Our Classifieds are now on the INTERNET!

When you place a Classified Ad it appears on these pages, but it also appears on the Internet. Check our Classifieds at this Internet address:
http://oeonline.com

To place your Classified Ad, call **313-591-0900** in Wayne County, **810-644-1100** in Oakland County, and **810-852-3222** in Rochester Hills.

502 Help Wanted-Office Clerical

SHIPPING & RECEIVING/CLERICAL - Full part time Small shop in Livonia area. Will train right person. Beeper #313 840 9095

SMALL BIRMINGHAM OFFICE. Receptionist/Clerical Position. Full time. Benefits. Phones, light typing, filing, some computer skills. Call 644-7622

★ SUMMER NIGHTS WITH SNELLING

Whether you're looking for a new career or just changing jobs, we can help! Entry level, Clerical, Executive and positions available. Temporary and Permanent Placement.

Tues. June 18th and Wed. July 10th (Open until 8 PM - by appt only)

Livonia 313 268 8600
Southfield 810 352 1300
Auburn Hills 810 373 7500
Taylor 313 284 0777

SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

SUPER OFFICE ASSISTANT needed for luxury apts. in Southfield. Must skills desired for the part time position include: strong verbal communication, filing and computer skills and a solid phone presence. Customer service. Professional appearance is essential. Please fax your resume to North Park Towers for consideration 810 559 5002. No phone calls please

SWITCHBOARD/DATA ENTRY. Opening receptionist position with Switchboard and data entry experience. Full time. Excellent benefits and working conditions in non smoking office. Please fax resume to (810)355-1000 Joe Parisan Chevrolet 28111 Telegraph, Southfield

TAD STAFFING SERVICES

Seeking Accounts Payable/Account Receivable clerk for Livonia area. Must have excellent data entry skills (Lotus and Excel required). Please call TAD Staffing Services for this fantastic opportunity!! 810-351-0111 or fax your resume to us at 810-351-7299. EOE

TELEPHONE ASSISTANT
Client services in the Southfield, Livonia, Farmington, Bloomfield and Detroit areas are requesting individuals with strong telephone skills to work with incoming calls. New assignments all the time.
STAFFING RESOURCES
(810) 737-1711

TELEPHONE CUSTOMER SERVICE

NO TELESALES INVOLVED for candidates who
- are detail and customer service oriented,
- possess outstanding telephone and communications skills,
- type accurately at 30-40 wpm, and
- enjoy working as a team player.

A complete benefits package is offered, including medical, dental, 401(k) and tuition reimbursement. Qualified candidates should submit resume and salary expectations by FAX (313) 261-8411
ADSTRA CORPORATION
Attn: HR-TELESERV
101 Lewis Street
Plymouth, MI 48170
EOE

TELEPHONE RECEPTIONIST
For busy private school in Southfield. Temporary June 24-Sept. 30th. Good telephone skills required. Call Michele at (810) 559-8040

TELESERVICES TRAVEL PHONE AGENTS

Existing opportunity for telephone professionals to participate in a travel information and reservation program utilizing both your telephone and computer skills while helping travelers plan their next vacation. Our 1 established company in Livonia offers great pay and benefits, training, advancement opportunities and a good working environment. Several immediate openings. For more information, please call
313 261-8220
Equal Opportunity Employer

THE HYATT REGENCY DEARBORN seeks qualified candidates for Admin Assistant, Reservations Reservations & Reservations Coordinator. Qualified candidates must possess 1-2 years experience with strong computer & clerical skills. We offer competitive salary & benefits as well as opportunity for advancement. Please fax or mail resume to 313 982 6829
Alternative Employment
Equal Opportunity Employer
Male/Female/Handicapped Vet

WORD PROCESSOR - full time. Must have 60 WPM, computer skills mandatory. Excellent proofreading, grammar and spelling skills. Young edge of market research company. Help! Send resume to
Debra Rolack/RetailPhara
400 Galleria Officentre
Suite 101
Southfield, MI 48034
FAX 810-799-3883
EOE/M/F/V

WORD PROCESSOR
With excellent working, typing, grammatical and transcription skills needed for medium size Northville law firm. Must be experienced in MS Word for Windows 3.1/95. Some knowledge of Word Perfect 6.0 helpful & medical benefits. Ask for Karen.
(810)349 3380

504 Help Wanted-Dental

ALL STAR TEAM PLAYER wanted for expanding Orthodontic Practice. The right person for our team will be a professional, kind lovely working closely with people. They is a clerical assisting position which demands a dedicated, reliable, enthusiastic attitude. If you are hard working, team oriented, and committed in excellence, consider joining our practice. We offer competitive salary, we will train if the attitude is right. If you want to work for an office that appreciates staff. Fax resume to the attention of Cathy 810 851-7823 or mail resume to Dr Juarez 30230 W 12 Mile Rd., Farmington Hills, MI 48334

ARE YOU A TEAM PLAYER (receptionists & enthusiasts)? Then join our team. We are looking for an experienced Dental Biller/Appt Setter/Receptionist. Non smoker, great behavior for our W. Bloomfield oral surgery practice. 313 882 1818

504 Help Wanted-Dental

DENTAL ASSISTANT - Dearborn
Have Fun While Your Work
For our friendly, busy Canton orthodontic office. Experience preferred. 24 days per week. Paid vacation. Sick days & medical insurance available
(313) 981 2444

DENTAL ASSISTANT
General dental office Walled Lake and/or Westland Canton. Full time with benefits. Great staff. Some experience required. Call Beverly (313) 729 5600

DENTAL ASSISTANT
Northville practice. Experience preferred. Are you caring, enthusiastic and dependable? 810-347-4250

DENTAL ASSISTANT - full time position available in modern dental facility. Experience preferred, but willing to train, good salary & benefits. Canton. 313-207-3740 EOE

DENTAL ASSISTANT
Full-time for professional Livonia family practice. Expanded duties. Must have experience & an outgoing personality. Benefits.
Call 313-464-3430

DENTAL ASSISTANT
Experienced only. Full to full time for leadership role in 2 doctor modern Westland office. 313-425-9130

DENTAL ASSISTANT
For North Troy. Experienced only. Friendly & surgery. 4 days/week. (810) 828 6080

DENTAL ASSISTANT with insurance experience needed for pleasant Livonia office. Flexible hours. Please call at (810) 476-4300

DENTAL ASSISTANT / PATIENT CARE MANAGER
Full time for a progressive Novi dental team. Dual assistants work closely with doctors to manage patient care. Certification desired. Competitive wages & benefits. Contact Carol at 810-471-0345

DENTAL ASSISTANT
Can you put patients at ease by and keeping them calm? Do you build trust & communicate effectively with your coworkers? Our modern, friendly, Southfield practice is seeking a full time assistant who excels in these interactions. Experience preferred. Mon-Thurs. Excellent pay & benefits. 810-356 8790

DENTAL FRONT DESK. Full time. Dental & computer experience required. Good salary. Enjoy working in a sharp office with a great staff. Livonia 313-425-4208

DENTAL FRONT DESK
Northville practice, full time position. Experience preferred.
(810) 347-4250

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

DENTAL HYGIENIST - Saturday only. 9 Saturdays a month. 8am-1pm. Berkley/ Royal Oak area. We have a very enjoyable practice to work in. Call (810) 398 5545

DENTAL HYGIENIST. $50,000 to $70,000 annually. Are you an experienced hygienist looking for an opportunity to advance professionally & monetarily? If you also have excellent technical & verbal skills, a high quality, specialty practice in the Southwest Birmingham area has the opening you've been searching for. Call (810) 357-3213

DENTAL HYGIENIST
needed for Bloomfield Hills office. Evenings a must. Call for interview appointment. (810) 437-8189

DENTAL HYGIENIST
Soft tissue management experience a must! 2-4 days. Call between 8-30 and 5:00 (810) 399-4453

DENTAL HYGIENIST experienced, motivated, team player who loves people wanted for Farmington Hills practice. Strong scaling & root planing skills a must. Part time. 810 745-1157

DENTAL HYGIENIST - 10 hr. temp work, extra days, perm job. Temporary Pleasing. 810-991-3277

DENTAL HYGIENIST
Team player, mature & experienced in Perio. New location
Call 810-478-2028

DENTAL HYGIENIST needed part time for progressive Southfield family practice. Bright & beautiful office located at 10 Mile & Beech needs experienced dependable team player. Please call 810-354-6364

DENTAL HYGIENIST
If you're enthusiastic caring and dependable and you enjoy a challenge in a personal centered practice, please call (313) 427-4350

DENTAL LAB - Help wanted. Part time. Will train. Northville (810) 349-5333

DENTAL LAB
Porcelain department. Opaque experience preferred. Metal framework knowledge helpful. 810-476-2290

DENTAL PATIENT COORDINATOR
Full time Flexible hours/week. Must have excellent phone skills & exposure to dental field. Livonia. 313 522-6770

DENTAL RECEPTIONIST
experienced. Must have computer & dental knowledge. Full time. Farmington Hills area. (810) 851-1034

DENTAL RECEPTIONIST/ASSISTANT. Insurance & computer experience. Full/part time position in friendly Livonia office. 313-207-2039

504 Help Wanted-Dental

DENTAL OPPORTUNITIES
RECEPTIONISTS & ASSISTANTS
Sears Family Dental Center is growing and we need experienced enthusiastic individuals to join the team in our new dental center at Summit Place. We are a fast paced, friendly organization that offers career growth and advancement. Open Mon-Sat, 6 week. We are dedicated to patient satisfaction. If you enjoy working in a team atmosphere and know the importance of patient satisfaction, call Michelle to learn more 810 585 5227

DENTAL RECEPTIONIST
Walled Lake. We're looking for an cheerful, professional with good communication skills to help run our busy front desk. Experience preferred. Full time, 4 day week, benefits. Call Bev 313 728 5600

DENTAL RECEPTIONIST
We need an outgoing, competent self starter to help run our busy front desk. Computer, insurance & communication skills a must. Excellent pay & benefits. Start immediately
(810) 805-7600

DENTAL RECEPTIONIST
4 day/week. Must be mature, outgoing & personable. Some experience helpful, but not mandatory. Call after 10-4pm 313 937 2966

DENTAL RECEPTIONIST
Very experienced. Dental insurance, medical insurance & recalls. Two year old Rochester Hills office
810 650-9490

DENTAL RECEPTIONIST
For friendly Rochester Hills family practice. Experienced preferred, but professional with assisting background to join our established team. Un time. Call (810) 652-7172

DENTAL RECEPTIONIST
Downtown Birmingham office seeking caring, highly self motivated person to be a vital team member of our cosmetic & general practice. Excellent remuneration & benefits. Experience preferred. Call 810-644-2136

DENTIST
FULL time associate for Royal Oak practice. Ask for Dr. Malhotra at (810) 280-2060

DO YOU NEED TO HELP OTHERS in a meaningful way? If so, our practice which concentrates on dental cosmetics, restorations & implants needs you. We are looking for a dedicated person with excellent communication skills & charitable experience. If you think the opportunity to make a difference to others does call
313 453 6521

ENTHUSIASTIC FULL time office staff needed at team oriented dental office in Brighton. Dental and management experience for Office Manager & must. Command of dental computer program knowledge also a benefit for both Office Manager and Office Assistant positions. We offer an excellent benefit program and salaries are commensurate with experience. Please send your resume to: Office Manager, 8404 W Grand River Ave., Suite 201, Brighton, MI 48116

FARMINGTON HILLS office is looking an experienced outgoing Chairside Assistant. Would you like to have a 3 day weekend and work in a friendly atmosphere? If so, call Laura (810) 478 8330

FRONT DESK POSITION, full time for busy Perio specialty practice in Birmingham. The special person must be energetic, team-oriented, and always a fast-paced environment. Experience preferred, computer experience a plus. (810) 647-7337

HYGIENIST NEEDED
for a very busy dental office. Full or part time. Hours are flexible. Benefits included. West Dearborn. Please call (313) 562-5610

HYGIENIST WANTED
Full time position for friendly and outgoing person. Adequate time given to patients to ensure quality care. Ask for Barbara 313 277-0050

INTERESTED IN DENTAL? We are looking for a novel for our Waterford practice. This is an entry level position. No experience
Call (810) 681-3600

ORAL SURGERY ASSISTANT
Needed full-time in W. Dearborn practice. Are you a dependable, enthusiastic, team player looking for a pleasant work environment. Oral surgery experience preferred but willing to train the right person. Call Anne 313 562-1515

PLYMOUTH DENTAL office is in need of an experienced hygienist to join our team. Our practice is a fast paced, friendly environment with very realistic possibilities for added hours in the fall. Please call
313-459-7110

RECEPTIONIST / ASSISTANT FINANCIAL COORDINATOR
Full time for professional Novi dental team. Experience with Dentech computer system preferred. Competitive wages & benefits. Contact Carol at 810-471-0345

RECEPTIONIST
WE ARE LOOKING for an experienced, personable receptionist for our busy W. Bloomfield office. Full time. Benefits & pension plan. Salary negotiable. Please call for an interview (810) 851-2240

STOP! LOOK NO FURTHER...
OFFICE MANAGER
Great office to work in!
Full time. MUST have 5 years experience necessary. Livonia
(313) 425-4206

506 Help Wanted-Medical

ADMINISTRATIVE ASSISTANT
Must have at least 3-5 years experience in all phases of medical billing including CPT coding, statute limitations, pre-authorization of benefits, patient registration, HBA electronic billing & posting. Strong computer, secretarial & communication skills a must. Fax resume and salary expectations to Ann Marie Jones Ask for Pete (313) 266 2620

ALLERGY
LPN, RN OR CMA
Must have Allergy experience. Part time. Sterling Heights area. Excellent salary and benefits. Must be a commonsense, self-starter, with experience. Call Diane at 810-478-5221. After hours call Jeanne at 810 792 1806 to leave message

APPOINTMENT COORDINATOR
needed for large physicians office located in Farmington Hills Mon. Fri., 9am 5pm. Please phone between 1-3pm 810 553 0010, Ext. 218

ASAP
ASSISTANT/RECEPTIONIST
Part time for General Surgeons office in Dearborn. Non smoker, organized, people oriented. Call 313 565 6299

506 Help Wanted-Medical

BILLER - Ophthalmology Office in Troy seeks experienced Biller. Family experience helpful. Full time
(810)828 8920

BILLERS
Check out these Opportunities! Locations include: Madison Heights, Waterford, Royal Oak, & more. Exciting practice areas include: medicine, psych, cardiology, and neurology/pediatrics. Call Kathy at (810 932-1170 fax 810 932-1214 Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

BIRMINGHAM DERMATOLOGY office needs Medical Receptionist & Medical Assistant. Experience preferred 810 642 9111

CENA's
Looking for a career? Want to join a pleasant environment? Our new east side facility needs you to be an interest to you. Please come in for an private tour and an interview at Charter House of Farmington Hills, 21017 Middlebelt, between hours of 9-4, Monday through Friday

CMA NEEDED for Birmingham OB GYN office. 4 days, 24 to 30 hours. Experience only. Call Ann Dania at (810) 645-0640

CRANNA - full time to provide personal care for residents of a Senior retirement community in Canton. Salary $9.50 per hour, excellent benefits. Must have reliable transportation & excellent references. Also having CNA/Home Care Aides, Wayne & Macomb counties. Interested call Cindy at 800-613-7189

CNAs
Immediate openings
Flexible hours Nightingale
West Convalescent Center,
6365 Newburgh, near Joy
(313) 416-2000

CNA - Weekends
7 & 3pm or 3pm -11pm plus 1 - 2 days during week. Beautiful Facility.
(810) 557-1221

CUSTOMER SERVICE
National paramedical company seeks an outgoing energetic, organized person to perform data entry, placed office located in Southfield. Must have excellent communication & phone sales. Medical background helpful but not necessary. To be considered for this immediate opening, send resume to Porta-Med, P.O. Box 286, Southfield MI 48037

DIRECT CARE WORKERS
Alternative Staffing & Cook Position. Full or part time. Up to $8.49/hour to start. (313) 697-1035

DISPENSING OPTICIAN
needed in Plymouth. Experience with contact lenses, frame room management, dispensing. Excellent opportunity with flexible hours. Call (810) 453-6190

DME BILLER
Needed for busy oriented office. Medical experience preferred. Great salary & benefits. Computer skills and communication skills. Apply at 3330 Divisi Drive, Waterford

DRIVER
Full or part time for home health care agency. Flexible hours. Good driving record and health care experience preferred. Call 9am-3pm
(313)741-1601

E.M.T. BASIC AMBULANCE
Full time. Benefits. Call after 6pm 313 961-0676

CURRENTLY RECRUITING
System Engineers for a growing international software company specializing in disease management systems. Position involves the development of a large distributed system in a nationwide network to support care management. We are seeking talented Information Systems Professionals to join our Technical Services team working in a challenging and innovative environment. Rapid career progression is assured for team oriented individuals who are results oriented.
SENIOR SYSTEMS ENGINEER
As a senior member of the technical group you will be responsible for the day to day running of our Windows NT network and the controlled evolution of our LAN/WAN systems.
Requirements
- 3 years Windows NT systems management experience
- Windows 95 system management experience
- A thorough understanding of the Local Area Network
- A thorough understanding of Banyan Vines
- A good understanding of IBM/3270 Terminal Emulation and Novell
- Practical experience of Lotus Notes implementations
- Knowledge of Novell Systems Management Server
- A quantified proven track record of technical achievement

Interested? Please send a letter explaining why you are the right person for this job, your salary ambitions and a copy of your resume to:
Medical Affairs Recruitment
Mail Code B120 PHS
27300 W. 11 Mile Road
Southfield, MI 48034

EXERCISE PHYSIOLOGIST
For cardiac rehab. Part time. Waterford area. Salary commensurate with experience
(810) 681-9200

FRONT DESK BILLER
Full time. MUST have experience. Non smoker. Southfield area. Ask for Nancy (810) 353 9460

HHA's CNA's
NURSING STUDENTS
Visiting Care an affiliate of the University of Michigan Medical Center is in need of Home Health Aides to care cases in Northville and Brighton. Call 1-800 860-6020

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 scheduling
- Pay based on experience
- Shift differentials
- Mileage reimbursement
- Paid in services
- Bonus package for full time
- Ongoing training opportunities
- Ongoing training agency, please call or apply to
United Home Care Services
15712 Farmington Rd., Livonia
(Two blocks N. of 5 Mile)
(313) 422 8250

LPN - On Hands Coordinator for growing living aids 30-40 hrs/ wk. Southfield (313) 557-1221

506 Help Wanted-Medical

INSURANCE CLERK & Front Desk Supervisor/Receptionist

Northwest area ENT offices. Medic computer & ENT experience & Bus. Send resume and salary expectations cover letter to:
7765 Sheldon
Canton, MI 48187

JOB COACH/JOB DEVELOPER
Part time. Full training provided. Related experience considered. Working with the training and placement of persons with physical disabilities. Must have reliable transportation and be able to work flexible hours. Guaranteed 20 hours per week. Send resume and cover letter to: Sharon Proctor, Suburban West/Livonia Center, 27595 School craft, Livonia, MI 48150

LPN's with vent experience needed for West Bloomfield patient. Weekends, days and nights. $10 per hour. Call Anne at (810) 357-7085

MEDICAL ASSISTANT
Full time. Internal medicine. Busy practice. Call 9-5pm 810 557-7047

MEDICAL ASSISTANT
X-RAY TECH
MEDICAL RECEPTIONIST
OFFICE MANAGER/BILLER
Experienced and references. Farmington area. Please send your resume to Attn: Tina 28671 Northwestern Highway, Southfield, MI 48034

MEDICAL ASSISTANT
Full time. Internal medicine. Busy practice. Call 9-5pm 810 557-7047

MEDICAL ASSISTANT
Needed Royal Oak GI practice
(810) 288 9500
Fax# 810 258 0044

MEDICAL ASSISTANT
Northwest area offices
Full time, part time
Call Nancy (810)069-5985

MEDICAL ASSISTANT- Expanding fast-paced Livonia practice specializing in weight loss, allergy, blood drawing. Call Tina 313-422-8040

MEDICAL ASSISTANT and Receptionist needed for busy Cardiology office in Farmington area. Experience preferred. Call after 12 Noon
(810) 474-5061

MEDICAL ASSISTANT - 5 years experience. Phlebotomy, EKG, holter, stress a plus. Full time. Farmington Hills area. Benefits. Salary commensurate with experience. (810) 540-0133

MEDICAL ASSISTANTS
MEDICAL BILLERS
MEDICAL RECEPTIONISTS
Do you have at least 1 yr. experience? Are you looking for a medical time or part time position? Maybe just some temp work or a full time job opportunity? CALL US TODAY!!
DAVIS-SMITH INC 810 354-4100

MEDICAL ASSISTANTS
MEDICAL RECEPTIONISTS
Developing a resource pool to serve our North Oakland/Macomb area. Long term, temp to hire. Send resume to
HealthCare Resources
PO Box 5151
Pontiac, MI 48056
or fax to
810 357 4606

MEDICAL ASSISTANT
Part time for busy Livonia Pediatric practice. Must know Venipuncture and injections. Call Gail at
(810) 476-2723

MEDICAL ASSISTANT
Needed for busy Southfield internal medicine practice. Must be computerized hard working and dependable required
(810) 355-0680

MEDICAL ASSISTANT - Northville 3 nights, 4-7:30 pm, 2-3 Saturdays. $ 6.20 per hr. Must be experienced in Vine puncture & EKG. Call Kathy or Sue 810 348-4871

MEDICAL ASSISTANT
For busy Livonia family practice. Full and part time positions available. Some experience or training required. X-ray knowledge a plus. Fax resume to:
Medical Office Staff
HOT NEW OPENINGS!
- Medical Assistant - Must be certified with yrs experience including I.V.s
- Receptionists - Beautiful doctors offices in W. Bloomfield, Farmington & Billers - Waterford, Madison Heights, Royal Oak Physician offices
Call Fax resume to Michele
810 932 1170, fax 810 932 1214
Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

MEDICAL
PHLEBOTOMISTS
Nursing Homes
3 AM - 11:30 AM
Early Morning Shift Differential
- LIVONIA
- EAST POINTE
- AUBURN HILLS

Coming Clinical Laboratories, the largest clinical diagnostic laboratory in Michigan is seeking energetic, highly motivated individuals with a min. of 1 yr. phlebotomy experience. Candidates must possess excellent customer relations and communication skills. Driving of company vehicle required. Must have good drivers license and excellent motor vehicle record.

We offer a competitive salary and benefits package, including life health insurance, pension & savings plan. CORNING stock option plans. For immediate consideration, please apply Mon-Fri., 11am-3pm at Coming Clinical Laboratories, 1850 Pontiac Rd., Auburn Hills, MI EOE M/F/D/V

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
810-356-1335
to schedule an interview
or fax resume to
810-356-1333

MEDICAL RECEPTIONIST
Southfield/Troy offices. Computer & phone skills. Excellent salary/health. Resume P.O. Box 3252671, W. Bloomfield MI 48325

MEDICAL RECEPTIONIST
Have experienced, part time OB/GYN office in Farmington. Call (810) 942 6363

506 Help Wanted-Medical

MEDICAL RECEPTIONIST
Part time for ophthalmology office in Farmington Hills.
Call (810) 649-3535

MEDICAL RECEPTIONIST
For busy ophthalmology practice located at W. Bloomfield. Full time with benefits. Call Lynn at
(810) 737-0300

Medical Receptionist
Competitive salary, benefits with excellent organization skills. Busy Internal Medicine practice. Light duties. Call Sally 313 464-2600

MEDICAL RECEPTIONIST - Busy Rochester Hills surgeon seeks experienced team player. Hours Mon. & Wed. 7:30 am - 6:30 pm & every other Tues. 9-5. Send resume Office Manager, 455 Barclay, Suite B, Rochester Hills, MI 48307

MEDICAL RECEPTIONIST
Part time front office person needed for patient check in & check out of busy medical office in Southfield. Medical background preferred. Computer experience helpful. 20 hours/week. Great pay! Call Sonya, leave message (810) 355 2417

MEDICAL RECEPTIONIST, part time for Southfield office. Must be flexible, mature, dependable, good communication skills. Will train 2 yrs. General office experience. Call Louise (810) 799 5600

MEDICAL RECEPTIONIST
For Novi internist. Experienced only. Computer knowledge. Salary with excellent benefits. 810 476 9250

MEDICAL RECEPTIONIST
Full time for busy OB/GYN office in Berkley. Call Ruth (810) 542 7141

MEDICAL RECEPTIONIST
PART TIME. Surgical practice. Two days and Friday. Well train. Call Bea Smith (810) 553 8955

MEDICAL RECEPTIONIST
Competitive salary, excellent benefits, excellent organizational & communication skills only. Southwest/Novi location. Full time, benefits. Monthly. Resume with salary requirements to Mrs. Alice Jones, Human Resources, PO Box 9002 Southfield MI 48075

Medical Records Librarian
Charter Care Corporation is looking for a qualified individual with a minimum one year work experience in medical records. Applicants must be able to work independently and also work in a team environment. Excellent organizational and public relations skills a must. A working knowledge of medical terminology, ICD 9, Coding, Microsoft Office and record confidentiality hours can be flexible. Wages and benefits are competitive.
Please send a resume to
Charter Care Corporation
24500 Meadowbrook Road
Novi MI 48375

MEDICAL SECRETARY
Experience in surgical office located in Livonia. Benefits and commensurate with experience. Fax resumes to
(810) 858 3824

MLT/MT PART TIME
Evenings & weekends. Large lab in Troy. Experience in all areas.
Call Barb (810) 362-2770

New HomeCare Agency
Seeking
Dependable & Flexible
CARE GIVERS
Excellent Wages
Please call Jim or Ellen
313-522-1018

NUCLEAR MEDICINE TECH
Waterford area. Part time. Salary commensurate with experience
(810) 681-9200

NURSE OR Medical Assistant
Mon. Fri. 8-5 pm. Must work well with 7 PM. Busy Birmingham OB/GYN office. Medical office experience necessary. 810 647 9344

NURSE PRACTITIONER
multi site specialty office has a position for a full time NP. Excellent benefit package available. Send resume to
Box 6722
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OPHTHALMIC TECHNICIAN/NURSE
position available. Must have ophthalmic surgical certification. Some travel required. Must be team player. Excellent pay & benefits. Fax resume
(810) 853-4351
(810) 855 6200

OPTICAL DISPENSER Independent practice looking for full time experienced tech. Leave message
(810)383-4680

OPTICIAN DISPENSER
Experienced for M.D.-O.D. practice. Excellent salary, hours & medical (Blue Care Network). 5 locations. Call Bob at (313) 565-5600

OPTICIAN
Leading national optical firm is looking for an optician to fill a full time part time position available for highly motivated energetic person with a minimum of 2 years experience in a fast paced office. Top salary, incentives & benefits. Great career opportunity. Must be experienced Optician
For immediate consideration call Steve or Jane (313) 292-7770

OXYGEN HOME CARE COMPANY
Seeks Marketing Representative to develop and maintain referrals to patients and physicians through quality home care services provided by local TV spots. Previous medical marketing or respiratory check experience helpful but not required. Will train. Participant in all areas of oxygen business. Must be capable of reading medical equipment up to 45 lbs., non smoker. Hourly plus incentives. Call 8 30am-5 30pm, Mon-Fri. (313) 538-2800

PHLEBOTOMIST
We are currently accepting resumes from Experienced Phlebotomists. Shifts available include 5 AM to 8 AM (3-4 days weekly), 11 PM-7 AM, 3 PM - 11 PM. Duties: Phlebotomist/Clerk (must have computer data entry experience). If you are an experienced Phlebotomist and wanting to work on an off shift, please send your resume to Cathy Sekosk, Human Resources or FAX 810-471-8454

BOTSFORD
General Hospital
28050 Grand River
Farmington Hills, MI 48336-5932
An Equal Opportunity Employer

PHYSICAL THERAPY TECH
Our Livonia clinic has a part time opening
- Physical therapy experience preferred
- Health care experience accepted

If interested please call or send/FAX resume to
WHITTON BOUTROS & ASSOC
800 AUBURN AVE
PONTIAC, MI 48341
810-333-3338 FAX 810-332-0278
EOE

506 Help Wanted-Medical

P.M.H. HOUSING DEVELOPMENT SPECIALIST

Provides and facilitates the development of low income supported housing for persons with mental illness and or developmental disabilities. Performs work while promoting consumer choice, affordability, permanency and flexibility and appropriate levels of accommodation.

Must have a Bachelor's in Business Administration, public Administration, or Human Services AND have at least three years of community development experience, housing residential facility development or related experience.

CONTACT: Oakland County Personnel, 1200 North Telegraph, Rd. Dept 440 Pontiac, MI 48341-0440 810 858 0530
An Equal Opportunity Employer

RECEPTIONIST/BILLER
Full or part time. Receptionist/Biller position open for a motivated individuals with at least one year experience in the medical field. Must have CPT and ICD9 code knowledge and computer skills. Salary DOE. Benefits negotiable upon interview. Send resume to:
Medical Receptionist/Biller Position
15405 Laurel Park
Livonia, MI 48154

RECEPTIONIST
Busy Ophthalmology office in Troy seeks experienced Receptionist. Full time
(810) 828 6920

RECEPTIONIST
CHEERFUL and professional. Be part of the team. Receptionist/Biller position open for a motivated individuals with at least one year experience in the medical field. Must have CPT and ICD9 code knowledge and computer skills. Salary DOE. Benefits negotiable upon interview. Send resume to:
Medical Receptionist/Biller Position
15405 Laurel Park
Livonia, MI 48154

RECEPTIONIST
Opening for receptionist in Livonia seeking full time position with medical/administration skills & computer experience. Send resume to: Office Manager, 29227 Six Mile, Livonia MI 48152

RECEPTIONIST
TRANSCRIPTIONIST
Wanted for Dearborn physical therapy clinic. Full time part time. Contact Nancy to schedule an interview 810 549 8840

RECEPTIONIST/TYPIST
20-25 hrs. per week. Filing, phones, heavy typing. Experienced only need apply. Call Tom (313) 427 9445

REFERENCE LIBRARIAN
We are seeking a part time Reference Librarian (minimum of 6 months related job experience preferred). Qualified applicants should have a written salary requirements to
Human Resources
Michigan Home Care Corporation
3500 Main Lumberking Dr. Bldg
Suite 100
Detroit, MI 48206
EOE M/F

RN Case Manager
Expanding rehabilitation company seeks experienced RN Case Manager for Livonia office. Challenging position requiring good communication & organizational skills. CRS CCM preferred. No weekends or holidays. Competitive salary with comprehensive benefit package. Fax resume to Attn: HR, ESOP parts. Mileage reimbursement provided. Send resume cover letter & salary requirements to:
HR Corporate Office, 2120 Univer Grand, Livonia, MI 48152
An Equal Opportunity Employer

RN or CMA
Part time. Possibly 2 evenings & fri. Saturdays. Mid Oakland area. Ortho experience. Vanguard/ure experience required. Call Audrey 8am-5pm at
(810) 540 6178

RN'S
INNOVATIONS Home Care is currently hiring part time and full time case by case basis. Home care emergency management available in Oakland, Livingston and Wayne Counties. Excellent pay and benefits. Call Kelly today at
1-800 765 7544

RN's LPN's & CNA's - Middlebelt Nursing Care Center has part & full time opening for evenings & weekend duties. We offer competitive wages & benefits. Please apply in person 24355 Middlebelt Rd. Farmington Hills, Livonia

SOCIAL WORKER
130 bed Medicare Care facility has a vacancy in their social services department. Responsibilities include:
- Discharge planning
- Work as patient advocate
- Family counseling
- MDS

Long term care experience a plus. Degree required. Send resume or call Doreen Nursing Center
House Care & Retirement Corp.
29270 Middlebelt, Livonia MI 48152
810-476-0550

TRANSCRIPTIONIST
Full time medical transcriptionist for busy urologists & E&M & Mid-Sized area Medical Terminology & 40 wpm required. Medical office experience. Permanent position
Call Gail (810) 474 0555

TRANSCRIPTIONIST
FULL-TIME & part time. Excellent medical terminology skills and typing skills a must (minimum 3 years). Medical office experience required. Others need not apply. Must be self motivated.
Call 1-800 536 6463 Ext 228

WOODWARD HILLS currently seeking
Unit Secretary/Ward Clerk
Part-time
Must have experience in Long Term Care and work at a quick pace
Apply in person at
1312 N. Woodward Ave.
Bloomfield Hills, MI 48304
(Between Long Pine & Long Lake Rd.)
An Affiliate of Beaumont Hospital

X RAY TECH
Needed for busy Southfield internist. Full time. Call (810) 358 0011

X-RAY TECHNICIAN with mammo certification needed. Full time part time. Good pay plus benefits. Call (810) 471 0444

506 Help Wanted-Medical

SONOGRAPHER
PERIPHERAL VASCULAR SONOGRAPHER
Our Name Says It All

Mention Sinai and you're talking about the hospital known for its impressive record of healthcare achievements and technical excellence. We currently have a challenging opportunity for a Peripheral Vascular Sonographer to join our Internal Medicine department at our main campus in Detroit.

The qualified individual will be required to perform routine and complex testing procedures and participate in quality assurance, research and training programs. We require a minimum knowledge of vascular testing and pathology normally acquired through completion of a Health Science Associate's degree with emphasis on Cardiac or cardiovascular diseases. RVT certification or ARDMS board eligibility is also required along with strong interpersonal and physical and communication skills. At least 1-2 years vascular testing experience preferred.

Don't settle for less than Sinai. We offer competitive salary, potential competitive salaries & complete benefit package and more. For prompt consideration please mail or fax your resume and cover letter of interest to: SINAI HOSPITAL, Employment Center, 9447 Gratiot Ave., Dept. 3D, Detroit MI 48235. Fax(313) 493-6347, FAX 313-493-6171

An Equal Opportunity Employer
SINAI HOSPITAL

100 JOBS
OPEN IMMEDIATELY
MACOMB COUNTY
WESTERN WAYNE COUNTY
DOWNRIVER
- AIDES/MORC or WCLS (certification) Start at $7.15/hr
- Registered Nurse Visits/hourly
- LPN Hourly Visits Start at $9.50
- Occupational Therapist Visits
- Physical Therapist Visits
- Speech Therapist Visits

Working with Developmentally Ill & Developmentally Disabled
Charlyn Manning 20 hours per week WEEKLY PAID
Apply Jan Jeffery Mon-Fri. or make appt for other times
20813 Farmington Rd. Ste 205
Farmington Hills, MI
between 8 & 9 Mile Rds
(810) 476-9091

508 Food/Beverage Restaurant

ACCEPTING APPLICATIONS FOR:
- BARTENDER
- WAITSTAFF
- LINE COOK

OCEAN GRILLE (810) 646-7001

APPLICATIONS ACCEPTED for full time & part time positions. Apply between 9 AM - 11 PM. Miramichi Corp. Oakland University, 112 Oakland Center, Rochester, MI
(810) 370-3490
An Equal Opportunity Employer
Male/Female

BARDACK WANTED
$7.50/hr. Servers wanted. Have your day off. Apply at Papos
8663 Lilley Rd. Canton

BAR HELP
New Orleans Jazz Brew. Pub coming on Gass Lake. Earn $500 & more plus mega tips. W. Bloomfield Area. John
(810) 682-4566

★BAR PERSON★
Waiting on bar & tables in a busy bar where people hit well. Part time day shifts. Apply in person
Derby Bar
13401 Middlebelt

BARTENDERS, BANQUET SERVERS & Dishwashers part time weekends. Flexible hours, will train. Nick The Plymouth Manor, 455-3501

BAR & WAIT STAFF day & night shifts. Apply Athenian Lounge
2435 Plymouth Rd. Ann Arbor
Call before 6pm. (810) 624-2540

BLOOMFIELD HILLS COUNTRY CLUB
has the following opportunities available
WAITSTAFF
Experienced Formal & Informal Servers, full and part time
PANTRY/AIDE MAKER
Experienced, full time
Apply in person 3980 W. Long Lake Rd. (Bloomfield Hills (Long Lake) W. of Woodward)

BURGER KING
Seeking managers with supervising Franchisees Excellent salary and benefits. Outstanding opportunity for career growth. 810 541-0088 Resume 310 E. Commercial, Milford, MI 48380

BURTON MANOR
in Livonia
is accepting applications for
- Bartender
- $ Day Crew
- Waitstaff
- Porters
- $ Bonus & Perfect Attendance Bonus
- Own transportation is must for Day Crew!

Apply in person Mon thru Fri from 1pm to 4pm at
27777 Schoolcraft Road
Livonia, MI

BUS PERSONS
The Original Pancake House is now hiring full or part time. Excellent pay & working conditions. Apply at 13005 Woodward, Birmingham

CADILLAC CAFE
Now hiring. Waitstaff, Line Cook & Host Person. Apply Mon-Thurs after 2pm 30555 Grand River, Farmington 1986

CHEF
Pasquale's 3815 N. Woodward, Royal Oak (810) 543-4002

CHEF'S ASSISTANT/1ST LINE COOK
needed for night shift full time/Tues thru Sat. Salary is must. $8.50 an hr. to start for qualified applicants. Call Chef James for interview
(810 647 3331

508 Food/Beverage Restaurant

COMING SOON
in Canton
Exciting new restaurant
★The Misty Duck Bistro★
Applications now being accepted
Apply at Damone in Canton
at 43750 Ford Rd. Mon - Fri 11-5

WE ARE LOOKING for highly productive Line Cooks. Pay up to $9/hr. All shifts available. Apply in person The Ground Round 17052 Laurel Park Livonia, on 6 Mile

WE ARE LOOKING for highly productive Host/