EMPLOYMENT

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Part-time for busy Livonia office. Experience in EKG, PFT, Venipuncture, Phlebotomy. Call Mon.-Wed. 9am-1pm or Thursday 3:15-6:30 1453

MEDICAL ASSISTANT - Full-time for busy family practice in Plymouth. Must have knowledge of all aspects of medical assisting. Exp. preferred. 2 days. Great pay & benefits. Call Debbie 313-455-2970

MEDICAL ASSISTANTS
Contingent positions available to work at several of our facilities.
Candidates must have 1 yr. medical assistant work experience in a clinic or office setting or an externship completion. Knowledge of the Providence Hospital Medical Centers, Certification & CPR preferred.
Candidates may apply Mon-Thurs. 8am-12noon, or send resume detailing experience.
PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22756 Greenfield, Ste. 310
Southfield, MI 48075
An Equal Opportunity Employer

MEDICAL INSURANCE CLERK
Full time. Knowledge of all medical insurance procedures necessary for Livonia office. Must be able to work independently. Great benefits. Call Anna, 810-477-8878

MEDICAL RECEPTIONIST EXPERIENCED, for busy Plymouth office. Full time, benefits. Send Resume/Call

MEDICAL RECEPTIONIST for busy OB-GYN practice. Excellent benefits. Fax resume or call. Medical experience preferred. Kathy 810-988-5626

MEDICAL RECEPTIONIST
This is your opportunity to work part time for good pay in a nurturing atmosphere. Send resume, basic bookkeeping, management & good communication skills to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL TRANSCRIPTIONIST
Seeking experienced full-time transcriptionist with medical background. Call Mon.-Fri. 8-5, Mark-Thorne 810-477-1880

MEDICAL TRANSCRIPTIONIST
Seeking experienced full-time transcriptionist with medical background.
Employment Services, Inc.
Health Care Professionals
810-362-7260

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Full or part time. Experience preferred. Will train. Must be multi-task oriented & dependable. Apply in person: Dermatology Associates, located corner of Grand River & Beck, corner of Grand River & Beck, 24301 Grand River, Brighton.

MEDICAL BILLER
Experienced full time billing office. Podiatry and MRA knowledge a plus. Must be experienced with all phases of medical billing.
Send resume to: P.O. Box 95087, Westland, MI 48185

MEDICAL BILLERS
Please fax all the have many openings for experienced DME/HH Billers and Medical Billers. Make a change for the time of your life. Work office, paperwork from home. For more information, fax resume to: NATIONAL HEALTH LABORATORIES, INC., 32360 Capitol, Livonia, MI 48150.
Equal Opportunity Employer M/F/D/V

MEDICAL
OPENINGS
Universal Standard Medical Lab currently has several positions open in the following areas:
• Lab Assistants
• Medical Billers
• Receptionists
• Med. Tech s
Excellent benefits & opportunities. Apply Mon-Fri, 10-4
UNIVERSAL STANDARD MEDICAL LABS
21703 Evergreen
Southfield, MI

MEDICAL RECEPTIONIST
For West Bloomfield. Knowledge of insurance/billing. Generous benefits. 810-478-6230

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Full or part time positions available for experienced 2 plus. Must be multi-task oriented & dependable. Apply in person: Dermatology Associates, located corner of Grand River & Beck, 24301 Grand River, Brighton.

MEDICAL BILLER
Experienced full time billing office. Podiatry and MRA knowledge a plus. Must be experienced with all phases of medical billing.
Send resume to: P.O. Box 95087, Westland, MI 48185

MEDICAL BILLERS
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Equal Opportunity Employer M/F/D/V

MEDICAL BILLING/
DATA ENTRY
National Health Laboratories, Inc., office has openings for detail oriented professionals given to a friendly, state-of-the-art environment. We are currently seeking a part-time medical biller and a data entry clerk for medical billing/data entry position. A minimum of 6 months medical billing experience or 45 wpm ability to key 6,000 keystrokes are required. Hourly salary & benefits package. For immediate consideration, send resume or apply in person to: NATIONAL HEALTH LABORATORIES, INC., 32360 Capitol, Livonia, MI 48150.
Equal Opportunity Employer M/F/D/V

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Universal Standard Medical Lab currently has several positions open in the following areas:
• Lab Assistants
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For West Bloomfield. Knowledge of insurance/billing. Generous benefits. 810-478-6230

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Full time positions available for experienced 2 plus. Must be multi-task oriented & dependable. Apply in person: Dermatology Associates, located corner of Grand River & Beck, 24301 Grand River, Brighton.

MEDICAL
RECEPTIONIST
For busy medical practice in Novi. Full time, benefits & minimum 2 years experience preferred. Send resume to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, MI 48150

MEDICAL
RECEPTIONISTS
Email Ambulatory Services is seeking dedicated and bright Medical Receptionists for our office practice located in Southfield, Livonia, and Farmington Hills.
We are looking for individuals who have at least one year experience in a medical office practice, along with endowed to requisite patient demographics, insurance, medical systems, scheduling and cash handling.
We are offering a competitive wage and benefit package. As those interested, please apply in person or send resume to:
Email Ambulatory Services
27004 Franklin Rd.
Southfield, MI. 48034
An Equal Opportunity Employer

MEDICAL RECEPTIONIST
Busy Podiatrist office in Plymouth needs experienced, dependable individual for front desk including insurance, billing, and bookkeeping work. Immediate opening. 313-459-8280

MEDICAL RECEPTIONIST
Pediatrics practice needs person to be responsible for progressive office in W. Bloomfield. Must have knowledge of computer, medical terminology, good patient relations, written and oral communication skills. Full time with salary based on exp. and references to: 810-737-0884

MEDICAL RECEPTIONIST/BILLER
Author/Lecturer for internal medicine office. Experience necessary. Top wage. Call Tues. 810-626-8500

MEDICAL RECEPTIONIST - 2 physicians, Hi-Tech, Oakland county. Must have experience. Will pay the right applicant. Excellent salary & benefits. Reply to Box 232, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL RECEPTIONIST
Farmington Hills office requires full-time Medical Receptionist. Medical office experience, insurance billing, 2 yrs. experience. A computer knowledge required. Call Joanne at 810-737-7111

Medical Receptionists
Several new full & part time openings for experienced receptionists in Metro Southfield, Livonia, Southfield & Royal Oak. Great salaries & perks. Call Diane Dalton 810-432-1170
Harper Associates, 29475 Middlebelt, Ste. 200
Farmington Hills, MI 48334

MEDICAL RECORDS CLERK
For busy Livonia medical office. Filing, chart prep, and transcription. MUST be established. Call Maureen, Mon-Tues or Thurs. 313-458-1466

NURSES
Come be part of a National company that dedicated to caring — HCR. Full-time and Contingent positions available for medical, surgical, pediatric experience, shift differentials, bonus programs, and great working environment. Please call Carol Murray Center 313-453-0910
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTIONIST
Full or part time. Minimum 2 years experience. Excellent typing skills a must. Call Barbara's Bookkeeping, Mon.-Fri., 10am-2pm, 810-553-0010 Ext. 247

MEDICAL TRANSCRIPTIONIST
Experienced in Urology/Surgery dictation. Part time, pay negotiable. Call 644. 810-474-0533

MEDICAL TRANSCRIPTIONIST
wanted for full-and part time positions, all shifts, especially afternoons, nights, and weekend days. Join our growing team in a pleasant work environment. Excellent fulltime benefits for full-time qualified candidates. Bend resume and cover letter with salary expectancy to: Director of Operations, 7000 Green Road, Suite 300, Ann Arbor, MI 48105-1571.

NURSE AIDES
Full or part-time, evenings shift. Caring, compassionate person. Certification preferred but not required. Good benefits. Apply in person: McKinley Center, 28750 Eleven Mile Rd. Farmington Hills. Or call Mary Pat. 810-473-1150

NURSE AIDES needed for private duty work in our hospitals.
All shifts - weekdays/weekends.
810-357-7060
Health Care Professionals

NURSE
For busy pro-choice physician's office. Call Toni 810-443-0238

NURSING
CLINIC
NURSES
As part of a major Southeast Michigan hospital system, Oakwood Hospital has recently opened a new facility for Clinic Nurses in our Outpatient Center in Canton. Center is currently hiring 1 full-time days/evening rotation and several contingent positions available.
Nurses will be involved in telephone triage, coordinating appointments, administering prescribed treatments, and providing patient/family health care education.
Qualifications include LPN Michigan license, BCLS certification, at least 1-3 years' medical/surgical experience in an acute care or ambulatory setting, and the ability to pass medical/clinical skills. Preferred candidate has a minimum of 2 years' further education is required.
For consideration, please send your resume to: OAKWOOD HOSPITAL Attn: CN, 23400 Michigan, Suite 111, Dearborn, MI. 48124
OAKWOOD
HOSPITAL
A subsidiary of
Continued Health services

OCCUPATIONAL MEDICINE
NETWORK MANAGER
Ideal candidates should be knowledgeable in managed care, have knowledge of all areas including billing, staffing & claims. Good public relations and business office skills required. Min. 3 yrs. experience. Excellent opportunity for the right candidate. Please send resume to: Box 239 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ORTHODONTIC - Office seeking enthusiastic, motivated individual to care for our busy Livonia office. 2-3 days/week. Willing to train right candidate. Fax resume & cover letter. Outstanding bonus & benefits package. 810-471-1566

502 Help Wanted Dental-Medical

★ NURSE
Dental health agency M.R./Orthodontic. Is currently recruiting for the above position. Ideal candidate must possess current licensure and be a graduate of an accredited school of Dental Hygiene. Must possess a minimum of three years of clinical skills of an office and the ability to work within a pleasant by setting. Day hours, no weekends or on-call. Excellent salary and fringe benefits. Send resume to: Human Resources, 7430 Second Ave. Ste. 20, Detroit, MI 48202. EOE

OCCUPATIONAL THERAPISTS
PHYSICAL THERAPISTS
SPEECH THERAPISTS
& MSW'S
Experienced pediatrics preferred for home care visits. Excellent pay & benefits. Set your own hours. (810) 229-5443
FAMILY NURSE CARE

NURSES
Are you creative, looking for a challenging career? Sam Schmidt Dana Business Opportunity ad in #513.

OPHTHALMIC TECH
Experienced in refractions, A-Scans, and as a clinical assistant. Full time, Mon-Fri. Ideal family, busy practice. Downtown Southfield. 810-948-9000

OPTOMETRIC VISION THERAPIST
In Clawson. Part time position available. Ideal candidate will have experience with children. Willing to train. Call 810-280-1880

ORTHO ASSISTANT
Full-time for busy office. Experience necessary, or will train. Dental Assistant. Call 313-981-7232

PERSONAL CARE AIDE
Needed for supplies care weekly. Contact Elena. 810-881-1709

PHYSICAL THERAPY ASSISTANT
Full time for outpatient physical therapy department. West Bloomfield.
PHYSICAL THERAPIST
Tues. & Thurs. 12:30-8PM. Established Waterford location. Competitive salary.
PSYCHIATRIC
REGISTERED NURSES
Kingswood Hospital, a progressive facility, seeks a non-profit psychiatric hospital specializing in the treatment of adolescents and adults, currently has openings for two full-time RN positions on the 3-11 shift on the adult service, a major part-time Relief Supervisor/Charge position plus weekends, shifts and weekends. Experience preferred.
Registered nurses will possess leadership skills, good communication skills, ability to work independently, and the ability to accept the challenge of providing quality nursing care in an acute care environment.
For information, please call Judy Kindred at 810-981-4470, or send your resume to:
KINGSWOOD HOSPITAL
Human Resources
40500 Grand River Rd.
Farmington Hills, MI. 48331
An affiliate of Henry Ford Health System

RECEPTIONIST
Experienced in Ophthalmology. Able Word Processing, Computer, and some experience. Downtown Southfield. 313-948-9100

RECEPTIONIST
Experienced. Full-time position for fast paced office. Medical background helpful. Call 810-558-3190

RECEPTIONIST
For busy pro-choice physician's office. Call Toni 810-443-0238

RECEPTIONIST - Part time every family practice in Livonia. Willing to train right person. Insurance billing, centers welcome. 313-425-8782

RECEPTIONIST/DATA ENTRY
Growing dental medical equipment company, is looking Entry Level, full time Receptionist/Data Entry Position. Duties include answering and directing calls from a 6 line phone system, data entry, and general office clerical duties. Excellent benefits package. Qualified candidates please fax resume to: 313-981-1461 Attn: Linda Madison Hts. No phone calls please.
An Equal Opportunity Employer

RECEPTIONIST
Needed for doctor's office in Southfield. Please call 810-354-0867

RECEPTIONIST
Needed full-time for busy practice. Benefits. Call Sharon 810-646-5945

RECEPTIONIST-Seeking individual with experience for patient care position in Orthodontic office. Will train for office duties. Please call 810-646-5340

RECEPTIONIST
for podiatrist offices in Novi. Experience, communication, 30-40 hours. Call 1-468-4731. (please leave name & number)

RESPIRATORY
THERAPISTS
Are you looking for a challenging rewarding position?
Hospital Therapy Service, the primary provider of respiratory therapy has the challenge YOU have been waiting for.
As a Respiratory Therapist YOU will provide respiratory therapy/rehabilitation services to your area. As one of our therapists YOU will:
ACCESS your patients' respiratory and overall status.
RECOMMEND appropriate therapy.
TREAT your patients with medications and procedures.
EDUCATE your patients on proper techniques
REHABILITATE your patients to their maximum potential.
Full time, Part time, and PRN positions available. We are offering home care, pool, or an agency. For more information about this exciting opportunity please call:
Hospital Therapy Service
1-800-216-1487

RN/LPN/CNA's
★ Full & part time all shifts. Newly adopted exceptional wages. Apply in person: Maplewood Nursing Care Center, 35015 W. Five Mile, Livonia

RN HOSPICE
HOME CARE DIRECTOR
Central Hospice is looking for a home care organization. Previous home care experience required. Excellent salary & benefits. 810-539-8080
FAMILY NURSE CARE

RN & LPN
CENTRE FOR OPHTHALMOLOGY & PLASTIC SURGERY
Please join our professional staff in a general ophthalmology practice in Farmington Hills. Ideal candidate will possess a minimum of 2 years experience in ophthalmology. Full & part time. Send resume to: Centre for Ophthalmology & Plastic Surgery, 28750 Eleven Mile Rd., Suite 100, Novi, MI 48375. 810-348-8300

RN/LPN/CNA all shifts YOU LIKE it were up to you!
Home Care Staffing
Flexible hours
Great pay
Call today
810-557-0911
810-557-0912
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RN/CNA
To assist with hospital rounds, 40 hours per week, full time position. Must have 1-4 years of experience in medicine and strong interpersonal skills. Competitive salary and benefits. Interested candidates, call 313-464-3231 L.

RN MANAGEMENT
For home care agency in Brighton with multiple locations. Corner opportunity for someone with excellent administration & consultative skills. Excellent pay & benefits.
810-229-5443
FAMILY HOME CARE

RN, HOSPICE, 2 years nursing home experience. Supervision, care of dying home residents. Outstanding compensation.
Managers 810-363-8900

ACCEPTING APPLICATIONS for RN's, LPNs, CNA's for private duty nursing. Top pay. Call Mon.-Fri. 9 AM. - 5 PM. 810-646-8077

RN
Sales & Administration
Aggressive, growth oriented medical marketing company has an immediate opening. Requirements:
• RN licensed
• Home Health Care Experience
• Sales experience a plus
• Strong communication skills. We Offer:
• Excellent base salary, plus sales incentives
• Car allowance
• 401k plan
Send resume to:
PO Box 514
Southfield, MI 48076

OPHTHALMIC TECH
Experience preferred. Full time. Ideal family, Troy & Farmington Hills.
810-649-3730

VETERINARY RECEPTIONIST/
Assistant. Exotic animal practice, office. Need a personable, outgoing individual who enjoys working with our staff. Experience preferred but not required. Full or part time. Call 313-481-2670

X-RAY TECH
ASSISTANT
FULL MEDICAL & DENTAL
BENEFITS
For All Full-Time Employees.
Joint Management Medical Laboratory service team must have good phone skills and be able to type. $8/hr your to start with increase after orientation period plus incentives. Ask for Patrick or Peg at
810-358-4411
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
The Office of the Bronding Chapter 13 Trustee for the U.S. Bankruptcy Court Eastern District of Michigan is hiring an Accountant/Bookkeeper with experience in accounting and bookkeeping. Ability to prepare a variety of financial documents. Minimum 3 years experience. Computerized general ledger experience a plus. Ability to work with all aspect in bankruptcy preparation as well as a variety of tasks on a daily basis. Salary commensurate with experience and excellent benefits including 401K, disability, life insurance, medical, Prescription, Life and Disability.
Please send resume and salary requirements to Box 318
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING
CLERK
Accounts payable/receivable & posting for Sisters of Farmington Hills. Minimum 2 years exp. required. Experience preferred. Pleasant working environment. Salary commensurate with exp. Call Mary Pat, Farmington Hills, MI 48025

ACCOUNTING CLERK/
SECRETARY
Needed for an immediate opening in our Farmington Hills office. Must have computerized bookkeeping. Ability to handle accounts payable & key. Perfect opportunity for someone who is detail oriented, exceptional 5 yrs. of AR, A/P, Payroll experience. Ability to handle multiple jobs during busy periods. Excellent typing, 50 wpm, 10 key, Lotus 1-2-3 & Word Perfect 5.1 a must. Salary commensurate with experience. Excellent benefits including 401K, Life Insurance, Medical, Dental, Long Term Disability. Please send resume to: Job Opening, 1150 S. Big Beaver Rd., Troy, MI 48083.

ACCOUNTING
PERMANENT POSITIONS
• Accounting assistant, property management firm, Bloomfield Township, Hills, Lotus, Word Perfect, good communication skills. Salary to $2.5K.
TEMP TO PERM:
• Bookkeeper - Non Profit organization, strong people and skills. Salary to $22K.
• Accounting Clerk, automotive firm, Troy. Strong computer, college degree for professionally. Long term temp. Pay to start $12K.
TEMP POSITIONS:
• Accounts Receivable collections - Oak Park, exp. required.
• Jr. Accountant - Lake Orion Village, part time 30 hours. Low accounting experience.
• Accounting Clerk - Rochford, assist with payables and clerical.
(810) 354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy. Ste. 202
Southfield, MI 48075
agency fee paid

ACCOUNTS PAYABLE - entry level with computer exposure. Send resume to: 24640 Hallwood, Farmington Hills, MI. 48336.

ACCOUNTS PAYABLE - Busy client location currently with high volume, seeking an experienced, full-time, entry level A/P clerk. 2540 Pine Dr., Rochester, MI. 48307

ACCOUNTS PAYABLE
PATROL
GENERAL OFFICE
Familiarity with computers necessary. Full time. Send resume to Admin Brooks, 27925 Grand River, Farmington, MI 48336

ACCOUNTS PAYABLE CLERK - Full-time, experienced a must. Southfield area. Salary commensurate. Please send resume & salary requirements to: Box 2000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Sta. G-11, Livonia, MI. 48150

ACCOUNTS PAYABLE/
ACCOUNTING CLERK
Bookkeeper Property Management company seeks an individual for accounts payable, accounting, accounting clerk duties. Qualified candidate will possess good clerical skills, math, and experience in accounting. Send or fax resume and salary requirements to:
Human Resources Department
26995 Berkshire, Suite 1000
Southfield, MI 48075
FAX - (810) 352-3725

ACCOUNTS RECEIVABLE
Position available for back office. Fax resume to Dawn Davis, 50 40101 Grand River, Novi, MI 48375

ACCOUNTS RECEIVABLE CLERK
Immediate opening for full time position. Ideal candidate will have 1 year accounting experience. Salary commensurate with experience. Call 313-981-2877

ACCOUNTANTS, P.C.
Accounting firm seeks

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
CLERK
Douglas & Lomason Company, a major OEM, located in Farmington Hills has an immediate full time opening for an ACCOUNTS PAYABLE CLERK. The successful candidate should have a high school diploma and a minimum of two years of accounts payable experience. Knowledge of Lotus is a plus. Candidates should be familiar with data entry, possess typing skills, and be able to use a 10 key adding machine by touch. A beginning salary of $14K, depending on experience, along with an excellent benefit plan is offered. Qualified candidates should apply by resume including salary requirements to:
Human Resources Department
Douglas & Lomason Company
28000 Cabot Drive
Farmington Hills, MI 48335-1671
EQUAL OPPORTUNITY EMPLOYER

ACCOUNTS PAYABLE
CLERK
For busy corporate office in Plymouth. Main responsibilities would be accounts payable. Ideal candidate has course payable experience. Lotus experience required. Retail experience a plus. Salary commensurate with experience. Call (313) 455-4400 x203

ACCOUNTS PAYABLE
ASSISTANT
Full-time position in Livonia. Duties include filing, mail processing, accounts payable, and data entry. Organized multi-task a must. Monday thru Friday, benefits. Send resume to:
Box 346
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE/BILLING CLERK - Local Detroit area. Able to learn full-time Accounts Receivable/Billing Clerk with a minimum of 1-2 yrs experience. Must be computer literate with ECD & Word CPT computer knowledge. Salary $8 per hr. Excellent benefits package. Qualified candidates please fax or mail resume or send resume to: 1541 E. Lincoln Ave., Royal Oak, MI 48071. No phone calls please. E.O.E.

ACCOUNTS RECEIVABLE
experienced individual to prepare invoices for diversified manufacturing firm. Preparation of sales reports. National experience a plus. Competitive salary & excellent benefit package. Send resume with salary history to: AVS, P.O. Box 700041, Plymouth, MI 48170.

ADMINISTRATIVE SECRETARY
For a growing church. 5-6 hours per day's days a week. Candidate must be computer literate, detail oriented, self motivated & possess good organizational skills. Send resume with salary requirements to: 39200 W 12 Mile Rd, Farmington Hills, MI 48331, Attn: Pastor

ADMINISTRATIVE ASSISTANT
For 1 person DATA, Insurance experience helpful, but not necessary. Flexible hours. JR, 810-553-0080

ADMINISTRATIVE SECRETARY
Computer, word processing, spreadsheet experience. Highly organized, motivated individual. Financial background helpful. Apply to: P.O. Box 780007, Lathrup Village, MI 48076.

ADMINISTRATIVE
ASSISTANT
Work with key executive and clients in prestigious advertising agency. Lotus, Word Perfect, 50 WPM. $13.00/hour. Windows software experience.
Call Sarah 810-473-2931
UNIFORCE SERVICES

Administrative Secretary
To $24,000
Major reporting to VP of Sales. Position requires 5 yrs. of sales support experience. Ability to PC literate. Excellent verbal & written skills needed to interface with corporate clients.
Diversified Recruiters
810-344-8709 FAX 344-8704

ADMINISTRATIVE
ASSISTANT
Career opportunity for office management company. Located in Troy and Detroit. Your position will be a key choice to model for other start or expand office operations.
Temp to perm possible. Production Control Manager. Salary $365 to $400. Call Sarah 810-649-7861
UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT
Rapidly growing sales & marketing firm has an immediate opening for an Administrative Assistant to assist Director. Excellent communication skills and 60wpm typing are required.
A part-time CLERICAL ASSISTANT is also being sought. Flexible hours available. Send cover letter and resume specifying full or part time experience to: Sales, AVS, P.O. Box 700041, Plymouth, MI 48170.

Administrative Coordinator
Automotive based engineering company is looking for a person to assist our general operations and support our several departments and training. Ideal candidate will have HAVE STRONG Computer background in Windows or Windows applications & word/processing. Full benefits with overtime.
Apply in person or send resume to:
ROUSH INDUSTRIES
14600 Market Street
Livonia, MI 48150
Phone: 313-591-1610
Fax: 313-591-1522
Equal Opportunity Employer

ADMINISTRATIVE
ASSISTANT
HEROICA, a recognized leader in the distributing industry, has an immediate opening in our Farmington Hills based office. We are seeking a energetic individual with excellent interpersonal and written communication skills. The hired candidate will possess the following: computer literate, 50 WPM, able to multi-task, strong organizational skills, college or University Office and Lotus a plus, typing 50 WPM, able to assist at times management, organizational and word skills and with others as needed as other positions. Hours are 8 a.m. - 5 p.m. Competitive salary/benefit package. Qualified candidates should forward their resume and salary requirements in confidence to:
Human Resources Department
OFFICE ADMINISTRATOR
HEROICA COLORS INC.
FARMINGTON HILLS, MI 48336
or FAX (810) 512-0884

Administrative Assistant
Full or part time position. Duties include: typing, letting, filing, mail, telephone, bookkeeping, receptionist, and/or other, as needed. Call 810-557-1661 Fax resume 810-557-7598

ADMINISTRATIVE ASSISTANT
To distribution center of major home care company. Duties include: data entry, accounts payable & payroll, clerical, phone, typing, filing, mail, and other duties as assigned. Call Mon.-Fri. 8-5 Mark-Thorne 810-477-1880
FAMILY NURSE CARE

ADMINISTRATIVE
ASSISTANT

504 Help Wanted Office-Clerical

ADMINISTRATIVE
ASSISTANT
Seeking administrative assistant for a growing corporation in the health care field located in Ann Arbor. Candidates must have 3 years or more of business experience, as an administrative assistant. Word Perfect 6.0 or higher, plus excellent grammar and communication skills.
Send resume and salary history to: Human Resources/C.J.
3100 Zeeb Road, Dexter, MI 48130.
An Equal Opportunity Employer

Administrative Assistant, part time 3 days. Manage office, 4 supervisors, Word Perfect 5.1. Resumes: 16 W Long Lake Rd., Ste. 102, Bloomfield Hills, MI 48304. 810-644-0210

ADMINISTRATIVE/SECRETARY
A distributing that placed company in Southfield is seeking a full time secretary/administrative assistant. The position will support the leasing and sales department. Excellent skills, word processing (Wordperfect 5.1), dictaphone, and organizational skills are required. Typing and calculator skills are required. This person must be a team player and have a pleasant phone manner. Salary requirements and salary requirements to: Human Resources, 29100 Northwestern Hwy., Suite 370, Southfield, MI 48034. Please no phone calls.

ANSWERING SERVICE - 2 shifts for operators w/ computer experience, typing, and customer service. Do you love to talk? Call 810-649-0630

APPOINTMENT
SCHEDULER
Part time for busy Livonia medical office. Able to book 6-8 multiple phone system. Call Anna, 810-477-8878

ATTENTION
★ Established management consulting firm seeks creative, search consulting firm located in downtown Birmingham is looking qualified, with outstanding interpersonal, communication and organizational skills for the following positions:
RECEPTIONIST
Excellent telephone and greeting skills. Knowledge of Windows, Wordperfect, Lotus and Lexmark management experience a plus.
SECRETARY
Windows, Wordperfect 6.0, Lotus 4.1 preferred. Word Timeraption experience plus. Degree preferred.
SYSTEM OPERATOR
Windows environment, Unix, Open Systems environment and or DOS data entry experience desired, skills entry experience a plus. Degree preferred.
Flexible hours, full time or part-time. Competitive compensation package. Non-smoking office & building.
Please send a cover letter including salary history & current resume to: Box 1000, Observer & Eccentric Newspapers
By Fax (810) 540-2944
By Mail: P.O. Box 1451
Birmingham, MI 48009-1451

AUTO DEALER in suburbs needs Accounting Clerk. To qualify you must have 2 years experience in accounting, general office skills and computer literate. Salary commensurate and very good benefits. Call Joy at Dwyer Volvo-Subaru, 313-981-7900

AUTOMOTIVE PARTS person, experienced to receive orders over phone, process, complete invoices. Ask for Tammy or Karen, 8 a.m. - 5 p.m. 313-722-0600

BILLING CLERK - Good computer & phone skills needed. Must be able to type 1,000 dozen Word & have typing experience. Reply to PO Box 531117, Livonia, MI 48153

EXPERIENCED BOOKKEEPER
• Exciting full time position
• Salary commensurate with experience
• Receive some secretarial work.
• Property management experience a plus
Send resume to Box 580
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - Part Time Office
Part time/semi-retired
Please call 810-669-6470

BOOKKEEPER - For small business in Troy, part-time, full-time. Accounts/Knowledge & typing skills required. Call 810-362-0232

BOOKKEEPER - FULL CHARGE
Part-time, 2½ days a week. Knowledge of accounts/payable/general ledger/bank reconciliations & general ledger.
Call Anna, 810-540-9990

BOOKKEEPER - FULL CHARGE
Growing mechanical contracting firm has a full time position for experienced bookkeeper with computer skills. Next area. 810 348-3900

BOOKKEEPER - FULL CHARGE
For busy medical clinic. 3 yrs experience, familiarity with computers required. Varied duties. Send resume to: Oakland Psychological Clinic, P.C., Attn: DE/OCBK, 3000 E. Maple Rd., Suite 200, Birmingham Hills, MI 48025 E.O.E.

BOOKKEEPER: Full-charge for Sebastian Inventory management office. Computer experience required. HUD experience helpful. Call Maureen 810-352-8050

Bookkeeper/full charge
Growing mechanical contracting firm has a full time position for experienced bookkeeper with computer skills. Knowledge of DOS and Windows. Lotus, WordPerfect & accounting software. Quickbooks experience a plus. Excellent opportunity for self-motivated individual with an "improvement" nature. Good benefits & competitive salary. Please send resume with salary history & salary history to: Ms. Smith, 1999 Wentworth Court, Troy MI 48084

BOOKKEEPER needed Part Time, 5-10 departments, experienced only, Complete Bellucci corporate office, Livonia 313-261-6800

BOOKKEEPER/OFFICE MANAGER
Ideal candidate will be detail oriented, must be familiar with computers, Quickbooks program preferred.
Call 810-647-8430

BOOKKEEPER, part-time, flexible hours, 37.50/hr. to start, Mid town Warren/Van Dyke & Lewis. Call to leave a msg on interview. 313-429-8600

BOOKKEEPER/RECEPTIONIST
Professional Medical Practice in Lake Forest Birmingham Interior design has for a solid variety of business and administrative duties. Ideal candidate will have 2 years of related software, Accounting, word processing, spread sheet & data base. Ability to multi-task, balance checks of clients through the bank, prepare & mail invoices, post payments, & other duties. Salary commensurate & excellent benefits package. Send resume and salary requirements and just a few of the perks you will receive working for us to: Michele Perry at 31824 Southfield Rd., Beverly Hills, MI 48025

CUSTOMER
SERVICE
RECEPTIONISTS
$7-$9/HR.
Dependable people needed for long/short term assignments. Good typing skills, pleasant telephone manner, basic math skills, flexible hours. Call today, tomorrow, or Thursday.
W E B S T E R N
STAFF SERVICES

504 Help Wanted Office-Clerical

BOOKKEEPING
Home service supplier with distributing company. Candidates are detail oriented and detail orientated. Short and long term jobs and full time options.
810-646-8600
UNIFORCE SERVICES

BROKERAGE
National Brokerage seeks bright, energetic & experienced new operators. P.O. Box 2174, Farmington Hills, MI 48333.

CASHIER
For auto dealership. Phone or apply in person at: Bob Dulzin Chrysler, Lincoln Mercury, 31633 Grand River, Farmington. Call Kevin, 810-476-3170

CLAIMS CLERK
For Southfield insurance agency. Must have excellent typing skills. Computer literate. Contact Bernie, at 810-352-9900 ext. 118.

CLERICAL/CUSTOMER SERVICE
Tired of working nights, weekends and holidays? Do you have strong clerical skills? No one will give you the opportunity? A Novi Fortune 500 Lake Area service company seeks an energetic and organized individual for Clerical Customer Service Dept. CRT, data entry, customer contact, PBX, multilingual a plus. Salary based knowledge a plus. This is a full time entry level position providing opportunity for advancement. Call Personnel 8-1pm, 810-347-3686

CLERICAL
Farmington Hills Insurance Agency has opening for Clerical Trainee position. Great opportunity for advancement. 810-661-1330

CLERICAL FULL-TIME
Assist Production, Inventory, Sales, Library. Apply in writing to: Administrator, PO Box 847, Troy, MI 48099.

CLERICAL
Full time for Southfield property management company. Basic secretarial and general office skills, computer experience desired. Benefits. FAX resume & salary requirements to: 810-233-3184
An Equal Opportunity Employer

CLERICAL HELP needed for Birmingham area CPA firm. Flexible hours. Call for appointment 810-540-9400

CLERICAL POSITION - Midnight shift for Inventory control company, in Livonia. Camp called after sales required. Please call 810-853-7735

CLERICAL/SECRETARY
Organization needs WordPerfect experience. Part time, 12-4pm, Mon.-Fri. Grand River & 10 Mile. $5/hr Call 810-478-0770

CLERICAL
Troy based company has immediately opening for clerical assistant. 40 hours per week plus benefits. Must have good phone & typing skills. Familiar with UPS Shipping, Invoicing, & Mail. Apply Mon-Fri, 8-5pm. 1523 Austin, Troy 810-680-0300

CLERICAL/TYPIST - full time front desk receptionist for dispatch/service room. Wordperfect proficient, excellent phone skills. Non smoking setting. FAX resume to 313-420-1532

PRODUCTIONS PLUS,
30600 Telegraph, Suite 2154,
Birmingham MI 48025-5532.

CLERICAL - wholesale hardware distributor seeks individual for entry clerical position. Computerized inventory control. Interviewing in person at 23975 Research Dr., Farmington Hills. E. of Haggerty, between 10 & 12 noon or call (810) 471-2400

CLERK RECEPTIONIST - full or part time, 25 hrs. minimum, good phone manner, computer literate. Apply Unique Business 810-356-6296

CLERKS/CLERK TYPISTS
CITY OF SOUTHFIELD
Starting salary - $20,172 - $21,978, depending upon position, includes excellent benefits package. Requires high school diploma or equivalent, no clerical experience and communication skills, ability to pass accurate clerical skills test. Requires minimum of 1 year full time office experience is required. Apply at City of Southfield Personnel Office, 26000 Evergreen Road, Southfield, MI or fax 810-827-8020 or call 810-827-8000. Deadline is Thursday, November 10, 1994.

CLERK TYPIST
Part-Time
Position currently available for an individual who can work independently in Troy, part-time, full-time. Excellent Knowledge & typing skills required. Call 810-362-0232

BOOKKEEPER - FULL CHARGE
Part-time, 2½ days a week. Knowledge of accounts/payable/general ledger/bank reconciliations & general ledger.
Call Anna, 810-540-9990

BOOKKEEPER - FULL CHARGE
Growing full time position for experienced bookkeeper with computer skills. Next area. 810 348-3900

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