500 Help Wanted

TRAVEL Agent-Detroit free Center area. APOLLO expert. 3 yrs. minimum experience. Competitive salary preferred. Fax resume 810-971-4437

TRAVEL AGENT
Experienced, part time for small W. Bloomfield agency. Salary & commission and benefits. Call 626-1148

TRAVEL AGENTS - High volume Royal Oak travel agency seeking experienced, energetic, motivated agents for cruises, corporate and leisure. 810-398-9600

TRUCK DRIVER
Plymouth based manufacturing facility seeks associates for day and afternoon shifts to drive state & private truck, CDL license required. excellent benefits & compensation. Apply in person: E & R Manufacturing, 500 Industrial Dr., Plymouth, MI 48170 (across from Unitek)

WAREHOUSE/DELIVERY PERSON
Needed for Metro Detroit equipment and supplies. Saturdays a must. C-1 License. Prefer some lift. Part & full time. 313-453-8250

WAREHOUSE
Farmington Hills manufacturer has immediate full time openings for experienced warehouse persons who have good reliable work habits. Some positivity, physical lifting & stacking. Call Mon. thru Wed. 9am-3pm. (810) 473-8300

WAREHOUSE
Hestop's - a fine china & giftware distributor is hiring full & part-time positions for our Bloomfield Center, in time for Xmas. Hours from 8:30am-4pm, Mon-Fri. (some Saturdays). Pay commensurate with experience, benefits available. Starting wage is $6-$7 an hr. Call or fax your resume, plus medical expenses. Applications are being accepted for 2 Full time Stockroom, Or call Carol Ann Stockroom for further information at 810-349-7200

WAREHOUSE
Farmington Hills manufacturer has immediate full time openings for experienced warehouse persons who have good reliable work habits. Some positivity, physical lifting & stacking. Call Mon. thru Wed. 9am-3pm. (810) 473-8300

WAREHOUSE
Hestop's - a fine china & giftware distributor is hiring full & part-time positions for our Bloomfield Center, in time for Xmas. Hours from 8:30am-4pm, Mon-Fri. (some Saturdays). Pay commensurate with experience, benefits available. Starting wage is $6-$7 an hr. Call or fax your resume, plus medical expenses. Applications are being accepted for 2 Full time Stockroom, Or call Carol Ann Stockroom for further information at 810-349-7200

WAREHOUSE
Plymouth Township based company seeking full time position for shipping, receiving and general warehouse work. Must be detail oriented. Call between 8am & noon. 313-459-7200

WAREHOUSE PERSONNEL
Wholesaler seeks motivated individual for warehouse position. Responsibilities include receiving/shipping merchandise, light truck driving, stocking shelves, Our salary plus benefits. Call Paul: 810-543-1233

WAREHOUSE POSITIONS
Full time Southfield location. Must have previous hi-lo driving experience. Unloading, stocking, shipping. P.O. Box 5081, Southfield MI 48086

WAREHOUSE - Shipping, Receiving, $7 per hr. + benefits. Must be reliable & looking for permanent full time position. Well motivated, nonsmoker, sober. Call Mr. Hoffman, Mon. only. American Computer Exchange, 34188 Mound Rd., corner of 10 Mile, Farmington Hills.

WARRANTY CLERK
Chrysler Corporation, experience, Pay commensurate with experience. Contact Rich Dillon 313-956-5740 Chrysler Pimouth. 313-455-6740

WELDERS/MIG

Must be able to weld all positions. Must be able to work alone. Apply in person: Ann Arbor Industries, 39201 Amethyst, Livonia, MI 48150.

WELDERS - Mig & tig stainless steel production welders. Top wages, benefits, long term employment opportunities. Call 810-348-1040

WELDERS MIG & WELDER TRAINEES

Production work. Good pay & benefits. Apply in person: Mon-Fri, 8am-11am or 1-4pm. BMC Manufacturing, 100 S. Mill St., Plymouth.

313-453-5400

WESTBORO SPORTING BAR - Bar Tender & Waitress. Experience preferred but will train. Ask for Reggie 313-427-7300

Windows Programmer

Long term for project based retailers. Must have "C" & database experience. Send resume to:
Box 884
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

WINDOW TINTERS
Experienced only
Livonia based
Call 261-0300

WOMEN AND MEN - Plastic injection molding firm accepting applications for full time third shift. Experience not necessary. Friendly atmosphere. Excellent benefits! retirement, bonuses. 8:30-4 800 E. Second St., Rochester, EOE

YOUTH SERVICES - A variety of positions available for public schools. Weekdays & weekend hours. Elementary, middle & high school, intramural leagues, Basketball leagues, volleyball, track, Saturday sports. 55-67/hr. Apply in person Farmington Hill, at 13 Mile.

502 Help Wanted Dental-Medical

ACCOUNTS RECEIVABLE
Part-time position, 3 days a week. MBS experience preferred. Fax resume to Region Hills Dental 810-851-8637

ASSISTANT NEEDED
for fast paced Livonia dental office. Full time. Experienced only. Excellent salary and benefits. Call Marilyn Mon., Tues. 313-537-2222

ASSISTANT needed for pediatric care in nursing home. 2 days a week. Call for information. 313-721-8190

BE AN HCP BOOSTER
Earn extra money helping us find the people we need. Call for details.
Health Care Professionals
313-357-7080

CARDIOLOGY TECH
In Farmington Hills. Holter scanning & stress experience required. Part/full time available. 810-737-8481

$ ATTENTION
EARN WHILE YOU LEARN - $6.25/HR.
Nurse Aide Training Program as required by the State of Michigan for Certification
• RAISE AFTER 90 DAYS
• RAISE AFTER 6 MONTHS
• RAISE AFTER 1 YEAR
Start your nursing career WITH US!
BORTZ HEALTH CARE ON GREEN LAKE
Have openings in Farmington, Union Lake/Orchard Lake area
Call for appointment
Mon-Fri, 9am-5pm
(810) 363-4121

BILLING SPECIALIST
Arbor Medical Group

Catherine McAuley Health System is currently seeking an experienced full-time Billing Medical Billing Specialist.

The selected candidate will review submit claims to insurance and third party payers, follow-up on aged accounts, post payments to the appropriate accounts, maintain activity, and educate/inform physicians regarding billing and collections.

Qualifications include a high school diploma or equivalent and at least two years billing experience including claims processing. Outstanding interpersonal and communication skills are required. Basic knowledge of insurance billing procedures and coding required. Knowledge of Medical Billing Management experience preferred.

Interested applicants may apply by sending their resume to: Lynn M. Weber in the Employment Office no later than Friday, December 23, 1994.

Catherine McAuley Health System
6301 East Huron River Drive
P.O. Box 992
Ann Arbor, MI 48106

Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer

502 Help Wanted Dental-Medical

Administrative
Word Processor/ Office Assistant
Seeking word processor/office assistant for a growing corporation in Livonia. Full time, full time. Candidate must have WordPerfect 5.0 for Windows, Lotus, excellent grammar and secretarial skills.
Must be willing to handle copy/fax processing, process mail and general office procedures.
Send resume to:
Human Resources/C.J. P.O. Box 6368, Ann Arbor, MI 48107.
An Equal Opportunity Employer

AIDES
HIRING IMMEDIATELY!
Experienced, FULL & part time-all shifts. Competitive wages, bonus program, includes annual, attendance, flexibility & holiday bonuses. Vacation pay. Transportation abundance. We take pride in being safest, caring, people to provide unsurpassed client care.
EMPA-CARE TV 313-455-1061

ASSISTANT PHLEBOTOMY SUPERVISOR
National Health Laboratories Incorporated, a leader in quality patient services, has an exciting career opportunity for an Assistant Phlebotomy Supervisor to coordinate a staff of 40 drawn stations and client office phlebotomists in the greater Detroit area.
The successful candidate will be an MLT with demonstrated supervisory skills, excellent communication skills, and the ability to motivate employees. Related transportation is an opportunity for an Assistant Phlebotomy Supervisor to coordinate a staff of 40 drawn stations and client office phlebotomists in the greater Detroit area.
The successful candidate will be an MLT with demonstrated supervisory skills, excellent communication skills, and the ability to motivate employees. Related transportation is an opportunity for an Assistant Phlebotomy Supervisor to coordinate a staff of 40 drawn stations and client office phlebotomists in the greater Detroit area.
We offer a competitive salary and benefits package including dental and mileage reimbursement. In our commitment to providing a quality work environment, we participate in a pre-employment drug screening program. For immediate consideration, send resume with salary history and requirements to: Human Resources, National Health Laboratories, 33355 Capitol, Livonia, MI 48150.
EOE M/F/V/D

ATTENTION!
RNS - Part Time Days.
LPNs - Full Time Mornings.
CNA's - Full Time, All Shifts.
COOK - Part Time, Days.
Apply in person, or send nursing to:
City, Northville. 810-348-4290

BILLING SYSTEMS MANAGER
for established medical equipment co. 3 yrs. minimum experience in Medicare, Medicaid, BC/BS & other insurance billing. DME, oxygen & inhalation experience preferred. Computer & systems management skills. Excellent salary & benefits. Send resume & references:
BILLING SYSTEMS MANAGER
P.O. Box 2518
Southfield, MI 48037.

CHAIR-SIDE DENTAL ASSISTANT
needed for a modern-equipped office in Northville. Experience necessary. No Fridays or Saturdays.
Call 313-348-3818

CLAIM PROCESSOR - Experienced, knowledgable for Specialty medical care benefits co. in Southfield. Medical podiatry background preferred. Send resume to: P.O. Box 760547, Lathrup Village, MI 48076

CLINICAL CHARGIDE ASSISTANT
Approximately 20 hrs. Mon./Thurs., 4:30-8:30pm, Sats., 7:30-2pm. Livonia, & Ann Arbor. Between Farmington & Merriman. 313-425-7010

CNA
Apply in person:
Westbrook Manor
15416 Middlebelt
Livonia, MI. 48154
(313) 427-9178

CNA - hiring bonus, starting wage based on experience, full benefits and a clean, friendly environment can be yours at PLYMOUTH COURT NURSING CENTER. Call Today 313-459-0910
An Equal Opportunity Employer

COLLEGE STUDENT - Ongoing weekend job. Comfortable office setting in Southfield. $7.50 hr.
Call: 810-357-7080
Health Care Professionals

CT TECHNICIAN
Part time, good compensation plan. Filing Chart for weekend coverage. Call 810-398-1900

DATA ENTRY POSITION
for Medical Billing Company. Responsibilities include, 87-66/hour with benefits. Send resume to: Box 823
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

DEARBORN BASED Medical Equipment company is looking for a Customer Service Rep. Ideal candidate will gain selling experience and previous customer service experience helpful, but not required. Full-time with benefits. Send resume to: Human Resources, P.O. Box 1243, Dearborn, MI 48121

PROCUREMENT Northwestern dentist office seeks enthusiastic Chair-side Assistant. Full time, good benefits, near Ann Arbor. Call to inquire about our team. 810-353-7440

DENTAL ASSISTANT - experienced for prominent Detroit office. Pay dependent on exp. Sun. experienced. $15,000-$20,000. Medical/Dental benefits. Experienced only. Call Marilyn Mon., Tues. 313-537-2222

DENTAL STERILIZATION Assistant - W. Bloomfield/Farmington Hills area. Full time position. 788-6535-8635

DENTAL ASSISTANT
Assisting with all specialties or will train. Farmington area.
Call after 4pm 313-421-7838

DENTAL ASSISTANT: Our office, Challenging, stimulating position for intelligent, personable experienced. Excellent salary & benefits. Excellent working environment. Salary $20,000-$30,000 to start.
810-357-3213

DENTAL ASSISTANT
Are you the best? We offer a position that is motivating & rewarding. Great salary & benefits. Pay dependent on experience.
Call Bloomfield 810-851-1440

DENTAL ASSISTANT
Our W. Bloomfield office is looking for an outgoing, organized person with excellent chairside skills. Up to 32hr. 30-38 hrs/wk. 8:00-5:00
Call 788-8888

DENTAL ASSISTANT - Experienced, Chairside & communication skills necessary. Please come and be a part of our dental family. Full or part time. 313-534-6010

DENTAL ASSISTANT/chairside, Experienced, full time. Join a caring progressive office that appreciates its staff. (810) 280-0800, 881-0899

DENTAL ASSISTANT
3 years minimum exp. Full time, permanent, full or part-time.
Call 313-363-6388

DENTAL ASSISTANT/ RECEPTIONIST
Part or full time. Experienced or new. Troy.
Call 810-643-7530

DENTAL ASSISTANT
EXPERIENCED
Mon-Thurs. afternoon and evenings.
313-961-2280

DENTAL ASSISTANT
Mon.,Tues., Wed.,Fri. 40 hours. Chairside experience required. Northwestern area. Fax resume to new number 810-348-8847

DENTAL ASSISTANT
Part time Afternoons, Monday thru Thursday to work in our warm caring atmosphere at Livonia practice.
810-476-1966

DENTAL ASSISTANT
Mon., Tues., Wed., 3 Sat.,mos. Pediatric, friendly office in Livonia. Patient comfort & top priority.
810-471-3330

DENTAL HYGIENIST
For modern relaxed office in Northville. Fax resume to:
810-348-3818

DENTAL HYGIENIST
Part-time. Convenient office.
810-363-5388

DENTAL HYGIENIST
Mon.,Tues., Wed.,Fri. or part week. Must be able to work alone for all parts praise, better than receptionist. Fax resume to new number 810-348-8847

DENTAL HYGIENIST
Friendly, dependable, flexible, team player, minimum 2 years experience in modern Farmington Hills office. 2 days per week preferred. Call Michelle, 313-453-5100 for more details

502 Help Wanted Dental-Medical

DENTAL ASSISTANT/CHAIRSIDE
Rewarding opportunity for enthusiastic, motivated, professional person as Dental Assistant for quality-oriented Birmingham family practice. Excellent wages and benefits for the right person. Call Jean at: (810) 647-2100

DENTAL ASSISTANT
Are you a self-motivated, ambitious, Dental Assistant looking for a new start? This is your chance to join the team of leading private dental group in America. Positions now available in the Wayne, Ypsilanti & Livonia areas. Call Pam E.O.E. 313-464-1100

DENTAL ASSISTANT
Looking for a highly motivated person for a large, oriented specialty practice. Friendly personality. Experience welcome, will train. Excellent working conditions plus benefits. Part time, flexibleor full time. Call Mary 810-644-1029

DENTAL INSURANCE SECRETARY
Part time to include every other Saturday and every weekend. Approx. 24 hrs per week. Southfield. Call Marie 810-352-7722

DENTAL OFFICE
Growing practice needs additional staff to fill the following positions:
• Receptionist
• Hygienist
• Assistant
Modern progressive office. Excellent salary & benefit package. Call Jamie. 810-968-8540

DENTAL RECEPTIONIST, 13/Fewer Saturday mornings. Need good phone, scheduling, typing & computer skills. Experience preferred. Great office, quality dentistry w/ dedicated staff. Mary 810-553-4747

DENTAL RECEPTIONIST
Part-time needed for friendly and fun O.E. Livonia office. Dental insurance necessary. Denisch computer experience helpful. Fax resume to call. 313-422-5320

DENTAL RECEPTIONIST
Full time, Mon-Fri, 8am-5pm. Must have a dental background & good communication skills. Southfield area. Call Marie 810-352-7722

DENTAL RECEPTIONIST/Office Manager. Full time. Insurance experience. $12 per hour plus benefits. Bloomfield office. 810-642-8430

DENTAL TECHNICIANS
MARON DENTAL a team-oriented dental lab, has immediate openings for experienced dental technicians in Wax Department. Potential pay $10-$20/hr. based on experience and production. 8 hour/weekday hours
call 313-815-1030

DENTAL TECHNICIAN - CAD model & die maker, experienced preferred, for lab located in Farmington Hills. Full or part-time. Fax resume to Medical to schedule an interview, 810-553-2344

DENTAL ASSISTANT
Busy specialty practice seeks experience, dependable full time 4 days per week. Fax resume or fill out application at: Dermatology Associates, located at Providence Medical Center, 28050 Grand River, Suite B132, Novi, MI 48374. Attn: Mary

DENTAL ASSISTANT
Needed full time. Experienced. Good pay. Northville office. Contact Jina 810-380-1340

DENTAL ASSISTANT
needed for doctors office in Livonia. RV experience & plus.
Please call 810-477-7344.

DENTAL ASSISTANT-FULL TIME
Pediatric experience a must. W. Bloomfield area. Send resume: 4727 St. Antoine, Suite 302, Detroit, MI. 48201. 810-832-5677

DENTAL ASSISTANT - full time experienced in xrays pancuras, blood pressure, CPR, and X-ray. Good family practice. 810-363-7977.

DENTAL ASSISTANT
Lake Merritt Dental Group seeks Saturday, some experience necessary, Livonia. 313-427-8222

DENTAL ASSISTANT
For small Birmingham office. Needs experience in Prosthodontic, Surgery, Implants. Fax resume: 32300 Pierce, Beverly Hills, MI 48025

DENTAL ASSISTANT
full time, Must be experienced in venipuncture, EKG, Xrays, Benefits, great job for the right person. Call W. Bloomfield. 810-855-2291

DENTAL ASSISTANT
Need cardiology experience
Call Diane Dalton 810-352-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

DENTAL ASSISTANT
needed for fast paced office in Livonia. Must have 1 year experience with medical background. Fax resume or call Marie at: G.P.D. Box 85097, Westland, MI 48185.

DENTAL ASSISTANT
Part-time. Farmington Hills office. Call Mary between 10am-4 5pm. at 810-553-8449

DENTAL BILLERS - needed for Oncology & internal medicine practice. MBS or MRA experience a plus, salary based on experience. Please call Beth at 1-800-968-0500

DENTAL BILLER - HME billing experience in CPT & ICD9 codes. Medicaid preferred. Send resume to: Box 2228 Observer & Eccentric Rd., Southfield MI 48034

Medical Office Manager
Supervise 12 front office employees. Able to work in a busy office located in Beaumont Hospital. Must have medical business experience. Salary $24-$28K. Undesirable benefits!
Call Diane Dalton 810-352-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

DENTAL RECEPTIONIST
For busy MD specialists.
Experienced. Excellent benefits. Call Sandy for interview 810-348-8449
(810)968-1779

MEDICAL RECEPTIONIST
Expanding Internal Medicine practice seeks an experienced receptionist. Computer experience helpful. Medical insurance preferred. Send resume to: 28050 Grand River, Suite B132, Novi, MI 48374

MEDICAL RECEPTIONIST
Permanent part-time. Mornings. Mon-Fri. Experienced only. General office & some bookkeeping.
Call: 810-540-4800

MEDICAL RECEPTIONIST
Part time, Dearborn, OB/GYN office. Duties include, telephone, scheduling, filing & insurance. Medical experience preferred. Send resume to: 5900 Mercury, Suite 100, Dearborn, MI 48124

MEDICAL RECEPTIONIST - full time position available front desk Receptionist, for busy radiology office. Experience necessary. Call 313-981-3232.

MEDICAL SECRETARY for specialty health benefits company in Southfield. Medical terminology preferred, typing. Type 50wpm. Great benefits. Send resume to: P. O. Box 760547, Lathrup Village, MI 48076.

MEDICAL TECHNOLOGISTS Part-Time

METPATH OF MICHIGAN, at Southern Heights Medical Center, in Livonia, Laboratory in Michigan is currently seeking a qualified applicant with minimum of 1 year experience in all areas of laboratory, hospital blood bank experience a must.

We offer a competitive salary and a professional work environment. Please send resume to:
810-588-8000, Ext. 294.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

MEDICAL TRANSCRIPTIONIST/Typist
for foot podiatry office.
Call Lakeshore 810-544-8717

MEDICAL WEIGHT LOSS CLINIC
is looking for enthusiastic, energetic Medical Assistant. Full time, part time & part time positions at our Bloomfield, West & Farmington Hills locations. Fax resume or call Pam at 810-932-9300. No Mondays or holidays.

MEDICAL ASSISTANT
NURSES AIDES needed for private duty work in area hospitals. All shifts - weekdays/weekends.
810-357-7080
Health Care Professionals

502 Help Wanted Dental-Medical

MEDICAL BILLERS
Hot new openings this week:
Troy, Farmington Hills, Southfield, Livonia, and West Bloomfield for experienced Medical Billers. Contact billers for corporate offices.
Call Diane Dalton 810-352-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL TRANSCRIPTIONIST
Part time & full time, Mon-Fri, days. Orthopedic specialty. Paid Call area. Mary. 810-540-8461

NURSE AIDES

Growing home care agency is seeking qualified nurse aides to work in private duty cases throughout Oakland County. Choice of Days or Evenings. Call between 10am - 4pm Monday thru Friday.

NURSING UNLIMITED
540-2360

NURSE AIDES needed for private duty work in area hospitals.
All shifts - weekdays/weekends.
810-357-7080
Health Care Professionals

NURSES
Day RN, RN or LPN, 11pm to 7pm
Day Surgery, Endoscopy, Recovery
Competitive wages based on experience, and differentials for evening and night shifts. Excellent working environment and chance to work in PLYMOUTH COMMUNITY HOSPITAL CENTER. Come be part of a National corporation dedicated to caring. Call 313-455-0100
An Equal Opportunity Employer

NURSES
Eastwood Clinic, a psychiatric dependency treatment program, seeks a RN full time position. Psychiatric background preferred and/or recent CD experience.
Eastwood offers excellent benefits. Fax resume to Human Resources, 21230 Dequindre, Warren, MI 48091. Equal opportunity employer

Nursing
Nurse Manager

Full time opportunity to provide administration and field work for home care agency, clients serviced are Medicare and RN with 5+ years home care experience involving home visits and Medicare/Trainer/insurance regulations. Hospice background preferred. Send resume to: Gracare Home Health Services, 33150 Grand River, Farmington, MI. 648150. (313)476-1966, EOE.

GRANCARE HOME HEALTH

Nursing
RN/LPN

Full-time positions available in Detroit, northern suburbs, eastside. Medical, dental insurance & life insurance in home health care agency. Call Jeanette or Barbara Cooper at 313-458-1866

GRANCARE HOME HEALTH
An Equal Opportunity Employer

OCCUPATIONAL THERAPISTS
PHYSICAL THERAPISTS
SPEECH THERAPISTS
& MSW'S
Experienced need only for home care visits. Excellent pay & benefits. Set your hours. (810)729-5683
FAMILY NURSE CARE

OPHTHALMIC TECH
Experience preferred. Full-time position. Fax resume: general ophthalmic practice, Troy/Birmingham. 810-643-8350

OPHTHALMIC ASSISTANT
Fast-paced three M.D. office seeks full time ophthalmic assistant. Please send resume and salary requirement to Box 884
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.

OPTICAL DISPENSER - experienced. Assist Dr's with geriatric homes.
Call 810-435-0390

ORAL SURGERY receptionist, full time, excellent benefits, experienced in dental preferred.

ORTHODONTIC ASSISTANT - Part-time, for fast paced, high tech office. Experience preferred but will train. 313-261-8580

PATIENT SERVICES COORDINATOR
Full time position exists for a registered nurse, in a progressive, fast-paced cardiology practice. Good management skills with 2 yrs. of medical office experience required. Ability to work independently, make decisions required. Competitive salary and benefit package. Send resume to:
Director Services Coordinator
NORTHPOINTE HEART CENTER
2575 Woodward Ave., Ste. 300
Berkley, MI 48072

STAFF PHARMACISTS
Northville Regional Psychiatric Hospital has immediate full time positions that are interested in working in a dynamic, state of the art facility. Experience with clinical pharmacy & unit dose distribution preferred. Part time and full time positions available. Fax resume to: Attn: Jeff Fletcher, (810)348-1800, ext. 2580.
An Equal Opportunity Employer

PHARMACIST
A full time position exists for a registered pharmacist for afternoons. Hospital experience with pharmacokinetic dosing preferred. We offer an excellent wage and benefit package. Interested applicants should call 313-591-2651.
ST. MARY HOSPITAL
36475 FIVE MILE, Suite 210
LIVONIA, MI. 48154
Fax 313-591-3080
William Beaumont Hospital
An Equal Opportunity Employer

PHYSICAL THERAPIST ASSISTANT
Heartland, a provider of rehab services, has an immediate opening PTA to join our interdisciplinary team in Plymouth. Call today: Heartland Rehabilitation Services
One Beaubien Blvd.
Toledo, OH 43623
(419) 246-8000

Physical Therapists
clinic/outpatient/home health care
Farmington & Sterling Heights

PHYSICAL THERAPIST Supervisor
Experience needed. Up to date home visits & clinic work, as well as supervisory skills. Full time, excellent salary requirements to: 13188 Mooney, Livonia, MI 48150

PODIATRIC ASSISTANT - Responsible adult needed for patient care in podiatry office. 20 hrs. per week. Southfield area. 810-559-2118

RADIOLOGY TECH
For busy Physician Internal Medicine practice in Southfield. Full time, 2 years experience. Ginny 851-8740

PROFESSIONAL SERVICES-DIRECTOR
Immediate opening for Veterinary Hospital. Non-smoker. Birmingham. 810-642-3360

RECEPTIONIST
Cardiology background helpful. 1-3 years medical. WordPerfect preferred, full time position.

MEDICAL ASSISTANT
EKG, X-Ray, Bonded & Venipuncture experience needed. Full time position. Rochester/Romeo area.
Call Diane Dalton 810-852-8338
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RN - IV INFUSION
Expanding home health care company has immediate openings. Terrific hourly Great salary & benefits
Call Diane Dalton 810-352-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

RN MANAGER
Established home care agency seeks full time RN to coordinate multi disciplinary team to provide quality care to adult clients in their private, self-directed individual setting. Fax resume to: Attn: Jeff Fletcher, (810)348-1800, ext. 2580.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RECEPTIONIST - Enthusiastic, organized, friendly, for busy Northville dental office.
810-347-4250

Registered Nurse
MEDICAL OFFICE
Family Practice Center

Contingent position in Southfield. Schedule will be based on needs of practice to include some evenings and possibly Saturday mornings.

Candidates must have current Michigan RN licensure and 1 year recent hospital experience.

Please send resume highlighting availability or apply Mon-Thurs., 2pm-12midnight.

PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22325 Providence Drive, Suite 310
Southfield, MI 48075
An Equal Opportunity Employer

RN
Medical Case Manager for Company seeks Medical Case Manager for Livonia office. Provide rehab assistance primarily for Medicare, good communication, organization, & computer skills. Must have 5 years experience or holidays required. Full benefit options, including company car & excellent retirement plans. Send resume & salary requirements to: HR, PO Box 77, Okemos, MI 48805. EOE.

RN OR LPN OR CMA
Wanted for home care agency. Large target. Excellent benefits. Must have allergy experience & be very personable & outgoing. Call Jeanette days & eves 810-629-0600

RN
Part time for telephone triage in Livonia pediatric practice. Call Gail: 810-476-7300

RN'S & LPN'S
Full & part time, all shifts
Excellent benefit package and tuition reimbursement
BORTZ HEALTH CARE
ON GREEN LAKE
Call Gerald 10am-5pm
(810) 363-4121

RN'S/LPNS'S
$1,000 HIRING BONUS!
We are a 260 bed skilled nursing facility seeking enthusiastic nurses to provide quality care to our residents.
We have full and part-time positions available on all shifts and medical-surgical units. Previous long term care experience preferred and experience with ventilator patients a plus. Excellent salary and benefit package including medical, dental, life, short and long term disability, shift and weekend differentials.
If you are a dedicated and compassionate skilled nursing professional, we want to talk to you!
Please call Cathy at 313-338-7151, Ext. 203 or apply in person at:
ORCHARD HILLS
A Sterling Living Center
512 Orchard Lake Rd.
Pontiac, MI., 48341
Affiliated with
St. Joseph's Mercy Hospital
An Equal Opportunity Employer

RN/LPN'S WE NEED YOUR LPN! $ earn up to $20/hour RN'S earn up to $40/hour. Home Care Staff Relief
CALL VICKY
(810) 620-6477 (810) 752-3128
(313) 455-5683

TECHNICIAN PART TIME
Needed for busy Southfield outpatient orthopedic practice. Experience required. Send resume to:
J.B. Jeffery, P.T.
Grants Clinical Manager
REHABILITATION CENTER
25815 E Nine Rd., Suite 105
Southfield, MI 48075

TRANSCRIPTIONIST
Full or part time Medical Transcriptionist wanted. Experienced in Anatomic Pathology. Dictation preferred. High volume Pathology lab. Call Susan for appointment.
810-354-4477

X-RAY TECH
experienced, part time for busy orthopedic office in Bloomfield Hills.
810-334-4333

X-RAY TECHNICIANS
2 full time positions available for experienced radiography technicians. Competitive wages and medical benefits package offered.
Call Sue at 1-800-853-3005.

504 Help Wanted Office-Clerical

YOU CAN MAKE MORE WHEN YOU WALK THROUGH OUR DOOR!
Get Paid for interviewing and training
OPEN HOUSE
DEC. 9 - 9am-4pm
DEC. 10 - 8am-12 noon
WHY?
Because we value your time when you interview, test & obtain licenses, pound & pound training, you's get paid for your time with your first job assignment. Because we have the most jobs available/the best companies to work for/the most permanent job opportunities with great part time jobs. Perfect for students. Word Processors, Customer Service Representative/Data Entry Operators.
MANPOWER
TEMPORARY SERVICES
2328 Livernois, Suite #7
Troy, MI 48083
Between Maples & Big Beaver
810-740-3420

ACCOUNTANT
Accounting position for manufacturing company with multiple divisions, starting July 1995. Duties include: cost preparation and inventory management, variance analysis and financial forecasts. Required qualifications include: BA degree in Accounting, 2-5 years experience in an Accounting Department, knowledge of 123, Lotus 1-2-3 software. Please state salary requirements. Send resume to: P.O. Box 709, Novi, MI 48376-0709

ACCOUNTING CAREERS
Several openings available with suburban firms
Accounting clerk - $18,000
Accounts receivable - $19,000
Accounts payable - $20,000
Full benefits/fee paid
810-585-2720
PERMANENT STAFF

ACCOUNTING CLERK
Immediate openings for experienced accounting clerks. Send resume to: 29135 Plymouth Rd., Redford MI 48239 EOE.

ACCOUNTING CLERK
Medical firm, company seeks highly motivated, organized individual experienced in accounts receivable/payable functions, including cash applications, matching vendor invoices with PO's, and reconciling of vendor statements. Must have PC proficiency and 10-key skills. Excellent degree and familiarity with Microsoft Word. Send resume to: Attn: Joann, 12600 Hall Rd., Ste. 200, Sterling Hts., MI 48313.

Accounting Position, temporary assistant to accountant for Property Management Co., Knowledgeable Lotus, Word Perfect, Excellent benefits & yearend schedules. Lotus & skyline preferred. Real estate experience essential. Send resume with salary requirements to:
Brenner Management
30600 Northwestern HWY #200
Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
$7.00 hour. Livonia area. Full time. Benefits. Knowledge of 10 key adding machine.
Employment Center Agency
810-669-1836

ACCOUNT ADMINISTRATOR
Investment company firm is accepting applications for the position of Account Administrator. This position will offer secretarial support to a portfolio manager. The ideal candidate possesses a brokerage or securities background, excellent word processing skills (preferably Microsoft Word), and figure aptitude skills are also the desired related position. Please submit a resume to: Personnel Dept., PO Box 3043, Birmingham, MI 48012-3043.

ACCOUNTING CLERK/ RECEIVER
Immediate full time opening for dependable, organized person that can communicate, knowledgeable good telephone skills, experience in accounts receivable. Must have ability to work in multi-task environment. Benefits. Non-smoking office.
Fax resume to: 810-478-8015
Call after 2pm 810-478-0111

ACCOUNTING POSITIONS
Home medical equipment company has immediate openings for the following positions:
• ACCOUNTS PAYABLE CLERK
• CASH/TOTAL CLERK
We offer excellent benefits including 401(k). Please send resume to:
Patient Care Services
Human Resources Director
11845 Farmington Rd.
Livonia, MI 48150

ACCOUNTING
Temp & Temp-to-perm opportunities:
FULL CHARGE BOOKKEEPERS: Livonia, Farmington, Farmington Hills, Lotus required. Wage up to $12/hr.
ACCOUNTING - COLLECTION CLERKS: Ann Arbor, Detroit, Novi, Dearborn. Automotive background preferred. Wage up to $8/hr.
JR. ACCOUNTANT - Dearborn, Detroit, Lotus/Excel skills required. Wage up to $10/hr.
ACCOUNTANTS/CPA's - Southfield, Detroit, Troy. Wage up to $17/hr.
Why not work TEMP for an agency which gives free counseling on resume, interviewing, dressing for success and arranges permanent interviews for you.
CALL TODAY!
Get started serving Holiday money!
(810) 354-2410
ACCOUNTANTS ONE
24601 Northwestern Hwy. #218
Southfield, MI 48075
Equal Opportunity Employer/M/F/D/V

ACCOUNTS PAYABLE
Immediate, full time opening at expanding Farmington Hills corporate headquarters. Exceptional career opportunity for self starter. Responsibilities include processing invoices, maintain master Account Payable file, process weekly payroll. Need accounts payable experience, excellent math, interpersonal & communication skills. Benefits, medical & 401K. Fax resume & salary requirements to Brian at: 810-478-2450

ACCOUNTS PAYABLE
Duties to include payables, checkbook reconciliation & posting of cash receipts. Wtorm data. $6 per hr.
Call 810-348-9600

ACCOUNTS PAYABLE/PAYROLL
Accounting department in a fast-paced firm has an opening for an experienced person in accounts payable and payroll. Computer experience required. Full benefits.
An Equal Opportunity Employer

Send resume to: DeClemente-Siegel Engineering, Inc., 31105 Grand River, Suite 200, Southfield, MI. 48076.

ACCOUNTS PAYABLE CLERK
ITT Automotive, a $3 billion automotive supplier is seeking experienced accounts payable clerks for a fast-paced department. The successful candidates will have 2 or more years accounts payable experience in a high volume environment (approximately 1,000 invoices per month). A bachelors degree in accounting would be helpful. Strong team player and advancement. This position requires extensive use of computers. Responsibilities will include matching and coding invoices, data entry, responding to customer or vendor inquiries and checking the accuracy of reports. We offer competitive salaries and benefits. For consideration, forward a resume with current salary to: Bushing Manager, ITT Automotive, 3000 University Dr., Auburn Hills, MI 48326-2338
EOE M/F/D/V

ACCOUNTS Payable
Bookkeeper/Accounting Clerk
Needed for environmental consulting firm. Must have experience in Accounts Payable experience and be familiar with computer accounting systems. We offer excellent compensation and benefits.
Send resume to:
Human Resource Director
44808 Helm, Plymouth, MI 48170

ACCOUNTS RECEIVABLE/PAYABLE position for Farmington Hills property management firm. Strong Computer experience. Excellent pay & benefits. Fax resume with salary history to office manager, P.O. Box 2148, Farmington Hills, MI 48331

ACCOUNTS RECEIVABLE CLERK - A/R experience/collection & plus must be organized, detail oriented, have telephone manner. Rochester area. Please call Mon. thru Fri. 8-5. 810-650-7900

ACCOUNTS RECEIVABLE - collections. Bookkeeper & Secretary. Fax resume: 810-557-7800 Call 313-522-5260 Livonia, MI 48150

ADMINISTRATIVE CLERK
position available in property management office for an extremely organized, detail oriented individual with excellent typing skills, telephone manner, & computer literate. Professional appearance a must. Reply to: Box 800,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT/ Receptionist, Birmingham. Computer typing skills required. Excellent position. 810-647-7804

A FAST-paced office. Full time. Phones, Receptionist, Typing, Windows, Excel. Hiring for: Canton, Plan Cert & Ann Arbor. 313-459-1882

Administrative Assistant
Opportunity to join growing company. This individual will be a team member in company's marketing department. Excellent word processing and basic accounting skills required for this fast paced position.
Diversified Recruiters
810-344-8700 FAX 344-8704

ADMINISTRATIVE ASSISTANT
Farmington Hills headquarters of major medical facility has immediate openings for both full and part time secretarial. Windows experience a plus or will train. Excellent salary and paid holidays.
Call Shelly 810-473-2931
UNIFORCE SERVICES

ADMINISTRATIVE SECRETARY
Growing automotive supplier seeking a full-time Secretary. Duties include responsibility for Troy corporate sales office. Duties include customer service and clerical support for the staff and support to customers on behalf of Program Manager. The following qualifications are required: strong communication skills with solid proficiency in WordPerfect and Lotus; multi-line telephone skills; accomplished verbal and written skills; and 3yrs. secretarial. Salary based on experience and salary requirements to: Box 882
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Growing OEM automotive supplier, located in the Livonia area, needs full time assistant to support VP of Sales/Engineering in a variety of duties/responsibilities. Applicants should have at least 5 yrs of excellent communication & interpersonal skills, organizational skills, typing & computer literate, preferably Microsoft Word & Excel. Salary based on qualifying health & dental insurance & 401(k) plan. Send resume with salary requirements to:
Kay Products, Inc.
36325 Plymouth Rd., Ste. 200
Livonia, MI 48150
Attn: Anna

504 Help Wanted Office-Clerical

ACT