502 Help Wanted-Office Clerical

RECEPTIONIST with Secretarial Clerical experience needed for ground transportation company in Metro Airport! Excellent communication and typing skills necessary! Full time hours are from 8am-5pm at 27880 Northville Rd. between Haggerty Drive & Middlebelt Romulus, MI

RECEPTIONIST/ WORD PROCESSOR

Contempo is in need of a receptionist with light word processing skills & a Windows environment. Pay is competitive system. Pay rates $7.50/hr. Temp to hire possible!

Contempo Temp
810 563 9500 Madison Hgts
810 650 8600 Rochester Hills
313 563 3400 Dearborn

RECEPTIONIST/ WORD PROCESSOR

In Southfield/Lathrup Village area. Professional Southwood Operator Must Possess basic knowledge of phone experience (no Word Perfect) experience. Typing 50 wpm. Pleasant phone personality a required. Confidentiality a must. Will provide complete benefits package. Call Ms. Jones 948-1000 employees. Excellent benefits. Work Mon-Fri hours. Non-smoking environment. Send resume to: Southwood Operator 21700 Greenfield Rd. Suite 200 Oak Park, MI 48237

RECORDS CLERK

Major downtown law firm located in the Renaissance Center has an immediate full time position available in our Records department. Qualified candidate will possess 2 years of general office experience including data processing. Will consider a recent graduate with a degree in Paralegal or Legal Assistant. Strong organizational skills and attention to detail are a must. Excellent customer service skills. Typing of 35wpm required.

Competitive benefits & compensation package including tuition assistance. Please send resume with salary requirement to:

Dykema Gossett PLLC
Human Resources
400 Renaissance Center
Detroit, MI 48243
EOE

SALES ASSISTANT

For modern fast new construction store. Work in a friendly environment. Great working environment with one of areas finest companies. Please call (313) 425 1577

SALES COORDINATOR

Need highly organized, self-starter, computer literate, detail oriented Sales Coordinator. Must be able to write correspondence, be a team player and have good telephone skills. Ad sales experience preferred. Send resume to: Jim Walker, Sales Manager, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, MI 48150 EOE

SECRETARIAL PART TIME

New position for Southfield Contracting organization. Using WordPerfect and 10-key calculator. Must be highly motivated. Fax resumes to 313 354 0814

Staffing Personnel Services

SECRETARIAL

Typist with Word perfect skills desired by small Troy Insurance Agency. Salary & benefits commensurate with experience. Call Sue at

(810) 642 1115

SECRETARIAL WORK

For small office. Computer skills required including WordPerfect. Must be self motivated. Good wages & benefits. Call

(313) 933-0180

SOUTHFIELD BASED property management company is looking for a part time secretary to assist the property manager. Must be a self starter, have word processing experience necessary. Send resume to: Secretary, P O Box 306 Southfield MI 48076

SECRETARY / Administrative Assistant. Troy based life insurance office has opening for an experienced person. Must know WordPerfect 6.0, must have good telephone preference. Call Marilyn or Jolene 810-244-5032

SECRETARY

Busy construction property manager company in Bloomfield Hills is looking for an energetic outgoing individual to perform secretarial duties in addition to answering phones, typing letters, filing and record keeping & membership data base management. Must have word processing experience. $5 per hour plus benefits. Please send resume to: Sue Ellen Moore, 320 E. Maple Ste 220 Birmingham, MI 48009

SECRETARY

CHOICE career move with huge upturn available! Your secretarial experience will be welcome for long and short term positions. 58 50 13 00 13 00 Word, Excel, Access and Harvard Graphics a plus. Call Sandy

Farmington/Livonia Birmingham 473-2931

Advantage Staffing

SECRETARY/CLERK

General office skills. Microsoft Word. Full time benefits. Accurate typing skills. Type 55 wpm. Medical experience a plus. Fax resume to: Medical Office, W. Bloomfield, MI 48322-4136. Attn: Yasmin Fax 810-855-8637

SECRETARY/ CUSTOMER SERVICE

If you'd like to add variety duties with a nice company in their sales department, we have an immediate and great opportunity. Call Ann Marie Fax resumes to 313-495-0818

Snelling Personnel Services

SECRETARY

Enthusiastic, dependable individual to provide full time general office support for luxury home builder. Must have strong telephone skills and excellent organizational skills. Fax resume and salary requirements to: Richard Allen Associates 810-851-7311

SECRETARY

ERADICO Pest Control is looking for a qualified person to fill a full time, daily entry, file data provider. Computer entry, typing, filing, good phone manner and customer service skills are required. Medical, dental and vision. Females. Call Tammy to set up interview at 810-548-6200

SECRETARY EXPERIENCED

One of Michigan's finest companies is looking for an individual to provide secretarial support to include receiving and sending telephone communications, scheduling meetings and making travel arrangements. Qualifications include attention to detail, strong attention to detail and organizational skills.

Diversified Recruiters
810-344-8700 FAX 810-344-8704

SECRETARY

Farmington Hills office is seeking a self starter with good communication/ organizational skills. Must be familiar with Windows, Word and have typing board experience a plus. Full time. Benefits. Qualified candidates send resume to:

Personnel Dept. FBG
2300 Northwestern Hwy. #125
Farmington Hills, MI 48334

SECRETARY

Full time insurance position available for an organized, reliable, dependable team player. Must have at least 5 years of office experience. Good computer skills a must. Send resume with salary requirements to:

PO Box 70004
Plymouth, MI 48170

502 Help Wanted-Office Clerical

SECRETARY - full time for Phys Ed Dept Fully paid medical insurance & retirement. Up to $18 500. Apply by February 2nd at Livonia Family Y 14255 Stark Rd

SECRETARY

Full time experienced secretary needed for Farmington Hills based real estate office. (810) 737-7110

SECRETARY

Full time Assistant to President of small company located in Canton. Must be able to juggle business items, appointments, prepare meeting packages, handle telephone calls & multi-task duties. Proficient with MS Word & Excel. Pay based on experience. Call or fax resume to: (313) 416-1833

SECRETARY/GENERAL OFFICE

Computer oriented. Good phone & organizational skills. Prior bookkeeping knowledge a plus. Call between 9-2 (313) 351 8000 Fax (313) 351 12

SECRETARY

International company seeks Secretary & Clerk & Amoco to support product group. Take and type correspondence package. Send or fax resume to: Attn: Ms. Ellis, Elsner Tools 230 Troy, MI 48084 810-649-1868

SECRETARY

John Carabetta & Modesto Spencer's insurance agency that needed Typing computer and office skills required. Mon-Thurs 1-9pm & Sat 9-3pm Plymouth 313-455-0700

SECRETARY

Major manufacturer of cleaning and security equipment has an immediate opening for a Service Secretary. The successful candidate will possess organizational and communication skills, should have strong office skills plus customer service skills. Typing of 35wpm required.

Competitive benefits & compensation package including tuition assistance. Please send resume with salary requirement to:

Dykema Gossett PLLC
Human Resources
400 Renaissance Center
Detroit, MI 48243
EOE

SECRETARY

MATURE & reliable Receptionist Part time for Law Firm. Salary office. (313) 322-2560

SECRETARY

National Real Estate firm seeks highly motivated individual with excellent office skills. Must be proficient in Microsoft Word & Excel. Typing 65 wpm accuracy. 3 years exp. required. Please send resume to:

Joe Morris
Grubb & Ellis
1000 Town Center Suite 500
Southfield, MI 48075

SECRETARY - Needed for fast paced office in Livonia. Must have service oriented attitude, good telephone skills, typing 50 wpm, computer data entry, and transaction processing. Full time, benefits included. Medical benefits paid. Medical Billing experience preferred. Please call Bernie at Tech Systems (313) 522-1155

SECRETARY NEEDED For Southfield Law Firm. Word Perfect and word processing experience. Fax to 810-355-1809 or call 540-8100

SECRETARY NEEDED

Small Clerk / Retail company needs bright friendly organized person with strong computer skills. Worldtrend enables transitioning distance education providers such as Secretarial Science, Medical Transcription, Paralegal, Court Reporting. Good Pay Mon-Thu Fri Call after 5pm or leave message

(810) 553 3368

SECRETARY - Perfect for home-makers. Flexible 20-25 hrs per week in Farmington. Experience desirable. Very light secretarial work. Send resumes to 810 646 0428

SECRETARY

Permanent Part time. Insurance Investigating Company seeks individual with general secretarial skills. Must have knowledge of word processing. Salary commensurate with experience. Fax resume to 313 557-4328 or mail resume to PO Box 766096 Lathrup Village MI 48076

SECRETARY

Physician Recruitment

Oakwood Healthcare System is an expanding 1,819 bed system located in South eastern Michigan has an opening for a Recruitment Assistant. This is a full time position with occasional overtime.

We are seeking a highly Organized individual with a high school diploma or equivalent and a minimum of 3-5 years mechanical experience. Additional requirements include a typing speed of 60 wpm, transcription ability, advanced skills in WordPerfect 5.1 and a working knowledge of Lotus 1-2-3, Pagemaker and Harvard Graphics.

Responsibilities include performing a wide range of clerical functions and office procedures in support of the department of Physician Support Services.

Interested candidates should forward their resumes to: Office Manager, P O Box 214 Dearborn, MI 481-23-2718 An Equal Opportunity Employer

OAKWOOD HEALTHCARE SYSTEMS

SECRETARY

Pleasant phone manner & light computer skills required. Full time in Troy area. Send resume to: 1665 E. Big Beaver Rd., Troy, MI 48083

SECRETARY/RECEPTIONIST

Farmington Hills Real Estate Office needs part time Secretary/Receptionist. Must be a self-starter with good telephone skills and word processing. Evening and weekend hours (shared with another employee). Send resume and salary requirements to Box #2219 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY/RECEPTIONIST

Fast paced office seeking bright, self starter with good telephone skills and word processing. Evening and weekend hours (shared with another employee). Send resume and salary requirements to Box #2219 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY/RECEPTIONIST

for law firm. Salary commensurate with skills & experience. Farmington area. Call 855-6658

SECRETARY / RECEPTIONIST for busy Farmington law firm. Salary commensurate with skills & experience. Call Mr. Anderson 810-476-6606 Or Fax resume to 810-478-8221

SECRETARY/RECEPTIONIST with 50 plus WPM typing skills for Southwest mortgage firm. Excellent working conditions and benefits. Call Phyllis at Lenox Financial 810-363-0707

SECRETARY / TECHNICAL ASSISTANT

12 month position. Typing 55 wpm. Database publishing. Bid experience. Contact Jo - Personnel, Lake Orion Schools. By phone at (810)693-6411

SECRETARY

WE have immediate needs for experienced secretaries who wish to advance their career. Opportunities with both large & small companies. Medical, Insurance, Mortgage, Excel and Power presents. To 114,000+ Paid holidays and vacations. Call Sarah

Livonia 855-7951
972-2921

Advantage Staffing

502 Help Wanted-Office Clerical

Secretary/Work Processor/ Fast paced, professional, growing company with pleasant working environment. Responsibilities include word processing (using Word Perfect 6.1), 10-key calculator, phone answering, filing & other misc. tasks. Flexible hours possible, normally 8 hours daily, 9am-5:30pm. Some overtime may be required. Send resume to: Human Resources Associates Inc., Attn: Business Manager, 32605 W. 12 Mile Rd. #183, Farmington Hills, MI 48334 An Equal Opportunity Employer

SNELLING PERSONNEL SERVICES
JOBS OF THE WEEK

TEMP-PERM $30-35 000
Shift Foreman for Canton location must company 2 years experience in Production Control, Computer literate, Afternoon and midnight shift available

TEMP PERM $24-28 000 1 YEAR
Clerk Machine Operator Trainee. Need someone mechanically inclined, some typing and receiving experience and a sand drivers license needed. Automatic receiving company in Farmington Hills plus benefits

$5 $6 HOUR
Car pooling in Metro Detroit area. Must have good driving record. CALL DAN 313-416-1000 An Equal Opportunity Employer

LIVONIA, 313-266-8600

SWITCHBOARD

Immediate opening for an experienced Switchboard Operator Excellent benefits. Please apply Accounting to 800 Sears Bldg. 35100 Grand River Farmington Hills

SWITCHBOARD OPERATOR

Bloomfield Hills firm seeks motivated individuals with multi line switchboard experience and the ability to handle fast paced environment. Excellent benefits. Send resume to: Human Resources Department to Kaplan Vladeck at FIDELITY BANK 2600 Telegraph Bloomfield Hills Fax 810-540-5332 (810) 338 7700 ext 2662

Equal Opportunity Employer

TELEPHONE RESEARCH
10 POSITIONS AVAILABLE

Good customer service & light typing skills. Part time 18 hrs. Full time 35 hrs. Southfield area. Long term. Interviews positive

Snelling Temp
810 559 2500 Madison Hgts
810 650 9600 Rochester Hills
313 563 3400 Dearborn

TITLE INSURANCE BIRMINGHAM

CLOSING DEPT. Experienced due diligence searcher. Must be detail oriented, energetic person to join our fast paced team. Call Ann

ALL TITLE
FILE CLERK. Commission based on experience and sales

TYPIST. Experience a plus but not required. Must be familiar with WordPerfect

FAX resume to
810-642-0008
Or Mail To
TITLE INSURANCE
1600 Woodward S. Ste 102
Bloomfield Hills, MI 48304
Attn: Joanne DO CALLS

An Alternative Agency
Equal Opportunity Employer
441-9300

WORD PROCESSING SECRETARIES
Needed Immediately

Temporary assignments available for Fortune 100 companies in the greater area. Must have knowledge of Windows and Word. Excellent typing skills required. Many assignments are available. Ask about our new 401K plan. Call today for further information.

(810) 649 2190 EOE

WORD PROCESSOR

For fast paced Canton office. Word for Windows 6.0 required. Excellent salary & benefits. Please call: (313) 394-0678

WORD PROCESSOR

For local CPA firm knowledge of word processing essential. Send to: Office Manager 4618 29209 Northwestern Southfield, MI 48034

WORD PROCESSORS
39 TO 51/HR

Many openings for people who have Lotus 1-2-3, Microsoft Word, Excel
ARBOR TEMPS 459-1166

WORD PROCESSOR / TYPIST

Must be proficient in WordPerfect for Windows 6.0 and 10-key calculator. Call Ann at (810) 557-4315 Ann Jennifer

WORK AT One of the big 3 in Mt. Clemens! Administrative Assistants full time positions available. MS Word Excel and Power Point required. Competitive wages and benefit package. Call today Manpower Automotive (810)469 9800

YOUR FIRST PLACE TO LOOK!!

LATE NIGHT WITH
Snelling Personnel Services
Wed., Jan. 24
By appointment
Only one 9 PM

Temporary, permanent full and part time positions. Call today for details.

Livonia, 313-266-8600
Southfield, 810-352-1300
Auburn Hills 810-373-7500
Taylor 313-284-0777

SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

504 Help Wanted-Dental

MODERN DENTAL office seeks administrator to handle front desk duties & insurance billing. Flexible hrs., benefits. Pay depends on experience. Call Jean 810-646-2273

ASSISTANT

Full time in Farmington Hills dental office. Experience necessary. Excellent salary & benefits.

Call 810-478-1800

ASSISTANT / RECEPTIONIST

Two part time positions or one full time position. Pay & benefits commensurate with experience. Will train sharp, enthusiastic person.

(313) 397-8282

CANTON DENTAL office is seeking an experienced, full time Dental Assistant, with excellent communication skills and minutes to the office. Come join our quality team of professionals. Excellent benefit package. Call Bobbie (313) 454-0618

CUSTOMER SERVICE

Dynamic, expanding communications company seeks enthusiastic customer service representative for residential cleaning. Clerical experience, computer/typing skills preferred. Position offers excellent opportunity for advancement, benefits, and 401K. Send resume with salary requirements to:

Corporate Office Manager
PO Box 71043
Madison Heights, MI 48071

DENTAL ASSISTANT NEEDED for PRIVATE office in Plymouth. Part time position. Experience necessary. Pleasant personality, dependable, hardworking and possess a positive attitude. Send resume to: 880 S. Main St., Plymouth, MI. 48170

504 Help Wanted-Dental

DENTAL ADMINISTRATIVE ASSISTANT

Specialty practice in West Bloomfield. Experienced in transcription (Word Perfect 5.1), bookkeeping, filing, and receptionist skills a must. Immediate opening for part time position. Competitive wages for the right person.

Contact Hazel after 2pm
(810) 855-0655

DENTAL ASSISTANT - chair side & other duties, full time for Troy pediatric office. Good pay & benefits.
810 680-1660 - 810 358 6947

DENTAL ASSISTANT

Part time position. Family practice. Excellent pay. Rochester Hills.

(810) 651-8484

DENTAL ASSISTANT

Full or part time experienced only for busy dental practice in Dearborn.

(313) 562 5810

DENTAL ASSISTANT

Private practice in Clarkston. The dental industry service & benefit packages modern & upscale at I-75 & Sashabaw Rd

(810) 625 9444

DENTAL ASSISTANT

Experienced helper wanted. Salary based on experience. Call Jeff at Plymouth office. Excellent pay & benefits. Monday-Friday hours per week

(313) 453 2200

DENTAL ASSISTANT

Experienced preferred. Flexible hours. Dental or ear drop off treatment at W.E. McMurtry DDS 36180 Five Mile, Livonia. Call 464-8250

DENTAL ASSISTANT

Large dental practice looking for a full time Dental Assistant. Experience necessary. Great benefits to go with a great boss.

(810) 443-1330

DENTAL ASSISTANT

Full time. Oral surgery dental practice. Experience necessary. Full or part time. Call (313) 261-1800

DENTAL ASSISTANT

Full time no weekends. Experienced. Top pay for right person. Dearborn area. Call 9am 10am only. Dearborn

(313) 561 7070

DENTAL ASSISTANT

Assisting oral surgeon in well staffed Farmington Hills office. Full time. Benefits. To join our professional but fun loving office call Sandy

(810) 642 0400

DENTAL ASSISTANT - Wanted fast paced, friendly, professional office. Must be self motivated, organized, able to work with people, possess good telephone skills, and be willing to learn. Full time. Call Andrea at

(810) 669 5200

DENTAL ASSISTANT

Full time/benefits. Our busy Canton office is searching for a bright energetic person with expert chair side experience.

313 459 5370

DENTAL ASSISTANT

Warm Calm good sense is wished for our patients. Must love people have a strong work ethic, be organized, patient and possess updated chair side skills. Part time or full time with benefits in Farmington. Call Kristy at

(810) 932 5660

DENTAL ASSISTANT

HENRY FORD HEALTH SYSTEM has an opening for a Dental Assistant. Requires a high school diploma or equivalent and completion of a dental assistant program with 3-9 months experience preferred. Must be able to operate dental instruments and be available evenings. Well Bloomfield Center 2 days per week. Qualified candidates should submit resumes to

HENRY FORD
HEALTH SYSTEM
Employee Health Dept JK
One Ford Place 1E
Detroit MI 48202

An Alternative Agency
Equal Opportunity Employer
441 9300

DENTAL ASSISTANT

Person able dependable exam ended for one dentist. Salary commensurate. Call Ann 313 645 6363

DENTAL ASSISTANT

Experienced full time for chairside office. Must know 4 handed dentistry. Mon-Fri 8 30-5pm (810) 853 0613

DENTAL ASSISTANT - Full time for progressive office in Livonia. Experience preferred. Salary commensurate with ability. 313 425 1290

DENTAL ASSISTANT

Experienced. Lake Orion Association entertaining duties with primary assistant. Call Bonnie (313) 274 6066

DENTAL ASSISTANT

Teledyne U Max area practice seeks experienced person to work Mon-Thurs Fri. every other week. Please call

810 647 7550

DENTAL ASSISTANT. Do you want to be part of a team that values your professional growth (oriented environment). An outstanding specialty practice is seeking an additional experienced dental assistant to join its clinical team. (313) 557 3213

DENTAL BUSINESS & CHAIRSIDE CLERICAL

For busy Southfield practice. Dental office experience preferred & reasonable typing skills required.

Contact Pretested 810 746 7711

DENTAL FRONT DESK

Our pleasant, expanding Pediatric dental office in Farmington is seeking an experienced front desk person. Call today for details.

Mon 9:30am-7pm
Tues & Thurs
7:45am-5pm
Weds 7:15am-2pm

Computer knowledge necessary (DOS/Windows preferred). Dental communicator with experience. Please call Linda at

(810)477-1500

DENTAL FRONT DESK

Patient service oriented individual needed for a multi-doctor pediatric practice. Must have experience in scheduling, insurance and billing and insurance. Computer experience needed

(313) 434 8064

DENTAL HYGIENIST

Part time. If you are an experienced hygienist with a caring attitude and interested in working with a team of professionals in a state of the art complex, this ad may be for you. Call Ann

(313) 427-7562

DENTAL HYGIENIST

For Livonia Pediatric office. 3 days a week. Saturday's or evenings. Experience required (313) 522 7313

DENTAL HYGIENIST

Part time position. Experienced person. Interpersonal clinical skills for Farmington Hills office. Non-smoking office. Emphasis Part-time leading to full time

(810) 932 5660

DENTAL HYGIENIST

Part time. Wednesday 8-7pm Farmington Hills

Call (810) 474 6280

DENTAL HYGIENIST - Full or part time for Dearborn general dental practice. Flexible work schedule. Excellent work environment & benefits. Please contact Debbie 313-842 6240 or Fax resume to 313-842 3440

DENTAL HYGIENIST

Do you enjoy work? Believe in yourself, have an outgoing personality, cheerful smile, feel you can contribute to a fun atmosphere? WE WANT YOUR FUN & your time in friendly Livonia office 313-481-3838

DENTAL HYGIENIST

Rochester area. Part time. Please call for an interview

810-651-6707

DENTAL HYGIENIST

For modern, friendly, team oriented, Farmington Hills general dental office. Please call Sharon at Call

(810) 855-3666

504 Help Wanted-Dental

DENTAL HYGIENIST

Part time, starting date mid Jan 1996. Weds & Thurs, 12:30-7:00pm, & alternate Fri & Sat, 7:45am-1:00pm. Must have excellent periodontal skills in good communication with Dr. Marc Ali.

(810) 352-7722

DENTAL HYGIENIST

Are you bored with nuclear hygiene? We're looking for a dynamic, energetic hygienist with superb communication skills to work in a hygiene only practice. The available position is 3-4 days, some Saturdays. We are a large modern pediatric & family dentistry office located in Westland. If you want to know your potential, call us for an interview

(810) 562-6611

DENTAL OFFICE MANAGER

Full time. Great salary. Excellent benefits. Must have computer skills. Dearborn Heights (313) 274 6066

DENTAL OFFICE RECEPTIONIST

Progressive Livonia office seeks a friendly, professional, enthusiastic team leader with good potential for advancement. Dental experience required with people skills a plus. Competitive salary & benefits package including medical insurance, 401k, paid holidays, vacation, Christmas bonus. Call Cheryl at

(313) 427 6310

DENTAL PATIENT COORDINATOR

8 hours a week. Need high energetic phone skills & experience in dental field. Livonia

(313) 522 6770

DENTAL RECEPTIONIST 32 hours

Position for busy Southfield practice. Experience necessary. Excellent pay benefits & bonuses. Call Ann or Lorraine Gerwitz at (313) 355 9666

DENTAL RECEPTIONIST - experienced. Dearborn area. Salary & dental knowledge includes benefits. Farmington Hills area 810-851-1030

DENTAL RECEPTIONIST / ASSISTANT

Friendly, self-motivated person with strong communication skills is seek multi-line phone & Appointment Office experience a plus. Full time. Call (810) 557-3434

DENTAL RECEPTIONIST

Full time in pleasant & friendly office serving in Farmington Hills. Fully computerized practice. Dental Office Experience preferred but willing to train right person.

(810) 851 3030

DENTAL RECEPTIONIST - Cheerful mature experienced full time dental receptionist needed for Bloomfield Hills general practice (810) 330-4427

DENTAL RECEPTIONIST for busy general dentistry office. Must be outgoing and a people person. Dental experience a plus. Computer experience preferred. Send resumes Box 62226 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

DENTAL TECHNICIAN

Experienced ceramist needed for expanding Bloomfield Crown & bridge laboratory. Contact Tom at Central Dental Lab

(313) 425-8700

DENTAL TECHNICIAN

Full time/benefits. Our busy Canton office is searching for a bright energetic person with expert chair side experience.

313 459 5370

DENTAL TECHNICIAN

High quality crown & bridge laboratory looking for full time dental technician. Must possess updated crown & bridge skills. Part time or full time with benefits in Farmington. Call Kristy at

(810) 932 5660

DENTAL ASSISTANT

HENRY FORD HEALTH SYSTEM has an opening for a Dental Assistant. Requires a high school diploma or equivalent and completion of a dental assistant program with 3-9 months experience preferred. Must be able to operate dental instruments and be available evenings. Well Bloomfield Center 2 days per week. Qualified candidates should submit resumes to

HENRY FORD
HEALTH SYSTEM
Employee Health Dept JK
One Ford Place 1E
Detroit MI 48202

An Alternative Agency
Equal Opportunity Employer
441 9300

ENDODONTIC OFFICE

Looking for full time/part time Dental Assistant. Experience preferred. Send resume to: 30 Kercheval Grosse Pointe Park, Michigan 48236

EXPERIENCED DENTAL Assistants and Receptionists are needed for full time positions in Bloomfield Hills, the finest dental practices in Michigan. Over 50 positions available. Top excellent pay and benefit packages are available. Call today Dental Personnel Of Bloomfield Hills (810) 477 5777 No Fees EOE

FRONT DESK

Looking for a date change person. Work in a sharp office with nice staff. Dearborn and surrounding areas. Experience necessary. Full time. Livonia

(313) 425-4208

FRONT DESK POSITIONS

available in dental offices located in Dearborn & Wayne. Call today for more information. Please call

1 800 31 ALIGN Ext. 8104

HYGIENIST PART or full time for established progressive Farmington Hills office. Call today for details. Ask for Lisa

(810) 545 6400

HYGIENIST - PART TIME. For private dental practice in Dearborn. Fast Tangent area. $25 per hour

(313) 278 6333

ORTHODONTIC ASSISTANT

Experienced for Bloomfield Hills office. Full time & Sat only positions available. Benefits. Call 8-2pm

(810) 647 8404

ORTHODONTIC ASSISTANT

needed for the office of Dr. Scott Ziegler. Full or part time experience preferred. Excellent benefits. Please send resume to: 30 Kercheval Grosse Pointe Park, Michigan 48236

PATIENT CARE COORDINATOR

Flexible hours available for dental & computer experienced person to join our Livonia practice. Please call

(810-647-7550

RECEPTIONIST

for Oakland County orthodontic office. Required: Self motivation, good communication, computer literate, typing skills. Full time. Benefits. Call Lisa 8-2pm

810 647 8404

RECEPTIONIST, FULL TIME

Needed for Farmington Hills dental office. Experience preferred but willing to train. (810) 626-8000

RECEPTIONIST NEEDED - for quality oriented Farmington Hills office. If you have a pleasant phone manner and enjoy working with some computer knowledge, call

810-737-9330

START THE NEW YEAR RIGHT!

Experienced Dental Assistant, full time with benefits for busy Dearborn Heights practice. If you are energetic, committed to dentistry, caring personality and a good attitude with people then we would love to have you join & grow with our practice.

(313) 274-3388

506 Help Wanted-Medical

ACCOUNTING - BOOKKEEPER

Strong Accounts Receivable background required. Minimum 5 -10 yrs experience. Degree preferred. Salary commensurate with experience. Please call

1-800-342-8921

ADMINISTRATIVE MANAGER

Medical office. Responsible insurance billing, accounts receivable, payroll, A/P, general ledger. Supervision of support staff required. Local travel required. Salary commensurate. Fax resumed field required. Benefit package. Interested individuals forward resume to: Box #2234 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

ASSISTANT

Medical Assistant needed for New Livonia area office. Mature, responsible, organized, self starter. Great benefits & salary. $6 00 depending on experience. Full time

Call 810-476-1024

BILLERS

Many outstanding positions available for Billers experienced in cardology, internal medicine, family practice, family practice, & OB/GYN billing. Call Michelle 810-626-1170 Harper Associates 29870 Middlebelt Farmington Hills, MI 48334

BUSY SOUTHFIELD - internal medicine practice needs full time medical assistant with x-ray experience. Must have references. Salary negotiable.

Call (810) 354-0880

CAREGIVERS

New agency seeking
Dependable & Flexible

temps, weekends, high school caregivers. Nursing home experience preferred. Please call Judy at

(313) 522-1018

CERTIFIED MEDICAL ASSISTANT

Experienced, part/full time, needed for busy Rochester office. Send resume to: Corporate Comp. Mgr. Attn: Practice Management, 1101 W. University, Rochester, MI 48307

506 Help Wanted-Medical

Certified Nursing Assistants

West Bloomfield Nursing Center has immediate openings on all shifts for CNA's. Previous nursing home experience preferred. We offer competitive and competitive wage starting at $7.50/hr. Please apply in person at 6445 W. Maple Rd. West Bloomfield. For details please call Mrs. Thompson at 810-661-2000

CHIROPRACTIC ASSISTANT

We are looking for a caring Chiropractic Assistant with experience & flexibility. 25 hours a week and $6.50/hr plus bonus. Call Jeanine at Sue Weber. Wet team X-ray and BEMO procedure. If interested call 313-728 6100 and make an appointment to fill out Job Application.

CHIROPRACTIC ASSISTANT

Friendly, self-motivated person needed to run front desk in fast paced office. Prefer person with excellent skills necessary. Job hours are Mon. Wed & Fri. 8:45 am to 12:30 pm & 2:45 to 7:30pm, Tues & Sat 8:45 am to 1:30 pm. 27327 Joy Rd. is block W. of Inkster Rd.

(313) 522 5301

CLERICAL/RECEPTIONIST

Experienced, self-motivated individuals for busy medical office. Call

(810) 539-6440

CLIENT SERVICE REP

To support nursing home clinical software for growing co. Ideal candidate should have 1-2 years nursing home clinical records experience, knowledge of MDS Coordinator & plus. Non-smoker. Resume salary requirements to: Box 2219 Observer, 36251 Schoolcraft, Livonia, MI 48150

CNA'S & Caregivers - Dependable, flexible, highly skilled individuals for a large home health care agency. Competitive rates, free training, bonuses. Please call

CUSTOMER SERVICE REPS

Career oriented professional to service clients in their predetermined home. Strong history of multi specialty billing background. Strong communication & organizational skills needed. Computer related functions are a plus. Medical billing a plus. Submit resume and salary requirements in confidence to HILREP, 28299 Franklin Road Southfield, MI 48034

DENTAL OPPORTUNITIES

If you have work experience or vocational training in dental, a large group practice in Bloomfield Hills is looking for you. Jobs are held 2 weekends, more manager for a doctor & a dental assistant. Part/full time available. Call Lynette

810-681-8100

DIRECTOR MANAGE CARE

Health care facility is seeking an executive with 5 years demonstrated track record of excellence in managed health care. Responsibilities include coordination of policies and procedures, strategic planning, obtaining & maintaining NCQA credentialing. Excellent communication and negotiating skills a must. Strong analytical skills a plus. Attractive salary & benefit package. Please forward resume to:

Medical Administrator
Box #2130
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

DOSIMETRIST

St. Joseph Mercy Hospital in Ann Arbor is looking for a full time Dosimetrist in our Radiation Oncology department.

Responsibilities include external three-dimensional treatment planning and preparation and calculation of brachytherapy procedures.

To qualify, candidates must have two years dosimetry experience in Radiation Therapy treatment planning and post AMA accredited CAAHEP Radiation Therapist or a Bachelor's degree in Radiation Therapy or equivalent in Radiation Therapy.

For consideration, please send your resume no later than Friday, February 2, 1996 to the Employment Office at

St. Joseph
Mercy Hospital
5301 East Huron River Dr
P O Box 995
Ann Arbor MI 48106

Achieving Workforce Diversity
Equal Opportunity Employer

FRONT DESK/MANAGER

Busy Royal Oak chiropractic office needs experienced manager/ front desk person full time. 810-543-8550

HHA'S

Quality Home Care Agency has immediate openings for a variety of positions throughout Western Wayne County. High demand for day shifts in the Plum Hollow Valley Vineyard area.

(313) 477-0020

HOME HEALTH AIDE

Caring, reliable, dependable aides needed. Part time. City of Plymouth area. Call Mrs. Bailey

(313) 451-9029

Home Health Aides
Certified Home Health
Aides
Nursing Assistants
Homemakers
Live-ins

For private duty home health care. Must be experienced. Must have own car, have reliable transportation. We offer:

• Flexible hours
• Pay based on experience
• Shift differential
• Mileage reimbursement
• Paid in-service
• Bonuses available for full time

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

United Home Care Services
18112 Farmington Rd.
(Two blocks N. of 6 Mile)
(313) 422 9250

HOME HEALTH AIDES
CARE GIVERS

local home care agency providing non-medical assistance needs individuals with 1 yr. health care background, own car, transportation. We offer flexible schedules, competitive pay. Call 313-591-9929

HOME HEALTH AIDES
IMMEDIATE OPENINGS

COMPREHENSIVE HOME HEALTH OF AMERICA, is seeking full-time and part-time Home Health Aides and Personal Care Aides to provide personal care to our patients in their homes, working assignments, schedule, nurses and therapists, this is the position for you!

Please contact the Clinical Manager at COMPREHENSIVE HOME HEALTH OF AMERICA, at 810-873-7070, 6445 Hatchery Road, Waterford, MI 48329

HOSPICE RN

Excellent management opportunity for an exceptional as well as a professional home care nurse. Needs working knowledge of equipment and medications. Hospice experience preferred. Minimum of 1 year hospice hours care experience preferred.

This position offers an excellent wage & benefit package including:

• Free Health Insurance Program
• Blue Cross/Blue Shield
• Prescription Drug Plan
• Disability Plan
• 4 Weeks Paid Time Off
• Sick Leave Bank

Allen Home Health Care & Hospice
28300 Telegraph Rd
Suite 200
Southfield, MI 48034
or call 1 (800) 379-3016

INSURANCE BILLER needed full time for busy chiropractic office. Experience preferred but not necessary. Please call (810) 471-6664

506 Help Wanted-Medical

JOIN OUR TEAM

Busy and growing internal medicine practice in Clarkston is looking for enthusiastic persons to join our staff. We are looking for enthusiastic Medical Receptionist to join our team. Experience is not required. Good pay and benefits available. Please call today for an interview.

(810-435-0070

LPN/MA

Gyn office. Troy area. 4 days a week.

(810) 643-7775
or (810) 643-7776

LPN/MA - IV pediatric, oncology, allergy & injury helping others. Medical Weight Loss Clinic wants you for our Canton, Farmington Hills, Livonia or Novi locations. LPN's & MA's with venipuncture experience may apply for full or part time positions. Generous salary, bonus, commission & bonuses. Call Mon thru Fri 10-4

810-353-1944

MDS COORDINATOR

64 bed LTC facility seeking licensed nurse to perform MDS with experience. Part time hours and flexibility/competitive benefits package. Contact Sr. Julie Comissiecert Center for interview

313 291-4800

MEDICAL AIDE / LPN

NURSE AIDE, DIETARY AIDE

Full time & part time, for home in Livonia

(810) 347-4355

MEDICAL ASSISTANT

Experienced front and back.

(810) 626-1411

MEDICAL ASSISTANT & RECEPTIONIST

Full time, full benefits. Experience preferred. Busy Farmington surgical office. Call (810) 478-7788

MEDICAL ASSISTANTS

Wanted for busy family practice offices in Northville and Westland. Must have 1 year experience. Excellent salary & benefits available. Send resume to 34 A Fairbrook 21711 Van Born, Taylor, MI 48180

MEDICAL ASSISTANT/BILLER

Must be experienced. Rochester pediatrics, part time. Ask for Sherry

(810-652-2929

MEDICAL ASSISTANT

for pediatric office in West Bloomfield. Experience. Full time

Call (810) 788 1200

MEDICAL ASSISTANT

Busy OB/GYN office in Plymouth area seeking a motivated individual with knowledge of front & back office duties. Call 459 3200 office

810-681-8100

MEDICAL ASSISTANT

Full time for fast pace Livonia practice specializing in weight loss. Call 11-4pm

313 422 8040

MEDICAL ASSISTANT

Large private practice in Southfield. Competitive salary with excellent benefits. Prior experience in venipuncture injections & OR assisting required. Urology & Internal Medicine.

810 651-0652

MEDICAL ASSISTANT

Part time dermatology office in Troy. Mature dependable 3 days a week, some Saturdays. 810 643-7677

MEDICAL ASSISTANT

Full time & part time positions available. Experience preferred.

810 543 2340

MEDICAL ASSISTANT

Must be reliable 2 or more years experience. Must know medicare, EKG & urinalysis. Please family or Candy in Livonia.

(810) 476-1101

MEDICAL ASSISTANTS

Growing company needs experienced certified Medical Assistants to make house calls with physicians. Phlebotomy & map reading skills a must

810-352-2000

MEDICAL ASSISTANT

Full time for pediatric office in W Bloomfield Call Nancy 810-855-7418

MEDICAL ASSISTANT

Part time for busy ophthalmology practice in Canton. Experience preferred

(313) 981-1200

MEDICAL ASSISTANT

Experienced, to work evenings in Livonia Pediatric practice. Call

(810) 478 2723

MEDICAL ASSISTANT WANTED

Part time for busy family practice office in Bloomfield Hills (810) 334-4535

MEDICAL ASSISTANT

Fast paced skilled Southfield practice. 3 to 5 days a week

(810) 358 0420

MEDICAL ASSISTANT

Full time in general medical practice. Should be a comfortable environment & lab procedures. Call Ann 427-5080 Fax 427-5084

MEDICAL ASSISTANT for Livonia family practice. Monday and Thurs