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Observer & Eccentric

Jobs and Careers

Help Wanted General 5060

PARAPROFESSIONAL-IIC
Oakland Community College is currently accepting applications for the position of Paraprofessional in the Individualized Instruction Center at the Royal Oak Campus.
MINIMUM QUALIFICATIONS: Associate Degree in Liberal Arts, Science or General Studies. The General Studies Degree must include ENG1510, 1520, or equivalent, and either eight (8) credit hours of Science or four (4) credits of Science and four (4) credits of Math. Successful completion of Clerical Skills Battery. Typing speed of 35 wpm required. A valid Michigan driver's license. Ability to work as a team player in a multi-cultural diverse environment. (More detailed information is available for this position on the OCC web site at www.oaklandcc.edu)
Applicants MUST complete an application form. Applications will be accepted through 5pm on Wednesday, April 16, 2003. Contact the OCC Job Hotline at (248) 341-2022 and refer to Position 03C04.
OCC is an Affirmative Action/Equal Opportunity Employer

PARTS DEPARTMENT ADMINISTRATOR
transport refrigeration co seeks energetic, self-motivated person with parts dept exp to join our TEAM. E-mail to fpillitt@tk-net.com or Fax to 313-532-3750

PARTS RUNNER
Detroit based firm, part time, computer work. Send resume to HR Parts, PO. Box 36415, Grosse Pointe, MI 48236.

PAYROLL
A rapidly growing Professional Employer Organization is seeking an experienced payroll processor. Candidates must have excellent customer service and computer skills. Experience with PayPlus is preferred. Interested candidates should send resumes to: AccessPoint 31500 W 13 Mile Road, Suite 500 Farmington Hills, MI 48334 Fax: 248-538-9141

PRESS OPERATOR, FLEXIGRAPHIC
Multi-color exp. Mark Andy preferred. Day & afternoons avail. Salary commensurate w/exp. Medical & 401K. Fax/email resume. 734-722-4903, sales@michiganlabel.com

PRESSER
needed for Dry Cleaners, utility and plants. Experience necessary. Canton area. Call 734-207-4997

PRINTERS
One and two color press operators. Join this aggressive Livonia Company and earn $27,000 to $49,000 plus paid vacations, holidays, overtime, health and retirement plans. To apply, call 734-421-6800 or fax resume to 734-421-7780

PRINTING
2 color Press Operator. AB DICK/ITEK. Top pay, bonus & benefits. Full & part-time. Resume to: JPS Color, 45525 Grand River Novi, MI 48374

FIND IT ONLINE. HOMETOWNLIFE.COM

PRINTING SALES/MARKETING MANAGER
A great opportunity for the right person to take a successful interchiper printing program and expand it to other printers and brokers through out the entire country. We offer excellent wages and benefits including a company matching 401K plan. Plus a bonus plan based on performance. Call Fred @ (866)822-0101 or fax resume to (734)955-2462

Help Wanted General 5060

PRODUCTION EMPLOYEES
Fortune 500 Automotive Supplier in Livonia seeks production team members. Experience with automatic presses helpful. Afternoon or night shifts available. Positive union-free team environment. Exc. pay. Interested applicants should call: 734-458-8438 EOE

PROFESSIONAL BILLING MANAGER
Experienced in multi-specialties, coding, report management, data analysis, MBS helpful. Fax resume with cover letter to Lori 313-240-7301

PROGRAM COORDINATOR/ EVENT PLANNER $37,000
2 years outside sales exp. Good problem solving skills. Major Canton firm. Benefits. Call Debbie 586-772-6760 Snelling Personnel Services

RELOCATION CONSULTANTS
Private resources & support to corporate families moving to Metro Detroit from international and domestic locations. Should be familiar with rental communities, comfortable with basic computer applications, and able to use personal car. Part-time contract position with flexible hours. Email resume to jobs@raweb.com

Budget
RENT A CAR
At Budget, customer service is our #1 priority. We are currently looking for service oriented individuals to fill the following positions:
• BRANCH MANAGERS
• SHUTTLE BUS DRIVERS
• CUSTOMER SERVICE REPS
• SERVICE AGENTS
• HIKERS
• STATION MANAGERS
• CAR MECHANIC (1 state cert needed)
• BUS MECHANIC
Customer service experience preferred. A valid driver's license is required for any position. Bus Driver's will need CDL license w/ P & B endorsements and an excellent driving record required.
To apply please fax resume to Human Resources: 734-641-7063 or apply in person at: 8715 WICKHAM RD ROMULUS, MI 48174
NO PHONES CALLS PLEASE
Budget Rent A Car is an EOE/ Drug Free Workplace

RETAIL ASSIST. MANAGER
Florist, will train. Apply at Blossoms, 33866 Woodward, Birmingham. No phone calls.

SHIFT SUPERVISOR
We are seeking a qualified distribution supervisor for our multi-shift operation. Qualified candidates should have a background in distribution, manufacturing or transportation. 2 year supervisory experience in a fast paced, customer driven distribution environment and proven track record. Forward resume and salary history to:
Edgardo Diaz
37227 N Orchard Circle #17
Westland, MI 48186
Rey73d@comcast.net

Social Work
CASE COORDINATOR
Bachelor's degree in social work or related field in the Healing Arts necessary to monitor Medicaid plans of service. Two years related work experience in case coordination, training, and advocacy for individuals with multiple disabilities. American Sign Language skills preferred. Proficient interpersonal and writing skills needed. Valid Michigan driver's license. Send resume with salary requirements to:
JVS
Human Resources
29699 Southfield Rd.
Southfield, MI 48076
Fax (248) 552-7097
EOE

SPRINKLER INSTALLER
Experienced for foreman position. $14/hr. Apply at Sunrise Sprinklers, 50750 Ford Rd., Canton. 734-207-8725 or 734-495-0500

Help Wanted General 5060

STARTERS, RANGERS, GROUNDS CREW, AND BARTENDERS
for Shady Hollow Golf Club in Romulus. Flexible hours. Call 734-721-0430

STOCK/PRODUCE
Good Food Company
natural food supermarket, seeks help full/part-time. Great pay, benefits, holidays, quick advancement. 20% discount
(734) 981-8100

SUMMER JOBS
Pool Directors, WSI's, Life Guards, Sports & Art Teachers needed for day camps in Oakland County. 248-661-3630, 248-357-1740 Fax 248-357-6361

SURFACE GRINDER OR LAPPE OPERATOR
7 years minimum detail exp
ALTO MFG
734-641-6800

TEACHER
for Kindergarten needed at Northville Child Care Center. C D A required. 248-347-6580

Teacher
Make A Difference In A Child's Life
Certified Private Kindergarten Teacher
Tutor Time Child Care/ Learning Centers, a nationally recognized leader in the child care industry is seeking a nurturing, & energetic FT Certified Private Kindergarten Teacher for our Canton location. MI Teaching Certificate with ZA Endorsement required. We offer a highly competitive salary & benefits package including Medical/ Dental, 401(k), Tuition Reimbursement & Child Care. Please call 734-981-8463 or fax resume to 734-981-7163
EOE

TEACHERS - HIGH SCHOOL TEACHERS, TROY SCHOOLS; Sessions run June 23-July 14 & July 15-August 4, 8-11:50am. Math, computers, social science, Michigan secondary certification required. Apply online to www.troy.k12.mi.us, JOB CODE 03-T-E001. Send resume, teaching certificate and transcripts to Connie Schutt, Niles Continuing Education, 2011 W Square Lake Road, Troy, MI 48098 or FAX: 248-823-5133 EOAAE

TELEMARKETERS
Farmington Hills home Improvement Co is seeking experienced appt. setters. This is a sales position! MUST have telemarketing sales exp. Position offers an hourly wage starting at $8/hr plus a GERMBOSS weekly bonus! Must be able to work full-time, Mon-Fri, 1:30 to 9pm & Sat 10-3pm. We are only seeking those with exp. along with an outgoing personality & positive attitude. Only those serious & qualified should call. Ask for Keith 248-478-8600

TIRED OF BEING LAIDOFF??
Livonia's newest advertising and marketing firm is looking to hire 12 highly motivated individuals to train in all aspects of our business. Entry level mgmt positions with opportunities for advancement.
OPENINGS MUST BE FILLED BY FRIDAY.
Call Lori @ (734) 432-5102

TRUCK DRIVER - Immediate opening. Must have chauffeurs license. Local areas. Comparable wages, insurance, good working conditions. Apply in 13170 Merriman, Livonia.

TRUCK DRIVER
Asphalt co taking applications for drivers for tri-axle dumps. CDL class A required w/min. of 2 yrs asphalt or gravel experience mandatory. Top pay w/benefits & bonus. Applications being accepted at S & J Asphalt 39571 Michigan Ave. Mon-Fri, 9am-4pm

Help Wanted General 5060

WAREHOUSE - FULL TIME HOLIDAY HIRING AFTERNOONS
Fast Pace Distribution center in Canton, MI is looking for team players that can work together. We are accepting applications for General Warehouse Labor. Must have reliable transportation. Applications are being accepted Tuesday and Thursday, 10am-3pm at 47440 Michigan Ave., Suite 110, Canton, MI 48188. On the spot interviews conducted. No phone calls please.

WAREHOUSE SHIPPING SUPERVISOR
Wholesale distributor in Suburban Detroit seeks individual to supervise the daily operations of our shipping department. We are seeking someone with strong communications skills that can delegate and motivate subordinates while exhibiting the confidence in their decisions. This is not a desk job, we need a hands-on, detail-oriented, multi-tasker that can prioritize workload and take ownership of the function. Qualifications include undergraduate college degree and 2 years warehouse supervisory experience, or equivalent combination of education and experience. Knowledge of general PC skills, including spreadsheets desired. Qualified candidates may send resume with salary history to
Sovereign Sales
33200 Airnihan
Livonia, MI 48150
or Fax 734-464-6514 EOE

WELDERS/FABRICATOR
Experienced foreman must be able to measure, layout and fabricate misc metal components. Come work with the industry leader. 248-545-7070

WORTON IRRIGATION
in Bloomfield Hills
is hiring
•SERVICE TECHNICIANS
Experienced or will train, mechanically inclined
$9-15 per hour 9/E offer group health, pension plan, profit sharing, adn other benefits
TO APPLY PLEASE CALL
(248) 338-1496

Computer & Information Systems 5070

Computer Help / Freelance
Set-up / manage bulk mailing system at our office, Southfield. 248-443-9660

Office Clerical 5020

ACCOUNTING ADMINISTRATOR
needed in advertising post production environment. Experience required. Strong work ethic in a fast-paced facility. Primary responsibilities: month end revenue closing, invoicing and auditing of job completion.
Send resume and salary requirements to
Postique / Accounting Administrator
23475 Northwestern Hwy
Southfield, MI 48037

ACCOUNTS RECEIVABLE GENERAL OFFICE
Mature, pleasant, part time Farmington Hills. Approx. 20hrs/wk. Flexible. Bill 248-473-2100

ACCOUNTS RECEIVABLE
Walled Lake office has an immediate, full-time opening for entry level, accounts receivable & multi-task person. Please call 248-669-5600

ADMINISTRATIVE ASSISTANT $15
General office support, phones, travel arrangements & presentations. Must have 3+ yrs administrative experience, excellent communication skills. For immediate consideration, fax resumes to Attn: Renee 734-769-0035

Administrative Coordinator
LIVONIA
1st Shift $12/hour
Will oversee the administrative functions of our multi-shift Distribution/Manufacturing facility. Duties include coordination and completion of all operational reporting, reconciliation of shipments and receipts, assemble and compile spreadsheet. Must be proficient in Windows XP, Excel and Outlook. Forward your resume to:
Edgardo Diaz
37227 N. Orchard Circle #17
Westland, MI 48186
Rey73d@comcast.net

ADMINISTRATIVE ASSISTANT
to owner. One person office. Manage multiple tasks, minimal supervision, prioritize day to day tasks. High degree of accuracy & attention to detail. Benefits. Fax resume 248-545-2845 or email kpolsgrove@rmmptestlab.com

ADMINISTRATIVE ASSISTANT
Days 32-35/ wk. Real Estate Office in Livonia seeks motivated team player. Phone and computer skills required. Please e-mail or fax resume to (734) 266-5888 or livonia214@yahoo.com

Office Clerical 5020

ADMINISTRATIVE ASSISTANT
Walloonwood Twelve Oaks has an immediate opening for a FULL TIME Administrative Assistant to work directly with the Site Administrator. This position requires an independent, well-organized professional with strong communication skills, excellent computer skills, including Microsoft Word, Excel and Outlook, knowledge of payroll processes and billing experience. Qualified candidates must be able to multi-task and function in a team environment. Bachelor's degree required or equivalent experience. Please fax resume with salary requirements to 248-735-1501

Administrative Assistant/ Word Processors $11+
Livonia. Full-time. Type 40 wpm & MS Word.
Staffing Services of MI, Ltd
734-542-0500
www.staffingservices.com

Administrative Property Management Assistant
Immediate opening. Must have good computer skills with a property management background. Good presentation. Must be a take charge person. Salary $12-$14. Fax resumes to Sharon at (248) 737-5886

VISIT HOMETOWNLIFE.COM

AMBITIOUS, DEPENDABLE PERSON NEEDED
In a fast paced, medium size Troy law firm as a full time Copy Clerk in our Bankruptcy Department. Good computer (Microsoft Word) and phone skills preferred.
Email your resume to jsm@dsmlaw.com or fax to the attention of Hilary Partner at (248) 952-5138

BILINGUAL, ADMINISTRATIVE ASSISTANT- Full-time opportunity for person fluent in Spanish and English to work in our Oak Park office. Must have outstanding organizational skills and be proficient with Windows, Word, Excel. Contact Evan, (248) 547-6439

BILLER/FULL TIME
for court reporting firm. Some phone work involved. 13 Mi/Telegraph. Fax resume to 248-644-1120

Clerical
PART TIME POSITION
In Livonia real estate office. Evenings and weekend hours. Computer & general office skills needed. Will train right person.
Call 734-464-7111 or Fax resume to 734-464-8713

CLERICAL / RECEPTIONIST
needed for small real estate appraisal office in Southfield. Entry level, no exp necessary. 30-35 hrs per wk. Must be professional & responsible. Call between 1-3pm 248-471-1990

CLERICAL
An opportunity to work in beautiful surroundings at a private country club. Evenings, Telephones, reservations, etc. Experience in MS Word, Excel, and Publisher. Apply in person 9am-3pm, Tues-Fri or send resume to
Forest Lake Country Club
1401 Club Dr.
Bloomfield Hills, MI 48302

CLERICAL
position for Outpatient Substance Abuse Clinic in Berkley. Must have good computer and typing experience. 2-8pm. Monday-Thursday, 8am-1pm Sunday. Contact 248-543-1090 to schedule an interview.

CLERICAL SUPPORT
Clerical support position for a motivated, hard working individual with a great attitude, good typing/10key processing skills, filing, light phone duties, etc. with a small but growing and busy environmental consulting firm. Knowledge of MS Word and Excel desirable. Comfortable work atmosphere, flexible hours. Part/full-time. EEO. Mail, fax or e-mail Resume
Dr. Rick P. Harding
INTEGRATED ENVIRONMENTAL, INC
19849 Middlebelt Rd
Livonia, MI 48152
Phone 248-477-5021
Fax 248-477-6971
e-mail sharding@inter1.com

CLERICAL/OFFICE ASSISTANT
Full/part-time, entry level position. Computer exp a must. General office duties. For consideration, fax resume WITH salary requirements to 248-357-2332

CLOSING DEPARTMENT /Title Co. is looking to fill a full time position. Exp helpful, great benefits. Fax resume to 734-762-3092

COPY & DELIVERY PERSON
Delivery & copying of transcripts. Good driving record. 13 Mi/Telegraph. Fax resume to 248-644-1120

Office Clerical 5020

CREDIT CLERK
Virginia Tile Company in Farmington Hills is seeking a credit clerk w/2-3 yrs experience. Candidate must have Excel, Account Analysis, and payment reconciliation skills. Full time position includes benefits & 401K. Call HR Manager 248-476-7850 x2264 or fax resume to 248-476-3828

CUSTOMER SERVICE/ TELEPHONE SALES
An established and well recognized bottler and distributor of water products is looking for talented individuals to work in its Plymouth location. Responsibilities include taking incoming calls from customers, data-entry and dependability. No evenings and minimal weekends. Daily wage + commission, great benefit package, including 401K
Send resume to
Telephone Sales #11
P.O. BOX 701220
PLYMOUTH, MI 48170
Or fax resume to
734-416-3816
e-mail hr_manufacturing@hotmail.com
E O E

CUSTOMER SERVICE REP
part-time, experienced in commercial insurance required. Fax resume to 248-855-8711 or email pumch@ameritech.net

DATA ENTRY CLERK
needed part-time five days a week in the A.M. Bloomfield Hills area. Data entry experience a plus. Fax resume to 248-642-6741 or call Chris at 248-642-6640 ext. 111.

DO YOU LIKE TAKING NOTES?
Busy Birmingham/Troy medical office needs someone with strong communication & spelling skills. Ideal for a university student. No weekends, days only. Flexible schedule. Call Linda at 248-644-8060 or Fax resume to 248-644-5081

EXECUTIVE ASSISTANT to $45,000 - Syrs international exp. at the V.P. level. Strong Micro Office. Major Farmington Hills firm. Immediate opening. E-mail barbara@snelling-jobs.com or call Barb 586-772-6760 Snelling Personnel Services

FILE CLERK
Full time experienced file clerk for busy family practice.
734-729-2130

FILE CLERK/RECEPTIONIST
Entry level, for Southfield law firm. Typing skills and reliable transportation. Call 248-552-8500. 8am-3pm

FRONT OFFICE ASSISTANT
position available full & part-time for busy Farmington Health Care Facility.
Fax resume to 248-471-6682

GENERAL OFFICE Part-time. Busy property management has entry level position available. Computer exp. a must. Real estate exp. helpful. Excellent working conditions. Advancement potential. Eventual full time possible. For more info call...
248-348-5100, ext. 126

LEGAL FIRM: Southfield, seeks part-time Exp. Legal Secretary w/Word knowledge. Fax resume. 248-358-2200

LEGAL SECRETARIES
Commercial litigation to $40k
Corporate/bankruptcy to $40k
Litigation to $33k
Labor/employment to $38k
Estate planning to $38k
Immediate openings. E-mail donna@snelling-jobs.com Call Donna 586-772-6760 Snelling Personnel Services

LEGAL SECRETARY
Experienced with WordPerfect. Defense litigation Small office Southfield. Fax resume 248-258-0759

LEGAL SECRETARY
Farmington Hills law firm seeks part-time secretary with litigation experience. Fax 248.855.0209 Attention Susan

LEGAL SECRETARY
Law offices of Alexander Zelmanski & Lee, PLLC are seeking Legal Secretary to fill immediate full time opening. Please submit resume to 1436 Pinebury Ct., Canton, MI 48187

LEGAL SECRETARY
Small Southfield firm seeks part time (32 hours) secretary with good organizational and computer skills. Must be dependable & computer literate. Experience preferred but not necessary. $25,000. Fax resume to 248-352-4751

Office Clerical 5020

LEGAL SECRETARY to $43,000 - 3 years labor/employment law exp. Good computer skills. Friendly Farmington Hills firm. Immediate opening.
Call Donna 586-772-6760 or e-mail resume to denise@snelling-jobs.com Snelling Personnel Services.

LEGAL SECRETARY to $44,000 - 3 years real estate experience. Work for 2 associates. Nice environment. Well known Oakland County firm. E-mail resume barbara@snelling-jobs.com Call Barbara 586-772-6760 Snelling Personnel Services

Marketing Coordinator
A top match co seeks some background in marketing or advertising. Degree and M/S skills required. Great benefits!
Diversified Recruiters
248-344-8700; Fax: 248-344-8784 divrecruiters@juno.com

OFFICE ASSISTANT
Part-time possible full-time. Livonia (734) 427-1530

OFFICE ASSISTANT, PART-TIME for small insurance agency. Duties include: client call & computer work. Call or send resume to John, 33120 Twelve Mile, Farmington Hills, MI 48334 Fax: 248-489-1580

OFFICE STAFF AND CASHIERS
Needed for local office of national ice/cream distributor. Busy and friendly environment. Computer familiarity needed. Flexible hours and weekends available. Call (313) 878-7277 ext. 26

ORDER ENTRY/ BILLING CLERK
for NW Detroit paper converting co. Must have advanced computer skills, precise basic math skills with excellent phone etiquette. Please fax resumes to (313) 342-1366

PARALEGAL (PART-TIME)
2 years med mal/PI exp. Friendly Farmington firm. Email donna@snelling-jobs.com Snelling Personnel Services

RECEPTIONIST - Part time for Livonia mortgage co. Pleasant working environment and well train for additional duties. Fax resume to 734-420-9298

RECEPTIONIST
A good heart and the ability to connect kindly and considerately, general office, bookkeeping & internet skills are required. Send resume to
Office Administrator,
39500 High Pointe, Suite 450,
Novi, MI 48375
Or email to
arleenea@4mychild.com

RECEPTIONIST/SECRETARIAL
position for Birmingham law firm. Must possess good communication skills, computer exp (MS Works). Legal exp. not necessary. Willing to learn the right person. Please fax resume and salary requirements to Karen at 248-642-1949

SALES OFFICE ADMINISTRATOR
for restaurant equipment supplier. Full time. Birmingham area. Email resume to:
dfriedman@atlantic.net
(code0539)

SECRETARY - EXPERIENCED
Full time. Pleasant atmosphere. Call 248-349-2280 or Fax 248-349-2885

SECRETARY POSITION
A Manufacturing Tool Company needs a part time counter person in our purchasing department. Must have excellent organization skills and good computer skills, MS office. Needed Monday to Friday from 1-5pm. Send resume to:
ETAMIC Corp.
45333 Five Mile Rd.
Plymouth, MI 48170
Attn. Fatima
etamic-usa@etamic.com

Engineering 5030

ELECTRICAL ENGINEER SALES TO $80K
BSEE degree, 2 yrs experience & good communication skills required. Fully paid benefit package.
DAY
Day Personnel Inc
3001 W Big Beaver, 119
Troy, MI 48084
e mail jobs@dayinc.com
248-649-6787
Fax 248-649-2496

Dentist 5040

ASSISTANTS & HYGIENISTS
We are interviewing for full/part/seasonal/weekend positions. Call ROH Health Services @ 248-524-1963

CHAIRSIDE ASSISTANT
Needed full time for Farmington Hills family practice. Friendly staff. No Saturdays. 248-553-3553

DENTAL RECEPTIONIST
A challenging multi-task full-time position for a progressive dental office requires an enthusiastic people person who shares in our philosophy and commitment to our patients. Experience required. (248) 474-0224

DENTAL ASSISTANT
Experienced. W. Bloomfield. Full time. $15-18 per hr. Call 248-851-2980

DENTAL ASSISTANT
with experience needed part-time for our pleasant Canton office. Friendly atmosphere. Call Arlene at 734-207-0885

DENTAL ASSISTANT
For West Bloomfield orthodontic office. 32 hours. No Sat. Ortho or dental experience necessary. 248-851-7272

DENTAL ASSISTANT
Full / part-time in Farmington Hills. Experience preferred. Call 248-553-0949

Dental 5040

DENTAL ASSISTANT
Full-time for pediatric dental office in Novi. Will train mature, enthusiastic person. No evenings, some Sats. Benefits. 248-478-3232

DENTAL ASSISTANT
Livonia periodontal office is looking for a friendly, outgoing person for full time/part time position. Call Betty 734-522-7313

DENTAL ASSISTANT
with experience for established Northville general practice, full-time, benefits. No evenings or weekends.
(248) 347-4250

DENTAL ASSISTANT
Full-Time for busy, friendly, patient-centered Canton practice. Must be enthusiastic & experienced. Exc. salary & benefits. 734-981-4245

DENTAL ASSISTANT NEEDED
For busy dental specialty office in Birmingham area. Prefer some experience, but will train. 30-40 hours per week. Excellent benefits. Fax resume to 248-647-6067

DENTAL FRONT OFFICE MANAGER
Full-time. Exp. only. Troy (248) 561-5303

DENTAL HYGIENIST
For progressive Livonia dental office. Call Connie (734) 542-4299

DENTAL HYGIENIST
Very progressive Livonia office in need of dental hygienist full-time. Must be team player with exc. people skills. Great benefit package. Contact Cheryl 734-261-9696

DENTAL HYGIENIST
Part time patient oriented 2 dentist Dearborn Hgts office. Modern facility. Excellent benefits. Perio exp preferred. 313-277-0050

DENTAL HYGIENIST
Upbeat Hygienist needed for Thurs, 12-7 &/or every other Friday, 8-1. Friendly Dearborn Hts. office. 313-562-7212

Dental Hygienist • Exp Dental Assistant • Dental Receptionist. Full or part time, for our west side offices. Fax resume to 586-997-9210 or performplus2002@aol.com

DENTAL LABORATORY
Full time dental technician for partial department. Excellent working conditions and benefits. Possible part time available. Zegan Dental Lab, Inc. 248-626-3144

DENTAL RECEPTIONIST
Canton. Full time. Organized team-player w/great communication skills. Dental exp necessary. DenTech exp preferred. Exc. salary & benefits. 734-981-4246

DENTAL RECEPTIONIST
Full time. Exp preferred. W. Bloomfield office, seeking exceptional person for front desk duties, insurance billing, etc. Must be well organized & have administrative skills. Experienced only need apply. Send resume to: Box 0544, Observer & Eccentric Newspaper, 36251 Schoolcraft, Livonia, MI 48150

DENTAL RECEPTIONIST
Highly motivated individuals with at least 2 years dental experience needed for busy, state-of-the-art dental facility in Westland. Full or part-time available. Please contact Dee: (734) 326-2010

DENTAL RECEPTIONIST
Livonia area. Full time. Benefits. Experience preferred. Friendly staff. 248-768-2569

DENTAL/ORTHODONTIC ASSISTANT
For orthodontic office in Farmington Hills. Full time experience in medical/dental desired. Good with people, especially children. Excellent salary, medical and other benefits. Mature person desiring long term employment in a caring, pleasant office. Apply by calling, Mon, Tues, Thur, Fri, 9-4pm. 248-855-4142.

Do you want to work with a great team? We are looking for an organized, responsible Dental Assistant, for busy pediatric dental office in Berkley. Must work well under pressure. Salary commensurate with experience. No weekends. Call 248-547-6080 or fax resume to 248-547-6082. Email pl_fulton@yahoo.com

FRONT DESK great office, staff and hours! Full time. Dental Exp & computer knowledge necessary. Livonia. dentalsmiles@aol.com 734-425-4206

ORTHO ASSISTANT
Very busy, patient focused dental office in Garden City. Experience and enthusiasm a must. Two Fri & Two Sat/mo. Fax (only) resume to: 734-522-4043 or email to: mrrichdds@hotmail.com

Orthodontic Office Manager
Needed for West Bloomfield practice. Must have ortho exp.; management exp. strongly preferred. Responsible for running the front desk, to include checking patients in/out, collecting co-pays, verify. Must have ortho exp.; management eligibility, managing AR & staff, etc. Benefits include Blue Cross medical, life, paid vacations & holidays, 401k and more. Fax resume: (248) 203-1112

PATIENT COORDINATOR
Exceptional dental practice in Westland is looking for an enthusiastic, caring & dependable person with excellent communication skills for schedule management. Exp. with computer scheduling, insurance & basic dental knowledge a must. DENTRIX exp. a plus. Great work environment plus benefits. Call 734-425-9130 or Fax resume to: 734-425-7875

RECEPTIONIST - full time for busy oral surgery office in Bingham Farms. Benefits. Hours: Mon-Thurs 8-5:30pm; Fri 7am-4pm. Fax resume to: 248-642-6387

Medical 5050

BILLER - home medical equipment co. looking for experienced DME biller. Management exp. a plus. Please fax resume & salary requirements to 734-427-7804

BLOOD BANK MED TECH
HCL is seeking energetic & motivated individual to join our laboratory team. HCL offers a competitive salary base, tuition reimbursement & excellent benefit package. MT (ASCP) certified at Providence Hospital Blood Bank. Afternoon full-time shift, rotate weekends and holidays. Apply in person mail, fax or e-mail resume to
HOSPITAL CONSOLIDATED LABORATORIES
23775 Northwestern Hwy
Southfield, MI 48075
Fax 248-226-2073
email
hclresumes@providence.hospital.org
Re: MT Blood Bank-Prov Lab

CHIROPRACTIC ASSISTANT
wanted in Canton. Pay a must. Call (734) 718-7807

CHIROPRACTIC ASSISTANT
Full-time. Must love people, computers and challenges. Fax resume to: 248-557-3214

ECHO VASCULAR TECH
Part-time for internal medicine practice. Ultrasound exp preferred. Fax resume to 248-476-9282

Expanding Medical Industry Leader ready to pay TOP DOLLAR for team oriented individuals interested in joining our practices. We have openings for individuals wanting to grow and succeed in the following specialties:
• **MEDICAL PRACTICE MANAGER**
Farmington Hills
Seeking a seasoned self-starter with billing, scheduling, patient administration, and practice management experience. Must be an effective communicator and demonstrate leadership qualities. Computer skills and medical administration abilities a must. Only experienced and qualified applicants please.
• **FRONT DESK / ADMISSIONS**
Farmington Hills
We are HOT on employment agency... we are a large metro Detroit area medical practice with several locations including Farmington Hills, Southfield, Huntington Woods, Canton, Troy, Dearborn and Dearborn Heights
Progressive Work Environment, Full Medical, Bonus Plan, 401K & More!
COME JOIN THE TEAM TODAY!!
FAX YOUR RESUME NOW! 734-782-4965

FRONT DESK, EXPERIENCED
Full or part-time. Benefits. Northville family practice office. Fax resume: 248-380-9336 or call Susan: 248-349-0627

GENESIS A NEWLY MEDICARE CERTIFIED AGENCY
is in need of a Director of Clinical Services & Home Care experience. W/ competitive salary & benefits. Fax resume to 248-281-0735
19810 10 Mile Rd. Ste. 200 Southfield, MI 48075

INSTRUCTOR NEEDED
Private Rehabilitation school in Redford is looking for allied health professional to teach medical office skills to medical assistant schools. 3+ years field experience and computer knowledge a must. Certificate/degree required. Part-time, 2-3 days/wk. 8:30 am-1:00 pm $720/day. Call (313) 794-6448

LIVINGSTON COUNTY OUTPATIENT REHABILITATION CLINIC
Seeks Licensed Physical Therapists & Certified Physical Therapist Assistants. Full time w/benefits. Please fax resume to: 586-752-1683

LPN - PRIVATE DUTY or experienced CNA for quad in Commerce Twp. Part-time, every other weekend, 7am-3pm. Excellent wage & working conditions. Must be dependable. 248-366-7772

MACOMB & SOUTH MACOMB OUTPATIENT REHABILITATION CLINICS
Seeks Lic. Physical Therapists & Certified Physical Therapist Assistants. Full time w/benefits. (Our Home Care office needs RN's & LPN's per diem). Fax resume to: 586-752-1683

MEDICAL ASSISTANT
for Southfield pediatric office. Call 248-540-4892 or fax resume 248-569-6932

MEDICAL ASSISTANT NEEDED
Part-time no weekends. Warren podiatry office.
(586) 574-0500
or fax 586-574-2694.

MEDICAL ASSISTANT
Approx. 26 hours a week. Farmington/Livonia area. 248-476-5268

Busy Novi Family Practice. Excellent Work Environment. 4 Yrs Exp. Required. Benefits. Fax Resume (248) 866-0048. E-mail promanagerc@cs.com

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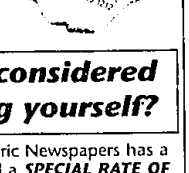

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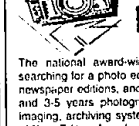

Photo Editor

The national award-winning Observer & Eccentric Newspapers is searching for a photo editor to plan and execute photo coverage for 15 newspaper editions, and manage staff. Job requirements: Management and 3-5 years photography experience; plus experience with digital imaging, archiving systems, QuarkXpress, and Photoshop. Knowledge of NewsEdit preferred.

Salary commensurate with experience and contains an attractive, full benefit package.

Send resume to: **The Observer & Eccentric Newspapers**
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Livonia, Michigan 48150
Fax: 734-953-2057
E-mail: ebibik@oe.homecomm.net

Please reference Job code: Photo Editor