Help Wanted General 5000

YOUTH SOCCER TRAINER
for 1 yr. to recruit/train/referee & supervise staff. Set-up trips/games/programs. Soccer lic. for yrs. exp. required $31,000/yr. Magic Soccer, MDCO-ESA #222023, PO 11170 Detroit, MI 48211

• CLEANING OFFICES • PLYMOUTH, LIVONIA, NOVI. 2 1/2 hrs/eves. Mon-Fri. (248) 615-3554

Office Clerical 5020

ACCEPTING APPLICATIONS
Full-time, will train.
Clerical skills required.
O'Connor Chiropractic,
16711 Middlebelt,
Livonia, MI 48154.

ACCOUNTANT
Not-for-profit agency seeks individual with strong knowledge and experience in A/P, A/R and G/L. Must possess strong communication and organizational skills. Excellent benefits and working conditions. Send resume to Methodist Children's Home, Acct. 26645 W. Six Mile, Redford, MI 48240 or e-mail to MCHSADMIN@provide.net.

Accountant - Farmington Hills CPA firm has an opening for a permanent, full or part-time accountant with a minimum of 3-5 years recent CPA firm experience. Flexible working hours. Submit resume & salary requirements by mail to: Tama & Budaj, P.C., Attention: HR, 32783 Middlebelt Road, Farmington Hills, MI 48334 or by E-mail to: hr@tamabudaj.com.

ACCOUNTING CLERK
Omnichem, LLC, an innovative automotive service supplier, seeks an experienced A/R, A/P Clerk. Duties include daily accounting activities such as processing cash receipts, preparation of invoices, posting of payments to customer's accounts, reconciliations, and preparation of accounting reports. Right candidate must be detail-oriented, organized and able to work independently. Peachtree and Excel software required. Forward resume & salary requirements to:
13700 W. Buena Vista
Detroit, MI 48223
Fax (313) 659-1458
hiring@omnichem.net
Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
A non-profit organization located in the metropolitan Detroit Area has a position for an: Accounts Payable Clerk. The position is responsible for processing and paying invoices, posting receipts, and account reconciliations. Associates Degree in Accounting preferred with related computer skills.
Please send resume to:
Accounts Payable Clerk
16130 Northland Drive
Southfield, MI 48075
Attn: CS

ACCOUNTS PAYABLE/ RECEIVABLE CLERK
Accounts Payable/Receivable Clerk needed for Property Management Company to fill Full-Time position. Must be organized and proficient in Excel. Degree and/or equivalent experience preferred. Full-time employees are eligible for health and dental insurance. E.E.O. Mail or FAX resume to: C. Thompson, PO Box 255005, West Bloomfield, MI 48325 FAX: (248) 865-1630 or email: chtompson@SinghMail.com

ADMINISTRATIVE ASSISTANT/RECEPTIONIST
Farmington Hills CPA firm has permanent administrative position available for detail oriented self-starter. Microsoft Office, Quickbooks exp. a plus. Flexible summer hours, excellent salary, benefits and 401k. Come join our friendly work environment, good opportunity for professional development. Please send resume and salary requirements in confidence to hrdept@snls.net or SNLS HR Dept. 26050 Orchard Lake Rd., Ste 100, Farmington Hills, MI 48334.

ADMINISTRATIVE & PERSONAL ASSISTANT
For Executive in large Birmingham office. Exc. verbal, communication and computer skills, detail oriented, some bookkeeping. 5 yrs. exp. in office setting. Flexible hrs. Send resume & salary requirements to: Executive, PO Box 2227, Birmingham, MI 48012

Administrative - Self-starter needed for a Bloomfield Hills real estate development company. Detail oriented person with the ability to multi-task. Word and Excel computer skills required. Real estate license and marketing exp. a plus. Please send resume and salary requirements to PO Box 1024, Bloomfield Hills, MI 48303-1024 or email HumanResources@flash.net.

ADMINISTRATIVE ASSISTANT
For small Livonia co. Must have current computer skills, construction knowledge helpful. Fax resume w/salary requirements on cover sheet to: 734-266-1446

ADMINISTRATIVE ASSISTANT
for busy chiropractic office. Varied & interesting duties. Part time leading to full time. Computer skills a must.
Call 248-569-1108

ADMINISTRATIVE ASSISTANT
for Southfield CPA firm. Permanent, part-time. Flexible hours. Computer knowledge a must with willingness to learn new programs. Fax or email resume to: (248) 350-0327, mskpc@hotmail.com

Administrative Assistant
Full-time position with benefits for Farmington Hills Certified Public Accounting form. Duties include processing tax returns, typing & processing letters & financial statements, filing, phones, etc. MS Word proficiency required; some Excel knowledge helpful. CPA firm experience helpful, but not required. May be some overtime Jan.-April Send resume with salary requirements by fax to (248) 626-2276, attention: Kris, or e-mail to: hr@tamabudaj.com

Administrative Assistant
Part-time for Birmingham professional. Proficiency in MS Word and Quicken plus Internet capability required. Fax resume to: 248-683-8039

Office Clerical 5020

ADMINISTRATIVE ASSISTANT
Thriving healthcare organization seeks assistant to CEO. Responsibilities include clerical support and project management. Preference given to candidates with executive support and computer exp. Outstanding compensation and benefit package offered. Send resume + 3 references to: MHPRC, P.O. Box 989 Brighton, MI 48116

ADMINISTRATIVE ASSISTANT
for busy partner at West Bloomfield law office
some legal experience helpful
Call Patti Alcaia (248) 851-6000

ADMINISTRATIVE ASSISTANT
Mature, detail-oriented person needed part time, 20 hours/week. Computer input, process jobs, filing & invoicing. Westland. 734-326-6737

BOOKKEEPER/ CONTROLLER
GENERAL OFFICE
SALARY OPEN
Full charge cl. Peach Tree & Excel, accounting & financial reporting. Looking for long term relationship with integrity & loyalty. Existing Person Friday leaving after 25 yrs. Apply in person 10am-2pm, Mr. K., Contractors Fence, 14900 Telegraph Rd. Redford, MI 48239 or fax Res: 313-592-8401

Buddy's Pizza
OFFICE PERSON
Some restaurant experience preferred. Available to work during the day & weekends. We offer premium wages, Flexible schedules, Matching 401K, Meal discounts & Medical Insurance.
Send resume to
31800 Northwestern Hwy
Suite 206
Farmington Hills, MI 48334
(248) 855-6222
Fax (248) 855-6329

BUSY DOWTOWN
Birmingham company seeks part-time Office Assistant. Mon-Fri, 8am-2pm. $10/hr. Positive attitude a must! Fax resume to: 248-723-4444

CLERICAL
Livonia co. has full-time position. Person must be organized, have computer skills & good communication skills. 2-3 yrs. office exp. necessary. Construction, A/P or A/R, dispatching exp. helpful. Wages are based on exp. Health care & retirement are offered.
Quality Heating & Cooling
734-591-3310
Fax: 734-591-5545

CLERICAL, PART-TIME
Rochester area. Phones, filing, knowledge of Microsoft Word. Call: 248-651-1157 or fax 248-651-2218.

Clerical- Part Time work in Plymouth Twp. Phone and filing, will train. M-F. Contact Denise 734 451-7502

Clerical/Full-time
For our behavioral health clinic in Wayne. High school diploma and knowledge of general office procedures and computers. Full benefits. Send resume to Hegira Programs, Inc., 8623 N. Wayne Rd., Suite 200, Westland, MI 48185

CLIENT SERVICE REP
needed for investment management firm. Job duties will include clerical/computer entry and phone contact. Candidates must be reliable, detail oriented, self-starters with excellent organization and communication skills. Send resume and salary requirements to:
Personnel Manager
3883 Telegraph Rd., Suite 100
Bloomfield Hills, MI 48302
or FAX to: (248) 642-6741

CREDIT CLERK
Medium size company in Farmington Hills is seeking a credit clerk w/2-3 yrs. experience. Candidate must have Excel, Account Analysis, and payment reconciliation skills. Full time position. Includes benefits & 401k. Call HR Manager, 248-476-7850 x2264 or fax resume 248-476-3828

DATA ENTRY / CLERICAL
Entry Level
Detail oriented individual. Dependable. 40 hrs./wk. $9.50/hr. Insurance available. Call Pam 248-446-5500. Ext. 3040 Fax: 248-446-9595

DATA ENTRY POSITIONS
$10/hr. for full and part-time computer data entry/inquiry work on 2 month project in Huntington Woods real estate office. Fax your resume to 248-399-6085.
Attn: Heather Fouts
or e-mail to:
hfouts@tnsi-consulting.com

EQUILIBRIUM
Michigan's premier pilates studio, is looking for an intelligent, friendly person who can perform a variety of reception-ist duties. Work flexible hours & earn $10/hour while working in a healthy environment
Call 248-723-6500

EXCITING OFFICE In Southfield is looking for upbeat administrative assistant to work in fast paced, growing department. Must have strong Excel, Access & PowerPoint. Please email resume to
employ@pbex.com
or fax to 734-769-0035

EXECUTIVE ASSISTANT
Are you 55+? National Senior Environmental Employment program has a 4 month temp position in a Director's office at the EFA Lab in Ann Arbor. Must be proficient in computers, spreadsheets, electronic mail, fax machines, multi-line phones. Excellent communication skills oral/written BENEFITS: $9.56 per hr., paid vacation/sick leave/health care. Send resume: Mary Reilly, SEE Program Field Mgr, Senior Health Bldg., P.O. Box 995, Ann Arbor, MI 48106.

FUN OFFICE!
Motivated individual to work in alternative health care practice, 30+ hours. Must have people & computer skills. 401K, benefits.
Send resume to: DHS, 39595 W. Ten Mile, #112 Novi, MI 48375. Attn: Pam

"It's All About Results"
Observer & Eccentric
1-800-579-SELL

Office Clerical 5020

General Office
Highly energetic & motivated person for Plymouth building company for general office support. Entry-level position. Phone and people skills a must, with knowledge of MS Office. Please fax resume to: Human Resources at
(734) 459-0606

GENERAL OFFICE
Livonia firm seeks an organized, dependable, mature person for various office duties, including telephones, data entry & more. You must be detail-oriented, personable, and profic- ient in MS Word. We offer a stable, pleasant work environment, good pay& benefits. Fax resume & salary requirements in confidence to: Office Mgr, (734) 427-8370.

GREETER
for Westland/Canton funeral homes. Call David Griffin at: 734-522-9400

HEAD TELLER
Full-time position. Candidate must be experienced as a head teller or has extensive teller experience. Responsible to staff a window, assist with daily balancing activities, assist with training, and *ensure daily services are* complete. Excellent wage & benefit package. Interested applicants should send a resume to University of Michigan Credit Union, 3055 Plymouth Rd. Suite 200, Ann Arbor, MI 48105 Attn: Human Resources fax # 734-769-2245

HUMAN RESOURCES
Novi Co. seeks clerical assistant with strong interpersonal skills to support HR Department. Top benefits.
Diversified Recruiters
(248) 344-4700 • Fax 344-4704
Email: jobs.drc@recruiter.net

INSURANCE CASE MANAGER
Part-time in a high paced, professional insurance brokerage office located in Farmington Hills. 20-25 hrs. wk. Duties: process new business, licensing, telephones, track new business & filing. Insurance exp. & computer skills. Call 248-553-9505 or send resume to fax: 248-553-9543 or email: mains@ameritec

INSURANCE CSR'S
Both personal & commercial positions. Experience preferred, but will train. Growing Ann Arbor agency. Highly computerized. (734) 971-1000 (810)220-5822

JOBS OF THE WEEK
Legal Specialist to $46k
4-5 Years litigation exp. I.P. a plus but not a must. M/S Office. Major Birmingham firm. Call Denise

LEGAL SECRETARY to $42k
3 years commercial litigation experience. Well known Southfield firm. Call Barb

PARALEGAL $39-45,000
3 years litigation exp. ABA certified, major law firm. Great benefits. Call Barb

LEGAL SECRETARY $40,000
Challenging/diversified position. 5 years litigation exp. needed. Good computer skills. Call Donna.

Call 586-772-6760 or fax resume to 586-772-1811
Snelling Personnel Services

LEGAL
Integrity and 35 years of service are why the best law firms in the area trust us - you should too. For legal secretarial job placement, permanent & temporary.

HILLSTROM & ROSS AGENCY, INC.
CALL: 248-626-8188
FAX: 248-626-8434

Legal Administrator / Secretary
Must have 3 years exp. Strong computer & communication skills. Send resume to: Brian Walker, 24472 Northwestern Hwy, Southfield, MI, 48075

Legal Secretaries
• Experienced only for perm/temp placements. 1-5 day assignments available. • for top notch candidates
JOANNE MANSFIELD
Legal Personnel
Phone: 248-362-3430
Or send resume to:
Fax: 248-362-4861
Email: jomanlegal@aol.com

LEGAL SECRETARY
Full-time position with busy Farmington general practice law firm. Fax resume to:
248) 478-6221

LEGAL SECRETARY
Part-time Family law exp. Salary & hours negotiable. Rochester area. Call Cynthia at: 248-652-6770

Legal Secretary/Assistant
Needed fro partner of 10 attorney Farmington Hills law firm involved in commercial law practice. Comprehensive Federal and State litigation experience and strong computer skills required. Candidates should be motivated, detail-oriented, organized and capable of handling multiple tasks efficiently and independently. Please fax your resume to 248-442-9107, Attn: A. Robinson, or e-mail to ARobinson @HSMLawOffices.com

Legal Senior Secretary
For Southfield Pl. law firm. Minimum 3 years experience. Windows/Microsoft Word knowledge a must. Salary commensurate with experience. Send resume to: Sherry Sinnott, 2928 Crooks Road, Royal Oak, MI 48073.

Manufacturing company seeks Bookkeeper. Candidate would possess knowledge of receivables, payables & good computer skills. Drug test required. $12-13/hr. based on experience. Please fax resumes to Angela: (248) 357-2749 or e-mail to: aellis@gentape.com

OFFICE ASSISTANT
Needed part time, hours: 8am-1pm. Mon. - Fri. Dependable person for school office in Rochester. Must be proficient in Word/Excel. Call Ms. Bennett at 248-375-1700

Office Clerical 5020

OFFICE ASSISTANT
Telegraph & 12 Mile area accounting office. Reception, filing & light bookkeeping.
(248) 258-9220

OFFICE MANAGER
For automotive distributor. Duties include accounts payable & receivable, ISO 9000 certification, purchasing, customer service & inventory. Also make travel arrangements & process credit checks. Proficient with Word & Excel. 5 yrs. experience, salary $35-40K w/benefits. Fax resume to: Jan @ 248-737-5750

ORDER PROCESSING CLERK
For customers & receivables. Peachtree windows required. Full time. Medical. $10-$12/hr. Fax resume (248) 888-9571

PART TIME RECEPTIONIST
Experienced. Needed evenings & Saturdays for cosmetology school. Fax 628-4158

RECEPTIONIST
Professional self-starter for busy phones. Knows MS Word & Excel. $10/hr. Fax resume to: 734-524-1393

RECEPTIONIST
Experienced, motivated, dependable, flexible. Phone, data entry, projects. Small firm. Fax Duo-Gard 734-207-7995

RECEPTIONIST
Full time needed for busy doctors office in Farmington Hills. Typing skills needed, experience preferred. Call for Appt. 248-474-0040 or fax resume to 248-474-0575

RECEPTIONIST
Part-time. Livonia/Farmington Hills area. Fax 248-442-8843

RECEPTIONIST
Plymouth engineering firm seeks dependable, full-time receptionist to handle busy multi-line phone system, greet visitors and perform computer data entry. Excellent grammar and telephone manner, professional appearance, ability to take detailed messages and 40 wpm typing skill required. Excellent benefits including: merit bonuses, profit sharing, matching 401(k) and generous paid time off programs. Send resume with cover letter and salary requirements to: Elaine Harding, SME, 43560 Plymouth Oaks Blvd., Plymouth, MI 48170. Equal Opportunity Employer.

RECEPTIONIST - Farmington Hills school photography company looking for experienced Receptionist/ Customer Service person for full-time seasonal position. Computer experience and handling multi-line phone system a must. Call (248) 553-8534

RECEPTIONIST
Full time hourly positions available. Candidates should be professional, organized, experienced with switchboard operations and high volume call handling. Be available to work a combination of day's, evenings, weekends with possible overtime. We have a full benefits package available. Including medical, dental, vision and 401k plan. Send resume in confidence to address below. No phone calls please.
Receptionist
P.O. Box 770
Belleville, MI 48111

RECEPTIONIST
Full time position in Plymouth. Please fax resume attn Laura: 734-416-3903.

RECEPTIONIST needed for busy investment management firm. Job duties include answering telephones, sorting and distributing mail and general clerical duties. Candidates must be reliable, detail oriented with excellent verbal communication skills. Send resume and salary requirements to: Personnel Manager, 3883 Telegraph Rd., Suite 100, Bloomfield Hills, MI 48302 or FAX to: (248) 642-6741

RECEPTIONIST
Novi medical firm seeks person with good phone skills. Also misc. filing duties.
Call Pat:
248-348-8000

RECEPTIONIST
Office in Bingham Farms area is looking for an energetic person with a secretarial background to answer the phone, make travel arrangements, type letters on Microsoft Word and order supplies. The hours are 8am-5pm with an hour for lunch. Health and dental benefits start after probation period of 90 days. And we have a 401k program. Salary is entry level and negotiable. If you are interested, please send your resume to: Box 0356,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150.

RECEPTIONIST
Part time, days or possible evenings. A good heart and the ability to connect kindly and considerately over the telephone is a requirement. Able to speak Spanish and possess medical knowledge a plus. Mail resume to: Office Administrator, 39500 High Pointe Blvd., Suite 450, Novi, MI 48375

RECEPTIONIST South Lyon Recreation, part time, self directed, organized, proficient in MS Office. (248)437-6100

RECEPTIONIST to $30,000
Minimum 5 yrs. experience. Must be proficient in Word/Excel. No phone calls. Benefits. Call Donna 586-772-6760
Snelling Personnel Services

RECEPTIONIST
Well-groomed, professional, and ethical person for busy office. Strong verbal, basic computer & typing skills, customer service skills, common sense. Excellent opportunity. Bonus & medical benefits.
Call (734) 254-9500.

RECEPTIONIST/ ADMINISTRATIVE
A large Mortgage Banker needs a
Repechionist/Administrative person. Phone & computer exp. a must. Call 248-355-3800 for immediate interview or fax: 248-355-2759

Office Clerical 5020

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Downtown Birmingham office seeking an enthusiastic team player. Position includes greeting guests, answer phones, general office duties and assist in Personal Lines servicing. Requires a professional phone manner and MS Office skills. Personal Lines P&C insurance experience a plus. Full-time, salary position. Includes exceptional benefits and employer paid indoor parking.

Send resume to:
P.O. Box 2224
Birmingham, MI 48012
Fax: 248-433-1711
email: dkennedy@poyk.com

RECEPTIONIST/ SECRETARY
PART TIME-MORNINGS
Recent phone experience helpful and should type 35 wpm accurately. For large residential building complex located in 13 Mile/Orchard Lake Road area. Must be able to start work at 7:45 and work Mon. thru Fri., and work until noon or 1pm. Please fax resume to attention "Office Manager" at 248-539-2125, or email: 'Help Wanted Wednesday'@aol.com

RECEPTIONIST/AIDE
needed for out patient physical therapy clinic in Garden City. Part-time. Competitive wages. Fax resume to: 801-409-6835.

SECRETARIAL
Full time. Must have computer skills and limited knowledge of real estate. Must be able to work alternate weekends. Salary commensurate with skill level Call: Larry VanZandt 248-473-6205 Re/Max Great Lakes

SECRETARY/ RECEPTIONIST
for W. Bloomfield accounting firm. WordProcessing & Excel exp. necessary. Send resume to: P.O. Box 252591
W. Bloomfield, MI 48325

SECRETARY/FULL-TIME
With real estate experience & computer knowledge for busy real estate office in Farmington Hills. Call (248) 730-5650 or fax resume to (734) 454-8845

TELEMARKETERS Southfield. Minimum 6 months experience. $9-10.50/hr.
EXPRESS SERVICES
248-474-5000
Fax 248-474-6833

WAREHOUSE/GROUNDS/ MAINTENANCE
Full-time. Duties include outdoor maintenance, painting, lawn & weed work, errands, and occasional inside duties. Must be able to lift 50 lbs., work outside in all seasons and have a good driving record. $8/hr plus benefits. Fax or email resume to:
Fax: 248-478-1441
Email: shirley@
knightenterprisesinc.com
Or apply in person at
40600 Grand River, Novi

Dental 5040

ASSISTANTS or HYGIENISTS
Are you looking for a new position? Let us help you search. No fees to applicant. Email: info@dentalhealthcare.com or fax resume: 248-524-0515.

CHAIRSIDE ASSISTANT
Full-Time. Experienced. Northville. Family Practice. 248-348-7997

DENTAL POSITIONS
Now hiring for 2 positions: Dental Receptionist and Expanded Duty Assistant. Highly motivated individuals with at least 2 years dental experience needed for busy state-of-the-art dental facility in Westland. Full or part-time available. Please contact Dee: (734) 326-2010

DENTAL ASSISTANT
Energetic, fun, experienced, new office. Great benefits. Novi.
(248) 476-3800

DENTAL ASSISTANT
Energetic, fun, experienced, new office. Great benefits. Novi.
(248) 476-3800

DENTAL RECEPTIONIST
A challenging multi-task full-time position for a progressive dental office requires an enthusiastic people person who shares in our philosophy and commitment to our patients. Excellent benefits.
(248) 474-0224

DENTAL RECEPTIONIST
Friendly Ivonia family practice seeks congenial person experienced in dental insurance. Part-time. Call Tina 734-427-4525

DENTAL RECEPTIONIST
Very busy, patient focused dental office in Garden City is seeking a full-time front office team member. Must be extremely flexible and have excellent communication and clerical skills. We offer a very friendly working environment and competitive wages. Fax resume to 734-522-4043

DENTAL ASSISTANT
2 days/wk. Some dental knowledge. Friendly Northville practice. Fax resume 248-349-3560

DENTAL ASSISTANT
Expanding pediatric dental office in Novi seeking full-time Dental Assistant. Will train mature, enthusiastic person. No evenings. Some Saturdays. Benefits available. 248-478-3232

DENTAL ASSISTANT
Experience wanted for progressive Farmington practice. 4 days per week. Must be energetic, outgoing and able to work well with others. Call and ask for Cathy (248) 476-0334 or Fax resume (248) 476-1191

DENTAL ASSISTANT
Experienced only. Friendly, modern Novi office.
Call (248) 442-0400

Earn extra $$
advertise with O & E
1-800-579-SELL

Dental 5040

Dental Assistant
Full time chairside position available, for Laurel Park office. Dental experience preferred, training available.
FAX Resume 734-464-6496

DENTAL ASSISTANT
Full-time for Southfield office. Expanded duty and x-ray certified only need apply. Excellent pay & benefits.
Call Christie: 248-569-7185

DENTAL ASSISTANT
Full/Part Time
Prefers experienced but will train right person.
Livonia/Northville area.
Call (734) 464-4497 or
Fax (734) 464-0127

DENTAL ASSISTANT
Two doctor practice in Farmington Hills welcome an experienced Dental Assistant. Fax resume to 248-855-5371 or call 248-855-4850

DENTAL ASSISTANT
With exp. for full time position for Sterling Heights office
586-979-7140

DENTAL ASSISTANT
A challenging position for an experienced detail oriented, dependable person with excellent communication skills to join our quality dental office. Opportunity for growth & benefits. (248) 474-0224

DENTAL ASSISTANT
Chairside/clerical. Part-time. Self-motivated individual for growing practice. Computer exp. a plus. Wixom (248) 669-4141

DENTAL ASSISTANT
Downtown Plymouth dental office looking for an energetic, friendly, team player full-time. Experience needed. Fax resume to 734-453-4513

DENTAL ASSISTANT
Friendly Berkley office seeks experienced enthusiastic, assistant to join our team full-time. Great opportunity and benefits.
Call (248) 548-3334

DENTAL ASSISTANT, Full & part-time Receptionist. High energetic, friendly, team player no exes. EXPERIENCE NEEDED. Call (248) 689-9818

DENTAL HYGIENE ASSISTANT
Southfield office looking for full time Hygiene Assistant No experience needed. Future advancement and benefits. Call Lenna 248-569-6304

DENTAL HYGIENIST
for Livonia office. Mon. 9-8; Tues or Thurs. 12-6; Sat. 8-3. Premium pay, possible benefits.
(313) 565-3131

DENTAL HYGIENIST
Friendly Livonia office. Full or part-time with one Sat./mo. Are you reliable & motivated?
(734) 674-7730

DENTAL RECEPTIONIST
Specialty practice is looking for a special person to join its front desk team. This special person must have dental experience including insurance and be self-motivated, organized, articulate and empathetic. Salary, $30-$45,000 plus benefits. Call (248) 357-3100

Dental Receptionist
1 or 2 days/wk. New Bingham Farms office seeks friendly, team-oriented receptionist w/ dental experience. Excellent pay. 248-646-4068.

DENTAL RECEPTIONIST
Canton. Full time. Organized team-player with great communication skills. Dental experience necessary. Excellent salary & benefits.
734-981-4246

DENTAL RECEPTIONIST
Full time for busy Novi Office. Exp. necessary. 248-669-4030

DENTAL RECEPTIONIST
Full time for busy Novi Office. Exp. necessary. 248-669-4030

DENTAL RECEPTIONIST
in Farmington Hills office to work and coordinate front office. M. know computer and all related aspects of front desk. Organized, and articulate. Call Lydia (248) 855-6006 or 248-478-0828. Fax 248-478-8798

FRONT DESK SUPERVISOR
Previous experience. Some nights & week-ends. Excellent starting pay. Fax resumes to: 248-477-4411

FRONT DESK
Beautiful dental office at 12 Mile & NW, is seeking a 2nd day, full-time Receptionist. Dentech skills strongly preferred. Non-Thur. No week-ends. Exc. salary & benefits. Call: (248) 356-8790

Front Desk Receptionist
Full time, with experience, for dental office in Westland/Livonia area.
Call: 734-522-6470
Fax: 734-522-6937

FRONT DESK
High energy Royal Oak dental practice looking for full time front desk person. Ideal ability to multi task. Experience and good people skills a must. Please fax resume to
248-548-6372

MEDICAL BILLER/ RECEPTIONIST
Monday-Friday for internal medicine practice. 2-3 years of exp. required. Please fax resumes and salary to 734-525-9476

Medical 5060

A growing billing company seeking experienced:
MEDICAL BILLERS
• Full-time
• Benefits
• Great opportunity
Fax resume to: 313-240-7301

Medical 5060

ADMISSIONS REPRESENTATIVE
Growing medical assistant program is looking for energetic, self-motivated individual to recruit and enroll students. Good communication and phone skills a must, sales and computer experience preferred. Great part-time hours, 20-24wk. $10-$12/hr. Western Wayne County location. Please fax resume to 313-794-6573.

AIDES Experienced Nursing Assistants to care for seniors in the Livonia/Northville area. Exc. wages, health insurance and opportunity for advancement. Contact 248-735-1678 for an interview.

Angela Hospice
Employment
Opportunities

Midnight Nursing
Positions
• 1-2 yrs. hospice exp. preferred
• Competitive wage/benefit package

Info Systems Assistant
• Computer knowledge
• Point of Care Experience
• RN preferred
• To teach clinical staff on use of PDAs & trouble shoot input issues

Full time benefits paid @ *100% for employee.* Medical, Dental and LTD. Employment eligibility for exp. & plus. Wixom (248) 624-1900 ext. 7100

JOIN OUR GREAT TEAM!
Call: (734) 953-6035
or fax resume: Attn: HR
(734) 779-4601

CHAIRSIDE ASSISTANT
Southfield Podiatry office seeks experienced Chairside Assistant. Full time.
Please call 248-557-2400

CHIROPRACTIC ASSISTANT
Wanted to assist w/ therapy, xrays & re-hab. Previous experience desired. Computer knowledge a must.
Fax resume to 734-455-2825
or call 734- 455-2145

COLLECTIONS
Full-time. Experienced. Hourly plus bonus.
RECEPTIONIST & MEDICAL ASSISTANT
Experienced & mature. Fast-paced. Full or part-time. Salary based on exp. & abilities. Send resume to 5130 Coolidge Hwy., Royal Oak, MI 48073

COLLECTIONS- Part time. Past hours are priority. Mon-Fri, 3-6:30pm. Call Helen 248-932-2500, or fax: 248-932-2506

Continuing Care Retirement Community is a great place to work - looking for caring individuals who want to make a difference in the lives of older adults. A progressive management team, pleasant friendly environment. Come visit our beautiful tree lined 34-acre campus and learn our long history of serving Seniors.

ASSISTANT DIRECTOR OF NURSING - Assists in directing/supervising nursing staff with applicable standards, guidelines & procedures. Assist In State Surveys, development/implementation of policies, programs & procedures. Consults coordinates nursing staff, physicians & DON. Assesses, develops & monitors residents care plans including RAI process, MDS, PASRR, must have excellent communication skills. Preferably Bachelor's Degree in Health Care Administrative. Must have RN licensure. Nursing Home Administration Nursing, Gerontology, Social Work, or equivalent.

MANAGER OF ASSISTED LIVING - Coordinates, directs, leads and supervises the Assisted Living Area to meet the whole person needs of the Residents. Coordinates the assessment process including the development of Resident Care plan, Monitors staffing, resident diet, Psychosocial needs of Residents. Develops, administers Dept. budget. Preferably Bachelor's Degree in Health Care Administration, Nursing Home Administration Nursing, Gerontology, Social Work, or equivalent. Licensure as a RN or LPN may be preferred.

ADMINISTRATIVE ASSISTANT
Part Time
Excellent wages and benefits including tuition assistance, 401(k) matching plan EEO. Apply to:
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Redford, Attn: HR Manager
Elaine Chaney
17383 Garfield,
Redford, MI 48240,
Fax: 313-541-8176
e-mail echaney@pvm.org

DENTAL ASSISTANT NEEDED
Friendly patient oriented practice. Full-time, experience necessary. Livonia area.
Call 734-427-4470
Fax: 734-522-6937

* EXP. MEDICAL *
Medical Assistant
Biller
Receptionist
Full-time, benefits. Northville family practice office. Fax resume: 248-305-3355. Call Susan 248-349-0627

HISTOTECHNOLOGIST
Hilbrich Dermatopathology Lab. Full-time, day position. Mon-Fri, no weeks or holidays. Cert. preferred. Part-time position, eves or early mornings to embed prox. 200 blocks. Mon-Fri or Sun-Thurs.
Fax resume to 734-762-0530.

M.T. & M.L.T.
Night shift. Full and part-time available. Detroit Bio-Medical Lab. 10 Mile/Grandriver area.
(248) 471-4111

MEDICAL ASSISTANT
Seeking experienced person for pediatric practice in Livonia. Fax resume to:
248-476-1753

MEDICAL RECEPTIONIST
Full-time for fast-paced office in Novi. Prior medical experience necessary. Salary commensurate with experience. Qualified individual send resume to 24230 Karim Sta 130, Novi, MI 48375 or fax resume to 248-473-4424

Medical 5060

MEDICAL ASSISTANT
For Plymouth dermatology office. Part-time flexible hours. Computer experience helpful. Call Karen 734-459-9930 or Fax resume to: 734-459-0749

MEDICAL ASSISTANT
Part-time. Needs exp. w/phlebotomy & EKG. Fax resume: 248-478-4017

MEDICAL ASSISTANT
Pediatric practice in need of experienced Medical Assistant. Full-time position with benefits. Call Linda (248) 476-3200

MEDICAL ASSISTANT
Seeking energetic team player w/exp. and/or certification for position with Farmington Hills Internal Medicine office. Full-time & benefits. Fax resume to: (248) 553-7899. Attn: Chris, or call (248) 553-4648

MEDICAL ASSISTANT
For upscale, professional, orthopaedic medicine surgeon's office seeks energetic medical assistant to add to our team great wages and benefits offered. Call Carol (248) 848-8085

MEDICAL ASSISTANT
Full-time and part-time positions available for office in Novi. Prior experience with vitals, phlebotomy, PFT, and Triage helpful but will train. Salary commensurate with experience. Fax resume to 248-473-4424 or mail to 24230 Karim, Ste 130 Novi, MI 48375.

MEDICAL ASSISTANT, LPN & RN Needed for OB/GYN office. Experience preferred. Fax resume to 248-433-1742

MEDICAL ASSISTANT/LPN/RN
• Medical examiners needed to perform mobile medical evaluations. Must have good phlebotomy skills & reliable car. Pay is a percentage of gross + mileage. All shifts avail. Fax resume to: 866-522-5200.

MEDICAL BILLER
Experienced, full time, internal medicine office in Troy. Fax resume to:
Del (248)267-6791

MEDICAL BILLER
Needed for busy OB/GYN/ infusion center. Oncology exp. preferred but not necessary. Send resume to Human Resources
4900 Mercury Dr. Suite 100
Dearborn, MI 48126 or
Fax resume to: 313-217-0965

MEDICAL BILLER (Pediatry)
Full-time for Southfield office. Billing experience required. Excellent salary & benefits. Mail resume to: 27600 Northwestern Hwy. Suite 260, Southfield, MI 48034
Or fax to: (248) 355-3626

MEDICAL CLERKS Ann Arbor. Must have: Medical exp. & basic computer skills. Phones a plus. 58-10hr.
EXPRESS SERVICES
248-474-5000
Fax 248-474-6833

MEDICAL OFFICE POSITIONS
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248-641-1449

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Brand new openings! We are seeking: •Office Mgr. w/DME billing exp. using Rollins, •Receptionist for specialty clinic in Southfield, •Many other great opportunities!
Fax resume: 248-932-1214
or call Tina: 248-932-1202

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www.harperjobs.com

Medical Reception part-time. Exp in computer check-in/out & appointments. Coverage for both 13 & Telegraph and Canton offices. Call Kay
(248) 433-3639

MEDICAL RECEPTIONIST
Enthusiastic team player needed for Plymouth Internal Medicine Office. Previous experience preferred, but not required. WM Plan. Mon-Fri 8-5
(248) 553-7899 Attn: Chris, or call: (248) 553-4648

MEDICAL RECEPTIONIST
Full-time for Cardiology Practice in Farmington Hills. At least 1 yr. exp. required. Fax resume to: 248-865-9423, ATTN: Laura

MEDICAL RECEPTIONIST
Dermatology office near Oakland University. Experience preferred. Fax resume, or call:
248-879-2882
or call 248-340-9465

MEDICAL RECEPTIONIST
for busy W. Bloomfield pediatric office. 3 days/week. Fax resume to Sara 248-788-2346

MEDICAL RECEPTIONIST
Part time days, no benefits. Call Nancy 248-932-2500, or fax 248-932-2506

MEDICAL SECRETARIES
Ann Arbor. Must have: Medical exp. phones & great computer skills. 59-10hr.
EXPRESS SERVICES
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Fax 248-474-6833

MT/MLT
MT/MLT full time position with generalist experience to include blood bank needed for afternoon shift located in our Novi laboratory. Comprehensive benefit package offered. Rotating weekends & holidays. Apply in person, mail, fax or e-mail resume:
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23775 Haggerty Road Hwy.
Southfield, MI. 48075
Fax: 248-358-1311
hclresumes@providence-hospital.org
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Medical 5060

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Phone (517) 548-4210
Fax (517)548-7881
EOE

NURSING
Full-time position available in Novi allergy office. Clinical skills include vitals, injections, PFT, Triage, and extracts. Prior experience helpful but will train. Excellent benefits. Salary commensurate with experience. Qualified individuals fax resume to Julie 248-473-4424

OFFICE MANAGER
Seeking experienced person for busy pediatric practice in Livonia. Fax resume to:
248-352-5284

OFFICE NURSE
Busy internal medicine practice is looking for an experienced full-time office nurse for our Canton location. The individual must be multi-task oriented, organized, and possess good written and verbal communication skills.
Competitive benefit package offered. Interested candidates should fax their resume to (734) 981-0653 Attn: Clinical Nursing Director.

OPHTHALMIC ASSISTANT
Full or part-time. Ophthalmology exp. preferred. Resume to:
AVC Mgr.
29275 Northwestern, #200
Southfield, MI 48034
Fax to: 248-353-7645

Ophthalmic Technician
Busy ophthalmology practice seeking ex