502 Help Wanted-Office Clerical

SECRETARIAL CLERK
Opening in Novi for an entry level position in the Accounting Department. Responsibilities include basic clerical and routine accounting functions. Desirable candidate will offer 30 days. Please send resume to:
Cal Corp
Human Resources Dept./SCo#722
8300 Go Avenue
Dearborn, MI 48126
EOE/AA

SECRETARIAL
President, Pete Rose. Good benefits and pay. Must have office experience, know typing, filing and accounting. Apply in person at: Pete Rose Electrical, 37400 West 8 Mile, Livonia.

SECRETARIAL TYPE POSITION
Small manufacturing firm in Westland, has an immediate opening for an Administrative Assistant. Must be proficient with Word & Excel. Ideal candidate will have a working knowledge of ISO/QS 9000 and be detail oriented. Ability to work alone and with others in a willingness and ability to learn. Will train the right individual. Good opportunity for advancement.
Call (313) 326-2664

HELP!!
Expanding CPA firm needs secretary with bookkeeping and computer skills. Flexible hours. Pleasant atmosphere. ESG, 32000 Northwestern Hwy, #165, Farmington Hills, MI 48334

SECRETARY/ ADMINISTRATOR
Small growing software firm has need for organized, detail oriented office administrator/secretary. Must possess strong general office and phone skills. Ideal candidate will have knowledge of Microsoft Software Solutions. 21800 W. 10 Mile, #214, Southfield, MI 48075. 810-352-7040

SECRETARY
Busy Southfield office is looking for an experienced Secretary/Receptionist. Medical customer service oriented. Professional environment, full time, competitive salary & benefits. Knowledge of Word Perfect & Lotus a plus. Please fax resume Kay at 248-356-1333.

SECRETARY
Career growth! Work with caring professionals in the mammography centers of the major Detroit health care Headquarters in Southfield. Full time. Exception locations: Long term positions. Salary: $20-$14.00/hr
Call Sharon
Farmington 553-2931 Birmingham 645-7661
Advantage Staffing

SECRETARY
FARMINGTON HILLS
Entry varied position. Great pay! Great people skills required. Lots of client interaction & busy phone. Professional office setting. Fax resume. Renee, 810-553-1170; Fax 810-553-1172. Harbor Associates, 29870 Middlebelt, Farmington Hills, MI 48334

SECRETARY
Fast paced national real estate company. Computer and multi phone experience required. Immediate full time. Call Work, Cat Judy DePolo.
(248) 349-4550

** SECRETARY **
Full-time position available for an experienced Secretary. Good typing skills a must. Call: (313) 921-5500

SECRETARY - FULL TIME
Experience in data entry, sales, customer service, typing, phone skills. Salary commensurate with experience. Excellent benefits. Send or apply within: Deal Door, 29500 9 Mile Rd, Farmington.

SECRETARY
Full-time for Auto Firm in Livonia office. Good computer skills required. Pleasant working conditions. Call between 9am-4pm. 248-855-9620

SECRETARY
Full time secretary needed for busy real estate office in Redford. Good phone skills, organizational skills needed. Experience a Plus. Call: Century 21 Today.
Ask for Laura Prendergast,
313-538-2000

SECRETARY
Full-time, 8am-4:30pm, for parking contractor. Start $6-$8/hour. No benefits. Must have computer skills (Excel & microsoft suite), good phone skills and reliable vehicle. Send resume: 18539 W. 8 Mile, Detroit, MI 48219

SECRETARY - PART-TIME
for busy real estate office. Answer phone, make appointments & some typing. Share evening and weekend hours. Please call Larry/Patti at 313-464-6000

SECRETARY, PART-TIME for fast paced national real estate company. Computer literate and real estate experience required. Evenings & weekend hours. Call Judy at
(248)349-4550

SECRETARY PART TIME - (2 openings) Mon. day 9-3pm, Tues. Wed. Thur. & Thur., 5-9pm. Sat. 9am to 5pm. Contact Kathleen at Heart Executives 313-459-3000

SECRETARY REAL Estate company needs part-time assistant, 9-2 daily; some Saturdays. Must have computer/typing experience. Send resume & desired salary: P.O. Box 40562 Redford, MI 48240

SECRETARY / RECEPTIONIST
Proficient at WordPerfect/Lotus. Good attitude/phone skills for fast paced office. Excellent benefits. W. Bloomfield area. Send resume to: Box #2070
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY/RECEPTIONIST
Birmingham, Mich. Design firm seeks full time Secretary with a minimum of 3 years experience. Must have knowledge of Microsoft Office, type 50 wpm or better and high communication skills. Professional environment, competitive salary and benefits package. Send resume to P.O. Box 1901, Birmingham, MI 48012

SECRETARY / RECEPTIONIST
Our office staff is very important to us. The impression left by our secretary/receptionist helps us satisfy our clients. We are inviting quality people to join our team as secretary/receptionist for our Southfield facility. Must have knowledge of Windows & Excel knowledge desired. Accounting background helpful. Pay commensurate with experience. Interpersonal skills are necessary. Temporary or permanent position available. Send or fax resume to: Attn: Tracy
Davis & Davis CPA, P.C.
29100 Northwestern Highway
Suite 250, Southfield, MI 48034
Fax: 248-358-0756

SECRETARY
STO, a fast growing software consulting firm, seeks a motivated pro to perform general office work, who has:
• Strong phone skills
• MS Office (Word, Excel, PowerPoint)
• Excellent proofreading/editing
• Attention to detail & organization
• Pleasant phone manner
Send resume & salary history to:
Systems Technology Group, Inc.
31824 W. Big Beaver Rd., Ste. 120
Troy, MI 48084
248-643-9010; FAX: 248-643-9250
stg@ix.netcom.com

SECRETARY TO assist Executives in busy Wixom office. Must be self-motivated, possess good phone & computer skills.
(248) 437-7061

SECRETARY
to manage small office. Must be proficient in Windows, Word, WordPerfect 7.0 transcription. Knowledge of medical terminology preferred. Requires ability to be organized, a self starter, conscientious & responsible. References required. Send letter & resume to:
Secretary
P. O. Box 979
Lake Orion, MI 48361-0979

502 Help Wanted-Office Clerical

SECRETARY/TYPIST
SMALL fast paced Southfield industrial chemical sales office seeking self motivated individual. Good typing & telephone skills a must. Computer experience/background. Office experience. Duties include transcribing dictation tapes and order processing/inventory control. Competitive salary/good working conditions. Send resume stating salary requirement to: Chemicals Inc., P.O. Box 2001 Southfield, MI 48037

SHIPPING/RECEIVING CLERK
Typing, computer literate, phone sales, shipping/receiving. Small office. $10/hr plus benefits. Metrophysical, one age company in Southfield. Call 248 355-8740 or FAX resume to 248 948-9534.

STATE FARM INSURANCE CUSTOMER SERVICE REPRESENTATIVE
Needed for insurance agency. Experience preferred but not necessary. Send resume to: Agent
24285 Novi Rd, Novi MI 48375
FAX 810-380-6448

SWITCHBOARD OPERATOR
$8.00 TO START
Excellent opportunity for Switchboard Operator in the Novi area. Responsibilities include:
• Operating a single-position telephone switchboard to relay incoming, outgoing & transferred calls.
• Greeting/directing visitors to appropriate person.
• Some light typing & word processing skills preferred.
Candidates must have professional appearance, previous receptionist or switchboard operator experience, a high school diploma or equivalent and possess the ability to diplomatically interface with employees, as well as visitors of all levels. For more information, call Camille or send/fax resume.

ACRO SERVICE
Phone (313) 591-1100
Fax (313) 591-1217

SWITCHBOARD OPERATOR
Busy foster care/adoption office needs operator with exceptional phone skills & light typing. Send resume to: Marcia, Orchards Children's Services, 30215 Southfield Rd., Southfield, MI 48076 or fax to 248-258-0458 EOE

SWITCHBOARD OPERATOR/ RECEPTIONIST
Able to handle multi-line phone, sort & distribute mail, good organizational & communication skills & professional image. $10 an hr. Troy.
HUMAN RESOURCES
248-553-7710

TELEMARKETING MANAGER, experience necessary is manage telemarketing department. Very day time hours. Mon-Fri. Wages + commission.
(248) 544-3939

TYPIST /RECEPTIONIST
Management company is seeking full time employee. Accurate typing skills (min. 45 wpm) & excellent phone PR mandatory. Medical office, computer, word processing experience desirable. Call 313-459-8440, 248-258-4835

UNDERWRITERS ASSISTANT
Needed for MGA in Farmington Hills, seeking professional organized individual with experience. Fast learner, good math skills a plus. Send resume to: Attn Personnel, P.O. Box 2090, Southfield, 48037

We are seeking an energetic, outgoing person to assist sales manager for a new home Builder in W. Bloomfield. General light office work, some computer experience preferred. 3 days, 12-6. Call: (248) 569-1070 or fax resume to (248) 669-8030

504 Help Wanted-Dental

ADDITIONAL STAFF NEEDED
For progressive new modern dental office in Lahser Village.
• CHAIRSIDE ASSISTANT
Full time position, experience necessary. Excellent benefit package.
Call 248-552-0700

AFTERNOON BUSINESS assistant for busy dental office
part-time wed. train.
(248) 478-2110

A VERY special Hygienist is needed. Excellent clinic skills are appreciated by good boss in busy W. Bloomfield practice. Mon. - Tues. & Thurs. in family oriented and cosmetically focused office and much more too.
(248) 737-2090

BUSINESS & CLINICAL ASSISTANTS
Minimum 2 years experience. Full & part-time positions. Wages & benefits commensurate with experience & ability. Livonia area. 313-425-7010

BUSINESS COORDINATOR - Great opportunity for experienced person to join our growing Livonia dental practice. Insurance and financial responsibilities. Call Nancy: 313-464-1827

CHAIRSIDE ASSISTANT
Our 15 Mi. & Telegraph general dental office is seeking a motivated, experienced, team member for this 4 day/week position. We are an office that values caring & excellence in everything we do. No evening or Sat. Office Hours Call Mon. 248-645-9831

CHAIRSIDE DENTAL ASSISTANT
Experienced, part-time for Plymouth Executive Park. Modern, friendly office. Call 459-7110

COME JOIN THE area's first hospital type dental center. Due to our unique delivery system, we are only seeking experienced dental practitioners in the following areas.
• Dental Assistants - for general and all specialties
• Case Presenters - responsible for presenting treatments to patients
• Front Desk - handle front desk responsibilities
Full & part-time. Top wages, benefits and advancement opportunities.
Please call for appointment consideration: (810) 681-8100

DENTAL HYGIENIST
Full time position in a prevention oriented practice, Farmington Hills.
248-476-4013

DENTAL ASSISTANT
Livonia office is a dedicated, enthusiastic self-starter to join our progressive Dental team. Excellent opportunity with benefits for energetic assistant. 10 Mile & Beech Daly area.
248-476-6300

DENTAL ASSISTANT: $25,000 to $35,000 annually. Stimulating, wonderful work environment. Benefits for experienced, caring assistant in high quality specialty office. Give us a call quality specialty office. Give us a call
(248) 357-3100

DENTAL ASSISTANT - Full time position at multi-doctor practice. Experience, enthusiastic individual. Top salary & excellent benefits for the right candidate. (313) 722-5130

Are you an energetic, motivated people person? This position offers a great opportunity to the right person to join our very busy W. Bloomfield dental practice. We pride ourselves on team work, excellence & a warm, caring approach towards our patients. Experience only with training in making dental appointments. Call for an interview.
248-851-6436
Robert H. Sinoglich, DDS, PC.

DENTAL ASSISTANT enthusiastic, self motivated people person. Experienced preferred benefits Farmington area. Mon-Thur.
(248) 932-5030

DENTAL ASSISTANT - NOVI
Full time/part time position available for experienced, energetic people. Excellent benefits. (248) 349-4115

DENTAL ASSISTANT
For newly organized dental practice. Good pay & benefits for qualified person
(248) 356-0359

DENTAL ASSISTANT
needed full time. Willing to train.
Call (313) 887-6200.

DENTAL ASSISTANT - Part to full time position available. Experience preferred but will train right individual. Call Mary Lou. 810-476-4310

504 Help Wanted-Dental

DENTAL ASSISTANT
needed for pleasant dental office in Livonia. Experience very necessary. Call: 810-477-7963

DENTAL ASSISTANT
Quality W. Bloomfield family practice seeks full time, experienced dental assistant. Top salary & benefits for right individual.
248-661-4002

DENTAL ASSISTANT
Enthusiastic chairside assistant. Some experienced technical training but will train right person. Some flexibility in determining hours. Full time or fax to Novi Oaks Dental Associates, 24275 Novi Rd., Novi, MI 48375. Phone: 248-347-2030. Fax: 248-347-2031

DENTAL ASSISTANT
Experienced. Part-time, Northwest Livonia.
248-477-5330

DENTAL ASSISTANT
Friendly, outgoing experienced Dental Assistant wanted for modern, progressive dental office. Full time position w/benefits. Call Gail. 248-545-5777

DENTAL Experienced!
Peak Performers has some dynamic job opportunities. Consider...
Full Time Receptionist, excellent environment - Canton
Full Time Receptionist, Specialist - Farmington Hills
Full Time Dental Assistant, excellent schedule - Walled Lake
Full details on these and others Call...
(248) 477-5777 EOE
No Fees

DENTAL HYGIENIST
Friendly prevention oriented modern Rochester office needs confident and motivated RDH 4 days/week. Strong recall/education skills. Call 651-1553

DENTAL HYGIENIST. Part-time position available in Livonia, for Monday and some Saturdays, excellent pay. Call (313)441-4880

DENTAL HYGIENIST, full or part-time for South Lyon dental office. Call
(248)437-2244

** DENTAL HYGIENIST **
Full time dental hygienist wanted for progressive Livonia office. Experience in Periodontal Therapy. Excellent benefits package. Call Cathy
(313) 261-9696

DENTAL HYGIENIST
Part time position, 8 Mile & Middlebelt area.

DENTAL HYGIENIST
needed for general dental practice. Farmington. Wed. evenings plus every Dearborn area. 313-563-5350

DENTAL HYGIENIST
for Northville practice. Part-time. Excellent salary.
(248) 347-4250

DENTAL HYGIENIST
Full or part-time, Dearborn Heights, Ford Rd & Beech Daly area.
(313) 278-4700

DENTAL HYGIENIST
Progressive restorative practice in Plymouth area. Friendly, motivated experienced Hygienist Sat. Only. Phone (313) 459-8448

DENTAL INSURANCE COORDINATOR
needed to also handle patient collections. Full time, good pay & benefits. Must have dental & computer experience, good people & organizational skills. Modern Westside office. Call:
313-421-CARE

DENTAL PATIENT COORDINATOR
8 hours a week. Dental experience & great phone skills necessary. Livonia.
(248) 476-1650

DENTAL RECEPTIONIST
Part-time. Additional hours possible. Specialty office. 11 Mile/Woodward Area. Computer experience, greeting patients & insurance information. No evenings. Call 248-398-7111

DENTAL RECEPTIONIST - Full/part time position available. Multi-doctor practice. Must have dental office/college & computer experience. Excellent benefits.
(313) 722-5130

DENTAL RECEPTIONIST
Group practice analoudy seeking an experienced person for a new position opening on our front desk team. Benefits, competitive salary, pleasant office. Call Jan.
(313) 261-7802

DENTAL RECEPTIONIST
Full or part time. Experienced only for Northville practice.
(248) 347-4250

DENTAL RECEPTIONIST / BILLER needed for busy N.W. Livonia practice. Assistant position available. Full-time, benefits, pleasant office.
313-421-3161

DENTAL RECEPTIONIST
Opportunity for a friendly person with a progressive, friendly office in Livonia. Varied responsibilities. Benefits available. If you are friendly, outgoing, enjoy working with people & have a pleasant voice, please call
(313) 427-7555

DENTAL TECH
Experience metal finisher for crown and bridge. Benefits good pay and other knowledge helpful. Hunter Dental Ceramics, 313-266-0210

DENTAL TECHNICIAN
Needed 4 days per week for model department. Will train. Rochester Hills.
(810) 853-7766

DENTAL TECHNICIAN - Troy dental lab needs a crown & bridge worker. Full DC/BS, 6 weeks paid vacation, pension plan. Call Craig at Modern Dental.
(248) 362-1281.

EXPERIENCED DENTAL assistant/office personnel wanted for growing Canton office. Outgoing team player with multiple skills & drive. Pay commensurate with experience. Send resume to: T. Kolderman, 41937 Ford Rd., Ste. B Canton, 48187

EXPERIENCED, PART-TIME Orthodontic Assistant with Ortho records knowledge needed for progressive group in Westland. Salary based on candidate.
313-722-5130

FRONT DESK PERSON for Livonia family dental office. Must be experienced. Insurance & computer knowledge.
313-464-3430

HYGIENIST GROWING practice, seeks experienced Dental Hygienist, person who likes Piano. Part-Time Call Lisa:
(248)932-5651

ORTHODONTIC ASSISTANT
Full/part-time. Experience preferred. Lakeside Mall Area. 810-247-6453

Orthodontic Assistant
seeking an enthusiastic, Scott Tyler & John Dumas. Full & part-time needed. Experience preferred but will train a motivated individual. Work in a beautiful environment with a friendly staff. Contact Grace or Tierra at
(248) 258-6282

ORTHODONTIC INSURANCE Data needed for Southfield office, experience in financial collections and insurance benefits, overall general office duties. Key position for quality person. Fax resume to:
(248)258-0905

ORTHODONTICS ASSISTANT. Part-time or full-time for office in South-Field, experience required. Fax resume to (248)258-0806.

RECEPTIONIST NEEDED
For busy Southfield Family Dental Practice. Experience needed.
Call (248) 569-2058

RECEPTIONIST NEEDED
for busy, computerized pediatric dental office, in Barkley. Outgoing personality and excellent communication skills a must. 248-547-6050

RECEPTIONIST - Pediatric Dental office, Farmington Hills. Full time, benefits, no evenings. Must have dental & computer experience. Communand a plus.
(248)-553-3200

SURGICAL ASSISTANT
for Oral Surgery office. Full-time with benefits. Please call Cathy
248-559-8180

506 Help Wanted-Medical

ADMINISTRATIVE ASSISTANT MEDICAL
Full time days. Busy MRI Center. Excellent written and oral communication skills. Medical Billing, supervisory experience. Bachelor's degree or equivalent. Medical Info. Fax resume to Jan, MRI Center Oakland
248-398-4909

Admissions Coordinator
Peachwood Inn, a beautiful Canton facility, is looking for a professional that can put together comparable residents for our facility taking a high census. Ability to communicate to elderly, with knowledge of Medicare helpful. Experience in social work and admissions preferable. Interested candidates please fax your resume to (248) 852-6348, Attn: Human Resource or mail to
PEACHWOOD INN
3500 W. South Blvd.
Rochester Hills, MI 48309

ADMITTING CLERK
Full time. Experienced in insurance verification. Apply in person: Sunset Hospital, 23901 Lahser, Southfield.

ASSISTANT
LIVONIA - NORI AREA
Great benefits. $10/hr. and up depending on experience. 30 hours a week. Earn BIG BUCKS! Professionalism a must. Call 248-478-1024

ATTENTION NURSES
Looking for a Change?
Come join our team!
We have immediate openings for RN's & LPN's on day, afternoon & midnight shifts. If you enjoy working with special patients & have previous nursing home experience, please come in for an interview. Charter of Farmington Hills, 21017 Middlebelt Road. (248) 476-8300

BILLER
Full time. Experience preferred. Computer experience a must. Large medical practice. Excellent salary & benefits. Call Maggie
(810) 362-2770

BILLER SURGICAL office, with general medical billing experience. Surgical billing experience required.
(810) 349-6445

BILLING SPECIALIST
Physical Therapy Company has a full-time position available at its Corporate Office in Auburn Hills. Offer a friendly and beneficial entry with third party payor experience. Full benefits package: medical, dental, life and 401K.
Send resume with salary history to: WBA, 800 Auburn Ave., Pontiac, MI 48342 Fax (248)333-0275 or CALL (248)333-3325
An Equal Opportunity Employer

BUYER
Large Livonia pharmaceutical wholesaler is seeking experienced candidate for our Pharmaceutical Division. Pharmaceutical knowledge required. We offer a competitive salary and benefits package. Please Mail or fax resume to:
ATTN: H BUYER
31778 ENTERPRISE DR.
Livonia, MI 48150
FAX 313-525-6979

READY TO leave your hospital/nursing home job? Join our Home Care team. Medicare has a Medical Case Management Consultant position available for RN's desiring flexible hours & professional practice autonomy, we train. Forward resume to:
Managed Rehabilitation Consultants
37899 12 Mile Rd.
Suite 310
Farmington Hills, MI 48331
or Call 248-848-9120

CENA'S
Are you PAID what you're worth for your knowledge and experience? Performance in LTC? We start at $8.10/hr. Earn $0.50 more after 1 year, 20c/hr. for each year's experience. We check references and reward one year's perfect attendance with $500.00 bonus. Full medical and dental benefits for as low as $20.00/month. Paid vacation. FLEXIBLE 8 and 10 hr. shifts. Pleasant work in a S.E. home. Apply at Mercy Bellbrook
873 W. Avon Road
Rochester Hills, Michigan
(810) 656-3239
WE REWARD THE BEST !!!
EOE

CENA'S
Days & Afternoons
Apply in person:
Maybrook Manor
15475 Middlebelt
Livonia
313-427-9175

CENA's
• $7.80/hour to start
• Excellent benefits
Apply in Person:
MARYWOOD NURSING CARE CENTER
36975 W. Five Mile, Livonia
EOE

CERTIFIED NURSES ASSISTANTS
Peachwood Inn offers a long-term health care facility, offers exceptional benefits to dedicated individuals who believe residents care is #1. We offer top wages and excellent benefits. If you enjoy working with the elderly and making a difference in others lives this is the place for you. Please apply in person:
PEACHWOOD INN
3500 W. South Blvd.
Rochester Hills, MI 48309

CERTIFIED NURSES ASSISTANT CLASSES
Looking for a career on your life, or a career change? Then Peachwood Inn has an exciting career opportunity for you. We will be offering a training class that will certify you as a nurses assistant in 6 weeks for you. The class will begin August 18, 1997 and will be held during the day for two weeks. We have positions available on all shifts, once you have been certified. We offer top wages and a full benefit package. If you are a caring person, and would like to be trained to care for others, please apply in person at:
PEACHWOOD INN
3500 W. South Blvd.
Rochester Hills, MI 48309

CERTIFIED NURSING ASSISTANTS
Come join our team that cares. Need dependable CNA's for the metro Livonia area on all shifts. Please call Nurses Team Inc. (248) 477-2820

CHIROPRACTIC RECEPTIONIST needed for Royal Oak office. Only experience needed is a smiling face and a willing attitude. Fax to mon. Mon., Wed. & Fri. (248) 549-0140

506 Help Wanted-Medical

CLINIC OPENING SOON
Need 1 Psychiatrist for staff or internist, 2 MSW Social Worker Therapists & 1 person Experienced in Psychological Testing of children. Send resume to:
COUNSEL CARE
28654 Beechler
Warren, MI 48093

CNA's, DIETARY & HOUSEKEEPING AIDES
Full & part-time. Days & afternoons. Start immediately. Apply in person: West Trail Nursing Home, 325 W. Ann Arbor Trail, Plymouth.
(313) 453-3963

CNA'S
HENRY FORD RETIREMENT VILLAGE has openings for Weekend Living & Home Health positions. 1 Full time position available for weekend coverage. Apply in person Mon. July 28, 1:30-4:30PM & Tues. July 29 8-11:30AM. Be prepared for a brief interview.
15101 Ford Rd., Dearborn.

CNA'S & WARD Clerks
Woodward Hills Nursing Center has immediate openings for Weekend CNA'S. Apply in person at: Woodward Hills Nursing Center, 1313 E. Maple, Bloomfield Hills, MI 48304
(248) 644-5522

DIETARY AIDES
Part-time. Apply in person
MARYWOOD NURSING CARE CENTER
36975 W. Five Mile, Livonia
EOE

DIRECT CARE AIDE
For assisted living facility in Livonia. 27 & 8 Mile area. Full time, part time & per diem. Excellent benefits, paid vacation, insurance. 810-347-4555

EEG TECHNICIAN
Medical company, days, 2-3 days, flexible hours. Call Andrea.
(248) 737-4608

EMT'S FULL time with benefits for medical company. Must know medical equipment. Call (313) 459-3115, ask for Doug.

FULL TIME position for DME biller. Must have Medicare B billing experience. Apply at our office: Center of Excellence Specialized Pharmacy Services, Inc. 33510 Schoolcraft Rd. Livonia. Attn: Cathy Zemke

FULL TIME position open for experienced Medical Assistant. General Internal Medicine/Geriatrics clinic in Walled Lake area. Medical benefits offered. Contact Mary Ann, 8am-3pm Mon. - Fri. Thurs. 810-624-1526

HOME CARE AIDES
Needed caring people for home care service. Call Mon-Fri 8am-5pm:
(248) 673-8620

Home Health Aides
Certified Home Health Aides
Nursing Assistants
Homemakers
For private duty home health care. Must be experienced, reliable, have own reliable transportation. We offer:
• Flexible scheduling
• Pay based on experience
• Shift differentials
• Mileage reimbursement
• Paid training
• Benefit package for full time
If you're interested in joining a top quality agency, please call or apply to:
United Home Care Services
19312 Farmington Rd., Livonia
(Two blocks N. of 5 Mile)
(313) 422-9250

LPN/RN-PERMANENT PART time. 8 hours week to assist West Bloomfield Gynecologist. Good phebotomy skills required. Call:
(248) 737-9081

Attention Nursing Care Facilities
Nurses Aides
Dietary Aides
Housekeepers
Apply in person at:
Arbor Terrace
1500 Telegraph
Bloomfield Hills, MI

LPN'S
DAYS & AFTERNOONS
West Bloomfield Nursing Center has immediate openings for LPN'S on the day & afternoon shifts. Experience in nursing home experience is preferred but will train an excellent candidate to start & full benefits. Please call Mrs. Hellen or Mrs. Ned at 248-661-1600

MEDICAL RECEPTIONISTS
Southfield, 1-2 yrs. medical office experience required. Medic computer experience a plus. Fax resume to: 313-454-6519 or mail 7765 Dorsden, Canton, MI 48187

MEDICAL RECEPTIONIST
Experienced with computerized billing. Full time. Call Park.
Call (810) 546-9100

MEDICAL ASSISTANT
Full time. Must have certificate from accredited medical institute in venipuncture, EKG, and X-rays a plus. Benefits. Fax resume to 313-513-0531 EOE

MEDICAL ASSISTANT
Full-time 1 of doctor office. Fax resume: (313) 981-1600
Call Marsha: (810) 559-4234

MEDICAL ASSISTANT
Full/or part time adaptable in busy specialty office. Great benefits package. Excellent remuneration. Call days. (313) 971-9790 or fax Resume to: (313) 971-1103

MEDICAL ASSISTANT
Experienced general practice. Send resume to: Box #167, 43422 W. Oaks Dr., Novi, MI 48377

MEDICAL ASSISTANT
Part-time, 1 yr. experience. Some area.
313-261-1740

MEDICAL ASSISTANT - Must be experienced. Full-time for Dearborn Hgts., family practice.
313- 562-1030

MEDICAL ASSISTANT/LAB TECH
Busy physician/surgeon office. Part-time entry level positions available in Southgate, Livonia and Ypsilanti. Call Tony:
810-443-0239

MEDICAL ASSISTANT - Full-time to run pre-scheduled appointments for busy Internal Medicine practice. Must have good phlebotomy skills, medical office experience. Benefits. GREAT PAY!
(313) 622-1230

MEDICAL ASSISTANT & Receptionist for established OB/GYN practice in Birmingham, part time or full time, no weekends, fringe benefits, pleasant working environment, good skills, motivated & pleasant, please fax info or send resume to:
248-594-0780

MEDICAL ASSISTANT
Part time. Troy and Rochester office.
Call (248) 879-8080 or
FAX: (248) 879-3462

506 Help Wanted-Medical

MEDICAL ASSISTANT
Livonia - Novi Area
Podiatry office needs great assistant. Must be dependable, responsible and good with patients. Great benefits. $10.50/hr. and up depending on experience. Call: 248-478-4830

MEDICAL ASSISTANT
Position available for experienced Spanish speaking Medical Assistant. Bilingual Spanish/English Work. Selected candidates will be contacted for an interview. Must be with patient examinations as well as properly prepared patients for examinations. Min. 3 yrs. experience. Please forward resume to:
Box #2061
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MEDICAL ASSISTANTS
Positions available to work at the following medical centers:
• Southfield • W. Bloomfield • Novi
For additional information, please call our Job Hotline at 810-424-1111 (Press 1 for Novi) or apply Mon-Fri, 9am-2pm.
PROVIDENCE
Hospital and Medical Centers
22255 Greenfield, Ste. 310
Southfield, MI 48075
EOE

MEDICAL ASSISTANT
Immediate full time position for busy OB/GYN office in Livonia. Experience necessary. Mary (313) 432-9421

MEDICAL ASSISTANT/ RECEPTIONIST
For Farmington Hills OB/GYN office. 2-4 days/week.
(248) 626-9971

MEDICAL ASSISTANTS, RECEPTIONISTS AND OFFICE MANAGERS
Immediate openings for Medsearch, Inc. 810-656-8450 or Fax resume to: 810-656-0453

MEDICAL ASSISTANT
Busy Internal Medicine practice is looking for a special person interested in working with women in their health care needs. High energy environment, specializing in quality care, second trimester surgery, and birth control services. Part-time, days. Would have high salary based on experience equivalent, experience. Benefits. Please call:
(313) 721-8222

MULTI-SPECIALTY PRACTICE in Livonia seeking Medical Assistant/LPN with office experience. Full time, part time.
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MEDICAL BILLER
Minimum 2 yrs. billing experience required for out patient medical office. Knowledge of IDX computer experience preferred but not necessary. Full time with benefits. Send resume and salary requirement to: Ms. Thomas, 22250 Providence Dr., Suite #507, Southfield, MI 48075

MEDICAL BILLING ASSISTANT
Full time position available. Ideal candidate will have medical billing experience. Knowledge of claims processing & able to perform a variety of office duties. Fax resume to:
313-525-0514

MEDICAL/CLERICAL - 3 days per week for busy internal medicine. Fax resume to: Dr. R. Urbanic, 990 W. Ann Arbor Trail, Plymouth, MI 48170

MEDICAL COORDINATOR
Part time for Group Home. MORC trained.
(248) 681-0192

MEDICAL OFFICE Birmingham. Part-time, days. Looking for friendly person. Non-smoker. Venous duties. Call or leave message
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248-358-1335
to schedule an interview
or fax resume to
248-356-1333.

MEDICAL RECEPTIONIST
Full time, travel to Livonia & Southfield. Must have an excellent phone and computer skills. Benefits. Fax resume to: 313-513-0531 EOE

MEDICAL RECEPTIONIST
Experienced general practice. Send resume to: Box #167, 43422 W. Oaks Dr., Novi, MI 48377

MEDICAL RECEPTIONIST full time, for busy Cardiology Practice in Farmington Hills. Call Karen at
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(313) 937-6123

MEDICAL RECEPTIONIST
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MEDICAL RECEPTIONIST - position open in Plymouth for experienced person with medical assisting background. Benefits. Call Mr. Moore at Family & Sports Medical Center. 313-459-2970. Fax resume to 313-455-3405.

MEDICAL RECEPTIONIST
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(248) 476-1167

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For OB/GYN office. Farmington Hills, 4 days/week. Experience preferred.
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Full time Starting in August call for appointment Mon-Thurs from 8am-1pm. 248-645-1799

MEDICAL RECEPTIONIST
Part-time position, multi-specialty practice in Livonia. Medical office experience preferred.
Fax resume to: 313-542-2475

MEDICAL RECEPTIONIST
For pediatric office in Farmington Hills. Billing, phone skills, computer and medical experience preferred. Full time with excellent benefits.
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Our very busy Sterling Heights family practice office is looking for experienced Medical Receptionists. Medical Transcriptionists. Full benefits offered. Call 810-979-8100 or send resume to: Office Manager, 37400 Dequindre Road, Sterling Heights, MI 48310

MEDICAL RECORDS TECHNICIAN
State psychiatric hospital needs Medical Records Technician. Requires associate's degree in medical record technology. Must have 1 year experience. Salary commensurate with experience + minimum $26,000/year. Medical insurance and sick leave. Interested applicants should send a resume within one week to:
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Attn: Personnel
Wayne Road
Northville, MI 48167

MEDICAL SECRETARY / BILLER
Busy and growing orthopaedic surgery practice is seeking a self-organized, skilled, professional and pleasant individual. Secretarial Duties: Response letters. Include surgery scheduling, pre-op insurance information, transcribing, billing, payment posting, closing the day and maintaining physicians calendar.
Ideal candidate will have medical secretary and billing experience in surgery physician's practice setting, preferably orthopaedic, surgery scheduling experience, knowledge on insurance authorization, surgery coding experience, knowledge of billing/scheduling and word processing software use, will have strong interpersonal skills, and will be conscientious. Full time hours. Competitive wages and benefits.
Interested and qualified candidates should send cover letter and resume to:
Practice Administrator
22255 Providence Dr., Ste 401,
Southfield, MI. 48075-6281

MEDICAL SECRETARY
St. Joseph Mercy Hospital
Campus
MIRO, 70 Fulton St.
Pontiac, MI 48341
Fax: 810-338-3673
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MEDICAL SECRETARY
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(248) 333-3222

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