EMPLOYMENT

500 Help Wanted

SALES - Hardworkers only need apply. Must be in good physical condition. Apply in person, ask for Mark or Dan, at Nobles Landscape Supply, 29450 W. 8 Mile, W. of Middlebelt.

SALES/TECH POSITION
Looking for that special person: a high performance race car enthusiast with mechanical background, a must. Good benefit package & advancement opportunity for career minded individual. Send resume only. No phone calls accepted.
Dart Machinery
353 Oliver Street
Troy, MI, 48084

SEASONAL LABORER
Canton Township is accepting applications for Seasonal Laborer. To perform routine manual labor and maintenance work. 40 Hr. work week. $6.00 per Hr. Must possess a good driving record. Applications must be picked up at the Canton Township Personnel Division, 1150 S. Canton Center Road, Canton, MI 48188. Last date for filing completed application: 11-23-93 at 4PM. No phone calls please. The Charter Township of Canton does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of serices.
An Equal Opportunity Employer.

Seasonal & Long Term Positions In
Troy, Sterling Hts. Mt. Clemens
Production, Retail, General Labor, Light Industrial. $5.00 to start
Must have reliable transportation & be eager to work!! Apply in person at: 23880 Schoenherr (at Groesbeck) or call 771-3212, ext 204

SECURITY OFFICERS
Full or part-time.
Call 474-5888

SECURITY OFFICERS
Pinkerton has positions available in the Farmington, Plymouth and Westland areas.
- Uniforms furnished
- Medical benefits available
- Premium pay

For more information call our 24 hour applicant line at (313) 354-1206 anytime.
Pinkerton Security
22190 W. Nine Mile
Southfield
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

SECURITY OFFICERS
Full and part time openings, local area. Apply 2240 Middlebelt, Suite 217, Garden City. 261-6290

SECURITY
20 positions open for responsible security officers in traffic control. Full time/part time, & holiday positions. Day & afternoon shifts. $7 per hour to start. MUST HAVE PHONE & CAR. VALID DRIVERS LICENSE A MUST!! Call 9:30-4:30, Mon thru Fri. 422-0515

ServiCar of Michigan
First class private transportation company is now seeking to fill the following positions: School Bus Drivers, Bus Attendants, Utility Yard Persons, Motor Coach Drivers. ServiCar specializes in servicing the mentally & physically disabled as well as providing transportation for special events. Must like working with children. Must be flexible. If applying for a driver's position, must have a good driving record & obtain temporary CDL-BP upon hire. Apply in person at: ServiCar of Michigan, 4354 Normandy Ct, Royal Oak.

SERVICEMAN - WINDOW/DOOR
Experienced in aluminum, wood & vinyl windows. Steel entry & garage door experience a real plus. Liberal, progressive Livonia based company. Salary negotiable.
Call Amy or Mike 522-3777

SERVICE PERSON for commercial & residential garage doors & operators. Experienced only need apply. Apply in person: 25739 Van Born, Taylor, MI.

SHIPPING CLERK
In Troy based company is seeking an individual with excellent organizational skills to handle all of our shipping requirements. Experience in UPS, RPS, and Federal Express required. To apply for this entry level position, please send your resume to:
Box 618
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SNOW REMOVAL LABOR needed. Must have transportation & be available. Livonia area. 522-0710

SNOW PLOW DRIVERS
Experience necessary, no truck needed. Good driving record. 525-3163

SNOW PLOW DRIVERS
with trucks, top wages
422-3232

SNOWPLOW DRIVERS
With or without truck. 1 location. Livonia area. Repair facility available. 347-1180 or 427-9790

SNOW PLOWING/FARM HELP
Part/full time (odd hrs). Experience preferred but willing to train. Serious inquiries. Plymouth 459-0655

SNOW PLOW Operators - Clean driving record, your truck or ours. Laborers also needed. Experienced only. References a must. 788-3800

SOFTWARE CONSULTANT
To $1500/wk.
524-1500 Fax 524-2461
Personnel Data Report Corp.

SOUTHFIELD - news monitoring firm has several positions open. Day and night shifts available. Requirements are: language skills, Word Processing, analytical ability and interest and/or experience in video editing. Computer literacy and affinity highly desirable. These requirements apply to all positions we have open. We will train. All full time positions are salaried, with benefits. Please send resume to: VMS, Personnel Dept., 26400 Lahser Rd., Suite 312, Southfield, MI 48034.

SPORTS SCOREPHONE ANNOUNCER
Good opportunity for communications major with general sports knowledge for part-time work. Must be available weekends and holidays. $5.00 per hour.
Call John Dobbs, 313-540-2148

STOCK INVENTORY & Paint Mixer. Experience necessary. Full & part time. Good eye for color. I-75/Rochester Rd area. 524-3633

STOP! Look no further! Metro Detroit Audio/Visual Company seeking Technician/Driver. Candidates will be neat in appearance & possess a clean Michigan driving record. Experience helpful, but not necessary. We are only looking for a few good individuals! If thats you, please send resume to:
Box 672, 29209 Northwestern Hwy, Southfield, MI, 48034.
An Equal Opportunity Employer

SUPERVISOR
We have excellent entry-level opportunities for self-motivated individuals looking for a challenge. These positions will be responsible for a staff of 10+ people in our fast-paced Servicing Division. Qualified individuals must have 1-2+ years of supervisory experience, preferably in mortgage servicing or a financial institution, and possess strong leadership ability. Knowledge of PCs is a plus. One position will have hours Mon-Fri, 11:30am-8pm. We offer a very competitive benefit package. Qualified candidates should send a resume stating salary requirements to:
SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27555 Farmington Rd.
Farmington Hills, MI, 48334

COMPUTERIZED SWITCHBOARD Operator, full time. Experience preferred, but will train.
Ask for Judy, 591-4555

500 Help Wanted

TAX PREPARER
Plymouth area CPA firm seeks experienced individual income tax return preparer to prepare computerized tax returns. Feb.-April. Send resume to:
Drawer 5520
Plymouth, MI 48170

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

KINDERCARE LEARNING CENTER located at 37703 Joy Rd. in Westland has openings for Teacher & Teacher Aides. Position includes comprehensive benefit package including:
- Paid holidays, vacation & personal days
- Medical & dental plan
- Educational assistance
- Childcare tuition discount

Individuals interested are requested to apply in person.

TEACHER ASSISTANT
Experience preferred to work in Novi area preschool. Part time. Begin January. 348-3820

TEACHER - PART TIME
Experienced with young children. Degree in early childhood education. Call Computer Tots, 953-0450

TEACHER/PRESCHOOL - Full time with benefits. Requires degree in Early Child Development, experience planning and implementing a developmental, play based nursery school program and supervision of staff. Need good leadership, communication and organizational skills. Hours 10 am - 6 pm

INFANT ASSISTANTS & AIDES - Full-time with benefits. Requires experience in infant/toddler care. Split shift 7:30 am - 10:00 am and 1:00 pm - 5:30 pm.

SUBSTITUTE/CCONTINGENT - needed on an on-call basis.

Qualified applicants can apply at:

Seton Day Care
29475 Inkster Road
FarmingtonHills, MI
(5th driveway north of 12 Mile)

Affiliated with St. Vincent and Sarah Fisher Center

We are a smoke-free environment

An Equal Opportunity Employer

TEACHER'S AIDES
Montessori school in Farmington Hills needs teacher's aides. Call Cecilia for appointment, 851-4166

TEACHER'S AIDE NEEDED
School experience required.
Call Novi-Northville Montessori
313-348-3033

TEACHER'S ASSISTANT/Caregiver for child care center in Farmington. Experience preferred. Flexible part time or full time. Jan. 261-5367

TEACHERS - Experienced, certified, upper elementary and intermediate. Afternoon and late afternoons. Please call Mon-Thur, 9-5pm & Fri. 9-2pm 557-9360

TEACHERS'S AIDE, part time for afternoon work at a Farmington Hills nursery school. Please call after 10am. 476-3111

TEACHER/Teacher Assistant for private child care center in Redford/Plymouth/Northville areas. Experience & or early childhood background. Call Mon-Fri 9-5, 420-3553

TEACHING ASSISTANTS needed for nationally accredited child care center in Livonia, full and part time, great benefits. 525-5787

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

TELECOMMUNICATIONS
Sales People needed.
We need you!
(313)677-0339

TELEMARKETING PROFESSIONALS
Due to expansion, PageNet, the nation's largest paging company, has immediate part time openings in our Farmington Hills office. We are looking for enthusiastic, assertive individuals to set appointments for our outside sales representatives. Morning & afternoon shifts available. An hourly rate of $7/hour + a lucrative commission plan is offered. Telemarketing experience preferred, but not required. If interested, call 518-8471 & leave a detailed message, including prior work experience, name & a number where you can be reached.

TELEPHONE REVIEW AND VERIFICATION
$7.00 PER HOUR
High earnings working in our West Bloomfield Executive Offices. You must have an excellent telephone personality, voice quality and ability to review and verify the accuracy of new member applications.

Office/phone experience helpful.

Life and Health care, paid holidays and vacations, tuition reimbursement and much more.

Call between 9:00a.m. - 5:00p.m.

NATIONAL CREDIT CORPORATION
855-0782

TELLER
PART TIME
One of Michigans leading savings institutions has positions available as follows:

TELLER POOL - Will work Mon. & Fri., and a third weekday at branches in and near Bloomfield & Farmington. Must have personal transportation.

Positions offer public contact with excellent working conditions, competitive pay & paid training program. Candidate must have a good math aptitude & light typing ability. Cash handling experience desirable. Apply in person Mon thru Fri, 10am to 2pm at the First Federal Building, corner of Woodward & Michigan, Personnel Dept. 5th floor. Or 9:30am to 3:30pm at any convenient branch office location. It is the policy of First Federal to conduct pre-employment drug testing.

FIRST FEDERAL OF MICHIGAN
1001 WOODWARD
DETROIT, MI 48226
An Equal Opportunity Employer

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

TOW TRUCK DRIVER, with or without truck, male of female, for Redford area. 40%-50% commission. Call Tom 9am-4pm: 531-3159

TRANSPORT SERVICES
Must have good driving record. $8/hr. Our vehicle or yours. 842-8153

TRAVEL PROFESSIONALS
HMHF Travel Corporation is seeking enthusiastic Reservationists with excellent phone presence. Computer and or typing skills are required. Sales & travel experience is an asset. Excellent pay scale. Various shifts available. Please apply in person...Monday through Friday... 9am-5pm... No Phone Calls
29566 Northwestern Hwy.
Southfield

TRUCK DRIVERS - Full time must have CDLB License. Local runs only. Full benefits including 401K. Redford area. Applications taken 9am-11am & 1pm-4pm. Write-On Industries, 12540 Beech Daly Rd. Redford.

500 Help Wanted

TELMARKETING CONSULTANTS
Olan Mills Portrait Studio has immediate openings for enthusiastic, reliable individuals for our telemarketing offices in Livonia & Garden City. Sales experience helpful. Excellent earning and training program provided. Full or part-time AM & PM shifts available. Advancement opportunities. Seniors & housewives welcome. Call 9AM-12 or 5-9PM: 261-1854

TRAINEES WANTED
National financial services company willing to train outoing individuals in its collection dept. this is an entry level position with advancement opportunity. Please send work history to P.O. Box 9066, Farmington Hills, MI 48333.

TRUCK DRIVER needed for Southeastern Michigan deliveries. CDL-B license. Part-time. References. 525-2980

TRUCK DRIVER wanted for a metal distribution center. CDL Class A license required. Full time employment with benefits. Hourly pay. Send resume to: Personnel, P. O. Box 757, Novi, MI 48376

TYPESETTER
Permanent part time, experience on Compugraphic helpful. In Plymouth. 451-6870

UPHOLSTERER - Clean, production manufacturing environment. Full time/part-time. Some experience preferred. Pay commensurate with skill level. 464-1666

VALETS NEEDED
Must have own transportation & knowledge of stick shift.
450-1845

WALLPAPER HANGERS
Reliable & experienced with dependable transportation.
Call: 953-0709

WANTED - for W. Bloomfield family entertainment complex positions available in food service & skating depts. Must be 18 or older, apply in person after 2pm US Blades, 5700 Drake Rd. W. Bloomfield 661-4200

WAREHOUSE
Immediate opening on the midnight shift for dependable person with some experience in shipping & general warehouse duties. Full time position with benefits. Apply Mon. thru Fri. after 2pm only, Frank W. Kerr, 43155 W. 9 Mile, Novi.

WAREHOUSE WORKER for restaurant equipment repair company. Must be mechanically inclined. $7.00 per hr. to start, plus benefits. Send reply to: Olender Equipment, 35387 Schoolcraft Rd., Livonia, MI 48150. NO calls please.

WELDER/FABRICATOR
Truck equipment, mechanics. Must have tools. Full time employment. Westland. 595-8850

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.

WELDERS
Several long term positions available for Wixom based client
We Need You!
Please call or send resumes to:

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

WIRE EDM OPERATOR
Must be able to program & set-up machine. Val-U-Tool & Gage Co., 27875 Joy Rd., Westland.

WRECKER DRIVERS, Mechanics & Station attendants. Immediate openings for day/evening shifts. Must be cleancut, honest & dependable. Excellent pay for qualified applicants. Apply to Rick, Maple Rd. & Crooks Mobil. 362-1990

WRITER
Technical/Creative Writer to develop owner publication for the automotive industry. Must have proven writing experience & ability. Must be comfortable interacting with clients. Only motivated, enthusiastic employees need apply. Send resume & cover letter to: Owner Pubs, PO Box 2444, Dearborn, MI 48123-2444

502 Help Wanted Dental-Medical

ACTIVITY COORDINATOR
A new position exists at Oakbrook Common, a retirement community in Dearborn, MI. We are seeking an individual to supervise all programmatic aspects of the Terrace at Oak Court, a 15 apartment early Alzheimer residential area.

Requirements include a minimum of an Associate's degree with experience in activities, social services, nursing, or occupational therapy.

This is a full-time immediate position which includes a rotating weekend schedule and a benefit package.

Interested candidates may send a resume or apply in person, November 22, 23 or 24 from 10 AM. - 12 Noon. OAKBROOK COMMON, Human Resources Department, 15351 Rotunda Dr., Dearborn, MI., 48120.
An Equal Opportunity Employer

OAKBROOK COMMON
A subsidiary of
Oakwood Health Srvices

APPOINTMENT SECRETARY
Dental office in Garden City/Dearborn Hgts., need mature - team member with dental experience to answer phones, collect money, make appointments, handle computer, etc. Full time w/some eves/weekends. Call 421-6200

Billing
RESIDENT ACCOUNTS MANAGER
Full-time position available in a SNF for an experienced individual. Experience with Medicare, Medicaid and other private insurance billing desired. Thorough knowledge of ancillary charges, posting procedures, 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 multi-specialty 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

CHIROPRACTIC RECEPTIONIST
Must be familiar with office equipment. Energetic & friendly. 30 hours weekly. Farmington Hills. 474-4383

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

CYTOTECH
Part-time or contingent position, flexible hrs. weekdays or weekends. Apply in person or send resume to:
Citation Clinical Lab
23775 Northwestern Highway
Southfield, MI., 48075.
Attn: Cytology Position

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

502 Help Wanted Dental-Medical

CARING PEOPLE NEEDED
We are looking for caring people who want to work with the elderly in their homes. Compassion & good attitude a must! Experienced and/or certified only. Call Marie or Linda at: ELDERCARE 646-6880

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

DATA ENTRY CLERK
National home healthcare company has immediate full-time opening in its busy Southfield office.
Requirements:
- Self motivated
- Able to work well under pressure
- Type 50 WPM
- Working knowledge of medical terminology
- Excellent organizational skills

We offer benefit package with 401K & bonus program.

OLSTEN KIMBERLY QUALITYCARE
(313) 356-6800
EOE M/F/V/D

DENTAL HYGIENIST
Part-time position available for Hygienist with periodontal experience. Family practice with patients of all ages with emphasis on prevention. 277-0050

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

CHAIRSIDE DENTAL ASSISTANT
Quality oriented dental practice seeks experienced chairside assistant. Lab work a plus. Must be willing to learn. Position is full time. Salary & benefits commensurate with skills & experience. Looking for the right person to join our team. Reply to Box #774
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DENTAL ASSISTANT
With 2 years experience. Part-time. Livonia office. Call 478-2110

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

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., Tues., & Fri. afternoons and early evenings. Livonia location. 474-8100 or 344-1389

DENTAL ASSISTANT- part of full time position available for dynamic individual experienced in 4 handed chairside assisting. Certification in radiology & fabrication of temporaries are necessary. Dearborn office offering generous compensation for success oriented person. 581-5844

DENTAL ASSISTANT
Are you looking for an opportunity to grow with a very people oriented family practice? Do you have the caring & gentleness that would fit in with our team concept? Experience preferred. Salary commensurate with experience. Send resume in confidence to: Maple Family Dental Group, 1080 E. West Maple, Walled Lake, MI 48390

DENTAL ASSISTANT needed parttime for Dearborn Heights office. Experience or completion of dental assisting course a must. 561-9030

DENTAL ASSISTANT - Experienced, chair side assistant, needed for friendly, Livonia office. Full time. 427-2381

DENTAL ASSISTANT
Full time experienced chairside assistant for Bloomfield Hills practice, benefits. 338-4140

DENTAL ASSISTANT
About 20 hrs. in a warm, cheerful, growing Royal Oak practice. Experience preferred. 541-1388

DENTAL ASSISTANT
Full time position available in a progressive, growing practice. Chairside experience necessary. Excellent opportunity for the right person. Salary commensurate with experience. Call Chris: 624-6090

DENTAL ASSISTANT
Our busy Canton Dental office is searching for a fun, bright, energetic person with chair side experience who enjoys a fast pace. We offer a challenging career opportunity for the right self starter. Please call Lisa at: 981-5456

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

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

DENTAL COORDINATOR
Must love serving people while coordinating an intricate scheduling system, insurance, and collections. Excellent communication skills and an enthusiastic spirit required. Computer and dental experience a must. Full time. Farmington Hills.932-5650

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

DENTAL HYGIENIST
Thurs. evenings, every other Sat. Southfield office. Excellent pay. 355-9800

DENTAL HYGIENISTS ASSISTANTS
We need your expertise now. Come interview with the best-RDH Health Services! Earn extra money while working at great offices. No fee. 524-1963

DENTAL HYGIENIST - friendly, outgoing person needed for Mondays Noon-8pm. Troy family practice. Call 649-2668

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

DENTAL HYGIENIST
Part-time. 11 Mile & Woodward area. Call between 9 & 5: 398-4366

DENTAL HYGIENIST
Saturday a.m.'s 8:45 - 1:30. 18 per year. Beginning Jan .8, 1994. Farmington Hills. 851-8446

DENTAL HYGIENIST
Dynamic dental office looking for a Dental Hygienist with an outgoing, friendly personality. Excellent hours. Please call: 459-7176

DENTAL HYGIENIST
Needed for general practice. 14 Mile & Middlebelt. Full or part time, no evenings. Please call for interview, 626-9915

DENTAL HYGIENIST & DENTAL ASSISTANT
Part time for friendly, caring, and successful practice with focus on perio. Pay commensurate with experience. Mali, 569-6304

DENTAL LABORATORY seeking an aggressive marketing rep. Telecommunication & computer experience is a plus. Dental knowledge is a must. Excellent wage & benefits. Call Jim or Ed at: 525-4330

DENTAL PROFESSIONALS
You no longer have to be "just a Temp" when you need to fill your days off. When you join Peak Performers elite team, you become a respected and valuable "Provisional Team Member." Call 313-477-5777, for details. No fees. EOE.

502 Help Wanted Dental-Medical

DENTAL OFFICE
Needs part time Clerical Perio Assistant. Prefer experienced. Call Mali, 569-6304

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

DENTAL RECEPTIONIST
Are you enthusiastic? Are you warm? Do you place people's needs first? These are qualities our Royal Oak area dental office is looking for. Dental experience is a must with typing and computer skills a great help. If you would like to be a part of our team and be willing to make a strong commitment, we welcome your response. Excellent salary and benefits are available.
PO Box 725241
Berkley, MI 48072-5241

DENTAL RECEPTIONIST - Personable former chairside assistant with complete knowledge of front desk duties. Part time. 382-0710

DENTAL RECEPTIONIST
Full-time position for large group practice in Plymouth. Must be mature, energetic & organized. Computer & dental experience necessary. Nice change for a Dental Assistant. Excellent salary & incentive. Call. 420-2326

DENTAL TECHNICIAN
Seeking C & B Waxer and Finisher. Minimum 3-5 yrs. experience. Excellent wage & benefits. Westside. Call Jim or Ed: 525-4330

DIETARY 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, 38910 Six Mile, Livonia. 464-2772

EMERGENCY MEDICAL TECHNICIANS
Home care company is currently looking for emergency medical technicians to work in our patient care department. Qualified individuals must provide valid driver's license with a clean driving record. Contact Susie or Linda 459-3115

EXPERIENCED part-time medical receptionist needed for fast paced west-side medical offices. Modern facilities, excellent compensation. Travel required. Possible future fulltime. Contact: Peggy 737-7111

FILE CLERK/GENERAL OFFICE
For medical office. Some travel required. Full time. $5.00 an hour. 427-1660

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

FRONT DESK Dental Receptionist for friendly Farmington Hills office. Part-time to start. Computer experience helpful. Sherri 489-0777

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

FRONT OFFICE
Novi Dental Group 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 953-2000
Voice Mail ☎ 7114

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) 981-8829
UNITED HOME CARE SERVICES
2200 Canton Center Rd., #230
Canton, MI 48187

HOME HEALTH AIDE
Needed for female patient in Canton. Days & midnights available. Call between 10am & 4pm, 453-3980

HOME HEALTH AIDES
Immedite openings for local cases. All shifts available. We offer diversity and flexibility. Experience on CNA certification required. Call:

VISITING CARE
344-0234

INTAKE SPECIALIST
Large suburban HMO seeks individual for intake specialist. Responsible for the receipt and completion of requests for authorization outpatient procedures and/or surgeries, inpatient admissions and referrals. Requires two years of college credits in business, social science or health related field, including a formal medical terminology course. Knowledge of ICD-9 and HCPCS coding required. Two years experience in a health care and/or health insurance setting required. Excellent salary and benefits. Respond in confidence to:

HUMAN RESOURCES/IS
P.O. BOX 223
SOUTHFIELD, MI 48037

An Equal Opportunity Employer

LAB TECH
Full time (MLT). Experience in multi channel analysers. Rochester area. Call Mrs. Harrison. 656-3107

LPN'S/RN'S
Nurses needed to work full or part-time on our afternoon shift. Apply at:
Charter House of Farmington Hills, 21017 Middlebelt, Farmington Hills or call: 476-8300

MEDICAL ASSISTANT
Front office person for full/part-time. Experience in phlebotomy helpful. Call Barbara, 1-4pm, Mon.-Fri. at: 737-7005

FULL OR PART TIME positions available for Cardiovascular Technician with carotid experience, MA, RN & front desk clerk. Rochester/Romeo area. Resume to: Box 812,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL ASSISTANT
Experienced only. Part-time, 3 days. Orthopedic surgeons Southfield office. 557-1472

MEDICAL ASSISTANT
Part time. Active dermatology practice seeks a self motivated, energetic person. Call Kelly. 646-9387

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 Full time position. One year experience required. Must be good at Venipuncture. Novi office. Call 473-2980

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:
MED TECH MANAGER
P.O. Box 2519
Southfield, MI 48037

502 Help Wanted Dental-Medical

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

MEDICAL ASSISTANT, Receptionist & X-Ray Tech needed. Full-time. Experience preferred. Northville Area. 380-1340

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

MEDICAL ASSISTANT-Must have experience in doctor's office. Able to work with computers & have laboratory skills. 352-4880

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

MEDICAL ASSISTANT - Full time. Experienced for busy urology office. Apply in person Mon. & Tues. mornings, 9-11am: 17100 W. 12 Mile, Suite 3, Southfield.

MEDICAL ASSISTANT
Part time. Neat MA with minimum 1 year experience. Must know Venapuncture, EKG, & X-Ray. Approximately 32 hrs. per week w/2 evenings. Ask for Denise: 425-2090

MEDICAL ASSISTANT
For busy podiatric office in Novi.
3 days per week.
Call 546-6717

MEDICAL ASSISTANT-2 days. EKG, X-ray, injections a must. Experience necessary. Busy Birmingham internist. Sharon: 646-9130

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

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

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

MEDICAL ASSISTANTS
Full-time & part-time positions available for busy foot & ankle specialists. Farmington & Troy locations available. Experience preferred.
Send resume to:
Medical Assistant
P.O. Box 1053
Bloomfield Hills, MI. 48303-1053

MEDICAL ASSISTANT
Full & part time, great opportunity for the right candidate. Must have min. 4 yrs. experience with good clinical skills. All replies confidential. Please send resume to:
MEDICAL ADMINISTRATOR
5050 Schaefer
Dearborn, MI 48126

MEDICAL ASSISTANT
Needed for medical office in Southfield (4 days/10 hours). Must be proficient with Xrays, EKG's, Venapuncture, & Lab work. Comprehensive benefit package. Competitive salary. Send resume to: Key Employee Leasing, 400 Galleria Office Ctr, #215, Southfield, MI 48034-2184

MEDICAL BILLER/RECEPTIONIST
Must have excellent communication skills & experience in computer billing as well as accounts receivable collection. Requires management of Psychologist's office, 20-25 hours weekly. Mail resume to: Office Manager, 31584 Schoolcraft, Livonia, MI 48150

MEDICAL BILLER/ INSURANCE AUTHORIZATION
For busy specialty office at Children's Hospital. Experienced only. Knowledge of ICD/CPT codes, computer entry. Submit resume to:
Box 852
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLERS
Many new openings for physician office billers (cardiology, family practice, internist, oncology, & ophthalmology practices). Need Medic, SDM or diversitec expertise. DME/IV infusion billers with a variety of corporate office locations. Terrific salary packages, great benefits!
Send resume or call for details.
Diane Deiter: 932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL BILLER
Full-time position in progressive, fast paced cardiology practice. Candidates will only be considered when having experience with the Medic System and 3-5 yrs. recent billing experience. We offer competitive salary/benefit package. Qualified candidates should submit resume and desired compensation to:

Reimbursement Coordinator
NORTHPOINTE HEART CENTER
2525 Woodward Ave. - Ste 300
Berkley, MI 48072

MEDICAL OFFICE ASSISTANT needed in Westland office. 3½ days a week. Experience needed. Call after 5pm. 699-2333

MEDICAL RECEPTIONIST/BILLER
Temporary part time for Doctor's office, livonia area. 522-7176

MEDICAL RECEPTIONIST/BILLER
Experienced preferred
Southfield. 356-5273

MEDICAL Receptionist, part/full time for busy OBGYN office. Send Resumes: 23800 Orchard Lake, Ste. 212, Farmington Hills 48336

MEDICAL RECEPTIONIST
Part-time, for busy Livonia practice. Looking for someone with computer experience and ability to work a variety of hours.
Call 953-2000
Voice Mail ☎ 7116

MEDICAL RECEPTIONIST needed full-time for busy foot & ankle specialists. Troy location. Minimum of 2 years experience required. Send resume to: Medical Receptionist, P.O. Box 1053, Bloomfield Hills, MI. 48303-1053

MEDICAL RECEPTIONIST/BILLER
Full-time position in a progressive, fast paced cardiology practice. Two yrs. of medical office experience required. Knowledge of computer systems essential (Medic preferred). We offer a competitive salary/benefit package. Qualified candidate should submit resume and desired compensation to:

Clinical Director
NORTHPOINTE HEART CENTER
2575 Woodward Ave. - Ste 300
Berkley, MI 48072

MEDICAL SOCIAL WORKER
Amicare Home Healthcare, a member of Mercy Health Services and St. Joseph Mercy Community Health Care System has a contingent position for a MSW. Previous homecare experience required. Qualified candidate will provide homecare visits and evaluate social and emotional needs of the client. For more information send resume to:
Amicare Home Healthcare
281 Enterprise Court, Ste. 200
Bloomfield Hills, MI. 48302
Attn: Clinical Supervisor
Affirmative Action/Equal Opportunity Employer

MEDICAL TECHNOLOGIST
Citation Clinical Laboratory is seeking full time medical technologist to work at Providence Hospital, Transfusion Service, Afternoon shift. Candidates must possess an MT (ASCP) or equivalent. Competitive salary & professional work environment. Please call or send resume to:
Citation Clincial Lab
23775 Northwestern Highway
Southfield, MI., 48075
Attn: Blood Bank Position

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST/ SECRETARY
For busy specialty office at Children's Hospital. Full time. Phone experience a must. Submit resume to: Box 852,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL SECRETARY
LONG-TERM position available in Southfield.
- Knowledge of WordStar 6.0 or WordPerfect 5.1
- Medical terminology or medical billing a must.
- Type 50 wpm

DON'T MISS THIS OPPORTUNITY!

TODAYS TEMPORARY
649-4455
EOE

MEDICAL RECEPTIONIST
Experience preferred. Bloomfield Hills. Call 9am-5pm, 333-3900

MEDICAL TECHNOLOGIST MT or MLT ASCP needed for Livonia physicians office. Must have experience. Part time. Call 464-9200

MEDICAL TRANSCRIPTIONIST
Experienced full time competitive wage. Fully paid Blue Cross/Blue Shield. Excellent position for the right candidate. Sandy 354-5511

NURSE AIDES
Part-time & full-time long term Home Care jobs in Taylor, Dearborn Heights, Westland. Start work immediately.
HEALTH CARE PROFESSIONALS
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NURSES LPNS & RNS and CERTIFIED NURSING ASSISTANTS
- All shifts
- Full and part-time
- Benefit package with full-time

Positions are available in our long-term care nursing facility, which is part of Oakbrook's 3 levels of care. There are a limited number of openings. Apply now.

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10 AM. - 12 NOON

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We offer a competitive salary and excellent benefits package that include medical, dental and life insurance, tuition reimbursement, and a retirement savings plan.
OAKBROOK COMMON, Human Resources Department, 15351 Rotunda Dr., Dearborn, MI., 48120.
An Equal Opportunity Employer

OAKBROOK COMMON
A subsidiary of
Oakwood Health Services

NURSING SUPERVISORS
2 positions available, Departments of OB/GYN and surgery. Responsible for supervision of clinical support staff for multiple locations. RN (BSN preferred) and minimum 2 years supervisory experience required as well as strong ambulatory and clinical background. 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 IN Birmingham, part-time position. Must be people oriented & caring, enthusiastic & motivated. Will train. Leave message, 642-3338

ONCOLOGY NURSE or MEDICAL TECH
In Livonia/Farmington area doctors office. Part or full-time. 855-7825

OPHTHALMIC ASSISTANT/ TECHNICIAN. Full time. Medical experience required. Troy & Farmington offices. 649-3535

ORTHODONTIC ASSISTANT
Experienced, enthusiastic, team oriented people person for our busy Livonia office. Outstanding benefits & bonus package. Salary commensurate with experience. 471-1555

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

PEDIATRIC NURSES
MCH SERVICES, the leader in Pediatric Home Health Care, has immediate openings:

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RN $35,000

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1-800-258-0710

PHARMACY INTERN
Part-time position available in our Department of Pharmacy to perform professional & technical duties of the in-patient nursing units.

Position requires current enrollment in a B.S. or Pharm. D. accredited program & current license as an Intern in the state of Michigan. Previous Pharmacy Intern or Technician experience preferred.

Please apply Mon-Thurs., 8am-12noon.

PROVIDENCE
Hospital and Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Ste. 310
Southfield, MI. 48075
An Equal Opportunity Employer

PHARMACY TECHNICIAN
Part-time. Experienced with references. Northland Medical Building Pharmacy. Ask for Fran after 10 am. 569-0431

RADIOLOGY TECHNOLOGIST
Part time, mornings.
Private radiology office
in Livonia. 464-7300

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST & ASSISTANT - needed to work in an out-patient community-based facility. Flexible hours available, competitive compensation package related to experience. Minimal home visits. Send resume or apply in person to: PTL 33300 6 Mile Rd. Suite 201, Livonia, MI 48154. 261-9012

PRACTICE ADMINISTRATOR
Bodsford Medical Management Services, Inc. a multi-site, multi-specialty physician management group is recruiting for a Practice Administrator. The qualified candidate should possess:
- A minimum of 3-5 years hands-on experience managing large group practice.
- Excellent interpersonal skills
- Knowledge of finance & billing collection systems.

Requirements: bachelors in business administration (Masters preferred).
Please send resume to:

Human Resources,
BODSFORD MEDICAL MANAGEMENT SERVICES, INC.
28050 Grand River, Suite 306 North,
Farmington Hills, MI 48336-5966

PROVIDER RELATIONS REPRESENTATIVE
CIGNA Managed Care Companies has an immediate opportunity in our Southfield office for a Provider Relations Representative.

Responsibilities of this position include recruitment and continued servicing of physicians and other medical providers within an assigned geographical territory.

Requirements include:
- Bachelor's Degree
- Knowledge of local medical community
- High degree of motivation
- Excellent interpersonal and organizational skills
- Detailed knowledge and understanding of specific delivery model

We offer a competitive salary and benefits package in a professional, non-smoking environment. Please send resume and salary history to:

CIGNA Managed Care Companies
27777 Franklin Rd.
Suite 900
Southfield, MI 48034

No Walk-Ins. No Telephone Inquiries
An Equal Opportunity Employer

RADIOLOGICAL TECH
Permanent full time afternoon shift, 3:30pm-12. Must be graduate of AMA approved school. Must be willing to cover some on-call. Send resume to:
Medical Administrator
MIDWEST HEALTH CENTER
5050 Schaefer
Dearborn, MI 48126

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. Your ideas & experience count. Also, patient & insurance skills. All benefits, TROY. Resume & handwritten letter: Box 730
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Part time for Southfield Optometrist. No experience necessary. Great opportunity. 552-0220

RN/LPN
Full & part-time available. 3pm - 11pm, 11pm-7am shift available. Apply at Wayne Total Living Center, 4427 Venoy Rd., Wayne.
An Equal Opportunity Employer

RN - MANAGER
We are seeking a dynamic RN with strong interpersonal skills to coordinate the activities of a busy OB/GYN department as well as interfacing clinical care of patients in an ambulatory center. We offer an attractive package for the right candidate. All replies confidential. Please send resume to: Box 846
Attn: RN - Manager
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RN - MEDICAL LEGAL Review Expert Witness. Part time. Requirements: 5 years experience, Bachelor's, currently working in specialty, at-home nurse, medical surgery & physical therapist. Send resumes to: Box 808
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

R.N. part-time for Farmington Hills Allergy Office. Non-smoker. Send resume to: P.O. Box 3102 Farmington Hills, MI. 48333

502 Help Wanted Dental-Medical

REGISTERED NURSE
Expanding Cardiology Practice has full-time position. BSN preferred, 2 yrs. Cardiac Nursing experience required. Patient management interdependent w/cardiologist; providing patient assessment, education, treatment and quality care. Excellent benefits. Send resume to:

NORTHPOINTE HEART CENTER
Registered Nurse
2575 Woodward - Ste 300
Berkley, MI 48072

RN - experienced, to do part time medical record review. QA/UR and/or teaching background preferred. Send resume to: 585 E. Larned, Detroit, MI 48226

RN's • LPN's
VISITING CARE, the experts who bring excellence in healthcare home, needs expereinced, dedicated pediatric nurses for weekend shifts STAT! If you would like to make a difference, working 1:1 with challenging situations, call us today! 344-0234

504 Help Wanted Office-Clerical

ACCOUNTANT
Fast growing corporation based in Troy has 2 entry levels openings for accounting clerk. Right candidates should have 1 to 3 years experience in general accounting, payroll, A/P, A/R, etc. Associates degree required. Call Cheryl, 828-0436

ACCOUNTANT
Position available for CPA with minimum 2 years recent public accounting experience.
BOX# 842
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING ASSISTANT
Process billing, mail invoices & customer statements. Assist with data entry for accounts payable & month-end reports, maintain tracking reports & filing. Must have strong skills for accuracy, detail, organization & timeliness. Experience with IBM 36, WordPerfect & Lotus 1-2-3 is a plus. Send resumes & salary requirements to: J. K. H., P. O. Box 2600, Troy, MI., 48007.

ACCOUNTING CLERK
A/P and A/R is needed for this excellent Bloomfield Hills opportunity. Good computer skills, attention to detail and prior experience. Excellent hourly plus paid vacations.
Call Arlene 646-6168
Uniforce Temporary Services

ACCOUNTING - PART-TIME
General office work, filing, some accounting experience preferred. Approx. 20 to 25 Hrs. Wk. Send resume to: Micro Craft, 41107 Jo Dr., Novi, MI 48375, Att'n.: Personnel.

ACCOUNTING TEMP & PERM
We need your EXPERIENCE for temporary assignments, some leading to permanent. If you have payables, receivables, or payroll experience, and good computer skills, why not work TEMP for an agency which gives free counseling on resume-writing, interview techniques, and arranges permanent interviews for you.

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354-2410
ACCOUNTANTS ONE

ACCOUNTS PAYABLE/ SECRETARY
Needed for fast paced construction & property management company. Ideal candidate should be well organized, self motivated & able to work independently. Duties include data entry, word processing, filing & other general office duties. Accounts payable & computer experience required. Shorthand or Speedwriting experience desired. Send resume:
KEI, P.O. BOX 2033
SOUTHFIELD, MI 48037

ADMINISTRATIVE ASSISTANT
Must be familiar with computer input, good typing skills, a good speaking voice, a warm personality and professional appearance. This is a full-time position for a busy financial services office. Pay is $6-8/hr. Opportunity for advancement. Send resume to:

Maxwell Advisory Services, Inc.
755 W. Big Beaver, Ste. 425
Troy, MI 48084

Accounting CLERK
for restaurant franchise chain in professional Southfield office.

Candidate must possess excellent organizational skills, be able to take initiative, and work with flexibility. Lotus and Microsoft experience required. Knowledge of accounting and payroll a plus. 2 years work experience required. Good benefit package. Send resume with salary history to:

KV/OCI Clerk
P.O. Box 267
Southfield, MI 48037

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