EMPLOYMENT

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Law firm seeking non smoking, experienced Legal Secretary with good communication skills and knowledge of Word Perfect 6.1, formerly with litigation preferred. Good benefit package and salary commensurate with ability.
Fax resume to:
Personnel Director 810 644 2801
or call Linda 810 644 2800

LEGAL SECRETARY for personal injury practice in Southfield. Full time. Very pleasant work atmosphere. Salary commensurate. FAX resume 810 552 8616. Or call 810 552 8181

LEGAL SECRETARY
For Birmingham law firm. Excellent Workpapers and organizational skills. Send resume with references to: Box 40201
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

LEGAL SECRETARY for a South-field based law firm. Excellent salary for 2 practice positions. Minimum 7 years experience necessary in either civil litigation or real estate. Please send resume to: Office Manager, 26611 W. 9 Mile, Suite 100, Southfield, MI 48033-8215 or call (810) 354-9030

LEGAL SECRETARY
Full time, Full benefits. Secretary needed for Downtown law office. Minimum 3 years experience preferred. Must have strong typing & secretarial skills. Necessary Microsoft Word for Windows experience. Flex hours available & parking allowance provided. Send resume to: Foster, Meadows & Dalard, P.C., 2000 Brush, Suite 500, Detroit, MI 48226. Attn Ms Carolee A Hurst Dalard

LEGAL SECRETARY needed for busy Troy practice. Must be fluent in Word Perfect 6.0 & have pleasant personality. Experience as a legal secretary preferred. Salary commensurate. If interested call Janet Dunn (810) 643 8120

LEGAL SECRETARY
Full time, Mon.-Fri., Farmington Hills Firm. Minimum 3 yrs. experience in Litigation. Must have excellent skills and be proficient with WP 5.1. Salary commensurate with experience. Fax resume 810 851 9160

LEGAL SECRETARY
Part time Flexible hours. Workflow. M-F 8:00-12:00 Wed 1:00-5:00 Farmington area. Call (810) 645-6800

LEGAL SECRETARY
Part time. Flexible hrs. Birmingham attorney. Will train. Word Perfect preferred. (810) 646-0300

LEGAL SECRETARY
Troy location. Private practitioner seeks experienced legal Finance/Environment Paralegal/Secretary. Call Henry at: (810) 641-0100 or fax resume to (810) 641-0102

LEGAL SECRETARY
2 years personal injury experience proficient in WordPerfect. Excellent benefits, salary commensurate with experience. Send resume:
P.O. Box 2070
Southfield, MI 48037-2070
or fax 810 552 4495

MAIL CLERKS
1 full time & 1 part time. For East Detroit/Birmingham area office. Benefits. Call Mark Wolfe (810) 645-2440

MARKETING ASSISTANT PART TIME
Growing fast-paced, professional firm seeks motivated individual to assist Marketing Director with various marketing projects, promotionals, and proposals. Responsibilities include preparation of proposals and marketing materials, assisting with special projects, and other tasks. Knowledge of WW and Excel required. Ideal candidate is detail oriented. Call Cathy Compensation package.
EOE. Send resume to: Marketing Assistant, Inc. 32605 W. Twelve Mile Rd., Suite 150, Farmington Hills, MI 48334. Attention: Marketing

Medical Secretary
Have a position with much variety! Busy home health care agency seeks an organized and efficient individual to create and maintain medical records and employee files, answer phone inquiries and assist with office coordinator. Medical experience preferred. Knowledge of computers preferred. Competitive salary and benefits package.
Call Ann at 313-591-1300 or fax resume to 313-591-1301

AMERITECH DISTRIBUTORSHIP
Seeks Receptionist / Clerical Support Person
Duties include: Phones answering & dispatching calls, data entry, word processing, general office duties (must know Windows, Lotus 123, Word preferred).
Fax or mail resume to
TC Showmaker
TNI Communications Group
1000 N. Opdyke, Suite 11
Auburn Hills, MI 48326
Fax# 810-377-0405

RECEPTIONIST
Busy Electrical Title Company is looking for an experienced receptionist to handle multi line phones, greeting customers, and general office duties. Must be able to work full-time. Please call Lisa Dubrow at (810) 344-0035

RECEPTIONIST
Computer & bookkeeping skills needed but will be customer oriented. Redford area. 313-534-3758

RECEPTIONIST/EDI
Auto supplier seeks person to operate EDI/XDL software and receptionist answering. Basic system. Demonstrated computer experience required. Company offers competitive wage and benefit package. If qualified send resume and salary requirements to:
INDUSTRIAL STAMPER CO.
41731 AMELIA STREET
PLYMOUTH, MICHIGAN 48170
NO CALLS PLEASE!

RECEPTIONIST
Entry level position for small South-field law firm. Good communication skills, light typing. (810) 352-4100.

RECEPTIONIST
Farmington Hills firm has opening for a Receptionist. Duties include switchboard, typing, must have pleasant personality, PC experience and the ability to handle multiple tasks. No phone calls please. Send resume to: Office Mgr., 29444 Northwestern Hwy., Ste. 100, Farmington Hills, MI. 48334

RECEPTIONIST
for retail building center. Full-time with benefits & good wages. Apply in person to: Office Manager, 41600 Ford Rd., Canton.

RECEPTIONIST - Full time position for busy law firm phone system and general clerical. Must have a pleasant & professional phone manner. Competitive salary. Benefits. Apply at Northwest Blueprint, 13450 Farmington, Livonia.

RECEPTIONIST
Full time. Experience in WordPerfect. Southfield area accounting firm. Ask for Janet, (810) 352-3230

RECEPTIONIST / GENERAL OFFICE
A well starter with excellent phone skills, who will assist with various office tasks. Full-time position with Pontiac-Phase and training & salary requirements to Office Manager, 45211 Helm, Suite C, Plymouth Twp., MI 48170-6023

RECEPTIONIST
Insurance office - Al Bordeau Insurance Agency, Farmington Hills has opening for friendly, responsible receptionist. Duties include greeting customers, telephone, typing, mailing, word processing, photo copying, telephone relay, computer input, updating forms & solicitation. No insurance experience required. Send resume to, P.O. Box 2310, Farmington Hills, MI 48333-2310

RECEPTIONIST
Law offices 12 Mile & Telegraph area. Full-time. Non-smoking. No typing. Call (810) 358-0380

RECEPTIONIST - LAW FIRM
Friendly, professional Bloomfield Hills law firm seeking non-smoking, receptionist with good communication skills. Family friendly with WordPerfect 5.1 helpful. Good benefits package. Fax resume or mail with salary requirements to Personnel Director (810) 647-2801 or call Michaela, 810-644-2900.

RECEPTIONIST - Must enjoy detail work. Southfield State Farm Insurance office. Potential for advancement. Call 810-360-1818

RECEPTIONIST NEEDED full-time for busy Farmington Hills environmental real estate office. Must have prior experience, running a multi-line phone system, working knowledge of Word for Windows, positive attitude, neat appearance and clear pleasant voice. Fax resume to Denise, Call for interview. (313) 326-1443

502 Help Wanted-Office Clerical

OFFICE TECHNOLOGY ASSISTANT
William M. Mercer, Inc. has a part-time opening in the Detroit office for an office technology assistant. Primary responsibilities include: PC hardware/software installation and maintenance, developing PC based software applications, monitoring a fiber/ethernet network, providing end user support and training. Candidate should have the following characteristics:
- Strong oral and written communication skills
- Strong analytical aptitude
- Some experience required in Novell LAN administration and maintenance of IBM PC's and compatibles, Laser and Dot Matrix Printers, Modems, etc. and user training and support with a variety of software products (Lotus, DBase, WordPerfect, Microsoft Word and Excel, DOS, etc.

If you have these qualifications, please send a resume and salary history to Mary Hale, MS Manager
William M. Mercer, Inc.
400 Renaissance Center,
Suite 1700
Detroit, MI 48243
or Fax 313 259 2075

OPEN HOUSE
SAT. DEC. 2
10 AM. - 2 PM.
Start your New Year off with a new job. Temporary and permanent openings.
Word Processors
•Administrative Assistant
•File Clerks
•Receptionist
•Data Entry
•Secretarial/Legal
Full & part time available
Bring 2 pieces of ID and a resume
36187 Plymouth Rd., Livonia (I-96 Plaza) (E. of Levan across from Top of Mode Cut)
313-266-8600
Snelling Personnel Services
Equal Opportunity Employer

PARALEGAL
Estate Insurance Company seeks Paralegal to work in Bloomfield Claims Office. Good organization and interpersonal skills. Tuition reimbursement and benefit package available. Please call Lynne at (810) 351-7051 or send resume to Personnel, 100 Galleria Officentre, Suite 300, Southfield, MI 48034

PART-TIME Clerical Purchasing Department. Good typing skills required. Computer knowledge helpful. Flexible hours available between 7:30am-4:30pm. Send resume to Purchasing Manager, Star Cutter Co., P.O. Box 376, Farmington, MI 48332-0376

PART TIME OPENINGS
Receptionist/Secretary
for Non Commissione firm. Must be proficient in Word and Excel and type at least 50 WPM. Must be pleasant and have excellent phone and communication skills. Excellent salary and benefits. Send resume and salary history to:
Clover Communications, Inc
P.O. Box 40
Novi, MI 48376
Attention: Receptionist
EOE

RECEPTIONIST / SECRETARY
A Novi based Manufacturer's Representative of electronic components is looking for a high quality individual with excellent communication skills. The ideal candidate would have knowledge of Word Processing and the ability to handle 16 line phone system. Please send your resume to:
Greg Rehberg, PO Box 3361,
Farmington Hills, MI 48333

RECEPTIONIST/SECRETARY - Part time, afternoons only, for church office. Duties include light typing, greeting, and a friendly personality needed. Send resume to: Faith Lutheran Church, 30600 Grand River, Novi, MI 48377 or call, (810) 731-8112

RECEPTIONIST/ TELEPHONE OPERATOR
Full time position in engineering design firm. Benefits & overtime. To submit resume, fax or send to: Specications, P.O. Box 217, Hazel Park, MI 48030 or call, 810 542-7274

RECEPTIONIST
$6.50 to start with raises. Mon thru Fri. 8am-5pm. No weekends. Excellent opportunity for right person. (810) 474-2418

SALES ASSISTANT
Smith Electronics one of the nation's largest security firms is seeking a Sales Assistant. A high school diploma is required together with 1-3 yrs. of related experience. Smith offers a competitive salary and comprehensive benefits. For consideration, please forward resume with salary history to: Karen Bartlett
SMITH ELECTRONICS
4000 Town Center
Suite 1100
Southfield, MI 48075
Only qualified applicants will be contacted. No phone calls. EOE

SECRETARIAL/BOOKKEEPING
Computer experience required. Please send resume to Mr. Fred Bransford, 18118 Beacon Ct., Livonia, MI 48154

SECRETARY ADMINISTRATIVE ASSISTANT
Our many suburban technology clients have immediate openings for secretarial and administrative assistants. Temp to perm at starting salaries to $13/hr. Paid vacation and holidays. Windows skills a must. Call Marcia, Birmingham Livonia 433-7001 473-2700
UNIFORCE SERVICES

SECRETARY / Administrative Assistant. Troy based Manufacturer has an opening for a full time employee. Must know Windows 6.0, Word, and Excel. Salary commensurate with experience. Call Miriam or Jose 810-244-9032

SECRETARY Troy based company seeks person for Milford, area. 5 years experience a must. Please fax or mail resume with computer experience and salary requirements to: Personnel Director, 2185 S. Milford Rd., Milford, MI 48381. Fax (810)684-5793

SECRETARY
FULL time position pending $8.32 per hour, located in Southfield. Must be able to type 50wpm. Exceptional oral and written skills, ability to organize & prioritize, and the desire to work as a team member required. Knowledge of Microsoft Word and Excel preferred. Submit resume to: R. H. Dolz, P.O. Box 700547, Ludwig Vista, MI 48170

SECRETARY - Full-Time
Must be computer literate in Lotus and Word or Word Perfect, possess friendly & effective phone skills, enjoy a variety of projects in a small fast-paced office. Please send resumes to:
Human Resources
American Movie Classics
7000 Town Center Suite 1340
Southfield, MI 48075
No phone calls please

SECRETARY part time
Mon-Fri, 10am-6pm. Southfield location. Word Processing, telephone answering, and interacting with clients. Employer willing to train in all aspects of position. Call for details (810) 347-1400

SECRETARY
Multi-function position requires an enthusiastic and dependable person. Qualified candidates should possess a high professional phone manner, above average typing and word processing skills, good organizational skills, and a familiar with personal accounting procedures. Please forward resume and salary requirements to: George Freeman, FAIS, Inc., 30001 W. Nine Mile Rd., Farmington, Mich. 48336.
Fax (810) 473-6442

SECRETARY
One girl doctor's office in Westland. Some computer knowledge helpful. Call for interview. (313) 326-1443

502 Help Wanted-Office Clerical

RECEPTIONIST/OFFICE ASSISTANT
Front desk, multi line phone skills. Windows experience required. Word Excel, Powerpoint/Harvard Graphics a plus. Must be organized, detail player, good communication skills. Pay commensurate with experience, benefits. Noon to 9pm. Full time. Call Jeanine 810-349-0700 or fax resume to 810-349-0706 for appointment. SALARY REQUIREMENTS for Office Manager, 22765 Heslip Dr. Novi MI 48375

RECEPTIONIST
Part time, 3 days per week for Bloomfield Hills church. Requires professional appearance, strong typing skills, telephone and phone switchboard experience. Call Mon. thru Fri. at the Hills, weekdays, 9am-4pm (810) 626-2515

RECEPTIONIST
Part time evenings & weekends. $6 per hour. Source welcome. Call Virginia. (810) 344-0880

RECEPTIONIST. Part time 12 to 6pm. Mon thru Fri. Berkshire & typing duties. Prior office experience desired. Farmington Hills area. 810-471-1500 Ask for Mrs. Easton

RECEPTIONIST /SECRETARIAL Phones, mail, WordPerfect, & various clerical duties for solid company in Brighton non-smoking environment. Organized, self-starter individual with good clerical & people skills. Fax resume ASAP to: (810)229-4992 or Secretarial, P.O. Box 810, Brighton, MI 48116.

RECEPTIONIST/SECRETARY
DEPENDABLE, articulate, friendly person to answer phones, type letters and assist office needs. Please resume and salary range to LeArna Weber & Associates, 30100 Telegraph, Suite 240, Bloomfield Hills, MI 48025 810-433-9334

RECEPTIONIST/SECRETARY
Experienced full time for Birmingham CPA office. Pleasant phone manners & front desk experience are required. Ability to greet clients & perform clerical duties. Computer skills desirable. Excellent wage & benefits including 401k plan. Send resume to: Box P2017
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Receptionist/Secretary
for Non Commissione firm. Must be proficient in Word and Excel and type at least 50 WPM. Must be pleasant and have excellent phone and communication skills. Excellent salary and benefits. Send resume and salary history to:
Clover Communications, Inc
P.O. Box 40
Novi, MI 48376
Attention: Receptionist
EOE

RECEPTIONIST/SECRETARY - Part time, afternoons only, for church office. Duties include light typing, greeting, and a friendly personality needed. Send resume to: Faith Lutheran Church, 30600 Grand River, Novi, MI 48377 or call, (810) 731-8112

RECEPTIONIST
Busy Electrical Title Company is looking for an experienced receptionist to handle multi line phones, greeting customers, and general office duties. Must be able to work full-time. Please call Lisa Dubrow at (810) 344-0035

RECEPTIONIST
Computer & bookkeeping skills needed but will be customer oriented. Redford area. 313-534-3758

RECEPTIONIST/EDI
Auto supplier seeks person to operate EDI/XDL software and receptionist answering. Basic system. Demonstrated computer experience required. Company offers competitive wage and benefit package. If qualified send resume and salary requirements to:
INDUSTRIAL STAMPER CO.
41731 AMELIA STREET
PLYMOUTH, MICHIGAN 48170
NO CALLS PLEASE!

RECEPTIONIST
Entry level position for small South-field law firm. Good communication skills, light typing. (810) 352-4100.

RECEPTIONIST
Farmington Hills firm has opening for a Receptionist. Duties include switchboard, typing, must have pleasant personality, PC experience and the ability to handle multiple tasks. No phone calls please. Send resume to: Office Mgr., 29444 Northwestern Hwy., Ste. 100, Farmington Hills, MI. 48334

RECEPTIONIST
for retail building center. Full-time with benefits & good wages. Apply in person to: Office Manager, 41600 Ford Rd., Canton.

RECEPTIONIST - Full time position for busy law firm phone system and general clerical. Must have a pleasant & professional phone manner. Competitive salary. Benefits. Apply at Northwest Blueprint, 13450 Farmington, Livonia.

RECEPTIONIST
Full time. Experience in WordPerfect. Southfield area accounting firm. Ask for Janet, (810) 352-3230

RECEPTIONIST / GENERAL OFFICE
A self starter with excellent phone skills, who will assist with various office tasks. Full-time position with Pontiac-Phase and training & salary requirements to Office Manager, 45211 Helm, Suite C, Plymouth Twp., MI 48170-6023

RECEPTIONIST
Insurance office - Al Bordeau Insurance Agency, Farmington Hills has opening for friendly, responsible receptionist. Duties include greeting customers, telephone, typing, mailing, word processing, photo copying, telephone relay, computer input, updating forms & solicitation. No insurance experience required. Send resume to, P.O. Box 2310, Farmington Hills, MI 48333-2310

RECEPTIONIST
Law offices 12 Mile & Telegraph area. Full-time. Non-smoking. No typing. Call (810) 358-0380

RECEPTIONIST - LAW FIRM
Friendly, professional Bloomfield Hills law firm seeking non-smoking, receptionist with good communication skills. Family friendly with WordPerfect 5.1 helpful. Good benefits package. Fax resume or mail with salary requirements to Personnel Director (810) 647-2801 or call Michaela, 810-644-2900.

RECEPTIONIST - Must enjoy detail work. Southfield State Farm Insurance office. Potential for advancement. Call 810-360-1818

RECEPTIONIST NEEDED full-time for busy Farmington Hills environmental real estate office. Must have prior experience, running a multi-line phone system, working knowledge of Word for Windows, positive attitude, neat appearance and clear pleasant voice. Fax resume to Denise, Call for interview. (313) 326-1443

502 Help Wanted-Office Clerical

SECRETARY-PART TIME
For Farmington Hills church. Familiar with Word For Windows, Quicken, Internet. Mon., Tues., Wed. & Fri., 9am-3pm. Ideal for homemakers. Call for application and job description at (810) 473-6520

SECRETARY/RECEPTIONIST
We're looking for that person who is genial but time sensitive & motivated to assist our busy Bloomfield Hills Real Estate Office. Computer & real estate experience a plus! Call Chris Ann at (810) 626-8600 ext 268 or fax resume to Chris Ann Gardner.
(810) 855-0631

SECRETARY/RECEPTIONIST
ARE you looking for a position with a great company? Southfield firm is looking for an experienced Secretary/Receptionist. Must have pleasant voice, and telephone manner. Experience with Microsoft Works and Word Perfect desired. A typing rate of 55 wpm or better preferred. Employee benefits and salary commensurate with benefits available. Please send or fax resume to: Bernice Hofman Assoc. Inc., 15565 Northland Dr. Ste 600 E., Southfield, MI 48075 FAX (810) 557-9282

SECRETARY/RECEPTIONIST
Experienced in insurance typing. Detailed oriented secretary with a minimum of 4-3 years experience. Ability to work independently. Organization. Reporting to the Controller and Treasurer, duties include typing, accounting/financial information, composing data for forecasting and budgets, assembling monthly financial statements, maintaining petty cash and distributing expense checks. Requirements include typing 60wpm, excellent PC skills (WordPerfect, Lotus preferred), and excellent communication skills. Includes full benefit package. If you're interested in joining the team of dedicated people, send your resume and salary history to
SILVAN & SILVAN
P.O. BOX 2227
SOUTHFIELD, MI 48037

SECRETARY/SOUTHFIELD
Part time/full time position, must be professional & computer literate. Salary negotiable. Call 810-559-9000 or fax resume 810-563-7FAX

SECRETARY - 3 days. Experienced for Manufacturers Rep. Located in Birmingham. 9:30am-5pm. Must have computer skills. 810-644-2616

SERVICE COORDINATOR-full time commercial property management firm. Excellent interpersonal & communication skills. Must have working knowledge of Microsoft Word and Excel. We are looking for someone who has these qualities. Non-smoking. Call Cathy at 810-539-5228

SOUTHFIELD BASED CPA firm seeks individual with strong interpersonal skills for full time client service position. Knowledge of Word, Lotus & Quicken helpful. Call Linda, 810 731-8112

SWITCHBOARD/FILING-FULL time position in Canton. Good typing skills, phone switchboard and fax room coverage. Wait train. 8:30am to start. Mon. Fri. 5 days. 40 hrs. per week. Send work history to Box 40218
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SWITCHBOARD OPERATOR - Experienced & relative. Must be able to work Mondays & Thursdays 12pm-8pm, Tuesday & Friday 8am-4pm. Apply in person at Gordon Chevrolet, 31850 Ford Rd., Garden City

Switchboard Operator
Progressive, Farmdale based credit union seeking an experienced switchboard operator for direct receptionist back up. Phone system. Must possess excellent interpersonal skills. Contact Sandra, Credit Union ONE, (810) 932-2700 ext. 2800
Equal Opportunity Employer

SWITCHBOARD/RECEPTIONIST - part time position for fast paced downtown Birmingham office. Typing exercise & sharp phone skills required. Call Mon 9-11 or Tues-Thurs, ask for Sabrina. 810-645-1851

TITLE COMPANY seeks excluse person for Troy. Must have title experience preferred but will train. Typing & good computer skills required. Fax resume to: Great Lakes Title, 37187 Beaver Trk N., Ste 210, Livonia, MI. 48152

TITLE INSURANCE
Birmingham area Commitment Typist for full and part time. Experience a plus but not required. Must be familiar with WordPerfect, have solid typing skills & be detail oriented. Compensation based on experience/skills. FILE CLERK - compensation. Full time, 40 hrs. Call Ann at 313-459-5370 or fax resume to 810-642-0006 or mail to: Title Insurance, 33900 Woodward, #102, Bloomfield Hills, MI 48304. Ask for Ann.
No Phone Calls

TYPIST
Fast growing service company desires professional individual with excellent typing skills, 55 wpm Word & Excel knowledge required. Please send resume with compensation requirements to:
Personnel Manager
3001 W. Big Beaver, Suite 210
Troy, MI. 48084

VARIETY OF RESPONSIBILITIES
Full time position in small office 2 years previous office experience in shipping, receiving, etc. Are you a self motivated, Casual & fun atmosphere person? Company benefits. Call Commerce area. (810) 669-5473

WAREHOUSE HELP
Immediate opening. Must have experience in shipping, receiving, & perpetual inventory. Benefits. Send resume to: Sean Trecy, President, U.S.A., 3132 Martin Rd., Walled Lake, MI. 48390 or Fax 810-624-8401

WHAT AN EVENING ON YOUR JOB?
Get on board with Michigan's largest furniture retailer and find out what a real job suits. We're looking for energetic, responsible people to take openings in our retail office. Starting pay includes paid training, data entry, bookkeeping & customer care. No experience? We'll train. Call us, you as a team member with a drive to learn, we'd love to teach you. Excellent benefits, paid holidays, vacation, dental & profit sharing, etc. Part time 20 hrs. Flexible schedule. If you're ready for a change apply within.
Westland Art Van
3300 Wayne Rd., &
Ford Rd. Van
27775 Nove Rd.
across from 12 Oaks Mall

WORD PROCESSOR
Part time, 20-30 hrs/wk. Bloomfield Southfield, Call Jackie or Louise 810 647 5320

502 Help Wanted-Office Clerical

WORD PROCESSORS & RECEPTIONIST NEEDED!!
The new Year is approaching fast - Start 1996 off right with a great new career. Immediate openings for temporary opportunities. Call Snelling Personnel Services today for the best jobs in your area! Call today for an appointment!
Snelling Personnel Services
LIVONIA 313-266-8600
SOUTHFIELD 810-352-1300
AUBURN HILLS 810-373-7500
TAYLOR 313-284-0710
An Equal Opportunity Employer

YOUNG HOME care agency seeking bright, warm & friendly receptionist for immediate opening. Great advancement potential, fun atmosphere. Call (313) 522-2909 or send resume to: Sunrise Home Health Services, 1700 Farmington Rd., Suite 103, Livonia, MI 48154

504 Help Wanted-Dental

AN ORTHODONTIC ASSISTANT
Our busy orthodontic practice is looking for an experienced orthodontic assistant capable of performing all Clinical procedures. Part & full time available. Weekend Ask for Joanne at 810-681-8100

ASSISTANT
Full time in Farmington Hills dental office. Experience necessary. Excellent salary & benefits.
Call 810-476-1550

CANTON DENTAL office is seeking a skilled, full time dental assistant, with excellent communication skills who values teamwork. Some pro-rated quality team of professionals. Excellent benefit package. Call Bonnie (313) 454-0616

CHAIRSIDE ASSISTANT
1 yr experience or formal training necessary. Full time. Large group practice. No evenings or Saturday's. Benefits. Southfield location.
(810) 351-9660

CUSTOMER SERVICE REP
Large dental supply company in Canton has opening for customer order in-take. Dental background helpful. Entry to start. Full time Mon-Fri., 8:30-5pm. Benefits.
Send resume: Box 2018
Attn: Customer Service Rep
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL ASSISTANT
Friendly & quiet practice in Downtown Heights dental specialty office is looking to increase their staff, and is looking for someone who is knowledgeable in chairside assisting and dependable & enthusiastic.
Call Ann
(313) 277-0510

DENTAL ASSISTANT - Tired of your current job? Are you searching for a position where you can use your skills and expand your field of experience to include lab work? The full time position we are offering includes a competitive salary, annual bonus, quarterly uniform allowance, medical & dental coverage, 150 Saturday hours at the Livonia & Lake Orion dental office in Canton.
313-453-0940

DENTAL ASSISTANT-PART TIME
Experience required. Send or drop resume to: W. E. McMeekin, DDS, 36160 Five Mile, Livonia, MI 48154

DENTAL ASSISTANT
A health oriented dental practice in Troy is seeking a full or part time dental assistant. Experience required. (810) 680-0773

DENTAL ASSISTANT
-Livonia, full or part time, great staff, salary negotiable, Call Ann 313-591-1300
Experienced only 313-533-7542

DENTAL ASSISTANT - Livonia. Excellent time, great staff, high quality, fun, friendly, 1 day per week necessary, will train, mostly sterilization. 313-533-7542

DENTAL ASSISTANT
Wanted for busy Troy practice.
Experience & flex
Please call: (313) 722 5630

DENTAL ASSISTANT
Part time for Livonia office. Approx. 15-20 hours. Experience helpful but will train the right person. Call Phyllis 313-464-4490

DENTAL ASSISTANT - Experienced, energetic person needed for full time position in busy Farmington Hills office. Excellent compensation for excellent person.
Voice mail 810-713-6618

DENTAL ASSISTANT with light reception duties, is looking for a part time Farmington Hills specialty office. Experience preferred, but will train. Weekends & Mon. Call Ann Marie Gordon on previous work experience. Call 810-737-2131

DENTAL ASSISTANT
We seek a dynamic, energetic & enthusiastic person who is ready for our progressive, Canton office. We offer you an opportunity to grow as a valued member of our team. Call Cat
313-459-8370

DENTAL ASSISTANT
Part-time position in Livonia office is searching for a bright, energetic person with experience in front or other. Challenging career opportunity. Call 313-459-5370

DENTAL ASSISTANT, part-time, 2-3 days per week, Wednesday & Friday required. Specialty practice. Birmingham area. Excellent opportunity. Ask for Fran.
810-647-3955

DENTAL HYGIENIST
Part time for Livonia office. Experienced in Perio or soft tissue management preferred. Please call: 313-261-9640

DENTAL MINI MANAGER
Are you a people person, energetic, outgoing & have a degree? Do you take charge of a growing practice. Full time, every evening and every other Sat. Waterford area. Call Joanne

DENTAL OFFICE MANAGER/ RECEPTIONIST
Troy. Busy expanding pediatric/general practice. Experienced, full-time person. Good pay & benefits. (810) 362-5880, 810-355-2880

DENTAL OFFICE - mature experience dental person needed for busy southfield practice. Call Ann
(810) 353-9800

DENTAL RECEPTIONIST
Full time, 2 nights to 8pm required. Experience preferred.
(810) 651-6447

DENTAL RECEPTIONIST
Walk Commitment dental computer experience. Full time for W Dearborn practice. Call (313) 274-5050

DENTAL RECEPTIONIST - for lively dental practice in Southfield area. Send resume to: 641 B. Livernois, Suite 210, Rochester Hills, MI 48307.
(810) 652-1100

DENTAL RECEPTIONIST
Do you enjoy working in your own community? Do you have an outgoing personality, cheerful smile, feel you can coordinate schedules and reception area in large modern office? Will WANT YOU! Full time. Excellent pay & benefits. Great working conditions in Livonia.
Call Annette: 313-981-3636

DENTAL RECEPTIONIST needed full time. Friendly, busy West Bloomfield office. Excellent benefits.
(810) 737-8090

504 Help Wanted-Dental

DENTAL RECEPTIONIST - A multi doctor practice with a friendly atmosphere is looking for an experienced individual that is enthusiastic & enjoys challenges. Full time. Insurance & computer knowledge helpful. Salary & benefits. Call Western Wayne County Ask for Della
(313) 722-5133

FRONT DESK RECEPTIONIST
Wanted for fast paced fun to work at dental practice with a great location. Southfield location for a bright, outgoing, organized individual. Salary commensurate with experience. Full time position. Call Dr. Bernstein for interview at 810-569-6304 or Fax 810-569-7914

GREAT RECEPTIONIST
for North Southfield. Great location & fringe benefits. Experience in dental preferred 810-547-8836

ORTHODONTIC ASSISTANT
Full time position for a bright, energetic, responsible person in busy aggressive orthodontic/pediatric dental practice. Experienced only. Please call: 810-626-4811

STERILIZATION TECH
for W. Bloomfield dental office. Sterilization ordering & other jobs to keep office running smoothly. Full time.
(810) 737 2090

506 Help Wanted-Medical

ASSISTANT HOME MANAGER
wanted for private home in Bloomfield. Experience preferred but not necessary. Must be a high school graduate or GED. Benefits available. Call Stephanie for appointment.
(810) 788-2684

ASSISTANT/MEDICAL
Dermatology Office in Bloomfield Hills. Mon. Wed. Fri. Call Cathy or other Sat.
(810) 540-9100

ATTENTION CNA'S
With 2 years nursing home experience. $8 starting salary with benefit package. Overtime available. Apply in person
BORIZ HEALTH CARE
ON GREEN LAKE
5470 Adam Dr.
Orchard Lake
810-363-5637

BOOKKEEPER/ MEDICAL BILLER
Full time. Professional, varied duties - payables, payroll, formality with insurance. Medical billing experience required. Organizational ability and strong customer service skills a must. Competitive wages and benefits. Send resume with salary history in confidence to:
BMB
7121 Northwestern Hwy. #166
Farmington Hills, MI. 48334-1562

CAREGIVERS
New agency seeking
Dependable & Flexible
loving, qualified high skilled caregivers. Nursing home experience preferred. Please call Judy at
313-527-1018

CENA - REHAB TECH
Full time days. Rehabilitation requires maintaining, gait training and range of motion exercises. Those interested please apply to Mike Varner Rehabilitation Services at
43455 W 10 Mile Rd., Novi or call
(810) 349-7200

CMA, LPN, OR MA
Full-time for team oriented Livonia Internal Medicine Office. Benefits available. 810-477-7022

CNA's/Home Health Aides
Needed for Oakland & Wayne Counties. Contact Kim
800-861-4267
Guardian Home Quality Care
EOE M/F D/V

CNA'S
We want you on our team! Physician Assisted Living offers a competitive rewarding salary & benefits.
Call Jeanine at
313-455-0510 ext 30

CONSULTANT PHARMACIST
POSITION - available at the leading long term care pharmacy in Northwest. Qualifications: current Michigan license, 1 year long term care experience. LTC consulting preferred, must be a team player. Excellent benefits. Also available in Grosse Pointe, Lansing, Kalamazoo, and Saginaw. Salary, bonus, medical/dental/life insurance, 401K, health benefits, life insurance, disability. Please send resume or apply in person to: Specialized Pharmacy Services, 33510 Schoolcraft, Livonia MI 48150. Attn: L. Tackel

- DENTAL BUSINESS & CHAIRSIDE DENTAL ASSISTANT

For busy Southfield practice. Dentech Hamlin, experienced & relaxed. Certified preferred. 810-559-7562

EEG TECHNICIAN
Experienced in pediatric neurology office. On the job training. Southfield. (810) 354-0567

GROUP MANAGER
Multi specialty practice. Strong management background a must. Fax resume to: 313-240-7391

Home Health Aides
Certified Home Health Aides
Nursing Assistants
Homemakers
Live-ins
For private duty home health care. Weekly pay. Experienced, dependable, and have reliable transportation a must.
- Flexible scheduling
- Pay based on experience
- Shift differentials
- Mileage reimbursement
- Paid holidays
- Benefit package for full time

If you're interested in joining a rapidly growing agency, please call or apply to:
Home Care Services
15712 Farmington Rd., Livonia
(Two blocks North of 5 Mile Rd.)
(313) 422-8250

Interested in a Career in Home Health Care?
Attend United's Open House Friday, December 1 9 am to 4 pm
- Nurse Assistants - Nurses
- Home Health Aides
- Therapists - Office Personnel

Join us December 1 and learn about job opportunities available at
United Home Care Services
15712 Farmington Rd., Livonia
(2 blocks North of 5 Mile Rd.)

LPN
FULL AND PART TIME MONIGHTS
NIGHTINGALE'S WEST
8362 Newburgh, Westland
Near Cherry
An Equal Opportunity Employer

LPN'S
The Medical Team, a certified Home Health Agency, is looking for LPNs with ventilator experience. Up to 40 hours. Health benefits, immediate openings in Detroit & Metro Area.
800-382-5940

506 Help Wanted-Medical

MA
Must be trained and/or experienced in venipuncture, x-rays, PFT testing, telephone triage. Always expansive helpful. Call Jennifer, Hermage
810-478-6221

MEDICAL ASSISTANT
Full time position available for general practice, must speaking clinic. Walled Lake area. Benefits package, salary commensurate. Call 810-624-1526

MEDICAL ASSISTANTS
Wanted for busy family practice offices in Northville and Taylor. Must have 1 year experience. Excellent salary & benefits available. Send resume to: M.A. Position, 21711 Van Born, Taylor, MI 48180

MEDICAL ASSISTANT
For Lakeside Medical Group in Orchard Complex area in Lake Orion. Call Ann at 810-628-0220

MEDICAL ASSISTANT
Full time. Birmingham area. Call for appointment. Monday thru Friday 810-645-1740

MEDICAL ASSISTANTS
Full time positions available. Experienced only. Must have EKG and EKG interpretation & plus. Competitive wages and benefits. Make the today at Tempro Medical to schedule an interview appointments
810-443-5134

MEDICAL ASSISTANT
Needed for doctor's office. Must have IV experience
(810) 477-7344 (313) 981-1596

MEDICAL ASSISTANT
Some experience with lab work. Part time. Flexible hours. Contact Irene at 313-981-3400
Call Bob. (313) 565-5600

OPTOMETRIC ASSISTANT/ DISPENSER
Full time, mature experienced but will train. Call Sherene 313-422-0700

OPTOMETRIST - Full or part time for Lake Orion practice. Flexible hours. 5 locations. Pam R., Optometric Center 810-693-9000

PART-TIME RECEPTIONIST
Bloomfield Hills area physicians office seeks staff with desire to help others. Great opportunity & fast paced work skills, to help provide excellent service. Please call or send resume: Office Coordinator, 868 Woodward Ave, Ste. 1000, Pontiac, MI 48341.
(810) 858-7242

RECEPTIONIST
Full time. Great salary and benefits. Experience a plus. Call Jess Cat
(810) 362 2770

RECEPTIONIST
Full time. Mature professional only. Computer experience. Positive working atmosphere. Many benefits. Contact Jeanette at Oak Creek Locations Ask for Sandra
810-661-0414 or 810-334-0088

RECEPTIONIST/TELEPHONE
Full time. Experience a must. Busy internal medicine office. Good salary & benefits. Troy area 810-362-2770

REGISTERED NURSES
LAKELAND NEURO CARE CENTER

Challenging Positions emerging Regional Neuro Rehabilitation Center. Flex Full time, Part time, Contingent openings available in our pool. Competitive salary, excellent benefits, including tuition reimbursement and 401k. Please send resume to:
Lakeland Neuro Care Center
26900 Franklin Rd.
Southfield, MI 48034
Attention: Kay
(or call Kay at 810-901-6208)

REHAB NURSE
RN or LPN with proven long-term care experience. Full time, flexible hours. Apply in person
Mary McDonnell, RN,
Director of Nursing
Carriage Hill Convalescent Center
35100 Ann Arbor Trail, Livonia
EOE

RESIDENT AIDE
- part time 7am-3:30 pm, shift for assisted living facility in Plymouth. Call 734 459-7700 Ext 451-0700

RESIDENT SERVICES COORDINATOR
LPN or RN preferred, for new Assisted Living Residence. Flexible & creative, with compassion for serving the elderly. Responsibilities include developing Education, experience, & leadership skills. Competitive salary & benefits. Send resume to Administrator, P.O. Box 1720, Birmingham, MI 48012

RN OR LPN
For Birmingham Pediatrician's office. Full time, Monday thru Friday, 8am to 5pm or Debbie 810-645-1803

RN'S
Home care shifts. Special caring nurses needed to expand current staff. Flexible scheduling. Contact at Commerce & Rochester areas.