This Classification Continued from Page 1G.

502 Help Wanted-Office Clerical

RECEPTIONIST - LAW FIRM
Friendly, professional Bloomfield Hills law firm seeking non-smoking receptionist with good communication and organizational skills. Familiarity with WordPerfect 5.1 helpful. Good benefits package. Full phone and salary requirements to Personnel Director 810 644-2424 or call Michele, 810-644-2800

RECEPTIONIST
Modern, upbeat Clarkston facility seeking full-time receptionist. Outgoing personality desired. Must be well mannered, positive and able to work well with others. Send resume & salary history to:
Receptionist
P.O. Box 760451
Lathrup Village, MI 48076

RECEPTIONIST
MODERN, upbeat, Clarkston facility seeks full time receptionist. Outgoing personality desired. Must be well mannered, positive and able to work well with others. Send resume & salary history to:
Receptionist
P.O. Box 760451
Lathrup Village, MI 48076

RECEPTIONIST
Excellent phones skills and Word Perfect 5.1 must. Send resume to: Personnel 28525 Orchard Lake Rd Farmington Hills, MI 48334

RECEPTIONIST
needed for busy Birmingham office. 9-3 for busy downtown Birmingham office. Friendly personality and able to handle active staff starter. (810) 647-7192

RECEPTIONIST/
OFFICE COORDINATOR
for growing firm in Farmington Hills. Excellent Word skills required. Professional detail oriented person. Proficiency in typing, and proofreading required. Word Perfect & Lotus experience helpful. Excellent salary & benefit package. Send resume to: Yatve and Company 32900 Hamilton Court, Suite 200 Farmington Hills, MI 48331

RECEPTIONIST/
OPERATOR
Rock Financial, Michigan's largest independent Mortgage Bank, continues its growth. We are looking for energetic, personable people with a strong work ethic and a friendly attitude to answer phones and greet people in our office. Excellent benefits. Please mail resume to:
HR Director
30600 Telegraph Road
Fourth Floor
Bingham Farms, MI 48025
Rock Financial
The Mortgage Bank
An Equal Opportunity Employer

RECEPTIONIST - PART TIME
M-Q-Ade ad agency seeking creative individual with strong communication and working knowledge of Windows 6.0. Up to 10 hours per week, flexible days. Hours 12 (noon) 5:30pm. Send resume to: Yatve and Company 32900 Hamilton Court, Suite 200 Farmington Hills, MI 48331. Attn: Receptionist.
An Equal Opportunity Employer

RECEPTIONIST
Part-time receptionist needed for busy law firm in Southfield. Flexible hours. Must have good phone skills, know how to use computers.
Please call 810-557-7300

RECEPTIONIST PART TIME position in an outstanding mental health firm. Farmington/Farmington Hills. Call Jan (810) 489-1550

RECEPTIONIST
Property management firm in Southfield seeks individual with proven organizational skills. Send resumes to P.O. Box 70 Southfield MI 48037.

RECEPTIONIST/
SECRETARY
(Part Time)
Part-Time position 9:00 AM - 3:00 PM Mon-Fri plus 9 - 12 every other Sat for busy professional office in Troy. Troy $8 per hour. Experience with computers preferred. Interested send resume to Part-time P.O. Box 3092 Southfield, MI 48037 3048 or fax (810) 557-7556

RECEPTIONIST SECRETARY
Very busy automotive repair facility. Hours 9-5 Mon-Fri. Call Mr. Lee at Professional Secretaries 810-968-1622

RECEPTIONIST/SECRETARY
To work in a fast paced chiropractic non-profit agency. Good communication skills and typing required. Candidate must have good organizational skills, knowledge of Word Perfect 5.1, dedication to customer service skills. Position is full time with competitive benefit package. Send resume to: Office Manager
P.O. Box 2049
Southfield, MI 48037-2049

Receptionist/Secretary
Computer consulting firm has an immediate full time position available. Candidate must have good phone skills. Must be proficient in MS Word (Word/Perfect Lotus). Legal experience helpful. The ideal candidate will have a minimum of 2 years experience. Resume to The TM Group, Inc. 23225 Greenfield Rd. Suite 101, Farmington Hills MI 48334

RECEPTIONIST/SECRETARY
Immediate full time opening in a regional office of a fast paced corporation. Good communication and organizational skills. Knowledge of outgoing personality and positive attitude. Word processing, multiple telephone lines and benefits. For consideration call: 313-462-2900 ext. 14 to schedule an interview.

RECEPTIONIST / SECRETARY

Law firm based Manufacturer's Representatives of electronic components is looking for a highly motivated individual with excellent communication skills. The ideal candidate will possess a pleasant disposition, experience in Word Processing and the ability to handle 10 line phone systems. This is a premier company offering a fast paced with an excellent salary and benefit package in a friendly, small office environment. Please forward resume to: Rep Resources, PO Box 2361, Farmington Hills, MI 48332

RECEPTIONIST/SECRETARY
Dearborn company is currently seeking a full-time receptionist/secretary to work with customers and sales force. We are seeking an individual with the ability to communicate with all levels of customer interaction and customer service skills as well as possessing the ability to comprehend mechanical, production, and sales. Ideal candidate will possess strong typing skills, knowledge of standard computer skills, and the desire to be a team player in our organization.
Interested applicants should forward their resume to Box 6246
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST, email Troy based company is in need of a receptionist full time. Must have a pleasant phone manner, be able to multi task, strong computer skills plus computer literate. Competitive salary, comprehensive benefits package and a fast paced, challenging work environment. Send resume to: Human Resources, 6905 Telegraph, Suite 310, Bloomfield Hills, MI 48301

SECRETARY
MATURE & reliable. Flexible hours. Part time 2 days a week. Farmington Hills (313) 622-2880

SECRETARY NEEDED for Southfield area law firm. Office and word processing experience helpful. (810) 948-4160

502 Help Wanted-Office Clerical

RECEPTIONIST
To operate multi line complex telephone system in busy high volume, all incoming/outgoing calls, maintain beeper log, route messages, receive visitors, operate electronic security system. Requires high school diploma/GED equivalent with 2-5 years full time experience. Must possess Windows experience helpful. Resumes & copies of professional credentials should be forwarded by January 31, to:
RESIDENTIAL CARE ALTERNATIVES, INC.
Attn: Human Resources
8045 Second Avenue
Detroit, MI 48202
EOE/M/F/D

RECEPTIONIST
Troy office has opening for pleasant, enthusiastic individual to take telephones. Computer experience helpful. Call Karen or Nancy at
(810) 362-3900

RECEPTIONIST with Church Secretarial experience needed for growing church in Farmington area. Metro Detroit Excellent communication and typing skills necessary. Full time. Apply in person during office hours 9 am 4pm at 27963 Northville Rd. between Meister & Middlebelt Romulus, MI

RECEPTIONIST/
WORD PROCESSOR
W. Suburban firm seeks responsible professional with 60+ word Word Processor. Must have multiline phone experience plus Word Perfect. Knowledge of Windows helpful. Organizational & interpersonal skills required. Confidentiality a must. We provide other general office functions. Competitive salary. Take Ford to Haggerty. Excellent benefits & working conditions. Non-smoking environment. Send resume including salary history to: Dept. REC-OE, PO Box 39114 Redford, MI 48239

RECEPTIONIST
$7-$9/HR.
Dependable organized people needed to job positions. Must have good phone skills, good typing & word processing skills. Must be able to work long-short term. Temp to hire. Free upgrade training benefits.
CALL TODAY!
Farmington Hills 810-615-0660
Rochester Hills 810-650-3630
Madison Hgts 810-545-2530
Western Staff Services.

"Sales Administrative Assistant". National Finance Company is seeking hard working assistant. Must have customer service computer experience. Competitive salary. Resume to: Human Resource Director at 1-800-736-0218

SALES SERVICE MANAGER
multi location national plastic food container manufacturer is seeking for a detail oriented individual with good keyboard skills. Duties include handling new customer inquiries, keeping 12 person sales force informed & inputting sales. Requirements include excellent phone skills, dealing & screening. Company will train motivated applicant. Excellent benefit package. Ask sales. Please call 8am-4pm. Leave name & number. 810-557-1568

SECRETARIAL POSITION
Part time. Adding second person to our commercial mortgage department. Must have good phone typing & computer skills. Knowledge of Word Perfect helpful. Call Clare at (810) 360-9667 or send resume to RJ Properties Consultants 27777 Franklin Rd Suite 490 Southfield, MI 48034

PART-TIME CHURCH SECRETARY
The Universalist Unitarian Church of Farmington is looking for a personable and proficient Secretary for their Tuesday office. Monthly 3 hour day meeting required with people. Must be able to input in Windows Word Perfect, general office duties are helpful and have a pleasant phone manner. Position available immediately. Salary DOE. Send resume to Part-time Secretary, 6175 Drake Rd. West Bloomfield, MI 48322

SECRETARY
Busy commercial property management company in Bloomfield Hills is seeking for an energetic, outgoing individual to perform secretarial duties. Duties will include filing, typing, phone calls, and other duties as needed. Ideal candidate will have good phone manner, MUST have word processing experience 88 per minute, benefits. Please send resume to "Secretary" 320 E. Maple Ste 220 Birmingham, MI 48009

SECRETARY
CHOICE career mom with suburban automotive association. Your expertise is welcome for long and short term positions. $8.00-$13.00/hr. We specialize in Windows and Harvard Graphics plus. Call today.
Professional Staffing Birmingham
473-2931 (810) 646-7981
Advantage Staffing

SECRETARY/CLERK
General office skills. Microsoft Word. Full time benefits. Secretarial skills. Type 65 words. Medical experience a plus. Call Sharon 7419 Middlebelt W. Bloomfield, MI 48322-4138. Attn: Tasman. (810) 855-8637

SECRETARY - ENTRY LEVEL for downtown law firm. Typing 55-70wpm & word Perfect experience. Send resume to Personnel Director, Suite 3710, Detroit, MI 48243

SECRETARY
ERACKO Fleet control is looking for a qualified person to fill a 30 hour data entry, file clerk position. Computer skills, typing, filing, good phone manner and customer service skills required. We offer medical, dental and vision. Fax/mail Cat Tammy to set up interview at 810-546-2250

SECRETARY
Farmington Hills office is seeking a secretary with great communication and organizational skills. Must be familiar with Windows environment. Switchboard experience a plus. Full time position. Qualified candidates send resume to:
Personnel Dept FBS
32300 Northwestern Hwy, #125
Farmington Hills, MI 48334

SECRETARY - full time for Physi Ed Dept. Fully paid medical insurance & retirement. Call to 616 540 Apply to 14236 Stark Rd.

SECRETARY
Full time experienced secretary needed for Farmington (0) based real estate office. (810) 737-7110

SECRETARY/GENERAL OFFICE
Computer literate, good phone & organizational skills. Professional knowledge a plus. Call Jackson 9-2 (810) 391-0080, ext. 12

SECRETARY
John Casablanca's Modeling & Fashion Consultants is looking for a motivated Typing contributor and office assistant. Must have 1 year exp. Sat. 9-5pm. Plymouth. 313-455-0700

SECRETARY
Major distributor of banking and security equipment has an immediate opening for a Customer Service Representative. This position requires phone skills, organizational and computer skills. Ideal candidate will have strong computer skills plus competency in Lotus and Word Processing. Competitive salary, comprehensive benefits package and a fast paced, challenging work environment. Send resume to: HR Director, 655 Executive Court, Bloomfield Hills, MI 48304

SECRETARY
Part time 2 days a week. Flexible hours. Full time benefits. Call Jeff (810) 557-0020

SECRETARY NEEDED for Southfield area law firm. Office and word processing experience helpful. (810) 948-4160

502 Help Wanted-Office Clerical

SECRETARY NEEDED
Small growing Rehab company needs bright, friendly, organized person with strong computer skills. WordPerfect windows, transcribing dictation, Lotus, billing, phones. Must be bilingual, self starter & team player. Rewarding work. Good Pay. Mon thru Fri. Call Bill, 8am to 4 leave message (810) 553-3360

SECRETARY
North American Banks is looking for an experienced and talented Secretary to work in our Troy office. Applicants should be team oriented and self-driven. Please contact Mark at (810) 649-2929

Secretary - Part Time
We're Harshman Chevrolet USA & our Northville sales office is looking for a fun notch part time secretary. You'll be involved in a variety of assignments including customer contacts, correspondence & providing support for our salesperson. You'll need proficiency in WordPerfect & Lotus. Knowledge of Harvard Graphics & Windows helpful. Call Joe Please send resume to TAS, 21800 Haggerty Rd., Suite 100 Northville, MI 48167. No phone calls please.
An Equal Opportunity Employer

SECRETARY
Permanent part time insurance investigating Company seeks self starter with general clerical skills and word processing & spreadsheet experience. Salary commensurate with resume to 810-557-4328 or mail resume to P.O. Box 760096 Lathrup Village, MI 48076

SECRETARY PHONES
Experienced in accounting and insurance phone lines. Light word. Familiarity with construction industry helpful. Send salary requirements references and PC experience to Personnel Consultants 31195 Walnut Rd. Walnut Lake, MI 48381 or FAX to 810-661-7313

SECRETARY
Pleasant phone manner & light computer skills required. Full time in Troy. Call Jackie 810-362-3900

SECRETARY
RadioShack, the leader in consumer electronics has an immediate opening in our District Service office. Ideal candidate data entry, customer service, answering phones. Must have excellent communication skills, be very organized, a team player and thrive in a fast paced environment. Professional work environment with outstanding benefits and competitive salary. For consideration call:
Mary Hassan 313 953-5713
Fax resume to 313 953-0864
An EOE/Affirmative Action Employer

SECRETARY RECEPTIONIST
Farmington Hills Real Estate Office needs part time Secretary/Receptionist. Must be a self starter with good telephone skills and word processing. Filing and answering phones. Hours: Mon-Fri 9-2. Call Jeff at Jeff Rose & Associates (810) 553-0700

SECRETARY RECEPTIONIST
Farmington Hills Real Estate Office needs part time Secretary/Receptionist. Must be a self starter with good telephone skills and word processing. Filing and answering phones. Hours: Mon-Fri 9-2. Call Jeff at Jeff Rose & Associates (810) 553-0700

SECRETARY
We have immediate needs for experienced secretaries who want to advance their career.
Opportunities with both large & small suburban companies. Microsoft Word, Excel and Power preferred. To $14.00/hr Paid holidays and vacations. Call Sarah
Professional Staffing Birmingham
473-2931 645-7981
Advantage Staffing

Secretary/Work Processor
Fast paced, professional growing office with great benefits and environment. Responsibilities include word processing, typing, filing, phone. Windows 3.1 phone answering fancy phone system. Ideal candidate has proficiency in Word. Office hours daily 9am-5:30pm. Some overtime may be required. Send resume in confidence to: Associates Inc. Attn: Business Manager 30600 Telegraph Rd #1100 Bingham Farms, MI 48304
An Equal Opportunity Employer

SECRETARY 1
Oakland Community College is accepting an application for one full time and two part time Secretary I positions. Applications received by mail will be returned to a campus as positions become available.
Minimum Qualifications: High school graduation or equivalent. Ability to type a minimum of 50 wpm with 95% accuracy. Ability to use a personal computer and Word Perfect 5.1, minimum of one year of clerical experience, or a clerical position, successfully pass a clerical skills test consisting of math, language arts and typing.
Part time positions average between 20-30 hours per week - some positions may require evening hours.
To obtain an application please call the Job Hotline at (810) 540-1579. Refer to position number 96-38. (Presumed will not be accepted in lieu of the required application form). Requests for application will be accepted until 4:30 p.m. on February 14, 1996.
As an Affirmative Action/Equal Opportunity Employer, Oakland Community College is seeking candidates who will support the diversity of its faculty, staff and administration.

SECRETARY
20-30 hours a day processing Real Estate license header. Good wages. Call Mike at (313) 458-7432

SNELLING
PERSONNEL
SERVICES
JOBS OF THE WEEK
TEMP-PERM. $30-35,000
Work Foreign for Canton Inspection multi company. 2 years experience general accounting, Lotus, Word, Excel, Advanced and Midnight shift available.
TEMP-PERM. $24-29,000 1 YEAR
Work for Southfield Manufacturer. Typing required, strong mechanical, technical, geography and general office experience. Lotus and Word. Entry level welcomed. Automatic elevator operating in Farmington Hills. Plus benefits.
55-65 HOUR
Car porters in Metro Detroit area. Must have good driving record.
CALL FOR DETAILS
An Equal Opportunity Employer
LIVONIA, 313-286-6600

SWITCHBOARD
Immediate opening for an experienced Switchboard Operator. Excellent benefits. Please apply in person to Sally Sue Design, 30500 Grand River, Farmington Hills.

TELEX OPERATOR
To enter Telex messages into computer. Experience preferred but will train. Call Theresa Smyles 313-627-1881

502 Help Wanted-Office Clerical

SWITCHBOARD OPERATOR
Bloomfield Hills firm seeks motivated individual with pleasant switchboard experience and the ability to work in a fast paced environment. Full time with benefits. Call or send resume and salary requirements to Kristen Wallace at FLAGSTAR BANK, 2600 Telegraph Road, Bloomfield Hills, MI 48302, (810) 338-7700, ext. 2682
Equal Opportunity Employer

TIME AND BILLING CLERK
Needed for Southfield law firm. Approximately 15-20 hours per week. Typing required. Knowledge of timekeeping helpful. Please send resume to Box #2240
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

WORD PROCESSOR
For fast paced professional company meet Microsoft Word for Windows skills required. Call Lynn at Kelly Services (810) 968-0679

WORD PROCESSORS
$9 TO $12/HR
Many openings for beginner to Word Excel & Microsoft Word.
ARBOR TEMPS 459-1166

WOW, AT ONE (1) the big 3 in Multi Automotive Assembly Plant has time positions available. MS Word Excel Power Point required. Fax Comprehensive wages and benefit package. Call today. Manpower Automotive (810) 661-9600

504 Help Wanted-Dental

MODERN DENTAL office seeks administrator to handle front office duties & insurance billing. Full time. Benefits. Pay depends on experience and skill. (810) 644-2273

ASSISTANT
Full time in Farmington Hills dental office. Experience necessary. Weekend seeking. Call (810) 478-1650

ASSISTANT RECEPTIONIST
Two part time positions of 30 hrs full time position. Pay & benefits commensurate with experience. Warm & sharp enthusiastic person.
(313) 397-6262

CHAIRSIDE ASSISTANT
Full time permanent position. Well established. Unique opportunity with quality practice. Full benefits. Call Jackie or Lorena (810) 540-9300

DENTAL ASSISTANT
Private practice in Clarkston. The best in salary, service & benefits. We are looking for a self motivated, 175 hr. Seek date. Pay. (810) 625-9444

DENTAL ASSISTANT
Experienced chairside assisted. Assistant pay & working hours. Excellent pay & working hours. Call Jan (810) 453-2200

DENTAL ASSISTANT
Experience preferred. Female hours Monday - Thursday. Call Dr. Ross Mullen DDS 36180 Five Mile Livonia MI 48154

DENTAL ASSISTANT
Full time no weekends. Experienced. Call Jan or Nancy (810) 557-7220

DENTAL ASSISTANT
Assisting in general dentistry in well team. St. Clair/Eastpointe/Harper Areas. Please call Ann Sun (313) 421-7336

DENTAL ASSISTANT - Walled Lake
If you are energetic career minded with a strong work independently & enjoying an independent lifestyle. Experience required certified preferred. Front desk experience a plus. We offer a competitive salary & benefits. Call Dr. Andrea at (810) 624-2225

DENTAL ASSISTANT
Full time assistant. Our busy Canton office is searching for a bright energetic person. Dental experience preferred. (313) 459-5370

DENTAL ASSISTANT
Warm client oriented individual for our Troy office. Must have private hours & benefits. Call Jan at (810) 362-1020

DENTAL ASSISTANT
Part time or full time. Experienced preferred. Call Jan (810) 557-7556

DENTAL ASSISTANT
Do you want to be well paid for what you love in a friendly, fun, professional environment? An outstanding specialty practice is seeking an enthusiastic experienced dental assistant to join its clinical team. (810) 557-3213

DENTAL ASSISTANT Registered
DA needed for dynamic Brighton practice. Please call Sam (810) 227-2121

DENTAL ASSISTANT
Experienced, permanent, half day position in Southfield. Oral surgery office. Call Vanessa 810-626-2540

DENTAL ASSISTANT
Experienced assistant with good clinical experience and modern knowledge preferred. Please call (313) 261-3440 for interview.

DENTAL ASSISTANT
Experienced only. Middle/Telegraph. Full-time no weekends. No evenings. Benefits. Top pay for qualified. Call Ann Marie (810) 642-0400

DENTAL ASSISTANT
Periodontal office in Livonia is looking for a part time experienced person 2 days/week. No weekends.
Call 313-522-7313

DENTAL ASSISTANT NEEDED for PROE office in Plymouth. Part time position. Cardiovascular experience helpful. Must be mature dependable hardworking individual with a positive attitude. Call Mon & Tues., 9-7:30 PM (313) 453-1190

DENTAL ASSISTANT
Specialty office in Brighton. Same is searching for a bright, energetic, person. Full time. Benefits. Pay commensurate with experience. Call Jeanette (810) 229-8180

• DENTAL BUSINESS & CHAIRSIDE/DENTAL ASSISTANT
For busy Southfield practice. Dependent Seeker, excellent opportunity. Call Cindy (810) 728-8713

504 Help Wanted-Dental

DENTAL HYGIENIST
Permanent full/part time position available. Need experienced hygienist two weekends. Benefits available. Call Jeanette (810) 229-8180
Please call (313) 422-4350

DENTAL HYGIENIST
For Livonia Periodontal office. 3 days a week, no Saturdays or evenings. Experience required (313) 591-7313

DENTAL HYGIENIST
Self motivated, people person in exceptional clinical state for Farmington Hills office seeking people emphasis. Part time leading to full time. (810) 932-5650

DENTAL HYGIENIST
Part time Wednesday 4-7pm. Farmington Hills area. Call (810) 476-2180

DENTAL HYGIENIST - Full or part time for Dearborn general dental practice. Modern work schedule. Excellent work environment & benefits. Please contact Debbie (313) 562-8221 or Fax resume to 313 562-3440

DENTAL HYGIENIST
Do you enjoy work? Believe in yourself, have an outgoing personality, cheerful, time, feel you can contribute to a team atmosphere? WE WANT YOU! Part time in beautiful Farmington Hills. Call (810) 553-3638

DENTAL HYGIENIST
For modern, friendly team oriented, Farmington Hills practice. Benefits. Attractive Please call Sharon (810) 553-3655

DENTAL HYGIENIST
Part time, every other week (Jan 19/96 Wed & Thurs 12:30-7:00pm, & alternate Fri & Sat, 10am-5pm) Excellent salary, personal benefits & 9.2000 communication skills. Call Ann (810) 642-7723

DENTAL HYGIENIST
Are you bored with routine hygiene? We're looking for an experienced hygienist who wants to use her communication skills to join our hygiene team. Flexible schedule, 4 days, 32 hours, some Saturdays. We are a large modern dental office. Our office location is in Westland. If you want to utilize your hygiene skills call for an interview. (810) 582-8611

DENTAL HYGIENIST
Part time for busy friendly Farmington Hills office. Excellent pay. 810 553-4660

DENTAL HYGIENIST
Part time for a friendly motivated group practice in Novi. Experienced hygienists, expect a lot. Call Cathy (810) 471-0345

DENTAL HYGIENIST
Progressive family practice in Troy seeks hygienist for our quality oriented office. Competitive salary & benefits. Hours are Tues., Wed., Thurs. & 1 Sat per month. (810) 528-0700

DENTAL HYGIENIST
Full time position available for highly progressive team oriented, group practice with excellent benefits. Experience required. Send resume to P.O. Box 146 Novi MI 48376-0941

DENTAL OFFICE MANAGER
Full time. Great salary, excellent benefits. Fax resume to Dr. Bruce Dalton Hawkins (313) 274-6666

DENTAL OFFICE RECEPTIONIST
Friendly, professional, enthusiastic, highly motivated individual with excellent phone skills. Career advancement. Dental experience required with insurance knowledge preferred. Excellent benefit package including medical insurance, calculated plan & 401k. Call Cheryl at (313) 427-6310

DENTAL PATIENT COORDINATOR
Phone sales & experience in dental field. Livonia
(313) 522-6770

DENTAL RECEPTIONIST
Full time or part time in Troy office setting in Farmington Hills. Fully computerized. Dental experience preferred but willing to train right person. Call Jeanette (810) 051-3030

DENTAL RECEPTIONIST. Cheerful, mature, experienced full time dental receptionist for busy Farmington Hills general practice. (810) 335-4427

DENTAL RECEPTIONIST for Mt. Clemens general dentistry office. Must be outgoing and a people person. Dental or medical office experience preferred and computer literate. Send resume to: Box 2226 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

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

DENTAL RECEPTIONIST
Needed for our Livonia practice. We are looking for a flexible hours, great benefits. Dental experience necessary. Call Jeanette (810) 477-2222

DENTAL TECHNICIAN
Experienced certified needed for well established crown & bridge lab. Contact Tom at Advanced Dental Lab (313) 425-8700

DENTAL TECHNICIANS needed for Crown & Bridge and Partials. Must be willing training & porcelain for part time & peak work. (313) 425-7530

DENTAL TECHNICIAN
High quality Farmington Hills laboratory looking for Technician, in stone & metal finishing & porcelain. Call (810) 357-1001

ENDODONTIC OFFICE
looking for full time/part time Dental Assistant. Experience preferred. Send resume to Dr. Gill 8418 South Main Plymouth, MI 48170

FRONT DESK ASSISTANT
Dental knowledge, telephone computer & typing required. Benefits. No evenings or Sats.
(810-351-9080

FRONT DESK
Looking for a friendly people person. Work in a sharp office with new staff. Dental office experience and computer experience necessary. Full time. Livonia. (313) 425-0700

FRONT DESK POSITIONS
available in dental office located in Dearborn & Wayne. Full-time with excellent benefit package. For more information please call
1-800-313-4234, Ext #104

HELP!
We need a great HYGIENIST. If your dream is to work in a great office, we are for Mon & Wed. Salary plus commission with growth potential. We are looking for your dental promotion. Call Sharon 810-958-3655

HYGIENIST
Experienced only, for established adult practice. Tel-Twelve area. 1 Day a week. Call Ann (810) 642-6000

HYGIENIST - PART TIME For private dentist practice in Dearborn. Tues Thursday pm. $25 per hour. (313) 278-6333

ORAL SURGERY ASSISTANT
Full time. Must be team player & dependable. W Dearborn practice. Experience preferred (313) 562-1818

ORTHODONTIC ASSISTANT
Expanded for Southfield & Hills office. Full time & Sat only positions available. Benefits Call Lisa, 6 2pm (810) 647-6404

ORTHODONTIC ASSISTANT
needed for the office of Dr. Scott Fox. Full time, experience preferred. Excellent benefits. Call Kelly at (810-852-6121

PATIENT CARE COORDINATOR
Flexible hours available for dental & medical practice. Experience preferred. Telegraph/I 696 area practice. Please call (810-647-7500

RECEPTIONIST / Dental Assistant
Experience helpful but will train. Full time. Troy office. Please call Brenda (810) 879 5960

RECEPTIONIST
for Bloomfield Hills orthodontic office. Required skills include computer, communication, organization & typing skills. Full-time. Send resume to: Box 6246 Observer & Eccentric

RECEPTIONIST- FULL-TIME
Needed for Farmington Hills dental office. Must have good phone skills and willing to learn. (810) 626-8010

504 Help Wanted-Dental

START THE NEW YEAR RIGHT!
Experienced Dental Assistant, full time with benefits for busy Dearborn Perio practice. If you are enthusiastic, committed to dentistry, caring for patients and have a positive personal time we would like to talk to you. Salary commensurate with our great team. Call 8am 5pm (313) 274-3366

506 Help Wanted-Medical

ASSISTANT
Medical Assistant needed for Novi Livonia area office. Mature, responsible, hard working, and reliable. Great benefits & salary. $9.00 depending on experience. Full time. Call 810-478-1024

DILLER RECEPTIONIST
EXPERIENCED, full time, Rochester pediatric. Ask for Sherry at (810-652-2929

BILLERS
Many outstanding positions available in Southfield area for cardiology, internal medicine, physical therapy, podiatry, pediatrics, OB/GYN. Call Michelle 810 832-1170
Medical Management Services
29870 Middlebelt
Farmington Hills, MI 48334

BUSY SOUTHFIELD - internal medicine practice needs full time medical assistant. Must be organized & have references. Competitive salary. Call (810) 355-0680

CAREGIVERS
New Agency seeking Dependable & Flexible
Living, Nursing, Home care providers. Nursing home experience preferred. Please call Judy at (313) 981-1018

CERTIFIED
MEDICAL ASSISTANT
Experienced only. Position needed for busy Rochester office. Send resume to: Box 2224
Observer & Eccentric Newspapers
Attn Practice Management 1101 W University, Rochester, MI 48307

Certified Nursing Assistants
West Bloomfield Nursing Center has immediate openings on all shifts for certified nursing home experience will be recognized. We offer benefits and a competitive wage starting at $7.50/hr. Please apply in person at 5443 W. Maple Rd. W. Bloomfield. For details please call Mrs. Pratt Director at (810) 661-1500

CHIROPRACTIC ASSISTANT
We are looking for a caring Chiropractic Assistant with experience & knowledge of Chiropractic. Pay is $6.50+ per hour to start. Possibly full time later. Will train. Fax and SEMCI procedure. If interested call (313 722-7900 Fax resume & an accompanying letter to Mr Jud Application

CHIROPRACTIC ASSISTANT
Friendly, self motivated person needed for fun front desk in fast paced office. Phone, typing & computer skills required. Job hours are Mon & Wed 8 PM 8 am to 12 30 pm & 2 45 to 7 30pm. Tues & Sat 8 45 am to 1 30 pm. 27527 Joy Rd 1 block W of Newburgh
(313) 522-5501

CLER-CAL RECEPTIONIST
Experienced Part time position full time for busy medical office Call (810) 559-4445

COUPLE WANTED
To supervise nursing home. Married couple or person to live in. Candidate should have min 2yrs nursing home experience. Duties include records, experienced LPN or MDS Coordinator & plus. Nonsmoker. Beautiful home in Grosse Pointe area. Call Mr. Ken Kelly at (313) 886-7000 or 886-7001

CNA
Full and part time positions for Luxury Senior Apartment Community. Competitive salary and benefits available for full time position. Apply in person from Mon. thru Fri. 9-5 at Village of Orion
The Timbers
24111 Civic Center Drive
Southfield, MI 48034

EOE/M/F/V/H

CNA HOSPICE - 3 days weekly 13.20 hours $7.25 per hour Hours Oakland County. Call Ann (810) 557-9900

CHAS & Caregivers - Dependable flexible highly skilled individuals for a home health care agency. Work in native cities. Free training bonuses. Please call 1-800-363-8023

CUSTOMER SERVICE
REPS
Career oriented professional to sell office furniture & related products. Strong history of multi specialty selling background. Phone & computer skills. Organizational skills needed. Computer related functions as well as MBS experience a plus. Submit resume and salary requirements in confidence to Box 2225 Observer & Eccentric Read Southfield, MI 48034

DEAN OF NURSING
Highland Lakes Campus
Minimum Qualifications: Master's degree in nursing, Bachelor's degree preferred, teaching experience and three years supervisory experience in health care setting. Knowledge of supervisory practices and methods, knowledge of the nursing profession, curriculum and program development and in sciences, humanities, and behavioral sciences, interpersonal communication, public speaking, problem analysis and solving.
To order an application form. Call the DOC Job Hotline at (810) 540-1579 Refer to position number 96-39. (Presumed not accepted in lieu of the required application form). Requests for applications will be accepted through Thursday, February 29, 1996
As an Affirmative Action/Equal Opportunity Employer, Oakland Community College is seeking candidates who will support the diversity of its faculty, staff and administration.

DENTAL OPPORTUNITIES
If you are looking for an associate or vocational training in dental, a large group practice in the Southfield area, or you have 2 openings, you may arrange for a doctor & a dental assistant. Part time & full time available. Call Joanne 810-661-8100

DIRECTOR MANAGE CARE
Health care facility is seeking an executive with 5 years demonstrated track record in managed care. Ideal candidate will have: Responsibilities will include coordination of medical management, strategic planning, outcomes & monitoring of medical management, provider communication and negotiating skills. Ideal candidate will have skills & plus. Attractive salary & benefit package. Please forward resume to:
Medical Administrator
Box #2130
Observer & Eccentric Newspaper
36251 Schoolcraft Rd
Livonia, MI 48150

Home Health Aides
Certified Home Health Aides
Nursing Assistants
Homemakers
Live-ins
For private duty home health care. Must be experienced, dependable, and have reliable transportation. We offer
• Pay based on experience
• $25 per diem mileage
• Mileage reimbursement
• Bonuses & incentives
• Benefit package to full time
If you're interested in joining a rapidly growing home care agency call or apply to
United Home Care Services
18712 Farmington Rd., Livonia
(Two Blocks N. of 5 Mile)
(313) 422-9250

HOME HEALTH AIDES
CARE GIVERS
local home care agency providing non-medical assistance needs reliable, caring, and kind. Must have background and reliable transportation. Flexible schedule available and excellent pay. Call 313-467-6623

506 Help Wanted-Medical

HOSPICE RN
Excellent management opportunity for an exceptional as well as experienced hospice nurse. Needs working knowledge of regulations and commitment to the hospice philosophy. Minimum of 1 year hospice home care experience preferred.
This position offers an excellent wage & benefit package including:
• Paid Continuing Education Program
• Blue Cross/Blue Shield
• Pension/Retirement Plan
• Disability Plan
• 4 Weeks Paid Time Off
Send resume to:
Allen Home Health Care & Hospice
26300 Telegraph Rd
Suite 200 Bldg
Southfield, MI 48034
or call 1 (800) 378-3016

HOUSEKEEPER
SMALL W. Bloomfield Condo association seeking full time Housekeeper. Please call Vicki, 810-360-4443

INSURANCE BILLER needed full time for busy chiropractic office. Experience preferred. Salary DOE. Please call (810) 471-5554

JOIN OUR TEAM
Busy and growing home health care practice in Clawson is looking for enthusiastic person to join our staff. We are looking for enthusiastic Medical Assistant to join our team. Experience is not required. Good pay and benefits available. Please call Kathy or Michelle 810 435-0075

LPN/RA
Gyn office Troy area
4 days a week. Call 313 643-7775 or (810) 643-7868

LPN/RMA - IF your positive, energetic, and enjoy helping others, Medical Weight Loss Clinic wants you for our Garden, Farmington Hills office. Only LPN's & MA's with venipuncture experience may apply. For full or part time positions. Attractive hourly rate, commission & bonuses. Call Mon thru Fri 10 4 810-553-1169

MDS COORDINATOR
64 bed LTC facility seeking licensed professional for MDS with experience. Part time hours and flexibility. Excellent compensation package. Call St. Jude Convalescent Center 313 261-4800

MEDICAL INSURANCE BILLER part time, must have 3 yrs experience. Computer knowledge helpful. Berkley Call 810 544-1318

MEDICAL ASSISTANTS
Wanted for busy family practice offices in Northville and Westland. Must have 1 year experience. Excellent salary & benefits available. Send resumes to M.A. Position, 31711 Van Born, Taylor, MI 48180

MEDICAL ASSISTANT
for pediatric office in West Bloomfield. Experience preferred. Call (810) 788-1250

MEDICAL ASSISTANT
Busy OB/GYN office in Plymouth seeks experienced medical assistant with knowledge of front & back office. (313) 459-3200

MEDICAL ASSISTANT
Full time & part time positions available. Experience preferred. (810-543-2340

MEDICAL ASSISTANTS
Growing company needs experienced Certified Medical Assistants. Hours to make house calls with physicians. Driving & map reading skills a must. (810) 352-7000

MEDICAL ASSISTANT
Full time for pediatric office in W. Bloomfield. Call Nancy (810) 855-7416

MEDICAL ASSISTANT
For busy ophthalmology practice in Canton. Experience preferred. (313) 459-7850

MEDICAL ASSISTANT
For busy ophthalmology practice in Livonia Pediatric practice. Call Gail (810) 476-2723

MEDICAL ASSISTANT WANTED
Family practice in Rochester Hills (810) 334-4530

MEDICAL ASSISTANT
Fast paced office. Medical assistant practice 3 to 5 days a week. (810) 358-0420

MEDICAL ASSISTANT
Full time in general medical practice. Should be comfortable with venipuncture & lab procedures. Farmington Hills (810) 477-5608

MEDICAL ASSISTANT for Livonia family practice. Mon, Tues, Thursday evenings and Wednesday all day. MUST have at least 1 yr experience in doctors office. Must know EKG's (313) 427-3005

MEDICAL ASSISTANT
Full time for busy family practice in Plymouth. Must have one year experience in all areas of medical assisting including X-rays. Good pay & benefits. Please call Debbie at 313 455-2970

MEDICAL ASSISTANT
OPPORTUNITIES
You's now heard and read about MISSION HEALTH a newly organized community - based network dedicated to the future of healthcare in SE Michigan.
Prominence, a member in MISSION HEALTH has Medical Assistant openings at its Southfield and Livonia offices. Our centers including Bailey West Bloomfield and Bailey Livonia.
Call our Job Opportunities Hotline (810) 424-3171 (Press 3) for specific information regarding location and how to apply if qualified.
PROVIDENCE
Hospital & Medical Ctrs
Employment Services
22253 Greenfield, Ste 310
Southfield, MI 48075
Equal Opportunity Employer

MEDICAL ASSISTANT or Nurse, part time OB/GYN experience preferred. Birmingham
(810) 647 8362

MEDICAL ASSISTANT
Part time position available at busy Rochester Internal office. Must be experienced. (810-652-1202

MEDICAL ASSISTANT - Well established practice seeking for front/back dermatology practice. Should be bright, motivated, dependable, and patient oriented. (810) 363-6496

MEDICAL ASSISTANT
PART TIME Mon, Tues, Wed