EMPLOYMENT

500 Help Wanted

SHIPPING/PACKAGING
Novi Manufacture has an opening in shipping/packaging area. Need responsible, hardworking person with good math skills, hi-lo experience, and computer skills. Must be mature and willing to learn. Wages start at $6 to $7 plus benefits. Mail resume to: Shipping Dept. P.O. Box 7096 Novi, MI 48376-7096

STOCK PERSON
Accepting applications. Heavy lifting involved. Apply 1-3pm, Kitchen Glamor, Novi Town Center.

STOCK PERSON EXPERIENCED
Excellent pay. Immediate start. Redford area. 533-9097

STOCK PERSON
The Polo Store in Birmingham needs full/part-time Stock Person.
Apply in person:
The Polo Store
201 S. Woodward
Birmingham

STOCK ROOM
BINDERY DEPARTMENT
Label manufacturing. Rochester Hills. 853-7977

STORE MANAGER Trainee position for office machine business. Must be experienced in retail. Computer literate and highly motivated. Send resume to: P. O. Box 28, 24634 Five Mile Rd., Redford, MI 48239

STYLISTS needed full or part-time for Redford area salon. With or without clientele. 937-2750

SUBSTITUTE TEACHERS
Experience preferred.
Please forward resume to:
THE ROEPER SCHOOL
2190 N. Woodward
Bloomfield Hills, MI 48304
Attn: Mariann Hoag

SUPERVISOR/ASSEMBLY
Large injection molding facility has an opening for a highly motivated individual to fill the position of Supervisor of the Afternoon Shift. Qualified candidate possesses a minimum of 3 years supervisory experience in plastics automotive assembly facility. To be considered for this position, please send your resume and salary requirements to:

KEY PLASTICS, INC.
PLYMOUTH DIVISION
HUMAN RESOURCES - AS
40300 PLYMOUTH ROAD
PLYMOUTH, MI 48170

SUPERVISOR- Equal opportunity employer seeks entry level supervisor with degree in logistics/transportation. PC skills required
Fax resume to: 313-865-0231
Attention: Mike

SUPERVISOR/MOLDING
Growth-oriented injection molding facility has an opportunity for Technical Supervisor for the Molding Department. Qualified candidate possesses a minimum of 3 years experience in injection molding with strong technical/processing skills. Must be flexible with shifts. Please send resume along with salary requirements to:

KEY PLASTICS, INC.
PLYMOUTH DIVISION
HUMAN RESOURCES - MS
40300 PLYMOUTH ROAD
PLYMOUTH, MI 48170

SUPERVISOR
Print/Graphic Production
Knowledge of desktop publishing/graphic production imperative. Must have previous supervisory experience & excellent people skills. Computer background a plus. Send resume with salary requirements to Parish Publications, 32401 Industrial Drive, Madison Hts., MI 48071
Attn: C L Clickard.
NO CALLS WILL BE ACCEPTED

SURVEYOR'S ASSISTANT
civil engineering land surveying firm located in Farmington Hills. 478-9494

TAX PREPARERS
Farmington Hills firm seeks experienced preparer w/5 yrs min. experience for seasonal work. 553-3030

CO-OP PRESCHOOL TEACHER
wanted Tues & Thur, Resume to: St Paul's United Methodist Church, 620 Romeo St., Rochester, MI. 48308-0525, Attn: Co-op Preschool.

TEACHER ASSISTANTS (experienced) for a growing childcare center in Farmington. Excellent opportunity. Must be flexible & relate well to children, Jan 261-5367

TEACHER, ELEMENTARY
Part-time, afternoons, for private Southfield school.
948-1080 968-6665

TEACHERS & Assistants- Full time for child care center. Experience required. New Center, 874-3300; Ann Arbor, 930-7529; Grosse Pointe, 886-6565

TEACHER - Toddler. Full time with benefits. Early Childhood training & experience required. Please call, 644-6154

TEACHING ASSISTANTS needed for nationally accredited child care center in Livonia, full and part time, great benefits 525-5767

TECHNICIAN
Experience wanted for busy electronics service center. 646-2043

TELEMARKETERS
Independent people to set appointments for outside sales. Upfront and residual. Commissions.
We train you to earn you a substantial income.
Call 313-357-5377.

TELEPHONE ROOM SUPERVISOR
Marketing Research Company seeks Telephone Room Supervisor. Qualified applicants must possess good communication and leadership skills. Experience at managing and motivating a large number of people in a telephone room environment is a must. Day and evening shifts are available, please ask for Jean between 10am-4pm weekdays at: 827-4021

laboratory

MEDICAL TECHNOLOGISTS
Oakwood Hospital currently has part-time positions available for Medical Technologists on the midnight shift at Oakwood Canton Health Center Laboratory.

Qualified candiates must possess a Bachelor of Science in Medical Technology or related science, and be ASCP or NCA registered or registry eligible.

For immediate consideration, please forward your resume to: OAKWOOD HOSPITAL, Attn: DB, 23400 Michigan Ave., Suite 111, Dearborn, MI 48124. Equal Opportunity Employer.

Oakbrook Common
A Subsidiary of Oakwood Health Services

500 Help Wanted

TECHNICIAN ASSISTANT
Southfield medical company seeking individuals to drive vans and assist x-ray technicians. Full time positions available, will train. Must have good driving record. Good benefits. Apply at: The Nursing Home Group, 24293 Telegraph Rd. (between 9 & 10 Mile Rds.).

TECH SUPPORT MANAGER
Minimum 3 yrs. experience as a Tech Support Manager of a computer dealer &/or distributor establishment. Must be able to manage:
- Multiple technicians
- Multiple jobs
- Warranty repairs
- Non-warranty repairs
- System assembly
- System upgrades
- Tech support phone calls
- Vendor return merchandise process
- Customer return merchandise process

Additionally responsible for Customer Database/BBS. Must be able to handle administrative paperwork, service revenues & projected profit/loss statements for the service department. Salary commensurate with experience. Send resumes to:
Attn: Bill Fedak
Orbit Trading Co.
3970 2nd Street
Wayne, MI 48184
ABSOLUTELY NO PHONE CALLS!

★ TELEPHONE INTERVIEWERS
Needed For highly respected Marketing Research Firm.
All shifts. Good phone & computer skills a plus.
IMMEDIATE OPENINGS!
NO SALES INVOLVED!
Call Sandy 10am-4pm Weekdays
827-4021

TELEMARKETERS - Farmington Hills accounting firm offers 4 & 8 hour shifts. Pleasant & professional work environment. Appointment setting only, no selling. $7-$9 per hour plus bonus. Call 851-1824

TELEMARKETING MANAGER
4 day work week, $400 + bonus to start. Call Friday. 476-9049

TELESALES ACCOUNT MANAGER
Industrial distributor of graphic films has permanent part-time sales position available in the Birmingham area. Phone communication skills a must. 20 to 30 hours week flexible schedule available. Starting salary is $7.00 an hour plus incentive commission. Call Mr. Craig, Tues. or Thurs. between 10 and 11am or 3 to 4pm. 647-0843

TELLER
Part time teller position at our Livonia branch. Candidate must have good math, clerical skills & public contact experience. Previous teller or 1-2 yrs. cash handling experience required. Competitive pay & paid training program. Earned paid vacation & 401K plan. Apply in person Mon. - Fri., between 10am & 3pm.

Detroit Savings Bank
10982 Middlebelt, Livonia MI 48150.

An Equal Opportunity Employer

THE MERCHANT OF VINO, TROY
Now accepting applications for deli, cashier & stock positions. 18 yrs. & older please call David: 689-0900

TILE FLOOR CLEANING
Full & part time. Benefits.
$5.50 - $8 per hour. Westland.
Call 9am-4pm 722-8688

TILE PERSON
Experienced. Replace and repair floors. Full time for suburban property management company. Call Mon.-Fri. 9am-5pm, 356-1030
An Equal Opportunity Employer

TOOL & DIE MAKER 5 yrs minimum experience. Apply at: Reb Tool Co., 34481 Industrial Rd. Livonia. between Schoolcraft & Plymouth Rd.

Tool Maker
MAC VALVES, INC.
A leader in the pneumatic valve industry, has immediate openings on the second shift.

TOOL MAKER
Must have a working knowledge of blue prints & tool room equipment with 3-5 yrs. experience in tools, fixturing & protype work.

TOOL CUTTER GRINDER
Must have 5 yrs. experience at carbide form tool grinding with the capability of reading prints & doing setups. Optical profile grinder and/or wire EDM experience helpful.

Mac Valves is a 40 yr. old people-oriented company located 35 miles W. of Detroit. We can offer a secure future with advancement opportunities. No lay-offs in over 25 yrs. We offer a competitive salary & fringe benefit program. For consideration in either position please send resume with salary requirements to:

MAC VALVES, INC.
PO BOX 111
WIXOM, MI 48393
ATTN. BILL MILLER

TRAINER
Positions available training developmentally disabled adults on the job (supported employment) Excellent for college students with good writing & verbal skills. Call 9am-4pm, Mon.-Fri. Ask for Sue or Lynette: 674-4859

TRANSMISSION SHOP needs experienced, certified R & R person. Belleville area.
Call 697-1238 or 697-1560

TRAVEL AGENT
Downtown Detroit travel agency has employment opportunity for talented individual interested in added responsibility. Applicants should possess excellent organization & communication skills with 2 yrs. travel agency experience. PARS experience a must. Please send salary requirements and resumes to:
Travel Agent
P.O. Box 779
Detroit, MI 48231

TRUCK DRIVER, CDL license, up to 24' box truck with air brakes. Verifiable driving record and references. Please apply in person: Newsprinting Inc., 560 S. Main St., Northville, between 8:30am and 12 Noon, Oct. 11-14.

TRUCK DRIVER/SALES - Seeking truck driver for greenhouse business located in Belleville. Full time. Must possess CDL license. Benefits. Call Jean: 697-8027

500 Help Wanted

TRAILER HITCH MANUFACTURER IN CANTON SEEKS SEASONAL EXPERIENCED:
- Mig Welders
- Machine Operators
- Assemblers

For approximately 10 month period. Clean working environment. (Assemblers-No experience necessary.) For application, call: 722-2510

TRANSMISSIONS Opportunities
American Transmissions needs: R & R's, managers, shop foremen & outside salespersons. Excellent working conditions, top wages & benefits. Experience required. Contact David White at: 525-9700

TRAVEL AGENT - FULL TIME
Minimum 2 years experience in Sabre. Farmington Hills.
(313) 932-3730

TRAVEL AGENT needed full-time for W. Bloomfield agency. Must have 2 yrs. experience & Sabre trained. Please call: 313-855-9750

TRUCK DRIVERS
Apply Mon-Fri, 9am-3pm
Community Thrift Store
29270 Plymouth Rd., Livonia

VARSITY VOLLEYBALL COACH
Experience necessary. Send resume or call: Nance Wikle, Marian High School, 7225 Lahser Rd. Bloomfield Hills, 48301 313-644-1954

VENDING ROUTE DRIVER
Good driving record, neat & clean appearance. Call Mon-Fri., 9am-1pm. 591-6777

VENDING ROUTE - Immediate position available in South Michigan. Responsibe person with reliable transportation. Part/full-time possible. Sales experience a plus. Excellent opportunity. Will be conducting interviews 10-19 thru 10-23. Please fax resume to:
BBT, Inc. (210)717-3717

VETERINARY HOSPITAL
Weekend janitorial & animal care. Experience preferred. Reply in writing to: Vet Hospital, 25885 W. 6 Mile Rd., Redford, MI 48240.

VIDEO PRODUCTION SPECIALIST
Community access studio. Send resume to: Metrovision of Oakland County, 37735 Enterprise Court, Farmington Hills, MI., 48331, attn: Leigh Byrd.

SCOTT SHUPTRINE
is increasing its Warehouse Staff. If you are a self starter desiring competitive wages & excellent working conditions apply in person at our West Oaks location, Novi.

Warehousing/Sequencing Operator
Equal Opportunity Employer
seeks individuals for warehousing/sequencing operation. Must have good reading and math skills. Fork truck experience a plus. Competitive wage and benefits.
Fax resume to: 313-865-0231
Attention: Bob

MEDICAL EQUIPMENT company accepting applications for full time Warehouse Person. Duties include cleaning medical equipment and other warehouse responsibilities. Apply Mon. thru Fri., 8:30am-5pm
Metro Medical Equipment
12985 Wayne Rd., Livonia

WAREHOUSE CLUB in Redford is looking for energetic persons who enjoy a fast and friendly working atmosphere. Many positions available. If you have what it takes, we want to talk to you. Apply in person at: 24400 Plymouth Road, Redford. Ask for the General Manager. Equal Opportunity Employer

WAREHOUSE MANAGER
To $30,000/YR. Beauty industry. Fee paid. Degree. Bar code & set-up experience. Employment Center Agency. 569-1636

WAREHOUSE PERSON - part time for telecommunications company. Electronics/telecom experience a plus. Contact George 737-2600

Warehouse/Sequencing Operation
EQUAL Opportunity Employer seeks individual for warehouse/sequencing operation. Must have good reading & math skills for inventory control. PC skills a plus. Fax resume to: 313-865-0231
Attention: Veronica

WELDER FABRICATOR
Verticle up required. Full time position. Apply Tues. & Thurs. 437-2007

WELDER/FABRICATOR
Heat treat manufacturer is seeking an experienced Welder/Fabricator. This is an excellent opportunity for a person who likes a challenge. Full time, days. This position requires some travel & overtime. Complete benefit package & competitive wage. Apply at:

J.L. Becker Co.
35850 Industrial Rd.
Livonia, MI 48150
(1 blk. S. of I-96, E. off Levan.
No phone calls please
An Equal Opportunity Employer

WELDER FITTER
Experience required. Farmington Hills area. Call 9am-3pm476-6433

WELDER NEEDED structural fabrication shop in Southfield needs a person experienced with Mig and Stick Welding. 358-0590

WELDERS/FITTERS
SEVERAL IMMEDIATE Openings exist for Wixom based client. 3+ years related experience and ability to read blueprints required. Please send resumes to:

TECHNICAL ENGINEERING CONSULTANTS,
391 Airport Industrial Dr.,
Ypsilanti, MI 49198. 313 485-3900

WELDERS NEEDED - Full time positions available at Northville manufacturing company. Some experience necessary. Starting wage $8.00/hr. Excellent benefits and working conditions. Apply in person at: BELANGER, INC., 1001 DOHENY CT., NORTHVILLE.

WINDOW CLEANER
Experienced.
313-474-1132

WINDOW CLEANER
Must be experienced.
Call 525-4588

WINDOW TINTERS
for Auto, Van & Truck custom accessory super store. Must be experienced. Telegraph & 6 Mile Area. Apply within: 15775 Telegraph Rd. 255-8226

WRITER
Full-time, entry-level position with trade magazine. Must have proven writing ability, desire to learn, and sincere devotion to writing career. Some editorial/writing experience preferred. Send resume & writing samples to:
D&F
P.O. Box 64
Brighton, MI 48116

PART TIME
$ Now Hiring! Professional self-motivated individuals to promote sittings for up-scale portrait studios in Westland, 12-Oaks and Oakland Mall. No selling, days or evening shifts. Weekends required. 843-4500

502 Help Wanted Dental-Medical

ASSISTANT - for Chiropractic center. Will train. Must be highly motivated and able to do 10 things at once. Part time. Flexible hours. Livonia. 462-2262

BILLING SPECIALIST
Home infusion company, a Division of Henry Ford Health System, Diversified Services Group, needs a billing specialist with pharmacy collection experience. Requires 2-3 yrs. pharmacy collection experience with 3rd party payors, ability to follow-up old accounts & to handle high volume billing. High school diploma, ability to type 35 wpm & medical terminology background. Resume to: 21298 Melrose, Southfield 48075.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

ACCOUNTING COORDINATOR
National provider of home health care seeking self-motivated individual able to work well under pressure. Must have 2 years experience in: collections, third-party payor billing & payroll. Excellent benefit package with quaterly incentive bonus. If you are results-oriented, call today.

OLSTEN KIMBERLY QUALITYCARE
29840 Telegraph Road
Southfield, MI. 48034
313-356-6800
EOE M/F/V/D

BLOOMFIELD HILLS CARE CENTER
Dynamic intelligent self-motivated RN needed for supervision. Call Shirley for appointment.
338-0345, Ext. 321

CARDIOLOGY, RN OR LPN
Exeprienced, full & part time. Call Mrs. Harrison. 656-3107
Or send resum to: P. O. Box 82177, Rochester, MI 48308

CERTIFIED NURSING ASSISTANTS
Full time, part time, all shifts for skilled nursing facility in Plymouth. Please call 455-0510

CHAIRSIDE ASSISTANT
Exeprienced in 4-handed dentistry. Friendly relaxed atmosphere. Full or part time. 532-5848

CLAIMS FOLLOWUP POSITION
Computer experience helpful. Send resumes to: ABC, Inc., 19855 W. Outer Drive, Suite #110E, Dearborn, MI., 48124, attn: Rita.

CLERICAL ASSISTANT
Full time position for group practice in Plymouth. Must be mature, energetic and organized. Computer and dental experience necessary. Nice change for a Dental Assistant. Excellent salary and incentive for the right candidate. Call 420-2326

CNA'S
Full & part-time positions available. Afternoon & midnight shifts. Certification required. Apply at: Charter House of Farmington Hills, 21017 Middlebelt in Farmington Hills, or Call: 476-8300

SEIZE THIS JOB!
DENTAL Assistant/Receptionist
Great career opportunity for the right, highly motivated, experienced person for newer office. Minimum 2 years experience chairside & front desk. Computer literate & X-RAY certified. Skilled in recall, insurance, collections & patient relations. Start part time & work into full time. Salary commensurate with ability & merit bonuses available. 474-8742

DENTAL ADMINISTRATION
Innovative high tech dental office needs a creative & self-motivated person with excellent communication, marketing & computer skills as well as experience with dental insurance & accounting. Resumes only: 3500 W. Maple, Bloomfield Hills, MI 48301

DENTAL ASSISTANT
Experience preferred. Full time position, no weekends. Team oriented practice. 722-5830

DENTAL ASSISTANT experienced, for Farmington Hills practice. Full time, excellent salary & benefits. Pleasec all for interview 626-9915

DENTAL ASSISTANT
Seeking full time experienced person to join our highly motivated team. Person must be willing to learn and grow with practice. Please call for interview. 348-3100

DENTAL ASSISTANT, full-time, for busy general practice. Experienced only. Ortho helpful. Excellent salary + benefits & retirement. 522-6470

DENTAL ASSISTANT
For Bloomfield family practice. Part time, alternate Sats. Some dental knowledge required. Call332-4100 .

DENTAL ASSISTANT/Coordinator
Part time. Excellent career opportunity. Must have dental experience. call 261-9696

DENTAL ASSISTANT- Experienced for patient oriented high tech office. Benefits. Send resume to: 3500 W. Maple, Bloomfield Hills, MI 48301

DENTAL ASSISTANT
Wanted for friendly family oriented Farmington Hills practice. Hard worker with 1 year experience required. Full time. 474-0442

DENTAL ASSISTANT - Immediate full time opening for an experienced person who is skilled in working with people. Chairside. Competitive salary, exellent benefits. Troy area. Ask for Phyllis 9 - 5:00 952-5745

DENTAL ASSISTANT- Part time. Excellent opportunity for a student or homemaker. Family Dearborn practice looking for experienced dental assistant for evenings & some Saturdays. Approximately 20 hrs. per week. Excellent salary & benefits. Please call: 565-5507

DENTAL ASSISTANT
Full time position for experienced person in four-handed chairside assisting, has Certification in taking X-Rays and can fabricate temporaries. Busy Dearborn office will generously compensate qualified individual. Send resume to P.O. Box 2026, Dearborn, MI., 48124-2026.

DENTAL ASSISTANT
Novi family oriented practice seeks enthusiastic person for part time. Duties may include clinical & clerical tasks. Good people skills required. If interested in joining a quality ethical team, where your participation makes a difference call Mon thru Fri. 9am-1pm. 347-1711

DENTAL ASSISTANT
Full or part time, general dentistry. Experience necessary. Some Saturday mornings. Livonia. 427-6111

DENTAL ASSISTANT
For Birmingham Family Pratice.
Experience only
Please call, 645-2710

DENTAL ASSISTANT
Caring Farmington Hills office. Experience preferred. Friendly, takes initiative, positive outlook. Full time with benefits. Please call: 553-3100

DENTAL ASSISTANT
Rochester Hills. Energetic person with chairside experience. Part-time position. Call Mon.-Fri., 8 am-4 pm. 852-3137

DENTAL BUSINESS ASSISTANT
Full time, Canton office. Dental insurance & computer knowledge required. Excellent communication skills essential. 981-0707

DENTAL BUSINESS Administrator
Full time for busy Southfield practice. Experienced in all business aspects of dentistry. Management & computer experience helpful. Top salary and benefits. Call 559-1559

DENTAL Business Office Staff
Progressive Walled Lake practice looking for business office staff. Must have outgoing personality w/ excellent telephone skills. Computer experience helpful.
Call Elaine at: 669-3434

DENTAL - Experienced, mature. Full time. Front desk/reception, insurance, recall. Chairside knowledge necessary. W. Bloomfield. 932-0550

DENTAL HYGIENIST - Approx. 28 hrs./week. Must have excellent periodontal and communication skills. Southfield. Call Marie. 352-7722

DENTAL HYGIENIST
Busy Livonia office, corner I-275 & 6 Mile. 1-3 days available & alternate Saturdays. Call Phyllis 464-4480

DENTAL HYGIENIST
For well established 2 doctor practice in West Dearborn. Excellent salary & benefits. 561-1260

DENTAL HYGIENIST
Full time for modern Troy office. 879-7755

DENTAL HYGIENIST
Part-time for caring, prevention-oriented family practice in Canton.
Call Laura: 455-2510

DENTAL HYGIENIST
for pleasant small Dearborn office, part time to start. 278-8330

502 Help Wanted Dental-Medical

DENTAL HYGIENE ASSISTANT
Our busy general Canton office is searching for a bright, fun, energetic person who enjoys a fast pace. We offer a challenging career opportunity in a team oriented environment where our employees are truly appreciated for their involvement & talent. Please call Lisa at 981-5455

DENTAL HYGIENISTS
You don't have to commit to every Saturday at Peak Performers, Inc. Select only the ones you want (other days available).
No Fees. EOE. Westside: 477-5777
Eastside:558-5533

DENTAL HYGIENIST
Rochester area, Thurs only.
Please call for interview.
651-0707

DENTAL HYGIENIST
Enthusiastic outgoing person to join our Livonia dental team. Full-time with benefits. 464-3430

DENTAL HYGIENIST
Part-time, Livonia office. Thursday & every other Saturday. $20-$23 per hour depending on experience. Please call. 313-522-5580

DENTAL OFFICE ADMINISTRATOR
Caring Farmington Hills office. Experienced, friendly, takes initiative. Insurance, billing & receptionist duties. Computerized. Full time with benefits. Please call: 553-3100

DENTAL RECEPTIONIST
Experienced, 2-3 days per week, excellent salary, ideal atmosphere, 11 Mile & Lahser. 353-6688

DENTAL RECEPTIONIST
Our team is searching for the right person to join us 20 hours per week in Plymouth. If you have excellent communication & business skills and are excited about quality dentistry, call 455-2890

DENTAL RECEPTION/ BUSINESS OFFICE
Southfield Dental Office needs enthusiastic customer oriented person for our team. We provide great training & environment plus paid benefits. Prefer experience with reception, billing & computers but professionalism & personality are key. Please call 354-6384

DENTAL RECEPTIONIST- Busy Southfield practice seeks experienced, bright, enthusiastic person. Top pay & benefits. 355-9800

DENTAL RECEPTIONIST
Enjoy work! Join our professional team. Full time, experience necessary & computer knowledge a plus. Livonia. 425-4206

DENTAL RECEPTIONIST
Our professional caring dental practice is looking for detail oriented, experienced, enthusiastic people person to be a team player. 474-0224

FRONT OFFICE
Novi dental office seeking an enthusiastic, detail-oriented front desk person with excellent communication skills. Computer experience preferred. Full-time position with exciting benefit package. If you want to love coming to work, please leave message on Dr.'s home machine: 855-1964

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 2-5pm!
EMPA-CARE IV 455-1061

HOME HEALTH AIDES
COMPANIONS
HOMEMAKERS
LIVE-INS
Field staff for private duty home care agency in Canton for cases in Wayne, Oakland, Washtenaw and Livingston counties. Experience working with the ill, elderly or disabled preferred. Must be available for work at least 20 hours per week. To apply, call
(313) 981-6829
UNITED HOME CARE SERVICES
2200 Canton Center Rd., #230
Canton, MI 48187

HOME HEALTH AIDES
Certified and/or experienced
Excellent pay & benefits
FAMILY HOME CARE
(313) 229-5683
(313) 455-5683 (313) 620-6877

HYGIENIST
Needed for progressive general dentist in NW Livonia. Mondays only. Please call Mary: 473-2000

HYGIENIST
Needed part time for Canton office. $20 an hour. Call Anne.
981-1400

HYGIENIST - PART TIME
for progressive, preventive oriented office. A scheduling system allows interaction with patients along with comprehensive treatment. An energetic team player desired with periodontal experience. 277-0050

HYGIENST- Part time for congenial Northville office. 1 evening & every other Saturday to start. Call to arrange an interview: 349-4111

INSURANCE BILLER
Must be experienced in computer billing. Part time. Novi office.
473-2980

Internal Medicine - Front Desk
Peg board, insurance billing, patient billing, phones, 4 days per week. Experience only. Canton. 981-1554

LEAD MEDICAL ASSISTANT
for high volume internal medicine practice in Southfield. Minimum 3 years experience required.
Please call Dev 360-8397

LPN: Part-time for home health visits, assessments & on-site aide training. 1 or 2 days per week. Need own car. Call 741-9638

LPNs/RNs
Full and part time. All shifts. Looking for committed, professional personnel that have the integrity to maintain their high standards of nursing practice to join our progressive, dedicated, and growing team.
Lasher Hills Nursing Center
354-3222

MEDICAL ASSISTANT - Full time & part time, Minimum 2 yrs. experience. Novi & Redford offices.
Call: 476-0035

MEDICAL ASSISTANT needed. Southfield office. Part-time. Willing to travel. Experience preferred. Call Dawn. 557-5625

MEDICAL ASSISTANT-PART TIME
experienced, for internal medicine practice. Southfield. 557-8803

MEDICAL ASSISTANTS
for growing endocrine practice. Experience with front office & phlebotomy skills. Willing to share various office duties. Full & part time. Wage negotiable. 737-7005

MEDICAL ASSISTANT
Looking for top of the line Assistant for active practice. Must be a hard working individual. Experience preferred. Salary $8.50 depending on experience. Full or part-time. Novi/Livonia area. Call: 478-4839

MEDICAL ASSISTANT
Part & full time.
Industrial clinic. Troy area.
Call 689-7100

MEDICAL ASSISTANT
Experienced in all phases of doctor's office. 30 hr. wk. Pleasant non-smoking Bloomfield office. 333-7977

MEDICAL ASSISTANT/LPN/RN
5 years or more pediatric experience for busy pediatric office. Part time. Linda or Lynn. 841-0514

MEDICAL ASSISTANT - LPN, or RN. Plymouth area. Experienced only. Full time dermatology office. Benefits. Call Norma. 996-8783

MEDICAL ASSISTANT needed for busy Southfield internist. Must be experienced with EKG, chest & sinus x-rays, PFT & Vena Puncture. Full time position. 350-2440

MEDICAL ASSISTANT - Experienced, part time. Knowledge of X-ray, EKG and venipuncture. Southfield area. 354-3131 (Mon.-Thurs.)

502 Help Wanted Dental-Medical

LPN'S & RN'S
Nurses needed to work full & part-time. Days & afternoon shifts. Apply at: Charter House of Farmington Hills, 21017 Middlebelt in Farmington Hills, or call: 476-8300

MEDICAL ASSISTANT/X-ray Tech
experienced for doctors office located in Westland & Livonia. Ask for Mimi729-3060: 697-7431

MEDICAL ASSISTANT
for Podiatric office in Farmington Hills. Pleasant personality, chairside skills, some office experience helpful to work Mon., Tues. & Wed. 9-5:30pm; Sat. 9-12pm. For interview call 478-1150

MEDICAL ASSISTANT
Hardworker, flexible. Approximately 30 hrs. per week. 20331 Farmington Rd (S. of 8 Mile). 478-1100

MEDICAL ASSISTANT
Needed part time for pediatrics office in Livonia. Some front desk experience preferred.
Contact Debbie at: 477-7034

MEDICAL ASSISTANT needed for busy office, Southfield area. Salary, benefits and bonuses. Send resume to: Office Manager 1769 Fort St., Lincoln Park, MI 48146

MEDICAL ASSISTANTS - several full time & various part time openings at Oakland & Wayne counties. 6 month experience required. $1120 to $1280 per month. Call Martha to schedule an interview. Tempro Medical. 443-5594

MEDICAL BILLER, PART TIME
MBS Experience helpful.
OB/GYN office, Southfield.
Call Barbara, 358-5904

MEDICAL BILLERS
Many physician offices looking to upgrade Billing Staff - outstanding new openings for Insurance Billers with at least 1-2 years experience. DME/IV infusion company billers - posh corporate & regional offices, terrific benefit and compensation package - you will really be appreciated! Lots of advancement potential! Contact Diane Detter, 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL BILLER. Full-time position. Experience necessary. Ask for Phyllis: 424-8356

MEDICAL BILLER
Wonderful job. Great appreciation. Great benefits. Good people. Own office. In Troy. 642-1411

MEDICAL BILLER - immediate opening for MBS Biller, 2 yrs. experience minimum. Competitive salary & benefits. Call Beth today to schedule an interview 443-5594

MEDICAL FILE CLERK
Part-time for busy West Bloomfield internal medicine practice. Medical experience helpful, organization and phone skills a must. Monday-Friday. Benefits. Call Human Resources Dept., 8:30am-5pm at 799-4335

MEDICAL OFFICE MANAGER
We are seeking a highly skilled medical practice office manager. The ideal candidate will have several years of experience in an OB/GYN practice. Knowledge of medical billing and financial analysis/reporting is imperative. The ideal candidate must have two plus years of management experience. We are offering an attractive benefits/compensation package. All those interested send resume to: Sinai Ambulatory Services Division, 27704 Franklin Rd., Southfield, MI., 48304, or call Human Resources at 313-799-4335

MEDICAL Receptionist/Secretary. Full time & part time. Minimum 2 yrs. experience. Flexible & dependable. Novi office. 476-0035

MEDICAL RECEPTIONIST for busy Pediatric Office. Experience not as important as high level of energy & pleasant personality. Send resume to: Box 470
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST
Full time, experienced. Resumes to: Mrs. Harrison. P. O. Box 82207, Rochester, MI 48308

MEDICAL RECEPTIONIST needed. Computer experience helpful. 2-3 days per week. Bloomfield Twp. area. 646-3323

MEDICAL RECEPTIONIST
experienced, for busy multi-specialty office. Knowledge of insurance types, computer, busy phones, detail oriented, full time. W. Bloomfield. 855-7407

MEDICAL RECEPTIONIST
One year experience for busy ENT office. Computer knowledge helpful.
Send resume to: Box 448
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST
Friendly & outgoing, for busy multi-physician orthopedic practice in Farmington Hills. Computer & medical experience preferred. 474-1790

MEDICAL RECEPTIONIST - Immediate full time openings in W. Bloomfield & Royal Oak. 1-2 yrs. experience required. Computer a plus. $14700 to $16800. Call Rachel at Tempro Medical. 443-5594

MEDICAL RECORDS SECRETARY - full time for Oak Park home health agency, 2/yrs medical records experience, medical terminology, CRT a plus. Competitive salary, good benefits, call 968-5300 ext 439

MEDICAL RECORDS person needed for full time position for 53 bed nursing home. Must have good clerical & organizational skills & an eye for detail. Long term care experience a plus. Call or send resume to: Shirley, Wayne Convalescent Center, 34330 Van Born Rd., Wayne, MI 48184. 313 721-0740

MEDICAL SALES PERSON
Experience necessary. Prefer background & negotiations with HMO's, PPO's and/or hospital satellites.
Call 853-2000
Voice Mail ☎ 7032

MEDICAL SECRETARY
Corporate hospital headquarters. Experience with Word Perfect. Medical terminology a plus. Call Meredith at 645-7662 or 799-3946
Uniforce Temporary Services

MEDICAL TRANSCRIPTIONIST
Come & work with us. We offer benefits & welcome new students. Experience helpful. Call Gale 353-1155

NURSE AIDE- LIVE IN
Petite elderly female recovering from a stroke needs your commitment. Lovely West Bloomfield condo, private bedroom & bathroom.
HEALTH CARE PROFESSIONALS
357-7065

NURSE AIDE
wanted. Must have references. Must be experienced. Call 3pm-6pm only: 442-0352

NURSE NEEDED for busy Pediatric Office in the Plymouth area. Experience necessary. Part-time. Send resume to: Box 478
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

NURSING AIDES
Full time. All shifts. Looking for committed, professional personnel that have the integrity to maintain their high standards of nursing practice to join our progressive, dedicated, and growing team. Lasher Hills Nursing Center. 354-3222

NURSING ASSISTANTS
Are you a caring person searching for a new career? Earn while you learn in an Obra approved nurses aide training program. For more information call: Jennifer Meeks, In Service Director At: 326-6600

OCCUPATIONAL THERAPY
COTA for geriatric work, suburban area, full time, excellent salary, benefits. Call 852-6811.

502 Help Wanted Dental-Medical

MEDICARE BILLER - full time for Oak Park home health agency, knowledge of Medicare billing, 458 - 486, UB82-UB92 required. Computer experience necessary, excellent benefits, call 968-5300 ext 439

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

NURSING UNLIMITED
540-2360

NURSING OPPORTUNITIES
Multi-specialty group practice has immediate openings at our suburban locations for the following positions:

RN
Monday-Friday, day shift in Pediatrics Department. Must be able to travel to multiple locations.

NURSING SUPERVISORS
Two positions available. Departments of Surgery and OB/GYN. Responsible for supervision of clinical support staff for multiple locations. RN (BSN preferred) and minimum 2 years supervisory experience required.

NURSING COORDINATORS
For internal Medicine at Livonia location and OB/GYN at Southfield. RN with strong clinical background and supervisory experience.

LPN
Full-time for Internal Medicine Department.

Related specialty and ambulatory care experience required. Interested candidates please send resume to:

Recruiter/Nursing
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI., 48377

A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

OFFICE MANAGER/Receptionist for psychologists office in Livonia. Part-time 25-30 hrs. wkly. Medical Billing/Computer experience necessary. Must have excellent communication skills. Mail resume to: Office Manager, 31584 Schoolcraft Livonia, MI 48150

OPHTHALMIC TECHNICIAN
Experienced, certified. Refractions, contact lenses, visual field. Birmingham/Bloomfield ophthalmology office. Send resume in confidence to: 6255 Inkster Rd. Garden City, MI 48135

OPHTHALMOLOGY ASSISTANT
Refaction, visual fields, contact lenses, A&B scans, photography, typing, scribbing. Single Prectioner. Will teach surgical assisting. 362-4262

ORTHODONTIC ASSISTANT
3 to 4 days in a progressive practice in Ann Arbor/Brighton. Dental experience required, orthodontic experience preferred. Call Mon. thru Thurs. 313-747-8700

ORTHODONTIC CHAIRSIDE Assistant for our busy Canton office. Part or full-time. Must have pleasant personality & looking for long term employment. Benefits included. 981-2444

PHYSICIAN'S ASSISTANT
Experienced in cardiology. Resumes to: Mrs. Harrison, P. O. Box 82207, Rochester, MI 48308

PODIATRIC ASSISTANT/ RECEPTIONIST
Wanted for Berkley office. 25 hrs. Call Kim: 546-0640

RECEPTIONIST - Experienced Only Knowledge of computers, medical terminology and insurance billing. Full time, Plymouth office. Call Norma 996-8783

RECEPTIONIST
Immediate opening in suburban x-ray clinic. Excellent salary and fringe benefits. Send resume to: Southfield Radiology Associates, 15001 W. 9 Mile Rd., Suite 110, Southfield, MI 48075

RECEPTIONIST - Full time for fast paced medical office. Computer & telephone experience helpful. Salary commensurate with experience. Excellent benefits. 473-8440

RECEPTIONIST Part-time
For Southfield office, primarily Tues & Thurs. Terrific phone voice and outgoing personality a plus. Experience with COMMAND Dental Systems preferred. Laura 354-1555

RECEPTIONIST - full time to doctor OB/GYN, computerized office. Experience required. Bloomfield Hills. Call Sandy 1-3pm 338-8915

RECEPTIONIST - Full time, medical, experienced. Must know computer billing, medicare, Blue Cross insurances. Garden City. 261-5580

RECEPTIONIST ASSISTANT - Part time. Office experience necessary, dependability a must. Hours: Mon. 3-6pm, Tues. 8am-5pm, Fri. 3-6pm, Sat. 8am-Noon. Please call Levine Chiropractic Clinic, 855-2666

RN/LPN
We have a need for a caring nurse to fill a part-time/full-time position on 3-11 shift. This is a small facility with a homey atmosphere. Paid holidays and vacations, benefits package. Please apply in person:

Alexander, A Marcy Living Center
719 West Fourth Street
Royal Oak, MI. 48067
EOE

RN or LPN
for Birmingham pediatrician office, part time & relief. Please call Jan at 645-1740, or mail/bring resume to 503 Pierce, Birmingham, MI., 48009.

RN, QA SUPERVISOR
For home care agency in Brighton. Excellent communication & home care skills required. Salary commensurate with experience. Excellent pay & benefits.
Family Nurse Care 229-5683

RN'S
all specialty areas
all shifts
RN's/LPN's/CNA's
Nursing Homes & Private Duty
Live In Assignments
Health Care Professionals
Southfield. 357-7080
Dearborn. 563-0056
Ann Arbor. 747-8070

RN's/LPN'S FULL/PART-TIME
- 3 to 11 & 11-7 shifts
- RN/LPN relief weekend supervisors
- 7-3 & 11-7 shifts

Send resume to:
Jewish Home for Aged/Borman Hall
Attention: Jayne Erickson, RN, Director of Clinical/Nursing Services
19100 W 7 Mile Rd.
Detroit, MI 48219
An Equal Opportunity Employer

RN'S/LPN'S WE NEED YOU!
LPN'S earn up to $20/hour.
RN'S earn up to $40/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(313) 229-5683 (313) 455-5683

R.N., L.P.N., M.A.: Full or part-time up-scaled busy Dermatology practice in Southfield. Liberal fringe benefits. Competitive pay scale. 559-0621

502 Help Wanted Dental-Medical

RNS/LPNS
Full and part-time positions on 3-11, 11-7 shifts for skilled 60 bed nursing home. Benefits available. Willing to train. Apply at: Wayne Total Living Center, 4427 Venoy, (middle building), Wayne.
An Equal Opportunity Employer

RN's • LPN's HOME HEALTH AIDES
Do you enjoy setting your own schedule and working at your own pace? We can provide a variety of home care clients to suit your special needs. If this sounds interesting, call VISITING CARE today!
344-0234

RN with BSN Degree or 5 years OB-GYN experience, approximately 28 hours per week. Call Mary, Tues. or Weds. 2 to 4 PM 338-8915

TRANSCIPTIONIST, part-time position for energetic person who can do transcription & filing for busy ENT office. Ask for Jan: 855-3800

X-RAY TECHNICIAN
Registered, wanted part time for Farmington Hills clinic, 4-12 hours per week. Please call 471-0675

X-RAY TECHNOLOGIST
Afternoons. Must be CMA certified & experienced. Please send resume to:
Medical Administrator
5050 Schaefer
Dearborn, MI 48126

XRAY TECH
Registered. Fluoro, Mammo.
For a busy clinic in Northville.
Full or part time. 349-2870

504 Help Wanted Office-Clerical

ABLE SECRETARY - Headquarters, national multi plant company, requires experience in word processing, personal computers, correspondence, organizational & auditing skills, confidentiality & ability to perform various tasks for administration group. Compensation dependent on past experience & capabilities. Send resume to: Mr. Kent, Lifetime Doors, Inc., 30700 Northwestern Hwy., Farmington Hills, MI 48334. 851-7700

ACCOUNTING CAREERS
ACCOUNTS RECEIVABLE CREDIT & COLLECTION CLERK
1-2 years experience. Work independently. Good communication skills. Great benefit package. $16,600.

ACCOUNTS PAYABLE CLERK
3 years experience. Busy position with large growing company. Great opportunity. $20,000.

ALL FEES COMPANY PAID
PERMANENT STAFF
Troy: 585-2720
Farmington Hills: 737-5750

ACCOUNTING
Full charge accounts payable clerk. Apply in person, 30930 Industrial Rd., Livonia (between Merriman & Middlebelt).

ACCOUNTING CLERK
Follmer, Rudzewicz & Co. PC, one of Michigans largest independent CPA firms has several clients in the Romulus & Plymouth area looking to hire experienced Accounts Payable & Accounts Receivable Clerks. Strong candidate will have computer skills & an exposure to bookkeeping. If interested please send complete work & salary history in strictest confidence to Attention: ACRP
Follmer, Rudzewicz & Co.
26200 American Dr., Ste. 500
Box 5004
Southfield, MI. 48086-5004
Recruiting for EOE.

ACCOUNTING
Want a Permanent Job?
Look at this option:
The latest employment trend shows an increase in "Temp to Perm" placements.

Include this opportunity in your job search. Your ONLY investment is your time. Call for details.

354-2410
ACCOUNTANTS ONE
Agency Fee Paid

504 Help Wanted Office-Clerical

STAFF ACCOUNTANT for Farmington Hills CPA firm. 3 years minimum experience. Mail resume to: Friedman, Genu, Kaplan, PC., 32300 Northwestern Hwy.,Suite 210, Farmington Hills, MI., 48334.

ACCOUNTING DEPT. CLERK
With filing & data entry experience needed for builder/developer located in Novi. Resume w/cover letter to:
Accounting Manager
7380 Meadowridge Circle
W. Bloomfield, MI 48322

ACCOUNTING
Property management company is seeking a person for Accounts Receivable & Collections. Lotus & WordPerfect a plus. $16,000 to $20,000 plus benefits. Send resume to: Controller, 29548 Southfield Rd., Suite #200, Southfield, MI., 48076.

ACCOUNTS PAYABLE
Requires previous experience in A/P and computerized accounting. Send resume with salary history to: Accounting Supervisor, Travel Charter, 1120 E. Long Lake, Troy, MI 48098.

ACCOUNTS PAYABLE CLERK
Entry level position. Accounting knowledge & computer experience essential. Please send resume to: Human Resource Dept., 12811 Farmington Rd, Livonia, MI 48150

ACCOUNTS PAYABLE
Michigan's leading Steelcase furniture dealership is seeking conscientious individual experienced in accounts payable. Must be quick and accurate with details and have working knowledge of Lotus 1-2-3 and/or Excel. Full-time with excellent benefits. Please send resume and salary requirements to:
Contract Interiors
Attn: Human Resources
10 Oak Hollow
Southfield, MI., 48034

Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Accounts Receivable, data entry & related duties. Accounting experience a plus. Send resume to: 13050 Northend Ave., Oak Park, MI 48237

ACCOUNTS RECEIVABLE CLERK
Strong computer skills & accounting knowledge, experience required. Challenging position with opportunity for increasing responsibility. Progressive company. Apply in person: Plus Marketing Corp. 32680 Capitol, Livonia.

ADMINISTRATIVE CLERICAL POSITION
Entry-level. Apply in person:
26450 Haggerty Road,
Farmington Hills, MI 48331

ACCOUNTS RECEIVABLE CLERK
No experience necessary. Fast growing company looking for a hardworking individual that will be responsible for filing, minor computer work and accounts reconciliation. Excellent wages, benefits & career opportunity. Send resume to, or apply at: Desoutter Inc. 11845 Brookfield Ave., Livonia, E of Farmington, off Capitol.

ADMINISTRATIVE ASSISTANT
Residential multi-family builder/developer seeking secretary for administrative duties. 55 wpm, WordPerfect 5.1 and Lotus. Full time, permanent. Full benefits. Telegraph/13 Mile area. Send resumes to: Box 472
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
N.W. Detroit Technical Society seeks highly organized self starter willing to work without close supervision & who has excellent communications skills, both written & oral, capable of assuming a wide variety of responsibilities such as seminar tracking & maintenance of complex DeTaBases. 3-5 yrs. secretarial experience preferred. Strong computer skills essential. Knowledge of WordPerfect 5.1 & Lotus helpful. Typing 55-60 wpm. Send resume & salary requirements to: Personnel Director AA P.O. Box 19346 Detroit, MI 48219.

OFFICE CLERK
The Administrative Services Department of our healthcare computer services company has an immediate opening for a full-time Clerk to copy and collate documents, do typing and wordprocessing projects, and fill in for other clericals when needed, including providing occasional switchboard coverage. Candidates must have one or more years general office experience including word-processing experience, good proofreading skills, a good telephone manner and willingness to work as part of a team. Experience with WordPerfect and Lotus preferred but not required. Pay range $7.50-$8.50 per hour. Please send resume to:

CSC Healthcare Systems
34505 W. 12 Mile Road, Suite 300
Farmington Hills, MI 48331

Smoke-free environment. Equal Opportunity Employer M/F/D/V.

SINAI HOSPITAL

Administrative Secretary
Sinai Hospital is a growing, progressive teaching facility with a solid focus on the future. Our continued success has created an outstanding opportunity for an Administrative Secretary at our Rose Imaging Center in Farmington Hills.

The selected candidate will perform various secretarial and administrative duties such as composing complex correspondence, relaying confidential information, developing reports, maintaining files, and assisting in monitoring department budgets.

To qualify, you must have at least one year of business school training and a minimum of two to three years' job-related experience, including proficiency in Lotus and WordPerfect 5.1. Outstanding guest relations/interpersonal skills are essential.

As a solid and growing health care facility, Sinai offers a highly competitive compensation and benefits package. To apply, please send your resume to: Jan McCarthy, Sinai Rose Imaging Center, 32005 Northwestern Hwy., Farmington Hills, MI 48334. Equal Opportunity Employer.

Sinai