502 Help Wanted-Office Clerical

RECEPTIONIST
7am-3pm, Mon-Fri. For busy auto repair facility. Must be energetic & computer literacy. Apply in person: Novi Meadows, 21630 Novi Road, between 8 & 9 Mile Roads.

RECRUITER

International supplier of contract engineering and design services to industry is seeking an experienced recruiter who will perform assistance, interviews, candidate contact, and screening. Experience in technical and/or engineering plant placement in technical industry(ies) or telemarketing is a plus. Must have excellent communication skills! Salary, commission, and health benefits included. Please send resume to:

MEDA
TECHNICAL SERVICES, INC.
2300 W. Big Beaver Rd., #11
Troy, MI 48084
Fax # (810) 816-1863

SALES ASSISTANT
Must be organized with clerical experience and have excellent people skills. Pay depends on skills. Send resume to: Inscomp, 18915 W. 12 Mile, Lathrup Village, MI 48076 or FAX to: (810) 559-5782

SCHEDULING COORDINATOR
Interim Occupational Health is seeking a detail oriented person who quick thinking, detail oriented, reliable enjoys high volume environment, and has excellent phone skills.
The position offers approximately 30 hours/week, Mon. - Fri. 8:00am - 4:30pm. Hours may vary.
Interested candidates please call:
Branch Manager
(800) 772-4378
Or send resume to:
Interim Occupational Health
1695 W. Woodward, #204
Bloomfield Hills, MI 48302
Fax (810) 334-4224
An Equal Opportunity Employer

SECRETARIAL
Now hiring full and part-time in West Bloomfield Real Estate Office. Competitive salary, bonuses, health care benefits and incentives. Experience preferred but not necessary.
Call Eileen at: (810) 626-8000

SECRETARIAL SUPPORT
SOUTHFIELD
OFFICE LOCATION
Ambitious and energetic person for FULL TIME secretarial support staff in NON-SMOKING OFFICE. Filing, typing, phone skills, & clerical duties. Computer experience necessary. Must be organized and have ability to assist & support several people at a time in our busy paced office. Full benefits. Mail resume in confidence to: Box #1237
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150

SECRETARIES NEEDED AT THE BIG THREE!
Manpower, Inc., the world's largest supplier of contract personnel has immediate need for experienced, professional secretaries for assignments at the Big Three and EDS. These positions require MS Word, Excel and Powerpoint. Excellent wages, comprehensive benefits package and training is available for qualified candidates should call:
Manpower
Automotive Division
810-689-9800
Or Fax 810-689-2100

SECRETARIES
$12/hr. MS Word, Excel and/or Powerpoint. Long term assignments. Call immediately. Let our expertise help find what your looking for!

THE KPMGROUP
810-355-2440
Fax 810-355-5699

SECRETARY
Birmingham/Bloomfield company needs bright, energetic, articulate individual. Solid office skills required. Insurance agency in windows (MS Word, Excel), and strong organizational skills required! Very competitive salary history to BAC, Suite 350, 260 E. Brown, Birmingham, MI 48009 or fax to: (810) 644-6760

SECRETARY BOOKKEEPER
Permanent full time mid-level position for construction company. Accounting background helpful/willing to train right individual. Must have strong Word Excel a must. Position ideal for hard-working, detail oriented person looking for stability. Duties include document and deposit processing, accounts receivable/payable. Send resume with salary requirements to: 2337 Dale St., Birmingham, MI 48009.

SECRETARY
ENHANCE
Is looking for organized and interact with calling professionals in the warm atmosphere of the Ford Motor Company Detroit Health care headquarters. Long Term positions Pay $9.00 & $10.00/hr. Benefits Call Sharon Farmington/Livonia Birmingham 473-2931 645-7601
Advantage Staffing

SECRETARY - for small A/V presentment related Bloomfield Hills patent law firm. Experience preferred. Patent matters desirable. 810-645-5200

SECRETARY
Full or part time to handle phones, basic filing. Some computer knowledge preferred. Will train right person. (313) 562-3615

SECRETARY
Immediate opportunity working with an automotive related firm. Must have excellent communication skills. Knowledge of Microsoft Word necessary. Fax resume to: 810-948-1948 Or CALL 948-0287

SECRETARY
Livonia child development center needs Secretary/Assistant in managing busy front office. Experience with computers, preferably Windows, WordPerfect 6.0, teamwork, and attention to detail required. Salary and benefits. Please submit resume to: 38945 Ann Arbor Road, Livonia, MI 48150

SECRETARY
LIVONIA CHURCH seeks experienced secretary/receptionist. Typing, word processing & general office experience required. Send resume to: Box #1129
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
National non profit organization seeks experienced Secretary/Assistant. Organizational & administrative skills, computer literacy & pleasant personality required. Salary up to $21,000. Good benefits & pleasant environment. Send to: 4000 Town Center, Suite 420, Southfield, MI 48075.

SECRETARY NEEDED
Property management firm in Southfield seeking highly motivated Secretary/Word Processor. Some phone backup and general office duties. Send resume to: PO Box 70, Southfield, MI 48037

SECRETARY/RECEPTIONIST
Weekend position available in downtown Plymouth. Real Estate office. PC experience, organizational and communication skills A/R& a must! Call for interview 455-6000

SECRETARY/RECEPTIONIST - Self-starter, excellent verbal & written communication skills. Accomodates computer skills a plus. Full benefits. Send resume to: JDL 2021 Ronde Drive, Canton, MI. 48187

SECRETARY/RECEPTIONIST
For professional office, NW area near I-275. Computer skills in Word, Excel for Windows 95 needed. Compensation commensurate with experience. (810) 477-1697

502 Help Wanted-Office Clerical

SECRETARY / RECEPTIONIST
Full-time position with benefits available for reliable person with good typing & phone skills. Must know Microsoft Word $7.75-$10 per hr. Non-smoking office. Call: 810-258-1610

SECRETARY/RECEPTIONIST
Fast growing real estate company seeks motivated individual. General office, typing, phone and computer skills necessary. Attractive salary & benefits offered. Send resume to: 31533 14 Mile Rd., Ste. 101, Farmington Hills, MI 48334 or FAX to: (810) 626-4371

SECRETARY/ RECEPTIONIST/ OFFICE MANAGER
Dental practice individual for one person office of a busy Warren commercial builder. Typing and computer skills a must, along with good phone voice and customer relation skills. We will teach the right person our business. Career position with good benefits and growth possibilities. Salary open. Call (810) 758-2040 for immediate consideration. OR fax resume to: (810) 758-2042

SECRETARY/ RECEPTIONIST
Dynamic multi-faceted advertising office seeks a versatile individual with good grammar skills to support our staff. Experience a plus. Responsibilities include word processing using Word Perfect 6.1 for Windows, answering phones, greeting clients. We offer an excellent wage commensurate with experience and a benefit package. Please send your resume in confidence to:
Peter Basso Associates
5600 Crooks Rd. Suite 201
Troy, MI 48098
An Equal Opportunity Employer

SECRETARY
We are a growing professional firm within the Oakland County area in need of an experienced, personable Secretary with excellent computer skills, typing speed of at least 50 wpm, written & verbal communication skills, good organizational skills, multi-task oriented, and can work required overtime during our peak season. If you are a person who can work in a fast paced environment. Send your resume and salary expectations in confidence to: Box #1237
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY WITH computer & accounting skills for C.P.A. office. Send resume to: 810-737-2080 or 32000 Northwestern Suite 172, Farmington Hills MI, 48334, or mlrcpas@aol.com

SEEKING MATURE person for office work in casual atmosphere. Must be organized, responsible & have good phone skills. 32 hrs. per wk. Send resume to: Garrett Auto & Truck Service, 24175 Industrial Park Dr., Farmington Hills, MI. 48335

SOUTHFIELD PROPERTY Management Company has immediate openings for experienced Accounts Receivables Clerk. HUD background helpful. Must have some computer knowledge. Send resume & salary requirements to: D.L., P.O. Box 306, Southfield, MI 48037

SPECIAL RECRUITING HOURS
Tues., Oct. 22
(Open until 8 PM.)
Sat., Nov. 2 (Open 10-2 PM)
(By appointment only)
Temporary & Permanent positions available. Multiple positions from entry level up to executive level.
Call today!!
Livonia, 313-266-8000
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor 313-284-0777

SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

TELEMARKETER EXPERT
Person with organizational, computer & people skills needed

TELEMARKETING
CANTON/PLYMOUTH. Experience necessary, but must be organized and have clear phone skills & EAR-4-EAR. $7 hour and incentives!
EXPRESS SERVICES
313-487-5450 FAX: 313-487-1638

TELEMARKETING
Canton/Plymouth. No experience necessary, but must be organized & have great phone skills. 8am-5pm. $7/hr. + incentives!
EXPRESS SERVICES
313-487-5450 FAX: 313-487-1638

TELEPHONE OPERATOR
Must be available for days & afternoons. Telephone experience preferred. Call Valerie at:
(810) 540-9930

THE FIRST PLACE TO LOOK!!
For excellent opportunities in the clerical field. We are in need of experienced switchboard/receptionists who are computer literate and looking for temporary and permanent openings. Call today!!!
SNELLING
PERSONNEL SERVICES
Auburn Hills, 810-373-7500
Southfield, 810-352-1300
Taylor, 313-284-0777
Livonia, 313-266-8000

Training Coordinator/Secretary
Marketing support services company located in Plymouth is seeking a Training Coordinator/Secretary. This position offers a flexible working schedule of 20- 24 hours per week. Qualified candidates must possess the following:
• Proficient in Microsoft Excel
• Detail Oriented
• Excellent follow-up skills
• Personable
• Professional appearance a must
Adelphia is a non-smoking environment. Qualified candidates should fax resume to (313) 416-2683 or mail to:
ADSTRA CORPORATION
Attn: DR-TC/SEC
101 Shoreline Drive
Plymouth, MI 48170
EOE

TRANSCRIPTIONIST - part time. Require excellent skills, references. Fax resume to 810-353-9439 or send to Rosko & Assoc., 26555 Evergreen Rd., Suite 1513, Southfield, MI 48076

TRANSPORTATION ASSISTANT
Delivery center seeks someone to assist Transportation Manager. Duties to include customer service, answering phones and filing. Candidate should have some computer experience and good organizational skills. Apply in person between 9am & 3, Monday thru Friday. Carter, 41610 Joy Rd., Plymouth

WARRANTY SERVICE personnel for new home builder. Excellent communication & organizational skills. Good with people. Experience helpful but not necessary. Fax resume to (810) 851-1531, or Send resume, P.O. 1195, Dearborn, MI 48121, 36251 Schoolcraft, Livonia, MI 48150

WE HAVE POSITIONS FOR
• WORD PROCESSORS
• RECEPTIONISTS
• CLERKS
and many more
Call for Appointment
EMPLOYERS
(810) 433-1400
An Equal Opportunity Employer

WORK COMP. ADJUSTER
For growing stable co. 3-5yrs. experience. Good benefits & opportunity. Send or FAX resume: Fax: 810-350-1710, Lisa Beach Manager, Box 687, Southfield, MI. 48037

502 Help Wanted-Office Clerical

WORD PROCESSORS
• Microsoft Word
• Excel
• Wordperfect
• Lotus
Long & short term assignments. Must be able to type 45 wpm
$10-12 per hr.
ARBOR TEMPS 434-1199

504 Help Wanted-Dental

AN EXTRAORDINARY group of dental professionals in Farmington Hills invites an experienced dental assistant to join our outstanding dental team. (810) 626-0772

ASSISTANT - DENTAL - Busy Novi office needs part-time polished professional experienced in four-handed dentistry. (3rd yr.+) Excellent working conditions, benefits, compensation. Call (810) 669-4030

ASSISTANT
FOR Farmington Hills dental office. Full time Mon.-Thurs., and 3 half day Friday office. Participation necessary. Friendly motivated person to join our team. Salary to start $10, but will commensurate with experience. Paid vacations/holidays. Blue Cross/Blue Shield and Incentive program. Call Lori E.. (810) 553-0645

CHARISIDE DENTAL ASSISTANT - full-time. Experienced X-ray person required for our quality practice, near Livonia facility. 462-6400

DENTAL ADMINISTRATIVE ASSISTANTS
We operate a team-oriented environment with provisions for personal and specialty services. Experience with Dentrix preferred. We offer excellent compensation and benefit packages which include a bonus incentive program. If you seek personal growth and career development, please call:
American Dental Group at:
(810) 353-3789

DENTAL HYGIENIST
Position available Beverly Hills/Bloomfield Hills Office. Private practice, part-time. Flexible hours. Full time possible. Call for interview. (313) 565-7170

DENTAL HYGIENIST for high quality, perio/prosthodontic Farmington Hills office. Participate in every days w/some M Saturdays. Highly motivated, professional individual with concern for patient care. Call Lori E. (810) 553-0645

DENTAL HYGIENIST - Busy Novi office needs a warm & friendly Southfield family practice to treat & teach patients with a healthy dental attitude. (810) 353-3311

DENTAL HYGIENIST - experienced for active periodontal office. 1-5 days available. Call Mon, Wed. or Fri. 810-350-2220.

DENTAL HYGIENIST
Friendly, quality Southfield/Farmington Hills office.
(810) 827-1220

Dental Hygienist
Part time for growing practice in Livonia. (313) 421-5220 OR evenings and weekends.

DENTAL HYGIENIST - Busy Novi office needs polished professional with excellent hand/communication skills for full or part time. Excellent working conditions, benefits, compensation. Call (810) 669-4030

DENTAL HYGIENIST
Experienced full-time, top pay, good benefits. Call (810) 355-9800

DENTAL HYGIENIST
Part-time, Wednesday, Professional Mon. and/or Wed. Troy area. Call for appointment interview. 810-689-0000

DENTAL HYGIENIST
Wanted for Jan. & Feb. to cover maternity leave continuing into part time position. 20 hrs. Call Royal Oak. 810-547-8730

DENTAL HYGIENIST
Needed two days per week in office to treat & educate our patients. Part time hours; Wednesdays, Fridays & Saturdays. Call Anne
Call Chris: (313) 427-2222

DENTAL HYGIENIST
Farmington Hills family practice looking for part/full time hygienist for friendly, high quality dental practice. Weekends required. Call Kate for more information: (810) 553-3100

DENTAL OFFICE Dearborn Heights. Front office entry level position available. Please call Linda:
(313) 277-3000

DENTAL PRACTITIONER
Multi-office group practice seeking quality dentists interested in attractive salary and benefits with option to buy ownership. Please send resume & salary history to:
Human Resource Director
American Dental Group
2000 Town Center, Suite 2211
Southfield, MI 48075

DENTAL RECEPTIONIST & ASSISTANT - Full-time for busy, friendly Southfield office. Dentech experience preferred. Ask for Linda. (810) 803-7600

DENTAL RECEPTIONIST W/ COMMAND EXPERIENCE.
Full time with benefits. Farmington Hills. (810) 851-6446

DENTAL RECEPTIONIST - Full/part time position. Oakland County dental practice. Must have dental knowledge & computer experience. Excellent benefits. (313) 722-5130

DENTAL RECEPTIONIST
Downtown Birmingham office seeking bright, self-motivated person to be a vital team member of our cosmetic and general practice. Excellent remuneration and benefits. Experience preferred. (810) 644-2130

DENTAL RECEPTIONIST - Busy Novi office needs mature, experienced and polished professional for friendly, team oriented office. Computer skills needed to schedule appointments, insurance, collections, and other clerical duties. Excellent working conditions, benefits, compensation. Call (810) 669-4030

DENTAL RECEPTIONIST
Northville family practice.
Experience required.
(810) 347-4250

FARMINGTON DENTAL Practice is looking for a highly skilled, Part time Front Desk Person to join our accoplished team of friendly professionals. Salary commensurate with experience. Call (810) 474-6060

HYGIENIST NEEDED for dental practice. Enjoy quality patient care and a team-oriented work environment. We offer competitive compensation and benefit packages which include bonus incentive programs. If you are looking for a promising career opportunity and personal growth, please call:
American Dental Group at:
(810) 353-3789

MARKETING DIRECTOR
Needed for multi-state dental office management group. Marketing or insurance field knowledge a must. Would be responsible for recruitment of new patients and marketing to insurance companies. Career opportunity to develop marketing department in our growing corporation. Please send resume & salary requirements to:
Human Resource Director
American Dental Group
2000 Town Center, Suite 2211
Southfield, MI 48075

ORAL SURGERY RECEPTIONIST
Full-time position with benefits. Benefits. Dental experience required.
(810) 547-8434

ORTHO ASSISTANT
Bloomfield area. Reliable, people-oriented individual needed for dental team, full time. Experience desired, but willing to train the right person. Excellent benefits.
Call Ruth: (810) 646-8784

ORTHODONTIC ASSISTANT experience preferred, but willing to train motivated person. Clinical assisting with excellent interpersonal responsibilities. Call Mary or Peggy 810-642-7700

ORTHODONTIC ASSISTANT
Full time position for bright, energetic, motivated individual. Experience in orthodontic/pediatric dental practice. Experienced only. Waterford area. Call Ann at: (810) 682-0880

ORTHODONTIC COORDINATOR
Needed for our modern & progressive Orthodontic office. We specialize your talents of solid experience in scheduling, insurance, treatment arrangements and handling telephones in a professional yet caring manner. If this is the position that you for the right individual. Call Chris (810) 427-2222

PART-TIME DENTAL Assistant for Farmington Hills surgical/oral maxillofacial office. Experience necessary. Salary commensurate with experience. Call (810) 553-0645

RECEPTIONIST / ADMINISTRATIVE ASSISTANT - Full-time. Profit sharing & bonus. Pleasant working environment. Call (810) 477-5577

TRAINING SUPERVISOR
Needed for multi-state dental management group. Strong interpersonal skills, dental experience and knowledge of computer software helpful. We offer an excellent compensation & benefits package. Please send your resume & salary requirements to:
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American Dental Group
2000 Town Center, Suite 2211
Southfield, MI 48075

504 Help Wanted-Dental

DENTAL ASSISTANT
experienced. Specialty office seeking an energetic, highly motivated, pleasant person to assist chair side in an endodontic practice. Salary commensurate with experience. Benefits available.
Send resume, references and Call Mon-Fri. 10 - 4: (810) 647-7933

DENTAL ASSISTANTS
Career opportunities available for trained Dental Assistants. Join our team-oriented environment committed to quality patient care. We offer excellent compensation and benefit packages which include a bonus incentive program. Periodontal experience a plus. If you seek personal growth and career development, please call:
American Dental Group
(810) 351-3789

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American Dental Group
2000 Town Center, Suite 2211
Southfield, MI 48075

506 Help Wanted-Medical

AIDE FOR quadraplegic male with good sense of humor. Will train, prefer live-in will consider hourly. (313) 427-6868

ALLERGY OFFICE
MA/RECEPTIONIST & BILLER
Farmington Hills. Non-smoker, good pay for experienced, motivated person. Send typed resume: P.O. Box 2444, Farmington Hills, MI. 48333-2444

A.S.A.P. RECEPTIONIST
LIVONIA OFFICE
Busy office searching for a patient oriented person. Good phone skills a must. Full time. Benefits. Salary $10/hr. & higher depending on experience. 810-476-1024

ASSISTANT
MEDICAL
LIVONIA-NOVI AREA
Podiatry office is searching for motivated, dependable, self-challenged by the potential of expanded duties. Salary is based on experience $10/hr. depending on experience. Call 810-479-4630

ASSISTANT NEEDED
for podiatry office, will train, part time. Livonia area. Call ask for Laura (313) 261-7800

ATTENTION
CNA's, HHA's and PERSONAL CAREGIVERS
INNOVATIONS has immediate full and part-time openings for experienced Home Health Aides in Western Oakland County. Work in your area in a beautiful senior retirement community! For immediate consideration call Alison today.
Health Care INNOVATIONS
1-810-227-7544

ATTENTION
Home Health Aides & CNEA's
Daily Pay! Daily Pay!
Time & full time available. Flexible hours, mileage reimbursement. Call Barb or Cheryl 313-421-9101 or 421-7472

BILLER
Experienced. Full time. Busy Podiatric office in Farmington Hills area. MC/BS,HMO,MISC. 800 994-3026

BILLING OPPORTUNITIES
Physical Therapy company has full time openings available for:
• BILLER/COLLECTOR
• 2-5 yrs experience in medical billing preferred with complete follow-up
• COLLECTOR/FOLLOW UP
• Experience with patient pay balances
Send resumes with salary requirements to WBA, 900 Auburn Ave., Pontiac, MI 48342
FAX 810-333-0278
or call 810-333-3336
An Equal Opportunity Employer

BUSY CHIROPRACTIC office in Troy needs Front Desk help. Afternoon hours. Ask for Suzanne 810-619-9700

CLINICAL DIETARY MANAGER
for a large health care provider. Responsibilities would include: R.D., CDM or Dietary Tech. Long term experience preferred. Send resume to: Box #1222
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CNA'S
ALL SHIFTS
Peachwood Inn, an innovative health care facility offers excellent opportunity for motivated individuals. Apply CNA experience. Competitive wages, benefits package. Apply in person.
PEACHWOOD INN
2500 W. SOUTH BLVD.
ROCHESTER HILLS

CHIA
DIRECT CARE WORKERS!!
If you are compassionate and you are looking for a quality, gratifying, rewarding job, Courtyard Manor, a leader in adult foster care would like to give you a chance to prove it.
Skilled & Trainable
Both Welcome!
Full/Part-time, flexible hrs.
Complete benefits package
COURTYARD MANOR
CHIA DIRECT CARE WORKERS
LIVONIA 810-427-9787

CNA'S & HHA'S
Heartland Home Health Care and Hospice has excellent opportunities available for enthusiastic individuals. Choose from experienced positions, weekend duty, home care and hospice. Possible guaranteed time!
Heartland Home Health Care & Hospice
26000 Telegraph Rd., Ste. 101
Southfield, MI 48034
(800) 378-3018 Attn: Kara

COOK with supervisory experience. DIETARY AIDE, DIRECT CARE AIDES & HOUSEKEEPERS needed for assisted living facility. Call Linda for interview: (313) 464-2772

DENTAL/ORTHODONTIC ASSISTANT
Clinical Ortho Assistant needed 3-4 days. Must love working with patients of all ages. Previous dental necessary. Ann Arbor/Brighton.
Call (313) 747-6700.

DIETARY AIDE
Flexible days & hours: 20 to 30 hours per week, mornings or afternoons. Benefits & flexible schedule. Competitive wages. Farmington Hills area. Contact Dorothy at: (810) 473-7181

DIRECTOR OF NURSING
Charter House
of Farmington Hills
A teaching facility affiliated with Providence Hospital, is seeking the right professional who demonstrates strong, dynamic leadership abilities. This individual must have an effective, positive communication skills, daytime supervisory capabilities, a proactive and capable of developing and maintaining a stable workforce for long term care is required. Only qualified individuals need apply. Please send a resume to: Charter House, 28001 21017 Middlebelt Road, Farmington Hills, MI 48335

FILE CLERK
Full time for Livonia medical practice. Experience preferred.
(313) 266-5170

FILE CLERK
Part time. 20-30 hrs/wk. Some answering of phones. Southfield. Ask for Lori 810-737-1127

GENERAL OFFICE CLERK
General Medical Corporation, a growing medical practice management company, has an opening for a General Office Clerk to perform clerical Customer Service Center Responsibilities include: routine office filing, filing, copying; will act as support person to billing personnel; and other duties as assigned. Qualifications include: dependability; detail oriented; organized and a team player; high school diploma required. Medical office experience a plus. Qualified applicants should submit a resume by Oct. 25, 1996 to: Employee Relations, Dept. Receptionist, P.O. Box CN3323, Livonia, MI. 48151. EO EM/F/D/V

HAS EVERYONE left town for Southfield area. R.N. or LPN with experience helpful. Please call for interview: (810) 358-5830

506 Help Wanted-Medical

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
• DOE & differential
• Mileage reimbursement
• Paid in-service training
• Benefit package for full time
If you're interested in joining a family growing specialized care and/or apply to:
Livonia Home Care Services
15712 Farmington Rd., Livonia
(Two blocks N. of 6 Mile)
(313) 422-8250

LPN
CARE COORDINATORS
Health Care INNOVATIONS has full time positions for LPN Care Coordinators to manage services within a senior living community located in Novi/Walled Lake & Pontiac area. Preferred candidates have acute care/clinical assessment skills and management experience. Competitive salary and benefits.
Please apply in person, or send resume and salary to:
Health Care INNOVATIONS
ATTN: Human Resources
8400 Marsh Road
Brighton, MI. 48116

MEDICAL ASSISTANT
Busy Internal Medicine office in need of reliable, experienced Medical Assistant. Full Hours Flexible. Salary based on experience. Send resume to: Attn: Office Manager, 1695 W. 12 Mile, Suite 220, Berkley, MI 48072.

MEDICAL ASSISTANT
full time & part time for Dermatology practice in Livonia. Some training or experience helpful. Key knowledge is plus.
313 425-0209

MEDICAL ASSISTANTS
For busy Internal Medicine Center. Excellent working environment. Full & part time. Competitive pay, benefits. Send resume to:
Human Resources
PO Box 82177
Rochester, MI 48308

MEDICAL ASSISTANT
1 yr. experience. Part-time, Ann Arbor. Call (313) 261-1740

MEDICAL ASSISTANT
OB/GYN office in Commerce Twp. Experience preferred. Full time, part time. (313) 432-8421

MEDICAL ASSISTANT
needed for friendly, fast paced Podiatry office. 13 Mile and Southfield. Will train. Call between 8am-noon. Leave message. (810) 855-2417

MEDICAL ASSISTANT
for expanding multi-physician practice in Westland. We are looking for staff may apply. Send resume and cover letter to: 35213 Ford Rd., Blvd., Suite 201, Westland, MI 48185.

MEDICAL ASSISTANT
perform paramedical exams for insurance industry. Must have reliable transportation, good phlebotomy skills, minimum 1 year medical experience. CNA preferred. Excellent pay. Call Karen. Excellent money! Call 313-522-1230

MEDICAL ASSISTANT
12 to 6 Monday THRU Friday. Blood draw, EKG, injections.
(810) 471-3300

MEDICAL ASSISTANT
With receptionist duties, needed to work in podiatrist's office. Please send Resume, P.O. Box 1127, Ypsilanti, MI 48197

MEDICAL ASSISTANT
For fast-paced podiatry practice in Farmington Hills. Experience helpful but not necessary. Transcription experience a plus. 30-35 hours weekly. Call Kim. (313) 537-4030

MEDICAL ASSISTANT
Our busy Dermatology practice is searching for a motivated, dependable, cheerful and productive under supervision person to work 4 days/week. Please call: (313) 563-6655

MEDICAL ASSISTANT / Part time
Must be experienced. A reliable, Salary based on experience. Hours 10am-4pm. No weekends, no holidays. Fax resume to: 313-644-5640 Or mail to: Dina Mezeppa
60 W. Maple Rd.
Suite 130
Bloomfield Hills, MI 48304

MEDICAL ASSISTANTS
I need several experienced MA's to work in my busy Ann Arbor family practice clinics. Must be team players willing to work all phases of the clinic. Hours are Monday-Friday, weekend shifts available. Salary based on experience. Please fax to: P.O. Box 250130, Franklin, MI 48025 or FAX 810-559-5552
An Equal Opportunity Employer

MEDICAL ASSISTANTS
Providence, a part of MISSION HEALTH has a rapidly growing network of medical centers. Full-time positions are available for individuals who are detail oriented, enjoy and work with a variety of patients in both the (front and back office).
Candidates must possess a minimum of 1 year medical assistant experience in a primary care setting, knowledge of medical terminology and experience with ICD-9/CPT-4 coding and health insurance plans.
For complete listing of job opportunities and information on how to apply, please call our Job Opportunity Hotline at: (810) 424-3171

PROVIDENCE
Hospital & Medical Centers
Employment Services
22255 Greenfield, Ste. 310
Southfield, MI 48075

MEDICAL BILLER
Experienced Biller needed for busy physical medicine practice. MDA System. Competitive salary, benefits. Send resume to: Department of Medicine, 13330 Michigan Ave., Suite 230, Dearborn, MI 48125, Attention: Cindy
or FAX: 313 584-7804

MEDICAL BILLER/FULL TIME
Experienced in HCFA.
Contact Maureen.
(810) 471-1400

MEDICAL BILLER
Part time 2 days/wk, Birmingham area. Call for appt. Mon-Thurs from 9am-2pm. (810) 645-1799

MEDICAL BILLER
Part time afternoons. Accounts Receivable experience. Send resume 24301 Telegraph Rd.
Southfield, MI 48034
Attn: Lynda

MEDICAL OFFICE
Full time, part time, opening late hours, familiar with all aspects of medical office. No insurance. Beverly Royal Oak. (810) 435-5700

Medical Office Staff
Receptionists & Surgical Schedulers - only those who pay top dollar for your expertise. West Bloomfield, Farmington Hills & Livonia. Medical Assistants - Phlebotomy & EKGs required. Farmington & Bloomfield Hills. Many other outstanding opportunities!
Call/fax resume for Michele
810-932-1170, fax: 810-932-1214
Harriger Staffing, 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL RECEPTIONIST
to work in fast paced office. Must be energetic and have good phone skills. Send resume to:
23900 Orchard Lake Rd., Ste. 170
Farmington Hills, MI 48336
or call: (810) 477-5808

MEDICAL RECEPTIONIST
Busy Dermatology family practice, full time position. Fax resume to: 313-581-5554, Attn: Sally

506 Help Wanted-Medical

MEDICAL RECEPTIONIST, full time for a busy Southfield cardiology practice. Call and ask for Laura Lowey. 810-827-4780

MEDICAL RECEPTIONIST
Full time. Royal Oak OBGYN. Pay commensurate with experience. (810) 208-6400

MEDICAL RECEPTIONIST
For busy large practice office. Must have 2 years experience. Mon.-Fri., 8am-1pm. Call between 2pm-4pm. (810) 478-7767

MEDICAL RECEPTIONIST
Full or part-time. Livonia family practice. Some medical experience preferred but willing to train right person. Computer experience a plus. 313-425-0209

MEDICAL RECRUITER
Part-time position. Work 2 days in office. Supplement your income at home. Call Laurie at (810) 624-8250 Southfield, MI 48034

MEDICAL SECRETARY with billing experience. Also Medical Assistant with experience. Internal medicine practice. Send resumes to:
M.W. McAdams, 1441 W. Avon,
Ste A-2 Rochester Hills, 48307.

MEDICAL TRANSCRIPTIONIST
Full-time, Confident Proficient Medical Transcriptionist wanted for Farmington Hills office. Pleasant working environment. Call after 10am
(810) 932-5102

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