502 Help Wanted-Office Clerical

MARKETING ASSISTANT
Join growth company and assist executive with promotional materials, marketing activities and clerical functions. Good typing, organized and some marketing experience a plus.
Diversified Recruiters 810-344-8700 810-344-8704

MEDICAL BILLER & RECEPTIONIST
Busy Troy office. 40 hours per week. Insurance billing and collections. Insurance experience, will train. Call for interview. 810-689-8182

MIS DIRECTOR/TEAM LEADER
Major Michigan law firm with several locations converting from Wang & WordPerfect to client/server, Lotus Microsoft NT/Office 97 environment. Wang VS, WANG OIS, WordPerfect. Competitive salary with full benefits. Send resume to: Jim Schmidt, Vice President, 317 S. Division, Ann Arbor, MI 48104 Or fax to: 313-769-1501.

NOVI AREA. Real estate broker has opening for a full time assistant who is well organized, self directed, well versed, computer literate, with the ability to handle a multiple of projects at once! Note: Experience helpful, never a dull moment! Fax resume to: 810-383-1766 or call Rose 810-348-3000

NOVI COMMUNITY Schools. Accounting assistant level A. 250 days/40 hrs. $10.71-$14.34/hr. 30 days/8 hrday, apply in writing to: Robert Schram, Director, Tim Rd., Novi, MI 48374-2423 by deadline of 10-31. E.O.E.

OFFICE ASSISTANT
Part-time, possible future approximately 20 hrs./wk. for Warren Appraising office. Must have excellent communication skills & phone etiquette. Call Ms. Ellen Kaminski, Office Assistant, P. O. Box 456, Bloomfield Hills, MI 48303-0456.

OFFICE ASSISTANT
Assistant to the President of a 4 person corporate office. Good accounting, computer, and organizational skills. Light computer skills. Seeking a friendly person to join our office and help us grow. Competitive salary & benefits. Resume and cover letter to:
5435 Corporate Dr., Suite 120, Troy, MI 48098
An Equal Opportunity Employer

OFFICE ASSISTANT
For large cleaning service. Full medical, dental & life. $8 to start. Full time. Mon-Fri., days. Call for more details. AMERICAN MAID CLEANERS 810-473-9300

OFFICE CLERICAL/ TYPIST
Part time/full time position-must know Word Perfect, have PC skills & enjoy a fast paced people. We are a great place to work. Send resume/fax to Kane & Associates, 23627 Stonehenge, Novi, MI 48375

OFFICE CLERICAL - 20-25 hrs. per week, Mon. - Thur., 1pm to 6pm. Good typing skills, phone manner & experience preferred. Light windows and accounts payable.
Call 313-591-3541.

OFFICE CLERK
Full or part time, computer experience helpful. $5 to $7/hr. Apply in person: Mon-Fri. from 8-5:00pm. 1707 W. Big Beaver, Troy.

OFFICE HELP - Part time. Light secretarial duties. Tuesday, Thursday & half a day Friday. Nov. 3rd. Call 945. 810-344-4060

OFFICE MANAGER
A national company, with headquarters in Livonia, is searching for an Office Manager. The candidate must have at least 3 years management experience, as well as extensive computer software experience in programs such as word processing, spreadsheets, and database. Knowledge includes executive secretarial duties to top executives. Candidate requires excellent organizational, communication and problem solving skills. Salary to commensurate with experience. Benefits include 401k plan, medical and dental. Please forward resume to lacsinki.
(313) 462-9360

OFFICE MANAGER/ BILLER
Southfield office. 40 hrs. per wk. Able to learn Word for Windows, Excel, Peachtree, Microsoft Mail. $8-$10 per hr. 1-800-646-1519

OFFICE MANAGER/ BOOKKEEPER
Plymouth Township. Hours can be made to meet for a Office Manager. Position requires experience in Basic accounting, payroll, G/L, A/P, A/R. Organized with excellent phone and computer skills. Fax resume to: Fax Resume including salary history to:
Northwestern Industries
41220 Joy Rd.
Plymouth, MI 48170
Fax 313-451-0934
Phone 313-451-8600

OFFICE MANAGER - Growing non-profit organization seeks a motivated, hard-working individual for full-time position. Must be detail oriented, handle multiple projects, well organized, excellent communication skills and professional demeanor. Excel. Send resume to: Joyce Fischer, Medal 1 Club, 31900 Northwestern Hwy., Ste. 200, Farmington Hills, MI 48334 or fax (810) 932-9179

OFFICE MANAGER
Large dealership chain has immediate opening for experienced Office Manager/Controller. The ideal candidate must be capable of managing all office functions and knowledgeable in all phases of auto dealership accounting procedures through financial statements. Dealership experience required. Excellent salary and benefits. Call for appointment.
Ms. Donna Davis
MEL LAND
AUTOMOTIVE GROUP
810/2967-3700 EXT. 774

OFFICE MANAGER - Part time needed to run a small company. Must have experience to apply and be bookkeeping knowledgeable. 810-557-3937

OFFICE/WAREHOUSE
Fabric wholesale, Garden City, $6.50/hr. M-W train. (313) 422-1199

OPTICAL RECEPTIONIST
Full time position. Must have good Farmington Hills office. Experience good but not a must. Pay negotiable. Call 477-3937

Order Entry Clerk Shipping/Receiving Dept.
Unique opportunity to work for a growing supply house. Must be organized, hard-working individual to maintain computer office. Knowledge of Lotus software, coordinate shipping, receiving and stock storage in plant. Knowledge of Word helpful. Competitive salary, benefits, company sponsored health insurance. Send resume with salary history to: Order Entry Clerk, P.O. Box 330963, Farmington Hills, MI 48333-9663 or FAX: 313-836-4550

PARALEGAL / LEGAL SECRETARIES

Bankruptcy and or commercial litigation experience preferred. Send resumes to: Human Resources (24070), P.O. Box 5018, Rochester Hills, MI 48308.

PARALEGAL

Southfield Plaintiff PI firm seeks paralegal. Must have experience in personal injury with emphasis on evaluating cases. Responsibilities include client interviews and processing client medical benefits. Competitive salary and benefit package. Submit resume to:
Box 61258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PAYROLL/BILLING/FILE CLERK
Computer, 10 key, experience. Good benefits. Non-smoking. Troy office. Kerry (810) 685-4750 ext. 227.

PAYROLL DEPARTMENT
Permanent position in payroll department of large firm. Payroll experience helpful.
Mr. Clark (810-353-0190 x 3471

REAL ESTATE SALES HOSTESS
Familiar with Shelby & Rochester. Knowledge of Word, Excel, Lotus, Macintosh. Call 810-677-0000.

502 Help Wanted-Office Clerical

PERMANENT PART TIME
Fast-paced creative office needs a positive energetic professional individual for customer service/clerical position. 30 hours/week POSSIBLE leading to full time with benefits. Fax or send resume to: Unit 15600 Mail Debart, Livonia, MI 48154.
FAX: 313-421-0164

RECEPTIONIST
Experienced receptionist for a front desk opening. Seeking excellent communications & organizational skills. Great environment, location, and advancement. Top benefits.
Diversified Recruiters 810-344-8700 Fax 810-344-8704

Data Entry Clerk
Busy headquarters in Northville is looking for a data entry clerk with a minimum of 2-3 yrs. experience. Must be well organized and dependable. We also be backup receptionist and have some medical clerical duties. Position is perm and full-time with benefits. Send resume with salary requirement to: C. L. Ligon at 21800 Haggerty Rd., #300, Northville, MI 48167

RECEPTIONIST / ADMINISTRATIVE ASSISTANT
Full time, Mon-Fri. Small client in MS office w/excellent organizational / phone skills. Fax resume to: 810-471-6262

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
Progressive, high growth Automotive Supplier in Troy seeks energetic self-starter. Will be Receptionist/ Administrative Assistant. Answer incoming call & provide general administrative support. Must possess strong communication skills, possess attitude & good computer skills. Fax RESUME TO: 810-266-2262 OR CALL (248) 810-266-3682

RECEPTIONIST/ASSISTANT CREDIT MANAGER
Immediate opening. Full time; Mon.-Fri. Birmingham area. Various clerical duties, good phone, financial background a plus. Call: (810) 644-9000

RECEPTIONIST ASSISTANT- Composition office. Full time duties include switchboard, typing, filing, etc. Requires good organizational skills, computer skills a plus. Real Estate knowledge helpful. Communications skills, multi line phone experience a must. Call Carol 810-645-8400 ext 218.

RECEPTIONIST
Cast North America agencies, one of the fastest growing international transportation companies, has an immediate opening for a Receptionist. This position must also have experience in Excel and Word. Successful and self motivated candidates can call or forward resume to: Cast North America Agencies, Attn: Guy Guignard, 17199 North Laurel Park Dr., Suite 321, Livonia, MI 48152. 313-462-4900.

RECEPTIONIST
CORPORATE headquarters seeks enthusiastic self starter with good work ethic for front desk entry level receptionist. Excellent phone presence & organizational skills. Good computer/word processing skills. Knowledge of MS Office, MS Word, Excel. Weekend telephone/fax experience. Send resume to: Yale Materials Handling Ml, Inc., Attention: Department 1-4-96 W. Big Beaver Road, Wixom, MI 48393 Fax (810)449-8701

RECEPTIONIST
Entry level. For automotive supplier. Full time with benefits. Send resume to: Bitmar Corporation, 11630 Russell, Detroit, MI 48211.

RECEPTIONIST
Excellent phone skills a must. Some clerical responsibilities. Call (810) 645-6663

RECEPTIONIST/FILE CLERK
Part-time, 4 days, 8:30-5:30pm. Salary commensurate with experience. Resume to: Personnel Director, 1533 N. Woodward, Ste. 250, Bloomfield Hills, MI 48304

RECEPTIONIST/FILE CLERK
Busy real estate company seeking energetic person with excellent telephone and organizational skills. Duties include screening calls and greeting customers, maintaining files, running errands & photocopying. Salary & benefits competitive.
Call 810-737-3590

RECEPTIONIST
for school office. Please fax resume to: 810-544-4600

RECEPTIONIST
For multi-line system. Full time. Livonia location. Must have pleasant phone personality and professional manner. Minimum 2 yrs. receptionist experience. Call Carol 313-522-2910 EOE

RECEPTIONIST for fast paced construction office. Answering 6 lines and some accounts payable duties. Starting pay negotiable. Send resume to: Karen Sauber, 41115 Jo Drive, Novi MI. 48375

★RECEPTIONIST★
Full time person needed for busy upscale Birmingham/Bloomfield real estate office. Enthusiastic friendly person able to handle multiple phone lines and schedules of busy professional. Send resume to:
Ms. Martha Schroder
Box 39, Birmingham MI.
48009

RECEPTIONIST
Full time position available at our Plymouth facility. Must be dependable, flexible, able to type 45 WPM and have excellent communication skills. Contact Diana at: (313) 459-1800

RECEPTIONIST
Full time position available at our Plymouth facility. Must be dependable, flexible, able to type 45 WPM and have excellent communication skills. Contact Diana at: (313) 459-1800

RECEPTIONIST
Full time position available at our Plymouth facility. Must be dependable, flexible, able to type 45 WPM and have excellent communication skills. Contact Diana at: (313) 459-1800

RECEPTIONIST
FULL-TIME for small Southfield law firm. Please send resume and salary requirements to Legal Administrator, 3000 Town Ctr., Suite 2700, Southfield, MI 48075

RECEPTIONIST/ GENERAL OFFICE
position for Farmington Hills medical accounting firm. Immediate opening. Please call: (810) 855-1810 or fax resume: (810) 855-4842

RECEPTIONIST / General Office. Immediate. Redford area. Correct processing & Microsoft Excel experience a must. Neat & personable. Send resume to: 24934 Wadsworth, Livonia, MI 48150

RECEPTIONIST / GENERAL CLERICAL
Phone experience necessary. Farmington Hills area. (810) 477-8200

RECEPTIONIST/ GENERAL SECRETARY
Immediate opening for individual with strong communication/organizational skills. Prior experience required. Fast-paced, professional environment. Send resume to: DORN Technology Group, Inc., 38705 Seven Mile Road, Suite 450, Livonia, MI 48152, or FAX: (313) 462-5607

RECEPTIONIST
Good phone voice a must, with general office skills. Knowledge of computers a plus! with competitive pay. Blue Cross/Blue Shield's benefits & many other benefits. Direct resume to: Personnel Manager, 645 E. Lamed, Ste 100, Detroit, MI 48226.

502 Help Wanted-Office Clerical

RECEPTIONIST
Hovinga Business Systems, Michigan's largest Canon dealer has an immediate opening for a Receptionist. Prior office experience not necessary. Telephone, communication and customer service skills are also necessary. We offer excellent benefits which include a comprehensive medical plan, profit sharing through 401k & a company sponsored pension plan. If you are interested in this position, please send resume and cover letter to: Branch Operations Manager, HOVINGA BUSINESS SYSTEMS, 41150 Bridge St., Novi, MI 48375. EOE

RECEPTIONIST NEEDED part-time for Southfield accounting office. Send resume with salary requirements to: P. O. Box 2120, Southfield, MI 48037-2020

RECEPTIONIST NEEDED part-time for busy Plymouth Township office. Qualified candidates will possess excellent telephone and people skills. Contact Lynda Fisher for an appointment interview. (810) 879-3400

RECEPTIONIST/OFFICE HELP
Part time position for bookkeeper, experienced in general office functions. Flexible hours for right person. Call Office. Call 313-525-9600

RECEPTIONIST/ORDER ENTRY
Entry level position. Looking for a bright personable individual with answer phone & light typing. Call Mrs. Dee for interview (810) 851-7700
Lifetime Doors, Inc.
30700 Northwestern Hwy.
Farmington Hills, MI 48334-2511

Receptionist Part-Time
Phone relief for Troy office.
9:30am-3pm. $7/hr.
Call Linda 810-355-2440

RECEPTIONIST
Part-time, 3-9pm, Monday thru Friday. Must be energetic, personable & dependable. $6 per hour. Bloomfield area.
Call 645-3600

RECEPTIONIST
Part time for Canton based company. Must be organized & have clerical skills. Call (313) 207-6363

RECEPTIONIST
PART time. Day, evening & weekend hours. Must be flexible. Apply within: Mustafa's, 312 Main St., Downtown Rochester

RECEPTIONIST
Part time for busy Bingham Farms law firm. Pleasant phone manner required. Word/Perfect experience and other clerical & administrative skills helpful. Salary commensurate with qualifications. Please FAX resume and references to:
(810) 642-7791, Attention LER.
Or mail to LER, Dawda, Mann, Mulcahy & Sadler, P.L.C.
1533 North Woodward Ave. Suite 200, Bloomfield Hills, MI 48304.

RECEPTIONIST
Permanent/part-time. Telephone experience preferred. Afternoons, 1pm-5:30pm. Bingham Farms law office. 810-644-6800

RECEPTIONIST
position available for mature individual in high volume salon in Novi. Please call 810-347-3740

RECEPTIONIST
PRIVATE Club. Full time; evenings. Excellent benefits. Typing and Word Perfect. Salary commensurate with experience. Send resume to: Personnel Director, 1533 N. Woodward, Ste. 250, Bloomfield Hills, MI 48304

RECEPTIONIST
O-1 automotive supplier has opening for part-time receptionist. Knowledge of Word Perfect and dot. Telegraph, Ste. 102, Bingham Farms, MI 48025 or Fax to: 810-433-1624

Secretarial Loss Prevention

We're Toys "R" Us, the largest and most successful specialty toy retailer in the world. We are seeking a bright, self-motivated individual for our Regional Loss Prevention team.

To qualify, you must possess excellent communication and word processing skills (Word Perfect preferred), typing (45 wpm), and possess a strong phone skills. Excellent benefits and incentives. Experience helpful but not necessary. Fax resume to: (810) 851-1331, or Send resume, P.O. Box 9168, Southfield, MI 48037-9168 Schoolcraft, Livonia, MI 48150

WORD PROCESSORS
- Microsoft Word
- Excel
- Wordperfect
- Lotus

Long & short term assignments Must be able to type 45 wpm
$10-12 per hr.
ARBOR TEMPS 459-1166

WORK COMP. ADJUSTER
For growing stable co. 3-5yrs. experience. Good benefits & opportunity. Send or FAX resume to: Box 1129, 810-350-1710; Mail: Branch Manager, Box 681, Southfield, MI 48037

11 YEAR old H.V.A.C. Company in Livingston County is looking for an aggressive hard working person to work with us. The job description requires computer skills and phone etiquette. Please send resume to: Peachtree Accounting a plus. Please send resume and salary requirements to: Secretary, P.O. Box 767, Howell, MI 48844

504 Help Wanted-Dental

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

ASSISTANT
DEARBORN Rio/Garden City office. Expanded duty/chairside. Dental assistant. Good people and dental skills. Full time. $20,000-$30,000 per year depending on experience. Time for your job & were a new challenge? Call.
313-421-5300

ASSISTANT - Dental for Farmington Hills office. Must be experienced, team player, dependable, friendly, outgoing and helpful. Full time, Mon-Thurs., 8-(3) 16 Sats., (8-12). Salary to start at $12/hr. but commensurate w/experience. Paid vacations, holidays, 401(k). Send resume to: Box 1129, Attn: Administrator, Call for interview. (810) 553-0645

ASSISTANT - full time. Top pay for the right experienced dental assistant. Call Mary at: 810-473-2000

CHAIRSIDE DENTAL ASSISTANT
Part-time, with experience preferred. Wednesday, 9am-5pm and every other Saturday from 8am-2pm. Call for interview. (810) 653-8393

CHAIRSIDE ORTHODONTIST ASSISTANT
Full time position for bright, energetic, responsible person in progressive orthodontic/pediatric dental practice. Fax resume preferred. Top salary for right individual. Weekend area. Please call: (810) 582-8411

CLERICAL COORDINATOR
Our busy Livonia orthodontic office has an immediate opening for a self motivated individual with excellent phone & interpersonal skills. Will train the right person. We offer competitive benefit package. Call Lauren: (810) 471-1555

DENTAL ASSISTANT
Full-time. Experience preferred. Fort Rd. / Beech. Daly area.
(313) 278-4700

DENTAL ASSISTANT
Full time, pleasant Troy office. Experience preferred. 4 days a week, 1 Saturday. 810-641-0420

504 Help Wanted-Dental

DENTAL ASSISTANT
Friendly, quality oriented Dearborn Heights dental family office is seeking a dependable, mature and experienced dental assistant who is experienced in 4-handed dentistry. Call Ann at (313) 277-0610

DENTAL ASSISTANT
Needed. Full time. Experienced only. Busy Bloomfield office.
(810) 626-9600

DENTAL ASSISTANT - Experienced, self-motivated, caring, individual for full-time position in Troy office. Call Mon.-Fri., 9-12, 810-477-1906

DENTAL ASSISTANT needed for South Lyon office, experience a plus. Call Dr. Hoffmeister at (810)437-8189 for interview appointment.

DENTAL ASSISTANT - Be part of a caring, progressive office that SMILES!! Sat. 8-12 Mon., Tues., Wed., & one Sat/mo. Will train. (810)280-0800, (810)653-0899

DENTAL ASSISTANT
Livonia office looking for outgoing and energetic Assistant. Pay commensurate with experience. Call Vanessa, (313) 522-6870

DENTAL ASSISTANT
Part-time growing Royal Oak office seeks friendly, caring assistant. Call Cindy: (810) 541-1637

DENTAL ASSISTANT
Busy periodontal office seeks energetic person for our assisting team. Orthodontic experience helpful but preferred. Medical & 401K available. Call (810) 557-7300

DENTAL ASSISTANT
Full-time for energetic, career oriented, happy person. Great staff & fun, fun, fun! Call Ann at Dr. Lewis' office and your day will be bright!

DENTAL ASSISTANT
Full time, Southfield area. Experienced, however, we will train the right person. Benefits. Royal Oak (810) 545-1711

DENTAL ASSISTANT
at least 2 yrs experience. Full time. Farmdale area. Call
(313) 891-7330

DENTAL ASSISTANT
Full-time position. Friendly Royal Oak office. Experience preferred.
(810) 547-8730

DENTAL ASSISTANT
Chairside. Work desk for computerized Troy pediatric - ortho office. Good pay & benefits
810-358-9066

DENTAL ASSISTANT
4 days. Medical, profit sharing. Dearborn Hts. Fax resume:
313-561-7330

DENTAL ASSISTANT for periodontal practice to assist as hygienist coordinator. Full time, benefits. Farmington Hills area. Call 810-851-8300

DENTAL ASSISTANT - outgoing self starting individual for our progressive dental team. 1 yr. experience necessary. Top pay for the right individual. Call for interview. (810) 661-1440.

DENTAL ASSISTANT
needed for Troy orthodontic group practice. Full time, experience necessary. Call (810) 338-3550

DENTAL ASSISTANT
Experienced and dependable. Tues., Weds., Thurs and Sat. Excellent wages and benefits. Dearborn Country Club area. (313) 274-6404

DENTAL ASSISTANT
Warm, friendly, outgoing, energetic person for Royal Oak general practice. Salary negotiable. Experience preferred. Call (810) 544-7200

DENTAL ASSISTANT
Warm, family oriented practice seeks a full time dental assistant. Friendly, real atmosphere, modern facilities, benefits. Be a part of our special team.
(810) 353-7440

DENTAL ASSISTANT
Are you enthusiastic, caring, excellent communicator and experienced? We want you for our friendly, Farmington Hills practice. Full or part time.
(810) 855-1277

DENTAL ASSISTANT - our team seeks an enthusiastic, friendly professional to join our private quality family dentistry in Novi. A full time position in our state-of-the-art facility is available. Experience required. If you are a self-motivated team player where growth is encouraged, call Mon-Thur
(810) 476-7711

DENTAL ASSISTANT
Dental office in Troy seeks part-time assistant to join our team. We value experience and attitude. If you focus on warmth, caring, and expert communication with our patients, Please call Ted Dopkins, DDS
(810) 643-6351

DENTAL ASSISTANT
Successful Farmington Hills dental practice seeks a talented chairside person who is self motivated and able to join our clinical team. This opportunity can lead to a leadership position using state-of-the-art management techniques. Full time. Excellent pay and benefits. Please send your resume, salary and your experience.
Ask for Tammy. (313) 274-4040

DENTAL
full & part time positions available in multiple locations throughout Metropolitan Detroit area. Call the location nearest to you
313-582-8150.

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

DENTAL HYGIENIST
Hygienist needed part time for South field Family Dental Practice. Experience preferred. Call 810-557-7300

(810) 569-2056

DENTAL HYGIENIST
Westside office needs hygienist for Mon. & Thurs. and Wednesday PM. Top pay, great office to work for. Call:
313-421-5200

DENTAL HYGIENIST needed in South Lyon. Will train motivated hygienist. Call (810)437-8189 for interview appointment.

DENTAL HYGIENIST
Opening in Canton periodontal office (Tues., and/or Fri.). Candidate must enjoy long-term care of periodontal patients. (313) 981-7477

DENTAL HYGIENIST for high quality, perio/prosthodontic Farmington Hills office. Part-time, 2 weekdays with every other Sat.,(9-12) per month. Highly paid professional, self-motivated with concern for patient care. Call Ann (810) 553-4740

DENTAL HYGIENIST - Exciting and stabling individual for our progressive dental team. 1 yr. experience necessary. Top pay for the right individual. Call for interview. (810) 661-1440.

DENTAL INSURANCE
Must be excellent problem solver and collector. Part time, possible full time. Pleasant Troy office located in busy downtown dental practice.
Please call (313) 528-0300

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

DENTAL RECEPTIONIST W/ COMPUTER EXPERIENCE.
Full time with benefits. Farmington Hills. (810) 851-8446

DENTAL RECEPTIONIST for Livonia family practice. Should be experienced in scheduling & handling telephones in a professional yet caring manner. Part time position. Good salary. Call Gina (313) 427-2222

DENTAL RECEPTIONIST/ Dependable lively outgoing person needed full time.
(810) 849-2868

DYNAMIC DENTAL Specialty Office in W. Bloomfield/Farmington Hills area, is looking for the right RECEPTIONIST who would like a Good Job for Good Pay & Lots of Fun. Call Carol Harbert at
(810) 855-6655

504 Help Wanted-Dental

DENTAL PROFESSIONALS
We are a growing multi-faculty managed care dental corporation, seeking individuals to fill the following positions:

Registered Dental Hygienist
Professional, caring, team players

Office Managers
2+ years dental experience, 1 yr. supervision experience preferred.

Dental Assistants
General, Perio, Ortho positions available, committed to quality care

Dental Administrative Assistants
Entry level, computer knowledge helpful

We have part-time and full-time positions open across the metro area. We provide competitive wages based on experience and excellent benefits with incentives. Join our team & join the best! Send your resume in confidence to:
Human Resource Director-DP
P.O. Box 721665
Berkley, MI 48072-1065
Fax: (810) 398-9180
Call Cathy (810) 351-3788
to inquire on a career opportunity for your future.

FRONT DESK ASSISTANT
We are searching for a special person, who is enthusiastic, detail oriented, and enjoys providing exceptional customer service. Our 15 Mile/Telegraph Bloomfield Hills practice has a daytimeek position available. Dental experience preferred but not required. Call (810) 644-0314
Between 10-2

FULL TIME DENTAL ASSISTANT/ RECEPTIONIST. Pleasant Troy office. Exp. preferred.
(810) 362-3700

INSURANCE COORDINATOR
with minimum 2 years dental insurance and computer experience, medical experience preferred, for private dental practice in Dearborn. Excellent pay. Call Grace:
(313) 278-8333

ORAL SURGERY RECEPTIONIST
Full-time with excellent fringe benefits. Dental experience required.
(810) 547-5211

ORTHODONTIC COORDINATOR
Needed for our modern & progressive group practice. Pt. will need to calculate your talents of solid experience in scheduling, making financial arrangements and handling phones in a professional yet caring manner. Salary commensurate, will pay for the right individual. Call Chris
(313) 425-9000

RECEPTIONIST WANTED
For orthodontic office.
Dearborn area. Ask for Kim.
(313) 561-3373

506 Help Wanted-Medical

ACCOUNTS RECEIVABLE - Medical Office located in Livonia seeks individual to work in its receivable/reimbursement department. Looking for someone who is detail oriented. Mature and willing to participate as part of the team. Submit resume to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATOR/MANAGER
needed for podiatric medical office in Farmington. Experience with billing & computers necessary. Managerial & people skills a must. Full time. Excellent pay & benefits.
Send resume Box #1240
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ALLERGY OFFICE
MARIE/OPTIONIST & BILLER
Farmington Hills. Non-smoker, good pay for experienced, mature person. Send typed resume. P.O. Box 2444, Farmington Hills, MI. 48333-2444

ASSISTANT NEEDED for busy Chiropractic office in Royal Oak. Willing to train. Must be dependable. Hat lean working with people. Call:
(810) 549-0140

A.T.C. FOR Royal Oak physical therapy clinic. Full time or part time. Contact Helena to schedule an interview.
(810) 545-0640

♡ ATTENTION
CNA's Join our growing family. Part time & full time available. Flexible hours, excellent wages $8-$8.75 per hour. Call Cheryl
313-421-7472

CarePool, what is it?
$11.50 and Hour wages for CENAs!! Apply in person or call us for details to register with our in-house pool.
(810) 852-7800

CENA Open House
★★★★★★★★★★★★
Join our family of caring people. Have snacks on your future with us. Peachwood Nursing Center. Door prizes. CD players, Sony Walkmans.
3500 W. South Blvd.,
Leonard & Rochester
Friday, Oct. 25th, 1996 in the Dewey Lounge
11am-2pm, 4pm-6pm
(810) 652-7800

CENA's
All 3 shifts, with shift differential. Free uniform, after 1 month. Health, dental benefits, 401K, tuition reimbursement. Hiring-in rate based on experience, up to $8.50/hr. with experience. Bonus certified, $75/hr after year end, pay increase. For additional information please call 810-349-2200
WHITEHALL CT. NOVI
43455 W. 10 Mile Rd. Novi, 48375

CENA'S
EARN UP TO
$6.90 /hr.
Medicos Health Care Center has positions available, all shifts, for certified nurse aids. Part-time hours (potential for full-time). Located on a bus line. Please fax out application to
27355 W. Eight Mile Rd. near Lahser, Detroit.

CENA's
- Newly revised wage scale
- Excellent benefits

Apply in Person:
MAYWOOD
NURSING CARE CENTER
36975 W. Five Mile, Livonia
EOE

CLINICAL SUPERVISOR
Position available for full-time status in the residential treatment center of Brighton Hospital, Michigan's Center of Excellence in the Treatment of Substance Abuse. Master's required, substance abuse experience required. Ideal candidate: Adult, Adolescent, family and 12 step knowledge. Benefits package included, salary competitive. Pick up application or send resumes to:
BRIGHTON HOSPITAL
Personnel Department
12851 E. Grand River
Brighton, MI 48116
An Equal Opportunity Employer

CNA'S & HHA'S
Heartland Home Health Care and Hospice has excellent opportunities available for experienced individuals. Choose from supplemental staffing, private duty, home care and hospice. Potential guaranteed hours.
Heartland Home Health Care
& Hospice
20300 Telegraph Rd., Ste. 101
Southfield, MI 48034
1 (800) 378-3016 Attn: Kara

506 Help Wanted-Medical

COLLECTIONS
For medical office. Computer experience. Southfield. Call: (810) 557-8790

COUNSELOR
position available for Outpatient Substance Abuse Residential facility & Outpatient satellite in Howell, Michigan's Center of Excellence in the Treatment of Substance Abuse. Master's degree in counseling, social work or other human services field required. Master's preferred. Experience in field of substance abuse and/or adolescent treatment with adults and adolescents required. Knowledge of 12 Step. Pick up applications or send resume to:
BRIGHTON HOSPITAL
Personnel Department
12851 E. Grand River,
Brighton, MI. 48116

COUNSELOR TECHNICIAN
needed for Brighton Hospital. The position is responsible for assisting patients with daily living activities and other duties, counseling duties involved in the adolescent treatment program, high school graduate, Bachelor degree in human services with 6 months. Experience with adolescents and AA preferable. Send resume or apply to:
BRIGHTON HOSPITAL
Personnel Department
12851 E. Grand River
Brighton, MI. 48116
An Equal Opportunity Employer

CVT or ADVANCED MEDICAL ASSISTANT
Cardiology office seeking energetic/flexible person for a full time position. Must have medical background. Call Barbara
(810) 932-3070

MEDICAL ASSISTANT
Experienced only. Full time. Flexible days for an established adult practice. Excellent salary with benefits. Tel-12 area. (810) 642-5000

DIRECTOR OF M.I.S.
Medical specialty practice seeks to manage and direct data management activities, supporting existing and future product line. Responsibilities include: Planning, programming, directing and managing processing capabilities to meet the needs of physicians, healthcare services, marketing & insurance management. Min. 5 yrs. system management for fast-paced and challenging environment. Excellent salary & benefits. Please send resume in confidence to:
MANAGER
Human Resources
Box #1265
Observer & Eccentric
36251 Schoolcraft Rd
Livonia, MI 48150

EXPERIENCED MEDICAL
Medical Biller & Medical Assistant for Troy office.
(810) 643-6846

FILE CLERK
For Royal Oak physical therapy clinic. Part time. Contact Dorene to schedule an interview.
(810) 549-3000

FRONT DESK - Full time for busy Livonia urologists. Experienced only. Competitive salary & benefits. Must have references. Call Ben at
(810) 476-4530

FULL TIME Medical Assistant/Nurse to join our expanding Livonia dermatology practice. Experience necessary.
(810) 477-9052

HHA's/CNA's
All Shifts - All Areas
Flexible Hours
FAMILY HOME CARE
810-229-5663

Home Health Aides
Certified Home Health Aides
Nursing Assistants
Homemakers
Live-ins
For private duty home health care. Must be experienced, dependable, have reliable transportation. We offer:
• Flexible scheduling
• Pay based on experience
• Shift differentials
• Mileage reimbursement
• Paid in-services
• Bonuses available for full time
If you're interested in joining a rapidly expanding agency, please call or apply to:
United Home Care Services
15717 E. Eleven Mile, Suite 110
(Two blocks N. of 5 Mile)
(313) 422-9250

HOME HEALTH AIDES CNA's NURSING STUDENTS
Immediate part time and full time openings for home health aides in Wayne in S.E. Michigan. All shifts available. Call Home Care Services Nurses
(313) 677-6955, ext. 472.

LPN - HOMECARE
1 to 2 days per week.
$13 per hour.
Call: (810) 674-9263

LPN - part time afternoons, 3 days per week, experienced preferred, salary plus, call during business hrs. 810-557-7122

MANAGER/BILLER
For GYN practice. Benefits. Full time. Experience required. Pleasant working environment. (810) 642-3530

MA'S & LPN's
wanted full or part-time. Medical Weight Loss Clinic. Non-smoking, no service staff in our Farmington Hills and Portage offices. Applicants must be experienced in Venipuncture, enthusiastic & able to work in a fast paced environment. Competitive salary, less experience helpful but not necessary. Great pay & benefits. Mon. thru Fri. 810-353-6446

Mae McGregor
BRIGHTON HOSPITAL
Personnel Department
12851 E. Grand River,
Brighton, MI. 48116

MEDICAL ASSISTANT / Part time. Must be experienced & reliable. Salary based on experience. Hours Monday-Friday, no weekends, 5 days. Fax resume: (810) 644-6640 Dr. Jeffrey Gaffney, 6 Parkdale, 50 W. Big Beaver, Suite 130 Bloomfield Hills, MI 48304

MEDICAL ASSISTANT
to assist physicians on in-home calls. Venipuncture, driving & map reading skills a must. 810-352-9000

MEDICAL ASSISTANT
With experience, part or full-time. Call Jackie, Dr. Gaffney's office, Call Christina 9-5pm; 313-464-8310

MEDICAL ASSISTANT
Private Internal Medicine practice in Dearborn, Livonia and Southfield. Applicants must be available Monday at 1pm. Bring drivers license, social security card and immunization records for test. No phone calls please. Health Care Professionals, 23209 W. 13 Mile Rd., Ste. 360, Southfield (between Telegraph and Northwestern).

Rehab/Plants is seeking a full-time REGISTERED NURSE for a unique Telephonic Case Management opportunity. BSN and CCM preferred. Position involves telephonic management of motor vehicle accident injuries and work comp. Case Manager would be located at central office in Southfield. Send resume:
Jean Deaubleur/RehabPlants
400 Galleria Officentre, Suite 411
Southfield, MI 48034
FAX: (810) 354-4609
EOE/M/F/V

506 Help Wanted-Medical

MEDICAL ASSISTANT
EXPERIENCED: Venipuncture, EKG, Pulmonary Function, part time, 10-20 hrs. per week. Should be Bilingual. Call Mary. (313) 562-9100

MEDICAL ASSISTANT
Busy Endocrinology practice in need of reliable, experienced Medical Assistant. Hours flexible. Salary based on experience. Fax resume to: Attn: Office Manager, 1695 W. 13 Mile, Suite 220, Troy, MI 48083

MEDICAL ASSISTANT
Full time for busy internal medicine practice in Clawson. Candidate must be self motivated and interested in a fast paced work environment. Must be flexible. Prior communication or experience. Benefits package. Call Michelle at (810) 435-0070

MEDICAL ASSISTANT
Part-time. Farmington Hills Podiatry office. Will train self-motivated and responsible individual. Call Monday or Friday: (810) 635-3188

MEDICAL ASSISTANT
Full & part time. Great opportunity for the right candidate. Must have min. 4 yrs. experience in occupational medicine with good clinical skills. Excellent benefits offered. Please send resume to:
MEDICAL ADMINISTRATOR
5050 Schaefer
Dearborn, MI 48126

MEDICAL BILLER
Experienced, part time for billing services in Northwestern Oakland County. Fax resume to: 810-332-3079

MEDICAL BILLER
experienced in CPT & ICD-9 coding. Knowledge of HIAST, HCFA, UB92 & EPIC preferred. Part time. Evenings 6:00-9:00. Contact Medical Billing Supervisor between 8:00-5:00 at (810) 683-0211 extension 1262.

MEDICAL BILLER
Experienced only. Full time for busy physical medicine office. MDA Rehabilitation, Bloomfield area. Send resume to: Dearborn Physical Therapy, 23209 Greenfield Rd., Suite 230, Dearborn, MI 48120, Attention: Cindy

Fax: 313 564-7804

MEDICAL BILLER
Experienced only. Full time for growing billing company. Fax resume: (313)240-7301

MEDICAL BILLER
For multi-specialty office. Cross/Blue Shield, private, and workman's compensation experience preferred. Limited. Minimum 5 years SOM experience. Full-time/part-time.
Call Ann at (810)357-1606
Or call administrator (810)357-0700

MEDICAL OFFICE in Royal Oak has full-time Mon. - Fri. and alternating phones, filing, copying. Call after 3pm. 810-258-0400

Medical Office Staff
• BILLERS/TRANSCRIPTIONIST (Typing)
•Strong Workmans Comp - Royal Oak. •Psych. •Accounts Receivable. •Medical Transcription
• MEDICAL ASSISTANT - with phlebotomy experience. •Medical Assistants
• RECEPTIONISTS - Many locations!
Call Carolyn, resume to: Marvel Staff
810-932-1170, 124 Hedge Avenue, Suite 100, Rochester
Hampton Hills, MI 48324

MEDICAL
Pharmaceutical company seeks Medical Receptionist