502 Help Wanted Dental-Medical

ATTENTION RN'S
All Areas of Practice
All Shifts
Jobs
Nursing Homes & Private Duty
HEALTH CARE PROFESSIONALS
357-7090
Dalang

RESIDENT
ACCOUNTS MANAGER
Full-time position available in a SNF in an experienced individual. Experience with Medicare, Medicaid and other private insurance billing desired. Thorough knowledge of ancillary charge, pharmacy reconciliation, census, reconciliation and collections is a must. Send resume to: Human Resources/PM, P.O. Box 8368, Ann Arbor, MI 48107
An Equal Opportunity Employer

BUSINESS OFFICE POSITION
for busy orthopedic surgery group. Computer, insurance & patient account collections. Full-time.
West Bloomfield, 855-7407

CERTIFIED NURSE AIDES
ALL SHIFTS
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

CERTIFIED NURSE AIDES
$8/per hr. to start. Work in person Bortz Health Care 8470 Alden Dr., Orchard Lake 353-4121

CHAUFFEUR/DENTAL ASSISTANT
8 mos to 1 yr. experience preferred. Willing to learn and expand horizons. 352-1818/wk.
Ask for Mickey

CODER

Positions are available for a Coder. Candidates must be high school graduate with courses in Medical Science preferred. Knowledge of medical terminology, ICD-9-CM & CPT-4 coding principles. Must have at least 1 year experience in coding, evaluating, coding systems, diagnoses, procedures, procedures and other therapies for reimbursement and data management in acute care emergency room setting. Interested applicants should send a resume to:
Human Resources
ST. MARY HOSPITAL
36475 Ann Arbor Trail,
Livonia, MI 48154
An Equal Opportunity Employer

CRNA
Metro Medical Group, a division of Health Alliance Plan and a member of the Henry Ford Health System, has an immediate part-time opening for an experienced CRNA to work morning hours in an ambulatory surgery setting. This position could become full-time. Interested applicants please respond with a resume to:
METRO MEDICAL GROUP
Attn: Human Resources Dept.
1800 Taylor
Detroit, MI 48206
EOE/AA

CUSTOMER SERVICE REP for home medical equipment company. Full time with excellent benefits. Experience in medical billing preferred. Send resume to: Attn: PO Box 1243, Dearborn MI 48120-1243

☺ DENTAL HYGIENIST
Part-time position available in Hyde Park area. Professional environment. Family practice with benefits of dentistry emphasis on prevention. 277-0050

EXPERIENCED, AGGRESSIVE Collections Secretary needed for busy Southfield dental practice. Excellent pay. 355-9800

ROVING DENTAL ASSISTANT
Some experience needed. For busy dental office in Livonia. Call 464-7770

OUR PROGRESSIVE Canton dental office is searching for a patient coordinator to do insurance, billing, etc. Experienced. Please call. We're looking forward to meeting you. 459-5330

CHAIRSIDE DENTAL ASSISTANT
Quality oriented dental practice seeks experienced chairside assistant. Lab work a plus. Must be willing to learn. Excellent salary & benefits. Demonstrate with skills & experience. Reply to: Dental Assistant, Reply to Box 4100
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DENTAL ASSISTANT
Livonia dentist with varied practice. Full time position, experience preferred. Call Phyllis at: 464-4487

DENTAL ASSISTANT
Enthusiastic, self-motivated Dental Assistant needed for Bloomfield Twp. dental practice. Salary commensurate w/experience. Call Diane, 855-2411

DENTAL ASSISTANT
Dr. Sands is looking for an additional assistant to keep his office organized, highly personalize team in a DSM Dearborn practice. Experience and expanded duties preferred but training available. Attitude and commitment count first.
Please call Tayna at 847-5434

DENTAL ASSISTANT
With 3 years experience, full time, Livonia office. Call 478-2110

DENTAL ASSISTANT
About 20 hrs. wk. Dr. Ryan, cheerful, growing Royal Oak practice. Will train. 541-1388

DENTAL ASSISTANT - Experienced. Part time, Mon.-Thurs., 8 hours, afternoons and early evenings. Livonia location. 474-8100 or 344-1389

DENTAL ASSISTANT
Full time position available for experienced assistant. Excellent salary & benefits for enthusiastic, motivated team player. Call Carol, 626-7100

DENTAL ASSISTANT
Busy W. Dearborn practice needs full time chair-side assistant. Enthusiasm as important as clinical skills. Great patients, staff & doctors.
Please call 565-0300

DENTAL ASSISTANT
Livonia Area
★ Experienced & time, challenging position. Excellent pay for the right professional.
Call Mary 478-2000

DENTAL ASSISTANT - Seeking full time experienced Dental Assistant to join our highly motivated team. Please call 313-348-3100

DENTAL ASSISTANT - Experienced. Part time, Mon.-Thurs., 8 hours, afternoons and early evenings. Livonia location. 474-8100 or 344-1389

DENTAL ASSISTANT
Full time position available for dynamic individual experienced in X-ray, chairside assisting, knowledgable in radiology & fabrication of temporary's are necessary. Our office offers offering generous compensation for successful candidate. 981-5844

DENTAL ASSISTANT
Are you looking for an opportunity to work with very people oriented family practice? Do you have the caring & gentleness that would fit in with our business, compassion? Experience preferred. Salary commensurate with experience, competent insurance confidence to: Maple Family Dental Group, 1000 E. Maple Maple, Walled Lake, MI 48390

DENTAL BUSINESS ASSISTANT - Full time. Do you have excellent communication skills over the phone & in person? Are you enthusiastic, caring & detail-oriented? If you have expe. once and you like working in an office that appreciates staff, please call. 427-7555

DENTAL BUSINESS ASSISTANT for busy Southfield orthodontic practice. Business & clinic experience essential. Some typing. 559-7227

DENTAL COORDINATOR
Must love people and like cross-counseling an intricate scheduling system, know, and understand insurance. Excellent communication skills and an enthusiastic self-starter required. Computer and dental experience a must. Full time. Farmington Hills. 933-5630

DENTAL HYGIENIST needed for Livonia practice. Thursdays from 10am-7pm, every other Saturday from 9am-1pm. Salary will be discussed depending on experience.
Please call 522-5580

DENTAL HYGIENIST
Seeking outstanding individual for prestigious Birmingham practice. Part time. Salary open. 642-4484

DENTAL LABORATORY seeking an aggressive marketing rep. Telecommunication & computer experience is a plus. Dental knowledge is a plus. Excellent wage & benefits. Call Jim or Ed at: 625-4390

502 Help Wanted Dental-Medical

DENTAL Front Desk Team Leader. Rare opportunity for career-minded professional. Our quality oriented practice has an opening for a team leader in our business front desk position. This state-of-the-art, progressive office seeks an enthusiastic, confident, people-person interested in a challenging, rewarding position. The right applicant will lead a dental team in productive and service oriented perfection. Full benefits. Call and ask for Cheryl, 261-9699

DENTAL FRONT DESK
Full time business person. Must be enthusiastic, hard-working & able to put patients needs first. Insurance, billing & receptionist duties, computer literate. Experience preferred. Auburn Hills. 852-1820

DENTAL HYGIENIST - Part time including two Saturdays a month. Pfizer outs office. 434-1070

DENTAL HYGIENIST
Thurs. evenings, every other Sat. Southfield office. Call Joe. Jill pay.
355-9800

DENTAL HYGIENIST
Part-time for pediatric dentistry practice in Canton.
Call Laurie: 453-2512

DENTAL HYGIENIST
For friendly two-doctor office in the Garden City/Westland area. Full-time, Mon.-Thurs., 8 Sats./mo. Benefits. Must be people-oriented & experienced with periodontal care.
425-9130

DENTAL HYGIENIST - friendly, outgoing person needed for Monday-Friday Noon-6pm. Troy family practice.
Call 649-2868

DENTAL HYGIENIST
Part time. Fast paced, warm, friendly office. Call Mike, 569-6304

DENTAL OFFICE ADMINISTRATOR
Caring Farmington Hills office.
Experience, knowledge, ideas initiative, insurance, billing and receptionist duties. Computerized. Full time with benefits. Please call 553-3100

DENTAL ASSISTANT
Dr. Ronald Ziegler, a division of Health Alliance Plan and a member of the Henry Ford Health System, has an immediate part-time opening for an experienced dental assistant to work morning hours in an ambulatory surgery setting. This position could become full-time. Interested applicants please respond with a resume to:
METRO MEDICAL GROUP
Attn: Human Resources Dept.
1800 Taylor
Detroit, MI 48206
EOE/AA

DENTAL HYGIENIST
Part-time position available
Dental Hygiene Diploma required
Excellent experience, Family practice with benefits of dentistry emphasis on prevention. 277-0050

DENTAL RECEPTIONIST - Personable former chairside assistant with complete knowledge of front desk duties. Part time. 382-0770

DENTAL RECEPTIONIST/Assistant needed part-time for a busy Royal Oak office. Experience preferred. Mon. & Wed. evenings, Fri. & Sat.
548-4085

DENTAL STAFFING Company needs Hygienists, Assistants and Receptionists to fill many positions. Take a day or take a week, it's your choice when you work with us! Call Eastside 558-5533
Westside 477-5777

DENTAL TECHNICIAN
Seeking C & B Waxer and Finisher. Minimum 3-5 yrs. experience. Excellent wage & benefits. Westside. Call Jim or Ed: 625-4330

DENTIST needed to lease, operate or buy a dental office in Dearborn Mich. Gross income about ½ million dollars a year. Very busy office, patients waiting for service. Please call 313-561-Hilal immediately. We don't want to lose patients.
582-8222 leave message, 582-1448

DENTARY AIDES
WEEKENDS ONLY
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

DIETARY AIDE
4-8pm. Trinity Park West, home for the aged, 30910 Ely Ellis, Livonia.
464-2772

DIETARY COOK

Volume home style cooking. Join a caring food service staff that excels. Full time position. Experience in banquet type cooking technique a must. Benefits. Must have experience and qualifications. Apply in person: 9-4 p.m. Mon. - Fri. at Westland Convalescent Center, 36137 W. Warren, Westland.

DIETICIAN part time for weight management clinic in Troy. Registered & experienced in weight control preferred.
582-1111

FILE CLERK/GENERAL OFFICE
For medical office. Some travel required. Full time. $5.00 an hour.
427-1560

FRONT DESK Dental Receptionist for W. Bloomfield practice. Must have experience, 2-3 days per wk. Computer experience preferred. Call 737-2090

FRONT DESK receptionist needed full time for busy Birmingham ophthalmologist office. Computer experience helpful. Call, 644-8060

FRONT OFFICE

Novi Dental practice seeking enthusiastic, detail-oriented front desk person with excellent communication skills. Computer experience preferred. Full-time position. Exciting benefit package. If you want to love coming to work, please call:
Call 615-2000
Voice Mail # 7714

FULL TIME and part time miscellaneous Front Office Assistant to perform a variety of duties, typing and phone. Must possess excellent organizational and people skills to work in our fast paced Medical Records Department in the Canton area. Competitive salary and benefit package. Send resume to:
Medical Office, Attention Kristie, 2090 Commerce Dr., Ann Arbor, MI 48105

HOME HEALTH AIDES
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. Call 2-6pm/
EMPA-CARE IV 455-1061

HOME HEALTH AIDES/
NURSE AIDES

United Home Care of Canton is currently seeking experienced compassionate care givers for part-time positions Mon. - Fri. mornings (occasional weekends) with potential full time positions & benefits available after 90 Days. Call today to arrange for an interview. 981-8429
An Equal Opportunity Employer

HOME HEALTH AIDES
Certified to provide home care visits. Excellent pay & benefits.
Family Nurse Care 229-5663

HOME HEALTH AIDE
Needed for female patient in Canton. Days & nights available. Call between 10am & 4pm. 453-3960

LAB TECH
Experienced, full time. Rochester area. Call Mrs. Harrison. 656-3107

LOOKING for a caring, responsible & people oriented person to assist in Birmingham office. Part-time. Non-smoker. Will train. 642-3338

LPN OR RN
for Birmingham Pediatrician's office Part time. Please send resume to: YES, 503 Pierce, Birmingham, MI 48009 or call Jan or Diana, 645-1740

LPN/RN Pediatric Nurses
Private Duty, Weekdays, locations. Full or part time, afternoon shift.
Call Friedrich Care
(313) 352-5340

502 Help Wanted Dental-Medical

HOME HEALTH AIDES
Certified and/or experienced
Excellent pay & benefits
FAMILY HOME CARE
(313) 229-5653 (313) 620-0417

HOME HEALTH AIDES
Immediate openings for local cases. All shifts available. We offer diversified opportunity. Experience on CNA certification required. Call:

VISITING CARE
344-0234

HOUSEKEEPING

Laundry Supervisor
Full-time position is available for energetic, experienced individual to supervise Housekeeping/Laundry Department. Prior experience in health care is a must. Excellent salary and fringe benefits. For immediate consideration, call Mary:
(313) 697-8051
An Equal Opportunity Employer

LPNs & RNs NEEDED
Private duty.
Canton/Belleville area. 668-3836

LPNs
to provide home care visits
Excellent pay & benefits.
Family Nurse Care 229-5663

MEDICAL ASSISTANT

Front office person for half-part-time, Endocrinology office, Family medical. Call Barbara, 1-4pm, Mon.-Fri. at: 737-7003

FULL OR PART TIME positions available for Cardiovascular Technician with cardiac experience, IV, RN & Phlebotomy. Call Kimberly Romeo area. Resume to: Box 812, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MEDICAL ASSISTANT
Part time. Active dermatology practice seeks a self motivated, public person. Call Kelly, 546-0597

MEDICAL ASSISTANT
Needed for busy Livonia Urologist. Must have experience and be reliable. Call Kathy 474-0555

MEDICAL ASSISTANT/LPN
Enthusiastic, outgoing person for busy dermatology office in South-field. 353-6684

MEDICAL ASSISTANT needed to make house calls with physician. Excellent interpersonal skills & blood drawing ability a must. 569-2000

MEDICAL ASSISTANT
Part Time RECEPTIONIST. Family practice. Garden City area.
Send resume to: P.O. Box 253, Garden City, MI 48135

MEDICAL ASSISTANT
Looking for full time assistant for active medical/podiatry practice. Starting salary $7.25 per hr. & higher depending on experience. Full or part-time. Livonia & Novi areas. Call 476-4638

MEDICAL ASSISTANT
Experienced. Flex hours. Busy surgical Farmington Office. Benefits. Send resume to: Box 778
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL ASSISTANT
Medical physician practice, 2 yrs. experience required. Excellent salary & benefits for qualified applicants. Competitive salary based on experience & ability.
TEMPRO-MEDICAL 443-5594

MEDICAL ASSISTANT, Receptionist & X-Ray Tech. 1974SR, 1-8 years experience preferred. Northville Area. 380-1340

MEDICAL ASSISTANT/Lab. Full time. Late afternoon and evenings & Saturdays. Some experience necessary. Livonia.
427-9222

MEDICAL ASSISTANT Full time position. One year experience required. Apply at Venbourne Nurs. Novi office. Call 473-2980

MEDICAL ASSISTANT-Must have experience in doctor's office. Able to work with computers & have laboratory skills. 532-4880

MEDICAL ASSISTANT
for small Southfield office. Front & back office, EKG & X-ray. Call 8am-3pm. 354-0730

MEDICAL ASSISTANT - Full time. Experienced in busy urology office. Apply in person: Mon. & Tues. evenings, 5-9pm: 17100 W. 12 Mile, Suite 2, Southfield.

MEDICAL ASSISTANT
Part time. Heat MA with minimum 1 year experience, for busy office. Venipunctures, EKG, & X-Ray. Approximately 22 hrs. per week w/2 evenings. Ask for Denise: 425-2090

MEDICAL ASSISTANTS - Physician offices in Livonia, Southfield & Troy. $8-$10 per hour full time. Must have 1-2 years medical office experience. Contact: Diane Dentler 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL BILLER, experienced for OB-GYN office in Farmington Hills. 3-5 days per week. M B B billing, edge helpful. 626-9971

MEDICAL BILLER, experienced only, for busy podiatry practice, part-time/full time. Oak Park location. 548-6717

MEDICAL BILLERS

Many new openings for physician office billers (cardiology, family practice, internal, oncology, & ophthalmology practices). Need Medic, BDM or diversified expertise. DMEDW shops billers with a variety of corporate office locations. Terrific salary packages, great benefits! Send resume or call for details.
Diane Dentler 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL DELIVERY/
SERVICE TECH
For durable medical equipment corporation has immediate position available. Requires excellent driving record, some mechanical skills & people-oriented. Salary & benefits. Send resume & references to:
MEDTECH MANAGER
P.O. Box 2518
Southfield, MI 48037

MEDICAL INSURANCE BILLER/RECEPTIONIST for busy Rochester Hills medical supply company. Competitive benefit package. Qualified candidates send resume to: Wright & Pierce, 3145 Rochester Rd., Rochester Hills, 48306. Attn. CSR Position.

MEDICAL OFFICE ASSISTANT
Experienced for busy practice in Hamtramck. Pleasant outgoing personality required. Send resume and cover letter to: 24200 W. 7 Mile Rd., Ste. 105, Livonia, MI 48152.

MEDICAL Receptionist, part-time, Southfield area. $5.25 hour. Typing, filing, transcription. Medical background. Debbie 353-8910

MEDICAL RECEPTIONIST
full time for busy family practice in Farmington. Billing experience helpful. Call Karen at 476-5577

MEDICAL RECEPTIONIST/TYPIST
Bookkeeper/Insurance Biller
Computer billing helpful. Birmingham, full or part time, immediate opening. Call after 7pm: 541-2248

NURSE AIDES
Part-Time/Full-Time
Hospitals/Nursing Homes
Home Care
HEALTH CARE PROFESSIONALS
357-7080

NURSING ASSISTANTS

Become a part of our team specializing in rehabilitation of traumatically brain injured adults. Earn up to $6.20 per hour within six months, with benefits. Full and part-time Evening and Nights available.
For further information, call:
Cathy Bevins at 313-641-1149
TOD Liberty at 1-800-848-2777
An Equal Opportunity Employer

NURSING DIRECTOR

40 bed inpatient sub and post-acute rehabilitation facility specializing in TBI, SCI, CVA and Orthopedics need 1-94 & 275 needs team-oriented RN. (Rehab certification preferred). Newly developed program with emphasize team work, training, family participation, and strong relationships with referring physicians and insurers, second only to patient care. We offer an excellent salary and a comprehensive benefits package. FAX resume to 313-941-7522 or send to Special Tree Rehabilitation System, Human Resources, 39200 Ford, Westland, MI 48174. TDD users call 800-649-1772.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST-Computerized office has opening for experienced, full time, Ability to be cooperative. Competitive salary and benefits. Great atmosphere. Good location. Call MedMatch 651-0052

MEDICAL RECEPTIONIST
Temporary part time for Doctor's office. Knowledge a plus. 352-7176

MEDICAL SOCIAL WORKER
Experienced to provide home care services in Wayne County.
Family Nurse Care 229-5663

NUCLEAR MED TECH
Part time to share schedule at Farmington Hills physician office. Flexible hours, excellent benefits plus excellent surroundings. Call for appointment 855-4700

NURSE AIDES

Growing home care agency is seeking qualified Certified Nurse Aides for private duty cases throughout Detroit area. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

NURSING UNLIMITED
540-2360

NURSE AIDES/DIETARY AIDES
Apply in person: 9-4 p.m. Mon. - Fri. at Farmington Hills Inn, 30350 W. 12 Mile, Farmington Hills, 851-0640

Nursing

ASSISTANT DIRECTOR
OF NURSING

Charter House of Novi, a proprietary, long term care facility affiliated with Providence Hospital, seeks an Assistant Director of Nursing.

This hands-on key position in our team environment encompasses several primary areas of responsibility, in addition to Staff & Quality Resource, the ADON will be responsible for Staff Development, Restorative Nursing, and QA.

This is an excellent opportunity for a highly motivated Michigan RN who is looking for a challenge & growth. Prior long term care experience required. Previous experience as ADON is highly desirable.

We are an organization committed to providing Quality Care in a team oriented environment.

For immediate consideration, call our staffing coordinator at: 313-477-2000 or submit your resume in confidence to:
GS/ADON, Charter House of Novi,
24500 Catalpa Drive,
Novi MI 48375. EOE.

OCCUPATIONAL THERAPIST
Full time position available.
Excellent pay. Call your house.
Family Nurse Care 229-5663

ONCOLOGY NURSE
or MEDICAL TECH
In Livonia/Farmington Area doctors office. Part or full-time. 855-7828

OPHTHALMIC ASSISTANT/
TECHNICIAN. Full time, full benefits, experience required. Troy & Farmington offices. 649-3335

OPHTHALMIC PHOTOGRAPHER
Multi physician ophthalmology specialty group is currently seeking applicants for the position of Ophthalmic Photographer. Must be experienced in operating fundus photos, angiograms and darkroom processing. Submit resume to:
Box 779
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

★ OTR & COTA
Contract full or part-time. Home health care. Suburban areas. Excellent pay. Flexible schedule. Send resume or call:
United Rehab Specialists
2240 Middlebelt, Suite 217-1
Garden City, MI 48135
421-5539

PHARMACY TECHNICIAN
Part-time. Exp. required. Pfizer references. Northland Medical Building Pharmacy. Ask for Ann after 10 am. 569-0431

Pharmacy Technician

Part-time position 3 PM. - 11:30 PM. working 5 shifts in 14 day pay period. Requires completion of high school graduate or GED with completion of a 2 year program or equivalent experience required. Experience in a hospital pharmacy or retail pharmacy is highly desirable. Please call 471-8656 or send resume to:

Botsford
General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933

An Equal Opportunity Employer

PHYSICAL THERAPIST ASSISTANT
2 year degree for busy home care office. Excellent pay & benefits.
Family Nurse Care 229-5663

PHYSICAL THERAPIST
We have a full time opening at our Livonia out-patient clinic.
• Mon. thru Fri.
• Competitive salary
• Excellent benefit package
If interested please call or send resume to:
Wrighton, Gillespie & Associates
Human Resources Dept.
900 Maplewood
Pontiac, MI. 48342
313-333-3333

PROSTHETIC TECH
Full-time for Redford office. Minimum 1 yr. experience preferred.
Call: 538-8500

RADIOLOGY OPENINGS
Metro Medical Group, a division of Health Alliance Plan, has immediate full & part-time openings in our Radiology Department.
We have part-time openings for a Radiologic Technologist, a CT scan room Technician and an Ultrasound Technician. We also have a full time opening for a Radiologic Technologist.
All applicants for the Radiologic Technologist and Ultrasound Technician positions must have 2 years radiography experience is preferred for the Radiologic Technologist position.
All interested applicants please send resumes to:
METRO MEDICAL GROUP
Attn: Human Resources Dept.
1800 Taylor
Detroit, MI 48206
EOE/AA

RADIOLOGY TECHNOLOGIST
Part time position.
Private radiology office
in Livonia. 464-7360

RECEPTIONIST/Books keeper/Insurance Biller for Podiatrist office.
Experienced. 30 hours per week. Farmington Hills.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

REGISTRATIONS/
DISCHARGE CLERK

Part time positions are available at a hospital health care center. Insurance and hospital physician billing experience helpful. Must have excellent interpersonal skills. Excellent salary and benefit package offered. Interested applicants please send resume to:
ST. MARY HOSPITAL
FAMILY MEDICAL CENTER
18333 Merriman Rd.
Livonia, MI 48152
An Equal Opportunity Employer

RESIDENT AIDE - full time, 11pm-7am & part time 7am-3:30pm for established living facility in Plymouth. Call 451-0700

RN - experienced, to do part time medical record review for utilization or teaching background preferred. Contact Ann Marie, 563 E. Larned, Detroit, MI 48226

RN - MEDICAL LEGAL Review Expert Witness. Part time. Requirements: 5 years experience, Bachelor's, currently working in specialty, at-home nurse, medical, surgery or physical therapist. Send resumes to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

502 Help Wanted Dental-Medical

RECEPTIONIST for chiropractic office in Canton. Part time, Tues., Thurs., Sat., 8-2. Ability to be flexible for additional hrs. 451-1225

RECEPTIONIST/BILLER
Join our team. Year ideas & experience count. Aiea, patient & insurance billing, typing, 7RDY. Resume & handwritten letter: Box 730
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

★ FULL & PART TIME needed for Maywood Nursing Care Center, 30100 W. 8 Mile, Livonia. Apply in person.

RN'S - LPN'S

Full time positions
Available on all shifts.
• A safe acute/skilled care facility
• Competitive salaries & benefits
• Professionally challenging work environment
Come work where you made a difference. Call Earl Bartell, RN, Westland Convalescent Center, 728-6100

RN's • LPN'S

VISITING CARE, the experts who bring excellence home, excellence home, needs experienced, dedicated, caring nurses for RN's & LPN's STAT! If you would like to make a difference, working 1:1 with challenging situations, call us today.
344-0234

RN/BS/LPN'S WE NEED YOU!
LPN's earn up to $16/hour.
RN's earn up to $40/hour.
Full, Part time & Per Diem.
FAMILY HOME CARE
(313) 229-5663 (313) 455-5683

R.N. part-time for Farmington Hills Cardiac Rehab Department. Send resume to: P.O. Box 3102
Farmington Hills, 48333

SECRETARY
Troy home care firm seeks a qualified secretary to work in a small smoke-free environment. Must be self-motivated, have good skills and possess excellent organizing and telephone skills. The salary range has been set at $8-$9 per hour plus a full benefits package including 401K. Send resume and salary history to:
Office Manager
Pediatric Special Care
755 W. Big Beaver, Suite 410
Troy, MI 48084

FRONT DESK
☺ Need friendly person for Livonia Medical office. Full hours, per wk. Please send resume to:
4155 Autumn Ridge Dr.
W. Bloomfield, MI 48323

SURGICAL
TECHNICIAN

Full-time position available for an experienced Surgical Technician to join our team at Beaumont Hospital.

Candidates must have 1 year acute care Surgical Technician experience beyond completion of an accredited program of operating room technology. Certification preferred.

Please apply Mon. thru Thurs., 8 am to 12 noon.

PROVIDENCE
Hospital and Medical Centers

EMPLOYMENT SERVICES
22250 Greenfield, Rm. 319
Southfield, MI 48075
An Equal Opportunity Employer

X-RAY TECH - 2 yrs. experience. Northville medical office.
To 810-515/hr.
STEVEN J. GREENE PERSONNEL

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT

A Japanese trading company located in Southfield has an opening in its accounting dept. The qualified candidate must have an minimum of 2 years accounts payable, accounts receivable & general ledger experience & 2 years computerized accounting experience. Lotus 1-2-3 preferred. Must be proficient on Lotus 1-2-3. Receive quick & above rate typing: minimum 60 °C wpm with good communications skills. An Associate Degree in Accounting preferred.
We offer a competitive salary & benefits package. For consideration, please send your resume, cover letter, to: 3000 Town Center, Ste 2645, Southfield, MI. 48075, attention: Accountant.

ACCOUNTING CLERK/Bookkeeper data entry & balancing skills a plus, experience necessary. Southfield area. Send resume to: Box 779
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING

General office with accounting/bookkeeping entry duties. Some accounting and computer background required. Plymouth area. Long term.

ARBOR TEMPS 459-1166

ACCOUNTING
TEMP & PERM

We need your EXPERIENCE for temporary assignments, some leading to permanent. If you have payroll, A/P, A/R, general ledger experience, and good computer skills, why not TEMP for Ann Arbor? Accountemps gives free counseling on resume, writing, interview techniques, and arranges permanent interviews for you.

CALL TODAY.
Get started earning Holiday money!

354-2410
ACCOUNTANTS ONE

ACCOUNTS PAYABLE/Payroll Clerk. Small Farmington Hills office. Experience necessary. Fast paced environment. Send resume to: Box 784
Metro Transport Inc., 30069 Wixom Rd., Wixom, MI 48393

ACCOUNTS PAYABLE CLERK
For engineering firm. Minimum 1 year accounts payable experience. Responsibilities include processing vendor invoices and maintaining vendor files. Must have computer experience - preferably MARSH and excellent familiarity. Full benefits. Send resume to:
Spectrum Engineering
3265 Martin, Suite 108
Walled Lake, MI 48390

ACCOUNTS PAYABLE
Livonia area, minimum 3 years Accounting experience. Must have knowledge of Accounts payable, Accounts Payable. Typing required. Computer must be self motivated and have affinity for numbers. Job responsibilities include: Accounts Payable as well as other Accounting/General Office functions. Send resume and salary requirements to:
Box 772
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Administrative Asst./Receptionist/Part Time. Professional communicator with high energy, initiative, independently. Must have office & word/processing experience. Responsibilities include general office & various projects relating to employee relations & benefits coordinator. 37-59 per hour. Call 356-3232

ADMINISTRATIVE
SECRETARY
Major company seeks secretary/receptionist with WordPerfect. Must have excellent front desk personality and phone skills. Send resume to:
Diversified Recruiters Co.
344-6700 FAX 344-6704

ADVANCED CLERICAL - Farmington Hills. The ideal candidate for the position would have several years of office experience using WordPerfect 5.1, a real estate legal or executive secretarial background, knowledge of grammar, proofreading skills, & proper phone etiquette. W/ offer benefits, good starting pay, paid vacation, sick days. Send resume with salary desired to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
needed for established residential builder/Developer. Computer experience preferred, not required.
Send resume to:
Box 766
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE CLERK
For data entry. PART TIME ONLY. Computer skills, accounting background helpful. Resume to: Box 784,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADIA NEEDS
40

CUSTOMER SERVICE REPS
No experience needed. Good phone manners. Plymouth area. Long term. Day & evening. Call 525-5330

ADMINISTRATIVE
✓ ASSISTANT
For land developer in Plymouth Twp. Must be able to read plans & communication skills. Knowledge of real estate closings helpful. Salary 30s.
Call Ann 459-9556

ACCOUNTS Receivable/Bookkeeper. Office & data entry experience helpful, not necessary. Southfield area. Call Laura 827-7740

ADMINISTRATIVE ASSISTANT
TO DEVELOPMENT IN
CONSTRUCTION EXECUTIVE
Plymouth area. Knowledge of Word/Perfect. Positive, professional attitude & phone skills a must. Development/Construction experience helpful, but not necessary. Send resume to:
4445 S. Canton Coolidge Hwy.
Ste. 102, Troy, MI. 48084

ADMINISTRATIVE ASSISTANT
Entry level, 1 year experience, strong writing & computer skills. Word/Perfect 5.1 knowledge. Full time. Send resume to: N. Schuler, 100 Farmworth, Detroit, MI 48202

ADMINISTRATIVE ASSISTANT
TO $24,000

Immediate opening in stable firm for person with 3-5 yrs. M/S Word for Windows & Dbase. Benefits, salary & benefits.

PERSONNEL SYSTEMS
459-1166

ADMINISTRATIVE ASSISTANT/
Farmington Hills consulting firm seeking self-motivated, team individual w/an excellent phone presence. Word/Perfect 5.1 & Lotus 1-2-3 knowledge of Lotus 3.1 desirable. Duties also include: Travel arrangements and scheduling, typing, filing, resume & cover letter to Box 724
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE/SECRETARIAL PERSONNEL needed for temporary & permanent positions. Word Perfect, Lotus preferred. PMSI, 29350 Southfield Rd. Suite #308, Southfield, MI. 48076.

ADMINISTRATIVE ASSISTANT
Rapidly expanding wholesale baking company seeking highly motivated individual, neat in appearance with organizational skills, attention to accuracy skills, phone etiquette & familiar with computers. Able to handle a variety of office duties. Fax resume to: 827-7503 or submit to: Administrative Assistant, 30201 Orchard Lake Rd., Box 537, Southfield MI 48076

Administrative Assistant
ART GALLERY
Art gallery is seeking full-time, efficient, detail-oriented assistant to handle record keeping, inventory management, scheduling, shipping/receiving, exhibition installation & overseeing. Must be organized.
Please call Lynne: 649-1278

ADMINISTRATIVE ASSISTANT
Needed for real estate company in Farmington Hills. Responsibilities include: Computer literate, organizational skills, computer literate, organized self-starter. Customer service experience required. Real estate experience helpful. Send resume to: Human Resources, 400 Galleria Officentre #215, Southfield, MI 48034-2164

FAST PACED OFFICE. Full time. Entry level position. Phones, word processing. Experience preferred but willing to train. Accounting helpful. Ann Arbor, Canton, 454-5453

Aggressive individual with reception experience. Adventure and large real estate corporation. Benefits.
Call 299-1250 x402 for more info.

ALL
SECRETARIES
WORD PROCESSORS
TO $10/HR.

• WordPerfect • MS Word
• Excel • Lotus • D-Base

ARBOR TEMPS 459-1166

APPLY
TODAY

• Data Entry
• WordPerfect
• Lotus 1-2-3
• Switchboard
• Microsoft Word

ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060
(313) 382-2342

ATTENTION
DATA ENTRY
OPERATORS
Long-term assignments (12 mos. +) available at large financial company in Livonia.
Two shifts available:
• 1 p.m. - 9 p.m.
• 4 p.m. - 10 p.m.
• Pay is $5.75-$6.50/hr
• Must have typing skills 35 wpm
IMMEDIATE NEED
CALL TODAY 462-0024

MANPOWER
Temporary Services
World's Largest Temp Service
An Equal Opportunity Employer

AUTO BUILER
Dodge dealership looking for experienced car biller. Good benefits. $ day week. Call Cherry for appt. 313-697-6750
TOWN & COUNTRY DODGE, INC.
31015 Grand River at 9 mile
Farmington

AUTO BILLER
Farmington dealership in need of experienced new/used car biller. Excellent benefits, paid holidays, vacation. Contact Bob Bas Motor Mall, 33700 Grand River, Farmington.

AUTO BILLER-Full-time plus. Experience necessary. Good pay, benefits. Call Ann at Sterling Ford, 32000 Ford, 33222 Plymouth Rd., Livonia.

AUTO DEALERSHIP
Cashier/Receptionist/Data Entry
Immediate, full time, Mon-Fri, 8 am - 6 pm. Starts at $7/hr, or more depending on experience, plus full benefit package. Dealership experience necessary. Call 453-3424.
HINES PARK LINCOLN-MERCURY

BOOKKEEPER - Full time. Experience necessary. 25x11 W. Twelve Mile, Suite 201, Southfield.
Call Rashid Accounting at 353-5529

BOOKKEEPER/SECRETARY
Experienced. 1-person office for builder/property management in Farmington Hills area. Full or part time. 855-4458

BOOKKEEPER
Telegraphic/12 Mile area. Manufacturing firm, experienced thru trial balance to P&L, financial statements, full-time flexible hours. 356-9220

BOOKKEEPING CLERK
Accounts Payable/Accounts Receivable. Livonia. Entry level. Some experience necessary. Computerized system.

FULL BENEFITS
APPLY TO:
ROUGH INDUSTRIES
11988 Market
Livonia, MI 48150
591-1010
FAX 591-6133

504 Help Wanted Office-Clerical

BLOOMFIELD HILLS BANK is seeking a professional, detail-oriented individual for a part-time position as a Secretary/Office Assistant. Knowledge of WordPerfect 5.0 & Lotus required. Commendable verbal or written & banking experience a plus. Send resume w/salary requirements:
Human Resources
The Bank of Bloomfield Hills
503 N. Woodward
Suite 1300
Bloomfield Hills, MI 48304
An Equal Opportunity Employer

BOOKKEEPER/SECRETARIAL
Position, full time, $21,063 - $25,663, full benefits available. Full charge bookkeeper with Solomon III accounting system software. Send resume to: Director of Human Resources, Rochester Hills Public Library, 500 Olde Towne Road, Rochester, MI 48307-2043.

BOOKKEEPER - entry level position for a Livonia accounting office. Will train on computer. Some experience a plus. Send resume to: Box 816,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
for medium sized construction firm. 20 to 25 hrs. weekly. Must have prior manual bookkeeping experience. Pr