502 Help Wanted-Clerical Office

MORTGAGE CREDIT Report Processor. Excellent customer service skills. Computer experience needed. Some mortgage or credit report experience helpful. Please include salary requirements. Send resume Attn: Office Manager, 17177 N. Laurel Park Dr., Suite 416, Livonia, MI 48152

MOST PRESTIGIOUS LAW FIRM IN DETROIT AREA SEEKS: LEGAL SECRETARIES TOP PAY AND BENEFITS MUST POSSESS
• Typing speed at least 75WPM
• Understanding of court rules
• Knowledge of litigation
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• Data Entry Operator
• Receptionist
• Customer Service
• Clerks
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NURSE needed part time for insurance company. Mon thru Fri noon - 4 (flexible) to handle UR, large case reviews & support the claim processing staff in medical interpretations. Send resume & salary requirements to: Personnel, PO Box 5131, Southfield, MI 48086 or fax 810-827-2112

OFFICE ADMINISTRATOR Experienced person with computer skills to take over operational duties. Resume to: Q Technology, 42030 Koppernick, #320, Canton, MI 48187 FAX to 313-459-3417

OFFICE ADMINISTRATOR - Full time. Financial services firm seeks responsible individual with excellent communication skills for one person office. Must enjoy working with customers and be service oriented, well organized, and accurate. This is a non-smoking environment. Resume to 145 S. Livernois, Suite 114, Rochester, Michigan, 48307 An Equal Opportunity Employer

OFFICE ASSISTANT Part time. Up to $7/hour, based on experience. Southfield business. Call (810) 355-3866

OFFICE ASSISTANT Entry level position for mature office assistant for busy medical practice. Mon thru Fri, 12-5. Experience on phones, filing, photocopying, data entry & working with public helpful. Send resume to: Mark Berlin, Michigan Ear Institute, 27555 Middlebelt Road, Farmington Hills, MI 48334

OFFICE ASSISTANT ACRO SERVICE CORP., a leader in providing engineering and computer consultants to business and industry, seeks and entry-level typist to work with WordPerfect 5.1 & WordPerfect Windows 6.1, will train. Base salary and full benefits. Fax or mail resume immediately to: Attn: JL ACRO SERVICE CORP. 17187 N. Laurel Park Drive, #165 Livonia, MI 48152 FAX (313) 591-1217

OFFICE ASSISTANT experienced for Livonia sales office. Typing, computer, sales & good phone etiquette required. Call Sandye (313) 513-4500

OFFICE ASSISTANT Manufacturer needs experienced help. Duties: data entry, phones. Casual atmosphere & benefits. Pay commensurate w/abilities. For appt. call 9-4pm (810) 335-5555, or send resume to: SAW, Inc., 597 N. Saginaw, Pontiac, MI 48342

OFFICE CLERICAL No experience necessary. Apply in person at: 10 Mile Grand River area. Detroit Biomedical Lab 23955 Freeway Park Dr. Farmington Hills

OFFICE CLERK Busy office seeks motivated individual to perform accounts receivable, payable & receptionist duties. Must know WordPerfect. Send resume or fax 810-647-3269 TDL Professional Services 30000 Telegraph #1225 Bingham Farms, MI 48025

OFFICE CLERK General, phone, computer, etc. Livonia 810-737-7134

OFFICE CLERK needed in nursing home. Must have computer experience & general office experience. People skills a must. Please call Personnel 313-255-6450

OFFICE HELP/ LEASING AGENTS Now hiring Leasing Agents for a large apt complex in Belleville with competitive wages. Must have valid drivers license & own transportation. Call 313-697-2678

OFFICE HELP Wyandotte, Taylor, Belleville area apartment complexes have an immediate opening. Some experience preferred. Send resume to: P.O. Box 308, Southfield, MI 48037

OFFICE MANAGER For 4 person company in Ferndale. If you are: •Computer literate (WordPerfect 5.1) •Professional/Adaptable •Experienced in office organization. Please call, 810-398-6300. We offer competitive wage/benefits package.

OFFICE MANAGER Seeking an individual with strong accounting and Macintosh, Database and Financial Computer experience. Applicant must possess excellent leadership, organizational and written and oral skills. Also must be an enthusiastic team player with a talent for handling multiple projects. Generous salary and benefit package. Submit Resume to: Boys and Girls Club of SOC, 1545 Lincoln Ave., Royal Oak, MI 48067

OFFICE PERSON Must have 3-5 years experience with all around office duties. Must have experience with computers. Full or part-time. Good wages & more. 313-535-7800

OFFICE SECRETARY Looking for a place to take charge of your job, read this. Receptionist secretarial services for an expanding medical firm. We enjoy a high energy friendly environment. Please respond if you possess organizational skills, typing, accounting, word processing or computer literacy. Public relation skills a real plus. Open discussion on salary, full benefit package. [illegible] a growing organization. Send all inquiries to: 6657 Cathedral, Bloomfield, MI 48301. No phone calls accepted at this address.

OFFICE & TELEMARKETING help needed part time days. Farmington Hills. Must have good phone skills & typing & outgoing personality. Call 7am-3:30pm (810) 471-2997

ORDER ENTRY CLERK Full-time. Excellent benefits. Troy area. Call for an appointment 810-649-8770

PART TIME/FULL TIME Sales Support position. Salary and benefits. Insurance industry. Correctly licensed. Send resume to: P.O. Box 80784, St. Clair Shores, MI 48080

Payroll Administrator $29,000 plus Benefits 4 years payroll accounting and ADP experience. Call (810) 358-2440 THE KPM GROUP

PERSONAL SECRETARY - Part time. Scheduling, correspondence, filing, organizing, WordPerfect & short hand desirable. Leave message: (810) 433-3373 Ext. 17 or FAX resume to (810) 646-6466

PROFESSIONAL RECEPTIONIST Fast paced, $8 hour, front desk skills. Perm in Troy. Sally Boyer Search Group 810-645-0900

PERSONNEL ASSISTANT High tech computer marketing services company in Livonia seeking experienced personnel assistant to play a major role in the administrative services team. Ideal candidate will have experience in the following: Payroll and benefit administration, interviewing and placement testing, MESC and payroll tax administration - and will have good p.c. skills including Windows and spreadsheet applications. Good pay, benefits and growth opportunities await qualified candidate. Only aggressive self-starters need apply. Please send resume in confidence to: DPCS INTERNATIONAL INC 11801 Farmington Road Livonia, MI 48150 Attn: Ms. Debbie Kaar

PHONE PERSON Experienced only, with excellent communication & organizational skills. 5-6 days per wk, hours 8-4:30pm. $430-$450/week. Fax resume 313-537-2847, attn Mrs. D

Programmer/Analyst Candidate will gather and analyze information for both new and existing health care applications, prepare related documentation, design and develop programs in a post relational database environment, test the operation of completed programs. Bachelor's degree or equivalent plus 3-4 years of related experience. Excellent company benefits including full tuition reimbursement. Salary commensurate with experience mid to upper 30's. Please send resume to: Naomi Asher, Administrator PROM P.O. Box 2720 Farmington Hills, MI 48331

PURCHASING ASSISTANT Previous experience working with purchase orders. 6,000-8,000 keystrokes required. Knowledge of Microsoft Word & Excel helpful. IMMEDIATE OPENINGS! TODAYS TEMPORARY (810) 649-4455 EOE

REAL ESTATE SECRETARY/ RECEPTIONIST Full or part time. $10/hr. with advancement possibilities. Call 313-201-0800

RECEPTIONIST/ GENERAL OFFICE Experienced on phone & Word Perfect. Catalog mailings. Energetic and detail oriented. Benefits, 401k & profit sharing. Resume: O.M., 31251 Industrial Rd., Livonia, MI 48150 313-425-5423

RECEPTIONIST APPOINTMENT SETTERS CP Studios is offering part time flexible hours setting appointments & servicing our customers. Must be mature, dependable & have excellent communication skills. Base wage plus commission & bonuses. Please call 800-422-3686 ext 475 EOE

Receptionist-Biller We are seeking to fill an opening in one of our physician practices. Qualified applicants should possess 1-3 years computerized billing experience, coding and 3rd party payor knowledge. Additional responsibilities will include answering phones and scheduling appointments. We offer a competitive salary along with a flexible benefit plan, paid time off, 401(k) and more. For consideration, send resume in confidence to: Botsford Medical Management Services Human Resources 28425 West Eight Mile Rd Livonia, MI 48152

RECEPTIONIST/BILLER - busy suburban medical practice is looking for a full time receptionist/biller with data entry, patient scheduling & effective communication skills, must be available 1 night per week, excellent salary & benefit package. Send resume to Dept. RB-1DE, PO Box 252671, W. Bloomfield MI 48325

RECEPTIONIST/BOOKKEEPER (Royal Oak) must have experience in accounts receivable, pleasant phone voice, good people skills, some typing. Full time position, benefits. $8/hr start. Fax resume to 810 842-7349

RECEPTIONIST Bright, upbeat personalities to handle phones. Problem solving & other office task. Computer literate a plus. $9.00/hour & great benefits. Fax resume 810-489-0212

RECEPTIONIST Busy commercial real estate office needs articulate, experienced person with good communication and wordperfect skills. Send resume only to: Le Kritz Weber & Co., 25505 W. 12 Mile, Suite 4300, Southfield, MI, 48034. FAX 810-353-8334

RECEPTIONIST/ CLERICAL Required for growing automotive supplier. Candidate must possess exceptional WordPerfect, data input & filing skills. An enthusiastic personality & professional telephone manner is a must. Apply in person between 8am-4pm, L & L Manufacturing, 300 Industrial Drive, Plymouth (Across from Unisys)

RECEPTIONIST/CLERICAL Birmingham law firm. Outstanding working environment. Prefer 1 yr experience, 5.1 WordPerfect. Employer paid benefits. Salary commensurate w/ability & experience. Call Shari (810) 644-4529

RECEPTIONIST Needed full time, Mon-Fri, Farmington area. General office skills required (810) 477-0107

RECEPTIONIST/ EXECUTIVE SECRETARY For automotive sales office in Southfield. Full benefits. Please fax your resume to: 810 352 8009

RECEPTIONIST Experienced in general office work. Professional office in Middlebelt/Plymouth Rd area. 3 days/week. Call for appointment. (810) 772-1700

RECEPTIONIST/ FAX CLERK - Immediate opening. Some typing skills required. Southfield law office. 810 354-6844

RECEPTIONIST/FILE CLERK No Experience Needed - Will Train! We need a high energy dependable person to join our fast paced office. If this is you, you'll start at $6/hr + benefits. Apply at: 11800 Hubbard, Livonia, off Plymouth Rd., Between Farmington & Merriman

RECEPTIONIST FINANCIAL ASSISTANT Birmingham property management company seeks a responsible person with pleasant phone manner, professional appearance, non-smoker. Duties to include busy phones, general office duties, accounts payable. Computer experience helpful. Comprehensive benefit package. Resume to: Hal Divenshire, Personnel B, 31000 Telegraph, Ste. 210, Bingham Farms, MI 48025 Or fax to: 810-540-0630

RECEPTIONIST For law firm. Typing, filing & phone work. Full time. Send resume to: Brian Palestine, P.C., 730 South Rochester Rd., Rochester Hills, MI 48307

RECEPTIONIST For W. Bloomfield salon. Call 810 363-7929

RECEPTIONIST for Farmington Hills equipment clinic. Saturdays only, 8:45am-3:15pm, $8/hr. Resumes or letters of intent to: Marilyn Alexander, 29106 Orchard Lake Rd., Farmington Hills, MI 48334 EOE

RECEPTIONIST for real estate office, computer & real estate experience helpful, confidential interview, call Barbara Wallace (810) 474-3303 ERA COUNTRY RIDGE REALTY

RECEPTIONIST - full & part time. Please apply in person: Peters Piano for Hair, 997 S. Maple, Birmingham (810) 540-3333

RECEPTIONIST - Full time for Southfield office. Word processing required. Please ask for Joe Ben (810) 352-4310

RECEPTIONIST - FULL-TIME. Billing knowledge preferred. Dearborn. (313) 581-3000

RECEPTIONIST Full time for busy Southfield law firm. Excellent benefits. Salary negotiable. Carol (810) 358-4400

RECEPTIONIST Full time entry level position. Microsoft experience helpful. Growing company based in Westland with room for advancement. Contact Judy O'Connell Utility Systems 313-721-5650

RECEPTIONIST Full time receptionist needed for busy real estate office in Livonia. Typing and excellent phone skills a must. Call LARRY or FRANK at (313) 464-6400

RECEPTIONIST Full time Mon-Fri 8-5. Duties include typing, filing, 6 line phone. Must be mature & dependable. (313) 266-6600

RECEPTIONIST Full time position for reliable individual in busy Livonia office. Previous experience with multi-line phones required. Please call Erica to schedule interview. 313-462-2066 Ext. 4460

RECEPTIONIST High energy individual needed for fast-paced landscaper's office. Experience and skills in typing, filing and word processing desired. Send resume to: P.O. Box 614, Walled Lake, MI 48390

RECEPTIONIST Immediate opening for a front office receptionist. Duties include some typing (WP6.0 and Excel), 12 line phone system with 40 extensions, assisting Personnel Dept. with applicants. Fast-paced national wholesale distributor seeks a strong candidate for this position. Please send your resume with salary requirements to: PERSONNEL DIRECTOR SOVEREIGN SALES 38200 AMRHEIN STREET LIVONIA, MI 48150 A smoke-free, drug-free workplace

RECEPTIONIST Large GM Dealership looking for full time receptionist. Apply at Don Massey Cadillac, 40475 Ann Arbor Rd. Plymouth, MI

Receptionist/Legal Secretary full time for pleasant Southfield law firm. Experienced only. Send resume to: Attn: Jane Aula, 400 Galleria Office Centre, Suite 117, Southfield MI 48034

RECEPTIONIST Local Metal Stamping firm needs full time experienced Receptionist. Statistical typing & WordPerfect 6.0 knowledge required. Call (810) 588-5620 between 9-5pm

RECEPTIONIST (mature) Troy location. $8/hr. No fee. B. Harris Personnel (810) 424-8470, FAX (810) 424-8536

RECEPTIONIST Nationwide Insurance has an immediate opening for a receptionist in our Troy office. Major duties include operating a 12-line phone system, greeting customers, and light typing. Other duties may include providing administrative backup.

Qualified candidates will possess excellent oral and written communications skills, good typing skills, present a professional image, and have at least one year of experience in a business environment. This is a great entry-level opportunity! Interested? Please send your resume to Joy Lehman, 901 Tower Dr., Suite 400, Troy, MI 48098, or fax to: 810-828-1266. Nationwide Insurance is an equal opportunity employer m/f/d/v dedicated to a diverse workforce.

NATIONWIDE INSURANCE

RECEPTIONIST NEEDED for law office with multi line phone system, light clerical duties, experience preferred, good benefits. Call Mike Muller at (810) 645-2440

RECEPTIONIST/ OFFICE ASSISTANT Beautiful studio seeks mature full time person to handle varied office responsibilities, including phones, orders, light typing, filing & customer service. Must possess excellent organizational & phone skills & a professional image. Hours include evenings & Sat. We offer benefits (including medical insurance), a cordial environment in a well respected company in business 83 years. Call or send resume with salary requirements to: Edward's Wedding Photography, 26250 Telegraph, Southfield, MI 48034, 810-948-9500, Fax 810-948-9645

RECEPTIONIST Part time, weekends only for Livonia office. Call (313) 464-0200

RECEPTIONIST, PART-TIME 16-20 hours per week. Must possess strong phone skills, professional manner with medical office experience. Resume to: W. Merschman, 17250 Farmington Rd., Livonia, MI 48152

RECEPTIONIST - PART TIME for busy Farmington Hills attorneys office. Good communication skills necessary. Call Judy at (810) 932-0100 ext 343

RECEPTIONIST - part time for office in Farmington Hills on Northwestern Hwy. between Inkster & 13 Mile Rd. Call Diane 810-626-7300

RECEPTIONIST PART TIME for Auburn Hills chiropractic office. Light typing, phone, willing to train. Salary negotiable. (810) 373-2225

RECEPTIONIST/SECRETARY Part time for carpet cleaning company in a non-smoking office in Farmington Hills. Misc. office duties. $6/hour & up. (810) 476-4380

RECEPTIONIST/SECRETARY Part time for Bingham Farms law firm. 1pm-5pm, Monday-Friday. WordPerfect experience necessary. Call 810-645-1003

RECEPTIONIST/SECRETARY For fast paced Bloomfield Hills law firm. Full-time position. Phones, typing (55wpm), computer & dictaphone skills. Salary commensurate with experience. Call (810) 647-4440 or Fax resume to: 810-647-4727

RECEPTIONIST/SECRETARY Immediate opening. Full time position for Plymouth organization. Requires excellent communication skills, ability to work in fast paced environment. Windows experience requested but not required. Excellent salary & benefits. Send resume with cover letter to: Jean Post, Facilities Manager, Michigan Peer Review Organization, 40600 Ann Arbor Rd., Ste. 200, Plymouth, MI 48170 EOE/M/F/D/V

Receptionist/Secretary Busy commercial real estate co. needs reliable person w/excellent phone & computer skills. Full benefit package. Send resume to: Controller, 29548 Southfield, #200, Southfield, MI 48076 or FAX 810-557-6442

RECEPTIONIST/SECRETARY Immediate Permanent opening in Bloomfield Hills office. Fast paced environment. 20 lines, professional. MS Word, EXCEL a plus. Boyer Search Group 810-645-0900

RECEPTIONIST/SECRETARY Accurate typist, word processing a must. Mature person desired for full time job. Good benefits, pleasant working environment. Please send resume to: EV Industries, 48553 West Rd., Wixom, MI 48393, Att: Office Manager

RECEPTIONIST/SECRETARY For Southfield CPA/Property management firm. Excellent typing and phone skills required. Professional appearance. Send salary requirements and resume to: ELRV, PO, 30445 Northwestern Hwy, Ste 104, Farmington Hills, MI 48334

RECEPTIONIST Switchboard/receptionist & basic computer skills. Resume to: Community EMS, Attn: J.B., 25400 8 Mile Rd, Southfield, MI 48034 or call 810-358-3800 or fax 810-358-3494

RECEPTIONIST / SWITCHBOARD OPERATOR Manufacturing company seeking a mature, professional individual, experienced in greeting the public & handling a 8 line telephone system. Hours: 2pm - 8pm, Mon-Fri, ½ day every other Sat. Apply at: Almond Associates, 12001 Levan, in Livonia

RECEPTIONIST SWITCHBOARD
- Multi-line phones
- Clear speaking voice
- Light typing necessary
- $6.50-$7.50 depending on skill level

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ADIA The Employment People (810) 442-7800

RECEPTIONIST/SWITCHBOARD OPERATOR Experienced full-time Receptionist/Switchboard Operator for manufacturing facility. Perform variety of clerical duties, greet guests. Requires professional appearance, language, and attitude. PC experience a plus. Hours 7:30am-5:00pm, Mon-Fri. Please forward resume for immediate consideration to: SCHENCK TURNER, INC. 100 Kay Industrial Dr Orion, MI 48359 EOE

RECEPTIONIST TELEVISION PRODUCTION FACILITY Office Assistant. Seeks pleasant personality. Experience with busy multi-task environment. Phone skills and windows computer friendly a plus. (810) 855-4333

RECEPTIONIST to answer phones, part time with prestigious Birmingham law firm. Experienced multi line operator with professional phone demeanor required. Mon thru Fri, days. $7 per hour. Please call Lisa or Mary Lou (810) 258-1016

RECEPTIONIST To $7 hr. Busy employment office. Hours 9:30-4pm, Mon-Fri, benefits. Perfect for bored homemaker or college student. Call noon-4. 810-569-5042

RECEPTIONIST - TYPIST Good telephone and typing skills (WordPerfect). Send resume to: Aspen Co., 45265 Grand River, Novi, MI 48375 or FAX 810-348-7888

RECEPTIONIST WORD PROCESSOR Front desk position for high energy candidate with typing and word perfect skills. 2 years experience preferred. Nice salary, plush office and full benefits. Employer paid fee. PERMANENT STAFF Farmington Hills (810)737-5750 Troy (810)585-2720

• RECEPTIONIST/Word Processor - Small office. Troy, type 50 WPM. MS Word
• CURRIER - Bloomfield Hills. Must have own transportation, some manual labor. $7.00 hr
• TYPIST - Pontiac area. WordPerfect 5.1 or 6.0. Until Mid July. $8.00hr
• SCHEDULING COORDINATOR - Troy. Must know Word/Windows, heavy phones. $9.00hr

OAKTEC Professional Staffing Farmington Hills 810-488-0484 Auburn Hills 810-377-4070

RECEPTIONIST, $20,000 Front desk position with prominent Troy firm. Good office skills needed. Nice phone manner. Call Donna, 810-772-6760 Snelling Personnel Services

Sales Assistant Career opportunity with SE Michigan's largest AT&T VAR assisting the sales department scheduling appointments, preparing sales proposals, etc. Customer service, word processing and organizational skills a must. Competitive salary plus a 401-K plan, profit sharing, and full medical, dental, optical insurance. Apply: 26450 Haggerty Road, Farmington Hills or call 489-0300 extension 202, for an appointment.

SALES ASSISTANT Major distributor seeks qualified person to support inside and outside sales. Skills include positive friendly phone use, computer, typing, etc. Benefits package included. Please send resume to: Charles Berger, Mooney Process Equipment Co, 32700 W. 8 Mile Rd., Farmington, MI 48332

SALES ASSISTANT to $27,000 Stock broker experience. Series 7 a must. Major suburban firm. Call Denise. 810-772-6760 Snelling Personnel Services

SALES DEPARTMENT Telephone Operator & Typist. AT&T Merlin System PC using Word Perfect software. Excellent working conditions. Extensive Fringe BCBS. Call (810) 331-9031 Sterling Scale Co., Southfield MI

SALES SECRETARY Manufacturers Reps is seeking an experienced sales secretary to provide clerical/sales support. Must be organized, detail oriented with initiative. Position requires excellent communication skills, good grammar skills, good people skills. Flexibility and positive attitude are key requirements. Ideal candidate will possess excellent PC skills including spread sheets. Send resume to: Mittmore Sales, 22765 Heslip Dr., Novi, MI 48375 or FAX 810 349-0756

SCOTT SHUPTRINE FURNITURE is looking for friendly, outgoing Customer Service Reps for our Business Office. Ideal applicant should exhibit articulation, & professionalism, as well as a proficiency in data entry & experience in billing & posting money. Full & part time positions available with a complete benefit package for full time employees. Scott Shuptrine is a growing company with many opportunities for advancement. Apply in person & contact Elaine Ruff, 977 E. 14 Mile Rd., Troy, MI 48083

SECRETARIAL ASSISTANT - 2 days per week for law firm in Farmington Hills on Northwestern Hwy between Inkster & 13 Mile Rd. Must be proficient in WordPerfect 5.1 for DOS. Call Diane (810) 626-7300

SECRETARIES Our many suburban technology clients have immediate openings for secretaries and administrative assistants. Temp to perm at starting salaries to $13.00/hour. Paid vacation and holidays. Windows software is a must. Benefits. Call Susan (810) 646-7661 UNIFORCE SERVICES

SECRETARY A GREAT JOB! Now available because of promoting our last 3 secretaries. Have it all - excellent compensation - flexible scheduling - job satisfaction. Of course you must have all the office skills, plus a great personality. Call Ms. Camous at (810) 362-8600

SECRETARY BILLING, front office, good phone voice, WordPerfect 6.0 & Peachtree experience, basic bookkeeping helpful. Send resume to 223 Amelia, Royal Oak, MI 48073

SECRETARY/BOOKKEEPER Busy Troy realty needs extra sharp efficient coordinator. The more skills, the better. ERA America Realty (810) 880-1500

SECRETARY - Busy Troy law firm seeks person with strong secretarial background for immediate full time position. Persons applying should have good telephone skills & typing abilities, & be proficient in spelling and grammar. Experienced in real estate or mortgage industry preferred but not required. Non smoking office. Salary based upon experience. Please call 810-689-1808

SECRETARY/DISPATCHER Wanted for days. Knowledge of computers, experience preferred. Farmington Hills area. Resume to: PO Box 72 Union Lake, MI 48387

SECRETARY - Co. in W. Bloomfield. Part time, flexible schedule, ideal for Working Parent. Word Perfect/computer skills required. Fax resume to: 810-851-3773 or mail to: L. W. Stabbes & Associates, P.O. BOX 250096, W. Bloomfield, MI 48325

SECRETARY Downtown Detroit financial services corporation has a secretarial position available. Candidates should be self-motivated, organized and detail-oriented with accurate typing skills (50 wpm). This position requires previous word processing experience and a highly professional demeanor. Compensation includes benefit package. Those interested send resume to: Secretary, P.O. Box 2060, Detroit, MI 48231 An Equal Opportunity Employer

SECRETARY-ENTRY LEVEL needed for Livonia office. Full time. Must be proficient in Word Perfect 6.1 & have good phone skills. Pay between $6-$7/hr, depending on experience. (313) 425-1870

SECRETARY Experienced individual to provide full time general office support to the Media Services department at Madonna University. Requires experience using WordPerfect 6.1 and excellent interpersonal and organizational skills. Starting pay $6.00-$6.45 per hour plus excellent benefits including free tuition for employee and family. Please send cover letter and resume to: Human Resources, Madonna University, 36600 Schoolcraft, Livonia, MI 48150. MU is an Equal Opportunity Employer

SECRETARY Farmington Hills CPA firm requires individual to handle 1-person office 2 days/wk. in summer and full time rest of the year. CPA firm with WordPerfect experience required. Benefits and salary commensurate with abilities. Call Mon-Thurs 810-851-2220

SECRETARY - for John Casablanca's Modeling & Career Center, full time. Hrs. 1-9pm, typing, computer & office skills required. Troy. Ask for Miss Noha (810) 689-1090

SECRETARY - For medical office. Typing skills. Experience preferred. Opportunity to learn. Please call (313) 562-0363

SECRETARY for real estate development & management company. Opportunity for growth. WordPerfect 5.1 required. Call Sharon at (810) 855-2440 or FAX resume to (810) 855-4646

SECRETARY for sales dept. in fast-paced Romulus office. Typing & computer skills necessary. Full time excellent benefits. Resume to: 30383 Ecorse Rd., Romulus, MI 48174

SECRETARY for small plastics firm in Canton. Experience with Excel & MAS 90 preferred. Good phone manners. Full or part time. Send resume with work history & salary requirements to: TOMAS PLASTICS, INC 7635 Market St. Canton, MI 48187

SECRETARY International Southfield firm seeking a secretary. Automotive related. Must know Microsoft Office. $20-23K to start. FAX to (810) 648-1888 or send HRMS, 1900 W. Big Beaver, Ste 220, Troy, MI 48084

SECRETARY Legal support in Downtown area. Temp 2 months plus. WP 5.1, WPM 50. Boyer Search Group 810-645-0900

SECRETARY LOCAL UNIVERSITY Answer phones & some computer. PERSONNEL SYSTEMS 459-1166

SECRETARY, must have computer knowledge, answer phones, do filing, full time. SCD Chemical. Call Jay 313-834-1300 An Equal Opportunity Employer

SECRETARY NEEDED for (non-smoking) law firm in Bloomfield Hills. No experience necessary. WILL TRAIN. Recent high school graduate preferred. Bloomfield Hills, with computer skills necessary. Send resume: Personnel, 2550 Telegraph Rd., Suite 250, Bloomfield Hills, MI 48302

SECRETARY NEEDED for computer software sales firm. Strong WordPerfect 5.1 skills concentrating on editing & proof reading. Will type up quotes, proposals & other documentation related to the sales process. Need excellent telephone skills. Candidate will dispatch all technical service calls using appropriate action. Will interact with customers on the telephone continuously. Need strong organizational & communication skills. Competitive salary according to qualifications which include an excellent benefit package with an equivalent 401K pension package. Please send resume to: Office Automation, Inc., 18481 W. 10 Mile Rd., Southfield, MI 48075

SECRETARY New opportunity for your all around skills and executive level experience. We have many long term opportunities with major Oakland County technology firm. Long and short term. $9.00-$13.00/hour. Call Shelly 810-648-7661 UNIFORCE SERVICES

SECRETARY/OFFICE MANAGER 3 to 5 days. Computer accounting background a must. Southfield area. (810) 642-2571

SECRETARY - PART-TIME 30 hour week in Christian social service agency. Word processing (Word Perfect 5.0 & 6.0), people oriented skills. Resume: Bethany Christian Service, 32500 Concord, Madison Hghts, MI 48071

SECRETARY Part-Time

At First of America Bank Corporation, we're adding more quality financial products and services, and more professionals with the talent to reach beyond traditional banking roles. Join our progressive $24 billion institution for Banking & Beyond an experience that may exceed even your own high expectations.

Working Wednesday through Friday, you will assist our Community Bank President with the coordinating of regional sales and service activities. Responsibilities include serving as a liaison between management and lending teams, assisting with Community Reinvestment Act efforts, attending Board meetings as secretary, and performing a wide range of important office support functions.

We require previous secretarial or administrative experience at the corporate level, and strong organizational, communication and interpersonal skills. Must be able to effectively handle multiple assignments and maintain confidentiality of sensitive material. A background in the financial industry or knowledge of banking is preferred.

We offer competitive compensation and opportunities for professional growth. For consideration, send your resume to: FIRST OF AMERICA BANK - Michigan, Human Resources, 131 S. Main St., Ann Arbor, MI 48107. We are proud to be an EEO/AA employer M/F/D/V.

FIRST OF AMERICA BANK CORPORATION

SECRETARY/RECEPTIONIST Oakland County elementary school seeks full time Secretary/Receptionist. Excellent people skills, phone presence & computer literacy are musts. Excellent benefits. Send resume to: Box #1258 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY/RECEPTIONIST (Part Time) Birmingham office. Computer - Word Perfect. Mail resume to: Box 1738 Birmingham, MI 48012

SECRETARY - Reception for CPA firm located 12 Mile/Northwestern area. Work conditions are in modern office setting, executive salary for right person. Fringe benefits include hospital, dental, life insurance & 401(k). Position requires knowledge of Windows, Word & Excel. Knowledge of ProSystem Fx and Creative Solutions would be helpful. Resume to: GBS, BN & Co., 25505 W. 12 Mile Rd., #5500, Southfield, MI 48034.

SECRETARY/RECEPTIONIST Immediate part-time, temporary position, June to September, reporting directly to the CEO, must have excellent phone and secretarial skills with knowledge of PC, Microsoft Windows and WordPerfect. Resume: Key Plastics, Inc. 39325 Plymouth Road, Suite 200 Livonia, MI 48150 Attention: Diana

SECRETARY/RECEPTIONIST - Birmingham real estate office, needs upbeat person with computer & people skills. Immediate full time position available. Call Al Butts 810-645-5800 ext 225

SECRETARY/RECEPTIONIST KSR International, a leading automotive supplier, is looking to fill a secretary/receptionist position. Applicant must have word processing skills, good communication skills & be energetic. Competitive pay/major medical, pension plan & 401K plan. Send resume or call: 20677 W. 12 Mile Rd., Mail Stop D-4, Southfield MI 48034 (810) 358-9603

SECRETARY - ROCHESTER AREA Fast-paced office needs a conscientious, detail-oriented, self-motivated individual. Microsoft Word experience preferred. Immediate opening. (810-651-3500)

SECRETARY Southfield Real Estate Co., seeks an experienced individual, qualified candidate should know Word Perfect, Lotus and have an excellent telephone demeanor and strong interpersonal skills. Shorthand experience a plus. Send resume & salary requirements to: Attn: Janet Allen 27777 Franklin Rd., Suite 950 Southfield MI 48034

SECRETARY Typing, filing, and delivery of documents. Microsoft Word. Send resume and salary requirements to: Box #1085 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY, $17,600 Pleasant Farmington Hills firm. WordPerfect experience. Good office skills, lots of variety. Full benefits. Call Donna 810-772-6760 Snelling Personnel Services

SENIOR BILLING CLERK Out patient mental health billing experience preferred, as well as knowledge of Dr. Lee's Billing System. Other non-billing office duties as required. Resumes to: J. Wratkowski, C/O Eastwood, 18955 W. Outer Dr., Su. 204W, Dearborn, MI 48124

SERVICE BUREAU Needs experienced Tartan or Nixdorf Data Entry Operators. 10 Key PC Operators need not apply! DATA ENTRY SERVICES CORP 313-533-2298 X205

SWITCHBOARD/RECEPTIONIST Part time, 12:30-5pm, 5 days per week. Year around. Responsible people person with pleasant phone manner. Some typing. Private school (810) 646-7717

TITLE/CLOSING SECRETARY Fast paced Farmington Hills real estate office has opening in closing department for an experienced person to clear title work and set closings. Please call Marie for an appointment between 5:00 & 6:00 PM (810) 855-8130

TROY law firm seeks full time Legal Secretary with WP 5.1 skills, 1 yr. litigation experience, professional demeanor required, good benefit package. Resume: Office Manager, PO Box 1674, Troy MI 48099-1674

TWO POSITIONS AVAILABLE for Novi development company. Fun relaxed, but fast paced environment. Computer Data Base experience, 2 year degree preferred. Resume to: Anja, Crosswinds Communities, 41050 Vincenti Ct., Novi, MI 48375 Or FAX to: 810-615-9350

TYPIST ACRO SERVICE CORP., a leader in providing engineering and computer consultants to business and industry, seeks and entry level typist to work with WordPerfect 5.1 & WordPerfect Windows 6.1, will train. Base salary and full benefits. Fax or mail resume immediately to: Attn: JL ACRO SERVICE CORP. 17187 N. Laurel Park Drive Suite 165, Livonia, MI 48152 FAX (313) 541-1217

TYPIST/BOOKKEEPER For small local company in Dearborn Hts. Experience preferred. Resume to Box 9312, Livonia MI 48150

UNIQUE OPPORTUNITY - with limo company to take reservations, market, dispatch & drive. Part-time. Send resume to 4772 Tara Ct., W. Bloomfield, MI 48323

VETERINARY CLINIC RECEPTIONIST Part time opening at Michigan Humane Society's Veterinary Clinic. 32 hours per week, some evenings and weekends. Starting pay $5.60 per hour. Strong clerical skills desired. Apply in person at MHS, 37255 Marquette Road (east of Newburgh) in Westland.

WE MOVED!!! Come see our new location!

Accepting applications for clerical and light industrial positions. We service Livonia, Plymouth, Canton, Farmington Hills, Novi, Northville and Wixom areas. We have multiple openings for temporary and permanent placement. Call today - Work tomorrow! 313-266-8600 38167 Plymouth Rd., Livonia In the L.A. Plaza, E. of Levan

SNELLING PERSONNEL SERVICES

Word Processing Entech Personnel Services is currently recruiting individuals who possess any of the following software packages:
• Word for Windows 6.0
• Word Perfect for Windows 6.0
• Lotus DOS or Windows
• Excel
• Any Data Base System
These temp to direct positions offer competitive pay. Experience required. Call today for an appt.
ENTECH PERSONNEL (313) 464-0196

WORD PROCESSOR Difco Laboratories, a world leader in products for the microbiology laboratory, has an immediate opening for a Wordprocessor at our Administrative Center in Livonia. This position is responsible for general wordprocessing on a variety of documents, maintaining database and master record files and general clerical duties. The desired candidate should possess at least one year experience in wordprocessing with a knowledge of database software. Excellent interpersonal and organizational skills. If you are a self starter & a team player, submit your resume & salary requirements in confidence to: Difco Laboratories, Inc. Attn: Human Resources-WP P.O. Box 331058 Detroit, MI 48232-7058 An Equal Opportunity/Affirmative Employer D/V

WORK OUT OF YOUR HOME Eves & weekends. Must have an excellent phone voice. Some sales experience helpful. (810) 647-4080

WORD PROCESSOR MEADOWBROOK INSURANCE GROUP is seeking an Experienced Word Processor.
Requirements:
* Good Grammar Skills
* Proficiency in Microsoft Word for Windows 2.0 or 6.0
* Experience with Harvard Graphics &/or Pagemaker a Plus
* Dictaphone experience helpful
Excellent Benefits Including 401K. Pleasant Non-Smoking Environment.
Please send Resume Including Salary History to: D.J. Economo, Meadowbrook Insurance Group, 26600 Telegraph Rd., Southfield, MI 48034

504 Help Wanted-Dental

WARNING: Don't respond to any other ads until you read this! All offices are not alike. My name is Terri Buday, DDS & I am looking for a warm, caring, professional Dental Assistant to join our staff. If this describes you, read on! Just like our ad, our office is better than all the rest. Dental Assisting does not have to be a dead-end position. You will be appreciated & you will have the most comfortable work environment along with an excellent salary & benefits. So don't waste your time calling all the other ads. Call me at 810-653-7877

DENTAL ASSISTANT With Experience & X-Ray certification for Endodontic Office. Resumes needed (313) 459-6644

DENTAL ASSISTANT Work with great patients & staff in our modern Livonia office, 3½ days per week. (313) 522-6770

DENTAL ASSISTANT Rochester Hills Periodontal office is looking for a mature self motivated individual to join our patient oriented team. A pleasant environment, competitive wages, flexible hours are offered with five Mon. thru Thurs., full time position. Periodontal experience helpful. 810-656-3293

DENTAL ASSISTANT - Tired of 100% of chairside assisting? Want to expand your field of experience to include lab work? This full time position offers excellent benefits including annual bonus, quarterly uniform allowance, medical & dental coverage. NO Saturday hours at this innovative & team oriented office in Canton 313-453-0940

DENTAL ASSISTANT Experienced. Livonia office. 3 days per week. No eves or Sats. (313) 261-2330 Home 810-661-0336

DENTAL ASSISTANT Part-time 24-30 hours per week. W. Dearborn office. (313) 563-6601

DENTAL ASSISTANT Livonia office. Some experience preferred but will train the right person. Part-time. Flexible hrs. Call (313) 525-7616

DENTAL ASSISTANT Experienced only. Looking for that extra super person who likes challenges to work in a large group practice in South Canton/Belleville area. You will be working with a Oral Surgeon, Periodontist, and a General Dentist. 2 evenings & some Saturdays. Benefits (313) 697-4400

DENTAL ASSISTANT FULL TIME - NO WEEKENDS. If you have experience (CDA preferred) and are interested in providing excellence in dental care call us. We are located in Southfield near I-696 and offer:
• Medical benefits, Blue Cross
• Paid vacation & holidays
• Paid sick days
• Daily & monthly bonuses
• Retirement plan
Call Karen 810-559-6818

DENTAL ASSISTANT - Part-time in Northville practice. Are you caring, enthusiastic & dependable? Call 8am to Noon, Mon-Fri. (810) 347-4250

DENTAL ASSISTANT for perio office 4 day Wk. in downtown Birmingham. Be part of a growing 2 doctor practice. (810) 540-0120

DENTAL Assistant or Receptionist for busy W. Bloomfield orthodontic office. Full time, no Sat. Some experience necessary. Mon-Fri, 8:30AM-5PM (810) 851-7272

DENTAL ASSISTANT - Full time. Dynamic individual to join our exceptional dental team in Rochester Hills. Mon-Thurs. No eves. Excellent pay & benefits. (810) 852-6400

DENTAL ASSISTANT Part time. Experienced, friendly person for busy practice. Pay to commensurate with experience. (313) 427-6022

DENTAL ASSISTANT Be an important person in a dynamic office. 14 & Livernois 810 280-0600 655-0699

DENTAL ASSISTANT Our team seeks an enthusiastic, friendly person to help us provide quality family dentistry in Novi. A full time position in our state of the art facility is available. Experience preferred. If you are seeking a positive environment where growth is encouraged, call Mon. - Thurs. (810) 476-7711

DENTAL ASSISTANTS Caring family dental practice in Rochester looking for full-time assistants to do expanded duties. No experience necessary. We will train the right person for Radiography certification. Send resume with compensation desired, cover letter & references to: Barbara, Office Manager, Steven C. Reynolds DDS, PC, 117 W. Fourth Street, Rochester, MI 48307

DENTAL HYGIENIST Part time for family oriented dental practice. White Lake area. (810) 887-6367

DENTAL HYGIENIST High quality periodontal practice is looking for a bright, caring, experienced hygienist to join its staff full or part time. Salary can be over $50,000 annually plus benefits. Call (810) 357-3213

DENTAL HYGIENIST Part time, Ford Rd./Beech Daly area in Dearborn Heights. 313-278-4700

DENTAL HYGIENIST Needed part time for friendly Northville office. Hours negotiable. 810 349-3060

DENTAL HYGIENIST - Tuesdays & 1 Saturday a month. 5 Mile/Farmington area. (313) 425-7010

DENTAL HYGIENIST needed for Farmington Hills office to replace hygienist on maternity leave Aug & Sept. Mon, Tues & Thurs. 810-474-0442

DENTAL HYGIENIST Wanted for patient centered preventative oriented 2 dentist family practice in Westland/Livonia area. We focus on optimal care with warmth, caring & expert communication. Emphasis on personal development through continuing education & high achievement. Full time. Blue Cross, disability, pension & bonus. If you are experienced & enthusiastic. Call between 8-3pm (313) 425-8570

DENTAL HYGIENIST Full/part time. Excellent salary & benefits. Friendly Livonia office (313) 591-3638

DENTAL HYGIENIST Part-time. Enthusiastic person to join our professional Livonia dental team. Call 810-464-3430

DENTAL HYGIENIST needed part time. Friendly office in Clarkston. (810) 620-2933

DENTAL HYGIENIST - 2-3 days per week, flexible schedule, Oak Park area 810-398-5400 or after 7pm 810-303-0595

DENTAL HYGIENIST Our team is seeking a quality hygienist for our perio-oriented general practice in Garden City. 2-3 Days/week. Excellent compensation. Please call Mary at 313-425-4400

DENTAL HYGIENIST Full time/part time position in Farmington Hills. No Saturdays. Please call 810-474-8080

DENTAL HYGIENIST PART TIME, enthusiastic person needed for preventive orientated practice w/ pleasant atmosphere. Dearborn area. Please call (313) 562-5610

DENTAL HYGIENIST - Wednesdays & Fridays, 8am-6pm. Royal Oak office emphasizing quality treatment, caring environment, friendly staff. Salary plus bonus incentives. (810) 544-7200

DENTAL LAB help. Part-time. Will train. Northville 810-349-5333

DENTAL LAB TECH Bridges dental Lab is seeking an experienced waxer for C&B department. Excellent working conditions, pay & benefits. (313) 722-6153 or after 5PM & weekends (313) 427-3779

DENTAL OFFICE, Domino Farms, Ann Arbor. Growing practice needs experienced part time receptionist & dental assistant. Excellent working conditions. Potential for more hours. Salary commensurate with experience (313) 930-4022

DENTAL OFFICE Growing West Bloomfield practice needs additional staff to fill the following positions, experienced RECEPTIONIST DENTAL ASSISTANT Fun family practice 810-661-2222

DENTAL OFFICE MANAGER Progressive 2 doctor computerized Westland office. Excellent communication skills. 313-425-9130

DENTAL POSITIONS - Tired of reading the Help Wanted??? Tired of interviewing??? Peak Performers has IMMEDIATE openings available for: *Dental Assistants *Dental Hygienists *Dental Receptionists No fees. EOE (810) 477-5777

DENTAL RECALL SECRETARY Full/part time, flexible hours, dental experience & computer experience a plus. Group practice in Southfield. Call Marie 810 352-7722

DENTAL RECEPTIONIST Part-time, 18-25 hrs. Dental experience, typing skills & good penmanship a must. (810) 851-6446

DENTAL RECEPTIONIST Part time. Insurance experience preferred (810) 547-6617

DENTAL RECEPTIONIST- Full time Mon-Fri, 8am-5pm. Experience only apply. Computer background a plus. Send resume to: Box #1254 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

DENTAL RECEPTIONIST Full time for progressive Novi office. Competitive wages & benefits. Computer knowledge (Dentech preferred) & dental office experience required. Please contact Carol at: (810) 471-0345

DENTAL RECEPTIONIST Full time position in progressive Southfield practice. Excellent phone skills & sharp personality a must. Command Dental System knowledge preferable. Mon-Thurs. Benefit package available. Call Laura at (810) 354-1555

DENTAL TEAM Are you kind, compassionate, people oriented & motivated to succeed? We are seeking an exceptional Dental Assistant for our progressive Livonia office. Experienced, full-time. (810) 477-7905

DENTIST WANTED for Detroit & Flint area. Financial opportunity unlimited for energetic & highly motivated doctor. Please call 517-393-5153

Farmington Dental Practice is looking for a skilled DENTAL ASSISTANT to work part time. Our office is state of the Art with a staff that is the best! Call - to schedule an interview. (810) 474-4600

HYGIENISTS Caring family dental practice in Rochester looking for hygienists. Full & part-time hours. Must be personable & team oriented. Send resume with salary desired, cover letter & references to: Barbara, Office Manager, Steven C. Reynolds DDS, PC, 117 W. Fourth Street, Rochester, MI 48307

MEDICAL Person willing to train for position as Ophthalmology Assistant. Resume to: FEC Mgr., 29275 Northwestern #100, Southfield, MI 48034 or fax to: 810-353-7645

OFFICE ADMINISTRATOR For dental practice in Mt. Clemens. Prefer person knowledgeable in appointment scheduling as well as "Command Dental System". Forward resume to: P.O. Box #1292 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

OFFICE ASSISTANT Full time in dental office. Some computer experience necessary. Benefits. Call (810) 471-5534

OFFICE MANAGER Experience necessary, for friendly W. Dearborn office. Please call (313) 562-1225

ORAL SURGERY ASSISTANT Full time. Must be team player & dependable. W. Dearborn practice. Experience preferred. 313-562-1515

PHARMACY TECH or experienced Assistant. Flexible hours. Apply at: Baker Pharmacy, 2600 12 Mile, Berkley

RECEPTIONIST Must have computer, Word Perfect & dental knowledge. Part time or full time. Farmington Hills area. (810) 851-1034

RECEPTIONIST NEEDED For our Walled Lake office. Experienced. Flexible hours. Benefits. Call Linda at 313 728-5600

RECEPTIONIST - Part time. Experienced for quality oriented Farmington Hills dental office. Excellent people skills & some computer knowledge. 810 737-9430

506 Help Wanted-Medical

ACTIVITIES COORDINATOR

Oakwood Hospital and Medical Center-Dearborn, part of Oakwood Healthcare System, is currently seeking a full-time Activities Coordinator for its Adult Day Care department.

As a member of the interdisciplinary team under the direction of the Director, Adult Day Care, you will develop and implement daily programs for adult day care participants functioning as a staff client assistant with direct patient contact.

We require an Associate's degree in Occupational Therapy, Recreational Therapy, Gerontology, or related field, and at least 1-3 years' experience working with and planning activities for older adults, including outings and special events. The qualified individual will also be involved with planning intergenerational activities with the child care department. Strong interpersonal, analytical and supervisory skills are a must.

We offer a competitive compensation and benefits package. For consideration, please send your resume to: Oakwood Hospital and Medical Center Dearborn, Human Resources Dept., Attn: AC, 23400 Michigan Ave., Suite 111, Dearborn, MI 48124. An Equal Opportunity Employer.

OAKWOOD HOSPITAL AND MEDICAL CENTER-DEARBORN
A subsidiary of Oakwood Healthcare System

ADMINISTRATIVE ASSISTANT Part time. Farmington Hills medical office. Excellent salary & working conditions. Interesting & varied job description. Call Barbara 810-539-0202

ADMINISTRATIVE Assistant - experienced for 2 physician office. Computer skills. Strong leadership & good personal skills. Competitive salary. Full time. Rochester (810) 650-1916

ADON - needed. RN with long term care experience. Must be able to share on-call with DON. Contact Mary McConnell, DON Camelot Hall Convalescent Center, 35100 Ann Arbor Tr, Livonia. (313) 522-1444.

$ AIDE OPPORTUNITIES Caring, dependable, ambitious, looking for advancement, is this you? Call Greg: 313-455-1061

ALLERGY CENTER Receptionist, full time for busy allergy practice. Friendly staff. Benefits available. Beaumont Medical Building, Royal Oak. 810-551-6115

A.S.A.P. MEDICAL ASSISTANT LIVONIA / NOVI AREA Busy Medical office searching for patient oriented person. Health insurance, pension plan & bonuses. Salary $9/hour and higher depending on experience and personality. Call (810) 478-1024

A.S.A.P. MEDICAL ASSISTANT LIVONIA / NOVI AREA Busy Medical office searching for patient oriented person. Health insurance, pension plan & bonuses. Salary $8/hour and higher depending on experience and personality. Call (810) 478-1024

ASSISTANT DIETARY MANAGER AFTERNOON SHIFT, 1-8 PM Send resume to 8365 Newburgh, Westland 48185

ASSISTANT MANAGER Private long-term residential treatment center seeks an experienced person working with difficult to manage T.B.I. males as an assistant manager. Degree in Human Services preferred, but will train the right candidate. Afternoons & week-ends. (810) 851-0403, 9am to 4pm

ATTENTION COMPASSIONATE CAREGIVERS We have AM openings for experienced caregivers in our unique local Southfield program. CNA preferred. This is not a nursing home. Reliable transportation a must. Call Kelly at 800-765-7544 An Equal Opportunity Employer Male/Female

ATTENTION RN, LPN, CMA Immediate opening for person with prior allergy experience for busy office. Must be a take-charge person with outgoing & friendly personality. Excellent salary & benefits for the right person. Diane, (313) 478-5221

A-1 International Medical Services Offers opportunity for motivated individuals. RN, LPN, CNA and Medical Assistant MA. 313-453-1970

BACHELOR of SOCIAL WORK Skilled nursing facility seeking qualified candidate. Previous experience and knowledge of OBRA regulations desired. Competitive wage & benefit package. Call for appointment. ADVANCED NURSING CENTER 313-278-7272

MEDICAL BILLER OFFICE MANAGER Experienced only for Livonia Internist office. Send resume to 4155 Autumn Ridge Drive, W. Bloomfield, MI 48233

BILLER - Fast-paced outpatient psychiatric facility is seeking experienced psychiatric biller. CFC billing experience a plus. Qualified candidates send resume to: Michelle, Northpointe Mental Health Assoc. 28595 Orchard Lake, Ste. 301, Farmington Hills 48334

BILLERS/COLLECTORS Multi state home infusion company has need for experienced individual to bill/collect home infusion claims. Must have a minimum of one year experience in the home infusion/DME industry. Knowledge of MCR, MCD, BCBS and third party reimbursement. Send resume to: J.H. 17197 N. Laurel Park Dr., #540 Livonia MI 48152

BILLING SPECIALIST Experienced in medical insurance billing: Medicare, OPC & 3rd party insurance billing. Computer literacy essential especially WordPerfect 5.1 and Lotus. Requires knowledge in accounts receivable, good math aptitude & interpersonal skills. Resume to: Karen (810)559-1500, #5 24123 Greenfield Rd., Southfield, MI 48075 ATTN: KB

BOOKKEEPER/BILLER Part time, mature, experienced person to work in chiropractic office. Provide resume & references. 810-476-5150

BUSY CARDIOLOGY OFFICE needs mature person to assist Doctor with patients. Detail oriented is a must. 25-30 hours/week. Send resume ASAP to 1460 Walton Blvd., Ste 200C, Rochester Hills MI 48309

CENA - FULL-TIME & Part time PM Midnight shifts available. Medical, Dental & Pharmacy insurance paid. Vacation, double holiday pay, tuition assistance, higher pay for experience. Small home atmosphere. Martin Luther Memorial Home, South Lyon. Call Mrs. Dennis (810) 437-2048

CERTIFIED NURSING ASSISTANT training class, starting July 5th. Earn, learn, great benefits. Small home. Good working environment. Martin Luther Memorial Home, South Lyon. Call Jean (810) 437-2048

CHILD CARE ASSISTANTS HOME HEALTH AIDES HOMEMAKERS 2, 4, 6, 8 hour shifts available, morning, noon or night. VNA Private Care. Contact Kathy 810-683-1770

Chiropractic Office Permanent part-time position available for individual seeking a long term situation. Mon, Wed & Fri, 2:45 to 7:30pm. Clerical skills necessary. Computer knowledge helpful. Willing to train qualified person. 27527 Joy Rd., ½ block west of Inkster Rd. (313) 522-5501

CNA's Apply in person, Marycrest Manor, 15475 Middlebelt, Livonia, MI 48154 (313) 427-9175

C.N.A.'s -New Wage Scale West Bloomfield Nursing Center has immediate openings on AFTERNOON shift for CNA's. Previous nursing home experience will be recognized. We offer benefits and a new wage scale beginning at $7.50 hour. You must apply in person: 6445 W. Maple Rd., West Bloomfield between 9am-5pm. For details please call Mrs. Taft at 810-661-1600

COLLECTIONS - Orthopedic office in Garden City looking for an experienced medical collector person with Medicare & Blue Shield experience. Medic computer system. Good benefits. Mon thru Fri., 8-5pm. Send resume to: Great Lakes Orthopedic, 6255 Inkster Rd., Ste 103, Garden City 48135

DIRECT CARE STAFF ALTERNATIVE LIVING SERVICES, one of the nation's leading providers of assisted living services for the elderly, seeks qualified candidates to join our dynamic, caring team in the position of DIRECT CARE. Qualified candidates must assist our residents with their daily living needs, light housekeeping and activities. Positions are available on 1st and 2nd shift. We offer second and third shift differentials. This position is full time and would require working every other weekend.

We care for you while you care for our residents!

Qualified candidates should call or apply at: HAMILTON HOUSE 27950 Drake Rd. Farmington Hills, MI 48331 (810) 489-8362

DISPENSING OPTICIAN Full time. Madison Heights/Royal Oak area. Experience necessary. Call 810-541-6066

EXPERIENCED MEDICAL BILLERS - needed for full & part time positions in Oakland County. Career opportunities, competitive salary. Call Brenda or Tamara Medical to schedule an appointment. 810-443-8584