502 Help Wanted-Office Clerical

RECEPTIONIST/SECRETARY
Growing Cargo Airline located at Willow Run Airport has immediate opening for a Receptionist/Secretary. Must be proficient with Microsoft Windows and have strong phone skills/manners. Professional appearance required. Excellent benefits package. Send resume to:
Director of Human Resources
P.O. Box 2 Belleville, MI 48111
Fax: (313) 485-1363

RECEPTIONIST
Southfield & Farmington Hills. Receptionist/Switchboard Operators with a minimum 2 yrs experience. Must have excellent communication skills & a professional demeanor. Short and long term assignments, time temp to perm. $7.50 to $8.00/hr.

DATA ENTRY
A Livonia company is in need of Data Entry Clerks. A minimum 2 years training, A/P, or payroll experience. 10,000+ keystrokes, (15 Key or Numeric) required. Call Mary or after Monday night.
OFFICETEAM
"Are behind Administrative Staffing"
28588 Northwestern Hwy.
Ste. 250, Southfield, MI 48034
(810) 354-0222
fax (810) 358-0941
EOE

RECEPTIONIST/TYPIST
Weekends only for fast paced real estate office. Requires neat, pleasant appearance, 50 words per minute & general office duties. Inquire Mon-Fri only between 9-5 at Sam (810) 626-8700

RECEPTIONIST WANTED - Full-time & part-time, for a growing, independent chiropractic office. Must be energetic, personable, and have a pleasant voice. Call interview call (810)471-5064

RECORDS CLERK - PART TIME
Bay Cardiologist. Various responsibilities. Billing, computer, answering phones, and drawing labs. Experience preferred. Note-taking ability. Call Cindy at: (313) 464-3251

SALES ASSISTANT
Industrial Hardware sales support for customer service department. Computer experience & be proficient on WordPerfect 5.1 & Excel. Send resume to: B. Giacomo, 30201 Stephenson Hwy., Madison Hts., MI 48071 or phone (810) 585-6400, ext. 235

SALES ASSISTANT
Leading distributor of valves & Fosboro instruments requires a well organized & detail-minded person with proficient typing processing skills, knowledge of Microsoft Office & basic PC and Windows skills. Duties include entering orders, answering phones, interacting with customers & ability to meet deadlines
We offer a full time position with salary & benefit package.
Send resume with salary history to
Mooney Process Equipment
Attn: Carrie Dean
32700 W. 8 Mile Rd.
Farmington, MI 48336

★ SALES ASSISTANT
To top producer in Plymouth office of a New York Stock Exchange firm. Experience in securities or financial planning preferred. Must be computer proficient and have excellent communication and organizational skills. Attractive salary plus incentive bonus and benefits package.
Fax resume to: 313-459-0160
EVEREN Securities, Inc.
An Equal Opportunity Employer

SALES SECRETARY
Hanna Instruments is seeking a motivated, experienced individual to work in Ann Arbor sales office. Sales support and customer service duties. Must type 55 wpm, know Windows Word and Excel. $8.00/hr to start.
Call Bridget at (313)971-8150 or send resume to: 3810 Packard, Suite 110, Ann Arbor, MI 48108
Fax (313) 971-8135

SALES SECRETARY
Temp to perm position in Dearborn. $8.50/hr. Microsoft Word & Excel, to assist in sales department.
#1 Temporaries
313-274-4230

SECRETARY TEMP TO HIRE
Motor City Mailing Service(Perfect 5.1, DOS, 310-311 per hour.

CUSTOMER SERVICE REPS
Many jobs to fill. Positions available. Strong communication and computer skills. $7 an hour. Excellent location, Ann Arbor.
Snelling Personnel Services

SECRETARIAL
Part-time help needed for fast growing real estate office. Please call Jim Wilke: (810) 348-5800

SECRETARIAL POSITIONS AVAILABLE
- Immediate Hire
- Computer Experience
- Excellent Benefits
CALL TODAY
Human Resources Department
(810) 553-7710

SECRETARIES WORD PROCESSORS
$9 to $12 hour
Temp to perm, long and short term assignments available. Detroit location. Excellent typing speed required. Flexibility and good team skills a must. Very strong PC skills required in one or more of the following software packages desirable:
- MS WORD
- WORDPERFECT FOR WINDOWS
- EXCEL
- LOTUS FOR WINDOWS
- POWERPOINT
Resumes Required
Call to schedule an appointment
313-875-4300
Olsten Staffing Services

SECRETARY/ ADMINISTRATIVE ASSISTANT
A Livonia computer company is seeking a Secretary to work in the Administrative department. Responsibilities: Word/Processing (55wpm), knowledge of Lotus, Suites package a plus. Ability to plan, organize, handle correspondence and work in a team environment. We offer a competitive salary and benefit package (medical, dental, prescription, 401k, retirement, tuition reimbursement, etc.) Interested candidates should submit resume or apply in person to: Mckesson Pharmacy Systems, 30961 Schoolcraft, Livonia, MI 48150. Attn: HR or fax: 313-523-9686.
EOE M/F/V/D
Pre-employment drug testing required.

SECRETARY/BOOKKEEPER
All aspects of office work. Experience required. Send resume to: PO Box 930306, Wixom, MI 48393

SECRETARY/ BOOKKEEPER
Permanent full time position in small office working knowledge of Microsoft Word, Excel and ability to learn PeachTree small business accounting program. Salary commensurate with ability. Submit resume with salary requirements to: Instruments Inc., Attn: Bookkeeper, 2337 Cole St., Birmingham, MI 48009

SECRETARY
CAREER opportunity. Entry level position. Will include answering phones, light typing, filing and word. For resume to: Jo Anne at 810-646-1888 or call 810-969-0887

502 Help Wanted-Office Clerical

SECRETARY
Busy immigration law firm needs full-time Secretary. Must have excellent typing and computer skills. Duties include transcribing tapes using dictaphone and general secretary. Send resume to: Office Manager, 1000 B. Woodward, Suite 102, Birmingham, MI 48009. Or Fax to: 810-642-3988

SECRETARY
Busy residential builder seeks bright, energetic, team player with excellent secretarial, computer and communication skills. Knowledge of Milford building. Full benefits. Send resume to: 37674 Avon Lane, Farmington Hills, Mich. 48331 Call Mike, leave message (313) 291-1400

SENIOR ACCOUNTANT
Accounting experience in construction. Must have knowledge and hands-on experience with legal terminologies and contractual agreements. Must understand the concepts, flow and time required to perform the accounting tasks needed. The individual needs the ability to be able to identify and resolve accounting and office problems. Send resume and salary requirements to: P.O. Box 20094, Ferndale, MI 48220, Attn: General Manager.

SHOP ASSISTANT: Progressive, high growth sale automotive supplier in Troy area seeks energetic self-motivated full time Assistant to support Operations Mgr. in shop operations, ordering parts, shipping & receiving, cleaning & organizing. Must possess strong communication skills & positive attitude. Fax resume to: 810-280-2202, or call Mark Schickel at 810-258-3866

SNELLING YOUR FIRST PLACE TO LOOK
Relocating...Changing Careers...Recent Graduate? Snelling has opportunities for you! Temp, temp-to-perm, and Permanent Placement. Entry-level to Executive level positions available. Excellent salary plus benefits. 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

SPRING INTO SNELLING FOR NEW CAREER OPPORTUNITIES
LATE NIGHT
Tues., May 14 & May 28th.
(By appointment only)
Temporary & Permanent Positions
Call Today For An appointment!
Livonia, 313-266-8600
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor, 313-284-0777
SNELLING
Personnel Services
An Equal Opportunity Employer

STAFF ASSISTANT/ SCHEDULER PART-TIME
A leading research firm seeks an enthusiastic individual with expertise in prioritizing and scheduling the work of others. Good computer, phone, and administrative skills are plus. Training provided. If your background matches our needs please send your resume in a timely manner (equivalent to: 27800 Northwestern Hwy., Suite 115, Southfield, MI. 48034

SYSTEM ADMINISTRATOR
For Southfield law firm to support 60 users for microsoft office, 4.2 & Novell Netware 4.1 network. Please call Legal Office Administrator, 810-354-4030.

TECHNICAL TYPIST
Busy Plymouth engineering firm seeks person with strong computer skills, a high productive and numerical reports (minimum 60-65 wpm with accuracy) an PC. Excellent proofreading skills and telephone manner required. Ability to take initiative, and work occasional overtime. Send Excellent medical benefits, 401(k) Profit Sharing and generous paid time off programs. Send resume and cover letter, including salary history to Mgr. of Human Resources, SME, 43960 Plymouth Oaks Blvd., Plymouth, MI 48170 EOE

TELESERVICES DEPT.- Need individuals with strong phone etiquette & pleasant speaking voice. Telemarketing experience is helpful, but a good work ethic is important. $7.00/hr. non commission. (313) 416-2433

TITLE ORDER DEPARTMENT SECRETARY
Wolverine Title, Farmington Hills. Computer knowledge/ability, reliable individual working with WordPerfect 5.1 a plus. Salary & other general title duties. No experience necessary. Please contact Becky 12:30 to 6:00pm, Mon. Thru Fri. (810) 932-8855

TOP COMPANY!!! TOP PAY!!
Several prestigious companies in the Metro Detroit area are in need of top temp Secretarial work. WordPerfect Ability to take initiative, and work occasional overtime. Excellent Excellent medical benefits, 401(k) Profit Sharing and generous paid time off programs. Send resume and cover letter, including salary history to Mgr. of Human Resources, SME, 43960 Plymouth Oaks Blvd., Plymouth, MI 48170 EOE

TOP FORTUNE 500 CORPORATION
In Southfield looking for accounts Payable Clerk with Data Entry experience. Long term assignment. Call today & apply
ADIA
Job Placement Work
(810) 442-7800

TYPIST
Full time entry level position. Southfield location. Must have excellent math ability & 10-key calculator skills, minimum 40-60 wpm numerical typing speed required. Excellent wage & benefit package. Send resume to: P.O. Box 5061, Southfield, MI. 48086

WORD PROCESSOR
Experienced. Send resume then-dial 1st Amendment, 586 E. Lincoln, Suite 100, Detroit, MI 48226.

WORD PROCESSOR
Well excellent spelling, typing, grammar/punctuation and transcription. Must have medical transcription first. Must be experienced in Microsoft Office, preferred. 90 Legal transcriptions a must. Call Kerrie: (810) 349-3660

502 Help Wanted-Office Clerical

YOU'RE HIRED
We have a world of opportunities for adult Weekend you are looking for a full-time career or part-time employment, we can help!
- Flexible schedules
- Work close to home
- Free training
- Full or part time
- Good pay
- Benefits available
Call today for an interview!
"HOT HITS - COLD CASH"
$45,000 GIVE A WAY
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

CHAIRSIDE ASSISTANT
We are seeking an organized, experienced team member to assist our Farmington Hills doctor practice. We offer a unique compensation package and the opportunity to work in a team environment. Call Mon. & Tues., 9-7:30 PM. (313) 453-1190

CHAIRSIDE DENTAL ASSISTANT
Full-time position. An experienced & caring person required for a quality practice relocating to a new Livonia facility. 313-535-3500

DENTAL ASSISTANT
Full-time. Some experience necessary. Pleasant working environment. (313-459-4060

DENTAL ASSISTANT NEEDED for PRIDE office in Plymouth. Part time position. Experience necessary. Must be mature, dependable, hardworking and possess a positive attitude. Call Mon. & Tues., 9-7:30 PM. (313) 453-1190

DENTAL ASSISTANT/ Receptionist full or part time. Some experience preferred. W. Dearborn area. Call Ann (313) 563-3300

DENTAL ASSISTANT, experienced, for terrific West Bloomfield general practice. Full time, Saturday no weekends. (810) 851-4600

DENTAL ASSISTANT - 20 to 30 Hrs. per week. Pleasant office, flexible hours. Experience preferred. Ask for Charlotte. (810) 844-8787

DENTAL Assistant experienced, full time for distance office. Must know a handed dentistry. Mon-Fri, 8:30-5. 810-555-0613

DENTAL ASSISTANT
Do you relate & communicate well with people? Are you responsible, caring, organized & diverse? Experience preferred but not mandatory. Office located at 8 Mile & Northwestern Hwy. Please call Maria to arrange for a confidential interview (810-443-6599

DENTAL ASSISTANT
An unusual thing is happening at our office. We are looking for a dental assistant.
We would like to fill this vacancy with an extremely pleasant person. Experience is not nearly as important as a great personality. You must be able to speak & listen to patients and you must be eager to learn.
Benefits available. Please call for an interview for our full time position
(810) 545-1711

DENTAL ASSISTANT / Receptionist
Friendly Birmingham office.
(810) 647-8730

DENTAL ASSISTANT
Full time, experience and X-Ray license required. Competitive wages & benefits for progressive Bloomfield practice. Call Kim at (810) 471-0345

DENTAL ASSISTANT. Full/part-time. Experience preferred. Don't miss this opportunity to join a dynamic Plymouth office. Benefits to qualified individual. Call Mon, Tues, Thurs or Fri, 9:30-5pm. (313) 425-0920

DENTAL ASSISTANT - mature, motivated person to develop position in dental clinic. Experience not necessary. Send resume to: Box #2633 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

DENTAL ASSISTANT
FULL TIME
If you are an organized professional with assisting experience, and are looking for a positive change, call us. Your commitment and excellence will be rewarded. We provide:
- Medical benefits (Blue Cross)
- Paid holidays
- Paid vacation & sick days
- Daily & monthly bonuses
- Profit sharing
- No weekends
CALL KAREN (810) 559-8818

DENTAL FRONT DESK
Enjoy work & join our team. Bloomfield office & great staff. Full time. Dental & computer experience a must. Livonia. 425-4266

DENTAL HYGIENIST
Part-time, days, for pleasant Dearborn Heights office. Please call 313-274-7366

DENTAL HYGIENIST
needed for maternity leave. Experience preferred. Hours are Tues & Fri. for Canton and/or Hartland. 313-459-8844 or 810-632-6700

DENTAL HYGIENIST
Modern Gentle City office seeking competent, friendly needs full time hygienist, to complement our team providing quality care. Mon-Fri, evenings & weekends. Benefit package. 313-421-5200

DENTAL HYGIENIST
Part/full time. Farmington Hills area. Call: (810) 474-2260

DENTAL HYGIENIST
Needed part time for Bloomfield Hills group practice. (810) 338-3550

DENTAL HYGIENIST
Livonia office seeking a dental person to join our staff in a friendly, relaxed atmosphere. Part-time.
Call Mary (313-425-0908

DENTAL HYGIENIST
needed 1 day per week for private practice in Farmington, Plymouth. (313) 454-5656

DENTAL HYGIENIST
Full time. No weekends. Progressive Bloomfield practice. Excellent pay & benefits. (810) 642-8430

DENTAL HYGIENIST
Part-time, 3 days, Mon. & Wed., 8:1/2P. Experience. Fax or call Mon. & Sat. from 7-8:15am, 1pm have excellent professional skills. Call Marie. (810) 353-7732

DENTAL LAB looking for model department person. Entry level. No experience required. Finisher and polished. Expediting helper. Send resume to: Dental Lab, 1196-B Newburgh Rd., Troy, MI. 48083

DENTAL LAB SALESPERSON
Experienced.
(810) 569-8744

DENTAL LAB TECHNICIAN - Removable dental lab in West Bloomfield looking for semi-experienced, hard working, and investing. Great opportunity. Wage negotiable. Part time to full time. Call Mon.-Fri. 12pm-1pm, only. (810) 788-8833

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

504 Help Wanted-Dental

DENTAL OFFICE
Have you had at least 1 yr. experience as a dental receptionist? Are you enthusiastic & well organized? Do you enjoy working with people? If you answered yes to all of the above, if you are a team player and are looking for nice working hours, please call Dr. Gordon's office at 313-464-7700

DENTAL OFFICE MANAGER
Wonderful atmosphere. Plain Treek, and Bloomfield Hills. The ultimate dentistry with Dr. who has great sense of humor. Must be people person with computer & insurance experience. 313-274-6666

Dental Office
Part time, general office. Afternoons & Saturdays. 810-646-4085

DENTAL PATIENT COORDINATOR
Nice flexible hours. Must have excellent phone skills & experience in dental field. Livonia. 313-522-6770

DENTAL RECEPTIONIST: We need an outgoing, intelligent self starter to help run our busy front desk. Computer, insurance & communication skills a must. Excellent pay & benefits. Start immediately.
(810) 855-7800

DENTAL RECEPTIONIST
Part-time, flexible hours. Computer experience a plus. 313-534-8400

DENTAL RECEPTIONIST
Needed for our Livonia practice. We are a family practice with a friendly, group benefits, 401(K). Send resumes to: Dr. DeSaele, Inc., 12345 Hale Tech Farmington Hills, MI 48331, Attn: Human Resource Mgr.

DENTAL RECEPTIONIST
EXPERIENCE your talent and interact with caring professionals in the warm atmosphere of this major suburban health care headquarters. Full time positions. Salary $8.00 - $13.00/hr. Please call Farmington/Livonia Birmingham 473-2911 644-7661
Advantage Staffing

SECRETARY
Entry level secretarial position with plenty of room for growth. Will train on our Pontiac office. Computer experience required, language skills a plus. Call Mark at (810) 332-5000. Send resume to:
HUMAN RESOURCES
81 E. Telegraph Rd.
Pontiac, MI 48341

SECRETARY
Established Southfield based company seeking a Construction Secretary with experience, benefits included. Send resume & salary requirements to: D.L. P. O. Box 308, Southfield, MI 48037

SECRETARY
for construction company in Southfield. Full time. MS Office. Call 810-352-7000

SECRETARY - for small law firm. Seek reliable, hardworking person, full time position. Contact Marc. (810) 357-5740.

SECRETARY
FULL time position with Farmington Hills engineering land surveying firm. WordPerfect. Call Rick 810-478-8494

SECRETARY/GENERAL OFFICE
Full time permanent, for property management company currently housed in Southfield. Hours 8-5 daily. Responsibilities to include computer data entry, document preparation using WordPerfect 5.1, filing some payroll, etc. Pleasant phone manner and attention to detail are important. Salary to $400 per week plus Blue Cross. Resumes to:
24400 Northwestern Hwy.,
Suite 110, Southfield, MI 48075
or fax to (810) 352-2130

SECRETARY HELP Wanted - Part-time. 20-24 hours per week. Typing, filing, answering phones. $8.50 per hour. Apply in person: Classic Interiors, 20292 Middlebelt Rd., Livonia.

SECRETARY
Immediate, full time for non-smoking real estate management. Knowledge of Windows 95. Big Depew/Unkovich Troy. (810) 362-4040

SECRETARY
McKinley Commercial, Inc., a national real estate firm located in downtown Ann Arbor has a position available for a Secretary.
The position provides general clerical support for a variety of projects. Ability to type 55 wpm, proficiency in Microsoft Windows with MS Word and Excel software is a plus. Salary commensurate with experience level. Benefits package including a 401(k) plan, apartment discount and parking available.
Please send resume to:
McKinley Commercial, Inc.
RE: OC
320 N. Main, Suite 200
Ann Arbor, MI 48104
EOE

SECRETARY
Mon-Fri., 9:30-3:30. $6.50/hour to start. Pleasant phone manner looking for a honest, mature, responsible person. Non-smoker background a plus. Good communication skills a must. Call: (313) 416-0192

SECRETARY
needed for Troy office. Professional person with proficiency in MS Word. Must have good phone skills. (810-362-8300

SECRETARY/OFFICE MANAGER
Small privately held company in Birmingham is looking for a motivated, self-motivated, non-smoking professional. Individual must possess strong communication, time management and computer skills (Lotus, Microsoft Office and Project). Excellent pay and benefits package. Fax resume to: (810) 433-3256

SECRETARY
OUR companies offer their employees the latest in computer technology, excellent earning potential and growth opportunities. We need your prior word processing experience and the ability to interact with clients. Power Point or Quark an advantage. To $14.00/hr. Call Susan Bloomfield Hills 473-2911 646-7661
Advantage Staffing

SECRETARY
PART time needed 20 to 25 hrs., per week. $8 to $8.50/hr. Experience in MS Word, Excel preferred. PO Box 4656 Troy, MI 48099

SECRETARY
PART-TIME. Small Birmingham office. 2 secretaries to split 40 hrs/week position. Computer skills required. Bookkeeping a plus. (810-645-6680

SECRETARY - Part Time/full time Windows & SQL experience. (810-634-1000 Dept. 16 Fax (810-634-2461 Personnel Desk Report Corp.

SECRETARY/RECEPTIONIST
Typing and computer skills required. Apply at: Long Mechanical, 190 E. Main, Northville. (810) 348-0373

SECRETARY/RECEPTIONIST
Professional office seeking experienced with Quickbooks, Word. Full time, flexible hours. Immediate opening. Fax resume with salary requirements to: (810) 539-8600

SECRETARY / RECEPTIONIST
Need self-starting person with good oral & written communication skills to prepare phones, invoicing, and other related office duties in growing self-paced dealership office. Health, dental, 401(k). Located near downtown Northville. Fax resume & salary requirements to PO Box 8000, Northville, MI 48167.

SECRETARY
Small law firm requires part-time Secretary/Receptionist, 25 hours. Must have knowledge of WordPerfect 5.1 and ability to handle phone. Call 313-981-1114

SECRETARY To Project Manager. Experience typing letters. Experienced user of Word for Windows & dictaphone. Full time with benefits. Send resume or fax to TJI Technologies, 27777 Franklin Rd., Livonia, MI 48150. Fax 313 881-7037

SECRETARY
with desktop publishing and word processing skills for medical office. Pleasant Ridge, 39867 W. Eleven Mile, Farmington Hills, MI 48335

506 Help Wanted-Medical

BILLING SPECIALIST
Durable medical equipment provider is seeking a full time billing specialist. Roller Billing System, physician office billing or DME billing experience helpful. Medicare, Medicaid & private pay experience preferred. We offer a competitive salary & excellent benefits package. Please send resumes to: Henry Ford Health System, 30100 Telegraph Rd., Ste. 300, Bloomfield Farms, MI. 48025, Attn: L. Davey.

READY To leave your hospital/home health job? Our NH owned company has Medical Case Management Consultant positions available for three desiring flexible hours & professional practice autonomy; will train. Send resume to:
Managed Rehabilitation Consultants
37899 13 Mile Rd., Ste. 310
Farmington Hills, MI 48331
810-848-8120

CENA - Immediate Full-time midnight positions available for nursing assistants in the Birmingham area. Excellent benefit package. Call Mary, Birmingham Dermatology practice, 810-645-0630. Fax 810-645-2862

MEDICAL ASSISTANT
For multi-specialty clinic in the Southfield area. Full time position. Send resume to: Office Manager, 18567 W. 10 Mile, Southfield, MI 48075

MEDICAL ASSISTANT
1 year experience in phlebotomy, injections, histories, etc. Part-time. Livonia area. Call (313) 261-1740

MEDICAL ASSISTANT/ROLLER
needed for internal medicine practice in Livonia. Send resume to: Attn: Karen, 29200 Vassar, 19430 Windy, Livonia, MI 48152.

MEDICAL ASSISTANT NEEDED for pediatrics office in Livonia. 20-25 hrs. per wk. including Saturdays. Exp. and knowledge of computers with billing, approx. 15 hrs. per week. Call Debbie 810-477-7034

MEDICAL ASSISTANT
Wanted for busy physician's office. Blood drawing and one year experience required. Fast paced busy office. Send resume to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Medical Assistant/ Back Office
Southfield area. 25-30 hrs./wk. Experience preferred.
Please call: 810-352-6941

MEDICAL ASSISTANT - part time, 30 hrs. per week, 9am-3pm Mon. thru Thur., 1-3 days Fri. Contact Heidi at 810-471-3300.

MEDICAL ASSISTANT
Experienced, needed in busy Livonia practice. 20 to 32 hours per week. (810) 478-2723

MEDICAL ASSISTANT
For Birmingham family practice. Full time, experienced, non-smoker preferred. 810-645-1775

MEDICAL ASSISTANT
Needed full time. Experience preferred but will train. Immediate opening. Call 810-471-3312

MEDICAL ASSISTANT
With EKG training. Needed for physicians office in Bloomfield. Part time hours Mon-Fri.
Call (810) 557-5500

MEDICAL ASSISTANT
Seeking experienced, reliable, Medical Assistant for busy, fun pediatric office 3-4 nights per week, 5:30 pm - 10 pm. (810) 478-2723

MEDICAL ASSISTANT
Immediate opening for a well rounded medical assistant interested in working in private physicians office. Good salary & benefits package. Send resume to: Mrs. Malmo, 2001 S. Newburgh, Wayne, MI 48184

MEDICAL ASSISTANT
Must be able to work within a team atmosphere. Minimum 2 years experience in general medicine in Neurology & plus. Full time Mon-Fri, occasional Sat

APPOINTMENT COORDINATOR
Front desk position, assisting with phone appointments as well as patient check out appointments. Looking for a caring, outgoing and professional. Experience in computer helpful. Medical background preferred. Full time, Mon-Fri, occasional Sat

MEDICAL RECORDS
Looking for a team player who is energetic, knowledgeable and detail oriented. Minimum 2 years experience in medical records department.
Full time, Mon-Fri
Excellent benefits package
MICHIGAN INSTITUTE FOR NEUROLOGICAL DISEASES
Phone 810-653-0692, Ext 226, Mon - Fri, 10am - 2pm

MEDICAL BILLER
Optimal, minimum experience 3 yrs FDM, computer literate. Excellent salary & benefits. Resume in PO Box 3437, Farmington Hills 48333

MEDICAL INSURANCE SPECIALIST
Minimum 5 years experience for busy surgeons office. Excellent salary and benefits package. Send resume to Karen, 29201 Telegraph Rd., Ste 305, Southfield, MI 48034
Or FAX (810) 740-0683

Medical Office Openings
Exciting opportunities for experienced Individual Receptionists - Livonia, Bloomfield Hills (near SOM expense) Royal Oak. Salaries - many locations! Temporaries - full & part time. Call Medical Staffers - West Bloomfield
Call Michelle 810-932-1170
HARPER ASSOCIATES
29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL
PHLEBOTOMISTS
Nursing Home
3 P.M. - 11:30 A.M.
Early Morning Shift Differential
- LIVONIA
- EAST POINTE
- AUBUFIN HILLS
Coming Clinical Laboratories, the largest clinical diagnostic laboratory in Michigan is currently seeking highly motivated individuals with a min of 1 yr. previous phlebotomy experience. Must possess excellent customer relations and organizational skills. Driving of company vehicle required. Must have valid drivers license and clean driving record. Excellent benefits.
We offer a competitive salary and benefits package, including life, health and dental insurance, 401(k) and CORNING stock plan. Call for immediate consideration, please apply Mon-Thurs., 11am-3pm. at Coming Clinical Laboratories, 4444 Giddings Rd., Auburn Hills, MI.
EOE M/F/D/V

MEDICAL RECEPTIONIST
full time, call for appointment Mon-Thur, 9-2. Birmingham area. 810-645-1799.

MEDICAL RECEPTIONIST
For a busy neurology practice in Troy. Part-time. Experience preferred. Please phone Vicki at (810) 641-1420

MEDICAL RECEPTIONIST
Bloomfield Hills office. Excellent phone skills. Excellent salary & benefits. Resume fax (313)576-9481

An Equal Opportunity Employer

Home Health Aides
Certified Home Health Aides
Nursing Assistants
Homemakers
Live-ins
For private duty home health care, must be experienced, dependable, and have reliable transportation. We offer:
- Flexible schedules
- Pay based on experience
- Mileage reimbursement
- Paid in-services
- Bonuses
If you're interested in joining a replicy growing agency, please call or apply to:
United Home Care Services
13712 Farmington Rd., Livonia
(Two blocks N. of 5 Mile)
(313) 422-9280

IMMEDIATE OPENING FOR phlebotomist & LV. person, full or part time.
Please call (810) 477-7344

506 Help Wanted-Medical

LPN - FULL TIME for 11 pm to 7 am shift for assisted living facility in Plymouth. Mon. thru Fri. 8-4
451-0700

LPN
Needed for non-profit residential care facility. Send resume to: Boys & Girls Republic, 28750 W. 8 Mile, Farmington Hills, MI 48336
EOE

LPN NEEDED
Full time position. Salary negotiable. Experience preferred. Must be willing to travel. Send resume: Attn: Barbara Thompson, P.O. Box 941100, Oak Park, MI 48237.

MA, LPN, RN needed for busy internal medicine practice, Canton. Must have office experience. Send resume to: M. Gowen, 8730 Ulery Rd., Canton, MI 48187

MEDICAL ASSISTANT SUPERVISOR with supervisory experience. Certified, detail oriented, and skilled with driving & routing skills. Call 810-352-2000

MEDICAL ASSISTANT or LPN
Required. Full-time position in Birmingham Dermatology practice. 810-645-0630. Fax 810-645-2862

MEDICAL ASSISTANT
For multi-specialty clinic in the Southfield area. Full time position. Send resume to: Office Manager, 18567 W. 10 Mile, Southfield, MI 48075

MEDICAL ASSISTANT
1 year experience in phlebotomy, injections, histories, etc. Part-time. Livonia area. Call (313) 261-1740

MEDICAL ASSISTANT/ROLLER
needed for internal medicine practice in Livonia. Send resume to: Attn: Karen, 29200 Vassar, 19430 Windy, Livonia, MI 48152.

MEDICAL ASSISTANT NEEDED for pediatrics office in Livonia. 20-25 hrs. per wk. including Saturdays. Exp. and knowledge of computers with billing, approx. 15 hrs. per week. Call Debbie 810-477-7034

MEDICAL ASSISTANT
Wanted for busy physician's office. Blood drawing and one year experience required. Fast paced busy office. Send resume to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Medical Assistant/ Back Office
Southfield area. 25-30 hrs./wk. Experience preferred.
Please call: 810-352-6941

MEDICAL ASSISTANT - part time, 30 hrs. per week, 9am-3pm Mon. thru Thur., 1-3 days Fri. Contact Heidi at 810-471-3300.

MEDICAL ASSISTANT
Experienced, needed in busy Livonia practice. 20 to 32 hours per week. (810) 478-2723

MEDICAL ASSISTANT
For Birmingham family practice. Full time, experienced, non-smoker preferred. 810-645-1775

MEDICAL ASSISTANT
Needed full time. Experience preferred but will train. Immediate opening. Call 810-471-3312

MEDICAL ASSISTANT
With EKG training. Needed for physicians office in Bloomfield. Part time hours Mon-Fri.
Call (810) 557-5500

MEDICAL ASSISTANT
Seeking experienced, reliable, Medical Assistant for busy, fun pediatric office 3-4 nights per week, 5:30 pm - 10 pm. (810) 478-2723

MEDICAL ASSISTANT
Immediate opening for a well rounded medical assistant interested in working in private physicians office. Good salary & benefits package. Send resume to: Mrs. Malmo, 2001 S. Newburgh, Wayne, MI 48184

MEDICAL ASSISTANT
Must be able to work within a team atmosphere. Minimum 2 years experience in general medicine in Neurology & plus. Full time Mon-Fri, occasional Sat

APPOINTMENT COORDINATOR
Front desk position, assisting with phone appointments as well as patient check out appointments. Looking for a caring, outgoing and professional. Experience in computer helpful. Medical background preferred. Full time, Mon-Fri, occasional Sat

MEDICAL RECORDS
Looking for a team player who is energetic, knowledgeable and detail oriented. Minimum 2 years experience in medical records department.
Full time, Mon-Fri
Excellent benefits package
MICHIGAN INSTITUTE FOR NEUROLOGICAL DISEASES
Phone 810-653-0692, Ext 226, Mon - Fri, 10am - 2pm

MEDICAL BILLER
Optimal, minimum experience 3 yrs FDM, computer literate. Excellent salary & benefits. Resume in PO Box 3437, Farmington Hills 48333

MEDICAL INSURANCE SPECIALIST
Minimum 5 years experience for busy surgeons office. Excellent salary and benefits package. Send resume to Karen, 29201 Telegraph Rd., Ste 305, Southfield, MI 48034
Or FAX (810) 740-0683

Medical Office Openings
Exciting opportunities for experienced Individual Receptionists - Livonia, Bloomfield Hills (near SOM expense) Royal Oak. Salaries - many locations! Temporaries - full & part time. Call Medical Staffers - West Bloomfield
Call Michelle 810-932-1170
HARPER ASSOCIATES
29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL
PHLEBOTOMISTS
Nursing Home
3 P.M. - 11:30 A.M.
Early Morning Shift Differential
- LIVONIA
- EAST POINTE
- AUBUFIN HILLS
Coming Clinical Laboratories, the largest clinical diagnostic laboratory in Michigan is currently seeking highly motivated individuals with a min of 1 yr. previous phlebotomy experience. Must possess excellent customer relations and organizational skills. Driving of company vehicle required. Must have valid drivers license and clean driving record. Excellent benefits.
We offer a competitive salary and benefits package, including life, health and dental insurance, 401(k) and CORNING stock plan. Call for immediate consideration, please apply Mon-Thurs., 11am-3pm. at Coming Clinical Laboratories, 4444 Giddings Rd., Auburn Hills, MI.
EOE M/F/D/V

MEDICAL RECEPTIONIST
full time, call for appointment Mon-Thur, 9-2. Birmingham area. 810-645-1799.

MEDICAL RECEPTIONIST
For a busy neurology practice in Troy. Part-time. Experience preferred. Please phone Vicki at (810) 641-1420

MEDICAL RECEPTIONIST
Bloomfield Hills office. Excellent phone skills. Excellent salary & benefits. Resume fax (313)576-9481

MEDICAL RECEPTIONIST
Some insurance knowledge required. Southfield pediatrics. Call Ms. Sheldon at: 810-354-0420

506 Help Wanted-Medical

MEDICAL PLACEMENTS
Temporary & "Temp to Perm" positions for:
- Medical Assistants
- Phlebotomists
- Medical Receptionists
- Medical Billers
- Medical Transcriptionists
- Radiologic Technologists
- Medical Clerical/ Secretarial
Call Melissa at Tempro Medical
810-356-1333
to schedule an interview or fax resume to
810-356-1333

MEDICAL RECEPTIONIST
LIVONIA AREA
Experienced receptionist needed for internal medicine practice. Must be dependable, responsible & good with patients. 40-50 hrs/wk, salary and benefits. $9 & up depending. 810-478-1187

MEDICAL RECEPTIONIST
Needed for expanding Westland practice. Must be personable, have medical insurance background with typing and peripheral experience. Full time with benefits. Resume & cover letter to:
30310 Nankin Blvd., Suite 301,
Westland, MI 48185

MEDICAL RECEPTIONIST/ BILLER
Full or part time for fast-paced office in Novi. Experience in computer, insurance, billing required. Would be sociable with attention to details. Salary commensurate with experience. Call Ann at 810-474-7744.

MEDICAL SECRETARY/ RECEPTIONIST
Full time. Experience preferred or will train. Fax resume to (810) 642-2008 or call (810) 642-0210. After 6:00pm call: 313-420-8004

MEDICAL TRANSCRIPTIONISTS
Macomb & Oakland County areas, needed experienced, motivated & conscientious medical transcriptionists. Must be independent & knowledgeable in all specialties. Must have experience with WP 5.1, Digital incentive plan offered. Pick up and delivery available. (810) 726-5444

New HomeCare Agency
Nursing
Dependable & Flexible
CAREGIVERS
Excellent Wages.
Please call Judy or Rhonda
313-522-1018

NURSE ASSISTANT
Full and part time position for luxury senior citizen apartment complex. Competitive wages. Full benefits available for full time position. Must relate well with seniors. Apply in person: Mon-Fri., 8:00 m. to 4:00 p.m.
The Trowbridge
24111 Civic Center Drive
Southfield, MI 48034
(No phone calls please)
EOE M/F/V

NURSES AIDE - for AFC group home in Troy, part time, 32hrs Also, 7pm to 7am. 40 hrs. Wk. Call 810-641-8295

NURSES
Opportunity to learn new career or revive an old one in long term care. Come join one of the exciting new NC health care teams at Kensington. Full time & part-time positions available. Call Cathy at 313-464-5445. Call Ova 810-476-8300

OPTHALMIC ASSISTANT/TECH
Full time, experience preferred or will train. Resume to: FEC Management, 29275 Northwestern, #100, Southfield, MI 48034; or fax to: 810-355-7164

OPTICAL DISPENSER - Part time for busy Livonia office. Must have good attitude, dependable & flexible. Call (313) 522-0361

OPTOMETRIC ASSISTANT
You'll be the first contact patients will have with our professional optometry group practice. We're looking for someone who is energetic & personable with good phone & organizational skills. Experience in contact lenses wearer are preferred, but we're open to training the right person. We offer a competitive salary & incentive program. Come join our team in a family practice. Call Cheryl at: (313) 425-8173

PHYSICIAN ASSISTANT
needed full time for day shift, Mon. thru Fri. No nights, call, or weekends. Duties include pre-anesthetic/surgical evaluations, peri-operative care, anesthesia monitoring & surgical assisting. Excellent package including vacation & CME. Michigan Board of Medicine license required. Fax resume to Marsha Sadorchuk PA-C, Grach Hospital, 810-357-3380 or call 810-357-3300

PHYSICIAN'S ASSISTANT
Full time position, quality Bloomfield Hills practice. Must participates with all major insurers WSU Medical School Affi