502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Are you looking for a professional responsibility, status & challenge in a practice where you will have your own operatory, work with a mover up to date equipment, & actually have a say about your working environment? For full-time hygiene with a future in a Northwest practice. Top commission rate, benefits, call:
357-3188

DENTAL OFFICE MANAGER
Large dental practice looking for an experienced manager. Salary & benefits negotiable. Knowledge & experience. Send resumes to:
3290 W. Big Beaver Rd., Suite 106
Troy, MI 48084

DENTAL RECEPTIONIST
WALLED LAKE
Are you:
•A versatile, experienced Dental Receptionist?
•A meticulous Bookkeeper?
•Energetic & Personable?
If you answer positively run office is looking for a truly "take charge" person who has flexibility and a desire to learn more. We offer an incredible fringe benefit package. Please call:
Mrs. Mancuso at 313-483-3331

DENTAL TECHNICIAN: Looking for 1-3 yrs experience, metal finisher. Full-time, Great opportunity. Bloomfield Hills. Ask for Phil. 278-8090

DENTAL TECHNICIAN
C & B model and wax-up. Experienced. Part time or full. Also seeking entry/no training experience helper. Days or Eves. 626-8330

DENTAL HYGIENIST
Would you like to work 3 days (one 10hr day) in your patient's treatment? Would you like to be able to schedule your own appointments? Would you like to work with your employer? Would you like to work in a team-oriented preventive-based practice? Would you like to be appreciated and rewarded for your role in your practice success? Full time. Then call Dr. Abramson at 421-5300

DISPENSING OPTICIAN - Will consider full or part time. Experience necessary. Knowledge of insurance preferred. Busy Ophthalmology practice, Southfield area. 352-3433

ENTRY LEVEL DENTAL - Looking for position in Southfield. Duties involve patient care/contact. Opportunity for advancement. High school diploma or equivalent required. Bilingual preferred. Dental assistant helpful but. Bay of 676 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCE DENTAL PERSON for a j-receptionist, bookkeeper, scheduler. Flexible hours, 30-40 per week. Please call: 981-3858

HEALTHCARE MANAGER
Mental health/substance abuse clinic seeks experienced Manager of front office staff. Strong people skills. Experience with personnel area, JCAHO/CAR, and various insurance plans essential. Send resume to: P. O. Box 1092, Bloomfield Hills, MI. 48303.

HEALTHCARE/PHLEBOTOMIST
Positions in Phlebotomy are available at both Auburn Hills and Southfield locations. Experience desirable. Excellent pay, benefits and pleasant personality a must. Incentive-packed environment. Call direct:
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Needed for variety of positions in Northville, Southfield & surrounding areas. Set your own hours. Relevant experience or certification required. Call Visiting Care today.
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313-830-0060

HYGIENIST
Position available for a part time employee working in a multi dentist office. Top Pay, excellent benefits. A quality oriented practice. 722-6133

In-Service/Staff Development Director
West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has opening for In-Service/Staff Development Director. Must have experience with OBRA requirements. For details contact Mrs. Mancuso at 661-1800

LAB TECHNICIAN
For pediatric office in Royal Oak, part time. 398-8400

LPN, or MA, experienced, 4 days a week, busy pediatric/internist's office, NE Troy. Long Lake at Rochester Rd. 589-2900

LPN OR MEDICAL ASSISTANT
part time, OB/GYN office in Southfield. Top salary for qualified person. Call Mrs. Bulkovich at 661-1600

MEDICAL ASSISTANT
Experienced, full time, needed for Madison Heights family practice. Call Sam-noon, ext. 118. 398-8080

MEDICAL ASSISTANT/LPN
Self-starting, highly motivated for permanent position. Busy family practice. Send resume to:
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P.O. Box 5026
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MEDICAL BILLERS
Physician billing on IBM PCs. Some experience. Major suburban hospitals' outpatient clinics, 3 locations available, including Troy, Beth, Tempro Medical 443-5690

502 Help Wanted Dental-Medical

FRIENDLY WESTLAND: Dental practice, seeking full-time person with extraordinary Dental Assistant. Experience preferred. Some available. Call Sam thru Thurs. 729-2622

HOME HEALTH AIDES
Needed for variety of positions in Northville, Southfield & surrounding areas. Set your own hours. Relevant experience or certification required. Call Visiting Care today.
313-229-0320
313-830-0060

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West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has opening for In-Service/Staff Development Director. Must have experience with OBRA requirements. For details contact Mrs. Mancuso at 661-1800

LAB TECHNICIAN
For pediatric office in Royal Oak, part time. 398-8400

LPN OR MEDICAL ASSISTANT
part time, OB/GYN office in Southfield. Top salary for qualified person. Call Mrs. Bulkovich at 661-1600

LPN OR MEDICAL ASSISTANT
Part time. Accepting applications for busy multi physician internal medicine practice in Livonia. Experienced preferred. Call Wendy,
Freedom Medical Clinic, Mon.-Fri., 10am-3pm: 476-4724

LPN's - $15.50/HR
West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has opening for Full time LPN's on afternoon shift, $14.50/hour or $15.50 without benefits.
For details, call Mrs. Mancuso or Mrs. Bulkovich at 661-1800

MEDICAL ASSISTANT
Experienced, full time, needed for Madison Heights family practice. Call 8am-noon, ext. 118. 398-8080

MEDICAL ASSISTANT/LPN
Self-starting, highly motivated for permanent position. Busy family practice in Novi area. 476-0035

MEDICAL RECEPTIONIST-BILLER
Experienced, part time, Livonia area. 521-7176

MEDICAL RECEPTIONIST
Experienced, for growing practice in Royal Oak. Full time, good salary. Call Ann for Arlene. 399-9083

MEDICAL RECEPTIONIST/BILLER
Full time with benefits, growing family practice in Farmington. Must have good phone skills, billing & computer experience. Call Sandy, Dennis, or Katherine at 398-7730

MEDICAL RECEPTIONIST
Full time, for busy pediatric office in Southfield. Approximately 45 hrs. per week includes Mon. evenings & Saturdays. Bookkeeping Responsibilities are: Scheduling appointments, filing, typing & computer. Medical experience preferred. Call Cathy at 557-2880

MEDICAL RECEPTIONIST
Immediate opening. Marcy Clara, Inc., Rochester Hills and Farmington. Experience preferred. 858-8100

MEDICAL RECORDS
West Bloomfield Nursing Home, near Maple & Drake, has immediate opening for full time A.R.T. Nursing home experience helpful. Salary negotiable. Please contact Mrs. DiBiere at 661-1800

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT - part time, must be experienced, busy family practice in Novi area. 476-0035

MEDICAL ASSISTANT/RECEPTIONIST
Requirements: professionalism, must be graduate of reputable school, at least 2 yrs. working experience in an doctors office with good references. Must know vine puncture, X-rays, EKG, urinalysis. Excellent opportunities available. Ask for Arlene. 399-9083

MEDICAL ASSISTANT
Experienced, part time.
443-0070

MEDICAL BILLER/RECEPTIONIST,
experienced, Dr's office, send resume to PO Box 2 1061,
Garden City, MI 48135

MEDICAL BILLERS
Diversified office needs experienced billers immediately. To 60/hr.
Call Marie at UNIFORCE 357-0841

MEDICAL BILLING CLERK
For busy Dermatology office. 1 yr. medical experience or equivalent. Billing, typing, good phone manners required. Full or part time. 588-1958

MEDICAL CLERK
No experience necessary.
Pontiac Area. Call
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MEDICAL ASSISTANT
part time, OB/GYN office in Southfield. Top salary for qualified person. Call Mrs. Bulkovich at 661-1600

MEDICAL ASSISTANT
Experienced, full time, needed for Madison Heights family practice. Call 8am-noon, ext. 118. 398-8080

MEDICAL RECEPTIONIST
Experienced, busy multi-specialty, general duties. Plymouth/Ann Arbor area. Full time. Call Norma 996-8183

MEDICAL RECEPTIONIST
Experienced, part time, Livonia area. 521-7176

MEDICAL RECEPTIONIST
Experienced, for growing practice in Royal Oak. Full time, good salary. Call Ann for Arlene. 399-9083

MEDICAL RECEPTIONIST/BILLER
Full time with benefits, growing family practice in Farmington. Must have good phone skills, billing & computer experience. Call Sandy, Dennis, or Katherine at 398-7730

MEDICAL RECEPTIONIST
Full time, for busy pediatric office in Southfield. Approximately 45 hrs. per week includes Mon. evenings & Saturdays. Bookkeeping Responsibilities are: Scheduling appointments, filing, typing & computer. Medical experience preferred. Call Cathy at 557-2880

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MEDICAL RECORDS
West Bloomfield Nursing Home, near Maple & Drake, has immediate opening for full time A.R.T. Nursing home experience helpful. Salary negotiable. Please contact Mrs. DiBiere at 661-1800

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST - Mature, Needed for small, busy Dermatology practice in Southfield. Front desk, dictation & computer experience preferred. Full time position including some Saturday mornings. Send typed resume to: Office of Dr. Carol Dr., Town Center Professional Bldg., Suite 103, Southfield, MI 48075

MEDICAL RECEPTIONIST, experienced, full time, for OB/GYN office in West Bloomfield. Must have typing and computer skills. Call Michelle, Mon.-Fri. 855-5630

MEDICAL RECEPTIONIST/ ASSISTANT
for busy dermatologist office. Full time, Saturdays.
Bloomfield Hills. 647-5750

MEDICAL SECRETARY
Must be reliable with original front desk experience. Good clerical skills & pleasant phone manner. 471-7110

MEDICAL Secretary/Receptionist. Experienced. Excellent salary & benefits. Call Mrs. Kaplan
Call Nancy. 352-7800

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Full time position, part time benefits, multi-disciplinary team. Caseload includes Outpatient and Homecare. Excellent salary/benefits. Call Kathy Interested candidates call:
Arbor R. Allen at (313) 557-5440
or send resume to:
Physician's Physical Therapy Services
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Southfield, MI., 48075

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Your qualifications should include five years' recent medical, surgical or specialty nursing experience, IV therapy skills, demonstrated ability to use sound, independent judgement.

Compensation fully reflects your professional status and experience. Auto allowance provided.

For immediate consideration, call or FAX your resume to Jack Sennett, General Manager, between 10am -2pm only.
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FAX 313-480-8643

Or mail your resume to HNS, 27200 Haggerty Rd., Suite B-1, Farmington Hills, MI 48331

HNS
Home Nutritional Services

502 Help Wanted Dental-Medical

MEDICAL SECRETARY experienced in billing, computers & collections. Full time position. Send resumes to: 582 Woodward Ave., Suite 309, Pontiac, Mich. 48341

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Full time. Excellent fringe benefits. Experience in dental preferred. Call
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ORTHODONTIC Chairside Assistant, full time. Experience desirable. Pleasant personality & neatness important. Good working conditions & benefits. 433-2000

PART-TIME MEDICAL ASSISTANT
Pediatrician's office, Birmingham area. Call 557-1180 between 9:30 to 3:30. After 6pm, 644-8261

PART-TIME RECEPTIONIST
With medical office experience for proved specialty office. Bloomfield area. 559-2350

PEDIATRIC OFFICE
LPN part time, Mon., Wed., Tues. evening and every other Sat/AM. 12 miles/Southfield Rd. area.
Call Kathy Kent. 559-0900

PHYSICAL THERAPY AIDE and PTA needed for busy W. Bloomfield office. Send resume to:
6600 Orchard Lk. Rd., LL08, W. Bloomfield, 48322 or call. 855-7411

PHYSICAL THERAPISTS
Part time, full time, and contracted positions available. Must be trained to work at pediatric rehabilitation facility. If you want to work in a group of people providing quality care, contact:
Kathy Kent, (313) 932-1100 ext. 252
Or send resume:
Detroit Institute for Children
5447 Woodward
Detroit, MI 48202
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RECEPTIONIST for family practice in Livonia. Full time. Benefits. Pleasant setting. Send resume to: Box 737, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Part time or full time for busy pediatrician's office. Send resume to: 911 Pierce, Birmingham, MI 48009

RN/BSN - STAFF NURSE
We currently have an opening for an RN or BSN in our residential home mother & infant parenting program. This is a part-time position which includes weekends. Duties include maintenance & education to teen mothers & their children. Applicant must have role for profit social service agency or an equivalent combination of training and experience. Salary commensurate with experience. Excellent benefits & a competent professional staff of child care workers & social workers. If you are looking for a challenge in a type of nursing experience, why not consider this opportunity. Send resume to: St. Vincent & Sarah Fisher Center, 27400 W. 12 Mile, Farmington Hills, MI 48334-3200
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502 Help Wanted Dental-Medical

PHYSICAL THERAPIST
Full or part-time positions available for a certified Rehabilitation Agency. Varied caseload with emphasis on emphasis on a friendly, professional concern for patient care. Contact Zolnoski at: 347-8194

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RECEPTIONIST for chiropractic office. Qualified person will have experience in a fast paced environment. Full time position. Must be flexible & energetic. Send resume to 4274 No. Woodward, Royal Oak, MI 48073, attention: Office Manager.

RECEPTIONIST - part time, for Garden City medical office. Send resume to: P.O. Box 1004, Garden City, MI. 48135

RECEPTIONIST - Birmingham, part time approximately 16 hrs per week. Friendly, pleasant office. Call or leave message 642-3338

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Troy, MI.

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Amicare Hospice Services, Inc. is seeking full-time Staff RNs who desire to make a real difference in the lives of their parents and families.

You will be responsible for case management of patient care with the concept of interdisciplinary team approach. Current licensure and recent acute care or home care experience required. Hospice experience preferred. Competitive salary and benefits.

Amicare can match your skills with a competitive salary and benefits package. For immediate consideration call (313)643-8835 or send your resume to:

Amicare Hospice Services, Inc.
Penny Murphy
3355 Coolidge Highway
Troy, MI. 48084

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RN - DAY SHIFT
Full time, Mon.-Fri., 8-5 pm. Nightingale Well, 6363 Newburgh Rd., Westland, MI., near Joy Rd.

ROBISON DENTAL IS GROWING!
Experienced Chairside Assistant
Do you like well adjusted patients? Do you work effectively as a team member? Do you see yourself in a health oriented, professional office? Do you like working with people? Do you like to work with you. Please phone to arrange a confidential interview.
453-6320

X-RAY TECHNICIAN
Part-time/Contingent Technician needed for suburban office practice. Early hours. Call Dr. Rackovitz,
15901 W. 9 Mile Rd., Suite 110,
Southfield, MI. 48075.

502 Help Wanted Dental-Medical

RN for BUSY PEDIATRIC OFFICE
In West Bloomfield, part time.
Pleasant working conditions.
Call Nancy 855-7510

RN/MEDICAL ASSISTANT
Rochester, Experienced, pediatrics, part time. Some Saturdays. Call for Sherry 852-2929

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Variety of case management home care visits available in your local area. Adults, pediatrics, OB & IV. Flexible schedules, top pay. Experienced nurses should apply today!
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Ann Arbor 313-930-0050
Brighton 313-229-0320
Northville 313-344-0254

RN's - $20.50/HOUR
West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate openings for RN's on afternoon shift, $19.50/hour or $20.50 without benefits.
For details, call Mrs. Mancuso or Mrs. Bulkovich at 661-1800

RN-TRIAGE/
PATIENT INQUIRY
Full-time patient advocacy position available. Good written and verbal communication skills required. Interested parties should send resumes to: L. Brindley.

DMC HEALTH CARE CENTERS
WOODWARD
29320 Plymouth
Livonia, Mich. 48150

Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

SECRETARY RECEPTIONIST
for dental office in the New Center area. Computer & typing skills required. $10 per hour plus benefits. Call today 626-5891

X-RAY TECHNOLOGIST
Part time for Bedford Area. Tues., 4pm-8pm, Sat., 8am-2pm, Sun., 1-4pm. Call Teresa, 294-5900 ext. 33

X-RAY TECH, registered or eligible, to work in doctor's office part time. Berkley area, some evenings & Saturdays 543-2342

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Responsibilities include: operating computerized accounting system of Accounts Receivable, Accounts Payable, Inventory and Sales, Ideal individual will have experience operating computers and will be proficient in spreadsheets. Competitive compensation package with medical benefits. Start immediately. Please forward resume to:
Microdage Computer Center
797 E. Big Beaver
Troy, MI., 48083

ACCOUNTS PAYABLE CLERK
Fast-paced W. Bloomfield property management company seeks Accounts Payable Clerk with the following qualifications: 3 years experience, good organizational skills, knowledge Lotus System, typing 50 wpm. Send resume and salary requirements to Box 786, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE CLERK
for small manufacturing company. Minimum 1 year in a manufacturing account. Computer skills necessary. Southfield location. Call between 9am - 12 noon. 353-0442

ADMINISTRATIVE ASSISTANT. Duties are varied & require clerical skills in typing, taking minutes, filing. Pleasant atmosphere to work. Apply in person: Sodexe Service, Biltmore, 1835 S. Rochester Rd., Rochester Hills.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Full time position needed for busy Birmingham office. Must have experience with Accounts Receivable/Payable, and Payroll, good phone skills, and the ability to multi-task are also required. We offer competitive salary and benefits. Send resume to: Anatec, 30500 Telegraph, Suite 200, Birmingham, MI 48010, Attn: D.C.

ACCOUNTS
PAYABLE CLERKS
Dependable, self-starter needed to work 25 hours per week for busy office. Accurate typing skills, telephone skills, and working knowledge of WordPerfect & Excel/Lotus preferred. Knowledge of accounting helpful but not required. Benefits included. Send resume and salary requirements to: Administrative Assistant Position, P.O.Box 47340, Oak Park, MI 48237

ADMINISTRATIVE ASSISTANT
SECRETARY. Opportunity in the Livonia area exists for candidates who is self motivated & has excellent telephone & interpersonal skills. A minimum of 3 yrs experience required with typing skills of 60wpm. Knowledge of WordPerfect and Harvard Graphics a plus. Submit resume with salary requirements to: P.O. Box 530218, Livonia, MI 48153

ADMINISTRATIVE ASSISTANT
Dependable, self-starter needed to work 25 hours per week for busy office. Accurate typing skills, telephone skills, and working knowledge of WordPerfect & Excel/Lotus preferred. Knowledge of accounting helpful but not required. Benefits included. Send resume and salary requirements to: Administrative Assistant Position, P.O.Box 47340, Oak Park, MI 48237

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BILLING CLERK - for Southfield law firm. Accounts receivable. Call Ann. Perfect helpful. Non smoking office. Call Pat
BOOKKEEPER/ACCOUNTANT
Thru Trial Balance, Payroll, Taxes, computer literate. Southfield area. Salary commensurate. Call Jim, 353-4347

BOOKKEEPER/DATA INPUT for Novi area construction company. Invoicing, accounts receivable, payroll. Computer experience required. Full time, non-smoking office. Send resume and salary requirements to: Box 782, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Growing Novi area insurance/medical review company desires bookkeeper. Must have 2 years and knowledge of basic accounting functions. Two year college degree and computer experience. FACTS Accounting software a plus. Send resume to: Att: Controller, 29553 Orchard Hill Place Dr., Novi, MI. 48376.

BOOKKEEPER/SECRETARY
For busy Bloomfield CPA office. Send resume to: 16000 9 Mile, Ste. 512, Southfield, MI. 48075

BOOKKEEPER/SECRETARY
Experienced, for Southfield Art gallery. Part time, approx 15 hours per week. Call:
356-5434

BOOKKEEPERS
Farmer Rudzewicz & Co., 1 of MICPA's largest independent CPA firms, currently has several clients in Farmington Hills area seeking Bookkeepers & office managers. Ideal candidate should have a Medical Dentist dealership, Plymouth based distribution company, Manufacturing/Distribution Co., Birmingham art dealer. All replys held in strictest confidence. If interested, please send complete work & salary history, in strictest confidence to: Attention: H.K.S., Farmer Rudzewicz & Co., 26200 American Dr., Ste. 500, Southfield, MI 48034

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Masonry. 30 yr. Pro-Mason. Chimneys, Sidewalks, Driveways, Roofs & Decks. Rebuild, Repairs, free est. Klemo Construction Co. 534-3308

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