

502 Help Wanted Dental-Medical	502 Help Wanted Dental-Medical	502 Help Wanted Dental-Medical	502 Help Wanted Dental-Medical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical	504 Help Wanted Office-Clerical
-----------------------------------	-----------------------------------	-----------------------------------	-----------------------------------	------------------------------------	------------------------------------	------------------------------------	------------------------------------	------------------------------------

DENTAL-MEDICAL	DENTAL-MEDICAL	DENTAL-MEDICAL	DENTAL-MEDICAL	OFFICE-CLERICAL	OFFICE-CLERICAL	OFFICE-CLERICAL	OFFICE-CLERICAL	OFFICE-CLERICAL
APPLEWOOD NURSING CENTER	DENTAL HYGIENIST Needed for	MEDICAL ASSISTANT	MEDICAL SECRETARY	ACCOUNTING Clerk/Receptionist	CLERK	OFFICE HELP, Person to do light	SALES ASSISTANT - Life & Disability Insurance	WORLD PERFECT SECRETARY

DENTAL INSURANCE Coordinator experience. Call: 881-3243
MEDICAL ASSISTANT - PART TIME Call Brent: 433-3600
Incl. interview this week, start Jan. 1992. Call Patty Rabbitt, 832-1170
Harbor Associates, 26770 Lido-
view Dr., Laguna Hills, CA 92653
Some word processing, lots of
phone work, medical office, no national
travel.

Administrative Assistant for a personal interview at: 1-313-478-7378

Medical Assistant
Looking for top-of-the assistant for
Southfield, MI, 48034
An Equal Opportunity Employer

MEDICAL
Transcriptionist
typing, answering phones, greeting customers. Knowledge of WFP 5.0
Excellent opportunity available in
our busy Birmingham property man-
agement office. Call today for an in-
terview.

• SERVERS TO \$12/HR
• DISHWASHER TO \$8.50

cording to your needs. CNA needed at shifts, or will train. Call, come in, or send resume to: **Medicare**, 10000 E. 1st Ave., Suite 100, Denver, CO 80231. Call 773-4444.

Duty Dental Office in Novato, full time.
Call & leave message 478-8121

MEDICAL ASSISTANT
3 days, experienced with EKG, X-ray.

3-6 years medical records or service experience with OHA.
MSAs, credentials and summaries.

ADMINISTRATIVE AIDE
Must have excellent communication skills.

COLIMINTRENTY

RECEPTIONIST for appointment center. 5-6 yrs. exp. in dental field. Send resume to: **Colimintrenty**, 10000 E. 1st Ave., Suite 100, Denver, CO 80231. Call 773-4444.

DIRECTOR OF NURSING
Position available immediately for experienced, very motivated and motivated individual. Excellent salary and benefits. Send resume or call: 425-0435

MEDICAL BILLER Experienced
Excellent telephone skills & typing speed of 40-60 wpm required. Prior

CUSTOMER SERVICE/ DATA ENTRY - National Trucking
Send resume to: Department A, P.O. Box 540 81, Clear Shore, NJ 08060

ANALYST, MARINE
AN Equal Opportunity Employer

• Wait Person
• Pantry Cook

CALL EMPA-CARE FIRST! Home health aides, full or part time, on shifts. Immediate need for other.	managing an ambulatory surgery center. Ophthalmology experience helpful. Attractive salary/benefits.	MEDICAL BUREAU for Specialist office in W. Bloomington. Ideal be thoroughly experienced.	28100 American Dr. Southfield, MI 48064 734-3400	ADMINISTRATIVE ASSISTANT International company requires qualified candidate have solid exp.	DATA ENTRY to: 115 N. Center St., Suite 203, Northville, MI 48187	knowledge of office procedures. Minimum 1 yr. experience. Excellent work environment. We need a team.	21471 Southfield Rd. Between 12 & 14 Mile Rds.
--	---	--	---	---	---	--	---

NURSE AIDES -
Part time 10 to 20 hrs. per week. Knowledge of words/pict required. 651-1103

NURSE ASSISTANT Accepting applications for certified	Home registrations, to direct our 62 bed facility. Send resume or call 348-7540 home, Mon-Fri.	MEDICAL BILLER Must be experienced in all types of insurance billing, full or part time	your area • Top pay/bonus	23843 Joy Rd. Dearborn Heights, MI 48127	S.1. Send resume to: Aerostar, Inc. 20100 Chiv. Center, Suite 210, Southfield, MI 48078	charge individual to manage office of professional service firm. Word-processor and word network 386 PC	BAKERS KITCHEN PREP COUNTER/RETAIL AREA
--	--	---	------------------------------	--	---	---	---

year experience. Apply in person:
Peachwood Inn, 3350 W. South
Rd., Rochester Hills.

Full time day shift position available
for portable company is Southfield.
Medical assistants experience so-
lutions. Call Sandra Mon. thru
Thurs. 10am-3pm 879-8774

354-8230

ADMINISTRATOR/SECRETARY
Immediate opening, part time, 20-25
hours/week.

Increasing variety. Competitive salary
and benefits in sports related busi-
ness. Resume to P.O. Box 2558
Farmington Hills office for a pro-

Full time entry level position exists
in Farmington Hills office for a pro-

Berack, 26877 Northwestern, Ste.
#306, Southfield, MI, 48034.

11428 Meridian Rd., Livonia (Just
South of Plymouth Rd.)

employee to work Mon., Wed. & Fri.
2:40pm-7:30pm. Clerical skills re-
quired. Willing to train qualified in-
dividuals. Send resume to:
Southfield, excellent communi-
cation skills, experience preferred.
PO Box 2518, Southfield, MI 48037

All or part time, for professional office
or sales position. Must have
a college degree. Excellent salary
& benefits. Send resume to:
you about career possibilities in
long term care.

working independently. Experience
required. Knowledge of French and
word processing skills desirable. To
discuss with Displaywrite IV exper-
ience. To \$10/hr. Call Sally at
1-800-692-7272

(40hrs). Must have excellent tele-
phone skills & professional work
ethic. Send resume in confidence to:
M&B-115A

Northville, Shoreland & Woodw-
lford 5.1 experience essential.
Excellent opportunity. Call for an

graph

part time position works for a U.S. Technology to start a new wing staff. Applicants must be a registered X-ray technician and have a minimum of 2 years experience in a hospital setting. Responsibilities include: patient scheduling, interview, office procedure and computer printouts. Knowledge of medical reception, knowledge of medical office procedure and computer printouts. Contact Patty Heitz, 2970 N. Rock, Lonsdale, IL 60111. Or call Judy at 840-1811.

ADMINISTRATIVE SECRETARY

knowledge filing & light typing required. 1-2 years experience preferred. Submit resume & salary req. to: RECEPTIONIST/SWITCHBOARD Operator for Troy location. Full time, Robert A. Macdonald, Inc. 2000 Main St., Troy, MI 48063. No phone calls please.

SECRETARY

needed for executive office. Word-processor & 100% accuracy. No phone calls please. Submit resume to: Robert A. Macdonald, Inc. 2000 Main St., Troy, MI 48063. No phone calls please.

CUSTOMER SERVICE REP Must have experience in the dental	Middlesex, Farmington Hills, MI, 48334.	Royal Oak area. Some insurance/ receptionist experience. Eventually	in our 62 bed facility. Call for an appointment or stop in below, 9-5:30	ADMINISTRATIVE	GENERAL OFFICE Part-time, computer skills helpful.	Entry level position, full time, 10P Farmington Hills law firm. Call, 826-9906	SECRETARY	Royal Oak, 2880-7500 COOK
---	---	---	--	-----------------------	--	--	------------------	-------------------------------------

[illegible]

DENTAL ASSISTANT: Are you interested in becoming a Dental Assistant?	ply call Marilyn, UNITED HOME CARE	MEDICAL RECEPTIONIST Full time for Troy medical company. Insurance billing knowledge or experience. Phone, light billing & other diversified duties. Call Jan 4 3:00pm-12:30pm 825-3707	Computer skills with experience in advertising/PPI preferred. Qualified individuals should send resume of all relevant experience to:	Let your clerical skills go to work for you in our growing manufacturing firm. This is a full time position with	office made responsible to: 357-0646 AEB, 26555 Evergreen, Suite 120, Southfield, MI 48076	ply in person: Elise Brod, 3080 Haggerty Rd., Novi
--	--	---	--	---	---	---

money in a high quality specialty practice, call 257-3306

HOME HEALTH CARE COMPANY
looking for a sharp individual for

Computer & billing experience a must. Call Adrienne 336-8100

experience and ability to handle busy environment. Word processing skills. \$6-17 per hour.

Human Resources Department
Office, MI 48317

INSURANCE AGENCY - part time

Computer, bookkeeping skills req'd. but will train. General office duties: typing, answering phones, fi-

DELI & FAST FOOD PERSON, too
experience necessary. Downtown

DENTAL ASSISTANT wanted. For young growing practice. Garden City, NY. Call 212-351-1111.

HOME HEALTH CARE AIDE needed. Monroeville, PA. Call 412-241-1111.

PERSON Dr. Richard Stoober, 31500 Telegraph, Suite 200, Birmingham, or call 800-845-2960. Join us as our new Transitional Care Unit gets underway! To allow our staff the greatest scheduling flexibility, 30 hours per week with possibility of

INSURANCE ADVERT seen computer experience life & health CSR. 30 hours per week with possibility of

27503 W. Eight Mile Road, Bedford, MA, 04840.

SECRETARY/RECEPTIONIST Woodward, Birmingham. 842-7070.

Grant's Pollard's office, grant bernard@att.net, 484-1100

DENTAL ASSISTANT
Part time for busy W. Bloomfield off-
MINE RD. BLOOMFIELD MI. 48108
36251 Chisholm Rd., Livonia,
Michigan 48150
(313) 427-8210
WILL BE CRAZY
PERSONNEL

[illegible]

DENTAL HYGIENIST wanted for
 Monday, Tuesday & Wednesday, 4-
 6:00 p.m. Reply to: 261-0630

UPH OF MEDICAL ASSISTANTS
 Oak City doctors office. \$5/hour &
 benefits.
 261-0630

HIV-3 \$20.00/HOOR
 West Bloomfield Nursing and
 Convalescent Center, near Maple &
 necessary, first come first serve.
 Call Amber 477-9905

LEGAL
 SECRETARIES

ment, Seven West Square Lane
 Road, Bloomfield Hills, MI 48302

SR. BILLING CLERK

RESTAURANT CONCEP
 PALS

Needed for part time position in Plymouth office. Must be progressive & enthusiastic. Call 255-1193.

Convalescent Center, near Maple & Oak, has immediate openings for 1200's, see advertisement 2/24/77.

computer data in-put, scheduling, surgical boarding, etc. Assume for Apt. Lande, ME. 5729 Whitmore

Mrs. Subotich, 581-1800

responsibility and function as an integral part of a professional team. Excellent skills required, non-transferable.

Legal

any or permanent, register now with THE Agency for Legal Secretaries. ALL FEES EMPLOYER PAID

must. Salary to \$20,000.

ACCOUNTANTS ONE

1. LITTLE & PARTNERS 1777A STATE

family practice. 425-4530

MEDICAL ASSISTANT & X-RAY TECHNICIAN
Full or part time
needs additional familiar with medical billing & terminology & who enjoys patients. Must have some experience. Send resume to Box 402 Observer & Economic Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE BOOKKEEPER
To work closely with owner in a rapidly growing, modern retail business. Must have 5+ years experience. Send resume to Box 402 Observer & Economic Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL
920-0100
auto club and personal line insurer. Is seeking an experienced Legal Secretary for an immediate opportunity. Send resume to Box 402 Observer & Economic Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SWITCHBOARD OPERATOR
Fortune 500 Company seeks switchboard operator. Send resume to Box 402 Observer & Economic Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NEW OPENING
SATELLITE CHILL
A new career opportunity exists in the satellite chill field. Send resume to Box 402 Observer & Economic Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DENTAL HYGIENIST
Master machine for busy W
Part time for busy Lhasa doctor's
office. Experience preferred.
421-2840

NURSE AIDE - Afternoon & mid-
Part-time position available at the
Riddick campus in Garden City, MI
for a COORDINATION ASSISTANT/
Nurse Aide. Will pay the right price for
the right person. Apply with resume,
cover letter and references to:
ALEXIS TALEN-OWE PAID
SEARCHING
Experienced, for permanent & tempo-
rary assignments. Tri-county
area. Please send resume to:
ALEXIS TALEN-OWE PAID
SEARCHING
you'll provide secretarial support to
attorneys who handle litigation and
manage local offices.
Apply in person Mon-Sat., 9am-5pm
& noon-2:45pm at Enners Donuts
421-2840.

TELEMARKETING-SECRETARY
for our dental office in Lhasa. Part

per week, top quality W. Bloomfield
office. 851-2980

DENTAL OFFICE needs front desk collection expert, part time, \$-4	MEDICAL ASSISTANT Part time. No even on weekends.	ing qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days &	Position is 20 hours a week over 48 weeks. Range \$14.00 to \$17.00 per hour. A flexible schedule. No experience necessary.	BOOKKEEPER F & H chain bookkeeper for the Bu-	quired Wordperfect 5.0/Wordmail 4.0. Contact Nancy 353-3810	and spelling/grammar and basic math skills	Needed temporarily for busy private school. Dec. 19-F to 15. Good telephonic skills as required	\$3/hr. Full-Time. Call Barry, 353-79
---	---	---	--	---	--	---	--	--

Needed for University dental practice. Experienced with general, lab and pay & benefits. Send resume to 0023 Dlx, Dearborn, MI 48120

NURSING UNLIMITED

who possess a Master's Degree in the discipline may be eligible to teach part-time in the program as well as University faculty. Responsibilities include individual Responsibilities include general ledger thru consolidation of all financial data. Administrative tasks with varied responsibilities. WordPerfect. Non

format and prepare letters, memos, labels, reports and all internal documents for

ended Escrow Closures and Escrow support people. Full and part time. *Employment opportunities at all major cities.*

DETROIT, MI 48207
(Joe Compu at the Detroit Press

OFFICE MANAGER NEEDED for busy doctors office with billing experience. Position open. Call Krite at no later than January 20, 1992. Please call (312) 482-4420, ext. 101. Send resume & salary history to:

Team

ROCKERS **Hospice of Monroe** **Detron financial corporation seeks an efficient Clerical Support individual** **All Carolyn Hampton's duties** **By Employment Representatives** **1 Auto Club Drive** **the office contact duty on street** **862-2986** **view of** **land (Adjacent to Westland Mall)**

HOSPICE
25714052

You will be responsible for coordinating and managing the daily workload of direct care staff to include & have hands-on WordStar and/or Word Perfect experience. This position is for a motivated, hard worker

894 Observer & Eccentric Newspaper helpful. Non smoker, blind resume and salary history to 801

SECRETARY/EXPERIENCED

TICKET WINNERS

20714 Mada Southfield 48075	33910 Britany Farmington Hills 48335	Hospital of Wadsworth and Hospital of Monroe	The successful individuals will possess a current license or permit	Confidence to CLERICAL SUPPORT P.O. Box 778	time pleasant working atmosphere, opportunity for growth Farmington location 417-5900	A salary requirements to 19827 West 17 Mile, Box 345, Southfield, MI 48078, Attention Brenda	Ernie White 24402 Besset	Joan Schmuck 27855 Jewell Ave. Apt. 12
--------------------------------	---	---	---	---	---	--	-----------------------------	---

39500 W. Warren #261 Canton 48187	37563 Kingsbury Livonia 48154	sponsored by the Sisters of Mercy. is seeking full-time, part-time and contracting staff sites who desire an effective working relationship with patients and their families. The ability to travel to per- sonal or professional assignments.	person for light secretarial work and entry level credit investigation. Must have experience in credit field and excellent communication skills. For consideration send resume to: Ken at:	engineering firm seeks an experi- enced full-time, service-oriented secretary for its busy Environmental Division. 851-7741
---	---	---	---	--

Please call the promotion

to claim your free tickets.

591-2300, ext. 2153

[illegible]