502 Help Wanted-Office Clerical

RECEPTIONIST/SECRETARY
Prestigious financial services agency in Bingham Farms area seeks Receptionist/Secretary.
Successful candidate must be dependable, detail oriented, have organizational skills, function well under pressure. Must have wordprocessing & spreadsheet skills and typ 50 wpm. Benefits with good working conditions. Call
Michael Morris at 810-647-0780

RECEPTIONIST/
SWITCHBOARD OPERATOR

Immediate opening in our Troy Downtown Office. Full time days position. Hours - Mon-Thurs. 7:45 - 4:30 pm. Seeking candidate with a quality, highly organized with excellent oral and interpersonal skills to handle front office receptionist duties. Other responsibilities answer 10-line incoming phone system, route phone calls on Merlin system, greet visitors, process mail, operate fax, copier, mail, light typing and other basic office duties. Prior receptionist experience necessary. We offer a competitive benefit package and a friendly working environment. Please forward your resume and cover letter to:

VABTco Incorporated
Human Resources Department
3250 W. Big Beaver Road
Troy, MI 48084
EOE

RECEPTIONIST

To manage front office of small company at 10 Mile Telegraph area.
Call Dale at (810) 827-1200

RECEPTIONIST/ TYPIST

Birmingham Corporate office seeks full time position. Pleasant phone. Must have good telephone skills, word processing experience (Word Perfect) and professional appearance. Medical office experience helpful. Good benefits. Please send resume to Box #1429.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST

Valassis Communications Inc. has an immediate opening for a part time Receptionist/Telephone Switchboard Operator. We are looking for a person who can work approximately 20 hours per week during regular business hours. The ideal candidate will have excellent organizational skills and excellent telephone communication skills. Previous experience on multi-line systems a plus. Interested candidates should apply in person for a brief interview at:

Valassis Communications, Inc.
Westwood Human Resources
36111 Schoolcraft Rd.
Livonia, MI 48150

An EEO, drug testing employer. Applicants with foreign language skills encouraged to apply

VALASSIS
COMMUNICATIONS INC

RECEPTIONIST

West Bloomfield Nursing Center has an immediate opening for a full time receptionist. Duties of the position must possess good communication skills and basic computer skills including typing, word processing and telephone answering. We offer benefits and a competitive wage. For details please contact Ms. Betty Smith at 810-661-1600 or fax to her your resume to 810-661-2275

RECRUITER (Clerical)

Agency in Southfield seeks motivated person with interview and place temporary workers on assignments $8.11/hr. Part time opportunities
ARBOR TEMPS 459-1166

SALES ASSISTANT

Brokerage firm in Observer Birmingham has an opening for a Sales Assistant with experience in the brokerage industry. Call
Ann Corey 258-3000
Bloomfield Burr Ridge
An Equal Opportunity Employer

SALES ASSISTANT

For demanding, performance-oriented, dynamic sales office. You have good verbal skills, a clear voice, communications skills with Data Base and Word Processing experience. We offer you a fast paced challenging team oriented environment with advancement opportunities, competitive salary and benefits. If you can meet demanding deadlines, thrive on challenge, enjoy hard work and possess high energy call:
Box #1425
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SALES ASSISTANT

Independent Insurance Agent located in Farmington Hills seeks Series 7 Licensed Sales Assistant. Full time or reduced schedule available. Computer software skills a plus. Excellent position for individual seeking a low stress casual environment. Please call Mark McCarney at 810-851-8000 interview.

SALES ASSISTANT

Sales Assistant: part-time position within fast paced broadcasting environment. Must have Microsoft Office and have excellent communication skills. Duties will include inserting and maintaining broadcast materials, general clerical, answering telephones, and special project assistance.
Connelly Central
Contact Jane Fletcher
@ 810 983-7840

SECRETARIAL

Position full time. Good benefits and pay. Must have good skills in word processing, typing, lang and accounting. Apply in person at Brose Electrical 37400 West 7 Mile Livonia

SECRETARY/ADMINISTRATIVE ASSISTANT

Group insurance company. Must have strong organizational skills. Word & Powerpoint Contact Sandy Schuller, 810-380-3244

SECRETARY/
ADMINISTRATOR

Small growing security firm has immediate need for organized, detail-oriented office manager/administrative secretary. Must possess strong general office & phone skills. Please call or send resume to: Mr. Ron Bauer, 30 W. 10 Mile Rd., #214, Southfield MI 48075 Phone: 810-352-7040

SECRETARY
ADMINISTRATIVE ASSISTANT

Interact with clients in the high tech environment and provide support for corporations. Windows software plus 2-3 years experience required. Long and short term assignments. Temp to perm. Paid holidays and vacations. Call Sandy
Birmingham Livonia
473-2911 427-5060
Advantage Staffing

SECRETARY/
ADMINISTRATIVE
ASSISTANT

Established insurance contractor in Madison Hts has an immediate opening for a self-organized individual. Must be a self-starter, motivated, excellent typist, with proven experience in Excel, Lotus and Word. 1-2 years of construction industry experience preferred. Call (810) 548 3400 9am to 4pm. EOE.

SECRETARY
ADVERTISING AGENCY

Creative and client services department of national agency. Have immediate openings. Temp to perm. PowerPoint or Macintosh a plus. Call Susan today.
Birmingham Farmington/Livonia
646-7601 473-2931
Advantage Staffing

SECRETARY/ASSISTANTS

Growing mortgage company seeks individuals with strong word processing skills. Must be aggressive, thorough, accurate & highly motivated. Excellent working environment. Company benefits including 401K. Please send resume to Sonstrol Tri-County 35528 Grand River, Suite A-2, Farmington Hills, MI 48335

SECRETARY WANTED for Farmington Hills firm. Proficiency with Word required. Macintosh experience helpful but not necessary. Call 476-5030 ext. 25. Fax resume to: 810 932-5201/2

502 Help Wanted-Office Clerical

SECRETARY/CHURCH PART time. 10 AM. - 2 PM. Mon. - Fri. Computer and receptionist skills essential. Resume request. Troy
Call Rev. Paul Cooper, 810-879-9240.

SECRETARY

Commercial real estate firm seeks full time individual experienced in Windows, WordPerfect 6.1, Lotus and MS Access. Fast paced environment requires excellent typing, proofreading, organizational skills and the ability to work under deadlines. Previous real estate experience preferred. Resumes to: Office Manager, P. O. Box 5188, Southfield, MI 48086-5188 EOE

SECRETARY

Competive wages. 13 Mile & Telegraph Building company seeks communication & computer skilled assistant to owner. Full time.
Fax Resume 810 647-0690
Or Call: 810-647-1111

SECRETARY

CORPORATE office of multi-branch home health care company is seeking a secretary. Candidate must. Have strong organization and telephone skills Microsoft Word exposure along with shorthand or speedwriting skills also required. Excellent benefit package. Qualified candidates send resume to

Wingle & Feepps
2845 Crooks Road
Rochester Hills, MI 48309

SECRETARY

Established and growing property management firm seeks individual experienced in Windows, WordPerfect 6.0, Lotus, MS Word and Excel Typing 65 wpm. Full time position with benefits. Resumes to: Fairman Management Group, ATTN. Lisa, P.O. Box 5188, Southfield, MI 48086-5188 No phone calls please EOE

SECRETARY

Farmington Hills collection law firm. Self-motivated & detailed person required. Computer literate. Full time. Call Barb Hunter (810) 851-4411

SECRETARY

for Southfield CPA office. Northwestern/12 Mile area. Experience in Windows & Creative Solutions required. Excellent salary for right person. Fringe benefits include hospital, dental, life insurance & 401K. Hours 9 to 5 weekdays. Need in immediate! Please send or fax resume to Jim Mills, The Trane Company, 37525 Interchange Drive, Farmington Hills, MI 48335
FAX: 1-810-477-0362
Phone: 1-810-477-0500
An Equal Opportunity Employer

SECRETARY

Full time, for plumbing company in Westland. Apply in person or call 37655 Ford Rd. (313) 721-0290

SECRETARY

FULL time person for very fast paced Troy office. Must have excellent typing and computer skills with secretarial background. Send resume to:
Personnel Dept. 1680 Crooks,
Troy, MI 48084

SECRETARY

Full time for medical/substance abuse facility in Oakland County. Data entry experience required. Excellent benefits. Resume to:
Director of Operations
20811 Nagel Rd. Suite 1
Eastpointe, MI 48021-3139

SECRETARY, full time. Friendly, motivated individual needed for law office in Troy. Call Heidi at 810-643-9530 from 8:30am-1pm

SECRETARY

Needed, Medical office in Troy. Some experience necessary. 810-689-3730

SECRETARY

Needed full time, dependable secretary for growing service company to answer phones, file, schedule & more. Excellent benefits including 401k & paid vacations. Call for more information 800-473-1180

SECRETARY - PART TIME

Computer skills a must. Non stress. Flexible hours. Call Michael. (810) 474-4500

SECRETARY/PART TIME

Out patient mental health clinic in Lathrup Village seeking part time secretary. Please send resume and cover letter to Box #1450
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
PART-TIME

Village Green Residential Properties, a leading Midwest builder and developer of apartment communities, is seeking a Part Time Secretary. Responsibilities include general business letters, faxing, faxing/copying and other duties as assigned. Prefer candidate with knowledge of Microsoft Word. Flexible work schedule (20 hours per week) available, prefer Monday-Thursday.

For immediate consideration, please send or fax resume with cover letter to:

VILLAGE GREEN
RESIDENTIAL
PROPERTIES L.L.C.
30833 Northwestern Highway
Farmington Hills, MI 48334
FAX: 810-851-7315
An Equal Opportunity
Employer

SECRETARY (Part-time)

Planned Giving Office has an immediate need for part time Secretary (20 hrs/wk) with a minimum starting pay of $7.11 per hour. Excellent communication skills required, along with experience using WordPerfect 5.1, Windows, Microsoft Word. Send resume to: Human Resources, Madonna University, 36600 Schoolcraft, Livonia, MI 48150 MU is an Equal Opportunity Employer.

SECRETARY

Pharmacy Administrative office is seeking a full time person for clerical support services. 3-5 yrs of progressively more responsible work experience required. Able to type 55wpm, knowledge of 2 or more software packages, excellent verbal & written communicating skills required. Full time, days. Excellent benefits. EEO Employer. Send resume to:
HENRY FORD HEALTH SYSTEM
Diversified Services Group
30100 Telegraph
Suite 200
Bingham Farms, MI. 48025
Attn: P. Sandrum,
Human Resources

SECRETARY

Plymouth office in need of a full time Secretary/Receptionist. Duties include phones, customer service, and computer knowledge. WordPerfect 5.0 helpful.

$16K - No Fee
PERSONNEL SYSTEMS 459-1166

Secretary/ Receptionist

Southfield insurance office. Life insurance experience preferred. Send resume to: 26261 Evergreen, Suite 100, Southfield, MI 48076

Secretary/ Receptionist

Needed for West Bloomfield electrical contractor. Experience with Lotus 1-2-3 and Windows 95. Pay commensurate with experience. Medical & engineering benefits. Flexible schedule available. (810) 683-3711

SECRETARY/
RECEPTIONIST

POSITION available in friendly, small busy office. Knowledge of computers and general office work necessary. Send resume and salary requirements to: Acrodyne Corporation, 5001 Orchard Lake Rd., #424, W. Bloomfield, MI 48322
or Fax to: (810) 851-9080

SECRETARY/RECEPTIONIST

National company seeking responsible & organized individual with good telephone & word processing skills. Must be aggressive, thorough, accurate & highly motivated. Excellent working environment. Company benefits including 401K. Please send resume to Sonstrol Tri-County 35528 Grand River, Suite A-2, Farmington Hills, MI 48335

SECRETARY WANTED for Farmington Hills firm. Proficiency with Word required. Macintosh experience helpful but not necessary. Call 476-5030 ext. 25. Fax resume to:
810 932-5201/2

502 Help Wanted-Office Clerical

SECRETARY

Secretary needed in Southfield commercial real estate firm. Requires proficiency in Microsoft Office computer package. Strong typing (60 wpm), organizational ability and good communication skills a must. The position requires flexibility, a team oriented approach and a positive attitude. Benefits to include a 401 (k) plan, vacation in the first year, medical, dental and disability. Please send salary history and resume to:

C. Schmidt
P.O. Box 267
Southfield, MI 48037

SECRETARY

Wanted for 1-man, Bloomfield Hills professional office. Extremely pleasant surroundings overlooking courtyard. Good typing, telephone & organizational skills required. Knowledge of WordPerfect 5.1 for Windows, Lotus 1-2-3 and Quicken helpful but not necessary. Salary commensurate w/ exp. Call (810) 258-0034, or by mail to 1080 Woodward Ave., Bloomfield Hills, MI 48304.

SECRETARY

Well organized self-starter with telephone skills. Demonstrated word processing, spreadsheet and data base software skills. Competitive salary and benefits. Please send salary history and resume to:

Wright & Feepps
2845 Crooks Road
Rochester Hills, MI 48309

SECRETARY/WORD PROCESSOR

Fast paced, professional growing office with pleasant working environment. Responsibilities include word processing using WordPerfect for Windows 6.1, phone answering, running errands, and other miscellaneous tasks. Office hours 9-5 Monday - Friday, some flexibility maybe required. Send resume to: McKenna Associates, Inc. Attn: Business Manager, 32605 W. Twelve Mile Rd., Ste 163, Farmington Hills, MI 48334 EOE

SECRETIAL

THE Trane Company, a manufacturer and supplier of HVAC equipment is seeking an experienced Sr. Esti a secretarial position. The individual should have good communication skills, associates degree and computer courses are a plus. Computer skills should include a working knowledge of word processing and spreadsheet. Microsoft Access is a plus. Job responsibilies include typing and customer phone support. Need in immediate! Please send or fax resume to Jim Mills, The Trane Company, 37525 Interchange Drive, Farmington Hills, MI 48335
FAX: 1-810-477-0362
Phone: 1-810-477-0500
An Equal Opportunity Employer

SMALL OUTPATIENT Psychiatric Clinic requires a receptionist, location part time person to answer phones, perform billing procedures and record auditing. Hours are 3 days a week including Sat. Starting pay $7.50/hr. For interview call. 810-858-7133

SOUTHFIELD LAW firm seeking legal assistant, part time (3 days) to assist with probate administration, experience required, Wordperfect 5.1, Novell Network & Timeslips, Please send to Box #1436
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

START THE NEW YEAR
OFF RIGHT WITH
A GREAT NEW JOB!

- Receptionist
- Word Processors
- Data Entry
- Administrative Assistant
- Accounting
- Legal Secretaries
- Medical Asst. Billers
- Secretarial
- Customer Service
- Clerks

Holiday pay, health paid insurance, overtime pay. Referral and cash bonuses!
CALL TODAY
SNELLING PERSONNEL SERVICE

FARMINGTON 476-2555
SOUTHFIELD 810-352-1380
TAYLOR 313-291-0777
AUBURN HILLS 810-373-7500

SNELLING.
PERSONNEL SERVICES

SWITCHBOARD
OPERATOR

Arcadia Health Care has an opening for a part time position (Monday through to work Saturdays 2:00pm to 8:00 pm, Sundays 8:00am to 5:00pm and Mondays 4:00pm to 7:00pm. Must have previous experience on a multi-line phone system with excellent communication skills. $9.00 per hour. Qualified applicants may submit a resume to:

ARCADIA HEALTH CARE
340 E. Big Beaver Rd., Ste. 250
Troy, Michigan 48083

JCAHO Accredited
E.O.E./ADM

TELEPHONE INTERVIEWER

to work in Farmington Hills law office. Some legal background and computer experience helpful. Nonsmoker. Ask for Linda.
(810) 737-8400

TELEPHONE RECEPTIONIST

Full time, Mon - Fri., good phone skills. Call 810-569-7110.

TEMPORARY
RECEPTIONIST

A Novi based Management's Representative is looking for a temporary telephone receptionist to fill in during a pregnancy leave. This is a professional and friendly, non-smoking environment that will require two to three months of 8am to 5pm service. Please send your resume to:
Greg Rabkopy, P.O. Box 3361
Farmington Hills, MI 48333

TRANSCRIPTIONIST/
WORD PROCESSOR

NBD Bank is seeking experienced word processor/transcribers for operations at its Downtown Detroit location. You must have at least 1-3 years of experience and Ability to type 60 wpm. Word experience, type a minimum of 35 wpm, be proficient in transcription, achieve production efficiency and proofreading skills.

If you are looking for personal growth, state-of-the-art environment, center, interactive word processing support group, excellent benefits & a competitive salary and benefits plan, send your resume and cover letter describing your experience, in confidence, to:

NBD Bank
Staff Employment
611 Woodward Avenue
Detroit, MI. 48226

No phone calls please
An Equal Opportunity Employer

Up-scale Livonia Real Estate office seeking receptionist as part time for afternoons and or weekends. Must be dependable. Computer skills helpful. W3 train for appropriate candidate. All ages encouraged to apply. For an appointment. Call 313-462-6810

Quality
REAL ESTATE NW
Better Homes & Gardens ®

WORD PROCESSOR

A small market location research firm has an opening for a full time word processor. Experience using WordPerfect 5.1 and Quattro preferred, must have excellent telephone skills, able to handle multiple tasks. Full benefits. Please send your resume and salary requirements to:
Thompson Associates
(Attn: Production)
2929 Plymouth Rd., Ste. 200,
Ann Arbor, MI 48105
Telephone calls not accepted

504 Help Wanted-Dental

ABSOLUTELY THE best working atmosphere for an experienced dental assistant. 810-478-2110

ADDITIONAL STAFF NEEDED
For progressive, new, modern Dental Office in Lathrup Village
a RECEPTIONIST
a CHAIRSIDE ASSISTANT
Full-time position, benefits necessary. Excellent benefits package.
810-623-2443

ASSISTANT

Livonia periodontal office seeking the right individual for 3 days per week in a pleasant professional atmosphere. Become a valued team member. Call for an interview. 313-522-7313

BUSINESS/FINANCIAL
COORDINATOR

Beech Daisy and 10 Mile solo practice seeks professional who enjoys working with people to provide superior service and team work. Insurance and collections experience helpful 4 day work week and benefits. Call 810-354-0364

CHAIRSIDE ASSISTANT

EXPERIENCED, OCS II. Part-time Mon., Thurs. & Sat. Range from assistance, W.Bloomfield. Fax resume Mile Rd. area (313) 425-7010

DENTAL APPOINTMENT COORDINATOR Do you have excellent communication skills, are upbeat, caring and dependable? If you have experience in a dental office, insurance, and collections, and like working in a small, friendly, computerized office, please call (810) 533-4650

DENTAL ASSISTANT

Full-time. Pediatric Dentistry. Experience preferred. 1 evening/week, 1 Sat/mo. Call 810-641-9490

DENTAL ASSISTANT- Organized, established Farmington Hills practice seeking experienced, mature Dental Assistant 4 days, variable hrs. Bloomfield Hills (810) 332-6106

DENTAL ASSISTANT

Motivated person needed to work with us in Livonia. Office is open 30 hours per week with / benefits. For information call (313) 953-6660

DENTAL ASSISTANT, full-time for innovative & progressive practice in Farmington Hills. Looking for a person with 1 yr. dental assisting service oriented practice. Excellent benefits. Call 810-474-2300

DENTAL ASSISTANT For West Bloomfield orthodontic office. Full time. Dental experience necessary. Mon-Fri. No Sat. (810) 851-7272

DENTAL ASSISTANT

Experienced with front desk skills 25-30 hrs. a week. Redford area
313-531-0600

DENTAL ASSISTANT

Chair side, experienced. 30 hrs. + for new W. Bloomfield office.
(313) 563-3400

DENTAL ASSISTANT - part time, for doctor in Bloomfield Township office 2 days/wk 1 late eve until 9pm required. Sterilization experience apply. Please call - 810-851-6447

DENTAL ASSISTANT
FULL OR PART-TIME

Dearborn Heights (Ford Rd. & Beech Daly area) (313) 278-4700

DENTAL ASSISTANT

Assisting only. Nice hours. Experienced or will train. Benefits. West Bloomfield area. Call/resume after 5pm. (313) 661-7938

DENTAL ASSISTANT

Full time for West Dearborn family practice. No experience necessary, will train. Very pleasant. Call Sandy at work with. Call (313) 563-5507

DENTAL ASSISTANT

Have you ever thought of training as a Dental Assistant? We are willing to train the right person for an interesting career, in a team-oriented specialty practice. Hours and wages are negotiable. Minimum wage, 32 hours/week 10:00am-4:00pm. (810) 647-7935

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

DENTAL ASSISTANT - experienced, full time for busy oral surgery office in Livonia.
Call (313) 525-5720

DENTAL ASSISTANT

Experienced, seeking immediate position. Rochester Hills
Call (810) 650-9490

DENTAL ASSISTANT

For Northville office general practice, Monday, Tuesday and every 3rd Saturday. Call (810) 349-6535

DENTAL ASSISTANT

Full time, experience not necessary, but happy to train. Dentists Royal Oak (810) 548-1711

DENTAL ASSISTANT

Experienced, friendly, needed for Northville office. Mon-Thurs.
(810) 349-3600 or (313) 455-3765

DENTAL ASSISTANT

Experienced Dental Assistant with ortho records knowledge for Orthodontic office in Troy. Call (313) 727-5130

DENTAL ASSISTANT

5 Mile & Levan. Experienced chairside for friendly Livonia office. Part-time. Resume hours. Call to set up interview.
W.E. McMinn, DDS

DENTAL ASSISTANT

Family practice in Livonia looking for reliable, self motivated, permanent, full time dental assistant. Experience required benefits. Please fax resume to 31632 Schoolcraft Rd., Livonia, MI 48150 (313) 425-6920 Fax: (313) 425-1541

DENTAL ASSISTANTS

Progressive SE Livonia dental office seeking an experienced Dental Assistant for a permanent position. Also seeking an experienced Assistant to temporarily fill in for maternity leave approximately Feb. mid-end of April. We have FUN at work & enjoy excellent benefits! Competitive salary & benefits. Call Jane 522-5520

DENTAL ASSISTANT

Dr. Smursky is seeking the right individual to fill our current opening as a Dental Assistant in our Livonia/Canton office. We are offering a full-time position with excellent salary, benefits, as well as bonuses. If you are the best and want to be appreciated for your talents, please call (313) 453-0940

A Special people oriented expanded duties Assistant position for good animal growth & enjoys handling multiple tasks. We offer an opportunity to achieve professional growth and financial security. (810) 474-0224

DENTAL BUSINESS ASSISTANT

Full time business office position, experience to handle patients accounts, collections, & insurance responsibilities. Must have excellent inter personal skills with patients. We offer a challenging career opportunity where employees are appreciated. Competitive salary and benefits package. Please call between 9-3 (313) 425-5570

DENTAL HELP

needed part time. Plymouth area. Will train right person. Computer experience helpful. (313) 453-0227

DENTAL HYGIENIST

Full or part-time for friendly Plymouth office. Call: (313) 455-4070

DENTAL HYGIENIST

Are you looking the flexibility to utilize and perfect your skills while working in a family type atmosphere? Can you work 1 or 2 days a week and/or every 1nd 7th? Call our Canton dental office and ask for Therese at (313) 459-1950

DENTAL HYGIENIST

Part time for prevention oriented practice. Mon, Tue, Thurs. (810) 979 0600

DENTAL HYGIENIST
RECEPTIONIST & ASSISTANTS

Call (810) 566-7687

DENTAL HYGIENIST part time, approximately 3 days per week, for busy dental office, Plymouth area. (313-454-1070

DENTAL HYGIENIST for friendly family practice. Mon-Wed-Fri. Employee paying quality & experience with dedicated staff. Plymouth area. Call Northville.

504 Help Wanted-Dental

DENTAL ORTHODONTIC assistant for orthodontic office in Farmington Hills, full time, experience in medical/dental desired. Willing to train. Good people, pleasant working atmosphere, excellent salary, mature person desiring long term employment in a caring, pleasant office should apply by calling Mon., Tue. Thurs Or Fri. 8-4 only. 810-855-4142

DENTAL PERSONNEL

Peak Performers is starting on 1997 with an explosive new dentistry opportunities. With experience and excellent skills, call us for info on our Temporary, Long Term and direct placements. (810) 477-3777
No Fees EOE

DENTAL RECEPTIONIST for friendly Livonia office. Full time (Mon. - Fri.). Pleasant working environment. Excellent wage & benefits. (313) 464-8787

DENTAL RECEPTIONIST

Full time position for Westland office. Computer experience helpful, but willing to train the right person. Please call Sue or Sandy for details. Southfield (313) 421-2675

DENTAL RECEPTIONIST

Ultra pleasant Rochester office looking for full-time experienced Dental Receptionist. (313) 391-3636

DENTAL RECEPTIONIST

Part-time position available leading to temporary full-time. Redford/Detroit Heights area. (313) 532-0300

DENTAL RECEPTIONIST

Progressive patient oriented Farmington Hills dental practice needs an outgoing person with pleasant and pleasant person. Please call for form information. Call (810) 553-8080

DENTAL RECEPTIONIST - full-time, experienced only. Dentech computer helpful. Good benefits. Southfield (810) 353-8800

DENTAL RECEPTIONIST

Progressive Royal Oak dental office seeks full time Receptionist. Waiting to train. Call (810) 398-9528

DENTAL RECEPTIONIST, Livonia Orthodontic office. Full time. Dentech. Dental knowledge not necessary, progress to lead position. A 2-year responsibilities. Call 313-464-2000

DENTAL RECEPTIONIST - Full/part time position available. Multi-doctor office. Will train. Have dental knowledge & computer experience. Excellent benefits. (313) 722-5130

DENTAL TECH

C&B Blue Water, part time daily. Salary commensurate. Will train right lab. (810) 674-1770

DENTAL TECHNICIAN

Ramsey Dental Ceramics in Novi is interviewing for a skilled/experienced ceramist, waxer / finisher.
810-442-0300

Endodontic Assistant

Full-time. Livonia/Canton. Top salary. 313-261-7802

HYGIENIST

For Farmington Hills general practice. Full time, benefits. 810-489-0300

HYGIENIST - part time. Our Bloomingham downtown office is looking for an experienced individual with excellent people skills to join our team. Call Joan (810) 647-2100

NURSE ASSISTANTS

W. Bloomfield Nursing Home and Personal Services to the residents of assisted living facility. Must have patience and health/dental insurance make the an attractive alternative to nursing home. Full and part time. Nurse Assistant assignments available on afternoon shift for Southfield Contact Nancy to arrange an interview. (810) 355-5064

OFFICE MANAGER

For busy Birmingham/Bloomfield Hills dental practice. Full benefits & competitive salary for qualified candidate. (810) 642-8130

OFFICE MANAGER

Full time, Monday-Friday. Dental experience necessary. Pontiac area. Call Michelle. (810) 335-1000

OUR FRIENDLY Farmington Hills office is seeking a dedicated, self-motivated assistant to join our practice. Salary negotiable.
Please call Patsy
(810) 626-0772

RECEPTIONIST

Experienced/Well groomed to train right individual for friendly office. Full time (810) 626-6818

TELEMARKETER

needed for dental supply company. Dental experience required
810-584-1480

506 Help Wanted-Medical

ADMINISTRATIVE BILLER - Professional, experienced, highly qualified candidate for Internal Medicine office opening. Send resume to: ROMC, 5130 Coolidge, Royal Oak, MI 48073

ADMINISTRATOR/MANAGER

Highly qualified for an expanding busy medical center. Salary, benefits, bonus. Send resume to: ROMC, 5130 Coolidge, Royal Oak, MI 48073

A.S.A.P. MEDICAL
ASSISTANT

Busy office practice seeking the patient oriented person who is challenged by the potential of expanded duties. Experience helpful. Salary $9/hr, depending on experience. Benefits. Call 810-478-4639

ATTENTION

Child Care Center & Home Health Aids. Join our growing family. Part-time & full-time. Flexible hours. Southfield area.
CNAs, LPNs, RNs
Call Mary (313) 421-7472
HHAs Call Barb 313-421-9101

ATTENTION
NURSES, RN's/LPN's

Looking for a new beginning? Want to join a progressive team? PART TIME AFTERNOONS, PART TIME NOTS, NIGHTS AVAILABLE. Please call or in person to: Charter House of Farmington Hills, 28000 Grand River, Farmington Hills, MI. 48336
810-476-5200

BILLER

Full time. Experience preferred. Computer experience a must. Large medical practice. Farmington Hills area. Excellent benefits. Maggie
(810) 362-2770

BILLERS/RECEPTIONISTS

For busy Rochester Medical Center. Insurance knowledgeable, pleasant phone & communication skills. Computer skills helpful. Medical helpful. Resume to: Human Resources, PO Box 82177 Rochester, MI 48308

BILLING CLERK/EXPERIENCED

Partial work at home. Experience in insurance requirements & medical terminology. Strong organizational & communication skills required.
Call 313-561-8798

BILLING CLERK

for family practice in Garden City. Experience only need apply. Send resume to: PO Box 724, Garden City, MI. 48318-0724

BILLING DEPARTMENT
SUPERVISOR

EXCELLENT SALARY

To join growing Suburban skin care centers. Responsible for billing, accounts receivable & collections. Dermatology or Surgical experience preferred.

Please Fax resume to:
810-380-7711
or call 810-380-7700

BILLING MANAGER

Rapidly expanding medical centers seeks experienced supervisor of medical insurance and clinical billing. Min 5 yrs. job related experience, working knowledge of computer systems a must. All replies confidential. Please send resume to:

Box #1435
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

506 Help Wanted-Medical

BIRMINGHAM UROLOGY OFFICE looking for Receptionist & Medical Assistant (2 positions). Insurance knowledge helpful. Full time. Call Dorothy (810) 642-4474

CERTIFIED
NURSES
ASSISTANTS
$8.00 TO START!!

Peachwood inn has a team of professionals that believe resident care is top priority. If you feel the same way then come in today!
Apply in person or call Charity
(810) 852-7800

PEACHWOOD INN
3500 W. South Blvd.
Rochester Hills

CERTIFIED NURSING
ASSISTANTS--$8.00/HR.

West Bloomfield Nursing Center has immediate openings on all shifts for CNA's. Wages begin at $8.00/hr. and increase to $9.00/hr. Please apply in person at 5445 W. Maple Rd. West Bloomfield. Ask for Mrs. Post-Powell at 810-661-1500

CHHA's & RN'S

experienced, wanted for home care agency. Call (313) 326-0000
Fax resume (810)-356-2765

CHIROPRACTOR'S OFFICE

Needs a receptionist to start ASAP at our busy Novi office. Must have billing experience & an interest in chiropractic care. Send Resume or Fax Resume to: CA. 30505 W. 10 Mile, #112, Novi, MI 48375. Attn.: Pam

CLAIMS ANALYST/
PROCESSOR POSITIONS

A rapidly expanding managed care organization has full time positions in the claims department for experienced claim analysts/processors and claim supervisors. Medical claims experience in one or more of: medical salary, benefits and career path opportunities. Please forward resume to:
Box #1442
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

CNA POSITIONS, all shifts available. Salary range $6.75 - $8.25 depending on hours. Call A-1 International. (313)453-1970

CUSTOMER SERVICE
REPRESENTIVE

Rochester Hills durable medical equipment supply company seeking energetic individuals with customer service skills. Medical background helpful. Excellent benefit package and comfortable working environment. Candidates send resume to or complete application at:

Wingle & Feepps
2845 Crooks Road
Rochester Hills, MI 48309
Attn: Jeff Mastej

DIRECTOR OF M.I.S.

HMO seeking a key executive to manage and direct data management activities, supporting existing and future product line. Responsibilities include Planning, programming directing and managing processing capacities to meet the needs of accounting, healthcare services, marketing & claims management. Min. 5 yrs. system management for fast-paced and challenging environment. Salary commensurate with experience. Please send resume in confidence to:

MANAGER
Human Resources
Box #1431
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

HHA's/CNA's

Work for the best!
All Shifts - All Areas
Excellent Pay & Benefits
FAMILY HOME CARE
BRIGHTON 810-229-5683
CLARKSTON 810-620-6877
PLYMOUTH 313-455-5683
ROMEO 810-752-2128

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 schedule
• Pay based on experience
• Shift differentials
• Mileage reimbursement
• Paid in-services
• Benefits package for full time

If you're interested in joining a family growing agency, please call or Apply to:

United Home Care Services
15712 Farmington Rd., Livonia
(Two blocks N. of 6 Mile)
(313) 422-9250

HOME HEALTH AIDES for Plymouth, Livonia, Canton & Belleville HHA's Home Care, 7008 Hogback Rd., Ann Arbor, MI 48105
313-973-1345

INSURANCE CLERK

Full time for medical office. Must have 2 yrs. recent experience in all facets of ins. billing.
Call: 810-477-9081

LAB CLERK

needed for internal medicine practice/ Canton. We train. Call or resume to 313-981-5781 or send to M. Gowen, 5730 Lilley Rd., Canton, MI. 48187

LPN / MA

Fast-paced upbeat Southfield pediatric practice 3-5 days per week. Call Ms. Sheldon (810) 358-9420

LPN

With office skills for busy OB/GYN office Mon 2 days, one Friday & 1 weekends (810) 471-9154

medical

A/R Representative
(Medical Billing)

Apria Healthcare, the nation's leading home healthcare provider, has an exceptional opportunity in our Troy office. Qualified candidates will be responsible for medical products and medical services to insurance companies, HMOs/PPOs, Medicare & Medicaid, research/collect/eliminate denied accounts, and prepare monthly A/R reports.

WE REQUIRE 1-3 years PREVIOUS experience in medical billing/collections and terminology. Medical, Medicare, Medicaid and private insurance. Candidates must be self-motivated and detail oriented, with excellent written and verbal communication skills. PC computer systems based, knowledge of medical terminology and/or hospitals a plus.

Submit your resume with salary history to: Apria Healthcare Human Resources Dept. 1755 Maplelawn, Troy, MI 48084. EOE

APRIA
HEALTHCARE

MEDICAL ASSISTANT

1 yr. experience. Part time, after noon hours. Livonia area. 313-261-1740

MEDICAL ASSISTANT - Full time for busy dermatology office. Experience required. Good salary. Call Kathy 810-473-0218

506 Help Wanted-Medical

MEDICAL ASSISTANT
OPPORTUNITY

Work with physician doing house calls. Required: phlebotomy & blood pressure experience, good driving record & map skills, enthusiasm & must. Call 1-4pm (810) 799-2700

MEDICAL ASSISTANT

Experience a must.
Busy Internal Medicine office
Call Sue: 313 728-4141

MEDICAL ASSISTANT

Experienced in internal medicine. Good salary & benefits. Full or part-time. Please call: (313)-425-5544

MEDICAL ASSISTANT

Part time for doctor in Farmington Hills. Must be able to work between 2-3pm on Mon, Tues or Wed. 23077 Greenfield Rd. Suite 550, Southfield, MI 48075 in the Advance Building.

MEDICAL
TRANSCRIPTIONIST

Part time for Novi office. Knowledge of WordPerfect and medical terminology needed. Salary commensurate with experience. Fax resume to (810) 473-4424 or call (810) 473-6400

MEDICAL TRANSCRIPTIONIST

Part-time for busy plastic surgeon with flexible hours. Fax resume to: Fax (810) 540-9300
or Call 810-524-3622

MEDICAL TRANSCRIPTION
NIGHT SHIFT AVAILABLE

Our Emergency Medicine transcription service is currently looking for experienced or entry-level medical transcriptionist to fill a night shift position. We offer competitive pay, priority bonuses, flexible scheduling, excellent benefits, and a comfortable office environment. Please send your cover letter and resume to: Human Resources, 2000 Green Rd., Suite 100, Ann Arbor, MI 48105, or FAX to: (313) 995-2913

MEDICAL
TRANSCRIPTIONISTS

To work as
Independent Contractors.

Requirements:
• Minimum 3-5 years experience
• Excellent skills in grammar, punctuation, medical terminology
• 486 Computer / modern
• Fax

Excellent home-based opportunity for MTs

(810) 477-8125

NURSE'S AIDE

To assist elderly residential with activities of daily living. CNA preferred, not required. Flexible hours. Positions available. Call Pat. (810) 539-3131

NURSING DIRECTOR

Multi-specialty health center seeking a director. The ideal candidate will possess a min. 5 yrs. working experience in an ambulatory setting, a min. of 3 yrs. supervisory experience. All interested parties please forward resume to:

Human Resources
Box #1432
Observer & Eccentric
Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

OFFICE ASSISTANT

Part time. Mon, Wed, Fri. Light arms, 3 legs and be able to stand 3 hours at once! Experience helpful but not necessary. Call Ann Marie, 730 N. Adams at Tepper Chiropractic Clinic, 6 Mile & Newburgh (313) 464-9595

OFFICE MANAGER/BILLER

Very pleasant GYN practice is looking for an experienced office manager with expertise in medical billing. Competitive salary & benefits.
810-268-3337

OFFICE MANAGER - needed for busy Southfield internal medicine practice. Duties include the overall management of staff & operations. Candidate must have extensive experience in medical billing, knowledgable billing company as well as possess strong management & communication skills. Salary commensurate with experience. Call 810-352-6972 calls will be returned in 24 hrs.

PART-TIME receptionist for Southfield office. Must have Computer, Unique hours.
Call Sharon (810-358-3937

OPTICIAN

Full or part time. Good hours. Must know optical. Call 810-620-6817

OPTICIAN LAB