EMPLOYMENT

EMPLOYMENT CLASSIFICATIONS CONTINUED

This Classification Continued from Page H10.

502 Help Wanted-Office Clerical

SECRETARY
International company in Southfield seeks attorney support staff secretary to assist company legal department in non-smoking office. Duties include filing, typing, phone, clerical duties and light telephone. Must have good command of the English language, be able to formulate proper sentences, proof, edit and compose letters. Computer experience preferred, but would be willing to train the right individual in Windows 95 environment. Full benefits, 9-5 work week with paid one hour lunch. Please send resume with salary history and expectations to: Box 1653
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
MUST have strong typing skills, detail oriented, and be able to handle multiple tasks, and possess excellent organizational and computer skills, including MS Word, Excel and Power Point, resume to: Kirschner Huston Perin, P.C., 2000 Town Center Ste. 510, Southfield, MI 48034

SECRETARY/OFFICE MANAGER
For small accounting firm. Must have managerial capabilities, Microsoft Office experience, top 40-Oakland Southfield area. Fax resume and references to: (810) 559-5884 Attn: Box 618

SECRETARY
OUR companies offer their employees the best in computer technology, excellent earning potential, and growth opportunities. We need your skills and know-how and the ability to interact with clients. To 814.00/hr. Call Susan
Farmington/Livonia Birmingham
473-2910 644-7661
Advantage Staffing

SECRETARY - Phone etiquette a must. Fang, computer knowledge, MicroSoft. Ask for Linda, Call 810-588-1352, ask for Brian.

Secretary
Property management company seeking experienced secretary to be valed person to work full time 9-5 Monday-Friday. Responsibilities include: Customer's leasing office in Novi. MUST: type, answer phones, great customer service, know all office forms, and have a professional outlook.
Call Marilyn 810-865-1600

SECRETARY/RECEPTIONIST
Southfield law firm. Word experience required. Contact Office Manager, Gary Gardner, P.C.
(810) 357-3550

SECRETARY/RECEPTIONIST
Part-time, Salary commensurate with experience. Send resume to:
SESAA, Suite 740, 17515 W. Nine Mile Rd., Southfield, MI 48075.
Fax 810-569-4505

SECRETARY/RECEPTIONIST
computer & phone experience and administration skills. References required. Farmington Hills. Green house. (810) 553-0647

SECRETARY/ RECEPTIONIST
SPECIAL person wanted for a special position. Livonia-based company looking for energetic team player to handle various office assignments. Duties include phones, filing, basic accounting and general office management. Some computer experience necessary. Top pay and benefits for the right person. Call from 8am-3pm to schedule an appt. 313-464-1810

SECRETARY/ SERVICE Co.
Self motivated, friendly, phone skills, office computer experience. Livonia area. (810)968-8314

SECRETARY - southfield business law firm seeking part-time secretarial help. Opportunity for advancement. Excellent basic secretarial skills required. Legal experience helpful. Send resume to Mr. Silver via fax: (810) 353-4840

SECRETARY
"The Sisters of Mercy Regional Office located in Farmington Hills is seeking an experienced, professional secretary with computer skills, WordPerfect 6.0 and Excel preferred. Call Rose RSM at (810) 478-8000 weekdays between 8am & 4pm.

SECRETARY/ TO DO IT ALL!
Need experienced, full time person to handle multiple office duties. Farmington area. 476-7100

SECRETARY
WORK with creative professionals in the client services department of international advertising agency in Farmington locations. Temp to perm growth opportunity. We pay top benefits. Salary to $8.00-$13.00/hr. Call Susan today
Birmingham Farmington/Livonia
646-7661 473-2901
Advantage Staffing

SECRETARY $21-$27K
Prestigious corporate office in Farmington Hills. Requires: MS Word & Excel, Mail Merge, Spreadsheets, travel arrangements. Knowledge of shorthand or dictation helpful. Call Celeste resume to: Gloria Dubrowski, 810-932-1170. Fax 810-932-1184. Harvel Associates, 29870 Middlebelt, Farmington Hills, MI 48334

Shipping & Receiving Clerk/Driver, Administrative Assistant/Customer Service, Mail or fax to Bisco, 31997 Hilltop, Romeo, MI 48034, fax 810-627-1136

SOFTWARE SUPPORT
Full-time position available for a Software Analyst to work with a growing software developer in the Canton area. A qualified candidate will have good communication skills, demonstrated ability to develop applications using Microsoft Windows 3.1, 95 and NT. Knowledge of one or more Visual Programming languages is required. Salary commensurate with experience. Call
(313) 981-4970

SOLE SECRETARY / OFFICE MANAGER - 30-40 hrs/wk in busy Bloomfield Hills Architect's office. Must be personable with good typing skills. Fax resume: 810-968-9423

TELEPHONE INTERVIEWER
Full or part-time. Good people skills. Non smoker. Ask for Linda.
(810) 737-8400

TITLE CLOSER
Major Title Insurance Underwriter looking for experienced Title Closer. Send resume to Attn: Lynn 7498 Middlebelt, W. Bloomfield, MI 48322

TRANSCRIPTION TYPIST
Full or part-time in our Southfield office. Must be accurate & capable of proofreading. FAX resume to: Roska & Associates, Inc. 810-353-9439

502 Help Wanted-Office Clerical

SWITCHBOARD OPERATORS
Immediate positions available in the Novi, Southfield and Livonia areas for experienced Switchboard Operators. Ideal candidates possess professional and friendly phone demeanor and enjoys working in a fast-paced atmosphere. Compensation commensurate with qualifications. Please call for more information.
PERFORMANCE PERSONNEL
"Performance Is Power"
313-513-5823

THE OFFICE OF THE CHAPTER 13 STANDING TRUSTEE IN SOUTHFIELD is seeking:

CASE PROCESSOR

Self-motivated, career-minded individual with excellent communication and mathematical skills for a high volume, detail-oriented position which includes claims administration and editing. Computer experience also necessary. Professional challenge and opportunity for self-direction abounds. Detroit bankruptcy court experience may be required, so reliable transportation is essential. Competitive salary and excellent benefits including 401K, Master Medical, dental, optical, prescription, life and disability.

Please submit resume with salary requirements to:

HUMAN RESOURCES MANAGER
26555 EVERGREEN STE# 1100
SOUTHFIELD, MI 48076

THIS IS THE BEST AD !!!!
LEGAL SECRETARY PARTNER POSITION
Southfield Pt. firm seeks professional secretary for busy partner. Applicant must be proficient in WordPerfect and have excellent communication and organizational skills. Must have Litigation experience. Excellent starting salary and benefits.
Call (810) 948-0000
or Fax resume to:
(810) 948-9494

TROY LAW FIRM seeking Receptionist/Switchboard Operator. Full-time, Monday-Friday, 8:30 a.m. to 5:30 p.m. Some office experience required. Will train for switchboard. Salary commensurate based on experience. Benefits. Applicants must be reliable and punctual. Position available immediately. Please call Office Manager at (810) 362-2110.

TYPIST
SHARP person with excellent typing skills needed by title insurance company located in Livonia area. Full benefits. Send resume to: Box 8619
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Warehouse
CHECKER
Full time afternoon position (6:00 p.m. to 2:30 a.m.-Sun./Fri. with starting day off) to insure that all trucks are loaded properly. One year of warehouse experience desired. Good math skills, detail oriented, good communication skills. Must have ability to physically lift 20 to 50 lbs. Excellent company paid benefits package. Qualified applicants apply between 8:30 a.m. and 4:30 p.m.
Instant Imprints
31111 Industrial Rd.
Livonia, Michigan 48150
EOE

WHOLESALE FABRIC company in Troy needs full time Order Entry General Office person with experience and good telephone skills. Call Brian: (810) 362-6200

WORD PROCESSOR NOVI
Full time position available in a busy non-smoking legal/medical Novi office. Must be self-motivated, professional out going personality with developed computer and telephone skills. Customer Service experience is a plus. Send resume and salary requirements to:
Box #1474
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WORD PROCESSOR $10-$12 per Hour
Plymouth company looking for secretary with good computer skills. Word perfect or MS Word.
Temp to Perm Position
Good benefits
Arbor Temps 313-459-1166

4 CLERICAL positions available for various shifts. We offer $9-$12/hour, depending on experience. Looking for enthusiastic individuals who are eager to learn. Mon-Sat. Must be well organized & responsible. Duties include data entry, 2 - 4 hrs/day multi-line phone system, light accounting, scheduling appointments, filing, etc.
Jack's Service Inc.
7975 M-36
Hamburg, MI 48139
(810)231-3778
FAX (810)231-4778

504 Help Wanted-Dental

CHAIRSIDE ASSISTANT
Experienced, for busy Farmington office. Full-time/benefits. Tues. Wed & Fri. 8-5pm. 810-255-1220 Tues & Thur. 816-pm 313-862-8232

CLINICAL ASSISTANT
Are you committed to excellence and a strong team player? Are you technically inclined? Do you desire the opportunity of learning a new career while working with a great group of people? If you answered YES to these questions... we are interested in considering your application for a Clinical Assistant position. This is a full time position with benefits. We are a busy Orthodontic practice located in Farmington Hills. Fax your resume to:
Attn. Cathy
(810) 851-7823

DENTAL ASSISTANT - Come work for our growing office. Are you energetic, friendly, motivated? We are a personal quality office. Call Cindy, Royal Oak. (810) 541-1388

DENTAL ASSISTANT Looking for full time assistant for our Birmingham office. Willing to train. Call Joan: (810) 647-2108

504 Help Wanted-Dental

DENTAL ASSISTANT - full time, experienced, with expanded duties. $12/hr plus medical, modern Birmingham office. 810-642-6430

DENTAL ASSISTANT
Experience required. Competitive wages. For progressive Northville office. Call: 810-348-7997

DENTAL ASSISTANT
Experience very preferred. Holistic mentality. Uni. Surgery Royal Oak. Please call Debbie:
(810) 548-4040

DENTAL ASSISTANT
Some experienced preferred. Part/full time. We Saturdays. Excellent benefits. Garden City/Westland area. Please call 313-422-4350

DENTAL ASSISTANTS
Two Warren/Detroit dental offices seeking assistants needed. Eager for a career oriented multi tasks position. $10 per hour range, commensurate with experience and ability. Progressive office 16 Mile & Woodward
(810) 848-6363 or (810) 642-2263

DENTAL ASSISTANT
Experienced, four days, medical, profit sharing & more. Dearborn Hts.
(313) 565-0373

DENTAL ASSISTANT - for busy oral surgery office in Livonia. We are adding to our staff. Experience necessary. Call (313) 525-5720

DENTAL ASSISTANT
Part-time, 15-20 hrs/wk. Experience a plus. Dearborn Hts. 313-565-0373

DENTAL ASSISTANT - Pleasant, good patient relationships. 1-2 years experience. X-ray certification required. 810-548-1156

DENTAL ASSISTANT, no Fri's., no Sat's. 14 & Telegraph area. Competitive wages, benefits.
(810) 626-4232

DENTAL ASSISTANT
Full/part-time. Modern Livonia office with terrific staff. (810) 473-0050

DENTAL ASSISTANT
for Garden City practice. Part-time, Mon., Wed., Fri. Call Kathy at: 313-422-5480

DENTAL ASSISTANT
Experienced only. Full-time for an established oral practice. Excellent salary with benefits. Tel-12 ext. 225
(810) 642-5000

DENTAL ASSISTANTS
Need a part-time flexible schedule? Possibilities 12:30 to 6pm, Friday 10:30-6:30pm & one Saturday a month 8am-2pm. Experienced only. Sound good? Call 313-462-4960

DENTAL ASSISTANT - You are SPECIAL. Our SPECIAL office needs a SPECIAL person. We offer SPECIAL benefits to our team members. We are looking that you are SPECIALLY trained. The must be you.
(810) 645-5743

DENTAL ASSISTANT
PEAK PERFORMERS is interviewing experienced assistants to fill short and long term assignments. Ask about listing opportunities available. Tell a friend, we welcome referrals!
(810) 477-5777 EOE

No Fees

DENTAL ASSISTANT-
Troy area dental office seeking a full time assistant. Great schedule, excellent pay and benefits. For details call Annette at:
(810) 477-6777

DENTAL ASSISTANT
Full time chairside for patient centered, 2 dentist high quality, preventive oriented in Westland/Livonia area. Excellent salary and benefits including Blue Cross, continuing education and fringes. Minimum 2 years experience, X-ray certified, enthusiastic, compassionate and eager to learn. Call
DR. PALER AT
313-425-5510
and ask for Donna, between 8:30 and 3

DENTAL ASSISTANT - experienced, 30 hrs. per week. Clean, friendly Southern office. Excellent salary. 11 Mile & Lahser. (810) 353-5688

DENTAL ASSISTANT
for busy Bloomfield Hills practice. Great job for right person. Full/part-time. High paying. (810-642-8130

DENTAL ASSISTANT
Troy pediatric office. Chairside and front desk duties. 24-32 hrs./week. 810-358-6997

DENTAL ASSISTANT
Mon. thru Thurs. 7:30-2pm. No experience needed. Salary negotiable. (810) 471-0795

DENTAL ASSISTANT/ RECEPTIONIST
part time position for experienced assistant for friendly Livonia dental office. (313) 464-8767

DENTAL ASSISTANT - at least 1 year experience. Part time/full time.
INSURANCE BILLER/ RECEPTIONIST - At least 2 years experience. Part time/full time. Orthodontic offices welcome for all positions. Call (313) 255-1344

DENTAL ASSISTANT
Large Southfield office seeking the right person to join our team. Must be experienced, friendly and enthusiastic. Come join our great working environment assisting 4 wonderful bosses. Full time position. Great benefits, medical, dental, 401(k).
Call (810) 443-1350

DENTAL ASSISTANT
Good technical skills needed for a high quality, friendly practice.
Excellent benefits.
Contact Sue at:
810-687-5685

DENTAL BUSINESS
Experienced. Full time. Mature, people oriented team worker. Recall & computer knowledge. Livonia. (313) 425-7010

DENTAL HYGIENIST
Needed for two modern Livonia offices, 12-16 hrs/wk, afternoons. Call 313-476-1900

DENTAL HYGIENIST
needed Thursdays for modern, friendly, beautiful Southfield office. (810) 356-8733

★DENTAL HYGIENIST★
Full-time, for dental office in Dearborn. Call Sue or Kerry: (313) 562-1225

DENTAL HYGIENIST - Temporary, part-time or permanent positions. Your schedule is important. Call Marie at: 810-352-7727

DENTAL HYGIENIST
Part-time. Approximately 3 days per week for busy dental office. Plymouth area. (313) 434-1070

DENTAL HYGIENIST
3 days (we know Sat's. Potential for more days for Berkley family practice. (810) 546-1440

DENTAL HYGIENIST
Modern, quality care dental office seeks self motivated, part-time Hygienist to join our friendly staff. Southfield (810) 646-2273

DENTAL HYGIENIST & ASSISTANT
Full time positions available in a busy pediatric dental office in Berkley. Excellent communication skills a must. Pay commensurate with experience. Call residence at 313 201-8376.

504 Help Wanted-Dental

DENTAL HYGIENIST
We are looking for an enthusiastic, energetic, caring person to work in a relaxed atmosphere practice in Livonia. Great hours & good benefits. References & experience necessary. Call: 313-464-7770

DENTAL
HYGIENIST, RECEPTIONIST, ASSISTANT
Full and part time positions available. Call 313-562-6160 for great employment opportunities with excellent benefits.
Offices located in:
• Dearborn • Canton
• Woodhaven • Detroit
• Warren • Lansing
• Sterling Heights

DENTAL Hygienist, part-time, excellent pay rate. Northville Township. Call (810)349-4113

★ Dental Hygienist ★
Part-time position available in our Livonia office. Excellent salary. Please call (313) 336-3638

DENTAL HYGIENIST
Renaissance center dental office seeks licensed hygienist for these only leave beginning mid March for 3-4 weeks. Full time thru April 11.
(313) 259-5000

DENTAL HYGIENIST for well established W Dearborn office. No evenings. Some Sat. Excellent salary & benefits. Send or fax resume:
FAX 810-336-1675 or
Box #1063
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL OFFICE/RECEPTIONIST
SUPERVISOR - Full time position with a growth oriented progressive, friendly office. Varied responsibilities. If you are friendly, outgoing, enjoy working with people & have experience please call 313-427-7555

DENTAL RECEPTIONIST - Phones, dental billing, collections, computer, dental terminology helpful. Call 810-650-2440 or 810-646-1158

DENTAL RECEPTIONIST
Must have knowledge & dental knowledge. Part time & some Sats. Farmington Hills area. (810) 851-1024

DENTAL RECEPTIONIST
Full or part time. Friendly Practice looking for enthusiastic individual to join our team. (810) 347-4250

DENTAL RECEPTIONIST/ COLLECTOR

DENTAL RECEPTIONIST
Friendly Royal Oak office. Experience preferred. 30 hours plus.
(810) 547-9730

DENTAL RECEPTIONIST/ ASSISTANT for friendly Farmington office. Responsible individual with experienced a must. (810) 478-3265

DENTAL RECEPTIONIST/ ACCOUNTS MANAGER. Troy pediatric office. Duties include: Payables, Accounts receivables/payables, Good pay & benefits. (810) 588-9098

DENTAL RECEPTIONIST
Previous experience required. Full & part time positions available. Excellent starting salary. Apply in person: Professional Dental Center, Northland Mall.

DENTAL RECEPTIONIST
Progressive dental practice in W. Bloomfield seeking a full time experienced Dental Receptionist. Computer experience a must. Full time position. Great benefits, great pay. Call Office Staff. Call for interview.
313-563-2610

DENTAL TECHNICIAN
C & D Models Inc. Full or part time.
(313) 728-2200

DENTAL TECHNICIAN
Livonia dentist is looking for set up technician. Will pay for experience. Also model person interested in learning. Starting at $6 an hour right person. Full time with benefits. Call Dave. (313) 427-8301

EXCELLENT OPPORTUNITY
Assistant needed part-time for Bloomfield Hills dental practice. Approx. 25 hrs. per week. Mon., Thurs., & Fri. Must have good skills. Please call. (810-855-2411

HARD WORKING person needed to manage busy dental office. Demanding, challenging, but high reward. (810) 646-6363

HYGIENIST CHECK US OUT!
Part-time hygienist for emergent-free practice in Livonia. Great hours: Tuesdays 2:30pm-9:30pm, Thursdays 8:30am-2:30pm, and Saturdays 8:30am-1:30pm. (313) 462-4950

HYGIENIST - part-time. Highly motivated individual for Farmington Hills implant/prosthodontic office. Call Lori. (810) 553-0645

OFFICE MANAGER
For busy Birmingham / Bloomfield Hills dental practice. Full time position. Excellent salary. Full benefits and competitive salary for qualified, friendly individual. (810) 642-8130

ORTHODONTIC ASSISTANT
For a one doctor practice. Full time. Must have good communication skills. Competitive wages, benefits & 401(k) plan to the right applicant.
Call
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ORTHODONTIC ASSISTANT
lab duties. Farmington, Park Terrace. Will train. Nice job with nice people.
(810) 477-5565

ORTHODONTIC ASSISTANT
needed for a busy Farmington Hills office in Rochester Hills & Beverly Hills. Excellent salary and benefits. Experience preferred. Ask for Jan
(810) 853-0121

ORTHODONTIC ASSISTANT
Two doctor practice in Livonia seeking highly motivated, enthusiastic individual to join our growing practice. Experience preferred but willing to train. Benefits package and incentives. (810) 477-1555

ORTHODONTIC CHAIRSIDE ASSISTANT
Full time position available in our friendly, professional, pleasant personality and neatness important. Good working conditions and salary. Ms. Clawson. (810) 435-2000

OUR BEAUTIFUL Livonia dental practice is searching for bright energetic individual with some dental office experience. We offer a challenging career opportunity with excellent salary & benefits. Hours: 32 to 35 hours a week. Please call 810-477-7303

DENTAL ASSISTANT
Busy Bloomfield practice. Experience preferred, industrious, honest & dependable. (810) 626-7763

SEEKING HIGHLY motivated quality oriented model department person and engaging tech to assume a bridge lab. Min. 5 yrs experience. Excellent compensation for the right person to those who qualify. 810-476-2290

506 Help Wanted-Medical

ALLERGY OFFICE
Experienced Receptionist/Biller with computer skills for Farmington Hills office. Non-smoker. Send hand written resume to P.O. 2444, Farmington Hills, MI 48333-2444

BILINGUAL ENGLISH & erabic receptionist. Experienced for medical diagnostic practice.
Call: (810) 398-1600

506 Help Wanted-Medical

ACTIVITIES ASSISTANT
Responsibilities include planning activities, daily contact with residents and documentation. Hours require flexibility and weekends a must. Excellent opportunity for a creative, compassionate, fun and energetic person to join a prestigious subsidizing term care environment. For consideration consideration, please send resume and cover letter to:
Mary Pierring, Director of Activities
Westland Convalescent Center
36175 Ann Arbor Rd.
Westland, MI 48185

A-1 MEDICAL RECEPTIONIST needed
Fast paced medical office looking for reliable, organized, self motivated person for front desk. Great benefits. $10 & up depending on experience. Full time position but will consider part time. Call 810-479-1106

BILLER - Medical
entry level, full time, organizational skills a must. Medicare + Medicaid. 313-464-6645

BILLERS/RECEPTIONISTS
For busy Rochester Medical Center. Insurance billing experience required. Good phone & communication skills. Competitive salary. Full/part time available. Resume to: Human Resources, PO Box 82177 Rochester, MI 48306

BILLER/TRAINER
MEDICAL billing firm seeking biller/trainer. Billing and computer experience required. Send resume to: 30400 Telegraph, Suite 383, Bingham Farms, MI 48025.

BILLING DOCUMENTATION SUPERVISOR
Medical Supply company has a full time opening for an experienced supervisor (at least 5 yrs.). Must have ability to write and implement procedures, organize and prioritize multiple priorities. Knowledge of automated medical billing systems and strong PC skills required. Fax or send resume:
Human Resources
Diabetic Self Care
31245 Enterprise Rd.
Livonia, MI 48150
Fax: (313) 261-9640

MALE/FEMALE LIVE-IN POSITIONS
available for In-Home Health Care. Full or part-time positions also available. Please call: (313) 421-6700

CENA'S - Are you PAID what you're worth for continuous excellent performance in LTC? We start at $8.10/hr. Earn an ADDITIONAL 20¢/hr. for each year's experience. We check references and reward genuine and reward one year's perfect attendance with $500.00 bonus. Full time, part time, dental benefits for as low as $20.00 / month. Call Marian, FLEX-IBLE 8 and 10 hr. shifts. Pension plan, T.S.A. and more!

Apply at Agency Bellbrook:
873 W. Avon Road
Rochester Hills, Michigan
(810) 656-9026

WE REWARD THE BEST !!!!

C.E.N.A.'S
$8.00 TO START!!!
COME ABOARD THE PEACHWOOD INN TEAM
CALL CHARITY TODAY AT
810-852-7500
or apply in person at
PEACHWOOD INN
3000 W. South Blvd.
Rochester

CHARTER HOUSE OF FARMINGTON HILLS
Looking for ASSISTANT DIETARY SUPERVISOR
Charter House of Farmington Hills is looking for the right person to help in managing the dietary department from 11am to 7pm, on a part time basis. Responsible for clinical documentation including MDS & RAP's, CDM with good computer skills. Willing to train right person. Full time with benefits. Call Dave, (810) 427-8301
Fax resume to: 810-478-8300

CNA POSITIONS - All shifts available. Salary starting at $8.50. Flexible time. Call Al Interbrook Corp.
(313) 453-1870

Detroit Hospital and Multi-Specialty clinic seeks the following staff:
• Director of Nursing, MS
• Social Worker, MSW
• Recreational Therapist
• Registered Nurse (s)
•Nursing Supervisor, BSN
Business Office Mgr.-
5-10 billing yrs. exp.
Medical Assistant (s)
Unit Secretary
Hospital exp.
•PSYCHIATRIC BACKGROUND PREFERRED
Please send resume with cover letter and salary requirements to:
Medical Director
24601 Coolidge
Oak Park, MI 48237

DISPENSING OPTICIAN
For Carson optometry office. We offer competitive salary, 401(k), health, bonus program, benefits. Full or part time position available.
(313) 981-2700

EMERGENCY ROOM TRANSCRIPTIONISTS
Needed for Transcription Limited, a rapidly growing national medical transcription company. Immediate openings for full & part time positions. Minimum 2 years experience required. T.L. offers competitive wages, incentive programs & 3rd shift premiums. Call Donna 810-471-6896

EMPLOYMENT OPPORTUNITIES
FARMINGTON HILLS RETIREMENT COMMUNITY
Join our friendly staff in providing exceptional services to our residents. Compassion, patience and a sense of humor needed.
POSITIONS AVAILABLE
Resident Assistant/Companion
Weekend Receptionist
Apply in person at:
36550 Grand River Avenue
Farmington Hills, MI 48335
(810) 476-7478

FRONT DESK RECEPTIONIST needed for busy Birmingham orthodontic office. Call Cathy, Paul Cassidy (810) 644-8000

FULL TIME CENA'S. Free uniforms, $1/hr. bonus for 2 shifts worked, 401k, health insurance, life insurance, 12 hour shifts available. Part-time weekend shifts, 7:00am-7:00pm weekend shift only, $10/hour. 12 hour shifts available. Apply at Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48331
(810-932-1170, Fax: 810-932-1214.

HHA'S & CNA'S
ALL AREA'S - ALL SHIFTS
Work for the Best!
Home Care - Staff Relief
Excellent Pay & Benefits
FAMILY HOME CARE
BRIGHTON 810-229-5683
CLARKSTON 810-620-8277
PLYMOUTH 313-455-5583
NOVI 810-752-3128

HHA's, CNA's & LPN'S NEEDED for Cantrick Christian Homecare Service. Apply at 30111 West 8 Mile, Livonia. 313-541-7215

MATURE, RESPONSIBLE Medical Receptionist needed approx. 30 hrs. week for busy pediatric practice in Troy. Please call Vicki 810-816-1420

MEDICAL ASSISTANT
With pediatric experience needed in Downtown Heights. Ask for Claudia:
(313) 792-7707

MEDICAL ASSISTANTS
Needed immediately. Must be able to take blood & back office. Experience preferred. Call:
(313) 563-4506

506 Help Wanted-Medical

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
• Pay based on experience
• Shift differentials
• Mileage reimbursement
• Paid In-services
• Benefit package for full time
• Bonus program for joining a rapidly growing agency, please call or apply to:
United Home Care Services
15712 Farmington Rd. Livonia
(Two blocks N. of 5 Mile)
(313) 422-9250

HOME HEALTH AIDES
Needed for Wayne and Monroe Counties. A friendly place to use your experience in a nursing home, hospital or certified agency and 78 hours of documented training required. We offer a competitive wage rate, mileage reimbursement and much more. Must have reliable transportation.

NO APPOINTMENT NECESSARY.
WALK-INS WELCOME

ARCADIA HEALTH CARE
15301 Century Drive
Suite 203
Dearborn, MI 48121
(313) 441-0123

JCAHO Accredited
EOE/ADM

MDS COORDINATOR
RN, BSN preferred with long term care experience and expertise in MDS process. Good communication skills and problem solving ability. Full Benefits package. Send resume with cover letter to:
Box 41019
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MEDICAL ASSISTANT - Full-time for pediatric office in Farmington Hills. Experience with computer & reception required. (810) 855-4144

MEDICAL ASSISTANT
for Garden City physician office. Experience only need apply. Send resume to: P.O. Box 700, Garden City, MI 48136-0700

MEDICAL ASSISTANT
Established family practice in W. Bloomfield seeking part time M.A. experienced in venipuncture, EKG, x-rays. Call Patty at: (810) 855-2201

MEDICAL ASSISTANT
Needed part time to assist physician in Dermatology office. Call Rosemary at:
"ASSOCIATED DERMATOLOGY"
Attention: Stacy
6330 Orchard Lake Rd.
West Bloomfield, MI 48322

MEDICAL ASSISTANT
Farmington Hills Internist seeks experienced, multi-task oriented clerk. Contact Gina: 810-380-1340

MEDICAL ASSISTANT
Full time. Experience needed. Birmingham area. Call for appointment between 9 & 2, Mon-Thur.
(810) 645-1799

MEDICAL ASSISTANTS
urgently needed for OB/GYN and Internal Medicine practice locations in Oakland & Wayne counties. Excellent pay, benefits, time, injections. Career opportunities & competitive salary. Call Heather at Tempco Medical to schedule an interview for placement 810-358-1335.

MEDICAL BILLER/RECEPTIONIST
Good benefits, 401 & up, depending on experience. Must have experience doing both. Must be people person & hard worker.
810-348-6586

MEDICAL BILLER
With A/R knowledge and computer experience - growth opportunity. Southfield Orthopedic office. Benefits.
Fax resume to:
810-557-5058

MEDICAL BILLING CLERK
Needed in Livonia. Must have experience and working knowledge of medical insurance billing. Good pay, immediate opening for long term assignment.
PEOPLEMARK
810-476-1000
or fax your resume today
fax: 810-476-5388

MEDICAL DIRECTOR
Synergy Medical is growing & needs person to head up the medical division. Experience in dealing with CENA's & nursing homes. Call Tim at Sally Staff
(810) 442-1112
Fax: (810) 442-1113

MEDICAL/LAB ASSISTANT
Experienced. Part-time. For internal medicine practice in Farmington. Approx. 20 hours per week. Please contact Linda at (810) 557-3220

Medical Office Staff
GREAT NEW OPPORTUNITIES!
• Medical Secretary (to $27K) - prestigious Hills office, excellent benefits
• Medical Biller (Medic) & W. Bloomfield • Biller - need 504 experience for Bloomfield Hills & W. Bloomfield Hills offices
• Medical Receptionist - Novi
• Medical Assistant - part time (11-5) family practice. Call/fax resume to Lauren Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48331
(810-932-1170, Fax: 810-932-1214.

MEDICAL PRACTICE MANAGER
Surgical practice, located in N. Rochester Hills, is seeking an experienced Practice Manager. 2-5yrs. medical office experience. Knowledge of automated billing system, strong skills in personnel management and financial operations. Knowledge of 3rd party reimbursement & collection is required. Send resume with references to Personnel Director, 400 441 S. Livernois, Ste. 250, Rochester Hills, MI 48307

MEDICAL RECEPTIONIST
Full time, experienced. Mon. thru Fri. Salary negotiable. Southfield area. Knowledge of insurance billing, computers & medical terminology a must. Please send resume with salary requirements to:
Box 8, Thomas
22250 Providence Dr. Ste. #302
Southfield, MI 48075

MEDICAL RECEPTIONIST
Schedule appointments, answer phones & assist with insurance computation. Full-time. Call Judy at:
810-538-0011

506 Help Wanted-Medical

MEDICAL PLACEMENTS
Temporary & Temp to Perm positions for:
• Medical Assistants
• Phlebotomists
• Medical Receptionists
• Medical Billers
• Medical Transcriptionists
• Radiologic Technologists
• Medical Clerical/ Secretarial
Call Marty at Tempco Medical
810-356-1335
to schedule an interview or fax resume to:
810-356-1333.

MEDICAL RECEPTIONIST
Troy office needs a professional well organized, cheerful individual with excellent communication skills. Full time with great benefits. Competitive salary requirements to: 810-649-2324 or call Mike at: 810-649-2323

MEDICAL RECEPTIONIST
Full time for Farmington Hills dermatology office. Must have recent experience in medical insurance billing and detail oriented. Benefits included. Fax resume with salary requirements to:
810-477-9210

MEDICAL RECEPTIONIST
Podiatry/surgeon office needs reliable, organized person as receptionist. Full time with great benefits. $10 & up depending on experience. Call 810-478-1167

Medical Receptionist/ PT Tech/Clerk

Large Physical Therapy Co. is seeking a dynamic individual to float throughout its nine outpatient centers.

• Medical Office experience preferred
• Pt Tech Experience preferred but not necessary
• Must be willing to travel
• Full benefit package.

Send resume with salary requirements to:
WSA, 800 Auburn Ave. Pontiac, MI 48342/FAX (810) 333-0276/ CALL (810) 333-3335
EOE

MEDICAL RECEPTIONIST/BILLER with experience. No eves/weekends. Send resume to: D. Kurner, 33110 Palmer Rd, Westland, MI 48186.

★ MEDICAL RECEPTIONIST
Full time. Call for appointment between 8 - 5, Mon-Thurs., 9-2, Birmingham area.
(810) 645-1799

MEDICAL RECEPTIONIST
Transcription Limited, an rapidly growing national medical transcription company, is responsible for full time positions. Good pay and benefits. Send resume to: 30 W. Fall, Box 85097, Westland, MI 48185
or FAX: 313-525-0514

MEDICAL TRANSCRIPTIONISTS
Needed for Transcription Limited, a rapidly growing national medical transcription company. Immediate openings for full and part time positions. Minimum 3 years medical experience in all report types. Must also be able to accurately type 60 wpm. We offer competitive wages, incentive programs & 3rd shift premiums. Call Donna 810-471-6896

MEDICAL TRANSCRIPTIONIST
NOVI - MEDICAL RECORDS
Part-time day and afternoon shifts available. Must have one year transcription experience required in acute care, operative reports, History/physical and/or ER notes.

Please apply in person to Suite 310, Mon-Thurs 8am-2pm or mail resume to:
PROVIDENCE
Hospital and Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Suite 310
Southfield, MI 48075
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST
Full-time, Paid Blue Cross/Blue Shield. Some front desk & secretarial duties. Sandy: (810) 354-5311

Midnight Supervisor
Botsford General Health Center, award winning long term care community, seeks full time Midnight Supervisor. Job Location: Farmington Hills. Progressive Supervisory Experience.
We Offer: Excellent wage and fringe benefits package including family medical, dental, life & disability insurances, tuition reimbursement and many more.
Interested candidates apply in person to:
21450 Archwood Circle
Farmington Hills, MI
(Near 8 Mile - Orchard Lake)
(810) 477-7400

NIGHTINGALE HOME Health Care is looking for home health aides. Successful candidates must possess a Home Health Certification and a minimum of one year Home Health experience. We offer a competitive salary and an excellent working opportunity. Interested candidates call:
(810) 355-9000, Fax: (810) 358-9063, Mail: 29800 Orchard Lake Rd. Farmington Hills, MI 48334, Attn: H.R. Dept.

Occupational Therapists
Glacier Hills, Inc., a 163 bed, skilled nursing facility caring for older adults, has an opening for full time and part time positions in our OT department. We are seeking high energy, team players to join our professional caregiving staff. Both positions require occasional Saturdays. Current Michigan OT license required. One year experience with physical disabilities and gerontology preferred. Benefits available. Up to 3 years clinical experience. We are conveniently located near I-94, US 23 & M-14. Please send resume ATTN: Recruiter, or complete an application at the Nursing Center reception desk.

GLACIER HILLS
1200 Earhart Road
Ann Arbor, Michigan 48105
(313) 769-5429

OPHTHALMIC ASSISTANT / TECH
Full-time, experienced or will train with medical background. Resume to: FEC Mgr., 29275 Northwestern, #100, Southfield, MI 48034 or fax: 810-353-7645

OPHTHALMIC ASSISTANT
Optical Mounts Eye Center
13900 14 Mile Rd., Ste. 206
Warren, MI 48093
Or call: (810) 558-0310

OPTICIAN ASSISTANT
Needed. Full-time. Benefits. Dispensing & contact lens experience necessary. Busy optometric practice. Call Carol
(810) 644-8000

506 Help Wanted-Medical

EXPERIENCED OPTICIANS
See our ad, "Do You Have an Eye for Fashion?" in the retail section.
D.O.C OPTICS

OPTOMETRIC TECHNICIAN
For patient oriented private practice. Please call Val. (313) 421-6454

ORAL SURGERY Assistant needed full-time in W. Dearborn practice. Are you a dependable, enthusiastic team player looking for a pleasant work environment? Oral surgery experience required.
(313) 562-1515

ORTHOPEDIC TECH
Experienced for Rochester Hills hand surgeon's full-time Mon., Wed., Fri. Call Natalie at (810) 852-8300

PERSONAL CARE workers full or part time for retirement home in Westland, will train, call 313-451-1165

PHYSICAL THERAPY ASSISTANT
Part time position. Call Beverly, professional mannerism and friendly attitude a must. Salary commensurate with experience. 810-548-8400

PHYSICAL THERAPY AIDE
Orthopedic clinic in Bloomfield Hills. Full/part time. Experience preferred. Please fax resume & brief cover letter to: 810-338-8323

PROOFREADER
Needed for busy Farmington Medical Transcription company. Will be responsible for quality production in detail oriented environment. Candidate must have 3 years extensive MT in all areas of medical transcription. Must pass test. Call Chris:
810-471-6896

RADIOGRAPHER
PART time Radiographer needed for Orthopedic Surgery office in Novi. Salary commensurate with experience. Send resume to: Grand View Sur