502 Help Wanted-Office Clerical

JUNIOR ACCOUNTANT
$8/HR TO START
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ARBOR TEMPS 458-1166

KNOWLEDGE OF computers to assist with inventory control Typing skills 50 wpm minimum general office duties Apply at Joy Shop, 242 Oakland, Pontiac, MI 48342 Mon thru Fri 8am-3:30pm or send resume

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LEGAL SECRETARY
DEFENSE LITIGATION
TROY
Opportunity for experienced secretary (2-3 years litigation preferred) for litigation. Word Perfect 6 DOS, dictaid, current familiarity with Windows preferred. Organized and accurate. Good communication skills and desire to work as a team. Please send resume to:
Office Manager, CHBG, Firm Floor
Comerica Bank, 201 West Big Beaver, Troy, MI 48084-4160

LEGAL SECRETARY
Experienced small Southfield firm. Workers compensation knowledge helpful. Paid (810) 372-4700

LEGAL SECRETARY
Experienced in Personal Injury firm. Member Texas experience. Excellent salary & benefits (810) 354-2500

LEGAL SECRETARY - Experienced for busy law firm. Workers comp. and medical malpractice & private. Dictaid, MS Word.
Call Mr. Goldman (810) 569-7272

LEGAL SECRETARY
For busy Troy law office - 2-3 years corporate experience. Send resume to: Legal Secretary, Resume to Secretarial Committee, 2301 W. Big Beaver Rd., Suite 525, Troy, MI 48084

LEGAL SECRETARY for personal injury practice in Southfield. Call Mrs. Sherman at (810) 352-8016. Or call (810) 522-9181

502 Help Wanted-Office Clerical

LEGAL SECRETARY
Full time, experience required. For busy Southfield patent law firm. Excellent benefits. Salary negotiable. Call Carol: (810) 358-9671 x 3300

LEGAL SECRETARY
Full time Experienced legal secretary needed for our Downtown law office. Minimum of 2 years legal experience required. Strong typing & secretarial skills necessary. Microsoft Word for Windows a plus. Medical benefits available & parking allowance provided. Send resume to: Dykema Gossett, 400 Phoenix Center, Suite 300, Detroit, MI 48226. Attn: Ms. Carrie A. Rafla Dietz

LEGAL SECRETARY
needed for non-smoking law firm in Bloomfield Hills. 1-4 yrs experience in litigation, type 60-80 wpm, computer literate, no smoking. Send resume to M. O'Brien, 2550 Telegraph, Suite 250, Bloomfield Hills, MI 48302

LEGAL SECRETARY needed for busy Troy practice. Must be experienced in WordPerfect 6.0 & have pleasant personality. Experience as a legal secretary preferred. Salary commensurate with experience. If interested, call Mr. Dunn (810) 643-8130

LEGAL SECRETARY/PART TIME
For Bloomfield law firm. 24-30 hours weekly. Must know WordPerfect Windows, have previous litigation experience. Call 810-335-0000

LEGAL SECRETARY
Part-time Pleasant Ridge law firm. Word Perfect 6.0 WPM Bankruptcy Farmington area. Call (810) 645-6600

LEGAL SECRETARY/
RECEPTIONIST
For Farmington Hills law firm.
Full time. Call (810) 855-8300

LEGAL SECRETARY - Small, growing Novi law firm looking for a motivated person. 30 hours/week. Hours flexible. Salary commensurate with experience. Call Sandy at (810) 380-8400

LEGAL SECRETARY
Southfield law practice seeks experienced Secretary. Proficient in the use of WordPerfect. Firm offers excellent working environment and benefits to include tuition assistance. Please resume to Firm Administrator, 4000 Town Center, Suite 909, Southfield, MI 48075

LEGAL SECRETARY
Troy location. Divorce practitioner seeks experienced legal. Friendly environment. Windows & DOS. Call Nancy at, (810) 641-2010 or fax resume to: (810) 641-0209

LEGAL SECRETARY
Top notch, wanted for a lawyer litigation firm. Busy civil rights & personal injury practice. Excellent benefits. Good benefits & working conditions. Send resume with references to Stark & Gordon, 217 S. Woodward, Suite 202, Royal Oak, MI 48067

Legal Secretary
5 years litigation for successful law firm in Oakland County. Must be proficient WordPerfect, Word Perfect 5.1, TimeSlips & Quicken knowledge helpful. Must be dependable, accurate and have excellent attendance. Forward resume including salary history & references to:
18266 Northridge Dr.
Northville, MI 48167

MORTGAGE PROCESSOR
Equicredit Corp. of MI, one of the nation's largest home loans lenders seeks for a position open in its Southfield office. Must type 45 wpm & have good organizational skills. 6 Months office experience required. Mortgage experience helpful. Excellent company benefits. For interview appointment call: (810) 352-3400
EEO/AA EMPLOYER

NATIONAL HEALTH CARE organization located in N. Oakland County seeking an office services supervisor. One year supervisor experience minimum. $20K starting salary & benefits. Fax resume to the attention of Arlene 810-443-6150

OFFICE ASSISTANT
opportunity for a bright accounting company in its busy district office. Seeking candidate with a variety of work on promotions and handle varied duties. Word processing & good typing skills.
Diversified Recruiters
810 344-8700 FAX 810-344-8706

OFFICE ASSISTANT
Canton area law department complex has immediate opening. Typing, answering phones and other general office duties. Some experience preferred. Send resume to
Office Assistant, P O Box 308,
Southfield, MI 48037

OFFICE ASSISTANT
Part time, fast paced. Great telephone skills. WordPerfect, DOS & Windows knowledge preferred. Call between 9AM-10AM to schedule an interview (810) 353-8922

502 Help Wanted-Office Clerical

OFFICE ASSISTANT
Bell Ravel needed for full time, time mus based position. Career opportunity with excellent growth potential. Bookkeeping/payroll experience helpful. Non smoking office. Please send resume with salary requirements to 6 & 6, at 30600 Northwestern Highway, #475, Farmington Hills. (810) 851-2770

OFFICE
ASSISTANT
Small Livonia construction supply company requires full time person to answer phones, type, file, & make collection calls-will train, right person. Benefits included. To start Dec. 18th, or sooner. Call for interview 313-261-7878

OFFICE CLERICAL
Bloomfield Hills based mortgage banking firm has various positions requiring computer and excellent communication skills and the ability to work in a fast paced environment. Qualified candidates send resumes and salary requirements to Sherry Pass Personnel, FIRST SECURITY BAY, 2800 Bloomfield Parkway, Suite 200, Bloomfield Hills, MI 48302 or call (810) 338-7700, ext. 2500
Equal Opportunity Employer

OFFICE/CLERICAL
Southfield CPA firm is immediately seeking an office clerical person. WordPerfect 5.0 & 6.1 experience preferred, but will train right person. Pay commensurate with experience. Hours are 9-5 pm. Call (810-357-2404 Ext 172

OFFICE HELP
Full time. Daytime hours. Mon-Fri 10am-5:30pm. Light clerical work, answering phones & some bookkeeping needed. Located near the Twelve Oaks Shopping Mall. Compensation commensurate with experience. If interested please call Sherri Robinson or Bob Cotnoir at
1-810-349-4600

OFFICE MANAGER - Act as receptionist, secretary, bookkeeper, good clerical & people skills especially with senior citizens and senior citizen work experience. Good benefits & work environment. Call Nancy at (810) 559-8100

OFFICE MANAGER
Fast paced office seeking full-time, mature person experienced in WordPerfect 5.1, DOS & Windows. Light bookkeeping and able to handle many tasks at once a must. Send resume to: Office Manager, Judson Center, 23077 Greenfield, Suite 107, Southfield, MI 48075
An Equal Opportunity Employer

OFFICE MANAGER - Secretary/Bookkeeper - full-time needed for our growing Electrical Contracting Co. in W. Bloomfield. Mid Computer, organizational and written skills required. Call 810-737-9020

OFFICE PERSON
needed, with Accounts Receivable & Payable experience. Computer knowledge a must. Good phone voice and communication skills needed. Full time with benefits. Call 644-2PM (313) 729-1900

OFFICE TECHNOLOGY
ASSISTANT
William M. Mercer, Inc. has a position opening in the Detroit office for an office technology assistant. Your primary responsibilities include hardware/software installation and maintenance, developing PC based software systems, maintaining a Novell Ethernet, providing end user support, and training. Candidate should have the following credentials:
- Strong oral and written communication skills
- Strong analytical aptitude
- Some experience required in Novell LAN installation, troubleshooting and maintenance of IBM PC's and compatibles. Lotus and Dos Mastery Primers, Macintosh, 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, MHS Manager

William M. Mercer, Inc.
400 Renaissance Center,
Suite 1100
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 friend!
36167 Plymouth Rd., Livonia (LA Fitness, 1/2 mile west across from Ford Motor Co.)
313-260-8000
SNELLING PERSONNEL SERVICES
Equal Opportunity Employer

ORGANIZED, ENERGETIC person with good computer & telephone skills. Resume to: Dan, Southfield office Contact Marilyn 810-352-8000

PART TIME OFFICE HELP
Immediate opening. Experience with MS Word & MS Excel, light typing, filing, pleasant phone manner a must. Call Livonia Trade Center 313-261-4887

PART TIME position for detail oriented Administrative Assistant. Must have excellent PC knowledge. Quick learner and sense of humor. Our environment is fun. (810) 647-6750 or fax resume to (810) 647-8791

PAYROLL - accounting service firm seeks experienced individual to their computerized multi company payroll department. Please send salary & resume to Office Manager, 43311 Halm, Suite C, Plymouth Twp., MI 48170-6023

PAYROLL CLERK/SECRETARY
Immediate opening for full time payroll clerk/secretary. Experienced, organized individual with excellent office and computer skills including typing, word processing, and good grammar and diction. We will train on our payroll system. Professional appearance. Send resume and salary requirements to:
Payroll Clerk/Secretary
P.O. Box 02928
Detroit, MI 48202
EOE

PROJECT COORDINATOR position for growing promotional marketing firm. Good communication and typing skills. Typing speed of 40 wpm a plus. Must be willing and able to handle a variety of duties. Call for interview 8am-5pm, 810-292-4110

PURCHASING
Growing design & build pool equipment company seeks experienced individual to join our Purchasing Team. Responsibilities include: Issue purchase orders, of purchasing documents, expedite fulfillment, purchasing of supplies and shop items as required. The qualified candidate's job responsibilities & compensation will be commensurate with experience. Send resume to applicant: Irene Gerstenberger, 884 Oakwood Dr., Westland, Mich. 48186
E.O.E.

RECEPTIONIST
Computer & bookkeeping skills needed. Must be customer oriented. Redford area.
313-534-3756

502 Help Wanted-Office Clerical

RECEPTIONIST
Bloomfield Hills firm seeks motivated individuals with telephone and clerical skills. Excellent benefits. Call Ginny 261 (810) 338-7700, ext. 2040.
Equal Opportunity Employer

RECEPTIONIST/DATA ENTRY
CLERK
Two positions in corporate offices of national service company located in Livonia and Troy. Must have Windows, Health, & 401k, AT&T Smart phone skills. Experienced personnel preferred for both positions. Forward resume to: Personnel, 30555 Northwestern Highway, Farmington Hills, MI 48334

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

RECEPTIONIST (EVENINGS)
for busy real estate office. Flexible schedule. Call for interview appointment (313) 464-8400

RECEPTIONIST
Farmington Hills firm has opening for a full time receptionist. Duties include answering phone & typing, must have pleasant phone voice. Minimum typing speed 50 wpm. No phone calls please. Resume to: Attn: Phone Call, 30445 Northwestern Hwy., Ste. 100, Farmington Hills, MI 48334

RECEPTIONIST
Farmington Hills real estate office has opening in fast paced Closing Dept. for a receptionist/assistant person. Must have good phone, fast light typing, entry level computer skills. Please call Mike at Employment department between 4:00 & 5:00 PM.
(810) 855-8130

RECEPTIONIST
Farmington Hills, full time, excellent benefits, computerized phone system, light typing, 60 wpm. Excellent communication skills. Working knowledge of MS Word & Excel
CRT Medical Systems, Inc.
Attn: Office Manager
37735 Enterprise Ct, Suite 400
Farmington Hills, MI 48331

RECEPTIONIST - Farmington Hills Office, hrs. 9-3:30 Mon. thru Fri. Must be dependable. Secretarial skills a plus. Contact Dennis 810-626-4960

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

RECEPTIONIST
Typing 45 wpm, computer literate, good organizational & communication skills. Full time & benefits. Salary negotiable 313-563-8600

SALES ASSISTANT - experienced for stock bookkeeper firm. General ledger preferred. Fax resume, send resume to Attention, Therese Dwyer, Fax 313-261-2011, 30 W. Beaver, Troy, MI 48084 or call 1-800-227-1331

SALES SECRETARY
Needed Mon-Fri. Experience & WordPerfect a must. Good pay & benefits. Apply in person at Holiday Inn Farmington Hills, 36123 W. 10 Mile Road EOE

SECRETARIAL
FULL time for Southfield Property Management company. Pleasant phone manner & WordPerfect 6.1 proficiency a plus. Hours 8am-5pm, Monday-Friday. Health insurance. Resume 24400 Northwestern Hwy., Suite 110, Southfield, MI 48075

RECEPTIONIST
General Office & PC skills for full time position in Livonia. Call for information (313) 421-0707

RECEPTIONIST
Immediate full time opportunity exists for a highly motivated, well organized, non smoking individual. Responsibilities include answering all company telephone lines, greeting callers, maintaining receptionist area, typing correspondence, word processing (Lotus 1-2-3 experience with AT & T Merlin Legend phone system or similar) & word processing (Word Communication skills and ability to work as a team player are a must. Excellent fringe benefit package includes Health, Life, Long Term Disability, dental & 401(k). If you are interested in growing with a leader in the property & management of rehab settlements, please fax or send resume in confidence to

THE REHAB TEAM
30500 Northwestern Highway
Suite 475
Farmington Hills, MI 48334-3178
Attn: Human Resources Dept.
FAX 810-539-2901

RECEPTIONIST
Immediate opening for full time Rochester Law Office. Excellent phone skills a must, $6/hr. Benefits. Call Ms. Gilbert 852-7800

RECEPTIONIST - LAW FIRM
Friendly, professional Bloomfield Hills law firm seeking non-smoking receptionist with good communication and organizational skills. Minimum 3 years legal experience. Excellent benefits package. Fax resume and salary requirements to Personnel Director @ 810-644-2801 or call Michelle, 810-644-2800

RECEPTIONIST- Light typing, answer phones, must be organized. 2 positions. Mon-Thurs. 10-6pm and Sat. 10-4 in Livonia. Friendly atmosphere. Perfect for retiree or college student. Call Nancy (313) 480-0003

RECEPTIONIST NEEDED for busy Farmington Hills law firm. Part time or full time for winter months. Experience helpful but not necessary. Please call Mrs. Kaye, 32255 Northwestern Hwy., Ste 296, Farmington Hills, MI 48334

RECEPTIONIST NEEDED for non-smoking law firm located in Bloomfield Hills. Light typing required. Send resume to Personnel, 2550 Telegraph Rd. #250, Bloomfield Hills, MI 48302

RECEPTIONIST needed for Commercial real estate office. Part Time now, full time in January. 2 years experience running a multi-line phone system, working knowledge of Word for Windows, positive attitude, neat appearance and ability to multitask. Fax resume to: Denise, (810-051-0268

RECEPTIONIST
Part-Time, Friendly, self-demonstrating "people person" wanted for fast paced West Bloomfield Real Estate office. Must have phone experience helpful, but will train right person. Call Ann, (810) 626-8000

RECEPTIONIST - part time, Mon., Wed., & Fri. Answering phones & light typing. Novi area
(810) 449-7800

RECEPTIONIST
TIME
Looking for a professional individual who possesses good communication skills, typing speed of 40 wpm a must, $8.40 to start, 401k, paid holidays
Maywood Nursing Care Center
36875 Five Mile, Livonia.

RECEPTIONIST
Position available for an outgoing individual with a professional phone voice. Duties include greeting, answering the phone, setting up mortgage appointments, and other duties as assigned. Computer knowledge a plus. Excellent benefits. Please fax and resume to:
Human Resources
John Adams Mortgage Company
28175 Dixie Highway, Suite 101
Farmington Hills, MI 48334
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Experienced, Word Perfect 6.0, Phone 810-536-7430 or fax resume fax: 810-536-8070

502 Help Wanted-Office Clerical

RECEPTIONIST POSITION
A West side Plastics manufacturer has an immediate opportunity for a talented. The qualified candidate must have a minimum of 2 years experience in greeting visitors, word processing, general clerical assistance and answering a busy switchboard system, preferably a Northern Telecom Meridian. We have 30 incoming lines and 100 extensions. Candidates must also possess good communication skills and be able to work in a very busy office environment. Pleasant working conditions and excellent benefits.
Qualified candidates please send resume and salary requirements to
Inventek Corporation
1770 Maria St.
Westland, MI 48185
Attn: Don Voyles, H.R. Manager

RECEPTIONIST/
SECRETARY
Real estate firm needs two non smoking, efficient individuals for an expanding office. Computer experience plus Quicken helpful. Fax resume and salary needs to Carolyn at (810) 399-2011

RECEPTIONIST/SECRETARY
MATURE, experienced person wanted for full-time position in small general contractor's office.
(313) 441-1010

RECEPTIONIST/SECRETARY
To work in a fast paced, challenging, non-profit agency. Good communication and people skills required. Candidate must have good typing, salary computer knowledge of Word Perfect 6.1 preferred. Excellent benefits. Position is full time with competitive salary and benefits package.
Office Manager (Cordarelle)
P.O. Box 1046
Southfield, MI 48037-2046

RECEPTIONIST
5 Oaks Corporate Farm seeks Receptionist to handle busy phones. Must work well under pressure and be customer service oriented. Send resume and salary requirements to P.O. Box 48304, Drawer A, Oak Park, MI 48237

RECEPTIONIST
Temporary Staffing Agency seeks an individual who possesses confidence, office service background, computer skills, excellent customer service skills, willingness to assist in our Receptionist position. Full time, benefits and opportunity for advancement.
Fax resume to (810) 932-9777 or call (810) 932-9770

RECEPTIONIST
Typing 45 wpm, computer literate, good organizational & communication skills. Full time & benefits. Salary negotiable 313-563-8600

SALES ASSISTANT - experienced for stock bookkeeper firm. General ledger preferred. Fax resume, send resume to Attention, Therese Dwyer, Fax 313-261-2011, 30 W. Beaver, Troy, MI 48084 or call 1-800-227-1331

SALES SECRETARY
Needed Mon-Fri. Experience & WordPerfect a must. Good pay & benefits. Apply in person at Holiday Inn Farmington Hills, 36123 W. 10 Mile Road EOE

SECRETARIAL
FULL time for Southfield Property Management company. Pleasant phone manner & WordPerfect 6.1 proficiency a plus. Hours 8am-5pm, Monday-Friday. Health insurance. Resume 24400 Northwestern Hwy., Suite 110, Southfield, MI 48075

SECRETARIES
$9-$12/HR
DATA ENTRY
$7-$9/HR
Must be reliable and organized with good communication skills, accurate typing, MS Word, Excel and other computer skills. Prior experience a plus! Full/Part time, temp-to-hire positions available immediately in Farmington, Auburn Hills, Troy, Southfield, Detroit, Novi, Rochester Hills, Lake Orion, upgrade training.
CALL NOW!
Farmington Hills 810-615-0002
Rochester Hills 810-650-0690
Madison Hgts. 810-545-2550
Western STAFF SERVICES

SECRETARY
ADMINISTRATIVE
ASSISTANT
Our many suburban technology clients have immediate openings for secretaries. Temp to perm at starting salaries to $13/hr. Paid vacation and holidays. Windows software is a must! Benefits + bonuses.
Livonia Troy
846-7661 473-2931
UNIFORCE SERVICES

SECRETARY
Architectural firm, Birmingham, full time. WordPerfect 6.0 and Windows proficiency. Send resume
Secretary, P.O. Box 405,
Birmingham, MI 48012

SECRETARY
Birmingham Office. Excellent word processing skills necessary. Word-Perfect. Competitive wages. Please Fax resume to 810-642-7122, or mail resume to P.O. Box 1236, Birmingham, MICH 48012

SECRETARY/BOOKKEEPER. Full time, computer experience 2 children, pleasant area. Wage commensurate with ability. Wendy (313) 532-5210

SECRETARY
Busy Northwest Detroit management office. Computer & office experience. Variety, responsibility, and pleasant. Good salary. Richter & Assoc., Inc. (810) 348-5100

SECRETARY/ DATA ENTRY
Part time position
for law office in Southfield
Call (810) 353-1010

SECRETARY
Experienced person needed for general office duties including Word Perfect & computer skills. 8am-5pm, Mon. thru Fri. Call (810) 649-8310, ask for Linda. Non-smoker preferred.

SECRETARY
Immediate opening for experienced secretary. Full position. Must know WordPerfect Up to $7/hr to start. Fax resume to: Box 2, 6250 Lahser, Bloomfield Hills, MI 48301

SECRETARY - Mature non-smoker, Southfield office. Familiar with Microsoft Windows & busy phones. Send resume to: PO Box 573, Southfield, MI 48037.

SECRETARY NEEDED
For social service agency. Good organizational, phone & typing skills a must. $6.50 to $7.00/hr. Based on experience. Apply to Burgoyne Living Services.
810-478-0170

SECRETARY
Needed full-time. Candidate must be able to handle multi-task and possess excellent typing, phone, & people skills. WordPerfect 5.0 and MS Word experience.
Call (810) 478-7800, Ext. 100

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

SECRETARY - Part time, 20 hours a week. Must have good computer & typing skills for office in Westland.
(313) 595-0487

SECRETARY/RECEPTIONIST
Flexible hours for Farmington Hills professional office. WordPerfect helpful.
(810) 553-0602

502 Help Wanted-Office Clerical

SECRETARY/
RECEPTIONIST
Real Estate Development company has immediate opening for full-time receptionist/secretary. Must have handle variety of duties. $26,000/year. Work for Windows and Word. Telephone experience required. Good opportunity for self-motivated. Send resume and cover letter stating salary desired to: Mr. Conner, 200 E. Brown St., Ste. 101, Birmingham, MI 48009

SECRETARY/RECEPTIONIST
for sales distribution office in Westland. Word Perfect computer knowledge and good telephone skills
(313) 722-6600

SECRETARY
We have immediate needs for temporary secretaries who want to advance their career. Opportunities with both large and small suburban companies. Macintosh, Word, Excel and Power Point preferred. To $14.00/hr. Paid holidays and vacations. Call Barb Wilson at
(810) 646-7451
473-2931
UNIFORCE SERVICES

SECRETARY
Wholesale chemical distributor is seeking a secretary. Mon-Fri, 8:30-5pm. Knowledge of PC necessary. Will work on PC with Word Perfect, Lotus 1-2-3, Microsoft Word, and Windows. Must be able to type letters and some phone work. Must have good communication skills. Please send resume and salary requirements to Office Manager, 15300 Hallmor, Livonia, MI 48154. Mi or fax to 313-941-7140

SECRETARY, with experience in College Administration environment. Microsoft Office experience and typing 60+ wpm.
810-737-8786

SECRETARY/WORD PROCESSOR
Fast paced, professional law office with pleasant working environment. Responsibilities include word processing using WordPerfect for Windows 6.1, phone coverage, filing and other misc. tasks. Reliable transportation needed. Office hours from 9-5:30pm. Salary commensurate with experience required. Send resume to:
Attn: Business Manager
32600 W. Nine Mile Rd. #165
Farmington Hills, MI 48334
EOE

SECRETARY
$100 BONUS
Northwest Detroit office needs light computer work, phones.
CALL WALDON (313) 473-1112

SHIPPING/RECEIVING
We have an immediate full time position available for an energetic, self-motivated and detail oriented individual. Duties consist of Shipping & Receiving. Additional duties include running errands and operating company vehicle, cleaning and unloading our warehouse. Ideal candidate will be a self-starter. You will need to have a good driving record and good benefits. Please contact in writing

AMCA, INC.
23350 Interchange Ct.
Farmington Hills, MI 48335

SKILLED NURSING facility seeks someone for accounts payable & payroll office duties. Knowledge of Medicare & Medicaid helpful. Good typing skills a must. Excellent benefits. Apply at Maple Lake Rd., Bloomfield Hills, MI 48302 810 338-0345

SWITCHBOARD OPERATOR
Looking for a friendly person with a pleasant voice. Mon. thru Fri. Full benefits. If interested, call Sandy at
CRESTWOOD
DODGE
(313) 421-5700

SWITCHBOARD/RECEPTIONIST - part time position for busy medical office. Experienced office Experience & sharp phone skills. Call Karen-Ann Fitzpatrick, ask for Sabrina 810-645-1851

SYSTEMS ADMINISTRATOR
We have an immediate opening for the above position. The successful candidate will possess experience in VR 3.0, Microsoft Windows, Basic knowledge of Windows NT helpful and Novell 3.12 knowledge necessary. We offer competitive salary and a comprehensive benefit package. If you qualify, please FAX or send resume with salary requirements to: Human Resources Manager, CT Services, Inc., 27650 Franklin Rd., Southfield, MI 48034
FAX: 810-351-9516

TIS THE SEASON -
ARE YOU READY?
CHRISTMAS IS JUST AROUND THE CORNER
WE ARE LOOKING FOR - -
DATA ENTRY/
ACCT. PAYABLE CLERK
Livonia Location
8 DOS or Windows Programs
$8.00/hr. + D.O.E.
Evaluation Hire
RECEPTIONIST
Southwest Farmington Hills
Multi Phone Line
$7-8/hr + D.O.E.
Evaluation Hire
CALL
(810) 474-5000
EXPRESS
PERSONNEL SERVICES

TYPIST
Alert Typist from now until Christmas. Call Kathy at Birmingham firm (810) 645-2753

TYPIST
Fast growing service company desires professional individual with excellent typing skills. Word Perfect a plus. Excel knowledge required. Please send resume with compensation requirements to:
Administrative Manager
3001 W. Big Beaver Rd., Suite 210
Troy, Mi. 48084

TYPIST/TRANSCRIBER
Law firm seeks full time office. Requires excellent spelling & grammar skills. Fax or mail resumes to Dennis Vitale, 810-352-9226 or 24400 Lahser, Ste. 312, Southfield 48034
NO PHONE CALLS PLEASE

UNIQUE OPPORTUNITY with busy Lincoln company for Administrative Assistant/Accounting Clerk. Call Ann, 1772 Tech Ct.W. Bloomfield, MI 48325

WHAT ARE YOU LEARNING ON YOUR JOB?
Get on board with Michigan's largest furniture retailer & learn some real world job skills. We are looking for energetic people to fill a variety of openings in our retail office. Data entry, bookkeeping & customer care. Experience is helpful but not required. If you are a hard worker with a drive to learn, we want to talk to you. Excellent benefits package includes medical, life, dental, 401(k), profit sharing, etc. Part time & full time positions available. If you're ready for a change apply within.
Westland Art Van,
8300 Wayne Rd. &
Nor. Art Van
27775 Novi Rd.
across from 12 Oaks Mall

WORD PERFECT
WORD PROCESSOR
PERSONNEL SYSTEMS 458-1188

WORD PROCESSOR
Transcription and general word processing position. Requires excellent spelling and grammar skills, use of MS Word for Windows. Graphics experience a plus. Send resume to Personnel Dept., PO Box 530300, Livonia, MI 48153-0300
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

WORD PROCESSORS/
ADMINISTRATION
If you are looking to make a career change or if you just are among the work force we have a job for you! Work in a pleasant environment with friendly people. We have temporary and temp to perm positions available. We offer incentive and referral bonuses, holiday pay, and paid training. Call Kelly Services
Call Kelly for an interview.
Livonia, 313-266-6600
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor, 313-284-0777
SNELLING PERSONNEL
SERVICES
An Equal Opportunity Employer

504 Help Wanted-Dental

AN ORTHODONTIC ASSISTANT
Our busy orthodontic practice is seeking an experienced orthodontic assistant capable of performing all chairside procedures. Full time, full benefits package. Contact Ann for Joanne at: 810-681-8100

ASSISTANT
Full time in Farmington Hills dental office. Experience necessary. Excellent salary & benefits.
Call: 810-478-1850

BUSINESS MANAGER
Experienced with computers, Windows, WordPerfect, knowledge of accounting a must. Dental experience helpful. Send resume to Dobry, 637 Forest, Birmingham, MI 48009

CANTON DENTAL office is seeking a skilled, full-time dental assistant with excellent communication skills who values teamwork. Come join our quality team of professionals. Excellent benefit package. Call Bobbie
(313) 454-0016

CERAMIST NEEDED
Full or part time. Royal Oak area.
(810) 547-6410

CHAIRSIDE ASSISTANT
1 yr. experience or formal training necessary. Full-time for family practice. No weekends. Excellent salary & benefits. Southland location.
(810) 351-8080

West Bloomfield dental practice seeks part-time person to make calls for dental recalls. No dental experience necessary. Computer knowledge helpful
(313) 661-1260

DENTAL ASSISTANT
Part-time, pleasant, energetic, experienced chair side. Northville family practice. Please call us for your scheduling new challenge at
(810) 348-7997

DENTAL ASSISTANT
- Livonia. Full or part time, great staff, great pay, hrs & salary negotiable, experienced only. 313-522-7542

DENTAL ASSISTANT
- Livonia, full/part time, no experience. Full time benefits, salary negotiable. 313-523-7542

DENTAL ASSISTANT, part-time, 2-3 days per week. Experience preferred. Contact Dr. Gerstenberger, Birmingham area. Explore the opportunity. Ask for Fran. 810-647-3055

DENTAL ASSISTANT - Tired of 100% of chairside treating? Want to expand your field of experience to include lab work? This full time position offers a excellent benefits package, annual bonus, quarterly uniform allowance, and a salary that average. No Nights, Weekends or Holidays & team oriented office. Call Canton. 313-453-0940

DENTAL ASSISTANT
Group practice. Full or part position available for an experienced, enthusiastic individual who loves people and enjoys chairside work. Top salary and excellent benefits for the right candidate. Northville Twp. Area. Call 313-721-0499

DENTAL ASSISTANT - experienced, therapeutic, full time for family dentistry in Birmingham area.
Call (810) 645-6363

DENTAL ASSISTANT
Full-time. Experienced General & Ortho. No Lives or Sats. $12/hour + benefits. Southfield. 810-642-3230

DENTAL ASSISTANT
Full or part time. $7-$10. Prosperance Commerce office.
810-363-5368

DENTAL ASSISTANT - Part time, Thursdays, for Southfield practice. Enthusiastic and friendly. Experience necessary. Please call Laura 810-557-0300

DENTAL ASSISTANT-
CDA/RDA
Experience necessary. Ann Arbor office. Full-time position available immediately.
(313) 677-4700

DENTAL ASSISTANT
For pediatric Troy dental office in Birmingham area. 30+ hours per week. Benefits plus bonuses. Chairside experience desired. Are you a people person who likes children? Call Kelly at
(810) 647-8636

DENTAL ASSISTANT
Friendly & quality oriented Dearborn Heights dental specialty office is looking to increase its full time staff. We are interested in someone who is motivated, enjoys patient interacting and is dependable & communicative. Call Ann. (313) 277-0510

DENTAL ASSISTANT needed for Farmington Hills office. Mon-Thurs. Experience necessary.
(810) 553-3635

DENTAL ASSISTANT wanted - Dependable, energetic, motivated individual with good attitude. Willing to learn.
(810) 642-5344

DENTAL ASSISTANT
Part-time for Dearborn dentist, 15-20 hours. Experience helpful but will train the right person. Call Phyllis
313-464-7480

DENTAL ASSISTANT
Wanted for Westland office.
Call Dr. Gerstenberger
Please call (313) 722-5830

DENTAL ASSISTANT
Experienced only. Maybee/Hegerich, full time, no weekends, no evenings. Benefits. To join our professional, but fun loving dental office. Call
(810) 642-0400

DENTAL ASSISTANT
Experienced only. Hegerich, part time position available. Friendly Farmington Hills office. Excellent compensation for excellent person. Voice mail, (810) 737-8818

DENTAL ASSISTANT
We are seeking an experienced, highly motivated, team oriented Dental Assistant with excellent communication skills, to join our quality, progressive, dental practice with an opportunity to achieve professional, emotional & financial security. No night call. Please call our Farmington office. (810) 474-0224

dental assistant

ORTHODONTIC TEAM MEMBER
A Very Special
Career Opportunity

If you are interested in working in an environment that encourages growth, has a personal & professional growth, supports your enthusiasm & promotes a realistic balance between work & life. Mon-Thur
Stephen E. Hanshey, D.D.S.M.S.
Birmingham

DENTAL ASSISTANT
full or part time, experienced preferred. Rochester Hills area.
(810) 852-7770

• DENTAL BUSINESS •
• CHAIRSIDE/CLERICAL •
ASSISTANT
For busy Southfield practice. Dental hygiene, experienced & certified preferred.
810-798-8711

DENTAL HYGIENIST
Part time, starting date mid Jan. 1996. Work 8:30am-12:30-1:30pm, alternate Fri & Sat, 7:45am-1:00pm. Must have excellent personality skills & good communication skills. Call Maria at
(810) 352-7722

DENTAL LAB TECHNICIAN
Experience not necessary. Good opportunity for the right individual. Troy area.
(810) 583-9787

504 Help Wanted-Dental

DENTAL OFFICE MANAGER/
RECEPTIONIST
Troy. Busy expanding pediatric orthodontic office seeks experienced dental front desk person. Good pay & benefits.
(810) 680-1880, 810-324-8907

DENTAL OFFICE - mature experienced person needed for busy Westland practice. Call
(810) 355-0800

DENTAL PROFESSIONALS
Experienced hygienists & dental assistants, full & part-time flexible hours. Call Deanna at 810-247-8724

DENTAL RECEPTIONIST - for family practice in Rochester Hills. Full time, send resume to 41 S. Livernois Rochester Hills, MI 48307.
(810) 652-1100

DENTAL RECEPTIONIST - A multi-doctor practice in Troy is currently seeking an experienced individual to join our team. Position involves challenges. Full time, insurance & computer knowledge. Top salary & excellent benefits. Western Wayne County area.
(313) 722-5133

DENTAL RECEPTIONIST needed for busy Troy, West Bloomfield office. Experience preferred.
(810) 737-2000

Do you love dentistry? Do you love your job? Are an outgoing personality? Organized? Do you like a challenging schedule & receptionist duties in ultra modern office? WE ARE! Salary, excellent pay & benefits. Great working conditions in Livonia. Call (313) 261-3434

DENTAL RECEPTIONIST
Part time.
Pleasant Livonia dental office.
Call. (810) 477-8205

DENTAL RECEPTIONIST
Full time, 2 nights, 30 hours required. Experience preferred.
(810) 851-8447

DENTAL RECEPTIONIST
Outstanding opportunity to work with highly motivated staff and exceptional patients. Dental related experience. Part-time. Please call
(810) 348-7997

ENDODONTIC OFFICE
looking for part time Dental Assistant. Experience preferred. Send resume to Box 70, 29566 Southfield, Suite 300, Southfield, MI 48076

ENTHUSIASTIC, HARDWORKING, Dental Assistant for busy Bloomfield Hills office. Experience preferred but will train. Salary commensurate with experience. Call Nancy
(810) 661-1260

FRONT DESK
Commercial dental practice experience. Full-time, time for M Saturday. Pleasant working agent. Please call us for your scheduling new challenge at
(313) 271-5000

HELP WANTED for busy Farmington dental lab. Internal office help. Full & part time positions available, please call Jackie
(810-477-5900

HYGIENIST - part time position available in modern dental facility. Excellent salary & benefits. Call Nancy
313-207-3740 EOE

LAB ASSISTANT
Full time position in Westland. Some sweeping experience helpful but will train. Call Dolly
Call Dolly at: (313) 722-5130

ORTHODONTIC ASSISTANT
Will train, pay commensurate