502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST
HENRY FORD HOSPITAL
W. Bloomfield
Henry Ford Hospital, W. Bloomfield is seeking a full time Dental Receptionist to work in our Dental Clinic. A minimum of 1 year Dental Receptionist experience is required. The applicant must have excellent telephone skills and a knowledge of insurance forms. Qualified applicants may contact: Ursula Allen at 661-4448. Ext. 514, Mon. Thurs., 9 AM. - 3 PM.
HENRY FORD HOSPITAL
6777 W. Maple Rd.,
W. Bloomfield, MI. 48033
Equal Opportunity Employer M/F/H

DENTIST needs Office Manager/Receptionist for busy office in Southfield-Birmingham area. Good salary and benefits for right person. Medical, dental or management experience necessary. 537-3199

DIRECTOR OF NURSING
Opportunity for an experienced staff nurse to run the Nursing Dept. or program for long term care facility. Prefer nursing home supervisor or geriatric nursing experience. Excellent salary and benefit package. Send resume to: Administrator, 34325 Grand River, Farmington 48024.

DOCTORS OFFICE
TRANSCRIPTIONIST BILLER
Position will be variety in MD office. 3 days a week, dictaphone. The other 2 days, clerical and insurance work. Doctor office experience. Medical terminology necessary. Mill suburban. Hours, 9-1:30, start 84-87 at home.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

EXPERIENCED DENTAL Assistant leading to extended duties. 4 days, no evening or Saturdays. City of Farmington Office. Call 474-6373

EXPERIENCED INSURANCE BILLING Clerk Sylvester's Office near Beaumont. Approx. 35 hours per week. Phone: Box 110, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED MEDICAL Assistant. Part-time - for busy Doctor's Office. EKG, lab, Venepuncture. 647-4438

EXPERIENCED MEDICAL Assistant/Receptionist. Part or full-time. For Livonia physician. 437-4700

EXPERIENCED PART-TIME Insurance Secretary for busy Doctor's office. Computer experience helpful. Debbie, 847-4128

EXTROMELY busy Canton dental office seeking experienced full time Dental Receptionist. Computer experience helpful. Dental assistant. Send resume to Willow Creek Dental Clinic, 5979 Lilley Rd., Canton, MI. 48187 Att: Anne.

FRONT DESK part time, under 20 hours per week. Birmingham Cardiology office. Experience in pegboard, typing & insurance helpful. Send resume to Box 518 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FULL TIME Medical Assistant, experienced with EKG, Venepuncture, PPT, injections. Southfield area. Send resume & salary requirements in confidence to: Box 742, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

IF YOU are bright & energetic will Dental Assistant experience, we need you to join our dental team. Call Shelley, 533-2452

• IMMEDIATE EMPLOYMENT •
following free classes. We train and/or employ experienced aides for home care assignments in the community of their choice.
• ESCORT AIDES •
Reliable persons needed to escort Nortonville State Patients to clinic appointments. Training provided.
Applications accepted Tues. - Fri. 9 am to 5 pm. only
Health Care Professionals Ltd.
11000 W. 8 Mile Rd. Suite 350, Southfield, Mich. 48033

LAB TECH needed, full time, for busy 2 doctor office in Southfield. Experience in all areas of hospital, urology and hematology, is needed. Call Arlene 559-6444

LPN, experienced. Surgery great only, for busy Southfield OB/GYN office. Part time or full time. 355-3325

LPN/MEDICAL ASSISTANT PT/FT
To work in a large medical clinic in Northwest Detroit. Part time. Contact Mrs. Wilkins between 1-3 PM. 342-2100

MATURE PERSON - full time, insurance billing/receptionist, must be experienced, competent, organized, Birchester area. Call Mon. thru Fri. AM only 644-1144

MEDICAL ASSISTANT
For Southfield OB/GYN office. Must have knowledge of all office procedures. Call Nancy at: 353-9466

MEDICAL ASSISTANT
Northville Multi-practice MD, OB-GYN, Peds & Podiatry. Some experience required. Call 349-1404

MEDICAL ASSISTANT/Receptionist
Billing knowledge helpful. Part time Rochester. Experience preferred. 651-2725

MEDICAL ASSISTANT
for Hazlehurst Office, part-time. Must have Insurance Billing experience. Livonia area. 477-3444

504 Help Wanted Office-Clerical

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT for busy Farmington Hills general practice. Experience X-rays, type, sterilizer & front desk, and ability to assist doctor. Full time, good benefits. Reply to Box 896, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Experienced Only. X-Ray, EKG, pulmonary function, venepuncture and injections. 538-6345

MEDICAL ASSISTANTS, Nurse Aides, LPNs, RNs. Earn extra money piecework evenings & weekends in metro Detroit areas. Call weekdays 10AM-3PM: 813-5200

MEDICAL ASSISTANT
Dearborn Area. Experience preferred. Call 561-1330

MEDICAL ASSISTANT - 2 years experience required. Send resume, salary requirements, white blood count, EKG, good hours. Livonia. 353-5460

MEDICAL ASSISTANT, part time, no weekends, preferred. St. Mary Mercy, Livonia Harper area. Call Tues., between 1-3 PM for interview. 425-8444

MEDICAL ASSISTANT
PART TIME
needed for Vascular Testing in doctors office, Monday & Thursday, 4-8 PM. Experience preferred, but will train. Send resume to: K. Minelly, Suite 241, 27073 Northwestern Hwy., Southfield, Michigan, 48034.

MEDICAL ASSISTANT
Part time position in N. Woodward doctor office. Medical background and experience in surgery and general assisting. 20-29 hours a week. Salary, $8 an hour. DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
557-7200

MEDICAL OFFICE in Canton needs full time secretary. Typing, telephone, filing, etc. Apply with resume: 7290 Sheldon Rd., Canton, MI. 48187.

MEDICAL OFFICE ASSISTANT
Birmingham/Bloomfield area. Call evenings. 931-1930

MEDICAL OFFICE in Westland has an opening for an out-going, enthusiastic, self-motivated clinical Assistant. Duties will include: taking X-Rays, injections, dressings, venepuncture, phone work, minor lab & all phases of assisting the Dr. & Patients. Experience necessary. Send resume to Box 796, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
For Orthopedic office in Southfield. Experience in pegboard, typing and insurance. Full time Mon. thru Fri.
Call before 1pm, 353-1883

MEDICAL RECEPTIONIST - Full time for very busy Drs. office. Experience required. Must know all front desk procedures, pegboard. Barb, 358-3744

MEDICAL RECEPTIONIST matures for Internal Medicine office. Experienced in all front desk procedures, including knowledge of Blue Cross, Medicare & Medicaid, references required.
Janet 476-1033

MEDICAL RECEPTIONIST for busy Walled Lake Family Practice, full time, various hours. Recent experience a must. Apply 2510 N. Pontiac Trail between Maple & Walled Lake Dr.

MEDICAL RECEPTIONIST
Experienced only, for busy internists office. W. Bloomfield area. Part time to developing practice. Must have knowledge of pegboard & Medicaid billing. 855-1441

MEDICAL RECEPTIONIST, doctor's office in Pontiac. Experience in typing and billing. Immediate opening. Send resume to Box 744, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST/TYPIST
needed for 3 Doctor office in Southfield. Must be familiar with all insurance forms and able to type 60 wpm. 10 hours, afternoons to start, opportunity for full time work within a year. Send resume along with references to: Box 234 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY Receptionist: 3 positions available, full & part time, days & evenings, experienced, type 35 WPM. 11 Mile, Woodward Ave. Call Shirley 546-6177

MEDICAL TRANSCRIPTIONIST
Come join our growing national company! Have recent experience transcribing H.P., D.&.P., & H.&.P.? Work in the comfort of your home or in a pleasant office. Call 548-8154

MEDICAL TRANSCRIPTIONIST
3 years experience transcribing ER, OR Reports & Surgeries + Insert Inserts. Fringe benefits. Paid Insurance or HMO. DENTONOFF Southfield & side locations. (Southfield) 557-6710 (Eastside) 754-4650

MEDICAL X-RAY RECEPTIONIST
trainee, full time, typing. Livonia area. Call between 2-4pm 425-4020

NURSE AIDE - EXPERIENCED
Sel & Sun, 8 hours each day. Permanent position. 14 Mile & Decker, Walled Lake. 357-3515

NURSE AIDES - Immediate openings for experienced Aides. Full and part time. Excellent wages and benefits. Apply in person, 9am to 3pm, Mon. thru Fri. St. Jude Convalescent Center, 31330 Ann Arbor Trail, Livonia

504 Help Wanted Office-Clerical

INSIDE SALES

Hydraulic Distributor in Livonia looking for capable individual to fill vacancy due to promotion. Must be mechanically inclined & able to communicate well with others. Basic Hydraulic background helpful, experience a plus.

INSIDE SALES SUPPORT PERSON

This is a newly created position, this person will be responsible for Order Follow Up & other various duties that will assist inside sales. Good training ground for person interested in wanting to learn hydraulics & distribution.
Both positions offer excellent opportunities for advancement along with competitive salaries & benefit packages.

CALL STEVE
525-4560

KELLY

Has Assignments For

- WORD PROCESSING OPERATORS (All Models)
- EXPERIENCED DATA ENTRY OPR'S (Inputting)
- SECRETARIES (Shorthand/Dictaphone)
- JR. SECRETARIES
- TYPISTS (45 wpm plus)
- SWITCHBOARD OPERATORS (Dimension/Horizon/Rolm)
- RECEPTIONISTS

If you qualify for any of these, want temporary work, are available for an 8 hour day, Mon. thru Fri...WE NEED YOU. Please call for an appointment.

KELLY The "Kelly Girl" People
SERVICES, INC.
19660 W. 11 Mile Rd. Lathrup Village 11 Mile at Evergreen
559-0300
Equal Opportunity Employer M/F/H

502 Help Wanted Dental-Medical

NURSES AIDE
Full and part time 7 AM-3 PM, 3 PM-11 PM, days, Midnight, 11-7. Will train. Must be 18. Apply in person only: Nightingale West Nursing Home, 34567 Ann Arbor Trail, Westland, near Joy Rd. No phone calls.

NURSING ASSISTANTS
ALL SHIFTS — Apply in person, no phone calls. 9 Mile Convalescent Center, 24117 W. Warren, Westland, between Newburgh & Wayne.
537-6323

OFFICE MANAGER - minimum 3 years experience positions in physicians office full reference & background required. Must know Blue Cross, Medicare, Medicaid & 3rd party insurance. Also familiar with scheduling procedures & in charge of all phases of receptionist, clerical, billing, etc. Experienced & qualified only may apply.
537-3437

OFFICE MANAGER - in mental health clinic. Bookkeeping & office management. Salary range $18,000-$21,000 based on experience. Send resume to Mind Lerie, PO Box 1064, Birmingham, Michigan 48011

PART TIME
DENTAL RECEPTIONIST
needed for Westland practice. Experienced only. Call 326-5616

PART TIME
Reliable person needed for fast moving Dentist office in Wayne. General office procedures. Dental or Ortho experience helpful. Call Rhonda 9am-5pm. 728-1786

PHYSICAL THERAPIST
Acute care setting with diversified case load including large outpatient orthopedic program. Staff is in orthopedic medicine. Send resume to Personnel Department.
ANNAPOLIS HOSPITAL
33133 Annapolis Ave.
Wayne, MI 48184
Inquiries to Tom Lennon, PT, (313) 467-4132
Equal Opportunity Employer

RECEPTIONIST
For Optometric office. Experience in medical type office necessary.
Ypsilanti 483-1960

RECEPTIONIST for OB/GYN office, full time, knowledge of pegboard & insurance preferred. Typing skills, accuracy most important. Send resume to Box 448, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST part time in mental health clinic in Birmingham. Mon. thru Thurs 3pm-9pm. Sat. 8 AM to 1pm 35 per hour. Call 647-0037

RECEPTIONIST - part time for busy Livonia doctors clinic. Tues. 3-8 Pm, Sat 9-1pm, may work longer hours. Previous office experience preferred. Call Nancy 427-3304

RESPIRATORY THERAPIST
PART TIME
MIDNIGHT SHIFT
C.R.T.T. or R.R.T. Excellent salary and benefit package. For details call:
GARDEN CITY HOSPITAL
421-3300, Ext. 277

RNs/LPNs
NOW OFFERING
$200
Back to School Bonus
Immediate openings available for medical and surgical staff relief positions in the Royal Oak Area. Private duty assignments also available.
Now hiring G.N.'s for private duty assignments.
ALSO hiring ICU/CCU RNS
8:12-8:12 PER SHIFT
Call Mon.-Fri. 9am - 5pm.
Ask for Jale
Staff Builders
Temporary Services
557-8600
RNS - LPNS, now taking applications for all shifts. Apply Mon.-Fri. 9 am-4:30pm, Van Buren Convalescent Center, 44981 Van Buren Twpe, Belleville.

RNS
PRIME SUBURBAN LOCATIONS
All shifts available. Full time - part time. Call Carol
Temporary Health Care Services
535-5450

RNS
3-11 PM shift & Midnights
Weekends and relief. Please call Mrs. Ferguson for appointment. 261-5300.

ROCHESTER SURGEON'S Office needs person, experienced in Medical Assistant/Front Case, Clerical including transcription I and II experience. Helpful. Resume & salary history to: P.O. Box 8131, Rochester, MI. 48307.

R.N. SUPERVISOR
Every other Weekend - $11.00 an hour. Alexander Convalescing Care, Royal Oak. Call 545-8671

SEMI-RETIRED
DENTAL ASSISTANT
Work on recall system. Must have experience. Flexible hours, good telephone personality, part time. Sort Area. Ask for Joanne or Debbie.
354-6230

SPEECH
& LANGUAGE
PATHOLOGIST
Permanent full-time.
Certification required.
OUTER DRIVE
HOSPITAL
26400 Outer Drive
Lincoln Park, MI 48146
(313) 928-8184
Equal Opportunity Employer

504 Help Wanted Office-Clerical

AUTO DEALER

New dealership needs the following:

- Cashier
- Auto Biller
- Switchboard Operator
- Payables
- Receivables
- VIM III Computer Operator

Only experienced need apply
Contact Office Manager at 354-2950

SECRETARY - ENGINEERING

Office in Southfield has an opening for an experienced Engineering Department Secretary. Must possess excellent typing skills with knowledge of purchase orders, invoices, blue prints & telotype.
Qualified applicants should submit resume including salary history to:
Box 748
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

TYPIST
In-patient facility located in Westland has part-time day opening. Applicant must have typing skills of 40 WPM, good spelling and grammar. Competitive wages. Call Beverly Mon. thru Fri. 9am to 12 noon at
Equal Opportunity Employer
537-6323

TYPIST - X-RAY TECHNICIAN - 2-3 days per week. Dentist doctors clinic. Hazlehurst area. Call 477-3344

$55 A DAY
Nurses aides, students nurses needed to live in with elderly patients. Prior experience in hospital or nursing home required. Immediate openings. Call Lee A. Temporary Health Care Services. 855-5449

504 Help Wanted Office-Clerical

ACCOUNTING CLERKS
Full and part time positions available in Northville area. Accounting degree or equivalent with experience in Payables and Receivables and General Office skills. Send resume with cover letter indicating salary desired and salary history to: Box 266, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK
Entry level opportunity for an individual with an Associates Degree in Accounting. Responsibilities include processing invoices to the Department of Special Project Manager in the following areas: Payables, Payroll, Job Cost Reporting, Accounting, Fixed Assets, Budgeting, Accounting, Fixed Assets, Budgeting, Accounting, Fixed Assets, Accounts Analysis and Special Projects. The individual must possess good communication skills (written & verbal) plus have the ability to work with complete guidance. Excellent benefit package and pleasant working environment. If qualified please send resume and salary requirements to:
Personnel Department
P.O. Box 1207
Southfield, MI 48037
An Equal Opportunity Employer

ACCOUNTING
SUPERVISOR
Detroit Area, manufacturing company has opening for experienced supervisor for position of Accounting Supervisor. Candidate must have experience in payroll and/or equivalent experience in all phases of accounting. Will be responsible for payroll, payroll taxes, benefits, salary and benefit packages. Send resume and salary history to: Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
Must have Burroughs 1,3000 or TC500 posting machine experience. Non smoker preferred, $11,250 to start. Mail resume or call to 13500 Merriman Rd. Livonia Mich. 48150 Att: Accounting Manager

ACCOUNTS PAYABLE - full time position open in manufacturing environment, experience preferred. Apply at 47123 Mayflower Ave. Chatter

ACCOUNTS PAYABLE
Full time position open in busy Troy firm. Must have previous experience in payable experience. Good benefits. Call Ann Bennett at 879-2300
An Equal Opportunity Employer

ACCOUNTS PAYABLE
Experience on Computerized System required. Pleasant working environment, medical benefits, excellent salary required. Radford area. Reply: Box 111, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE CLERK - experienced in the application of funds, reconciling of customer accounts & collections. Full time, Mon.-Fri. 8-5. Apply in person 33 Electronics, 24443 Schoolcraft, Livonia.
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Troy company has immediate full time opening for A/R. Individual must possess some experience in automated billing procedures. Pleasant working environment in fast paced environment. Good benefits. Call Mrs. Marshall 524-6454
An Equal Opportunity Employer

ACCURATE FINANCIAL TYPIST
Good phone manners, light bookkeeping for CPA office. 11 Mile & Northward. 350-5223

ADMINISTRATIVE ASSISTANT
Basic math skills, good typing and English skills required. Reply to Box 4943, Southfield, MI 48076

ADMINISTRATIVE ASS'T. TO VICE PRESIDENT
ARA SERVICES is seeking a personable, experienced and efficient individual to handle full secretarial responsibilities for Vice President of Marketing and regional management staff. Organizer, self-starter, excellent typing necessary. Word processing and computer experience plus a full benefit package. Attractive office located in Southfield/Southland area. Call Barbara Brown at 559-5300 from 8 PM at 644-7500 or send resume to:
ARA SERVICES
Business Dining Services
30600 Telegraph Rd.
Birmingham, Mich. 48010
Equal Opportunity Employer M/F

ADMINISTRATIVE ASSISTANT
Position in a leading direct marketing & information service company. Ideal candidate manufacturers & dealers by creating & maintaining information & communication program for our client base. Ideal candidate will possess a degree for an Administrative Assistant. The candidate will be responsible for data gathering, travel & meeting arrangements, special projects & will also be directing the activities of the department. We are looking for a self-starter who is dependable, well organized, assertive & able to work well with all levels of the organization. 3 years experience in the Administrative field is required. The ideal candidate will possess SHWPM. We will provide appropriate compensation & benefits to the right candidate. Forward resume, salary requirements in confidence to: L. Fields, Administrative Manager, Box 1000, Inc. 24433 Evergreen Rd. Trevoyes Twsp. St. Clair Shores, Southfield, Michigan 48075.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

AGENCY COMMERCIAL Account type. Independent agency seeking experienced person with commercial lines experience, position requires problem knowledge, marketing skills & a client focus. Competitive salary & benefits will match your abilities. If you're happy with your present situation but want to discuss our opportunities with you. We are a pleasant environment. Call 642-8400

AGGRESSIVE PERSON needed. Experienced & dependable. Excellent typing required. Shorthand helpful. Salary based upon skills. Resume to: 553-5250

ALL AROUND office person needed 20 - 30 hours per week for very, very busy accounting firm. Typing helpful but not necessary. Full time if that's good for you. Opportunity for raises. Must be high energy, fast paced, fun, and a real winner & person has good personality & typing skills. Call Mr. Bouchard between 1-4pm-5pm, Country Lanes, 476-2261

ASSIGNMENTS
AVAILABLE
Immediately
For
SENIOR TYPIST
Shorthand a Plus
Short and long term temporary assignments.
Benefits & top pay offered.
SUBURBAN DIV. of
NORRELL
Farmington 477-9843

ASSISTANT needed, typing, accounting skills, filing, public relations, property management skills preferred. Farmington Hills, 851-8170

ATTENTION
BOOKKEEPERS
Up to $11,000 to start. Not strong accounting office with great benefits. A quick learner and an attitude that can do the job! Call Patti now before this job is filled. 476-3440

SNELLING & SNELLING

AUTO MECHANIC - CERTIFIED
Must have own tools. Apply: 41925 Joy Rd. in Canton (between Lilley & Haggerty).

AVAILABLE TRAINING
Positions in Livonia, Wayne, Oakland County, excluding Pontiac, Position Type: Welder, Welder Fitter, Fabricator Type, Welder Helper, Welder Helper Type, Welder Helper Type, Welder Helper Type