EMPLOYMENT

500 Help Wanted

WORD PROCESSOR

Ann Arbor-based company seeking individual for Word Processor position. Candidates will have at least one year experience with solid Word skills, excellent typing abilities, and good communication and grammar skills. WordPerfect desirable. Send resume with salary history to:

Director Human Resources/CJ
P.O. Box 6368
Ann Arbor, MI 48107
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

ACTIVITIES AIDE, RN, CNA's
Full Time
Laundry Aid, Part Time
Experienced people for all positions. Ask for Victoria: 261-5300

ASSISTANT DIRECTOR OF NURSING

needed for 53 bed facility. Must be familiar with staffing & scheduling, QBRA regulations, as well as documentation and the care planning process. Competitive wages and benefits. Send resume & salary requirements to:
Box 917L
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ATTENTION - Need an energetic outgoing person for reception/collections duties in a dental office. Must be experienced. Troy area. Call 451-2226

BEAUTIFUL NORTHVILLE NURSING FACILITY
NOW HIRING
• Certified Nurses Assistants, all shifts
• Cook
• Dietary Aides
Call for appointment. 349-4290

BILLING ASSISTANT - for PT office in Troy. Must have billing, collections, and friendly telephone skills. Send resumes to Dept. T, 1740 W. Big Beaver, Ste. 100, Troy, 48084

CARING PEOPLE NEEDED
We are looking for caring people who want to work with the elderly in their home. Must have reliable, good attitude a must! People willing to do sleepovers needed greatly. Experience not necessary, but preferred. Ask for Maria at Eldercare 645-8850

CASE MANAGER

HIV/AIDS organization serving S.E. Michigan with comprehensive coordinated care

MSW or BSN only, with 2 years Direct Care experience required.

Competitive salary & benefits. Send resume by July 20th, 1993 to: ACSEM, 1150 Griswold, Suite 1400 Detroit, MI 48226
An Equal Opportunity Employer

Chairside Orthodontic Assistant

Self-directed professional wanted for a fast-paced, high quality orthodontic practice. 1 or more yrs. experience required to include some management. Excellent pay. Please call Pat between 8:30am-2:00pm, Mon.-Fri. at: 535-7770

CHARTER HOUSE OF NOVI
A 144 bed long term care facility in a beautiful suburban setting; has openings for the following positions:
• CNA'S, full & part time afternoons and midnights
• HOUSEKEEPING, full time days
• COOK, day shift, flexible hours.
If you are interested in being part of a growing select team, please call for an interview:
Human Resources. 477-2000

CNAs
Afternoons & Midnights

We are looking for full & part-time CNA's. Apply to Hope Nursing Care, 34410 Grand River, Farmington Hills 48185, (313)476-1200
An Equal Opportunity Employer

CNA'S & LPN'S

needed for all shifts.
West & east side locations.
• CNA's up to $7.25
• LPN's up to $6.50

RELIABLE NURSES INC.
513-9040

CNA

Wanted to be trained as Podiatry Assistant. Send resume to: NWQ, 24293 Telegraph, Ste. 140, Southfield, MI, 48037, Attn: Joan

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

DENTAL ASSISTANT
Full time for busy family practice. 14 Mile & Middlebelt. Excellent benefit & wages. Experienced only call for interview 626-9915 1-2pm

Nursing

Nursing at Henry Ford Hospital

Henry Ford Health System is meeting the changing needs of the community while offering many diverse opportunities for you to express your individual skills.

RN's with one year of acute care experience are encouraged to explore the excellent opportunities now available including:

Changing Needs in a Changing World

FAIRLANE AMBULATORY CARE CENTER

These positions involve utilizing nursing assessment and management skills supported by established protocols to assist Internal Medicine patients contacting the center by telephone with acute problems. Responsibilities include same day appointment scheduling, referrals per protocol and nursing management of non-acute problems over the phone where appropriate. Experience in Internal Medi cine required, computer familiarity an asset. Apply your talents to meet the changing needs at a world-renowned health care facility and enjoy a competitive salary and comprehensive benefits. For immediate consideration, contact Patti Sammitt at (313) 593-8304 or send your resume to: Henry Ford Health System, Nursing Employment, 2799 W. Grand Blvd., Detroit, MI 48202.

Henry Ford Health System
An Equal Opportunity/Affirmative Action Employer

502 Help Wanted Dental-Medical

EXPERIENCED
DENTAL RECEPTIONIST required for full time position. Benefits & bonuses. Call dail at: 363-8900

OUR TEAM of professionals is in search of the right career minded Dental Assistant, who knows the value of communications skills & enthusiasm, while delivering state of the art care to our family of patients. We're offering this challenging full time position with an excellent benefits package. Call Marion: 476-5330

ORTHODONTIC ASSISTANT
Experienced, pleasant, communicative & enthusiastic member to join our orthodontic team. 3½ days, Birmingham. Excellent salary & benefits. 645-3343

VERY BUSY Renaissance Center Dental Office looking for highly qualified individual to run front office. Must have computer experience. Please call Cheryl, 259-2030

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 Mon, thru Thur., or Fri. Experience required. Farmington hills area. 851-6020

DENTAL ASSISTANT
needed for pleasant Rochester area office. Full time. Benefits. 1 Yr. experience preferred. 652-6083

DENTAL ASSISTANT needed for growing Rochester general practice. Some experience necessary. Call Mon., Wed., Fri. 8am-5pm,380-2600

DENTAL ASSISTANT
For pleasant general dentist in Farmington Hills Quakertown Mall. Call Arla Bulcher. Experience preferred. Great hours. Call: 553-8256

DENTAL ASSISTANT full-time for small patient oriented practice in Northville. Includes some evenings & Saturdays. Competitive salary. Call 349-6085

DENTAL ASSISTANT - Full time for entry-level position in busy practice in Southfield. Experience & ability to work quickly & efficiently a must. Mon - Thurs. Benefits available. Call Laura at: 354-1558

DENTAL ASSISTANT
Needed for a team-oriented general dental practice in Dearborn. Full time position available for an experienced assistant who can take radiographs & fabricate temporaries. Our office recognizes & rewards individual initiative & personal excellence. Please call 581-5844

DENTAL ASSISTANT
Full time/part time, Dearborn Heights area. Great staff/benefits. Please call: 277-3068

DENTAL HYGIENIST
Chirdonz Practice
2 Days, 9:30am-4:30pm
Southfield Area 353-5555

DENTAL HYGIENIST
needed for friendly Livonia office. Mon, and Thurs. & every other Saturday. Call. 476-4300

DENTAL HYGIENIST
Immediate openings for full or part time, includes Sat. Two Livonia area. 357-5540

DENTAL HYGIENIST
Experienced preferred, part time for friendly Farmington Hills office. 473-6822

DENTAL HYGIENIST & DENTAL ASSISTANT
Part time experience preferred. Salary commensurate with attitude. 258-4963

DENTAL HYGIENIST
Looking for a friendly person to maintain our friendly practice. Mon. 3-4 days. Great atmosphere.
Call 932-2000
Voice Mail # 7060

DENTAL HYGIENIST
Are you an enthusiastic, motivated, caring dental hygienist looking for a new opportunity? We have a leadership position for right individual in quality-oriented Downtown Farmington dental office. Please call Chris, 474-0224

DENTAL HYGIENIST
Part-time, Wilson & Plymouth areas.
Call after 6pm, 348-1584

DENTAL HYGIENIST needed part-time. Receptionist/dental assistant also needed part-time. Call Cathy at 726-8350

DENTAL HYGIENIST - Conscientious, experienced, caring for busy Southfield practice, full or part time, Mon, Tues, Thurs, Fri. 559-7227

DENTAL HYGIENIST
Part time for pleasant, quality care office, Long Rd. (between Hill & Haggerty). 454-0618

DENTAL HYGIENIST
For preventive, quality practice. Dearborn. 4 or 4½ days. Contact 562-6272

DENTAL HYGIENIST
Experienced, team player for a new member to join them on Saturdays or every other Saturday in Hazel Park. Hygienist needs to be a warm, outgoing person who can add to the team. Immediate opening with a negotiable salary. Send resume to:

Convenient Family Dentistry
500 Briarwood, Suite #200
Grand Blanc, MI. 48439
Attn: DeeAnn H. Motter

DENTAL/ORTHO ASSISTANT
Full Time. Call 573-0022

DENTAL PUBLIC RELATIONS
Person needed 2 days a wk.
Good phone technique a must.
Call. 474-2280

DENTAL RECEPTIONIST - Full time/part time front office. Excellent benefits. Dental experience required. 349-4115

DENTAL RECEPTIONIST, 30 hrs. per week for busy downriver office. Experienced only. Peg Board, collections & billing. Call: 382-0710

DENTAL RECEPTIONIST

If you have dental experience, computer knowledge and are looking for a positive change, call us. We offer:
• Medical benefits
• Paid vacations & holidays
• Paid sick days
• Bonuses
• Profit sharing
• No weekends
Call Karen in Southfield, 559-5818

Evoked Potential Tech
Position available for tech with experience in BAER, SAER, VER, EEG & 24 hr. holter EEG. Non-smoker, references required. Call Monday-Friday 9am-5pm. 525-5744

FAST GROWING Medical Supply Company has a full time opening for our Insurance Verification Department and also planning for growth in Customer Service. Good telephone & communication skills required. Insurance knowledge a must. Send resume to: CS Supervisor, 11583 Farmington Rd., Livonia, MI 48150

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
Our professional caring dental practice is looking for detail oriented, experienced, enthusiastic people person to be a team player. 474-0224

DENTAL RECEPTIONIST - Experienced in insurance & pegboard system. Excellent wages & benefits. West Dearborn. 274-6404

DENTAL RECEPTIONIST
Bloomfield Hills computerized office. Experience preferred. 32 Bowen, Telegraph/Maple area. 642-8471

DENTAL RECEPTIONIST
Work in beautiful, well organized office with motivated staff team. Full time, excellent benefits, computer knowledge a plus. Livonia. 425-4530

DENTAL RECEPTIONIST - Farmington Hills office has full time position opportunity for well organized person to learn computer practice. Experience preferred, will train. 737-2947

DENTAL SOFTWARE corporation, looking for enthusiastic individual - position is Technical Support Specialist, nation dental/computer experience a plus. Reply to box 612
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DENTAL/SURGICAL ASSISTANT
Needed for busy home and emergency practice, experience preferred. Full/part time. Saturday AM required. No evenings. 525-5720

FRONT DESK PERSON needed for a friendly, team-oriented dental practice. Hours are Mon-Thur Bloomfield area. Computer knowledge a plus. 855-3535

GENERAL MEDICAL OFFICE
Part time, 10-15 hours/week + flexible to other vacations. Call 9-3 Mon, Tues, Thurs 474-4420

HEALTH PARTNERS
SEEKING PERMANENT PART-TIME
RN & PHYSICAL THERAPISTS
RN'S
• CCU, part-time all shifts
• O.R. full or part-time afternoon shifts
• Medical/Surgical
PHYSICAL THERAPISTS
• Full or part-time
Call 1-800-968-7723 or FAX your resume to: 340-0218

HOME HEALTH AIDES

Experienced. FULL & part time-all shifts. Competitive wages, bonus program available, medical assistance, flexibility & holiday bonuses. Vacation pay. Transportation assistance. We take pride in being dedicated, caring people to provide unsurpassed client care. Call 2-5pm!
EMPA-CARE IV 455-1061

HOME HEALTH AIDES
COMPANIONS
HOUSEKEEPERS
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 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 AIDE-Male/Female For 35 year old female/disability. Part time, $7.00 per hour. Transportation. Leave message. 652-0207

HOME HEALTH AIDES
1 year experience. Macomb County, North Oakland & Livingston County. Dependable transportation. Light housework. Average 3 days. Great atmosphere.
Call 932-2000
Voice Mail # 7060

HOME HEALTH AIDES
NURSING ASSISTANTS

Immediate openings for home care cases in Detroit, Wayne & Washtenaw counties. No weekend or off shift required. Own your own cases, set your own schedule.
Call STAFFING CARE Today!
313-535-8080

HOME HEALTH NURSES-R.N.
Join our staff serving Macomb, Oakland & Livingston County. Full-time per diem openings. Work close to home. Looking for Psych, Oncology & Med-Surgical RN's.
Call 1-800-378-3016

HYGIENIST - part time, Eves & Sat. for Dearborn Hts. office. Also Dental Assistant - full time. Experienced only. Must be willing to work Eves & Sats. 561-9030

HYGIENIST - Part time, 2½ days, with a strong back practice in Northville. Call after 7pm 278-8216

IF YOU WANT a spectacular job, with super stars to work for, and megabucks, don't call. But if you are a dreamer, if you want to make your own job, fun staff and good benefits, we are your office. Call Linda at dental office. Contact 647-5550

INTERNAL MEDICINE practice needs Front Desk Assistant, knowledge with insurance preferred. 647-5550

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., #230
Canton, MI 48187
or Call: 981-8829

MacINTOSH
Immediate need for a short term position. Will you know "mouse" on the Macintosh WE NEED YOU! Call TODAY for an appointment.
ENTECH SERVICES
313-528-8092

MEDICAL ASSISTANT - Part Time. Experienced only in phlebotomy, injections. Willing to be trained as an Allergy Tech. 541-0100

MEDICAL ASSISTANT
full time for Southfield physician's office. Experience preferred. Call
332-4911

MEDICAL ASSISTANT
Part time, 2½ days a week. EKG experience necessary. Cardiology office in Rochester. 652-0220

MEDICAL ASSISTANT
for Birmingham family practice. Full time. Experienced, non-smoker preferred.
MEDICAL ASSISTANT or LPN
For General Practice in Canton.
For information call 397-8811.
453-4698

MEDICAL ASSISTANT
Full-time for very busy Urology office. Experience preferred. Contact Gail or Nancy at 474-0555

MEDICAL ASSISTANT
Contingent position available. Day shift. Now & Livonia area.
347-8050

502 Help Wanted Dental-Medical

MLT POSITIONS
Available for busy CAP accredited laboratory, benefits and pleasant working conditions. Apply in person at: Detroit Bio Medical Laboratories, 23955 Freeway Park Dr., Farmington Hills, 10 Miles/Grand River area. Call: 471-4151

MEDICAL ASSISTANT - Part time for busy internal medicine office in Westland. Blood drawing experience preferred. Call Wayne 12-3 Mon, Tues, Thurs & Fri. 729-4342

MEDICAL ASSISTANT
Experienced only. Looking for full-time position. Birmingham area. 645-0868

MEDICAL ASSISTANT
Part-time. Experienced in venipuncture, injections & EKG. Family Physicians office in Livonia. Call 464-9200

MEDICAL Assistant/Receptionist needed part-time for a Podiatrist office. Approximately 20-25 hours per week, Mon., Tues. & Thur. Send resume to: Arbor Foot Clinic, 28871 Ford Rd., Suite 204, Southfield, MI. 48034

MEDICAL ASSISTANT/receptionist for busy Urology practice. Send resume to:
Dermatology Associates
Providence Medical Center
47601 Grand River Ave. Suite B132
Novi, MI. 48374
Attn: Mary

MEDICAL ASSISTANT

Part-time position in a large cardiology practice. Must have clinical experience as a Medical Assistant. EKG, BP, and injection skills are required. Competitive wage and benefit package.
Send resume to:
NORTHPOINTE HEART CENTER
Medical Assistant
2575 Bellingham
Troy, MI 48083
Berkley, MI 48072

MEDICAL BILLER
Must have computer experience including word processing skills. Competitive salary & benefits. Send resume to Box #890,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLER/BOOKKEEPER
Part or full time for Dearborn dentist's office. Reply with qualifications, desired hours, salary, phone & telephone number to Box 902:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLER/ CASHIER

Experienced only in insurance, ICD9, all types of insurances for multi specialty practice. Must have hospital computer skills with minimum 3 yrs experience. All replies confidential. Please send resume to:
Medical Administrator
5030 Schaefer, Dearborn, 48126.

MEDICAL BILLING COMPUTER COMPANY
Immediate position open for medical biller with great communication skills. As a system trainer, you will instruct our clients in the use of our medical billing software. 5 years billing experience & a teaching background preferred. Salary commensurate.
Medical Biller
23100 Providence Drive
Suite 380
Southfield, MI 48075

MEDICAL CLAIMS ANALYST
Needed for growing national management care firm. Full time position available for analyst experienced in CPT coding, medical billing or related medical environment. Expediting workers compensation medical bills, analyzing medical bills against schedule. Send resume to Cortel Corp. 560 Maple Blvd. Ste. 108, Troy, MI 48084, Attn: Jackie

MEDICAL COLLECTION - Orthopedic office in Southfield, looking for an experienced Medicaid biller/collector. Must have at least 6 yrs. experience in medical office & good collection skills. Full time, Mon.-Fri. good benefits. Send resume, Great Lakes Orthopedic, 25855 Red Arrow, Suite 103, Garden City, MI 48135.

MEDICAL COMPUTER COMPANY
seeks energetic, motivated
Customer Support Rep. Responsibilities include daily problem solving, training & program testing. The ideal candidate will have experience with basic knowledge of a medical office procedures. Individuals with a strong background in one of these areas will be considered. Send resume to MBS Inc.,
21800 W. 10 Mile Rd., Suite #214,
Southfield 48075. 352-7040

MEDICAL RECEPTIONIST
For internist office. Full time position. Experience a plus.
Call Debbie: 354-9664

MEDICAL RECEPTIONIST
Full time for cardiology practice in Southfield.
Call Laura: 827-4780

MEDICAL RECEPTIONIST
Front desk Receptionist with experience to work Mon.-Fri. part time Evenings and Saturday by appt. Call Theresa for interview, 932-2500

MEDICAL RECEPTIONIST
Needed for busy family practice office in Northville. Send resume to:
Receptionist Position
21711 Van Born
Taylor, MI 48180

MEDICAL RECEPTIONIST
1 to 2 years experience required.
Call 473-2290

MEDICAL RECEPTIONIST for an ophthalmology office in Royal Oak. Experience preferred. 488-1957

MEDICAL RECEPTIONIST for Rochester Hills Hand Surgeon. Mon, Wed, & Fri. Experience preferred. Send resume: Office Mgr., 455 Rochester Circle Dr., Suite B, Rochester Hills, MI 48307

MEDICAL RECEPTIONIST

For non-smoking Troy office. Full-time with benefits.
Call 953-2000
Voice Mail # 7070

Medical Receptionist
Oakwood Hospital affiliated physician practice needs polished receptionist with excellent typing, filing, experience. Terrific benefits! To &fine Contact Debbie, 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL RECEPTIONIST - Mature, needed for small, busy dermatology practice in Southfield. Front desk, dictaphone helpful, computer experience preferred. Full time (36 hrs.) includes some Saturday mornings. Send typed resume to: Box 884
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL SECRETARY
Expandable position. Needed full time for busy internist's office in Southfield. Call Laurie Mc Gullough: 352-7800

MEDICAL SECRETARY
Doctor of sleep disorders facility has need for your recent experience. Word Perfect 5.1 and excellent clerical skills required.
Call Marsha: 357-0038 or 646-6184
Uniforce Temporary Services

ACCEPTING APPLICATIONS - At Presbyterian Village, 17363 Garfield, Detroit, MI 48240. Certified Nursing Assistant, part & full time day shift. AM & PM hours.
Or call. 531-6474 Ext 34.

LIVONIA area CHILD DEVELOPMENT CENTER seeking registered nurse with 2 years experience in pediatrics. 10-4 daily, no weekends. Call: 953-8653

NURSE AIDES, Certified only
$5.75 per hour for 7-8 hour shifts. Call Anita at: Wayne Convalescent Center, 34330 Van Born, Wayne. 721-0740

502 Help Wanted Dental-Medical

MEDICAL ASSISTANTS
Full & part time. Great opportunity for the right person. Must have minimum 4 yrs experience & good clinical skills. We offer competitive wages & benefits. Please send resume to: Medical Administrator, 5050 Schaefer, Dearborn, 48126

MEDICAL BILLERS
Feel unappreciated? Underpaid? If you have medical billing experience, let us represent you to our physician office clients. New openings in cardiology, allergy, internal medicine offices. Downtown or Metro background. Also DME/IV INFUSION BILLERS for corporate offices. Contact Diane Detler, 832-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

NURSE AIDES
Do you have a love and understanding of the elderly? If you do, then we have just the job for you. We have full and part time positions available for Certified Nurse Aides. We also offer an excellent training program towards becoming a Certified Nurse Aide. The next training class begins on Aug. 23. For more information call 348-5300 or come in and fill out an application.
Whitehall Convalescent Home
43455 W. Ten Mile Road

NURSING ASSISTANTS
Become a part of our team specialized in care of Brain Injury & Cerebral palsy injured adults. Earn up to $8.20 per hour, plus excellent fringe benefits. Full and part-time positions available. Call between 9-4 or being accepted at 39000 Chase Road, Farmington. Left between 9am and 4pm.

NURSING COORDINATOR

For Internal Medicine at our Northwest Detroit center. RN with strong clinical back ground. Ambulatory experience preferred. Please send resume to:

Recruiter/Reimbursement
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

NURSING INSTRUCTORS
(PART TIME PRN NEEDED)
Must have BSN and 2 years experience. Eligible candidates should submit letter of application, current resume, copy of nursing license, transcripts, and licenses to:
LIN JONES WHITE
DIRECTOR OF PERSONNEL
HIGHLAND PARK
COMMUNITY COLLEGE
GLENDALE & THIRD
HIGHLAND PARK, MI 48203

NURSING SUPERVISOR

Responsible for general supervision of clinical support staff for the Department of Surgery at multiple locations. Surgical nursing and minimum of 2 years supervisory experience required. RN (BSN preferred. Please send resume to:

Recruiter/Surgery
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

OFFICE COORDINATOR
FULL TIME, 560 Maple Blvd. Bldg. 108, Troy, MI 48084, Attn: Jackie

OPHTHALMIC MEDICAL TECHNICIAN
Tech needed for busy W. Bloomfield/Brighton Medical Surgical practice. Experience a must. Must be willing to travel between offices. Salary based on skill level. Salary commensurate with experience.
Send resume to: MES/Linda
5728 Whitmore Lake Rd.
Brighton, MI. 48116

OPTICAL DISPENSER - Minimum 5 years experience, references required. Southfield & Detroit locations. Full time, benefits available. Call any with benefits. Call 358-4744

ORTHODONTIC - chairside assistant, part time, Mon. & Wed. Northwest Canton practice. Experience preferred. Call. 981-2444

PEDIATRIC NURSES

MCH SERVICES, the leader in Pediatric Home Health Care, has immediate openings:

All Shifts & Locations
Full Time Or Part Time

Minimum Starting Salary:
LPN $29,000
RN $35,000

CALL
MCH SERVICES 258-0710

PHARMACY TECHNICIAN
Home Multinational Services seeks a full-time pharmacy technician for our Livonia office. Hours are between 10-2 pm at 489-8440 or fax resume to 489-8443

PHYSICAL THERAPY AIDE
Part time, flexible hours, excellent salary and working conditions. Redford clinic. Call Todd 532-4200

PHYSICAL THERAPY AIDE

Part time for clinic in Livonia. Call Shawn 12-3pm at 471-3310

PHYSICAL THERAPY ASSISTANTS
(Eligible for Licensure). Full time in nursing homes in Livonia and Novi and outpatient in Plymouth. Call Barry Chesterman, P.T., 3-4pm or send resume to 356 Hall Rd. & Mile Rd. Suite 103, Livonia 48152. 471-3310

PHYSICAL THERAPY TECH
Clerical position, computer experience preferred. Competitive salary & benefits. Send resume to Box #890,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RN FOR busy Pediatric Office in W. Bloomfield. Mon. & Wed. 4-8; every other Saturday 8-2. Call Nancy 855-7418

RN
HOME CARE
CASE MANAGER

Our rapid growth has created the need for a full time RN to provide field case management in our Medicare certified division. Excellent clinical assessment, communication skills and home care experience preferred.

• Excellent salary & benefits
• Incentive bonus program
• 401(K)
• Tuition reimbursement

For more information, contact
PHYLLIS PHEENEY
Gerome Pointe (313)777-4744
Southfield (313)357-3654

HOME HEALTH PLUS
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

PHARMACY TECHNICIAN
Part-time position available at our Pharmacy Care Center. Flexible 15 work 20 hours/week, day shift.

Qualified candidates must have 6 months ambulatory pharmacy experience. Prefer experience with chemotherapy prescription billing, computer skills and good communication / familiarity with ostomy supplies desirable. Typing skills helpful.

Excellent salary commensurate with experience. Please apply:
8am-12noon, Mon-Thurs.

PROVIDENCE
Hospital & Medical Centers

EMPLOYMENT SERVICES
22253 Greenfield, Ste. 310
Southfield, MI. 48075
An Equal Opportunity Employer

PHYSICIAN ASSISTANT/LICENSED
Full time but position immediately available in a busy occupational medicine/urgent care practice in Farmington Hills. Excellent salary & benefit package. Administrative Office.
513-2068

RECEPTIONIST needed for busy ophthalmology office in West Bloomfield. Previous medical office & computer experience a must. Full time position available immediately. Send resume to: MEB/Linda, 5728 Whitmore Lake Rd., Brighton, MI 48116

RECEPTIONIST/ TECHNICIAN
Leading Optical Company in Dearborn Heights & Oak Park is looking for an enthusiastic, energetic person to join our team. Optical experience preferred but willing to train.
Call Barb for interview. 292-7770

RN/LPN PEDIATRIC NURSES
Private duty. Milford & Westland locations. All shifts. Call:
Friends Welfare. (313)352-5340

RN OR LPN for Birmingham Pediatrics office. Full or part time. Send resume to: KWM, 503 Pierce, Birmingham, MI 48009

RN's + LPN's
HOME HEALTH AIDES

Immediate openings for all shifts in Livonia, Oakland & Wayne counties. High demand for pediatric nurses. Choose your own cases, set your own schedule. No weekend or off shifts required.
Call VISITING CARE Today!
313-344-0234

RN'S - LPNS, Immediately Peds cases, 11PM-7 AM, 1-2 shifts a week, NI or W. Bloomfield, collect,Mr.P.S.S.,616-626-1115.

RNS/LPNS
needed for second & third shifts for 53 bed facility. Competitive wages, sign-on bonus up to $1,000. Call Anita or send resume: Wayne Convalescent Center, 34330 Van Born, Wayne, MI, 48184. 721-0740

RN's & LPN's
Shelby Nursing Center is currently accepting applications for full-time, part-time, afternoon shift. We offer Livonia location, excellent wages & a great working environment. Please apply at: 48100 Schoenherr, ½ mile S. of Hall Rd. 566-1100

TYPIST/RECEPTIONIST
(Outpatient Mental Health Clinic), knowledge of WordPerfect, dictaphone. Hrs: 1-7:30, Mon-Thurs & 8:45-1:30, Sat. 647-5320

WE ARE SEEKING an energetic Dental Assistant for chairside and expanded duties to join our long established Dearborn Heights Dental practice referral. Full-time, benefits. 274-4040

X-RAY TECHNICIAN needed, part or full-time, for Northville Doctor's office. Call Laura at: 380-1400

X-RAY TECH wanted part time (Tuesdays & Fridays) for Bloomfield Hills area. Please call 334-4333

504 Help Wanted Office-Clerical

A FAST paced office, energetic personality, full time, phones, word processing, knowledge of Word Perfect 5.1 preferred but will train. Accounting experience helpful. Non-Smoker.
Call 244-9504

JUNIOR ACCOUNTANT
ACCOUNTS PAYABLE

Small westside company looking for a highly self motivated person with working knowledge of the following: computerized accounts payable system, ADP payroll, bank reconciliations and general ledger. Must have 10 years experience in this field. Accounting degree a plus. Strong experience with Lotus and Word Perfect a must. Knowledge of the Windows environment a plus. Individual must be a hard worker. Excellent benefits. Send resume and salary requirements to the following: Box 880
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCESS
SOME CASH!

DATA ENTRY
OPERATORS

• Must be able to key 15,000 KPH
• 8am-12pm and/or 1pm-5pm shifts available

Long-term assignments available in the Livonia area.

Call Michele for an appointment
Livonia 522-4020
29125 Buckingham #4

KELLY
TEMPORARY
SERVICES

Equal Opportunity Employer m/f/d

ACCOUNTANT
Service company in Detroit requires an accountant. Participate to start. Payroll, accounts payable/receivable, billing, balance thru financials. Manual posting computerized accounting experience preferred. Send resume to: Accountant, P.O. Box 71642, Madison Heights, MI 48070. EOE/ADA

ACCOUNTING
ADMINISTRATIVE ASSISTANT

Progressive property management firm seeks detail oriented individual, with assisting administrative assistant. Applicants must have good organizational skills & experience in accounting & computers. Position includes typing, filing, accounts payable & receivables, bank reconciliations. Comprehensive salary & benefits package provided. Send resume & salary history in confidence to: P.O. Box 8053, Farmington Hills, MI 48333-8053. Attention: Administrative Assistant.
An Equal Opportunity Employer

ACCOUNTING CLERK - minimum 3 years experience posting accounts and month end closings. Must be ambitious and reliable. Send resume and salary requirements to Box 814
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING CLERK
requires general knowledge in accounts payable/receivables, computerized data entry and good communication skills. Send resume to: Hahn Classtimer, 14657 Keel, Plymouth MI 48170.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK FEE PAID
Promotable for college graduate with light accounting experience, excellent benefits. Computers and opportunities for growth. $8 an hour to start. 649-3330.
BLOOKSPAIN & ASSOCIATES

ACCOUNTING CLERK
Must have ADP payroll experience. 6-8 month assignment. Troy area. Call now for information.
TEMPORARY RESOURCES
737-1711

ACCOUNTING CLERK

Familiar with sales tax exemptions, certificates & refunds, WordPerfect 5.1 Lotus a must. Indefinite temp assignment, west suburbs.

354-2410
ACCOUNTANTS ONE

ACCOUNTING CLERKS
Bookkeepers
Payables/Receivable Clerks
Payroll Specialist

Accountemps has three Metro-Detroit locations to serve you.
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Long/Short Term
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Many Permanent Opportunities
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26555 Northwestern #250
Southfield, MI 48034
Bordman 240-8200
6 Parklane #590
Dearborn MI 48126
Troy 334-3100
201 W. Big Beaver Rd. #310
Troy, MI 48084
EOE

ACCOUNTING - computer clerk, Livonia, data entry, good on numeric keyboard, job costing, career opportunity. $5-$10/hr. Fee paid.

SECRETARY - excellent typing, good telephone ability, IBM mainframe & WP 5.1. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

ACCOUNTING & GENERAL OFFICE
Part time, 1-2 days per week. Send resume to: P.O. Box 2534, Livonia, MI 48151-0634, or fax 281-4051

ACCOUNTS PAYABLE/Payroll Clerk. Part time, 18-24 hours. Some experience. 1-P-S-S. 6-816-626-1115.

ACCOUNTS PAYABLE ASSISTANT
Busy steel service center is looking for an ambitious individual to assist our Accounts Payable Clerk.
Accounts payable & computer experience required. Excellent opportunity and fringe benefit package. Please send resume and salary history: Steel Co., 36555 Amrheim Rd. (near Levan) Livonia.

Accounts Payable

Clerk for purchasing dept. of diversified manufacturer (Plymouth). Rochester Hills. Accounts payable, general office skills a must. Computer knowledge a plus. Benefits, non-smoking office. Call 8am-12:00pm:

ACCOUNTS PAYABLE/
RECEIVABLES CLERK
Full time position available at Southfield Manufacturing office for someone with great math skills, attention to detail, 10 key touch typing, accuracy and data entry are required. All friendly applicants mail resume to:
Erb LUMBER CO.
Attention Cindy
P.O. Box 3013
Birmingham, MI 48012
644-5300, ext. 325

Accounts Payable Clerk
Entry level position with a centralized corporate accounts payable department in Livonia (Free parking provided). Preference will be given to those with bookkeeping/accounts payables experience and knowledge of computerized accounting systems. Job requires: two years office experience, 35 wpm, math ability and detail oriented.

Please send resume to:
Human Resource Department
Accounts Payable Clerk (AP-1)
P.O. Box 8648
Ann Arbor, MI 48108-8649

EOE M/F/H/V

ACCOUNTS RECEIVABLE
RECEPTIONIST
Some experience. State salary requirements. Reply to:
Box 844
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE
Prefer 1 to 2 years experience.
Call for an appointment. Kerry Steel, Inc. 352-0000

ACCOUNTS RECEIVABLE
Part time, 20-40 hrs. Please send resume to: personnel, 12600 Fairlane, Livonia, MI 48150

ACCOUNTS RECEIVABLE CLERK
Job opening for Southfield Property Management Company. Computer experience desired. Call Mon.-Fri. 9am-3pm. 352-2013
An Equal Opportunity Employer

AD AGENCY
SECRETARY

Beautiful environcings, interesting people, what a way to spend your day! Good math and typing skills preferred. To $19,000 and profit sharing. Great benefits. Harry! Call Barnes, 484-0900.
SHELLING PERSONNEL SERVICES

Administrative Assistant
Position available for an outgoing and extremely organized individual who can work with a minimal amount of supervision. Successful candidate should have good clerical, typing, typing and computer skills. Some mortgage knowledge helpful, but not necessary. Salary commensurate. Please forward resume to
Vicki Kalita at
John Adams Mortgage Company
31214 Northwestern Hwy. Suite 101
Farmington Hills, MI 48334
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
RESORT
New Farmington Hills sales office for Mt. Michigan resort. Word processing (Mac PC, WordPerfect) knowledge, cold phone contact. 25-30 hrs./wk. Call Cindy 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
McKiver products, a unit of Jason, Inc. is looking to fill a part time position in our Rochester sales office. Knowledge of WordPerfect 5.1 and ability to type 55wpm is required. Ideal candidate should possess strong organizational skills. Send resume & salary requirements to:
Human Resources, Attn: Human Resources Supervisor, 3700 Patterson Rd., Grand Rapids, MI 49548

ADMINISTRATIVE SECRETARY
For dynamic growing market research firm. Position requires word processing experience (WordPerfect preferred), strong typing skills 70-80 wpm. Strong administrative ability a plus. The ideal candidate will have at least 5 yrs. experience in a fast paced environment & strong organizational skills. Competitive salary & benefits. Opportunity for growth. Call Nancy at: Margun, 569-8040

504 Help Wanted Office-Clerical

ACT NOW

Company looking for someone with strong Secretarial skills.

Ideal candidate:
• Experience WordPerfect 5.1
• Basic learner
• Background in workers comp helpful.

Call today for more details!

TODAYS
TEMPORARY
649-2936
EOE

ADMINISTRATIVE ASSISTANT
Real estate office. Organized, detail minded person. Accounting & computer skills a plus. 559-4280

ADMINISTRATIVE ASSISTANT
Must have office experience, know computer and be capable of performing all office functions. Please send resume to: WL, Inc., P. O. Box 284, Northville, MI 48167

ADMINISTRATIVE
ASSISTANT

Rapidly growing Auburn Hills/Troy company has immediate short and long term openings. Wordstar & plus. Experience necessary.
Call Susan 646-7441
Uniforce Temporary Services

ADMINISTRATIVE
SECRETARY

Large corporation seeks secretary/receptionist to assist executive clerical skills. Need an efficient administrative person, well organized & can work with little supervision.
Diversified Recruiters Co.,
344-6700