502 Help Wanted-Office Clerical

RECEPTIONIST WITH clerical office duties. Full or part time. For independent Optician. Downtown Royal Oak. Call (810) 545-8300

RECEPTIONIST
with good phone skills, light typing & filing for a small commercial real estate development co. Send resume w/salary requirements to: Personnel Dept., 6785 Telegraph Rd., Ste 340, Bloomfield Hills, MI 48301.

RECRUITING ASSISTANT
Temp position in Technical Department for person with some recruiting experience.
Varied duties, flexible hours
Oakland Professional Services
5455 Corporate Dr., Ste. 117
Troy, MI 48098 2620
Phone: 810 641-0600
Fax: 810 641-0637

SALES MARKETING COORDINATOR
Administrative clerical duties, heavy computer use, knowledge of Word Perfect & Windows. Must be extremely detail oriented. Salary commensurate w/ experience. 12301 Farmington Rd., Livonia, MI 48150. Attn: Lesley

SALES SECRETARIES
Full and part time for major insurance office 20 hrs./wk. No previous experience necessary. Great benefits area. Call Pat Blum - 2pm at (810) 305-5577

SALES SECRETARY - international manufacturing company headquartered in Bloomfield Hills. Position requires strong secretarial skills, Word Processing, Data Processing as well as good communication with customers. Full benefit package, salary commensurate with experience. Call Richard Ioli for an interview (810) 433-1800

SALES SUPPORT
Energetic, detail oriented individual with good work ethic needed for sales support in growing office. Must treat customers with courtesy. Responsibilities include support for sales representatives, customer service, data entry. Excellent typing, communication and organizational skills required. Benefit package available. Salary commensurate with skills and job experience. Send resume to Yale Materials Handling, Inc. Attn: Dept. 313, 31961 Industrial, Livonia, MI 48150. Fax: 313 427-1886

SCHEDULER
CLERICAL Scheduler for medical office for mature responsible individual who always works hard and is able to pay meticulous attention to detail. Send full resume to: HC Mgr., 2929 Northern, #100, Southfield, MI 48034, or FAX to (810) 353-7045

SECRETARIES

Good communication skills, needed. Must be dependable and able to handle pressure. Must have experience with MS Word Excel and other word processing programs needed.

CUSTOMER SERVICE

Excellent communication skills and phone etiquette a must! Light data entry. Must have experience. Positions TEMP-TO-HIRE pro-gram will be just right for you. Enjoy the benefits of Western Staffing! Contact team assignments available.
Call today for an interview!
Farmington Hills 810-615 0660
Madison Hgts 810 545 2550
Rochester Hills 810 650 5690
Western STAFF SERVICES.

LEGAL SECRETARY
Experienced, full time for Southfield insurance firm. Must have MS Word experience. Send resume & salary requirements to Carolyn Kaiser, Atty Pat Pane, 29777 Telegraph, Suite 1400, Southfield, MI 48034

SECRETARY
A leader in the Automotive OEM industry is seeking a Secretary/Executional person to perform secretarial and general office duties. Requires phone, word processing skills. Reporting to this position. Must be organized, detail oriented, have good typing skills, to demonstrate mature judgment. Production experience, good math skills, good grammar skills and good people skills. Must have excellent positive attitude are key requirements. Typing 60 WPM, proficient in use of word processing software programs. Excellent benefits. Competitive salary. Send resume with salary requirements to

HR Manager
P O Box 1944
Novi MI 48376

SECRETARY
American Heart Association of Michigan seeks full time Secretary with good customer service skills. 2-3 years secretarial experience required. Word processing. Must know Windows. Salary dependent on experience. Send resume to: Human Resources, 26777 Central Park Blvd., Suite 200, Southfield, MI 48076

SECRETARY/ASSISTANT
Plymouth Financial services firm has immediate opening for a Secretary/Assistant. Responsibilities include typing 45 wpm ability to work under pressure in a time critical environment, communication & organization skills, detail oriented, able to work in a fast paced extensive fixed income traffic. Computer literacy including knowledge of Lotus & WordPerfect. Salary is a plus. Send resume & salary requirements to:

RONEY & COMPANY
1000 N. Mill St.
PLYMOUTH MI 48170

SECRETARY - BIRMINGHAM
Financial company seeks secretary with general office experience. Word Phones, volume copying, windows environment. Salary DOE. Call Mary 20's Bend resume and salary history to Bloomfield Financial, 2000 N. Woodward, Ste 250 E Bloomfield, MI 48009

SECRETARY/BOOKKEEPER
Farmington Hills office Hours 8-3/5 Mon-Fri. Experienced preferred, but willing to train. Must have good communication skills and be familiar with Microsoft Word & Excel. Fax resume to 810-626-6583

SECRETARY/BOOKKEEPER
for profitable small company. Experience in payroll, accounts receivable/payable, A/P, phones, computer. Send resume & salary requirements to Secretary 41220 Joy Rd., Plymouth, MI 48170

SECRETARY
Christian non profit organization. Part time 16-20 hours per week. Must be PC (IBM WordPerfect) proficient. Excellent working conditions. Call (810) 350-2203

SECRETARY
Douglas & Lomason Company, an international GMC dealer, located in Farmington Hills has an immediate opening for a Executive Secretary. Our fast paced turning Engineering Department Position requires a high school diploma and knowledge of word processing and spreadsheet skills. Typical assignments will include data entry, invoice tracking, providing secretarial services for engineers, and cost analysis must distribution, and handling receipts. Ability to handle diverse duties for the engineering department. This is an entry level secretarial position. Qualified candidates should apply by resume including salary requirements to

Human Resources Dept 5
Douglas & Lomason Company
28000 Halsted Court
Farmington Hills, MI
48335-1871

Equal Opportunity Employer

SECRETARY - Full or part time for Farmington Hills law office. Word Perfect 6.1. Call Cheryl Karen or Bob at (810-489-4130

SECRETARY
full time position with benefits. Send resume to 37752 Hills Tech Dr., Farmington Hills, MI 48331

SECRETARY
Proficient in Word Perfect & Windows. 88 hours - Month. (313) 629-4411

502 Help Wanted-Office Clerical

SECRETARY
Immediate opening permanent part time in Novi! Experience in Word-Perfect 5.1, MS Office & Excel. Fax resume with salary requirements to (810) 474 5790 or call Pam at (810) 474 3000

SECRETARY
Part time 8am-3pm, 3 to 4 days/week. WordPerfect for Windows or MicroSoft Word. Good office skills. W. Bloomfield. (810) 851 8150

SECRETARY
(PART-TIME)
- Looking for a new challenge?
- Needed: self motivated, professional secretary for part time position (approx. 16 flexible hrs. weekly) in comfortable work environment in Bloomfield Hills.
- Must have computer competency in MS Excel, Wordperfect 5.1, MS Word with capability of 45-60 wpm and ability to handle routine casualty claim correspondence from general written or verbal instructions, prepare monthly computerized claim reports, maintain master claim documentation files.
- All responses will be kept strictly confidential.
- If interested, please forward resume with job and compensation expectations to

Director of Claims
PO Box 364
Bloomfield Hills, MI 48303-0364
An Equal Opportunity Employer

SECRETARY
Position available in small non-smoking office. Proficient with Word Perfect & Lotus. Send resume & salary requirements to Secretary, 30345 W 10 Mile Rd. #170, Farmington Hills, MI 48335

SECRETARY
Prestigious executive offices of international consultant firm in area are adding to staff. We need experienced candidates with Windows software. Temp to perm. Call Sara Bingham at Farmington/Livonia 645-7661 473-2931

Advantage Staffing

SECRETARY/RECEPTIONIST
Smart professional firm. Good English skills, 50 wpm. WordPerfect 6.1. Windows and Word Perfect. Call Kate & Northwestern 8am-4:30pm. 810 352 8181 EOE

SECRETARY/RECEPTIONIST
part-time, general office skills, WP6.1, Windows and Lotus 1,2,3 & Word Perfect. Fax resume or call Pat Lewis at (810)347 9945 or mail to Lewis Inc. Technical Resources, 42400 Grand River Avenue, Suite 102 Novi MI 48375

SECRETARY/RECEPTIONIST
needed for Troy Firm. We are looking for someone with excellent communication skills, Microsoft Word & light bookkeeping experience & who is detailed oriented & able to handle many projects simultaneously. Call 810 524 2500 or fax resume to 810 689 8406

PROFESSIONAL DISTRICT
For Major Chemical Company in Farmington Hills. Fortune 500 firm, experienced in Word, Excel, PowerPoint. Non-smoking office. Salary approximately $20-000. Full benefits. Please FAX resume 810 553 8688

SECRETARY/TELEMARKETER
full or part time. Some experience needed. WordPerfect 6.0 a plus. Salary based upon experience. Please call 810-476 2442

SECRETARY
TEMP to PERM
Immediate opening. Proficient in WordPerfect 5.1 & 6.1, Lotus 1,2,3, typing 60wpm. Good organizational skills. 810-478-3220

SECRETARY
THIS company offers their employees the latest in computer technology, excellent salary/benefits and growth opportunities. We reward your prior experience and the ability to interact with staff & clients. Call Shawnee at Farmington/Livonia 473 2931 646 7661

Advantage Staffing

SECRETARY TO Executive Director of Institution requires experience in office procedures and protocol, good organizational skills and typing at 60 wpm. $8.96/hr. + benefits. Competitive salary commensurate w/ talent due by 4pm March 12, 1996. Plymouth Cultural Center, 454 S. Harvey. Call Job Hotline for additional information. 313 416 2745

SECRETARY
To the CEO of Birmingham property management company. Must have excellent clerical skills as well as the ability to demonstrate mature judgment. Production experience, good math skills, good grammar skills and good people skills. Must have positive attitude are key requirements. Typing 60 WPM, proficient in use of word processing software programs. Excellent benefits. Competitive salary. Send resume with salary requirements to

HR Manager
P O Box 1944
Novi MI 48376

SECRETARY - Troy, good typing, wordperfect, banking experience helpful. To $22,000. Fee paid.

ADMINISTRATIVE - assistant working with VP of finance of financial institution, excellent skills, computer literate, good personality, benefits. To $26,000 Fee paid

RECEPTIONIST - Royal Oak, good phone etiquette, experience & math ability for billing. $10+. Fee paid

SECRETARY - permanent part time, interior designer computer experience for billing, particular dates & good follow-up. $10/hr. Fee paid

LOIS RAY PERSONNEL
(810) 646-5580

SECRETARY - W. Bloomfield sycamore seeks secretary who is computer literate. Knowledge of WordPerfect for Windows preferred. Knowledge of Pagemaker helpful. Send resume with references to Box 42418
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
30 hours flexibility. Excellent benefits. Salary and benefits commensurate. Call 558 9579 opening Southfield.

SERVICE BASED company seeks a person for ambitious person with excellent communication and problem solving skills. To handle our phones and various clerical responsibilities. Please call Amy (313) 458 5118 Or send resume to P O Box 2726, Livonia, MI 48151

SOUTHFIELD PLAINTIFF Personal injury firm seeks paralegal for partner. Candidate must have experience in complex tort litigation. Competitive salary and benefit package. Please fax resume to Mrs. Belanger 810 948 8494 or send resume to 1000 Town Center, St. 500, Southfield MI 48075

SPUNKY RECEPTIONIST
$7-$10/HR
ARBOR TEMPS 459-1166

STAFF ACCOUNTANT
For a Bingham Farms property management firm. Responsibilities include heavy computerized A/P, bank reconciliations, general ledgers & trial balance. Call statements for multiple entities. Lotus experience required. Must be a team player. Fax resume to
8632 Telegraph Rd. #342,
Bloomfield Hills, MI 48301

STAFF ACCOUNTANT
Farmington Hills Real Estate Developer/Builder is looking for individual with minimum two years experience in accounting. Responsibilities include accounts receivable, journal entries, bank reconciliations and account analysis.
Spreadsheet and word processing knowledge required. Must be organized, efficient and dependable.
Fax resume to (810)471-1630

SWITCHBOARD OPERATOR
Central, one of Michigan's leading providers of communication services, seeks Switchboard Operator for immediate opening in our growing organization. Responsibilities include directing incoming calls and performing light clerical duties. Good speaking voice, pleasant disposition and attention-to-detail required. Training provided. Full time position offers excellent opportunity for advancement, benefits, education reimbursement and 401K. Send resume to

Corporate Office Manager/SOE
PO box 71043
Madison Heights, MI 48071

502 Help Wanted-Office Clerical

SWITCHBOARD OPERATOR
Standard Federal Bank has an immediate opening for a Switchboard Operator to work at its Troy headquarters. The ideal candidate will have excellent verbal communication skills and knowledge of correct grammar. Telephone customer service/sales experience required. The position offers an attractive salary including complete flexible benefits package. If you are qualified, apply in person: Monday-Friday, 9:30am-3:30pm at:

Standard Federal
Savings/Financial Services
Human Resources Department
2600 W. Big Beaver Rd
Troy, MI 48084

Equal Opportunity Employer
M/F/D/V

SYSTEM ADMINISTRATOR
For Southfield law firm to support 60 users for medical practice. Novell Netware 4.1 network. Please fax resume. Office Administrator, 810 354-4030

TELEPHONE OPERATORS - Good communication skills required. Night hours, 8 an hour. Full time. Medical benefits. Retired (313) 531-2589

TELESERVICES DEPT - Need individuals with strong auditory skills & pleasant speaking voice. Telemarketing experience a helpful, but a good work ethic is required. $7 $8/hr commission. (313) 416 2433

TITLE INSURANCE
CLOSING DEPARTMENT
Experienced, customer service oriented individual with excellent telephone skills to join our fast paced Closing Department.
Also Hiring
TYPIST - Experienced with Word Perfect for our Commitment Dept
FAX resume to
810-642-9006
Or Mail To
Title Insurance
1600 Woodward, Ste 102
Bloomfield Hills, MI 48304
Attn Kathy NO CALLS

WEEKEND RECEPTIONIST
busy weekends at real estate office seeking mature individual. Phone experience pleasant personality a plus. Call 313 261-1407

WORD PROCESSORS
Temp & Perm Openings!
Top wages for your skills!

MS WORD
EXCEL
POWERPOINT
LOTUS
WORD PERFECT
SECRETARY
If you have ANY of these - we have on them all!
Livonia 313 266 8600
Southfield 810 352 9300
Sterling Hts. 810 373 7500
Taylor 313 284 0777
SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

504 Help Wanted-Dental

ADDITIONAL STAFF NEEDED
- For progressive dental office
- Dental Assistant
- Receptionist

Full time, experience necessary. Excellent benefits.
Call Jamie at (810) 968 5540

BUSINESS DENTAL ASSISTANT
Mature, certified minded individual with experience coordinating front desk responsibilities - include re-call appointments. Must have outstanding people skills and be able to work independently. Wages & benefits compensate with experience. Lexington Commons (810) 781-7010

BUSINESS OFFICE CLERK
Full time. Computer & medical billing experience helpful. Fax resume to 810 557 3608

CHAIRSIDE ASSISTANT
Full time position available for friendly dental office. 2 days per week. Call (313) 533 9100

CLINICAL DENTAL ASSISTANT
Experienced, career minded mature, professional able to coordinate clinical responsibilities effectively in group practice. 30 38 hrs Ben hours. Wages based on experience with experience. Livonia 313 425 7010

DENTAL ASSISTANT
Dynamic, detail oriented, quick thinker, must have a commitment to excellence be organized and possess a positive attitude as Part time Call Kristy
(810) 398 8550

DENTAL ASSISTANT
Part time 20 hours for friendly Troy office. Experience necessary
810 689 9818

DENTAL ASSISTANT
General dental office in Walled Lake/West Bloomfield area. Full time. Benefits. Great staff. Experience required. Please call 810/960 3434

DENTAL ASSISTANT - Full time
Flexible Hours Southfield Area
Prefer CDA or many years experience. Fax resume preferred
Call Marie at 810 352 7722

DENTAL ASSISTANT
Personable office seeks fun, out going person. Part time/full time.
810 541-1388 Betty

DENTAL ASSISTANT
Needed full time. Clinical duties a plus. Pleasant Dentistry. Heights area. Call Kathy 313 277-3008

DENTAL ASSISTANT
Positive handwriting, experienced assistant to work full time for growing Royal Oak dental practice that truly appreciates good staff. Benefits (810) 547 7070

DENTAL ASSISTANT
Are you looking for an office where you are appreciated for contributing to patient-centered practice? Complex cases, lots of experience. Farms team would like you to call Jackie at (810) 642-4737

DENTAL ASSISTANT NEEDED for PRIDE office in Bingham Farms. Full position. Experience necessary. Must be mature, dependable, hardworking and possess a positive attitude. Call Mon & Tues 8-7 30 PM
(313) 433 1190

DENTAL ASSISTANT
We need an experienced, outstanding & dependable Dental Assistant for our exceptional office in Birmingham. Full time/great benefits (810) 646-3515

DENTAL ASSISTANT. We are looking for an experienced & motivated team player for our busy Novi practice. Position requires approximately 20 hours per week. Must be able to work Tues., Thurs & Fri. Call Debbie Tues-Fri at (810)348 8800

DENTAL ASSISTANT
Full time. Expanded duties. Experienced. No weekends. Birmingham. $12/hr + benefits. (810) 642 6430

DENTAL ASSISTANT
- a health oriented Troy office is seeking a dental assistant. Experience preferred. 810-680-0775

DENTAL ASSISTANT
Experienced chairside. Must have CDA or RDA preferred. Please call 313 261-9696, ask for Debra

DENTAL ASSISTANT
A great staff is in search of a reliable, fast paced team player. General dentistry, busy office, experienced only. Call 313 963-3336

DENTAL ASSISTANT
No experience necessary, we are willing to train the right person for an interesting job. In a team oriented, specialty practice. Hours & wages flexible. Birmingham area. Call 10am-4pm, Mon-Fri. (810) 647-7936

DENTAL ASSISTANT/
STERILIZATION
Part-time Mon Tues & Thursdays. Livonia Area.
(313) 525-3150

504 Help Wanted-Dental

DENTAL ASSISTANT
Our Livonia family practice has a full time position available. Hands on Training will be provided for a motivated and energetic individual interested in beginning a new career. Modern office, great salary and benefit package
(313) 261-7800

DENTAL ASSISTANT
Do you enjoy work, talent in your seat, have an outgoing personality, cheerful smile, feel you can give tribute to a fun environment? WE WANT YOU! Full time. Excellent salary in Troy/Royal Oak area
(313) 591-3636

DENTAL ASSISTANT
Unique specialty practice. Some experience necessary. No Fridays. No Saturdays 14 Mile & Lahser
(810) 626 4233

DENTAL ASSISTANT Livonia
Office Female Dentist specializing in gentle dentistry. 30-40 hours per week. Flexible hours. Team oriented. Experience a plus. Fax resume Marjorie 810 477-5100

DENTAL ASSISTANT
An energetic, team oriented Assistant is needed for Farmington Hills dental specialty office. Experience preferred but willing to train. Wages start at $7 or higher depending on experience. Work experience. Benefits available. Call Sam Bay (810) 737-2131

DENTAL FRONT DESK
Looking for a take charge person. Dental office. Knowledge a must. Full time. Livonia
(313) 425 4206

DENTAL HYGIENE - in Farmington Hills office seeks busy practitioner. Fax commensurate with experience. Call (810) 489-0100

DENTAL HYGIENIST
Part time Farmington Hills area
Call (810) 474 2280

DENTAL HYGIENIST needed for our Farmington Hills office. Call to meet our patients. Part time or full time. Excellent salary and benefits. Call Chris at (313 427 2222

DENTAL HYGIENIST
Full time. Modern dental office in Garden City. Benefits available. Please call (313) 422-4350

DENTAL HYGIENIST
Full time. If you are an experienced Hygienist with a caring attitude and interested in working with a team oriented practice with friendly, competitive wages & benefits and appreciation for employees then we are looking for you!
(313) 422 7525

DENTAL HYGIENIST
Well motivated people, person with exceptional clinical skills for Farmington Hills office. Inviting, people emphasis. Part time or full time. Fax resume
(810) 932 5630

DENTAL HYGIENIST
Part time 2 positions available. Must have excellent people skills. Call Marie at (810) 352 7722

DENTAL HYGIENIST
Part time for pleasant Bingham Farms dental office. Call Kate at
(810) 644 6433

DENTAL MANAGER
Large orthodontic pedodontic practice seeking an experienced Dental Office Manager or Administrative Candidate must be capable of handling all aspects of practice. Excellent salary & benefits. Please communicate with experience. Resume only to P O Box 7563 Bloomfield Hills, MI 48302

DENTAL OFFICE MANAGER
RECEPTIONIST
Small office One dentist. Come grow with us Rochester Hills Call after 10 a.m. 810 652 9490

DENTAL OFFICE RECEPTIONIST
4 day week benefits. Salary commensurate with experience
Berkley area Contact Audrey
810 547-0910

DENTAL OFFICE RECEPTIONIST
Do you have excellent communication skills with telephone and in person? Are you self-motivated, enthusiastic and organized? Do you enjoy a fast paced environment? If you have experience with scheduling, insurance and computer knowledge and would like to work in a office that appreciates teamwork please call Rochelle 810 682 6400

DENTAL OFFICE SCHEDULING
Coordinator full time. Are you a high energy enthusiastic individual? Do you enjoy a challenge? Do you get satisfaction learn work and personal challenges? If you answered yes to these questions, you need to respond. Send resumes Box 42421
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

DENTAL RECEPTIONIST
Full time position available for friendly & enthusiastic person for computerized family practice. Excellent benefits & salary. Experience preferred. Call Debbie (810) 277-0050

DENTAL RECEPTIONIST & Assistant, full time positions for busy Southfield practice. Excellent salary. Excellent pay, benefits & bonus. Candy. (810) 355 9600

DENTAL RECEPTIONIST/OFFICE Manager. Expanding periodontic office seeks full time person. Good pay & benefits. (810) 258 9098

DENTAL RECEPTIONIST
Part time leading to full time. Insurance background helpful. Knowledge of computer helpful. Professional, outgoing personality. Call Jackie at Farmington Dental Care (313) 464 3436

DENTAL RECEPTIONIST
Dynamic, detail oriented, quick thinker, must have a commitment to excellence be organized and possess a positive attitude as Part time Call Kristy
(810) 398 8550

DENTAL RECEPTIONIST
Full time. Experienced. Tues eve. nings. for Rochester family practice
(810) 652-1100

HYGIENIST
Requested full time for professional, progressive Warren office. Applicant must be a team player. Great working conditions & benefits. Please call (810) 751-2901

NOW! DENTAL HYGIENIST
Full/part time. Farmington area.
Novi (810) 349-4115

OFFICE MANAGER
Responsible individual needed for collections, financial arrangements and scheduling for multiple doctor practice. Helpful. Call Susan (313) 462-5965

ORAL SURGERY ASSISTANT
Pleasant, busy office. Experience preferred. Farmington Hills
810-553-3280

PART-TIME
DENTAL HYGIENIST
Tuesdays & Thursdays available for our Farmington Hills or Livonia City. Please call (313) 422-4350

RECEPTIONIST
Experienced. Full time/part time. Knowledge of billing, scheduling, appointments, & excellent telephone 10 Mile/Coolidge area. Please call or leave message after 7 PM
810 398 0550

RECEPTIONIST NEEDED - full time for busy dental practice. Dental experience preferred. Knowledge helpful. Please call 313-562-5610

506 Help Wanted-Medical

ADMITTING/BILLING CLERK
Physical Medicine

Part time Mon.-Fri., 3:30 PM - 8 PM., Sat., 9 AM - Noon. Must type 50 wpm. Must have working knowledge of WordExcel. Previous billing/registration experience helpful

Qualified applicants can apply in person or send a resume to:

ST. MARY HOSPITAL
Human Resources
36475 Plymouth Rd.
Livonia, MI - 48154
An Equal Opportunity Employer

Affiliated with
William Beaumont Hospital

ARE YOU a dependable outgoing people person? Chiropractic Assistant with front desk skills? Part time. Mon-Wed. Fri. 3pm-8pm. Some Sat. mornings. Canton area 313-455-3933

ATTENTIVE CARING INDIVIDUALS
$7-$15 an hour. Will train. Flexible hours. Call Kathy at Visiting Nurses Association of Detroit
March 6 at 2pm. Give the hospitality you have to offer. Apply in person: Dimensions, corner of 12 Mile & Orchard Lake, The Orchard 12 Mile

BILLERS
TAP into our Statewide network of physicians and DMEs/Virtuoso combines with your skills. (810) 557-2131 experienced Many locations! Great $$$ Call 810 932-1170 or fax resume to 810 932-1174
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

BILLER
WANT to work in Troy? We are ready to hire an experienced, hard working biller who is detail oriented, knows property Insurance & computer (MBS) skills & must be available for opening
(810 642 1411

BILLING SUPERVISOR - Full time. With 5+ years of experience in billing for medical and radiology. Knowledge of Medic computer system preferred
(313) 581-8744

CERTIFIED MEDICAL ASSISTANT
for Royal Oak GYN office. Tues. Thurs. Fri. Excellent salary & benefits. Please contact Sigrid Ferrison at
1 800 331-4917
CARE THERAPIES
6870 Telegraph Rd
Suite 420
Bingham Farms, MI 48025

C.N.A.
Full and part time position for Luxury Senior Apartment Community. Certification assistance possible. Competitive wages. Benefits available for full time. Apply in person at Kensington Woods Senior Apartments. Apply in person Mon - Fri. 9am to 4pm. No phone calls please
Dr. The Ironwedge
24111 Novi Road
Novi
Southfield, MI 48034

CNA'S - FULL TIME. We want you to join our team! Competitive salary, competitive wages and benefits. Community positions available in Plymouth, Livonia, Farmington Hills, Northville, Troy, Royal Oak, Southfield, Rochester Hills, Plymouth, 313 455 0510
Contact Employment Department
Attention Employment Department

DENTAL RECEPTIONIST
Full time. Mon thru Thurs. no eve. Experience with computer helpful. Excellent salary and computer $12+ per hour. Medical benefits (810) 642-6430

EMS CAREER OPPORTUNITIES
Community Emergency Medical Service, the largest not for profit EMS provider in Southeast Michigan currently seeking EMS professionals. Paramedics and EMT positions available.
- EMS training available at our own institute
- Career opportunities as part time, full time, and supervisory
- Competitive salary
- Full benefit package
- Tuition forgiveness of free Continuing Education
Please send resume to
25400 W. Eight Mile
Southfield, MI 48034
or FAX to 810 356 3994
EOE

EXPERIENCED MEDICAL BILLERS - needed for Plymouth Medical Office. Minimum 2 yrs. experience in professional billing. Career opportunity. Salary commensurate. Fax resume to Medicalc to schedule an interview 810 305 1330

FREE
NURSING ASSISTANT
TRAINING CLASS
PLYMOUTH COURT NURSING CENTER is offering free Certified Nursing Assistant Classes
- Flexible scheduling
- Guaranteed job placement after graduation!

Apply in person at Plymouth Court
Plymouth Court 100 Haggerty Rd
Plymouth, MI 313) 455 0510 EOE

FRONT OFFICE - Various duties for busy Farmington Hills office. Medical experience required. Call 313 953 7244

HHA & CNA's
All Shifts - All Areas
Excellent Pay & Benefits
FAMILY HOME CARE
(810) 455 5683

HHA's CNA's NURSING STUDENTS
Huron Valley Visiting Nurses an affiliate of the University of Michigan Health System is looking for caring committed professionals to perform home care services in Ann Arbor. Assignments available throughout Wayne, Washtenaw, Livingston, Oakland and Lenawee counties. HHA's/CNA's must have 1 yr. of experience or certification. Nursing students must have 1 yr. in a nursing program completed 12 credit hours. Call at 1 800 860 0020

HISTOTECHNOLOGIST
COMMITMENT
Since Hospital & Home throughout Southeastern Michigan. Home Care is a leader in medical advancements and home care services. Home Care Services Firmly committed to maintaining and advancing our services through the addition of talented dedicated employees to our staff. Home Care We are currently seeking a full time Histotechnologist for a northwestern suburban location

Qualified candidate must have 2 years recent histology experience and HT or HTL certification. Experience with immunohistochemistry staining and Associate's degree preferred. Knowledge of automated histology techniques and computer skills a plus

REWARDS
As a Since health care professional you'll enjoy an excellent career potential, competitive salary and benefits package. Home Care offers prompt consideration please mail or fax your resume and cover letter of interest to: SINAI HOSPITAL
Employment & Staffing Services
Drive Detroit MI 48235, Phone (313) 493-6847, Fax (313) 493-6171
Equal Opportunity Employer

SINAI

HOME HEALTH AIDES
2 full-time positions available. Office experience required. Birmingham OB-GYN Call Mickey 11am-2pm Monday-Friday (810) 569 3687

506 Help Wanted-Medical

Home Health Aides
Certified Home Health
Aides
Nursing Assistants
Homemakers
Live-ins
For private duty home health care in Metro Detroit. Experienced, dependable, and have reliable transportation. We offer
- Flexible scheduling
- Pay based on experience
- Shift differentials
- Mileage reimbursement
- Paid in-services
- Benefit package for full time

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

United Home Care Services
15712 Farmington Rd., Livonia
(Two blocks N. of 5 Mile)
(313) 422-9250

LPN, PART TIME
In home health care. Call Please apply at: 26111 Telegraph, Southfield. Call (810) 358 0088

LPN'S
Needed immediately. Detroit area. Adult vent patient. Earn up to $18 per hour. Call Kathy (810) 557-1020

MA OR LPN for Wednesday afternoon & evenings at Northville dermatology practice. Excellent benefits & salary commensurate. Dependable. Competitive salary. (810)363 5490

MEDICAL ASSISTANTS
DEGYN internal medicine, Oakland & Wayne Counties. One year exp. required. Phlebotomy, EKG, injections. Career opportunities Call Medical at Temporo Medical to schedule an interview or fax resume (810) 356 1330

MEDICAL ASSISTANT
Full time position available for a person specializing in weight loss medicine. Call (810) 855-8042

MEDICAL ASSISTANTS
Candidates must be experienced & certified. Duties include invoicing, phlebotomy, EKG & PVD testing. Call (810) 352 2000

MEDICAL ASSISTANT
Experienced in internal medicine with knowledge of medical terminology. Call Dennis Please ask for Diane at (313) 425 5700

MEDICAL ASSISTANT - dependable, cheerful & energetic person needed for part time position (approximately 25 hours weekly). Must be flexible. Some Sats. Experienced preferred but willing to train the right person. Call (313) 537 4030 for an interview appointment

MEDICAL ASSISTANT
FULL TIME
Experience preferred. Southwest area 810 352 4880

MEDICAL ASSISTANT
Full time part time for busy medical office. Experience a must. Please call (313) 561-4240

MEDICAL ASSISTANT
with basic computer skills required. Part time Mon - Thurs. Hospitalist Medicine 656 0177

MEDICAL Biller Experienced Must be familiar with the MBA system. Please call Diane at (313) 425 5700

MEDICAL BILLER
Experienced with supervisory capacity. Providence Hospital Medical Building in Southfield. Knowledge of insurance, computer, medical terminology, management of patient accounts. Full time 41 days. Ask for Karla 810 557-4224

MEDICAL BILLER - Experienced full or part time medical biller for orthopedic group. Knowledge of FEO Manager. 32275 North western Hwy., Ste. 100, Southfield, MI 48034 Or FAX to 810 353 7645

MEDICAL BILLER
Growing company needs full time Medical Biller. Candidate must have experience billing an Farmers Must be proficient with computers, organized & have good phone skills. Offering competitive salary & benefits. Call Jane Janet (810) 352 2000

MEDICAL BILLER
Long term care pharmacy seeks medical Biller. Candidate must have experience with Medicare Part B billing. Ability to work independently in addition a familiarity with workgroup computing is a plus. Please send resume or letter of application to Specialty Pharmacy Services P O Box 3341 Livonia MI 48151 Attn Receivables

MEDICAL BILLER
Needed immediately for busy Podiatric medical practice in Southfield area. Experience preferred. Call Ann Computer billing experience required preferable on SDM system. Fax resume to 810 557-1030 Leave message for the better Call Sandy
leave message at 810 855-2417

MEDICAL BILLER
Part time for Physical Therapy clinic. Experience required. Hours are approximately 15 hours 10am & 4pm $12 an hour. Ask for Kathy
(313) 459 5470

MEDICAL BILLER - RECEPTIONIST
Some experience helpful but will train. Good communication skills. Pleasant working environment. Contact Office Manager Mon. Tues. or Thurs., 2-5pm (313) 341 5100

Medical Billers & Front Desk Staff needed for our growing office. Experience helpful. Must have medical terminology. Pleasant working environment. Applicants must have experience with computers, be familiar with Windows, typing, and understand medical terminology. Preferred candidates will have medical billing experience. Call and have worked in an Orthopedic Centered Practice. Excellent benefits, competitive salary & benefits. Resumes to Human Resources Department, P O Box 767, Lakeland, MI 48143

MEDICAL BILLING ASSISTANT
Full time position. Physiotherapy office. Applicants must have a background in computer billing, MBS experience & knowledge of medical terminology. Excellent salary, including health & dental benefits. Please send resume to Medical Biller 3003 Northwestern Avenue Berkley, Mich 48072

MEDICAL DATA ENTRY
Immediate openings for medical transcriptionists for clerical positions. Call Dominetta at Staff Competitive salary. Call Dominetta at Medical to schedule an interview
810 356 1330

MEDICAL RECEPTIONIST - part time Mon Tues Thur Must be experienced computer knowledge necessary. Berkley
810 544-1316

MEDICAL RECEPTIONIST
Part time for well respected podiatry office in Northwestern Oakland County for an ambitious, self motivated team player with medical insurance background. Send resume to
P O Box 2
Westland, MI 48185

MEDICAL RECEPTIONIST/BILLERS
Medical Receptionist/Biller with experience in scheduling, insurance verification, entering charges & payment posting needed for practice in Oakland, Macomb & Wayne Counties. Competitive salary & career opportunities. Call Regina at Temporo Medical to interview
810-356-1330

MEDICAL RECEPTIONIST
Livonia, full time days. Must have exceptional phone & computer skills & be able to handle multi tasks. Excellent benefits. Kim, 313 513 2000

MEDICAL RECEPTIONIST
Part-time days Medical Facility
Call (810) 398 4488

MEDICAL RECEPTIONIST
For physical therapy company in Southland & Wayne. Fax resume to GLOPT, Inc. 810 977-5704 or call 810 977-5700

MEDICAL RECEPTIONIST
Mature organized person for busy medical practice. Full time with benefits. Please ask for Diane at (313) 425-5200

506 Help Wanted-Medical

MEDICAL RECEPTIONIST
Busy ENT office needs full time front desk person with minimum 2 yrs experience. Medic computer a plus. Call for interview: (810) 569 5965

MEDICAL RECEPTIONIST
Energetic, organized individual with strong communication skills for busy office. No biling. No weekends. Call Beata Tues - Fri 9am-3pm at 810-476-4724, ext 124

MEDICAL RECEPTIONIST
Southwest/Troy office. Computer & phone skills. Excellent salary/health. Send resume P O Box #252671, W Bloomfield MI 48325. Fax 810-356-0138

MEDICAL RECEPTIONIST
If you are an experienced medical receptionist with a dynamic personality, a senior medical practice in Farmington Hills is waiting for you. 8:00 hour Call Michelle 810-932-1170 Harper Associates 29870 Middlebelt Farmington Hills, MI 48334

MEDICAL RECEPTIONIST needed for busy podiatry practice. Medical processing experience. Full time. Southfield area. 810-231-0440

MEDICAL RECEPTIONIST & FILE CLERK Position Southfield position. Fast paced up beat office. Call Call Gaynel at 810-358 0429

MEDICAL RECEPTIONIST - Full time for busy Farmington Hills practice. Must have excellent MBS system & knowledgeable with all insurance companies. Excellent benefits. Salary commensurate with experience. Fax resume and salary requirements cover letter to Administrative Director 313 993 8741

REHABILITATION COUNSELOR
Seeking work with quadriplegic brain injured in a private day treatment residential program. Responsibilities included Assessment, development and coordination of treatment plans with a vocational emphasis. Experience with brain injured individuals, auto fault and workmens comp preferred. Good writing and communication skills required. Please send resume or apply in person. 1709 John R. Troy, MI 48083. Attn Jim Lewis

RN CASE Manager to coordinate health care needs and rehabilitation services. Travel to home case services throughout Michigan, performing evaluation of clients, coordination of services and home evaluations. Must possess excellent communication skills, organizational skills and computer skills. Please resume to (810)557 8481 Fax to Attention Dan Eleckasis & Associates 32255 Orchard Lake Suite 600 Novi, MI 48375

RN-LPN
Work for the Best!
Home Care & Hospice
Excellent Pay & Benefits
Family Home Care
(313) 455 5683

RN - UNIT MANAGERS - for both our Medicare and Hospice units. Responsible for clinical direction and monitoring of operations for skilled nursing care. Must have current knowledge of national organizational skills
Nursing experience required. Knowledge of MDS Care planning and infection control preferred. Plymouth Court Nursing Center 1025 Haggerty Rd. Plymouth (313) 455 0510
An Equal Opportunity Employer

SERVICE COORDINATOR
Schedule cases for busy Cardiac Home care system. Excellent communication and clerical skills required. (810) 229 5083
Family Home Care

SOCIAL WORKER BSW
The Advanced Nursing Center is seeking a social worker who is familiar with OBRA regulations MDS & care plan process. Excellent wage & benefit package. Call for appt
313 278-7272

SURGICAL BILLING SPECIALIST
Farmington Hills
Full time. Benefits.
Call (810) 478-7782

TRANSCRIPTIONIST
Full/part time medical transcriptionist, typing skills a must. Mail resume to Dr. Gerard Poisson 29000 Farmington Hills area. Call between 8-12 pm (313) 425 1318

TROY CARDIOLOGY group seeking a part time individual with 2 4 yrs clerical experience. Duties include Medicare/Medicaid claims, billing, and general office duties. Pleasant working environment. Fax resume to Attn: Office Manager 810 362 1208 or mail to Att