes located throughout Metro Detroit. Excellent communication skills a must. With train ideal candidate, who will be professional, friendly, and can effectively work with a variety of people. Good driving record and reliable transportation required. Send resume or letter to: Box 646 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

PEDIATRIC DENTAL office in Berkley needs front desk receptionist. Also will be trained for some dental assisting duties. Benefits. Call Monday-Thurs. 810-547-8080

PHYSICAL THERAPIST AIDE - No experience necessary. $6 to start. 810-868-0140

PHYSICAL THERAPIST For home care visits. Full time, excellent pay & benefits. 810 229-3000 FAMILY NURSE CARE

PHYSICAL THERAPY RECEPTIONIST & TECHNICIAN Needed at Westland clinic. Call Charlene 313-729-3130

RADIOLOGICAL TECH Permanent full time afternoon shift, 3:30pm-12. Must be graduate of AMA approved school. Must be willing to cover some on-call. Send resume to:

Medical Administrator MIDWEST HEALTH CENTER 5080 Schaefer • Dearborn, MI 48126

RECEPTIONIST - FRONT DESK Pagboard, balance daily, insurance, typing, knowledge of medical terminology helpful, handling incoming vendor calls, performing various accounting duties. Fax resume to: Bloomfield Hills area. Attn: Ms. Alpha, Fax 473-8300. Or, Box 47300, Oak Park, MI 48237

RECEPTIONIST for Southfield orthopedic office. Must have 5 years experience. Call Annette, between 11-1pm 810-557-0700

RECEPTIONIST For OB/GYN. Part-time. Bloomfield Hills office. 2 years experience. Call (810) 645-3360 or (810) 879-0070

RECEPTIONIST Experienced for pleasant Pediatric office, part time. Thursday & Friday, some Saturdays. 810-355-0420

RECEPTIONIST Full time for Westland Podiatry office. Mon-Fri. Must type. Looking for someone friendly & dependable. Call Rebecca, 810-756-8061

RECEPTIONIST/INSURANCE COORDINATOR We would like an enthusiastic, detail oriented person with good computer skills to join our team. Full-time, benefits, computer, friendly atmosphere. Call Pam, 810-978-7240

RECEPTIONIST Dental office, full or part-time. Excellent benefits/salary. Experienced/computer knowledge helpful. Livonia. 313-981-3849

★ Receptionist/Assistant in Dr's office. Computer & office skills required. Dependability a must. Mon. thru Fri. 1:30-6:30. Call Leslie Clark at Chiropractic 810-644-2988

RECEPTIONIST Busy Optometric clinic seeking energetic individual for full time, including 3 evenings & every Saturday. No medical background. Call today. 810-477-1088

RECRUITER for Home Health Agency to recruit in-house care providers. Home health experience preferred. Affordable Home Care. 810-380-8337

REGISTERED NURSES

Full & part time positions, variety of schedules available for ambulatory health care center. Intensive/cardiac preferred but not required. Contact:

Medical Administrator 5080 Schaefer, Dearborn, MI 48126 All replies confidential.

RESIDENT AIDE full time days, for assisted living facility in Plymouth. Call Mon, Wed, Fri 9-4 451-6700

RESIDENT AIDE full time days, for assisted living facility in Plymouth. Call Mon, Wed, Fri 9 to 4. 451-6700

RN/BSN For busy dermatology practice, interesting medical practice. Excellent opportunities. Excellent pay. 810-533-8851

RN for GYN/INFERTILITY OFFICE 9-4 Mon. thru Fri. 54 Mile & Orchard Call Linda 810-643-8879

RN/LPN CHARGE NURSE Opening on all shifts, full & part-time. Medical/Surgical. Friendly, caring atmosphere, air conditioning. Call Nicole at 810-647-9600

RN/LPN Dunrovin Nursing Homes. All shifts available. Excellent wage & benefit package. Call Ann Marie, director of recruitment & supervisory staff, Dunrovin Nursing Homes, Human Resources Manager, Berkley, Bloomfield, Carry Canton, Dearborn, Farmington, Flint, Grand Blanc, Lansing, Livonia, Troy, Warren MI 48068. S.O.E. 810-477-7373 equal opportunity employer

502 Help Wanted Dental-Medical

REGISTERED NURSE

INTERIM HEALTHCARE is seeking an outstanding Registered Nurse for it's Full Time Home Care Supervisor Position. Responsibilities include: patient & employee supervision, in-service training, staff development & community service environment. Supervisory & 3 years nursing experience required. Must also have knowledge of Medicare.

INTERIM HEALTHCARE is a nationwide professional & quality driven nursing service that offers excellent pay & competitive benefits.

Please call or send resume to: Carolyn Kowalski, RN, CHCS INTERIM HEALTHCARE 27901 Bouldelle Rd. Lathrup Village, MI 48076 (810) 559-4600 An Equal Opportunity Employer

RN/LPN's

PART-TIME Apply in person: Memorial Manor 15473 Middlebelt Livonia, MI., 48154 (313) 427-8179

RN MAINTENANCE For home care agency in Brighton, with multiple locations. Career opportunity for someone with clinical, administrative & communicative abilities. Excellent benefits. 810-229-5455 FAMILY HOME CARE

RN/MANAGER

We are seeking a Registered RN with strong interpersonal skills to coordinate the activities of a busy OB/GYN Dept. as well as interfacing with the medical staff. Hospital laboratory center, Mon. 2 yrs. experience in an OB/GYN clinic & management. We offer an attractive package for the right candidate. All replies confidential. Please send resume to: Box 506 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RN - PEDIATRIC NURSE MANAGER Needed for busy ambulatory center. Min. 3 yrs. experience. Excellent opportunity for the right candidate. Must have strong ambulatory and clinical background. Please send resume to:

Medical Administrator 5050 Schaefer, Dearborn, MI 48126

RN's and LPN's

Needed Stat! Podiatrist experience with Venetecian Blind experience a plus. Western Wayne, Southern Oakland, Washtenaw and Livingston county areas. Daily, weekly or Monthly rates. Call Today!

Call Today! 313-477-0020 810-344-0234 810-229-0230

RN'S/LPN'S WE NEED YOU! LPN'S earn up to $20/hour. RN'S earn up to $40/hour. Home Care Staff Relief. FAMILY NURSE CARE (313) 620-6877 (313) 229-5463 (313) 455-5463

SURGICAL COORDINATOR for busy east side oral surgery practice. Must have experience. Benefits offered. Knowledge of Xenix computer, Word Perfect, Lotus and ICD-9 coding, some reception work. Call Pat 810-836-8180

Sorority house for in-office only. Cooking, light housework. Approx. 10 to 3 days per week. Royal Oak, Call Mon-Thurs 810-547-8080

WANTED: NURSES!

Openings for full time and contingent nurses on afternoon/midnight shifts. Competitive wages and shift differentials. Excellent benefits for full time employees. Apply at Northwestern Plymouth Court Nursing Center. Ask for Linda (313) 453-0510 An Equal Opportunity Employer

X-Ray Technician Ultrasound Technician

Registered or registry eligible. Full-time. Benefits. Please send resume to: LOW Memorial Hospital, 5225 Grand River #103, Clarkston, MI 48346.

X-RAY TECH Part time or overnight. Agency for Southfield and Ann Arbor clinics. Call 810-347-3120

504 Help Wanted Office-Clerical

PROGRESSIVE logistics company seeks experienced Accounts Payable clerk for 10 to 30 hrs. per week. Duties include data entry, balancing & supervised in all phases from Payables to Payroll to 4 computers. Send resume to:

Bookkeeper 29250 Franklin Rd. Southfield, MI. 48034.

Livonia firm seeking degreed Accountant with a minimum of 5 years experience. Salary based on ex. Send resume to: Box 670 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ACCOUNTANT

Property Management firm, Livonia, Lathrup, Lathrup Village. Send resume to: PO Box 878, Troy, MI 48099. An Equal Opportunity Employer

ACCOUNTING CLERK - Accounts payable/receivable, payroll, inventory, general ledger, knowledge of insurance required, college degree preferred. Excellent benefits. Send resume with salary requirements to: Accounting Clerk, Box 2000, Observer & Eccentric, Madison Heights, MI 48071

ACCOUNTING

PERMANENT:
- Administrative Assistant to President, Bloomfield Strong communication skills, word processing, for this great but busy service firm. Salary to $25K. Ref. #32-1
- Accounts Receivable Clerk - W. Bloomfield, Exp. in A/R, Accounts Receivable and data entry skills. Salary to $20K. Ref. #32-2
- Accounting Clerk - Southfield, per time. Min. 3 experience preferred. Salary to $10/hr. Excellent benefits, holidays, vacation and education reimbursement.

TEMP POSITIONS:
- COLLECTION CLERICS: All areas of metro area, your skills are in HIGH DEMAND
- ACCOUNTING CLERICS: 1 year experience helpful, in any area of accounting

DATA ENTRY CLERICS: Northwest and eastern suburbs

ASSISTANT BOOKKEEPERS/BOOKKEEPERS: Northwest and eastern suburbs

GENERAL OFFICE CLERICS: Light accounting background

DEADLINE ENTRY: Full and PULL TIME temp assignments. All levels of experience are welcome! Call us

(810) 354-2410 ACCOUNTANTS ONE 24 Hour Employment Hotline 34 Mile Road Bloomfield Hills, MI 48013 equal opportunity employer

504 Help Wanted Office-Clerical

ACCOUNTING CLERK National company seeks energetic individual with 1 year accounting experience. Applicants should possess strong communication, organizational & analytical skills, to take on new responsibilities. Good salary & benefits package. Fax or Mail. Send resume to: Accounting Clerk, 3800 15th St., Detroit MI 48208 Fax. 810-354-8288

ACCOUNTING CLERK/ RECEPTIONIST CPA Firm interviewing for client who desires a mature person with some work experience. Must have personal computer/word processor. Payroll and job costing background a plus. Full time position includes fringe benefits and profit sharing. Send resumes to: BOX 964, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ACCOUNTING CLERK Accounts Payable/Accounts Receivable, Bloomfield area. Excellent benefits and 401K plan. Salary commensurate with experience. Call 317.7700. Apply in person: Haber, 12950 Inkster Rd., Redford. Ask for Accounting Manager.

RECEPTIONIST Minority/Female/Handicapped/Vet

ACCOUNTING CLERK Do you have over 2 years experience with knowledge of general accounting? Are you detail oriented, diplomatic and a hard worker? We offer $8-$9/hour. Please forward your resume to: CBSI, 32605 W. 12 Mile, Dept. CL, Farmington Hills, MI 48334 or FAX to: 810-489-3080

ACCOUNTING DEPARTMENT Livonia based contracting company seeks individual with prior Accounts Payable, Payroll experience. Data entry and clerical bookkeeping skills required. Full time position in fast paced office. Send resumes & salary requirements to: Controller, 34661 Schoolcraft, Livonia MI 48150. EOE

ACCOUNTING &/OR PAYROLL CLERK

A full time position available immediately with a Troy construction firm. Microsoft Word & Lotus 123 skills a plus. Send resume and salary to: Payroll Supervisor, PO Box 248, Troy, MI 48099

ACCOUNTS PAYABLE CLERK Entry level. Computer experience. Full time. Benefits. 35-40 and bound area. 810-254-4590

ACCOUNTS PAYABLE CLERK Accounts payable/receivable individual, 30-40 hrs. per week. Mon.-Fri. between 4 yrs. accounting experience. Lotus experience preferred, data entry recommended. Near Redford. Resume. 313-538-3360.

ACCOUNTS PAYABLE, accounts receivable and collections clerks positions available. Experienced individuals. Medium to large size company. Competitive salary commensurate with experience. Call Accountemps today. Vocation/Holiday Bonuses Call Bonuses available. EOE

accountemps

(810) 559-9090 313-962-4118 301 W. Big Beaver #310 Troy, MI 48084

ACCOUNTS PAYABLE CLERK A National Healthcare Organization located in Bloomfield Hills seeking an Accounts Payable Clerk. Individual should possess knowledge of Accounts Payable experience along with strong organizational skills. Computer experience is required. For consideration, forward resume and salary requirements to:

Cash Management P.O. Box 70207 Lathrup Village, MI 48076 An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK needed for established residential Builder/Developer. Job requires data entry experience with knowledge of Lotus. Send resume to Box 700, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ACCOUNTS PAYABLE CLERK Seeking a well organized & self-motivated individual with strong communication skills for this full time position. Responsibilities include Accounts Payable Team. Qualified applicants must have:
- At least 2 years of college, majoring in Business.
- At least 2 years Accounts Payable experience.
- Experience using computerized accounting systems & Lotus 1-2-3 is definitely a plus.
- Good written communication skills a must.
- Knowledge of medical supplies & services is a plus.

Apply/in writing to:

Hospice of Southeastern Michigan Attn: Barb Bennett 18250 Northland Dr., Ste. 212 Southfield, MI 48075

An Equal Opportunity Employer

ACCOUNTS RECEIVABLE

Large auto dealership looking for experienced accounts receivable clerk. Please apply within:

Don Massey Cadillac 46475 Ann Arbor Rd., Plymouth, MI.

ACCOUNTS RECEIVABLE Career opportunity for EE Medical Billing Clerk. Apply at VAN DYKE Fire salary plus 4 401K plan, profit share and full medical, dental, optical insurance. Apply at:

29400 Hoover Road, Farmington Hills, or call for an appointment 810-478-8000 Attention 202.

ACCOUNTS RECEIVABLE PERSON/SECRETARY Wanted for construction office in Livonia area. Full time, permanent position. 810-344-1900

ADMINISTRATIVE ASSISTANT Part time for retail business located in Bloomfield Hills. Hrs: Mon & Fri 10-6, Tues & Sat 10-2, Wed 10-4. Call Ann, Mon-Fri 10-6 810-834-6758

ADMINISTRATIVE ASSISTANT

Expanding Detroit area automotive location has new long term openings. $8.00-$13.00/hour, depending on skills and experience. Temp to perm opportunity. 810-473-2931 "Secretarial Job Specialists" UNIFORCE SERVICES

Administrative Assistant Wind Industry, Inc. has a position opening in its Bloomfield branch office for an experienced person with strong communication skills, Word Perfect, Lotus 123 and Powerpoint, organizing and multi-tasking skills. Call Bernie, 810-645-1200, 8:30-4

ADMINISTRATIVE ASSISTANT Needed for our Livonia office. Typing 60-plus, Word Perfect, with Lotus 3-4 and Powerpoint. Call Ann Marie at DYNAMIC PEOPLE 313-849-6500

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE/ PAYROLL PROCESSING

Olsten Staffing Services, one of the nation's leading providers of personnel services is looking for a dedicated, efficient and self starting payroll processor/accounts receivable specialist for their Regional Payroll Center.
- Computerized payroll background
- Data entry
- Receivables
- Excellent team player
- ASAP knowledge helpful

Send resume and cover letter to:

Olsten Staffing Services Regional Payroll Center 14600 Farmington Rd. Ste. 109 Livonia, MI 48154

ADMINISTRATIVE SECRETARY/ ADVERTISING International agency needs experienced assistants for executive office. Windows, Word Perfect, Harvard Graphics a plus. Excellent earning potential. Call Ms. Ann, 313-261-1000

"Secretarial Job Specialists" UNIFORCE SERVICES

ADMINISTRATIVE Assistant, part-time, 15 to 20 hours/week. Experience in computerized accounting and Word Perfect. Fax 313-425-4411

ADMINISTRATIVE ASSISTANT needed as soon as possible to work in a fast paced office environment. Must have WP, Windows, some graphics, good people skills, detail oriented. Light German a plus. Please call Rebecca at 810-353-8500 or FAX resume to 810-353-9504 for interview.

Administrative Assistant Recruitment Coordinator

Opening for a self-motivated, detail oriented, multi-tasker. Must have demonstrated knowledge in Word Perfect, Lotus & telephone skills. Extremely detailed, organized & highly-motivated individual. Salary $25K. Call:

(810-932-1314) or call: Carolyn Armes 810-932-1170 Harper Associates 29870 Middlebelt Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANTS 2 temporary (8-10 weeks) full time positions available immediately for non smoking Birmingham office for bright, energetic person capable of handling confidential data input & field staff management. Other duties include telephone quality control work, mailings & compiling information for phone & clients. We will give preference to candidates who have Bachelor's degree and/or Lotus experience. Hourly rate $7-$8.50 an hr. based on experience. Both positions could lead to full time, full-time employment with benefits. Please send resume to: Z. Pearson