502 Help Wanted-Office Clerical

SECRETARY
Secretary needed with advanced secretarial/clerical skills including the following: 70 wpm, dictation from scription skills, effective oral and written communication skills, ability to graft correspondence, good organizational skills, good telephone skills, proficiency in Microsoft Word and Excel a necessity, along with a working knowledge of personal scheduling software including a mail organizer. The ideal candidate has future and construction processes preferred. Interested candidates may send salary requirements along with a cover letter and resume to: Human Resources, P. O. Box 801, Bloomfield Hills, MI 48303. EOE.

SECRETARY
We have immediate needs for organizeres who seek to be challenged and to advance their career. Opportunities with both large and small subsidiaries. Must be proficient in Word, Excel and Power Point preferred. Top Salary and Benefits. Sick and vacations. Call Sara Livonia 473-2931 (810) 646-7661

UNIFORCE SERVICES

SECRETARY/WORD PROCESSOR part time for fast paced professional office with Microsoft computer experience. Responsibilities include Word Processing, Microsoft Word for Windows 6.1, filing, typing, phone answering, and other misc. tasks. Reliable transportation required. Part time hours from 1-5pm daily. $8-10 per hour. Send resume to: Michael Associates, Attn Business Manager, 32605 W. 12 Mile Rd., Suite 165, Farmington Hills, MI 48334. EOE

SECRETARY - 3 days. Experienced for Manufacturers Rep. Downtown Birmingham. Must have computer skills 810-644-2646

SKILLED NURSING facility seeks someone for part time receptionist general office duties. Knowledge of Medicare & Medicaid helpful. Good typing skills a must. Excellent benefits. 50 W. Frank's Place, Northville. Call 348-3002 810 338-0345

SOUTHFIELD BASED CPA firm seeks self motivated individual with professional appearance. Must have flexible position for phone back up, filing, mail processing, and other office responsibilities. Excellent communication & organizational skills are a plus. Ability to work in Windows required. Good compensation & full benefit package. Fax Resume & Salary Requirements to:
Joyce Kasper, Kasper, Hurwitz & Company, PC, 27777 Franklin Rd., Suite 1800, Southfield, MI 48034

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Short & long term positions available
RECEPTIONIST
DATA ENTRY
WORD PROCESSING
ADMINISTRATIVE ASSISTANT
Call today to apply and put your skills to work
ADIA
THE EMPLOYMENT EXPERT
(810) 442-7800

SWITCHBOARD OPERATORS
VALASSIS Communications, Inc. is looking for experienced receptionists/switchboard operators. Monday through Friday. The ideal candidates will have excellent communication skills and superior phone communication skills. Previous experience on PBX is a plus. We offer full time and part time positions available. Interested candidates should send a resume, cover letter, and salary requirements to:
Valassis Communications, Inc.
CO. Human Resources
36111 Schoolcraft Rd
Livonia, MI 48150
An EEO/Drug Testing Employer
Applicants with foreign language skills encouraged to apply

SWITCHBOARD OPERATOR
/ Data Entry
Monday - Friday 9am to 6pm Call Dan Malone
LIVONIA CHRYSLER PLYMOUTH
(313) 525-5000

TAX PREPARER — wanted part time, flexible hours, tax season for Livonia CPA firm. Call 427-2929

TELEPHONE RECEPTIONIST
Needed for busy private school in South Lyon. Must have clerical experience preferred. Temporary position from Nov. 17th through approximately mid-May. Call 437-2027 if interested contact Nicole at (313) 558-8040

TELEPHONE RECEPTIONIST/ CLERK
full time entry level position with benefits at B Mac Telegraph location. Call Mr. James (810) 353-0510

TITLE INSURANCE
Birmingham area. Commitment typist for full and/or part time. Experience a plus but will train right candidate. Must be familiar with WordPerfect, have good typing skills & be able to work independently. Pay commensurate with experience. Fax resume to: 540-7033 Or mail to: The Insurance, 1600 Woodward, #103, Bloomfield Hills, MI 48304. Attn: Jolene. No Phone Calls.

TYPIST
Fast growing service company desires professional individual with excellent typing & clerical skills. Word & Excel knowledge required. Please send resume with compensation requirements to:
Administrative Manager
3001 W. Big Beaver, Suite 810
Troy, MI 48084

WHAT ARE YOU LEARNING ON YOUR JOB?
Get on board with Michigans largest furniture retailer & learn some real world business skills. We're looking for eager, responsible people to take on apprenticeship positions. Starting responsibilities will include data entry, bookkeeping & customer service. That's OK. If you are a hard worker with a drive to learn, we'd love to talk to you. Excellent benefits package includes medical, dental & life insurance, 401k, part time & full time positions available. If you ready for a change apply today.
Wood's Furniture
8300 Wayne Rd., &
Noel Art Van
27778 Ford Rd.
across from 12 Oaks Mall

WORD PROCESSING
Full time clerical opening in leading distribution and construction firm. Ideal candidates will possess accurate typing skills, knowledge of MS Word and WordPerfect, dictaphone experience, attention to detail, ability to multiple tasks, and have a pleasant phone manner. Send resume to:
Human Resources -WP
48801 Wixom Tech Drive
Plymouth, MI 48170

WORD PROCESSOR
For insurance agency in Oakland County. Knowledge of Word for Windows 6.0. Excellent salary & benefits. Call (810) 968-0678

WORD PROCESSOR for local CPA firm. Knowledgeable in WordPerfect preferred. Reply to Office Manager 6916, 28470 Northwestern, Southfield, MI 48034

WORD PROCESSOR - NIGHTS
Prestigious Troy law firm seeks a part-time word processor. Preferred candidate is WordPerfect 5.1 who types minimum 60 wpm, commitment to hours per evening, schedule is flexible. Possible Saturday morning hours every 3 to 4 weeks. Desire someone who is dependable and able to work independently. Send resume and salary requirements to: WP, P. O. Box 51166, Detroit, MI 48243

WORD PROCESSOR
Part time, 20-30 hrs/wk. Birmingham/Southfield. Call Jackie or Louise (810-647-0320)

502 Help Wanted-Office Clerical

WORD PROCESSOR
TRANSCRIPTION Legal secretary, word processing position. Requires excellent spelling and grammar skills, use of MS Word for Windows. Litigation experience a plus. Send resume to: Personnel Dept., PO Box 530300, Livonia, MI 48153-0300
An Equal Opportunity Employer

504 Help Wanted-Dental

AN ORTHODONTIC ASSISTANT
Our busy orthodontic practice is seeking an experienced orthodontic assistant capable of performing all chairside procedures. Part & full time available. Waterford. Ask for Joanne at 810 681-8100

ASSISTANT
Full time in Farmington Hills dental office. Excellent salary & benefits. Call 810-478-1650

A-1 RECEPTIONIST needed full time for Orthodontic practice. Must be mature, friendly and a hard worker. Offices in Livonia, Allen Park & Warren. Call Marilyn at home, 313-422-0181

CANTON DENTAL office is seeking a skilled, full time dental assistant with excellent communication skills and values teamwork. Come join our quality team of professionals. Excellent benefit package. Call Bobbie (313) 454-0616

CHAIRSIDE ASSISTANT
For busy Farmington Hills office. Experience & a must. If you product like to have a 3 day weekend & work in a friendly atmosphere, benefits available, call Laura 810-478-8330

CHAIRSIDE ASSISTANT
1 yr. experience or dental training necessary. Full time for family practice in Livonia. Mon. - Fri. & Saturday's. Benefits. Southfield location. (810) 351-8060

DENTAL ASSISTANT - Part time Thursdays, for Southfield practice. Enthusiastic about dentistry. Experience necessary. Please call Laura (810) 354-1555

DENTAL ASSISTANT
If you are seeking a practice that offers a highly progressive, quality, team oriented atmosphere, and if you can perform at the highest clinical skills & are eager to learn, our practice can offer you an opportunity to achieve professional, emotional & financial security. We look career. Please call our Farmington office. (810) 474-0234

DENTAL ASSISTANT
Group practice. Full time position available for an experienced, enthusiastic individual who loves people and enjoys challenges. Top salary and excellent benefits for the right candidate. Western Wayne County. (313) 721-0948

DENTAL Assistant, 12 Mile/Inkster area. Full time. Chairside experience. X-ray certification required. Some work days. Call (810) 353-4747

DENTAL ASSISTANT, full time. Chairside with expanded duties. 3 Mile/Lahser area. Excellent benefits. Farmington Hills. 810-851-8446

DENTAL ASSISTANT
A great opportunity for a cheerful, motivated & caring person to help provide quality service to our patients. The position requires dental experience or vocational training. One evening & every other Saturday in Waterford. Call Justine (810) 681-8100

DENTAL ASSISTANT
Part time. Downtown Plymouth area. Some experience preferred. (313) 277-3068

DENTAL ASSISTANT
No experience needed, but willingness to learn is a must. Good salary and fringe benefits for the right person. Call 313-459-0300

DENTAL ASSISTANT
Cheerful chairside to join our excellence oriented team. Quality person for quality practice to our established family practice. (810) 642-4737

DENTAL ASSISTANT
Full time position. Fast paced practice in Birmingham. Must be a team person, punctual and willing to learn. Experience a must. 2 Days per week. Pay commensurate with experience/ability. Call Fran at 810-647-3955

DENTAL ASSISTANT
Friendly & quality oriented Dearborn Heights dental especially office is looking to increase its full time staff. We are interested in someone who is knowledgeable in chairside assisting and is dependable & enthusiastic. Call Ann (313) 277-0010

DENTAL ASSISTANT - Tired of 100% of chairside assisting? Want to expand your field of experience to include lab work? This full time position offers excellent benefits including annual bonus, quarterly uniform allowance, and free dental coverage. No Saturday hours at this innovative & team oriented office in Canton (313-453-0940

DENTAL ASSISTANT
RECEPTIONIST - full/part time position available in modern facility. Experience preferred, but willing to train. Excellent salary & benefits. Starting Hours. Call 978-2100. EOE

DENTAL ASSISTANT-PART TIME
Experience required. Send or drop off resume to W. E. Madison, DDS 38180 Five Mile, Livonia, MI 48154

DENTAL ASSISTANT - Experienced for Rochester Hills dental practice. Call 810-651-1815 or fax resume to 810-651-1832

DENTAL ASSISTANT
Full time. Experienced, General & Ortho. No Exp. or Sales. 8 12 hour + benefits. Bloomfield. 810-642-9430

DENTAL ASSISTANT
A health oriented dental practice in Troy is seeking a full or part time dental assistant. Experience required. (810) 680-0775

DENTAL ASSISTANT
PART-TIME for quality minded Sterling Heights office. Approximately 20 hours per week, some evenings. Premium wage. (810) 254-4100

DENTAL ASSISTANT, part time, 2-3 days per week. Experience preferred. Specialty practice. Birmingham area. Explore the opportunity. 810-647-7732

DENTAL ASSISTANT-CDA/RDA
Experienced, mature. Ann Arbor office. Full-time position, available immediately. (313) 677-8700

DENTAL ASSISTANT
experienced. Come join our friendly practice in Novi. Full time position, Mon., Tues., Wed., no weekends. Potential to earn up to $15/hr. for the right person. (810) 477-7230

DENTAL ASSISTANT needed full time for our beautiful & progressive 10 Lake & Beach family practice. If you are experienced, enrolled in lab prize in quality, please call 810-354-8388

DENTAL ASSISTANT
Full time position available for an outgoing Dental Assistant to join our team. Competitive salary with benefits. Experience necessary. (810) 852-3130

DENTAL ASSISTANT
- Livonia, full or part time, great staff, great pay, no Saturdays, no weekends. Experienced only. 313-533-7342

DENTAL ASSISTANT - Livonia, full/part time, great staff, no Saturday requirements, no experience necessary, will train, mostly sterilization. 313-533-7342

DENTAL ASSISTANT
Wanted for Westland office.
Experience a plus.
Please call (313) 722-5630

DENTAL ASSISTANT & RECEPTIONIST
Needed 3 days a week. Experience required. Please call 313-277-2167

DENTAL ASSISTANT
Part-time for Livonia dentist, 15-20 hours. Experience helpful but will train the right person. Call Phyllis 313-464-4490

DENTAL ASSISTANT
Experienced only. Monday-Friday. Modern Farmington Hills office. No evenings. To join our dedicated team call Bernette. To join our dedicated team call Ann lovely office. Call Diane. (810) 642-0400

504 Help Wanted-Dental

DENTAL ASSISTANT - Experienced, energetic person needed for full time position in busy friendly Farmington Hills office. Excellent compensation for excellent person.
Voice mail 810-713-8618

DENTAL ASSISTANT with light reception duties is needed full time for Farmington Hills specialty office. Experience preferred, but will train. Wages start at $7 or higher depending on previous work experience. Call 8-5pm 810-737-8131

DENTAL HYGIENE ASSISTANT needed for dependable individual to work part time, 20-30 hrs. per wk. No experience necessary. 810-569-8304

DENTAL HYGIENIST - Experienced, personable, professional with good patient motivational skills. Full time 4 days. Sun possible, no Sat. To join team oriented Berkley family practice. Wage & benefits based on skill level. (810) 548-3334

DENTAL HYGIENIST
Full time. Salary could be over $50,000 + benefits. Dr. Rutecky & Assoc., Dearborn. (313) 278-6333

DENTAL HYGIENIST
Part time, Thursday & Friday. West Bloomfield. Possible full time position. (810) 626-3701

DENTAL MEDICAL BILLER
Southfield. Part time, flexible hours for the right person. Call for work. Call between 9:30am-12 noon (810) 646-2273

DENTAL OFFICE MANAGER
Full time. Great salary, excellent benefits. Must have computer skills. Dearborn Heights (313) 274-6666

DENTAL OFFICE - mature experience dental person needed for busy southfield practice. Call Terri (810) 355 9400

DENTAL RECEPTIONIST
with insurance and computer experience. Part time position in friendly Livonia office. (313) 425-1137

DENTAL RECEPTIONIST needed for friendly, busy West Bloomfield office. Experience preferred. (810) 737-2244

DENTAL RECEPTIONIST
Do you enjoy work, believe in yourself, have an outgoing personality, cheerful smile, feel you can coordinate schedules and operation area in ultra modern office? WE WANT YOU! Full time or part time benefits. Great working conditions in Livonia. Call Annette 313 591-3636

DENTAL RECEPTIONIST
Full time, 2 nights to 8pm required. Experience preferred (810) 651-6447

DENTAL RECEPTIONIST
Well groomed, dedicated with computer experience. Full time for W. Dearborn practice. Call (313) 274-5060

DENTAL RECEPTIONIST - Friendly, quick opening for friendly, outgoing individual. Prefer some experience. Ask for Debbie (313) 427-8036

DENTAL RECEPTIONIST. Full time for progressive Novi office. Competitive salary & benefits. Computer knowledge (Dentech preferred). 3 - 5 days / week of experience required (810)471-0340, Carol

DENTAL RECEPTIONIST
High quality lab needs part time Call Model Tech. Call between 4-7pm (810) 932-3742

DYNAMIC assistant needed for progressive Brighton dental practice. Experienced duties a must. If you're cheerful, outgoing and self-motivated, we'd like to see you (810)227-2112
Immediate Openings

HYGIENIST - GREAT PART TIME OPPORTUNITY!!!
2 hrs. per week, 2 full day Saturdays a month. Phone for interview (313) 525-6100

MEDICAL RECEPTIONIST - non smoker. At least 2 years medical office experience, prefer management. Flexible hours. Please mail resume with salary and desired hours to 30400 Telegraph, Suite 324, Bingham Farms, MI 48025
Or fax 810-540-9371.

OPTICAL DISPENSER
Independent practice looking for full time, experienced Tech. Please send resume (810) 477-3010

ORAL SURGERY ASSISTANT
4 Days in Novi
(810) 380-8990

ORAL SURGERY RECEPTIONIST
Full/part time hours in Novi
(810) 380-8990

ORTHO ASSISTANT
Bloomfield Hills Ortho Office. Excellent people skills required. Experience preferred. Outstanding benefits for the right person. 810 646 9758

ORTHODONTIC ASSISTANT
needed for the office of Dr. Scott Tiber. Full or part time, experience preferred. Excellent benefits. Please call Emily at 810-652-6121

ORTHODONTIC ASSISTANT
Bloomfield Hills office seeking experienced, personable full time assistant to add to our progressive practice. Benefits. Call 810-647-0808

ORTHODONTIC ASSISTANT
Will train, pay commensurate with experience. Flexible availability a must. Approximately 30 hrs per week. Livonia. Call 810-442-8445

ORTHODONTIC ASSISTANT
Full time position for a bright, energetic, responsible person in progressive orthodontic/pediatric dental practice. Experienced only. Please call. 810-683-8811

RECEPTIONIST
In holistic dental office. Dental & medical insurance knowledge preferred. 810-642-5481

506 Help Wanted-Medical

BILLERS
DME/IV INFUSION
Many new openings with expanding business in Troy, Rochester, Livonia & Farmington Hills. Great benefits/Market Medical 810-932-1170 Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

BOOKKEEPER/MEDICAL BILLER - full time. Must have experience with Medicare & Medicaid billing, preferred dental office experience. Medical insurance billing. Excellent wage & benefit package & career advancement opportunity. Send resume to: Jeff Nordstedt Place, 8633 Main St., Whitmore Lake, MI 48189. Resume fax 313-449-6505

BORTZ HEALTH CARE ON GREEN LAKE
Need extra money? Extra time? Extra to start with scheduled raises? We can give you your salary back! We are a nurse aides at most times with our residents. Please apply in person
6470 Alden Dr.
West Bloomfield
810-363-5657

BROKERAGE firm in Downtown Birmingham has the following positions available: Medical Claims Processor, receptionist or part time data entry. Call Linda Burk or Carol at 810-540-3200 EOE

Care Management
Growing program has 2 positions available.
1. REGIONAL CARE MANAGEMENT SUPERVISOR to oversee day-to-day operations of offices in Washtenaw, Livingston & Monroe counties. Responsibilities include staff development. Have BSN (Masters preferred) or MSW or Masters in Counseling. Must have at least 3 years experience in program management, personnel supervision & community based care or older adult services.
2. PROGRAM ASSISTANT to provide office support: telephone intake & computer data entry for agency working with older adults in Washtenaw County.
Competitive salary, excellent benefits. Send resume with cover letter to: Area Agency On Aging 1-B, Community Care Services Department, 2010 Hogback Road, Ste. 400, Southfield, MI 48034. Fax 313-971-7090

An EEO/AA Employer

CDM - PART-TIME
Now interviewing for a part time CDM for clinical research assessments. Must have knowledge of MS Word, care planning process. Send resume or apply in person to:
Hope Nursing Care Center
36410 Ford Rd
Westland

CENA REHAB Tech part time Position requires transferring, gait training, ROM, ADL training. Mon-Fri DAY (9-5PM, FRI, SAT, SUN, Some 2 days). Pediatric interested please apply in person to: Ruth Ann Helsaple or Mike Walker, Whitehall Convalescent, 43455 W. Ten Mile, Novi, MI 48375

CHIROPRACTIC RECEPTIONIST - Front Desk, Computer Skills, Recalls, Insurance. Positive Attitude. Self Motivated Experience Required. Part Time/Long Term. 810 932-0200

CLINICAL NURSE SUPERVISOR
Gardner Hills, Inc. is looking for a nurse to run the Ann Arbor community, seeking a Clinical Coordinator to manage a developmental home (a social nursing center). We are conveniently located near US23 & M14. The ideal qualified person will have a current Michigan registered nurse license, 3-5 years management experience. Knowledge of MDS and state regulations is a must. Excellent interpersonal, leadership & decision making skills necessary. We offer competitive salary, RETENTION BONUS AVAILABLE. Please send resume to: Human Resources Director, or apply in person at the Nursing Center location desk.

C.N.A.
Full and part time position for Luxury Senior Apartment Community. Competitive salary and benefits. Complete wage & benefits available for full time position. Apply in person at Kensington Apartments, Novi, MI. Mon-Fri. 2-5pm. No phone calls please. EOE

The Meadows
24111 Civic Center Drive
Southfield, MI 48034

CNA's/Home Health Aides
Needed for Oakland & Lenawee County. Call for information 800-861-4201
Obrien Kimberly Quality Care
EOE M/F/D/V

CNA'S - NA's LPN'S - RN'S HOME HEALTH AIDES
Immediate openings available for 1 to 4 shifts. Flexible hours. Call today. Farmington, West Bloomfield and Livonia. Competitive salary and health benefits available. One year of recent experience required.
LINDA CONTEN
EXECUTIVE DIRECTOR
METRO HOME HEALTH CARE
DEARBORN 313-271-8230
SOUTHFIELD 810-352-0100
EOE

CNA's
We want you on our team! Plymouth Court Nursing Center offers an experienced based wage scale & full benefits. Call today for an interview at 313-455-0510 ext 30

COLLECTIONS (MEDICAL)
Orthopedic office looking for experienced Medical Collector. Must have excellent verbal skills. Medical collection experience preferred including experience in denials, appeals, EOB's, EMC's. Good benefits. Mon.-Fri. 9-5pm. Medic computer system. Resume to: Box 2008, Observer & Eccentric, 36251 Schoolcraft, Livonia, MI. 48150

COOK & NURSE AIDES, experienced for adult care home. Full & part time. All shifts. Days and evenings. $25 per hour. Local travel. Tax reserve. Call Cleland Dryden, (313) 968-5604

DATA ENTRY - Various duties for orthopedic office. Experience preferred, knowledge of medical terminology, system helpful. (313) 953-7244

DIETARY AIDES
FULL and part time positions available in our dietary department. Please fill out an application. Wellsprings Nursing & Retirement Home, 43458 W. 10 Mile Rd.

DIETETIC TECHNICIAN
BTh OR a year from a bachelor degree. Part time. Approximately 20 hours a week. Dr. Mary Lopez. Contact Kathleen Beals, 313-591-2900, Ext. 3535

EEG TECHNICIAN
position available in pediatric neurology office. On the job training. Southfield (810) 354-0067

Evoked Potential Tech
Position available for Tech experienced in BEER, BAER, VER, ECG & Nicolet Topic EEG. Non smoking office. References required.
Call, Mon-Fri, (9-6) 313-525 9734

FAMILY PRACTICE
FARMINGTON HILLS, part time, certified medical assistant. Assist physician in exam room. Call office at 810-476-6100 or Bend resume to: 32150 Farmington Rd., Livonia 48152

BILLER
Medical Biller needed for busy cardiology practice. Preferred candidate must have a minimum of two years experience, strong interpersonal skills and have worked in an Orthopedic, Cardiology or Surgical practice. Competitive salary and benefits. Respond to: Cardiovascular Clinic Associates, 18200 Dixie Hwy, Suite 300 W, Farmington Hills, MI 48336. Attn: Jennifer.

BILLER WANTED
For physical therapy clinic, full time, full benefits, experience necessary. Contact Gaby to schedule an interview at (810) 549-6840

506 Help Wanted-Medical

Home Health Aides Certified Home Health Aides & Nursing Assistants Homemakers Live-ins
- Flexible scheduling
- Pay based on experience
- Shift differentials
- Mileage reimbursement
- Paid in-services
- Benefits available for full time

If you're interested in joining a results growing agency, please call or apply to

United Home Care Services
15212 Farmington Rd., Livonia
(Two blocks N. of 6 Mile)
(313) 422-9250

HOSPITAL LIAISON
MASTERS Degree in a human service field. Director of Mobile Crisis Division, current Driver's License and one year experience in a human services related field required.
- 24 Vacation Days
- No Weekends
- Monday - Friday, 8:30 - 5pm
- 401 B

Plus many other liberal benefits

Please call (313) 961-3796. Or send Resume to:

NEW CENTER COMMUNITY MENTAL HEALTH SERVICES
Human Resources
2051 W. Grand Blvd
Detroit, MI 48208

LPN CHARGE NURSE
Excellent benefits & salary.
MARYWOOD NURSING CARE CENTER
36975 W. 5 Mile, Livonia
313-464-6000

LPN
FULL AND PART TIME
NIGHTS/WEEKENDS
NIGHTINGALE WEST NURSING
8365 Nankin Blvd., Westland
Near Joy Rd.
An Equal Opportunity Employer

Must be trained and/or experienced in venepuncture & ears, IV, P.F. testing, injections, EKG, Lab & Medicare. Excellent benefits. Call Jennifer, mornings 810-477-3300

MARKETING REP - Flexible, self-motivated sales professional sought by medical retail company. Excellent base salary, excellent benefits, company car, computer proficiency required. Unlimited income potential. Base salary and commission. Send resume and salary requirements to: Unlimited, 7472 Woodward, W. Bloomfield, MI 48322. or fax 810-737-8437

MEDICAL ASSISTANT
full or part time position available for general practice. Must especially come with a pleasant phone voice necessary. Contact Kim at 810-624-1526

MEDICAL ASSISTANT
Full & part time. Fast paced practice. Top wage candidate. Must have minimum 4 yrs experience with good clinical skills. All replies treated as confidential. Send resume to:
MEDICAL ADMINISTRATOR
5050 Schaefer, Dearborn, MI. 48126

MEDICAL ASSISTANT - experience in phlebotomy, flexible hours, wages negotiable. Call Ann between 2-5pm at 810 543-3700

MEDICAL ASSISTANTS
Wanted for busy family practice in Westchester and Taylor. Must have 1 year experience. Excellent salary & benefits. Send resume to: 11 A Position 21711 Van Born, Taylor, MI 48180

MEDICAL ASSISTANT
For Lakeside Medical Group in Oxford. Competitive wages & benefits. Ask for Janet. (810) 628-6220

MEDICAL ASSISTANT
FULL-TIME Birmingham area. Call for appointment Monday-Friday, 9am-2pm 810-645-1729

MEDICAL ASSISTANT - experience preferred. Family practice in W. Bloomfield. Responsibilities required. Excellent salary & benefit package. Resume 810 855-5640

MEDICAL ASSISTANT, LPN or RN, experienced. Part time to full time in growing Birmingham family practice. 810 645-0850

MEDICAL ASSISTANT - Immediate openings for full time and part time (1KG and venepuncture). Full time West Bloomfield. (810) 853-9141

MEDICAL ASSISTANT/LPN - full time for busy New office. Excellent clinical skills & good bedside manner. Salary commensurate with experience. (810) 473-6400

MEDICAL ASSISTANT/ RECEPTIONIST
FRONT and back office duties. Great benefits. Hours 9:5 AM to 12 PM, Mon. - Fri. (810) 478-7767

MEDICAL ASSISTANT
Wanted, in general medical practice. Should be bilingual (Spanish). Venepuncture & lab procedure. Send resume to 2000 Orchard Lake Rd, Ste 170 Farmington Hills, 48336, or call us at 810-477-5008

MEDICAL ASSISTANT
Permanent part time needed for Livonia pediatrics office. Approximately 16 hrs per week Mon., Wed & Fri. & alternate Saturdays. Experience preferred but necessary. Call Mon-Wed 9-5pm (313) 581-3514

MEDICAL BILLER
Experienced, full time. Good benefits. Farmington Hills. Helen 810-932-2500

MEDICAL BILLER
Experienced, full time
810 546-9100

MEDICAL BILLER
For Orthopedic office in Livonia. Full time with experience. Also Part time Medical Assistant (313) 278-6566

MEDICAL BILLERS
ENTECH MEDICAL SERVICES, INC. is outsourcing medical billing services. MEDICAL BILLERS with experience in the following areas:
- DURABLE MEDICAL EQUIPMENT
- COLLECTIONS AND FOLLOW UP
- COMMERCIAL MEDICARE, MEDICAID
- MRS AND MEDIPAK SYSTEMS

Competitive pay and benefits is offered. Fax resume and ENTECH today to schedule an interview or forward your resume to:
PH: 1-800-333-6832
FAX: 1-810-528-6983

MEDICAL COLLECTIONS
Orthopedic Office in Garden City requires a Billing Person/Insurance Collector. Responsibilities include have 3yrs experience in medical office. Good motivated skills. Mon-Fri, 9-5pm. Medic computer system required. Fax resume to: Box 2006, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, MI 48150

MEDICAL INSURANCE Biller
Full time position. Birmingham area. Call for interview Mon-Thur., 9am to 2pm
810 645-1799

MEDICAL OFFICE
ASSISTANT/RECEPTIONIST DESK
needed for family practice in N. Dearborn Hts. Full time, pleasant, experienced. Experience preferred, but will train. Call Jackie, 313 561-6550

MEDICAL OFFICE - Biller, Receptionist, Clerical. Experienced only. Computerized, full time. Southfield area. 810-559-4445

MEDICAL OFFICE STAFF
Excellent opportunities with allergy, pulmonary, family practice, gastrology, practices in Royal Oak, Farmington, Southfield, Livonia & Troy. Call Medical Staffing 810 932-1170 Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

506 Help Wanted-Medical

MEDICAL RECEPTIONIST
Full time. Internal Medicine practice in Clawson. Prior experience helpful. Contact Pat 810-435-0070

MEDICAL RECEPTIONIST
Part time. Insurance billing & computer skills required. Fax resume to AMAR Business, P.O. Box 995, Dept. #10018, Ann Arbor, MI. 48106

MEDICAL RECEPTIONIST
Part time insurance/receptionist. Experience preferred. Call Mon-Fri. Days 313 297-8400 Ext. 1110

MEDICAL RECEPTIONIST
Part time for Podiatry office. Mon Fri., afternoon, staff Carolyn (313) 728-4360

MEDICAL RECEPTIONIST
Full time. Experienced. Resume to Dr. Ronald Ziegler, 29275 Northwestern, Suite #105, Southfield, MI 48034. Or FAX to (810) 353-7648

MEDICAL RECEPTIONIST
Experienced & Medical Assistant with knowledge of medical terminology, phone office. Southfield. Call (10-4) (810) 358-5525

MEDICAL RECEPTIONIST - Full time for busy internist office in Southfield. Must be organized & willing to work hard. Lots of patient contact. Combination of MSS system & insurance computer entry required. Please call Lesley at (810) 559 2030

MEDICAL RECEPTIONIST
Uncomplicated scheduling, but have outstanding people skills yet be organized to handle phone lines and patient flow. Medical Arts Building location. Excellent compensation for the right applicant. Send resume to Box 81932
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MEDICAL RECEPTIONIST
full time. Ann Arbor area. Non office. Prior experience necessary. Salary commensurate with experience.
(810) 473-6400

MEDICAL RECEPTIONIST
Madison Heights office. Days. Busy medical office. Detail oriented candidate is a must. (810) 398-4488 Jan

MEDICAL RECEPTIONIST
EXPERIENCED, Birmingham. Salary dependent. Average pay 8 hours a week. Apply in person 8:30 AM - 5 PM. Mon. - Sat., 1365 S. Woodward, N. of 14 Mile

MEDICAL RECEPTIONIST
needed in our busy ophthalmology practice. Must be organized, team player. Open to pleasant person with experience in ophthalmic, family, patient scheduling, computer data entry. Send resume to: 1111 West Brown, Birmingham, MI. 48009

MEDICAL RECORDS CLERK
Part time. Department has power with good communication and filing skills. Flexible hours. For more information. Please send resume to:
Medical Administrator
5050 Schaefer, Dearborn, MI 48126

MEDICAL SECRETARY
FULL-TIME. Medical transcription experience required. Organizational skills with experience Benefits. Call 9am 5pm, ask for Cathy
(810) 355-6129

MEDICAL SECRETARY for OB/GYN office in Southfield. Must be experienced in computer billing & transcription.
(810) 353-8910

MEDICAL TRANSCRIPTIONIST
Part time, 20 hrs/wk. Medical duties. Must know WordPerfect 5.0
(810) 473-8400

MEDICAL TRANSCRIPTIONIST
Plymouth Court Nursing Center seeks a Medicare Nurse Professional to transcribing orders, coordinating floor activities, and other administrative & medical duties. Competitive wage & benefits. Call Kristy for information & appointment
313-455-0510

NIGHT SPECIMEN PROCESSOR
needed for medical laboratory. Redford lab. Must have medical lab only experience. (313) 538-3500, ext 11

NURSE AIDES
Full time & part time Home Care cases in West Bloomfield, Farmington & Livonia. Flexible hours. Mileage & transportation required. 810 357-7080

Health Care Professionals

NURSE AIDES
GIVING home care agency is seeking qualified experienced personnel for private duty cases in Oakland & Wayne Counties. Call today for details. Call between 10am-4pm, Monday thru Fri. Jay

NURSING UNLIMITED
810-540-2360

NURSE AIDES
New high rates. Flex staffing
FAMILY HOME CARE
800-778-5263

NURSES
HCR CORP is seeking nurses for its Plymouth Court facility. Competitive wage scale & great benefits available. Call today for information & interview
313-455-0510 ext. 30

Nursing
CNAs
New Improved Pay Scale and Benefits
Sign-On Bonus
Belle Woods Continuing Care Center has immediate full time openings for licensed CNAs. Long term care experience is required. If interested, stop by to complete an application at 44401 Hayes Road, Clinton Twp., Belleville, MI or come in for an interview Monday-Friday between 2pm-4pm.
Equal Opportunity Employer.
Belle Woods Continuing Care Center

NURSING MANAGEMENT
Position available Assistant Nursing Director. Must have a nursing RN's, qualified to assume a full time Assistant Director of Nursing position. Candidates should possess long term care experience, knowledge of state & federal regulations, knowledge of Resident Assessment Instrument, knowledge of MDS, ability to multitask, ability to work independently, ability to work with people. Please apply in person, Mon-Fri, 8am-4pm at 14500 Lakepointe Rd., Livonia, MI

Nursing
RN/LPN
Sign-On Bonus
Belle Woods Continuing Care Center has immediate openings for licensed RNs and LPNs for all shifts. Long term care experience is required. Competitive wages and benefits. If interested, stop by to complete an application at 44401 Hayes Road, Clinton Twp., Belleville, MI or come in for an interview Monday-Friday between 2pm-4pm. Equal Opportunity Employer.
Belle Woods Continuing Care Center

OFFICE MANAGER/ ASSISTANT
FOR Chiropractor in Farmington. Experienced in scheduling, medical billing, word processing & multi Benefit Salary & bonus commensurate with qualifications. Present resume in person any day except Thursday at: 751 W. 9 Mile, Furnier Plaza
(810) 543-3566

506 Help Wanted-Medical

NURSING SUPERVISOR
Voting Care, a division of Huron Valley Visiting Nurses and an affiliate of the University of Michigan Medical Center, has an exciting opportunity for a highly motivated nurse manager to develop and implement a home care operations BSN with supervisory and recent clinical experience required. Experience in home care programs. Join a dynamic, multidisciplinary team at a rapidly expanding home care company. Competitive salary with commendable JCAHO Send resume and salary requirement in confidence to: Huron Valley VISITING CARE, Attn: Director of Clinical Services, 2850 B Industrial, Ann Arbor, MI 48104 or Fax 313-677-0123
Deadline Nov 27, 1995

OFFICE MANAGER & RECEPTIONIST (2 positions) needed full time for busy Farmington Hills Orthopedic office. Some experience needed. (810) 471-0442

OPHTHALMIC ASSISTANT/TECH FULL-TIME/PART-TIME. Experienced preferred or will train. Resume to: EEC Manager, 2222 Northwestern, Suite 100, Bloomfield, MI 48304 (810) 645-7645

OPHTHALMIC TECHNICIAN
Needed in busy multi office practice. Experience and enrollment to travel between 3 local offices. Salary commission would be a plus. Full time position available. Excellent benefits and an energetic team player. Send resume to 16 West Brown, Birmingham, MI 48009

OPTICIAN DISPENSER
Experienced for fast paced Optometric Ophthalmologist practice. Must work with extremely well trained staff. Excellent commission and benefits & hours. Choice of 5 locations. Call Bob. (313) 565-5600

OPTICIANS
Full & part time. 3 County area. Qualified only. Leave message in temporary Optical Office (810) 476-4020

OUR FAST growing home care agency is seeking RN to do physical assessments in Oakland County & RN with a strong medical surgical or pediatric background are needed. Home care experience preferred but not essential. Strong IV skills a must. Weekend & weekday availability plus. Competitive per visit pay scale, mileage, continuing education. Availability of interested call 810 683-1770 and ask for Kathy or Jan

RECEPTIONIST/BILLER
INTERNAL medicine MGA system. Flexible hours. Call Cathy Kelly at 810 358-5275

RECEPTIONIST - entry level position. Will train energetic, organized people. Apply for pleasant Dearborn office. Benefits. Call Lorraine (313) 274-7540

RECEPTIONIST
Full time. Great salary and benefits. Experience a plus. Fax resume. Call (810) 362-2770

RESIDENT AIDE
- part time. 7am-3:30 pm shift for assisted living facility in Plymouth. Call 9-4 Mon thru Fri. 451-0700

RESIDENT SERVICES COORDINATOR
RN or RM preferred, for new Assisted Living Residence. Innovative & creative, with compassion & patience. Knowledge of Medicare & housing dementia. Education, experience, & supervisor skills in geriatric environment a must. Send resume to Administrator, P.O. Box 1720, Birmingham, MI 48012

RN
EXPERIENCED IN: HOME CARE & INFUSION THERAPY
Excellent growth opportunity. Office and home visits is awaiting the goal oriented leaser with a managed care company. Flexible hours.
EXCELLENT SALARY & BENEFIT PACKAGE
Send resume to:
Ms. Barbara
10600 W. 11 Mile Rd
Clarkson, MI 48017

- RN NURSING MANAGEMENT
- RN/LPN
- CNA's

Excellent wage & benefits. Contact Lorraine Bell, R.N., DON at Northfield Place, 8633 N. Main St. Whitmore Lake (313) 449-4431

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