EMPLOYMENT

502 Help Wanted-Office Clerical

SALES ADMINISTRATOR

L & H Consultants, one of the fastest growing Y2K solution providers in the country, has an immediate opening for a Sales Administrator in our U.S. headquarters location in Southfield. The successful candidate will provide administrative assistance to our professional sales staff in the areas of order placement and tracking, customer follow-ups, inventory control, computer support, systems and marketing department. You must be a self starter, and have the ability to work independently, as well as part of a team environment. Customer satisfaction

L & H offers a competitive salary and benefit package, and an atmosphere nurturing professional growth. To be considered for this position, please forward your resume and salary requirements to:

L & H Consultants, Inc.
Department D-5
30 Oak Hollow, Ste. 200
Southfield, MI 48034
L & H is an equal opportunity employer

SALES ASSISTANT

Manufacturing firm is seeking administrative assistant to fast paced customer service department. Must have minimum 2 yrs experience. Must be proficient in WordPerfect 6.1 & Excel. Send resume to: Sales Assistant, 26261 Stephenson Hwy., Madison Hts., MI 48071 or phone 810-585-6400, ext. 235

SALES SECRETARY

Farmington Hills based Automotive Sales Office has immediate opening, part time individual (24 hrs/wk flex) to assist Sales Staff. Must be expert Word for Windows. Must be a self starter & have excellent telephone & typing skills.

Please submit resume to:
Gary Max Kananen
Product Development Manager
32605 W. 12 Mile Rd., Ste #200
Farmington Hills, MI 48335
Fax: (810) 553-6025

SALES SERVICE

Order processing, computer, good communication and organizational skills required. Non-smoking Farmington Hills sales office. 810-476-1300

SECRETARIAL POSITION

Farmington, Hills based Automotive Supplier, an efficient, dependable person for a secretarial position. Must be personable and have excellent typing skills. Send resume in confidence to:

P.O. Box 700675
Plymouth, MI 48170

SECRETARIAL POSITION
Farmington Hills accounting firm seeks person with good math, computer & communication skills. Good opportunity for the right person. Benefits. Send resume to: DWP-GC, P.O. Box 2719, Farmington Hills, MI 48333-2719

SECRETARIAL POSITION
For Livonia health food store. Some accounting and computer work. Contact Chris for interview at 313-464-0300

SECRETARIAL/SWITCHBOARD

POSITION NOW AVAILABLE. CANDIDATE MUST HAVE WORDPROCESSING SKILLS, SPREADSHEET SKILLS, HOURS: MON-FRI, 8-5, SALARY: DEPENDENT WITH EXPERIENCE. FULL BENEFITS AFTER PROBATIONARY PERIOD

PLEASE call Laura Davis, Data Assistant Corp. (810)557-2200

SECRETARIES/WORD processors, MS Word for WordPerfect. Your choice of positions. Many need to permanent employment.
DILSTAFF (313) 525-4906
OR FAX (313) 525-4909

SECRETARIES

Due to major growth, professional CPA firm has several secretarial positions available in our Southfield and Bloomfield Hills offices. Candidates will be a team player, be well organized, have excellent communication skills, and preferably 5 years of solid secretarial experience. Must have strong accounting background preferably in WordPerfect 6.0 for Windows. Spreadsheet experience a plus.
If interested, please send resume and salary requirements to: Ms. Prathiba, P.O. Box 681, Southfield, MI 48037.
An Equal Opportunity Employer

SECRETARIES/WORD processors, MS Word for WordPerfect. Your choice of positions. Many need to permanent employment.
DILSTAFF (313) 525-4906 STAFFING (313)525-4906 FAX 525-4909

SECRETARIES

$10-$13/HR

- Medical Insurance
- Vacation/holiday pay
- Bonus Programs
- On-going training
- Hospital benefits
- 401(k) available
- Long/short term
- Temp-to-perm

CALL TODAY!

Farmington Hills ... 810-615-0560
Madison Heights ... 810-547-0300
Rochester Hills ... 810-650-6500

Western STAFF SERVICES.

SECRETARY/BOOKKEEPER
for section 8 subsidized apartment complex in Waterford. Must have experience in accounts payable, customer service & general ledger. Full time position with benefits after 6 months of satisfactory period. Salary commensurate with experience. Please send resume to: W.H. Investments, Inc., 6895 Dixie Hwy., Bloomfield, MI 48322.
An Equal Opportunity Employer

SECRETARY - CHAUFFEUR for retiring Bloomfield Real Estate office. Applicants must be organized, able to work on weekends, & able to drive Presidential Mercedes. Dental, Call Mrs. Rhodes at 313-363-7179

SECRETARY
ENHANCE your career and interact with caring professionals in the warm environment of our Medical Office. Healthcare Headquarters. Long term positions. Salary DOE. 810-512-2000. Call Phenom. Livonia 810-473-2931

SECRETARY
ESTABLISHED Southfield based construction and development company seeking a professional secretary with experience. Benefits included. Send resume & salary requirements to: Human resources, P.O. Box 306, Southfield, MI 48037

SECRETARY
Part hours. Full or part-time. Small Troy manufacturing company. Phones, mound beeping, computer literate & knowledge of Windows, Microsoft Word, Quick Books, etc. a plus. Call between 10-2 pm-leave message. 810-689-7770

SECRETARY
TUES & Thurs in Ferndale area. Must know WordPerfect with telephone. Call eves. (810) 640-2424

SECRETARY with word processing and spread sheet experience. Some accounts/notes part time. Call LA Wyking & Associates, in Royal Oak. (810) 546-3840

An Equal Opportunity Employer

SECRETARY
FULL time position in manufacturing company. Must be organized with communication skills, computer knowledge needed. Send resume to:

Double H Manufacturing
8121 Commerce Drive
Westland, MI 48185
or call (313) 729-3450

SECRETARY
Immediate opening for administrative support professional general office, phone/switchboard, client relations & sales. Must be organized, flexible, have strong initiative, superb phone technique, great verbal & written skills. Computer Word Processing (MS Word/Windows) experience required. Prioritizing, handling multiple tasks and sense of humor essential. Great opportunity for advancement. Call Barry Cale 810-737-2000 Ext 17 for interview

SECRETARY
MATURE & reliable Fleldale hours Part time for Livonia office
(313) 522-2560

SECRETARY - mature, permanent part time or full time. General office & strong computer skills. Non-smoking office. High school graduate, 3-5 grade point average (on a scale of 4 best). Located in White lake on M-59. Leave message if no one there.
(810) 360-9819

SECRETARY

NATIONAL health agency. Requires good communication and office skills, typing. Long computer necessary. Excellent benefits. EOE/AP
Box 81563
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY needed for established furniture store in Plymouth. 30 hours. Excellent communication & organization skills.
(313) 453-1300

SECRETARY NEEDED for computer software sales firm. Strong Word Perfect 5.1 skills concentrating on editing & proof reading. Will type up quotes, proposals & other documentation related to the sales process. Need excellent telephone skills. Ability to multitask and provide customer service calls using approximate scripts. Will interact with customers on the telephone continuously. Need strong organizational & communication skills. Receptivity is a must. Competitive salary according to qualifications which include an excellent benefit package with an excellent 401K pension package. Please send resume to
Box 81721
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
Needed full-time. Individual must have excellent telephone skills, accurate typing and general clerical Word Perfect and basic computer knowledge of Windows. Call for appointment 248-478-7600, ext. 100

SECRETARY

NEW opportunities for you! Use your skills and executive level experience with a major north Oakland Cty technology firm. Full time and part time $2.00 to $13.00/hour
Call Shelly 810-646-7561

UNIFORCE SERVICES

SECRETARY/PARA LEGAL
for Southfield tax practioner, with 3 years of experience in personal & corporate tax. Quickfed retirement plan & estate planning. Please send resume to: Stephen Bucman, 3000 Town Center, Ste. 2400, Southfield, MI. 48075. No phone calls please.

SECRETARY, PART-TIME
3 days per week. WordPerfect expertise required. Call Jerry Jeter 810-355-4450 or Fax resume to 810-355-4458

SECRETARY - REAL ESTATE
9-5:30PM Mon. thru Fri. Must be professional, good phone skills, typing & PC experience. Call 313) 538-2000, ask for Mr. Hoding

SECRETARY/RECEPTIONIST
Entry level for sales office. Computer skills helpful. 810-852-2070

SECRETARY / RECEPTIONIST
Full time. General office duties. WordPerfect. Good pay/ benefits & 401k. Send resume to: 25300 Dixie Center Dr., Suite 330, Southfield, MI 48076 or call (810) 354-4600

SECRETARY/RECEPTIONIST
Plymouth Area - CPA firm. Personal computer skills with experience. Business communications with experience. Send resume to P.O. Box 701308, Plymouth, MI 48170

SECRETARY/RECEPTIONIST
WINDOWS. Answering phones, greeting clients, scheduling. Temporary to permanent. Bejefa. -

Unlimited Staffing Solutions, Inc.
810-258-5111

SECRETARY /RECEPTIONIST
Bored with inquiries?
Our position offers daily challenges. We are a fast growing, 15 year old consultant firm. We need someone with GOOD phone skills & typing skills. Computer knowledge is a PLUS. If you're AMBITIOUS & a FAST learner, then call Ann at (810-680-2410) or send resume or mail to:

1040 E. Maple Road
Troy, MI 48083
Attention: Secretary,

SECRETARY
RESEARCH & DEVELOPMENT company developing leading edge medical products. We need a flexible, team player with academic or medical background and good interpersonal/communication skills. Experience in WordPerfect 5.1 and 6.0, Lotus and Quicken desirable. Good salary/benefits. Send resume to L. VAD Technology, 300 River Place, Detroit, MI 48207, Attn: Beverly Beale or fax to 313-446-2901

SECRETARY. SALES DEPT.. $25,000

Manufacturing company has a newly created position. Candidate on the Word Processor is welcome. Fees Call 313-464-9009.
Shelley Personnel Services

SECRETARY
Secretary needed in commercial real estate firm. Requires proficiency in WordPerfect 5.1, Lotus 1-2-3. Candidate must possess good organizational skills and communication skills. Benefits include a 401(k) plan, vacation in the first year, medical, dental and disability insurance. Please send salary history and resume to:

B. Lee
P. O. Box 1745
Troy, Michigan 48099

SECRETARY
Successful candidate must have 2 years secretarial experience. PC experience with word processing (MS Word preferred) and database software at a rate of 50wpm preferred, good communication skills and a pleasant telephone manner is required. We offer competitive salary and benefits with opportunities for personal and professional growth. Send resume and salary requirements to:

Joanne
23100 Providence Dr., Suite 200
Southfield, MI 48075

SECRETARY
TUES & Thurs in Ferndale area. Must know WordPerfect with telephone. Call eves. (810) 640-2424

SECRETARY with word processing and spread sheet experience. Some accounts/notes part time. Call LA Wyking & Associates, in Royal Oak. (810) 546-3840
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

SECURITIES INDUSTRY
Top producing stock broker looking for experienced Customer Service Rep., Series 7, and knowledgeable in edge of WordPerfect 5.1 and Lotus 1-2-3 required. Challenging high paced position. Excellent communication skills a must. Send cover letter, resume and salary requirements to: Ann M. Fox, P.O. Box 9153, Farmington Hills, MI 48333-9153.

SERVICE COORDINATOR
PRIDE CLEANING SYSTEMS
for home care/staffing in Clarkston. Above average communication & organizational skills required. Excellent pay & benefits.
(810) 229-5583
FAMILY HOME CARE

SERVICE COORDINATOR
To schedule cleaning jobs for home care agency in Brighton. Excellent communication & clerical skills required.
(810) 229-5583
FAMILY NURSE CARE

SPREADSHEETS

Southfield International communications firm seeks a candidate with excellent spreadsheet experience. Familiarity with Lotus or Excel necessary. Up to $20K to start. HRMS 810-948-0257 or fax resume to: 810-948-1868

SWITCHBOARD OPERATOR/RECEPTIONIST - needed for beautiful office serving top executives in Troy. Full time position available in a great location with an excellent benefit package. Call for an appointment 810-649-5022

SWITCHBOARD OPERATOR

Wanted cheerful & professional applicant, needed for a switchboard position. BCBS, 401K, paid holidays & vacation. Overtime available. Must be able to work Monday & Thursday from 12 noon to 8 pm. Please call Joan or Wendy
810-615-4900

Telemarketing
Customer Service Representatives ... See our ad under classification #500.
(313) 261-8220

TEMP - PERM

Employment Opportunity
With light computer skills. Excellent starting salary and benefits

An Equal Opportunity Employer
Sterling Personnel Services
Livonia, 313 266-8600
Southgate, 313-281-9300
Taylor 313-284-0777
Auburn Hills, 810-373-7500

TOP FIVE REASONS TO WORK FOR CORPORATE PERSONNEL
5 Valuable networking contacts
4 Valuable work experience for resume
3 Get foot in door of Fortune 500 Companies
2 Free software training (Word, Excel, WordPerfect)
1 Big $$$ for software, typing, and data entry skills
CALL TODAY
WORK TOMORROW
(810) 352-9696

TWO IMMEDIATE OPENINGS
Word Processing Clerk - WordPerfect for Windows, Harvard & Excel. Receptionist - switchboard & light clerical. Call 810-851-8811 (both full time with benefits). Farmington Hills area. Send resume with salary requirements to: Box 251701, W Bloomfield, MI 48325 or Fax to 810-851-8436

TWO MID-LEVEL CLERICAL POSITIONS
PART & FULL TIME AVAILABLE
Candidates must be able to handle substantial paper work load. Basic computer knowledge is required. Excellent communication skills and accounting skills are a plus.
We offer competitive pay plus benefits. A good environment and advancement opportunity.
Please send your resume to:

Scott Shapiro
977 E. 14 Mile Rd.
Troy, MI 48083
ATTN: Administrative Manager
or you may fill out an application in person at our store.

WE NEED
RECEPTIONISTS - with or without word processing. 8 positions open in Livonia, Troy, Bloomfield Hills & Rochester. $6-8/hr. All are temp to perm.

DATA ENTRY Operators - Rochester and Farmington Hills. $7/hr.

ADMINISTRATIVE ASSISTANT - Troy. MS Word and Excel. Temp to perm. $10/hr.

SECRETARY - Auburn Hills. Windows, Lotus to advanced functions. AmPro and tree lance a plus. Temp assignment.

OAKTEC Professional Staffing
Farmington Hills 810-488-0464
Auburn Hills 810-377-4070

WORD PROCESSOR. Must be expert at Word for Windows and Excel. $8 per hour. Robbins & Marcozzi Inc., 330 Bunce Road, Fort Huron, MI 48060. (810) 987-3300

504 Help Wanted-Dental

ADMINISTRATIVE POSITION available for progressive dental practice in Oxfordshire. Must have an outstanding customer service skills and minimum of 3 yrs. clerical experience preferably with knowledge of insurance. (810)752-2244, Anne, 248-628-2233

BUSY FARMINGTON Hills office is looking for a motivated experienced Chairside Assistant. If you would like to have a 3 day weekend & work in a friendly atmosphere, benefits available, call Laura.
(810) 478-5130

CERAMIST - full & part time top salary, full benefits, high quality, c & b lab. Lab tech
(810) 856-6533

CHAIRSIDE ASSISTANT full or part time person needed for busy group dental practice in Plymouth. Experience necessary. Registered or certified preferred. The successful candidate will be organized & work well with team. Excellent compensation, wages & incentives. (313) 459-2300

CHAIRSIDE DENTAL ASSISTANT
Immediate position for full-time qualified dental assistant. Pleasant office. Prefer experienced, friendly, people oriented, motivated person to join our team. Please call Joan at
810-647-8100

DENTAL ASSISTANT, full-time, for general practice in Farmington Hills area. Will train right person. Good benefits. Good hourly basis. Call
(810) 660-9013

DENTAL ASSISTANT - Livonia practice seeks experienced Assistant for our ever-friendly staff. Evenings & Saturdays required. Approximately 30-33 hrs./wk. Fax or call Jo-Ann/Chris at 313-591-7303

DENTAL ASSISTANT
Part-time, flexible hours. Will train. Prefer mature person. Farmington Woods area.
(810) 543-8624

504 Help Wanted-Dental

DENTAL ASSISTANT
We seek a dynamic, energetic & experienced, full time assistant to join our progressive West Bloomfield office. We offer you an opportunity to grow as a valued member of our team.
Call: 313-459-5370

DENTAL ASSISTANT
Needed for group practice in Bloomfield Hills. Full-time, experienced.
Call 810-338-3350

DENTAL ASSISTANT - For pediatric office located in Troy. Must be experienced. Farmington Hills area. Call

DENTAL ASSISTANT wanted in modern Troy office. Full/part time. Experience preferred, but not necessary. John R. & Wattles area.
(810) 619-9303

DENTAL ASSISTANT
Specialty office looking for experienced, mature, responsible Dental Assistant to work Mon., Tues., Thurs. and every other Saturday. Salary very competitive for the right person. Please contact Judy or Kathy at
(313) 822-5580

DENTAL ASSISTANT
Seeking enthusiastic individual to join team in private practice in W. Dearborn. Experience necessary. Great hours. No Saturdays. Send resume to: Box 81718
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL ASSISTANT
Part time in a friendly & professional modern office.
Please fax resume: (810) 693-3608.

DENTAL ASSISTANT
Experienced chairside, needed for busy full time practice. Overlength & 8 late
(313) 591-0011

DENTAL ASSISTANT - Bloomfield Hills general practice looking for full time experienced Dental Assistant to join our team.
Call (810) 332-6144.

DENTAL ASSISTANT
Full time. Person must be experienced. Call after 6pm. Benefits. Friendly Livonia family practice. 313-464-3430

DENTAL ASSISTANT
HIGHLY motivated, energetic person for full time position in pleasant Troy office. One year experience preferred.
810-641-9490

DENTAL ASSISTANT - part time for Southfield practice and surrounding areas. Tues. & Thurs. Please call Laura at:
(313) 557-1555

DENTAL assistant - experienced, energetic person seeking a friendly office to work in busy friendly Farmington Hills office.
(810) 553-5060

DENTAL ASSISTANT - Part-Time. for oral surgery office, Berkley area. Troy area. Experience in dental office required. Will train in oral surgery. Some benefits. Call 10am-4pm.
(810) 547-2181

DENTAL ASSISTANT
With experience. Part-time for progressive Southfield family practice. Beautiful first class office. Modern office. We prize team work, for our quality patients. Call 810-354-5400

DENTAL ASSISTANT (chairside) for our friendly busy Canton orthodontic practice. Full time, benefits, salary not necessary. 3-4 days per week. Paid vacation, sick days & holidays. Call Kathleen at 313-981-2444

DENTAL ASSISTANT NEEDED for busy Birmingham office. Experience preferred. Hours are Mon., Tues., 7:30am-3pm, some Fri. mornings. Call Carol between 2-5 at
810-646-6355

DENTAL ASSISTANT
Busy Dearborn Hts. dental office seeks caring, friendly, enthusiastic chairside assistant. Some dental experience required. Competitive salary plus benefits. Call Debbie, 313-274-4040 Ext. 130

DENTAL ASSISTANT
Full-time chairside position for experienced professional. Mon. & Fri., AM only, Tue., Wed. & Thurs. PM. Excellent opportunity for right individual. Friendly, progressive Bloomfield office. Call
810-642-4484

DENTAL ASSISTANT
An energetic team oriented assistant is needed for Farmington Hills dental specialty office. Experience preferred, but will train. Wages start at $7 or higher, dependent upon previous work experience. Benefits available. Call daytime, 8-5pm.
(810) 737-1380

DENTAL ASSISTANT/RECEPTIONIST needed 25-28 hrs./wk. for Rochester family practice. 1 yr. experience preferred, but will train the right person. Send resume to: P.O. Box 80274, Rochester, MI 48308

DENTAL HYGIENIST
Needed part/full-time.
Call Dr. Jeffrey at
(313) 455-4070

DENTAL HYGIENIST
Treat yourself and work in a great office. Part-time, flexible.
313-425-4208

DENTAL HYGIENIST
Part-time. Friendly, friendly person to join our family dental team. Please call:
313-464-3430

DENTAL HYGIENIST
For Westland area.
2 Saturdays a month.
810-641-4811

DENTAL HYGIENIST
Part-time. Prevention oriented Northville family practice seeking an energetic, friendly, dependable member of our team. Call:
(810) 348-7997

DENTAL HYGIENIST
Progressive W. Bloomfield Family Practice has an opening for a highly skilled RDH. Full time, excellent benefit package.
810-661-4022

DENTAL HYGIENIST
PART-TIME for progressive periodontal practice in Southfield. Caring, talentedl & dependable person need only apply. Call
(810) 625-7700

DENTAL INSURANCE Secretary, full or part time. Busy Farmington Hills Dearborn area. Experience in Dental Insurance and computer data processing preferred. Send resume & salary requirements to: Box 48126, (313) 834-9051

DENTAL LAB PERSON
needed for Endodontics, P.C. No experience needed.
Call Jeannie,
(313) 565-8118

DENTAL RECEPTIONIST
Experienced, enthusiastic person needed full time for busy, dentistry, for our service office in Canton. Excellent salary & benefits.
(313) 981-0400

DENTAL RECEPTIONIST
Busy Livonia, general practice. EXPERIENCED Dental Receptionist, looking for career job with great pay, incentives, bonus and 401K.
call Debbie at 810-476-7185

DENTAL RECEPTIONIST
for Great Oaks Dental office. No weekends, dental office experience desirable. Call Kathy at
(313) 427-4040

DENTAL RECEPTIONIST/ MANAGER
looking for a bright, energetic & well motivated person to write in our Bloomfield hills dental practice. Dental experience preferred. Call Cathy
(810) 253-0440

DENTAL RECEPTIONIST - we are looking for an energetic, people oriented person to join our team with excellent verbal skills for our beautiful Livonia dental practice. Must have a great attitude, smile, enjoyment. Full time, benefits.
(810) 477-7308

DENTAL RECEPTIONIST
Part-time, 16-24 hours, Will train, experience, typing skills & good personality a plus.
(810) 881-8448

504 Help Wanted-Dental

DENTAL RECEPTIONIST
Healthy, excellence oriented dental team is seeking a motivated, organized & self confident individual with exceptional relationship skills to join our state-of-the-art practice. Fantastic opportunity for a career minded, detail oriented, people person. Dentistry experience helpful. Mon-Thurs. 12 Mile & NW area (810) 626-4372

DENTAL RECEPTIONIST
Make a career move! We're looking for a person who is organized, friendly, with outstanding patient service skills, to help our Rochester dental practice run smoothly. If you enjoy challenges, are enthusiastic & welcome growth opportunities, this position is for you. We work Monday thru Friday, No evenings or Saturdays. You'll work in a modern computerized office with a friendly, supportive atmosphere & benefits available. Call to set up a confidential interview or send a resume. Full time. Experience only. We value talent & appreciate excellence!
810-656-2300

DENTAL RECEPTIONIST
with insurance & COMMAND computer experience, for W. Bloomfield practice.
(313) 274-6060

DENTAL RECEPTIONIST
experienced in insurance, recall, scheduling. Perfect position for mature individual. No sats. Livonia. (313) 427-2268

DENTAL TECHNICIAN
Wanted! Beginner to experienced, experienced preferred. Full time. Farmington.
(810) 478-3355

FRONT DESK: Join our team and enjoy working in a beautiful office with a great staff. Experience helpful, very. Sorbets a plus. Full-time. Livonia.
(313) 464-1206

FRONT OFFICE BUSINESS ASSISTANT needed. Dentech Electronics. Farmington Hills area. Call Chris at: (313) 455-4070

FULL-TIME Dental Assistant & Part-time Front Desk person, needed for busy Livonia dental practice. Pleasant Salary commensurate with experience. Benefits available. Call 313-522-2512
Five Mile Rd, Livonia, MI 48154

HEAD DENTAL ASSISTANT
With leadership & communication skills, full time, benefits.
Commerce Twp. 810-363-3368

HYGIENIST NEEDED
Friendly team oriented dental office is seeking motivated Hygienist to join our practice. Weekends off. Please call Sharon at
810-855-6578

ORAL SURGERY ASSISTANT
Full time, 5 days. Must be team player & dependable. W. Dearborn practice. Experience preferred 313-562-1515

ORTHODONTIC ASSISTANT
Full time position for a bright, energetic, responsible person in progressive orthodontic/pediatric dental practice. Experienced only! Fax resume: 810-642-4811

ORTHODONTIC ASSISTANT, part time, 4 afternoons a week, child care provided, Farmington Hills area. Experience preferred but not necessary. Rochester area.
(810) 651-4404

ORTHODONTIC ASSISTANT
Full time, experience preferred but will train. Great hours, no weekends.
Farmington Hills. 810-661-0900

PERSON TO make deliveries and also work in dental lab. Will train. Apply in person. Downs Orthodontic Laboratory, 8315 Lilley, Plymouth.

PROGRESSIVE DENTAL OFFICE seeks experienced full time dental assistant. Good benefits.
Call 810-353-7440.

RECEPTIONIST/DENTAL ASSISTANT
FULL TIME, PROFESSIONAL, PROFESSIONAL MATURE INDIVIDUAL FOR BUSY DENTAL OFFICE FROM OAKLAND MEDICAL RECEPTIONIST (EXPERIENCE NEEDED) With computer knowledge. Part time hours are Mon., Tues. & Wed. evenings, and occasional Sats. Please call Pat,
(810) 477-7230

RECEPTIONIST NEEDED
For our Westland/Wayne/Lake office. Dental experience preferred. Call Linda at: 313-728-0600

TELEMARKETER NEEDED full-time for progressive dental supply company. Excellent benefits package. Send resume to: Personnel Department, Dentech, 12278 Farmington Rd., Livonia, MI 48150

WE'RE GROWING! Full & part-time positions available in our dental office. Great opportunity for career-oriented individuals. $9 to $13/hr. Call Dr. Wasserman's office at Call D.J. Wisdom (810) 683-1410

506 Help Wanted-Medical

ACTIVITIES ASSISTANT
Full time, flexible hours
$6.25 to start, benefits available

RECEPTIONIST
Mon-Fri 5-9pm; Sat 8-11am-7pm
$6.25 to start, benefits available
Apply in person at:
BORTZ HEALTH CARE ON GRATIOT LAKE
8470 ALDEN DR.
WEST BLOOMFIELD
810-363-4121

ACTIVITY ASSISTANT Beverly Hills Care Center, Full time, flexible hours for activity assistants, full & part time. Candidates should be knowledgeable in long term care. Experience helpful. Apply in person: 3030 Greenfield, Royal Oak. EOE

ADMINISTRATIVE ASSISTANT
Managed Care Organization
Looking for a motivated individual to assist office. Minimum 2 years computer typing experience required. Send resume to: 27177 Lahser Rd. Suite 220, Southfield, MI 48034.

A.D.O.N.
Charter House of Novi, a 144 bed skilled nursing facility, affiliated with Beverly Enterprises, is seeking applicants for the position of Assistant Director of Nursing Services. To qualify you must be a registered nurse experienced in long term care, a strong knowledge base of OBRA guidelines, excellent leadership & oral communication skills, and demonstrated organizational skills. We offer a competitive salary in an environment that promotes a cohesive, dynamic team. We also offer a generous benefit package, salary commensurate with experience, if you qualify, and the opportunity to be expanding your horizons call or send resume to:

Human Resources
Charter House of Novi,
24500 Meadowbrook Rd.
Novi, MI 48375
810-477-5000, fax 810-477-0818

RN experienced medical assistant & receptionist for busy Internal Medicine office. Send resume to:
6150 Cobbins Road, Lake Park, MI 48073, or call (810) 298-9900.

ASSISTANT DIRECTOR OF NURSING
Plymouth Court Health Care Center is seeking an Assistant Director of Nursing. Qualified candidates must possess 5 years of recent long term care experience, have a BSN degree, management experience, excellent organizational skills and the ability to prioritize & implement. Send resume to: H.R. Dept., 108 Haggerty Road, Plymouth, MI 48170-2304

ASSISTANT-MEDICAL LIVIN/NAVICI AREA
Busy practice, flexible hours, benefits & salary, $10.00 depending on experience.
810-478-1094

506 Help Wanted-Medical

BECAUSE of expansion, we are looking for an additional full time Radiology Transcriptionist for a fast paced Farmington Hills office.
Call after 10am, 810-932-5104

BILLER
Charter House of Novi, is seeking a qualified Master Biller, experienced in RVs to join our team of dedicated professionals. The ideal candidate will possess two years experience in long term care billing. Excellent benefits package. Salary to commensurate with experience. If you qualify, we welcome your application.
Call Janet Gibbs at:
810-477-2000

BILLER
Experienced Senior Biller needed for a busy 2 physician office in Livonia. Medicare experience required. Some experience preferred. Full time. Great benefits.
Call (313) 458-1455

BILLER
LONG term care pharmacy seeks medical biller. Candidate should have experience with Medicare Part B billing (DMERC Guidelines) in addition a familiarity with Medicaid and enteral products is a must. Competitive salary & benefits. Send application to: PO Box 3347 Livonia, MI 48151 Attn: Accts Receivable

BILLERS

Many terrific new openings in West Bloomfield, Farmington Hills, Livonia & Southfield for Medical (cardiology, family practice, internal medicine) & DME/IV Infusion offices.
Call Michelle 810-932-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

BILLING CLERK
DIVERSIFIED Medical Group, a division of Henry Ford Health System, has a professional position for Billing Clerk for Home Infusion Company. 25 WPM a must. Excellent Benefits. EOE/AA
Send resume to:
Fastane Home Infusion
Attn: Linda Hart
21206 Harper Ave.
Southfield, MI 48075
Fax: 810-827-3373

BIRMINGHAM CHIROPRACTIC KINESIOLOGISTS need warm, personable and polished individual to work in our office. No insurance or computer work involved. We want a friendly and energetic voice to answer the phone, schedule appointments, greet patients at door and keep business humming while we treat patients. Pleasant atmosphere our patients enjoy. Hours 12 to 6 Mon. thru Fri with the option of more hours if desired. $9.00 per Hr. plus pension plan, paid holidays and vacation. Also work hours on Sat. Sept. 16th, Sept. to 10am. 1690 Southfield Rd., Birmingham in the DeWitt Salon Building, 1 blk. N. of 14 Mile on the west side of street.
(810) 258-3244

BIRMINGHAM OPHTHALMOLOGY office needs part-time front Desk help. Will train. Call Penny at:
(810) 642-5223

BOOKKEEPER for Medicaid Billing in nursing home and home care company and Medicaid experience required. Call 313 722-6400

BORTZ HEALTH CARE ON GREEN LAKE
Earn extra cash!
Earn up to $6.25 per hour. NURSE AIDE training program is required by the State of Michigan. Classes are:
- Raise after 90 days
- Raise after 6 months
- Raise after 1 yr.

START YOUR NURSING CAREER ON GREEN LAKE
Class starts September 25th
Call Mon. thru Fri., 9am to 5pm
810-363-4121

BUSY OB-GYN office needs receptionist, full & part-time, W. Bloomfield & Canton area. Experience a plus. Apply at Tent.
810-238-1237

CHARTER HOUSE OF FARMINGTON HILLS
Tired of dealing for work in all the wrong places? Come join our team of professionals. We are convenient. We have immediate openings for Full / Part Time
C.E.N.A. on all shifts
Apply in person at
21017 Mooney Road
Farmington Hills, MI 48336

CHILD CARE ASSISTANTS NEEDED PEOPLE WHO LOVE CHILDREN for Beaverton Woods Child Care Starting positions.
These positions provide temporary staffing for in-home child care as well as daycare centers. We provide free training & flexible days & hours but there are no guaranteed days or hours. Training Oct. 2nd, Oct. 16, 1995. For more information please contact Ann Marie Sullivan at Nurse Assist, - Private Care at
810-557-9120

CHIROPRACTIC ASSISTANT
Experienced. Apply in person.
ELYNCHUK CHIROPRACTIC
28233 Ford Rd., Garden City.

CNA
NEEDED IMMEDIATELY
CLARKSTON AREA
Three times a week (21 hours/week) to assist with personal care of a paraplegic client. You must be able to lift client, monitor aide experience and reliable transportation.
Excellent pay and benefits.
For additional information call Carla Graham, RN
(810) 357-3654
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CNA'S
COME join the team at Plymouth Court. We offer a brand new and beautiful home. We have a terrific bonus! We also offer an excellent benefit package, competitive wages and apply at 100 Haggerty, Plymouth or call Kathy at 313-459-8510 ext. 20
Equal opportunity employer

CNA'S
FOR small nursing home in Northville. Days, 2 p.m. to 10 p.m.
Call Mrs. Gaynor
810-348-3290

CNA'S
Full & part time positions, all shifts. If you are recently graduated from Red Cross or other training program, you may qualify for all or part of your tuition paid through us. We have a new & improved wage & benefit package. Choose your own shifts. We have split shifts available to suit your personal needs. Contact Joel H. at 8 Mile & Telegraph shopping center. Apply in person. Charter House of Lathrup, 24500 Meadowbrook Road, Novi, MI 48375

CNA'S
Full time. Apply in person Maybrook Manor, 15475 Beaconsfield, Detroit, MI. 48164

COMPASSIONATE, RESPONSIBLE Individual needed to care for our home for Closed Head Injury Adult.
- Competitive Wages & Benefits
- All shifts available.
Call Jeanette, 810-473-1136

DATA ENTRY position, part time for medical office. Mon., Tues., Thurs 8am-5pm. Clerical office duties also required. Will train. Send resume to:
Box 81737
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

506 Help Wanted-Medical

COMMUNITY HOSPICE SERVICES
The following rewarding positions are available with our dedicated, growing team of professionals. Providing care to the invalidity ill and their families in their home or a home-like setting:

RN FULL TIME MON-FRI
Practical nursing at its best. The desired candidate will have excellent clinical and interpersonal relationship skills and desire to work in a supportive but autonomous atmosphere.

Home care/hospice experience a plus. Previous and medical, surgical experience desired.

SPIRITUAL CARE ASSISTANT
Responsible for support for dynamic, caring, and non-judgemental individual to provide holistic, spiritual care and counseling during our patient's illness and their family's bereavement. Related education & experience desired. Interest in program development a plus.

MARKETING & DEVELOPMENT ASSISTANT
Part time, flexible position requiring creative, flexible person with excellent communication skills. A bachelor's degree or related experience in marketing/ fund raising desired. Experience with non-profit organizations desired. Computer experience with word processing, spreadsheet and desktop publishing a plus.

Please send resume to:
COMMUNITY HOSPICE SERVICES
32932 Warren Rd., Ste. 100
Westland, MI 48185

or call
313-522-4244

DIET TECHNICIAN

Glacier Hills is seeking a full time diet technician. Dietetics degree preferred. Please send resume or apply in person at the Nursing Center recepion desk.

GLACIER HILLS
1200 Earhart Road
Ann Arbor, Michigan 48105

DOCTOR'S ASSISTANT

Part time, Flex hours, Mon-Fri. Must be flexible. Medical experience not required, will train. (313) 962-4553

drivers
HOME HEALTHCARE DELIVERY TECHNICIAN
- Rewarding Opportunity
- Training Provided
- Excellent Benefits
- Competitive Salary

Apria Healthcare is now the nation's leading, fully-integrated home healthcare company, providing home medical equipment, respiratory care services and home infusion therapy. We have an immediate full-time opportunity in our Troy branch for 2 Driver/Patient Service Technicians.

We seek a conscientious, flexible and reliable individual to load, deliver and pick up home medical equipment and related supplies to our homecare patients. Individual must be able to accept some on-call responsibilities (for which you are fully compensated). We require a strong service orientation, a clean/neat appearance and a valid driver's license with a clean record (CDL license required if endorsements/restrictions), and the ability to pass DOT requirements (including a DOT physical and a pre-employment UNION DRUG SCREENING TEST.

Send resume to: Apria Healthcare, Attn: Branch Manager, 1755 Maplelawn, Troy, MI 48084
An Equal Opportunity Employer

ECHO TECH'S
Part-Time & Contingent
323 bed teaching facility is seeking dynamic healthcare professionals interested in becoming part of our Cardiology team.
Will be responsible for M-Mode, 2D, Doppler, Color Flow, Stress Echo and TEE studies as well as a variety of non-invasive cardiology tests.
Qualifications include graduation from a Cardiovascular technician program or a minimum of 8-12 months Echocardiography, Stress and Doppler experience. Certification preferred.
We offer an excellent salary and benefits program.
If interested, you may apply in person or submit resume to:

Human Resources
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Garden City, MI 48135

EXPERIENCE MEDICAL RECEPTIONIST-EXPERIENCED
NEEDED for internal medicine practice in W. Bloomfield. Full time, no evenings, or weekends. Salary, MSS experience helpful. Some in office billing required. Competitive salary with great benefits. Call Brenda between 9-3. 810-661-9460

GENERAL OFFICE help needed for Physical Therapy billing office in Farmington Hills. Part time, flexible hours. Excellent salary. Working computer skills required. 810-932-0200

• HOME HEALTH AIDES
For private duty home care agency in Livonia, Contingent, part-time & full-time positions. Hours available throughout Wayne & Oakland counties. Competitive salary with great benefits package. Call Brenda between 9-3. 810-661-9460

HOME HEALTH AIDES, PERSONAL CARE AIDES
COMPREHENSIVE HOME HEALTH OF AMERICA - is seeking part time and full time Home Health Aides and Personal Care Aides to provide personal care to the elderly in their homes, working with patients, families, nurses and therapists, this is the position for you.
Please contact Bonnie Manager at COMPREHENSIVE HOME HEALTH OF AMERICA at 810-770-8773, 5445 Hatchery Road, Westland, MI 48329

HOME HEALTH CARE
Caring and dependable persons needed to work in home hyp setting, in Rochester/Troy area. Afternoon and weekend hours. $5.75/