OBSERVER

502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST WANTED
For full time position in Farmington. Experienced assistant preferred but will train to the professionally motivated dental office. Salary benefits are based. Please call. 474-8080

DENTAL Receptionist/Insurance
Busy practice in Westland seeking experienced receptionist with insurance knowledge. Personable, excellent phone skills. Benefits. Top pay for qualified candidate. 722-6133

DENTAL SECRETARY-LIVONIA
Our growing practice is searching for a multi-talented person to cheerfully greet our constantly ringing phone & assist with our busy schedule book while maintaining a sense of humor. Computer experience helpful. You must have a minimum of 2 yrs' dental experience & be dedicated to detail & follow-up. We offer a full time position, competitive salary & benefits & salary. No evenings or Sats. Please call & ask for Debbie. 522-7314

DENTAL SECRETARY - Canton. A growing practice is searching for a multi-talented person to cheerfully greet our constantly ringing phone & assist with our busy schedule book while maintaining a sense of humor. You must have a minimum of 1 yr. dental experience & be dedicated to detail & follow-up. We offer excellent benefits & salary. Please call Jan 981-5370

DENTAL TECHNICIAN
will train, some dental knowledge preferrable. Troy/Rochester area. Call: 534-9133

DENTAL TECHNICIAN
Denture technician knowledgeable in natural set repairs, second shift, with benefits. 427-8300

DEPENDABLE MEDICAL ASSISTANT-Experienced medical & administrative duties needed part time for internist. Forward resume to: Internal Medicine Group, 31717 Haggerty Rd, Plymouth MI 48170 Attn: Pat.

DIRECTOR OF NURSING
Needed for growing, pleasant basic nursing facility in Plymouth. Salary plus bonus for mature experienced candidate. Call 453-3983

EXPERIENCED Medical Assistant/Biller, Busy Internist. Mail resume to: Medical Clinic: 19439 Whitby, Livonia, MI. 48152.

FILE CLERK
For medical office. Full time, Busy OB/GYN office. Southfield Farmington area. Good benefits. Call Diane. 358-5907

FILE CLERK
Responsible, reliable Individual needed full time with some Saturday's for busy Medical Center. Call 348-8000, Ext. 314.

FRONT Desk: Part time. Experienced in Dental office. Must be trilingual - Arabic, Chaldean, Assyrian - scheduling, insurance and collection. Call 558-7110

FULL or Part time Lab Tech, wanted for Physicians office in Birmingham. Call 647-2400

FULL TIME HYGIENIST - needed immediately, for Troy family dental office. Great work environment, good pay & benefits. Please send resume to: PO Box 28, Troy, MI 48099.

FULL TIME PHARMACY TECH
Full time applications being accepted at our Detroit location. We offer an excellent benefit package featuring:
• No Sundays or Holidays
• Medical/Dental/Life insurance
• Paid Vacations & Holidays
• Short Term Disability
• 401-K Savings Plan
Please apply at Medical Center Pharmacy South, Jefferson Square Professional Building, 4180 John R., Detroit (between 10am-4pm).

FULL TIME POSITION for a motivated cheerful person to work in a busy Birmingham chiropractic clinic. Call Jane 644-8495

GERIATRIC SUPPORT SPECIALIST
Opportunity to join in an innovated & creative therapeutic adult center for residents of an Alzheimer's Special Care Unit. Must be dependable & a must with some knowledge of Alzheimer's Disease. Good training given. Accepting applications for part time employment in an unique setting. Contact Fulkerson: 993-5340

HEAD DENTAL ASSISTANT
Rochester area. Good pay & benefits. Full time position. Experience required. Call Mon.-Thurs. 8am-noon or 2-6pm only 651-8495

HOLTER SCANNING Tech needed for TTEM; Smiths. Call 737-8350

HOME HEALTH AIDES
Competitive pay, flexibility & job satisfaction. Requirements: recent high school graduate, car, phone & reliable transportation. Uptonn Health Care Services. 356-1310

HYGIENIST for specialty practice. If you are looking for a change of pace where you can further the ideal challenge of hygiene investigate Birmingham. 4½ days. Great benefits. 641-7782

HYGIENIST - for prevention oriented W. Bloomfield dental practice. Hours: 1-6pm, Mon., Tues., Thurs & Fri and every other Sat. 8am-2:30pm. Will accommodate with experience. Call 851-2240

HYGIENIST POSITION - for patient oriented office. Experience necessary. Warren area.
Ask for Pam. 755-4139

HYGIENIST - we are looking for a pleasant individual to join our patient oriented practice, hours are flexible. Call 489-0800

IMMEDIATE OPENINGS - Medical Assistants, Receptionists, Billers, & Transcriptionists. Full & part time. Qualified only call: Med-Mart 851-0653

IN GARDEN CITY - Need person for transcribing, billing & other office duties. Office experience preferred but not necessary. Call Mrs. Shrot. Mon.-Fri., 10AM-5PM. Call for appointment. 425-8484

INSURANCE BILLER for specialty practice in Southfield, full time. Must have experience with HMO's, Medicare & commercials. 356-3150

INSURANCE
Dental insurance secretary for W. Bloomfield office. Full or part time, experience necessary. 661-4001

LPN
AFTERNOON SHIFT, 3-11
FULL OR PART TIME
Mrs. Martin
NIGHTINGALE WEST
6366 Middlebelt
Westland, near Joy Rd.
An Equal Opportunity Employer

LPN/AIDE - To cook, clean & assist elderly (A) Mon. in home in Redford. 12 pm, $6.75/hour. Rochester side. Call after 6 pm: 863-2537

LPN
Full time position for qualified LPN in cardiac unit. Excellent pay & benefits & an opportunity for growth. Part time are in an urgent care setting. Send all of your resumes to the office of doctor's office nearest you. Knowledge of basic lab and X-ray procedures a plus. If interested, please call:
MED STOP Clinic
30100 Plymouth Rd.
Livonia, MI 48150
261-3481

LPN
PART TIME/MIDNIGHTS
Apply in person:
MARYCREST MANOR
19475 Middlebelt, Livonia
427-9175

LPN'S
Part Time
Afternoon/Midnights
Dearborn's newest nursing home has openings for RN and LPN staff members. If you enjoy working with the elderly, if you enjoy being part of a team, please apply in person. Openings for part time afternoon and midnight supervisors from LPN's with experience in long term care facilities. Call today! Modern, attractive facility. Excellent salary & benefits. An Equal Opportunity Employer

502 Help Wanted Dental-Medical

LPNs & RNs
Full-time openings on PM and midnights for nurses who enjoy geriatrics. Competitive wages and excellent benefits. Apply 10am to 3pm at: Bon Secours Convalescent Center, 28349 Joy Rd., Westland

LPN - RNS
3pm-11pm & 11pm-7am shifts
NURSE AIDES
All shifts
APPLY IN PERSON
LIVONIA
NURSING CENTER
29510 Plymouth Rd-Livonia
522-9970

LPN/LVN. Private duty home care. High tech cases. Pediatrics & adults. All shifts, western Wayne County 459-5141

MEDICAL ASSISTANT
A busy OB/GYN office, Southfield Farmington area. Excellent benefits. Call Claire. 569-5001

MEDICAL ASSISTANT
Full time, Troy area. Experience preferred in venipuncture, EKG, phlebotiners & treadmills. 879-5833

MEDICAL ASSISTANT
Experienced, part time, for Rochester office. Please call & ask for Jeanne. 650-1871

MEDICAL ASSISTANT for pediatric office in Livonia. Approximately 20hrs. a week. Minimum typing experience. 591-6220

MEDICAL ASSISTANT OR LPN
For busy Livonia pediatric office. Must be experienced, motivated & mature, 32 hours. Benefits available. Call Jeanne at: 632-9580

MEDICAL ASSISTANT - Full time for family practice. Experienced in blood pressure, injections, history & physical. Forward resume to: Internal Medicine Group, 31717 Haggerty Rd, Plymouth MI 48170 Attn: Pat.

MEDICAL ASSISTANT
Family planning clinic, Farmington Hills area. Full or part time. Includes Saturday. Pre-cert manual helpful but not necessary. Call 553-3983

MEDICAL ASSISTANT
Needed for growing, pleasant basic nursing facility in Plymouth. Salary plus bonus for mature experienced candidate. Call 453-3983

EXPERIENCED Medical Assistant/Biller, Busy Internist. Mail resume to: Medical Clinic: 19439 Whitby, Livonia, MI. 48152.

MEDICAL ASSISTANT with lots of energy needed for busy 2 Dr. office. Familiar with injections, EKG, spirometry, etc. necessary. Benefits. Farmington Hills area. Resume to interview 476-2180

MEDICAL ASSISTANT
For office in West Bloomfield. Experience desireable. Flexible hours. Salary commensurate w/experience. Call between 9AM-5PM Mon. thru Fri. Call 353-6077

MEDICAL ASSISTANT
Exciting, full time position for experienced MA who wishes to use his/her skills in a busy, rewarding clinic setting in Livonia. Excellent salary & benefits required. Contact: Administrator 591-0453

MEDICAL ASSISTANT/BILLER for podiatrist's office. Full time, North Pontiac/Auburn Hills area. Full benefits. Experience preferred. Send resume to: Box 800 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Medical Assistant
Henry Ford Medical Center - Sterling Hgts. has an immediate part-time position available for 16-20 hours per week on a rotating shift and 1 Sat. per month. Applicants must have completed an accredited program with 6 month-1 year experience preferred. Good organizational and written skills highly desirable. Interested applicants may call at 977-9300 ext. 205.
An Equal Opportunity Employer

MEDICAL ASSISTANT or Receptionist, 12 mile & Northwestern Hwy area. Full or part time. Experience preferred. 352-4880

MEDICAL ASSISTANT, part time, for busy Pediatric office in Farmington area. Call between-evening hours. Ask for Clare 477-0657

MEDICAL ASSISTANT needed full time for interna medicine in Rochester. Experience necessary. Call: 651-8200

MEDICAL ASSISTANT/experienced for a Livonia physician. Venipuncture, EKG, X-ray, PFT. Excellent salary. For interview 427-6706

MEDICAL ASSISTANT
Experienced, out-going individual for busy orthopedic specialty office. Potential for growth. Benefits. W. Bloomfield. 851-0555

MEDICAL ASSISTANT or Person with experience to work in small, growing family practice office. Great opportunity, flexible hours, no weekends. Starting Heights Area 582-4400

MEDICAL ASSISTANT OR L.P.N. Part time. Rochester pediatrician. Send resume to: Box 892, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Part-time position available. Prevous experience necessary. Competitive salary, excellent benefits. Call
HENRY FORD MEDICAL CENTER
ROYAL OAK 546-2110

MEDICAL ASST./PODIATRY
Looking for top-of-the-line Assistant for active practice. Top starting salary & benefits for hard-working individual. Experience preferred. Full or part time. Call Mary K. 478-1187

MEDICAL BILLER/RECEPTIONIST
Must have experience in medical or podiatry office. Knowledge of health insurance and billing necessary. Must be experienced and hard worker - dependable. High starting salary. Call: 478-1166

MEDICAL BILLER
Full time. Busy ophthalmology office in Birmingham. Benefits.
Contact E. J. 962-9156

MEDICAL BILLER/RECEPTIONIST
Must have experience in medical or podiatry office. Knowledge of health insurance and billing necessary. Must be experienced and hard worker - dependable. High starting salary. Call: 478-1166

MEDICAL BILLER
Insurance department of physician's office requires a mature person with the ability to work on their own. Experience an asset but will train a seasoned person. Computer experience helpful. Reply to Box #842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL BILLER/ MEDICAL RECORDS
Good organizational skills are a must! Immediate full time opportunity leads to a highly motivated, non-smoker who is willing to work as a team player. Previous medical billing experience with knowledge of third party reimbursement procedures necessary. Responsibilities include, but are not limited to, Accounts Receivable, collections and analyzing medical accounts and records.

Excellent fringe benefit package including health insurance and profit-sharing plan. We are an established, rapidly expanding, rapidly rewarding physician services organization. If you are interested in working with a leader in the healthcare field, please send your resume in confidence to:

MEDI-SPEECH
Out-Patient Rehab Agency
Professional Dental Building
756 W. Big Beaver, Suite 404
Troy, MI. 48084

MEDICAL BILLER/SECRETARY MD office. Min. 2 yrs. experience. Full time. Days 9-5. 548-6177

MEDICAL BILLER
Part time for Podiatrists office in Normal Hills location. 30-35 hrs. per week. Call 548-2660, Ext. 328.

MEDICAL CERTIFIED RECORD - full time position available in Livonia. Call 348-8000, Ext. 325.

502 Help Wanted Dental-Medical

MEDICAL BILLER
Full-time position available with large medical laboratory in Southfield. Must have previous medical experience. Benefits. Send resume to: Chaldean Clinical Laboratory, 23725 Northwestern Hwy., Southfield, MI 48075

MEDICAL CENTER CLERK
SOUTHFIELD
We have an immediate position available for a part time (20 hours per week) Medical Center Clerk at our Southfield location. Requirements include 1-2 years of hospital or private practice experience as a Receiving Receptionist. Must be familiar with bookkeeping, insurance forms and be able to type 50-60wpm. We offer an excellent starting salary & prorated benefit package. Interested candidates should send a resume or contact the Personnel Dept. at:
METRO MEDICAL GROUP
HEALTH ALLIANCE PLAN
33200 SCHOOLCRAFT RD.
LIVONIA, MI. 48150
(313) 523-8603
An Equal Opportunity Employer

MEDICAL - CLERICAL
Receptionist - Experienced typing required for family practice, Garden City area, 25 hours. 525-1150

MEDICAL INSURANCE BILLER
Must know 3rd party & Medicaid billing. 20 hours. Benefits available. Call Linda at: 348-8300

MEDICAL PERSONNEL wanted to do mobile insurance exams. Must have 2 years experience, motivated & teamy and able to perform 12 lead EKG. Call Lisa at: 632-9580
Must Have Dependable Insured Vehicle

MEDICAL RECEPTIONIST for active family practice in western Oakland county. Minimum 3 yrs experience, typing skills required. Apply in person, Call Carli or Janet 624-4511

MEDICAL RECEPTIONIST/BILLING for busy Livonia internal medicine office. Transcription skills desirable. Call 458-8497

MEDICAL RECEPTIONIST
full or part time, experienced, Call Pat 547-0100

MEDICAL RECEPTIONIST
EXPERIENCED
Infertility Practice
In W. Bloomfield is looking for a:
• Compassionate
• energetic
• well organized
individual who loves telephone contact. We offer:
• interesting
• Exciting
• Pleasant work atmosphere
• excellent benefits
• No weekends
Call 851-8040

MEDICAL RECEPTIONIST
EXPERIENCED
Infertility Practice
In W. Bloomfield is looking for a:
• Compassionate
• Energetic
• well organized
individual who loves telephone contact. We offer:
• Interesting
• Exciting
• Pleasant work atmosphere
• Excellent benefits
• No weekends
Call 851-8040

MEDICAL RECEPTIONIST with some billing knowledge needed, full time for small office. W. Bloomfield area. Call 661-8493

MEDICAL RECEPTIONIST for specialty office. Some billing, will train. Also, Medical Assistant with experience. Novi area. Call 624-3113

MEDICAL RECEPTIONIST
LIVONIA AREA
Experience in basic computer & organizational skills. Reply to Box #842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Part time, Experienced. W. Bloomfield internist. 855-1441

MEDICAL RECEPTIONIST
with typing ability needed. Good salary and benefits. Busy OB/GYN office. Southfield area. Call Claire 358-1907

MEDICAL RECEPTIONIST/TYPIST
Experienced, part time, 3-6pm. Southfield area. Call Connie at 569-1221 area. Call between 1-2pm, 435-6832

MEDICAL RECEPTIONIST
EXPERIENCED FULL & PART TIME.
Busy Southfield internist Office
Call 358-2310

MEDICAL RECEPTIONIST
Challenging position available for busy specialty office, W. Bloomfield, for self-motivated & mature person. Knowledge of computer, insurance billing helpful. Potential for growth. 851-0555

MEDICAL RECORDS FILE CLERK
Full time opening at our Troy Health Center for an applicant with minimum 6 months general office experience with numerical filing. Previous medical experience preferred. Excellent salary and benefits. Only qualified applicants please send resume:
SELECT CARE
Manager Employment Relations
363 W. Big Beaver, Troy, MI., 48084

MEDICAL Secretary/Receptionist needed for busy Podiatrist office. Potential for managerial position. Shelby/Rochester area. Call Mrs. Witherspoon, 651-8200

MEDICAL TECHNOLOGIST
MT OR MLT certified, midnights, serology helpful but not required. Experienced only. Send resume to: Citizen Clinical Lab, 23725 Northwestern Hwy., Southfield, MI 48075

MEDICAL TRANSCRIPTIONIST
To work out of your own home. Must have at least 5 years experience and have own equipment. 350-9454 or 781-6382.

MED TECH - (MLT) experienced in chemistry & serology for full time position in Livonia. Nice hospital. Benefits. 427-3505

MIDNIGHT SUPERVISOR
Registered Nurse for full time position, 230 bed skilled facility. Recent hospital or long term care clinical experience, plus previous management experience. Competitive wage & benefits, as well as scholarship program. Contact: Judith K. Smith, Director of Nursing, Westland Convalescent Center, 34137 W. Warren, Westland, MI.

NURSE AIDES
Days & Midnights
STAR MANOR of NORTHVILLE
The home like friendly atmosphere of our 317 bed private nursing facility makes you glad you joined our team. Competitive wages and benefits. To schedule an interview, call Kathy Mammaugh, RN, 348-4290.

NURSE AIDES - Experienced and/or certified for home care in western Wayne & south Oakland communities. Transportation plus. Starting wage $5.25 per hour.
United Home Care 538-8141
An Equal Opportunity Employer

NURSE AIDES - FULL TIME
Benefit package available.
Home being built for aged, Farmington Hills area. Call: 851-8640

NURSE AIDES
Full or part time, will train.
$4 an hour. Apply in person:
CAMELOT MALL
Maintenance Office
36,900 Ann Arbor Trail
Livonia, 525-1444

NURSE AIDES - needed immediately to work in the West & Farmington areas. Must have at least 1 year experience in the nursing home field. Call Sharon at 851-9600 or 855-8880. Same location. Call Dawn at DPR 443-8686

NURSES AIDES
AFTERNOON & MIDNIGHT SHIFTS
Full time, experience not necessary
We train. Call Dawn Gregory
NURSES AIDES WANTED
Apply in person
Hillel Residence
West Bloomfield, near Joy Rd.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

NURSE AIDES
$5.60/$6.10
COMPANION AIDES
$4.60/$5.10
FOR NEW HIRES

Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

OAKLAND NURSING UNLIMITED

540-2360

NURSE AIDE

We are looking for mature, dependable people with a desire for understanding of the elderly to work full and part time, day and afternoons shift. Minimum starting wage $4.50 per hour. Will provide training program toward becoming a certified Aide. Phone for more information.
348-8300
Whitehall Convalescent Home
43455 W. 10 Mile, Novi

NURSE
for busy Southfield pediatric office. Must be flexible. Saturdays. Call between 9AM-4PM. 358-0420

NURSES ASSISTANTS
Full or part time days or afternoons. Call a skilled nursing home in Plymouth, $4.05 an hour. 453-3989

NURSING ASSISTANT to work in a nursing home setting, must be 18 yrs of age & in good health, full or part time positions available, 7am-3pm or 3pm-11pm. Also 4 or 8 hr. shifts. Experienced or will train. Apply in person at Plymouth Ct. 105 Haggerty, Plymouth 455-0510

NURSING ASSISTANTS
Positions available - all 3 shifts, full & part time at: Uof M University Nursing Home, 28550 Five Mile Rd., Livonia 427-8270

OPHTHALMIC ASSISTANT, LPN or RN needed for Opthalmic Office. Experience helpful but not necessary. 569-4366

ORAL SURGERY ASSISTANT
Full time with excellent benefits. Experience in dental preferred. 547-8838

ORTHODONTIC ASSISTANT
Full time Orthodontic Assistant
Excellent salary & benefits
Experience preferred.
Birmingham 647-0696

ORTHOPEDIC RECEPTIONIST
Full time, Mon.-Fri. Benefits. Call 348-8000, Ext. 325.

ORTHPEDIC RECEPTIONIST
Full time, Mon.-Fri. Benefits. Call 348-8000, Ext. 325.

PART TIME or full time Medical Assistant/Receptionist. Livonia area. Experience preferred. For OB/GYN office in Farmington Hills. Call 553-2870

PART TIME X-RAY TECHNICIAN
position available at Woodland Medical Center, in Novi. Must be registered or registry eligible. Call Ron Blaisdell at 539-4700.

PART TIME - 2 positions available, Mon., Wed., Fri., 8:45AM-12:30PM. Tues. & Sat., 8:45AM-1:30PM or Tues., Thurs., Sat., Mon., & Fri., 2:45PM-7:30PM. Looking for an energetic, self motivated individual to learn both front & back office duties. Clerical skills required, willing to train excellent person. 21527 Joy Road, half block W. of Inkster Rd. 522-3501

PHARMACY TECH
Full time applications being accepted at our Novi location. We offer an excellent benefit package featuring:
• No Sundays or Holidays
• Medical/Dental/Life insurance
• Paid Vacations & Holidays
• Short Term Disability
• 401-K Savings Plan
Please apply at Medical Center Pharmacy located inside the Woodland Medical Center, 41935 W. 12 Mile Rd. (between 10am-4pm), Novi, MI., 48050

PHARMACY TECHNICIAN, full time for suburban hospital pharmacy, hospital experience with knowledge of U.D. and I.V. admixture. 8am-5pm). 423-1429

PHYCOLOGIST
Masters or PHD, with appropriate Bacteriology course work for Environment program. Excellent salary/benifits. Contact Gary Carolin at 243-7340

An Equal Opportunity Employer

PHYSICAL & OCCUPATIONAL Therapists with Michigan license are eligible. Part time positions available, 3 hours per session for those interested in working in a pediatric inpatient rehabilitation unit. The Detroit Institute for Children provides comprehensive outpatient care to disabled children. Use your therapy skills to help disabled children & their families. Contact Joyce Rayford or Kathy Kaim, Detroit Institute for Children, 5447 Woodward, Detroit, MI 48202. 832-1100
An Equal Opportunity Employer

PHYSICAL THERAPIST for varied intermittent visits. Contract basis, excellent pay. Uptonn Health Care Services. 356-1310

PHYSICAL THERAPISTS - do you want a change? Beautiful Eastern Michigan Neurorehabsertation Center offers acute in-patient comprehensive treatment program for head injury, spinal cord & related neuro orthopedic impairments. Interdisciplinary team treatment approach with skilled professionals working at your side. Excellent salary & benefit program. New graduates & experienced physical therapists are encouraged to apply. Send resume to Cindy Harmon, The Neurorehabilitation Center, 31330 - A Northwestern Highway, Farmington Hills, MI. 48018.

PSYCHIATRIC RN'S
We have openings for the following:
• Inservice/Staff Development Coordinator
• Staff RN's - AM/PM/Contingency
• Infection Control RN (Part Time)
Inquire: Ardmore Park (313) 474-3500, Ext. 142

RADIATION THERAPY, TECHNOLOGIST
An excellent opportunity exists at Sinai Hospital of Detroit for Registered or registry eligible Radiation Therapy Technologists. Candidates must possess current registration from accredited institution. These are full time positions on the day shift.

We offer a competitive wage and comprehensive benefits package.

For immediate consideration, please forward a detail resume to:
SINAI HOSPITAL OF DETROIT
Employment Office - Dept. GTF
6767 W. Outer Dr.
Detroit, MI 48235
An Equal Opportunity Employer

RADIOLOGIC TECHNICIAN
Health care organization in Troy seeking technologist with minimum 2 years & valid Registry Board/state registration. Must be flexible to work 2nd & 3rd shifts. Excellent benefits package. Contact Personnel Department at: 362-1180
SELECT CARE
Manager Employment Relations
363 W. Big Beaver, Troy, MI., 48084

RECEPTIONIST
Part time, Monday, Wednesday & Saturday, 8:30-5:30. Full time, Tuesday & Thursday, 8:30-5:30. Must be flexible. $4.25/hr. 626-2664

RECEPTIONIST
Part time, Monday, Wednesday & Saturday, 8:30-5:30. Full time, Tuesday & Thursday, 8:30-5:30. Must be flexible. $4.25/hr. 626-2664

RECEPTIONIST - for busy optometrist office located in Southfield. Must be neat organized & have pleasant personality. Experience preferred. Please call Karen between 9am-5pm 350-1130

RECEPTIONIST/
Medical Assistant
Full time position. Livonia area.
261-3290

RECEPTIONIST - medical assistant. Part time, 20-30 hrs. Birmingham office. Experience preferred but will train, typing required 642-3338

RECEPTIONIST Medical Biller, secretarial 8 hours per week. Experience preferred for Psychiatrist office. Southfield. 968-3887

RECEPTIONIST - full time. Busy OB-GYN office in Southfield. Experienced, typing, receptionist front office. 569-4560

RECEPTIONIST-Full time for private optometric office. No experience necessary, will train right individual. 855-2535

RECEPTIONIST - part time for oral surgery office. Birmingham area. 9-to-3 days/wk. Medical or dental background required. Call between 11am-4pm at 647-2191

RECEPTIONIST wanted for gynecology/obstetrics office. Approximately 29 hours per week, Mon. - Thurs., Farmington area. Call 476-1614

RECEPTIONIST/BILLER
Accepting applications for full-part-time for expanding internal medicine practice in Livonia. Experience preferred in some of the following: including typing and computer billing. Excellent phone & interpersonal communication skills. Benefits/salary commensurate with experience. Please call Wendy Cook between 10 AM and 2 pm.
Fordson Medical Clinic. 476-4724

Registered Nurse
Henry Ford Medical Center - Sterling Hgts. seeks RN with clinic experience for part time position in internal medicine clinic. Requires Michigan licensure and flexibility to work evening hours. Please call Sara at 977-8300 ext. 259.
An Equal Opportunity Employer

REGISTERED NURSE
Community education coordinator. Needed for inpatient week-end & day treatment brain injury rehabilitation program. Duties include marketing, community education, liaison with insurance representative, pre-admission & patient assessment. Assertive, outgoing a person-able with good verbal & written communication skills required. Send resume to: Dr. Carol Hudson, The Neurorehabilitation Center, 31330-A Northwestern Hwy, Farmington Hills MI., 48018

Registered Nurse
Medical Office
Part time position available for an experienced Registered Nurse 10 work in our Family Practice Center located at Providence Hospital in Southfield. Scheduled hours to work are 4 PM - 8 PM every Monday & Wednesday, 8:30 AM - 12:30 PM every Saturday.

Qualified candidates will have current Michigan RN licensure and previous medical office experience preferred. Must be available to orientate 2 weeks, full time.

We offer an excellent starting salary and work environment. Apply, Employment Office, Monday - Thursday, 9 AM. - 2:30 PM. or call for additional information, 424-3900
PROVIDENCE HOSPITAL
Southfield
An Equal Opportunity Employer

RESIDENT AIDES
Full or part time, 3-11pm shift, for skilled facility nearby in Plymouth. Call Mon. thru Fri. 9-5 451-0700

REWARDING OPPORTUNITIES
available, full time in large medical facility. Medical Assistant & LPNs needed in Internal Medicine. RNs needed in evening hours at Urgent Care. Excellent benefits. Flexible hours. Call 348-8000, Ext. 325 to send resume to Woodland Medical Center, 41935 W. 12 Mile Rd., Novi, MI., 48050

RN/LPN
Skilled Nursing facility has positions for full & part time hours. Top orientation, competitive wages with credit for experience. Excellent benefits include tuition reimbursement. Call University Convalescent Nursing Home, 427-6710, or apply at 29550 Five Mile Rd., Livonia

RN NEEDED - full time in OB/GYN department at busy Southfield medical center. Call 353-5020, Ext. 2024.

RN'S HOME CARE
Excellent nurses needed for skilled treatment visits with Michigan license an excellent pay. Uptonn Health Care Services 356-1310

RN'S, NURSE ASSISTANTS
for a home care company. All shifts available Bonuses. You pick the location 649-1020
ADVANCED NURSING SERVICES

502 Help Wanted Dental-Medical

RN NURSE CONSULTANT
Progressive, expanding ourtdoor patient home care company seeks experienced long term care RN for nurses/consultant position. Prior experience as DON a plus. Challenging, innovative work environment. Competitive salary and benefits. Please send resume to: D.F.L., P.O. Box 8626, Ann Arbor, MI 48107
An Equal Opportunity Employer

RN OR LPN - full or part time, afternoons, for small nursing home in Redford. 453-3989

RN
Part-time, position other weekend
Apply in person:
MARYCREST MANOR
15475 Middlebelt, Livonia
427-9175

RN
Part time position available for an out-patient hemodialysis facility. Afternoon shift, 3PM-11:30PM. Hemodialysis experience not required, training provided.

BENEFITS
• Comparable salary to St. Joseph's & U of M Hospitals
• 9 Weeks paid vacation
• Insurance benefits
• Tuition reimbursement
• Clinic setting
Candle Convalescent, Washtenaw Regional Dialysis Center, Ann Arbor
434-4680

RN - PART TIME
1 day per week, plus some relief for pre-natal residential facility in Farmington Hills. Hospital or Doctor office experience preferred.
If interested, call Director of Nursing, between 8 AM - 4 PM 626-1707
An Equal Opportunity Employer

SURGICAL ASSISTANT for busy oral surgery practice in Livonia/Canton Call Sue: 582-5800

504 Help Wanted Office-Clerical

PURCHASING CLERK
National Ink manufacturer located near Schoolcraft & Telegraph seeks individual for corporate Purchasing Department. Duties include processing of orders, telephone contact with suppliers & general typing. Applicants should possess pleasant telephone voice & ability to work with a variety of people. Previous purchasing experience helpful but not required.
Send resume or call 538-6600, ext. 10 for an application or pickup an application between 9 a.m. - 4 p.m.
Flint Ink Corporation
25111 Glendale Ave.
Detroit, MI 48239
Attn: Personnel Dept.
Equal Opportunity Employer

ACCOUNTING CLERK
Major Financial Service Company seeking entry level candidate for an immediate opening.
Duties include processing invoices, typing, and general clerical tasks. Good math skills and dependability are essential. Good starting salary, excellent company benefits.
To apply send Resumes to:
CHRYSLER FIRST Richard F. Sims
P.O. Box 40675
Wholesale Credit Inc Redford, MI 48240
"We are an Equal Opportunity Employer M/F/H/V"

ACCOUNTS PAYABLE
Person for commercial real estate company in Southfield. Duties include: processing of invoices and checks, data entry, communication with vendors, filing and light typing. Excellent benefit package.
Please send resume in confidence to:
KV-E
P.O. Box 267
Southfield, MI 48037

Kelly Services
Clerical Job Board
If you need work right away.
Take a look at what Kelly Services has to offer in your field.

Typist
Three typists needed for insurance co. Dictaphone experience is a plus. Good clerical skills and 40-50wpm required.
Call Marie
Farmington Hills
471-2060

Switchboard Operators
Long term assignment in executive office of major corporation handling busy Rolm switchboard. Light (35 wpm) typing.
Call Kate
Troy
362-1180

Secretary
For executive office of multi-national corp. Shorthand or dictaphone skills required. Flexible hours.
Call Jane
Southfield
352-5220

Data Entry
Need outgoing personality to greet customers for large co. Will handle 10 incoming lines and 15 extensions within co.
Call Janet
Rochester
852-9000

Executive environment for self-starter to handle 100 button directory. Light typing required. 3 week assignment.
Call Roseanne
Bloomfield Hills
642-9650

Clerk Receptionist
Short term assignment for detail oriented person with light phone experience. Will compare and verify information on microfiche.
Call Betty
Livonia
522-4020

KELLY The Kelly Girl People
SERVICES

502 Help Wanted Dental-Medical

SOUTHFIELD PART-TIME - Great patients as well as clerical tasks. Noon-5pm, M-W, F. Sat. 8am-12noon. Please call am 358-5830

SWITCHBOARD OPERATOR - With experience for medical office. Rochester area. Call: Mrs. Witherspoon, 651-8200

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARIES
A.O. Smith Automotive Products Company, a major supplier of automotive structural components, has opened a new sales and engineering office in the Farmington Hills area.
We are seeking mature individuals with excellent typing, verbal and organizational skills, experience and initiative to assist our account executives and staff with customer contact and office management. Prefer candidates with university education or business college degree and knowledge of Macintosh computers and Word Perfect software.
We offer excellent benefits package and competitive salaries. Career advancement potential exists for the right candidates.
Please send resume, including salary history to:
A. O. Smith Automotive Products Company
Attn: S. Danielson
37735 Interchange Drive
Farmington Hills, MI 48331
A.O.SMITH
AUTOMOTIVE PRODUCTS COMPANY
A DIVISION OF A. O. SMITH CORPORATION

RECEPTIONIST, part-time
The Editorial Department of our Birmingham office needs someone with good telephone manners, ability to deal with the public and accurate typing skills, 45 wpm. Word processing or computer experience helpful. 20 hours per week. Applications accepted:
THE
Observer & Eccentric
NEWSPAPERS, INC.
36251 Schoolcraft
Livonia, MI 48150
We are an equal opportunity employer

Secretarial Opportunities
New products and new acquisitions have contributed to the rapid expansion of Vlasic Foods, Inc. We currently have career opportunities available in our Corporate Office for Secretaries!
To qualify, you must have 2-4 years secretarial experience, word processing knowledge PC skills and be able to type a minimum of 60 wpm. Good organizational and communication skills are required.
We offer a pleasant work environment and competitive salary and benefits. To apply, send your resume with salary requirements. Only those with salary requirements will be considered for interview.
Human Resources Dept.-SO604
VLASIC FOODS, INC.
33200 W. 14 Mile Rd.,
W. Bloomfield, MI 48322.
No phone calls please. Equal Opportunity Employer.

SENIOR SECRETARY
The Foxboro Company, a world leader in process control, is seeking a secretary to join the team in our Farmington Hills office.
You will assist in the support of customers and sales representatives in matters involving shipments, sales quotations, customer records and correspondence. A high school education with developed skills in managing an office, typing, word processing and PC applications and good telephone skills are required.
Foxboro offers a comprehensive benefits package including medical and dental coverage. Please forward your resume, including salary history and requirements, to: Personnel Department, The Foxboro Company, Suite 151 West, 31731, Northwestern Highway, Farmington Hills, MI 48018. Foxboro is an equal opportunity employer, M/F.
FOXBORO

SECRETARY
Support The Nation's #1 Family Restaurant Team At Our Regional Office
A key position has become available in our regional office for an Operations Secretary to provide administrative and clerical support to area directors and associates.
You must have proven secretarial experience (Typing 60-70 wpm). Superior telephone skills are a must, as are flexibility and sound business judgment. Computer experience and good customer relations skills are highly desirable.
Denny's Restaurants, Inc. is one of the most progressive employers in the food-service industry. We offer a very competitive salary and an opportunity for growth. For consideration, send your resume and salary history to: **Kim Street, Denny's Regional Office, 3221 Big Beaver Rd., Suite 308, Troy, MI 48084.**
An equal opportunity employer m/f/h.
Denny's
RESTAURANTS