EMPLOYMENT

502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Full-time. Need extra hands? Be full-time. Need extra hands? Be not-full-time. Experience is appreciated. Ask for Marie.
810-476-6121

DENTAL HYGIENIST
Enjoy practice in a pleasant team. Full-time. Livonia area.
810-425-4196

DENTAL HYGIENIST
Part time. Pleasant, professional practice. Modern office. Flexible schedule time for personal and school commitment. Troy.
810-689-2300

DENTAL HYGIENIST WANTED
"Full time". If you are enthusiastic, caring & dependable and you enjoy a challenging, fast paced orthodontic practice, please call between 9-5.
810-278-4470

DENTAL HYGIENIST
Part-time, for busy Southfield practice. Mon., Tues., Thurs. or Fri.
810-559-7227

DENTAL HYGIENIST
Part time position available in Livonia office. Wed., Thurs. & 2 days per month. Please call
313-668-3121

DENTAL HYGIENIST
Friendly, Modern Office. 10-7 and Thursday 1-8pm. Canton location. Call Lori, 313-459-1100

DENTAL HYGIENIST
Wanted Saturday only, 8am-1pm. Jobs starts May 6th. Modern office, pleasant working atmosphere, low key doctor, 1 Saturday off per month. Berkley/Royal Oak area.
810-398-5455

DENTAL HYGIENIST
For administrative position, minimum of 2 dental office in Westland/Livonia area. Excellent working conditions, full benefits, bonus plan, continuing education, many groups, if you want to work in a friendly, comfortable, caring set between 9-3pm.
313-425-4470

DENTAL HYGIENIST
Modern, Westside office desires competitive, lower entered hygienist for full or part time position. Soft tissue management & patient education emphasis. Flexible hours. Repeats & Referrals. Call Jan or Ed 313-425-4322

DENTAL OFFICE looking for intelligent personable and enthusiastic person to be trained as a dental business assistant.
313-464-2000

DENTAL OFFICE MANAGER
Full time, 3 days per practice. Plymouth. Excellent benefits-salary. Resume to: Office Manager, 43174 Farmington Rd., Suite 100, Livonia, MI 48150.

DENTAL RECEPTIONIST
Experienced, part time for Farmington office.
Call 810-474-2280

DENTAL RECEPTIONIST
Full time. Contemporary, friendly Rochester Hills office. Dental experience preferred.
810-651-1552

DENTAL RECEPTIONIST
Pleasant person, part time for Livonia/Dearborn office. Excellent benefits. Call 313-463-3400

DENTAL RECEPTIONIST
Metro Individual with dental background to promote fresh and professional image. Must have pleasant personality, good people skills, and be computer literate. Call for details 313-459-7300 (Township)
810-853-0021

DENTAL RECEPTIONIST
Hold, 3rd floor, Troy. Dental experience required. Excellent benefits.
810-319-4115

DENTAL RECEPTIONIST
Part time, Tues. & Thurs. experienced for Troy office. Insurance and payroll knowledge helpful.
810-380-1340

DENTAL RECEPTIONIST
Full time. Computerized office. Downtown Rochester. Dental experience preferred. Call Marie.
810-651-6441

DENTAL TREATMENT ASSISTANT
An Outstanding dental office, in Birmingham, with 3 doctors, is looking for a motivated, dependable, reliable, preferably with experience. Full time/Benefits. Call 810-646-3515

DENTAL RECEPTIONIST
Individual for a Front Desk position in our dental practice in the Troy/Birmingham area. Duties will include scheduling, collections, and interfacing with the computer. We prefer someone who has dental experience, but will train someone with a dental background and a strong work ethic willing to learn. Hours are Saturdays required, 32-40 hrs. per week. Please send resume to P.O. Box 163, Birmingham, MI 48012

DENTAL AIDE Full & part-time for receptionist duties. Call
GRAND RIVER VILLAGE
36640 Grand River, Farmington Hills

DIETARY AIDE
5 day week, 40 hrs. which includes every other weekend off. Position offers 1,500 per month for 2 days to 1pm. Starting wage, $7/hr. Job involves assisting the dietary department in food prep, dishwashing & cleaning. Apply in person. Information call
810-348-2640
or stop in and fill out applications Mon. thru Fri. 9-4.
WHITEHALL CONVALESCENT
43466 W. 9 Mile Rd., Novi

DIETARY ASSISTANT
West Bloomfield Nursing Center near Maple & Drake Rd. Immediate openings for full time, part time, days, nite and you must apply in person at 6445 W. Maple, W. Bloomfield between 9a-4pm. Please contact Carly Bishop at 810-661-1600 for more information

502 Help Wanted Dental-Medical

DENTAL HYGIENIST
Full time. Experienced preferred but will train. Modern, friendly Birmingham office. Excellent benefits package & salary commensurate with experience. Call for appointment 810-645-3515

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DENTAL RECEPTIONIST
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DEPENDABLE, hard-working individual for a Front Desk position in our dental practice in the Troy/Birmingham area. Duties will include scheduling, collections, and interfacing with the computer. We prefer someone who has dental experience, but will train someone with a dental background and a strong work ethic willing to learn. Hours are Saturdays required, 32-40 hrs. per week. Please send resume to P.O. Box 163, Birmingham, MI 48012

DENTAL RECEPTIONIST
Experienced, Popular Orthodontist, Grand River/Wayne area. Call Marie.
313-525-1235

MEDICAL ASSISTANT
Full-time. Busy Livonia Urologist. Experienced only. Good with people. Call Gayle
810-474-0555

MEDICAL ASSISTANT - PART TIME
for Southfield, MI office.
Experience in EKG, IV & BP.
Please call 810-569-4233

MEDICAL ASSISTANT
Busy Internal Medicine office. Friendly atmosphere. Exp. preferred. Excellent benefits. Resume opening. Call
(810) 655-9141

MEDICAL ASSISTANTS
★ Several immediate openings in Cardiac, Pediatric & Internal Medicine practices. 1 yr. clinical experience, vitals, EKG's, PET's. Career opportunity. Call Mandy at Tempco Medical.
810-443-2944

502 Help Wanted Dental-Medical

DENTAL SUPERVISOR
Nursing home in W. Bloomfield is looking for an experienced supervisor with 5 years experience in food service. Excellent salary & benefits package. If interested, please send resume to: Wholesome Food Service, 5800 Farmington Rd., W. Bloomfield, 48322

DRIVER
For Home Health Agency. Full or part-time. Benefits. Flexible hours. Call 9-4.
810-360-8323

EXPERIENCED Dental Assistant or Hygienist. Have you ever considered a position working full time with benefits? Are you tired of the many exciting offices for you to work? Are you looking a competitive salary, full benefits & a commission bonus plan. For more information or to update your application today,
810-477-6777

FILE CLERK
Heavy phones & filing. Dependable. Medical experience helpful. Southfield office.
810-569-5995

FRONT DESK/INCIDENT Assistant
Professional, Friendly, Must have computer & writing skills. Must be dependable. Must be able to work with adults. Please apply in person 8:30-5, Monday-Friday at Independence Pl., 10% Mile Rd.
810-910-0086

Health Care Professionals

Short Term/Long Term Assignments
• Medical Assistants
• X-Ray Technician
• Respiratory Therapists
• OR Technician
• Renal Technician

Minimum 1 year experience. Send resume to HCP, 27725 Stansbury Blvd., Suite 181, Southfield, MI 48076-2181
Or Fax to: 810-367-4808

WANTED
HOMEMAKERS/RETIREES
ON-CALL
Woodhaven of Livonia assisted living facility is accepting applications for on-call positions in the resident services, dietary & environmental services departments. We offer training & flexible hours. Come join our friendly, caring staff. Apply in person at: 29667 Wentworth, Livonia, MI between the hours of 9-4, Mon.-Fri.
313-261-6000

• HOME HEALTH AIDES
• COMPANIONS
• HOME MAKERS
Private duty home care agency in Livonia, Condominiums, part-time & full-time positions. Immediate placement in western Wayne & Oakland counties. Mileage reimbursement. Bonus program. Call Jim.
Applications taken/interviews held:
• CANTON LOCATION
(Every Friday Morning)
• LIVONIA LOCATION
(All day Wednesday)
To apply call:
313-422-0250
United Home Care Services

HYGIENIST
Needed for Livonia dental practice on Saturdays, 9am-3pm. Ask for Val.
313-425-0640

LPN for ALLERGY Practice. Livonia & Farmington Hills locations. Approximately 20 hours per week. Training provided.
810-851-9667

MATERNAL HEALTH SPECIALIST
Full time Prevention Specialist for teen mother mentoring program. Health Education or Social Work background with Bachelor Degree. Salary commensurate with experience. Contact Joan, 313-789-7600 CODA Prevention Services, a Division of Hegira Programs, Inc. EOE.

X RAY TECH
wanted, part time to be busy orthopedic office in Bloomfield Hills. Experienced required. 810-334-4334

MEDICAL ASSISTANT
RECEPTIONIST
Experienced for Southfield Internist. Full-time. Contact Gina:
810-380-1340

MEDICAL ASSISTANT
Busy surgical office, in Farmington Hills. Full time, full benefits. Send resume to box 134
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL ASSISTANT
For Farmington Podiatry office. Approx. 20 hours weekly.
810-477-3301

MEDICAL ASSISTANT
Busy family practice looking for motivated, experienced MA's. X-Ray/Lab experience a plus. Full time with benefits.
313-464-0099

MEDICAL ASSISTANT
2 years experience, vitals, EKGs, injections, etc. Part time. Livonia area.
313-261-1740

MEDICAL ASSISTANT
Part time for busy internist office in Livonia. Must have experience.
313 425-1235

MEDICAL ASSISTANT
Full-time. Busy Livonia Urologist. Experienced only. Good with people. Call Gayle
810-474-0555

MEDICAL ASSISTANT - PART TIME
for Southfield, MI office.
Experience in EKG, IV & BP.
Please call 810-569-4233

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810-443-2944

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTION
Transcriptionist, part time position. Knowledge of Microsoft Word required. Please submit resume and salary requirements to:
MCO Associates Inc., P.O. Box 9016E, W. Bloomfield, MI 48324

MEDICAL ASSISTANT'S
High pay, suburban office setting, immediate, full or part-time positions available for certified CMA's
800-362-8678

MEDICAL ASSISTANT - Experienced, mature, dependable person for busy internist's office, Southwest area. Part time, salary commensurate with experience. Call for interview.
810-354-5666

MEDICAL ASSISTANT
Experienced receptionist for busy Livonia medical practice. Please call Dianne M.
313-425-6300

MEDICAL ASSISTANT/PART-TIME
Internist office. Will train. Send resume to: 6763 West Maple, Ste. 111, W. Bloomfield, MI 48322 810-626-7180

MEDICAL ASSISTANT
Livonia/Garden City office. Insurance knowledge, clinical experience helpful. Pediatric practice. Resume to: B.Kay, 6256 Inkster Rd., Suite 202, Garden City, MI 48135.

MEDICAL BILLER
★ Needed for Wayne County health care provider. 5 yrs. experience minimum. Clients will train on software. Competitive salary & benefits. Call Tempro Medical to schedule an interview with Bonnie
810-443-2944.

Medical Billers

The central billing office of BMSS is seeking medical billers with a minimum of three years work experience with professional billing. Successful candidates should possess in-depth billing knowledge in multiple specialties. Facility billing experience desired. Must have excellent problem solving and resolution skills.

We offer competitive salary and an excellent benefit package. For consideration, send resume in confidence to:

BOTSFORD MEDICAL MANAGEMENT SERVICES
Human Resources
28425 West Eight Mile Road
Livonia, MI 48152

MEDICAL BILLERS
If you feel your medical billing credentials could be better utilized in a new physician office - now is the time to make a change! Openings for Medical Billers, Office Managers and Assistants with medical billing & collections expertise. Need M.S.-Medic or Diversified experience. DUE'DY Industries is for corporate office locations with several expanding companies. Great salaries. Knowledge preferred.
Call Diane Dalber: 810-852-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL BILLER
A busy Urologist practice is currently seeking a full-time Biller.
Selected candidates must possess a minimum of one year of experience in billing and have an LBS system. Also experience scheduling surgeries a plus.
We offer a competitive salary and benefits package. Qualified candidates, please send resume to fax 810-645-3740, or apply in person at 31500 Telegraph Rd., #215, Bingham Farms, MI 48025.
An Equal Opportunity Employer

SINAI HOSPITAL

MEDICAL FRONT DESK MANAGER
Need new "Self Organized & energetic"? Come and run our front desk for good salary & benefits, with prospects for growth. Computer skills a must. MRS is your immediate opening. Big Beaver & Crooks.
Box 303
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL OFFICE MANAGER
To schedule G.I. procedures, for gastroenterol doctors office. Excellent benefits.
810-473-8380

MEDICAL PHLEBOTOMISTS
Variable Shifts Available
LIVONIA
EAST POINT
AUBURN HILLS
METPATH OF MICHIGAN, the largest clinical diagnostic laboratory in Michigan is currently seeking highly motivated individuals. previous phlebotomy experience would be preferred. Must possess excellent communication skills.
We offer a competitive salary and benefits package, including health, dental and life insurance, 401K and employee stock option plan. For immediate consideration, please fax or apply in person, 7:30 A.M. - 5 P.M. to METPATH OF MICHIGAN, 444 Oakland Rd., Auburn Hills, MI 48326.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

MEDICAL RECEPTIONIST
Immediate part time opening for orthopedic office. Computer entry, insurance knowledge & appointments. W Bloomfield. 810-855-7400

MEDICAL RECEPTIONIST
Experienced, Popular Orthodontist, Grand River/Wayne area. Call Marie.
810-378-2231

MEDICAL RECEPTIONIST
Experienced, Pediatrics knowledge, Westland area. Layla Vasquez.
810-961-3151

MEDICAL RECEPTION - Billing, computer. Part-time, 3 locations. Great opportunity for a dynamic person.
810-683-2300

MEDICAL RECEPTIONIST
Full time Mon.-Fri., for busy Canton internal medicine practice. Past medical office experience required. Pleasant personality and good computer skills a must. Send resume to: Office Manager, 5720 Lilley Rd., Canton, MI 48187.

MEDICAL RECEPTIONIST needed for busy office in Southfield, some prior experience required. 10-20hrs/wk. Call Karen
810-353-0820

MEDICAL RECEPTIONIST Southgate office. Experience with medical system helpful. Full time M-F, no Sat or even. Benefits. Call between 10-11am.
810-285-8520

MEDICAL
★ SECRETARY/BILLER
Experienced only. 25-30 hours per week. Busy, mixed surgery practice.
810-334-1184

MEDICAL TRANSCRIPTIONIST
Typist needed in our Southfield office. Word Star experienced preferred. Full time. Call:
810-569-5994

NURSE AIDES
Get the respect and the appreciation you deserve. Part Day, Choice Assignments - Home Care, Private Duty.
810-247-7008
HEALTH CARE PROFESSIONALS

OFFICE ASSISTANT
Mature person to work part-time in Farmington Hills Podiatry Office. We train to assist in patient care, appointment making & reception, for evenings or week-ends.
Box 1 Pointe Ins. Box 200
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

502 Help Wanted Dental-Medical

MEDICAL REHABILITATION
If your interest involves psychology, occupational/physical therapy, recreational therapy, or social services, and you desire to work closely with people, we may have a position for you. If you are a motivated individual, call 8am-4pm
810-591-0485

NURSE AIDES

Growing home care agency is seeking qualified experienced personnel for private duty cases throughout the Metro area. Flexible Day or Night Hours. Call between 10am - 4pm Monday thru Friday.

NURSING UNLIMITED
540-2360

NURSE ASSISTANT TRAINER
Seeking R.N. to teach adult education, nurse assistant classes. 8-11:45a.m., Monday-Friday, starting April 10th. Must be able to train the trainer certificate preferred or able to become certified. Send resume to or telephone for more information: J. Stacy, Development Adult Job Training Center, 10645 W. Warren, Dearborn, MI, 48126.
(313) 943-4413
EOE

OCCUPATIONAL THERAPIST
Working in day programs for developmentally disabled adults. Mon. - Fri. Good benefits. Competitive salary negotiable.
313-729-8470

OCCUPATIONAL THERAPISTS
PHYSICAL THERAPISTS
& MSW'S
Experienced preferred for home care visits. Excellent pay & benefits. Bet your time with the best.
810-557-5663
FAMILY NURSE CARE

OFFICE ASSISTANT NEEDED - for dental office. Computer experience helpful but not necessary.
Call 313-981-2680.

OPHTHALMIC ASSISTANT
wanted for Ophthalmology office in Troy. Full time with benefits. Experience preferred. Call. 810-828-8700

OPHTHALMIC TECHNICIAN
Must retinal, full time, for pleasant Southfield office. Good hours & benefits. Call Brandon. 810-350-3937

OPTICIAN-DISPENSER: Experienced, exceptional opportunity for a technician. Choice of 8 locations. Call Bob for interview.
313-558-4900

OPTICIAN - LENS GRINDER
Finish and/or surface, experienced. Excellent salary & hours. Warren.
810-264-0300

OPTOMETRIC ASSISTANT
Immediate openings for busy OD/MD office. Knowledgeable candidate to assist in preliminary testing. Visual fields and exams helpful. Please send or FAX resume to: Recruiter/Optometrics Assn., Dept. I, Health Care Centers, 17840 Farmington Rd., Livonia, MI, 48152, FAX 313-525-8786
A member of the Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

OPTOMETRIST
wanted for half day on Saturday. Call:
810-851-0610

PARAMEDICS
Community EMS, the largest private ambulance company in Metro Detroit, is currently seeking Paramedics. We offer an excellent salary and benefits for full time employees, including health care coverage, Blue Cross, holiday days, tuition reimbursement & free parking. Excellent full time benefits & a starting wage of up to $8.75/hr. Interests you, apply in person or send resume to:
25400 W. 8 Mile Rd.
Southfield, MI 48034
or call Pat McNulty at:
(810) 356-5300 ext 254
An Equal Opportunity Employer

PART TIME in Southfield, a size 5/6 or everything including 40 inch inseam, assisting physician, hose & fitting experience. Good people skills a must. WR train responsible applicant.
810-352-8415

PHARMACIST
for established Rochester Hills community. Great opportunity! Fax resume: 810-852-1714, or call Diane 810-852-1170

RECALL & APPT SCHEDULER
Are you enthusiastic but tired of being in 5 different offices? Medical or insurance, no collections, a 4 day work week, and no Saturdays.
(313) 464-2000

RECEPTIONIST/TYPIST - full time, for top notch orthodontic practice in Farmington Hills, must type at least 60 wpm & have at least 2 years dental office experience.
810-553-2900

RECEPTIONIST
Medical receptionist wanted for a Livonia family practice office. Full time position needed. Looking for cheerful & outgoing individual. Position available now. Apply to: Experience in Medical Office, P.O. Box 230886, W Bloomfield, MI 48325

RECEPTIONIST & MEDICAL ASSISTANT needed for busy OB/GYN practice in West Bloomfield. Please call & ask for Betty:
810-855-5863

RECEPTIONIST for orthopedic office. Full time. Billing experience helpful. Dearborn. Write: Box 248
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/BILLER
We are seeking to fill an opening in one of our orthopedic practices. Qualified applicants should possess 1-3 years medical billing experience, dance, coding and 3rd party payer knowledge. Excellent communication skills will include answering phones and scheduling appointment.

We offer competitive salary and benefits package. For consideration, please forward resume and salary requirements to:

BOTSFORD MEDICAL MANAGEMENT SERVICES
Human Resources
28425 West Eight Mile Rd.
Livonia, MI 48152

RECEPTIONIST - needed part time for busy Dearborn office. Experience helpful. Pleasant atmosphere.
810-277-1240

RECRUITER
Expanding Home Care seeks EXPERIENCED RECRUITER in PT, OT, ER, RN, Bookkeeping.
846-7130 - Fax CV
810-646-0361

REGISTERED NURSES and MEDICAL ASSISTANTS
Wanted for our rapidly growing, advanced practice medicine where physicians and staff work as a team. Must have experience in a busy medical office to work in highly visible, fast paced, high volume positions. Pediatric experience a plus. Many benefits offered. Flexible hours, free parking. Send resume to: Operations Administrator
300 Commerce Square
Ann Arbor, MI 48108

REGISTERED NURSE
to work part time in OB-GYN office, Dakes Medical Center.
Call 644-4764
313-832-0786

RN'S, LPN'S, CNA'S

Choice One Nursing Services is growing and for immediate and supplemental staffing positions and long term care. All times and D.E. Michigan metropolitan, all locations for RN's medicaid. Excellent pay & flexible scheduling.

Choice One
Nursing Services
Open 7 days for you!
313-421-7472

502 Help Wanted Dental-Medical

RECEPTIONIST (Permanent) for Home Health Agency. Full or part time. Commission and benefits. Flexible hours. Send resume and salary requirements. Call 9-4.
810-380-6227

RN - CARDIOLOGY
For 8&H to supervise large staff of RN's and MA's in busy Cardiology medical office. 3 weeks paid vacation. Call Diane Dalber: 810-932-1170
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

Director Business Development
Family Nurse Care, Inc. is seeking a motivated individual to develop our organization and assist us in the future. Qualified candidates should have a strong business background, 3 to 5 yrs. in management of a healthcare environment & strong interpersonal skills. Competitive salary & benefit package commensurate with experience.
FAMILY NURSE CARE
810-229-5663

RN/LPN/MEDICAL ASSISTANT
Part time, Some days and mornings. Busy W. Bloomfield allergy office. Ask for Bonita.
810-626-4410

RN MANAGEMENT
for home care agency in Brighton with excellent locations, career opportunity, salary based on skills and management skills & exceptional benefit package.
Excellent pay & benefits.
FAMILY NURSE CARE
(810) 229-5663

RNs - Home Health

THE MEDICAL TEAM, a certified home health agency serving the tri-county area, is seeking full time RN's and LPN's for home visits. Home Care experience preferred, but will train the right candidate.

Special opportunity to use Hi-Tech, Rehab or PEDS experience in home environment.

We offer excellent salary & full benefit package. Call for an interview:

THE MEDICAL TEAM
Andrea Martlock, RN
Administrator
(313) 358-2260

RN's & LPN's
EXPERIENCED
West Bloomfield Nursing Center has immediate openings on all shifts for RN's and LPN's. Qualified applicants must have strong long term care experience in a nursing home environment. We offer competitive wage and benefit package. For details please call Mrs. Bernstein at:
810-661-1600

RNs/LPNs
Flexible Schedules

Full & part time afternoon shift positions available. Send resume to Director of Nursing or apply at Humane Care Center, 29445 GLADE HILLS NURSING CENTER, 1200 Earhart Road, Ann Arbor, MI 48108.

RN/LPN'S NEED TO HELP YOUR LPN'S earn up to $20/hour. RN'S earn up to $40/hour. Home Care Staff Nurses.
FAMILY NURSE CARE
(810) 620-8877 (810) 733-2126
(313) 455-5663

SCHEDULING COORDINATOR

Busy home health care agency seeks experienced scheduling coordinator for home health care nursing services for Detroiton, 4pm-12 midnight. Must be able to take initiative and with good problem solving skills. Call 9-5 Mon-Fri, 313-425-3000 ext 2. Ask for Pat Lopez. For appointment, call Mon-Fri., 9-4, & ask for Julie.
METROSTAFF
HEALTH CARE
SERVICES
810-559-0345

SECRETARY/RECEPTIONIST
Part time, medical health clinic in Northville. Available for early evenings and Saturdays. (313) 348-1100

SOCIAL WORK
TECHNICIAN
Skilled LTC facility seeking experienced technicians. Contact administrator:
313-623-0435

Specimen Processors/
Data Entry Operators
Clinical Laboratory

SmithKline Beecham Clinical Laboratories, a leader in the clinical laboratory services, has immediate positions for part time Specimen Processors/Data Entry Operators in our Farmington Hills facility. Hours are Monday-Friday, 8:00 p.m. - 1:00 a.m. including Saturday rotation. 12% shift differential and excellent benefits. Qualified applicants must be highly skilled data entry operators with 10,000 keys per hour. Previous medical data entry and/or laboratory experience is preferred. Data entry test is required.

In our efforts to maintain a drug-free environment, we require pre-employment drug testing. If interested in joining our team of leaders, please send a resume, including cover letter or complete an application at: 820 Jan Ave. - 5:00 P.M., Monday - Friday:

SmithKline Beecham
Clinical Laboratories
28700 Country Club Drive
Farmington Hills, MI 48331
Attn: Human Resources Manager

E.O.E. M/F/V/H

SURGERY SCHEDULER/
MEDICAL RECEPTIONIST
Full-time for busy Ophthalmology practice in Southfield. Call Ms. Lynn
Office Manager, 29276 Northwestern, Ste. 100, Southfield, MI. 48037

SURGICAL ASSISTANT
for busy Ore Surgeons office. Full-time. Experienced preferred. Will train. Call Pat: 810-538-6190

TRANSCRIPTIONIST
needed for busy Plymouth office. Full-time position. Some reception duties required. Full benefits package. Send resume to: 6130 Packard, Ypsilanti, MI 48197.

VETERINARY ASSISTANT
Experienced. 30-40 hrs/week. Apply in person: Kimball Animal Hospital 21 W. 14 Mile, Clawson

VOCATIONAL REHAB NURSE
MEDICAL CASE MANAGER
Dynamic growing company looking for motivated individual. Pay negotiable. BSN preferred. Part-time/full-time. Medical experience preferred, will train the right person. Please respond to:
Rehab Care Management
26211 Central Park Blvd., Ste. 801
Southfield, MI 48076

VOCATIONAL REHAB NURSE/
MEDICAL CASE MANAGER
Part time/positions full time positions available with growth potential management/vocational rehabilitation firm. No nights or weekends. Must be working mother or retiree. No travel. Please send resume to: Linda John Rehab & Associates, 26211 Central Park Blvd., Suite 801, Southfield, MI 48076.

X-RAY TECHNICIAN
Part-time. Must be registered for Tuesday, Wednesday, Thursday Clinic. Tues & Thurs. 8am-8pm, 9am. Ideal for a RN or technician. Fax resumed, please call.
810-471-0675

X-RAY TECHNOLOGIST
Full time. Farmington Hills Radiology office. Mammography required. Non-smoking. Limited 810-662-4700

X-RAY TECH, REGISTERED
AANT Centers has Part time for both days, nites, & weekend shifts in Farmington Hills, for hospital based medical imaging, radiation therapy, ultrasound, departments. Nuclear Med. Resume required. Call for interview. Fax or Email.
810 477-7373

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
Clerk - Entry Level. Full time, some typing experience required. Highly detailed oriented, good people skills. Fax or mail resume to: Human Resources, G.T. Specialty Foods, 30 Decker Rd., Walled Lake, MI 48390. Fax: 810-624-8822

LEADING NORTHWEST Suburban home builder has one immediate opening:

ACCOUNTING CLERK - Good computer skills to do payroll, accounts receivable, general journal, and bank reconciliations. Payroll experience desirable.

RECEPTIONIST/CLERICAL - We need a personable team player with good phone manners and light clerical skills to do data entry, light typing and various clerical functions.

For either position, send resume and salary requirements to: Box 882
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACCOUNTANT/
ADMINISTRATIVE ASSISTANT
For construction company located in Troy. Knowledge of accounts payable/receivable, payroll, Lotus & WordPerfect. Send resume and salary requirements: 2021 Big Beaver, Suite 200, Troy, MI 48084

Accountant/Bookkeeper
For Canton manufacturing company. Must have knowledge of Windows, Integrated accounting systems. Send resume and salary requirements: PO Box 987, Southfield, MI 48037-0987.

Accountant/Bookkeeper, Part Time. Dynamic co. implements & administers financial accounting plans, prepares an Accountant. Must candidate has a minimum of 2 yrs. accounting experience, detail oriented, good communication skills, familiar with M3 Excel, M3 Word, bank reconciliations, A/R, A/P, payroll, can work independently. Resume: Benefits Plus, 6001 Adams, Ste. Suite 135, Bloomfield Hills, MI 48304, Attn: Controller

ACCOUNTANT
Fast growth Southfield based construction & Sales company is looking for an Accounting Clerk. Accounting receivable & payable experience preferred. Knowledge of Lotus & package helpful. Please send resume to: The York Group, Attn: Controller, 29995 Greenfield Rd.,Ste 101LS, Southfield, MI. 48076 or fax to: 810-559-9800

ACCOUNTING ASSISTANT
Full time position available for a well organized individual with accounting experience required. Previous payroll experience helpful. Knowledge of Lotus & plus, WordPerfect and Excel helpful. Send resume & salary requirements to: Accounting Dept., 16565 Northland Dr., Suite 110W, Southfield, MI 48075

ACCOUNTING ASSISTANT
Small growing business financial services company. Receivable monitoring, data entry, bank deposits, filing, accounting organizational, verbal, numbers & computer skills. Accounts receivable or accounting experience desired. Professional office. Mid 20's plus benefits. Non-smoker. Resumes only:
6960 Orchard Lake, Ste. 301
W. Bloomfield, MI 48322
Fax: 810-855-8183

ACCOUNTING CLERK/
PARALEGAL
Downtown Birmingham seeks an Accounting Clerk with at least 2 years experience in accounting. Paralegal experience. Must have excellent math skills. Pay is $12 to plus. Send resume to: Director of Administration, 600 Woodbridge Place, Detroit, MI 48226. No phone calls please.

Accounting Clerk
Immediate opening at national transportation company for experienced accounting clerk. Duties will include invoicing, revenue entry, and related accounting responsibilities. Applicants should have good computer skills, knowledge of accounting, Excellent benefit program. Send resume to: Controller, Intercontinental Inc., 41555 Koppernick, Canton, MI 48187

ACCOUNTING CLERK
Part time, 3 months, accounts payable experience. Lotus proficiency a must. Send resume & salary requirements to:
JHY-ACC
4000 Town Center, Ste. 1300
Southfield, MI. 48075

ACCOUNTING CLERK
Immediate opening for accounts payable/accounts receivable Clerk. Knowledge of Lotus helpful. Send resume to: Accounting Manager, 7270 Lahser Rd. Drive N., Bloomfield Hills, MI 48152 or FAX resume to: 313-482-1118
An Equal Opportunity Employer

ACCOUNTING CLERK
Full time, computerized office of large florist, prior accounts receivable & payable. Experience, Word-Perfect, Lotus. Salary $8-$9 hourly. Call Mr. Bills & Morgan Inc., 2338 Coolidge Hwy., Berkley, MI 48072

ACCOUNTING CLERK
D.O.C. Optics is looking a self motivated, intelligent individual to work in accounts receivable for our stores. Experience preferred, but not required. Excellent benefits & pay plan. To apply, please send resume with cover letter and wage requirements to:

D.O.C Optics
18400 W. 8 Mile Road
Southfield, MI 48075
Attn: Accounts Receivable Supervisor

ACCOUNTS PAYABLE CLERK
(Part time). Willing to fill in with other office responsibilities. Knowledge of word, 1-2 years experience preferred. Excellent benefits. Send resume to: Sensor Electronics, Inc., 11998 Merriman, Livonia, MI. 48150-1819

ACCOUNTS PAYABLE CLERK
Full-time position for asphalt company. Multi-company experience required. Complex paperwork. Computer experience required. Send resume and salary requirements to: The T & M Companies, 1745 Old Plank Rd., Milford, MI 48381, Attn: Personnel, An E.O.E.

ACCOUNTS PAYABLE
Position available for Farmington Hills corporate office for a professional, self motivated individual. Must have accounting degree. Excellent benefit package included. Salary negotiable. Call Ms. Ann at 810-476-8400, EOE. Call Donna from 9am-noon at:
810-476-8400

ACCOUNTS PAYABLE & receivable. Experience required. Good computer skills. Call for interview.
313-565-9600

Accounting

PERMANENT
• OFFICE Manager/Bookkeeper, fast growing Rochester manufacturer, to $30K
• ACCOUNTING Supervisor with great benefits, Rochester Hills, to $35K
• ACCOUNTANT/Analyst, ME bachelor, excellent benefits, to $25K
• ORDER Processor, NW suburbs, to $23K
• Sr. ACCOUNTS Payable Clerk, Farmington, Strong computers, some college, to $23K

TEMPORARY
• ACCOUNTS Receivable Clerk, with Excel, Southfield, indefinite assignment
• ACCOUNTING Clerk, Troy, long-term assignment
• ASSISTANT Bookkeepers, Ann Arbor, Farmington, ME degree
• JR. ACCOUNTANTS, Troy, Temp to Perm, or $13/hr
• ACCOUNTS Payable Clerks, all levels, Temp to perm, or $13-$15/hr

ACCOUNTANTS ONE
34001 Northeastern Hwy, Ste 110
Southfield, MI 48076

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Insta Holiday Inc., one of North American leading manufacturers of Christmas lights, is highly talented CMA candidate will be people oriented, dynamic, self-starter and will possess the following qualifications:
Accounting Clerk
Primary responsibility will be for all aspects of accounts payable, accounts receivable and payroll.
• Minimum of 2 years experience from 2 year college or technical school or equivalent of college & relevant work experience.
• 6 months to 1 year related experience.
• Computer literacy - Lotus & WordPerfect preferred.
• Basic accounting principle and thorough understanding of debits & credits.
If you are interested in making an impact where you work with a company that offers a generous benefits package, send resume and salary history to:
Human Resources Manager,
Insta Holiday Inc.,
38700 Grand River,
Farmington Hills MI 48331.

ACCOUNTING POSITIONS
Medical Helpers seek manufacturing company has the following openings for experienced individuals:

ACCOUNTS PAYABLE/
CUSTOMER BILLING
Two or more years experience with computerized payables software, preferably in a manufacturing environment. Lotus 1-2-3 skills required. Accurate data entry required.

ACCOUNTS
RECEIVABLE/PAYROLL/
INVENTORY
Two or more years experience with payroll systems from start-to-finish through check printing. Accounts receivable, including invoicing, data entry and credit memo posting. Perpetual inventory system involves receiving, stocking, and shipping of finished goods. Advanced computer literacy and good math skills required.

The company offers a benefit package including medical and a 401(k) plan with company contribution.

Send resume indicating position of interest and salary expectation to Box 2146
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCO