502 Help Wanted Dental-Medical

ACCOUNTS RECEIVABLE
Village Ford, a fast paced high volume dealership, is looking an experienced Accounts Receivable Clerk. The ideal candidate should possess a great attitude, have knowledge of Accounts Payable, be detail-oriented and 1-2 years experience in dealership experience is a plus. We offer an excellent salary and benefit package. If interested please contact Ann Cameron at 455-5300.
An Equal Opportunity Employer

ANIMAL CARE AIDE: For Veterinary Hospital. Seeking a high school or college graduate, person for animal care, General Cleaning. Some animal handling experience preferred. Must be dependable & self starting. Alternate days, during summer, part-time after school, during school year. Starting salary depending on training, $3.75 to $4.25 per hr. Based on qualifications. Apply in person, between 12 noon & 3pm, on Mon., Tues, Thurs, Fri. only!
Plymouth Veterinary Hospital
723 Wing St. Plymouth MI

ASSISTANT - GENERAL
Fast paced office in Farmington Heights has immediate opening for an energetic person to work with 1 W. General experience. Send resume w/ salary requirements to: Cindy
Hatherly Management Corp.
3637 Ford, No. Eastwood
Sterling Heights, MI 48310
An Equal Opportunity Employer

ASSISTANT/BOOKKEEPER - W. Bloomfield office. Experienced, motivated, detail oriented. Excellent salary & benefits. 737-1306

BILLERS
• DME/IV-Corporate office positions with excellent benefits & compensation. Requires DME/IV infusion billing experience. Great salaries.
• Biller/Medical software-Requires 2-3 yrs. medical billing experience, Software, Insurance, Biller-Basics, Medicare (Suburbs). Diane Detter, 932-1170
Harper Associates, 29170 Middlebelt
Farmington Hills, MI 48334

BILLER - Southfield laboratory, full time days. Medical billing & data entry experience preferred. Call Carol 351-1011

BUSINESS DENTAL ASSISTANT
Mature, conscientious & experienced for busy Southfield practice. Full time. 559-7227

BUSY ORAL SURGERY practice in Southfield needs Surgical Assistant. Full & part time positions available. Experience helpful but not needed, will train. Call Sally at 557-8-3.
559-6190

CERTIFIED NURSES AIDES
PART TIME
EQUITY MOBILE WEST
8365 Newburgh Rd.
Westland, near Ann Rd.
An Equal Opportunity Employer

CERTIFIED NURSE AIDES
ALL SHIFTS
Excellent starting pay at $6 per hour, 90 day increase. Starting bonus after 16 weeks. Please call Kathy Story, Camelot Hall Convalescent Center. 522-1444.

CERTIFIED NURSES ASSISTANT, needed for busy Bloomfield Township complex. Good salary & company benefits. Apply in person at:
The Trowbridge, 4111 Telegraph Ctr.
Dr., Southfield, MI 48034.
An Equal Opportunity Employer

CERTIFIED NURSE ASSISTANTS
Full or part time. Immediate opening for all shifts. Call for interview.
Lahser Hills Nursing Center,
354-3222

CERTIFIED NURSING ASSISTANTS
Charter House of Novi is currently seeking full & part time CNA's for afternoon & midnight shifts. We offer advancement potential, healthcare, dental & life insurance.
Why not be part of the best! Contact Hora Bolen at 477-2000
477-2000

CERTIFIED NURSING ASSISTANTS
Immediate positions available for nursing home located in Farmington. Must know Word Perfect and Lotus, type 60+ WPM. Shorthand preferred. Apply in person to:
Greenery Extended Care Center
34225 Grand River
Farmington, Michigan 48335

CHEMO/NURSE
Immediate opening for Chemo Nurse needed part time for Oncology office. 3 days a week (or more). Must have experience in administering chemo and proper preparation of drugs. Please contact Nancy Hoffman at 557-8300 ext. 1 between 12-4 PM., Mon.-Fri. 543-6044

CHIROPRACTIC ASSISTANT Office Manager - Insurance billing, reception, light clerical, telephone. Organized, self motivated, mature, efficient. Long term/30 hrs. Farmington Hills. 932-0200

CHOOSE A CARING CAREER
At OAKBROOK COMMON, you'll see your career blossom in a stable, life-art retirement community with three levels of care. Our 200-bed skilled nursing facility, Now, due to the expansion of our sub-acute rehab and other programs, we have the following openings in Dearborn.

SOCIAL WORKER
You will coordinate programming for the Dementia Unit. We require a BSW and experience with Alzheimer's patients. We prefer long term care background.

OCCUPATIONAL THERAPIST
Require BA/BS from an approved O.T. program. Geriatric care experience preferred.

SPEECH THERAPIST
Full or part-time position require CCC-SLP. Medical, pediatric, geriatric care and completion of CFY.

PHYSICAL THERAPIST SUPERVISOR
Full or part-time position requires BA/BS form an approved P. T. program and a Michigan registered Physical Therapist license or eligibility.

To apply, send resume and salary requirements for these immediate positions to: OAKBROOK COMMON, HUMAN RESOURCES, 16351 Rotunda Dr., Dearborn, MI 48126.
An Equal Opportunity Employer

OAKBROOK COMMON
A subsidiary of
Oakwood Health Services

Thanks to Our Nursing Team Members for Another Great Year!

St. Joseph Mercy Hospital would like to thank all our Nursing Teams at all of our locations for their outstanding efforts in providing the highest level of care. It's your dedicated commitment that helps keep St. Joseph Mercy Hospital at the top of its field.

Happy Nurses Week!

Catherine McAuley Health System
Sponsored by the Religious Sisters of Mercy founded in 1831 by Catherine McAuley

502 Help Wanted Dental-Medical

CLINICAL ASSISTANT
Bright, enthusiastic person needed for busy dental office. Will train for reception, dental assistant. Please call between 2-5pm, M-Th. 323-2122

CUSTOMER SUPPORT & TRAINING
Dental computer firm looking for motivated person to provide telephone customer support & training as a high dental support center. Previous computer experience with dental office software helpful. Knowledge of DOS and DENTECH dental office software a definite plus. For consideration, please send cover letter & resume to: Personnel, 31276 Northwestern Hwy., Suite 140, Farmington Hills, MI. 48334.

NEW DENTAL OFFICE seeking mature personable person, part-time for receptionist position. Experience preferred, but not necessary. Call after 7pm. 673-6099

DENTAL ASSISTANT
We want the best and are willing to pay for it. We offer a position that is motivating & rewarding. Great salary & benefits. Experience necessary. W. Bloomfield.
661-1440

DENTAL ASSISTANT
Livonia, part-time. Mature, responsible person will train.
855-0677

DENTAL ASSISTANT
CDA, or experienced preferred full time, Rochester Hills. 650-3434

DENTAL ASSISTANT
Full time for pleasant Troy office. Will train the right person.
Call 641-8490

DENTAL ASSISTANT needed full-time for busy dental practice. Experienced only preferred. Salary open. Call: 422-6500

DENTAL ASSISTANT
Experienced, friendly person, flexible hrs. No nights, for friendly 2 doctor, W. Dearborn office. 563-3400

DENTAL ASSISTANT - Female dentist seeks top notch, full time assistant. Experience preferred. Front desk skills a +. Rochester 651-1553

DENTAL ASSISTANT - Full time, Garden City area. Enthusiastic for busy practice. Certified or experienced. 427-2894

DENTAL ASSISTANT
Needed for Bloomfield Township office. Enthusiastic, self-motivated individual. Experienced only. 25-30 hours per week.
855-2411

DENTAL ASSISTANT
Full time. Dearborn Hts. specialty office. No evenings or Saturdays. Experienced only need apply. Please contact Ann, 277-0510

DENTAL ASSISTANT - full time, for Livonia Denture specialty practice. Previous experience preferred but will consider a well trained, He & certify individual for this career opportunity.
261-7802

DENTAL ASSISTANT for Farmington Hills office. Certified in X-rays for prosthodontic practice. Experience desirable. Salary based on experience. Benefits package available. Call Ann at 553-0645

DENTAL ASSISTANT
Needed for growing Westland practice. Full or part time, all phases of dentistry. Ortho helpful but not necessary. Flexible hours. Ask for Heather. 729-5800

DENTAL ASSISTANT
Full or part time, for north Livonia office. Please call Mary 473-2000

DENTAL ASSISTANT, Southfield office needs experienced chairside assistant. Salary & benefits are negotiable. 443-5110

DENTAL ASSISTANT
W. Bloomfield cosmetic dentistry practice. 4½ days per week. Benefits. Experience required. 851-4606

DENTAL ASSISTANT needed for Mon. & Sat. mornings. Experience necessary. Front desk experience helpful. Call 476-4300

DENTAL ASSISTANT
Full time. Experience required. Competitive salary and benefits for a progressive Novi office.
Contact Carol at 471-0345

DENTAL ASSISTANT, FULL TIME
For progressive dental office in Livonia area. Experience preferred, but not necessary. Salary commensurate with ability. Call. 525-1200

DENTAL ASSISTANT for friendly Farmington office. Excellent opportunity. 3 days per week. Experience preferred but not necessary. Write to: Kirby, Suite L, 23700 Orchard Lake Rd., Farmington Hills 48336

DENTAL ASSISTANT- ORTHO
Immediate part-time opening in our Waterford office. Must have minimum of 6 mos. orthodontic assisting experience. Please call Michelle.
623-0207
An Equal Opportunity Employer

DENTAL ASSISTANT
Modern Garden City dental office seeks fast learning, organized & friendly. Dental Assistant for flexible part time position. Some exp. & knowledge helpful but will consider training the right person. Call Mon thru Thurs. 421-3200

DENTAL BUSINESS ASSISTANT
Are you friendly, prompt & highly organized? Do you have dental & computer experience? If so, we have a position available in our busy Southfield office. Excellent salary, benefits & incentive bonus. 659-1559

DENTAL HYGIENIST
Modern, friendly dental office seeking Hygienist for part-time, Garden City, Livonia, Westland area.
422-4350

DENTAL HYGIENIST
Full-time for female Oral Dentist. Progressive, modern office. Perio skills. Farmington Hills: 851-5448

DENTAL HYGIENIST
A caring, gentle person with excellent clinical skills wanted. West Dearborn area. Call: 278-8410

DENTAL HYGIENIST
Mondays, for friendly, patient oriented practice in Birmingham area.
647-2110

DENTAL HYGIENIST - Mondays. Experienced mature, excellent pay. Modern prevention oriented office in Livonia. 453-7200

DENTAL HYGIENE GRADS
Why wait for your hygiene license to start making $$$ use your assisting skills to earn you top pay while you wait. Call Kim Performex at WESTSIDE: 477-5777
EASTSIDE: 558-5533 - EOE

DENTAL HYGIENIST PART TIME
Union Lake Area. 363-2000

DENTAL HYGIENIST - Female dentist seeks super RDH, Tues. or Wed. & Thurs. Modern, Rochester Hills office. Strong recall. 831-1555

DENTAL HYGIENIST
Central Livonia. Mature, compassionate, outgoing. Part time, some evenings. 835-0677

DENTAL HYGIENIST-Part-time, Wed., 13-7; Sat., 8-2, for private family practice, Redford/Detroit Hgts. area. 531-7800

502 Help Wanted Dental-Medical

DENTAL FRONT DESK
Immediate part time opening for our Waterford office. Must have minimum of 1 yr. dental office experience. Good communication, organizational skills & light typing necessary to conduct front desk reception duties. Please call for details.
681-0207
An Equal Opportunity Employer

DENTAL HYGIENIST
Is you a caring, sensitive, caring and dependable and enjoy a challenge in a patient-oriented Deerborn Hgts. practice, call between 8am-6pm: 278-4470

DENTAL HYGIENIST
Part time position for Canton practice. Call Mon-Thur., 10-6.455-6444

DENTAL HYGIENIST needed full time for a West Dearborn office. Monday thru Friday, no Saturdays. Experience necessary. Call 563-5388

DENTAL HYGIENIST
2 days a week. Livonia.
261-2730

DENTAL HYGIENIST - to work Fridays, 9am to 6pm in Plymouth. Quality, orientated practice.
455-2890

DENTAL HYGIENIST - Full-time, 4 days per week. Friendly, caring, professional orthodontic office. Birmingham. 647-3346 or 645-6022

DENTAL OFFICE IN CANTON
Has part-time opening for mature person with dental experience. Mon-Thurs., 10-6pm. 455-8844

DENTAL RECEPTIONIST
Computerized solo practice in Troy needs experienced person full time. Days, 680-1680 Eves, 358-8997

DENTAL RECEPTIONIST - Busy Livonia office is looking for an honest, outgoing team player. Minimum 2 years dental experience required. Excellent salary & benefits.
Call 614-0707

DENTAL RECEPTIONIST
Experienced receptionist position available for that exceptional person who desires to join a friendly, gressive dental team. Benefits plus bonus system. Call: 547-7110

DENTAL RECEPTIONIST- full/part time, experienced in insurance & computers. Will train. Dental background helpful. Message. 500-1133

DENTAL RECEPTIONIST with experience needed full time, for Dearborn Heights office. Must have good communication skills & dental computer experience. Call 274-3388

DENTAL TECHNICIAN
Blue eraser Experienced. Top quality. W/ insurance, Advancement opportunities. Excellent wages. Benefits. Farmington area. 477-0290

DERMATOLOGY OFFICE • Medical Assistant or LPN experienced only. Full time, benefits. West Arbor & Plymouth area. Call Norma:996-8783

D.D.N./A.D.D.N.
For a 150 bed Private Psy. Medicare & Medicaid Facility. Must have previous long term care experience, excellent nursing and organizational skills, as well as values.

Send resume to:
Administrator
18500 Van Born Rd.
Woodhaven, MI. 48183
An Equal Opportunity Employer

EKG TECH
Challenging, independent sales for an individual interested in a part position on the afternoon and midnight shifts.
Position will involve performing EKG & Holter recordings and other related duties.
Qualified candidates must possess a High School diploma or equivalent. 9 months related experience is preferred.
If interested, you may apply in person or send resume to:
Personnel Department
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Garden City, MI 48135
(313)458-3400

ESTABLISHED NOVI COMPUTERIZED dental office seeking experienced full time Front Desk Person. Presently handling insurance processing and scheduling on Dentec System. Remuneration. 942-0080

EXPERIENCED for Root Canal Specialist in Plymouth & Livonia. Full time, Tuesday, Thursday, Friday. Accepting resumes. Contact: 459-6844

FILE CLERK - part-time, needed in busy oncology office. 20-29 hrs. per week. No weekends. Previous experience helpful but not necessary. $5 an hour to start. Please call Michelle, Mon-Fri, 9-12noon. 288-4500

GENERAL DENTAL practice looking for periatric dental care office in Southfield. Full time with benefits. Dental experience preferred, but not required. Call Pat Dalka, between 8am-5pm at:
313-557-8020

VISITING NURSE
Home Support Services
VNA has been in business for 95 years. Let us be your quality Home Care Services. If you are a Home Health Aide, Live-in or Homemaker with 1 year experience, have your own car, or an RN or LPN interested in home care, we look forward to hearing from you! Cases are available in the Wayne, Oakland & Macomb Counties! Call. 313-334-0501

HOME HEALTH AIDES
Experienced. FULL & part time-all shifts. Competitive wages, bonus program included annual, attendance, perfect attendance, holiday bonuses. Vacation pay. Transportation allowance. We take pride in hiring dedicated, caring people to provide unsurpassed client care. Call 2-5pm!
EMPAC-ARE IV 455-1061

HOME HEALTH AIDES
COMPANIONS
HOUSEKEEPERS
LIVE-INS
Field staff for private duty home care in Oakland, Wayne, Macomb, Wayne, Oakland, Washtenaw and Livingston counties. Experience working with the ill, elderly or disabled preferred. Must be able to work at least 20 hours per week. To apply, call:
(313) 981-8829
UNITED HOME CARE SERVICES
2200 Cantton Center Blvd. #230
Canton, MI 48187

HOME HEALTH CARE COORDINATOR
Schedule, coordinate, & supervise, 24 hr./7 day week care giving staff, for private duty home care nationwide facility. Minimum of 2 yrs. clinical experience in nursing home or equivalent multi-client care setting. Provide ability to motivate & supervise staff in positive manner and provide hands on care if necessary.
Submit resume & salary requirements to: Box #980
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

HYGIENE ASSISTANT
Busy dental office is searching for a bright, well organized, extremely capable self starter who enjoys challenges and responsibility. We offer a great career opportunity in a team oriented environment. Please call Jean at. 981-3818

LPN - ALL SHIFTS
Full & part time. Attractive wage package. 166 bed nursing facility. Camelot Hall Nursing Center, 3500 Ann Arbor Trail, Livonia.
522-1444

LPN/RN
Full time & part time positions are available. Join our team of professionals. Interested individuals may contact: Harper Woods Nursing Center, 4420 Vanoy Rd. Wayne, MI 48184 or call, 313-326-3626

LPN's
Looking for LpN's to do home visits on clients requiring compression therapy. Candidate should have excellent communication skills and need experience. Training will be provided. This is a part time position that will eventually become full time. Call during working hours.
FIDELITY NURSING SYSTEMS
539-1223

MEDICAL ASSISTANT - Part time for medical office, Plymouth-Canton area. Some evenings.
Send resume to: P.O. Box 701183, Plymouth, MI 48170-0960

502 Help Wanted Dental-Medical

HYGIENIST for nice family practice in Rochester Hills. Part time, Tuesday evening and possibly every other Saturday morning. 852-1100

HYGIENIST FOR SOUTH LYON family dental office. Mon.-Thurs., some Saturdays. Flexible hours. Call: 313 437-4119, or 313 437-8782

HYGIENIST NEEDED
For our Livonia/Redford office Mondays, 12-8 and some Saturdays. Contact Chris 455-4070

LAB TECH QUALIFIED
LAB ASSISTANT
For internist's office in Birmingham. 4 day work week. 647-8250

Medical Assistant
Looking for top-of-the-line assistant for busy practice. Must be hard-working and detail oriented. Experienced. Salary $8.50/hr. depending on experience. Full or part. Novi/Livonia area. 478-1024

MEDICAL ASSISTANT - full/part time. Must have experience. Must be flexible. Redford & Novi area. Call after 10am. 476-0160

MEDICAL ASSISTANT -- part time for busy four doctor office. Must have experience. Call Marsha, 566-4254

MEDICAL ASSISTANT
Full time, for urologist office. Southfield area. Fax resume to: 313-350-3060

MEDICAL ASSISTANT
Part time, to travel between 2 offices. Experience preferred.
471-3372

MEDICAL ASSISTANT part time, for busy internal medicine practice. Must with EKG, X Ray, venepuncture. Good salary. Call 642-1440

MEDICAL ASSISTANT, full or part time, for family practice in Garden City. Must have EKG, X-Ray, injections & venepuncture. Call, 421-6124

MEDICAL ASSISTANT - Part time, for family practice in Livonia. Experience in venepuncture, EKG and injections preferred. Send resume to: L. Abdallah, 29525 W. Woodward, Royal Oak, MI 48067.

MEDICAL ASSISTANTS • needed to fill immediate openings in Novi and Wayne counties. Full or part time. 1 year experience minimum. $11.00 to $12.00 per month. Call Marty at Temporaries Inc. 443-5566

MEDICAL ASSISTANT
Part-time, Novi area. General Practice. X-ray knowledge helpful. Friendly person with 1 yr. clinical experience preferred. Send resume to:
43422 West Oaks Dr., Novi 48377

MEDICAL ASSISTANT
Part time, for busy Internist. To assist with office surgeries, hospital scheduling, etc. Two years minimum experience. Resume to: Box 968
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLER- Part-time for suburban diagnostic center. Flexible hours and pleasant surroundings. Competitive starting wage, MBA preferred. Sandy: 354-5311

MEDICAL LAB TECHNICIAN
part time, flexible hours, experienced necessary in chemistry. 474-3943

MEDICAL LAB TECHNOLOGISTS
Metro Health Plan, a division of Health Alliance Plan, has immediate openings for medical lab technologists to work on a contingent and full time basis on the:
All applicants must possess an Associate or Arts/Science degree plus MLT (ASCP) certification. Experience is preferred.
Interested applicants please send resume to:

METRO MEDICAL GROUP
Human Resources Dept.
1800 Taylor AVE.
DETROIT, MI. 48206
An Equal Opportunity Employer

Medical Receptionist
Must have 1 yr. experience in medical or podiatry office. Phone skills & good patient communications skills. Knowledge of health insurance required. Must be hard working & dependable. Salary $8.50 depending on experience. Call 478-1024

MEDICAL RECEPTIONIST
Part time for Farmington Hills, Chiropractor. Must be friendly, possess strong phone skills. 474-4334

MEDICAL RECEPTIONIST - part time, Novi, 1 yr. experience, personal skills, knowledge, knowledge in a quiet, friendly, Send resume to:
43422 West Oaks Dr., Novi 48377

MEDICAL RECEPTIONIST - Immediate openings for Internist in Troy, Oak, W. Bloomfield. Computer skills required. Will train. Call Staff Temporaries 557-3311 for an hour to start. Please call Michelle, Mon-Fri, 9-12noon. 288-4500

MEDICAL RECEPTIONIST
For pediatric dental care office in Southfield. Full time with benefits. Dental experience preferred, but not required. Call Pat Dalka, between 8am-5pm at:
313-557-8020

VISITING NURSE
Home Support Services
VNA has been in business for 95 years. Let us be your quality Home Care Services. If you are a Home Health Aide, Live-in or Homemaker with 1 year experience, have your own car, or an RN or LPN interested in home care, we look forward to hearing from you! Cases are available in the Wayne, Oakland & Macomb Counties! Call. 313-334-0501

HOME HEALTH AIDES
Experienced. FULL & part time-all shifts. Competitive wages, bonus program included annual, attendance, perfect attendance, holiday bonuses. Vacation pay. Transportation allowance. We take pride in hiring dedicated, caring people to provide unsurpassed client care. Call 2-5pm!
EMPAC-ARE IV 455-1061

HOME HEALTH AIDES
COMPANIONS
HOUSEKEEPERS
LIVE-INS
Field staff for private duty home care in Oakland, Wayne, Macomb, Wayne, Oakland, Washtenaw and Livingston counties. Experience working with the ill, elderly or disabled preferred. Must be able to work at least 20 hours per week. To apply, call:
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UNITED HOME CARE SERVICES
2200 Cantton Center Blvd. #230
Canton, MI 48187

HOME HEALTH CARE COORDINATOR
Schedule, coordinate, & supervise, 24 hr./7 day week care giving staff, for private duty home care nationwide facility. Minimum of 2 yrs. clinical experience in nursing home or equivalent multi-client care setting. Provide ability to motivate & supervise staff in positive manner and provide hands on care if necessary.
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Full & part time. Attractive wage package. 166 bed nursing facility. Camelot Hall Nursing Center, 3500 Ann Arbor Trail, Livonia.
522-1444

LPN/RN
Full time & part time positions are available. Join our team of professionals. Interested individuals may contact: Harper Woods Nursing Center, 4420 Vanoy Rd. Wayne, MI 48184 or call, 313-326-3626

LPN's
Looking for LpN's to do home visits on clients requiring compression therapy. Candidate should have excellent communication skills and need experience. Training will be provided. This is a part time position that will eventually become full time. Call during working hours.
FIDELITY NURSING SYSTEMS
539-1223

MEDICAL ASSISTANT - Part time for medical office, Plymouth-Canton area. Some evenings.
Send resume to: P.O. Box 701183, Plymouth, MI 48170-0960

502 Help Wanted Dental-Medical

NURSING POSITIONS
Established pediatric practice is seeking full time and part time RN's, LPN's and CMA's. The successful candidate will have pediatric office experience.

Interested applicants, please send resume and salary history to:
Box 174, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ORAL SURGICAL ASSISTANT
Livonia oral surgery office, full-time, Mon-Fri, no evenings, some experience preferred. 427-2330

ORTHODONTIC CHAIRSIDE ASSISTANT
3 days/week for our Canton office. Experience preferred. Call 981-3444

PERSONNEL SPECIALIST
An immediate 2 month position with home health care agency in Oak Park. Will be responsible for employee benefits administration, interviewing, as well as have good interpersonal skills.
Call 968-5300 or
Fax resume to - 968-7830

PHYSICAL THERAPIST
Join our team of professionals in our expanding Physical Therapy Department at Providence Park in Novi.

Contingent hours are available for Registered Physical Therapists to work Mon., Wed. &/or Fri.
Call 349-3300

To learn more about providing quality health care service in our values driven environment, please contact Ann Bostwick, Coordinator - Human Resources at: 380-4148
Or send resume to:

PROVIDENCE PARK
Medical Center
47601 Grand River Ave.
Novi, MI. 48374
An Equal Opportunity Employer

PROGRESSIVE DENTAL practice is looking for a motivated staff nurse to work part time. Disposition is perfect for someone who enjoys working but needs a flexible schedule. Please send resume and enclose cover letter, explaining why you are interested in the position, to: Box 178,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST, Part time for W. Bloomfield medical office. Experience preferred. Please send resume to: Box 172,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

REGISTERED NURSE for allergy office in Livonia, part time. No weekends. Modern office. Will train. Need a team worker. Send resume to: Box 944,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RN - EXPERIENCED, willing to work 30 hours per week, including 2 Saturdays. Call Dr. Ronald Gurwin in Birmingham. GYN/infertility experience helpful. Must be independent/self motivating. Excellent benefits/hrs. Call Ann, 647-5565

RN - FULL TIME
For out-patient clinic, excellent pay, energetic, upbeat, friendly.
1-313-353-5684

RN - Part or full time with surgical experience. Busy Dermatology practice in Farmington Hills. Minimum work. Congenial working environment. Weekends off. 553-0621

★ RN'S & LPN'S
Full & part time, mid-nights & afternoon shifts. Competitive salary & benefits. Apply Marywood Nursing Care Center, 36975 W. Five Mile, Livonia.
464-0600

RN's & LPN's
Pediatric nurses needed immediately to work with a variety of patients in home setting. Private duty, flexible hours, weekends & holidays off. Call Janet, Washtenaw & Livingston counties. Must have own car, can work own schedule. All shifts available. No min. number of hours or long term commitment required. Competitive rate for high tech skills, weekend & midnight shifts. Other skilled positions also available.
PARAMEDICAL NURSING CARE Today
Ann Arbor 930-0060
Brighton 229-2020
Northville 344-0224

RN's/LPN's
This is your opportunity to make a difference in the lives of the elderly. We currently seek qualified nurses for work full-time, 3-11 & part-time, 3-11 & 11-7. We'll provide you with a competitive benefits package, including tuition reimbursement. Call or apply in person to Cambridge West, 1001 Beach Dely, Redford, 313 255-1010
An Equal Opportunity Employer

RNS
Pays $15-$16 an hour, plus Attractive $1000 BONUS. Please Contact: Crystal Subotich, Camelot Hall Convalescent Center, Livonia. 522-1444.

TRANSCRIPTIONIST - in busy oncology office. Previous medical hygiene experience a must. Looking for a flexible part-time position for outstanding transcriptionist. Late afternoon, evening or Saturday hours. Call Michelle, Mon-Fri, 9-12noon. 288-4500

504 Help Wanted Office-Clerical

ACCOUNT COORDINATOR
Our client seeks a candidate with excellent customer service skills to interface with clients in Detroit area. Good analytical & computer skills.
Diversified Recruiters Co.
344-6700 FAX 344-6704

ACCOUNTING CLERKS
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
PAYROLL
FULL CHARGE BOOKKEEPERS
PAYROLL

Our two temporary opportunities to be introduced to two fine companies represent a challenge. Many of our clients use the opportunity of temporary placement to find permanent employees.
Call the office nearest you for an appointment.

accountemps
Southfield - 357-8387
28588 Northwestern Hwy. #250
Southfield MI 48034

Troy - 824-9009
201 W. Big Beaver #310
Troy MI 48084

Vacation & Holiday Pay
Health Care Benefits Available, EOE

ACCOUNTS PAYABLE/FILE CLERK- computer entry, experienced, detailed, neat & tidy. Will work with a high volume paper flow. Excellent benefits & wages. Send resume & salary requirements to: Office Manager, 15101 Cleet, Plymouth, MI 48170

ACCOUNTS PAYABLE MANAGER
wanted for manufacturer in Novi. computer literate, Platinum software & Lotus experience a plus. Good pay & benefits. Send resume to: K. Bunting, 2280 W. Grand River, Howell, MI 48843

ACCOUNTS PAYABLE
Immediate opening for an accounts payable clerk. Willing to train the right individual. Will be responsible for counting knowledge & data entry experience. Please apply to: Joe Parten Chevrolet, 29111 Telegraph, Southfield, 358-7000

ACCOUNTS PAYABLE CLERK
Western Suburban Automotive Business seeks a part-time Accounts Payable Clerk. Candidate should have experience with computerized accounting system, preferably with exposure to manufacturing & job costing payables. Hours are 9am-12pm, Mon-Fri. Qualified candidates should forward resume to:
American Personnel Department
INTERLOCK CORPORATION
1779 Merle St.
Westland, MI. 48185

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Computer experienced helpful. $6.50 per hour plus benefits. Send resume to: Box 1, Observer & Eccentric, 21337 W. Eight Mile, Detroit, 48219.

ACCOUNTING
Professional service oriented business in Troy seeks a detail oriented opportunity for the person with the right combination of education and people skills. We need an outgoing, mature person to handle daily account coding chores, serve customers in our office and shop and assist staff at job sites and marketing support. Minimum 3 years experience in Accounting thru Trial Balance, good computer skills & thorough knowledge of accounting software. A positive upbeat outlook is a must. Receive excellent benefits & working atmosphere. Send resume to: Box 186
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

ACCOUNTING
We are seeking people with various levels of accounting experience who are looking for temporary/temp assignments while we help with the development job search. Assignments available now & coming in daily.

We offer: Temp - Med Insurance, over time pay, resume & interview coaching.

CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ACCOUNTS PAYABLE
Rapidly growing company needs your organized, detail oriented (with typed 150+ wpm) to be required. If you thrive on challenging, fast paced opportunities in a growing organization, please send resume & cover letter with salary history to:

Republic Bancorp Mortgage Inc.
37899 W. Twelve Mile Rd., Ste. 100
Farmington Hills, MI 48331
Attn: Human Resources (AA)

An Equal Opportunity Employer

ARBOR NEEDS:
ALL WORD PROCESSORS
$10/HR. +

Northwest Suburbs
Plymouth/Ann Arbor

ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth MI

ASSISTANT BOOKKEEPER
for busy Troy office. Must be genuine with hand written cover letter & salary requirements to: Kathryn Lee
Lemson Dr., Waterford, MI 48329.

ASSISTANT • Bookkeeper • Troy, good figure aptitude, experienced, check writing, $7/hr. Fee paid.

BECRETARY • RECEPTIONIST, Beautiful, non-smoking office, Palm Can area, typing 65 wpm, Word Perfect, dictaphone, 1-2 years exp experience, benefits, $17,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ASSISTANT SECRETARY
$17,000
FEE PAID BY COMPANY
Start here and work your way up. Good typing and word processing a must. Start immediately.
Call 644-4600
SKILLING PERSONNEL SERVICES

ASSISTANT to Office Manager, full or part-time, for Farmington Hills landscape company. Possible health ins. Landscape knowledge very helpful. Ask for Marty. 13-1-7

AUTO DEALERSHIP
Plymouth area dealer in need of an experienced receptionist. Thank with dealership experience apply in person to:

Dick Scott Dodge
884 W. Ann Arbor Road
Plymouth, Michigan

AUTO DEALERSHIP
Needs a new car, experienced preferred, but will train the right person.
535-7200

BILLING CLERK - Duties include preparing invoices, updating logs and filing. Candidates must possess 1-2 years accounting experience, knowledge of Lotus 1-2-3, strong organizational skills. We offer a competitive salary, comprehensive benefits package and pleasant working conditions. Please send resume to: Carbon Motor Corporation, Accounting Manager, 3001 W. Big Beaver, Suite 400, Troy, MI 48084

BONUS
$50
MONTHLY DRAWING
$100

We are in need of highly skilled clerical workers for top-notch assignments throughout the metro area. Have immediate openings for Word Perfect, Lotus and Windows users in great demand. Also for data entrators (minimum 5500 bph), Secretaries and accounting/bookkeepers are also needed.

Register with us before May 31st and receive a $50 Bonus after working 80 hours. To qualify, you must complete the 80 hours prior to July 30th. Once you qualify for the bonus, your name will be entered in a monthly drawing for an extra $100. Drawings will be held monthly during 1993. Call for details.

TEMPORARY RESOURCES
737-1711

★ BOOKKEEPER - Must know Lotus & tax knowledge experience, part time, hours per week. Mature, knowledgeable. Call Pat or Joyce or leave message. 458-2272

BOOKKEEPER
Electronic distributor/manufacturer urgently requires a bookkeeper who knows data entry & has excellent skills including accounts receivable & accounts payable. Salary based on qualifications. Good benefit package available. Fax resume to: Personnel Department
Lindy's Electronics Corp.
31731 Glendale Ave.
Livonia, MI 48150.

BOOKKEEPER- Experienced through trial balance, 20 hrs./wk. Set your own hours. Call: 422-0326

BOOKKEEPER part time. Must have Lotus & tax knowledge experience. Send resume to: 870 Blanchard St., Canton, MI 48188 or call 981-3050

BOOKKEEPER with experience through financial statements. Full time for public accounting office in Southfield. Some computer knowledge. 353-8111

BOOKKEEPING/ACCOUNTING
Small high growth W. Bloomfield company needs part-time help. Flexible hrs. Must have general ledger & data entry experience. Send resume: VSC, Inc. 40400 Grand River, Ste. F, Novi, MI 48375

CIRCLE THIS
We have temp to perm and short short term positions available for:

• TELEMARKETERS
• DATA ENTRY OPERATORS
• SECRETARIES
• RECEPTIONISTS
• CLERKS
• WORD PROCESSORS

CORPORATE PERSONNEL SERVICES
Livonia: 261-1120
Troy: 362-0690
NO FEE EOE

CLERICAL/BOOKKEEPING Assistant: Office/computer/typing experienced, keys Broadway Distributing Area. Call, 313-464-1218, ext. 228.

504 Help Wanted Office-Clerical

BOOKKEEPER, FULL CHARGE/SECRETARY- Fast paced office in 13 Mile/Telegraph area seeks personable, well organized individual with strong accounting/bookkeeping. Word/Perfect, 70wpm, & shorthand of 80-100 poun dictate. Must handle multiple priorities in the areas of payroll, account keeping, payroll, employee benefits & general correspondence.

Starting $22,000 with raise after 60 day probation & excellent benefits. Send resume & cover letter stating skills & experience to outline responsibilities:
Attention: Personnel Manager
P.O. Box 3039
Birmingham, MI. 48012-3039

BOOKKEEPER/SECRETARY
Long established construction company looking for full time individual who is experienced in bookkeeping and is computer literate. Shorthand or speedwriting required, but not required. Send resume to: KEL P.O. Box 7023, Southfield, MI 48037. Attn: Mr. Olsen.

BOOKKEEPER
...Wanted for Farmington Hills real estate office. Some computer skills helpful but not required. Ann Arbor area referred. Call Mr. Zanoder at C21 MJL 851-6700

BRIGHT, energetic receptionist for clerical duties, fast paced Bloomfield Hills office, excellent telephone skills. Fax: 313-332-8006

CLERICAL/Data Entry
Full Time position for mature, analytical self-motivated individual. With train. Typing skills a must. Call for appointment. 348-2500

CLERICAL - expanding title company is looking for self-motivated computer knowledge, phone & typing skills a must. Call 540-7701
M. Nachman, 3260 W. Big Beaver, #107, Troy, MI 48084

CLERICAL/FORECLOSURE - Birmingham law firm seeking full time personnel to process foreclosures. Qualified candidates must have good communication & typing skills. Word Perfect 5.0 experience a plus. Will train. Non smoking office. Mon. thru Fri. 10-4pm. Call 540-7701

CLERICAL - Good math ability. Light typing & telephone. Department store, full time position. Good salary. Call: 646-4580

CLERICAL, Part-time position available immediately. We are looking for a responsible, dependable & hard working person. Evenings & weekends required.
Apply in person at:
Scott Sturprine
4110 Telegraph
Bloomfield Hills, MI 48302

CLERICAL
PART-TIME
Professional Southfield firm seeking conscientious individual for part time (12:00 - 5:30 p.m. preferable, flexible) position to type, answer phones, file confidential documents, and to perform general office duties. Knowledge of Word Perfect is a plus. Submit resume to:

Mary Barbert
SCHMANSKI & ASSOCIATES, P.C.
27777 Franklin Rd., Suite 1200
Southfield, MI 48034

CLERICAL part time, must be 18, 20-25 hrs., nights & weekends. Apply in person, Lady Furniture, 21201 W. 8 Mile, Detroit, 48219

CLERICAL PART TIME
Must be familiar with computers. Please send resume to: P.O. Box 6