Observer & Eccentric

JOBS & CAREERS

All Ads Run Online FREE! A Value Of Up To $87.00

www.observerandeccentric.com

500 Help Wanted-General

WAREHOUSE
Local Moving company looking for Warehouse Personnel to load trucks. (248) 442-9410.

WAREHOUSE ORDER PULLER & DRIVER
Lifting requirement 40 lbs. $10.00 hr. plus benefits. Wixom area. (248) 446-4500

Warehouse Positions

Owens & Minor is a 3.5 billion-dollar fortune 500 Company and leading distributor of nationally branded medical/surgical supplies with over 40 distribution centers located throughout the country. Our warehouse facility in Plymouth, MI is currently recruiting for the following positions:

Warehouse Supervisor (2nd shift)

Currently seeking an experienced, hands-on Warehouse Supervisor to take a leadership role in managing 20+ employees. Scheduled hours 3:00 p.m.-close, Mon. through Fri. and occasional weekends. Great opportunity for someone who enjoys 2nd shift!! Qualifications include a high school diploma or GED and up to 3 years previous experience. Warehousing/distribution background preferred. Previous supervisory experience a must.

- Order Puller/Picker - 4 positions (2nd shift)

Four dependable, experienced Order Puller/Pickers responsible for filling customer orders in an accurate/complete manner. Hours are from 4:00 p.m. - close, Mon.-Fri. and every other weekend. Will be required to exert up to 50 lbs. of force occasionally and up to 20 lbs. of force frequently. Must be capable of operating material handling equipment such as forklift and stock selectors that elevate operators to heights of 18 feet. Will be working in a warehouse environment with exposure to heat, humidity and dust.

We offer a competitive salary plus health, dental, life, 401(K), vacation and more.

For immediate consideration, apply in person or send your resume to: HR, Fax # 734-455-0838. NO PHONE CALLS, PLEASE. Owens & Minor, 45755 Five Mile Rd., Plymouth, MI 48170-2476.

EOE, M/F/D/V.
We are an Affirmative Action Employer.

WEEDER WITH experience for properties. Good pay. Valid drivers license. Dependable. 313-563-4001.

WINDOW INSTALLER
Subcontract. High-quality, presentable professionals only pay. (313) 278-1184

502 Help Wanted-Office Clerical

ACCEPTING APPLICATIONS
Accounts Payable/Receivables, Computer literate, Excel, Word, WebPages. 248-380-6566

ACCOUNTING CLERK

Responsible for monthly bank reconciliation of multiple companies accounts. Duties also include daily cash tracking. Must be very organized & detail oriented. Bachelors degree in accounting required. Please send resume & salary requirements to Accounting Manager, 44744 Helm St., Plymouth, MI 48170-6019.

ACCOUNTING CLERK
Fast paced environment. Excellent benefits. Salaried position. Fax resume to 313-535-0862

ACCOUNTS PAYABLE

Virginia Tile Co. in Farmington Hills has a full time open A/P position. Must have minimum of 2-3 years experience. Benefits, Profit Sharing and 401K. Contact Manager (248) 478-7850 ext. 2254 or fax resume (248) 476-5828

PLYMOUTH BASED - Manufacturing co. has immediate opening for assistant with knowledge of individual to support our Sales and Engineering staff. Qualified candidate will have a minimum of 5 yrs exp. be detail oriented, highly independent and wearing many hats. In addition to administrative activities will be responsible for incoming/outgoing mail. Duties will include telephone and office coverage. Candidate should have strong communication and organization skills, be computer literate and have MS Word and Excel. Excellent salary and benefits. Mail or fax resume and salary requirements to: Human Resources-Admin at 44650 Helm Ct, Plymouth, MI 48170.

ADMINISTRATIVE ASSISTANT
Troy based sales agency seeks experienced Administrative Assistant. Experience with Microsoft Applications. Sales contact necessary. Resume to Attn: Operations Manager, 1421 Piedmont, Troy, MI 48083

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
Self-motivated, dynamic individual with superb communication skills needed to work with custom building and development company executive. Successful candidates must be proficient in all Windows based software, including desktop publishing and PowerPoint. Must be able to handle multiple, confidential tasks. Duties include processing purchase orders, bid lettings and change orders. Some knowledge of residential construction process, experience marketing is helpful. Salary & benefits competitive.
E-mail resume with cover letter and salary requirements to humresnewz@hotmail.com or fax to 586-775-0359

ADMINISTRATIVE ASSISTANT
Would you like to work in a pleasant environment with great staff and residents? You may be the right person to fill this full time, day shift position. We are looking for a dependable person familiar with general office duties and some computer knowledge. Benefits available after 90 days.
Please apply at:
Presbyterian Village Westland
32001 Cherry Hill
Westland, MI 48186
Phone 734-728-5222
Fax 734-728-1910
EOE

ADMINISTRATIVE ASSISTANT
Progressive Auburn Hills company seeks team individual to perform varied clerical duties. Desire Word & Excel skills. Top benefits

Personnel Plus of Birmingham
(248)344-6700 Fax(248)344-6704
Email: jobs.drc@prodigy.net

ADMINISTRATIVE ASSISTANT
for a West Oakland County automotive company. Supporting Management, you will do travel arrangements, word processing, presentations and some accounting. If you want a position with a good salary and benefits, plus outstanding growth potential, we are interested in you! Please e-mail your resume to Patty at employer@pqdocx.com

ADMINISTRATIVE ASSISTANT
The candidate must have a High School diploma, some college preferred. 2-3 Years office administration experience. Must be proficient in Microsoft Office able to prepare spreadsheets and Power Point presentations. Must possess great verbal and written communication skills, flexible, self-motivated, able to prioritize, with good organizational skills. We offer great company paid benefits, 401(k) with company match, tuition reimbursement,- and competitive salary. Please mail your resume to:

Box #1637
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ADMINISTRATIVE/EXECUTIVE ASSISTANT to VP/Clerk. Project management exp. Work for CEO. 7-10 yrs executive level exp. Call Kathy Buick, Pres. Friendly Oakland country firm Call 586-772-6700.
Snelling Personnel Services

ADMINISTRATIVE
MARKETING ASSISTANT to $38,000+ benefits. 1-3 yrs secretarial exp. in an automotive environment. Microsoft Office. Suburban firm.
Call Barb 586-772-6760
Snelling Personnel Services

ADMINISTRATIVE SECRETARY

High energy professional needed to support 2 dynamic managers. Microsoft Office and strong typing skills a must. Duties include meeting coordination, travel arrangements and special project. Salary to 32K with full benefits.
Fax resume in confidence to: Mary 248-737-5878

BOOKKEEPER
(Full-Charge)
Minimum 2 yrs. experience, degree helpful. Position needed for luxury apartment complex in Auburn Hills. Nice benefits package. Resume to: Attn H.R., 2617 Beacon Hills Dr., Auburn Hills, MI 48326 or fax (248)373-9490

BOOKKEEPER/
OFFICE MANAGER
Landscape Design/Build/Maintenance firm is looking for person to handle office duties. Experience with Quickbooks, Word, Excel & general bookkeeping duties. Also, ability to learn industry specific software. Please reply to Bookkeeper Position, Drawer 5520, Plymouth, MI 48170, Attn: DW

BOOKKEEPER/
OFFICE MANAGER
For engineering/design firm. Full time with benefits. Must have experience with computer accounting systems, payroll, accounts payable, accounts receivable, word processing and spreadsheets. Send resume and salary requirements to: DBA, 107 E. Main St., Plymouth, MI 48170.

- Shawmut Mills, a world leader in the manufacture of laminated materials for the use in the automotive interior trim industry, has an immediate opening in our PLYMOUTH, MICHIGAN SALES OFFICE.

Responsibilities for this key position include Executive and Sales administrative support, creating presentation materials in MS PowerPoint, coordinating the sales quotation function (including obtaining pricing information), providing telephone support and general office management.

Qualified candidates must possess a minimum of three years experience in the automotive industry, be proficient in MS Word, Excel and PowerPoint, have strong written/verbal communication skills, excellent organizational skills, be a team player and able to work independently. Some quotation process experience a plus.

Applicants should forward resumes with salary requirements to:

Vice President of Human Resources
SHAWMUT MILLS
208 Manley Street
West Bridgewater, MA 02379
Fax (508) 587-7936
Email: HR@shawmut-mills.com

502 Help Wanted-Office Clerical

CLERICAL HELP NEEDED
Several Clerical positions available at Red Holman Pontiac for Vehicle Biller, Cashier, Switchboard and Receptionist. Above market wages paid based upon experience. Excellent benefit package. Apply in person 35300 Ford Rd. Westland.

ACCOUNTS PAYABLE

Immediate opening, require significant prior A/P experience in a high volume environment. Prefer, but not require, experience with a residential builder or sub-contractor. This position is open due to internal promotion. Fax resume with salary requirements to: 248-642-1586, Attn: Cheryl

CUSTOMER SERVICE REPRESENTATIVE
Livonia insurance agency. Experience preferred, willing to train. Competitive salary & benefits. Call: 1-888-444-4AGU

DATA ENTRY/
CUSTOMER SERVICE
Representative needed for Livonia office of alarm monitoring co. Office hours vary, between Mon-Fri, 10am-10pm & various shifts. Benefits.
An Equal Opportunity Employer
Please fax resumes 734-524-3488

Dispatcher/Clerical
Knowledge of Detroit Metro area; dispatching and computer experience required. Good communication skills. Full time, good benefits. Send resume to:
HR@Vesco-oil.com
or fax: 248-557-2236.

DISTRICT SECRETARY
Van Dyke Cosby Inc. A leader in the corporate apparel and uniform rental industry, is seeking an experienced Secretary. This full time position requires an enthusiastic, well organized individual with a take-charge attitude, with 2+ years general office experience. The job requires outstanding telephone skills, proficiency in word processing (Word, Excel) and experience with computerized order entry and billing systems. This is a chance to be the lead office assistant and really make a difference!
We offer a complete benefits package including medical/dental/vision/life/disability insurance and a 401K plan with company contribution. $10-$12/hr. This position requires NO weekends and no overnights. Serious candidates, contact us!

Ken Kirby
45700 Port St.
Plymouth, MI 48170
Fax resume to:
(734)254-0037

★ Elegant Selling ★
Quick Books Program required. Fax resume (248) 649-5307. Maine-Howard Showroom at MIDC

FINANCE ASSISTANT
Good phone skills a plus. Fulltime position. Call Maine at (734) 525-0900 or apply in person at 30500 Five Mile, Suite 300500 Plymouth Rd., Livonia.

FINANCIAL & ESCROW ASSISTANT
Multi-office real estate company in Sterling Heights seeks full-time accounting clerk to process post-closing files, disburse proceeds, commissions and escrow payoffs. Must have 1-3 years data entry skills a must. Fax resume with salary requirements to: L.J. (586) 268-3480.

Inside Sales/
Customer Service
Great career opportunity for an assertive individual with mechanical aptitude. Join the Inside Sales/Customer Service Dept. of a growing manufacturing operation. Phone and computer skills needed. Mail or fax resume:
MOELLER MFG. CO.
43928 Plymouth Oaks Bl.
Plymouth, MI 48170
Fax: 734-416-2200

INSURANCE
Full time entry level administrative assistant needed for local insurance agency. Benefits included. Fax resume to (248)673-2550. Must include wage requirements.

LEGAL

Integrity and 35 years of service is why the best law firms in the area trust us - you should too. For secretarial job placement, permanent & temporary.
HILLSTROM & ROSS ASSOCIATES
CALL: 248-626-8188
FAX: 248-626-8434.

LEGAL SECRETARIES & RECEPTIONISTS
Experienced only for penny-wise placements. 1-5 day assignments available for top 5% notch candidates.
JOANNE MANSFIELD
Personnel Consultants
755 W. Big Beaver #209
Troy, MI 48084
Phone: 248-362-3430
Fax: 248-362-4881

LEGAL SECRETARY
Farmington Hills law firm seeks secretary with litigation experience. Call (248) 855-2110 or fax 248-855-0209

LEGAL SECRETARY
Full time. Must be familiar with Word Perfect and Court Docket calendar scheduling programs. Troy area. Send applications, personal & confidential to Margy Faces, Richter & Pregler, P.C., 70 W. Long Lake Rd, Ste. 120 Troy, MI 48098

LEGAL SECRETARY for litigation law firm in downtown Detroit. Experience & strong computer skills required. Excellent salary & benefits. Fax resume to: 313-963-3011.

LEGAL SECRETARY to $42,000 - 2 positions: Farmington Hills, Ren Cen. 3 yrs legal exp. Good organizational skills. Call Denise 586-772-6760.
Snelling Personnel Services

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Immediate opening. Exc. full-time opportunity in a small Bloomfield Hills firm that values your reliability, self-motivation, exp. & proficiency. Please send resume & salary requirements to: Judi Pfeifer, 39533 Woodward Ave., Suite 210, Bloomfield Hills, MI 48304 or Fax: 248-540-7401 or e-mail:
jpfeifer@adkisonneed.com

LEGAL SECRETARY $33,000 2 years litigation exp. Good computer skills. Friendly Ren Cen firm. Call Donna 586-772-6760
Snelling Personnel Services

MANAGER
Production data entry environment. 60% data entry. 50% management. Must have experience managing people as well as work flow. Send resume to:
Human Resources
24681 Northwestern Hwy.,
Suite 250, Southfield, MI 48075.
Fax: 248-350-3544
Email: twjacs@aol.com

OFFICE

Established manufacturing company seeking a reliable, detail oriented individual with good organizational skills. Data entry position for daily reporting of new orders, production, shipping and purchasing including general office duties. Communications skills to complete tasks on time and with accuracy. Excellent benefits, 401k and more. EEO.
To apply send resume to:
DJ, Mack Industries
of Michigan
8265 White Lake Road
White Lake, MI 48386

OFFICE/GENERAL ASSISTANT - Computer skills required. Will train self-starter. Work w/phones, some light data entry, shipping & receiving. Competitive salary/benefits. Farmington/Livonia. 248-476-2950

OFFICE MANAGER
Plymouth landscaping firm, computer exp. a must, landscape or CLIPS experience also helpful. Duties! Evaluation hire, $14/hr
EXPRESS PERSONNEL
248-474-5000 Or Fax
248-474-5833

OFFICE MANAGER - small architectural in Birmingham office seeking experienced Business Manager. Full time. Responsible for A/R, A/P, HR, $45K, full benefits, etc.
Reply to Box #1526
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PART-TIME OFFICE ASSISTANT
Prior office exp preferred. Monday-Friday from 2-6 p.m. American House Novi/Southfield 39201 Joy Road (734) 454-9939

PBX OPERATOR

St. Joseph's Hospital in Mt. Clemens has a part-time opening on the Midnight shift for a PBX Operator. This key role in the communications operation of the hospital requires a detail-oriented individual able to work well under stress and in a team environment. If you have at least 6 months' computer or keyboard data entry experience, possess a high school diploma, and want to be a part of our team, please email to:
careers@trinity-health.org
and reference
02-04-10
in the subject line.
E.O.E.

OPTIONS & RESOURCES, a healthcare staffing company, is currently looking to hire an ambitious, friendly and energetic person for our team. This person would be responsible for managing our office as well as providing back-up scheduling for our healthcare staff. Past experience and education is not as important as displaying a sense of urgency, drive and the ability to recognize an opportunity! Please call Carrie Madison @ (248) 414-7566

PROPERTY MANAGEMENT
BOOKKEEPER/
ACCOUNTS PAYABLE
We are looking for an enthusiastic, professional to join our team. If you are organized, have experience in property management, are detail oriented, motivated and can work with little supervision then this job is for you! Excellent salary & benefits. Mon.-Fri. and every other weekend. Please fax resume & salary requirements to:
(734) 455-1159

RECEPTIONIST/CLERK
Part-time to 30 hours for small office in Plymouth. Please fax resume to: (248) 486-3318

RECEPTIONIST
Do you love interacting with people? Are you capable of handling multiple tasks without losing your cool? Busy Bloomfield Hills surgery practice & medical spa has challenging opportunity for self-motivated individual to handle scheduling & general administrative duties. Computer experience necessary. Fax resume to Kim at 248-901-0014 or call 248-901-0011.

RECEPTIONIST
Entry level, full time. Answer phones, filing data entry. Room for advancement. DO NOT PHONE CALLS! Fax resume with salary requirements to: 734-254-9083 or email: human_resources@correctvacleaning.com.

RECEPTIONIST
Full time, for Livonia insurance agency. Mon.-Fri. 8:30-5pm. Ask for Lee at (734) 462-9850

RECEPTIONIST
Manufacturing company seeks a receptionist to answer phones and do light clerical work. Excellent benefits package and tuition reimbursement. Please send resume with wage requirements to Human Resources, P.O. Box 961, Novi, MI 48376.

RECEPTIONIST
Part time, Mon. - Fri.; 12-5:30pm. For busy Southfield law firm. Send resume (248) 851-8192

502 Help Wanted-Office Clerical

RECEPTIONIST
Phones, filing, order entry. Computer experience helpful. Full time, benefits. Send resume to: Metal Sales, 50751 Century Ct., Wixom, MI 48393

RECEPTIONIST/SECRETARY
Part-time for payroll office. 15-23 hrs/wk.
Please send resume to:
KRAM, 15645 Farmington Rd., Livonia, MI 48154.

RECEPTIONIST/
SECRETARY
PART TIME-MORNINGS
Recent phone experience helpful and should type 30 wpm accurately. For large residential building company located in 13 Mile/Orchard Lake Road area. Must be able to start work at 7:45 a.m. sharp Monday through Friday, and work until noon or 1:00 p.m. This is a permanent part time position, not a summer only position. Please fax resume to attention: Office Manager at (248) 539-2125, or e-mail "HelpWanted@edwardrose.com".

RECEPTIONIST

Well-established medium sized Troy law firm seeks a professional, dependable, people-oriented Receptionist to answer phones and greet clients. Will need light typing/computer work, mail, fax, and communication skills. Mon-Fri 8:30-5:00 Full benefits. $23K-$26K. Resume to Powers Chapman, 3001 W. Big Beaver Road, Ste 704, Troy MI 48084 or fax 248-643-0280
Attn: Carol Zachrich

RECEPTIONIST

With a pleasant phone voice. Able to handle multi line phone system. Computer experience & filing. For Plymouth location.
Call (734) 354-9400.

SECRETARIAL ASSISTANT
PERMANENT PART-TIME
with small pleasant Bloomfield fundraising organization in Bloomfield Hills. 15-20 hours per week. Flexible hours. Must be a Pleasant phone manner, good computer skills including Word 7.0 and data entry skills.
Call (248) 540-8900

SECRETARIAL
Full-time for a court reporting firm. Duties include: phones, filing, typing & errands. 13 Mile & Telegraph area. Call Erica for an interview. (248)644-8888

SECRETARIAL POSITION
Growing Farmington Hills commercial real estate firm needs a full-time, sharp, upbeat, energetic person for wide range of office responsibilities. 3 yrs. min. secretarial experience. Must be proficient in MS Word & commonly used software. Sense of humor is mandatory.
Fax resume to Carol Uglean (248)539-3778
Ludwig & Seeley, Inc.

SECRETARY/BOOKKEEPER
Part Time - Troy Area
Fax Resume to
248-268-6197

SECRETARY/COORDINATOR
Busy industrial Ann Arbor self-starter to schedule cases for home care agency in Brighton. Computer literate, mature with strong persuasion skills to interact with employees/clients.
FAMILY HOME CARE
248-338-1018.

SECRETARY
for Insurance Company in Novi. $12/hr. Full time to start. Call (734) 525-8754

SECRETARY - Full-time for Southfield law office. MS Word experience. Benefits. Fax resume to 248-557-1653.

SECRETARY

Full time opening in North Oakland County Law Office. Competitive salary. Exp. with word, time slips & Quicken Pro helpful. Forward resume & salary requirements to: Law Office, Attn: Secretarial Position, Fax: 248-593-8816 or email to kuscal@aol.com

SECRETARY/
RECEPTIONIST
for W. Bloomfield accounting firm. WordProcessing & Excel exp. necessary. Send resume to: P.O. Box 2591
W. Bloomfield, MI 48325

SECRETARY/RECEPTIONIST - Friendly Farmington Hills Real Estate office looking for a permanent full time "People Person". Call Lamy Harwin at (248) 851-6700

TELEMARKETER

Experienced. Full-time for construction office. Pleasant environment. Call Lou 734-425-1158

503 Engineering

DETAILER
Tier two supplier of small stampings seeks experienced Auto CAD Detailer of tool & die components. Multi side experience a plus. Profit sharing, 401K, and other benefits. Fax resume with wage requirements to 313-537-0280 or apply at Fraction Fastener, 12701 Beech Daly, Redford.

504 Help Wanted-Dental

ASSISTANTS & HYGIENISTS
Would you like to make your own schedule? We are interviewing for temp/perm positions. You choose the days you work. Call RDH Health Services 248-524-1963

ATTENTION
All RDH, exp. Assistants, & Receptionists. Call 586-997-6360 for positions in your area.

DENTAL ASSISTANT
Experienced, motivated individual will earn $16-20/hr., 4 days per week. Must be caring and able to make excellent temporaries. Please fax resume to 313-359-4788.

DENTAL ASSISTANT
Busy, friendly, patient-centered Canton practice seeks exp., enthusiastic Assistant. Exc. salary/benefits. 734-981-4246

DENTAL ASSISTANT
Experienced full and part-time. Call or fax resume
phone (313) 563-3300 Fax (313) 982-1812

DENTAL ASSISTANT- experienced for cosmetic dental office, great hours - call 586-738-1111 Or eve. - 586-530-0889

504 Help Wanted-Dental

DENTAL ASSISTANT
New position for 3rd Assistant in our Farmington Hills office. Provide chairside assistance in a modern, updated office. 2 doctors & dedicated staff. Create new individual with previous chairside experience.
Call: 248-855-4850

DENTAL ASSISTANT
Come be a part of our progressive cosmetic & restorative office in Southfield. We are searching for a dental assistant motivated by excellence. Must have exceptional verbal & communicative skills to join our ever-growing team. Computer skills helpful. We offer a competitive salary & benefit package including bonus plan. Call Laura Mon-Thur. 248-354-1555.

DENTAL ASSISTANT
EXPERIENCED, full and part-time. Searching for appreciated and friendly work environment? Please call: (248) 348-7997
Northville

DENTAL ASSISTANT
A caring, responsible individual needed to join our team, full time. Great benefits, good pay & hours. If interested, please call Lara at 734-427-2387 or fax your resume to 734-427-1766.

DENTAL ASSISTANT
Clinical Coordinator needed for high-tech 2 doctor general dental practice, using digital radiography and intraoral imaging. Must have radiography certification. Full time position. Please call Lisa (734) 427-9300.

DENTAL ASSISTANT
Reliable, self-motivated for growing practice on 8 Mile/Newburgh. 734-542-9904

DENTAL ASSISTANT
Expanding pediatric dental office in Novi seeking full-time Dental Assistant. Will train mature, enthusiastic person. No evenings. Some Saturdays. Benefits available 248-478-3232.

Dental Assistant
A challenging position for an experienced detail oriented, dependable person with excellent communication skills to join our quality dental office. Opportunity for growth & benefits.
248-474-2224

DENTAL
ASSISTANT
Cosmetic Farmington office using Cerec, Brite Smile, Invisalign. Looking for hard-working, goal-oriented assistant to join our great practice if you like to smile, give us a call. No evenings or weekends required.
(248) 644-2136

DENTAL
COORDINATOR
Rapidly growing dental business, seeks highly organized, entrepreneurial & business oriented person. Fax resume W/ salary requirements for this unique position in Farmington Hills at 248-626-0252

DENTAL HYGIENIST
Part-time position, on Tuesdays for Lathrup Village dental office. Fax resume to 248-569-0745

DENTAL HYGIENIST
Part-time needed at friendly Clarkston office. Fax resume to:
(248) 627-6694

Dental Hygienist
Join our patient-friendly team! Currently seeking full & part time Hygienist for Southfield, Pontiac, Lincoln Park, Dearborn Hgts & Livonia offices. Competitive salary & exp. Exc. salary/benefits+401K.
Phone 248-557-5557
Fax 248-557-9304

DENTAL RECEPTIONIST
Canton. Full-time. Organized team-player with great communication skills. Dental experience preferred. Excellent salary & benefits. 734-981-4246

DENTAL RECEPTIONIST - full or part time with dental & computer exp. for progressive Livonia office. 734-525-1200

DENTAL RECEPTIONIST
2 days/week. New Bingham Farms office seeks friendly, team-oriented receptionist. Excellent pay. (248) 646-4068

DENTAL RECEPTIONIST
Looking for a friendly team player with computer & insurance experience a plus. Full-time. No evenings. Modern Livonia office. Call (734) 427-7555
Or Fax resume: 734-427-1233

DENTIST (GENERAL)
For Southfield area. High regard for quality dentistry. Superior staff. Excellent benefits to include 401K, medical & education. Call Dr. Brody (305) 521-2329 or Fax (305) 532-9940
"We make good people better"

DENTIST
$60,527 to $76,411
QUALIFICATIONS: Candidates must possess a licence to practice Dentistry in the State of Michigan and be eligible for a Michigan Pharmacy Prescription Needle. Also, must possess a valid Michigan Driver's License.
Wayne County Personnel/
Human Resources
600 Randolph, Room 107
Detroit, MI 48226
Telephone: (313) 224-5906
Fax: (313) 224-5924
www.waynecounty.com
Equal Opportunity Employer

FRONT DESK - GREAT Office to start! Full-time. Dental experience & computer knowledge a must! Livonia. 734-425-4206

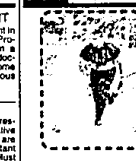
MOTIVATED HYGIENIST needed 2-9 hrs/wk (Mon.-Thurs.) for contemporary Farmington Hills office. Benefits negotiable. Please call (248)855-3655

RECEPTIONIST - for busy oral surgery office in Bingham Farms. Exp. preferred. Full time. Benefits. Mon. thru Thur. 8am-5:30pm., Fri. 7am-4pm.
(248) 642-2115.

506 Help Wanted-Medical

AFC HOUSE MANAGER
Experienced & knowledgable individual to run, TBI program. Competitive wages available.
(248) 592-9454

506 Help Wanted-Medical



AIDES
Exp. nursing assistants to care for seniors in the Novi/Northville area. Exc. wages, health insurance & opportunity for advancement. Contact 248-735-1678

APPOINTMENT RECEPTIONIST for Livonia Medical office. Exp. preferred. Part time. Call 734-953-8674

BILLER
Woodward Hills Nursing Center is a part of a growing family of care centers. The individual must have nursing home Medicare and Blue Cross Blue Shield experience. Advantis and Hart Systems experience required. This job has opportunity for advancement into a corporate position. Please fax resume to Carol Szymanski at: 248-645-1902.

BIRMINGHAM OB/GYN needs Receptionist. Good pay and benefits. Recent Exp. 248-647-9660 EXTENSION 245

CENA's
Afternoons Full & Part-time
Days - Part time
Apply in person:
Manycrest Manor
15475 Huggerton
Livonia, MI 48154

CHAIRSIDE ASSISTANT
Southfield Podiatry office seeks Chairside Assistant. Must have experience. Fax resume to 248-557-2400

COLLECTION/FOLLOW-UP position for busy Farmington HEALTH CARE FACILITY.
Please Fax resume to:
248-471-5582

DIRECT
CAREGIVER
For person with autism in Livonia.
Midnight Shift.
$8 per hour.
Call Gann 248-980-3309

DIRECT CARE
SLEEP STAFF
Yes, you can earn minimum wages and sleep most of the night. For Job in Dearborn Heights or Plymouth.
Please call Patti 248-980-3307

CERTIFIED ECHO TECHNICIAN for busy private medical practice. Excellent benefits. Call Lucy (248) 932-1250

EXPERIENCED - Medical Receptionist/Assistant for cardiology office. Full time. Part time. Fax resume to: Dawn Wells at 734-462-4905.

FRONT DESK for chiropractic clinic. Exp. in chiropractic necessary. Salary negotiable. Call for interview 248-471-0440.

TheraMatrix
Growing National Physical Rehab Company has full-time positions
- PT Director
- PT's
- PTA's
- Floats

Excellent benefits package. Fax (248) 333-0276 email lmckee@theramatrix.com

HOME HEALTH AIDES

Join our rapidly expanding agency - use your experience and skills in direct patient care, working closely with an interdisciplinary team of caregivers in providing assistance in quality end of life home/hospice care. We need caring & committed HHA's for our Ann Arbor, Allen Park, and Northville branches.
Respond to: POSITION HHA, 2366 Oak Valley Drive, Arbor Hospice & Homecare-HR, Ann Arbor, MI 48103
Fax 734-662-2330

Hospice Community Liaisons

Arbor Hospice & HomeCare continues to grow in SE Michigan. We need your help working in the Down River area establishing an inservicing local referral sources and coordinate admissions for both field and inpatient patients. Prior healthcare related experience essential, knowledge and sensitivity related to the hospice/homecare philosophy necessary. Excellent communication, organization and communication skills essential. Ability to work independently with strong work ethic expected, reliable transportation and valid State of Michigan driver's license required. POSITION: HCL, 2366 Oak Valley Drive, Human Resources Dept., Ann Arbor, MI 48103 Fax 734-662-2330 Attn: HR

HOSPICE NURSES

Full/part-time and contingent positions open for all Arbor Hospice and Homecare locations. We are experiencing unprecedented growth and are looking for RN's and LPN's who want to practice nursing where you can still make a difference! Current Michigan RN/LPN license required, prior hospice/homecare experience preferred. Immediate openings being scheduled POSITION: RN/LPN, HR department, 2366 Oak Valley Drive, Ann Arbor, MI 48103. Fax: 734-662-2330

LAB TECH (MLT)
Part/full-time. Call Maureen (248) 442-1400

MASSAGE THERAPIST
Enthusiastic, motivated massage therapist to work in chiropractic office
Fax resume to 248-557-3014

506 Help Wanted-Medical

Join Our Circle of Care!
Heartland Health Care Center - Plymouth Court, operated by HCR-ManorCare, has the following employment opportunity:

Assistant Business Office Manager

This is a full time position with a Monday-Friday, 9:30am-6:00pm work schedule. Responsibilities to include, but are not limited to:

- General office/ data entry duties
- Accounts payable
- Verification of insurance benefits
- Light phone duty (receptionist coverage and collections)

Experience in healthcare billing is preferred. We offer a competitive compensation package including medical, dental, 401(k), paid sick/vacation time, tuition reimbursement, and much more. Dedicated professionals need only apply to:

HHCC-Plymouth Court
105 Haggerty Rd.
Plymouth, MI 48170
Phone: 734-455-0610
Fax: 734-455-7359

HCR-ManorCare...
Love what you do!

LAB TECHNOLOGISTS
Lab Technologists, MT, MLT, certified, for large group practice in Berkley. Supervisory and generalist bench Tech positions; full time, part time, flextre hours, day shift. Respond to:
(FAX) 313-561-4537
(PH) 313-561-0204

LPN's/RN's
$2400 Sign on Bonus
Vanous full & part-time positions available (over 24 hrs./wk.). Mail or fax resume to:
Jean Singer
Farmington Health Care Center
34225 Grand River
Farmington, MI 48335
or fax 248-477-2668
Drug free facility EOE

MEDICAL ASSISTANT/LPN/RN
Medical examiners needed to perform motor medical evaluations. Must have good phlebotomy skills and reliable car. Pay is a percentage of gross + mileage. All shifts avail.
Fax resume to: 866-522-5200.

MEDICAL ASSISTANT
Full time, experience a MUST, for large internal practice in Troy. Great salary, benefits, & uniform allowance. Fax resume to: Joanne 248) 267-4791

Medical Assistant

Looking for someone who is capable of doing Front Desk & analysis based on their expertise of clinical settings. OPERATING ROOM/SURGERY EXPERIENCE A MUST. Position requires good interpersonal and presentations skills and the ability to professionally represent the company as a liaison with customers, sales and operations. Travel is necessary, car allowance package. Salary commensurate with exp. Send resume with salary history to: SRI/SURGICAL EXPRESS 12425 RACE TRACK RD. TAMPA, FL 33626 OR FAX TO 813-818-9147 OR EMAIL screhers@surgicalexpress.com. EOE

SRI/SURGICAL EXPRESS

NURSE WANTED
Full or part-time for busy Internist office in Troy.
Please call 248-816-1420

NURSE WANTED
National medical supply co. seeks motivated LPN/LVN/MA for a Patient Educator position. Perform at office booth and clinic. Position will manage an on-site patient supply program. Ideal candidates will have excellent communication skills, ability to interact with clinic staff, with customers & large and business expenses. Benefit package includes: excellent starting wage, bonus program, part-time, no evening, weekend or holiday hours.
Fax resume to 877-218-5512
Or call 800-990-1255 x 418
EOE

Nursing
RN's for Home Care
Heartland is growing! We currently have Full-time and Per Diem positions available in our Home Care Division. Call or fax your resume to:
Attn: Brandy Sirkett
Heartland Home Health Care & Hospice
28588 Northwestern Hwy.
#400
Southfield, MI 48034
Phone: 248-948-2228
Fax: ..... (248) 948-9589
EOE

MEDICAL RECEPTIONIST
Part-time, Livonia doctors office. Mature, good phone manner. Reply with qualifications & references. Fax: (734) 525-2470.

MEDICAL RECEPTIONIST
Experienced. 25-30 hrs. per week for Livonia internal medicine office. Fax resume to 734-464-9797.

MEDICAL
RECEPTIONIST
for busy Internist office. Seeking mature individual capable of multi-tasking with references. Experience preferred. (248) 357-3220 ask for Elaine

MEDICAL RECEPTIONIST
Must have exp. in medical office. Full-time position. Please call: (248)476-3333, ask for Craig

MEDICAL
RECEPTIONIST
Full time for Westland people, phone, typing, computer, & medical insurance skills. Experienced only. Benefit package. Fax resume to: 734-525-0514

MEDICAL
TRANSCRIPTIONIST
DO YOU HAVE CARDIOLOGY EXPERIENCE??
IF SO CALL. WE PAY YOU TOP DOLLAR
MINIMUM OF 2 YEARS EXPERIENCE
EXCELLENT WORKING ENVIRONMENT
QUARTERLY BONUS PLAN & 401K
FAX YOUR RESUME TODAY!
734-466-9615

MED TECH
Luxury Senior Apartment Community in Royal Oak looking for Medication Aide/Tech. Flexible hours, days/afternoons. Full Time & Part Time positions available. Full time employees are eligible for medical and dental insurance. E.E.O. Fax resume to administrator at: 248-549-6426

MIDNIGHT RN'S
Come join our residential hospice team and be a part of an organization that makes a difference in the quality of life care for our patients. Current Michigan RN license required, prior hospice care a plus. Full/part-time shifts available. Immediate interviews being given upon receipt of resumes. POSITION: MRN, Arbor Hospice Residence, HR Department
2366 Oak Valley Drive
Ann Arbor, MI 48103
Fax 734-662-2330, Attn: HR.

NURSE
CONSULTANT/
SENIOR
ACCOUNT REP
National surgical Supply Company has a position for a nurse consultant based out of the WESTLAND, MI facility. This person must be self-motivated with the ability to optimize surgical product usage and present analysis based on their expertise of clinical settings. OPERATING ROOM/SURGERY EXPERIENCE A MUST. Position requires good interpersonal and presentations skills and the ability to professionally represent the company as a liaison with customers, sales and operations. Travel is necessary, car allowance package. Salary commensurate with exp. Send resume with salary history to: SRI/SURGICAL EXPRESS 12425 RACE TRACK RD. TAMPA, FL 33626 OR FAX TO 813-818-9147 OR EMAIL screhers@surgicalexpress.com. EOE

SRI/SURGICAL EXPRESS

NURSE WANTED
National medical supply co. seeks motivated LPN/LVN/MA for a Patient Educator position. Perform at office booth and clinic. Position will manage an on-site patient supply program. Ideal candidates will have excellent communication skills, ability to interact with clinic staff, with customers & large and business expenses. Benefit package includes: excellent starting wage, bonus program, part-time, no evening, weekend or holiday hours.
Fax resume to 877-218-5512
Or call 800-990-1255 x 418
EOE

ON-CALL TEAM

We seek experienced Michigan licensed RN's to work our on-call teams in Ann Arbor and Northville. Part-time opportunities exist with schedules to include some weekend hours. We are one of the oldest and most comprehensive hospice homecare agencies in Michigan.
Respond now for immediate consideration to:
POSITION: OCRN;
Arbor Hospice and HomeCare-HR,
2366 Oak Valley Drive,
Ann Arbor, MI, 48103 or fax: 734-662-2330

OPHTHALMIC TECH
Experience preferred.
Excellent benefits. Fax or email resume to Terry: 248-356-4249 top@glaucomacenter.com