502 Help Wanted-Clerical Office

ORDER DESK - made sales [illegible]

ORDER ENTRY CLERKS

5 Immediate Openings

$7.50 an hour

[illegible]

CONTEMPRA

[illegible]

STUDENTS WELCOME

[illegible]

CAKTEC
Professional Staffing

[illegible]

MARKETING RESEARCH

[illegible]

MARKET RESEARCH

[illegible]

NEED SUMMER WORK? WE CAN HELP!

[illegible]

PAYROLL CLERK
PART-TIME

[illegible]

OFFICE CLERICAL
PART-TIME

[illegible]

OFFICE HELP

[illegible]

OFFICE MANAGER

[illegible]

OFFICE MANAGER

[illegible]

P. O. BOX 081451
Rosevillo MI 48057

OR FAX TO
810-377-6338

An Equal Opportunity Employer

OFFICE MANAGER - PART TIME

[illegible]

GRANDE SALES TRAINER

[illegible]

502 Help Wanted-Clerical Office

RECEPTIONIST

Busy Livonia wholesale distributor seeking to add another person with pleasant phone manner. Must multitask with social, organizational and clerical duties. Must have 5 years plus recent clerical experience. Typing 40 wpm. Hours 8am-3:30pm. Good benefits. Salary commensurate with experience. Send resume & hourly salary requirements to:

PERSONNEL
SOVEREIGN SALES
36200 AMRHEIN STREET
LIVONIA, MI 48150

RECEPTIONIST/
CLERICAL

Required for growing automotive supplier. Candidate must possess professional appearance and personality & professional telephone manner is a must. Apply in person: Mon-Fri, 8:30 - 5 pm. J & E Stamping, 30700 Industrial Drive Plymouth (Across from Unisys)

RECEPTIONIST CLERICAL

Permanent position, up to 30 hrs. 5 days per wk. Pleasant phone manner, typing 40 wpm, data entry & filing skills. An enthusiastic personality & professional telephone manner is a must. Apply in person: Mon-Fri, 8:30 - 5 pm. J & E Stamping, 300 Industrial Drive Plymouth (Across from Unisys)

RECEPTIONIST/SECRETARY
NEEDED IMMEDIATELY!

Full time position available. Please fax resume to: J & E SYSTEM ARK Sales & Services 39700 W 8 Mile, Livonia, MI 48152 (810) 334-6300

RECEPTIONIST/SECRETARY - part time/full time. Typing 50 wpm, phone system, Word Perfect experience necessary. Please send resume to: Human Resources Dept. 30500 Northwestern Hwy, Suite 425, Farmington Hills, MI 48334-3178 Fax 810-932-0314

RECEPTIONIST

Small professional office. Must have good computer skills & an energetic personality. Salary commensurate. Please send resume to: Venture Industries 48301 Port St. Plymouth, MI 48170 313-453-1810

RECEPTIONIST

Southfield firm seeks full time entry level receptionist with pleasant telephone manner. Must know Windows, Word, Excel. Salary $ - C. Fax resume: Personnel Dept. 810-355-2601 Southfield Mich. Only

RECEPTIONIST

Southfield company seeking someone with excellent communication and people skills. Must know typing and computer knowledge preferred. Call Mon-Fri 9-4 at

810 799-800

An Equal Opportunity Employer
Manpower

RECEPTIONISTS/SECRETARIES
$17,000-$20,000

Service oriented, bright, dependable, organized individuals needed for Birmingham, Troy, Southfield and Royal Oak area temporary assignments to large international accounting firm. Must be experienced individuals. Word Perfect and Lotus a must.

Call Kelly Services 345-3400
Seeking Personnel Services

RECEPTIONIST/SWITCHBOARD

Must have experience operating 100 phone cards a day & good vocabulary, pleasant personality & phone.

(313) 525-1284

RECEPTIONIST

Tool & Die P.C. is seek firm in Bingham Farms is looking for a pleasant, outgoing individual as receptionist. Duties include telephone, typing, filing, word processing and typing. Multiple tasking background a plus.

Salary commensurate. Call Kathy (810) 642-2515

Equal Opportunity Employer

RECEPTIONIST/TYPIST

4 days per week. Southfield area. Send resume to: Box 61023 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

RECEPTIONIST

With computer experience. Full or part time. Near Metro Airport. Send resume to: Box 61021 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

RECEPTIONIST

12:30-5:30. 5 days. One position available. Near Metro Airport. Call Diamond Hills. No fee.

Bower Search Group 810-645-0900

Sales Promotion
Public Relations

Leading company needs front receptionist. Must have pleasant telephone manner, typing 40 wpm, with people skills. Experience preferred. Send resume in our Livonia office. A career opportunity with a leading company. Salary commensurate with experience and employee benefits.

810-525-8820
M & T SERVICES

SALES SECRETARY/
CUSTOMER SERVICE

Computer sales support, customer contact & vendor contact in busy office environment. Associates degree in business or accounting preferred. Please send resume to Mr. Hoover, 2719 Industrial Row Troy, MI 48084

SALES SECRETARY

Full time position available. Good phone, writing & computer skills required. Up to $30,000 DOE. Apply at: 8125 Telegraph Rd. Redford. Mon-Fri, 10-4pm. Ask for Mrs. B.

SECRETARIAL work, part time mornings, 5 days per week, 7:30am-12:30pm. Call Mrs. Ann Taylor. Starting pay $6 (810) 477-6036

SECRETARIES & RECEPTIONISTS
Numerous positions - various experience levels needed. Temp to perm opportunities.

Call Kelly (313) 737-1711
TEMPORARY RESOURCES

SECRETARIES
TROY/ROCHESTER
AREA

Temporary to permanent and long term temporary available.

(810) 355-1010 FAX (810) 344-9704

SECRETARY/ASSISTANT

for synagogue school. W Bloomfield area. Must have good typing skills, computer literate with Word Perfect. 5 yr. of similar experience and some evenings. References.

Call Ruth (810) 661-0040

SECRETARY

Job associated and well compensated for your knowledge and skills. Well known manufacturer of quality publishing company. Windows software a plus. Call Sandy (313) 459-2000 ext. 2

UNIFORCE SERVICES

SECRETARY/
BOOKKEEPER
$25,000

Good growth opportunity with manufacturer of quality electrical products. Uses the ground floor opportunity. Call Mr. Hoover (313) 459-2000

SNELLING PERSONNEL SERVICES

SECRETARY - Busy computer repair company in Livonia needs person to provide administrative support to sales & service staff. Must have excellent Word Perfect 5.0 and be a highly motivated, well organized, and like to type accurately. Call Mon-Fri 8-5 to inquire and leave, resume. Ask for Secretary. Fax resume to (810) 476-2090. Send resume to: 14715 Newburgh Rd. Suite 29 Livonia, MI 48154

RECEPTIONIST

Receptionist & data processing duties for growing manufacturing company. Must know Windows with Microsoft Word experience a plus. Full benefit package. Send resume, references, salary requirements to: Engineering Co. P.O. Box 700041, Plymouth, MI 48170

RECEPTIONIST/SECRETARY

Salary to small Southfield sales office. Knowledge of phone skills required. Word Perfect for Windows preferred. Resume to P. L. Porter Company, 27301 W. 11 Mile, Southfield, MI 48034 or call

810 356-9070

RECEPTIONIST/SECRETARY

2 days a week, office attend. Sylvan Lake, and Avon St. Avondale Schools. 15196 W. 12 Mile, Southfield

RECEPTIONIST/SECRETARY

Part time, flexible hours, salary commensurate. Call Mrs. Ann Taylor

(810) 477-6036

502 Help Wanted-Clerical Office

SECRETARY

Due to rapid growth, professional CPA firm has several secretarial positions available in Southfield offices. Ideal candidate will be a team player, be self organized, have excellent communication skills and minimum 2 years of recent secretarial experience. Must have a working knowledge of word processing, data bases and spreadsheets. Knowledge of WordPerfect 6.0 for Windows Spreadsheet experience a plus.

If interested, please send resume and salary requirements to: Box Bennett, P.O. Box 931, Southfield, MI 48037

An Equal Opportunity Employer

SECRETARY for insurance office in Southfield. Light word processing, filing, good phone skills, private office, pleasant working environment. Call Ann Marie Barry (810) 357-6348

SECRETARY

for real estate development & management company. Typing 50 wpm. Knowledge of Word Perfect 5.1 required. Salary commensurate with experience. Fax resume to (810) 855-4646

SECRETARY

Full or part time. Answering phones. Filing. Typing. Computer skills. Health care industry. Farmington Hills area. Dynamic Medical Training. 737-8448

SECRETARY Full time for Southfield law firm. Must possess good organizational skills. Excellent Word Perfect 5.0 skills. Pleasant phone manner. Salary commensurate with experience. Fax resume to: Sue Ellen Fax 810-827-1600 Call 810-827-1600 Ext. 537. Southfield, MI 48075 Attn: Sue

SECRETARY

Full time for busy Livonia office. Excellent telephone & organizational skills. Word Perfect 5.0 or 6.0 experience a big plus. Salary commensurate with experience.

(313) 525-1284

SECRETARY Full time for Livonia area. Typing & filing. Must be mature & have good phone skills. Call Kathy at Dice (313) Livonia, MI 48150

SECRETARY

Growing Livonia auto parts supplier seeks experienced administrative assistant to grow with our company. Ideal candidate: Experience in auto industry preferred. Knowledge of Word Perfect 5.1 required. Strong communication and organizational skills. Strong computer skills. Salary commensurate with experience. Benefits package and quarterly bonus plan.

Send resume, salary history to: P.O. Box 2004 Livonia, MI 48150

SECRETARY

Grade & Edie, a National Professional Search firm, seeks experienced secretary for our Detroit Office. Must possess excellent Word Perfect 5.1 or Windows 6.0. Excellent Windows 3.0 skills. 65 wpm typing. 2-3 years experience necessary. Pro-active personality. Must possess excellent telephone skills. Send resume to: Yvonne Manager, Grade & Edie 2000 Town Center Suite 500, Southfield, MI 48075

SECRETARY

Heavy typing 55 wpm per minute. WordPerfect preferred. Answering phones & executive order duties. Knowledge of Word Perfect. Send resume to: Dawn Compton & Associates 3961 Orchard Lake Rd. Mount Clemens, MI 48043 810 649-2530

SECRETARY

LARGE SUBURBAN law firm needs secretary. 3-5 years experience in court and corporate work. Send resume to: Box 61024 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY

With computer experience. Full or part time. Near metro. Excellent benefits. Send resume to: Box 61022 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY

Michigan's leading Steel-case furniture dealership is seeking an experienced professional secretary to support President and Vice President. Ideal candidate will be organized with excellent communication skills, strong word processing skills using Word Perfect 5.1 and Windows. Work Excel Spreadsheet. Please send resume with salary references and 3-4 qty requirements to:

Contact Interior
Attn: Human Resources Dept
19 Gale Indust. Suite 200
Plymouth, MI 48170
Equal Opportunity Employer

SECRETARY part or full time needed for restaurant & catering company. Secretary must be self-motivated, organized & personality must be well organized & pleasant. Computer literacy & telephone etiquette a plus required. Apply in person: Mon-Fri, 9-5. Washington Royal Oak, MI 48067

SECRETARY - PART-TIME

In home law office. Legal & computer experience preferred. Call Box 20784, Oak Park MI 48237

SECRETARY
Part-time

Qualified candidates will have excellent work ethic, know DOS and will type 55 wpm. Duties include typing reports, filing and other general office duties. Work schedule will be 20 hours per week Monday through Friday, 12:30 p.m. to 4:30 p.m. preferred. Send your resume and salary requirements to:

AM DWPT3
Detroit Testing Laboratory, Inc
P.O. Box 863
Warren, MI 48090-0863
Equal Opportunity Employer
Made Fax/Email/Mail/Hand Deliver

SECRETARY
Real estate office seeks Secretary, full time, 8:30am-4:30pm Mon.-Fri. Call Tony or Gail 313-326-2000

SECRETARY / RECEPTIONIST

Part time. Downtown Plymouth. Real Estate office requiring a self motivated person with good phone skills, typing, computer knowledge a plus. 2-6pm, Mon-Fri. Call Barbara Shanklin (313) 451-5400

SECRETARY/RECEPTIONIST

Livonia property management firm in person for small office. Pay commensurate. Call (313) 522-1700

SECRETARY/RECEPTIONIST

Bingham Farms CPA firm. Word processing within a fun work environment is required. Good benefits. Send resume and salary requirements to Personnel Pro 5 Parkway Plaza Suite 1000 Dept. 3400 Bingham Farms MI 48025

SECRETARY RECEPTIONIST

Needed 20-30 hrs a week. General office duties. Light typing. Phone skills. WP 5.1. Call ASC Security, Plymouth (313) 416-5560

SECRETARY/RECEPTIONIST

needed for Troy engineering company. Working knowledge of Windows preferred. Light typing. Phone. Team player & positive attitude a must. Send resume to: Lean Technologies, 1777 W. 5 Mile Suite 1800, Southfield, MI 48075. FAX 810 644-8460

SECRETARY/RECEPTIONIST

Birmingham based non-smoking manufacturing firm has an immediate opening for a candidate with strong word processing skills (Word Perfect 6.0). Must be able to handle multiple tasks, computerized inventory, accounting, typing, & telephone. Previous secretarial experience desirable, but not mandatory. Excellent benefit package. Fax resume & salary requirements to: 810-645-1995

SECRETARY - Southfield location, Microsoft and Windows? Excellent benefits. Fax resume to: (810) 737-1711

TEMPORARY RESOURCES

502 Help Wanted-Clerical Office

SECRETARY

Troy executive search firm seeks secretary with excellent word processing skills and professional appearance. Must possess strong communication skills and be able to work in a fast paced environment. Excellent benefits. $8-$9 per hour to start. Call Ed Scott at 810-244-8444 or Fax resume to 810-244-8437

SECRETARY

Typing, filing and delivery of documents. Microsoft Word. Send resume and salary requirements to: Box 61005

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

SECRETARY

Word Processing, Windows, MS WORD - WordPerfect 6.0 Excellent typing skills.

Long term assignments in Downtown Detroit and suburban areas for professional secretary. Must have on the job experience. Type 50-60 wpm. Call Mon-Fri 8-5 for qualified candidates. Call for appointment No Fee. LOL

METROSTAFF
Temporary Personnel Services

(810) 569-8700

SENIOR DILLING CLERK - Individual mental health (billing) experience required. Knowledge of computers, Data Line billing system and non billing office duties and typing. Send resume and salary requirements to: Wellspring, Eastwood Oaks Network, 19855 W. Outer Dr. Suite 204 W Dearborn, MI 48124

STAFF ACCOUNTANT for Southfield CPA firm full time. Call for interview. 810 352 3230 ask for Laurie

SUMMER CLERICAL Help - Well organized energetic people person needed to 14 yr. for the summer. Duties include filing, typing and include phone processing, mail, light typing, filing. Hours 8-5 pm. Mon-Fri. Hours 8am-3pm. Pay $7 hr. Send resume to: Summer Office Help at Farmington Hills. Please call Trish at 810 737 2248 to arrange for interview.

Summer Job Opportunity

Looking for an assistant in an office environment. Duties will include typing, phone, copying, faxing, light typing & running errands. Knowledge of Word Perfect 6.0 Windows is a plus. $7 hr. Please direct inquiries to Susan at

810 646-7290

SUMMER
JOBS!!!

Students Welcome - Must be 18 and available immediately.

FILE CLERKS RECEPTIONIST
WORD Processing SWITCHBOARD
DATA ENTRY TYPIST

Full and part time position available. Call today for an appointment.

1-800-701-3077
LIVONIA, SOUTHFIELD
TAYLOR, AUBURN HILLS

SNELLING
PERSONNEL SERVICES

SUMMER NETWORKING
OPPORTUNITIES

NETWORK WHILE YOU WORK
FOR FORTUNE 500 COMPANIES

MANY CLERICAL POSITIONS
AVAILABLE

CALL TODAY
WORK TOMORROW

CORPORATE PERSONNEL
SERVICES

WE ARE NOW OPEN
TIL 8:00 THURSDAYS

(810) 362 9696
An Equal Opportunity Employer

SWITCH BOARD OPERATOR/
GENERAL CLERICAL

needed for growing insurance agency in Troy. Individuals applying for the full time entry level position should possess strong organizational & people skills. To apply, send your resume to Wanda Chapman
Professional Life Management
3001 W. Big Beaver, Ste. 300
Troy, MI 48084 or call
(810) 649-0044 (EXT 102)

TEMPORARY CLERK

Canton Township is accepting applications for Temporary Clerk Typist. 45 words per minute with computer keyboard and some office experience required. $7.75 per hour. Applications must be picked up at the Canton Township Personnel Division 1150 S. Canton Center Road. Last date for filing for long contested Canton Township elections is May 25, 1995 at 4pm. The Charter Township of Canton does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provision of services. An Equal Opportunity Employer

TITLE CLERK

Excellent pay. Benefits available. 401k program. Will train right person with opportunity for advancement. Ask for Rick to tell secret.

(313) 981-0221

TYPIST

to handle various tasks for busy insurance office. Flexible person able to handle multiple tasks. Chance for promotion. Call Maria.

(810) 355-4400

WANT TO ESCAPE FROM THAT CUBICLE? Detail oriented person, with great people skills, to share small office in Birmingham specialty store. Must share phone, fax, copier & typing machine.

810-335-1062

WE
MOVED!!!
SNELLING
PERSONNEL
SERVICES
Brand New Location

Accepting applications Mon-Fri between 9 and 5. Typing and light inputting positions. Call today for an appointment.

313-266-8600
LIVONIA
30167 Schoolcraft Rd
Corner of Levan & Plymouth

WORD PROCESSOR

Position to perform data entry of dictation & other office duties. MUST be experienced with WordPerfect 5.1 and type 55-60 wpm. Competitive salary. Good benefits. Temporary.

Call for interview (810) 478-0200

WORD
PROCESSING
SECRETARIES

IMMEDIATE OPENINGS

Experience required in one or more of the following areas:

- WORDPERFECT (DOS and/or Windows)
- Microsoft Word
- Lotus and/or Excel

Typing 60wpm plus. Short term, long term, temp-to-hire positions.

We offer vacationing, sick pay & referral bonuses. Call for an appointment today!

CONTEMPRA

810-563-9500 ..... Madison Hgts
810-650-9500 ..... Rochester Hills
313-963-5400 ..... Downtown Detroit

WORD PROCESSOR

For law firm seeking an experienced word processor required. Full time or flexible part time. Please send resume to Office Administrator, Gifford, Krass, 280 N. Woodward, Suite 400, Birmingham, MI 48009

WORD
PROCESSORS

To $12/hour to start. We train on all programs.

ARBOR TEMPS 459-1189

502 Help Wanted-Clerical Office

WORD
PROCESSORS
NEEDED
You are in
Demand!!!

If your looking for a new job or your just entering the work force, we have a job for you!

WordPerfect Microsoft Word
Excel Lotus
Amipro Graphics
Word/Board Data Entry

We offer temp and permanent assignments.

1-800-701-3077
LIVONIA, SOUTHFIELD
TAYLOR, AUBURN HILLS

SNELLING
PERSONNEL
SERVICES

WORK PROCESSOR

Dako Laboratories, a world leader in products for the clinical diagnostic laboratory has immediate opening for a Word Processor at our Administrative Center in Livonia. The position is responsible for general word processing on a variety of documents, maintaining database and master and form files and general clerical duties. The desired candidate should possess at least one year experience in word processing with a knowledge of database. Excellent interpersonal and organizational skills.

If you are a self starter and a team player with good work ethic and salary requirements in confidence to:

Dako Laboratories Inc.
Attn: Human Resources WP
P.O. Box 331004
Detroit, MI 48232-7058
An Equal Opportunity
Affirmative Employer DV

504 Help Wanted-Dental

ADMINISTRATIVE
SECRETARY

Be appreciated for your all around skills and especially for an attitude of "I can do anything!" We have many long term opportunities with companies in Southfield, Farmington Hills, Bloomfield and Troy. Call 313-579-

Dako Laboratories Inc.
P.O. Box 331004
Detroit, MI 48232-7058
An Equal Opportunity
Affirmative Employer DV

504 Help Wanted-Dental

ADMINISTRATIVE
SECRETARY

Be appreciated for your all around skills and especially for an attitude of "I can do anything!" We have many long term opportunities with companies in Southfield, Farmington Hills, Bloomfield and Troy. Call 313-579-

810 646-7661
UNIFORCE SERVICES

ASSISTANT for Farmington Hills dental office. Experience preferred. Mon - Thurs. with 3 Sat (½ day) per mo. Salary starts at $10 per hr & commensurate with experience. Paid Blue Cross, vacation & holidays.

(810) 553-0643

ASSISTANT needed for fast paced Livonia dental office. Experience necessary, good salary & benefits. Call Chris (313) 427-2222

CHAIRSIDE ASSISTANT

Needed for Farmington Hills specialty office. Full time. Experience preferred.

(810) 737 2131

COLLECTION PERSON

Experienced; Call Ms. Hoover to fax/mail resume for immediate dental practice. Must have minimum of 1 yr. experience in collection. Call (313) 292-0300

DATA ENTRY
CUSTOMER SERVICE

Auburn Hills Headquarters has immediate needs for experienced Boston Terrier to work in our office. Long term. Qualified candidates must have:

- Excellent people skills
- Basic math skills
- Prior business experience

Call CATHY 810 648 7063

UNIFORCE SERVICES

DENTAL ASSISTANT & Recept Person for fast paced Livonia office. Experienced only need apply. Call Mon-Fri 8-5 (313) 981-5734

DENTAL ASSISTANT - Livonia area. Seeking an exceptionally enthusiastic person to be a part of our team. Part time - 3½ days per week, benefits available. 313 522 6770

DENTAL ASSISTANT

Full time. Experience an exceptional team player focusing on leadership & expert clinical support, emphasis on continuing education, caring & quality. Should be a people person and health oriented. Great benefits. Farmington Hills area. 313-425-5570

DENTAL ASSISTANT - Energetic experienced only. Full time with great benefits and progressive office. Farmington Hills office. 810-658 8000

DENTAL ASSISTANT - Family practice needs friendly, experienced assistant for fast paced Livonia office. Call (313) 462-5365

DENTAL ASSISTANT

for Bloomfield Hills practice. Full time. Experience preferred.

810 335-4427

DENTAL ASSISTANT

Openings for general dentist offices in Walled Lake area and Westland. Flexible hours with excellent benefits. Great staff. Call Linda at 313-728 5600

DENTAL ASSISTANT

For friendly, professional Novi practice. Experienced Only. Tues., Thurs., 8 - 5 pm. Every Friday & Saturdays a month. If this sounds good for you, please call Debbie at

(810) 348 4808

DENTAL ASSISTANT

Full time position available. No evenings. Great benefit package.

313-721-4878

DENTAL ASSISTANT - Part time evenings. Great benefit package. Excellent opportunity. Experienced preferred. Call (810) 978 8333

DENTAL ASSISTANT

Experience preferred, but will train. Full time - Mon-Thurs. Great benefits. Leave message (313) 421 7770

DENTAL ASSISTANT

Dedicated & experienced Dental Assistant to join our team in Farmington Hills. 4 days per week. Call Laura

(810) 476-8330

DENTAL ASSISTANT

Seeking responsible, motivated individual for full time position in Birmingham office. Includes 2 Saturdays per mo. Pleasant working environment. Please call 8 - 5 pm. for Fran

(810) 647-7737

DENTAL ASSISTANT

We are looking for a good worker for a full time Dental Assistant position. Must be a team player. No experience necessary but must be motivated. Great benefits. Willing to learn. Send resume to: Box 180, Birmingham, MI 48012

DENTAL ASSISTANT

Full time, experienced, friendly downtown dental practice. Call

(313) 259-0300

DENTAL ASSISTANT

Full time, 1st & Livonia.

810 280-0800, 855-0899

DENTAL ASSISTANT

Highly motivated dental assistant for full time position in pleasant Troy office. One year experience preferred.

810-641-8490

DENTAL ASSISTANT & RECEPTIONIST

for busy W. Bloomfield orthodontic office. Full time, no Saturdays. Some experience necessary. Send resume to: 30 N. Hill, Pontiac, MI 48342

DENTAL ASSISTANT

Needed for busy modern general practice. Experience in Four handed dentistry. Part time possibility. Great with kids! benefits available.

Call Nancy (810) 645-5777

UNIFORCE SERVICES

W. DEARBORN DENTAL practice seeks part time person to make calls to dental assists. No dental experience necessary. Good phone manner. Hours Tues. Thurs. Wednesdays helpful. (313) 981-1260

504 Help Wanted-Dental

DENTAL HYGIENIST

Wanted for patient centered preventative oriented 2 dental family practice in Westland/Livonia area. We focus on optimal care with warmth, caring & expert consultation. Emphasis on personal development through continuing education & high achievement. Full time Blue Cross, disability, pension benefits. If you are a people enthusiastic & person, call Sandy at Dental Care, 313-425-5570

DENTAL HYGIENIST & Receptionist. Full/part time, experienced preferred. Salary, in confidence. Call (313) 591-3636

DENTAL HYGIENIST

for a high quality, pleasant Bloomfield Hills dental office. 2 days/week

(810) 644-6433

DENTAL HYGIENIST

Part time full time position available in Dearborn. Call 313 425 1610

DENTAL HYGIENIST- A future oriented dental hygienist who enjoys New Industry Medical Office is ideal for mature, hard working & good natured person. Salary benefits package $9 & higher, depending on experience. Call (810) 478 1167

NEED EXPERIENCED Medical Biller for Livonia Internist office & Surgeon. Send resume to Box 61026

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

BILLER

An unusual opportunity, full or part time, flexible hours possible, for detail oriented medical office in Plymouth. MRS Partial. Generous salary with benefits & bonuses, summer vacation honored. Calls confidential.

(810) 642 1411

BILLING SPECIALIST

Experienced in medical insurance billing. Medicare, OHC & 3rd party insurance billing. Computer literate preferred especially WordPerfect 5.1 and Lotus. Responsible knowledge of accounts receivable, good math aptitude & telephone manner. Please mail resume to: Jewish Family Service - 31731 Northwestern Hwy. Southfield, MI 48075 ATTN: KB

BORTZ HEALTH CARE
OR GREEN LAKE

Positions available for weekend activity assistant, 4 hours on Sat., 4 hours on Sun. 810 363-4121

CAREGIVERS

New agency seeking caring, qualified caregivers. Please call Judy at

313 522-1018

CENA's (CNA's)

Botsford Continuing Health Center, award winning long term care facility has immediate openings for full time, part time, or weekends only for all shifts. Beginning wage $7 an hr. Full time, full time benefits. Interested candidates apply in person to 21450 Archwood Center, Farmington Hills (near 8 Mile & Orchard Lake)

810-477-7400

CERTIFIED MEDICAL

Assistant

Needed for surgeons office. Experience required but willing to train the right individual. Send resume to American Medical Management 23001 Walker Drive Redford, Mich 48128

CHIEF NURSING SERVICES

10 WEEKLY $1,018 - $2,106

Be a registered professional nurse in Michigan AND possess a Bachelor's degree in Nursing. AND have four years full time experience in professional nursing with at least two years in an administrative supervisory position with must area of must unit jurisdiction in a hospital, nursing home or health facility

CONTACT Oakland County Personnel, 1200 N. Telegraph Rd., Dept 442, Pontiac, MI 48341 0440

810 858 0530

An Equal Opportunity Employer

CNA

Apply in person: Maryrest Manor, 15475 Middlebelt, Livonia, MI 48154

(313) 427-8175

C.N.A's
Dietary Aides
Laundry & Housekeeping
Cook Assistant

West Bloomfield Nursing Center has immediate openings for full and part time CNA's & Cook Assistant, Laundry & Housekeeping, & Dietary Aides. Previous nursing home experience is preferred. We offer competitive wages and benefits. You must apply in person 6445 W. Maple Rd. West Bloomfield, between 9am-3pm. For details please call

810-661-1600

CNA'S

Make pay rates
Up to $8.00 per hr
+Bonuses
+Weekend Pay
Immediate Assignments

Allied Nursing Care
810-443-5700

COMMUNITY EDUCATOR
R.N.
CARDIAC/REHAB

Allen Home Health Care is seeking an R.N. with recent Cardiac and or Pulmonary Rehabilitation experience. Community outreach promotion and community awareness of agency outstanding patient care services and communication skills are a must. Send resume or apply to:

20300 Telegraph Rd
Suite 101
Southfield MI 48034
An Equal Opportunity Employer

CRT/RN!

Full-time position for Clinical homecare evaluations. Mon - Fri. Work on call requested. Experience preferred. Excellent pay & benefits.

(810) 377-6809

DATA ENTRY - Ann Arbor location. Medical terminology required. Permanent opportunity.

Call Kelly Services (313) 737-1711
TEMPORARY RESOURCES

DENTAL AIDES

PART TIME AFTERNOONS, 1-9
NIGHTHOUSE WEST
CONVALESCENT CENTER
Farmington Hills
Near Joy Rd.
An Equal Opportunity Employer

DIETETIC TECHNICIAN

230 bed subacute/skilled progressive long term care facility. Seeking right candidate to perform dietitian assessments, planning of care, make recommendations to nursing and medical staff and participate in performance improvement. Associate/bachelors degree in dietetics required with ability to communicate and interact with other health care professionals. 4-8 days per week. Apply in person or fax resume to:

Lee Ann
Sunset Convalescent Center
38137 W. Warren, Westland, 48185

DIRECT CARE STAFF

ALTERNATIVE LIVING SERVICES, one of the nation's leading providers of assisted living services for the developmentally disabled, is looking for you on our dynamic, caring team in our residential homes in Livonia. Qualified candidates must assist our consumers in their daily living skills, help housekeeping and activities. Must be able to lift, bend, stoop and find shift. We offer second and third shift differentials.

Qualified candidates should call or apply at

HAMILTON HOUSE
27900 Dixie Hwy
Farmington Hills, MI 48331

(810) 468-9363

DIRECTOR OF NURSING sought for progressive Medicare/Medicaid certified nursing home. Strong background in nursing management and financial control. Competitive salary, Excellent wages and benefits. Join an independent team and our national corporation - NCR! Qualified candidates should send resume and cover letter to: Administrator, Plymouth Court, 105 Haggerty, Plymouth, MI 48170 or call for additional information

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506 Help Wanted-Medical

Activities Assistant

West Bloomfield Nursing Center has immediate opening for a full time activities assistant. The offer a competitive wage and benefits. Preferable nursing home experience is preferred but qualified applicants must be energetic and possess a desire to work with the elderly. Please apply in person at 6446 W. Maple Rd. W. Bloomfield. For details contact Marcia Kirk at 810-661-1600