EMPLOYMENT

This Classification Continued from Page G12.

502 Help Wanted-Office Clerical

SECRETARIES

A professional & growing CPA firm with offices in Southfield & Bloomfield Hills is seeking a secretary for each of their locations. Both positions will support busy expectations. These positions will require a fast paced environment, strong secretarial skills, good communication skills, good common sense, excellent people skills, 2 years experience in WPE0 and spreadsheet applications necessary as well as a Dictaphone experience. Overtime required during tax season. Send resume and salary expectations to:

Attn FRCS
Fanner Rustenburg & Co
12900 Hall Rd, Ste 300
Sterling Heights, MI 48313-1153

SECRETARIES WORD PROCESSORS

$9 to $12 hour

Temp to perm, long and short term assignments available. Detroit wide. Exceptional typing speed required (Electronic and good learn ability must. Very strong PC skills with proficiency in one or more of the following software packages desirable:

- MS WORD
- WORDPERFECT FOR WINDOWS
- EXCEL
- LOTUS FOR WINDOWS

Resumes Required
Call to set up an appointment
313-875-4300

Olsten Staffing Services

SECRETARY/ ADMINISTRATIVE ASSISTANT

A home based computer company located in Farmington Hills is seeking a Secretary to assist the Administrative Manager. Responsibilities include: Word processing, Spreadsheets, Database, Accounting, Pro Forma, Accounts Receivable, Accounts Payable, Bookkeeping, Office Management, Correspondence and work on a team environment. We are looking for someone fairly advanced in their career, who is self motivated, detail oriented, and who does not need the hand holding. Competitive salary and benefit package. Interested candidates should submit resume or apply in person to: Mr. Jack Tracy, Systems 3088 Schoolcraft Livonia MI 48150 Attn: H/R or fax 313-523-9581

EOE M/F/V/D
Pre-employment drug testing required

SECRETARY

ADVERTISING AGENCY
International advertising agency has immediate temp to perm needs in television production and creative departments. Must have good phone manner, good typing skills, experience and the ability to interact with clients. Mac skills a plus. Call Gail or Marcia at Campbell Sanfiorenzo Bates, Southfield. Farmington/Livonia 248-7061 473-2931

Advantage Staffing

SECRETARY

Southfield based computer company seeking a Construction Secretary with experience benefits included. Salary DOE. P O Box 908 Southfield MI 48037

SECRETARY-for landscaping and construction office. Farmington Hills area. (810)349-2290

SECRETARY

For medical manufacturing plant in Wixom. Good personnel emphasis. Fast paced. Good benefits. Call Jennifer Interlink. Fax resume to (810) 624-3263

SECRETARY

For property management company. Good pay and benefits. Call (810) 647-7171

SECRETARY (FULL TIME)
for Sales office with good numbers experience desired. Must be organized & assist 29290 Vester 9503 Livonia, MI 48152 810-476-5091

SECRETARY - FULL TIME
Southfield company with a minimum experience. $10/hour. Send resume to: Mr. Bill Jones
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY

Manufacturer repair firm in Rochester 30-35 hours per week. Flexible. Includes some computer, phones & other duties. Call 810 656 8557 or fax resume to 810-656-3151

SECRETARY

Large Lincoln Park law firm in Bloomfield Hills is seeking an energetic level secretary to work with Senior Administrative Assistant and her team of professionals. Well candidate will possess excellent communication and typing skills, with some word processing experience. Well candidate will possess a minimum of 2 years experience helpful. Must have great communication skills, be able to work as a team player, be able to work overtime when needed. Competitive salary and benefits package. Please send resume and salary requirements to: P O Box 5091, Southfield, MI 48086

SECRETARY/ LIGHT BOOKKEEPING

Computer experience. Send resume and salary requirements to: Box 1449 Observer & Eccentric 36251 Schoolcraft Rd Livonia, MI 48150

SECRETARY

Needed for top producing Real Estate office. Pleasant, friendly. Word Processing knowledge helpful. Telephone oriented, reliable, mature person to perform multiple office duties. Flexible personal phone manner a must. We offer attractive salary & benefits. Call Pat or Cathy (810) 626-8000

SECRETARY needed for Livonia construction firm. Word for Windows & 1-2-3 helpful. Call Mr. Cecil Pollick (313) 522-7946

Secretary/Real Estate

Computer/typing skills. Excellent communication skills, organized and motivated individual. Full time position. Full time with flexible schedule.

PRUDENTIAL HOME REALTY
Ask for Dave Cleone 313-981-0333

502 Help Wanted-Office Clerical

SECRETARY RECEPTIONIST

Needed for busy out patient mental health substance abuse clinic in Bloomfield Hills. Full time entry level 12-8:30pm Mon Thurs and alternating Fri. Sat. 8:30am-3pm. Resume to OPCENT 2000 S. Wood and Site 102 Bloomfield Hills MI 48302

An Equal Opportunity Employer

SECRETARY/ RECEPTIONIST

Our client is relocating to Troy and is in search of a secretary/receptionist. The successful candidate will have strong office skills in MS Word, Excel etc. The person will be bright energetic, have professional phone skills and have 1-2 years experience. We do letters, phones and general office duties. If you are qualified and desire to work in a small office, send resume & salary history to

Attn SRAC
Fanner Rustenburg & Co
12900 Hall Rd, Ste 300
Sterling Heights MI 48313-1153

SECRETARY RECEPTIONIST

Good opportunity with national Real Estate Company for person with secretarial experience and some computer skills. Good salary and benefits. Five day work, includes weekends. Call Mr. Bernard at 810-351-4663

SECRETARY/SALES ASSISTANT

Growing Southfield dealer pool sales company has an excellent opportunity to coordinate head salesmen in Bloomfield Hills for an energetic, experienced individual in our fast paced sales department. Must be a self starter with experience in a sales environment, excellent customer service, phone skills and attention to detail and the ability to handle multiple tasks. Strong secretarial skills including Word/Perfect and Windows required. We provide a competitive salary and benefit package for qualified candidate. Please mail resume and salary requirements to:

Full Packaging Cove
L 4111 Andover Rd
Bloomfield Hills MI 48302
Attn HR/DE

SECRETARY

Secretary needed in commercial insurance firm. Requires proficiency in Microsoft Office. Strong typing, organizational ability and good phone skills a must. Benefits include 4 weeks vacation, 401K, medical, dental and life insurance. Please send salary history and resume to:

U Jual
P O Box 267
Southfield MI 48037

SECRETARY

Tire Supercenters has employees available on computer technology, excellent earning potential and growth potential. We need your prior experience and the ability to interact with staff & clients. Call Shannon Farmington/Livonia Birmingham 473 2931 646-7661

Advantage Staffing

SECRETARY

To CEO of Birmingham property management company. Must have excellent clerical skills as well as relevant experience. Please call (810) 647-7171 or send resume to Jordan Management Co Inc P O Box 192 Birmingham MI 48012

SECRETARY-W. BLOOMFIELD Entertainment co. seeks outgoing person with computer data base experience. Mon-Fri 810 855-9656

SECURITY PROTECTION
TO $710 WEEK. PAID TRAVEL!
810 473 8700
JOB SOURCE FEE

SERVICE COORDINATOR
Schedule cases for busy Plymouth home care agency. Excellent compensation, benefits and clerical skills required. (810) 229 5643
FAMILY HOME CARE

SPRING INTO SNELLING

LATE NIGHT
APRIL 2ND
Open until 8 PM
(by appointment only)

OPEN HOUSE
APRIL 13TH
10 AM - 2 PM
(by appointment only)

"HOT HITS - COLD CASH"
$45,000 GIVE & WAY

Livonia 313 266 9600
Southfield 810 352 1300
Auburn Hills 810 373 7500
Taylor 313 284 0777

SNELLING PERSONNEL SERVICES

An Equal Opportunity Employer

SPRING INTO SNELLING

FRESH JOB!
We have a world of opportunities for you! Temp, temp to perm, and permanent placement

•Secretarial
•Word Processors
•Admin Assistant
•Receptionist

Full and part time shifts available. Call today for an interview

"HOT HITS - COLD CASH"
$45,000 GIVE & WAY

Livonia 313 266 9600
Southfield 810 352 1300
Auburn Hills 810 373 7500
Taylor 313 284 0777

SNELLING PERSONNEL SERVICES

An Equal Opportunity Employer

SWITCHBOARD OPERATOR

Full time Southfield location. Excellent benefits. Must have previous experience switchboard experience. Excellent communication skills required. Send resume including salary requirements to P O Box 5091, Southfield, MI 48086

SWITCHBOARD OPERATOR

Full time. Immediate entry level position available with fast growing multi-national firm. Bilingual (Polish) helpful. Handle busy switchboard with a pleasant mature manner. Typing required. Please send resume to: Sales Secretary, 32251 North Avon Drive, Madison Heights, MI 48071. (No phone calls please)

SYSTEM ADMINISTRATOR

For Southfield law firm to support 60 users for mixed office. 4.2 & Novell networks 4.1 network. Please call Office Administrator, (810) 354-4030

TELESERVICES DEPT.- Need middle manager with good phone etiquette & pleasant speaking voice. Telemarketing experience is helpful, but a good work ethic a requisite. 67-day no commission. (313) 416-2433

502 Help Wanted-Office Clerical

TELESERVICES TRAVEL PHONE AGENTS

Exciting opportunity for retired phone professionals to participate in travel industry training and participation program utilizing both excellent phone and computer skills after training expires. Full time and part time positions. Established company offering offers great pay plan, benefits, training, advancement opportunities and a friendly environment. Interest and immediate openings. For more information call:

313 261 8220

Equal Opportunity Employer

TURN TIME ON YOUR HANDS INTO CASH IN YOUR POCKETS!

$$$$$$$$$$$$$$$$

The school year is winding down and summer is just around the corner! Enjoy the fun and freedom that summer brings and earn extra money at Sterling Personnel Services.

Working with Sterling allows you to work and earn the money you need, without being tied down to a full time job.

•Good Pay
•Immediate Placement
•Benefits including FREE Health Insurance
•Bonuses
•Valuable contact with the area companies
•Earn hours and
•Meet new people

Call or come in today for all the information

Livonia 313 266 9600
Southfield 810 352 1300
Auburn Hills 810 373 7500
Taylor 313 284 0777

SNELLING PERSONNEL SERVICES

An Equal Opportunity Employer

TYPIST

Looking for an individual to assist the billing department. Excellent WordPerfect skills. Please apply in person

BOB SAKS DODGE
35000 Ford Road
Farmington Hills

VENDING ROUTE
$400 WEEK to start. Will train
810 473 8700
JOB SOURCE FEE

Warehouse

WAREHOUSE MANAGER

Hardeman Company, a large international wholesaler of music, has an immediate opening for a warehouse manager. Ideal candidate will have a minimum of 5 years experience managing a large warehouse. Must have a Bachelor degree. Salary DOE. Fax resume to Sue Sheridan at 313-522-2183

DENTAL RECEPTIONIST

Full time position available for friendly & enthusiastic person for computer, phone & filing skills. Experience preferred. Ask for Barbara (313) 277-0550

DENTAL RECEPTIONIST

Full time or part time. Friendly staff & some experience. Redford/Livonia/Northville area. Call Sharon (313) 531-7800

DENTAL RECEPTIONIST

Needed for busy dentist office. Experience preferred but not required. (810) 626-2911

DENTAL RECEPTIONIST

Part time. Experience preferred but not required. (810) 476-0300

DENTAL RECEPTIONIST

Part time positions for busy Farmington Hills office. Dental assistant experience preferred. Call Beverly, Debbie or Cindy (810) 355-9600

DENTAL RECEPTIONIST

Southfield area. Full time experience required. Friendly, organized, good phone skills, attention to detail, knowledge of insurance helpful. Salary DOE. Fax resume to Sandy (810) 557-8010

DENTAL RECEPTIONIST

Full time position available with a busy oncology practice. Responsibilities include: Insurance billing, Medical Assist, phone and patient care. Fax resume to 313 271 2965 or call 313-271-5677

CNA & DIETARY AIDES

Part time. Good benefits. Apply in person

West Trail Nursing Home
395 W. Ann Arbor Trail
Plymouth (313) 453 3983

CNA

Part Time - Union Lake Area
10 hours, 12 hours weekly
810 355 9500 Ask for Debbie

CNA S - contingent. We want you to join our team of professional, higher quality home care providers. Flexible month Court Nursing Center, 116 Haggerty Rd - Plymouth, (313) 420-0510
An Equal Opportunity Employer

DNA PHONE HELPER, NUDS
Ann Arbor, Farmington, Dearborn, Livonia & Ann Arbor. Good pay & benefits. Please call 1-800-363-3293

CNA's & MEDICAL ASSISTANTS

If you are compassionate and have the ability to work in a fast paced, rewarding job, Southpointe Manor would like to join you on your career path. Benefits available.

Auburn Hills (810) 340-9298
Farmington Hills (810) 539-0104
Livonia (810) 442-7780
Wixom (810) 624-0262

COMING SOON

Waterwood Assisted Living needs dietary aide, PO, POPT, housekeeping and laundry and cover letter to Administrator, P O Box 1720, Birmingham, MI 48012

CUSTOMER SERVICE REP

needed for medical equipment business in Farmington. Will be primarily responsible for showroom sales and phone orders. Will train. Part time/full time. Must be self oriented & dependable. Call Mary Jo at (810) 280-2020

DETENTION PART TIME evenings for a weight management clinic in Troy. Experience in corrections/security preferred (810) 375-2221

DIRECT CARE workers & certified nurse aides. Full & part time positions available working with trauma/medically brain injured people. Our programs located in Ann Arbor, Southfield, Bloomfield & Troy. We offer competitive wages, health insurance/retirement, medical coverage & dental coverage. Call (313) 761-7800 The Lakeland Group

504 Help Wanted-Dental

DENTAL ASSISTANT

Call Office Chandler Park area seeking position for intelligent person social orientated, assistant. Excellent working environment. Salary $00 DOE. Send to start Call (810) 757 3213

DENTAL ASSISTANT

Part time 20 hours Mon & Wed, for friendly Troy office. Experience preferred. (810) 689 9618

DENTAL ASSISTANT

Part Time, Southfield, Looking to full time Pleasant Dearborn Hts office (313) 277 8444

DENTAL ASSISTANT

Friendly, HELPER or HEAD. Flexible, excellent benefits. Northville Commerce office. (810) 363 5366

DENTAL ASSISTANT - mature motivated person to develop clinical and office skills in a growing practice. Salary. Send resume to Box #2496 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

DENTAL HYGIENIST

Needed 1 day per week for private practice in Downtown Plymouth (313) 459 7550

DENTAL HYGIENIST

Part time days, pleasant Dearborn Hts office
Please call 313 277 3064

DENTAL HYGIENIST

Friendly & caring. Livonia, Farmington area. Call (810) 474 2260

DENTAL HYGIENIST

Part time & full time. Flexible hours. Friendly Sterling Heights office. Experience preferred. (810) 247 1744

DENTAL HYGIENIST

Part time & weekends. Friendly, personable practice with emphasis on patient care. Troy has a location available for a dedicated, expert individual with a caring attitude, excellent skills, exciting, challenging atmosphere. We are looking for a highly motivated individual with continuing education & commitment to keep up with current professional trends. Please call (810) 362-7700

DENTAL OFFICE MANAGER

Dynamic, growth oriented practice seeks motivated, experienced manager. Full time. Livonia
Call 313 464 4206

DENTAL PRACTICE

Looking for receptionist, person capable of performing multiple duties in rapidly expanding practice. Must have skills in scheduling, insurance and computer. Ideal candidate will be motivated, mature, cheerful, organized team player. Interested in long term employment. Evenings and Saturdays required. Please call Ann Marie, Dental Family Dental Care (313) 531-8150 or (313) 522-2183

DENTAL RECEPTIONIST

Full time position available for friendly & enthusiastic person for computer, phone & filing skills. Experience preferred. Ask for Barbara (313) 277 0550

DENTAL RECEPTIONIST

Part time position available for friendly, organized, detail oriented individual. Salary DOE. Fax resume to Sandy (810) 557-8010

DENTAL RECEPTIONIST

Southfield area. Full time experience required. Friendly, organized, good phone skills, attention to detail, knowledge of insurance helpful. Salary DOE. Fax resume to Sandy (810) 557-8010

DENTAL RECEPTIONIST

Part time position available for friendly, organized, detail oriented individual. Salary DOE. Fax resume to Sandy (810) 557-8010

DENTAL RECEPTIONIST

Full time position available with a busy oncology practice. Responsibilities include: Insurance billing, Medical Assist, phone and patient care. Fax resume to 313 271 2965 or call 313-271-5677

DENTAL RECEPTIONIST

Part time position available for friendly and outgoing person. Adequate time off allowed for all patients to enjoy a quality life. Flexible hours. Call Ann Marie. Ask for Barbara 313 277 0550

DENTAL SALES

Dental lab seeking individual for dual role of sales representing personal services and marketing. Commission only, percentage. Call Jim or Ed at (313) 425-7227

DENTAL TECHNICIAN

Westside Lab seeking for person with working knowledge in all phases of denture construction. Call Ann or Bernetta Ann for Sheet of Dave (313) 595 7262

GENERAL DENTIST wanted to join multiple group practice. Should be comfortable with a variety of cases in dentistry. Our philosophy is to provide comprehensive & efficient dental care to our patients. Full time. Part time. Call Kate at (313) 277 0550

Observer & Eccentric Newspapers
Box #2472
36251 Schoolcraft Rd
Livonia, MI 48150

HYGIENIST

If you are an enthusiastic, energetic, motivated hygienist who loves to work in a dynamic work environment, we have a position for you. Call Ann Marie for an interview at (810) 476-2228

HYGIENIST WANTED

Part time position for friendly and outgoing person. Adequate time off allowed for all patients to enjoy a quality life. Flexible hours. Call Ann Marie. Ask for Barbara 313 277 0550

Hygiene Needed

Part time for Plymouth office
Call 810 459 9720

INSURANCE BILLER/ERS/DIE ASSISTING experienced full time. May fall full field for Oral Surgeon. Farmington Hills. (810) 477 6007

OFFICE ADMINISTRATOR full time. Troy. We value supreme organizational skills, attention to detail, caring & expert communication with our patients. Medical/dental experience is essential. Please send resume to: Box #2495
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ORTHODONTIC ASSISTANT
Experienced Grand Traverse fun office. Farmington Hills
(810) 661-5900

ORTHODONTIC ASSISTANT

FANTASTIC opportunity for an enthusiastic person with a great attitude for an Orthodontic Assistant position. Experience preferred but not a must. Full & part time positions available. (Hoyt area) Please call (810)344-1890

SYSTEMS COORDINATOR

Needed in high quality people oriented dental practice. Experience and enthusiasm a plus. (810) 549-0950

WATERFORD AREA general dentist's office looking for enthusiastic, motivated chairside dental assistant. Experience helpful but not necessary. 50-60 hrs bi-weekly. (810) 682-9663

506 Help Wanted-Medical

ADMINISTRATOR MANAGER

Experienced Opthalmology Manager needed for office in Troy. Full time with benefits. Call Marie (810) 828 8920

BILLER/RECEPTIONIST - Full time Downtown schools experience preferred for podiatry office in Farmington. Must be motivated & outgoing. Call (810) 645-0732

506 Help Wanted-Medical

ASSISTANT DIRECTOR OF NURSING
Energetic RN to work for 3 intergenerational facility. Must have excellent clinical skills. Excellent wage and benefits. Please call Lorena Barnes (313)449-4033 or fax resume to (313)449-5503

BILLER ASSISTANT/ RECEPTIONIST
Full time position. Must have experience preferred podiatry office in Ferndale. Outgoing & friendly personality. Call 810 548 7363 or Fax resume 810 548 8732

BILLER/HME

Experienced in billing & corrections of Medicare, Medicaid, Blue Cross, Blue Shield, AR back ground. Benefits. Send resume to Billing Manager, 15651 W 14 Mile Rd Clawson, MI 48017

BILLERS

Experienced Surgical Biller needed for Northville Southfield Podiatrist office. Many opening for experienced DME and Medical Office Billers. Great salaries and benefits. Call Michele (810) 932 1170. Hospital Accounts, 29100 Middlebelt Farmington Hills MI 48334

BILLING MANAGER

Permanent Accounts
For multi specialty clinic. Must be experienced in hospital & ambulatory billing, medical business office corrections, good organizational skills and personal phone manner. Salary commensurate with experience. All replies confidential. Please send resume to:

Box #2521
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BORTZ HEALTH CARE ON GREEN LAKE

Earn while you learn. $6.25 per hour. Training provided. Training program as required by the State of Michigan for certification

YOUR FUTURE NURSING CAREER WITH US!
CLASSES START APRIL 11TH

Apply in person
Bortz Health Care
On Green Lake
6410 Alton Dr Orchard Lake
810-363-4121

BUSY COUPUTERIZED Ophthalmic practice in need of (1) Full time Front Desk Position & (1) Full time Medical Assistant position. Opening Must have insurance knowledge. Great salary & benefits. FAX resume to Attn: Sue (810) 855 4351 or phone (810) 855 6250

CARDIOGRAPHY INSTRUCTOR needed for Evening classes held in Northwestern Areas. Call for more information (810) 473 1180

READY TO leave your hospitalhome health job? Our RN owned company has 2 to 3 positions available. Consultant positions available for RNs practice autonomy, we train. Send resume to:
Managed Rehabilitation Consultants
37899 12 Mile Rd, Suite 310
Farmington Hills MI 48331
810 848 9120

CENA CLASS

Join the next class to become a CENA. Earn while you learn. Excellent wages, program. Small classes. Call Jeanette (810) 427 2232
Home Health Care Services
Southfield

CENA

Full & part time shifts open on PM & Midnight shifts. Health insurance coverage after one month. Excellent working environment. Call one of the best nursing homes. Call for appointment
South Lyon
Area Dept. Director of Nursing
(810) 437 2048

CHIROPRACTIC RECEPTIONIST wanted for busy Holistic Farmington Hills office. Self motivated team player. Insurance helpful. Part time, long term (810) 553-0200

CNA RECEPTIONIST

FULL time position available with a busy oncology practice. Responsibilities include: Insurance billing, Medical Assist, phone and patient care. Fax resume to 313 271 2965 or call 313-271-5677

CNA & DIETARY AIDES

Part time. Good benefits. Apply in person

West Trail Nursing Home
395 W. Ann Arbor Trail
Plymouth (313) 453 3983

CNA

Part Time - Union Lake Area
10 hours, 12 hours weekly
810 355 9500 Ask for Debbie

CNA S - contingent. We want you to join our team of professional, higher quality home care providers. Flexible month. Court Nursing Center, 116 Haggerty Rd - Plymouth, (313) 420-0510
An Equal Opportunity Employer

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Ann Arbor, Farmington, Dearborn, Livonia & Ann Arbor. Good pay & benefits. Please call 1-800-363-3293

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If you are compassionate and have the ability to work in a fast paced, rewarding job, Southpointe Manor would like to join you on your career path. Benefits available.

Auburn Hills (810) 340-9298
Farmington Hills (810) 539-0104
Livonia (810) 442-7780
Wixom (810) 624-0262

COMING SOON

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needed for medical equipment business in Farmington. Will be primarily responsible for showroom sales and phone orders. Will train. Part time/full time. Must be self oriented & dependable. Call Mary Jo at (810) 280-2020

DETENTION PART TIME evenings for a weight management clinic in Troy. Experience in corrections/security preferred (810) 375-2221

DIRECT CARE workers & certified nurse aides. Full & part time positions available working with trauma/medically brain injured people. Our programs located in Ann Arbor, Southfield, Bloomfield & Troy. We offer competitive wages, health insurance/retirement, medical coverage & dental coverage. Call (313) 761-7800 The Lakeland Group
(810) 350-1884, ext. 304

506 Help Wanted-Medical

DUE BILLER needed for fast paced office. Minimum 3 years experience. Energetic & detail oriented a must. Qualified individuals send resume to B.H.M.E., 5629 W Maple, Suite 123 W. Bloomfield MI 48322

DOCTORS ASSISTANT

Part time. Work schedule does change weekly. Must have reliable transportation. Fax resume area (313) 962 4555

FRONT OFFICE - Various duties for orthopedic practice in Livonia. Full time. Experienced. Medic computer helpful. Call (313) 953-7244

HAND WORKING individual to run front desk for rapidly expanding Health Center. We prefer that you have 5 years of medical office exp. to handle many people at one time. Send resume to Attn Dr Kramer, 33481 Eight Mile Rd., Livonia MI 48152. No phone calls, please

HENRY FORD HEALTH SYSTEM (HFHS)
Certified Nurse Assistant

Henry Ford Center for Senior Independence has an immediate full time day position (with benefits) available. This program is an alternative to nursing home care for the frail elderly. We are looking for a dependable, individual experienced in long term care, working with the elderly or chronically ill population.

If you have a desire to work with the frail elderly and are ready for this position please contact or submit your resume to

HENRY FORD
HEALTH SYSTEM
Center for Senior Independence
Lynda Ross, Center Manager
11457 Shoemaker
Detroit, MI 48213
313 579 4517 EOE

AAE EOE

HHA s/CNA's
All Shifts - All Areas
Excellent Pay & Benefits
FAMILY HOME CARE
(810) 229 5643

HOME CARE NURSES IMMEDIATE OPENINGS

Immediate openings currently exist for full and part time home care registered Nurses for medical surgical patients. This is an excellent opportunity for self motivated RN's who enjoy independent practice and autonomy in the work place, while providing quality patient care. Successful candidates will have a current Michigan license and recent ICU or medical surgical experience. Home care experience preferred. Please contact the Clinical Manager at Comprehensive Home Health of America at 810 476 7020, 5445 Hatchery Road, Waterford, MI 48329

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

For private duty home health care. Must be experienced, reliable, have own reliable transportation. We offer
- Flexible scheduling
- Top pay for experience
- Shift differentials
- Mileage reimbursement
- Paid in services
- Bonuses available for full time

If you're interested in joining a rapidly growing agency, please call today!

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

HOME HEALTH AIDES IMMEDIATE OPENINGS

Immediate openings exist for both full and part time positions. Hours and compensation to provide personal care to our patients. If you enjoy working with people, we have a position for you, this is the position for you. Please contact the Clinical Manager at Comprehensive Home Health of America at 810 476 7020, 5445 Hatchery Road, Waterford, MI 48329

HOME HEALTH CARE COORDINATOR

Strong communication and organizational skills, responsible for coordinating home health care services, benefits. Prefer candidates graduate of a nursing program, with professional nursing current RN or LPN license, or combination educational experience. Please fax resume to 313-996-1343

HOSPICE EDUCATION FACULTY
Full Time. Fall 1996. College of Nursing & Health, Hospice Education Institute seeks faculty to teach Master's Degree required. Minimum of three years experience in hospice or palliative care. Contact Sister Mary Cecilia Engel, Madonna University, 36600 Schoolcraft Rd., Livonia 48150
AAEOE

LABORATORY TECHNICIAN
part time position for busy family practice urgent care facility located in Livonia. Approximately 8 to 24 hrs per week. (313) 261-3491

MA OR LPN for Wednesday afternoon & evenings at Northville dermatology practice. Should be bright, friendly, dependable. Competitive salary.
(810)363-5496

MASSAGE THERAPISTS
- needed for hospital & corporate wellness program. Flexible schedule. Registered with AMMP/AMTA. For interview, call Vicky 810 552 9096

MEDICAL ASSISTANT
Full time position. Great opportunity for the right candidate. Must have min. 4 yrs experience in occupational medicine. Salary commensurate with exp. All replies confidential. Please send resume to:
MEDICAL ADMINISTRATOR
5050 Schaefer
Dearborn, MI 48126

MEDICAL ASSISTANT
Busy OB/GYN office on Plymouth seeks experienced medical assistant with knowledge of billing. Fax resume to (313) 459-3200

MEDICAL ASSISTANT
Busy cardiology practice seeking medical assistants with experience in Vent Therapy, EKG's and injections. Please fax resume to Temp-to-Medical 810-358-1333

MEDICAL ASSISTANT - part time, evenings & weekends. Must have exp. EKG's, venipuncture. Family practice office. (313) 937-6122

MEDICAL ASSISTANT/BILLER
Busy Podiatrist office in Livonia. Part time. Please call Sherry (810) 662-2525

MEDICAL ASSISTANT
Garden City, Full time. Physical therapy and/or occupational experience plus full benefits. Fax resume to Pat at 313-421-0931 or call 313-421-7474

MEDICAL ASSISTANT
Full-time. Good benefits. Experienced preferred. Training skills available to learn. (810) 476-0600

MEDICAL ASSISTANT - to work in pediatric evening clinic 6-10pm, 4 nights per week. Experience helpful. Call Gail (810) 476 2723

MEDICAL ASSISTANT
Full time position for busy Mt. Bloomfield internist. Must be experienced in X-Ray, EKG, & Phlebotomy. Excellent salary and benefit package. Call Tami at fax 10-8PM (810) 788-0507

MEDICAL BILLER
Experienced in insurance billing & T.M.J. Full-time, no weekends or evenings. $12 per hr. Birmingham. (810-642-6430

506 Help Wanted-Medical

MEDICAL ASSISTANT
Full time. Experienced or recent training required to work at 2 offices in Livonia & Westland. Mon Fri. Send resume to Livonia Urology, 20200 Farmington Rd, Livonia, MI 48152

MEDICAL ASSISTANT
Looking for a career move that shows your experience & personality is there? Come to our owners family practice in Northwest Detroit. Part time position offered. Send resume to Livonia Medical Office, P O Box 250666, West Bloomfield MI 48325

MEDICAL BILLER
Busy Southfield medical billing service seeks experienced professional medical biller. Flexible hours. Fast pace. Call 810 353 4533 after 5pm

MEDICAL BILLER
Full time. 3 yrs experience in all insurances for multi specialty clinic. Must have good typing & computer skills. Good starting wages & benefits. Send resume to:
MEDICAL ADMINISTRATOR
5050 Schaefer
Dearborn, MI 48126
All Replies Confidential

MEDICAL BILLER MEDICAL ASSISTANTS

Needed for temporary assignment. Must have experience in Detroit area. Please call 810 477 2820
NURSES TEAM, INC

MEDICAL BILLER/RECEPTIONIST
Full time. Dermatology experience helpful
Call Susan 810 352 8400

MEDICAL COLLECTION PERSON

Expanding Southfield office requires an experienced collection person to process outstanding accounts. Medical care experience required. Medic Computer system. Good benefits. Mon - Fri. 8-5. Send resume to Great Lakes Orthodontics, 6255 Inkster, Suite 103, Garden City, MI 48135

MEDICAL FACILITY BILLERS

recent experience a must
Insurance billing
IMMEDIATE OPENINGS
GOOD PAY!!
OLSTEN PROFESSIONAL SERVICES
5455 Corporate Dr. Ste. 117
Troy, MI 48098-2620
Call (810) 641 0600
Fax (810) 641 0897

MEDICAL OFFICE HELP

Part time. Front & back office duties. Please transport patients. Call Marie Fax Resume to Maureen at (810) 358 2247

Medical Office Staff

Family care opportunities include Scheduler, Medical Receptionist - Dearborn & Royal Oak openings! Experienced Receptionist with Medical background for pleasant Royal Oak office. Many other positions available. Call Michele 810 932 1170. Hospital Accounts, 29100 Middlebelt Farmington Hills, MI 48334

MEDICAL RECEPTIONIST
(Full time). Busy Farmington Hills practice. Call Mary (Team Dr) (810) 553 4648

MEDICAL RECEPTIONIST
Full time experienced benefits available. (810) 477 7022

MEDICAL RECEPTIONIST

Needed for busy Troy office. Ask for Michele or call (810) 643 6646

MEDICAL RECEPTIONIST
Busy Southfield office. Prefer experience but willing to train. Fax resume to PO Box 2634, Livonia, MI 48151-0634 Fax# 313 261-4051

MEDICAL RECEPTIONIST
Garden City. Full time. Physical therapy and/or occupational experience plus full benefits. Fax resume to Pat (313) 421-0931 or call (313) 421-7474

MEDICAL RECEPTIONIST/BILLER
Family practice seeks motivated receptionist. Full time. Experience necessary. Send resume to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MEDICAL RECEPTIONIST for a clinic in Troy. Office procedures computer & human relations skills required. Experience preferred. FAX resume 810 375 0021 or call 810-375-2221

MEDICAL RECEPTIONIST - wanted for busy Livonia medical practice. Experience required. 40 hrs per week including 2 eves & 2 Sat. Call Kathy or Sue (810) 476-0600

MEDICAL RECEPTIONIST
Looking for a dedicated team to join working Livonia family practice office? Bring your experience energy & smile to our practice. Full & part time positions offered. Send resumes to Livonia Medical Office, P O Box 250666, West Bloomfield, MI 48325

MEDICAL RECORDS CLERK

Experience preferred. Good benefits. Part time. Farmington Hills
810 932 2500

MEDICAL TRANSCRIPTIONIST

Full and part time positions for a busy IME clinic in Southfield. Excellent benefits. Transcription work on Fax or mail resume to 810 827-1208 Attn Transcriptionist, 30 Corporate 26014 N. Evergreen Rd. Suite 100 Southfield MI 48076

MEDICAL TRANSCRIPTIONIST
Part time for Orthopedic office in Troy
Call 810-828-1080

LPN TECHNICIAN
Experienced preferred. Full-time afternoons. Madison Heights. Call (810) 399-3000

New HomeCare Agency
Seeking
Dependable & Flexible
CAREGIVERS
Excellent Wages
Please call Judy or Brenda
313-622-1018

NURSE ASSISTANT, experienced or will train, to care for bedridden, total care is needed. 3pm-11pm and be very flexible, also can do life on call short notice. Must have cars. (810-660-0537

NURSE ASSISTANT

Full and part time position for luxury Orchard Lake condominium. Competitive wages. Full benefits available for full time position. Must relate well with seniors. Apply in person Monday-Friday at 9 to 6 p.m., Monday-Friday at
Maple Terrace
24111 Lone Canyon Drive
Southfield, MI 48034
(No phone calls please)

EOE M/F/H/V

NURSE FOR busy pre-choice physicians office, please call Toni (810-443-0230

506 Help Wanted-Medical

OFFICE ASSISTANT - Part Time. Must have 4 arms, 3 legs and be able to do 10 things at once. Experience helpful but not necessary. Mon Wed Fri, 8 to 7. Sat 9 to 12. Apply at Pepper Chiropractic Clinic 6 Mile & Newburgh 313 464 9595

DENTAL MIC
OTHER GREAT OPPORTUNITIES
Full time experience preferred or will train. Resume to: HC Manager, 29275 Northwestern Hwy, Suite 200, Field, MI 48075 Fax or Tel to (810 353 7845

OPTICAL DISPENSER
warm, outgoing personality required for busy optometric office in downtown Rochester. Experience only. Absolute top salary, full benefits bonus. No nights. Sat 9-3pm, full time. Call Arlene (810) 651-7866

PATIENT INSURANCE BILLING SPECIALIST

Leading computerized hospice program seeks a Medical Biller for Hospice and home health pmt plans. Medicare, Medicaid and commercial billing experience required. Excellent benefits package. Please send resume

ANGELA HOSPICE
(400 Hilsborough Rd)
Livonia MI 48154

PATIENT SERVICE Representative - full part time. Southfield area. Computerized billing experience preferred. Send resume to Box #2520 Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

PHARMACY TECHNICIANS
Full time positions are available for experienced pharmacy technicians. Order entry & IV room experience required. Benefits & excellent working environment. Please send resume to: Call the V P of Pharmacy Operations at (810) 557-0300 ext 1 from the hours of 10am 1pm Mon Fri

313 422 3110

PHYSICAL THERAPIST AIDE
with experience administrative responsibilities. Fax resume Attn Kathy 313 416-6270

PHYSICAL THERAPIST
Full-part time. Orthopedic cassed Canton clinic. Excellent benefits. Flexible hours. Interested candidates please call (313) 277 1018

PHYSICIANS ASSISTANT

Full Part Time

Opportunity to join suburban skin care centers. Flexible hours. Excellent compensation package. Applicants must possess excellent communication & patient skills. Confidential interview.

810 386 7700

PRESBYTERIAN VILLAGE
Has an immediate full time opening in our Dietary department. Competitive salary & benefits package. Full time openings are available on afternoons and part time openings on mornings and weekdays. We provide a competitive wage and benefit package. Apply at 1360 S Woodward, Bloomfield Hills

BUSY RESTAURANT, 2 locations hiring all shifts for server, host & bartender staff. Excellent money. Must be flexible. Call between 2 & 5pm Farmington Hills 653-8633 Farmington Hills 476-0044

BUSY RESTAURANT - 2 Locations hiring all shifts. Server, hostess & bartender staff. Excellent money. Must be flexible. Call between 2 & 5pm Farmington Hills 653-8633 Farmington Hills 476-0044

CAFETERIA

Progressive manufacturing facility has immediate openings for full time cafeteria personnel. Ideal candidate should possess experience in food industry. Full benefit package available. Apply in person or fax resume to 248-477-3232. Applicants to apply to

1351 Rick Rd
Westland, MI 48185
Monday - Friday 8:00 5:00pm EOE

CASHIERS