EMPLOYMENT

500 Help Wanted

ALLIANCE SECURITY INC. is accepting applications for the Plymouth area.
- $5.50 average starting wage.
- Uniforms provided.
- Paid vacations.
- Professional training program
- Recreational outings.
- Advancement opportunity
- Retirees welcome

Call 558-9663
An Equal Opportunity Employer

SECRETARY/SOME SALES - full time. Mon.-Fri. 10am-6pm. $7/hour starting. Contact Rick, Brown Computer, Plymouth 455-8022

SECURITY OFFICERS
For Telephone Monitoring Department. Afternoons & midnights. Full & part time openings. 780-4400

SENIOR COMPANION
for Retirement Village
Needed to work with our independent Seniors. Please apply in person at: Grand River Village, 36550 Grand River, Farmington Hills.

SOUTHFIELD car rental company looking for full time rental agent. Duties include pre & post delivery cars using a tow dolly. Must be 21, $3/hr, plus bonuses. 567-0294

STOCK MANAGER/
SHIPPING - RECEIVING
For Birmingham gift store. Full time. 258-9374

STORE OPENING COORDINATOR - A national specialty chain is seeking an aggressive, energetic person to assist in store openings. Ideal candidate should have construction or retail merchandising experience for this entry level position, extensive travel required. Send resume to: Personnel, T.S.I., 30 Big Beaver, #1800 Troy, MI 48084

TEACHER AIDE/PART TIME
For preschool in Bloomfield area. Call & ask for Nancy or Lisa 855-6186

TEACHER
Needed for 2-4 year olds, certification &/or associates degree required, we are a preschool. Full time, W. Bloomfield. Begin immediately. 661-3630

TEACHER
Pre-kindergarten, certification necessary. Full time, W. Bloomfield. Begin immediately. 661-3630

Technical Analyst
We have a position for a Technical Analyst. Experience in Lotus 123, required. This position offers benefits. Please call Claire for an interview.

ENTECH
SERVICES, INC.
558-9599

TELEMARKETERS - Farmington Hills business is looking for Telemarketers 5 p.m.-9 p.m., Thurs. 5:30pm-8:30pm, Sat., 10am-1pm. $5.00 per hour + commission. No cold calling involved. 855-1073

TELEMARKETING
Tired of high pressure?
Southfield accounting firm offers:
- 4 hour work week
- Pleasant work environment
- Flexible day hours
- Appointments only, no selling
- $5.50 to $6 per hour + bonus

For interview call Dave Lee
Fri & Mon, 9:30-12, at 559-7400

TELEMARKETING. Computer firm in Farmington Hills has immediate openings for Telemarketing positions. No sales experience required. Call 8-5pm, 471-3495

TELEMARKETING

Sterling Savings Bank is seeking highly motivated individuals to join its new telemarketing team. Successful candidates must possess good phone etiquette and excellent communication skills. Previous telemarketing, customer service, or telemarketing experience preferred. Sterling offers a base salary plus incentive program, plus a full benefits package. Please send resume in confidence to:

Personnel Department
Sterling Savings Bank
28400 Northwestern Highway
Suite 600
Southfield, MI. 48034.
An Equal Opportunity Employer

telemarketing

Attention
Telemarketers

Kelly Temporary Services currently has long and short term
assignments available in the Farmington Hills area. Knowledge with computers necessary and experience preferred. Starting wages vary. For more information, call today.

Farmington Hills 471-2050

KELLY
Temporary
Services
Equal Opportunity Employer M/F/H

TELEPHONE DISPATCHER. Westland Area. Sedgwick Claims Mgmt. Services, Inc. seeks a motivated individual to work from our home. We supply equipment. Flexible hours. Call 522-9337

TELEPHONE INTERVIEWERS
Dynamic Marketing Research Firm is seeking motivated, part time telephone interviewers for our Troy shifts (DAYS, EVENINGS & WEEKENDS). Qualifications: Excellent Phone Skills, Computer and/or Typing Skills, Ideal for homemakers, students, retirees, those re-entering the job market & those desiring a big extra money for the holidays. NO SALES INVOLVED. Call Sandy 10am-1pm 827-4021

TELLER
Part time position for Credit Union in Farmington area. Call 474-7100

TITLE INSURANCE
Lenders Title is accepting resumes for experienced Escrow Closers. Please send resumes to: Box 180, Observer & Eccentric, 36251 Schoolcraft, Livonia, MI 48150
Equal Opportunity Employer

TITLE INSURANCE
Processor position, experience in preparing broker closing documents. Title insurance background preferred.
Recording Clerk & Final Policy Clerk - full or part-time availability. Selectors/Searchers with experience. Contact Tony Vellucci or Joe Abbate for an interview appointment. Associates Title, Farmington Hills 855-9870

TOW TRUCK DRIVER
Must be experienced and have Chauffeur's license.
Ask for Phil at, 549-5350

TRAVEL AGENT
Full and part time, flexible agent in Plymouth area. Experience preferred
Call 455-6600

TRUCK DRIVER (pick up truck) required. Local plumbing contractor. Must know plumbing fittings and metric sizes. 453-3747

TRUCK DRIVERS - Combination road & city drivers wanted. Minimum 3 yrs. experience. International Transport Agency. 584-2309

TRUCK DRIVERS
Owner/Operators with tractors & trailers. Apply in person at: 4000 Beaconi St., Wayne, Call. 728-3244

TYPESETTER with Macintosh computer & laser printer. Salary negotiable. 459-3800
or after 5pm 981-1789

500 Help Wanted

TRAFFIC
MANAGEMENT/ACCOUNTING
TRUCKING

We're looking for the best to join the best. Plymouth Headquarters. Degree required. Experience needed. Fast pace. Extreme challenge. High pressure. Caring team. Career visibility. Opportunities are unlimited. Friendly people. $$$$$$$.

- Accounts Receivable & Payable (entry level & higher)
- Credit Supervisor
- Dispatcher
- Sales - inside & out
- Profit Center Manager - pallets
- General Accounting
- Fleet Supervisors
- Customer Service Rep
- Traffic Manager

Tell us the job you seek accompanied by your qualifications and we might be the company that satisfies your desires.

Mail to:

Dist/traction Manager
Box 2500 C, Plymouth, MI. 48170

UTILITY COMPANY JOBS
$7.80-$15.78/hour, plus bus. Men and women needed. No experience necessary. For information call 9am-9pm 7 days per week
1-(219) 736-4907 ext. U4230

WAITERS/WAITRESSES
NEEDED
for AFTERNOON WAREHOUSE SHIFT. Should be used to working in a fast paced environment. $4.75 an hr. to start, 90 days review, liberal benefits. For more information call Ann Marie, 591-1131 on WEDNESDAY, OCTOBER 30. (Please note day & time)

MACAULEY'S OFFICE PRODUCTS
967-6158
PHONE CALLS ONLY

WAREHOUSE
National computer company looking for shipping & receiving clerks. Entry level. Starting pay $5.50/hour. Resumes to: Bob Gaudreau, Personnel Clerk, P. O. Box 317, Novi, MI 48376

WAREHOUSE
Office Trainees
Warehouse/distribution company is now expanding within our new location. Needed are 10 individuals to train in the areas of:
- Sales/Marketing
- Warehouse/Distribution
- Office Duties
- Management Opportunities Available

No experience necessary. If you're 18 & over, & have a car & are now making $4 hr. call 299-898-1, Denise

WAREHOUSE - Some light delivery. Redford area. Good benefits. $5/hr. Call 255-4080
An Equal Opportunity Employer

WAREHOUSE TRAINEE
Learn about the Hydraulic and Pneumatic industry while you get paid. Willing to train and develop the right individual. Excellent working conditions with health benefits.
477-5800

WAREHOUSE WORKERS
ALL SHIFTS AVAILABLE
$5 per hour and up. Long/short term assignments. Some temporary to permanent positions.

ARBOR TEMPS 459-1166

WAREHOUSE WORKER
Needed, for cutting SST and Vinyl. Salary $225 weekly.
Call, 478-8403

WE'LL PAY YOU
...to go to trade school. We want persons to age 34 to train as electronics and electrician technicians. Must pass written opportunity exams. High School diploma a must. We will provide adequate study materials. Don't pass up this opportunity. CALL:

1-800-922-1702

WIRE HARNESS ASSEMBLERS
- Know schematics & diagrams
- Build & troubleshoot
- Ideal for pre, BSEE student

Long term positions. Associate degree preferred. Send resume to:
ALLIANCE TECHNICAL SERVICES
2630 Technology Park Drive #183
Bingham Farms, MI 48025

WOODCRAFT SUPPLY has been a supplier of fine woodworking tools and supplies for the uncompromised craftsman for over 60 years.

We are currently seeking woodworking enthusiasts to fill full time position. Cabinet and furniture making experience is a must, with retail experience a plus.

If you truly enjoy woodworking, want to work in a relaxed environment and enjoy sharing your woodworking experience with others, please send your resume to:

James Cross
Woodcraft Supply
Heritage Plaza
14865 Telegraph Road
Redford, MI. 48239
Equal Opportunity Employer M/F

502 Help Wanted

ADMINISTRATIVE ASSISTANT/OFFICE Manager needed for growing multi faceted clinic. Administrative and/or management experience required. Degree in health administration preferred. Salary commensurate with background. Send highly detailed resume to: Contact Dr. George 288-9500

ADMINISTRATIVE SECRETARY
32-40 hours. Type 50 wpm, insurance knowledge a plus. Medical health/R.A. clinic. Call 10-3pm, Tues.-Thurs. 476-8300

$50 SIGN UP BONUS
HOME HEALTH AIDES
Allen Health Care has immediate openings for aides with at least 1 year experience. Openings caring for quadriplegic patients in Novi. 12 hour shifts available during daytime. Reliable transportation a must.
ALLEN HEALTHCARE 558-8090

A MEDICAL ASSISTANT SUPERVISOR needed for growing multi faceted clinic. Experience in X Ray and all facets of medical assisting required. Supervisory and/or teaching experience highly desirable. Contact Dr. George 288-9500

BILLER
COLLECTION SPECIALIST
Friendly, urgent care facility in Farmington/Southfield area need 5/04 experience. Medical biller with aggressive follow up, excellent phone collection skills. Beautiful office, caring atmosphere, $9/hr. to start, paid benefits. Call Perry Perlotto, 932-1170 Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

BILLER/OFFICE MANAGER
for rehab agency. Duties include, billing various 3rd party payers, coordinate small office activity. Send resume to Advays 8 Rehab, 31450 W 7 mile, Livonia, MI 48152

BILLER/RECEPTIONIST
Must have 1 yr. experience in medical billing, positive attitude, phone skills and good patient communication a must. Knowledge of health insurance and billing required. Must be hard working and dependable. Call for interview 478-1024

DENTAL ASSISTANT
We want the best & are willing to pay for it. We offer a chairside position that is motivating & rewarding with an excellent salary/benefit package. Call today for a brighter future. W. Bloomfield 661-1440

Dental Assistant
If you have experience and are a motivated, team member, call us. We offer:
- Medical Benefits
- Paid Vacations
- Paid Holidays
- Uniform Allowance
- Bonuses
- Profit Sharing

Southfield 559-6818

DENTAL ASSISTANT
Experienced only. Part/Full Time. Flexible hours. No weekends. Troy area. Southfield 558-1538

502 Help Wanted Dental-Medical

CARING NURSES AIDE
Female to live-in with senior citizen with health care needs. Free room & board & salary. Call Bob, 264-5718

CERTIFIED DENTAL ASSISTANT
Seeking an enthusiastic & outgoing Dental Assistant. Mon., Tues., Thurs., in a friendly and progressive Birmingham practice. Excellent opportunity and benefits. 646-3515

CERTIFIED NURSE AIDES, LPN's & RN's for private duty assisting in Northwest area. Dependable Health Care, Inc.
CERTIFIED NURSING ASSISTANT
Westland Convalescent Center is accepting applications for Certified Nursing Assistant. We offer:
- Full time and afternoon Midnight shifts
- Guaranteed increase over our entry wage.
- Excellent opportunities for advancement.
- Pleasant work environment.

Come work where you make a difference for a private delivery that really cares. Contact: Westland Convalescent Center, 728-8100, Lise Boyd, RN, BSN.

CHARGE AIDE, mature individual for day shift, 7-3pm. Will work closely with Resident Aide Supervisor. Experience preferred, but will train. Contact Liberty Park West, 8800 Lilley Rd., Livonia. 464-2772

DENTAL ASSISTANT - Mon., Wed. & Fri. Bloomfield area, experienced, outgoing, good pay. Nice working conditions for Plymouth dental office. 453-2200

DENTAL ASSISTANT
Experienced, full time with benefits for Rochester office. 656-8800

DENTAL ASSISTANT - Full time, experienced in expanded duties for busy Bloomfield Hills office. 38-1/2 hour plus benefits. Call 642-6447

DENTAL ASSISTANT wanted, full time, in Southeast area. Must have experience, Good hours, with benefits. Ask for Leslie 464-1100

DENTAL ASSISTANT
Part time. Experienced only. Evenings. Call Linda, Monday & Thursday, 10am-5pm. 562-5010

DENTAL ASSISTANT - 2 full time positions available for general office in Dearborn.
Phone, 565-2011

DENTAL ASSISTANT
Experienced in front desk dentistry, for West Dearborn office. 2-3 days/week. Ask for Pat, 563-3131

DENTAL ASSISTANT
Busy Farmington Hills practice seeks enthusiastic individual full time. Chairside experience helpful. 4 days, no Sat. 476-8330

DENTAL ASSISTANT - We need you to provide your skill & enthusiasm in our patient oriented growing practice. Part-time afternoons, North Farmington Hills. 835-1277

DENTAL ASSISTANT
4 handed Dentistry for modern office in Westland. 15-30 hours per week. Non-smoker. 722-2180

DENTAL ASSISTANT - we are looking for an outgoing dedicated chairside assistant to work full time in our progressive Livonia practice, bonus & benefits available. 425-4530

DENTAL ASSISTANT
Experienced. Modern Birmingham office seeking enthusiastic and well organized person for full time employment. Good salary and benefits. Call Fran, 644-9120

DENTAL ASSISTANT
Newman Family Dental Center in W. Bloomfield, has a great opportunity for experienced chairside dental assistants to join our great team. Full or part time, call 563-2610

DENTAL ASSISTANT, looking for that special assistant who wishes to perfect and expand their skills in four-handed dentistry, approx. 3-4 days a week. Willing to train, if previous exposure in a dental environment. 626-2183

DENTAL ASSISTANT
Are you looking for a position that offers you a rewarding career, team work, and appreciation for your abilities. We have the position for you! We are a Progressive Group Practice, in Western Wayne County and are looking for a Dental Assistant who has 3-5 yrs experience in oral surgery or dentistry. Top Salary. Many Benefits including a Bonus system, continuing education & a comfortable working environment and much more for the professional person. Call
722-5133, and ask for JAN

DENTAL HYGIENIST
Do you enjoy assisting? Are you innovative, dependable & friendly? Do you love relating to & helping people? Join our staff. Excellent salary, W. Bloomfield.
DENTAL HYGIENIST
Needed Tuesdays & Thursdays
Modern Troy office 362-5055

DENTAL HYGIENIST WANTED
Part time for Monday & Friday in the Ypsilanti area. Good pay, great benefits. Ask for Sally, 434-2100

DENTAL HYGIENIST/PART-TIME
Needed for Southfield dental office. Excellent salary, benefits & bonuses. 355-9900

DENTAL HYGIENIST
Part time. Relaxed, respects dental office. Please call 8am-5pm.
398-4366

DENTAL HYGIENIST - for Livonia office, near Schoolcraft & Farmington Rds. 1 day per week, 8.15-5:30. Office, 261-2330, Home 881-0336

DENTAL HYGIENIST
Part time
2-3 days a week.
646-6110

DENTAL HYGIENIST - we are seeking an enthusiastic & outgoing dental hygienist for Tues, Wed, Thurs in a friendly & progressive Birmingham family practice
646-3515

DENTAL HYGIENIST
Large Center in Troy is looking for a self-motivated, experienced hygienist that truly enjoys patient interaction. Full time.
961-5453

DENTAL HYGIENIST
Part time, Southfield area. 2 days per week. Tues. & Thurs., every other Sat. Reply: Box 300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST
Part time hygienist for progressive office in Farmington Hills.
Call 474-2280

DENTAL HYGIENIST
Needed for Novi office 1 or 2 evenings + Saturdays Call Debbie
313-348-8808

DENTAL HYGIENIST
Livonia/Northville area, part-time, 2 days, Mondays, Wednesdays & alternating Saturdays. Excellent salary & bonus plan available.
Call Phyllis at
464-4490

DENTAL Receptionist & Assistant, experienced. Flexible hours, full or part time. Some evenings and Sat. Please call Jackie at 728-5901

DENTAL RECEPTIONIST
Full/part time. Our quality dental office is seeking an enthusiastic, motivated people-person to join our team oriented family practice. Experience in computer and insurance helpful. Call Pam,
435-9215
Dr. Robert K. VanDeVelde

DENTAL RECEPTIONIST
Full time position available at a busy multi dental practice. Must have at least 2-3 years experience in dental. Must have an enthusiastic personality, excellent grammar & dental insurance & computer knowledge. Excellent benefits & top pay for the qualified person 722-5133

DENTAL RECEPTIONIST wanted - dynamic dental oriented team player, for results oriented practice, committed to giving excellence. Dental computer experience, preferably DOMS, desire for a challenge and communication skills required. Located in Farmington Hills area. 932-5650

502 Help Wanted Dental-Medical

DENTAL ASSISTANT
Full time position in friendly, family friendly oriented practice. We are seeking an experienced, enthusiastic and caring team player. Please send resume to: P.O. Box 3064, Birmingham, MI 48012

Dental
CUSTOMER SERVICE
REPRESENTATIVE
Meer Dental seeks inside sales person. Dental knowledge or equivalent experience required. Complete company benefits. Excellent advancement opportunity. Send resume: Meer Dental, 7277 North Wayne Road, Westland, MI. 48187. Attn: Herb Handelsman.

DENTAL HYGIENIST
Rochester office. Our busy general dental office is seeking an energetic, well-organized, experienced Dental Hygienist who is also interested in good preventative care. Perio experience also very helpful. Please call, Mon-Thurs: 852-3157

DENTAL Insurance Collections
Experienced person needed, full or part time. Taylor area.
Call 283-7200

DIRECT CARE with dietary experience necessary. Hrs. 4-12pm, Mon.-Fri. Starting pay $5.75. Call Stuart, 478-7539

EXPERIENCED DOPPLER/Vascular Technician for busy Cardiovascular practice. Send resume to: Box 324 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FRIENDLY FAMILY preventive practice, emphasizing quality & excellence, seeks a motivated chairside assistant. Flexible hours. Part time to full. Northville. 348-4210

HOME FOR THE AGED in Wayne has opening in sales for individuals who enjoy working with people in tri-county area, medical background helpful. Send resume to: Box 324, 31720 Van Born, Wayne, 48184

HOME HEALTH AIDE
Positions available in a Hospice organization. Good pay rate. Training available for qualified applicants. Send resume to: 3818 Packard Road, Suite 200, Ann Arbor, MI 48108, attention Mary Headley.

HOME HEALTH AIDES
RN's & LPN'S
Needed for a variety of shifts, especially weekends. Live-in HHA positions also available. Certification or experience required.
Call VISITING CARE today!

Northville 313-344-0234
Brighton 313-229-0320
Ann Arbor 313-930-0050

HOSPICE NURSE
MONROE/NORTHVILLE-
CANTON AREA
$38/visit, 20 hours/week. RN, BSN preferred. Full or part-time, flexible hours, benefits. On call one weekend per month. Hospice care experience helpful, but not required. Please send resume to:
ARBOR HOSPICE, PERSONALIZED
HUMAN SERVICES
3810 Packard, Suite 200
Ann Arbor, MI 48108
Attn: Ellie Anderson, RN, BSN,
Director of Clinical Services

HYGIENIST
experienced for well established practice, full time. No Sat. or evenings. Call Ann, 459-2300 or 334-4366. After 7pm 828-2681

HYGIENIST
Excellent opportunity for a full-time position, working in a progressive group practice. Top Salary. Many benefits including a Bonus System. In a quality oriented firm. Resume to: Box 324, Observer & Eccentric

LAB CLERK
for busy Southfield internists office. Full time. Experience helpful. Call supervisor at 746-7926
An Equal Opportunity Employer

LPN
Overnights, part-time for busy Livonia internal care center. For further information
call Debra, 261-3893

LPN NEEDED
Necessary to be proficient in venipuncture, some experience helpful, but not necessary. 4-8 days/week. For interview call: 473-2980

MANAGER
PATIENT ACCOUNTS SYSTEMS
OMC HEALTH CARE CENTERS

This key member of the management team will be responsible for developing and monitoring customer service standards and systems, patient flow and scheduling procedures, and employee customer relations. A Bachelor's Degree in Nursing and minimum of three years of experience at the management level in outpatient services is required. Please send resume to:
Human Resources
OMC HEALTH CARE CENTERS
WOODLAND
41935 W. 12 Mile Rd
Novi, MI. 48377

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RECEPTIONIST NEEDED for very busy medical office, part-time, Mon., Tues., Wed., 8:30-5pm. Experience preferred, not necessary. Birmingham. Contact Judy. 645-2990

MEDICAL
An excellent opportunity with a national cost containment company.

FULL TIME RN
MEDICAL COST
ANALYST
Office located in Novi. Mi
Send resume to
GENERAL CARE
REVIEW
27760 Novi Road
Suite 102
Novi, MI 48377
(313) 344-8200
(313) 344-8138 FAX
An Equal Opportunity Employer

MEDICAL ASSISTANT
Needed for Medical practice in Westland area. Must be experienced in X-ray, venipuncture, EKG 729-1150

MEDICAL ASSISTANT
Looking for the right person for internal medicine practice. Must be hardworking and have previous experience. Full or part time Call 478-1024

MEDICAL ASSISTANT with experience in phlebotomy, pulmonary functions and EKG. Must be a quick study. Call Jackie 546-0747

MEDICAL ASSISTANT, LPN OR RN
For allergy office Mon-Sat. Hours weekly. Experience preferred. Beaumont Medical Building, Royal Oak. Call 551-5115

MEDICAL ASSISTANT
Part time position for Southfield cardiology office EKG & venipuncture preferred 569-4232

MEDICAL ASSISTANT - full time for growing allergy office in the Livonia area. Competitive salary. 847-1200

MEDICAL ASSISTANT
Contemporary office in Livonia area looking for Medical Assistant/Office Manager with experience. Full time position. Call 478-6100

MEDICAL ASSISTANTS - 1-2 yrs experience. X-ray background guaranteed. Higher pay than hour and full time $12.40 to $14.20 per month. Several clinic locations including Plymouth, Canton & Livonia. Weekends, 7 hours to Monday. 442-5390

MEDICAL ASSISTANT, 2 years experience, 37 an hour to start, part time to start, working into full time. Livonia 427-1860

MEDICAL BILLERS
Immediate openings for experienced billers in our Farmington Hills department. To $7/hr. Call Debi at UNI OFFICE 357-0644

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT -- Experienced need only apply. X-ray helpful. Full time. Benefits. Southfield. Reply: Box 310, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
& 3RD PARTY BILLER
needed full or part time. Day & evening shifts. Apply in person at, Detroit Bio Medical Lab, 23955 Freeway Park Dr., Farmington Hills, 10 Mile, Halstead area.

MEDICAL ASSISTANT/Receptionist
Bloomfield Hills physicians looking for experienced person in all duties including phlebotomy, EKG, injections & insurances. Prefer one knowledgeable in insurance, EKG, urine analysis, CBC & back duties as well. Salary commensurate with experience. Call. 338-8182

MEDICAL BILLERS
Billers with minimum 1 yr. experience in DME or IV infusion needed immediately. Beautiful office, professional environment, great wages, benefit program. Contact:
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

MEDICAL BILLER
CASHIER
Experienced in CPT codes, ICD-9, All types of insurances, for multi Specialty Clinic. Must have good typing and computer skills. Full and part-time. All reply confidential. Please send resume to:
ADMINISTRATOR, 5050 Schaefer
Dearborn, MI. 48126.

MEDICAL OFFICE HELP - part time, 24 days. Rochester Hills area, receptionist & general office duties. Will train to do X-rays. 852-5300

MEDICAL PRACTICE
ADMINISTRATOR

Multi-office medical practice seeks Medical Practice Administrator. Prior experience in medical billing, personal management and computers are required. Salary commensurate with experience.
Reply to: Medical Practice
Administrator, Box 564
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia,
Michigan 48150

MEDICAL RECEPTIONIST
Part-time 20 hours. Garden City doctors office. 261-0630

MEDICAL RECEPTIONIST
Part-time, afternoons. Southfield area. Call Denise at 351-0065

MEDICAL RECEPTIONIST
Full time opening in busy pediatric practice. Grand River/Orchard Lake area. Call Barb at 477-0300

MEDICAL RECEPTIONIST &
MEDICAL ASSISTANT
Experienced helpers. Please send resume to: P.O. Box 1061,
Farmington, MI 48332

MEDICAL RECEPTIONIST
Very busy West Bloomfield allergy office. Computer and medical experience necessary. 4 days per week. Sheila, at 626-5315

MEDICAL RECEPTIONIST
Full time for busy OBGYN. Experience in typing, filing, insurance, bookkeeping, etc. Send resume to: Box #290, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Full time for busy Internal Medicine office in Garden City. Experience required in duties of computer knowledge required. Monday - Friday. Excellent benefits. Call Linda 3-5pm daily. 422-4479

MEDICAL RECEPTIONIST/BILLER-
Part time, Westland urology office. Call 326-4141

MEDICAL RECEPTIONIST-Full time position, Westland area. Must be organized and have excellent phone skills. Accomplished in all aspects of office procedures, including telephone, scheduling, client check-out, clerical & typing. Looking for non-smoking, easy going person. 425-7300

MEDICAL RECEPTIONIST
Must have professional phone manner & computer skills. Knowledge of various insurance plans is required. To schedule an interview call
TEMPEXCHANGE
SOUTHFIELD 357-5600

MEDICAL RECEPTIONIST
Part time for busy doctors office. Mature, with good telephone manner. Typing, quick calculations, demand hours, salary, additional information to: Box 238, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MED-SURG
POOL FOR
SUPPLEMENTAL STAFFING
- Subsidized Health Care Insurance
- Flexible schedule
- Competitive pay
- Immediate assignment
(following orientation)

For more information & to apply contact Gloria or Marilyn
681-8829

MISSIE AIDE
Certified. Afternoon & midnight shifts. New start wage. Mrs. Suman, Nightingale West, 8365 Newburgh Rd., Westland, near Joy Rd.

NURSING
OPPORTUNITIES

OCUH (Occupational Urgent Care Health Systems, Inc.) is a leader in providing comprehensive cost containment programs for workers compensation and group health to insurance companies, self-insured employers and third party administrators, has a unique opportunity for entry level Utilization Management and Billing Review Nurses in our Livonia office. Qualifications include a current RN license and a bed base of clinical and utilization review experience.

We offer a competitive salary and an excellent benefit package. Please send resume to: OUCH,
2400 Venture Oaks Way,
Sacramento, CA 95833
Attn: Human Resources EOE

OUCH

OFFICE PERSON - PART TIME to run small chiropractic office. Commutable from Ann Arbor area. Call 995-0340

nurses

STAFF
RNS

Amicare Home Healthcare a multi-site home health care company has a need for staff RN's in the Metro Health Corporation, is seeking qualified individuals for positions as contingent staff nurses for our Ann Arbor, MI branch.

You will be responsible for case management of patient care with the concept of interdisciplinary team approach. Ideal candidate will have one or more years of hematology/oncology experience required, with hospice experience preferred.

Amicare offers a competitive salary to match your skills. To apply, please send your resume to:

Amicare Hospice
Services, Inc.
Kathryn Warner
2010 Hogback Road
Suite 3
Ann Arbor, MI 48105

Achieving Workforce Diversity through Equal Opportunity/Affirmative Action Employer

OPHTHALMETIC TECHNICIAN
Plymouth, full time. Cheerful, experience and attitude are important. Benefits, pre-test, etc. Send hand written resume to: Optometrist, 51115 Tooley Center, Canton, MI 48187

OPHTHALMIC ASSISTANT/
TECHNICIAN
Experience in refraction, visual fields, Tonometry, and A & B Scan. Send resume to: Box 324
Observer & Eccentric,
Rochester, MI. 48306-1282.

OPTOMETRIC ASSISTANT, full time, experience preferred, salary negotiable. Pleasant working conditions, Novi area. Phone 349-0990

PHYSICIANS ASSISTANT
Excellent opportunity for the right individual. Ideal multi specialty clinic in Southfield area. Minimum 3 yrs experience in typing & office & confidential Please send resume to:
ADMINISTRATOR, 5050 Schaefer
Dearborn, MI 48126

PONTIAC'S cutting edge restaurant, Chimayo, is seeking qualified waitstaff. Apply in person Mon-Fri, 10am-5pm. 1 N. Saginaw, Pontiac.

PROJECT COORDINATOR
Leading edge medical implant surgeon is seeking a project coordinator for a teaching institute. The successful candidate will be highly motivated, self starting & enjoy challenge. The position requires strong organizational & follow through skills, some medical education and applications & excellent public relations abilities. Please fax resume to 585-2010

RADIOLOGY TECH, nuclear medicine, radiation therapy, ultra sound, CT Tech, for Cancer Treatment Services. Excellent pay for right person. Call Cam-Tech for application & interview. Ask for Tom Cameron, 425-2300, or 425-2390

RADIOLOGY TECHNOLOGIST

Accepting applications for registered or registry eligible Radiology Technologists for the evening shift. Available. Please send resume to or apply at

OMC HEALTH CARE CENTERS
WOODLAND
41935 W. 12 Mile Rd
Novi, MI. 48377

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RECALL SECRETARY - part time position for good communication skills. We will train on computer. Southfield. Call Marie, 352-7722

RECEPTIONIST - Full time. Must be 18 or older, able to type for insurance billing & able to personalize. No experience necessary 421-0101

RECEPTIONIST/SECRETARY
Medical office in Farmington area. Please send resume to: Active Physical Therapy, 28728 Orchard Lake Rd., Farmington Village, MI 48018 or call 443-0101

RESPIRATORY THERAPIST
Registry grounds full time service hospital in western Oakland County. In country seeking a registered Respiratory Therapist to work full time, 12 hr. shifts, 1 weekend in 3. Training and experience required. Must be registry eligible. Excellent benefits. Competitive opportunity which offers competitive salary & benefits, please contact Anne Marshall at 313-360-3311, or submit resume or application to Human Resources
HURON VALLEY HOSPITAL
1001 E. Commerce Rd.
Milford, MI 48367
A member of The Detroit Medical Center, affiliated with Wayne State University

RN - for OB/GYN office in Farmington area. Full time experience required 1 or 2 days per week.
626-9671

RN OR LPN
For home for the aged in Farmington area. Flexible environment without stress of nursing home and hospital duties. Call Mrs. McDonald between 8-5pm weekdays 737-8830

RN ONCOLOGY

Full time position available in Oncology. Oncology experience not necessary. IV experience required. Mon.-Fri. 8-5. Interested applicants may call 592-3300

OMC HEALTH CARE CENTERS
WOODLAND
RN 8 Mile Rd. Ann Arbor Rd. E.

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RN - PART TIME
To assist with policys and procedures and on out patient surgical facility located in Oak Park Establish patient care. Procedures include pre-op, post-op, recovery, discharge. Salary & benefits negotiable. Reply in confidence to: Box 254 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

REGISTERED NURSES
needed for home health care agency in Wayne and Oakland Counties.
421-8040

REGISTERED X-RAY/X RAY Therapy Tech. Rochester Clinic, part or full time. Mon.-Fri. 656-2060

RN
Assessment
Nurse

Amicare Home Healthcare, a multi-site home health company sponsored by the Sisters of Mercy Health Corporation, is looking for Assessment Nurses for our Ann Arbor branch.

In this position you will be responsible for obtaining telephone intakes/referral information, completing initial home visit and evaluation of client needs, and making appropriate referrals. Clinical data is appropriately diagnose nursing problems.

The successful candidate will be a registered nurse with current Michigan license or permit and at least one year of professional nursing experience preferred.

Amicare offers an outstanding benefits package, competitive salary to match your skills. To apply, please send your resume to:

AMICARE HOME
HEALTHCARE
Kathryn Warner
2010 Hogback Road
Suite 3
Ann Arbor, MI. 48105

Achieving Workforce Diversity through Affirmative Action Employer
Equal Opportunity Employer

RN
Beverly Hills Nursing Center has positions available on the day shift for the following:
MDS/Care Conference Coordinator
Charge Nurse Medicare Floor
Coordinator of Rehabilitation Services
24468 Inkster Road
Farmington Hills, MI 48335
Equal Opportunity Employer M/F

TRANSCRIPTIONIST -
INSURANCE BILLER
Full time, experienced, Southfield area. Medical office. Excellent benefits. Call Mon.-Fri. 9 to 4.
Ask for Jeanette, 557-7700

X-RAY TECHNICIAN/Registered. Permanent part time. Orthopaedic office in Troy. No weekends!
828-1080

X-RAY TECHNICIANS - registered or not registered. Full time, part time when you want to. Top dollar for your skills. A number of work sites available. Call Theresa, Empire Medical, 443-5590

X-RAY TECH - Willing to learn medical assisting for busy ENT practice. Full or part time, excellent benefits. Certified preferred. 477-7445

504 Help Wanted Office-Clerical

ACCOUNTANT with at least 3 yrs. recent public accounting experience in firm for permanent position. Tax & audit experience helpful. 855-0503

Accounting Assistant
Innovative training and development company has immediate opening for full-time accounts payable clerk. Responsibilities include processing invoices, matching invoices, mailing vendor payments, preparing daily deposit, and other clerical duties. Should be computer literate. Accounting experience and education preferred. Competitive salary and benefit package. Send resume and salary requirements to Human Synergistics, 39819 Plymouth Rd., Cedar Park Corporate Center, MI 48170. Attention Personnel.
No phone calls please.

ACCOUNTING CLERK
Full time for a large Oakland county credit union. Credit union experience preferred. Send resume to:
T & C Federal Credit Union, 2525 N Telegraph Rd., Suite 200, Bloomfield Hills, MI 48302. Attn: HRD Dept.

ACCOUNTING CLERK - To assist controller in the area of A/R & A/P. Familiar with Accountmate a plus. Must be good with numbers and adding machine & Lotus 123. Send resume to: MER International, 30940A Industrial Rd. Livonia, MI 48150

ACCOUNTING CLERK
Assist in all bookkeeping functions. Clerical skills and computer literacy a must.

WORDPROCESSOR - BR LEVEL
Extremely proficient in all aspects of computer word processing. Excellent skills and the ability to work independently.

ADMINISTRATIVE OFFICE
ASSISTANT
Experienced in WordPerfect, receptionist and general office duties.

Send resumes to Shirley Macy, P.O. Box 2573, Farmington Hills, MI 48333-2573

ACCOUNTS RECEIVABLE clerks needed immediately. Experienced in credit and/or data entry preferred. Send resume to: Jim Hoffman, Credit Department, 1310 Academy, Ferndale, MI 48220

ACCOUNTING
POSITIONS
- Bookkeeper/Accountant, full charge
- Receptionist/Accounting Clerk, Northwest suburb, could go permanent
- Data Entry Clerks with MSA software. Southwest suburb

TEMPORARY positions available now. Call or send resume to
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

Accounts Receivable/
Collections Clerk
Well established Westland firm is seeking assertive Accounting Clerk to handle collections of industrial accounts. Highly responsible position, some experience preferred individual must have good communication skills, be a quick learner along with good typing skills. We provide excellent benefits and a competitive salary structure. Please submit your resume stating salary requirements to: Box 286 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

FULL TIME ENTRY LEVEL NEEDED
AT BIRMINGHAM OFFICE

Accounts Receivable
Clerk
Individual must have excellent math and communication skills, and computer experience.

Accounts Payables
Clerk
Individual must have math, good phone etiquette and computer experience required.

Offer Excellent Benefits.
Call 644-5300, ext. 351

Erb LUMBER CO.

ACCOUNT ASSISTANT/
SECRETARY
Fast paced office. Experienced in typing, shorthand/speed writing and computer skills (Mac knowledge preferred). Strong customer relationship skills, good memory and a desire to get involved in the job. Send resume to: Attn: Personnel, 4034 Telegraph, Ste. 4, Bloomfield Hills, MI 48302

ACCOUNTING CLERK

STERLING SAVINGS BANK has an entry level career opportunity available in its Corporate Accounting Department. Responsibilities include data entry capabilities and work well with people. Send resume to: 5810 Beach Daly Rd., Redford, MI. 48239

ALERT
WIXOM office needs full time secretary. Many benefits. On site daycare available. Excellent opportunity for the right person.
Call Mr. West, 348-4798

A SMALL SOUTHFIELD OFFICE
Seeks a part time (20 hrs. per week) with adaptable skills: proof