502 Help Wanted-Office Clerical

BRIGHTON CHIROPRACTOR, clerical position, part-time, flexible am. & pm. hours. Call (810)227-1899.

ADMINISTRATIVE ASSISTANT
Part-time position for person having skills with spreadsheets & Excel. Non-smoking building. Resumes to:
Box 1764
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Part-time/temp/temp to perm position, Apr. - Nov. 1999. Microsoft Office, Windows 98, data entry, telephone, general office knowledge necessary. Experience with volunteers desirable. Please fax or mail resume to: Juvenile Diabetes Foundation, 29350 Southfield Rd, Suite 42, Southfield, MI 48076.
(248) 569-4726

ALL AROUND OFFICE ASSISTANT
For a fast growing corporation casual environment. Must be self-starter, adept at working in a fast-paced environment. Friendly and very organized. Experience in MicroSoft office suite, QuickBooks, E-Mail. File formats & Access Data base required. Graphics a plus. Need to hire immediately. Fax letter of interest, resume & salary requirements to: Office Manager 248-354-5934

CLERICAL RECEPTIONIST
Full or part-time position available. Responsibilities include: customer service, phone work, and order processing. Apply in person at:
Renewal by Anderson
37144 Six Mile Rd.
Livonia, MI 48152
or FAX resume: 734-542-3905

CLERICAL SUPPORT
Permanent, part-time, 24 hrs. wk. Ideal for homemaker, student or retiree. Must have typing, telephone, customer service skills. Prefer computer experience with Microsoft Office. $10/hr.
Send resume to: CAMTEC, 1625 B. Woodward, Bloomfield Hills, MI 48307

CLERICAL, full-time in Sales Dept. with established Troy distributor. Must have working knowledge Excel & Quickbooks Word. EXCELLENT BENEFITS & COMPETITIVE WAGE. Please send resume: Human Resources: (248) 588-0200 or fax resume to: (248) 588-3363

CLERICAL. Fast paced. Full time. Typing. Phone. Good phone etiquette. Ask for Judy or Liz at (248)648-1300

CLERK/RUNNER NEEDED
For Oakland County law firm. Must have reliable transportation. Will handle court filings, errands, copy jobs, and other office duties. Experience a plus, but not required. 20-40 hours per week. Respond to: Office Manager, Hertz, Lichten & Saretsky, P.C., 1760 S. Telegraph Rd., Ste. 300, Bloomfield Hills, MI 48302 or by Fax (248)335-3346

COMMERCIAL ROOFING
company seeking billing/customer service representative, experienced and self-motivated. Microsoft, Excel and Access a must. Send resume to: P.O. Box 200, Howell, MI 48844.

CORPORATE RECEPTIONIST
$30,000+
Opportunity for professional and financial growth. Position requires a self-motivated individual with excellent people skills. Word and Excel experience desired but will train with a variety of support activities.
Diversified Recruiters
(248)344-6700
Fax(248)344-6704
Call For Other Openings!

CORPORATE RECEPTIONIST
TO $30,000
Opportunity for professional and financial growth. Position requires a self-motivated individual with excellent people skills. Word and Excel experience desired but will train with a variety of support activities.
Diversified Recruiters
248-344-6700
Fax 248-344-6704
Call for other Openings!

CSR • N. Sub - good comp. & type skills. Call Bonham & willingness to learn. To $12 hr. (313)982-0565 or fax (313)982-2571.

503 Engineering

ENGINEERS
The following positions are available with an expressive multi-million dollar corporation.

All positions require the following:
- Bachelors Degree in a related field
- Automotive Manufacturing Experience
- 3-5 years prior experience

- Mechanical Engineers
- Industrial Engineer
- Electrical Engineers
- Manufacturing Engineer
- Quality Engineer
- Specifications/Technical Writer

Send Resume To:
DYNAMIC CORPORATION
ATTN: Human Resources
21200 Telegraph Road
Auburn Hills, MI 48326
Fax (248)336-1168
Email:
personnel@sh.dynamicinc.com
DYNAMIC

PROJECT DRAFTSMAN/ ENGINEER
For marble & granite contractor. To manage commercial & large residential contracts. Must have some drafting background, exposure the AUTOCAD, preferably some construction or architectural background. Fax resume to: 313-531-1797 or call 313-531-3000

QUALITY ENGINEER
Electronic Automotive Supplier is seeking a Quality Engineer to lead quality efforts including reliability investigation, customer interfaces, quality analysis, problem resolution & support for QDP Design Team. Candidate should have: minimum of 3 yrs. Quality, Manufacturing, or Design experience; BS in Electrical/Electronic, Mechanical or Industrial Engineering. Excellent compensation & working environment. Submit resume to: Quality Engineer, P.O. Box 19424, Detroit, MI 48219. FAX: 248-443-5304

503 Engineering

CIVIL ENGINEER
Immediate opening for permanent position with high growth potential. Must have background and experience in land improvement projects, water and sewer design, road design, construction, and drainage systems. BS/CE preferred; PE Optional. Send resume to: D.B.A., 167 South Main Street, Plymouth, MI 48170. EOE

ENGINEER - Conveyor Estimator
6-10yrs experience in conveyor or automation design, Auto-CAD helpful. Send resume P.O. Box 1006, Wixom, MI 48393

ENGINEER
3 to 5 years experience mechanical or structural design CGS computer, in "FEMAP and "NAP Auto-CAD 13 or above. Please send resume to: P.O. Box 1006 Wixom, MI 48393

Engineering

Luk Incorporated persistently and consistently exceeds expectations. We are a leading provider of powertrain components to Ford, Mercedes Motors, Chrysler and Toyota. Join our highly motivated team and enjoy a powerful opportunity that is a result of our ongoing growth and success.

Program Manager

You will be responsible for defining and communicating the customers' technical requirements to design/development engineers at Luk Inc. This will involve developing and maintaining product development requests, evaluating customer vehicles, coordinating product development design and development activities and other project activities in the organization. For training purposes, this individual must be willing to spend approximately one year at the Wooster, Ohio facility before being permanently placed in our Detroit office. Qualified candidates will possess a BSME and 3-5 years' automotive drivetrain experience.

We offer competitive benefits and wages. Send your resume to: Luk Incorporated, Attn: Human Resources/DBS, 3401 Old Airport Road, Wooster, OH 44691. Fax (330) 264-4322. We are an equal opportunity employer welcoming diversity.

LuK Incorporated
www.luk-us.com

504 Help Wanted-Dental

ARE YOU an enthusiastic, hard-working individual who loves people? Do you have dental assisting &/or office experience? If so, you could be the person we are looking for to join our team. Top salary and excellent benefits. 734-722-5130

ARE YOU looking for immediate employment. Experienced Dental Hygienists and Assistants. Temporary or permanent. Full or part time.
Call RDH Health Services
No Fees - 248-524-1963

BUSINESS ASSISTANT
Progressive Dental office in West Dearborn is searching for an experienced Business Assistant. Must have superior people & computer skills for this full time position. Great patients, great doctors, great staff. Call for interview: (313)563-2610

PROGRESSIVE Southfield Practice looking for Dental Assistant w/strong experience in expanded duties in a high tech environment. Full-time, 3 days. Excellent benefits. Call Laura, Mon-Thurs: 248-354-1555

DENTAL AIDE - FULL-TIME
Will train for entry level position. Some evenings. Southfield. Call Marie: 248-352-7722

DENTAL ASSISTANT
needed full time for a family oriented dental practice in the Southfield area. Excellent benefits. Experience preferred. Please call: (248) 569-2050

DENTAL ASSISTANT
with experience needed for a growing practice in the City of Wayne. Beautiful new office, state of the art everything, yet old fashioned in our dedication to quality service & caring. If you enjoy your work & like people, call: 734-722-1617

DENTAL ASSISTANT
Full time position. Experience necessary. Call (248)682-2300

DENTAL ASSISTANT-Full/part-time. Certification preferred. Large crown & bridge practice in Southfield. Mi.re: 248-352-7722

DENTAL ASSISTANT
Experience a must. Part time/full time position available. Benefits. No evenings or weekends. Southfield. (248) 351-9060

DENTAL ASSISTANT
Experienced, Southfield. Mon., 9am-8pm; Tues & Thurs. 9am-5pm; ½ day Fri. or Sat.
248-354-0005

- Dental Assistants • Hygienists
- Receptionists - being recruited for various Wayne & Oakland county offices. Call:
Performance Plus 810-566-7687

DENTAL ASSISTANT- for Livonia office. Must be experienced. Start mid July to fill 8 wk. maternity leave? Mon. & Fri. 9-5, Tues & Thur. 9-7pm, & every other Sat. 9-1. 248-474-0442

DENTAL ASSISTANT
Orthodontic assistant for 1 doctor office in W. Bloomfield. Full time; no evenings, no Saturdays. Friendly environment. Benefits. Some dental experience necessary. (248) 851-7272

DENTAL ASSISTANT
4 days/wk. Friendly Birmingham general practice. Capable, people caring person. Experienced preferred, but not necessary. Call: (248) 645-1080

DENTAL ASSISTANT/ RECEPTIONIST
Part-time. Seeking enthusiastic person for busy pediatric dental practice in Livonia. Experience required. Contact Brigit.
(734) 425-0600

DENTAL ASSISTANT
Friendly and quality oriented Livonia dental specialty office is looking to increase its full-time staff. If you are experienced in 4-handed dentistry, and a self-starter, mature, dependable and enthusiastic, please call Ann:
(734) 427-8270

★DENTAL ASSISTANT★ - Part-time, 2 evenings/wk., 2 Saturdays/mo. Will train right person. Troy area. Call (248)362-4330

DENTAL ASSISTANT
Clawson. Part-time. Reliable. Fun atmosphere. (248)435-0110

504 Help Wanted-Dental

DENTAL ASSISTANT - Royal Oak, latex free office seeks enthusiastic, mature individual. Call Chris, 248-541-1358

DENTAL ASSISTANT EXPERIENCED - Full-time, Northville family practice. Please call: 248-348-7997

DENTAL ASSISTANT position available. 5 Mile/Farmington Rd. area. 734-425-7010

DENTAL ASSISTANT
Mature, outgoing people person for busy Plymouth office. Excellent staff and working environment. (734) 453-2200

★ DENTAL ASSISTANT ★
Farmington Hills office desires full time, experienced, team player to join our staff. Top salary and benefits. (248) 661-8040

DENTAL ASSISTANT
Full or part time position available for motivated team player in our modern facility. Experience preferred.
Call: (248) 852-8788

DENTAL ASSISTANT
Are you organized, self-motivated, detail oriented w/experience? Our happy modern 1 doctor general & implant office will appreciate you. No eves/Sats. Benefits, great boss. 248-647-5435

DENTAL ASSISTANT
Perio office in Farmington Hills needs outgoing and energetic person for exam, x-ray and surgery duties. Approximately 32 hours, weekdays.
(248) 553-3050

DENTAL ASSISTANT - Friendly Garden City team looking for a perfect match. A positive, outgoing person who will enjoy working in a team & patient oriented environment. Full-time, excellent salary & benefits. Please call Mary. 734-425-4400

DENTAL ASSISTANT, chairside, experienced, full-time, general dentistry in Livonia office. Busy, but FUN place to work. Need organized person to fill a special place in our team. Call Anne and I'll fill in the details.
Sheree (734) 420-2328

DENTAL ASSISTANT
Growing Bloomfield Hills dental practice hiring an enthusiastic full time Dental Assistant with a minimum of 2 years experience. Call Jennifer between 8 Mon.-Fri., 8am-5. Resume required.
Call Lori: (248) 334-3858

DENTAL ASSISTANT
Novi office seeking a full time career minded assistant to add to our staff. Must know the value of communication skills & enjoy a team while delivering state-of-the-art care to our family of patients. Exciting compensation package. If you want to love coming to work please call 248-349-2210

Dental Assistant
Are you looking for something more in your professional career?
Our clients are the best, our office is state-of-the-art, and our staff is exceptional with enthusiasm and involvement in all decisions of our practice.
If you are confident, articulate and possess superior clinical skills, we invite you to interview us. We think you will find something special.
Generous hiring bonus after trial period.
Contact us at
800-970-3253

Dental group seeking
DENTAL ASSISTANTS & PATIENT COORDINATOR
Great hours, benefits & 401K. Contact Kim at: 248-334-9912

★ DENTAL HYGIENIST ★
for OP office, perio experience. Part-time, Tues, Wed, Thurs.
(810) 979-1450

DENTAL HYGIENIST
Warren office is looking for part-time, experienced, enthusiastic team player to join our staff. Great benefits and working conditions. CALL TODAY!
(810) 751-2900

★ DENTAL HYGIENIST ★
Full time position available, Farmington.
(248) 478-3265

DENTAL HYGIENIST
Full & part-time, to include every other Saturday. Southfield area. Call Marie: (248) 352-7722

DENTAL HYGIENIST
Livonia office, Mon & Sat. Excellent pay. 734-425-1810

DENTAL HYGIENIST
needed Mondays or Tuesdays for general dental practice. Modern office with hygiene assistant. Call 734-522-2122

DENTAL HYGIENIST
Mon-Thurs., no evenings. Benefits. Excellent salary. Birmingham office. 248-642-6476

DENTAL HYGIENIST full time for quality oriented South Lyon office. Benefits available. Call (248)437-4110

DENTAL HYGIENIST
for modern office. Good communication skills. 2 or more Saturdays a month. 17 Mile & Ryan 810-978-0015

DENTAL MANAGEMENT
National organization have opportunities for regional dental manager. Candidates must be able to lead & monitor multi-sites in the Detroit area & have understanding of insurance, manage care & collection process. Excellent salaries, benefit & stock options. Please send resume to: Dr. S. Hashem, 3785 Indian Trail, Orchard Lake, MI 48324

DENTAL RECEPTIONIST
experienced only, full time, Farmington Hills area. Call Ann Hills area. (248) 851-1034

DENTAL RECEPTIONIST
needed part-time with experience for our busy Clarenon practice. Call Christi, 248-588-6565

DENTAL RECEPTIONIST
Full or part-time. Experience preferred. (248) 478-1650

DENTAL RECEPTIONIST for Livonia office. Experience preferred. Hrs: Tues. & Thur. 4-7pm, Sat. 9-1. 248-474-0442

Front Desk - Articulate, outgoing, experienced for multi-site family oriented practice. 248-347-0707

APPOINTMENT SECRETARY/ RECEPTIONIST
for high quality dental practice in Southfield/Birmingham area. Superior work environment. Salary $30,000-$40,000 to start, plus benefits. Experience preferred.
Call: (248) 357-3100

DENTAL ASSISTANT
Mature, outgoing people person for busy Plymouth area. Excellent staff and working environment. (734) 453-2200

504 Help Wanted-Dental

DENTAL RECEPTIONIST
Experienced person, dental knowledge required. Excellent communication skills for premiere Livonia practice.
Call: (734) 462-6400

DENTAL RECEPTIONIST
Full-time for Livonia office. Do you have a vision of working with quality people who take great pride in providing excellent service? Do you want to be excited and motivated to do your best each day? Then please give our office a call today. (734) 427-7555

DENTAL TECHS
Ramey Dental Ceramics in Novi is now hiring qualified Techs for our porcelain/wax dept. Please call for an interview 248-442-4548

FRONT DESK
For Livonia computerized family dental office. Experienced, full time. Call: (734) 464-3430

FRONT DESK - Needed for Livonia dental practice. Holiday bonus. - Call (734) 462-5985

FRONT DESK - Full-time Receptionist in large dental practice. Computer experience required. Dental knowledge preferred. Good phone manner & various office skills. Excellent benefits. Delta: 734-722-5130

FRONT DESK
Seeking experienced person for complete care dental practice. Computer experience. Dental preferred. Full time, great benefits. Cheryl: 734-261-9096

OFFICE MANAGER
Full time position in Canton dental office. Computer knowledge, education, excellent benefits, 4 days per/wk. 313-565-5205 eves only

★ ORTHODONTIC ASSISTANT ★
Livonia Orthodontic office searching for fun, bright, energetic assistant. Experienced or will train motivated person. Great benefits & 4 day/40 hr. work wk. 248-471-1555

★ ORTHODONTIC Front Desk Assistant ★
searching for fun, bright, energetic receptionist, experienced or will train motivated person, great benefits & a 4 day/40 hr. work wk. Call 248-471-1565

RECEPTIONIST
A busy Endodontic office looking for the right person for our front desk. Experienced a plus but will consider training the right person. Full-time, benefits.
Call Mary: (248)656-1529

SURGICAL ASSISTANT
With experience for oral surgery office. Full-time with benefits.
Call Pat at: (248) 559-6190

DENTAL RECEPTIONIST
with some experience needed full time for solo practitioner office in Dearborn Heights/ Redford area. (313)531-7800

DENTAL RECEPTIONIST
Experience in Dental. Full-time, Southfield. Outgoing personality needed to join our progressive practice. Experience with computers. No nights or weekends. Excellent benefit package. (248) 355-9800

DENTAL RECEPTIONIST
Full or part-time. Experience preferred. (248) 478-1850

FANTASTIC OPPORTUNITY
for outstanding person to fill full time registered dental assistant or certified dental assistant position in friendly, people-oriented dental practice. We value energy, cheerfulness and open communication. Please kindly call Chris, Mon. thru Fri., 8am to 5pm at (810)229-9346.

HYGIENIST - Monday, noon to 8pm. Please call (248)685-7273 and ask for Barbara.

HYGIENIST, FULL time, for busy well established practice, which emphasizes practical dental services. (517)223-3779

ORAL SURGERY ASSISTANT
Full time. Rochester.
(248)651-7800

ORTHODONTIC ASSISTANT
Experienced, full time Clinical Assistant who enjoys working with people. Newly modern Ortho office. Some travel. Excellent pay & benefits.
Call: (248)735-3858

ORTHODONTIC ASSISTANT
Experienced, full-time Clinical Assistant who enjoys working with people. Newly modern Ortho office. Some travel. Excellent pay & benefits.
Call 248-735-3858

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Experienced, full-time Clinical Assistant who enjoys working with people. New modern Ortho office. Some travel. Excellent pay & benefits.
Call: (248)735-3858

ORTHODONTIC ASSISTANT
Experienced, full-time Clinical Assistant who enjoys working with people. New modern Ortho office. Some travel. Excellent pay & benefits.
Call: (248)735-3858

SOUTH LYON Dental Receptionist needed. Full time, some evenings, no weekends, computer skills a must, insurance knowledge helpful.
(248)437-8189.

SOUTH LYON Dental assistant, experienced, part-time. Evening hours available. No weekends. Must be enthusiastic and reliable. (248)437-8189.

DENTAL ASSISTANT
Full-time position available in family oriented practice.
Call Kathy: (734) 421-4150

DENTAL ASSISTANT
Experienced. Full time for friendly Troy office. Benefits. (248)689-9400

DENTAL ASSISTANT
General dental practice is seeking an experienced dental assistant that has a good attitude & truly cares to help patients. Full-time, 36-40 hrs/wk. No weekends. Benefits available.
A GREAT BOSS & PEOPLE TO WORK WITH.
(248) 646-3515

504 Help Wanted-Dental

DENTAL ASSISTANT
Part-time position w/excellent full time benefits for progressive, exciting Southfield practice. Call Laura, Mon.-Thurs. (248)354-1555.

DENTAL ASSISTANT
Experienced. Full-time for friendly Troy office. Benefits. 248-689-9616

DENTAL HYGIENE PRODUCTION COORDINATOR
Dental office seeking a pleasant person able to keep track of eight things at once and still answer the phone with a smile. We have a large staff so a cooperative, forgiving nature is a must. Dental experience preferred, but attitude is more important. A great opportunity for a person who wants to achieve higher levels of performance to receive higher levels of compensation. If interested, please call (248)828-2540.

DENTAL HYGIENIST
needed Mondays & Tuesdays for general dental practice. Modern office with hygiene assistant. Call (734)522-2122.

506 Help Wanted-Medical

APPT. SCHEDULER
full time. Provider: Southfield plastic surgeon. No weekends. Medical experience necessary. Windows 95 a plus. 248-463-8613

ASSISTANT ACTIVITIES DIRECTOR
Small nursing home in Royal Oak is looking for that special person to work with the Activities Director and the Social Worker to meet the many special needs for our residents. This position is full time, and includes an excellent benefit package.
Apply in person:
ALEXANDER MERCY LIVING CENTER
718 W. FOURTH ST.
ROYAL OAK, MI. 48067
Or Fax resume to:
248-545-9818
Attn: Activities Director
EOE

Assistant office manager for busy MRI center in Madison Heights. Supervisory experience required, medical billing experience preferred. Excellent oral & written communication skills. Fax resume to: 248-398-4995

Billers

IMMEDIATE OPENINGS! $200 BONUS!
Healthcare Financial Staffing is a nationwide assignment service for medical business office professionals. Forbes named us 'one of the best small companies in America.' We have immediate openings for skilled:

- Billers w/Florida shared experience
- Physician Billers
- Hospital Billers

Competitive pay and great benefits including medical/dental, $200 bonus after 1 mo. on assignment. Call now!
(248) 352-1461 EOE

HEALTHCARE FINANCIAL STAFFING

BOOKKEEPER
IDEAL candidate must be outgoing, energetic team leader. Experience in long term care setting. A/R, payroll and medicare billing. Experience preferred, but willing to train. Benefit package and salary offered. Send resume to: Whitehall of Novi, 43455 West 10 Mile Rd. (248)349-2200

BUSY COSMETIC surgery practice seeking the right person for consultations & some patient treatments. 2 days/wk. Troy area. Fax resume: Medical director. Medical background preferred. Good people skills a must. $10/hr. Send resume to Linda, 14050 Dix-Toledo, Southgate, MI 48195

CARDIAC ULTRASOUND TECHNICIAN
$1000 hiring bonus for qualified candidate!!
Part-time day shift position for candidate with experience in a hospital cardiac ultrasound department. Stress testing and cardiac echo experience, as well as successful completion of a 3 year cardiac ultrasound program required.
The successful candidate will perform a variety of non-invasive cardiac tests, as well as cardiac stress echo. If you meet the requirements and are interested in this opportunity, please send or fax resume to:
Botsford General Hospital
28050 Grand River Ave.
Farmington Hills, MI 48336
Fax: 248-471-8454
An equal opportunity employer.

MEDICAL ASSISTANT wanted to assist Dermatologist. Experience preferred. Part-time, Livonia. Page 810-769-3314

HP
RNs
ICU-CCU
TRAUMA
OPERATING ROOM
Immediate Openings, Flexibility, Great Pay, Excellent Benefits and $3,000 Cash Incentive Sign-on Bonus!
It's all here at Health Partners.
Join our team of caring professionals.
If you have 1 year of experience call us at:
Health Partners

506 Help Wanted-Medical

CLAIMS ADJUDICATOR
Southfield managed healthcare organization has an opening in its Claims Department in Troy. Requirements include: high school diploma or equivalent, 1 year experience with claims administration or managed care benefits administration and computer data entry. 1 year experience with billing and/or patient accounts preferred. Duties include: payment of behavioral claims. Must determine type of claim, benefit plan and whether authorization is necessary. Enter referrals and patient contacts; Resolve referrals in order to release payments. Enter claims and assign claim numbers. For consideration please mail resume to:
Value Options at SelectCare
2401 W. Big Beaver Rd
Suite 700
Troy, MI. 48084

DATA ENTRY CLERK
Fast-paced medical billing office needs motivated data entry clerk. Experience preferred. Good typing skills a must. Contact Patti: (248) 569-5960

DIRECTOR OF NURSING
Long-term care facility seeking a caring, motivated, energetic individual for the position of Director of Nursing. The candidate must have 2 years long-term care experience have a current Michigan RN license, have knowledge of PPS and a proven track record. BSN preferred, but not required. We offer competitive salary, restructured benefit program and a caring 82-bed family type atmosphere. Please fax resume to: (248)349-2228

EMT
Unique opportunity for EMT to work directly with physician. Regular daytime hours, no weekends/week nights. Must have good driving record. Call Mon.-Fri.: (248) 799-3500

★HIGHLY MOTIVATED★ People person for Optometric office. Sales & computer skills. Flexible hours. Livonia. (248)476-2021

HOME HEALTH CARE
HOME HEALTH AIDE
Henry Ford Home Health Care is seeking qualified candidates for the position of Home Health Aide. One year of experience and reliable transportation are required. Opportunities in Oakland and Wayne counties available.
Please call (313) 874-6455 for more information, or send your resume to:
Henry Ford
Home Health Care
One Ford Place, 4C
Detroit, MI. 48202
Attn: Staffing Coordinator
Henry Ford HEALTH SYSTEM
EOE/AA

HOME HEALTH AIDE OR NURSE AIDE to staff cases in Rochester/Utica area. Top pay. Please call Health Call of Detroit 313-271-6420

HOME HEALTH AIDES/ CENA'S
Looking for a change? Like variety in your job? Want to work in one location? This is what A NURSING HOME offers: vide personal care and assist our clients with activities of daily living in a beautiful state of retirement community setting. Variety of part-time openings. Westland, 2 shifts. In Novi, day shift, in Taylor combination days/pms. For information about these rewarding positions call today!
Health Care INNOVATIONS
(800) 763-7544 EOE

HOME HEALTH
RN's needed. N.W. Detroit area. 4 visits/supervision. Proficient in paper work. Self-motivated, conscientious & caring. Experienced only. (248) 557-7877

HOSPITAL-BASED INTERNIST
Will diagnose and treat diseases of human internal organ systems; examine patients, in hospital or clinic; order laboratory and other diagnostic tests, prescribe medication, and interpret test results. Also will care for hospitalized patients; provide medical education to residents, interns and medical students; participate in board meetings; implement policies; oversee quality assurance.
Must have a M.D. or D.O. degree and successfully completed an accredited Internal Medicine Residency Program. Must have an unrestricted Michigan Physician's License. $115,000/year. 40 hours/week.
EOE
Fax or send resume to: POH, Network Development, 50 N. Perry, Pontiac, MI 48342-2259, Ph: 248-338-5662
Fax: 248-338-5174

POH

INDIVIDUAL OR LPN with exceptional social & organizational skills. Medical Surgical background with basic knowledge of computers, insurance & medical terminology needed. Must be willing to travel. Resumes to: Box #1777
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

INFUSION NURSING COORDINATOR
Expanding home infusion company has ideal opportunity for Home Care Nurse to join our team. If full time, will work in both field & office and must have infusion and home care experience. Competitive wage and benefit package. Send resume to:
Option Care
1099 Highland Dr., Suite A.
Ann Arbor, MI 48108
or fax 734-677-1722

C.E.N.A.'S
CENA'S needed full & part-time for afternoon & midnight shifts. Please apply in person at: Cambridge Hall Convalescent Center, 35100 Ann Arbor Trail, Livonia.

CENA's
Full time Days & Afternoons.
Apply in person:
Marycrest Manor
15475 Middlebelt
Livonia, MI 48154

506 Help Wanted-Medical

INSURANCE BILLING CLERK for oral surgery office for medical & dental, full time, experience mandatory, pleasant office & benefits. 248-553-3280

LPN OR RN
Part-time, flexible hours to work in private clinic with children & families. Call Barbara, 10am-6pm. 248-471-1199

LPN/ RN
FULL/PART-TIME positions, for busy skin care clinics. Allen Park, Roseville and Southfield. Orientation provided. Contact Ruth at: (248) 423-1900

MANAGER
Home health care company seeks seasoned professional to manage and lead company into the future. Qualified candidates must have a strong business background, with emphasis on management and marketing/sales. 3-5 years experience in health care a must, strong interpersonal communication skills. Competitive salary & benefits commensurate with experience. Send resume to Box #1771
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MEDICAL ASSISTANT
Experienced MA who can also perform X-Rays for new Wixom clinic. Please call (734) 451-0070 for more information

MEDICAL ASSISTANT
Experienced for busy family practice office, Livonia area. Fax resume to Sue: 734-464-0429

MEDICAL ASSISTANT
Full-time experienced for large internal medicine office. Great salary, benefits & long term experience. Fax resume Attn Joann 248-362-2218
or call 248-362-2770

MEDICAL ASSISTANT
Full-time, Friendly, Some experience. Able to do blood draws, EKGs, pulmonary function studies, vitals & assisting in minor procedures.
Ask for Sandy: (248)355-0680

MEDICAL ASSISTANT
Mature individual for Optometric practice in Westland, part-time. Will train. (734) 261-0930

MEDICAL ASSISTANT
for Internal Medicine practice in Livonia. Nice setting. Full/part-time. 734-513-8050, leave msg.

MEDICAL ASSISTANT
For Novi internist. Experienced. Excellent pay/benefits.
(248) 476-9250

CERTIFIED NURSING ASSISTANTS
★ $700 SIGN ON BONUS ★
Currently accepting applications for full/part time, flexible hours, all shifts. If you enjoy working with the senior population in a team oriented environment where quality patient care is promoted then come join our team of healthcare professionals. We offer an excellent benefit package including medical, dental, life insurance, retirement and tuition reimbursement.
Apply in person:
ALEXANDER MERCY LIVING CENTER
718 W. FOURTH ST.
ROYAL OAK, MI. 48067
EOE

CLERICAL HELP
Busy Troy Chiropractors seeking energetic & people oriented person to assist with front desk duties during afternoons. Will train. Call Dr. Morck: (248)619-9700

CAREGIVERS
Immediate openings for care givers for assisted living home. Hours are flexible of daily living. Full or part time positions available, afternoon shift. Experience helpful. We provide training. Competitive wages & benefits. Apply at Wyndgate of Northville, 40405 6 Mile, Northville, MI, 48167, ½ mile W. of Haggerty. (734)420-6104

MEDICAL ASSISTANT
Full-time clinical position available in Novi area. Call Farmington Hills area for busy Allergy Practice. Please fax resume to:
248-473-4424

MEDICAL BILLER
Full-time for Troy company. Experience, MBS helpful. Fax resume to Lori: 313-240-7301

MEDICAL BILLER
Full or part-time for advanced rehabilitation agency in Farmington Hills. Entails insurance billing & follow-up. 2 yrs. experience. Call Dr. Daneshvars at (248) 442-2020

MEDICAL BILLER
Potential for Office Manager. Good pay. Call Hussein at: (734) 422-6666

MEDICAL BILLER/ RECEPTION
Ophthalmology practice. Full time. Experience necessary. Southfield location. Send resume to:
Box #1708
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MEDICAL BILLERS
Progressive Troy orthopedic practice offers great pay and benefit package to seasoned Medical Billers. Fax resume to: 248-351-0598 Attn.: Brad

MEDICAL BILLER
4dys/wk. Farmington Hills. MBA experience useful. (248) 476-1618

MEDICAL BILLING
Earn excellent income! Full training. Computer required. Toll-free: 1-800-540-6333 x1064

MEDICAL Billing (2016)
www.homeoffcenter.com
Medical Billing start time. Home PC required. Up to $43K/yr. Will train. 1-800-800-1844

Medical Office Receptionist/Biller
Full time. Typing required.
(734) 427-6300

Medical Office Staff
Brand new openings for Spring!
★ Receptionists - small assisted Royal Oak office ★ Billers - Medic required in Royal Oak. ★ Medical Assistants - W. Bloomfield (x-ray experience required) & Farmington Hills (cardiology or internal medicine desirable).
Call/fax resume to: Louann
Fax 248-932-1214; Ph. 932-1204
www.harper-jobs.com

Medical Receptionist
Farmington Hills. Benefits. Experience helpful.
248-788-3370

MEDICAL RECEPTIONIST
2-3 yrs. experience, computer helpful, 5 days, good salary. For interview: 248-354-9666, x9200

506 Help Wanted-Medical

MEDICAL OR PODIATRY ASSISTANT
needed part-time for busy office in Novi. Fax resume to: 248-788-2015

MEDICAL RECEPTIONIST
Pediatric Practice. Medic knowledge. Excellent benefits & pay.
Fax: 248-355-2041
Mrs. Sheridon 248-358-0420

MEDICAL RECEPTIONIST
Part-time, Rochester area. Computer experience, will train. Call Joy at: (248) 651-0800

MEDICAL RECEPTIONIST
Full time for OB/GYN in Troy area.
Call: (248) 353-8310

MEDICAL RECEPTIONIST
Opthalmology practice has opening for busy Southfield office. Must have excellent communication skills, exhibit professionalism and maintain confidentality. Prior experience preferred. Please fax resume and salary history to:
(248) 352-0009

MEDICAL RECEPTIONIST
Full-time. Busy doctors office. Good phone skills. Farmington area. 734-261-3290

MEDICAL RECEPTIONIST
PART TIME
for busy family practice in Livonia. Must have experience in family practice front office. Hours Mon., Thurs. & Fri., 9am-1:30pm. Tues., 2pm-6pm. Wed., 8am-6pm. 734-427-3504

Medical Receptionist
Full time position for experienced, outgoing, organized individual with good communication skills. Resume to MI Comsa Consultants, 29850 Northwestern Rd, #201, Southfield, MI 48034, FAX: 248-350-2709

MEDICAL RECEPTIONIST
Friendly, patient oriented person for busy pediatric practice. Comp. Full-time with benefits. At Troy Beaumont Professional Building. Call Diane or Sandy at:
Troy Gastroenterology
(248) 828-6032

MEDICAL RECEPTIONIST
for busy cancer centers-offices in Bloomfield Hills & Farmington. Professional telephone skills, typing, computer literacy and previous medical or medical office experience necessary.
Great benefit package.
Call: 248-338-0060
Fax resume: 248-338-0663
Attention: Suzanne

MEDICAL RECEPTION
LOOK NO MORE!!!
Reception staff to fill immediate positions for expanding Westland office. If you have an insurance background, are outgoing, and able to work in a fast paced setting, we want to talk with you to join our team. A pleasant atmosphere, full time, benefits, day shift only. Resume & cover letter to: 35210 Nankin Blvd.; Suite 301; Westland, MI 48185
Or fax: 734-525-0514

MEDICAL RECORDS
Busy specialty office needs organized medical records person. Send resume to: Box #1703, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150.

MEDICAL RECORDS CLERK
Seeking national home & hospice care company has full-time position open which requires data entry and maintenance of medical records. Previous home care experience desired. Call Sandy at 800-400-0024 or fax resume 248-615-6146

Olsten Health Services
EOE M/F/V/D

MEDICAL RECORDS PERSON
Full/part-time, experience preferred. Call: 248-354-9666, x9200

MEDICAL SECRETARY/ RECEPTIONIST
Birmingham office. Full or part-time. Fax (248) 540-8515

MIDNIGHT SHIFT
(11:00pm - 8:00am)
- Full & part-time positions
- $8.00/Hr.
- Competitive benefit package
- Bonus
- Overtime available

Position: Direct Care Worker
Responsibilities: Monitor security of residential unit & attend to needs of adolescent females including morning activities.
Qualifications: Associates Degree &/or high school diploma with 4 years experience as a direct child care worker.
Send resume to:
VISTA MARIA - HR
17651 Mitchell Clark
Dearborn Heights, MI 48127
Fax: (313) 271-6250

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EOE

506 Help Wanted-Medical

MULTISPECIALTY PRACTICE SEEKS THE FOLLOWING:

PHYSICIAN ASSISTANT
Nephrology
Experience working with dialysis patients required.

REGISTERED NURSE
Critical Care of Cardiology experience required. Knowledge of pneumonic studies preferred. ACLS certification required.

MEDICAL ASSISTANT
Experience with EKG's, holter monitors, venipuncture and basic patient care.

EXERCISE PHYSIOLOGIST
Experience with regular and nuclear stress testing required. ACLS certification required.

Comprehensive benefit package. Respond to Cardiovascular Clinical Assoc. 29000 Grand River, Ste. 300 W., Farmington Hills, MI 48336. Attn: Jennifer. FAX 248-476-5709.

NUCLEAR TECHNICIAN
Needed immediately for cardiology office. Full or part time. Must be experienced in all aspects of nuclear testing. Prefer experience with Siemens Gamma Orbitor. Please send resume to:
Fax 734-427-1701
e-mail LDC445@aol.com
or call 734-427-9440 to schedule interview.

NURSES
LPN's & RN's needed. Full & part-time for Orthopedic office. We have flexible work schedules, paid health insurance, generous vacation & paid continuing education. Please apply in person at Camelot Hall Convalescent Center, 35100 Ann Arbor Trail, Livonia. EOE

OFFICE MANAGER
With experienced for new Wixom Health Clinic, opening soon. For more information please Contact 734-451-0070

NURSES
New unit currently in development phase needs quality driven and highly skilled Nurses for Home Health Agencies. Future acuity to include subacute, managed care, short term cases. Opportunities available all shifts to join the development phase of this fast pace unit. Apply at:
Bloomfield Hills* Nursing Center
50 Square Lake Rd.
Bloomfield Hills

NURSING OPPORTUNITIES

ONCOLOGY - Full time afternoon shift, and part time mid night openings for RN with 6 months' or more med/surg experience and/or oncology background.

FLOAT POOL - Afternoon and midnight openings in most specialties including Critical Care, Emergency, Gerop