502 Help Wanted-Office Clerical

SECRETARY NEEDED
Full time. Experienced. Secretary needed for Southfield engineering firm. Please fax your resume to: Fax# (810)354-3475

SECRETARY/OFFICE MANAGER
Full time position open for individual with excellent written/verbal skills, strong computer experience and organization skills. Duties: phones, handle correspondence, customer service, general office duties.
LASER EXCHANGE
(810) 414-9000 Ext. 123

SECRETARY PART TIME
Needed Flexible hours. Responsible for accounting/clerical duties. Call Mr. Rogers (Troy) and bring your resume and transcript. Gem Outlet (experience preferred). Approximately 20 hours/week. Gem Tyme Inc. dba Factory Department at Orchard Lake Rd. & Maple Lake area.

SECRETARY RECEPTIONIST WEST (Bloomfield Township) Must have typing skills, telephone skills, Microsoft Word & familiarity computer. Call 25 hours/week. Call (810) 851-6660

SECRETARY RECEPTIONIST
for Solar Physics office. Strong Multi-line telephone, typing, computer & communication skills a must. Medical benefits. Salary commensurate. Fax resume with salary requirements: Health Dimensions, Inc. Attn: Personnel, Fax (810) 347-8075

SECRETARY RECEPTIONIST
Busy Bloomfield Township real estate office looking for energetic, pleasant, organized individual. Call (810) 737-7773

SECRETARY RECEPTIONIST
BOOKKEEPER, knowledgeable CPA firm. Part time. Computer literate. Salary commensurate with experience. Send resume to: 29800 Orchard Lake Rd., Farmington, MI 48331

SECRETARY
Secretary to the marketing dept. Must have typing experience, word processing experience, necessary. Fax resume to: Attn: Marketing, 810-649-1868 or Mail to: HIMS, 1440 Big Beaver, Ste 220, Troy, MI 48084

SECRETARY

Source One Mortgage Services Corporation is seeking an individual with strong technical skills (Windows, Word, Word Perfect, or a similar software package, Excel, Lotus 123). The individual will perform secretarial, word processing and administrative duties. Send resume and salary history for senior vice president of mortgage operations.

We offer a competitive benefit package. Please send fax or call regarding salary requirements to attn: Marilyn Friday at:

(810) 352-7800
Fax (810) 352-7802

Or by other available positions please call Job Opportunity Hotline at:. 810-488-7 JOB
EOE M/F D/V

502 Help Wanted-Office Clerical

SECRETARY/ADMINISTRATIVE ASSISTANT
Southfield based engineering firm seeking a full time Secretary to assist the President. Must have bookkeeping experience necessary. MUS experience an added. Both computer literate. Salary commensurate. Send resume to: Attn: Pres. P. O. Box 3041 Southfield 48037

SECRETARY

Trenton Automotive Company has an immediate need for a temporary secretary. Must have 1 year secretarial experience and knowledge of Microsoft Word and Excel. Knowledge of Powerform is required.

We offer competitive salaries, 10 paid holidays, insurance and pension benefits.

TRENTON AUTOMOTIVE COMPANY Mr. Ed Hoffman 750 Stephenson Highway Troy, MI 48083
Equal Opportunity Employer

SECRETARY
Wanted for Southfield area. Weekend positions in friendly office. Hours are flexible, competitive salary and benefits. Call Elena at 313-442-3000 for more info

Secretary/Word Processor Part-Time
Fast paced Bloomfield office with pleasant working environment. Responsibilities include general typing (typing using Word/Perfect for Windows), data entry, typing 40 wpm accuracy, & other misc. tasks. Real-time transcription skills a plus. Part-time hours: Tues., Wed., Thurs. 9:30am-3pm. Call Mrs. Fry. Send resume to: Mercedes Automotive, Attn: Business Manager, 32505 W. 12 Mile #100, Farmington Hills, MI 48334. EOE

SECRETARY - word processor. Word Perfect 6.1 (Windows) (9.5). W. Bloomfield area. Call 810-851-8130

SUCCESSFUL UPBEAT, busy real estate Bloomfield County law firm seeking professional legal executive secretary. Must be proficient in Word and Bankruptcy. Must be proficient in computer skills. Send resume to: Office Manager P. O. Box 7515, Bloomfield Hills, MI 48302-7515

SUMMER NIGHTS WITH SNELLING

Whether you're looking for a new career or just changing jobs, we can help! Every week we have exciting positions available Temporary and Permanent Placement

Wed. July 10th & Tues. July 23rd (Open Until 8 P.M. by appt. only)

Livonia 313-266-8600
Southfield 810-352-1300
Auburn Hills 810-373-7500
Taylor 313-294-0777

SNELLING
PERSONNEL SERVICES
An Equal Opportunity Employer

SUMMER OPPORTUNITIES!!
Looking For A SUMMER JOB? NEED $$?
We have open positions for
• CLERICS
• RECEPTIONISTS
• DATA ENTRY
Corporate Personnel Services, Inc
(810) 362-9696
NO FEE EOE

SWITCHBOARD OPERATOR/TYPIST
Part time (20 hours/week) working the following schedule: Monday and Tuesday 8:00 a.m. - 12:00 p.m. (8:00 - 5:00 p.m.), Friday 8:00 a.m. - 5:00 p.m.). Experience and knowledge of telephone and excellent communication skills required. Able to work evening hours as needed.
Send resume to
Teresa Schmidt
Jewish Vocational Service
29800 Southfield Road
Southfield, MI 48076
(810) 559-5000
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

TECHNICAL SUPPORT SPECIALIST
Entry level Technical Support Specialist position for a nation wide company. Qualifications include: Bachelors degree with excellent benefits. Minimum 1 year customer service preferred. Telephone / support skills, proficiency in Word, Excel, and DOS required. Apply in person or fax resume. Attn Personnel, P.O. Box 1540, Farmington, MI 48332
An Equal Opportunity Employer

TRANSCRIBER
40 hrs. per wk with salary & benefits. Must have excellent spelling & grammar skills, type 60+ wpm. Fax resume to: Medical Transcriptions, Monitoring Service. 810-352-8276

TRANSCRIPTION TYPIST
Part time 2 to 3 days per wk. Fees due. Must have excellent typing skills. Will be trained. Immediate. Send resume to: Hooks & Assoc. 26555 Evergreen Rd. Suite 1513, South field, MI 48076 or fax resume to 810-353-9432

TYPIST - Troy Financial Planning Firm seeks 30 hrs/week part time. Word perfect trained document typist. Salary $8-10 hour. Send resume & cover letter to: 2701 Troy Center Dr. Suite 300, Troy, MI 48084

VALET PARKERS
Wanted 18 yrs. & older. Experience helpful. 20 hours per week. Apply in person. 4600 W. Maple, Bloomfield Hills, MI 48033

WORD PROCESSING
SECRETARY RECEPTIONIST
with accurate typing skills (55 bpm min) needed for fast paced profession. Medical/dental research firm in South field. Pleasant working environment with excellent oral communication & organizational skills. (Word/Perfect preferred) Liberal benefits (11 Mile & Greiner Rd)
Call Nancy at (810) 352 3300

WORD PROCESSORS & DATA ENTRY CLERKS NEEDED
Short and Long Term Positions
Gain Experience Working for Great Companies. Must have the Knowledge of Word 6.0. Excel and Windows/dos 5.1 helpful. Please call or Fax Resumes to
Corporate Personnel Service, Inc
Fax (313) 722-8132
Phone (313) 722-7990

WORD PROCESSOR
With excellent spelling, typing grammar, and transcription skills needed for medium size home based Great Northwestern office. Must know Windows 3.1, 95. Some knowledge a must. Profit sharing & medical benefits. Ask for Karen. (810)349-3380

504 Help Wanted-Dental

ACCOUNTS RECEIVABLE for dental office. Flexible person for collections & claims tracking. Some reception & bookkeeping. Experience preferred. Part time 810-358-2098

CHAIRSIDE ASSISTANT
Part time. Experience necessary. Mon. 3-7 pm. Tues. 7:30-11 am. Wed. 3-7 pm. Sat. 7:30-1:30pm (313) 348-7010

CHAIRSIDE ASSISTANT
Must be experienced. Top pay & benefits. Call 313-525-7616

MOTIVATED part time dental assistant wanted for growing S.E. Livonia dental office.
Call (313) 522-5520

DENTAL ASSISTANT
Experienced only. Part to full time for established oral & maxillofacial surgeon. Weekend office.
(313) 425-9130

DENTAL ASSISTANT
General dental office. Waited Lake area. Willing to train. Excellent Full time with benefits. Great staff. Some experience required.
Call Beverly (313) 728-5600

DENTAL ASSISTANT
Immediately for Livonia office. Part time/full time. Call Ann at 313-261-2330 or fax 810-661-0336

DENTAL ASSISTANT
Part time. No weekends/nights. Experience preferred for Plymouth office
313 459-4570

DENTAL ASSISTANT-No Troy peds office seeks Chairside & other duties. Good pay, benefits
(810) 680-1880 (313) 348-8997

DENTAL ASSISTANT
Experienced chair-side needed full-time for busy Farmington Hills area. Evenings or Saturdays. Benefits.
(810) 851-9060

DENTAL ASSISTANT
needed for South Lyon office. Experience a must. Full or part time available. Call for interview appointment
(810) 437-8189

DENTAL ASSISTANT
Part time for Dearborn Heights dental practice. Looking for experience but willing to train. Call for details
(313) 277-3000

DENTAL ASSISTANT
Valuable opportunity. Full-time Livonia/Westland office seeking team player focusing on sleep apnea and expert communication. Must have experience in a friendly. We offer a challenging career opportunity where employees are recognized for their involvement and talent. Competitive salary and benefits package. Call 9am-3pm. (313)425-5570

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

DENTAL ASSISTANT
Group practice - Full time position available for an experienced Bariatric assistant, individual who loves people and enjoys challenges. Top salary and excellent benefits for the right candidate. Western Wayne County
313-722-5130

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

DENTAL ASSISTANT
For North Troy. Experienced only. Friendly & outgoing employee. (810) 828-6360

DENTAL ASSISTANT
Northville practice. Experience preferred. Full or part time
810-347-4250

DENTAL ASSISTANT
Full or part time position available for a general practice in Westland. Need a self-motivating, friendly team player who will care for our extended family.
313-722-0600

DENTAL ASSISTANT
Immediate full time position available in Inkster / Dozier West Bloomfield office. Flexible hours, excellent salary plus benefits. Experience preferred.
(810) 626-7100

DENTAL ASSISTANT
We're seeking an experienced, highly motivated, team-oriented dental assistant with excellent communication skills to join our team, provide live dental practice with the opportunity to achieve professional, emotional and financial security. We build careers
(810) 474-0224

DENTAL ASSISTANT
Full-time with benefits. Join our great team in Canton.
Call: (313) 453-9250

DENTAL ASSISTANT
Can you put patients at ease and keep them? Can you truly trust & communicate effectively with your colleagues? Our modern, friendly, Southwest practice is seeking a full time assistant who excels in team interaction & patient care. Preferred Non-Thurs. Excellent pay & benefits.
(810) 356-8780

DENTAL FRONT DESK
Northville practice. Full time position. Experience preferred. Call
810-347-4250

504 Help Wanted-Dental

DENTAL ASSISTANT
(Chairside)
Have Fun While Your Work
For our friendly, busy Canton orthodontic office. Experience preferred. 3-4 days per week. Paid vacation. Sick days & medical insurance benefits
(313) 981 2444

DENTAL HYGIENIST needed for family practice in Livonia. Tues., Wed., Thurs., Noon to 8pm. Please call Dr. Bouhanis at. (810)632-5304

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

DENTAL HYGIENIST
Soft tissue management experience a must 2-4 days. Call between 8 30 and 5 00 (810) 399-8450

DENTAL HYGIENIST needed part time for progressive Southfield family practice. Busy & beautiful office, located at 10 Mile & Beech area. Experienced dependable team player. Please call (810) 557-0800

DENTAL HYGIENIST
If you're enthusiastic, caring and dependable, and you enjoy a challenge in a patient centered practice, please call (313) 422-4350

DENTAL HYGIENIST for high tech Novi office. Outgoing, friendly personality a plus. Including PM's & and 1 weekend. Call Sherry at (810) 347-5958

DENTAL HYGIENIST
needed for South Lyon office. Evenings only. Must Call for interview appointment (810) 437-8189

DENTAL HYGIENIST - Northville office, part-time hours. Tues. & Thurs. evenings and some Sats. Are Good Multi-faceted salary. Please call (810) 349-4111

DENTAL HYGIENIST
Full time
Call for information
(810) 569-7090

DENTAL HYGIENIST wanted for part time position, days, hours flexible. Dearborn Heights area.
(313) 278-4700

DENTAL INSURANCE-If you are experienced in processing claims, and have computer experience, we are looking for you. We offer 25-30 hours a week, paid personal time, and a friendly relaxed atmosphere. Interested, persons call Carrol Carlson. ext. 25 for Theresa.
(313) 459-1950

DENTAL OFFICE seeking part-time Perio Chair-side Assistant for specialized practice. Interested in perio or hygiene? Ideal for mature, reliable individual seeking opening. Call Tandy 810-661-8410 for interview.

DENTAL PATIENT COORDINATOR Nine fee-for-service dentists. Must have excellent phone skills & experience in dental field. Livonia. 313-522-6770

DENTAL PROFESSIONALS
Looking for dedicated dental professionals for temporary & permanent positions. Dentists, hygienists, chair-side assists, receptionists. Let us accommodate your schedule. Call for confidential interview today.
NO FEES. EOE
DENTAL CONTACTS
(810) 855-9860 (810) 979-4818

DENTAL RECEPTIONIST/ ASSISTANT. Insurance & computer experience. Fulltime position in friendly Livonia office. 313-207-2036

DENTAL RECEPTIONIST
Wanted Lake. We're looking for a friendly professional with good communication skills to help run our busy front desk. Experience necessary, full time, top pay & benefits. Call Bev. 313-728-5600

DENTAL RECEPTIONIST NEEDED
full time or part time. Experience preferred. Call Mrs. Fry at Fairlane Family dental practice. Please call 810-569-2056

DENTAL RECEPTIONIST
Part time afternoon hours for busy Westland dentist. Insurance & computer knowledge preferred. Contact Deborah or Sharon. 313-421-2675

DENTAL RECEPTIONIST
Experienced. Must have computer & dental insurance. Farmington Hills area. (810) 851-1034

DENTAL RECEPTIONIST
Mature, intelligent individual with good manners and a flair for detail. Mon - Thurs. Computer experience & ability to talk to people a plus. 810-547-6360

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

DENTIST - modern group practice facility with highly motivated, professional staff looking for full time general dentist. Woodhaven area. 313-675-7878 EOE

DENTIST - modern group practice facility with highly motivated, professional staff looking for full time general dentist. Woodhaven area. 313-676-7878 EOE

ENTHUSIASTIC FULL time office staff needed at team oriented dental practice in Brighton. Dynamic office manager is seeking experienced Office Manager a must. Command or dentist experience preferred. Excellent salary & benefit for both Office Manager and Office Assistant positions. We offer an excellent benefit program and a good working environment. Dental experience. Please send your resume to Office Manager, 9000 W. Grand River, Suite 201, Brighton, MI 48116

FRONT OFFICE/DESK MANAGER
Dynamic Southfield practice seeks 2-dental office looking for a "Jan-ner de St. George." Are you intelligent, cheerful, loved by patients, assertive, able to schedule for production and one of a kind, resourceful, creative, coordinate treatment plans & collections? Want a job you'll love everyday? Please Call
(810) 851-3181

HYGIENIST
Full time. Friendly office. Clinton Twp. Experienced. Good salary & benefits.
(810) 286-9080

HYGIENIST
Part time. Friendly office. Clinton Twp. Experienced. Good salary & benefits.
(810) 286-9080

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

HYGIENIST WANTED
Full time position for friendly and outgoing individual to assure quality care. Ask for Barbara
(313) 277-0050

HYGIENIST
W. Bloomfield office. Days negotiable. Hours: 8:30am-5:30pm. No Saturdays. Contact: (810) 626-3701

INSTRUMENT TECHNICIAN
Experienced. Great hours, fun office. Farmington Hills area.
(810) 851-5800

506 Help Wanted-Medical

ALLERGY
LPN, RN OR CMA
Must have Allergy experience. Part time Sterling Heights area. Excellent salary
Call Diane at (810) 979-5251. Allergy hours call Jeanne at 810-262-1666 or leave message.

BILLER - Ophthalmology Office in Troy seeks experienced Biller. Ophthalmology experience helpful. Full-time.
(810)828-8830

BILLER/RECEPTIONIST
Intelligent self-starter with experience in health insurance billing and good patient communications needed for busy podiatry office. Must be hard worker & dependable. $8/hr. & higher depending on experience. Livonia area. Call 810-476-1166

CENAS
Part and full time positions available for afternoon and midnight shifts. Starting wage $7.50 for afternoons, $7.50 for midnights. Competitive pay, benefit package available. Please apply at Veterans Health Center & Rehab., 35488 W. 10 Mile Rd., Near between 9:00A.M.- 4:30pm, or call Mary Hines at (810) 348-5300

506 Help Wanted-Medical

BLUE CROSS BILLING/ COLLECTIONS SUPERVISOR
Horizon Health System, a healthcare organization with offices in Southfield, is currently seeking an experienced supervisor within its Central Billing Office. This individual will be responsible for the effective and efficient processing of Blue Cross billings, coordinating and assisting staff with thorough coordinating, assisting and supervising subordinate staff processing actively. Qualifications include a Bachelor's degree in Business or Finance or 5-10 years BC billing experience. Experience with HMO system required with knowledge of SMS system and DENNIS preferred.

Qualified candidates may submit resume for consideration to

HORIZON HEALTH SYSTEM
26700 American Drive
P.O. Box 5153
Southfield, MI 48086-5153
Attn Human Resources/COO

An affiliate of Henry Ford Health System

Equal Opportunity Employer

CLINICAL SUPERVISOR
position available. Full time status in the residential treatment centers of Brighton Hospital and affiliates. Responsible for the clinical aspects of the Treatment of Substance Abuse Disorder's through the presence of experience required. Adult, Adolescent, family and 12 step models. Benefits included, salary competitive. Pick up application and send resume to: Brighton Hospital, Personnel Dept. 122, 12851 E. Grand River, Brighton, MI 48116. EOE

CMA NEEDED for Birmingham OB-GYN office. 4 days, 24 to 30 hours / week. Call Ann or Dana at (810) 645-0840

CNA AND NURSE AIDE TRAINING OPPORTUNITIES
Are you an experienced CNA or interested in becoming a certified nurse aide? Grand River Georgian Bloomfield, a multi-service provider, invites you to hosting a "CAREER OPPORTUNITY OPEN HOUSE" July 15, 1996 from 10 to 3pm. We will be featuring career counselors to help inform you of health care opportunities. Please join us to find out more about becoming a CNA and or Nurse Aide. Grand River Georgian Bloomfield offers increased knowledge about long term care, competitive salary, entrance into a grand prize drawing, and a free lunch served by staff. See you there.
GEORGIAN BLOOMFIELD
Grand River
Bloomfield Hills, MI 48304
810-645-5358
EOE

CNA'S
Immediate openings
Flexible hours. Nightingale Home Healthcare. Call Ann at 8365 Newburg, near Joy
(313) 416-2000

DIRECT CARE AIDES
Now available for adult and geriatric & responsible individuals to work with T.B.I. adults
• Weekends & Weekdays shift
• Competitive wages
• Health insurance/education benefits
(810) 473-1139

DAVE BUSLER POSITIONS available. Medicare Experience preferred. Great benefits.
(313) 459-3115

ECHOCARDIOGRAM TECH needed for busy Southfield office. Experience preferred.
(810) 358-0011

CURRENTLY RECRUITING
System Engineers for a growing international healthcare company. Company specializing in disease management. Position involves the development of a large distributed system. Position also involves the support care management. We are seeking Systems Professionals to join our team. Candidates must be self-starting in a challenging and innovative environment. Excellent career progression is assured for self motivated individuals who are team 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
• 2 years Windows NT systems management experience
• Windows 95 systems management experience
• A thorough understanding of TCP/IP networks and Wide Area Networking
• A good understanding of Banyan Vines
• A good understanding of IBM/3270 Terminal Emulation and Gateways
• Practical experience of Lotus Notes implementations
• Systems Management experience
• Systems Management Server
• A quantitative common track record of technical achievement

Interested? Please send a letter explaining why you are the right candidate, your CV, salary details and terms and a copy of your resume to:

Medical Affairs Recruitment
Mail Code 8720 PHS
27300 W. 11 Mile Road
Southfield, MI 48034

FRONT DESK, BILLER
Full time/OB-GYN office. MUST have experience. Southfield area. Call 810-353-8400

FRONT OFFICE HELP
Part time. Needed for Auburn Hills area. Medical Office. Billing experience helpful. Competitive salary & benefits. Send resume to:
Box #2801
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

GENERAL OFFICE
Entry level position. Will train right applicant. Call for appt. 313-538-3180. Or Fax resume to: 313-538-2300

HEALTH CARE SUPPORT & TRAINING REP
Medical billing service company has immediate opening for a trainer to support our practice management, accounting and billing services. Training required. Experience with variety of practices preferred. Excellent salary & benefit package. Send resume & salary requirements to:
HMTRep, 28299 Franklin Rd
Southfield, MI 48034

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

For private duty home health care. Must be self-experienced, dependable, and have reliable transportation. We offer:
• Flexible scheduling
• Top pay for experience
• Shift differentials
• Mileage reimbursement
• Paid mileage
• Benefit package for full time
Call Home Care Services (a rapidly growing agency), please call or apply to:
United Home Care Services
19717 Farmington Rd., Livonia
(Two blocks N. of 6 Mile)
(313) 422-8030

MEDICAL ASSISTANT - Northville, 5 nights, 4-7:30 pm, 2-3 weekends, 8-5:30 pm. Must be experienced in phlebotomy & EKG. Call Kathy at Blue Cross 313-540-3877.

506 Help Wanted-Medical

JOB COACH/JOB DEVELOPER
Part time ETS training preferred. Related experience considered. Working with the training and support of persons with developmental disabilities. Must have reliable transportation and be able to work flexible hours. Guaranteed 20 hours per week. Send resume with cover letter to: Sharon Procter, Guardian West Livonia Center, 27326 Schoolcraft, Livonia, MI 48150

MA, LPN, RN - Unexpected openings. Full-time position in W. Bloomfield practice. Excellent benefits and salary commission package for the right applicant. Please fax resume to:
Box #2778
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MAMMOGRAPHER

Temporary/full time (12 Noon 8 PM) with rotating Saturday position is available for a Mammographer. Applicants must be board or board eligible

Please call 810-471-8456 or send resume to:
FAX 810-471-8454

BOTSFORD General Hospital
28050 Grand River
Farmington Hills, MI 48336

An Equal Opportunity Employer

MEDICAL ASSISTANT
Full time/Part time position available. Some experience or training required. Easy knowledge a plus. Call 313-425-0208

MEDICAL ASSISTANT
or scrub tech to work in busy plastic surgeons office. (810) 352 8070

MEDICAL ASSISTANT
For pediatrician's office. Big Beaver & I-75. Troy. Call eves
(810) 879 6608

MEDICAL ASSISTANT
Full or part time. Birmingham area. Call for appt. then the hours of 8am-10am. (810) 645-1750

MEDICAL ASSISTANT (PART TIME)
for Pulmonary sleep disorder office. Clinical experience preferred. Salary. Pay commensurate with experience. Call Cheryl (810) 360-2722

MEDICAL ASSISTANTS
Candidates must be experienced including immunizations. Duties include house calls w/physicians, driving & make phone calls. Call (810) 352 2000

MEDICAL ASSISTANT
Part time. Must draw blood. Non-smoker. Southfield area. Call Kate (810) 879 5625

MEDICAL ASSISTANTS
I need several experienced MA's to work in several of our family practice clinics. Must be team players willing to work all phases of the clinic, (am and afternoon shifts available. Salary plus benefits. Send resume to P.O. Box 250130 Franklin, MI 48025, or by Fax to 810-559-5002 EOE AOA

MEDICAL ASSISTANT
Exp'd Orthopedic Medical Assistant. Full time position. Call Judy or Ellen 313-522-1018

NOW HIRING
• STATE DIRECTOR •
National mental health company is seeking energetic, professional to recruit and coordinate services for social workers & psychologists, providing services in client homes. Requires Prefer health care/ business degree. Salary plus benefits, includes in-state travel.

• PSYCHOLOGISTS & MASTERS LEVEL SOCIAL WORKERS •
Work from home. Set your own independently. Needed to provide assessment & treatment to nursing home residents.

Send resume to: The InnerCare Group, 505 E Huntland Drive, Suite 500 Austin, TX 78752
Attn Joan Hagelin

NURSE OR Medical Assistant
Looking for a friend? Add another work unit ? Pt! Busy Birmingham OB/GYN office. Medical Office experience. 810-647-6366

NURSE PRACTITIONER
multi site specialty office has a full or part time position available. Full or part time. Good benefits package available. Send resume to: Box #2722
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Nursing Secretary
Charter House of Farmington Hills has immediate opening for a person to join our team. If you are knowledgeable in scheduling and assisting the nursing department, organized, & assisting in the screening inter-view process, we want to talk with you. Ideal candidate will possess a functional knowledge of Microsoft Word. Plus we are looking for your We offer competitive benefits and salary. Please call and schedule an interview to submit your resume.
(810) 478-8200

OFFICE MANAGER
Needed for Bloomfield Hills practice. Medical billing experience required, marital health billing preferred. Accurate receivables. Bright, mature person enjoyed people skills, initiative, independent, self-starter. Mon-Thurs. Pay commensurate with experience. Linda, (313) 462-1150

OPERATIONS MANAGER
MEDICAL PRACTICE

Excellent career opportunity for an experienced manager to oversee physician practice management in the areas of business office operations at our Farmington Women's & Children's Center.

Minimum 3 yrs physician office management experience required, since Multi specialty experience preferred. A BS in related field preferred.

Send detailed resume to:
Ann Bowlend
Coordinator-Human Resources
PROVIDENCE
Hospital & Medical Centers

EMPLOYMENT SERVICES
22255 Greenfield, Ste 310
Southfield, MI 48075

Equal Opportunity Employer

OPTHALMIC TECHNICIAN
Full time. Troy area. Experienced preferred, willing to train. (810) 649-5635

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 Melanie at Temporo Medical
810-356-1335
to schedule an interview
or fax resume to
810-356-1333

MEDICAL RECEPTIONIST
Competent & organized with excellent organizational & communication skills only. Southfield/Novi location. Full time with benefits. Mon-Fri 8-5. Resume with salary requirements to: Mrs. Ann, 22250 Providence Dr. Suite 300, Southfield, MI 48075

MEDICAL RECEPTIONIST/ Insurance Biller for pediatric office in Livonia area. Must have computer. 1 yr. experience. (313) 591-0220

MEDICAL RECEPTIONIST
experienced for family practice group in Dearborn Hts. Benefits.
Call JoAnn 313 561-5678

MEDICAL Receptionist & Biller
(2 positions) Multi-faceted front desk duties for small, pleasant Southfield office. Good phone skills. Call
810-354-0730

MEDICAL RECEPTIONIST
Fast paced Farmington Hills office needs experienced individuals to care for scheduling patients, greeting, check-in, and phone duties. Ideal receptionist duties. Must be able to work some Sats. Full time
Call Sherry at (810) 471-0440

MEDICAL RECEPTIONIST for internal Medicine practice in Bloomfield Hills area. Medical office experience preferred. 810-548-9090

MEDICAL RECEPTIONIST - excellent opportunity for candidate with knowledge & certification not necessary but a plus. 810-851-1900

MEDICAL RECEPTIONIST
Computer skills, knowledgeable with excellent organization skills. Busy Livonia office, must perform many duties Call 313-464-2600

MEDICAL RECEPTIONIST
Northwest area FT/PT office. Medical computer & ENT exp helpful a plus. Send resume and hand written cover letter to: 7000 N. Canton Center, Canton, MI 48187

MEDICAL RECEPTIONIST
DETROIT AREA
Hard working, dependable, experienced, mature person. Must be a people person. Good salary. Benefits. Call (810) 478-1167

* MEDICAL TECHS
* MLTS
* PHLEBOTOMISTS
Part time & full time. Many positions (313) 722-2722

MENTAL HEALTH
Expanding JCAHO accredited CMH agency with offices in Northwestern Wayne County has the following positions available

MENTAL HEALTH THERAPIST
Master's level (LCSW or LLP) to work in adult outpatient clinic. Aftercare, substance abuse and crisis experience preferred

MENTAL HEALTH SOCIAL WORKER
Full-time BA or BSW to work in Assertive Community Treatment program. Must be eligible for Michigan Social Work Licensure

JOB COACH/JOB DEVELOPER
Part time to work in the training and placement of persons with developmental disabilities. ETS training preferred. Related experience considered

Send resume and cover letter specifying position desired to:
Diane Reion
Personnel Department
Suburban West Community Center
11677 Beech Daly Rd
Redford Twp., MI 48239

New HomeCare Agency
Seeking
Dependable & Flexible CAREGIVERS
Excellent Wages
Please call Judy or Ellen
313-522-1018

MEDICAL ASSISTANT
Our Troy/Royal Oak office is expanding & we currently have an opening for a full time medical assistant. Experience is preferred, but we would consider training a candidate who is newly certified. We require a self-starter who will be communicable with patients, who offers general assistance (include including health, dental, life & disability insurance, 401K retirement plan, & 10 paid holidays) interested in a team approach to quality patient care please send resume to:
Michigan Kidney Consultants
P.O. Box 830
Pontiac, MI 48056-0830
Attn Susan Schmidt

MEDICAL BILLER
Experienced. Outpatient Hospital Medical Billing in Southfield. Knowledge of insurance codes and computer systems management of billing accounts. Full time 4½ days. Contact Maria. 810-569-4234

MEDICAL BILLER/OFFICE Manager, excellent working conditions full time position. 810-851-1500

MEDICAL BILLERS
immediate openings for experienced medical billers in Oakland County. One to 2 years experience minimum MDS or UB92 a plus. Billing or Posting experience is helpful. Willing to train right candidate. Call Brenda Tempro Medical
810-356-1335
or fax resume to
810-356-1333

MEDICAL INSURANCE BILLER
Westland office has immediate opening for experienced medical biller. We are seeking a detail oriented person with experience in all phases of billing claims and knowledge of Medicare and Blue Cross Podiatry and MBA a plus. Knowledge a plus. Send resume to 35210 Harrison Street, Suite 101, Wayne, MI 48184

MEDICAL INSURANCE BILLER
Part time for Rochester Hills OB/GYN office. Experienced only please. Computer literate. Organized and able to assist with patient reception area duties. Call Marlene Kaplan at 810-656-2022

MEDICAL OFFICE OPPORTUNITY
Must be enthusiastic, computer literate. Function as phone receptionist, perform some computer data entry, billing, will train. Call (810) 799-2700

MEDICAL Office Staff
Great New Opportunities, in 810/Ann Arbor area. Various specialties, many locations • Receptionist - pediatrics, internal medicine, family practice • Medical Assistant - requires certification & 2 years exp. Please call and schedule an interview to submit your resume.
(810) 478-8200
Harley 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 private lab in Michigan, is seeking Phlebotomists in Southfield, MI. Minimum 1 year experience in a lab setting. Some phlebotomy experience required. Excellent customer service skills. Driving a company car and liability insurance required. Must possess valid driver's license and excellent motor vehicle record.

We offer a competitive salary and benefits package, including 401(k) and Optional stock option plans. For immediate consideration, please apply Mon-Fri, 11am-3pm at Quality Clinical Laboratories, 3444 Giddings Rd., Auburn Hills MI EOE M/F/D/V

MEDICAL RECEPTIONIST - Bloomfield Hills surgeon seeks experienced team player. Hours Mon & Wed (7am to 3pm) Fri (8-3 & every other Tues 9-5. Send resume Office Manager, 400 Bloomfield Suite B, Bloomfield Hills, MI 48301

MEDICAL RECEPTIONIST
experienced, part time OB/GYN office in Birmingham area. Call (810) 642-0303

506 Help Wanted-Medical

OPTICIAN DISPENSER
Experienced for M.D.O.D practice. Excellent salary, hours & benefits. Blue Cars Heitkamp & Associates
Call Bob at (313) 565-5000

OPTICIAN
Leading national optical firm in Southfield has immediate full time/ part time position available for highly motivated, energetic person. Salary based on hours worked in a fast paced office. Excellent salary, medical & dental benefits. Great career opportunity. Must be experienced. Contact:
Steve or Jane (313) 292-7770

OXYGEN HOME CARE COMPANY
Seeks Marketing Representative to demonstrate equipment and sell home patients and physicians through outside leads generated from our toll free 800 Provide medical/marketing or management back ground helpful but not required. We train right person in all aspects of oxygen therapy. Must be capable of doing medical equipment up to 45 lbs, nonsmoker. Hourly plus commission. Mon-Fri 8 5:30pm, Mon-Fri (313) 538-2900

PATIENT REGISTRARS

Our rapidly growing network has positions as several of our outpatient Primary Care Physician offices.

Providence Hospital network of Primary Care Physician offices are located in

• Berkley
• Dearborn
• Farmington Hills
• Livonia
• Milford
• Northville
• Novi
• South Lyon
• Southfield
• West Bloomfield

Positions require one year clerical experience and accurate typing/keyboarding skills. Medical office experience helpful but not required. We train right person in all aspects of registration. Must be capable of lifting medical equipment up to 45 lbs, nonsmoker. Hourly plus commission. Mon-Fri 8 5:30pm, Mon-Fri (313) 538-2900

To have a complete listing of our medical centers and instructions on how to apply, please call our Job Opportunity Hotline at:
810-424-5171 (press 3 then 1)

PROVIDENCE
Hospital and Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Ste 310
Southfield, MI 48075
Equal Opportunity Employer

PERSONNEL MANAGER
PART TIME
Home health agency. Work out of own home, every other week-end plus 2 days per week, driving. Must recruiting Health care experience
Call 9-5. (313)-741-1601

PHYSICAL THERAPIST

Botsford's TRACC Facility is seeking a Therapist with a minimum of one year experience and a strong interest in neuro patients. The position is part-time with pro-rated benefits and a sign-on bonus. TRACC is located in the Novi area.
Also, seeking a physical medicine generalist for inpatient and outpatient patients. Please call 810-471-8856. Please call 810-471-8956 or send resume to:

BOTSFORD General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933
FAX 810-471-8454

Botsford General Hospital

An Equal Opportunity Employer

PHYSICAL THERAPY ASSISTANT
Immediate opening
Full time with benefits
Call 810-751-6667

PHYSICIAN ASSISTANT
needed full-time for day shift, Mon thru Fri. No nights, call, or weekends. Must have pre-anesthetic/surgical evaluations, pen-operative care, anesthesia, recovery and post-op care. Full benefit package including vacation & CME. Must have license & board cert. eligible. Fax resume to: Brad Mellard P.A.C. Beaumont Hospital, 810-357-0815 or call 810-357-3300

PHYSICIAN ASSISTANT
must site specialty office has a full or part time position available. PA Board certified eligible. Send resume to: Box #2722
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

PRACTICE/PERSONNEL MANAGER
For Veterinary Referral Hospital Position requires experience in Customer Service and Human Resources. Computer literate, strong skills and understanding of medical services and medical. Send resume to: Manager Position, Michigan Veterinary Specialists, 1800 W. 11 Mile Rd., Southfield, MI 48078 or Fax to (810) 354-0303

RADIOLOGY

Diagnostic Imaging

MCOH is a 328-bed teaching facility offering the latest technology to the people in and around Newcomb County. Current openings are

Sonographer

Part time and contingent. Requires experience with OB/GYN/ABD series

Nuclear Medical Technician
Full-time and contingent.

Competitive salaries, on site sick child care programs and tuition assistance are some of the many benefits offered by Mount Clemens Regional Medical Center. Please forward resume to: MCO Building, Metro Professional Center, 1000 Harrington Blvd., Mt. Clemens, MI 48043
An Equal Opportunity Employer

RECEPTIONIST
Busy Ophthalmology office in Troy seeks experienced receptionist. Full time. (810) 828-8820

RECEPTIONIST
CHEERFUL and professional. Be part of the team. Busy ophthalmology office. Full time. Medical experience required