502 Help Wanted-Office Clerical

SECRETARY
BLOOMFIELD 1Bbr CPA firm - full time position for highly motivated, self organized Secretary with excellent typing skills and Word/Windows experience. Prior CPA firm experience preferred. Mon-Fri 8 to 5. 35-40 hrs. required. No phone calls. Send resume to: Apply Attn: Mrs. Jo K. Cline, C/O, Jenkins, Magnus, Volk, & Garrod, 6905 Telegraph Ave., Suite A, Bloomfield Hills, MI., 48304.

SECRETARY Computer Aided Design/Drafting Technology, personal office Wkom crew, Mon-Fri 8 to 5. 30-35 hrs. 313-565-6810

SECRETARY/DATA PROCESSING entry level position with advancement opportunities. Requires an independent self starter with familiarity typing, filing, and light data processing. Full time with benefits. 313-532-8100. EOE.

SECRETARY
Downtown Detroit social services corporation has a secretarial position available. Candidates should be self-motivated, organized and detail-oriented with accurate typing skills (50 wpm preferred). The successful candidate previous word processing experience and the ability to learn quickly. Excellent Compensation includes benefits package. Those interested send resume and salary requirements to:

Secretary
P. O. Box 2660
Detroit, Michigan 48231
Equal Opportunity Employer

SECRETARY
ENHANCE your career and interact with caring professionals in the environmentally friendly field of Hazardous Waste Management. Long term assignments. Legal & typing skills. Call Sharon Livonia 810-473-2931

UNIFORCE SERVICES

SECRETARY
Established Southfield based construction and development company seeking a motivated, self starter with experience. Benefits included. Send resume & salary requirements to: Human Resources, P. O. Box 306, Southfield, MI 48037

SECRETARY - experienced for full time position. Quick, communications skills needed. Oak park area. (810) 968-0170

SECRETARY Experienced, with strong computer & accounting skills. Manage Accounts Pay., Sales/Receivable, general office duties. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
Flex hours. Full or part time. Small Troy manufacturing company. Phones, record keeping, computer literate & knowledgeable in general office duties. Send resume to:
Box 1900 Woodward, Bloomfield Hills, MI 48304, Attn: Jolene. No phone calls please.

SECRETARY
FOR auburn church with 400 members. 35 hours per week. Call: (810) 628-0727

SECRETARY
Full time position in manufacturing company. Must be organized and communication skills, computer knowledge needed. Send resume to:
Double H Manufacturing
6171 Commerce Drive
Westland, MI 48185
or call: (313) 722-3434

SECRETARY
Full time position, female smoker, for real estate management. Knowledge of Windows, Excel. Dial Beiser 669-9012 ames, Troy. 810-362-4600

SECRETARY - General secretarial, accounts payable/receivables, word processing skills a must. Typing 50 wpm required. Excellent work environment. Call 348-3355 or 353-4208

SECRETARY
Major auto related company in Auburn Hills is looking for a secretary with Windows, Word, Excel, Microsoft Word a plus. Long and short term openings. $7.00 to $8.00 per hour starting & benefits. 810-568-9210
TEMPORARY SERVICES

SECRETARY
MATURE & reliable. Flexible hours. Part time for Livonia doctors office. (313) 422-2560

SECRETARY - mature, permanent, part time or full time. General office & strong computer skills. Modern Livonia office. High school graduate, 3-5 years prior work experience preferred. Send resume in white labs on M/W. Leave message if no one home.
Box 1900 Woodward
Bloomfield Hills, MI 48304-0919

SECRETARY

NATIONAL health agency. Requires good communication & office skills, typing, computer necessary. Excellent benefits. EOE/AP
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
Needed full-time. Individual must have excellent telephone skills, accurate typing and general clerical. Word Perfect preferred. Medical knowledge a must. Call for interview: 810-478-1900, ext. 100

SECRETARY
NEW opportunity to offer all around skills and executive level experience with a major corporation. Fax technical firm. Long and short term. $9.00 to $13.00/hour.
Call 810-646-7861
UNIFORCE SERVICES

SECRETARY
Now is the time to take the next step in your career. Growth opportunities available now for those in human resources, marketing, sales, purchasing, accounting & general office. Word or WordPerfect experience needed. Full benefits. Salaries commensurate with experience. Call Kelly Services at 313-827-0000. Employer paid fee.

PERMANENT STAFF
Troy (810) 585-1727
Troy (810) 362-3725
Farmington Hills (810) 737-5700

SECRETARY PART-TIME. Real Estate office. Call Bob O'Daley. 8.30-12:30. Call Bob O'Daley. (810) 559-8844

SECRETARY - PART TIME
Experienced. Southfield Area. Mon-Fri 12-6. Farmington Hills area. Call Carol 851-7475 or 478-0770

SECRETARY - part time
Filing, typing & answering phones for Plymouth office. 313-451-7800

SECRETARY - REAL ESTATE
$6.50/hr to start. Flexible hours. Must be professional, good phone voice, typing & PC knowledge a plus. (313) 538-2000, ask for Mr. Hocking

SECRETARY/RECEPTIONIST
General office support, good communication skills, some key experience preferred. Call (810) 560-8003

SECRETARY/ RECEPTIONIST
Exciting and interesting, self-motivated, detailed person to handle typing, filing, errands & phones. Word Perfect 5.1 a plus. Insurance experience a must. Pleasant phone manners, a team, word player. Salary commensurate with experience. Call 538-2840 or FAX: 810-354-5033

SECRETARY / RECEPTIONIST
For medical sales office. Knowledge of WordPerfect, WORD & Excel spreadsheet preferred. Excellent typing & telephone skills. Salary & benefits. Send/Fax resume and salary requirements to: General Manager, Med Corporate, 43040 Koppernick Rd., Canton, MI 48187
Fax # (313) 481-8462

SECRETARY To Rabbi. Good communication & organizational skills. Position requires sensitive & professional personality & good typing skills. Please reply: (810) 967-4020

502 Help Wanted-Office Clerical

SECRETARY/RECEPTIONIST
40 hours/week - 8am-5pm. Bloomfield Hills, sales office seeks experienced professional secretary/receptionist, some computer skills with Windows based programs; word processing; bookkeeping; basic time management & planner. Good telephone presence and effective organizational skills a must. (Benefits not offered).
Call 8am-5pm. 810-233-9700

SECRETARY
TO respond to letters, questions of 3 person office. CPA firm & World Perfect experience required. Starting salary $10/hour or commensurate with experience. Fully paid BC, life insurance, dental benefits. Farmington Hills (810) 851-2220

SECRETARY
N-Flex time for consulting firm. Need MS Word & related experience. Pleasant phone and nice front person. Respond in writing to:
MC Inc., 26600 Southfield Rd. Ste 201, Lathrup Village, MI 48076

SORTER - of X-ray exams for busy radiology office needed. Excellent starting salary, benefits & advancement opportunities. Must be available to work 9am to 5pm, and Tues. Wed. & Fri. 8am to 5pm. Call Ms. Hocking at
GORDON CHEVROLET
21850 Ford Rd., Garden city

TECHNICIAN
Electronic Technicians with experience in telephone, sound, video or computers. These positions are for service, installation and build up. Union shop, full benefit package, data openings. Call installation Manager for appt. interview:
313-522-2910
or fax resume to
313-522-1222.

TELEMARKETER/ESTIMATOR
Sales Representative needed for Farmington Hills insurance Office. Must have sales experience. Person who would like to learn this business. We are flexible on hours & days off. Salary, commission, benefits. Call Wendy. 810-615-4900

Telemarketing
Telephone Counselors.....See our ad under classification #500.
(313) 261-6200

TELEPHONE/OFFICE
PART time for publishing company. Excellent telephone skills and typing. Please send resume to: RNPCO, P.O. Box 2500, Troy MI 48007 ; Department BW

TELEPHONE OPERATOR
Minimum 1yr. phone experience for busy office. Some filing. To $10/hr with benefits. Respond to: Tower industries, 41741 E. McKinnie, Belleville, Michigan 48111

TEMP - PERM
RECEPTIONIST
With light typing/computer skills. Excellent starting salary and benefits.

An Equal Opportunity Employer
Sterling Personnel Services
Livonia, 810-266-6000
Southfield, 810-352-1300
Farmington Hills, 810-737-0777
Auburn Hills, 810-373-7500

TITLE INSURANCE
Birmingham - Looking for friendly, organized, energetic, customer service oriented individuals for full & part time positions. Some typing & title exam skills required. Training & benefits. Fax resume to: 810-642-8000 or mail to: 1900 Woodward, Bloomfield Hills, MI 48304, Attn: Jolene. No phone calls please.

TRAVEL AGENCY in Birmingham needs Receptionist. No experience necessary. Fax resumes to:
(810) 540-3477

TWO AMBULATORY CARE CENTERS specializing in internal medicine and obstetrics seeking experienced MAs. Qualified candidates must have knowledge of phlebotomy, injections & EKG's. Excellent salary with career advancement opportunities. Call Marianne at Temporary Medical to schedule an interview
(810) 851-2525

TWO IMMEDIATE OPENINGS
Word Processing Clerk - WordPerfect 5.1 for Windows. Human Resources Receptionist- switchboard & light typing. WordPerfect 6.1 both full time with benefits. Farmington Hills area. Send resume to: Personnel Dept. PO Box 251701, W Bloomfield, MI 48325 or Fax to: 810-851-5436

TWO MID-LEVEL CLERICAL POSITIONS
PART & FULL TIME AVAILABLE
Candidates must be able to handle substantial paper work load. Basic computer knowledge is necessary. Good phone skills, attitude and accounting skills are a plus.

We offer competitive pay plus benefits. A good environment and advancement opportunities.
Please send your resume to:
Scott Silverstein
877 E. 14 Mile Rd.
Troy, MI 48083
ATTN: Personnel Manager
or you may fill out an application in person at our store.

TYPIST
FULL time, heavy dictaphone, proven WordPerfect 5.1, 6.1 or Windows, 80 plus WPM, dependability a must. Send resume: Executive Office, John Raskob & Associates, 30211 Central Park Blvd., Su. 501, Southfield, MI, 48076. No phone calls please.

UNIQUE OPPORTUNITY - with busy smo company to take reservations, market, search & prepare. Send resume to: 4772 Te'o Ct., W Bloomfield, MI. 48323

WANTED

Secretary for top executive in Farmington Hills insurance office, well motivated individual able to work with minimum supervision. Must have ability to handle multi line phones, computer knowledge, WordPerfect 5.1, Windows, spreadsheet (Excel), light filing. 9am to 5pm Mon. thru Fri. Competitive salary. Starting in mid Nov. Please respond by Oct. 1st with resume and cover letter to:
Secretarial Opening
P.O. Box 6132
Farmington Hills, Michigan
48333-2132

WE NEED . . .
RECEPTIONIST
Bingham Farms - WordPerfect, Troy - 8 a few sec. Duetto Pro. Call

OFFICER MANAGER - Auburn Hills. 1 person office. Accounts Receivable, Payable, financial, monthly/year end statements, collections, supervising. Temp to perm. $25-$30/hr.

DATA ENTRY - Farmington Hills. 10 key, 10,000 keys/hour per minute. $7.00/hr.

GENERAL CLERKS - Royal Oak. Two shifts: 7am-3:30pm, 4pm-12:30am. Data entry position. Temp to perm.

OAKTEC
Professional Staffing
Farmington Hills - 810-848-0484
Auburn Hills - 810-377-4070

WE'RE looking for talent and we don't mean that kind of talent. We're in need of mixed Immediate word processing/administrative support openings. Excel, Word 6, WordPerfect 6.0. Call Today-Work Tomorrow!

ADIA
THE EMPLOYMENT PEOPLE
(810) 442-7800

502 Help Wanted-Office Clerical

WORD PROCESSOR
ADMINISTRATIVE ASSISTANT
Growing, fast paced international consulting firm is seeking experienced administrative assistant. Candidates must be self-starters who possess excellent time management skills for handling multiple tasks, and have the ability to work with accuracy, confidentiality, effectively, and attend to detail. Extensive IBM and Macintosh computer experience is required, including knowledge of Microsoft Word, Corel Draw, and Pagemaker. We offer an attractive benefit package, salary in the mid $20's with the opportunity for overtime pay. Reply to:
Human Resources Manager
Project Coordinator Position
PO Box 995
Grosse Pointe, MI 48236

WORD PROCESSOR - Rare transcription/secretarial duties. Non-smoking office. Southfield area. Excellent benefits, insurance, sick pay, starting salary $10/hr. Call Debbie at (313) 569-4400, 10-4pm., Mon., Tues., Thurs, or fax resume to: 25225 W. Nine Mile Rd., Redford, MI. 48240

DENTAL ASST./RECEPTIONIST
needed 25-29 hrs./wk. for Rochester family practice, 1 yr. experience preferred, but will train right person. Send resume to: P.O. Box 80674, Rochester, MI 48306-0674

DENTAL HYGIENIST
Needed part-time.
Call Dina at
(313) 455-4070

DENTAL HYGIENIST
Treat yourself and work in a great office. Part time. Days.
313-425-4206

DENTAL HYGIENIST
For weekend practice, 2 Saturdays a month.
810-647-1499

DENTAL HYGIENIST
Part-time, Professional, friendly person to join our family dental team. Please call for more info.
(313) 981-0220

DENTAL HYGIENIST wanted to join our dental team in growing Royal Oak practice. Great benefits.
(810) 398-9528

DENTAL HYGIENIST
• Congenial staff & friendly
• Full time, closed Wednesdays
• Redford/Dearborn Heights area
Call Jeanne
If no answer call 810-353-7887

DENTAL HYGIENIST
PATIENT centered, progressive orthodontist, 2 dental office, Westland/Livonia area. Excellent working conditions, competitive salary. Full time plus overtime, condensing education, retirement and bonus. If you are a highly motivated, enthusiastic and caring, call between 9-3 PM (313) 425-0670.

DUNDY HYGIENIST
Are you bored with routine hygiene? We're looking for an experienced, energetic hygienist with excellent communication skills to join our hygiene team. The successful candidate will be 3-4 days, some Saturdays. We are a large modern pediatric & family practice in Waterford. If you want to utilize your potential, call for an interview:
(810) 682-8818

DENTAL LAB PERSON
needed for Endodontics, P.C. No experience necessary.
Call Jeannie, (313) 665-9118

DENTAL OFFICE MANAGER
Full time position available leading a super team. No experience required. Benefits package. Please ask for Lori.
(313) 274-6668 (days)
(810) 540-4828 (evenings)

DENTAL RECAL SECRETARY
Full/part time, flexible hours, dental experience preferred. Call Dr. Kaplan's Group practice in Southfield. Call Marie: 810-352-7722

DENTAL RECEPTIONIST
Dental office in Livonia has an immediate full time for busy, modern, fast paced office in Livonia. Dental experience preferred. Call
(313) 981-4040

DENTAL RECEPTIONIST
If you are a nice, responsible, EXPERIENCED Dental Receptionist looking for secure job with great pay, incentives, bonus and 401K
Call Debbie 810-569-7185

DENTAL RECEPTIONIST
Part-time, 16-23 hours. Dental experience preferred but not required. Call (810) 651-4446 after 3 p.m.

DENTAL RECEPTIONIST
with insurance & TX COASTAND computer knowledge for W. Bloomfield practice.
(313) 274-6000

DENTAL RECEPTIONIST
experienced in insurance, billing, scheduling, dentech computer helpful. No axis. Livonia. (313) 427-7600

DENTAL RECEPTIONIST - A multi doctor practice with a friendly atmosphere seeking an experienced individual that is enthusiastic & enjoys challenges. Full time/part time positions available. Excellent benefits. Western Wayne County Area.
(313) 722-5133

DENTAL RECEPTIONIST part time. Experience preferred but not necessary. Rochester area.
Call: (810) 651-7312

DENTAL RECEPTIONIST wanted for busy Livonia practice in Northville. 12-20 hours per week, includes evenings & Sat. Experience preferred, required. Contact Linda: 810-349-0085

DENTAL RECEPTIONIST - We are looking for a friendly, energetic person to join our team. Experience preferred but will train. Call Chris (313) 427-2222

DENTAL RECEPTIONIST
Happy, excellence oriented dental team is seeking a motivated, organized & self confident individual with exceptional relationship skills to join our growing practice. Excellent opportunity for a career minded, detail oriented person. Full time, with experience helpful. Mon-Thurs. 12 Mile & Haggerty (810) 626-4272

DENTAL RECEPTIONIST
For multi-specialty practice in western suburb seeks full-time dental assistant and receptionist. Must be experienced and a positive people person. Call Paula Parliament. (810) 477-7777
No Fees

FRONT DESK: Join our team and enjoy working with a fun, professional staff. Experience necessary. Bonheart & Partners. Full-time. Livonia.

FRONT OFFICE BUSINESS ASSISTANT needed. Dearborn Heights area. Experience required. Part/full-time. Call Chris at: (313) 429-4070

HEAD DENTAL ASSISTANT With advanced X-ray & computer skills. Full time, benefits. Commerce Twp. 810-363-6366

504 Help Wanted-Dental

ADMINISTRATIVE POSITION available for progressive dental practice in Dearborn. Must have outstanding customer service skills and minimum 2 yrs. dental computer experience with knowledge of insurance. Excellent salary & benefits. Send resume to: 24800 Denso Dr., Suite 200, Southfield, MI 48033

ARE YOU THE BEST? Fast paced dental practice in Westland needs a temp. assistant, if you are, call Hypenet Call Peak Performers at (810) 737-7477. NO Fee. Fees.

BUSY FARMington Hills office IS looking for a motivated experienced Chairside Assistant. If you would like to enjoy a 3 day weekend & work in a friendly atmosphere, benefits available. Call (810) 478-5330

CHAIRSIDE ASSISTANT full/part time person needed for busy group practice in Plymouth. Experience necessary. Registered or certified preferred. The successful candidate will be organized & work well w/team objectives. Competitive wages & incentives. 313-453-2326

DENTAL ASSISTANT, full-time, for busy Troy office. Experience preferred, but will train right person. Good benefits. Good friendly team. Call Linda: (810) 689-9012

DENTAL ASSISTANT - Livonia practice seeks experienced Assistant to join our friendly staff. Evenings & Saturdays. Approximately 30-35 hrs./wk. If you're the + One, please call Ann at (313) 533-7243

DENTAL ASSISTANT
Needed for group practice in Bloomfield Hills. Call Dr. Lee
Call 810-338-3550

DENTAL ASSISTANT - For pediatrical office. Part-time. Must be experienced. Farmington Hills area. Call
(810) 851-1034

DENTAL ASSISTANT
Seeking for experienced, mature, responsible Dental Assistant to work Mon. thru Thurs. and every other Saturday. Salary very competitive for the right person. Please contact Judy or Marianne at (313) 422-6500

DENTAL ASSISTANT
Part Time. Busy, growing, professional modern office.
Please fax resume to: 810-693-3605.

DENTAL ASSISTANT - Bloomfield Hills dental practice looking for full time experienced dental assistant to join our team.
Call (810) 322-6106

DENTAL ASSISTANT
Full time. Person must be experienced. Dearborn area. Friendly Livonia family practice. 313 464-3430

DENTAL ASSISTANT
HIGHLY motivated & energetic person for full time position in pleasant Troy office. One year experience preferred. 810-641-9480

DENTAL ASSISTANT - part time for Southfield practice enthusiastic about dentistry. Experience necessary. Lake & Trum. Please call Laura at: (810) 354-1553

DENTAL assistant - experienced, part time position in Northville area. Need by end of June position to buy Invisalign & Lumineers. (810) 553-4660

DENTAL ASSISTANT - Part-Time for one surgery office. Dominant dental practice in dental office experience required. Will train in one surgery. Dome facilities. Call (Sam-4pm at: (810) 647-2181

DENTAL ASSISTANT
with experience to join Part-time for progressive Southfield family practice. Salary to 10 hrs./wk. Benefits. Call Debbie. (810) 569-4644
Ask for our quality patient care. 810-354-6364

DENTAL ASSISTANT (chairside) for busy Livonia family practice. Experience preferred, but will train. Excellent salary & benefits. Paid vacation, sick days & medical insurance available.
Call (313) 464-0144

DENTAL ASSISTANT NEEDED for busy Farmington office. Experience necessary. Mon.-Thurs. 7:30-5:30pm. Call Dr. Carol Belkewan 2-5 at 810-546-5268

DENTAL ASSISTANT
BUSY Dearborn Hts. dental office seeks caring, dependable assistant. Some dental experience required. Computer experience a plus. Full time, benefits. Call: (313) 274-4040 Ext. 130

DENTAL ASSISTANT
Full-time chairside position. Must enjoy professional work. Mon. & Fri. AM only. Tues., Wed. & Thurs. 8-5. Salary based on the right individual. Friendly, progressive Bloomfield office. Call (810) 855-9000

DENTAL ASSISTANT
An energetic team oriented assistant is needed for Farmington Hills dental practice. Flexible office. Experience preferred, but will train. Wages start at $7 or higher, dependent upon previous work experience. Benefits available. Call (810)855-5 p.m., (810) 737-1960

DENTAL ASSISTANT
We need a dynamic, energetic & experienced, full time assistant to join our progressive, Canton office. We offer an opportunity to grow as a valued member of our team.
Call (313) 459-8370

DENTAL ASSISTANT
Growing friendly Royal Oak office seeks a mature outgoing individual. Call Cindy
(810) 541-1388

504 Help Wanted-Dental

DENTAL ASSISTANT
Full time-part time. Flexible hours. Garden City area. Certified or equivalent.

DENTAL ASSISTANT
For general dental office in Westland. Full time, Mon.-Fri. Call Linda at 313-728-5600

DENTAL ASSISTANT - Experience required. Part-time and full time positions available. Call Sharon at (313) 981-0009, 35180 Five Mile, Livonia, MI 48154

DENTAL ASSISTANT
Full time. Person must be experienced. Expanded hours. Call Dr. Ross
Livonia family practice. 313 464-3430

DENTAL ASSISTANT, full or part time. Professional modern office. Experience preferred but not necessary. Contact Ann or Sue at Dearborn Hts. Dental Medical Center.
Call (810) 333-2424

DENTAL ASSISTANT
needed for fast paced Livonia office. Experience preferred. Good salary & benefits, call Chris (313) 427-2222

DENTAL ASSISTANT/ RECEPTIONIST
Experienced, full time, must know some office duties and 4 hours Saturday. Children's office. Mon-Fri, 8:30-5pm. Call (313) 981-1808

DENTAL ASSISTANT & APPOINTMENT/FINANCIAL COORDINATOR
Exceptional & well team looking for additional experienced members. Must be self-motivated & enjoy & excited about dentistry, must have good communication skills. Assistant must have X-ray certification. Coordinator must have computer & some computer skills. Work Mon., Tues., Wed., Thurs. Fri. Call Debbie at (313) 538-4400, 10-4pm., Mon., Tues., Thurs, or Fri. or resume to: 25225 W. Nine Mile Rd., Redford, MI. 48240

DENTAL ASST./RECEPTIONIST
needed 25-29 hrs./wk. for Rochester family practice, 1 yr. experience preferred, but will train right person. Send resume to: P.O. Box 80674, Rochester, MI 48306-0674

DENTAL HYGIENIST
Needed part-time.
Call Dina at
(313) 455-4070

DENTAL HYGIENIST
Treat yourself and work in a great office. Part time. Days.
313-425-4206

DENTAL HYGIENIST
For weekend practice, 2 Saturdays a month.
810-647-1499

DENTAL HYGIENIST
Part-time, Professional, friendly person to join our family dental team. Please call for more info.
(313) 981-0220

DENTAL HYGIENIST wanted to join our dental team in growing Royal Oak practice. Great benefits.
(810) 398-9528

DENTAL HYGIENIST
• Congenial staff & friendly
• Full time, closed Wednesdays
• Redford/Dearborn Heights area
Call Jeanne
If no answer call 810-353-7887

DENTAL HYGIENIST
PATIENT centered, progressive orthodontist, 2 dental office, Westland/Livonia area. Excellent working conditions, competitive salary. Full time plus overtime, condensing education, retirement and bonus. If you are a highly motivated, enthusiastic and caring, call between 9-3 PM (313) 425-0670.

DUNDY HYGIENIST
Are you bored with routine hygiene? We're looking for an experienced, energetic hygienist with excellent communication skills to join our hygiene team. The successful candidate will be 3-4 days, some Saturdays. We are a large modern pediatric & family practice in Waterford. If you want to utilize your potential, call for an interview:
(810) 682-8818

DENTAL LAB PERSON
needed for Endodontics, P.C. No experience necessary.
Call Jeannie, (313) 665-9118

DENTAL OFFICE MANAGER
Full time position available leading a super team. No experience required. Benefits package. Please ask for Lori.
(313) 274-6668 (days)
(810) 540-4828 (evenings)

DENTAL RECAL SECRETARY
Full/part time, flexible hours, dental experience preferred. Call Dr. Kaplan's Group practice in Southfield. Call Marie: 810-352-7722

DENTAL RECEPTIONIST
Part time position available for busy dental office. Must be experienced full time for busy office in Livonia. Dental experience preferred. Call
(313) 981-4040

DENTAL RECEPTIONIST
If you are a nice, responsible, EXPERIENCED Dental Receptionist looking for secure job with great pay, incentives, bonus and 401K
Call Debbie 810-569-7185

DENTAL RECEPTIONIST
Part-time, 16-23 hours. Dental experience preferred but not required. Call (810) 651-4446 after 3 p.m.

DENTAL RECEPTIONIST
with insurance & TX COASTAND computer knowledge for W. Bloomfield practice.
(313) 274-6000

DENTAL RECEPTIONIST
experienced in insurance, billing, scheduling, dentech computer helpful. No axis. Livonia. (313) 427-7600

DENTAL RECEPTIONIST - A multi doctor practice with a friendly atmosphere seeking an experienced individual that is enthusiastic & enjoys challenges. Full time/part time positions available. Excellent benefits. Western Wayne County Area.
(313) 722-5133

DENTAL RECEPTIONIST part time. Experience preferred but not necessary. Rochester area.
Call: (810) 651-7312

DENTAL RECEPTIONIST wanted for busy Livonia practice in Northville. 12-20 hours per week, includes evenings & Sat. Experience preferred, required. Contact Linda: 810-349-0085

DENTAL RECEPTIONIST - We are looking for a friendly, energetic person to join our team. Experience preferred but will train. Call Chris (313) 427-2222

DENTAL RECEPTIONIST
Happy, excellence oriented dental team is seeking a motivated, organized & self confident individual with exceptional relationship skills to join our growing practice. Excellent opportunity for a career minded, detail oriented person. Full time, with experience helpful. Mon-Thurs. 12 Mile & Haggerty (810) 626-4272

DENTAL RECEPTIONIST
Part-time, Professional, friendly person to join our family dental team. Please call for more info.
(313) 981-0220

DENTAL RECEPTIONIST wanted to join our dental team in growing Royal Oak practice. Great benefits.
(810) 398-9528

DENTAL RECEPTIONIST
• Congenial staff & friendly
• Full time, closed Wednesdays
• Redford/Dearborn Heights area
Call Jeanne
If no answer call 810-353-7887

DENTAL RECEPTIONIST
PATIENT centered, progressive orthodontist, 2 dental office, Westland/Livonia area. Excellent working conditions, competitive salary. Full time plus overtime, condensing education, retirement and bonus. If you are a highly motivated, enthusiastic and caring, call between 9-3 PM (313) 425-0670.

DENTAL RECEPTIONIST
Are you bored with routine hygiene? We're looking for an experienced, energetic hygienist with excellent communication skills to join our hygiene team. The successful candidate will be 3-4 days, some Saturdays. We are a large modern pediatric & family practice in Waterford. If you want to utilize your potential, call for an interview:
(810) 682-8818

DENTAL LAB PERSON
needed for Endodontics, P.C. No experience necessary.
Call Jeannie, (313) 665-9118

DENTAL OFFICE MANAGER
Full time position available leading a super team. No experience required. Benefits package. Please ask for Lori.
(313) 274-6668 (days)
(810) 540-4828 (evenings)

DENTAL RECAL SECRETARY
Full/part time, flexible hours, dental experience preferred. Call Dr. Kaplan's Group practice in Southfield. Call Marie: 810-352-7722

DENTAL RECEPTIONIST
Part time position available for busy dental office. Must be experienced full time for busy office in Livonia. Dental experience preferred.
Call (313) 981-4040

DENTAL RECEPTIONIST
If you are a nice, responsible, EXPERIENCED Dental Receptionist looking for secure job with great pay, incentives, bonus and 401K
Call Debbie 810-569-7185

DENTAL RECEPTIONIST
Part-time, 16-23 hours. Dental experience preferred but not required. Call (810) 651-4446 after 3 p.m.

DENTAL RECEPTIONIST
with insurance & TX COASTAND computer knowledge for W. Bloomfield practice.
(313) 274-6000

DENTAL RECEPTIONIST
experienced in insurance, billing, scheduling, dentech computer helpful. No axis. Livonia. (313) 427-7600

DENTAL RECEPTIONIST - A multi doctor practice with a friendly atmosphere seeking an experienced individual that is enthusiastic & enjoys challenges. Full time/part time positions available. Excellent benefits. Western Wayne County Area.
(313) 722-5133

DENTAL RECEPTIONIST part time. Experience preferred but not necessary. Rochester area.
Call: (810) 651-7312

DENTAL RECEPTIONIST wanted for busy Livonia practice in Northville. 12-20 hours per week, includes evenings & Sat. Experience preferred, required. Contact Linda: 810-349-0085

DENTAL RECEPTIONIST - We are looking for a friendly, energetic person to join our team. Experience preferred but will train. Call Chris (313) 427-2222

DENTAL RECEPTIONIST
Happy, excellence oriented dental team is seeking a motivated, organized & self confident individual with exceptional relationship skills to join our growing practice. Excellent opportunity for a career minded, detail oriented person. Full time, with experience helpful. Mon-Thurs. 12 Mile & Haggerty (810) 626-4272

DENTAL TECHNICIAN
Full time. Dearborn & metal design. Top pay, benefits & bonus. (810) 855-0383

DENTAL TECHNICIAN ASSISTANT
Entry level will train. 313-425-7533

EXPERIENCED HYGIENIST, ASSISTANT & RECEPTIONIST
For Full or Part-time, Flexible hours. Call Deanne: (810) 357-2764

EXPERIENCE the freedom and flexibility of working for yourself in a professional group practice. Excellent Experienced temporary and full time dental assistants needed. Experienced are needed for top rated practices in the Detroit metro area. If you're the best, call Peak Performers at
(810) 477-7777 No Fee, EOE

FRIENDLY, UPBEAT, fast paced Livonia practice in western suburb seeks full-time dental assistant and receptionist. Must be experienced and a positive people person. Call Peak Performers. (810) 477-7777
EOE

FRONT DESK: Join our team and enjoy working with a fun, professional staff. Experience necessary. Bonheart & Partners. Full-time. Livonia.

FRONT OFFICE BUSINESS ASSISTANT needed. Dearborn Heights area. Experience required. Part/full-time. Call Chris at: (313) 429-4070

HEAD DENTAL ASSISTANT With advanced X-ray & computer skills. Full time, benefits. Commerce Twp. 810-363-6366

HYGIENIST WANTED
Friendly team oriented dentist office is seeking motivated hygienist to join our team Mon. - Wed. afternoon. Please call Sharon at 810-855-8578

LAB TECH
Laboratory in Novi is now hiring a full time model person. Some experience necessary. Apply in person at:
21017 Meadowlark Road
Farmington Hills, MI 48336

ORTHODONTIC ASSISTANT
Full time position for a bright, friendly, responsible & detail oriented person. Experience only. Please call: 810-552-0613

ORTHODONTIC ASSISTANT, part time, 4 afternoons a week, child care reimbursement. Some experience preferred but not necessary. Rochester area.
(810) 651-4404

Orthodontic Front Desk Assistant
Small, friendly but professional office looking for a friendly, intelligent, squishy person with awesome interpersonal skills. Will train the right person.
(810) 471-1555

ORTHODONTIC RECEPTIONIST
FULL time, no weekends in our busy Livonia office. Scheduling appointments, collections. Experience desired or willing to train. Outstanding benefits and bonus program.
(810) 471-1555

PATIENT COORDINATOR
would you like to join our relaxed family-run team in Farmington? If you are willing to learn all aspects of dentistry please call Dr. Ehmert at 810-477-1500.

PERSON to make deliveries and also work in dental lab. $6 per hour. Call Dr. Ehmert at Suburban Orthodontic Lab, 771 N. Mill, in Plymouth.

PROGRESSIVE DENTAL OFFICE seeks experienced full time dental assistant. Good benefits.
Call (313) 353-7440.

RECEPTIONIST/DENTAL ASSISTANT full/part time. Working knowledge and/or experience in dentistry. Good starting salary, depending on qualifications.
Call: (810) 349-4111

RECEPTIONIST - Part time. Quality oriented Farmington Hills dental practice desires enthusiastic, mature, experienced as Receptionist. Will train the right person.
810-737-9130

SHELBY PINES family dentistry in Utica has an immediate opening for patients needs, we have immediate openings for a dental hygienist & assistant. This is an opportunity for team building in a dynamic patient centered practice. Please call Jeanne. Part-time, afternoons, & evenings. Fax resume to 810-739-1717

506 Help Wanted-Medical

ACTIVITIES ASSISTANT
Mon-Fri 6-9pm, Sat-Sun 11am-7pm $6.25 to start, benefits available
RECEPTIONIST
Apply in person at:
BORTZ HEALTH CARE ON GREEN LAKE
6911 Orchard Lake Rd.
WEST BLOOMFIELD
810-363-4121

ADMINISTRATIVE ASSISTANT
Business or accounting degree. Part time & computer experience. Full benefits. Send resume with salary requirements to: PO Box 250210, Franklin, MI 48025-0210

AN experienced medical assistant & receptionist for busy walk-in center. Immediate opening. Send resume to: Human Resources, Royal Oak MI 48073, or call (810) 288-9500.

ASSISTANT-MEDICAL
LIVONIA/NOVI AREA
Busy medical office. Great benefits & salary. $10.00 depending on experience.
810-478-1024

BILLER
Charter House of Novi, is seeking a qualified Master Biller, experienced in RHs to join our team of dedicated professionals. The ideal candidate must have at least 2 years experience in long term care billing. Excellent benefit package. Please apply in person with resume. For confidential interview contact Janet Gibbs at
810-477-2000

BILLER
Family practice has openings for a computerized billing specialist. The full time position has great salary & benefits. Livonia interviews available. Madison, Inc. 810-851-0652

BILLER
LONG term care pharmacy seeks medical biller. The candidate must have experience with Medicare Part B billing (D.M.E.R.C. Guidelines) in addition to familiarity with computers and enteral products is a must. Please send resume with salary application to: PO Box 3347 Livonia, MI 48151 Attn: Accts Receivable

BILLERS
Family practice, allergy, cardiology and internal medicine offices in Livonia, Southfield, W. Bloomfield & Royal Oak are seeking your medical billing expertise. Call Michelle: 810-932-1170
Hanye Associates, 31731 Middlebelt
Farmington Hills, MI 48334

BIRMINGHAM OPHTHALMOLOGY office needs part time front desk help. Will train. Call Pam (810) 642-5223

BORTZ HEALTH CARE ON GREEN LAKE
Earn while you learn. $6.25 per hour, NURSE AIDE training program to start. Must be 18 or older. Call Bortz Health Care of Livonia.

CHECK OUT YOUR NURSING CAREER WITH US!
Graduates from our 5-8th
Call Mon. thru Fri. 9am to 5pm
810-363-4121

BUSINESS OFFICE MANAGER
Patient Accounts
For health-equipment firm. Must be experienced in hospital & ambulatory. Strong collections, billing & compliance, good organizational skills and personality. Computer literate. Bilingual a plus. Salary commensurate with experience. Benefits. Confidential. Please send resume to:
Box 1900 Woodward
Bloomfield Hills, MI 48304

CHARTER HOUSE OF FARMINGTON HILLS
Tired of looking for work in all the wrong places? Come on over to a great working environment, caring, happy people! We have immediate openings for Full/Part-Time.
C.E.N.A. on all shifts
Apply in person at:
21017 Meadowlark Road
Farmington Hills, MI 48336

CHEF/KITCHEN MANAGER
West Bloomfield Nursing Center has immediate openings for a full time chef/kitchen manager. Qualified applicants must possess knowledge and experience in food production and management. We offer a competitive wage and benefits. Please contact Rick McCune at 810-661-1600 for details.

CHILD CARE ASSISTANTS
NEEDED PEOPLE WHO LOVE CHILDREN for Supervised Child Care Staffing positions.
Hire for part-time positions or temporary starting for in-home child care as well as daycare center and preschool positions. Flexible days & hours but there are no guaranteed days or hours. Starting rate $5.25/hour. Call (313) 261-1600 for more information. Please contact Linda or Lisa at Nursing Nurse Assoc. - Private Care at 810-643-1770

CLINICAL NURSE SUPERVISOR
Glacier Hills, Inc., a leader in long term care for the Arts, Arbor & sun rounding community, is currently seeking a Clinical Coordinator to manage a 46 bed unit in our skilled nursing facility. The qualified person will have a current Michigan registered nurse license, 3-5 years of clinical experience, knowledge of MDS and state regulations is a must. Good communication, leadership & decision-making skills are necessary. If you have the experience and