EMPLOYMENT

502 Help Wanted Dental-Medical

ADMINISTRATOR
needed for small pediatric agency. Qualified individuals will possess a Bachelor's Degree and at lease 1 year experience in a medical field or administration. Medical billing knowledge a plus, but not necessary. Position is 25 hours a week. Please send resume and salary requirements to:
Ashdown Park Therapy Services
975 S Main St.
Plymouth, MI 48170
NO PHONE CALLS PLEASE

ALTERNATIVE CAREERS!
Experienced Dental Personnel can explore exciting full & part-time opportunities with Peak Performers. Call today for more information. COE. Join us for our Dental Career Open House, Sat., July 24, 10-4pm.
WESTSIDE: 477-5377
EASTSIDE: 558-5533

BILLERS DME/IV Infusion
Many new openings with expanding companies for experienced medical billers. Join corporate offices! Great salary & perks! Contact Diane Dentler 932-1170
Harper Associates,29870 Middlebelt Farmington Hills, MI 48334

CNA
Join our professional team of caregivers. Full & Part-Time positions available. We offer excellent wages, great benefits and an elegant work environment. Apply in person at:
Cherrywood Nursing & Living Ctr.
2372 15 Mile Rd.
(Just E. of Dequindre)
Sterling Heights, MI
Affiliate of Beaumont Hospital

CNA'S
50 bed Basking Ridge home in West Bloomfield now hiring Certified Aides. Work 4, 6 or 8 hour shifts $6/hr. 360-4443

CUSTOMER SERVICE REPS
We need hard-hitting people to service our clients in the computerized medical billing field. Strong billing background, good phone & people oriented skills required. MGS knowledge a plus. Human Resources/Service Rep., 29299 Franklin Rd., Southfield, MI 48034

CUSTOMER SERVICE REP
National dental plan has immediate opening in their Southfield office for an individual with excellent communication skills. Must enjoy telephone work, have an attitude which shows a willingness to assist in phone servicing our subscribers & dentists. Dental background required. Send resume & salary history to:
Customer Service/Personnel
2000 Town Center, Ste. 2100
Southfield, MI 48075
An Equal Opportunity Employer

DENTAL RECEPTIONIST required for full time position. Benefits & bonuses. Call Grace 355-9900

FULL OR PART-TIME
DENTAL RECEPTIONIST
Benefits & Bonuses. Southfield area. Call Gail 355-9500

ORTHODONTIC ASSISTANT - Seeking experienced, enthusiastic orthodontic assistant for 3½ positions. 4 days/week in Bingham Farms. Please call for interview: 645-5340

PLYMOUTH GROUP Dental Practice seeking a pleasant, highly motivated person to fill a newly created clerical position. Apply to handle the right candidate. Call 420-2326

OUR Farmington Dental practice is looking for a skilled Dental Assistant to join our professional team. Our state-of-the-art practice offers an excellent opportunity for the experienced Assistant who will be rewarded for her skills. Excellent benefits, competitive salary. 474-4606

OUR TEAM of professionals is in search of the right candidate: a qualified Dental Assistant, who knows the value of compassion, who has a contagious enthusiasm, while delivering state of the art care to our family of patients. We're offering a rewarding, full time position with an excellent benefits package. Call Marian 476-8330

DENTAL ASSISTANT - full time, experienced preferred, specialty office in Southfield. $7/hr minimum. Call Shirley 352-4553

DENTAL ASSISTANT - Charisma position. Learn general practice. Experience necessary. Full time position, includes some Sat. mornings. Full benefit package. 427-8141

Dental Assistant, part time. Progressive dental office, Livonia. Experience preferred not necessary. Funary commensurate ability. 525-1200

DENTAL ASSISTANTS
2 experienced chairside clinical dental assistants to dentists and hygienists. Karen Kaplan Lasser and team work oriented. Saturdays and 2 evenings required. 5 Mile & Farmington Rd. Call 9-3pm, 425-7010

DENTAL ASSISTANT
Fast paced Pediatric office in Novi looking for an enthusiastic and caring person to join our team. Must be a self starter, able to handle sides/some business. Experience preferred. No evenings. Call Tues. thru Fri. 478-3732

502 Help Wanted Dental-Medical

Dental Assistant
Part time, experienced only.
Downtown Rochester.
651-6441

DENTAL ASSISTANT - Friendly Farmington Hills office needs your personality! 3½ days per week Mon., Tues., Sat. per month. 626-0772

DENTAL ASSISTANT - Full time, Canton area. Experience preferred but will train personable, enthusiastic individual for our pleasant office. No even or Sats. Call Pat: 451-1158

DENTAL ASSISTANT
Experienced for downtown Plymouth office. Must be people oriented, enthusiastic and eager to work as a team player. Call 453-1190

DENTAL ASSISTANT
Full time. Some experience preferred. Great opportunity. Livonia. 422-0600

DENTAL ASSISTANT needed part-time in prosperous Southfield office in Farmington Hills. Experience preferred. Call 851-3000

DENTAL ASSISTANT - Experienced or certified only for friendly progressive, busy group practice. We are looking for that special person. South Canton/Belleville area. Full time, benefits. 697-4400

DENTAL ASSISTANT
Progressive quality dental practice in new facility seeks an outgoing people oriented, enthusiastic team member who sees a challenge for position of Dental Assistant.
In Farmington 474-0224

DENTAL ASSISTANT
needed part time in Farmington Hills. Please call Jodie at 471-5334

DENTAL ASSISTANT
Part time. Experience preferred or will train. Berkley. 541-5510

DENTAL ASSISTANT
Part-time. No experience necessary/will train. Call between 9 & 5. 553-8300

DENTAL ASSISTANT
Experienced dental assistant needed for Dearborn Hts. dental practice. If you are a team player in outgoing team player with a great sense of humor, we want to meet you! Competitive salary and benefits. 274-6666

DENTAL ASSISTANT
Enthusiastic, energetic, person needed for a new position in a growing Farmington Hills family practice. Chairside laboratory & sterilization activities. Supportive & caring environment. Full patients, fun staff. 855-6907

DENTAL BUSINESS ASSISTANT
Full time. If you are a competitive, enthusiastic, caring, dependable & have excellent communication skills call. 427-7555

DENTAL FRONT OFFICE
Respectful, personable, presentable, team-oriented individual to join our dedicated long-term staff. Full time position. Dental experience necessary. Dentisc software experience preferred but not necessary. If you fit, call for interview at our S.E. Livonia office 522-5520

DENTAL HYGIENIST
Part-time, Saturdays, 8-1pm. West Dearborn. Modern preventative oriented family practice. 562-5610

DENTAL HYGIENIST
central Dearborn, part time, mature, sincere, experienced & out going. 653-0677

DENTAL HYGIENIST
Rochester family practice seeking a caring, informative person, 2-3 days a week. Benefits available. Call Monday-Friday, 9-3pm. 851-8495

DENTAL HYGIENIST, large Bloomfield Hills office, new hi-tech equipment. Mon., Tues., Thurs. & every other Sat. Benefits. Bonus, perfect sharing. 518-322/hr. 642-6430

DENTAL HYGIENIST ASSISTANT
Full or part time. Full time, Benefits, Farmington Hills area. Ask for Karen. 851-1032

DENTAL HYGIENIST for friendly, progressive, busy group practice. Saturday 8-1pm. South Canton/Belleville area. 697-4400

DENTAL HYGIENIST
Part or full time for a friendly growing team oriented practice in Livonia. Please call. 464-3430

DENTAL HYGIENIST
Mon., Thurs. 8-6. Experienced preferred. Great opportunity. Livonia. 422-5000

DENTAL HYGIENIST
Full-time. Solo, preventive oriented, 8 up-to-beat practice. Highly motivated person & recent grad welcome. Livonia area. 425-4530

DENTAL HYGIENIST - Preventive oriented family practice, friendly & caring, pleasant person, part time. Thurs 1-6, Fri. 8-5, every other Mon. 10-7. Call Laura at 455-2510

DENTAL HYGIENIST
Full & Part time positions available for an experience highly motivated hygienist in a busy multiple location group dental office. Send resume to: 751 Chestnut St, Ste 103, Birmingham, MI 48009

502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Needed immediately to compliment an upbeat staff of professionals providing quality, personalized, preventive family dental care. Livonia/Redford area. 533-8024

DENTAL HYGIENIST, Looking for an outgoing personality to join our friendly, family practice. Comprehensive salary, flexible hrs. 722-0500

DENTAL HYGIENIST
1 day per week, Mondays preferred. Friendly Southfield office.
Call Lisa: 443-2300
Fax 953-2000
Voice Mail # 7080

DENTAL OFFICE TRAINING
An invitation to become a Dental Professional. Limited openings for training. Dental Training Systems of Michigan, PC. Call now for personal interview. (313) 477-5187

DENTAL RECEPTIONIST
Active family practice in Rochester needs experienced team-member to coordinate hygiene scheduling and other duties available. Call Mon-Fri., 9-4. 651-8491

DENTAL RECEPTIONIST
Family practice seeking personable & organized person to join our team. Full time. Knowledge of dental insurance & bookkeeping desired. Berkley. 548-3334

DENTAL RECEPTIONIST - Novi
Full time front office. Excellent benefits. Dental experience required. 348-4115

DENTAL RECEPTIONIST
Full-time, Sterling Hgts. private practice. Good benefits. Experience required. Call:
678-8116

DENTAL RECEPTIONIST/Assistant.
Full or part time Livonia office. Some experience required. Excellent start to work with. 525-6432

DENTAL RECEPTIONIST
Experienced for busy practice. Computer experience helpful. Full time, Sat. & evening hours. Garden City. 427-2894

DENTAL RECEPTIONIST/
OFFICE COORDINATOR
FULL TIME: Dynamic, detail oriented team player seeks competent oriented practice committed to excellence. Responsible for scheduling, collections & insurance. Warm telephone skills & computer experience a must! Command system preferred. Farmington Hills. Excellent benefits. For the right person.
Call Lori at: 932-5650

DIAGNOSTIC
RADIOLOGIC
TECHNOLOGIST
HENRY FORD HEALTH SYSTEM is seeking a Radiologic Technologist, full time afternoons (4:00p.m. - 12:00 a.m.) for the West Bloomfield center. Requires the completion of a two year program in Diagnostic Radiology and ARRT registration. We offer a competitive wage and outstanding benefits.
Qualified candidates should send resumes to:
HENRY FORD
HEALTH SYSTEM
Employment Division, Dept. JK
600 Fisher Building
Detroit, MI 48202
An Affirmative Action/Equal Opportunity Employer M/F/D/V

DENTAL RECEPTIONIST
Growing long term care company looking for the right individual for our Medical Director's office. Would be a leader with the ability to implement systems for a fast paced office. 17100 W. 12 Mile, Suite 3
Southfield, MI 48076

LPN/RN/EMT - Full time, Mon-Fri, for suburban Ob/Gyn office. Part time. Send resume: Village Gyn/Ob, 30251 Southfield Rd. Suite 101, Southfield, MI 48076. Attn Jid

LPN'S
FOR PRIVATE DUTY HOMECARE
Competitive pay. Flexible hours. Cases in Oakland & Wayne Counties. Benefits available. For interview, please send resume to:
UNITED HOME CARE SERVICES
2200 Canton Center Rd.
Canton, MI 48187
or Call: 981-6829

MANAGER needed part-time for a Weight Loss Center in Troy. Must have business experience. A clinical background preferred. Retirees welcome. Call 375-2221

DENTAL ASSISTANT
Part-time, 15 hrs/week. Troy cardiology office. Experience preferred. 649-1410

MEDICAL ASSISTANT to work in a busy multi-specialty practice. North suburbs area. Experience required. Contact Ms. Hudson 642-5366

MEDICAL RECEPTIONISTS - Immediate full time openings in W. Bloomfield & Royal Oak. 1-2 yrs exp. in medical preferred. Computer a plus. $14,000 to $16,000. Call Rachel at Tempro Medical. 443-5594

OFFICE IN BIRMINGHAM, part time position, personable, enthusiastic & professional to join our caring practice. 647-3338

OPHTHALMIC ASSISTANT
For busy ophthalmologists with offices in Southfield & W. Bloomfield. Send resume to: P.O. Box 5186, Ste. 104, COA or some ophthalmic experience necessary. Send resume to Box #340
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPTICAL DISPENSER, experienced for busy private optometric office in City of Wayne. Full-time. Excellent opportunity. Call Cindy: 721-5442

502 Help Wanted Dental-Medical

DIRECTOR OF
QUALITY SUPPORT
SERVICES
Metro Medical Group, a division of Health Alliance Plan and a member of the Henry Ford Health System, has an immediate opening for a Director of Quality Support Services to work at our Detroit Northwest Clinic.
The chosen candidate will be responsible for coordinating all work in the clinic, including being the Metro Medical Group Quality Management Plan, developing an approach for the clinic to improve quality concerns, assisting in Metro Medical Group's Medical Staff ancillary bodies, supervising activities and functions of the credentialing office, and development of the department budget.
To be considered for the opening all candidates must possess a Masters degree in Public Health Administration, Nursing or a related advanced degree and at least three to five years of progressive management experience with five years of clinical experience in direct patient care. Experience with QCI and QA would be very helpful. Advanced analytical skills and the ability to use basic computer software is strongly desirable.
Metro Medical Group offers an excellent salary and benefits package and a dynamic work environment.
All interested applicants please send resumes to:
METRO MEDICAL GROUP
Human Resources Dept.
1800 Tuxedo
Detroit, MI. 48206
EEO/AA

DENTAL TECHNICIAN
Blue-Waxer. Full benefits. Experienced preferred. 534-2351

DENTAL AIDES
Full and part time positions now available. Applications will be accepted between 9-4 daily. Final interviews will be conducted the week of July 19, 1993, at Wendt and Conrad, Inscant Center, 36137 Warren, Westland, MI.

DIETARY CONSULTANT - for assisted living facility in Plymouth, Call Mr. Crowley, Mon. thru Fri. 9am to 5pm. 451-0700

DIRECT CARE STAFF
Needed for W. Bloomfield area group home for MR/DD. Must be high school diploma or equivalent required. $5.50/hr. to start. Call Mon.-Fri., 9am-3pm. 768-2884

HOME HEALTH AIDES
W. Bloomfield
LIVE-INS
Field staff for female 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 Sat. & Sun. & at least 20 hours per week. To apply, call
(313)981-6826
UNITED HOME CARE SERVICES
2200 Canton Center Rd., #230
Canton, MI 48187

SUPER HYGIENIST
needed by prevention oriented female dentist for Tuesdays & 1 Saturday/mo. 851-1555

HYGIENE ASSISTANT
Waterford office seeking for friendly patient oriented assistant to join our staff full time. Dental knowledge a must. Michele, 681-0207

HYGIENIST - PART TIME
for progressive, preventive oriented office. A knowledgeable patient advocate interaction with patients along with comprehensive treatment, an energetic team player desired with periodontal experience. 477-0050

INSURANCE BILLER
Needed for busy Southfield medical practice. Must have medical billing experience. Send resume to:
Personnel Director,
17177 Northwestern Hwy., Suite 340
Southfield, MI 48075

LPN/RN/EMT - Full time, Mon-Fri, for suburban Ob/Gyn office. Part time. Send resume: Village Gyn/Ob, 30251 Southfield Rd. Suite 101, Southfield, MI 48076. Attn Jid

LPN'S
FOR PRIVATE DUTY HOMECARE
Competitive pay. Flexible hours. Cases in Oakland & Wayne Counties. Benefits available. For interview, please send resume to:
UNITED HOME CARE SERVICES
2200 Canton Center Rd.
Canton, MI 48187
or Call: 981-6829

MANAGER needed part-time for a Weight Loss Center in Troy. Must have business experience. A clinical background preferred. Retirees welcome. Call 375-2221

DENTAL ASSISTANT
Part-time, 15 hrs/week. Troy cardiology office. Experience preferred. 649-1410

MEDICAL ASSISTANT to work in a busy multi-specialty practice. North suburbs area. Experience required. Contact Ms. Hudson 642-5366

MEDICAL RECEPTIONISTS - Immediate full time openings in W. Bloomfield & Royal Oak. 1-2 yrs exp. in medical preferred. Computer a plus. $14,000 to $16,000. Call Rachel at Tempro Medical. 443-5594

OFFICE IN BIRMINGHAM, part time position, personable, enthusiastic & professional to join our caring practice. 647-3338

OPHTHALMIC ASSISTANT
For busy ophthalmologists with offices in Southfield & W. Bloomfield. Send resume to: P.O. Box 5186, Ste. 104, COA or some ophthalmic experience necessary. Send resume to Box #340
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPTICAL DISPENSER, experienced for busy private optometric office in City of Wayne. Full-time. Excellent opportunity. Call Cindy: 721-5442

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT - needed for physician office located in Livonia. Experience preferred, part time. Call 464-9200

MEDICAL ASSISTANT with clerical experience needed for busy ENT office located in Livonia. Must enjoy working with children. Ask for Janet.

MEDICAL ASSISTANTS - Full & part time for busy family practice office. Minimum 1 year experience. Send resumes to: M.A. Positions, 21711 Van Born, Taylor, MI 48180

MEDICAL ASSISTANT for busy ophthalmology office. Salary & benefits commensurate with experience. Send resume to: PO BOX 591, Dearborn, MI 48126.

MEDICAL ASSISTANT
A full time position for busy Royal Oak dermatologist. Starting salary commensurate with experience.
Call 1PM-3PM, 549-1388

MEDICAL ASSISTANTS - Immediate openings in W. Bloomfield & Royal Oak. Full time part time. 1 yr. exp. preferred, benefits. $1120 to $1280 a month. Call Monica at Tempro Medical. 443-5594.

MEDICAL ASSISTANTS
MEDICAL RECEPTIONISTS
New openings: cardiology, OB/GYN, internal medicine, family. Great locations! Diane Dentler. 932-1170
Harper Associates,29870 Middlebelt Farmington Hills, MI 48334

MEDICAL ASSISTANT
Part-time position in large cardiology practice. At least 1 yr. clinical experience as medical assistant. EKG, BP, venipuncture, DCG and medical skills desired.
Send resume to:
MEDICAL ASSISTANT
Northwestern Medical Center
2375 Woodward - Ste 300
Berkley, MI 48072

MEDICAL ASSISTANTS
Metro Medical Group, a division of Health Alliance Plan, has several immediate full time openings available for medical assistants to staff our ambulatory care center based in Livonia at the area Medical Offices. We are seeking individuals with one year experience, who are graduates of a certified Medical Assistant's program. The chosen candidates must be able to type 40wpm. We offer an excellent starting salary and benefit package. Interested applicants please send resume to the Human Resources Department at:
METRO MEDICAL GROUP
1800 TUXEDO
DETROIT, MI. 48206
Attn: M. Krishnappa
An Equal Opportunity Employer

MEDICAL BILLER - experienced. Provide Medical Special Building, Southfield. Knowledge of insurances, physician coding, terms, management of patient accounts. Full time, 40 days.
Call Ms. Hudson 642-5366

MEDICAL BILLER - Experienced. Full time for busy OB/GYN office. Salary commensurate with experience. Nancy 353-9465

MEDICAL BILLER
For medical office in Southfield. Must be experienced in all phases of insurance billing & collection. Computer knowledge helpful. Pay commensurate & $5 for Pharm. D. degree a MUST.
Send resumes to:
ATTN. HUMAN RESOURCES
MANAGER
SOUTHEASTERN MICH
16250 Northland #219
Southfield, MI 48075
(313) 559-5709, x115
An Equal Opportunity Employer

MEDICAL RECEPTIONIST
needed part-time for W. Bloomfield orthopedic private practice. Pay negotiable. Call 788-1400

PODIATRIC ASSISTANT - needed part time, mature person. Wayne area. 455-3569

PSYCHIATRIC NURSE
Part-time RN needed for 3 days for accredited Community Mental Health Center in Northwestern Wayne County.
Contact Ann at 937-9500
An Equal Opportunity Employer

RADIOLOGIC
TECHNOLOGIST
Metro Medical Group, a division of Health Alliance Plan, has an immediate full time position available for an experienced technologist. The chosen candidate must be ARRT registered and have mammography experience; three years experience preferred. We offer an excellent starting salary and a fully paid, comprehensive benefit package. Interested applicants please send resume to the Human Resources Department at:
METRO MEDICAL GROUP
1800 TUXEDO
DETROIT, MI. 48206
Attn: M. Krishnappa
An Equal Opportunity Employer

REPTIONIST/BILLER - full time position available for busy podiatric office in downtown Rochester. Knowledge of front desk, computer, insurance & billing. 2 yrs. experience required. Send resume to: 439 Main St., Rochester MI 48307. Dr. call Alicia Baxter, 313-651-0162

RECEPTIONIST - Busy Southfield dermatology practice looking for a full time receptionist. Competitive wage & benefits. Please call between 9am-3pm. 352-2906

RN/LPN
Full-time opportunity available for a Medicare & Infection Control Nurse to work in our rehab program. Documentation skills essential. Please send resume or apply in person to:
Middlebelt Nursing Care Center
14900 Middlebelt Rd.
Livonia, MI 48154
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST for Troy office located in Livonia. Medical billing helpful. Full time with benefits. Submit resume to: P.O. Box 40, Southfield, MI 48037.

MEDICAL
TECHNOLOGIST
Microbiology
Metro Medical Group, a division of Health Alliance Plan, has an immediate full time position available for a Medical Technologist in Microbiology/Serology/Immunology.
Applicants must have BSMT, ASCP or equivalent. Microbiology/serology experience is preferred.
Interested applicants please send resume to:
METRO MEDICAL GROUP
Human Resources Dept.
1800 Tuxedo
Detroit, MI. 48206
EOE/AA

MENTAL HEALTH CLINICIANS
Dx & MA level positions available with psycho social rehab program in Livonia area. Must have appropriate licensure/registration. Send resume to: SWCC, 11677 Beech Daly, Redford, MI 48239
An Equal Opportunity Employer

OPTICIAN/CONTACT
LENS ASSISTANT
HENRY FORD HEALTH SYSTEM is seeking an Optician/Contact Lens Assistant. Experience in contact lens dispensing, ordering, inventory control and eyeglass adjusting/dispensing required. Knowledge of computer experience and ABO certification preferred.
We offer an excellent salary and outstanding benefits.
Qualified candidates for this full time, days position should send resumes to:
HENRY FORD
HEALTH SYSTEM
Employment Division, Dept. JK
600 Fisher Building
Detroit, MI 48202
An Affirmative Action/Equal Opportunity Employer M/F/D/V

Medical Technologist, Full/Part Time. Benefits. Westland 261-0930 Pontiac 333-0808

ORTHODONTIC
ASSISTANT
Experienced assistant to join team oriented people person for our busy orthodontic office, 3-5 days/week. 471-1555

ORTHODONTIC Chairside Assistant, 4-day week, experience desirable. Please call personality and neatness important. Good working conditions and benefits - Ann Clarson
Please call 435-2000

PAYROLL - Accounts receivable/payables clerk needed for busy Southfield office. 2 yrs. plus computer experience preferred. Knowledge of Lotus & WordPerfect a plus. 24-30 hours per week. Call Lauren Tempo at Medical. 443-5594

PHARMACISTS
Michigan's largest hospice seeks applicants to participate in an opening on all hours Pharmaceutical Care Practice. Duties of consultation, clinical pharmacy, high technology, learning and teaching will be welcomed for these full-time positions. Current license & BS or Pharm. D. degree a MUST.
Send resumes to:
ATTN. HUMAN RESOURCES
MANAGER
SOUTHEASTERN MICH
16250 Northland #219
Southfield, MI 48075
(313) 559-5709, x115
An Equal Opportunity Employer

Part time, 20-35 hours. Process related billing for clinic located in Troy. Medical billing experience. Send resume to: Personnel Director, 17177 Beech Daly, Redford, MI 48239 or call 937-9500

MEDICAL LAB TECH
Part time position in Rochester area office, daytime hours, experienced. Call Dorset at 537-0082

MEDICAL RECEPTIONIST
Part time, Tues. 12-8, Thurs. 9-5. Must have good typing skills and train.
Call 522-0687

MEDICAL RECEPTIONIST
Busy Birmingham pediatric office. Full or part time. Pediatric Experience preferred. Myrna: 642-7701

MEDICAL RECEPTIONIST
Rochester area office. 30-35 hrs/wk. Call or send resume to: PO Box 82207, Rochester, MI. 48308-2207

MEDICAL RECEPTIONIST
Experienced. Needed for busy pediatric ENT office in Farmington Hills. 855-3800

MEDICAL RECEPTIONIST
Livonia office. 35 hrs/week. No benefits. Send resume to: PO BOX 40, Southfield, MI 48037

MEDICAL RECEPTIONIST
Experienced with excellent patient contact skills. Computer a plus. Bright knowledgeable being a must. Troy surgery office. Call 8AM-12noon. 828-5700

MEDICAL RECEPTIONISTS - Immediate full time openings in W. Bloomfield & Royal Oak. 1-2 yrs exp. in medical preferred. Computer a plus. $14,000 to $16,000. Call Rachel at Tempro Medical. 443-5594

OFFICE IN BIRMINGHAM, part time position, personable, enthusiastic & professional to join our caring practice. 647-3338

OPHTHALMIC ASSISTANT
For busy ophthalmologists with offices in Southfield & W. Bloomfield. Send resume to: P.O. Box 5186, Ste. 104, COA or some ophthalmic experience necessary. Send resume to Box #340
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPTICAL DISPENSER, experienced for busy private optometric office in City of Wayne. Full-time. Excellent opportunity. Call Cindy: 721-5442

502 Help Wanted Dental-Medical

RECEPTIONIST - Clerical for interesting medical, local hours flexible hours. Part time. Experience preferred. Farmington Hills. 478-0660

RECEPTIONIST for periodontal office. Computer/Word Perfect knowledge preferred. Part time. Farmington Hills. Ask for Karen 851-1034

RECEPTIONIST BILLER
for busy orthopedic Southfield office. Experienced only. Medical billing service a plus.

RECEPTIONIST, part time, for busy pediatricians office. Needed eves. & Sats. Must be detail-oriented & energetic. Call Carolyn at: 652-9906

RECEPTIONIST/
MEDICAL INSURANCE BILLER
for busy ophthalmologists offices in West Bloomfield & Southfield. Full time, mature & responsible, 3rd party billing experience necessary. Send resume to Box 540
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

REGISTERED NURSE
For W. Bloomfield allergy office, 3½ days/wk. Please call 851-5454

RN for busy pediatric office in W. Bloomfield. Mon & Wed. 4-9pm & every other Sat. 8-2pm. Call 855-7416

RN
Part time. Immediate opening. Rochester Hills pediatric office. Judy, 651-6771

RN's

HOME CARE
On-Call RN's
Focus Home Care, an affiliate of Horizon Health Systems, has immediate openings Oakland County for:
• RN on-call weekdays
non-business hours
• RN on-call weekends
Home care experience required. These positions are part-time and involve telephone triage and/or direct care.
Focus Home Care offers:
• Competitive wage and benefits
• Flexible hours
• Supportive work environment
If you are an RN with home experience, who is seeking an additional challenge, and is committed to quality patient care, please call:
335-9119
FOCUS HOME CARE
500 West Huron, Suite 104
Pontiac, MI. 48341
An affiliate of
Horizon Health Systems.
An Equal Opportunity Employer

RN'S-HOME HEALTH
CASE MANAGERS (RN)
Oakland County & parts of Wayne
Contact Barb Daschner 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

RN's & LPN's
High demand for pediatric skills at Oakland & Wayne Counties. All shifts available. No min. number of hours or off shifts required. Call VISITING CARE Today 344-0234

RN's & LPN's
HOME HEALTH AIDES
New pay rates effective July, 1993 can be discussed during your interview. All shifts available for local home care cases. High demand for Oakland & Wayne Counties. Detroit & Westland. No minimum number of hours or off shifts required.
VISITING CARE Today. 344-0234

RN's & LPN's
Our management team is seeking experienced Nurses who take pride in their ability to motivate & direct a quality nursing care team. The qualified candidates must possess managerial skills & the desire to assure that high quality nursing care is delivered. You will enjoy competitive wages, benefits & an opportunity for career growth. Sign on bonus up to $1000. Apply in person or send resume to:
Karen Kent, RN DON
Wayne Convalescent Center
34330 Van Born
Wayne, MI 48184
721-0740

RN'S/LPN'S
Plymouth Court Health Care has full and part time openings for Registered Nurses and Licensed Practical Nurses. 11:00PM - 7:00AM shift. Please apply in person or send resume to:
105 Haggerty Road,
Plymouth, MI 48170,
attn: Kathleen Herman RN,
Director of Nursing
(between Ford & Joy Roads, Haggerty Dr.)
An Equal Opportunity Employer

SECRETARY - large oral surgery office in Farmington woods, medical or dental experience preferred. WordPerfect, full benefits. Call 9-4 547-8832

SOCIAL WORKER
Full-time for Southfield nursing home. BSW required. Must enjoy working with the elderly. Full benefits. Please call: 354-3222

SWITCHBOARD
OPERATORS
Contingent positions available. Must be available for evening, weekend and holidays. Please send resume to:
Recruiter/Switchboard
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

ULTRASOUND
TECHNOLOGIST
Multi-specialty group practice has immediate full-time opening in our live department. Completion of an approved medical sonography program plus 1 year experience required. RDMS or eligible. Vascular sonography experience desired. For consideration,
Please send resume to:
Recruiter/Ultrasound
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

504 Help Wanted Office-Clerical

ACCOUNTING
FEE PAID $15-$20,000
Southfield area. Opportunity for permanent promotable accounting personnel and a full charge bookkeeper. Benefit package. Call Barbara "career" agency since 1953.
649-8787 fax 649-2496

DAY
ACCOUNTS
PAYABLE/
DATA ENTRY
Seeking well organized, detail oriented individuals for fast pace work environment. Previous experience required for challenging full time positions with our national companies. Call between 10-2pm. 489-0557

504 Help Wanted Office-Clerical

ACCENT YOUR SKILLS
Will can help you use your skills to acquire rewarding assignments.
• Typists/Keyboarders
• WordPerfect 5.1/Windows
• Microsoft
• Lotus
Top Pay, Benefits, No Fees
Call for an appointment:
TEMPORARY
RESOURCES
737-1111

ACCOUNT COORDINATOR
Fast-growing investment counsel firm has an opening for a self-organized, detail oriented individual with 3 to 5 years experience in the brokerage industry as a wire operator, sales assistant or performing data entry. Accurate keyboard skills a must. Qualified candidates should forward their resumes with salary expectations to:
P.O. Box 1038
Bloomfield Hills, MI 48303
An Equal Opportunity Employer

SOLOMON, experienced people. Excellent compensation & benefits. Resume to: Accountant, P.O. Box 1161, Birmingham, MI 48012.

ACCOUNT ENTRY
Fortune 500 firm needs your recent accounting experience and fast-key strokes for expanding business. Call Temporary Staff 357-0544
Uniforce Temporary Services

ACCOUNTING CLERKS
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
DATA ENTRY
FULL CHARGE BOOKKEEPERS
PAYROLL
Use our temporary opportunities to be introduced to the fine companies we represent. Many of our clients take the opportunity of temporary placement to find permanent employees.
Call the office nearest you for an appointment.
accountemps
Southfield ☎ 357-8367
28588 Northwestern Hwy. #250
Southfield, MI 48034
Troy ☎ 524-9050
201 W. Big Beaver #310
Troy MI 48084
Vacation & Holiday Pay
Health Care & Benefits Available. EOE

ACCOUNTING POSITION - must have 5 yrs. experience in automated accounts payable and Lotus 123 on the Rochester area. Send resume to Box 848,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING PROFESSIONAL
With experience in Accounts Payable & payroll needed for Livonia company. Computer background, including Lotus 1-2-3, is very helpful. Qualified applicants should send resume with salary history & salary history to Box 664:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING
SPECIALIST
PART TIME
Excellent opportunity with a fast paced service organization. Candidates must possess accounts payable experience & excellent analytical skills, be a positive team player with a willingness to work 2-3 days per week, between 8am & 5pm. Non-smoking office. Send resume or letter of interest to:
Sinth Security Corp.
Human Resources Dept.
575 E. Big Beaver Rd
Troy, MI 48083-1134
An Equal Opportunity Employer

ACCOUNTING
We are seeking people with various levels of accounting experience who are interested in working Temp assignments while we look for their permanent job search. Assignments available now & coming up daily.
We offer: Temp - Med insurance, over time pay, resume & interview counseling

CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

Accounts Payable
EXPERIENCED CONSTRUCTION ACCOUNTS PAYABLE Large builder office locating in Novi. Must be computer literate & a team player. Resume & cover letter to:
H.Purcell
30344 Thousand Lake
Farmington Hills, MI 48334

ACCOUNTS PAYABLE CLERK
Experienced Accounts Payable Clerk needed for immediate opening. General ledger & data entry experience required. Salary commensurate with experience. Send resume including salary history to:
Dept. 1196, P. O. Box 35114
Redford, MI. 48239

ACCOUNTS RECEIVABLES & COLLECTIONS - Experienced for busy high volume building supply company with multiple stores. Lien experience helpful. Varsity computer system. Send resume to:
Smede-ton Steel Supply, Inc.
Rd., Redford, MI 48239

Accounts Receivable Clerk
Large auto dealership looking for detail oriented individual. Receivable Clerk. Please send resume to P.O. Box #700737.

ACCOUNTS RECEIVABLE
Southfield management firm has immediate position available for an Accounts Receivable Clerk. Experience a must. Send resume to: P.O. Box 306, Southfield, MI 48037-0306, Attn: D. Lewandowski

ACCOUNTS RECEIVABLE PERSON
Needed full time with benefits. Experience required. Computer knowledge and basic accounting principles. Dearborn Country Club. Call between 9-3, Mon. - Fri., for interview. 581-0800

Administrative Secretary
Growing company looking for a take charge person" with excellent communication and computer skills. Many office responsibilities.
Sterling Heights 254-0610

ADMINISTRATIVE SECRETARY
NW suburb headquarters has long term opportunities. Full & part time. Word Perfect 5.1, Lotus and graphics a plus. Call Sue 473-2931
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT/OFFICE Manager for fast paced small office. Excellent attendance, versatility, WordPerfect, phone skills required. Approximately 30-32 hrs/wk. Salary $27-31,000. Send resume: Box 79-B, Birmingham, MI 48012

ADMINISTRATIVE ASSISTANT/
EXECUTIVE SECRETARY
Requires WordPerfect, Lotus, Windows, Microsoft, dictaphone. Organizational skills required. Real estate/development &/or construction experience helpful. Send resume to: Deloitte, P.O. Box 3099, Farmington Hills, MI 48333-3099

ADMINISTRATIVE ASSISTANT
Experience in Excel & Word. Able to work under pressure in fast paced sales office. Varied duties include data entry, correspondence, phone & other assignments. Must be available flexible hours. Beginning 3 days/week with opportunity to grow into full time. Resume to 34143 Grand, Birmingham, MI 48009

ADMINISTRATIVE
ASSISTANT
Required 20-25 hrs. flexible. Fast paced growing consulting firm seeks a motivated professional with WordPerfect 5.2, Lotus 1-2-3, and Windows application skills. Knowledge of dBase an asset. Non-smoker. Salary negotiable.
Send resume to: The ITB Group, 29535 Orchard Hill Place, Suite 225, Novi, MI 48375

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Troy headquarters of international company has short and long term openings. Experience necessary.
Call Susan 846-7661
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Livonia sales office, of an automotive material supplier, is seeking an enthusiastic individual to assist in general office responsibilities, including answering phone, customer mailing and general customer service. Must be familiar with Lotus 123 and WordPerfect. 32 hours per week, pay commensurate with experience. Send resume to:
Jon Tetsil, Specialty Paperboard Inc., 17197 N. Laurel Park Dr., Ste. 113, Livonia, MI 48152.

ADMINISTRATIVE
ASSISTANT
Up to $10/hr.
• WordPerfect 5.1
• Microsoft Word
• Paradox
• Lotus 1-2-3
WOLVERINE
STAFFING
Southfield: 358-4270
Troy: 679-9070

ADMINISTRATIVE
ASSISTANT
Needed in
Madison Heights
The ideal candidate must have Microsoft Word for Windows, ADP payroll experience & accounts payable background. For immediate consideration call.
TODAYS
TEMPORARY
649-2936
EOE

ADVANCED CLERICAL - Farmington Hills firm needs experienced person, WordPerfect 5.1 & office experience. Real estate background a plus. Send resume, references & salary requirements. Personnel Manager, Real Estate Group, 32300 Northwestern Hwy., Suite 205, Farmington Hills, MI 48334

AGENTS ASSISTANT - Part time position in Westland insurance office. WA trained in casualty insurance. Basic office skills needed. A mature