502 Help Wanted Dental-Medical

OFFICE MANAGER/FULL TIME
Person Friday for Prosthetic office. Must be familiar with all front desk office duties and insurance billing. Computer experience a plus. Call Annie, Tues.-Fri. 425-2370.

OFFICE MANAGER
wanted full time for Farmington OD/GYN. Experience required. Must be familiar with insurance and computer. Salary negotiable with experience. Call 477-8250

OPHTHALMIC ASSISTANT/TECH
Full or part time position for hard-working, motivated individual with medical background in ophthalmic experience for ophthamologist office located in Southfield. Call 350-1110

OPTOMETRIST OFFICE Assistant - Part time. General office & learn to assist doctor. Downtown Farmington 477-1689

ORTHO ASSISTANT
Looking for a full time experienced self-motivated person for our busy Livonia Hills Orthodontic office. Call for an interview. 978-8294

ORTHODONTIC ASSISTANT
Part-time afternoons, Mon.-Fri. No evenings or Wednesdays. Experience preferred. Plymouth area. 453-0227

ORTHOPEDIC SURGEON - looking for a experienced Exam Room Receptionist. Call Pat between 10am-3pm, 591-0440

OUR EXPANDING Internal Medicine private practice is actively recruiting for the following positions:
MEDICAL TRANSCRIPTIONIST
RECEPTIONIST
Positions are full time (Mon.-Fri.). Previous experience preferred. We offer an excellent salary & benefit package. Please send resume to: Internal Medicine Clinical Group, 26080 Grand River, Suite 306, Farmington Hills, MI 48024.

Part-time
ULTRA-SOUND TECHNICIAN
weekends for westside OB/GYN. Please phone. 471-0675

PATIENT ACCOUNT REPRESENTATIVE
Our expanding internal Medicine private practice is actively recruiting for an experienced patient account representative to work full time (Mon.-Fri.) Previous experience in computerized medical billing, status inquiry, and collection procedures preferred. Excellent salary and benefit package. Please send resume to: Internal Medicine Clinical Group, 26000 Grand River, Suite 306, Farmington Hills, MI 48024.

PHYSICAL THERAPY AIDE position for energetic person. Mon.-Fri. Full time. Will train right person. Call Leslie 557-7356

PHYSICAL THERAPY AIDE
Immediate openings 1 full time, 1 part time for northwest Detroit. Prior experience, but willing to train. Good opportunity for mature individual willing to learn new skills. Call 477-5518

RECEPTIONIST ASSISTANT
Family Rep. dental office. Telephone, patient contact, computer & general office duties. Typing makes easy. Ideal for mature person. Call 733-1717

502 Help Wanted Dental-Medical

PHYSICAL THERAPY OPENINGS

Fit and part time openings for Registered Physical Therapists and Physical Therapists Assistants (2 year program graduates) at MERCY BELLGROOK, a progressive nursing home providing non-traditional short-term post-rehab patients. We offer flexible scheduling, competitive contractual rates and the option of being individually contracted or a hospital employee.

For further information, call Employment Services at 658-3090, or apply in person at

ST. JOSEPH MERCY HOSPITAL
900 Woodward
Pontiac, MI. 48053
An Equal Opportunity Employer

PODIATRIST OFFICE. Immediate opening for full time position as receptionist/office facilitator. Experience preferred Northville 349-5900

Radiation Therapy Technologist

Excellent opportunity for an experienced Radiation Therapy Technologist. Attractive Clinical Group, 26080 Grand River, Suite 306, Farmington Hills, MI 48024.

Part-time
ULTRA-SOUND TECHNICIAN
weekends for westside OB/GYN. Please phone. 471-0675

Mount Carmel Mercy Hospital
Employment Services
6071 W. Outer Drive
Detroit, MI. 48235
An Equal Opportunity Employer

RECEPTIONIST - with billing knowledge, busy OB GYN office. Full time. Call Sandy 358-5906

RECEPTIONIST - part time, Oral Surgery office, 2-21/ days per week. Medical or dental background required. Call between 10am-4pm. 647-2191

RECEPTIONIST - full time, Mon. thru Fri. Typing required, knowledge of peg board & insurance forms preferred. Livonia area 425-4424

RECEPTIONIST/BILLER
Southfield area. Full time, experienced preferred. Benefits. Call Sharon at 552-0620

RECEPTIONIST/SECRETARY
For Podiatrist in Birmingham. Experience with telephone skills, typing. Full time. Call 9am-5pm 540-9454

R.N. AND S.T. CONTRACTOR
for skilled home care.
Part-time Aide 825-5865

502 Help Wanted Dental-Medical

Radiographer

Mount Carmel Mercy Hospital, a unit of Mercy Health Services and Health Services of Detroit, has an immediate full time opening for an experienced Radiographer.

Ideal candidate must be a graduate of an accredited Radiography program (equivalent 2 year program), certification by the American Registry of Radiology Technologists and have 1-2 years of experience as a Radiographer.

We offer competitive salary and benefit package including tuition assistance, life, dental and health insurance and flexible scheduling.

Interested applicants may apply in person or send resume in confidence to:

Mount Carmel Mercy Hospital
Employment Services Department
Room M126
6071 W. Outer Drive
Detroit, MI 48235

An Equal Opportunity Employer

REGISTERED NURSES
Northwest Registered Nurse Pool/Hospital has openings for several Staff Nurses (RN) and Teachers Supervisors of resident care staff on an 8 hour shift (11-7) These positions require a diploma or Bachelor's Degree in Nursing and Michigan licensure. Psychiatric nursing experience is preferred - not required. Salaries $15.81/hr, $33.01/year. Additional 5% for afternoon and midnight shifts. Excellent fringe benefits. If interested call Mrs. Dixon, RN, for more information at 349-1800, ext 231. An Equal Opportunity Employer

REGISTERED NURSE
Seeking full time help to work in the capacity of a Claim Representative. A position that involves RN and LPN paying, negotiating and settling personal injury and property damage claims. Salary, $22,000 with benefits. Position available in the Southfield area. Please send a letter or a resume to P. O. Box 6007, Novi, MI. 48050. Att: D. Baker
An Equal Opportunity Employer

Registered Nurse
Needed for skilled nursing unit in long term care facility. Adult care experience preferred and ability to direct employees. Position is a full time, day shift, weekend and differential. Excellent salary and benefit package with full tuition reimbursement. Interested individual should apply at

Georgian Bloomfield
2975 N. Adams
Bloomfield Hills, MI 48013
Or call & ask for Director of Nursing
645-2900

502 Help Wanted Dental-Medical

Respiratory Therapists
Full-Time
Part-Time
Contingent

Excellent opportunities for certified and/or registered Respiratory Therapists. We offer attractive flexible benefits package, which includes tuition reimbursement, combined time of program, health, dental & life insurance.

Interested candidates please apply or send resume in confidence to:

Mercy Hospitals & Health Services of Detroit
Employment Services
6071 W. Outer Drive
Detroit, MI 48235

An Equal Opportunity Employer

RN
FULL OR PART TIME
DAY SHIFT
Good starting salary & benefits
See Mrs. Martin
Director of Nursing
261-5300
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RN & LPN
Part time PM shift. Come and share our commitment in providing the highest quality nursing care available. Excellent wage & benefit package. Friendly, professional staff. To find out more, contact: Mary Le Fournier RN DON, at: Linwood Convalescent & Nursing Home, 28500 5 Mile Rd., Livonia 427-8270

RN OR LPN
RADIATION THERAPY
A position available for an LPN in the Radiation Therapy department for the weeks of June 26 thru July 28, Tues. thru Fri. July 30th and Dec. 4th thru Dec. 10th. Interested candidates should call the Human Resources Dept., 591-2930, to arrange for an interview.
ST. MARY HOSPITAL
36475 W. FIVE MILE RD
LIVONIA, MI 48154

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Dearborn - 563-0056
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RN SUPERVISOR
11pm to 7am, full & part time. Extended care facility. Competitive wages and benefits. Diane 652-7600

502 Help Wanted Dental-Medical

RNS-LPNS-GPNS
Skilled nursing facility in Livonia seeking full and part time Nurses. LPN's earn $10.00 an hour, RN's earn $11.00 an hour, plus health and life insurance benefits. Call for appointment. M. LOPEZ, RN. 522-1444

RN'S LPN'S GPN'S. We need caring nurses who share our genuine interest in Geriatrics. Full & part time positions available. Enjoy a comprehensive with an experience. Apply at Mt. Vernon 26715 Greenfield, Southfield

RNS & LPNS
Needed full or part time for fully air conditioned facility. Good boss. LPN wages $9-$11, RNS $15-$20 per hour depending on experience and benefits Contact Myra Woodward 534-8400

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(medical immediately). 1 year Current experience. Flexible hours, choose your own hours. Daily pay available.
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RN'S - SOCIAL NURSES
Plymouth based home health agency seeking RN's with recent acute care experience to work at shifts & weekends at local hospital.
MHS 451-2255

RN'S. Part time, days every other weekend. West Trail Nursing Home, small facility in Northville. Pleasant, is in need of compassionate & conscientious nursing skills. To schedule an interview call Pam Sorenson RN - DON at 453-3583

R.N.
HENRY FORD
HOME HEALTH CARE
Want to provide quality Home Nursing Care? Want to work only days? We are now hiring full time & part-time R.N.'s for positions in N. Detroit, N. Wayne & Oakland Counties. Must have excellent benefits, excellent benefits. Phone ... Nancy Hendrick, R.N. at 336-3450
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Energetic, creative individual needed for scheduling nurses. Must be detail-oriented & possess excellent communication skills. Prefer LPN or experience. Full time, rotating days, every other weekend. 12 Mos - Telegraph area. Salary plus comprehensive benefits.
Health Care Professionals Ltd.
Southfield - 557-7000
Dearborn - 563-0056
Rochester - 656-7075

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Friendly 6-8hrs. a week in small Hom office $50 bonus after 90 days. 624-2113

X-RAY TECHNICIAN
Registered. Full Time. Livonia area. Ask for Lupe 261-3290

502 Help Wanted Dental-Medical

SPEECH AUDIOLOGY SUPERVISOR

Excellent career opportunity for ideal candidate to supervise Speech/Audiology including 30-bed rehab unit, sophisticated Audiology Department with state-of-the-art equipment, and two of state's outstanding facilities. Position requires Masters in Speech or Audiology and certificate of clinical competence. 4 years clinical experience including supervision.

If interested in becoming part of our progressive Rehabilitation Services Team, send resume to:

Eileen Nichols
Employment Manager
ST. JOSEPH MERCY HOSPITAL
900 Woodward
Pontiac, MI. 48053

An Equal Opportunity Employer

STAFF DEVELOPMENT INSTRUCTOR
PART-TIME
Area nursing home is seeking an INSTRUCTOR a part-time instructors position. Teaching experience preferred. For Orientation and In-Service of our staff at each of our facilities. Must have own transportation. Flexible hours, (8 to 24 hours per week) Contact Barbara Dawson, Barrman Hall, Jewish Home for Aged at 532-7117 Mon.-Fri., 10 to 2 PM
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VETERINARY TECHNICIAN
Busy emergency hospital seeks small family friendly Plymouth to suit your technical skills to their full extent. Full time benefits, flexible hours. Experience required. License optional. Apply in person Allied Veterinarians Emergency Service, 21400 Ford Rd., Dearborn Heights. 274-2300

X-RAY ASSISTANT
Part time mornings for Livonia office. 464-7303

X-RAY TECHNICIAN
Full and part time. Must be registered or registered eligible. Call Contact Ron, 538-4700, Ext. 559.

X-RAY TECHNICIAN
part time Mon-Tues-Wed, could lead to full time. Garden City Clinic. Call Marlene 421-8463

X-RAY TECHNICIAN
needed for Livonia physician's office 3 evenings per week. Call 464-9200

X-RAY TECHNICIAN
for orthopedic office. Sterling Heights area. Inquiries made at 266-6200

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
needed for Southfield office, call to set up an interview between 10am-2pm Mon. thru Fri. 427-7150

504 Help Wanted Office-Clerical

ABLE LEGAL(4)
ACCOUNTS PAYABLE
PAYROLL CLERK
SECRETARIAL ASSISTANT
SCHEDULING MANAGER

Range: $5 to $9/salary dependent upon position, experience and general ability, PC typing, filing experience valuable. Work market research OK. Top fringe benefits. Attractive national headquarters offices in choice Northwestern-13 Mile area. Submit complete resume or contact Mrs. Hoch, Human Resources, 30700 Northwestern, Farmington Hills MI 48018 851-7700

ACCOUNTS PAYABLE
Real estate investment company has an opening for an Accounting Clerk, to process tenant receipts, disbursements, maintain check-book reconciliations, prepare trial input, 2 years bookkeeping experience is required. Lotus spreadsheet/Lotus skills preferred. Excellent attention to detail & good organizational skills are a plus. Please send resume, with salary history to:
INVESTMENT ACCOUNTING
Accounting Clerk Position
P. O. Box 8649
Ann Arbor, MI 48107-8649

ACCOUNTING CLERK
Good opportunity for a detail oriented individual who has experience working on accounts payable & accounts receivable for a national distributor. Computer experience helpful. Send resume: Management, 22530 Heslip Dr., Novi, MI. 48050

ACCOUNTING DEPARTMENT Order entry & billing entry level position. Wilson area manufacturing plant. Associate degree preferred. Computerized accounting systems experience preferred. Typing 30WPM. Excellent benefits. Send resume to: Mr. Ron Wilson, Electcentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTANT
Seeking experienced A/P person to work on computerized accounting system, IBM system 38 experience a plus. Start immediately! Call 8:30am-11:00am 582-6239

ACCOUNTS PAYABLE CLERK
Entry level position in our Southfield office. Candidate must have minimum 1 year previous job related accounts payable experience. Excellent math ability, calculator skills necessary. Ability to meet deadlines a must. Ability to communicate with experience. Send resume including salary requirements to: Personnel, P. Box 5091, Southfield, MI 48086

ACCOUNTS PAYABLE CLERK
Prefer individual with a minimum of 1 year Accounts Payable experience and familiarization with automated accounting systems. Lotus preferred, (IBM-PC and/or Mainframe). Good communication skills and telephone manner necessary to interact with vendors and internal departments. Contact Beryl 397-3000
Meisel/Sysco Food Service Co
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE/Shipper
Light bookkeeping, 2 years experience. Send resume to: Personnel, 6333 Maier Road, Dearborn, MI 48126

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE

Birmingham co. needs organized individuals with good math skills to assist with various accounting payables procedures. 647-0300

ACCOUNTS PAYABLE - data entry clerk needed for Southfield property management company. Must have accounts payable & cash receipts experience a plus. Benefits, salary $12-$14,000. Reply to box #104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
Entry level position in growth oriented manufacturing company located in Plymouth. Knowledge of AP, AR & basic bookkeeping technique a must. 1 yr. experience in a computerized accounting system desirable. Full time, full benefits. Call Prime Tube for an appointment 451-2211

ACCOUNTS PAYABLE/
GENERAL OFFICE

Excellent opportunity in our Birmingham residential builder & property management firm for an experienced motivated individual. Position requires PC knowledge, typing & an ability to handle diversified duties. Send resume to: P.O. Box 5020, Birmingham, MI 48012

Because & True Devel. Corp.
600 No. Woodward Ave.
Birmingham, MI 48009
Attention Barbara Dawson

ACCOUNTS RECEIVABLE -
Birmingham property management company has immediate full time, year organized person to do data entry, collections, & general duties. Includes light typing & filing, pleasant working conditions, non smoker. 646-9600

ACCOUNTS RECEIVABLE CLERK
Immediate opening, data entry level accounts receivable clerk. Candidate must possess excellent organizational & communication skills, must possess some accounting experience, we be required to handle daily cash receipts & deduction clearing. Person must be very self-motivated. Send resume: Personnel Manager, P.O. Box 38250, Detroit, MI 48238, attn T. Rolo

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ACCOUNTS RECEIVABLE CLERK
Immediate opening, data entry, good math skills required, previous experience a plus
Apply or send resume to: Dingman Electric Inc., 489 E. Huron River Dr., Belleville, MI 48111
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Mature individual with minimum 3 years experience to act as administrative assistant to president and vice president of architectural firm. Responsibilities include travel arrangements, word processing, filing, dictation and some shorthand. Send resume and salary requirements to: Richard Kinnard, 25240 Lahser Rd., Southfield, MI 48034
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
Corporate vice president needs sharp (also charge Individual), short hand & supervisory background a plus. Call Ms. Bernard, resume Diversified Recruiters Co., 27780 Novi Rd., Suite 104, Novi, MI 48050

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COMMUNICATIONS COMPANY
$20,000
A very choice position with a high power company offering challenge and responsibility. Good skills your key. Call Bernard at 557-2090. After 5 PM. Appointments Available
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ADMINISTRATIVE ASSISTANT
Excellent opportunity for experienced individual with high corporate communication skills, and ability to write and a desire to learn and be responsible for internal operations. Unlimited opportunity if qualified and willing to work hard. Salary commensurate with ability and performance. Send resume to Personnel, P O Box 300, Southfield, MI 48037.

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Long and short term assignments are available at large automotive company in Troy. Requires 3-5 years secretarial background with experience on any of the following software:

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- LOTUS 1-2-3
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Great pay and benefits. Call to schedule an interview.

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ADMINISTRATIVE ASSISTANT
Computer Dynamics, Inc. in Brighton for independent, flexible worker who is looking for a challenge & a career. Must have Word Processing, Lotus, Dictaphone, communication & organizational skills required. Minimum 5 years experience. Send resume with salary requirements to: P.O. Box 40, Brighton, MI 48116

ADMINISTRATIVE ASSISTANT
Computer Dynamics, Inc. in Southfield is seeking an Administrative Assistant to do word processing, file maintenance, and back-up on telephone backup system and PC experience required. Salary $16,000-$18,000 plus excellent benefits. Non-smoker. Please send resume to: Computer Dynamics, Inc. Dept AA, 29792 Telegraph, Southfield, MI 48034
An Equal Opportunity Employer

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