EMPLOYMENT

502 Help Wanted-Office Clerical

RECEPTIONIST
FULL and/or part time for 4 attorney law office in Southfield. Call Belinda at: (810) 358-0111

RECEPTIONIST
FULL time position, phones, file, computer/dexter and another for 2 companies at same location in Southfield. Word Perfect experience required. Please fax resume to Diane 810-356-2509

RECEPTIONIST
Full time for busy Optometric Office in the City of Wayne. Must be people person with good organizational skills. A some computer knowledge. Optical experience a plus. Call Cindy at: 313-721-3442

RECEPTIONIST - full time. Answer phones, light office duties. Experience preferred. Please call (810) 649-9971.

RECEPTIONIST
Growing insurance agency needs person with PC skills to handle switchboard, light clerical. Future insurance training for successful candidate. Call Peggy at 310-647-5900

RECEPTIONIST
Immediate part time position available at the Max Brook Office in West Bloomfield. Excellent weekend hours. Computer skills a must. General office duties. Come join us! Call for an appointment, (810) 626-4000 ask for Nancy R.

RECEPTIONIST
Immediate need for individual to perform receptionist and administrative duties. Minimum qualifications are: High School Diploma; 1-2yrs. Office Experience; Knowledge of Word Processing & Excellent "People Skills". We offer competitive salary/benefits. If your resume fits (810) 557-5070 or send to:
CDA Engineering, Inc.
Human Resources
530 Elizabeth Lake Road, Ste. 310
Troy, MI. 48084-1106
Equal Opportunity Employer

IMMEDIATE opening for individual with strong communications/organizational skills. Prior experience required. Fast-paced, professional environment. Salary commensurate. Send resume to: DORN Technology Group, Inc. 35725 Seven Mile Road, Suite 450, Livonia, MI 48152, or FAX: (313) 462-5807

RECEPTIONIST - Mon. - Fri. 1-5pm for a major food broker in the Plymouth area. Must possess excellent telephone skills, be professional and inter-personal skills. For consideration, please call Ann at 313-459-5920 Ext. 3712. EOE

RECEPTIONIST NEEDED for busy Kartel Hospital in Farmington Hills. Full time. Excellent & benefits. Experience necessary. (810) 471-3638

RECEPTIONIST
Needed for busy fast paced professional office. Must be outgoing with good communication & organizational skills. Apply in person at: 30785 Grand River, Farmington Hills, MI. (810) 478-7700

RECEPTIONIST
NEEDED for Southfield area. $6.00 hour to start. Please call Jackie between 8am-3pm at: (810) 559-5700

RECEPTIONIST/ORDER ENTRY
Entry level position. Looking for a bright person to do data entry, answer phone & light filing. Call Mrs Dee for interview (810) 451-7700

Uniforms Direct, Inc.
30700 Northwestern Hwy.
Farmington Hills, MI 48334

RECEPTIONIST
PART time/full time. Multi-line phone, light typing. (810) 847-7960

RECEPTIONIST
Pleasant voice and telephone etiquette to answer multi-line telephone. Mon-Fri, 9-5. Salary $6/hr. 313-453-3232

RECEPTIONIST
Plymouth firm seeking experienced professional receptionist candidate with good telephone skills for busy office. Word processing, Word & spreadsheet, plus benefits. Call Susan today:
Office Manager
P. O. Box 700204
Plymouth, MI 48170

RECEPTIONIST
Rapidly growing Livonia based company seeks experienced receptionist. Must have prior multi-phone line experience & excellent communication skills. Please fax resume with salary requirements: 313-458-2535

Receptionist/Sales Assistant
Career opportunity with SE Michigan's largest AT&T VAR assisting the sales department scheduling appointments, preparing sales proposals, etc. Customer service, word processing, organizational skills a must. Competitive salary plus a 401K plan, profit sharing, and full benefits - dental, optical insurance. Apply 26450 Haggerty Road, Farmington Hills or call 477-3000 and 252 for an appointment.

RECEPTIONIST/SECRETARY
Busy ad agency seeks excellent typing & experienced receptionist. A professional phone manner, ability to handle multiple tasks. Fax resume to Chair, Bateman, Sales & Assoc. 626-9007 or call 810-626-9000

RECEPTIONIST - SECRETARY
Bloomfield Hills firm seeks experienced professional secretary 2 or 3 days/wk. Person must be dependable, organized & practice excellent telephone & computer skills required. Please call: 810-646-7150

RECEPTIONIST/SECRETARY
Troy company - indefinite assignment. Words, 35 wpm, Microsoft Word & Windows. Call Jean at: (810) 737-1711
TEMPORARY RESOURCES

RECEPTIONIST/SECRETARY
for fast paced Bloomfield law firm. Phones, typing 50 wpm, word computer & dictaphone skills. Benefits/salary to commensurate with experience. Call Terri Ann at 810-647-4140 or Fax to: 810-647-4727

RECEPTIONIST/SECRETARY
CLL three position available immediately for Plymouth organization. Requires excellent communication skills, ability work in fast paced environment. Secretarial skills in Windows environment. Must have excellent salary and benefits. Send resume with cover letter to: Michigan Peer Review Organization, Medicare Division, 28470 Cabot Drive, Suite 200, Plymouth, MI. 48170.
Equal Opportunity Employer
Make/Email/Landscape/Vet

RECEPTIONIST
seeks a candidate to match. Successful candidate possesses excellent phone etiquette and is knowledgeable of Lotus. Please call today for an interview!
PERFORMANCE PERSONNEL
"Performance Is Our Person"
313-513-5823

RECEPTIONISTS
Good people skills. Will greet customers. Some computer experience helpful.
$7.50-$8.50 per hr.
ARBOR TEMPS 459-1150

502 Help Wanted-Office Clerical

RECEPTIONIST
USE your skills and move into management. $200-3/week. Call Monica. (313) 425-0188

RECEPTIONIST
Will handle multi-line phones and light typing. 1-2 yrs. experience required. 40wpm min. Temp-perm. Farmington Hills area. $8-9/hr. to start.
Personnel Unlimited
"Employing People Since 1964"
Phone (810) 751-5000
Fax (810) 751-6815

OAKLAND COMMUNITY COLLEGE
REGISTRAR'S OFFICE ASSISTANT
Oakland Community College is accepting applications for the position of Registrar's Office Assistant at the District Office.
Minimum Qualifications: High school graduation or equivalent. Successful completion of Clerical Skills Battery testing. Type 50 wpm.
Applicants must complete an application. To order an application, call the OCC Job Hotline at (810) 540-1679. Resumes for Application are not accepted through Monday, December 16, 1996. Refer to Position No. 96C-56.
OCC is an Affirmative Action/ Equal Opportunity Employer

RESEARCH TECHNICIAN
East side co-op needs long term tech. Basic math skills & technical experience are required. Complete time & temperature data. (810) 737-1711
TEMPORARY RESOURCES

RETAIL OFFICE HELPER
La-Z-Boy Furniture Galleries seeks a dependable individual for an immediate opening in a part-time retail clerical position. Responsibilities include answering telephones, customer payments, filing, data entry, etc. Requires motivated self-starter, strong organizational ability and some experience in basic office skills. Some weekend work is required. Apply in person or call:
La-Z-Boy Furniture Galleries
27754 Novi Rd.
810-349-2700
(On Twelve Oaks Mall service drive)

SECRETARIAL/ ADMINISTRATIVE ASSISTANT
Flexible hours. Administrative Assistant needed in Ann Arbor. Must have excellent accounting skills, & experience with Windows, Word-Perfect & Lotus. Salary starts $8 an hour. Good benefits. Please send resume or FAX with salary requirements to:
PERSONNEL DEPARTMENT
101 N. MAIN, STE. 800
ANN ARBOR, MI 48104
FAX 313 769-3650

SECRETARIAL
Fast-paced Farmington Hills advertising company has position available for Front Desk Secretary. Requires excellent telephone skills, word processing experience and good organizational skills. Non-smoking office. Benefits. $19,000 annually. 810-661-9032

SECRETARIAL POSITION. Part time (32 hours, flexible). Data entry, word processing, phones. Macintosh experience helpful. Send resume to: Linda Smith-Weekes, National Kidney Foundation of Michigan, 2350 S. Huron Parkway, Ann Arbor, MI., 48104 Equal opportunity employer.

SECRETARY
ADVERTISING AGENCY
Full time and temporary short-term openings with client services and creative department of international agency. Fax up to $28,000/yr. PowerPoint or Macintosh a plus. Call Susan today. Birmingham 642-7700 Farmington/Novi 446-7061 473-2931
Advantage Staffing

SECRETARY/ASSISTANT
for law firm in Farmington Hills. Willing to train but must have good communication, computer & typing skills. Call 810-360-6825

SECRETARY
A&W Restaurants, Inc. has several positions available in our corporate office for self-motivated, professional secretaries. If you enjoy working in a fast paced environment, can adapt to constantly changing priorities and possess the following qualifications we would like to meet with you:
- 3-5 years secretarial experience
- 50-65 wpm typing speed
- Lotus/Windows/WordPerfect computer skills
- 70 wpm shorthand/speed writing
- Professional appearance & demeanor
- Excellent organizational skills
- Excellent telephone skills

We offer a competitive salary and secretarial benefits package. If you feel your qualifications meet the above job requirements, please forward your resume & salary requirements to:
A&W
17197 N. Laurel Park Dr. #500
Livonia, MI 48152
Fax: (313) 462-2091
EOE

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

SECRETARY
Competitive wages. 13 Mile & Telegraph. Building company seeks communication & computer skilled assistant to owner. Full-time.
Fax Resume to: 810-647-0090
Or Call: 810-647-1111

SECRETARY FOR 1 business lawyer. Legal experience not necessary. Strong typing and organizational skills required. WP 6.1 for windows a plus. Please call (810) 355-4400 or fax resume and salary requirements to (810)-355-4468

SECRETARY
Full time assistant (part time considered) needed immediately for a fast paced Executive office. Must be proficient with Macintosh, well organized, and flexible. Clerical skills necessary, ability to prioritize a must. Please fax resume: (810) 488-0061, or send to: Secretary/HR, P.O. Box 9072, Farmington Hills, MI 48333-9072 EOE.

SECRETARY
Immediate opening for part time Secretary to provide administrative support to Fund Raising Director in Oakland County. Must have experience and have strong people skills in WordPerfect. Working knowledge of spreadsheets would be helpful. Work hours/days somewhat flexible, but ideally 3 days/week, 9am-1pm. Send resume and cover letter to: Human Resources Department, 1601 East Commerce Road, Commerce Twp., MI 48382, Attn A. Mahoney

502 Help Wanted-Office Clerical

SECRETARY
Growing, busy general contractor is seeking a highly organized, self-motivated, enthusiastic individual for a home secretarial position. Windows, Word, and Excel a must. General office skills including multi-line telephone. Non-smoking. Great work environment. Competitive salary & benefits. Mail or Fax resume with salary request to:
Office Manager
20332 Franklin Road
Southfield, MI 48034
Fax# 810-357-7700
No Telephone Calls Please!!

SECRETARY
Needed to run one person office in Plymouth job shop. $7-$8.00/ Hr. starting. Send resume to:
Manager
P.O. Box 5352,
Plymouth, MI 48170

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

Secretary
NOT JUST A SECRETARIAL JOB
Seeking an organized, skilled secretary for warm, wonderful professional office. Great opportunity potential, competitive salary, great benefits. Word processing a major plus, but motivation and attitude more important. Send resume with salary history to: JARC, 28365 Franklin Rd., Southfield, MI 48034
An Equal Opportunity Employer

SECRETARY
Part time. Typing, word processor, telephone. Walled Lake area. Call (810) 960-1668

SECRETARY
Part time, temporary, 25-30 hours per week, flexible. Send resume ASAP or apply at: 31523 W. 8 Mile Road, Livonia, 48152. E.O.E.

SECRETARY/ RECEPTIONIST
Fast paced Plymouth office needs permanent full time secretary/receptionist, transcription of dictation, work with letter or phone supervisor, MUST have excellent computer and typing skills, preferably knowledge in Windows 95, Word 6.0, Word Perfect Point, minimum typing 65wpm.
Fax resume to 313-451-1228 or mail to: Technisan Sales Inc.
352 N. Main, Suite 48
Plymouth, MI 48170

Secretary/ Receptionist
Southfield insurance office. Life insurance experience preferred. Send resume to: P.O. Box 760191, Lathrup Village, MI. 48076-0191.

SECRETARY/RECEPTIONIST
Some accounting. Benefits.
Ultracom, Inc.
25600 Lahser
Southfield, MI 48034
(810) 350-2020 / Ext. 224

SECRETARY - receptionist, Birmingham, W.P. 6.1, DOS, dictaphone, good phone ability, $9/hr. Fee paid

PRESTIGIOUS - Birmingham law firm seeks capable secretary. Word for Windows, excellent typing & secretarial skills, full benefits, $30,000. Fee paid

BI-LINGUAL - fluent German speaking secretary, Microsoft Word, Excel, Powerpoint, to $30,000. Fee paid

LOIS RAY PERSONNEL
(810) 646-5580

SECRETARY/ RECEPTIONIST
Futable Corporation of America, a leader in electronic display manufacturing, is seeking an entry level secretary/receptionist for our sales office in Plymouth. Must have a high school degree with office experience. Sales office experience preferred. The position requires experience with personal computers & software, excellent communication & organizational skills. Duties will include general office support, lobby reception, answering phones & making travel arrangements. Futable offers excellent salary, benefits & 401K. Send resume with salary history to: Futable Corporation of America, 14400 Sheldon Rd., Suite 370, Plymouth, MI. 48170
E.O.E.

SECRETARY
Self-motivated individual to fill full time position as Installation Secretary for a Sears authorized contractor in Livonia. Organizational skills, some data entry, pleasant phone voice and good permanship. Experience helpful. Annual salary plus benefits. Please call Cindy at 800-468-0617

SECRETARY - small office needs flexible person, hours 12 to 6pm, Mon-Fri. Must be able to take appointment. (810) 615-3554

SECRETARY
Troy based Intellectual Property law firm seeks a dynamic professional secretary for dynamic, flexible environment. Must have professional demeanor, appearance and ability to maintain client contacts. Must possess solid grammatical, organizational and communication skills. Must be able and be able to manage multiple priorities and projects effectively. Competitive salary/benefits package. Send resume w/salary requirements to:
Box #1624
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY/TYPIST
Immediate Position available for Secretary at small consulting firm in Birmingham. Must have excellent Word Perfect for Windows. 810-644-0060. Send resume to: "Secretary" 568 Ann St., Birmingham, MI 48009 or Fax 810-644-0177 or E-mail rc@silverkeys.com

SECRETARY
Well organized with excellent telephone skills. Demonstrated skills with Microsoft office. Competitive salary and excellent benefits. Please call Temperform Corp., (810) 349-5230

SECRETARY
WITH bookkeeping experience to work for apartment rental company. (313) 534-9345

TEMPORARY TELEPHONE RECEPTIONIST needed for busy private school, mid Dec. thru Feb. Full & part time hours available. Good telephone skills required. Call Mark for interview. 810-569-8040

TITLE INSURANCE/ CLOSING DEPARTMENT
Experienced person needed for fast paced Birmingham area company with a high priority placed on customer service. Fax resume to (810) 642-0006 or send to Title Insurance, 1600 Woodward, Bloomfield, MI 48304, Attention: Kathy.

WORD PROCESSING SECRETARY
Part time flexible 20 hour week. "Advanced" WordPerfect, 6.1 or Word skills necessary for public accounting firm. Call 810-642-6700 or send resume to:
Polk & Associates
30700 Telegraph Rd., Suite 3450,
Bingham Farms, MI. 48025

502 Help Wanted-Office Clerical

SENIOR ADMINISTRATIVE ASSISTANT
We are seeking an administrative assistant for a department head and a consulting practice with the following qualifications:
- Good written and oral communication skills.
- Handle multiple tasks concurrently in a high-volume, deadline oriented environment.
- Interact with all level of people including senior executives within and outside the firm.
- Minimum 5-7 years of secretarial experience with accomplished word processing skills and typing speed 65 wpm. Microsoft Word for Windows and PowerPoint graphics program a must.
- Extensive travel coordination and communication.

We offer an excellent salary and benefits package. Interested candidates forward resume with salary requirements to:
Office Administrator-3
P.O. Box 1928
Detroit, MI. 48243

TEMP TO HIRE POSITIONS
MSD ADMINISTRATIVE ASSISTANT - Working on Excel, outlook, Word, Powerpoint, Visio. $25-$30,000 plus benefits in Plymouth.
ADMINISTRATIVE ASSISTANT - Working on Word 5.1 on a Macintosh. Familiar with Excel also. $6.50-$9 an hour on Farmington Hills.
RECEPTIONIST on a 7 line phone system, paging, light data entry of orders, knowledge of Word helpful, stable dates, bang. Good customer service dates. $9-$10 hour in Livonia
RECEPTIONIST - $6-$8.25 hour. Answering 12 lines with voice mail and general office duties, light typing also. Position is in Northville.
AREA MANAGER - needed for a Livonia company. Must have 2 years related experience in janitorial duties with supervisory experience. $20-$22,000.
DISTRICT MANAGER - needed for a Livonia company. Must have 2 years related management experience in a janitorial company. $28-$30,000.
SNELLING PERSONNEL SERVICES
Extended hours available Jan. 7th, after 5 PM. by appointment only and also Jan. 18th., 10 AM. - 2 PM., also by appointment only.
LIVONIA, 313-266-8000
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-373-7200
TAYLOR, 313-284-0777

VENDOR SERVICE REPRESENTATIVE
We are seeking a Vendor Service/Sales Assistant for our fast growth Plymouth company. Person should be detail oriented, and computer literate. Duties involve extensive phone work, documentation work dealing with our vendors across the United States. Salary + Benefits. Interested candidates should send resume and salary history to Federal Financial, Inc., 30500 Northwestern Hwy., Farmington Hills, MI 48334.

WORD PROCESSOR
Commercial real estate company seeking experienced detailed individual for fast paced office. Must have excellent typing and computer skills. Experience with Word Perfect a plus. Send resume to:
CB Commercial
1000 Town Center #2300
Southfield, MI. 48075
Att: Personnel Manager

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

504 Help Wanted-Dental

ABSOLUTELY THE best working atmosphere for an experienced dental assistant. 810-478-2110

ADDITIONAL STAFF NEEDED For progressive, new, modern Dental Office in Lake Orion Village
+ RECEPTIONIST
Full-time positions, experience necessary. Excellent benefits package. 810-623-2443

ASSISTANT for Farmington Hills dental office. Must be experienced, team player. Full time, Mon.-Thurs., (8:30am-5pm). (810) 478-3355 Salary to commensurate with experience. Paid vacations, bonus, DC-BS, bonus program. Call Lori: (810) 553-0645

ASSISTANT
LIVONIA Periodontal office seeking the right individual for 3 days per week in a pleasant professional atmosphere. Become a valued team member. Call: (313) 522-7313, for an interview.

CHAIRSIDE ASSISTANT
EXPERIENCED ONLY. Part-time Mon., Thurs. & Sat. Wage commensurate w/experience. Farmington Hills Rd. area (313) 425-7010

DENTAL ASSISTANT
Part-time, 15-20 hrs/wk. Experienced preferred. Call Mrs. 313-665-0373

DENTAL ASSISTANT
Position available in Farmington Heights office. Private practice, part-time, Flexible hours. Full time benefits for the right person. (313) 565-7170

DENTAL ASSISTANT
Livonia dental office looking for an EXPERIENCED, enthusiastic team player to join our Assistants. Great professional, progressive office has great working conditions and excellent benefits. Don't miss YOUR chance! Call Ann: (313) 533-7545

DENTAL ASSISTANT
for oral surgeon. Not area. 3-4 days per week. Will train.
(810) 360-6290

DENTAL ASSISTANT
Experienced only. Part/full-time. Flexible days for an established adult practice. Excellent salary and benefits. Ms. Tel-12 area. (810) 642-5000

DENTAL ASSISTANT
If you are experienced with X-rays, personable and self-motivated, ... come join our comfortably paced, low stressed office. Farmington Hills. Full and part time. (810) 855-1277

DENTAL ASSISTANTS
Progressive S.E. Livonia dental office seeking an experienced Dental Assistant for a permanent position. Also seeking an experienced assistant to work every 5th wk for maternity leave. Approx. Feb thru end of April.

DENTAL ASSISTANT
Full or part time. Experience preferred. Call (313) 425-9130

504 Help Wanted-Dental

DENTAL ASSISTANT
Large Southfield office seeking the right person to join our team. Must be a professional, friendly and enthusiastic. Come join our great working environment assisting in beautiful boxes. Part time hours available. Sunday 9am-2pm, 1 Sat. per month 8am-2pm. Opportunity for full time position in June of '97. (810) 443-1350

DENTAL ASSISTANT
Part time. Flexible hours. Prefer Certified Dental Assist or someone with many years experience in a quality practice. Call Marie: (810) 352-7722

DENTAL ASSISTANT, full-time for innovative & progressive practice in Farmington Hills. Looking for a people person to fit in a customer service oriented practice. Excellent benefits. (810) 614-3011

DENTAL ASSISTANT
Busy practice in Rochester is looking for a person who enjoys working in a team setting. Must be experienced in general & cosmetic dentistry. 4-5 days per week. (810) 852-6481

DENTAL ASSISTANT RECEPTIONIST
Position available in busy pediatric dental office in Berkley. Candidate must have outgoing personality, excellent people skills & must enjoy working with children. Computer experience helpful. Excellent work environment. Pay commensurate with experience.
Call: (313) 261-5872

DENTAL ASSISTANTS & RECEPTIONISTS
Growing Oral Surgery Office. Do you enjoy work? Believe in your self, your ability to perform, and your charmed smile, feel you can contribute to a fun atmosphere? WE WANT YOU! Full & Part time positions available. Excellent pay & benefits. Great working environment.
(313) 591-3636

A Special people oriented expanded duties assistant position in an personal growth & enjoys handling multiple tasks. We offer an opportunity to grow professionally, personally, financial security. (810) 474-0224

DENTAL FRONT DESK
Full time position. Experience preferred for Southfield family dental practice. Please contact:
(810) 569-2066

DENTAL HYGIENIST
RECEPTIONIST & ASSISTANTS
Call (810) 566-7667

DENTAL HYGIENIST - part time position for general dental office. Team oriented person, weekend. Dearborn area (313) 565-5350

DENTAL HYGIENIST
Part time for prevention oriented family practice. 16 Mile/Dequindre.
(810) 979-0600

DENTAL HYGIENIST
Westside office needs hygienist for 2 days per week plus 1 Sat. optional. Top pay, great office to work for. Call:
313-421-5200

DENTAL HYGIENIST, $50,000 to $70,000 annually. Are you an experienced hygienist looking for an opportunity to utilize your professionalism, creativity? If you also have excellent technical & verbal skills, a high quality specialty practice in the Southfield/Birmingham area and an opening you've been waiting for. Call: (810) 357-3100

DENTAL HYGIENIST
needed for great family practice in Downtown Birmingham. Mon A Tues, 8 to 5, starting Jan 1, 1997. Please call: 810-642-3320

DENTAL INSURANCE COORDINATOR
with MINIMUM 2 years Dental insurance and computer experience. Commercial insurance experience, dental practice in Dearborn. Excellent pay. Call Anne: (313) 278-6333

DENTAL ORTHODONTIC assistant for orthodontic office in Farmington Hills, full time, experience in management preferred, but not required. Good with people, especially children, excellent salary, mature person desiring long term employment in a caring, pleasant office setting. Call by calling Mon. Tue. Thurs Or Fri 9-4 only 810-553-4142

DENTAL PROFESSIONALS
Exciting Dental Practice seeks a change in 1997? Peak Performer wants to help your existing patient survives. Call our consultants at:
(810) 477-5777

No Fees EOE

DENTAL RECEPTIONIST: Specialty practice is looking for a special person to join its team. This special person should have dental experience & be self-motivated, organized, articulate & empathetic. (810) 357-3100

DENTAL RECEPTIONIST - small friendly Birmingham office seeking dependable person for 28hrs/wk. No weekends. Call: 810-645-2040

DENTAL TECHNICIAN
(Blue Water. Experience preferred, but willing to train. Dedicated quality town Farmington. 810-478-3355

DENTAL TECHNICIAN
We are looking for a technician in crown & bridge laboratory department with great opportunity to advance in our growing laboratory. Production Quiet & relaxed atmosphere. Good wages & benefits for the right person. Please call: (810) 557-0022

DENTAL TECH
Wanted for waxing. Full time, part-time or piece work available. All replies kept strictly confidential. Benefits available. Set your own pay. Flexible hours. Call Mason Dental, ask for Lesley (313) 513-1300

DENTIST DESIRED
as full or part time associate for busy general family practice. Excellent income potential. Reply to: P.O. Box 397, Fraser, MI 48026-0397

DENTIST
Modern, fee-for-service office in Western Suburbs seeks general dentist for full time associate. Must complete patient comfort highest priority.
Call 313-459-8888

FINANCIAL ADMINISTRATOR
Assume responsibilities for electronic and paper insurance processing, patient billing and collection, and scheduling of hygiene patients. Busy Canton practice. Salary negotiable considering must have dental office experience including dental insurance, computer use and strong work ethic. Benefits include 401-K, medical, CE, others. Send work history with handwritten cover letter to: 2301 Sheldon Suite A, Canton, MI 48188 or call between 9-12noon. (313) 981-7477

HYGIENIST
NEEDED for Birmingham office. 2 or 3 days per week. Call: (810) 644-1122

OFFICE ASSISTANT
needed for busy Orthodontic practice. We are looking for a positive and mature team player. We will appreciate your talents of experience in scheduling and handling phones. Great part-time hours and pay.
Call Chris at: 313-522-5581

ORTHODONTIC ASSISTANT
Minimum 1 year experience preferred. Canton practice. Team player, competitive pay wage, excellent working environment. Benefits included. 3 days per week.
(313) 981-2444

ORTHODONTIC CHAIRSIDE ASSISTANT
4 day week. Experienced. Pleasant personality and neatness important. Good working conditions and benefits. Clawson.
(810) 435-2000

506 Help Wanted-Medical

ACCOUNTS RECEIVABLE
The following full-time Professional and Facility positions are available for individuals experienced in medical billing for our Southfield business office.

SUPERVISOR - PRO-FEE MEDICAL BILLERS
PAYMENT PROCESSING ANESTHESIA CODER
CUSTOMER SERVICE REPRESENTATIVE
Submit detailed resume or apply Mon-Thurs. 8am-5pm.
PROVIDENCE
Hospital & Medical Centers
Employment Services
22225 Greenfield, Dr., 310
Southfield, MI 48075

ATTENTION
CNA's & Home Health Aids
Join our growing family. Part time & full time. Flexible hours, excellent wages. CNAs $8-$8.75, HHA $7 to start. Call Cheryl 313-421-7472 or Barb 313-421-9101

BILLER
Full time needed in physical therapy non profit facility. Minimum 2 yrs experience. Negotiable salary & benefits. Call Kay or Maureen at MEDMATCH 810-651-0652

Certified Home Health Aides
Join the rewarding field of home health care by joining our growing private duty staff. We have permanent daily assignments in Oakland county. Our clients include:
- The Elderly
- Quadriplegics
- Developmentally disabled adults/ children
- Persons recovering from an illness or accident

To full time employees, we offer:
- Guaranteed 40 hour work week
- Paid holidays, vacation and sick days
- Medical, dental and optical insurance
- Mileage reimbursement

In return, you need to be:
- Certified home health aide, nursing assistant, preferably with home care certification
- At least six months experience, and have reliable transportation

Part time and contingent positions also available.
To apply, contact:
United Home Care Services
1-800-968-UHCS

CHIROPRACTIC ASSISTANT
Full-time, Westland area. Insurance experience preferred. Office experience necessary. If interested, please call: (313) 728-8100

CNA's
Days & Afternoons. Full & part-time. Small facility. New pay scale. Excellent benefits. Apply in person: West Trail Nursing Home, 395 W. Ann Arbor Trail, Plymouth. (313) 453-5943

COUNTER NEEDED for Transcriptions Ltd., located in Farmington. 56 words. Full time days, excellent growth potential. Call Gwen 810-471-6696

DO YOU Like to Help People Smile? Are you Energetic? Be an Activities Assistant at the Vencor Nursing Center. We will train you in the growing field. Full-time, 3pm to 11pm, Tue. thru Sat. Call Karla, Marina, Activities Director, 313-326-6600 or apply in person at Vencor Nursing Center, 3393 Venoy Rd., Wayne.

FRONT DESK/MANAGE
Busy growth oriented natural health care office needs positive experienced person. Energy, excellent leadership clerical and people skills helpful. Leave message. 810-476-6100

HHA's, CNA's, PERSONAL CARE-GIVERS
$ SIGN ON BONUS $
Tired of Nursing Homes?
Tired of traveling?
Like TEAMWORK?
INNOVATIONS has immediate positions in Novi, Westland and Flint senior retirement communities for quality caregivers like you. Competitive pay, flexible merit increases and bonus programs! For immediate interview, call Pat D. at:
Health Care INNOVATIONS
1-800-765-7544

Home Health Aides
Certified Home Health Aides
Nursing Assistants
Homemakers
Live-ins
For private duty home health care. Must be experienced, dependable, and have reliable transportation. We offer:
- Flexible schedules
- Pay based on experience
- Paid holidays
- Mileage reimbursement
- Paid in-services
- Benefit package for full time

If you're interested in joining a rapidly growing agency, please call or apply to:
United Home Care Services
15718 Farmington Rd., Livonia
(Two blocks N. of 5 Mile)
(313) 422-6250

HOSPICE NURSES
Contingent & on-call positions available to service Oakland, Wayne, Macomb & Washtenaw County areas. Previous Hospice experience preferred. For further info please call Erma Wood, Visiting Nurse Association of SE Michigan, 313-478-9734 Fax: 313-874-5251 EOE M/F

MEDICAL ASSISTANT
Part time, approx 15 hours/week for OBGYN in Farmington Hills area. If interested call 810-471-0580

506 Help Wanted-Medical

HOSPICE POSITIONS
GrandCare Home Health's Hospice Division is rapidly expanding. The following positions are currently available:
- RNs Minimum of 2 yrs. of experience as an RN, minimum of one year of experience in hospice/home care or long-term care. Hospice certification preferred.
- CNAs/HHA or CNA certification with home care or hospice / experience required.
- CLINICAL MANAGER-RN w/BSN required. Minimum 1 yr. of management and 2 yrs. hospice experience. Good verbal and written communication skills.

If you are interested in either full time work with benefits or a flexible part time schedule, please send or fax resume to:
GrandCare
Attn: HR Hospice
38935 Ann Arbor Road
Livonia, MI 48150
Fax: (313) 432-0748
Equal Opportunity Employer

LONG TERM CARE BILLER
Full time position in long term care billing for enthusiastic, detail oriented individual. Minimum 2 years in long term care billing experience helpful but not required. Opportunity for advancement, good salary and benefits, enjoyable, informal work atmosphere. Send resume to Long Term Care Billing Specialists, 20270 Middlebelt Rd., Suite #8, Livonia, MI 48152.

Marywood Nursing Care Center
30275 W. Five Mile, Livonia
Needs experienced
CENA's
- $7.80/hour to start
- Excellent benefits

Also taking applications for:
FREE CENA Training Class
to begin January 1997

MEDICAL ASSISTANT
Experienced. Part-time, hours 10am-4pm. Hrs. negotiable. Northville area. Fax resume: (810) 644-6840

MEDICAL ASSISTANT needed full time, benefits. Will train. Pediatric medical office. Birmingham area. Call Sandy, leave message 10am-8pm.

MEDICAL ASSISTANT
Needed for busy ENT practice in Farmington Hills. Full time. Please send resume to: 28500 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48334 Attn: Karen

MEDICAL ASSISTANT
Immediate opening. Bloomfield area.
(810) 979-0050

MEDICAL ASSISTANT
Experienced only, pediatric practice in Livonia. Call Gail
(810) 478-2723

MEDICAL ASSISTANT
Farmington Hills. Internal medicine seeks experienced, full time Medical Assistant. Contact Carol: 810-360-1340

MEDICAL ASSISTANT
Oakland County family practice office needs experienced, full time MA for Farmington practice. Call Mary at MEDMATCH 810-651-0652

MEDICAL ASSISTANT
Experience preferred. Part & full time, weekdays, evenings & Saturdays - 20-40 hours per week.
(810) 542-5055

MEDICAL BILLER
needed for fast growth private urgent care, 1-2yrs. experience in billing. Send resume to P.O. Box 2544, Southfield, MI. 48037

MEDICAL CLAIMS CUSTOMER SERVICE
National company seeks candidate with billing knowledge to assist customers. Llvonia area. Fantastic benefits. Call Maureen at MEDMATCH.
810-651-0652

MEDICAL OFFICE - several positions for high volume practice. If you are a high energy, conscientious team player looking for excellent benefits, call Lee 810-352-7600

MEDICAL OFFICE STAFF
HOT NEW OPENINGS TO $40K
- Office Manager - EOM preferred - beautiful W. Bloomfield office. - Billing Supervisor - need 5 years experience for terrific OMC office. - Receptionists - busy offices in Bloomfield, Livonia, Novi & Clawson. - Many other opportunities for Transcriptionists & Billers! All positions require at least 1 year experience! Call/fax resume to Louann Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334
810-932-1170, Fax: 810-932-1214

MEDICAL
PHLEBOTOMISTS
Nursing Homes
3 AM. - 11:30 AM
Early Morning Shift Differential
•AUBURN HILLS
Corning Clinical Laboratories, the largest clinical diagnostic laboratory in Michigan is currently seeking highly motivated individuals with a min. of 1 yr. previous phlebotomy experience. Must possess excellent customer relations and organizational skills.
We offer a competitive salary and benefits package, including life, health and dental insurance, 401(k) and CORNING stock option plans. For immediate consideration please apply Mon-Thurs., 11am-3pm at: Corning Clinical Laboratories, 4444 Giddings Rd., Auburn Hills, MI.
EOE M/F/D/V

MEDICAL RECEPTIONIST
Livonia X-ray office. Full time, days. Medical experience necessary.
(313) 422-3232

MEDICAL RECEPTIONIST
Experience preferred. Part-time & full-time. Days, evenings & Saturdays available, 20-40 hours per week.
(810) 542-5055

506 Help Wanted-Medical

MEDICAL RECEPTIONIST
Needed for large Berkley medical office. Full time with benefits.
(810) 548-9000

MEDICAL RECEPTIONIST
Full-time position open at busy Family Practice in Plymouth. Minimum 2 yrs. experience. Some evenings & Sat hours required. Benefits. Call Mr. Clifford Morris at Family & Sports Medical Center.
313-455-9760

MEDICAL SECRETARY/ RECEPTIONIST
Work with GREAT STAFF! Attractive Bermuda location. Full time. Benefits. Call Mr. Clifford Morris at Family & Sports Medical Center.
313-455-9760 or call 540-6178

MEDICARE/MEDICAID BILLER
National home healthcare provider located in Southfield seeks full-time Medicare/Medicaid Biller. Qualifications include: 1-3 years being and collection experience. Competitive wages and excellent benefit package. For immediate consideration, fax or mail resume to:
810-357-2034 Attn:
Reimbursement Manager
26777 Central Park Blvd., Ste 200
Southfield, MI 48076

MENTAL HEALTH CARE
Working with mentally ill adults. Starting at $6.25 an hour plus full medical, dental and optical benefits, after 90 days, with a 50 cent raise. Farmington area. Please call Misty or Christy for an interview at
810-477-5244

MENTAL HEALTH RN's
Experienced Psych RN's, join Michigan's largest independent home health care agency to promote comprehensive care for our mental health patient population in Wayne, Oakland & Macomb Counties.
For immediate consideration please call: 313-876-9734
or fax resume to: 313-874-5251
VISITING NURSE ASSOCIATION OF SOUTHEAST MICHIGAN
Equal Opportunity Employer M/F

MIS MANAGER
For community mental health agency in Lincoln Park, MI. Requires Bachelors Degree in Computer Science or related field, 4 years documented supervisory experience in medium sized data processing operations; knowledge of UNIX, Networks, MS Office; data base operations, and rate setting. Helpful: experience with billing applications; Managed Care concepts; and proficiency in statistics. Medical office, Birmingham area. Salary & benefits. Send resume or call/fax to Louise, Consumers Care Services, Dept 270-MIS, 26184 W. Outer Dr., Lincoln Park, MI 48146
313-389-7548 Fax: 313-389-7515
An Equal Opportunity Employer

Now HomeCare Agency
Seeking
Dependable & Flexible
CAREGIVERS
Excellent Wages.
Please call Judy
(313-522-1018

OPHTHALMIC ASSISTANT
Full time for Southfield office. Some optical experience preferred. Unique hours. Call Sharon. 810-358-3937

OPTICAL DISPENSER
Experience preferred. Plymouth. Permanent position. Flexible hours. Great office. Wonderful staff. Pretty good boss. (313) 453-6190

PEDIATRIC NURSE
Fast-paced multi-specialty clinic seeking an experien