502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Full and part time Experience must include dexterity, sterilizing & knowledge of insurance. Great opportunity & benefits. Send resume to: Box #280 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL ASSISTANT
OB GYN in Garden City. Experienced Good pay. 20 hrs. Mon. Clemens & Birmingham area. DESPERATE! Ask for Valerie 842-9505

MEDICAL ASSISTANTS & general office work, part time. Apply at 41666 S. Mile Rd. Plymouth. Mr. Belcaster 9am-12 Noon-Fri.

MEDICAL ASSISTANT
OB GYN in Garden City. Experience required. 422-4143 or 422-5217

MEDICAL ASSISTANT
experience for busy internist office. FAX or Very Detailed resume with good reference, resume & references required. 559-2030

Medical Assistant $10/hr
Must have polished image, outgoing personality, excellent telephone skills. Beautiful suburban office. Call or send resume to: Diane Dieter Harper Associates 29870 Middlebelt Rd. Farmington Hills MI 48334

MEDICAL BILLER
Experienced only, part time, for busy practice. Office in Garden City. (313)421-5377

MEDICAL BILLER/RECEPTIONIST
Multi-specialty practice seeks full or part time medical specialty. Full or part time Medical Assistant. Ideal benefits. Fax or Resume to: Box 282 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL BILLER with medical assisting experience. Limited area hospital resume to 28611 Northwestern Hwy. Southfield MI 48075

MEDICAL BILLER CLERK
Multi-specialty practice seeks full or part time experienced billers. Must have knowledge of all phases of billing & collection. Good communication & computer skills. Medical experience helpful. Salary & benefits commensurate with experience. All replies confidential. Please send resume to Box 302 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL BILLER/RECEPTIONIST
Experienced. Full time. For busy Germantown office. 549-0011

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Full and part time. Great opportunity for experienced Medical Assistants. Must have min. 3 yrs. experience in good pleasant atmosphere. All replies confidential. Send resume to: Administrator, Suite 100, 30095 Schoolcraft, Livonia, MI 48150

MEDICAL RECEPTIONIST for busy ophthalmology practice in Southfield, full time. Experience desirable. Send resume to Box 188 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL RECEPTIONIST for busy Troy OB-GYN office. Experienced in computers. Insurance knowledge important, detail oriented. Part time, possible full time. Call Marilyn 828-6061

MEDICAL TRANSCRIPTIONIST
Experienced preferred. Part time in Southfield. Ask for Laura 827-4780

NURSE AIDE
for private duty case in Garden City. Must be able to lift made patient. 150 lbs. Good pay. Call MSR, Monday-Friday, 9am-4pm 287-8377

NURSE AIDE - Pre-school interrupted shift assignment on Weekend for 30 something + girl. Quad. Must be able to drive + an Car. 563-0063

NURSE AIDES

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

NURSING UNLIMITED
540-2360

NURSE ASSISTANT. Certified only. 3 days trained. Apply in person at Lakeshore Hills Nursing Center. 25300 Lahser, Southfield

OCCUPATIONAL HEALTH NURSES
Minimum 1 yr. experience.
354-0010

OFFICE MANAGER/FULL TIME
Experienced in medical computer billing and office procedures for busy Urologist at Beaumont Office (Bloomfield). Please call for appointment 551-8280

PHYSICAL THERAPIST. $25-33G
Yearly contract or annual. Many extra benefits, part or full time. Brand new program in Westland. 721-2700

OPTOMETRIC Assist/Receptionist. Your patients and care will make a difference in our hi tech office. Must have people skills and good smarts (no, flexible personality/accept change, technical skills, pride in promoting the office, energy/need to work hard). Experience and motivation determine wages + benefits available. Come join our expanding Livonia area practice by calling Cheryl/Kim 9am to 3pm at 525-8173

PATIENT ACCOUNT ASSISTANT
Full time position available OB/GYN and Adult Medicine Center experience required. Send resume to 8 Sheryl

OMC Health Care Centers
41835 W. 12 Mile Rd.
Novi, MI 48377
(located at W. 12 Mile & Novi Rd.)
Affiliated with The Detroit Medical Center. An Equal Opportunity Employer

NURSE AIDES

We are looking for mature, dependable people, who have a desire to work full or part time in our 82 bed facility. For more information call 349-2640 or come in and fill out an application.

Whitehall-Nov Convalescent Home
43435 West Ten Mile Road

OPHTHALMIC TECHNICIAN
Must be COT with refractometry and pressure reading experience and willing to travel to 2 locations. Please contact Dr. Selby at 347-8206 or send resume to:

DMC Health Care Centers
41835 W. 12 Mile Rd.
Novi, MI 48377
Located at W. 12 Mile & Novi Rd

Affiliated with The Detroit Medical Center. An Equal Opportunity Employer

MEDICAL BILLER, PART-TIME
For podiatry practice. Experienced only. Send resume & cover to: Foot Health Care Assoc., 18161 W. 13 Mile, Ste E3 Southfield, MI 48076

MEDICAL BILLERS - must have at least 1 yr. experience. Familiar with physician billing. Wages start from $14.00 to $15.00 per hour depending on experience. 2 shifts & several locations available. Call Beth, Temp Medical 443-5590

MEDICAL BILLER
Busy general practice. Full time. Benefits available. 3 yrs. experience necessary. Computer experience helpful. Call after 1pm 476-5577

MEDICAL RECEPTIONIST/BILLER
Needed immediately for busy Troy OB-GYN office. Send resume to 1740 Greenfield, Detroit, MI 48235.

MEDICAL RECEPTIONIST needed for Livonia physician office, part time afternoons, experience preferred. Call 464-9200

MEDICAL RECEPTIONIST/Medical Assistant, full time, experienced, busy OB/GYN office, computer experience necessary. 435-4204

MEDICAL RECEPTIONIST
needed for Radiologist office in Troy. Immediate opening. Call 737-4609

MEDICAL RECEPTIONIST
- Experienced Full time.
- Night Call Lisa 627-4780

MEDICAL RECEPTIONIST
Multi medical office billing experience. OB/GYN, full time. Benefits. Fax/Call Ann Ask for Kathy 247-6100

MEDICAL RECEPTIONIST
Experienced. Full time. W. Bloomfield. Call Beth 661-3490

502 Help Wanted Dental-Medical

PHARMACIST
On-Call, Dpys

Home Nutritional Services seeks a licensed pharmacist with 1-3 years experience in a hospital pharmacy and a minimum of 6 months exposure to home infusion therapy.

For immediate consideration call Marie Lefebvre at (313) 464-8640 BETWEEN 10am and 2pm ONLY.

Or, FAX/mail your resume to HNS, 27200 Haggerty Road, Suite B-1, Farmington Hills, MI 48331. (313) 489-8845 FAX.

HNS
Home Nutritional Services
An Equal Opportunity Employer

RECEPTIONIST/EXPERIENCED
For growing family practice. Office hours Monday, Wednesday, Friday. 427-4790

REGISTERED NURSES
Full & part time positions. We have a variety of schedules available for our ambulatory health care center. All replies confidential. Interested candidates, please send resume to - 322-3000
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RESIDENT AIDE
part time, 3-11pm to assisting handicapped in Plymouth. Call Mon. thru Fri. 451-6700

RN
Hospice Home Care Director - Career opportunity to grow with new hospice organization. Growing home care agency requires experienced RN to develop new hospice home care program. Salary & benefits, resume & salary requirements to Box 138 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RN NEEDED for family physician located in Canton. 3 days per week. call 464-9200

RN/LPN

Part-time position available in Pediatrics, Peds experience required. Call Ann at 458-9402 or send resume to:

DMC Health Care Centers
29320 Plymouth Rd.
Livonia, MI 48150

Affiliated with The Detroit Medical Center. An Equal Opportunity Employer

RN's
Home is where the Heart is

Amicare Home Healthcare, a subsidiary of Sisters of Mercy Health Corporation, is seeking RN's for our Home Care Program.

Apply or call Nursing Recruitment for additional information at (313) 424-3900

PROVIDENCE
Hospital & Medical Centers

Employment Services
22355 Express Drive, Suite 310
Southfield, MI 48075
An Equal Opportunity Employer

RN - IV INFUSION
HOME CARE
$37 to $43/hr. Expanding suburban company needs RN's experienced in Home Care Infusion Therapy. Lunch and on call. Excellent benefits package. Mon-Fri days. Call or send resume to Patty Reed at 932-1120. Harper Associates 29870 Middlebelt, Farmington Hills MI 48334

502 Help Wanted Dental-Medical

REGISTERED NURSE

Full time position in large cardiology practice. $3K preferred. 2 yrs cardiac experience required. Responsibilities include patient assessment, education, treatment and management of care. SEND RESUME TO

R.N.
Northpointe Heart Center
2575 Woodward, Suite 300
Berkley, MI 48072

RN
Director of Nursing/Supervisor, for home care agency in Brighton. Excellent communication & home care skills required. Salary commensurate with experience.
FAMILY NURSE CARE
229-5682 348-5643

RN/LPN

Full time position for practice in Farmington Hills Area. Candidate should have prior experience & be able to work independently, along with excellent clinical skills and patient rapport with excellent voice. Excellent benefits provided. Please call & talk to Deborah with Juliet 473-8440

RN/DAY SHIFT
FULL TIME CHURCH NURSE
Sacred Heart Manor
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN's/LPN's
HOME HEALTH AIDES

Join the leaders in home health care
- VISITING CARE - Variety of shifts available in your local area. Certification/license or experience required. Premium paid or flight-rate plans. Call Today!

Northwest 313 348 0434
Ann Arbor 313 930 0050
Brighton 313 229 0320

RN
We are looking for someone with a love and understanding of the elderly to work full time or part time on our day shift. Must be able to work every other weekend. This Charge Nurse position offers an excellent opportunity for advancement in management job in our 82 bed facility. Call 349-2640 or come in
Mon-Sun 10am-7pm
Whitehall-Nov Convalescent Home
43435 W. Ten Mile Road

RN - DIRECTOR of Staff Development - part time. Lovely W. Bloomfield long term care facility. Top quality for position. 661-1700

TRANSCRIPTIONIST
Part time Blue Southern Cardiology office, experience preferred. Fax 569-4232

X-RAY TECHNICIAN
for orthopedic office in Troy. Permanent part time. No weekends.
828-1060

X-RAY TECH
Part time for busy Livonia office.
591-3090

UNIT MANAGER
Extensive hospital experience required. Expanding in the area. Seeks an individual to manage an innovative residential program in Royal Oak for adults with head injury. Provide such a Dedicated, Caring, Experienced and Experience in a human service setting required. Please send to: Human Resource Director, Special Time Rehabilitation Services, 30600 Chase Rd. Romulus, MI 48174. Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

THERAPY SUPERVISOR
Ideal candidate will be an OT or PT with home care experience and knowledge of Medicare guidelines. Responsibilities include coordinating and reviewing therapy documentation. Flexible full or part time hours. To apply, send resume to:

Human Resources
United Home Health Services
27200 Haggerty Rd., Suite 250
Canton, MI 48187

X-RAY TECHNOLOGIST
Registered or eligible. Full time or part time position available for mobile X-ray company. Must be professional in all aspects & be able to work without supervision. Call Ray 356-4411

504 Help Wanted Office-Clerical

ACCOUNTING HELP NEEDED, part time 20-25 hrs per week. Flexible hours & take home work. Computer literate in Word Processing spreadsheets. Resume to PO Box 250015, Franklin, MI 48025-0015

ACCOUNTS PAYABLE Responsible for A/P, Invoicing, Some Ledger Experience, with Lotus 1-2-3 and Solomon Accounting Software preferred. Salary commensurate. Fax to Pontiac Sales Representative, Attn: Ms. Hoffman 332-5700 ext. 3. Salary history to Torre & Bruglioni, Inc. 20401 Hall Road, Macomb, MI 48042

ACCOUNTS PAYABLE person with experience & computer background needed. Good benefits. Full time. Only qualified & experienced need apply. Send resume to Box 8155 Rochester, Canton, MI 48187

ACCOUNTS RECEIVABLE position available. Computer experience preferred. Must be good with phone. Pre-employment drug test. Good starting salary plus benefits. Send resume to: P.O. Box 531084 Livonia MI 48153-1084

ACCOUNTS RECEIVABLE
Specialist. Experience a must. And need to dig right in and work concurrent. Collections calls. Training and product maintenance. Distinguished distributor located in Medical Center/Oxford Mall area. Send resume to: Controller, Zakula Inquiry, 3909 Woodward Ave, Detroit, MI 48201

FAST PACED office needs a part time Administrative Assistant. Approximately 30 hrs/wk. Must be ORGANIZED, detail oriented, have sense of urgency & know word processing necessary. Call for interview
ACTIMEDIA 522-9606

ADMINISTRATIVE ASSISTANT Real estate, non-smoking, office in Bloomfield. Light bookkeeping. Knowledge of LOTUS helpful. 737-7040

ADMITTING COORDINATOR - Southfield seeking Part Time Receptionist for front desk. Early evening & weekend hours. Light typing. Filing & answering phones. Please call 356-8020

APPLICATIONS BEING ACCEPTED

Experienced clerical personnel needed immediately for following short terms assignments in Oakland & Macomb Counties.
Currently seeking:
• Microsoft Word with Windows
• Desktop Publishers
• Typing at 55 wpm

528-8454

Future Force
33 MONTHLY HOLE SERVICE
NEVER A FEE

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
Fortune 500 company has choice position for experienced professional at Harvard Graphics a plus $17000 and to start. Call Beverly at Personnel Plus 646-7062

ADMINISTRATIVE ASSISTANT
Property Management/Development Company seeking professional individual for full-time position. Prior experience in Property Management required. Brighton area. Please respond with salary requirements to PO Box 610 Brighton, MI 48116

AD TAKER/Front Reader/Data Entry Clerk. Flexible hours. Good pay. Master/Adams location. Send resume. Box 1749 C. Birmingham MI 48012

ALL FEES
COMPANY PAID
Specializing In:
• Secretaries
• Bookkeepers
• Legal
• Word Processing
• Receptionists
• General Office
• Data Entry
• Typists

PERMANENT STAFF

Farmington: 737-5750
Troy: 585-2720

ATTENTION WORD PROCESSING SECRETARIES
Experienced only. Must master Lotus Word Perfect/Lotus. Dictaphone. Ability to type a minimum 10 000+ keystrokes. Call 353-7050
EMPLOYERS TEMPORARY

BILLING COORDINATOR

Highly respected Farmington Hills medical engineering firm seeks an independent, responsible billing coordinator. Qualifications include a degree in engineering and 3 - 5 years experience in a service industry, excellent communication skills, essential knowledge of computer based accounting systems, substantial billing systems and data entry experience necessary. Experience with BST & pub. We offer excellent working conditions in a professional environment. Competitive salary and comprehensive benefits package and promotion potential. Send resume and salary history to:

Human Resources Coordinator
NTN Communications Ltd
28555 Halsted Tech Drive
Farmington Hills, MI 48331-2632
An EEO/ADA Employer

BOOKKEEPER/Computer Billing for medical ad agency. Computer and accounting experience required. Salary commensurate with BST & pub. We offer excellent working conditions in a professional environment. Competitive salary and comprehensive benefits package and promotion potential. Send resume and salary history to:

Human Resources Coordinator
NTN Communications Ltd
28555 Halsted Tech Drive
Farmington Hills, MI 48331-2632
An EEO/ADA Employer

BOOKKEEPER/Computer Billing for medical ad agency. Computer and accounting experience required. Salary commensurate with BST & pub. We offer excellent working conditions in a professional environment. Competitive salary and comprehensive benefits package and promotion potential. Send resume and salary history to:

Human Resources Coordinator
NTN Communications Ltd
28555 Halsted Tech Drive
Farmington Hills, MI 48331-2632
An EEO/ADA Employer

BOOKKEEPER/Data Entry for Accounting Department. PC & typing skills required. Property management experience also helpful. Send resume with salary requirements to Maxus Associates, Inc. 30700 Telegraph, Ste 3432, Bingham Farms, MI 48025

BOOKKEEPER part time for Birmingham gift shop. Accounts Payable/Payroll/general accounting. Call 258-9574

BOOKKEEPER full-time. Experience with general ledger, accounts payable & accounts receivable. Send to Hull Brothers Rental 6477 Telegraph, Taylor, MI 48180

504 Help Wanted Office-Clerical

BOOKKEEPER - For property management & investment company. Must be bright, experienced, full charge w/thorough bookkeeping knowledge thru trial balance. Emphasis on tenant accounts receivable, accounts payable, bank reconciliations and journal entries for multiple bookkeeping entities. Fax resume to: 313-244-8737

BOOKKEEPER for small construction company in downtown Plymouth. Must be experienced in bookkeeping payroll & general ledger. Computer experience helpful. Salary commensurate with ability. Full time. Send resume to 535 S. Main, Ste 1, Plymouth, MI 48170

BOOKKEEPER
Full charge bookkeeper for wholesale produce company in Eastern Market. Detail. Experience with MAS 90 helpful. accounting software a plus. Send resume/salary requirements to: PERSONNEL, 1 W. Souter Square Blvd., Suite 139, Bloomfield Hills, MI 48302

BOOKKEEPER
Italian food wholesaler seeking person experienced in accounts receivable/payable & collections. Full time. Call Thurs or Fri only, ask for Marie 538-3000

BOOKKEEPER minimum 3 yrs experience with Accounts Payable/Receivable, Payroll, Bank Reconciliation. Min 1 yr. experience Lotus 1-2-3. Must enjoying other clerical duties. Resume Personnel Dept. P. O. Box 97 Wayne, MI 48184

BOOKKEEPER
Small Southfield construction firm. Must have construction experience. Send resume & salary requirements to Box 282 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BOOKKEEPER
Part time leading to full time in Fall. Experienced only. House of Maple 32099 Plymouth Rd. Livonia

BOOKKEEPER - part time, for new business in Southfield 569-2252

BOOKKEEPER
Thru trial basis. Temporary to permanent. Temporary position, possible permanent. Send resume to 29350 Northwestern Hwy. Suite 33 Southfield 48076 or call Sonia on TUESDAY ONLY between 9am-11am 559-7430

BOOKKEEPING/DATA ENTRY - for sales package company. Some experience required, excellent compensation package. Call Mrs. Bailey between 9-4 661-9000
An Equal Opportunity Employer

BUYER'S ASSISTANT - Part time. Ideal candidate carried clerical assistance. Must be proficient on Macintosh. 23625 Stephenson Hwy., S. of 14 Mile, Madison Hts.

Call Coordinator/Receptionist
Friendly, outgoing, organized. Rochester Hills looking for individual with background in sales or display position
Call Diane Newman
CENTURY 21 East
299-6200

CANDIDATE for position in quality minded engineering company that should have B.A. degree, data entry, typing, Lotus 123, organizational and communication skills. Focus experience a plus. Please Call for interview at 540-0500

IDEAL for Homemaker or college student - part time PM. Clerical for small Southfield insurance office. $4.50/hr 559-0000

CLERICAL HELP
Bookkeeping, computer experience, general accounting. Call 932-5240

HOME & SERVICE GUIDE

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION

TO PLACE YOUR AD CALL 591-0900

5 Air Conditioning

A/C CONDITIONING CONTRACTOR
BEST PRICE
LEAF TRUE INC.
CO. A/NS - 313-737-3355

6 Aluminum Cleaning

YELLOW ROSE VINYL CLEANING
Average 8 hrs/residence
471-2600

9 Aluminum Siding

ALCOA siding, trim, gutters & vent. Quality workmanship. Free estimates. Insured. Lifetime warranty. 474-6240

ALL TAZI MODERNIZATION
Aluminum siding, trim, gutters, replacement windows, doors, decks, Garages, repairs. Lic./Ins. Free Est. Fax 937-3816

ALL WORK GUARANTEED
Aluminum siding, soffit, fascia, replacement windows & doors. Free estimates. Lic./Ins. 533-6432

ALUMINUM VINYL SIDING
Soffit, fascia, gutters, replacement windows. Free estimates. Lic./Ins. 533-6432

ALUMINUM VINYL SIDING
Soffit, fascia, gutters, replacement windows. Free estimates. Lic./Ins. 533-6432

A-1 VINYL SIDING
Lifetime guarantee. Insured. Free estimates. 937-3816

A-1 VINYL SIDING
Lifetime guarantee. Insured. Free estimates. 937-3816

ALL SEASONS SIDING
Aluminum siding, trim, gutters, replacement windows & doors. Free estimates. Lic./Ins. 533-6432

ALL SEASONS SIDING
Aluminum siding, trim, gutters, replacement windows & doors. Free estimates. Lic./Ins. 533-6432

ALUMINUM SIDING
Soffit, fascia