502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Pleasant & relaxed office. Part time. Garden City/Livonia/Westland area. 422-4300

DENTAL HYGIENIST
Bright and enthusiastic Perio oriented person with excellent skills & great new office in an established practice, one day a week. Please call after 6 PM. 522-9811

DENTAL LAB TECH — Artistic person for part time employment & quality crown & bridge lab. Experience preferred, but will train motivated person. 313-397-2818

DENTAL ORAL Surgery Assistant. Livonia oral surgery office, full-time, Mon-Fri, no evenings, some experience preferred. 427-2330

DENTAL RECEPTIONIST- full/part time, experienced preferred, background helpful, Meridian. 800-1134

DENTAL RECEPTIONIST
Computer experience a must, for busy West Bloomfield office, Mon, Tues, & Fridays. 737-2080

DENTAL RECEPTIONIST - busy Canton office is looking for an honest, outgoing individual. Minimum 2 years dental experience required. Excellent salary. Call 981-0707

DENTAL RECEPTIONIST, part-time, sharp, friendly, good with kids, some computer skills. Dental experience a plus. Royal Oak. 398-0050

DENTAL RECEPTIONIST
Needed part time in Westland area office. Experience necessary. Benefits. Call 722-5560

DENTAL RECEPTIONIST - family practice seeking personable & organized person to join our team. Admin. Knowledge of insurance/bookkeeping preferred. Berkley area. 548-3334

DENTAL RECEPTIONIST
NOVI - Full time. Experience required. Excellent benefits. 349-4115

DENTAL RECEPTIONIST
Experienced, motivated person, part time, for orthodontic office. Computer experience helpful. Excellent salary and benefits. Call 981-1200

DENTAL RECEPTIONIST
Self-motivated individual for busy Warren office, full-time. Experienced assistant only. Computer experience necessary. 763-8030

DENTAL RECEPTIONIST, full time. Dental Assistant, part time, needed for growing practice in Farmington Hills. Mature, friendly & pleasant personalities, experience preferred, call 851-3050

Dietary

CERTIFIED DIETARY MANAGER OR DIETARY TECHNICIAN

Oakbrook Common, a retirement community in Dearborn, currently has a full-time opening for an experienced Certified Dietary Manager, or Dietary Technician.

The selected candidate will be responsible for patient visitation, nutritional assessments, MDS and care planning. Qualifications include two-year Dietary Technician or Dietary Manager degree, 1-2 years clinical documentation experience in a long-term facility, and knowledge of OBRA guidelines. Flexibility to include with some weekends required.

To apply, call Human Resources immediately at (313) 441-0051, or send your resume to: OAKBROOK COMMON, 15351 Rotunda Dr., Dearborn, MI. 48120.
An Equal Opportunity Employer

OAKBROOK COMMON
A subsidiary of Oakwood Health services

DIRECTOR OF PROGRAMS & SERVICES
Position involves the administration and coordination of patient service, professional & patient education programs for the National Kidney Foundation of Michigan. Candidates will have Social Work or similar degree/experience. Experience with non-profit organizations or the Nephrology field a plus but not required. Submit resume to: Executive Director, National Kidney Foundation of Michigan, 2350 S. Huron Parkway, Ann Arbor, MI. 48104.

EMT AMBULANCE DRIVER
Full time only, with EMT card. Call after 5pm only. 961-0878

EXPERIENCED for Root Canal Specialist in Plymouth & Livonia. Part & full-time front office & assisting. Accepting resumes. Contact: 459-8844

FILE CLERK, full time, for large family practice. Must be well organized and able to work with little supervision. Some typing necessary. Good benefits. Farmington Hills. 476-2420

FRONT DESK position, Ophthalmology Office. Mon., Thurs. & Fri. Computer & Word Perfect knowledge desired. Submit resume to: Office Manager, 28523 Ford Rd., Garden City, MI. 48135

FRONT DESK RECEPTIONIST
Part-time evenings, Mon-Thurs. & Sat. Pay commensurate with experience. Farmington Hills. 932-2500

HOME HEALTH AIDES
Experienced. FULL & part time-all shifts. Competitive wages, bonus program includes annual, attendance, flexibility & holiday bonuses. Vacation pay. Transportation allowance. We take pride in hiring dedicated, caring people to provide uncurtailed client care. Call 3-5pm/
EMPA-CARE INC 455-1061

HOUSEHOLD AIDES COMPANIONS HOMEMAKERS LIVE-INS
Field staff for private duty home care agency in Canton for cases in Wayne, Oakland, Washtenaw and Livingston counties. Experience working with the ill, elderly or disabled preferred. Must be available for work at least 20 hours per week. To apply, call
(313) 981-8829
UNITED HOME CARE SERVICES
2200 Canton Center Rd., #230
Canton, MI 48187

HOME HEALTH AIDES NURSING ASSISTANTS
Join the experts in home health care. Local cases, all shifts. No minimum number of hours required, set your own schedule. Experience or certificate required.
Call VISITING CARE Today!
344-0234

HOME HEALTH AIDES
All areas. Flexible hours. Competitive rates. Professional Home Care: 557-8740

HOME HEALTH CARE COORDINATOR
Schedule, coordinate & supervise, 25 hr./7 day week care giving staff, in multi-client senior residential facility. Minimum of 2 yrs. clinical experience in nursing home or supervised multi-client care setting. Proven ability to motivate & supervise staff in positive manner and provide hands on care 8 repeatedly.
Resume & salary requirements to: Box 8380
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

HYGIENIST needed for pleasant family practice in Northville, Tuesdays & Thursdays. 348-3438

Insurance
MEDICAL CLAIMS ANALYST
Progressive health benefits administrator is seeking an experienced, qualified individual to assume the responsibility for our need of a Medical Claims Analyst.

In this position you will be responsible for processing medical claims, evaluate medical documentation and have knowledge of medical terminology. (Experience processing claims with a TPA is extremely desirable.)

We offer a competitive wage and benefits package, flex-hours and a professional non-smoking environment. Please submit resumes to:

FIRST HEALTH
25505 12 Mile, #3000
Southfield, MI 48034-8339
Attn: Medical Analyst
EEO/AA M/F

502 Help Wanted Dental-Medical

HOME CARE MEDICAL BILLER
The Michigan Cancer Foundation seeking an experienced Medical Biller. Home care or hospital billing experience and knowledge of UB82 required. This highly organized self-starter will be responsible for all aspects of billing functions from original billing through payment posting. We offer competitive salary & full benefits. Please respond by resume to:

MICHIGAN CANCER FOUNDATION
Human Resources
110 E. WARREN
DETROIT, MI. 48201
(313) 833-0715, Ext. 358
An Equal Opportunity Employer

HOME HEALTH AIDES
Certified and/or experienced
Excellent pay & benefits
FAMILY HOME CARE
(313) 229-5683
(313) 455-5683 (313) 620-6877

HOSPITAL BILLERS
For expanding Emergency Dept. department. Must have Blue Cross/Medicare billing expertise in a hospital. 810-8127/hr. w/terrific benefits. Beautiful hospital in Royal Oak/Troy area. Call Janet Dedlick, 362-1170 Harper Associates,29670 Middlebelt Farmington Hills, MI 48334

HYGIENIST for nice family practice in Rochester Hills. Part-time; Tuesday evening and possibly every other Saturday morning. 652-1100

LPN - ALL SHIFTS
Full & part time. Attractive wage package. 166 bed nursing facility. Camelot Hall Nursing Center, 3500 Ann Arbor Trail, Livonia.
522-1444

LPN- Customer Services Rep for Private Duty Nursing Service. Work closely with our employees to help achieve customer satisfaction.
Health Care Professionals. 357-7085

LPNS - EVERY OTHER WEEKEND
Afternoons and Midnight shifts
See Mrs. Martin, 10 to 12, Apply at:
NIGHTINGALE WEST
36745 Ann Arbor Trail
Westland, near Joy Rd.
An Equal Opportunity Employer

MEDICAL ASSISTANT - full/part time. Minimum of 3 yrs. experience. Must be flexible. Redford & Novi area. Call after 10am. 476-0180

MEDICAL ASSISTANT & BILLER
Full time/part time. Needed immediately. Grand River area. 474-8110
Or after 6pm. 851-9360

MEDICAL ASSISTANT/Office
Pediatric office. Flexible hours & benefits. Farmington area. Eves. 851-0722

MEDICAL ASSISTANT - experienced. Part-time for busy ear, nose & throat office. Call for interview. Mary 477-7372

MEDICAL ASSISTANT with strong X-ray experience & versatile Medical Secretary with good typing experience. Call Mimi 697-7431: 729-8435

MEDICAL ASSISTANT for Livonia medical practice, at least 5 years experience required. Benefits available. Call 425-1225

MEDICAL ASSISTANT
Busy Dermatology office in Southfield/Birmingham area. Will train.
559-0231

MEDICAL ASSISTANT & BILLER
Modern Internist's office in Rochester Hills seeking enthusiastic applicants with desk skills. 652-0140

MEDICAL ASSISTANT
Needed part time for Southfield Cardiology office. Experience preferred. Please call 569-4232

MEDICAL ASSISTANT position open, Livonia area. Some experience required. Call for appointment: 474-2288

MEDICAL ASSISTANT
Part time. Experienced, 20-24 hours per week. No evenings or weekends. Canton. 981-1554

MEDICAL ASSISTANT
Part time for medical office in Plymouth/Canton area. Some evenings. Send resume to: P. O. Box 701183, Plymouth, MI 48170-0960

MEDICAL ASSISTANT
30 hour week. Pediatric and allergy clinic in Detroit. Must have car, 2 years experience required.
Call Karen, 478-3200

MEDICAL ASSISTANT
part time with office skills. Some experience beneficial. Self motivation & pleasant personality a must. Tentative hours are Wed & Fri., 12:30-5:30pm, Thurs. Eve. 5:30-8:30pm, Sat. 8:30-12 noon. Call 476-1150

MEDICAL BILLER
Immediate Auburn Hills long term opening. Top Pay. Blue Shield or Medicare experience.
Call Mary 646-7663
Uniforce Temporary Service

MEDICAL BILLING COORDINATOR-Part-time, evenings & Saturdays. Previous mental health billing experience preferred. Please send resume to: Dr. Dennis, Affiliated Psychologists, 74 W. Long Lake, Suite 104, Bloomfield Hills, MI 48301.

FRONT DESK RECEPTIONIST
Part-time evenings, Mon-Thurs. & Sat. Pay commensurate with experience. Farmington Hills. 932-2500

Medical

INSTRUCTORS WANTED!
Full Time & Part Time Day &/or Evening Openings Available!
National Education Center, Bryman Campus, a leader in the allied health career training field, is seeking people-oriented instructors with excellent communication and organizational skills to teach the following:
- Medical Assisting
- Medical Office Management
- Typing
- WordPerfect 5.1

The selected candidates must have at least 2 years medical assisting experience including all aspects of front and back office procedures and Lab, CPR and RMA or CMA certification a plus. For immediate consideration, please send resume with salary history or call:

PAT HAHN
(313) 834-1400
National Education Center
4244 Gateway Blvd.
Detroit, MI. 48204
Equal Opportunity Employer M/F

MEDICAL RECEPTIONIST - full time, with at least 1 yr. experience for busy Southfield cardiology practice. Call Laura 357-4780

MEDICAL RECEPTIONIST - part time, Novi, 3 yr. experience, general practice, insurance knowledge required. Friendly. Send resume to: Box # 167
43422 West Oaks Dr., Novi 48377

MEDICAL RECEPTIONIST/Data Entry. Part-time for Livonia Pediatric office. Call Carol after 11:30 am at 427-9445

MEDICAL RECEPTIONIST
Mature person needed full time for busy medical office, Rochester area. Please call Mrs. Harrison. 650-1349

MEDICAL RECEPTIONIST
Please apply if you have excellent phone skills, patient relations, 1 yr. experience with medical billing, prefer MBS computer systems, R. R. you're energetic, reliable. Good salary, benefits. Troy.
Call 853-2000
Voice Mail ☎ 704 (Call 953-2000 Voice Mail ☎

MEDICAL RECEPTIONIST
Part-time for Livonia Doctors office. Mature, good telephone manner. Apply with qualifications, desired hours, salary, address & phone number to: Box 344
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
full time for large allergy practice. 2 yrs experience with injections & ancillary testing required. We offer a great benefit package. Please submit resume to: BAO Corp.
18181 W 13 Mile, Southfield, MI 48076. Attn: Office Manager

MEDICAL BILLER
Rehabilitation agency seeks full-time medical biller to be responsible for Medicare, Medicaid, Blue Cross & commercial billings. Ideal candidate should have medical administrative background & be familiar with Medicare & Medicaid billing guidelines. Experience in electronic UB82 billing, CPT and ICD-9 coding, minimum two years previous experience in collections and accounts receivable preferred. Excellent oral and written communication skills a must. Send resume & salary history to:
Lisa Fuckert
Rehabilitation Network, Inc.
30100 Telegraph, Suite 420
Bingham Farms, MI. 48025

MEDICAL RECEPTIONIST
For busy multi-location surgeons' office. Experience preferred. Must be motivated & hard working.
Call Barbara, 539-0202

MEDICAL TECHNOLOGIST
ASCP with BS degree. Full time days for busy physicians office lab. Excellent benefit package.
Contact supervisor at 748-7928

MEDICAL TRANSCRIPTIONIST
Excellent salary & benefits. Working conditions. Redford area.
Call Barbara, 539-0202

MEDMATCH NEEDS EXCEPTIONAL MEDICAL PERSONNEL
Permanent & Temporary
• BILLERS • MEDICAL ASSISTANTS
651-0652

NURSE AIDES
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland county. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

NURSING UNLIMITED
540-2360

NURSES
CAMELOT HALL
NURSING CENTER
AFTERNOON SHIFT
FULL TIME/PART-TIME
LPNS $14/HR & UP
RNS $16/HR & UP
CALL 522-1444

OFFICE ASSISTANT. Full time, OPC experience preferred. Position requires knowledge of medical billing and reception, computers, WordPerfect 5.1. Phone skills and ability to perform multiple tasks required. Excellent benefits. Call Mon. thru-ough Fri., 10-5. 647-3310.

OPHTHALMIC or Optometric Assistant or Technician for busy multi specialty Ophthalmology practice in Southfield. Call Jim 353-1750

OPHTHALMIC TECHNICIAN/ASSISTANT
Medical assistant wanted for busy Ophthalmologists office in Livonia. Experience preferred. Please send service history & salary to: Box 302
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPHTHALMIC TECHNICIAN/Assistant needed for busy Livonia Ophthalmology office. Part time. Call Debbie, 9am-4pm 476-6653

OPTH TECH for friendly 2 office practice. Experience a must. Refraction a plus. Need not be certified. Salary & Benefits commensurate with experience. Send resume to: PO BOX 931, Dearborn MI 48128

OPTICAL help needed part-time in Troy. 528-0310

OPTOMETRIC AIDE
For Sterling Heights.
Experience needed
978-2743

O.R. CLERK
OPERATING ROOMS
Part time position (20 hours per week) available in busy and rapidly changing O.R. environment. Shift rotates days, afternoons and midnights with two weekends per month required.

Responsibilities include clerical activities such as transmitting information via telephone, intercom and computer, data input, generating reports and compiling patient charges for procedures.

Requirements include high school diploma, ability to type minimum of 35 wpm, (test given), knowledge of medical terminology, demonstrated flexibility and good interpersonal relations. Personal computer experience, previous clerical experience preferred. Please send resume but preferred background preferred.

Applications will be accepted at:

Nursing Employment Office
William Beaumont Hospital
3601 W. 13 Mile Rd.
Royal Oak, Michigan, 48073

An Equal Opportunity Employer

PEDIATRIC NURSES NEEDED STAT!
IMMEDIATE openings for all shifts in Wayne & Oakland Counties. No minimum number of hours or long distance travel required. Set your own schedule, choose your own cases.
Call VISITING CARE Today!
344-0234

PEDIATRIC NURSES
Provide the most rewarding kind of health care...quality Pediatric Home Care is our business, and the satisfaction of both our nurses and our patients is very important to us.

We invite you to work for a company that cares about you. No rate adjustment for Medicaid cases. All shifts available immediately in Downtown, Ann Arbor, Downriver, Westland.

Benefits. Above average rates. Ask about our sign-on bonus. 256-0710

MCH SERVICES EOE
JCAHO accredited

PHARMACY TECH
Flexible hours, full time/part time, to work at all shifts. Apply at: Andrews Drugs, 29436 Ford Rd., Garden City.

PHYSICIAN NEEDED
MD or DO for Pediatric Clinic, good salary. Ask for Wagaed, 569-1100

PHYSICIAN
wanted for Geriatric practice. Full or part time, wages commensurate to experience. Unlimited salary potential. Send resume to: Box 288
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RADIOLOGIC TECHNOLOGIST
Contingent positions available to work as needed at our Livonia, South Lyon & Novi locations for Diagnostic Radiologic Technologist.

Must be ARRT registered or registry eligible.

Interested candidates should submit resume & availability to:
Ann Doerksen, Coordinator • Human Resources

PROVIDENCE PARK
Medical Center
47601 Grand River Ave.
Novi, MI. 48374
An Equal Opportunity Employer

RADIOLOGY TECHNOLOGIST
Immediate opening for an A.R.R.T. registered Technician. Mammography experience required.

Recruiter/Patient Relations
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI. 48377

A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

Phlebotomists
5 AM. - 8 AM.
Position are available for experienced Phlebotomists to do morning blood draw team. You will work 4 days per week from 6 AM. - 8 AM. with some fill-in coverage available. Full-time benefits are received on the day shift. A minimum of 6 months of blood draw experience is required. If qualified, please send RESUME'S ONLY to Cathy Beccia, Human Resources.

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933
An Equal Opportunity Employer

PHLEBOTOMIST
FULL OR PART
Dearborn Regional Clinical Laboratories has opportunities for qualified individuals to work their Patient Service Centers.

Put your Patient Care skills to work in a dynamic and caring work environment. Meet with us to discuss this exciting opportunity.

WHO: Dearborn Regional Clinical Laboratories
2345 Merriman Road
Suite 1321
Westland, MI 48185

FOR: Phlebotomist

WHERE: Dearborn Regional Clinical Laboratories
2345 Merriman Road
(Merriman & Michigan Ave.)
Auditorium Ave.
Westland, MI 48185

WHEN: Friday, June 4, 1993
9pm until 9am

Refreshments Served
EEO Employer

PHYSICAL THERAPIST
NEW GRADS WELCOME!
Part or full time, immediate expanded facility in Downtown Plymouth, comfortable autonomous environment with growing referral base. Competitive Salary & Benefits. Excellent Pt. SEND RESUME TO: Barbara Bixler
HANDS ON CENTER FOR
PHYSICAL THERAPY
470 Forest, Plymouth Mi. 48170.
313-455-8570
An Equal Opportunity Employer

RECEPTIONIST needed for busy opthalmologist office. Must have medical background & insurance knowledge. Send resume to: PO Box 981, Dearborn, MI 48128

RECEPTIONIST - Full-time for busy 4 doctor family practice. Experienced, full-time including Saturdays. Excellent benefits. Send resume to: Office Manager, 37799 Professional Ctr. Dr., Suite 105, Livonia, MI. 48154.

RECEPTIONIST
Experienced for Diagnostic office, Dearborn area. 562-8122

RECEPTIONIST
Part time Sat mornings. Experience helpful. Redford area. 937-8155

RECEPTIONIST - Part time, Oral surgery office, Birmingham/Troy area, 2½-3 days a week. Must have previous experience or dental front desk experience, computer experience helpful. Call Mon. & Tri. between 9AM-4PM 647-2191

REGISTERED NURSE
Part time, for OB-GYN office in Southfield.
Call 9AM-5PM 832-0766

REHABILITATION AIDES needed for a Novi group home. Working with closed head injured adults. Weekend, 7-3 shifts. Call 473-1130

RN IN-SERVICE DIRECTOR
Seeking in-service director for long term care facility. Requires Train the Trainer certification. Experience preferred. Good wages & benefit package available. Call Director of Nursing for appointment. 334-5222

RN/LPN - Dearborn Home Care Centers is now taking applications for RN's & LPN's for afternoon & midnight shifts. Full & part time available. We offer competitive wages, full benefits package & a wonderful staff to work with. Interested parties may call Diane Hecker, ADON, at Dearborn Heights Health Care Center, 25415 Ford Rd., Dearborn Heights, MI 48127. 274-4600
An Equal Opportunity Employer

RN

OPERATING ROOM
Part-time position in outpatient surgery center available for self-motivated RN with a positive attitude. Must be able to scrub and circulate all specialties. Applicants must have at least one year of experience. Call for appointment:

HORIZON SURGERY CENTER
(313) 462-1888

HORIZON HEALTH SYSTEMS
An Equal Opportunity Employer

RN - Part or full time with surgical experience. Busy Dermatology practice. Southfield Birmingham area. Congenial working environment. Weekends off. 559-0831

RN's
All areas of practice
Per Diem & Contract

LPN's/CNA's
Nursing Homes/Private Duty

Patient Attendants
Hospitals/Home Care

Live In's
HEALTH CARE PROFESSIONALS
Farmington Hills 557-7049
Dearborn 563-0066
Ann Arbor 747-8070

RN's & LPN's
For private duty in Orchard Lake. Call 644-3300, ext. 8.
277-6687

RN'S, LPN'S, full time/part time positions available: afternoon, midnights. Treatment room, days, afternoons. 12 hr. shifts available for all positions. Nurse Aides. Coordinator: Dwyer, Call Marcia Jasco at Belle Woods OCC. 867-8051

RN'S/LPN'S WE NEED YOU
LPN'S earn up to $20/hour.
RN'S earn up to $400/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(313) 229-5683 (313) 455-5683

SCHEDULING SPECIALIST
SOUTHFIELD LOCATION

Progressive national health care agency is seeking a scheduling specialist.

Previous experience as a scheduling specialist for home care, supplemental staffing agency, or health care facility preferred.

Knowledge of medical terminology is desirable. We offer wage and benefit package offered.

Temporary Health Care
Quality Health Care in A Heartbeat
JCAHO accredited
(313) 354-8230

SERVICE COORDINATOR
HOME HEALTH AGENCY
If you enjoy a busy workplace and can't stand doing the same thing day after day, we have the perfect job for you.
Wanted: "People Person" with outstanding telephone skills, creative problem solving abilities and a personal commitment to excellence.
Varied Duties: Phone contact with elderly clients, scheduling home care staff, extensive record keeping. Must be self-motivated and able to work independently.
General office/customer service experience required. College grad preferred. We offer a competitive salary and full benefits. Extra pay for required on-call rotation.
Send resume to:
Andrea Martocik,
RN, Administrator
THE MEDICAL TEAM
24901 Northwestern Hwy.
#802, Southfield, MI 48075

502 Help Wanted Dental-Medical

RN'S
Community Home Care, a growing Home Health Agency, has immediate full-time and conditional part time positions available. Geographic preference and complete orientation provided. Call today for immediate interview.
COMMUNITY HOME CARE
Quality Care
A Member Of the Best
JCAHO Accredited
Sterling Heights (313) 978-7484
Clinton Township - (313) 228-1125
Equal Opportunity
Employment & Admission

RN's/LPN's
Shelby Nursing Center is currently seeking professional nurses who want to make a difference in long term care to fill positions for weekend, afternoon and midnight shifts (full and part time). We offer pro-average salary, benefits, and a pleasant working environment. Please apply at 5401 Shelby Road, 1½ mile N. of Hall Rd., near Lakeside Mall.
566-1100

RN's/LPN's
This is your chance to make a difference in the lives of the elderly. We're currently seeking Nurses to work full-time, 3-11 & 7-3 and 3-11 & 11-7. We'll provide you with a competitive salary and benefits, including tuition reimbursement. Call or stop by to see Ann Marie, 6800 West, 19633 Beech Daly, Redford, MI 313-538-1010
An Equal Opportunity Employer

RN's & LPN's
With Pediatric Skills

Are you interested in working in a rewarding & professional environment on a 1:1 basis with patients in their own homes? Do you want to work at a where you choose - no minimum number of hours or long distance travel required. Join the experts in Home Health Care at Visiting Care. Immediate openings for all shifts in Oakland & Wayne Counties. High tech, weekend & midnight differential. Call today! 313-344-2034

RNS
Pays $15-$16 an hour, plus Attractive $500 BONUS. Please Contact: Crystal Subotich, Camelot Hall Convalescent Center, Livonia. 522-1444.

SENIOR BILLER
and front office management duties. Dermatologist. In-house computer (MEDICA) 2 yrs. Medicare/Medicaid billing experience essential. Send resume with cover letter with resume to: North Oakland Dermatology PC, 6176 Orchard Rd., Suite 512, Rochester Hills, 48306-4338

SUPERVISOR & NURSES AIDES
Needed for all shifts for home for the aged. Need not be part time employ. in person at Leisure Village, 31720 Van Born, Westland between 10am-4pm, Mon.-Fri., no phone calls.

TRANSCRIPTIONIST

Medical Transcriptionist
A position is available in our Pathology Lab for an experienced Pathology Transcriptionist. The successful candidate can expect to work flexible hours two days per week. The hours are generally either after 4 p.m. Transcription and successful completion of prescribed tests is required. If interested, please send current resume to Cathy Beccia, Human Resources.

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933
An Equal Opportunity Employer

TYPIST - Full time for busy physical therapy clinic. Medical terminology & WordPerfect a must. Ask for Bess. 549-3000

X-RAY TECHNICIAN - Medmatch has outstanding opportunities available both permanent & temporary. Call 651-0652

X-RAY TECHNICIAN
Part time. Mammogram experience preferred. Excellent salary. 220-5050

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
PC knowledge a must. Full time in Ferndale. Call. 543-0255

ACCOUNTING CLERK
Experienced individual for accounts payable & receivable, journal entries & payroll for a group of small companies. Send resume to: TIC, 1450 Jarvis, Ferndale, MI 48220

ACCOUNTING CLERK
Local Government needs a self starting, experienced person to take accounting clerk position. Applicant should have college accounting coursework (or equivalent experience), be experienced in municipal accounting activities and computerized accounting systems. Familiarity with local government budgeting and chart of accounts preferred. Knowledge of Lotus 1-2-3 and WordPerfect a must.

Responsibilities include: assuming various duties in accounting area, accounts payables, payroll, cash disbursements, general ledger entries, public contact at counter and special assignments. Must generate monthly statements and annual reports on computer system. Excellent salary and benefits. Non smoker only. Send resume to: Patricia Sutherby, Assistant Manager, Village of Beverly Hills, 18300 West Thirteen Mile Road, Beverly Hills, MI 48025.

Accounts Payable Clerk
Full time Entry level position at Corporate Office in Birmingham. We are looking for an individual that can work well under pressure and meet deadlines. Must possess good math skills. Previous accounting experience is required. Offer excellent benefits.
Call 644-3300, ext. 8.
277-6687

Erb LUMBER CO.

ACCOUNTS PAYABLE/Receivable Clerk for fast paced office in Farmington Hills. Minimum 1 year experience on computerized system a must. AS400 knowledge helpful but not required. Mail Resume to: Personnel Director, 35526 Grand River, #242, Farmington Hills, MI 48335

ACCOUNTS RECEIVABLE CLERK
Established, growth-oriented company has two openings for an entry level Accounts Receivable Clerk. The individual should be well organized, hard-working and have excellent communications skills. Experienced candidates only need apply. Send resume to: Department 101, P.O. Box 1795, Troy, MI. 48099

ACCOUNTS RECEIVABLE
Use your receivables and/or collections experience in this immediately available position. Full benefits package. Call Cole: 355-2440 or FAX: 353-5899
THE KPM GROUP

ACCOUNTS RECEIVABLE - We are looking for an individual who possesses excellent phone skills, computer skills, experience in collections, ability to organize. This is a full time position with a high quality, professional company. Send resume and salary requirements to: Ann, MRM Air Products, P.O. Box 354, Novi, MI 48376-0354.

ADIA
CAN HAVE YOU WORKING
• FILE CLERKS
• RECEPTIONISTS
• DATA ENTRY
Farmington & Novi areas
ADIA 442-7900

SOUTHFIELD public relations and advertising agency looking for Secretary/Admin. Assistant. Assistant must be a well organized self starter with excellent typing, word processing skills and word-processing/computer knowledge. Agency experience a plus. Send or FAX resume to: Patricia Sticker, 26111 Evergreen, Ste. 300, Southfield, MI 48076.
FAX 313-350-3178

ADMINISTRATIVE ASSISTANT
Long term assignment, MS Word/Windows, Excel. Excellent pay.
ARBOR TEMPS 459-1166

504 Help Wanted Office-Clerical

ACCOUNTANT/PUBLIC
CPA firm seeks accountant with experience in financial statement preparation; in depth knowledge of Michigan Sales Tax, Payroll & Property Tax forms; a good analytical skills in order to deal effectively with a diverse clientele base. Experience with Creative Solutions software preferred. Send resume & salary requirements to: Accounting Dept., 2755 Healip Dr., Novi, MI 48375-4144.

ADMINISTRATIVE ASSISTANT
For Troy contractor. 1 person office, full time. Word processing, accounts payable/receivable, bookkeeping experience helpful. Send resume & salary requirements to 3650 W. Big Beaver Rd., Troy, MI 48083

ADMINISTRATIVE SECRETARY
Excellent opportunities with NW suburb Insurance location. Short and long term assignments for candidates with Word Perfect 6.1, Lotus, Word Perfect or Dbase Perfect a plus. Call Bev 473-2931
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT/Bookkeeper. Combination of bookkeeping and administrative duties. Must be reliable, accurate, very detailed, flexible, & self-motivated. Great opportunity for the right person. Send resume & salary requirements to: Box 8380
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADVERTISING SECRETARY
National advertising agency needs experienced WP 5.1 candidates. Top pay. Call Kristen 337-0037
Uniforce Temporary Services

ADVERTISING ASSISTANT
Entry level position for creative individuals interested in manufacturers advertising & marketing program. Must have computer experience & strong writing ability preferred. Send resume to:
Advertising, Federal APO
24700 Crestview Ct.
Farmington Hills, MI 48335
No phone calls please.
An Equal Opportunity Employer

ARBOR NEEDS:
ADVANCED WORD PROCESSORS
$10/HR. +
• WordPerfect • MS Word • Lotus • Excel • D-Base
ARBOR TEMPS 459-1166

ASSISTANT
Part-time 2/3 days, morning or afternoons, flexible, to assist Financial Planner. Good organizational skills, and resolving problems on accounts. Pays $4.50 - $4.50 per hour to start. Monday-Friday, 5 hours per day. Qualified candidates should send resume to:
MADONNA UNIVERSITY, HR Department, 36600 Schoolcraft,
Livonia 48150-1173
Equal Opportunity Affirmative Action Employer

504 Help Wanted Office-Clerical

ACCOUNTING
We are seeking people with various levels of accounting experience who are interested in working Temp assignments while we help with the permanent job search. Assignments available now & coming in daily.

We offer: Temp - Med insurance, one week pay, resume & interview counseling.

CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ADMINISTRATIVE ASSISTANT
A leading international company has immediate openings for a highly motivated individual with excellent organizational, analytical & computer skills (Word Perfect). Position reports to Vice President, Operations. Minimum 3 years experience required. Send resume including salary history & requirements in confidence to: Human Resources Dept., PO Box 986, Troy, MI 48099
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Good phone skills mandatory. Computer knowledge helpful. Oak Park area. Full time, benefits paid. Perfect for those remaining the work force. 542-0530

ADVERTISING AGENCY
ACCOUNTING/BILLING CLERK
Immediate opening. Birmingham area. Agency or other 3rd party billing experience necessary. Cash management, banking experience. Computerized system experience needed. Salary + benefits. Resume detailing experience: P.O. Box 1066, Birmingham, MI 48012

AUTO DEALERSHIP
Full time car biller needed, experience helpful but will train. Apply in person. Call 9-5: 334-7200

FULL CHARGE BOOKKEEPER
wanted part time by small Birmingham Ad agency. Must have flexible hours. 644-7680

BILLING CLERK (part-time)
Mature individual with basic well under pressure for hectic Student Accounts office in Livonia area. Requires: strong organization and problem solving skills, excellent customer relations skills, 1 year centering experience involving preparing deposits, processing refunds, and resolving problems on accounts. Pays $4.50 - $4.50 per hour to start. Monday-Friday, 5 hours per day. Qualified candidates should send resume to:
MADONNA UNIVERSITY, HR Department, 36600 Schoolcraft,
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504 Help Wanted Office-Clerical

BOOKKEEPER - full charge for busy Bloomfield Hills law firm. Experience required.
Call Lorena at 645-1450

BOOKKEEPER - full time, for property management company. Westland area. Salary negotiable. Call 7116 Orchard Lake Rd.,Ste 230, W. Bloomfield.

BOOKKEEPER
FULL-TIME
Auto dealership. Some computer knowledge necessary. Full benefits. Apply in person to:
Dorothy Finley, Jack Demmer-Ford, 37000 Michigan Avenue, corner of Newburgh.

BOOKKEEPER/SECRETARY
Experienced full time person needed for busy one person office. Must be extremely responsible. Windows computer experience plus. Call 852-8338

BOOKKEEPER (6-Happy!!)
Computer literate, self-motivated exercise thru Trial Balance. Ask for Frank D'Angelo 464-6400

BOOKKEEPING
Friendly atmosphere with Oakland County firm needs your accounts receivable experience on computerized system.
Call Donna 646-8501
Uniforce Temporary Service

CAREER OPPORTUNITIES
Long-term temporary positions available in Troy corporate headquarters and several great suburban firms. Secretarial, data entry operators, and clerk typists needed now. Top pay, great benefits. We will train the qualified candidates for these assignments. Let us turn your skills into money! Call today for an interview appointment.

N S SERVICES
473-2111

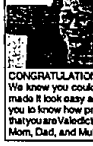
CLERICAL
Immediate opening in our downtown Birmingham office. Fast paced, challenging environment, maintaining records, and handling billing for one of our Association's in-house student programs. Individual must be detail-oriented, diplomatic, and possess excellent skills. Requirements include 1-3 years general office experience, excellent typing (50wpm) PC experience (Word Perfect 5.1 and Pagemaker preferred). Seeking for immediate assignment. Interviews for mid/late June. Mon.-Fri. 9-5. Farmington Hills. Ask for Sheila. 477-5361

Clerical Support has openings for word processors with general office experience. Excellent locations.
CLERICAL SUPPORT
Temporary Services. 731-8101

Say "congratulations" to that special graduate with an ad in your hometown newspaper!

Select one of the four Thursdays you wish your message to appear:
May 20, May 27, June 3, or June 10, 1993
and call before 5 p.m. on the preceding Friday.
(Messages may be mailed by the preceding Thursday).
Messages are only $2.00 per line
with a 3-line minimum.
(There are five average words per line)

Photo opportunity: You may also choose to have your graduate's picture included. A photograph will add 12 lines to your ad and must be submitted with your message.


CONGRATULATIONS DEBBIE!
We know you could do it. You made it look easy and we want you to know how proud we are that you are Valedictorian: Love, Mom, Dad, and Muffin.

Send check or money order along with your message to:
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36251 Schoolcraft, Livonia, MI 48150

Observer & Eccentric
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