502 Help Wanted-Clerical Office

RENTAL COMMUNITY ADMINISTRATIVE ASSISTANT
Exclusive Apartment Community located in downtown Birmingham seeks part-time Administrative Assistant to assist with office duties. Position could include, or lead to, assisting with leasing functions. Basic office skills required, some computer background preferred. Position requires outgoing, personable individual that is comfortable working with the public. Perfect for homemaker seeking flexible schedule. Submit resume to: Carla at 200 Chester, Birmingham, MI 48009 EOE

SALES ASSISTANT
$18,200
Variety is the spice of this choice general office position. Be part of this dynamic sales team. Hurry! Call (313) 464-0909
SNELLING PERSONNEL SERVICES

SALES SECRETARY
Electronics Rep firm seeks mature, dependable person with good written & verbal communication skills. Previous office experience required. MicroSoft Windows a plus. Non-smoking environment. Hours 8-5, Mon.-Fri. Please send resume with salary requirements to: Judy Bissell, marked Confidential
R.O. Whitesell & Associates
28105 Orchard Lake Rd., Ste. 311
Farmington Hills, MI 48334

SALES SECRETARY
Wanted, for electronics rep firm in Farmington Hills. Knowledge of Windows WordPerfect 6.0 & Lotus 4.0 required. Person will be responsible for our Ford Team. Must have excellent phone manner & a professional attitude. Please send resume to: Attn: Allen Hinkle, R.O. Whitesell & Assoc., 28105 Orchard Lake Rd., Ste. 311, Farmington Hills 48334 or Fax to 810-473-1165

SCHEDULING COORDINATOR
Immediate opening for an energetic, mature & self-motivated individual to maintain our client base. Must have excellent phone & communication skills. Dental knowledge & Computer skills helpful. Approximately 25 hrs/week consisting of ... [illegible]

SECRETARY-For consulting firm, 30-40 hrs/wk. Proficiency in WordPerfect 6.1, DOS or Word 6.0 for Windows. Salary based on qualifications. $9.50/hr minimum. Benefit package. Near I-696. Resume & references. Birchler Arroyo Assoc. Inc., 3248 Greenfield, Berkley 48072

SECRETARY FOR FIELD OFFICE - at Grand River/Haggerty. Responsibilities: handle customer phone inquiries, routine phone sales orders, PC skills w/windows, order supplies, 5 man office, send resume to Box #1081
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
for service company. People person, computer friendly, good attitude & phone skills. Livonia (810) 477-4010

SECRETARY - Full-time position for newly formed company in Southfield. Computer skills necessary. Great benefits. Send Resume to Amerpak, 28588 Northwestern Hwy, Ste. 290, Southfield 48034, or Fax to 810-356-2601

SECRETARY
International automotive company seeks experienced candidates for executive offices. Long and short term. Unique opportunity for take charge individuals. MS Word and Excel preferred.
Call Sarah 810-473-2933
UNIFORCE SERVICES

SECRETARY - Mature person for office work in busy service oriented business. Full time, EOE, benefits. Please call 8 to 5 313-453-8443

SECRETARY/OFFICE MANAGER
Dynamic W. Bloomfield Construction Company seeks energetic person with a minimum of two years experience as Office Manager and five years experience as Secretary. Duties include supervising clerical staff, handling special projects for multiple managers in addition to normal secretarial duties. Computer literacy including MS Word 6.0 and Lotus 5.0 or equivalent is required. FAX resume including salary history to (810) 737-8818

SECRETARY
Opening in Southfield for an organized, detail-oriented professional Secretary. Minimum 2 years Secretarial experience with proficiency in WordPerfect ... [illegible]

TABLE ATTENDANT & Data Entry personnel. Part time, eves. & weekends. Excellent starting wage. Must be bondable & willing to have drug screening test. Fee will be paid by co. Call (313)584-4055, 11am-3pm, or 7pm-9pm, Mon.-Fri.

TRAFFIC CLERK
A permanent full time job with a company offering steady employment and security. Some data entry experience. $18,842, benefits. Fee paid. Call 313-464-0909.
SNELLING PERSONNEL SERVICES

WORD PROCESSING SECRETARY
Growing Southfield market research company is seeking an experienced, self motivated Word Processor with a minimum of 3 years computer experience (WP 6.1 and/or WP Windows 6.0). Interesting work in pleasant fast paced environment. Competitive salary and benefits. Please call Nancy, 9am-12pm to set up an interview. (810) 352-3300

WORD PROCESSOR - Novi Transcription/secretarial duties. Non-smoking office. Superior spelling a necessity, pleasant out-going manner for a busy medical/legal Novi office. Professional appearance, word processing/computer knowledge and telephone skills required. Medicare billing experience helpful but not required. Send resume and salary requirements to:
Box 546
The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48151

Word Processors
Executive Secretaries
NEEDED IMMEDIATELY!
For exciting positions in the Southfield Farmington Hills area. Call today for an appt. Start working tomorrow!
ENTECH PERSONNEL
810-354-1400

WORD PROCESSORS
Now hiring experienced persons with WordPerfect, Excel & Lotus. Phones & good office skills required. Call (313) 261-3830 for an interview
INTERIM PERSONNEL

504 Help Wanted-Dental

DENTAL ASSISTANT
full time wanted for Tel Twelve area. contact Terrye (810) 647-7550

DENTAL ASSISTANT
Dedicated & experienced Dental Assistant to join our team in Farmington Hills. 4 days per week. Call Laura. (810) 478-6330

DENTAL ASSISTANT
Part time position available in West Dearborn office. Must be experienced in 4 handed dentistry. Please call (313) 563-3131

DENTAL CLINICAL ASSISTANT
New, modern office seeks bright & motivated assistant for full time position. Quality, relaxed dental care, full benefits. Unlimited growth potential. 810-646-2273

DENTAL HYGIENIST
Join our team & enjoy working in a beautiful office with great staff. Full time Livonia 313-425-4206

DENTAL HYGIENIST
Friendly, outgoing person needed 1-2 days/week for Troy family practice (810) 649-2868

DENTAL HYGIENIST: Personable, enthusiastic for friendly, modern Novi dental office. 3-4 days per week. 810-348-6151

DENTAL HYGIENIST
Royal Oak area.
Mon-Thurs., No Sats. or Eves.
810-398-9528

DENTAL HYGIENIST
General dental, new facility in Canton, Westland area. Part time, flexible hours. Call Kathy. 313-728-5600

DENTAL HYGIENIST
Full or part time Novi office. Must be reliable, dependable & experienced. Ask for Diane. 810-478-9121

DENTAL HYGIENIST
Garden City. 2 to 3 days a wk. Nice co-workers. Good pay. (313) 422-1332

DENTAL HYGIENIST - Part time, N.W. Livonia. Progressive friendly office with great patients. Patients comfort a top priority. 810-471-3320

DENTAL HYGIENISTS
SATURDAY Hygienists are in BIG demand at Peak Performers. Other days and positions also available. To schedule an interview call ... [illegible]

SCHEDULING COORDINATOR
Immediate opening for an energetic, mature & self motivated individual to maintain our client base. Must have excellent phone & communication skills. Dental knowledge & Computer skills helpful. Approximately 25 hrs/week consisting of afternoons & evenings. No weekends. Plymouth/Canton area. (313) 453-6320

506 Help Wanted-Medical

ALLEN HOME HEALTH CARE AND HOSPICE
Over time, Part time, Medical Social Work.
Due to our recent purchase by H.C.R. we have an immediate need for professional staff. Full time with benefits. Part time and casual positions. Top pay and flexible schedule. Send resume or apply to 26300 Telegraph Rd., Ste. 101 Southfield MI 48034
Equal Opportunity Employer

ALLEN HOME HEALTH CARE AND HOSPICE
RN LPN
We have immediate opportunities for staff looking flexibility and professional growth. Full time, benefits and casual positions. Community based experience preferred, but not necessary.
•Ortho/Cardiac
•Hospice
•Infusion
•Private Duty shifts
Send resume or apply in person 26300 Telegraph Rd., Ste. 101 Southfield MI 48034
Equal Opportunity Employer

ARE YOU a certified nursing assistant with over one year of experience in a hospital or nursing facility? We are looking for 4-6 more professional, upbeat people for full-time employment in a first class facility, you must have your own reliable transportation. We offer full benefits, light work loads, and good pay. If you are interested call Andrew at 810-557-4001 for your personal interview!

BILLER/RECEPTIONIST
Full time or part time. MDS experience required for ENT office. No weekends. Ask for Rita or Sara 810-477-7020

BILLER ... [illegible]

EXPERIENCED MEDICAL ASSISTANT
Needed for full time position. Call 313-632-6605

Health Care Professionals

RN'S LPN's PT's
HHA's and CNA's

Join the Huron Valley Visiting Nurse team and make a difference! Immediate openings for full & part time positions on all shifts throughout Wayne, Oakland, Washtenaw, Monroe & Livingston counties. Full time positions include health, life, dental and paid time off. Choose your own geographical territory.
RN's – Intermittent visits - days or evenings (12-8, 1-9 or 2-10). Previous home care and IV experience preferred.
Hourly shifts - High demand for pediatric midnight nurses in Detroit, Redford, Canton, Belleville & Ann Arbor areas. Day and evening shifts also available.
PT's – Flexible home visits when and where you choose. Day or evening visits.
HHA's – Visits or shifts. Experience or certification required. Nursing students welcome!
Call Tina at Huron Valley Visiting Nurses today!
810-344-234 or 1-800-455-4515

HIGH SCHOOL OR COLLEGE STUDENTS
If you are interested in a health care career or are simply interested in working with the elderly population come to Woodward Hills & talk to us about a job opportunity as a "Resident Assistant".
Woodward Hills Nursing Center
1312 N. Woodward Ave.
Bloomfield Hills, MI
810-644-5522
(Affiliate of William Beaumont Hospital)

HOME HEALTH AIDE
Certified or eligible, to see homebound patients. Excellent fees. Call Barbara for appointment at American Home Health Care 1-800-929-6555

HOME HEALTH AIDES
HOMEMAKERS
CHILD CARE ASSISTANTS
2, 4, 6, 8 hour shifts available, morning, noon or night. VNA Private Care. Contact Kathy 810-683-1770

MEDICAL ASSISTANTS
Part-time & contingent positions available to work day & evening hours at Providence Medical Center in NOVI.
Minimum 1 yr. Medical Assistant experience in a clinic/office setting required.
Apply 8am-12noon, Mon-Thurs.
PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22755 Greenfield, Ste. 310
Southfield, MI 48075
An Equal Opportunity Employer

MEDICAL ASSISTANT
Children's Hospital of Michigan is seeking experienced Medical Assistants for part-time and contingent openings at our SOUTHFIELD and FARMINGTON care centers to work evenings and weekends. Qualified candidates must be experienced in performing X-rays, have completed a formalized Medical Assistant program, and have at least one year experience as a Medical Assistant that includes experience with pediatric patients. If interested, please submit your resume or apply in person between 1 PM - 4:30 PM, Monday - Friday to:
Dept. of Human Resources
CHILDREN'S HOSPITAL OF MICHIGAN
3901 Beaubien, Detroit, MI., 48201
Equal Opportunity Employer

MEDICAL ASSISTANT
Experienced in X-ray and venipuncture, approx. 25-30 hrs. Westland area. 313-427-6390

MEDICAL ASSISTANT
Part time. 1 to 2 years experience. 12 Mile/Telegraph area. Call Brenda: (810) 358-6830

MEDICAL ASSISTANT
Part time. 20 hrs/wk. Southfield. Receptional duties. Have experience with X-rays or willing to learn. Submit resume to: Box #1076
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

NURSE AIDE, experienced to care for mother 3 days a week, full/part time. Able to drive small van for errands. References. (810) 644-1690

NURSING OPPORTUNITIES
Sinai Hospital's Berry Surgical Center, located in Farmington Hills is currently seeking nursing professionals to join its nursing team in the following capacities:
SURGICAL SUITE AIDE CONTINGENT POSITION
We are seeking a Contingent Surgical Suite Aide to perform a variety of responsibilities including pre-op of patients, transporting patient and maintenance of the service areas of the OR. The qualified candidate must possess a high school diploma or GED. Approximately 1-3 months' experience is desired, but training is available.
PRE-OP/RECOVERY ROOM RN CONTINGENT POSITION
The successful individual must have at least 6 months' experience in POHA/PACU.
For prompt consideration, please call or send your resume, indicating position of interest, to: Sinai Hospital, Professional Nurse Recruiter, 6767 W. Outer Drive, Detroit, MI., 48235, 313-493-6093 or FAX: 313-493-6171.
An Equal Opportunity Employer
SINAI HOSPITAL

NURSING SUPERVISOR
Do you enjoy working in a fast paced and rewarding environment? Then join Visiting Care, a division of Huron Valley Visiting Nurses and an affiliate of The University of Michigan Medical Center. We are seeking a highly motivated professional to join our clinical management team. Responsibilities will include supervision of field staff, case management, quality assurance, staff education, community relations, etc. Interested candidates should possess the following qualifications: Michigan RN License, current clinical experience, excellent interpersonal and customer service skills. Previous home care experience and high tech skills preferred. Submit resume and salary requirements to: ... [illegible]

REGISTERED NURSES
Staff Nurse positions available at Providence Medical Center in NOVI.
EMERGENCY - Every other weekend, midnights. ER or critical care experience preferred.
O.R. - Contingent. Scrubbing & circulating experience required.
Apply 8am-12noon, Mon-Thurs., or call. 810-380-4148
PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Ste. 310
Southfield, MI 48075
An Equal Opportunity Employer

REGISTERED NURSE
BEST OF BOTH WORLDS
INTERIM HEALTHCARE is seeking outgoing Registered Nurses for its Full Time Director of Health Care Services & Home Care Supervisor positions. Responsibilities include patient and employee supervision, inservice training, sales, evaluations and Community Service involvement. Supervisory and 3 years nursing experience required. Send Resume or Fax to
Interim HealthCare
27601 Southfield Rd
Lathrup Village, MI 48076
FAX: (810) 569-7068
An Equal Opportunity Employer

REHAB PERSONNEL
Rainbow Rehabilitation Centers, Inc., a leader in traumatic brain injury rehab, seeks dedicated, creative individuals to serve as Paraprofessional rehabilitation assistants at our FARMINGTON LOCATION. As an integral member of our treatment team you will be responsible for implementing treatment programs and assisting with the daily challenges of our pediatric residents. Applicants must be willing to work some weekends, afternoons, midnights. Competitive wages & benefits package. Resume to: RRC, P.O. Box 970230, Ypsilanti, MI 48197. EOE

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