EMPLOYMENT

502 Help Wanted Dental-Medical

ACCEPTING APPLICATIONS FOR Certified Nursing Assistants Presbyterian Village of Redford. 17383 Garfield. Call Marilyn 531-6874, ext. 34

ASSISTANT - We are looking for a special person to help our team deliver quality, loving, and efficient patient care. Must be experienced chairside, self-motivated, organized, mature, and caring. Patient centered hours are: Mon., Tues., 12-8; Wed. 9-5; Thurs., 7-2; some Sats., 8-1. Wages negotiable, benefits & bonus plan. Call Sue or Karen. Mon.-Thurs. afternoons: 421-3090

ATTENTION! HOME HEALTH AIDES
Amicare Home Healthcare, an affiliate of St. Joseph Mercy Hospital has openings at a senior residence in Canton for experienced/certified caregivers. Amicare sign-on-bonus. For more information contact Lynn or Michelle at 1-800-852-3236
An Equal Opportunity Employer

CERTIFIED MEDICAL ASSISTANT Needed full-time for Royal Oak Dermatologist. Experience preferred. Salary commensurate with experience. 549-1388

CERTIFIED NURSING ASSISTANTS - full and part time, all shifts available, excellent benefit package. Wages based on experience from $5.26-$7.33. Please contact: Karen Leppak, 3003 W. Grand River, Howell, MI 48843 (517) 546-4210

CERTIFIED NURSING ASSISTANTS Shelby Nursing Center is currently seeking full time/part time CNA's for all shifts. We offer pleasant working environment and a complete benefit package. Please apply at 46100 Schoenherr Road, ¼ mile north of Hall Road, or contact Christy Richardville 566-1100

CHAIRSIDE ASSISTANT Livonia oral surgery office, full time, Monday thru Friday. No Saturdays or evenings. 427-2330

CNA'S NEEDED All shifts. For small basic West Bloomfield nursing home. Contact Director Of Nursing 360-4443

COT needed for Birmingham Ophthalmologist. Experience in refractive surgery and FA's would be preferable but not necessary. Call Carol 644-6060

MOTIVATED DENTAL office staff member wanted for Southfield dental office. Full time. Salary based on experience. 443-5110

OUR BUSY DENTAL office is searching for a bright, energetic person with chairside dental experience. We are a team oriented environment where our employees are appreciated. Woodward/11 Mile area. No eves. 398-7111

ARE YOU A Motivated individual that enjoys working with people? Dental Assistant/Sterilization Coordinator needed for busy dental office in Livonia. Full time. Experienced. Call Mon.-Thurs. 477-7546

OUR ORTHODONTIC practice is searching for an orthodontic assistant to join our team - if you are an enthusiastic & highly motivated person with orthodontic experience (preferred) and interested in personal growth this is a unique career opportunity. Please call, 344-8400

DENTAL ASSISTANT Experienced chairside assistant. Located N. Rochester area. For details and interview, call 651-1515

DENTAL ASSISTANT 6 handed dentistry. Experience preferred. Excellent opportunity. Call Judy. 274-4422

DENTAL ASSISTANT for progressively growing practice. Full time desired. Experienced in all phases of dentistry. Flexible hours. 728-5600

DENTAL ASSISTANT Full time. One year experience required. Family group practice, Oak Park/Southfield area. Call 968-0093

DENTAL ASSISTANT Part Time Rochester Hills 650-3434

DENTAL ASSISTANT in Ann Arbor. Experienced for maternity leave, possible permanent position. 3-5 days/week. Four handed dentistry necessary. 663-4364

DENTAL ASSISTANT Needed to coordinate our busy hygiene department. Must have dental experience & able to take quality dental X-Rays. 261-9696

DENTAL ASSISTANT Chairside, needed for relaxed Troy office. Experienced or program graduate only. Work Sat. AM, no Eves., full or possible part time. 689-8880

DENTAL ASSISTANT - Full time, Canton area. Experience preferred but will train personable, enthusiastic individual for our pleasant office. No evenings or Saturdays. Call Pat 451-1188

DENTAL ASSISTANT Southfield general practice. Excellent opportunity. Benefits. 353-5010

DENTAL ASSISTANT NEEDED For busy Farmington Hills practice. Full-time. Benefits. Experienced only. Call, 626-9915

DENTAL ASSISTANT, NOVI Part-time. 18 hrs. per wk. Experience required. Call, 349-4115

DENTAL ASSISTANT Part-time. Experience preferred, but will train. Farmington Hills. Call 851-3030

DENTAL ASSISTANT Experienced Chairside, needed for full time position, in Livonia general dentistry practice. 464-6020

DENTAL ASSISTANT - central Livonia. Mon.-Thurs. Some evenings, mature, responsible person, will train. 835-0677

DENTAL ASSISTANT- Livonia general dental office seeks mature dental assistant with experience in making temporaries. 4 days per wk. Good pay & benefits based on experience. Call, 477-5888

DENTAL ASSSISTANT full time, progressive office, experience preferred. Mon-Tues-Wed-Fri., 8-6pm. 326-4842

DENTAL HYGIENIST Canton family practice. Mondays 9AM-8PM and every other Sat. 9AM-2PM. 455-8844

DENTAL HYGIENIST - for family practice in Canton, Mon. thru Thurs. No eves. Long term, looking for friendly person with good perio experience. We offer superior working conditions, excellent pay, full or part time, call Mon. thru Thurs 459-1110

DENTAL HYGIENIST Needed for Mondays, to work in friendly, family-oriented practice in Northville. 349-3636

DENTAL HYGIENIST - PART TIME Mon. evenings for very friendly, quality office. Birmingham area. 647-2110

DENTAL HYGIENIST Full time, no evenings. Modernly equipped Bloomfield Hills office. Excellent salary/benefits. 642-6332

DENTAL INSURANCE COORDINATOR Insurance experience required. Full time. Prefer computer experience. Oak Park/Southfield. Call 968-0090

DENTAL RECEPTIONIST 4½ days. Experience a must. Solo doctor. Southfield area. Please call 569-0170

PHYSICIANS ASSISTANTS

SINAI HOSPITAL IN DETROIT, MI has several full time opportunities for PHYSICIAN ASSISTANTS interested in INTERNAL MEDICINE. Candidates must be a graduate of an accredited Physicians Assistant Program, certified and eligible for licensure in the State of Michigan.

Send detailed resume to:
Steven Rabinowe, M.D.
Chairman, Department of Medicine
SINAI HOSPITAL
6767 West Outer Drive
Detroit, MI 48235
(313) 493-6363
FAX: (313) 493-6892

Sinai

EQUAL OPPORTUNITY EMPLOYER M/F/H

Sinai HEALTH SYSTEM

has an immediate opening in our Echo Laboratory for an experienced
CARDIOVASCULAR SONOGRAPHER
Full Time

Requirements include 1 year of related work experience, ability to perform adult, fetal and pediatric 2D Echo's, color flow doppler and specialty testing, such as TEE and stress Echo Cardiography. Strong background in adult routine Echo Cardiography, but willing to train in specialty procedures. Certification preferred.

We offer a competitive wage and a comprehensive benefits package.

SEND RESUME TO:
Employment Office-CS
SINAI HOSPITAL
6767 W. Outer Drive
Detroit, Michigan 48235

JEWISH HOME FOR AGED

- Borman Hall - 212 bed skilled nursing facility (19100 W. 7 Mile Rd., Detroit, MI 48219)
- Prentis Manor - 100 bed skilled nursing facility (26051 Lahser Rd., Southfield, MI 48034)

Has the following positions available:

- Directors of Nursing
- RN Clinical Managers - Afternoon & midnight shifts
- RN Supervisors - Afternoon & midnight shifts
- Certified Nursing Assistants - All shifts
- Social Workers - MDS coordinators
- CMD
- DTR
- RD's

Please send resume to:
Jewish Home for Aged
Borman Hall
19100 W. 7 Mile
Detroit, MI 48219
Attn: Carol J. Dunlap
Director of Human Resources
or direct phone inquiries to Carol J. Dunlap
532-7112, ext. 210
Equal Opportunity Employer

DENTAL HYGIENIST Full or part time position is available for an individual interested in a long term career opportunity. We are offering excellent salary and benefits along with a pleasant working environment. Centrally located in Southfield. 352-6440

DENTAL HYGIENIST-Exciting opportunity for special individual for rare opening for Dental Hygienist. If you are interested in utilizing your people & professional skills, our family practice needs you. We are proud of our expanded hygiene program with emphasis on S.T.M. Career minded professionals call Karen today at, 582-9292

DENTAL RECEPTIONIST Experienced part time for large busy gorup practice. Friendly outgoing a must. S Canton/Belleville area. 697-4400

DENTAL RECEPTIONIST/OFFICE MANAGER - leadership needed to manage small computerized pediatrics practice in Troy. Accounts receivable/payable and general receptionist duties. 680-1680 Or, 358-8997 or

DENTAL RECEPTIONIST Friendly, relaxed Livonia office looking for motivated person to join our growing practice. Some experience necessary. Call 425-0909

DENTAL RECEPTIONIST Part time position available in busy Livonia office. Two evenings until 8pm & Saturdays. Experience preferred. 591-3636

DENTAL RECEPTIONIST Full time for Livonia/Canton specialty practice. Previous dental experience helpful but will consider person with recent general office or secretarial skills interested in a new & challenging career. Jan 261-7802

DENTAL RECEPTIONIST for Farmington Hills office. Full time including Sats. 8-12N, Fridays off. Benefits/health insurance/vacation. Computer skills necessary. Competitive salary based upon experience. Call for interview, 553-0645

DENTIST A full time associate position available. Call Derron 755-4310

DIRECT CARE STAFF Total Therapy Management Inc. (TTM) a leader in the field of head injury rehabilitation services seeks direct care staff to work with male clients in our residential facilities in Southfield and Royal Oak. High School diploma or GED with some experience in the medical care field preferred. Apply in confidence: Residential Manager, TTM Inc. 26511 Orchard Lake Road, Suite A, Farmington Hills, MI, 48334. Please no phone calls.
An Equal Opportunity Employer

DIRECTOR Alzheimer's Special Care Unit. Must have knowledge of Alzheimer's disease and related disorders. Medical & activities background. College degree preferred but not required. Applicants should apply in person at: Leisure Village, 31720 Van Born, Wayne, between 10am-4pm. No phone calls please

DIRECTOR OF NURSING
Southfield long term care facility is looking for an RN with geriatric background. Excellent starting salary. Full benefit package. For confidential consideration, submit resume to:
PO Box 2246
Farmington, MI 48334

EXPERIENCED DENTAL PERSONNEL We are planning ahead for some great assignments in Farmington, Livonia, Canton, Dearborn, Southfield, Bloomfield, Royal Oak. • Assistants • Hygienists We need PEAK PERFORMERS (313) 477-5777 Dental Career Alternative An Equal Opportunity Employer

GENERAL OFFICE - mature, friendly person needed for dental business office. Redford area. Call, 937-2626

HOME HEALTH AIDES
Start immediately! Experienced. FULL & part time-all shifts Competitive wages. Bonus program includes annual, attendance, flexibility, & holiday bonuses. Vacation pay. Transportation allowance. We take pride in hiring dedicated, caring people to provide unsurpassed client care & case management.
EMPA-CARE IV 455-1061

HOME HEALTH AIDES NURSING STUDENTS
Would you like to gain some valuable experience relevant to your skills? If you are certified, have a min. of 1 yr. exprience, or have completed 1 semester of med-surgery clinicals you are qualified. Call today to inquire.
NORTHVILLE (313)344-0234
BRIGHTON (313) 229-0320
ANN ARBOR (313) 930-0050

HOME HEALTH CARE ADMINISTRATOR
Health Exchange, a successful and growing home care provider in the Southfield area, is seeking an assertive and enthusiastic individual to direct and assist in the start-up activities of its medicare-certified home care agency. The qualified candidate needs to possess and RN license in the State of Michigan and have attained a BSN and/or a MN in nursing or related field. Candidate must have two years of previous supervisory experience in home health. Excellent communication and management skills are also required. Send resume with salary history to:
RICHARD BLOOM
C/O HEALTH EXCHANGE
24423 SOUTHFIELD
SOUTHFIELD, MI. 48075

HOSPICE NURSE
WESTERN/WAYNE COUNTY SUBURBS
Join our high-quality, full-service hospice team as a primary care nurse. RN ONLY, full and part time available, flexible hours, on-call 1 weekend per month, generous fee per visit plus mileage and benefits. Previous home care or hospice experience desirable - strong clinical skills a must. For further details call Sue Andrea, BSN, RN, Administrator, Allen Park office at: (313) 383-8800, or send resume to: Arbor Hospice, 7445 Allen Rd., Ste. 230, Allen Park, MI 48101

HYGIENIST Excellent opportunity for a part-time position working in a progressive group practice. Top salary. Call Jan, 722-8133

INSURANCE FOLLOW-UP CLERK for busy allergist office in Farmington Hills. Full time. MBS experience required. Send resume to: Box 182, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LIVONIA DENTAL office seeking Financial Administrator/Appointment Coordinator, experience preferred. Excellent communication skills, both written & verbal. Computer experience. Full time. If you are interested in joining a quality ethical team where your participation makes a difference, call Maryellen Tues & Thurs, 1-6pm at 477-7546

LPN - PART TIME AFTERNOON AND MIDNIGHT Call Mrs. Martin, 261-5300 NIGHTENGALE WEST 8365 Newburgh Rd. Westland, near Joy Rd. An Equal Opportunity Employer

LPNS MEDICAL ASSISTANT - work in a relaxed clinic setting, no Sun. eves, or holidays. Good hourly pay & commission. Part & full time positions available, paid training & benefits. Call 424-8807

LAB/MEDICAL ASSISANT Part time for woman's health facility. Call Toni 443-0239

LIVONIA FAMILY PRACTICE office seeking part time positions for Medical Biller, Receptionist & Medical Assistant. Looking for out going & cheerful personalities. Send resume to: Family Practive Office, PO Box 250566, W Bloomfield, 48325

LPN/MEDICAL ASSISTANT Part-time, Southfield office location. Experience preferred. Excellent salary. Send resume to: Village GYN/OB, 16800 W. 12 Mile Rd., Southfield, 48076 Attn: Jill

LPN OPENINGS
THE UNIVERSITY OF MICHIGAN MEDICAL CENTER
The University of Michigan Medical Center is seeking LPNs with acute care exprience for the following openings:
Transplant/GI Surgical Unit 40 Hours, Day Night
Rehabilitation/Medical Unit 20 Hours, Evenings
Pulmonary/Arthritis Medical Unit 20 Hours, Evenings
Bone Marrow Transplant Unit 40 Hours, Nights
IV Team 40 hours, Days/Evenings
If you are interested in interviewing for one of these positions, send your esume to:
THE UNIVERSITY OF MICHIGAN MEDICAL CENTER
Employment Office
300 NIB, Room 8A07
Box 0422
Ann Arbor, MI., 48109/0422
There is also an opening for a TEMPORARY LPN in the Dermatology Treatment Center, Days, 7:30-4 PM., part-time to full-time. Start immediately, work through August. If you area interested in this temporary opportunity, call Sandra Moore at (313) 936-8123.
A non-discriminatory, affirmative action employer

LPN/RN Full or part time positions available. Call Director of Nursing. 354-3222

LPN'S/RN'S FREE VENT TRAINING Pediatric cases in Southfield/Waterford. Peds experience required; young adult female quad, Farmington; adult male quad in Royal Oak. Vent experience helpful, will train. BINSON'S ASSISTED CARE 755-0570 288-6933 1-800-922-6528

MEDICAL ASSISTANT for family practice in Troy ask for Judy - 740-9568

MEDICAL ASSISTANT with experience in billing, EKG and general office. Garden City area. 522-4250

MEDICAL ASSISTANT - Part time Experience blood pressure, EKG, vena puncture, X-ray (helpful). Inquires & interviews call425-2090, ask for Denise

MEDICAL ASSISTANT full time, no weekends, previous experience absolutely necessary, busy OB-GYN office, seeking a dedicated health professional for a long term commitment. 646-3111

MEDICAL ASSISTANT - for 2 Dr. practice in Bloomfield Hills. Full time, no weekends, benefits. Must be experienced in X-Ray, PFT, EKG. Please call Brenda between 12 & 5pm, Mon. thru Fri. 433-3600

MEDICAL ASSISTANT For busy orthopedic office. Casting experience preferred. 28-32 hours/week. W. Bloomfield. 855-7406

MEDICAL ASSISTANT - for Rochester Hills orthopedic hand surgeon. 2½ to 3 days per week. Experience preferred. 852-5300

MEDICAL ASSISTANT needed for Novi Urology practice, part time. Must have experience. Call Mon-Thurs, 9:30-4:30. 313-380-6360

MEDICAL ASSISTANT - Southfield internal medicine office. Experience in Venipuncture, manual CBC, U, LAB, X-RAY & EKG helpful. 4 day week. Friendly office. 557-7878

MEDICAL ASSISTANT Looking for top-of-the-line assistant for active practice. Must be hard-working individual. Experience preferred. Starting salary $7.25 per hr. & higher. Full or part-time. Novi/Livonia areas. 476-4839

MEDICAL ASSITANT/Allergy office. Full/part-time. Allergy and/or pediatric experience helpful. Competitive salary for right person. 647-1200

MEDICAL BILLER Immediate opening. Oakland County area. Must have minimum 1 year experience working in OB/GYN office. Part-time flexible schedule. To schedule an appointment call: TempExchange 557-5600

MEDICAL BILLER - major Detroit hospital needs BC/BS or HMO commercial experience. To $8/hr. Call Martha 646-8500 Uniforce Temporary Service

MEDICAL BILLER Full time, needed for busy Psych office in Rochester. Computer billing experience preferred. MBS experience a plus. Please call between 2 and 4pm 313-656-3350

MEDICAL BILLERS - Experienced billers for temporary work &/or permanent. Full & part time, 3 yrs. minimum experience required. MBS system preferred. Resume: MSP, 29299 Franklin, Southfield, 48034

MEDICAL BILLERS - positions to work at major outpatient clinics and doctors offices. Must have 1-2 yrs. experience. MBS or MBA helpful. Salary depends on experience. Several locations available. Call Brenda, Tempro Medical, 443-5583.

MEDICAL HOSPITAL BILLERS with 1-2 yrs. experience in any of the following: In patient or out patient, Medicare, Medicaid or Blue Cross experience. Excellent opportunities, several openings, salary depends on experience. Beth, Tempro Medical, 443-5594

MEDICAL OFFICE New openings! Medical billers, medical assistants. Suburban openings in Troy, Southfield, Novi, Livonia, Farmington, W. Bloomfield. Contact Diane Detter, 932-1170 Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

MEDICAL RECEPTIONIST: For busy plastic surgeons practise. With offices located at Childrens Hospital and Lahser Medical Bldg. #2. Main duties include answering phones, scheduling appointments, and boarding surgery's. Excellent Benefits & Wages. Sumbmit resume to: University Surgeons PC. PO Box 02787, Detroit, MI. 48202.

MEDICAL RECEPTIONIST Mature, needed for busy dermatology practice in Southfield. Front desk, dictaphone & computer experience preferred. Part time position including some Saturday mornings. About 20 hrs. per week. Please send typed resume to Box 918 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL RECEPTIONIST - Rochester Hills orthopedic surgeon. Mon., Wed., & Fri. Experience preferred. Call, 852-5300

MEDICAL RECEPTIONIST 1-2 yrs. experience. Must be able to type on computer. Will train MBS to quality. Full time, 3 positions. Livonia, Southfield, Farmington. $14,700-$16,800 depending on experience. Tempro Medical, Renee,443-5581

MEDICAL BILLER Immediate full time opportunity exists for a highly motivated non smoker. Will be responsible for Medicare, Medicaide, Blue Cross, & all other patient billings. Candidate should have previous background & experience in collections, accounts receivable & Direct Data Entry. Excellent communication skills & the ability to work as a team player are a must! Competitive fringe benefit package includes master medical, optical, dental, & profit sharing plan. If you are interested in growing with a leader in the healthcare industry, please send resume in confidence to:
MEDI-SPEECH SERVICE
Outpatient Rehab Agency
Human Resources Dept.
755 W. Big Beaver, Ste. 404
Troy, MI 48084-4903

MEDICAL RECEPTIONIST Self-starter, motivated, not afraid of hard work and busy days. Farmington Hills. Lynda 478-8618

MEDICAL RECEPTIONIST Westland, computer & billing knowledge essential. For appt call 595-0634

MEDICAL SECRETARY Experienced. Good typist, dicatphone experience. Full time. Beverly Hills office. Excellent benefits & good working conditions. Contact B.J. 647-5603

MEDICAL SECRETARY Major medical facility has need for your recent experience. Candidate is expected to be proficient in Word Perfect, Shorthand a plus. $11/hr. Call Marie at 357-0038 Uniforce Temporary Services

MEDICAL TECHNOLOGIST Experience in all areas of lab for a busy internist office. Bachelor of Science in related field with ASCP certification. Full time day shift. Benefits. For interview at 851-6750.

MEDICAL TRANSCRIPTIONIST Experienced, for busy Farmington Hills cardiology office. Full time with excellent benefits. Call Bonnie, 932-3700

MEDICAL TRANSCRIPTIONISTS - Experienced. Must have own equipment: computer, WordPerfect 5.1, Micro & standard transcribers. Should live in general area of Farmington/Livonia. 477-3195

MEDICAL Transcriptionist part-time with excellent salary and working conditions. Physical therapy clinic in Redford. Call Barbara at 532-4200

Medical Transcriptionists
New Year, new opportunities - If you have minimum 2 years experience typing O/R, D/S we offer life, health insurance, vacations, holidays. Earn $12/$14 hr. plus bonus. 362-0905

NURSES AIDES CERTIFIED ALL SHIFTS, See Mrs. Saxton NIGHTENGALE WEST 8365 Newburgh Rd. Westland, near Joy Rd. An Equal Opportunity Employer

NURSES AIDES
Certification not required. Must be responsible and hard working. All shifts. Excellent pay. Please apply at: Leisure Village, 31720 Van Born in Wayne between 10am-4pm. No phone calls please.

NURSES
Join the VISITING CARE team of leaders today! Openings for RN's/LPN's with trached, newborn/pediatric skills. Call today to inquire:
NORTHVILLE (313)344-0234

NURSES/ NURSES ASSISTANTS
ARE YOU LOOKING FOR A CAREER OPPORTUNITY WITH A FUTURE?
WOULD YOU ENJOY WORKING WITH A TEAM OF PROFESSIONALS IN A STATE-OF-THE ART FACILITY?
If the answer is yes, then consider OAKBROOK COMMON, a retirement community in Dearborn, MI., with 3 levels of care including a 200-bed skilled nursing facility. We currently have openings for:
- LPNs (all shifts, full or part-time)
- LPNSs contingent
- NURSES ASSISTANTS (full-time, part-time and contingent)
- WELLNESS COORDINATOR

Benefit package with full-time. Experience in long-term care, preferred, but not required.
Come to an OPEN HOUSE Interview and Tour on:
WEDNESDAY, JANUARY 27, 1993
8 AM. OR 4 PM.
OR
THURSDAY, JANUARY 28, 1993
1 PM.
If you cannot attend, call our nursing direct at (313) 441-0708 or Human Resources at (313) 441-0651 or send a resume immediately.
OAKBROOK COMMON
18351 Rotunda Dr.
Dearborn, MI., 48120
An Equal Opportunity Employer

OPHTHALMIC ASSISTANT for busy ophthalmologists with offices in Southfield & W. Bloomfield. Need someone mature, responsible, full time. COA or some ophthalmic experience necessary. Send resume to: Box 138, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

OPHTHALMIC ASSISTANT Experienced, full time, for office in Beverly Hills. Competitive salary, benefits, good working conditions. Please call Judy 647-5603

OPHTHALMIC TECH COA or COT for progressive growing practice. Bilingual a plus. Southfield & Dearborn locations. Competitive salary and benefits. Send resume in confidence to: P.O. Box 591, Dearborn, MI. 48121.

OPTICAL - JOIN A WINNER! First Optometry has exciting career opportunities. If you are a motivated, individual with a "can-do" attitude, we want you! Optical experience a strong plus, but we will train the right people. Positions are available at many locations. Please send your resume to: FIRST OPTOMETRY P. O. Box 710 Roseville, MI 48066-0710

ORDERLIES, HOME HEALTH AIDES & NURSE AIDES Needed for case in Farmington Hills. Must be 18 years or older & have reliable transportation. E. O. E. CALL THE MEDICAL TEAM ASK FOR SUE AT 358-2260

ORTHODONTIC RECEPTIONIST Pleasant Farmington office. Mon, Tues, Thurs. & Fri. Friendly confident person - phone experience. Will train for Ortho. Nice job with nice people. 477-5585

PART-TIME Medical Receptionist needed. Experienced preferred. 2 afternoons per week. Resume to FAMILY MEDICINE PC: 15601 W. 8 Mile. Ste. 618. Southfield, 48075

PEDIATRIC OFFICE: Needs certified Medical Assistant or RN. Injections, Venepuncture, basic lab and patient care. Birmingham area. 20-30 hrs. per wk. Ask for Phyllis. 644-8900

RADIOLOGIC TECHNOLOGISTS Registered or registry eligible technicians. Immediate openings in mobile xray company. Excellent entry level with experience. Recent grads welcome. Good benefits. Call Sue at 353-1155

PART TIME - Livonia dental office seeking help Thurs., 3-7pm. Front desk or chairside position. Must be dependable, organized & personable. Experience preferred. Call Mon.-Thurs. afternoons: 421-3090

PART TIME MEDICAL INSURANCE BILLER - Birmingham area. Hours Mon., Wed., & Thur. 8:30am to 4pm. Call for appointment, 647-4425

PLYMOUTH PODIATRIST Looking for Receptionist/Medical Assistant. 32-35 hours. Will train. 455-3669

RADIOLOGY TECH Experienced, part time, late afternoons/evenings, Redford Clinic, ask for Teresa. (313) 538-3800 ext. 33

RADIOLOGY TECHNOLOGIST
Immediate opening at our Northwest Detroit office for an for A.R.R.T. registered Technician. Mammography experience required. Send send resume to:
Recruiter/Radiology
DMC Health Care Centers
41935 W. 12 Mile Road
Novi, MI., 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

RECEPTIONIST/BILLER Full time for W. Bloomfield internal medicine office. Experience preferred & MBS a plus. Beth 661-9490

RECEPTIONIST for Troy General Practioner, EXPERIENCE A MUST. Insurance benefits provided. Mon.-Fri. 8am-5pm with alternate Saturdays. Send resume: Dr. E.T. Hunter, 2999 E. Big Beaver, Troy, MI 48083

RECEPTIONIST: Are you looking for a part-time position in a nice work atmosphere? We have a posistion available. Filing, answering phone and light typing for Ophthalmology. Practise. To Schedule an interview, call. 357-5100

RECEPTIONIST/INSURANCE BILLER. Mature, enthusiastic, bright person for expanding optometric practice. Knowledge in medical insurance (preferrably optometric) billing desired, but will train right person. Call Betty 525-5172

RN - FULL TIME DAY SHIFT See Ms. Martin NIGHTENGALE WEST 8365 Newburgh Rd. Westland, near Joy Rd. An Equal Opportunity Employer

RN (HOME CARE)
Amicare Home Healthcare, an affiliate of St. Joseph Mercy Hospital has a contingent position for an RN to complete follow-up visits for our private duty clients. Two years hospital, one yar homecare experience preferred. For more information contact Joan Mullins RN, Clinical Coordinator.
1-313-858-7735
An Equal Opportunity Employer

RN/LPN PART-TIME Apply in person: Marycrest Manor 15475 Middlebelt Livonia 427-9175

RN/OFFICE MANAGER - For cosmetic surgeon. Must have experience with cosmetic surgery and office management. Top compensation & benefits ± bonus. Reply in confidence: Box 202, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RN or LPN Part-time, for Birmingham Pediatricians office. 20-30 hrs./wk. Call Denise or Jan at: 645-1740 or 646-7310

RN OR LPN
Position available at our Northwest Detroit Center for an RN or LPN with Pediatric experience. Please send resume to:
Recruiter/Reimbursement
DMC Health Care Centers
41935 W. 12 Mile Road
Novi, MI., 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

RN, part-time, flexible hours and/or week-ends. CNA's, full-time, part-time, all shifts. Beautiful Northville area. 349-4290

RN SUPERVISOR Needed for outpatient, free-standing, surgical clinic. Part time, Mon., Wed., Fri. Send resume to: M. Ali, Hemorrhoid Clinics of America, 22000 Greenfield, Oak Park, MI 48237 or call:313-967-4140

SECRETARY/Receptionist - For OB-GYN office in Southfield with experience in typing, billing, computer & transcription. Call 10-4 532-0786

SPEECH LANGUAGE PATHOLOGIST MA/CCC required. Farmington Hills. Total Therapy Management Inc. (TTM) a leader in the field of head injury rehabilitation services for children & adults is seeking a full-time Speech Language Pathologist to provide services in our progressive out-patient/day treatment facility. Apply in confidence to: Administrator, 28511 Orchard Lake Rd. Suite A, Farmington Hills, MI. 48334. Please no phone calls. An Equal Opportunity Employer

WANTED - part time flexible hours. EXPERIENCED pathological transcriptionist for area lab. Send resume to: P.O. Box 2118, Farmington Hills MI 48333, Attn: Ginny or Betty.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - accounts receivable/payable experience a plus. $6.50 per hour. Send resume to: Office Manager, 21357 W. 8 Mile, Detroit, MI 48219.

ACCOUNTING SUPERVISOR Needed for busy office. Experienced in general ledger, accounts payable, payroll, with analytical capabilities. Solomon III & Lotus experience preferred. Supervisory skills a plus. Send resume to: 710 North Woodward, Suite 180 Bloomfield Hills, MI 48304

ACCOUNTS PAYABLE CLERK TO $350 WEEK NO FEE Modern Southfield office! Great benefits! Generous raises! Need 2 yrs. Accounts Payable Experience. RDS ASSOCIATES AGENCY 540-4130

ACCOUNTS PAYABLE with some general office. Full time for Westland office. Send resume to: Box 808, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150.

ACCOUNTS PAYABLE Full time, Southfield location. Must have minimum 2 years experience in payables. Excellent math ability and 10 key calculator skills required. Send resume to: PO Box 5091 Southfield, MI 48086

ACT NOW RECEPTIONIST/SECRETARY - 2 yrs. experience & WordPerfect skills required for this high profile spot. Great benefits. $17,000 ALL FEES COMPANY PAID PERMANENT STAFF Farmington Hills: 737-8750 Troy: 585-2720

ACCOUNTANT: Fast growing corporation based in Troy, has an entry level opening for an accountant, in our accounting division. Right candidate should have 4-6 yrs. experience in general accounting, payrol, accounts receivable etc. Bachelors Degree in Accounting is desirable. Call, 828-0453

ACCOUNTING - Person experienced in Accounts receivable, check reconciliation, invoicing and cash balancing, needed for wholesale distributor of building products. Some computer knowledge necessary. Excellent benefits; full time. Apply in person Mon.-Fri. at: Milliken Millwork Inc., 6361 Sterling Dr. N, located between 14 & 15 Mile Rd., east off Mound Rd.

ACCOUNTING
We are seeking people with various levels of accounting experience who are interested in working Temp assignments while we help with the permanent job search. Assignments available now & coming in daily.
CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ACCOUNTS RECEIVABLE CLERK: Energetic, professional individual wanted for full-time, temporary accounting position. Experience required in A/R collections and billing as well as general office experience. Must be proficient on 10 key. Send resume and salary requirements to Attn. Tina Rich: IMPERIAL MARKETING INC. 21333 Bridge St. Southfield, MI 48034. No Phone Calls!

ACT TODAY!
Experienced word processors with MultiMate, WordPerfect, MS Word & Microsoft Excel are needed for long & short term positions. If you are dependable, motivated & proficient at any of the above, please call today.
TEMPORARY RESOURCES
737-1711

ADMINISTRATIVE COORDINATOR for fast paced consulting firm. Proficient in word processing; Microsoft Windows preferred. General office duties. $7-$11 per hour commensurate with skills and experience. 645-0909

ADMINISTRATIVE SECRETARY/OFFICE MANAGER for Dearborn company. Strong communication & secretarial skills, knowledge of PC, dispatching & invoicing necessary. Benefits available. Send resume to: Secretary, 782 Sandra, Dearborn Heights, MI 48127

ADMINISTRATIVE ASSISTANT small ad agency seeks organized, self-starter to assist in account assistance, clerical & delivery. Prior office, bookkeeping & Mac experience helpful. Mon-Fri, 20-25/hrs. $5/hr. Send resume to - Office Manager, 32651 Northwestern Hwy. #142, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT Established service company needs assertive person for secretarial functions, office supplies ordering & distributing & customer relation duties. Must have good typing skills, be very organized & like people. $300/wk. starting + benefit package. Send resume with earnings history to: P.O. Box 48734, Oak Park, MI, 48237.

ADMINISTRATIVE ASSISTANT Kidder, Peabody is conducting a search for Administrative Assistant to the Branch Manager. Duties include: hiring, training & managing of all sales assistants, systems supervision, compliance & correspondence. A minimum of 5 yrs experience in the securities industry is essential. Salary is very competitive, full bneftiss included. Respond by letter or resume to: Peter M Mott, Senior Vice President, Kidder, Peabody & Co., 2600 W Big Beaver Rd., Ste 400, Troy, MI 48084

ADMINISTRATIVE ASSISTANT for Milford based company. Full time Contact Sean 517-321-8000

ADMINISTRATIVE ASSISTANT Choice opportunity with international trading firm. Wordperfect 5.1 with Windows. Lotus a plus. To $10/hr. Call Sheila at 646-7662 Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT - Full time for human resource firm. Multi-line phones & word processing a must. Professional appearance. Resume to: G. Lipiec, 50 W. Big Beaver, Suite 300, Troy, MI. 48084

ADMINISTRATIVE ASSISTANTS
UP TO $11/HR.
• MicroSoft Word
• WordPerfect 5.1
Were looking for the best!
Call Today!
WOLVERINE STAFFING
358-4270

ADMINISTRATOR HUMAN RESOURCES
Dura Mechanical Components, an OEM manufacturer for the automotive industry, has an opening for a Human Resources Administrator in its Troy Headquarters. Provide general support in Human Resources to the manufacturing plants and Troy Headquarters through the Vice President for both active and retired employees. Heavy benefit administration with emphasis on medical program, plus assist in all other HR functions. Two or more years of HR experience or formal training required. Must have PC background, utilizing Lotus or Symphony.
Send resume and salary history to:
Dura Mechanical Components, Inc.
1708 Northwood
Troy, MI. 48084-5521
Attention: HR Dept. - Administrator
EOE - M/F

ARBOR NEEDS
• RECEPTIONISTS
• SECRETARIES
• WORD PROCESSORS
WordPerfect
MS Word
All Spreadsheets
• DATA ENTRY CLERKS
We have long/short term & temp-to-perm positions available.
ARBOR TEMPS 459-1186

ART VAN FURNITURE is looking for qualified clerical person. Customer service experience preferred. Excellent benefit package. Apply in person Mon.- Fri. 10am - 6pm. 22555 Greenfield, Southfield, MI 48075.

BLOOMFIELD HILLS law firm seeks individual for position as accounts receivable clerk. Part-time. Includes entry of time and costs, preperation of billing and light clerical. Experience with computer time and billing software necessary. Call 258-0610

BOOKKEEPER - Farmingtomn Hills/Livonia area, public accounting firm seeking bookkeeper to handle diversified accounts. Qualified applicant will be a non-smoking, self starter with accurate data entry & 10 key skills. Ability to work well with public important. Contact Clyde Schoen Between 10:30am & 4pm. 471-2721

BOOKKEEPER - Knows Lotus software, experience preferred. Small manufacturing company in Sterling Heights. send Resumes to: CPA, 7125 Orchard Lake Rd., Suite 302, W. Bloomfield, MI 48322

ADMINISTRATIVE SUPPORT COORDINATOR If you have at least 2 years administrative experience, preferably in a sales office, excellent typing or word processing skills and are capable of handling busy phones, this full-time position is available immediately. Excellent benefits provided. For consideration, send your resume to: Friden Neopost 39630 Grand River, Suite B1A Novi, MI 48375

ATTENTION Legal, Administrative & General Secretaries
CROSSMATCH PERSONNEL has permanent & temporary job opportunities for you. Great skills bring great salaries & benefits. Also part-time bookkeeper needed for major Law Firm. Call:
AGNES....352-7555
ANNE....981-4088
Or fax resume to 352-1524
All fees company paid.

BOOKKEEPER/ACCOUNTING, IBM computer experience. $9 an hr. 30 hr. wk. to full-time. Send resume by 2-8-93 to: Marvin, 13241 Northend, Oak Park, MI. 48237

BOOKKEEPER - experienced, full charge computerized bookkeeping for busy Westland office. Competitive wage & benefits. Send resume to Box #206. Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BOOKKEEPER NEEDED for busy Northville CPA firm. Pleasant & smokeless working environment. Permanent part time position, 2-3 days per week. Please send resume & salary requirements to: Scott Lowery, CPA PC, 422 E. Main St., Northville, MI 48167-1626

BOOKKEEPER/SECRETARY Full Charge. Must be computer literate for growing sales distributor. Respond to: Box 156 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BOOKKEEPER/Secretary. Eastside manufacturing. $20K range. No fee. BETTY HAMIL PERSONNEL 424-8470 • FAX 424-8536

BOOKKEEPING FFICE MANAGER For one person office. Applicants must know data entry and have excellent bookkeeping skills including accounts receivable and accounts payable. Salary and benefits based on qualifications. Send resume to: BOX 160, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BUSY MADISON HTS. office needs dependable person for misc. duties. Some minor lab work (will train). Accuracy a must. Full and/or part time. 585-8923

CALL NOW
Secretary/Word Processor
We have a long term assignment available for you if you possess the following skills:
• Power Point
• WordPerfect 5.1
• Excel
• Word for Windows
Are you outgoing & like a professional office setting? Top pay offered. Don't wait - call immediately!
TEMPORARY RESOURCES
737-1711

CAR BILLER - Full time for Westside dealership. Experience preferred, but will train right individual. 534-7200

CASHIER OFFICE CLERK - reliable, cheerful, part time. Needed evenings & weekends. Lasky Furniture, 29055 Plymouth Rd. Livonia

FULL TIME CLERICAL Entry level, full time position available. Mon.-Fri., days, good typing, organizational & filing skills a must. Good diction required for relief of switchboard/receptionist. Full benefits package. Call CUC at: 827-4300

PART TIME CLERICAL SUPPORT PERSON Fast paced mortgage company in the Birmingham area seeking high energy individual to work part time assisting with general office duties such as:
• Filing • Copying
• Typing • Answering phones
Interested individuals should send their resume to: Investaid Corp. Human Resources Dept. 30150 Telegraph Rd., Suite 371 Birmingham, MI 48025

CLERICAL ASSISTANT who can also do housekeeping & light maintenance. This is a full time position at a senior citizens apartment building in Dearborn. Call 562-4024

CLERICAL ASSISTANT - for Livonia area manufacturing company to help with payroll, filing, & other related duties including data entry. Excellent fringes. Send resume & salary requirements to: Clerical, PO Box 2382, Livonia, 48152

CLERICAL/BOOKKEEPING Bookkeeping experience necessary, light typing, filing and phone skills. 3 days a week, 9-1. Send resume to: 2187 Avon Industrial Dr., Building 12, Rochester Hills, MI., 48309.

CLERICAL D.O.C in Southfield has immediate opening in the Franchise Billing Department. Responsibilities include phone work, filing, and some data entry. Please send brief resume to: D.O.C Optics Dept. 232 19800 West Eight Mile Rd. Southfield, MI 48075 Or call 354-7100 extension 2318 Monday - Friday 9-5

CLERICAL- Southfield construction firm needs high school graduate for phone/clerical duties. Call Diane, Mon-Fri., 9-5pm. 443-6650

CLERICAL/LIGHT PACKAGING Immediate opening for part time positions in Livonia. Duties include data entry, auditing of paperwork, light packaging & related tasks. Computer familiarity helpful. Available shifts are Mon. thru Fri. 7-11 am or Mon. thru Fri. 12:30-4:30 pm. Ideal. for housewifes or retirees. Send resume with related job experience & salary requirements to P.O. Box 51248 Livonia MI 48150

CLERICAL/OFFICE RECEPTIONIST Part time, could develop into full time. Pleasant work environment. Send resume: Olender Equipment, 35367 Schoolcraft, Livonia, MI 48150.

CLERICAL OPENING for Southfield law firm. Duties include xerox copying and light typing, filing, posting mail, etc. Full time. Some office experience helpful. Immediate opening. 948-0000

Clerical Phone Sales

TIRED OF BEING A SECRETARY?
Are you...
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WORK IN THE AIRLINE INDUSTRY!
Last week our top 3 reps earned:
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Salary + Commission, daily & wkly Bonuses. Call 9am - 3pm
350-0200 ext. E 205

CLERICAL POSITIONS AVAILABLE 16-21 years old federally funded work experience program. Must live in Oakland County & meet income guidelines. Call 354-9187

CLERICAL-TYPIST
Southfield based property management firm, seeking full time clerical typist. Send qualifications to: Personnel, PO Box 721178, Berkley, MI 48237

CLERKS
General office & 10 key positions available. Excellent opportunity. Canton area.
NORRELL
TEMPORARY SERVICES
677-2891

CLERK/TYPIST An automotive supplier located in Troy has an immediate opening for a part time Clerk/Typist to perform various clerical duties, 2-3 days/week. Qualified candidate should be outgoing with a pleasant phone voice & have good typing & clerical skills. Knowledge of WordPerfect, as well as other application software will be helpful. Send resume with salary history & requirements to: Box 196 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150 An Equal Opportunity Employer

CLERK TYPIST, full time, good communication skills, Wayne State area. Send resume: Personnel, 4870 Cass Ave., Detroit, MI 48201

COMPUTER ENTRY Attention to detail and 6,000 keystrokes are needed for immediate openings with this health care headquarters. $7/hr. to start. Call Dana 646-8500 Uniforce Temporary Services

customer service
SERVICE CALLS CLERK PART TIME
Highland Superstores, Inc. has a part time Service Calls Clerk position for an individual with excellent telephone skills to work at our Corporate Office in Plymouth. This is a great opportunity if you enjoy assisting customers in a challenging, fast paced retail environment.
Must be available to work flexible hours Monday through Saturday varied schedule between 8 a.m. - 8:30 p.m.
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Full/part time
Long Term Positions
Livonia, Detroit, Southfield
Call Today!!
SPENCER PERSONNEL, INC.
559-0110
E.O.E. NEVER A FEE

DATA ENTRY Entry level position. Farmington Hills office looking for permanent part time data entry clerk with some general office experience. Paradox and WordPerfect 5.1 knowledge helpful. Accuracy a must. Could lead to a full time position. $6.50 per hour. Call Michelle for an appointment at 553-0411

This Classification Continued on Page 2D.

EXECUTIVE SECRETARY
For VP in Southfield real estate office. The candidate must possess excellent communication and organizational skills, be able to take initiative and work with flexibility. Typing at 55 wpm, Lotus and WordPerfect experience required. Three to five years experience. Benefits included. Please send resume and salary to:
Ms. J. Lanier
P.O. Box 267
Southfield, MI 48037

SECRETARY
Guardian Industries, a world leader in the glass industry is seeking a dynamic secretary for its corporate accounting department.
The successful candidate wil lbe proficient in WordPerfect 5.1, have Lotus 1-2-3 experience, possess excellent oral and written communication skills and be able to meet deadlines under pressure. The ability to work in an unstructured team environment is also required.
Guardian offers a competitive compensation and employee benefit package. Please forward resume with salary history to:
Cindy Webb
Guardian Industries
43043 W. Nine Mile Road
Northville, MI 48167