502 Help Wanted-Office Clerical

TITLE CLERK/
ASSISTANT CAR BILLER
Growing Ford dealers ep needs an additional person to help processing deals. Previous experience preferred. ADP experience/knowledge a plus. Room for advancement in a pleasant work environment for an aggressive, hard working individual. Competitive salary, overtime, benefits and a fast-pace work atmosphere. Call Pat Machnak, Office Manager, to schedule an appointment. McDonald Ford Sales, Northville
(810) 349-1400

TYPIST
PROMINENT Title Insurance Company in Livonia is in need of a typist. Prior experience preferred. Call for interview.
(313) 421-4000

WAREHOUSE ASSISTANT
Well established company looking for full-time/Saturday Warehouse Assistant. The person will have the responsibility of the metal paper work created in a very busy warehouse. Data entry, invoicing, sales, good administrative techniques and attention to detail a plus. Full time employee benefits, vacation, dental, life insurance and a profit-sharing program. Accepting applications Tues., July 16, 9am-5pm & Wed. July 17, 3pm-7pm. Morgan Auto Paint Co., 11800 Market St., off Plymouth Rd. between Inkster & Wayne. Non-smoking work environment. EOE

WAREHOUSE PERSON needed full time. Must be able to drive hi-low. Apply in person: Innovative Floor Coverings, 13250 Newburgh Rd., Livonia (1 block S. of I-96)

WELL ESTABLISHED contractor seeks an energetic, organized individual for an Administrative Assistant position. Must have expense Sales experience. Hours are approximately 40-45. WMP. Excellent benefits package available. Apply Mon-Fri from 8:30am-4:30pm. Please call Melissa for appointment.
(313) 531-5300

LEGAL WORD PROCESSOR
Needed full time for Troy defense firm. Excellent benefits, knowledge of WP 5.1 and legal experience preferred. Pleasant, non-smoking environment. Send resume to Office Manager, 888 W. Big Beaver, Suite 800, Troy, Mich. 48084

WORD PROCESSORS/
RECEPTIONISTS
NEEDED!!
Looking for upbeat, outgoing individuals with phone experience and good communication skills. Positions available for full-time, part-time, temporary and permanent placement. Any of the following skills are great!
•WordPerfect
•MicrosoftWord
•Excel
•Lotus
•Powerpoint
•Harvard Graphics
Call Today for Details!
810 352-1300 Southfield
313 266-8600 Livonia
810 373-7500 Bloomfield Hills
313 284-0777 Taylor

SNELLING
PERSONNEL SERVICES

504 Help Wanted-Dental

DENTAL ASSISTANT
Friendly, motivated, organized, enthusiastic, responsible person to join our growing practice. Must be team oriented and have dental experience. Call Mary 313-425-0059

12-EVERGREEN AREA Full-time Chairside Dental Assistant experienced only, will host to the front, great office
(810) 353-4747

CHAIR SIDE ASSISTANT
To join our energetic caring, top rated team. Someone who wants to excel with us. For an interview call
(810) 642-4737

CHAIR-SIDE ASSISTANT
Busy Livonia practice seeks experienced chair-side assistant. Responsible, enthusiastic, pleasant person. Computer experience a plus. Full time and benefits.
Call
(313) 274-4040

DENTAL ASSISTANT
Experienced. Full time in friendly Livonia dental practice
313-425-1121

DENTAL ASSISTANT
Bright, energetic person who enjoys working with children for a pediatric dental practice. Must have experience and enjoy people.
(313) 425-0600

DENTAL ASSISTANT We seek a dynamic, energetic, experienced assistant to join our progressive specialty office. We offer you an opportunity to grow as a valued assistant on our team. Salary $20,000 to $30,000 to start. All inquiries kept confidential. Call (313) 397-0100

DENTAL Assistant experienced, full time for childrens office. Must know four handed dentistry. Mon-Fri, 8:30-5. 810-655-6613

DENTAL ASSISTANT
Experienced. Requested full time for professional, progressive Warren office. Applicant must be a team player. Great working conditions & benefits. Please call 313-751-2080

DENTAL ASSISTANT
Assisting only. Experienced or will train. No Sats. W. Bloomfield Call assistance after 6 p.m. 313-421-7938

504 Help Wanted-Dental

DENTAL
ASSISTANT
Full-time with benefits. Join our great team in Canton.
Call: (313) 453-9250

DENTAL ASSISTANT
One doctor Canton office seeking friendly, motivated team player. Full time Mon-Thurs. Call (313) 459-6353

DENTAL ASSISTANT
General dental office in Westland. Full or part-time available. Off on Weds. Looking for a self-motivated, friendly team worker. 313-722-0500

DENTAL ASSISTANT
Specialty office in Bingham Farms is seeking for bright, energetic dental assistant. Experience preferred. We offer a good salary & fringe benefit package for the right person. Call Shirley
(810) 540-8193

DENTAL ASSISTANT
Prosperous Bloomfield Hills dental office seeking individual for a full time position. Excellent benefits, some experience necessary. Call for interview, ask for Andrea.
(810) 645-9797

DENTAL ASSISTANT
Growing, well-established profession practice needs a responsible, organized and self-motivated individual with some dental background. We offer a full time position in a progressive dental practice through full participation with other members of our team. Please call Thurs & Fri's from 7am - 3pm.
(810) 358-3950

DENTAL ASSISTANT
Only the best for the best. Great practice in Farmington Hills area. Experienced only. Top salary & benefits
(810)661-4002

DENTAL ASSISTANT
Do you enjoy work, believe in your self, have an outgoing personality, cheerful, and feel you can contribute to a fun atmosphere? WE WANT YOU! Full time & Experienced preferred. Excellent salary in friendly Livonia office.
(313) 591-3636

DENTAL ASSISTANT
Quality family practice wants friendly, caring person to grow with team. Experienced. Livonia 313-464-1827

DENTAL ASSISTANT
needed for South Lyon office. Experience a must. Full or part time available. Call for interview appointment
(810) 437-6189

DENTAL ASSISTANT
We will train bright energetic individual to full time chairside position. Farmington Hills. Salary & benefits
810-553-2478

DENTAL ASSISTANT
Are you enthusiastic, caring, excellent communicator & experienced? We need you in our patient-centered North Farmington Hills practice. Full time. Please call. (810) 855-1277

DENTAL ASSISTANT/
RECEPTIONIST
A candidate for this position must be dedicated & hard working. Office is 14 Mile/Orchard Lk. (810 855-3437

DENTAL ASSISTANT
Can you put patients at ease and feel-good first? Can you build trust & communicate effectively with your co-workers? Our modern, friendly, Southfield practice is seeking a full time assistant who excels in team interactions. Experience preferred. Mon-Thurs. Excellent pay & benefits
(810-356-8790

DENTAL HYGIENIST
Part/full-time Farmington Hills area. Call (810) 474-2250

DENTAL HYGIENIST
STOP!
LOOK NO
FURTHER...
Full or part time Sharp office and great staff. Livonia. (313) 425-4200

DENTAL HYGIENIST
To work on Tuesdays from 3 to 8PM with addition hours possible. Livonia Farmington area. (810) 474-8668

DENTAL HYGIENIST
for pleasant, quality Southwest/Farmington Hills office
810-627-1220

DENTAL HYGIENIST
Needed for a friendly Dearborn Heights office. Full time. Benefits. Please call Linda (313) 277-3000

DENTAL HYGIENIST for Troy, general practice. Mondays, 3 Fridays a month. 8:30 to 4 pm (Sat. hours Sept thru May.) Production incentive in addition to salary. 810-526-2270

DENTAL HYGIENIST
Solo practice seeks additional hygienist to provide high quality service. Hours are ideal conditions. 1 day per week (due to day alternating Sats. required. Call Judy 313-274-4422

DENTAL HYGIENIST
for a well known periodontal practice in Troy has a position available for a dedicated individual who would like to engage in an exciting and challenging atmosphere. We can provide well for a highly effective professional. If you fit the profile, call Gina.
(810) 625-7700

DENTAL LAB TECHNICIAN - Experienced, ceramic, waxing, casting. Unusual opportunity to be independent. Ownership potential. Benefits, high compensation. 810-646-5743

DENTAL PROFESSIONALS
Looking for dedicated dental professionals to fill temporary & permanent positions. Dentists, hygienists, chairside assistants, receptionists. Let us accommodate your schedule. Call for your confidential interview today. NO FEES. EOE
DENTAL CONTACTS
(810) 855-9880 (810) 979-4818

DENTAL RECEPTIONIST/
ASSISTANT. Insurance & computer experience. Full/part time position in friendly Livonia office. 313-207-2035

504 Help Wanted-Dental

DENTAL RECEPTIONIST
Experienced. Must have computer & dental knowledge. Full time. Farmington Hills area
(810) 851-1034

DENTAL RECEPTIONIST
We need an outgoing, high spirited, self starter to help run our busy front desk. Computer, insurance & communication skills a must. Excellent pay & benefits. Start immediately.
(810) 355-9600

DENTAL RECEPTIONIST
Wanted full time for busy specialty office. Experience desirable. Benefits.
(810) 352-2910

DENTAL RECEPTIONIST with experience needed for Birmingham specialty practice. Good benefits. Wages based on experience. Full/part-time. Call between 8am & 5pm.
(810) 647-7835

DENTAL RECEPTIONIST
Full or part time. We strive to be a relaxed, family oriented practice. Personal relations and prevention are what we sell.
If you're a people person, hopefully with dental experience, come by and interview us. Canton. (810) 474-9426

DENTAL RECEPTIONIST &
DENTAL ASSISTANT
With Dentech experience. Excellent pay & hours. Maria. 810-348-1777

DENTAL SECRETARY
Our growing practice is looking for a multi-talented person with a sense of humor, to manage our computer driven front desk. Electronic insurance experience, good communication and other business tasks. Full time, please call
(810) 548-6365

EXPERIENCED DENTAL - Assistant, part time. (313)451-0800

EXPERIENCED DENTAL ASSISTANT
Full time chairside. Pay busy family practice. Has general practice. Excellent benefits.
(810-553-2477)

EXPERIENCED FRONT DESK
Multi-task oriented team player to coordinate appointments, insurance and etc
(313) 425-7010

HYGIENIST
FOR progressive Dearborn Hts practice. Exceptional people skills for part time position. (313) 274-4040

HYGIENIST
Part time, Northwest family practice. Send resume to: Hygiene Department, P. O. Box 80674, Rochester, MI 48309-0674

HYGIENIST - PART TIME
In friendly Novi office. Evenings, no weekends. Please call 810-477-7230

OFFICE MANAGER
Growing Dental practice has an opportunity available. Team atmosphere with emphasis on personal and professional growth. A positive environment where staff members are appreciated.
Please call after 6pm to schedule an interview.
(313) 427-2884

ORTHODONTIC ASSISTANT
Experienced. Great hours, fun office. Farmington Hills area.
(810) 661-5500

RECEPTIONIST & DENTAL
ASSISTANT
Garden City, Michigan. Full part-time. Evenings & Saturdays. Certified or equivalent. (313) 427-2884

RECEPTIONIST
Seeking energetic, people oriented person for friendly & quality oriented Bloomfield Hills office. Billing experience & phones. Part time including 1 evenings, no weekends. Experience required. Fax resume 810-253-0854

WESTSIDE LAB seeking full time Model person. Waxer and/or Finisher for Partial Dept. Experience a plus but will train. Call Tom (313) 595-7000

506 Help Wanted-Medical

ADMISSIONS /REFERRAL
CONSULTANTS
RAPIDLY EXPANDING!
Progressive, Free Standing Rehabilitation Provider has an exciting opportunity for a self-motivated LPN or RN to coordinate referrals and admissions from established and new referral base.
Work from your home - set your own hours, expenses paid, excellent compensation. (810) 423-1458

ALLERGY
MA/LPN/RN - Full or part-time W. Bloomfield, Orchard Lake. Excellent salary & benefits. Send resume to Box #2726
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ALLERGY OFFICE
Full or part time RN, LPN, CMA, experience for busy office. MUST have allergy experience. Excellent salary and benefits. Great personnel. Call Diane Dyke (810) 478-5221 and Jeanne Eve. (810) 262-1666

AN EXCELLENT opportunity for home care nurses to be a part of an exciting, growing and innovative home health care agency. Registered Nurses needed to manage skilled care case loads and supervisory visits for the Wayne, Washtenaw area. Position requires a minimum of 3 years acute care experience. Home care experience preferred. Valid Michigan RN License. Michigan driver's license. Medicare Certified Agency. Please call 800-852-2263 or Fax resume to. 810-559-5613

ASSISTANT ADMINISTRATOR
ASSISTANT ACTIVITY DIRECTOR
For Livonia Inn for the aged. Experienced full & Part time.
313-337-6144

ASSISTANT
and Receptionist for Livonia podiatry office. Experience needed. Great pay and benefits! $10 and up depending on experience. Call 810-478-1187

ASSISTANT
LIVONIA-NOVI AREA
Must be hard working, responsible & reliable. 40 hours plus over-time. Benefits. $8 & up, depending on experience. Call 810-478-4839

506 Help Wanted-Medical

BILLER/RECEPTIONIST
Intelligent, self starter, with experience in health insurance billing & good patient communications needed for busy practice. Must be hard working & dependable. $11/hr to higher depending on experience. MDS knowledge a plus. Livonia area.
810-349-5559

BILLER & RECEPTIONIST
Experienced. Immediate opening. Full/part-time. Flex hrs. Good pay & benefits. M. George 810-288-9500

Billing
Emergency
Room Biller
Botsford General Hospital is seeking to fill an opening for an emergency room biller in our central billing office. Qualified applicants must have 2-3 years experience as an ER biller and possess knowledge of third party payor requirements. Must have excellent problem solving skills.
We offer a competitive salary and benefit package. For consideration, send resume to:
BOTSFORD
General Hospital
28050 Grand River
Farmington Hills, MI.,
48336-5933
An Equal Opportunity Employer

BILLING MANAGER
Patient Accounts
Rapidly expanding medical centers seeking experienced individual in hospital and clinical billing. 12n. 3 yrs. job related experience, working knowledge of computers and experience in collections. Salary commensurate. Please send resume to:
Box #2871
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BILLING
Medical Supply company has full time medical billing, excellent benefits packages available. Great benefit program, including 401K.
Fax or send resume to
Diabetic Self Care
Human Resources Dept
11565 Hamilton Avenue
Livonia, MI 48150
Fax 313 261-9040

BILLING SPECIALIST
Growing L. of W. Medical Billing Specialist responsible for accounts receivable, insurance billing. Duties include billing, cash application, accounts receivable research & follow-up. Applicant must have knowledge of medical terminology, CPT & ICD-9, and health care/medical billing background in addition, strong communication skills and a team oriented attitude are a must. Previous experience a plus and all major benefits offered
Fax #2848
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Busy Rochester allergy and asthma practice seeks pleasant and outgoing medical assistant, experience in immunotherapy and testing preferred, for treatment days a week. If you are interested in joining our friendly staff send resume to Box #2847
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

A 14 bed unit specializing in the care of Alzheimers residents is searching compassionate Care Assistant. High starting rates and health insurance makes this an attractive alternative to long term care. Please call Jean at (810) 656-5239, ext. 209

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

CERTIFIED
NURSING ASSISTANTS
West Bloomfield Nursing Center has immediate openings on afternoon and midnight shifts for CNA'S. We offer benefits and for qualified applicants starting at $7.50/hr. Please apply in person at 5445 W. Maple Rd., W. Bloomfield. For details please call Mrs. Hellen or Mrs. Lentz at:
(810) 661-1800

Charter House of Novi
Long term facility, affiliated with Providence Hospital, has openings for
NURSES: RN's, LPN's
Graduate Nurses welcome
Afternoon & midnight shifts
CNA's
Full & part time
Benefits: uniform allowance, health, dental & life insurance, tuition reimbursement, credit union. Premium starting salary. Apply in person to:
24500 Meadowbrook
Novi, MI 48375
810-477-3000

CLAIMS PROCESSING OFFICE
Farmington Hills, part time. Medical but not required. Call 9am-4pm.
810-477-6360

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

506 Help Wanted-Medical

CLINICAL CONSULTANTS
National IME Network has outstanding Sales Opportunity for Nurses & Therapists. Consultants will assess exams from new and existing providers. Competitive $115hr + higher depending on experience. Mileage reimbursement plus. Livonia area. 810-349-5559

Medical Office to $12/hr
•BILLERS - variety of opportunities for billers with experience in PPO, Managed Care, cardiology, neurology, allergy, psych & intensive medicine
•MEDICAL ASSISTANT - with 5 years experience - Livonia, •RECEPTIONIST - Rochester Hills (Medical)
Call/fax resume to Michelle
810-932-1170 Fax 810-932-1214
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL
PHLEBOTOMISTS
3AM - 11:30AM
Early Morning Shift Differential
• LIVONIA
• EAST PONTIE
• AUBURN HILLS
Coming clinical Laboratories, the largest clinical diagnostic laboratory in Michigan, is seeking dependable, highly motivated individuals with a minimum of 1 year previous phlebotomy experience. Excellent compensation, customer relations and organizational skills. Phlebotomy certification required. Must have valid drivers license and excellent motor vehicle record
We offer a competitive salary and benefits package, including life, health and dental insurance, 401(k) and CORNING stock option plans. For immediate consideration, apply at: Windemere, 6950 Farmington Rd., W. Bloomfield, MI 48322, 6 to 8 p.m. Call or call:
(810) 661-1700 ext 319

LPN/SG MA - IF you're positive, energetic & enjoy helping others, Medical Weight Loss Clinic wants you for our Farmington Hills, Troy or Novi locations. LPN's & MA's with venepuncture experience may apply. We offer a part time position, generous hourly rate, commission & bonuses. (810) 353-8448

MEDICAL ASSISTANT
for internist office, in W. Bloomfield. Experienced in injections, EKG & X-Ray skills helpful. 810-855-9141

506 Help Wanted-Medical

MEDICAL ASSISTANT
Full time, dedicated, medical professional desired for fast paced, back office. Will work around your summer vacation plans. Benefits. Send resume and cover letter to:
35215 Euclid St., Suite 301
Westland, MI 48185

MEDICAL ASSISTANT
Southfield/Troy office. Xray, venepuncture, diagnostic testing. Resume: fax 810-356-0138 or P.O. Box 52871, W. Bloomfield MI 48323

MEDICAL ASSISTANT & Medical Receptionist - 2 part-time positions. In the residential area of Royal Oak/Bingham, Michigan's Center for Excellence in the Treatment of Substance Abuse. Master's required, substance abuse experience required. Adult, adolescent, family and 12 step knowledge. Benefits included, salary commensurate. For application of send resume to: Bingham Hospital, Personnel Dept. 122, 12851 E Grand River, Brighton, MI 48116. E.O.E.

CNA'S / HHA'S
Private duty Home Care and Staffing in all areas
(Nursing Homes, Group Homes & Retirement Centers)
Come Join Our Team
METRO HOME HEALTH
SOUTHFIELD 810-559-6250
BLOOMFIELD 313-271-6200
HOWELL 517-545-7740

Contact Lens Assistant
For Optmt., Inst. office. Contact Lens experience helpful. Good benefits. Please send resume to: Jordan Institute, 17100 W 12 Mile, Southfield, MI 48075 or Fax to 810-424-8196

COUNSELOR
Position available for full-time status at Bingham Hospital, Michigan's Center of Excellence in the Treatment of Substance Abuse. Master's degree in counseling, social work or other human services field required. Knowledge of 12 step model of treatment of substance abuse alcoholism treatment required. Knowledge of 12 Steps. Pick up application or send resume to: Bingham Hospital, Personnel Dept. 122, 12851 E. Grand River, Brighton, MI 48116
EOE

DENTAL HYGIENIST
Part-time, prevention oriented family practice. 16/Degiorgio. 810-879-0040

EMERGENCY ROOM
BILLER
Botsford General Hospital is seeking to fill an opening for an Emergency Room Biller in our central billing office. Qualified applicant must possess 2-3 years experience as an ER Biller and possess knowledge of third party payor requirements. Must have excellent problem solving skills.
We offer a competitive salary and benefit package. For further consideration, send resume, in confidence to:
Botsford General Hospital
Attn Human Resources Dept
28050 Grand River
Farmington Hills, MI 48336

EMT / MEDICAL ASSISTANT
For homecare company. Apply at Preferred Care, 47784 (313) 459-3112 Halyard, Plymouth. Mon-fri 830am-5pm.

FILE CLERK Full time, needed in medical office in Royal Oak. Call Mon thru Fri. Excellent benefits.
(810) 398-4500

HEALTH CARE
COLLECTIONS SPECIALIST
Brighton Hospital is seeking an experienced collections professional to improve the payment cycle on claims with third-party payers. Experience in collections, knowledge of commercial insurance and HMO claims is preferred but not required. Full time status, benefits included. Send resume to: Brighton Hospital, Personnel Dept. 122, 12851 E. Grand River, Brighton, MI 48116

Home Health Aides
Certified Home Health
Aides
Nursing Assistants
Homemakers
Live-ins
For private duty home health care. Must be experienced, dependable, and have reliable transportation. We offer:
• Flexible scheduling
• Paid training and experience
• Shift differentials
• Mileage reimbursement
• Paid in-services
• Benefit package for full time
If you are interested in joining a friendly growing agency, please call or apply to:
United Home Care Services
15712 Farmington Rd., Livonia
(Two blocks N. of 5 Mile)
(313) 422-9250

LOOKING FOR THE BEST?
GROW WITH US!
CENA'S. All Shifts
DIETARY AIDE, DISHWASHER,
COOK'S AIDE - Full or part-time
COOK w/institutional experience
We offer excellent wages & great working conditions. For immediate consideration, apply at: Windemere, 6950 Farmington Rd., W. Bloomfield, MI 48322, 6 to 8 p.m. Call or call:
(810) 661-1700 ext 319

MEDICAL
RECEPTIONIST
Must be reliable, responsible, mature, hard-working. Experience preferred. 10hr. per part time position, gentle time. Great job with advancement for right person. Call 810-478-1024

MEDICAL RECEPTIONIST
Experienced, full time, benefits. Busy Livonia office.
Call Diane 810-478-5221

MEDICAL RECEPTIONIST
needed for busy 4 doctor office in Southfield. Experience necessary.
Call Karen. 810-569-4234

506 Help Wanted-Medical

MEDICAL RECEPTIONIST
& TRAINING TECH
For busy Ophthalmologist office. Some experience helpful, but will train. Good communication skills a must. Good benefits. Contact Jackie at 313-341-8100

MEDICAL RECEPTIONIST
Full time. Experienced with insurance knowledge for family practice in Rochester Hills. Mature, take-charge personality needed for this important position. Call (810) 650-2371

MEDICAL RECEPTIONIST
Part time, days, for surgeons office. Experience preferred but willing to train the right individual. Some knowledge of medical insurance & computer helpful. Send resume to: Office Manager, 22250 Providence Dr. Suite 203, Southfield MI 48075

MEDICAL receptionist - top notch, 5 days, schedule varies, 35 hours a week, no nights or weekends, $10.720. Fax paid
LOU RAY
PERSONNEL
(810) 646-5580

MEDICAL RECEPTIONIST
For Wednesday afternoon & evening for Northville Dermatology office. Mature, bright, cheerful, reliable, experienced. (810) 363-5496

MEDICAL RECEPTIONIST for Wed. afternoon & evenings for Northville Dermatology practice. Mature, bright, cheerful, reliable, experienced.
(810-363-5496

MEDICAL RECEPTIONIST
For Now internist. Experienced only. Computer literate. Medical terms. Excellent benefits. 810-478-9250

MEDICAL RECEPTIONIST
For physical medicine office. Full time. Various locations. Good transportation required. $7/hr. (313) 721-0011

MEDICAL RECEPTIONIST
Part time. Tues thru Fri. 12 to 5:30. Experience preferred. Bel-Air.
810-544-1210

MEDICAL RECEPTIONIST - friendly, organized person with medical office experience. Send resume and cover letter to: N. Oakland Dermatology, 6700 N. Rochester Rd #212, Rochester, MI 48306-4164

MEDICAL RECEPTIONIST/
MEDICAL ASSISTANT
Full time for busy Bloomfield Hills office. Must have experience. Great pay and benefits. Will train. Please call Sandy, leave message. (810) 855-2411

MEDICAL RECEPTIONIST
Unexpected opening. We are looking for that person who has people skills who is efficient and organized. W. Bloomfield location. Send resume to: Human Resources, 6737 W. Maple, Suite 110, W. Bloomfield, MI 48322

MEDICAL RECORD photocopy service seeking self motivated individual. Part time position at hospitals in Detroit, Livonia, Dearborn. Must be responsible, professional, service oriented. Experience a plus, but not necessary. Send resume or apply in person to: PO Box 51, Pinckney, MI 48169

MEDICAL SECRETARIES
In high demand in the Detroit area. Interest in word processing & spreadsheet software packages. Medical transcription & medical terminology experience needed. Temp & Perm positions always available. Call today! Call today! Call for an appointment (810) 352-1300 or Fax resume to. (810) 352-0124

New HomeCare
Agency
Dependable & Flexible
CAREGIVERS
Excellent Wages.
Please call Ann Then
313-522-1018

NURSE ASSISTANTS - Part/full time, days or afternoons. Caring compassionate. Nursing home experience. Retired Sisters of Mercy, at Mercy Center. 28750 11 Mile, Farmington Middlebelt & Inkster) 810-473-7150

Nurse
INSERVICE
DIRECTOR
Needed for growing, long term care facility. Applicant must possess Michigan RN license and previous experience. Long term care experience a plus. Competitive wage and benefits package, dental, and optical insurances, retirement plan and 35-bed. Call Irene Harris, RN, DON at Belle Woods Continuing Care Center for more information:
(313) 591-2299
Mon. - Fri., 9am-5pm
Equal Opportunity Employer

NURSES FOR a residential substance abuse/mental health treatment program. Full time, part time, weekends. Call Insight Nursing Director at 810-625-0400 for further information.
EOE

Nursing
Come join our dedicated nursing team. Full and part time positions available. Call Mary Ann Cecere, Director of Nursing
(810) 478-1024
Air conditioned facility offering competitive wages and benefits package, including medical and dental insurance, retirement benefits, uniforms, life insurance, paid holidays, vacation, sick days, and unit being developed. Please call Irene Harris, RN
(313) 697-8051
Mon. - Fri., 8:30am-4:30pm
Equal Opportunity Employer
Job Site: Wayne

OFFICE ASSISTANT
Part Time. Must have 4 years, 3 days per week, 8 to 5, do 10 things at once! Experience helpful but not necessary. Mon,Wed, Fri, 3 to 7, Sat. 9 to 12. Apply at: Tepper Chiropractic Clinic, 5 Mile & Newburgh. (313) 464-9585

OFFICE MANAGER
Needed for busy Southfield internal medicine office. Full time. Seeking commensurate with experience. Please respond to: 810-358-0011

506 Help Wanted-Medical

OFFICE MANAGER -
Medical office in Southfield seeks a full-time Office Manager in their medical insurance reporting division. Prefer experience in office administration and medical testing for routine physicals.
Must have strong interpersonal skills. Call: 810-356-1158 or fax resume: 810-352-8166. Attn Christine O'Connor

ONCOLOGY NURSE
Part-time. Experience preferred for Oncology Medical Clinic.
Send resume to:
Box #2843
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OPTICAL DISPENSER
Westland area.
Experienced. Full or part-time.
(313) 425-1312

OPTICIAN DISPENSER
Experienced M-D-O-D practice. Excellent salary, hours & medical (PPO) benefits. 1-5 locations.
Call Bob at (313) 563-5800

OPTICIAN
For Birmingham area
Call (810) 645-2220

OPTICIAN
Leading national optical firm pursuing advanced, professional client oriented Optician. Annual income $35,000 + bonus. Excellent benefits, along with a career opportunity. Joyce Thomas: 810-443-9600

PERFECT
COMBO
Tired of being stuck billing all the time? This is a chance for a perfect combo! Work 2 days and full billing 3 days. 10 a plus. Friendly, fun, hard working AR pro's. We encourage growth & further training. Inquiries confidential. Inquiries confidential 810-262-4252

PERSONNEL MANAGER
HOME HEALTH AGENCY
is now hiring west & ter positions. Prepares working conditions, personnel policies, daily or nights. Experience preferred but not necessary. Send resume in person 1 N. Saginaw, Pontiac, corner of Pike & Saginaw

PHARMACY SERVICES
Needed for evenings & some weekends for hotel in Farmington. Apply at: Specialized Pharmacy Services, 33310 Schoolcraft Rd., Livonia, MI 48150, N. of Schoolcraft, W. of Newburgh

PROCESSING TECHNICIAN
Full time afternoon position with rotating weekends & holidays. Previous laboratory experience required. MLT's preferred. Full time benefits & competitive wages. Send resume or apply in person to: Clinton Clinical Laboratories, 23770 Greenfield, Oak Park, Southfield MI 48075

RAPIDLY EXPANDING Managed Care Organization seeking RN in our Utilization Review Dept. Must have recent clinical experience, knowledge of ICD-9 and CPT and moderate computer skills. All replies confidential. Fax or send resume to:
Box #2870
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST/ASSISTANT
Podiatry office. Mature experienced person. Farmington Hills area. Call 23600 Orchard Lake Rd., Ste. 207, Farmington Hills, MI 48336

RECEPTIONIST/ASSISTANTS/
TECHNICIANS
WANTED for fast-paced Veterinary Emergency Clinic. Applicants must be motivated, team players and willing to work weekends and holidays. For information please call
Oakland Veterinary Emergency
(810) 334-1555

RECEPTIONIST/BILLER
For fast-paced pediatric office in Westland. Experience preferred but will train the right person. Some evenings required. (313) 728-2130

RECEPTIONIST
Experienced for busy computerized pediatric practice in NW Troy.
Call Molly at (810) 689-1130

RECEPTIONIST/
BOOKKEEPER
Needed full time staff position. Southfield. (810-358-0011

RECEPTIONIST
for Surgeons office. Experienced only apply. MBS helpful. Call between 10am-2pm.
(810) 358-5520

RECEPTIONIST
Part time for busy medical practice. Competitive salary & benefit package. Farmington Hills area. Call 18161 W. 13 Mile, Suite C., Southfield, MI 48075

RECEPTIONIST TRANSCRIPTIONIST - for Dearborn & Taylor offices. Medical terminology helpful. Medical background, full or part time, contact Kathy to schedule an interview 810-549-6840

RN's/LPN's
Huron Valley Visiting Nurses is seeking caring, committed professionals for home health care in the eastern Wayne County. Pediatric Bilingual and/or were experience required. Call today and ask for Jill
313-677-4955, ext. 472

SECRETARY, part-time, for Bloomfield plastic surgeon's office. Extensive computer knowledge, personable, meticulous
(810) 333-3222

STARTING NEW group home for T.B.I. in Southfield. Looking for all shifts. Call Lynn at 810-557-1900 or direct care staff. Experience preferred but will train. Leave name and number at 810-619-0468

TRANSCRIPTIONIST
TO WORK on site for busy Cardiology office. Computer experience a must. 5-1 M-F. Fax resume to: Cardiology Associates, Attn: Ann Marie, Fax 810-557-1842
Call Cindy at:
(313) 464-3251

UTILIZATION REVIEW
SPECIALIST
Seeking experienced individual interested in working on an as needed basis. Will review medical records to determine appropriateness and medical necessity for admissions, continued stays and use of ancillary services.
Graduation from an accredited school of nursing, medical record technology or related field. A administration program is required. Current experience in Utilization Review activities with at least one (1) year in an acute care environment is required. Current nursing license in the State of Michigan or certification as an ART or RNA is required.
Qualified candidates may apply in person or submit resume to:
Human Resources
GARDEN CITY HOSPITAL
6245 N. Inkster Rd.
Garden City, MI 48135
(313) 458-3400

WE ARE CLOSER
THAN YOU THINK!
Just N. of Ann Arbor
• PNTS
• LPNTS
• CNA's
• Housekeepers
• Cooks
• Dietary Aides
Various full and part time positions available. 1st Inquiry about the position above or to apply please call or send resume to:
NORTHFIELD PLACE
2503 Main St.
Whitmore Lake, MI 48189
(313) 449-4331
or FAX (313) 449-5808
An Equal Opportunity Employer

WE ARE currently accepting applications for a nurse aide training class. Does to be announced pending completion of interviews of all applicants. Please apply at: Fenton Extended Care, 412 Beech St., Fenton.

506 Help Wanted-Medical

X-RAY TECH
Certified. Part time about 16 hrs/wk. for ok 10or office in Westland. $15/hr.
(313) 721-0011

508 Food/Beverage Restaurant

ACCEPTING APPLICATIONS:
Experienced Cooks - all shifts, Waitresses, Waiters, Bus Persons & Dishwashers. Apply in person only. Rame Inn, 8580 Middlebelt, Westland, S. of Joy Rd.

AMANTEA
RESTAURANT
LIKE COOK
BROILER, FRYER,
SAUTE, PASTA & PIZZA
PREPARATION
Full time 5 or 6 days 3-11pm
★$8.00-$12.00
Per Hr.
Depending on experience
Modern Day & once Hot-Hot Grill Kitchen Fryer.
Apply in person after 4pm
27777 W. Warren
Dearborn, MI
¼ mile W. of Merriman

ASSISTANT Banquet Managers, Set-Up Supervisors, WaitStaff & Bar Staff. No experience necessary. Flexible hours, full or part-time, competitive wages, opportunity for advancement. Apply at our new banquet expansion. Sterling Banquet & Conference Center, 34911 Van Dyke at 15 Mile, Sterling Heights

A THREE STAR RESTAURANT is looking for experienced individuals for bridesmaids, pantry/pizza, and dishwashers. We are located 1980 Franklin St., 6 blocks east of the Renaissance Center. Apply between 2-5pm (313) 568 0390

ATTENTION
Cooks, Waitstaff, Dishwashers, Bus & Kitchen Help, Bartender, Club Services (810) 548-0606

AWARD WINNING
BISTRO ALLEGRO
is now hiring wait & bar positions. Pleasant working conditions, guaranteed hourly rate, day or nights. Experience preferred but not necessary. Apply in person 1 N. Saginaw, Pontiac, corner of Pike & Saginaw

BART STAFF SERVER
Needed for evenings & some weekends for hotel in Farmington. Apply at: Specialized Pharmacy Services, 33310 Schoolcraft Rd., Livonia, MI 48150, N. of Schoolcraft, W. of Newburgh

BAR PERSON to tend bar. Great money. No experience necessary. O'Grady's Irish Pub, 3631 Beech Daly, Dearborn Heights

BAR STAFF & WAIT STAFF
Needed for Days. Full or part time. Guaranteed $10/hour + benefits. No experience necessary, will train!
(313) 581-0229

BARTENDER & DISHWASHERS.
Apply at Rosalie's
16825 Middlebelt, Livonia
No phone calls!

BARTENDER
Part time, experience necessary. Apply after 3pm. De Palma's, 31735 Plymouth, Livonia
No Phone Calls

BARTENDER
Part-time and full-time at Redford Elks. Call for information:
313-537-2097

BAR & WAIT STAFF - Full & night shifts. Apply Athenian Lounge, 2435 Beaubien, Walled Lake. Call before 5pm. (810) 624-2548

BELLA VITA RESTAURANT
Located in Southfield is Now Hiring
$ Experienced Waitstaff
$ Dishwashers
Ask for Rob
(810) 356-4445

BORDER CANTINA, a fast paced Nova Mexican restaurant now hiring most positions. Hours are between 2 & 4 at 21420 Novi Rd.

BUS & DISH PERSON, all shifts, full & part time. Good pay!

Ram's Horn
20385 Middlebelt
N. of 8 Mile
S. of 8 Mile
810-477-4770

BUS PERSONS
The Original Pancake House is now hiring full or part time. Excellent pay & working conditions. Apply at: 1360 E Woodward, Birmingham

MOUNTAIN
JACK'S.
CANTON
is accepting applications for:
★ DINNER COOKS
★ WAITSTAFF
★ DISH MACHINE
OPERATORS
Apply in person
Mon-Fri 2-4pm
2100 N. HAGGERTY

CASHIERS
Great pay, flexible hours. Call Mark at 810-478-1200

CAST CALLING. Full time customer service retail sales at upscale art restaurant located in Birmingham. Call Sarah Fisher Sales Assistant, assist in job search and production. Competitive wages & wonderful opportunity with growing company. (810) 626-9110

CHEF
Must have experience in fine dining. Working Chef. Good benefits. Send resume to P. O. Box 151, Plymouth, MI. 48170

COCKTAIL
SERVERS WANTED
Thur, Fri & Sat nights only for busy Ann Arbor Country Club. Must be 21 years or older. Ask for Melissa
(313) 761-0707

COFFEE BAR
Sales Help
Fun job. Days & nights.
Great pay & benefits.
(810) 642-1842

CONCESSIONS/ BEVERAGE Manager - Detroit Entertainment Theatre Complex. Send resume to: Box 39624, Grosse Pointe Farms, MI 48236

COOK - EXPERIENCED for cafeteria in office building in Southfield. Monday thru Friday, 7:30am-4pm. Call (810) 350-1053

COOK NEEDED
full time, days and nights Mon-Fri. Dependable. Non smoker.
(810) 344-1530

COOK, PIZZAMAKER
BUS PERSON, DISHWASHER,
WAITSTAFF-EXPERIENCED
Full or part time. Apply at:
MAMA MIA RESTAURANT, 27770 Plymouth, Livonia