500 Help Wanted General

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

$$$$ WEEKLY! Stay-at-home. Processing HUD/FHA Mortgage Refunds. No Exp. Req. FREE Information Call 1-800-449-4625 ext. 7507

502 Help Wanted-Office Clerical

ACCOUNTS RECEIVABLE
We are currently accepting applications for an Accounts Receivable clerk.
As part of the largest automobile dealer group in the area, you will have considerable resources to draw from and the opportunity to grow within our organization. Applicants MUST have dealership experience.
We OFFER:
Competitive Pay Plans
401K
Paid Vacations
Health Benefits
Consistent opportunities for advancement. Please respond in complete confidence to:
Suburban Collection
P.O. Box 8065
Novi, MI 48376
Fax (248) 427-7973

ADMINISTRATIVE ASSISTANT
Troy based sales agency seeks experienced Administrative Assistant. Experience with Microsoft product & customer contact required. Please fax resume to Attn: Operations Manager, 1421 Piedmont, Troy, MI 48083

ADMINISTRATIVE ASSISTANT
A Troy, Michigan financial planning firm is looking for someone with experience in the insurance field to help with client account paperwork and maintenance. Experience with Broker/Dealer Office and Schwab a plus. Some legal experience in estate planning also a plus. Must be detail oriented and have a pleasant personality. Full or part-time is acceptable with flexible hours. Pay will be contingent upon experience. Please fax resume & salary requirements to: (248-641-7405, or email to: mike@lin-ed.com

ADMINISTRATIVE ASSISTANT
Non-profit organization; full time. Must be multi-task oriented with knowledge of Microsoft Office. Mail, fax or e-mail resume with salary requirements to:
JCC, 6600 W. Maple
W. Bloomfield, MI 48322
Fax: (248) 432-5540
or e-mail to
kciernan@jccdetroit.org

RECEPTIONIST - for auto body collision shop, full time, experience a plus but willing to train. Competitive hourly wage, paid vacation. Reply w/salary requirements to:
Box #1519
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

AUTOMOTIVE BUSINESS ASSISTANT OFFICE MANAGER
Previous retail automotive experience necessary, including payables, receivables, inventory and payroll. A great opportunity to join a large multi location dealer group. Located in Troy, Novi & Oakland County. Outstanding pay & benefits available. Please fax in confidence your resume and salary history and cover letter to (248) 473-2194

Billing / Dispatching
Full-time starting at $9/hr.
(734) 398-6971

BOOKKEEPER
For Troy law firm. Responsibilities include payroll, accounts processing, accounts payable and receivables. Candidate should be organized, able to work within established deadlines, and possess strong interpersonal skills. Competitive benefits. Salary commensurate with experience. Forward resume to: Human Resources, 901 W. Big Beaver Rd., Troy, MI 48084 Fax: 248-362-1358.

BOOKKEEPER
Minimum 2 yrs. experience, degree helpful. Full-time, needed for Farmington Hills 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 - Full Charge - Full time, Birmingham. Fax resume to: 248-449-9101 or e-mail: info@globalos.com

Business Service Representative:
Our dynamic Southfield health insurance agency is looking to add a top-notch Business Service Representative. Our job is to enroll and retain our association member companies. Birmingham, MI area. Ideal candidate will be a team player, with people, excellent communication, problem solving, and numeric aptitude a must! Starting salary package exceeds $30,000. Benefit package includes Blue Cross, 401K. Send resume: Attn: Human Resources, Fax: (248) 356-8589 or email: judith@actionbenefits.com

CLERICAL ASSISTANT
Part time, Engineering Dept., Detroit Athletic Club. Computer proficiency, organizational and follow-through skills required. Prior experience in construction or skilled trade preferred. Fax resume 313-964-7597.

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

CORPORATE ASSISTANT
CEO seeks highly skilled Executive Assistant. Must have high level management exp. with Shorthand and Microsoft skills. Excellent salary and benefits!

(248)344-6700 Fax(248)344-6704
Email: joba.drc@prodigy.net

CUSTOMER SERVICE
Garden City Insurance agency is seeking a friendly team player w/ good communication skills. Part time or full time for entry level position. Fax resume to: 734-425-8304, call for application 734-425-8300

DATA ENTRY
And assistant to CFO, $9-$10/hr. Full-time. Medical & dental benefits. Fax resume: 734-981-6200 or email to: hautton@hometraveL.com

502 Help Wanted-Office Clerical

CUSTOMER SERVICE REP
For Novi Insurance Agency. P & C license preferred, but will train. Salaries, bonuses and benefits offered. Fax resume to: 248-380-6448 or mail to: 24062 Novi Rd., Novi, MI 48375

MANPOWER
Farmington Office
30600 Northwestern Hwy., 2nd Floor
40 OPEN POSITIONS
Day & afternoon shifts available.
ADVANCED DATA ENTRY OPERATORS
Speed & accuracy a must!
No appt. necessary.
Taking applications & interviewing through Fri. July 5, 2002. 9am - 4pm daily. Must bring resume and two (2) pieces of I.D. Professional attire a must!

Data Entry Clerk
For payroll department of an accounting firm. Prior experience required. Send resume & salary requirements to Office Manager, 44744 Helm St., Plymouth, MI 48170-6019.

EXECUTIVE ASSISTANT
To $55,000
President of major company seeks bilingual assistant fluent in German. Must be take charge with experience at executive management level. Top benefits!
Unemployed Welcome.
(248)344-6700 Fax(248)344-6704
Email: joba.drc@prodigy.net

Executive Assistant
To Builder/Developer in Birmingham. Must be extremely well organized and efficient with strong skills in Outlook, Word, Excel, Graphics software and Email. You will keep a detailed business and personal calender, make travel arrangements, and perform a variety of tasks for a very busy executive. Full time. Salary commensurate with experience. Fax work/personal resume to President: 248-593-0780 or email to: mcdaniel@cfis.com

FAST-PACED CARPET company looking for dependable, mature office help. Must have Word, Excel, computer knowledge. Call (248) 735-1873 or fax resume to (248) 735-6873

GENERAL CLERICAL answer phones, typing, afternoons and evenings. Farmington & 10 Mile Detroit Bio-Medical.
(248) 471-4111

GENERAL OFFICE WITH DATA ENTRY
skills needed for insurance agency in Novi. Computer experience a must. Part or full time. Fax resume to (248) 380-6178 attention Dave or Larry.

Investment Management firm seeking Trading Associate
Job duties include daily trade report set up and execution requiring excellent clerical, computer and communication skills. Candidates must be reliable, detail oriented, flexible and able to work well under the time constraints of Market deadlines. Occasional weekend work required. Send resume and salary requirements to:
Personnel Manager
3883 Telegraph Road, Suite 100
Bloomfield Hills, MI 48302
or fax to: (248) 642-6741

LAW FIRM
With offices in Southfield and Ada seeks part-time bookkeeper/administrator, in Southfield office, days and hours flexible. Accounting responsibilities will include accounts payable, time & billing (timeslips), cash receipts, knowledge of human resource record keeping and reporting and general computer system maintenance. Previous law firm experience preferred. Please send resumes in Word format to George Curran@HCSAffirm.com or fax to (248) 213-0668

RECEPTIONIST/ CLERICAL
NATIONAL law firm seeks experienced receptionist/clerical for it's Bingham Farms office. Must have excellent communication & typing skills. Competitive salary and benefits. Fax resumes to Jeff at 248-593-5808

LEGAL ASSISTANT
Needed for creditor rights law firm. Knowledge of foreclosure & real estate a plus. Knowledge of Microsoft products required. Full benefit package available. Fax resume with cover letter to Potestivo & Assoc.
586-795-1946

LEGAL ASSISTANT
Needed for fast-paced law firm. Ideal candidate would possess a two-year degree along with 3+ years experience. Must have document-intensive litigation based discovery and trial experience. Construction litigation experience a plus. Excellent writing, organizational and computer skills a must. Forward resume/salary requirements to: Administrator-Legal Assistant position: Box #1511
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY for AV rated law firm, 3/yrs commercial real estate litigation exp. required. Fax resume to: 248-644-2941

LEGAL SECRETARY
Farmington Hills PI Firm seeks Part time legal secretary w/experience in Corel Word 6, and Quick Books Pro.
Call Leslie or Stuart at (248) 932-3505

LEGAL SECRETARY
Growing Farmington Hills litigation firm seeks experienced legal secretary. Call 248-489-1100 or fax resume to 248-489-9660

LEGAL SECRETARY
Needed part-time (afternoons preferred) for Southfield law firm specializing in labor law. 2-5 years experience required. Send resume to: 400 Galleria Office, Suite 117, Southfield, MI 48034; Fax# (248) 354-9656 Email: dyork@kmarc.com

Newton Furniture
In Novi has part-time office position open. Applicant must have exc. people skills & basic computer knowledge. Call 248-349-4600

502 Help Wanted-Office Clerical

LEGAL SECRETARY
SOUTHFIELD LAW firm seeks full-time EXPERIENCED legal secretaries. Must have 5+ years litigation experience, strong grammar, writing and organizational skills, be able to handle heavy workloads and work in a team environment. Bankruptcy and Insurance Defense experience a plus. Excellent salary & benefits. MS Word required. Forward resume/salary requirements to: Administrator-Legal Secretary position: Box #1423
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

OFFICE ASSISTANT - Willing to travel. Part time opportunity to grow into full time. Call 352-650-0891

OFFICE/CUSTOMER SERVICE For small Manufacturing company. Excellent communication skills, knowledge of lumber/building products helpful. Full-time/full benefits.
(248) 398-0090

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 support duties. Communications skills to complete tasks on time and with accuracy. Excellent benefits, 401k and more. EEO.
To apply send resume to:
GM, Mack Industries
of Michigan
8265 White Lake Road
White Lake, MI 48386

OFFICE FACILITATOR
Person to assist with tight office duties. Full time with benefits. Computer exp. required. Novi area. Fax resume to Dan Wood Plumbing, Heating & Cooling Services 248-348-3115

OFFICE MANAGER
For dynamic, fast-paced marketing company. Job requires proficient computer skills including MS Office, hard work, organization, ability to handle working, detail-oriented 40-hour week. Send resume to: 135 North Old Woodward, Birmingham, MI 48009 fax (248) 644-0816; attn: John

PROPERTY MANAGER
Veteran with minimum 10 yrs. experience for small commercial real estate company in Beverly Hills managing shopping centers/office buildings. Full benefits, salary negotiable. Please send resume to:
Box #1533
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Receptionist/ Administrative Assistant
Permanent full time position for Livonia CPA firm, salary commensurate with abilities. Send resume via email to: mburke@mwbcpa.com, via fax to: (734) 462-2998, or via mail to: MWB CPA, PC, 17250 Newburgh Rd., Ste: 110, Livonia, MI 48152

RECEPTIONIST/ASSISTANT
ROYAL Oak private detective agency needs self-motivated person for general clerical duties Microsoft office exp. preferred, exc. telephone skills, organized, flexible, & multi tasked oriented. Must have own transportation for errand running. Background check will be performed before employment. Weekdays 20-30 hrs a week. $9.00-$10.50/hr based on exp. Fax resume w/cover letter to Lisa 248-582-6113 no phone calls please.

RECEPTIONIST/ASSISTANT
ROYAL Oak private detective agency needs self-motivated person for general clerical duties Microsoft office exp. preferred, exc. telephone skills, organized, flexible, & multi tasked oriented. Must have own transportation for errand running. Background check will be performed before employment. Weekdays 20-30 hrs a week. $9.00-$10.50/hr based on exp. Fax resume w/cover letter to Lisa 248-582-6113 no phone calls please.

RECEPTIONIST
Clerical help needed at busy outpatient mental health clinic. 40/hrs per wk with benefits. Hours are Noon-8:30pm, Mon-Thurs and 9-5 on Friday. Duties are varied and require multi-tasking abilities. Starting wage is $9.10 $10.50 per hour commensurate with experience. Prior medical office exp. helpful/mental health desired. Mail resume to Birmingham Maple Clinic, 950 E. Maple Rd., Birmingham, MI 48009 or fax 248-642-8645.

RECEPTIONIST
Full time Receptionist/Administrative Assistant needed (ASAP). Permanent position. Good people skills, good organization skills. Must know MS Office. Great pay plus 100% company paid health insurance. Please contact Terri Rubio, 32255 Northwestern Hwy., Suite 83, Farmington Hills, MI 48334. Ph. 248-932-3090 or fax: 248-932-9093.

RECEPTIONIST NEEDED
Full time for physical therapy office in Wixom. Benefits. Call Office Manager: 248-926-5828

RECEPTIONIST/ OFFICE ASSISTANT
Part time for upbeat, friendly office in W. Bloomfield. General office duties, Exp. w/ MS Word, Excel & multi line phone system. Exc. wage, benefits Negotiable. Call 248-638-5225 or fax resume to: 248-538-5234

SCHEDULING COORDINATOR
Professional beauty supply distributor seeks highly qualified administrative person. Must be detail oriented & have computer skills. Full-time. Please fax resume & salary requirements to: 248-362-7996, Attn: Lauren

SECRETARIAL HELP
Part time. Typing, filing, answering phones. 23-32 hours per week. $9/hr to start. Great for college student. Apply in person to: Classic Interiors, 20292 Middlebelt Rd., Livonia.

502 Help Wanted-Office Clerical

SECRETARY- Farmington Hills. Wills & trusts/business transaction lawyer requires part-time secretary. Wed & Fri. Good grammar, spelling skills. Familiarity with MS Word required. Please fax resume and salary requirements to:
"Office Mgr" 248-553-3810.

SECRETARY
Full time opening in North Oakland County Law Office. Competitive salary. Full time or part time slips. & Quicken Pro required. Forward resume & salary requirements to: Law Office, Attn: Secretarial Position, Via Fax at: 248-693-8816 or email to kusca@aol.com

SECRETARY / RECEPTIONIST
for W. Bloomfield accounting firm. Word/Processing & Excel exp. necessary. Send resume to: P.O. Box 252591
W. Bloomfield, MI 48325

SECRETARY
Summer position, full-time. For legal/mortgage office in Livonia. Fax resume to 734-427-8544.

SWITCHBOARD
Operate multi-line phone in Canton. $9-$10/hr. Full-time. Medical & dental benefits. Fax resume: 734-981-6200 or email to: hautton@hometravel.com.

504 Help Wanted-Dental

ATTENTION
DENTAL ASSISTANTS
We are a busy, patient-oriented, Birmingham general practice that is looking for a dental assistant to join our great dental team. This is a 3-4 day per week position that is perfect for a pleasant, mature person with experience and a professional attitude. No evenings or Saturdays and salary offered will be commensurate with experience. Call Lynne at (248) 644-3131 between 9am and 2pm, Tuesday-Friday.

DENTAL ASSISTANT
Busy, friendly, patient-oriented Canton practice seeks exp., enthusiastic Assistant. Exc. salary/benefits. 734-981-4248

DENTAL ASSISTANT
Cosmetic Birmingham 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. Fax resume (248) 644-2136

DENTAL ASSISTANT
For quality cosmetic/restorative practice in Northville. Part time. (248) 349-4210

DENTAL ASSISTANT
Cheerful Royal Oak general practice requires friendly, conscientious person. Full time, salary negotiable. No Saturdays or eves. 248-544-7200

DENTAL ASSISTANT
& Part-time RECEPTIONIST
For relocating dental office to Farmington Hills. Great opportunity. Call (248) 353-4455

DENTAL ASSISTANT
Are you looking for a professional dental assistant? We have a full time position for you in our state of the art group practice at our Farmington office. Excellent benefits package with friendly work conditions. Contact Tabitha today at 248-476-6200 or fax resume 248-476-4642. E.O.E.

DENTAL ASSISTANT ROVER
entry-level, clinical and clerical work, full-time. (248) 652-1100 or fax to 248-652-4705

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

DENTAL FRONT DESK
Experienced full time position in a Novi office. Excellent benefits. Call 248-347-0400

DENTAL HYGENIST
FOR part-time position in expanding periodontal practice. Knowledge of the art techniques. (248) 546-0022 or fax resume to 248-546-6811

DENTAL HYGIENIST
Great office, great staff. Needs caring individual 4 days/wk. Tues., Thurs. & Fri. every other Sat. (248) 398-5545.

DENTAL HYGIENIST
Exp'd. part-time in Redford. Please call (313)533-3300 or page Dr. anytime (248)610-6308

DENTAL HYGIENIST 20-29 Hours/week for beautiful office in Redford/Dearborn Heights area. 313-531-7600 fax:313-531-7801

DENTAL HYGIENIST
For progressive Plymouth practice. Thurs. 1-7:30, Fri. 8-4. Contact Carol. (734) 454-5656

Dental Hygienist
Join our patient-friendly team! Currently seeking full or part time Hygienist for Southfield area, with minimum 1 yr. exp. Exc. salary benefits+401K. Phone Jackie 248-557-2625 Fax 248-557-9304

DENTAL HYGIENIST
Exp'd. Novi office where individualized quality patient centered care is practiced. 248-477-7220 Or fax resume 248-477-8001 email - dennismcow@aol.com

DENTAL OFFICE
Full time Business Manager, Front Desk, billing & bookkeeping experience a must. Mon. thru Thurs. no evenings or Sat. 248-647-3545 or 248-540-4031

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

DENTAL RECEPTIONIST
Looking for a friendly team player with dental experience. Full-time, No weekends. 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 salary, benefits include 401K, medical & education. Call Bob (304) 521-2329 or Fax (305) 652-9940 "We make good people better"

FRONT DESK - GREAT Office & staff Full-time. Dental experience a computer knowledge a must! Livonia. 734-425-4208

HYGIENIST
Full/part-time
ORTHO ASSISTANT
part-time for a friendly & team oriented office. Exc. benefits. Call Sherry at 248-347-4867, Ext. 6046

504 Help Wanted-Dental

EXECUTIVE ASSISTANT
Village Green Companies, the Midwest region's leader in Apartment development, construction, and management with communities located in Michigan, Ohio, Illinois, Minnesota, Indiana, Kentucky, Missouri & Texas and over 28,800 units is seeking an experienced Executive Assistant with 5+ years previous experience providing administrative support to a top level executive in a fast-paced, customer service related organization. Successful candidate will be proficient in SHORTHAND, MS Office Products (Word, Excel, PowerPoint) and have excellent verbal and written communication skills along with excellent organizational skills. Must be able to work some evenings and weekends as required. College Degree strongly preferred.
Village Green Companies offer fabulous benefits, to include Medical, Dental, Life Insurance, ADAD, Short & Long Term disability, 401K and bonus. EOE
For immediate consideration, please forward resume to:
Lisa Simpers
jobopps@villagegreen.com
Fax 248-538-2717

HYGIENIST - looking for a friendly hygienist to join our unique Canton office. Mon., only w/possible additions. 734-207-0685

HYGIENIST
MODERN quality office seeking hygienist. Benefits, flexible hours. Please fax resume to 248-645-2434

HYGIENIST - needed in our progressive modern, implant based office. Up to 30 hrs/wk. Excellent staff. (810)632-5665.

MEDICAL RECEPTIONIST
Full time, wanted for busy specialty practice in Bloomfield. Must be dependable, experience necessary. Benefit package. Call 248-626-7700 Fax resume - 248-353-0817

RECEPTIONIST ENTRY LEVEL
Duties to include: Answering Phones Data Entry, faxing, filing, etc. Medical insurance. 6 months for advancement, for location. Please forward a cover letter, salary requirement to. P.O. box 87026, Canton MI 48187 Attn: DLC

506 Help Wanted-Medical

A growing billing company seeking experienced
MEDICAL BILLERS
+ Full-time
+ Benefits
+ Great opportunity
Fax resume to: 313-240-7301

ASSISTANT/ RECEPTIONIST
Part time for Novi chiropractors office, exp. helpful. 248-553-4029

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

CHAIRSIDE ASSISTANT
Southfield Podiatry office seeks experienced Chairside Assistant. Full time.
Please call 248-557-2400

CLINICAL NURSE MANAGER
RN degree required
For Southfield & Taylor area. Fax resume to (734) 283-6420 or call (734) 283-5643.

COLLECTION/FOLLOW-UP
position for busy Farmington HEALTH CARE practice. Fax resume to: 248-471-6682

FILE CLERK -A busy neurology office in Farmington Hills is searching for an enthusiastic, loyal employee with exp. in medical field. Full-time with benefits. Send resume to: Brenda Thomas, 27555 Middlebelt Rd., Farmington Hills, MI 48334.

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

TheraMatrix
Growing National Physical Rehab Company has full-time positions for:
+ PT Director
+ PT's
+ PTA's
+ Floats/Contingent
Excellent benefit package. Fax (248) 333-0276 email lmckee@theramatrix.com

INSTRUCTOR NEEDED
For private career school in Western Wayne County. Great opportunity for allied health professional to share their administrative skills with medical assistant students. Must have computer knowledge and office skills. Instructor training and part-time hours. Certificate/degree required +3 yrs. field experience. Thurs., Fri. and some Wed. $16.00/hr Call (313) 794-6448

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

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

MEDICAL ASSISTANT. Full-time. Must know EKG, Injection, vital signs for fun. Farmington Hills practice. (248) 476-2420

MEDICAL ASSISTANT
Full time for busy OB/GYN office in W. Bloomfield. Exp. preferred. Exc. benefits & 401(k). Fax resume to: (248) 932-8641

506 Help Wanted-Medical

MEDICAL ASSISTANT
Full time, Call experience a MUST, for large internal practice in Troy. Great salary, benefits, & uniform allowance. Fax resume to Joann (248) 267-6791

MEDICAL ASSISTANT
Busy dermatologist looking for medical assistant full-time with benefits. Call Jennifer at (248) 267-5020 extension 2607 or fax 248-267-5021

MEDICAL ASSISTANT/ RECEPTIONIST
Multi-task for busy ENT office. Full or part-time. Fax resume to 248-615-4342

Medical Assistant
Not Family Practice
Full-time w/Benefits
Experience Required
Fax resume: 248-855-0046
or call 248-855-0044

MEDICAL BILLER
Exp. required. Full time. Dearborn area oncology practice.
Fax resume 313-277-1140

MEDICAL BILLING
Experience is required for this challenging billing assistant position in Novi. Full time, on-site only, non-smoking office. Send resume. MUST INCLUDE SALARY REQUIREMENT: Box #1413, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, MI 48150

MEDICAL FILE CLERK in Westland office. Must be dependable & a self starter. Full-time w/benefits package. Fax resume to: 734-525-0514

Medical Office Staff
+Medical Assistant/Optician- CMA license & 3 yrs. exp. required. Optician exp. preferred. $12-15/hr.
+Farmington Hills office seeks flexible individual who enjoys front desk & billing. Genius solutions helpful. $12-15/hr.
+Ann Arbor/Ypsilanti openings for Certified Medical Assistant & Biller w/Medicaid HMO exp.
Fax resume: 248-932-1214
or call Tara: 248-932-1202
Harper Associates
www.harperjobs.com

MEDICAL RECEPTIONIST
Internal Medicine Practice seeking full-time receptionist. Great benefits package, excellent work environment. Medical office experience a must. Please fax resume to: 248-737-9774.

MEDICAL RECEPTIONIST
Full-time medical receptionist for Urology office, experience preferred. Excellent benefits. Can fax to 248-476-1060 or mail to: Urology Associates, 17100 Twelve Mile Rd. Suite 3, Southfield MI, 48076 attention Kay

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

MEDICAL REFERRAL
For large internal medicine practice in Bloomfield. Must be familiar with HMO referral system.
Full time with benefits.
Learn (248) 646-9000

OFFICE CLERICAL
Medical Office a must. Full time, typing, filing, scheduling, etc. Salary Dependant on Exp. great benefits. Call Pete 734-513-8210 or Fax resume to: 734-513-8219

OPERATING ROOM NURSE
Part-time for cosmetic surgeon in Southfield. Scrub and circulating.
(248) 723-9370

OPTICAL DISPENSER
Experienced. Walled Lake/Wixom area. 30-40 hrs/week. Saturdays required. Competitive salary + benefits package. Fax resume to: 248-355-9232.

RN, Medical Assistant, Office Clerk. Exp., reliable individuals to staff growing practice located on the Walled Lake/Beaumont Hospital Campus.
Fax: 248-551-9965

★RN'S/ LPN'S★
A.M. and P.M. shifts. Full-time. Lutheran Heritage Schools, Livonia. Ask for Marcia
(734) 421-6564

RN's, LPN's & CNA's
Are you looking for a great place to work? If so, call HEALTH PARTNERS now. We currently have lots of facility work available with 1 yr. current exp. Great pay & benefits. Flexible hours. New pay rate up to $21 for LPN & up to $35 for RN.
Call Kathie now
1-800-989-7723, Ext. 102

R.N.'S- L.P.N.'S needed Immediately for Howell & Taylor areas, all shifts, full & part-time. Call now! (800) 288-2187

RN
To review medical charts and learn to become a paralegal for growing medical malpractice defense firm in Farmington Hills. Paralegal experience & plus but not required. Call 248-489-1100 or fax resume to (248) 489-9660

SURGICAL TECH
Part-time for cosmetic surgeon in Southfield. (248) 723-9370

X-RAY/MAMM TECH.
Full or part time, days, for out patient facility. No call, or holidays. 734-462-3232 or fax resume to: 734-462-0149

X-RAY TECH-CERTIFIED
for internal medicine office. Full time. Great benefits package. Please call Jennifer (248-737-9770 or fax resume 248-737-9774

X RAY TECHNICIAN
needed for fast paced Westland office. full time w/benefits.
Please call 734-728-2130

506 Help Wanted-Medical

TOP DOLLAR PAID!
We are ready to pay top dollar for individuals interested in taking the extra steps to succeed. We have openings in our following specialty practices:
CARDIOLOGY
Medical Assistant
Nuclear Tech.
Vascular Tech.
Transcriptionist
GASTROENTEROLOGY
Nurse
Medical Assistant
MATERNAL FETAL MEDICINE
Nurses Aide
We are NOT an employment agency. We are a large metro area medical practice with several locations, including: Farmington Hills, Southfield, Garden City & Dearborn Heights.
Excellent work environment, full medical/dental, bonus plans & 401K.
JOIN OUR TEAM TODAY!
Fax Your Resume Today:
734-466-9607

508 Food/Beverage Restaurant

BAHAMA BREEZE
Island Fever Has Hit Livonia and we are busier than ever! We are looking for highly motivated professionals who are interested a company with huge growth potential. We are hiring for the following Positions:
Line Chefs
We Offer top pay, bring in your recent paystub and we'll meet it or beat it! We also offer a great benefits package and career opportunities. If you are looking for a great place to work and have fun while doing it, apply in person Monday, Wednesday, & Friday from 11am to 1pm @ 29600 Haggerty Rd., Livonia, MI. High volume restaurant experience required. EOE

BARTENDER
For Busy Plymouth restaurant. Experienced only apply. Apply in person 350 S. Main St. 734-416-0100

Buddy's Pizza
Kitchen & Counter Staff
We offer premium wages
Flexible schedule, matching 401K, Meal discounts & Medical Insurance.
Apply in person
Between 2 & 4 PM
3837 Maple Road
Bloomfield Hills, MI 48301
248-645-0300
Fax: 248-645-9173
E-mail: buddys001@aol.com

COOK
Experienced, full or part time in Rochester Hills. Great money. Details 248-870-1882

COOK
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You can assist in a Used Car operation with great growth opportunity. Call
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Ask for Philip Michael.

ASSISTANT MANAGER
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Attn: Human Resources

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Great salesperson with good habits wanted for a growing GM Certified Used Vehicle Store. Benefits, demo, great reputation and a great pay plan. Please apply in person: Scott Schmidt, Lou LaRiche Chevrolet, 40875 Plymouth Rd. at Haggerty.

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