502 Help Wanted Dental-Medical

DENTAL HYGIENIST
For women dentist in Farmington Hills. Skilled & personal, 2 days per week for Perio oriented & practice. Warm office environment. 932-5630

DENTAL HYGIENIST
Patient Centered Practice, Sterling Heights. 14 Mile/Dequindre.
Call 979-0111

DENTAL HYGIENIST
Part time. One evening, 1 week. Walled Lake area. Friendly provider oriented office. 669-1040

DENTAL HYGIENIST
Needed in warm, friendly family practice - Preventive/perio oriented - part time. 559-1148

DENTAL HYGIENIST
Are you a hygienist looking for a challenging part-time position? Our 18 Mile/Telegraph private practice general dental office, is seeking an experienced, office oriented 6 evenings per for the 2 day a week position. We desire someone who is willing to participate in the the unprecedented growth of our practice through being an active team member. Our practice places a high value on the quality of care, convenient & gentle & strives for excellence, trust & caring in everything we do. We have found this is best achieved by high levels of communication, training, fine staff training & life long learning through paid continuing education. Lets make this a great opportunity for all of us. To apply for this position call 644-1535

DENTAL OFFICE ASSISTANT - PART TIME needed for recall system & receptional duties. Livonia. Call Helena at: 425-1810

DENTAL RECEPTIONIST
experienced, full-time, computer knowledge. West Dearborn.
563-5610

DENTAL RECEPTIONIST
Modern 2 doctor office in Garden City. Must be friendly, efficient & team oriented. Dental experience only, 28-32 hours per week. 425-8130

DENTAL RECEPTIONIST/Model Person for C & B Lab - metal or porcelain. Some experience helpful. Good salary for right person. 835-5533

Dental Technician
Experienced model person for busy denture department needed immediately. Pleasant, commodate with safety. If interested call Steve:
525-4530

Emergency Center RN Opportunities
JOIN OUR LIFESAVING TEAM AT ST. JOSEPH MERCY HOSPITAL
Our level I trauma center is a recognized leader in the community. We currently have a full and part-time opportunities and can offer you:
- 8, 10, 12 hour shifts
- ACLS, PALS provided
- Individually manage orientation.
- Competitive Wages
- Comprehensive Benefits.
- NEW PAID TIME OFF PROGRAM

For immediate consideration, please contact Nurse Recruitment at (313)658-3090.

St. Joseph Mercy Hospital
900 Woodward
Pontiac, MI. 48341-2985
Achieving Workforce Diversity through Affirmative Action/ Equal Opportunity Employer.

EXPERIENCED - full time receptionist for busy ophthalmology office, duties will include answering 8 line telephones, filing, booking appts. on computer & preparing charts, salary commensurate with experience. Please send resume to: MES, Attn Barb, 563 W. Maple Rd. #137, W. Bloomfield, MI 48322

FOOT CARE ASSISTANT
Wanted to work with podiatrist patients. Must have medical background. Apply: The Nursing Home Group, 24293 Telegraph Rd. Site 140. Between 8 & 10 Mile Rds.

FULL-TIME COOK. With experience in Nursing Home. Afternoon shift, 12:30 to 8:30, 5 days a week. Call Mrs. Johnson, between 9am & 2pm. Mon thru Fri. 255-8450

HOME HEALTH Aides, RN's & LPN's Join the leader in private duty home health care - Visiting Care. Relevant experience or certification required. Call today!
313-930-2030 313-229-0370
313-344-0234

502 Help Wanted Dental-Medical

DIRECTOR OF NURSING/RN needed for a 58 bed facility

ASSISTANT DIRECTOR OF NURSING/RN/SERVICE DIRECTOR RN, 4 days per week

MAINTENANCE HELPER
Part-time 6 days per week

LPN/RN
Part time position available 11pm - 7am shift

Please apply in person:
Bedford Villa
18240 West 12 Mile Road
Southfield, MI 48076
An Equal Opportunity Employer

EXECUTIVE secretary with Multi-state but prestigious medical center. Medical terminology preferred. To $10/hr. Call Mary at UNIFORCE 646-8301

EXPERIENCED Medical assistant. Pleasant family practice, Westland area. Must know X-Ray, Vena puncture, EKG 729-1150

FULL TIME experienced office assistant for busy OB/GYN office.
543-6070

HYGIENIST - part time, 25 hrs./week. Salary position, alternating with 1 evening till 8pm. Benefits, Dearborn Hts. area. 277-3066

IV CHEMO NURSE-Rochester oncology with IV chemo and office procedures. Ask for Carol 651-4702

LPN
Full time - Afternoon
Part time Midnight
New Starting Rate
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

LPN
Full-time LPN pediatric position available in a suburban setting. Previous pediatric experience required. Benefits. Please send resume to: L. Brindley.

DMC HEALTH CARE CENTERS
29320 Plymouth
Livonia, MI. 48150
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

LPN - MA, energetic individual for busy ear, nose & throat practice. Experienced in x-ray, injection & allergy helpful. Full/part time. 477-7485

LPN
Primary care clinic in W. suburbs. Must have strong clinical skills. 4 days/week, 58-8:30hr. Holidays off. Call Mima, Harper Assoc., 932-1170

LPN'S
Immediate need for 24 hr. adult ventilator cases in Rochester & White Lake.
Call for more info:
UPJOHN
HEALTHCARE SERVICE
JCAHO Accredited
313-852-6800
1-800-482-6803
Equal Opportunity Employer M/F

$100 sign-up bonus. New higher rates, new facility. Nursing home staff relief in Downriver area.
350-3600
Professional Healthcare Personnel

MAJOR medical center has immediate openings for medical billers. To $8/hr. Call Mary at UNIFORCE 357-0644

MEDICAL ASSISTANT
For ophthalmologist. Personality most important. Happy office looking for energetic person. Will train. Troy area. 649-3535

MEDICAL BILLER
35-40 hours. Busy adult & pediatrics office. Medical & billing experience preferred. Computer experience preferred. Long Lake at Rochester Rd.
589-2900

MEDICAL RECEPTIONIST/PHONES, - for busy Troy internal medicine office, experience necessary. Full time & benefits. Please contact Mrs. Gotts 362-2797

MEDICAL RECORDS CLERK

Three (3) full-time positions available. Experience required. Interested applicants may send resume or come in and complete an application at:

MEDICAL RECORDS
41935 W. 12 Mile Rd.
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

502 Help Wanted Dental-Medical

MEDICAL AND DENTAL CLAIMS PROCESSORS
Progressive health benefits administrator is seeking full or part time medical and dental claims processors. Must have knowledge of dental and/or medical terminology and experience processing claims. We offer a competitive benefits package, and a pleasant non-smoking environment. Send your resume or call Kathy Bradzier in confidence at 313-6200
Midwest Benefits Corporation
23505 W. 12 Mile, #3000
SOUTHFIELD, MI 48034
Attn: HUMAN RESOURCES

MEDICAL ASSISTANTS
At least 1 year experience for hospital clinics or private practice. Oakland & Macomb locations available. Full time or work when you want to. Call Ann, Temporary-Medical 443-5590

MEDICAL ASSISTANT - will train, looking for mature, bright person with interpersonal & flexible hours. Please send resume to Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT
Full time in top Dermatology office in Farmington Hills. Must have at least 1 year medical office experience or training. Call 553-2900

MEDICAL ASSISTANT wanted for internal medicine office. Some experience helpful, part time hours, flexible. Call Sue 476-0500

MEDICAL ASSISTANT needed part time to work varied hours. Must be flexible. Must know venapuncture & injection.
Call 476-2723

MEDICAL ASSISTANT
Part time, with X-ray experience for Bloomfield Hills urgent care center.
334-6850

MEDICAL ASSISTANT - part time, 25 hrs. per week, busy family practice in Novi area. 476-0035

MEDICAL ASSISTANT, full time with some experience. Some evenings and Saturdays. Madison Heights area. Call Mon. - Wed. 543-0600

MEDICAL ASSISTANT, experienced with medical billing, EKG, typing, etc. Internist office, Garden City area. Call 522-4250

MEDICAL ASSISTANTS
needed for busy physician's office. Full time & part time positions available. Experience preferred.
853-3115

MEDICAL ASSISTANT, experienced needed full time for busy pediatric practice. Must be knowledgable in venipuncture and injection. 478-2723

MEDICAL ASSISTANT
To write for doctor in exam room. Must be a good speller, knowledge of medical terminology a plus. Will train. Send resume
Attn: Sue, PO Box 081282
Rochester, MI 48308-1282

MEDICAL ASSISTANT
(Experienced) for busy orthopedic practice. Extensive knowledge of insurance desirable. Send resume & cover letter to HSA, attn: I M.A., 11012 13 Mile Rd., Ste. #110, Warren, MI., 48093

MEDICAL ASSISTANT
for ophthalmologist with offices in Bloomfield Hills & Auburn Hills. Approx. 35 hours per week, competitive salary, excellent fringe benefits. Experience desirable but not necessary. Mail resumes to: Medical Assistant, 2700 Woodward, Bloomfield Hills, MI 48304

MEDICAL BILLER - OB/GYN office 12 flexible hours per week. Full paid coverage. Experienced only. Rochester area. 652-9110

MEDICAL BILLERS - 2 yrs. plus experience to work in major hospital. Part/full time 3 shifts - 7 days a week available. Perfect for extra income for weekend work. Ad payors. $1400-$1750/month. Call Bridgette, Temporo Medical. 443-5590

MEDICAL INSURANCE BILLING
Part time, 2 days per week, to evolve into full time, 1 year experience necessary. Salary commensurate upon ability. 852-6666

MEDICAL OFFICE - BIRMINGHAM - Internal medicine, preoperative and practice. Multi-duties & typing.
642-3338

MEDICAL PERSONNEL
needed to perform mobile medical exam for EKG & Venipuncture experience. Wayne, Oakland & Macomb County. Call Ruth
352-5333

MEDICAL TECHNICIAN OR MEDICAL LAB TECHNICIAN
for a medical laboratory in Farmington Hills from 10pm-2am, Mon-Fri. Also needed Phlebotomist, Day Shift. Call 473-2080

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST/BILLER
Experienced full or part time position. Prefer MBS computer training. Patty, Mon-Fri, 8am-5pm. 855-7530

MEDICAL RECEPTIONIST
Including Public hours: 8am-5pm. Entry level Typing required. Call, Mon-Fri, 8am-4pm. 425-4800

MEDICAL RECEPTIONIST - experience needed for internal medicine office, part time afternoons.
474-3550

MEDICAL RECEPTIONIST
Experience necessary. Cosmetic surgeons office in Birmingham. Top salary and benefits.
Contact Fran Peters 737-7111

MEDICAL RECEPTIONIST
EXPERIENCED!
Full time. Willing to go the extra mile? Looking for dynamic, enthusiastic individual to fill Medical Receptionist position in busy OB/GYN office in West Bloomfield. Computer skills preferred. Call Michelle, Mon -Fri, 9-5. 855-5830

MEDICAL RECEPTIONIST
Part or full time for Bloomfield Hills clinic, some computer experience helpful. Call 543-0600

MEDICAL RECEPTIONIST for OB-GYN clinic in Troy. Medical billing, typing, computer & communication skills preferred. 375-2120

MEDICAL ASSISTANT, Secretary. Full-time, minimum 2 yrs. experience necessary. Busy family practice in Novi area 476-0035

MEDICAL RECEPTIONIST
Part-time position, Mon. - Fri. 10am-2pm with a private specialty multi practice Plymouth area office required. Please send resume to: IMCO - Attn: M. Lensky, 28225 Grand River, Farmington Hills, MI 48336

MEDICAL TECH/Registered
Needed for Livonia physician's office. Part time, afternoons.
Call 464-9200

MED SURG OPPORTUNITIES THAT FIT YOUR SCHEDULE
Home care agency with supplemental staffing division needs RN's & LPN's for staff relief assignments in suburban western Wayne county hospitals. Competitive pay.
No night management.
To apply call Carol
981-8829
United Home Care Services, Inc.

MIDNIGHT SUPERVISOR
Subacute. Highly skilled facility is seeking a knowledgeable professional dedicated to providing supervision for residents and willing to supervise our excellent Midnight staff. Salary commensurate with experience. Mon. - Fri. position with 1 weekend every month requirement. Call Ellen Baarsma, DON at Westland Convalescent Center for interview, 729-6100.

MOVI does needs data entry operator. 8000 keystrokes, to $7.50/hr. Call Martha at UNIFORCE 473-2932

NURSE AIDES
Enjoy a full-fitting career with United Home Care Services, a home care agency in suburban western Wayne county.
- LPN's
- Flexible hours
- Competitive pay
- Transportation allowance
- Benefits package eligibility
- Supportive management

If you have a experience please call
981-8829

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

NURSING UNLIMITED
540-2360

NURSE
11pm-7am shift, LTC facility that is providing quality care. Experience preferred. Must be able to accept responsibility and management & nursing unit. Benefits.
Call Diane or Sue 852-7800

OFFICE ASSISTANT 1: DIETICIAN (Nutritionist) 2. Part time needed in a medical specialists office. Experience required. Attractive salary. Send resume to: P.O. Box 090103, Rochester Hills, MI 48309

502 Help Wanted Dental-Medical

NURSE ASSISTANTS - STATE CERTIFIED
Glacier Hills Nursing Center is accepting applications for Nurse Assistants who are Certified by the State of Michigan for long term care in part and full time positions on all shifts. Benefits available & salary starts accordingly if desired. A commitment to quality care is required. Contact Marylin Hernandez at
GLACIER HILLS NURSING CENTER
1200 Earhart Rd.
Ann Arbor, MI 48105
(313)796-6177

NURSES AIDES WANTED
For home health care. Will train. Experience required. Flexible hours, call days Mon. thru Fri 271-6420

OFFICE MANAGER-ROCHESTER $25,000 - great benefits. Need 2 yrs. billing & medical assisting experience. Plush office. Send resume to: Mike 852-1170
Harper Associates, 2987b Middlebelt, Farmington Hills, MI 48334

OPHTHALMIC ASSISTANT
Needed for office located in Southfield. 3 year ophthalmic experience required. Salary based on experience. Please call: 350-1130

OPHTHALMIC TECHNICIAN, Certified and experienced preferred. Salary negotiable. Send resume, Attn: Dept. PO Box 1041
Rochester, MI 48308-1282

OPTICIAN
Henry Ford Health System, Detroit Center, announces an exciting full-time career opportunity for an Optician.
The qualified applicant for this position will be ABO certified, have a minimum of two years of retail dispensing experience and extensive contact lens experience.
If you wish to join one of the most dynamic and progressive health systems in Michigan, please submit resume to:
HENRY FORD HEALTH SYSTEM
500 Fisher Building
Employment Division, Dept. JK
Detroit, MI. 48202
An Equal Opportunity/ Affirmative Action Employer, M/F/H.

ORAL SURGERY Office - Surgical assistant, part time to full time. Experience preferred. Plymouth/ Canton Area. 455-0710

ORDER ENTRY
Mature individual for growing DME company. Sell supplies, must have permission needed, 1 year experience preferred. Send resume to:
J.L. 27341 W. Warren, Garden City, MI 48135. 522-4080

PART TIME Receptionist/Biller 2-3 days. Tpy. Must have experience. Computer billing. Good salary for qualified person. 362-4262

PATIENT ADVOCATE
Part time available immediately - 2 hours per week. Coordinate donor patient supplies for growing home infusion business. Good communications, organizational & computer skills required. Medical experience helpful. Resume to: Health Quest Infusion Therapy, Attn. Barb, 2295 Opdyke, Suite A, Suite 108-F, Auburn Hills, MI 48326, or call 373-2030

PERSONAL CARE AIDE/ HOME HEALTH AIDE
Amicare Home Healthcare is currently recruiting qualified individuals for the above. Assignments available in Immediate area.
- Competitive pay
- Flexible schedules
- Benefits

Interviews will be held in your area for more information call
Shelly or Bobbie at:
AMICARE HOME HEALTHCARE
313-677-0610
Affiliated with Catholic Social Services
Catherine McAuley Health Centers
An Equal Opportunity Employer

PHYSICAL THERAPISTS
Our patient clinic in Dearborn, Warren, St. Clair Shores, Farmington Hills. Full time. Excellent salary. Global Therapy Options.
313-963-0666 or 800-232-0374

PHYSICIANS BILLER - internal medicine & outpatient, all payors, computer. 2-3 yrs. exp. required. Southfield hospital clinic, salary $21000. Benefits. Call Lisa, Temporo Medical, 443-5590

PRACTICE MANAGER
Rochester Area. Motivated, ambitious person to grow with new practice. Medical assisting & billing experience required. Salary commensurate with ability. Send resume with handwritten cover letter to
Box #478 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PRESBYTERIAN VILLAGE of Detroit now accepting applications for certified nurse assistants for the PM and midnight shifts. Full & part time positions available. For more information, contact Marilyn 531-7200

PART TIME, TELEPHONE TRIAGE and appointments, 20 hours per week, 9-1. High energy Birmingham primary care office. Computer, organization and management skills for medical office required. Send resume to: "Goal", Birmingham, P.O. Box 480 12-2134

RECEPTIONIST - Full time, for medical office in Livonia. Medical billing experience required. Call Dr. Dolan, Days, 464-4800 Eves. 313-663-4668

RECEPTIONIST: Full-time, with some billing experience, for Bloomfield Hills Urgent Care Center. Some Evenings & Saturdays, required. Call, 334-6850

RECEPTIONIST
Part time. Dentist office experience required. Send resume to: W. E. McMinn, DDS, 36180 5 Mile Rd., Livonia, MI. 48154

RECEPTIONIST for doctor's office, Westland area. Experienced Medical Assistant with receptionist skills or Medical Assistant willing to work as Receptionist. Must be able to work evenings, weekends and holidays. Full and part time positions available. Do not apply unless you meet above requirements. Please call Mrs Marlon at 282-8854 Ext 18

RECEPTIONIST FULL TIME needed for Orthopedic office
Experienced preferred
Bloomfield area 334-4535

RECEPTIONIST, part time receptionist for Southfield doctor's office. Experience preferred. Call
644-7350 or 398-4267

RECEPTIONIST for busy physical therapy department, full time, 11am-7pm. Responsibilities include scheduling, typing, experience necessary. W. Bloomfield 855-7411

REGISTERED MEDICAL Technologist with experience needed full time for day shift, Mon -Fri at Straith Hospital, Southfield. Contact Chief Medical Technologist between 9am-3pm, Mon.-Fri. 357-3360, ext 192

REGISTERED X-RAY Technologist Part-time for Rheumatology practice Birmingham area
Call 647-4425

RN - CHEMO NURSE needed for busy Oncology office. Please send resume to 41199 Dequindre, Suite 615, Troy, MI 48098

RN: Full or part time. Treat of the hospital scene? Want to learn the other side of patient care?! Call me. Chris Considine, RN at Cambridge West Nursing Center. 18633 Beech Daly. Redford. 253-1010 I THEO IT, I LOVE IT! I FEEL YOU WILL, TOO
An Equal Opportunity Employer

RN/LPN
All shifts. Full time, part time, and contingent shifts available. Please contact Jayne Erickson, RN, DON at 697-8051
An Equal Opportunity Employer

RN OR LPN full or part time, for Busy progressive Dermatology practice in Southfield. Experienced preferred. Pay commensurate with experience.
642-2787

RN's
HOSPITAL BASED
HOME CARE COORDINATOR
Upjohn is a JCAHO & Medicare certified home health agency seeking quality oriented RN's with discharge planning or community health experience for this unique & challenging position. Must have Medicare knowledge. Please call
Sharon Hudec R.N., BSN
Upjohn Health Care Services
between 9am-4pm
313-356-1310 or 1-800-482-6803
Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

RESIDENTIAL TECH
Immediate opening for experienced Care Staff working in AFC home for Ret clients. Full and part time positions (weekends on rotation). Must have good driving record and proof. Contact Scott McDonald, Mon-Fri, during business hours at 851-0488

PART TIME high energy R.N., L.P.N. to assist with staffing, training, home delivery for active internal medicine office. Northwest Wayne area. 20 hours per week, 11-3, good management and organizational skills required. Send resume to: Gail, Birmingham, P.O Box 48012-2134

RECEPTIONIST OR PROFESSIONAL SERVICES
Degreed, experienced for Medical certified home care agency in Brighton. Career opportunity for some-one who is already based on quality, clinical & communicative abilities. Excellent pay & benefits.
FAMILY NURSE CARE. 229-5683

RN
Full-time position available in Oncology. Oncology experience not necessary. Monday-Friday, 9-5. Interested applicants please call 559-2100

DMC HEALTH CARE CENTERS
WOODLAND
(W. 8 Mile/Mt. Vernon near Lahser Rd).
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

RN B - BEGIN A NURSING ADMINISTRATION TRAINING PROGRAM
Progressive long term care corporation seeks motivated RN's with clinical skills based on quality care, training program for Nursing Administrators in long-term care. This program will prepare the candidates to assume Director of Nursing Service or Director of Staff Development role within our company. Several sites in Oakland and Macomb County. Excellent salary/benefit package. Interested applicants should send resume to:
International Health Care Management, Inc., Attn:
G. Bortolaso-Radoslovic, RN, BSN
Regional Director
18200 W. 13 Mile Road
Birmingham, MI 48009
(313) 646-4291
Phone calls regarding the position will be accepted between 9am-12pm Monday-Friday.
An Equal Opportunity Employer

RN'S - LPN'S - GPN'S
Are you seeking a professionally challenging work environment? Westland Convalescent Center, a renowned leader in nursing care has a full time position available on the Alzheimer & Midnight shift. Part time contingent and flex schedules also available. Salary commensurate with experience. Contact E. Basmaji, RN, DON at 728-8100.

RN's-LPN's-NEEDED YOU!
LPN's earn up to $20/hr, RN's earn up to $30/hr. Call Bonnie at
FAMILY NURSE CARE
455-5683 or 229-5683

RN- TRIAGE/ PATIENT INQUIRY
Full-time patient advocacy position available. Excellent telephone and verbal communication skills required. Insurance knowledge should send resumes to: L. Brindley

DMC Health Care Centers
29320 Plymouth
Livonia, MI. 48150
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

RN - PART TIME
To assist Birmingham plastic & cosmetic surgeon.
Contact Michigan 737-7111

SEEKING QUALIFIED RN. Knowledgable with OBRA guidelines & MDS. Must be organized, self-motivated with experience. Apply at Mt. Vernon Nursing Center, 26715 Greenfield, between 10 - 11 Mile

SOCIAL WORKER
Opportunities in Hospice Care
Hospice of Washtenaw
Hospice of Monroe

Amicare Hospice Services, sponsored by the Sisters of Mercy, is seeking motivated and qualified individuals for the positions of Social Worker in the Washtenaw and the Monroe branches.

You will be responsible for assessing and documenting patient/family needs and participating in interdisciplinary group conferences. A Master's degree in Medical Social Work and at least two years of experience in a hospice setting is required.

Amicare offers a competitive salary and an outstanding benefits package to match your skills. Please send your resume to Nancy Lenaman, Amicare Hospice Services, Inc., 2010 Hogback Rd., Suite 1, Ann Arbor, MI 48105. Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer

SPEECH/LANGUAGE PATHOLOGIST
Full time at outpatient pediatric center. Work as a team member evaluating and treating communication disorders in children with developmental delays, learning disabilities, dental palsy and other neurological disorders. CCC preferred, will consider CFY. Send resume to
Pat Nolo
Detroit Institute for Children
3447 Woodward
Detroit, MI 48202
Or call 832-4700 ext 231
An Equal Opportunity Employer

SPEECH PATHOLOGIST, CCC
Full/part time, to join progressive rehab agency. Excellent salary/benefits. Call 313-537-5440 or send resume to Physicians Physical Therapy, 29201 Greenfield, Southfield, MI 48075

SWITCHBOARD OPERATOR
Full time, Mon.-Fri., (SOTECIDS Executive switchboard operator needed for multi-specialty Internal Medicine Practice. Previous medical phone experience required. Send resume or call IMCG - Attn: Nancy, 28080 Grand River, Suite 306, Farmington Hills, 48336 478-1244

TECHNICIAN ASSISTANT
Southfield medical company seeking individuals to do drive shifts and assist xray technicians. Full time. Will train. Must have good driving record. Apply at: The Nuclear Medicine Group, 24793 Telegraph Rd (Between 9 & 10 Mile Rds.)

TRANSCRIPTIONIST
Experienced in cardiology/radiology, part/full time. Farmington Hills
737-8350

X-RAY/CAST TECH
PART TIME
For Orthopedic office. Some computer experience. Send replies to 28700 West Eight Mile Rd., Farmington, MI 48336

XRAY TECHNICIANS
Xray company in Southfield seeking registered or registry eligible technicians. Student's welcome. Good salary, medical & dental benefits. Contact Sue at 557-7860 or 295-1195

XRAY TECHNICIANS
REGISTERD & NOT REGISTERED
Full time or work when you want to! Top dollar for your skills. A number of work sites available. Call Theresa, Temporo Medical 443-5590

X-RAY TECHNICIAN
& NUCLEAR TECHNICIAN
Part time/Full time. Novi area
473-8510

X-RAY TECHNOLOGIST
For private radiology office. Mammography experience needed
484-7303

504 Help Wanted Office-Clerical

ACCOUNTANT, JUNIOR
needed for temporary position in Southfield. Accounts payable experience, strong computer experience, and LOTUS required.
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

ACCOUNTS RECEIVABLE CLERK
Residential experience preferred. Downtown location. Experience with computerized Accounting. Call Lenora or Michelle 352-3333

504 Help Wanted Office-Clerical

ACCOUNTING AIDE - Full time entry level position requires general office skills and some accounting. $7.00 per hour plus benefits. Send resume to: Attn: Pat, 27780 Novi Rd., Suite 250, Novi, MI., 48377.

ACCOUNTS PAYABLE
Computer experience preferred. Detailed, need and willing to work with high volume payables flow. Excellent benefits and wages. Send resume and salary requirements to:
Office Manager, 10101 Crest St.,
Plymouth 48170-6098

ACCOUNTS PAYABLE
Ann Arbor based management company is currently in need of an Accounts Payable Clerk. Candidates must have 2 years experience or related duties. College level classes helpful. Data entry and organizational skills are a must. Good starting salary and fringe benefits offered. Send resume to:
Human Resources/LH
PO Box 8026
Ann Arbor, MI 48107
An Equal Opportunity Employer

Accounts Receivable Clerk
The growth of our international company has created an opening in our Finance Dept. 1-2 years experience preferred including handling lock box deposits, posting cash receipts, preparing and balancing to General Ledger. Data entry and 10-key calculator skills required. Please send resume WITH SALARY REQUIREMENTS or apply in person between 9am-5pm to:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Experience with Wordperfect, data entry & light clerical duties. Part time, flush return to Jay Chapman, Acro Service Corp., 17187 N. Laurel Park, Suite 4 Livonia, MI 48152

ADMINISTRATIVE secretary for Livonia research center. WP 5.1 and Lotus, up to $9.50/hr. Call Sheila at UNIFORCE 473-2931

ADMINISTRATIVE ASSISTANT
Part time, flexible hrs. for small construction company. Good typing. Computer knowledge helpful.
535-1574

AGA Services
NEEDS
Clerical Personnel
- Secretaries
PC experience helpful
- Receptionists
Experience a plus
- Typists
45 + WPM
- Word Processors
All Software
- Data Entry
Apply Mon.-Fri., 8-12 or 1-4
23077 Greenfield, Suite 182
Southfield, MI 48075
313-552-8255

AMBITIOUS, OUTGOING, Congenial person for part time office position, possibly working into full time. Basic skill requirements: typing, filing, good phones, grammar, spelling & basic math. Farmington area. 65-88 per hour. 476-8450

ASSISTANT PAYROLL position. Must have computer experience and knowledge of reporting requirements for Workmen's Comp, United fringe benefits and MESC. $7-$8 per hour. Send resume to: P.O. Box 6070, Wixom, MI 48393-6070.
An Equal Opportunity Employer

AUTO DEALER - Clerical/Data entry position. Full time. Apply in person only. See Misty, Troy Ford, 777 John R, Troy

AUTO DEALERSHIP
Looking for recent high school graduate or student to assist in parts office. Must have some data entry knowledge, part time position. Please apply at Joe Panian Chevrolet, 28111 Telegraph, Southfield.
353-1000

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Experienced with phones, data entry, typing, and clerical/general office duties. Send resume with salary requirements to: W. Ging, 2378 Franklin Rd., Bloomfield Hills, MI 48302

ADMINISTRATIVE ASSISTANT
Growing health care firm seeks and hires motivated individuals. Must have computer and secretarial skills. Medical, dental background a plus. Send resume for Administrative Assistant, 31557 Schoolcraft, Livonia, 48150

ADMINISTRATIVE ASSISTANT
Suburban direct marketing agency seeks well-organized, efficient and detail-oriented individual for administrative assistant position. Must be a self-starter and have good interpersonal, written and oral communication skills; direct marketing knowledge a plus. Proficiency with wordperfect 5.1 required for heavy clerical and phone support, management support for senior management. Regular client interface and some travel required. Excellent wage and benefits package. Send resume to: Box 430 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Attention
WORD PROCESSORS
Long & short-term assignments available. Competitive wages & bonus plan. Experience in the following required:
- WordPerfect 5.0
- Word Star
- MultiMate
- Lotus

Call now for an appointment
528-8454
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TEMPORARY HELP SERVICE
NEVER A FEE

AUTOMOBILE DEALERSHIP
Experienced person needed for busy Chevrolet dealership in Novi. Great job for right person + benefits. Ask for Laura 348-7000

FULL CHARGE BOOKKEEPER thru trial balance & financial statements. PC computer experience required. Immediate opening with property management firm in Farmington/ Northwestern. Call Debbie 851-0858

BOOKKEEPER
Full-time, experience in general ledger, accounts receivable & Lotus. Salary $15,000-$18,000. Send resume to: D M B, 31411 Civic Center Dr., Sta. 112, Southfield, MI 48076

BOOKKEEPER/CLERICAL OFFICE for construction company. Good communication skills required. Competitive salary and benefits. Call,
534-9980

BOOKKEEPER
Large property management company located in Southfield has opening for accurate detail-oriented Bookkeeper. Please send resume to: Bookkeeper, P. O. Box 5071, Southfield, MI. 48086

CASE MANAGEMENT
(SUPPORT POSITION
Clerical intake support position available in mental health clinic. Duties include case management unit in Livonia. Duties include screen & direct telephone calls, verify substance benefits, assist subscriber referral process, establish & maintain subscriber & provider records, generate authorizations for claims processing, data entry of referrals & authorizations to subpoena claims processing. Applicants should have a minimum of a high school diploma or equivalent experience and basic understanding of third party payor systems, computer experience in DBase software preferred.
464-0400

CHURCH SECRETARY - 30 hours per week (flexible). Excellent typing organizational skills, 2 years department. Responsible for customer accounts, third party credit agency, and receiving C.O.D. verification & customer contact. Customer experience helpful with some supervision & understanding of retail, very helpful. Ability to deal with customers, sales staff & outside vendors on a professional level is essential. Must be high teens depending upon experience. Call 398-4950, ext 113, for an appointment

504 Help Wanted Office-Clerical

BOOKKEEPER - Part time, CPA office. Computer knowledge helpful. Box 458, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/RECEPTIONIST
20-25 hours per week
Send resume to: P.O. Box 24078,
Orchard Lake, MI., 48324

BOOKKEEPER - TROY
Min 2 yrs bookkeeping experience, emphasis on accounts receivable. Type 35wpm, PC experience required, Lotus helpful. Excellent benefits. Send resume & salary requirements to: BKR, P. O. Box 306, Troy, MI 48083

CAR BILLER & PAYROLL CLERK
Part time, experienced individuals, excellent benefit package. Apply at: 35300 Grand River Ave, Farmington Hills.

CAR RENTAL AGENT, full time position, good driving record. Apply in person, Mon.-Fri. 9-6. Radisson Hotel, Metro Airport, 8000 Merriman, Romulus

CLERICAL
Diebold, a recognized leader in the field of bank and security equipment, has the following excellent opportunity available:
CUSTOMER SERVICE DISPATCHER
This position will work in our Customer Service Division. Operations Primary duties will be to take customer service calls, data base entry and retrieval, locate/dispatch technicians, and more. Our requirements are: outstanding communication skills, customer service attitude and minimum 50wpm typing ability.
We offer attractive salary and benefits with a progressive industry leader. For consideration, please send resume to Personnel Director, DIEBOLD, INC., 25070 Commerce Dr., Farmington Hills, MI 48335
EOE
DIEBOLD, INC.
m/f/d/v

CLERICAL
Full time general office for Southfield property management company. Call Mon.-Fri. 9-5 352-4043
An Equal Opportunity Employer

CLERICAL
GENERAL CLERK
As the most respected leader in the Property/Casualty Insurance Industry, Hartford recognizes people as its most valuable asset.
We currently have an opening for an experienced, detail oriented individual with excellent communication skills. Light typing skills and experience with alpha/numeric filing systems required.
We offer a competitive starting salary, excellent benefit package and the opportunity to grow both personally and professionally. Interest applicants should forward their resumes to:
Michael Atkins
Chubb & Son Inc
5750 Lindon Ave. Ste 200
P.O. Box 7078, Troy, MI 48007-7078
Equal Opportunity Employer M/F

CLERICAL HELP - Take charge person needed. Must be pleasant and have good phone skills. Darden City & Dearborn locations. Apply, Metrolog, 22967 W. Outer Dr., Dearborn.

CLERICAL, 700 P.M. evening office, Not Area $5.75/hr. Call Ms Thompson for interview
(313) 349-1700

CLERICAL TYPIST/PART TIME
Flexible hours (1 my level
Plymouth area 453-7900

CLERK/TYPIST - $13-15K. Downtown basic accounting experience. Call Ruth at 643-8500
EXPRESS PERSONNEL

CREDIT DEPARTMENT COORDINATOR/MANAGER
In a subsidiary of 2 person department. Responsible for customer accounts, third party credit agency, and receiving C.O.D. verification & customer contact. Customer experience helpful with some supervision & understanding of retail, very helpful. Ability to deal with customers, sales staff & outside vendors on a professional level is essential. Must be high teens depending upon experience. Call 398-4950, ext 113, for an appointment

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
Computer experienced. Detailed, need and willing to work with high volume payables flow. Excellent benefits and wages. Send resume and salary requirements to:
Office Manager, 10101 Crest St.,
Plymouth 48170-6098

ACCOUNTS PAYABLE
Ann Arbor based management company is currently in need of an Accounts Payable Clerk. Candidates must have 2 years experience or related duties. College level classes helpful. Data entry and organizational skills are a must. Good starting salary and fringe benefits offered. Send resume to:
Human Resources/LH
PO Box 8026
Ann Arbor, MI 48107
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Experience with Wordperfect, data entry & light clerical duties. Part time, flush return to Jay Chapman, Acro Service Corp., 17187 N. Laurel Park, Suite 4 Livonia, MI 48152

ADMINISTRATIVE secretary for Livonia research center. WP 5.1 and Lotus, up to $9.50/hr. Call Sheila at UNIFORCE 473-2931

ADMINISTRATIVE ASSISTANT
Part time, flexible hrs. for small construction company. Good typing. Computer knowledge helpful.
535-1574

AGA Services
NEEDS
Clerical Personnel
- Secretaries
PC experience helpful
- Receptionists
Experience a plus
- Typists
45 + WPM
- Word Processors
All Software
- Data Entry
Apply Mon.-Fri., 8-12 or 1-4
23077 Greenfield, Suite 182
Southfield, MI 48075
313-552-8255

AMBITIOUS, OUTGOING, Congenial person for part time office position, possibly working into full time. Basic skill requirements: typing, filing, good phones, grammar, spelling & basic math. Farmington area. 65-88 per hour. 476-8450

ASSISTANT PAYROLL position. Must have computer experience and knowledge of reporting requirements for Workmen's Comp, United fringe benefits and MESC. $7-$8 per hour. Send resume to: P.O. Box 6070, Wixom, MI 48393-6070.
An Equal Opportunity Employer

AUTO DEALER - Clerical/Data entry position. Full time. Apply in person only. See Misty, Troy Ford, 777 John R, Troy

AUTO DEALERSHIP
Looking for recent high school graduate or student to assist in parts office. Must have some data entry knowledge, part time position. Please apply at Joe Panian Chevrolet, 28111 Telegraph, Southfield.
353-1000

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Experienced with phones, data entry