502 Help Wanted-Office Clerical

Receptionists

General receptionist opportunities for receptionists in Westland & Livonia locations with a leading manufacturer. Paid overtime

PICO Resources

(810) 435-4100
EOE MF

RECEPTIONIST/ SUPPORT CLERK
A full time Receptionist/Support Clerk position, based in our Livonia office. Responsibilities: manage receptionist duties, maintain copier, back up receptionist support. Requirements: Excellent communication skills, customer service skills. Word for Windows, general office procedures & typing at least 50 wpm. Call Jeanette in Sales Attn: Donna Jensen 17120 N. Laurel Park Dr. #224 Livonia, MI 48152 FAX: 313-953-5075

RECEPTIONIST/ SWITCHBOARD
Dynamic, growing national personnel firm seeks an experienced Receptionist. Responsibilities include: telephone coverage, quality service to clients/candidates, meeting/greeting visitors, accepting & routing calls, etc. Requirements: 1 year minimum, approximately 75 (typed per minute) and 35 (used for receptionist) WPM. Excellent telephone skills, professional appearance and have 1-3 years receptionist experience. Apply in person: Gardenmaker, 31731 Northwestern Hwy., Farmington Hills. Or fax resume and salary requirements to: 810-932-0314. Attention: Sales

GranCare
39115 Ann Arbor Road
Plymouth, MI 48170
Attn: Bob Human Resources
FAX: 313-432-6788
Equal Opportunity Employer

RECEPTIONIST/ WORD PROCESSOR
needed for Southfield office. Excellent benefits. Fax resume and salary history to: Box 42701
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTION/SWITCHBOARD
For medical practice in Farmington. Switchboard experience and data entry required. Medical office experience preferred. Word & Windows experience, typing 45 wpm. Call Maria at 810-737-3743

SALES ADMINISTRATOR
Contact Interiors, the top Troy showroom for quality Steelcase, Stanley, Lacks, Leathercraft, Knoll, Brayton and Lane furniture, is looking for a support person to assist our sales staff. Excellent phone skills and a "can do" attitude are essential. Computer experience required. Knowledge of Word, Excel, Lotus, Powerpoint and other graphics packages were one to apply. Our fast paced environment offers great pay, benefits, opportunity for advancement and a fun place to work. Please send resume and salary requirements to:
Contact Interiors
Attn: Human Resources Dept.
10 Oak Hollow, Suite 200
Southfield, MI 48034
Equal Opportunity Employer

SALES ASSISTANT
Industrial manufacturer seeks sales assistant. Duties include: data entry, Word processing, Excel, Lotus, Powerpoint and Wordperfect. Fax resume to: Sandy Gelcomini, Industrial Products, 30500 Northwestern Hwy., Mt. 48071 or phone 810-585-6400, ext. 235

SALES ASSISTANT
West side firm seeks individual to support sales staff. Word Perfect, Excel & typing skills needed. Sales experience helpful. Pleasant working atmosphere. Fax resume to: (810) 585-2725

SALES COORDINATOR
Permanent full time position for reliable organized individual. Responsibilities: Assist 3 account managers with proposals, quotations, etc. Must be proficient in Windows, WordPerfect 5.1/6.0 and Excel. Minimum 2 years experience. Salary commensurate with experience. Fax resume to: Acro Service Corp. 17187 N. Laurel Park Dr. #165 Livonia, MI 48152 Fax 313-591-1217 Attn: Sales Manager No phone calls, please

SALES REP
A leader in clerical staffing since 1972 is looking for a motivated individual with proven outside sales experience to coordinate and implement service clerical staffing programs. Salary + bonus. Apply Terry Hall, Accountemps 459-1166

SALES SECRETARY
Entry level 20-25 hrs per week Brighton or Rochester area. High quality vendors. Company has excellent opportunities for organized, detail oriented, self starter. Responsibilities: work with homeowners, contractors & architects. Duties include: order processing, data entry, telephone coverage and occasional product demonstration. Computer helpful. Pre employment adjustable work schedule. Call 810-229-6244 ext. 13 Or send resume to: Perla Window & Door Company Attn: Hermine 2000 Haggerty Rd. W. Bloomfield, MI 48322 EOE

SECRETARIES RECEPTIONISTS
$8-$10/HR.
Top positions available with leading companies in the Rochester/Auburn Hills and Farmington/Southfield areas. Seeking candidates with excellent communication and phone skills, ability to follow directions and work processing experience. We offer competitive wages, bonuses, benefits. TEMP TO PERM. Call today.
Farmington Hills: 810-615-0660
Rochester Hills: 810-650-5490
Western STAFF SERVICES.

SECRETARY
Busy Troy Real Estate office needs VERY BUSY person. Great location. Great benefits. Call Geovy (810) 680-1500

502 Help Wanted-Office Clerical

SECRETARIES
Staffing Resources focuses on placement of highly skilled administrative candidates. Individuals with knowledge of Microsoft Word, Excel, Powerpoint and Lotus Powerpoint and other graphics packages were one to apply. Our temporary assignments offer great placement opportunities we assist you in your career search.
STAFFING RESOURCES
(810) 737-7711

SECRETARY
ADVERTISING AGENCY
Television production and creative departments of international advertising agency have immediate openings to earn needs. Detroit and suburban office. Phone experience and the ability to interact with clients required. Quark and Macintosh a plus. Call Sarah Burningham Farmington Livonia 477-2932

Advantage Staffing

SECRETARY
Energetic & phone friendly person to work part time (16-20 hrs) Evenings & weekends. Call Bob Smith Sales Attn: Donna Jensen 17120 N. Laurel Park Dr. #224 Livonia, MI 48152 FAX: 313-953-5075

SECRETARY
Full time job in Farmington seeking to fill full time position. Starting at two with benefits. Must be reliable, dependable team player with highly likely environment. Duties include: Phone coverage, 60 and other phones, deliver full time. Flexible schedule not necessary. Please fax resumes to: Attn: Sales Manager 313-478-2100

SECRETARY/ Are small commercial industrial real estate office in Farmington Hills. Applicant must be computer literate, have experience with Windows 3.1, Quattro or Lotus 1-2-3 and have 60 WPM. Call 810-851-8292

SECRETARY FOR Southfield general contractor. Must be proficient in Word, Quattro Pro, Windows. Must be able to take dictation, salary commensurate with experience. Send resume to: Box 1738
Observer & Eccentric Newspapers
36251 Schoolcraft Livonia, MI 48150

SECRETARY
Full time immediate position available for an experienced person. Must have PC experience and good communication skills. Medical insurance and 3 weeks vacation. Send resume to: PO Box 1738 Livonia, MI 48150

SECRETARY FULL TIME
Answering phones, filing, billing and other office duties. $6 hourly to start
(313) 535-8662

SECRETARY
Income tax firm for an excellent career opportunity. Must have 2 years tax experience, computer literate, Word, Lotus, 1-2-3, Excel, Quattro Pro, Windows, Word Perfect, Macintosh. Uniforms provided. Call Mr. Lee 313-266-8000

SECRETARY
Full time position available. Must have good typing skills, be detail oriented, able to work independently. Temp to perm opportunity. Call Cindy at Lynn Farrington (Birmingham) 473-2931 Fax 645-8650

Advantage Staffing

SECRETARY
Large property management company seeks a high energy individual to handle varied administrative duties in fast paced environment. Office Manager P.O. Box 2154 Farmington Hills, MI 48333-2154

SECRETARY
Must have basic knowledge of Word, Excel, Lotus, Powerpoint. Excellent benefits. Fax resume and salary requirements to: 810-557-7329

Hospice

Human Resources Dept.
16250 Northland Drive #212
Southfield, MI 48075

SECRETARY NEEDED for Troy office. Must have professional phone skills and M S Word experience. Call Michele (810) 362-9330

SECRETARY
$7 per hour. 20-24 hours per week. Typing, filing, answering phones. $6.50 thereafter. Apply in person Classic Interiors 20292 Middlebelt Rd. Livonia (810) 474-6900

SECRETARY
REAL estate office in Livonia seeking a part time Secretary. Basic computer and phone operation skills required. Flexible schedule. Contact Ann Norris at Century 21 Hour, 313-464-7111

SECRETARY
RECEPTIONIST
Professional accounting and consulting firm is searching for a new receptionist. Our full-time receptionist will be a dedicated team player. We need you to cover our front desk and letter printing. A busy 9-5 office setting does generate some pressure, but your organizational skills will help you handle the stress. Greeting clients, answering and forwarding calls are the primary duties of this job. Light word processing, fax operations, and mail help round up the duties. Punctuality is required, and WordPerfect experience is preferred. Hourly, full time position with benefits. Holidays and paid time off interested? Send complete work and salary history, in strictest confidence, to Rehmann Robson Attn Receptionist Suite 50 32255 Northwestern Highway Farmington Hills, MI 48334 EOE

SECRETARY/RECEPTIONIST
PROJECT MANAGEMENT firm wanted for small general contracting firm. Please send resume to 3888 Orchard Lake Rd. P.O. Box 309, W. Bloomfield, MI 48322

SECRETARY/RECEPTIONIST
FOR small architectural firm in downtown Birmingham. Must have strong typing, word processing, desktop publishing and Excel a plus. Call Susan. (810) 433-1030

SECRETARY / RECEPTIONIST
for construction company with non-smoking relaxed atmosphere located Downtown Birmingham. Must have exceptional interpersonal skills. Duties include phones, filing, typing. Computer skills a plus. We offer vacation, medical, retirement plan. Send resume to: 3277 Eastern, Rochester Hills, MI 48307

SECRETARY/RECEPTIONIST
PROFESSIONAL corporation seeks Secretary/Receptionist. Must have excellent verbal and organizational skills, self-starter, proficient in Microsoft Word 6.0, minimum 55 wpm. Send resume to:
P.O. Box 278
Troy, MI 48083
or Fax to:
(810) 264-1456

SECRETARY
Small Bloomfield Hills law firm. Word-Perfect required. Patient law experience a plus. Call ... 810-645-9339

Southfield based property management firm is looking for a Secretary to assist the Property Manager. Some bookkeeping experience necessary. MUST experience an added plus. Computer knowledge essential. Benefits included. Send resume to: Property manager, P. O. Box 308, Southfield, 48037

SECRETARY: Summer Employment Opportunity
Part-time Summer position available for sales office located in Troy approximately 35 hrs/week (Mon-Fri). Experience preferred. Must have knowledge of WordPerfect 6.0, organizational skills, and able to meet deadlines. For interviewing contact Sandy Pupillo at 810-347-0610

SECRETARY
Wanted for part-time and weekend part-time in Wendy office. Hours are flexible, computer knowledge necessary. Call Elaine at 313-482-2000 for more info

502 Help Wanted-Office Clerical

SECRETARY
We are a Southfield based CPA firm seeking a Secretary for our growth division. Must be professional, knowledgeable in business, have excellent expectations, have a positive attitude and be available for some overtime during tax season. If you desire to work in a professional environment and meet our demanding standards, send resume and expected salary to:
Attn: SUES
Fullner, Rodzewicz & Co. PC
26200 American Dr. Ste 500
Southfield, MI 48086-5004

SECRETARY
$25,000
Service change jobs! Big company Fortune 500 company offering immediate benefits has need for polished professional. Will train. Call today for 3 Managers. Experience Mandatory. Must Call for appointment 810-348-3450
Sheilahs Personnel Services

SECRETARY $28,000
Transportation or logistics background. Good secretarial skills. Three jobs. Full benefits. Beth (810) 772-6760
Sheilahs Personnel Services

SMALL BIRMINGHAM OFFICE
Receptionist/Data Processor. Approx 2 or 3 days on regular basis, possibility of more. Call Bookkeeper Phones, light typing, filing, some computer skills. Call 644-7622

SNELLING YOUR FIRST PLACE TO LOOK
Relocating? Changing Careers? Returning to Workforce? Recent Graduate? Snelling has opportunities for your Temp, temp-to-perm and Permanent Placement. Entry level up to Executive. Flexible schedules. Paid training. Excellent salary plus benefits. Call today for details:
Livonia 313-266-8600
Southfield 810-352-1300
Auburn Hills 810-373-7500
Taylor 313-284-0777

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PERSONNEL SERVICES
An Equal Opportunity Employer

STUDENTS, TEACHERS ARE YOU LOOKING FOR SUMMER WORK?
We offer
Word Processing, Data Processing, Clerical, Light Industrial, Data Entry, Gate Entry, Telemarketing, General Office Positions. Call today! Our client need Macintosh, MSWord 5.1a, MS Excel or Quattro Pro.
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It is time to take stock in your career. Challenge, opportunity and personal fulfillment are the benefits of working on our team. Trevta, Volvo and Volkswagen could be in your future.
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General Office
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Salary hourly + Training
Confidentiality + Health Care + 401(k)
Call (810)643-8500 or send your resume to:
Dan Price, General Manager
PO Box 309
Troy, MI 48099

SUPPORT SERVICE ADMINISTRATOR
Professional appearance with good communications both written & oral. Excellent organizational skills & creative attitude required. Resource background helpful or transferable. Send resume to: Alert Protective Services in Berkley 1 800 745-3870, EOE

SWITCH BOARD/ RECEPTIONIST
Southfield medical office is opening for part time (37.50 hrs) work. Alternating weekends. Experience, skills, and attitude are important. Salary range $6-$9 hourly plus benefits. We are an Equal Opportunity Employer. Send resume to Personnel Manager, PO Box 984, Southfield, MI 48037 or FAX (810) 424-7373

TELEPHONE ASSISTANT
Client companies in the Southfield, Livonia, Farmington, Bloomfield and Oakland County areas are looking for people with great phone skills to assist with incoming calls. New assignments all the time.
STAFFING RESOURCES
(810) 737-1711

TELEPHONE CUSTOMER SERVICE
NO TELESALES INVOLVED for candidates that have:
• are detail and customer service oriented
• possess outstanding telephone and communications skills
• type accurate at 40-50 wpm, and
• enjoy working as a team player
A complete benefits package is offered including medical, dental, 401(k) and tuition reimbursement. Interested candidates should submit resume and salary expectations by FAX (313) 416-2463 or mail to:
ADSTRA CORPORATION
Attn: HR-TELESERV
101 Union Street
Plymouth, MI 48170
EOE

TELEPHONE OPERATOR
For immediate opening. Part time. Must be flexible for overnight shifts. Will train. Call between 11 and 4 only at (810) 644-5830

TYPESETTER/MAC EXPERIENCE
Entry, 3 Saturdays. Full time, 7pm-10pm Bertram Royal Oak area. We have a very unique position. Call Ann (810) 398-5545

TYPIST & Receptionist for Southfield office, general office duties & telephone duties required. Send resume with qualifications to Box #2738
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WORDPROCESSORS
Large, prestigious Southfield CPA firm is seeking the best word processors for our high production department. Must be proficient in WordPerfect for Windows, familiarity with spreadsheets & templates. Zaden Dental Lab, Inc. Call (810) 626-3144

WORD PROCESSORS
We are looking for several experienced word processors. Pay starts $10-$12 hr. Call for appt. 313-525-4604

WORD PROCESSOR
With excellent spelling, typing, grammar, and transcription skills needed for medium size Novi law firm. Must be experienced in MS Word for Windows 2.1/95. Some legal knowledge a must. Profit sharing & medical benefits. Ask for Karen (810)349-3980

504 Help Wanted-Dental

CERAMITECH DENTAL LAB
Needs motivated and dedicated team player, minimum dental percent. Will train, right person or experienced. Benefits. Call 9-7 PM (810) 855-9290

504 Help Wanted-Dental

ALL STAR TEAM PLAYER
wanted for expanding Orthodontic Practice. The right person for our team will be a professional who loves working closely with people. They will have a positive attitude, meet deadlines, demonstrate a dedicated, reliable, ethical work ethic, and have a good working team oriented and committed to excellence, consistent with our practice. No experience is necessary, we will train the right person. Send resume with letter of intent for an office that appreciates staff. Fax resume to the attention of Cathy (810) 851-7823 or mail resume to Dr. Juening, 30330 W 12 Mile Rd. Farmington Hills, MI 48334

BUSINESS MANAGER, experienced and enthusiastic. Responsible for appointment book, accounts receivable & internal bookkeeping. Farmington Hills office. Full time. 810-745-1157

CHAIRSIDE ASSISTANT
Must be experienced. Top pay & benefits. Call 313-525-7818

COMPUTERIZED Farmington Hills family office seeks Receptionist and Front Desk. Experienced or will train. Call 810-482-0777

DENTAL ASSISTANT - Friendly, caring, dependable person needed for full time position. Experience preferred. Troy. (810) 649-2968

DENTAL ASSISTANT
Valuable opportunity. Full time Livonia/Westland office seeking team player. Must be reliable, flexible and expect communication skills. Have experience or will train hard working, dependable, career opportunity, we are growing and are dedicated for their employees and talent. Competitive salary and benefit package. Call 9am-3pm 313-425-5570

DENTAL ASSISTANT
Group practice - Full time position available for an experienced, enthusiastic individual who loves people and enjoys a challenging day. Good salary and excellent benefits for the right candidate. Western Wayne County. 313-722-5130

DENTAL ASSISTANT
Do you enjoy work, believe in your self, have an outgoing personality, cheerful smile, feel you can contribute to a fun atmosphere? WE WANT YOU! Full Time. Experienced preferred. Excellent salary in friendly Livonia office. (313) 591-3638

DENTAL ASSISTANT
Experienced for Livonia office. Part time, evenings. Call Sally AM 313-261-2330 pm 810-661-0336

DENTAL ASSISTANT
4 days per week with benefits. Chardale experience necessary. Birmingham area. Call 810-645-0487

DENTAL ASSISTANT
Experience needed. Join our friendly team. Full time no Saturdays. Good benefits package. Call 313-591-0011

DENTAL ASSISTANT. Part-time position available. Must have current dental assistant license. Call 810-569-8815

DENTAL ASSISTANT
Chairside Assistant needed full or part time for patient oriented estab lished practice in Troy. Non-smoking environment. (810) 689-2041

DENTAL ASSISTANT for West Bloomfield Orthodontic office. Full time, no Saturdays. Office or general dental experience necessary. Mon-Fri, 8:30-5. Call 810-851-7272

DENTAL ASSISTANT
Friendly and quality oriented Dearborn Heights dental practice seeks one to looking to increase it's full time staff. We are interested in someone who is knowledgeable in chairside assisting & a dependable & enthusiastic Call Ann at (313) 277-0410

DENTAL Assistant experienced, full time for chairside office in Bloomfield area. Call 810-855-6613 Mon-Fri, 8:30-5

DENTAL ASSISTANT
Full time. Experience and X-Ray license required. Farmington Hills area & benefits for progressive Non practice. Contact Carol at (810) 471-0345

DENTAL ASSISTANT
Can you put patients needs and feelings first? Can you build trust & communicate effectively with your co-workers? Are you a team player? Southfield practice is seeking a full time assistant who excels in team orientation. Experience preferred. Mon-Thurs. Excellent pay & benefits

DENTAL FRONT DESK Person Insurance Biller Huntington Woods family practice. Experienced only. Salary negotiable. Call between 8-30am-5pm. 810-399-4455

DENTAL FRONT DESK. Insurance biller. Experienced only. Computer experience necessary. Fast paced office. Friendly working in a sharp office with a great staff. Livonia. 313-425-4208

DENTAL FRONT DESK
Northville practice, full time position. Experience preferred. (810) 347-4250

DENTAL HYGIENIST

Modern Westside office with Perio program needs full or part time hygienist. Pleasant working, detail oriented patient focused staff. Some evening & weekends. Good benefit package. Call 313-421-5200

DENTAL HYGIENIST
Busy Livonia office eager to hire full & part-time hygienists. Livonia. 313-591-3638

DENTAL HYGIENIST experienced, motivated, detail oriented, people oriented for Farmington Hills practice. Smiling, scaling & composite polishing skills a must. Part time or full time. (810) 745-1157

DENTAL HYGIENIST
We are looking for an experienced team player. Our office is open Mon-Thurs (or part time Mon-Wed). Salary DOE. Call 313-538-5370

DENTAL HYGIENIST
needed 1-2 days per week for private practice in downtown Plymouth. (313) 454-5658

DENTAL HYGIENIST
Participate in Farmington Hills area. Please call (810) 474-2280

DENTAL HYGIENIST
Wednesday or Thursdays and every other Saturday. Royal Oak (810) 548-6085

DENTAL HYGIENIST - Saturday mornings, 3 Saturdays. Full time, 7pm-10pm Bertram Royal Oak area. We have a very unique position. Call Ann (810) 398-5545

DENTAL HYGIENIST, $50,000 to $70,000 annually. Are you an experienced hygienist looking for an opportunity to advance professionally in a monitored? If you also have excellent technical & verbal skills, a high energy level and want to work in Southeast Birmingham area has the opening you are looking for. Call (810) 267-3213

DENTAL LAB

Seeks person for Partial Department. Will train. Full time, excellent benefits & benefits. Zaden Dental Lab, Inc. Call (810) 626-3144

DENTAL RECEPTIONIST
We need an outgoing, intelligent self starter to help run our busy front desk. Computer, insurance & communication skills a plus. Excellent pay & benefits. Start immediately (810) 895-7800

DENTAL RECEPTIONIST/ ASSISTANT. Insurance & computer experience. Full/part time position in friendly Livonia office. Call 313-937-0030

DENTAL RECEPTIONIST
experienced. Must have computer & insurance experience. Ask for Karen (810) 851-1034

DENTAL RECEPTIONIST
Needed for our Livonia practice. Part time position available. Dental experience necessary. Flexible hours and good pay. Call Chris, (313) 427-7232

DENTAL RECEPTIONIST
Experienced
Full time, flexible hours
Warren office (810) 874-2920

504 Help Wanted-Dental

DENTAL RECEPTIONIST
30 hours per week for friendly, relaxed, growing Plymouth practice. Experience preferred (313) 453-5588

DENTIST
FULL time associate for Royal Oak practice. Ask for Dr. Mahowa at (810) 280-0060

DENTIST - Modern group practice facility with highly motivated professional staff. Ideal for full part time General Dentist. Dearborn
Fax resume to:
An Equal Opportunity Employer

DENTIST - Modern group practice facility with highly motivated staff. Ideal for full part time General Dentist. (313) 207-3740
An Equal Opportunity Employer

HYGIENIST WANTED
Full time position for friendly and outgoing hygienist. Excellent benefits for all patients to ensure quality care. Ask for Barbara 313-277-0030

HYGIENIST - Dental practice management experience, part time for Brighton Hills. (810) 227-2112

ORAL SURGERY ASSISTANT
Full time with excellent fringe benefits. Experienced preferred. (810) 547-8838

ORTHODONTIC OFFICE Large Bloomfield Hills practice seeks office manager. Excellent opportunity for promotion. Salary commensurate. 810-681-6100

RECEPTIONIST
Experienced in billing, 4 day work week. Bloomfield Hills orthodontic office with experience. Berkley area. 810-547-0080

RECEPTIONIST FOR South Lyon dental office. Dental and computer background helpful. Call (810)437-4100

EMPLOYMENT/ INSTRUCTION SERVICES #500-598

506 Help Wanted-Medical

ADMINISTRATIVE ASSISTANT to psychologist. Birmingham. Flexible hours. Resume and $ expected. Transcribe reports using Macintosh Word. Call Dr Smith: (810) 644-0555

ADVANCED PHYSICAL Therapy Center in Birmingham expanding evening hours. Positions available: Medical Receptionist, Massage Therapist, Craniosacral Therapist, Physical Therapist with Rolfing or Craniosacral training. Call (810)644-3477 or send resume to Physical Therapy of Birmingham, 700 N. Woodward Ave. Suite 102, Birmingham, MI 48009

ALLERGY MEDICAL OFFICE MANAGER/ LPN, RN OR CMA
Must have supervisory experience. Full time Livonia area. Excellent salary & benefits commensurate with experience. Call Diane at 810-478-5221 After hours Diane pager at 810-262-1666 or leave message

ASAP RECEPTIONIST
Experienced receptionist needed for our Livonia and Novi podiatry offices. Must want to grow & earn a good salary. 45-55 hrs. We are closed. No overtime benefits. Need one for each office MDS knowledge a plus. Call 810-478-1024

ASSISTANT BILLER
For Bloomfield Hills practice located in Ws Bloomfield. Part time. Experience preferred. Call Lynn at (810) 737-6653

ASSISTANT
LIVONIA-NOVI AREA
Must be hard working, responsible & reliable. 40 hours per week. Dental Benefits. $8 up depending on experience. Call 810-478-4630

BILLER
Experienced, for Royal Oak physical therapy clinic. Fax resume to Mary Casey to schedule an interview at 810-549-8840

BILLER
Medical Biller needed for busy cardiology practice. Preferred candidates have at a minimum of 2 years experience, strong interpersonal skills, and have worked in an orthopedic setting. Salary is based on experience. Excellent benefits. Competitive salary and benefits. Respond to: Cardiology Associates, 28080 Grand River, Suite 300W, Farmington Hills, MI 48336 Attention Jennifer

BILLING MANAGER
Durable medical equipment division of one of the largest home healthcare companies in the state is seeking a Billing Manager for our Southfield or Livonia location. Knowledge of DME billing, HCFA, Medicare, Medicaid, Blue Cross, select BA+ software highly desirable

DME billing management experience preferred. Bachelor's in business, accounting or related degree

Send resume to:
Box 6271
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CENA's
$7.30/hr. to start!
Excellent benefits
MARYWOOD NURSING CARE CENTER
36975 W. 7 Mile Rd., Livonia
(Apply in person)
EOE

CERTIFIED MAMMOGRAM X-ray tech for 4 hour block, Mon thru Thru 2 exams per hour. Private doctors office. Competitive wages. Knowledge & experience preferred. Call (810) 851-6080

CHIROPRACTIC ASSISTANT, part time, Mon-Wed-Fri, hours 8-1 pm. $7.50 an hour to start. Farmington area. Call (810) 477-6400

CNA'S
Immediate openings
Weekend Shifts, Nightwatch
West Commerce Center,
6363 Haggerty, near Joy
(313) 416-2000

CLERICAL/ MEDICAL OFFICE
$50 Sign Up Bonus
The Medical Office Support Division of UNIFORCE STAFFING SERVICES is expanding, overtime with upcoming assignments in
• TRANSCRIPTION
• MEDICAL RECORDS
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• COOKS & SPECIALISTS
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UNIFORCE STAFFING SERVICES
MEDICAL OFFICE SUPPORT DIVISION
810-846-7660
Fax 810-648-6923
EOE

CLINICAL SUPERVISOR
for full time status in the residential treatment program for developmental and athletics. Michigan's Center of Excellence for Children with Autism & Abuse Masters required, substantial experience with children. Must LLP beneficial. Adult, Adolescent, family and 12 step knowledge. Benefits included, salary competitive. Fax up application or send resume to Brighton Hospital, Personnel Dept. 127, 12851 E Grand River, Brighton, MI 48116 EOE

CMA NEEDED for Birmingham OB-GYN office, 4 days, 24 to 30 hours. Experienced only. Ask for Diane at (810) 645-0840

CNA'S
HOME HEALTH AIDES
We have immediate openings in Livingston County. Call Kelly Today! INNOVATION 1-800-765-7544

DENTAL ASSISTANT
Part time, approximately 20 hrs. evening hrs. Some experience preferred. Call (810) 732-1111

DIRECT CARE AIDES
Now grow home is in search of energetic & responsible individuals to work on TBI assisted living.
• Afternoon & Midnight shift
• Competitive wages
• Health insurance/education benefits
(810) 473-1139

DIRECT CARE WORKERS
Afternoon, Night & Good Position. Full or part time. Up to $6.49 hour to start (313) 697-1035

DRIVER
Full or part time for home health care agency. Flexible hours. Good driving record and health care experience preferred. Call 9am-5pm (313)741-1801

EXPERIENCED MEDICAL ASSISTANT - for busy general surgeons office. Must have EKG. Organized have good interpersonal relation skills, computer knowledgeable & time at least 4 days. No billing. 40 hrs per week, no evenings or weekends. Please send resume & salary requirements to Office Manager, P.O. Box 266 Southfield, MI 48037-0266

FRONT DESK - PART-TIME
Insurance billing experience required. Knowledge of insurance 20-25 hrs per wk. Canton Call (313) 981-1554

HHA/CNA for private duty certified or experienced to see home bound patients. Full or part time positions available. Variety of locations. Call AMC Home Care. 810-445-1001

Home Health Aides
Certified Home Health Aides
Nursing Assistants
Homebodies
Live-ins
For private duty home health care. Must be experienced, dependable and have reliable transportation. We offer
• Flexible schedules
• Pay based on experience
• Fair differentials
• Mileage reimbursement
• Paid holidays
• Benefit package for full time
If you're interested in joining a family oriented agency. Please call or apply to
United Home Care Services
15717 E. Eleven Mile, Roseville
(Two blocks N. of S. Mile)
(313) 422-9250

INSURANCE CLERK & RECEPTIONIST
NW ENT Medical Center, Insurance & ENT experience a plus. Send resume and hand written cover letter to 7765 Rochester, Suite 100 Canton, MI 48187

JOB COACH/JOB DEVELOPER
Part time ETS position available. Related experience considered. Working with the training and placement of persons with psychiatric disabilities. Must have reliable transportation and be able to work flexible hours. Guaranteed 20 hours per week with benefits. Send resume & letter to Sharon Procter, Suburban Job Coaches, Inc. 27505 Schoolcraft, Livonia, MI 48150

LPNS/MA - If you're positive, energetic and enjoy helping others. Medical Weight Loss Clinic is looking for our Farmington Hills location. Need LPN's & MA's with venepuncture experience may apply for full or part time position in W Bloomfield. Excellent salary & bonuses. 810-353-8446

MA LPN RN Unexpected opening, full time position in W Bloomfield family practice. Excellent compensation package for the right applicants. Please send resume to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PHYSICIANS OFFICE in Farmington Hills is seeking an experienced Medical Biller with 5 years experience. Call (810) 851-0600

MEDICAL ASSISTANT full time for a busy Internal Medicine practice. Dependable, hard working. Fax resume now to 313-729-8438

MEDICAL ASSISTANTS
Medical Assistants are urgently needed to fill immediate openings in the Internal Medicine & Oncology practices in Dearborn & Wayne counties. Vent Puncture, EKG and other Clinical opportunity & competitive salary. Call Bellaire at 313-336-1335

MEDICAL ASSISTANT
wanted for busy orthopaedic office in Bloomfield Hills. Call (810) 334-5535

MEDICAL ASSISTANT
Mature & experienced for busy pediatric office in Rochester. Approximately 30-35 hrs wk. 313-458-9290

506 Help Wanted-Medical

MEDICAL ASSISTANT
Part time needed for Dermatologist office in Southfield. Experience required. (810) 353-0880

MEDICAL ASSISTANT
Needed in Southfield office. Must have Excellent salary, full time. Vacations, CME, CEO, 401k, life insurance and more. Call after 4pm (810) 355-3232

MEDICAL ASSISTANT - Dearborn Hematology Oncology office. 3 days/week. Need laboratory skills & at least 1 yr. experience 313-271-5577
Fax 313-277-2965

MEDICAL ASSISTANT
Full time in top Dermatology office in Farmington Hills. Must have at least 1 yr medical office experience. Call (810) 553-2900

MEDICAL ASSISTANT
Needed for expanding 5 physician practice in Westland. Part-time for Summer, working up to full time for Fall. Clinical background or experience required. Fax resume & cover letter to 35210 Harrison Blvd., Suite 301, Westland, MI 48185

MEDICAL ASSISTANT/ PHYSICIAN'S OFFICE

We have immediate openings for experienced Medical Assistants to staff our Birmingham and Warren location offices.

Requires one to three years experience in both adult and pediatric medicine, strong EKG skills, ability to administer immunizations to pediatric patients. Certified Medical Assistant preferred.

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MEDICAL ASSISTANT
Full time. Experience a must. Busy internal medicine practice. Great salary & benefits. Troy area. Call (810) 362-2770

MEDICAL ASSISTANT
Full time. Monroe. Experienced in nine puncture & EKG. Xrays. Benefits. Great job for the right person. 810-855-2291

MEDICAL ASSISTANT
Part time for Sterling Heights office. Experience required. Strong background in phlebotomy & sense of rays. EKG, venepuncture and PFT. 810-979-5440

MEDICAL BILLER, full time, experienced needed for a busy Westland Dermatologist. Benefit package available. Fax resume to 810-689-3364

MEDICAL BILLER - long term care pharmacy seeks medical biller, the candidate must have experience with Medicare, part B billing & DMERC guidelines. A familiarity with Medicare & general products & billing is a must. Please send resume or letter of application to Specialized Pharmacy Services, PO Box 3347, Livonia, MI 48151 Attn: Accounts Receivable Manager

MEDICAL BILLER/ MEDICAL ASSISTANT
for Garden City office. Full time. Must have computer experience for all insurances. Excellent typing skills & phone and recptionist skills required. References required. Call Mon-Fri 9am-5pm (313) 525-5744

MEDICAL BILLERS
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MEDICAL RECEPTIONISTS
Long & short term temp assignments & some temp-to-hire & permanent opportunities. Must be experienced. Nice settings & competitive salary. Diane Smith. 810-354-4100

MEDICAL BILLERS
Two immediate openings for experienced billers. Must know One DME One MDS/Internal Medicine Diagnosis coding. Call Brenda at Tempro Medical 810-435-7500 ext. 225 or fax resume to 810-358-1333

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MEDICAL PERSONNEL
Berkley medical practice in need of experienced help. Front & back office. Call Jeanette Newberg at Barbara Rollman, 181 Summit View Ct., White Lake, MI 48386

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MEDICAL RECEPTIONIST
Unexpected opening for a mature, organized person with outstanding people skills. W Bloomfield/Orchard Lake location. Send resume to Box 6267
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MEDICAL RECEPTIONIST, full time/part time for a busy Internal Medicine practice. Dependable, hard working. Fax resume now to 810-680-3368

MEDICAL RECEPTIONIST
Part time, Mon Thurs 8 hrs for busy M D Bloomfield Hills practice. Experience Medical Billing, Data Entry and/or Faxes in A/R only at (810) 540-1770

MEDICAL RECEPTIONIST
for Southfield physician's office. Full time weekends 45 Hours per week. 1 Yr experience required for fast paced busy office. Fax resume to Office Manager (810) 552-8602

MEDICAL RECEPTIONIST
experienced, OB/GYN office in Birmingham. Part time. Send resume to: Marie Schaver, 1010 N. Peck, Birmingham, 48009

506 Help Wanted-Medical

MEDICAL RECEPTIONIST
Needed for expanding Westland practice. Medical insurance background with medical terminology. Excellent salary. Full time. Vacations, CME, CEO, 401k, life insurance and more. Call after 4pm (810) 355-3232

MEDICAL RECEPTIONIST-Full/part time. Ophthalmology or medic computer experience preferred. Fax resume to: 810-488-1957

MEDICAL RECEPTIONIST
Full time for busy OB/GYN office in Berkley. Call Pam 810-542-7141

MEDICAL RECEPTIONIST/BILLER
needed for small podiatry practice in Southfield. Must be experienced. Excellent pay. Pager 810-717-7788

MEDICAL RECEPTIONIST
Part time front office position needed for patient check-in & checkout in pediatric medical office in Southfield. Insurance knowledge required. Computer experience helpful. 20 hours/week, overall pay. Call Sandy, leave message (810) 855-2417

MEDICAL RECEPTIONIST
Full time in top Dermatology office in Farmington Hills. Must have at least 1 year medical office experience. Call (810) 553-2900

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