502 Help Wanted-Office Clerical

"POT OF GOLD" OPPORTUNITIES
OPEN HOUSE
Sat., March 23 10am-2pm
By Appointment

LATE NIGHT
Wed., March 20 5:30-8pm
By Appointment Only

Livonia, 313-266-8400
Southfield, 810-948-1200
Auburn Hills, 810-373-7500
Taylor, 313-284-0777

SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

PROPERTY MANAGER
Needed to assist in management of high rise apartments. Must be computer literate and have some accounting skills.
Contact Jerome Weinstein (810) 932 3500, Ext 221

PURCHASING ADMINISTRATOR
Is looking for a motivated individual for Purchasing Administrator. Experience in the following areas: Construction knowledge is helpful. Send resume to: P.O. Box 1187, Farmington Hills MI 48332 or fax to 810-619-4129. 41050 Vincents Ct., Novi, MI 48375

RECEPTIONIST/
ADMINISTRATIVE ASSISTANT
Full time. Immediate opening. Minimum 3 years experience necessary. Send resume & salary requirements to HR 1130 W Grand River, Brighton, MI 48116 or fax to 313-985-9434

RECEPTIONIST/
ADMINISTRATIVE ASSISTANT
Personnel Department of International (PDI), a management consulting firm, has a full time opportunity for a fast paced Michigan Operating office for a receptionist/administrative assistant. Very enjoyable work and part of a team. Responsibilities include answering the phones, word processing, and graphic, mail sorting, scheduling and travel arrangements. A successful candidate will enjoy customer service and possess a high school education and organizational skills. Word processing (Microsoft Word) experience and graphics (PowerPoint) experience a must.

We offer a competitive compensation package in a pleasant environment, the opportunity to work with a talented team of professionals. If you qualify, please fax cover letter and resume to:

Staffing Specialist
PERSONNEL DECISIONS INTERNATIONAL
FAX 810-619-8016

Equal Opportunity Employer

RECEPTIONIST
A Southfield computer company is in need of a receptionist. Hours are 8:0 and Excel 5.0 experience to answer light to moderate phones. Applicants must be personable with good communication skills. Work hours are 8:00 a.m. to 5 p.m. Monday through Friday. This is a temp to perm position. Pay is from $8.00 to $9.50 per hour, depending on experience.

CUSTOMER SERVICE SPECIALIST
A Farmington Hills company is in need of a Customer Service Specialist. Disabled candidates must have experience with multi-line telephone. This position requires operation of a Rolm 20 line phone system with 150 extensions. Excellent grammar and phone skills are a must. Additional responsibilities include professional demeanor, exceptional person to person skills, and ability to a busy fast-paced environment. This position is full time with benefits. Overtime. Compensation is $9.00/hr. depending on experience, with full benefits.

RECEPTIONIST
A Livonia company is in need of a part-time Receptionist with excellent customer service skills. Must have good phones. Some experience with Word Perfect and 10 key.

SECRETARY
A Farmington Hills company is in need of a Secretary with Arm Pro. Duties will include phone coverage and performing other duties as assigned. 25 hour per week, temp to perm position. Compensation is $10/hr. depending on experience.

OFFICETEAM
28588 Northwestern Hwy
Suite 100
Southfield, MI 48034
Phone 810-358-0022
Fax 810-358-0166

RECEPTIONIST
City of Farmington Hills

Accepting applications for Part-Time Receptionist for Senior Adult Program. Requires General office and clerical experience with excellent communication skills for working with the public. Knowledge of Word Perfect 5.1 and Lotus 1-2-3 desirable. Must be able to work Mondays and Wednesdays. Responsibilities light typing, filing, preparation of mailings, phones. Hourly rate $6.00 $6.50 depending on experience. Deadline March 18, 1996. Apply in person or in writing to:

Recreational
Personnel Department
City of Farmington Hills
31655 W 11 Mile Road
Farmington Hills, MI 48336
An Equal Opportunity Employer

RECEPTIONIST/
CUSTOMER SERVICE
Manufacturing company in Plymouth seeking individual with heavy phone experience, customer service, data entry, excellent spelling and grammar. Knowledge of WordPerfect 5.1 & Lotus 1-2-3. Send resume to:
P.O. Box 2379
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
★ Entry level position. Hours Mon-Fri 8-5. Must have pleasant personality and good phone skills. Call Sherley Ford at 313-466-7000

RECEPTIONIST
for busy Veterinary hospital. Full part time flexible schedule. Must be organized, detail oriented. Some medical office background preferred. Send to: Westland Vet Care Center, 31439 Grand River Ave Detroit, 48219

RECEPTIONIST
for busy Real Estate office. Full time days. Call for appointment and application. Larry (313) 981-6400

RECEPTIONIST
For Free lance Writer. Knowledge of word processing and computer knowledge helpful. Call Dr. Kent at (810) 689-0177

RECEPTIONIST
For investment management company. Position involves answering phones, greeting clients & clerical work. Computer experience necessary. Send resume and salary requirements to: Human Resources, 3883 Telegraph #100 Bloomfield Hills MI 48302

RECEPTIONIST FULL TIME Must have some legal experience. Position open immediately. Apply in person. Northwestern Law Firm, 13200 Newburgh, Livonia

RECEPTIONIST
Full time, flexible hours. Answering phone and greeting clients. Has access to a organized person. Call Norm at 313 446-0003

RECEPTIONIST
FULL-TIME, Friendly voice and position with multi-phone experience & good computer skills. Computer experience helpful. Call (810) 641-5000, and ask for Esther.

RECEPTIONIST - full time days, plus a 3:30 pm to 7:30 pm shift, for business office in Livonia. Must have professional appearance, a pleasant phone voice, dependable attitude.
313-513-0608 ext 204

502 Help Wanted-Office Clerical

RECEPTIONIST
Full time receptionist, light clerical, telephone skills helpful. Benefits package. Telegraph Rd/Kingsley area. Fax resume to: 810-433-1580

RECEPTIONIST - Full time, wanted for busy Troy finance company. Is answer phones plus light general clerical duties. Some experience helpful. Send resume to P.O. Box 1187, Troy, MI 48084 EOE M/F/D/V

RECEPTIONIST
Full time in Troy office. Multi line experience a plus. Mature person with professional demeanor & telephone manner. Dependability a must. Non-smoker preferred. Good benefits. Call K. Balet. (810) 478-4115

RECEPTIONIST
Full or Part time wanted for diversified position in Hedwig physical therapy clinic. Must enjoy working with people. Prior telephone experience helpful. Will train the right person. Send Resume to Receptionist 6810 Beech Daly, Redford, MI 48239 or call (313) 937-2001

RECEPTIONIST/
GENERAL CLERICAL
Looking for a person with excellent phone & data entry skills. Microsoft Word & Excel experience a plus. Benefits & 401(k). Mail resume or apply in person to
Alnor Meter, 7279 Market St.,
Canton, MI 48187

RECEPTIONIST
Human Resource firm in Farmington Hills has a full time position available for an experienced professional receptionist. Duties include answering multi line phone system, typing, computer knowledge, data entry. Competitive paid benefits. Send resume to
HR/RC - PERSONNEL
31700 Middlebelt, Suite 140
Farmington Hills, MI 48334
FAX (810) 851-8605

RECEPTIONIST
★ Immediate full time opening. Recent WordPerfect experience and excellent communication skills required. Pleasant Northwestern Hills location. Call (810) 849 9120 or FAX resume to (810) 848-9019

RECEPTIONIST/
LEGAL SECRETARY TRAINEE
wanted for Farmington Hills law office. Solid people person skills. Must know WordPerfect & Type at least 50wpm. Excellent opportunity for right person. Salary negotiable. Call Dayna (810) 737-4747

RECEPTIONIST / LEGAL SECRETARY
Small company practice firm. Individual with excellent filing and organizational ability, good telephone skills, knowledge of Windows and Word Perfect required. Excellent working conditions. Call Ann 422-000-5240 with full benefits. Send resume to
Stark & Gordon
217 S. Woodward, Suite 202,
Royal Oak, MI 48067-2444

RECEPTIONIST
MODERN, upbeat, Clarkson family seeks full time receptionist. Outgoing personality desired, must be well mannered positive, and able to work hours of 8:30 a.m. to 5 p.m. Monday through Friday. This is a temp to perm position. Pay is from $8.00 to $9.50 per hour, depending on experience.

CUSTOMER SERVICE SPECIALIST
A Farmington Hills company is in need of a Customer Service Specialist. Disabled candidates must have experience with multi-line telephone. This position requires operation of a Rolm 20 line phone system with 150 extensions. Excellent grammar and phone skills are a must. Additional responsibilities include professional demeanor, exceptional person to person skills, and ability to a busy fast-paced environment. This position is full time with benefits. Overtime. Compensation is $9.00/hr. depending on experience, with full benefits.

RECEPTIONIST
A Livonia company is in need of a part-time Receptionist with excellent customer service skills. Must have good phones. Some experience with Word Perfect and 10 key.

SECRETARY
A Farmington Hills company is in need of a Secretary with Arm Pro. Duties will include phone coverage and performing other duties as assigned. 25 hour per week, temp to perm position. Compensation is $10/hr. depending on experience.

OFFICETEAM
28588 Northwestern Hwy
Suite 100
Southfield, MI 48034
Phone 810-358-0022
Fax 810-358-0166

RECEPTIONIST/TYPIST
Part time, evenings & weekends. Fast paced real estate office requires responsible, mature, self-starter to answer phones, light typing & general office duties. Ask for Ellen or Mach at (810) 626-6700

RECEPTIONIST WANTED for part-time position at Birmingham Bowl of Detroit law firm. Light typing & filing experience required. Send resumes to: Part Time Position, 1180 Floor Burt Building, Detroit, MI 48226

RECEPTIONIST WANTED. full time and part time for busy Farmington Chiropractic office. Must be energetic personable & dependable. Prior personal interview call Tues. or Fri. 8AM 5PM (810) 471-6552

RECEPTIONIST WANTED for Senior Apartments in Novi Village. Working nights/ weekends in rotation. $5.50 per hour. (810)969 5330

RECEPTIONIST With clerical office duties. Full or part time. For independent Optician Downtown Birmingham. Call (810) 645 8300

RECEPTIONIST
With insurance experience for medical office in Rochester Hills. Mon - Fri, 8:30 5pm. Send resume to: HAC, 3190 Orchard Lake Rd., St. Clair Shores, MI 48080-6186

RECEPTIONIST/WORD PROCESSOR
Summer assignment. Available Full time from April to Aug. Possible lead to permanent. Fax resume to Attn: Administrative Service. 810-827-4969 Or call 810 627-4969

RECEPTIONIST
$21,000
Beautiful, prestigious office. Students may study during slow time. Professional Partner. Call Jacqueline (810) excellent benefits. Call Ms. Van (313) 462 2666

RECRUITING CLERK
$6/HOUR
Immediate position available for a growing home based service company. Candidate must have 10,000+ key stroke/hr. accuracy, excellent customer service skills and phone etiquette. WordPerfect & Lotus experience a plus. Call Ann at 313 981-1100 FAX 313 981-1217

ROYAL OAK OFFICE
full and part time office positions involving highly detailed work, data entry and phone work. Ideal candidates DMV medical billing company. Excellent stress free work environment. Pay at (810) 548-7353

SALES MARKETING COORDINATOR
Administrative support, sales, heavy computer work. Lotus 1,2,3, WordPerfect 5.1 & dBase a must. Interpersonal, interpersonal and communication skills required. Send resume salary history to 18301 Telegraph Rd. Livonia, MI 48150. Attn Latoye

SALES SECRETARIES
Full and part time for major insurance office. 20 hrs min. No previous experience needed Farmington Hills area. Call Pat 9am - 2pm at (810) 305-5077

SCHEDULER
Clerical position in medical office for mature individual who enjoys working with people and is able to pay close attention to detail. Will train. Resume to: FEG May 29275 Northwestern Hwy Suite 100 Southfield, MI 48034, or Fax to (810) 262-8100

SECRETARIAL ASSISTANT
General office, flexible hrs. Part-time, part time. Experienced only. Call 810 540 8097, 9am-1pm

SECRETARY
A Livonia based computer company is seeking a secretary to assist the Administrative office. Responsibilities include supporting 2 vice presidents and the marketing department. Requirements include WordProcessing, Lotus etc. ability to delegate of Arm Pro, Graphics, Lotus etc. ability to work & pose clear business correspondence and work on a fast paced environment. We offer a competitive salary and benefit package. Qualified candidates must have good interpersonal and communication skills, be a self starter, organized and be able to meet deadlines. Good typing & keyboard skills are important for this position. Interested candidates should send their resume with salary history to:

Human Resources Coordinator
NTH CONSULTANTS, LTD
P.O. Box 9013
Farmington Hills, MI 48333 9173

An Equal Opportunity Employer

SECRETARY
Needed to run one person office of insurance agency. Must type 60wpm. Send resume to Office Manager, Box 5322, Plymouth, Mich 48170

SECRETARY
OUR companies offer their employees the latest in computer technology, excellent salary, generous fringe benefits and growth opportunities. We seek a Secretary who possesses the ability to interact with clients $9 to/hr. $14 to/hr. Word Perfect 5.1 Word Perfect preferred. Call Susan Birmingham Farmington/Livonia 540-7561 472-2931

Advantage Staffing

SECRETARY
Part-time Bloomfield, 3 to 4 days/week. WordPerfect for Windows or Microsoft Word. Good office skills a plus. W/ Bloomfield (810) 851-8130

SECRETARY
(PART-TIME)
- Looking for a new challenge? Needed: self-motivated, detail oriented, personal secretary for part time position in Bloomfield Hills. Must be able to work in a comfortable work environment in Bloomfield Hills.
- Must have computer competency in MS Excel, Wordperfect 5.1, MS Word with capability to learn new software and ability to handle routine casualty claim correspondence from general written & verbal instructions, prepare monthly computerized claim reports, maintain master claim information files.
- All responses will be kept strictly confidential.
- If interested, please forward resume with pay requirements expected bone to

Director of Claims
P.O. Box 804
Bloomfield Hills, MI 48303 0804
An Equal Opportunity Employer

SECRETARY - PART TIME
Local college has a position for a Secretary from 3 p.m. to 7 p.m. Monday through Thursday. Friday 8:30 a.m. to 5 p.m. Promotes a friendly and telephone student service, coordinates clerical duties assist with department projects and maintain confidential client files. Ideal for clerical and customer service experience, preferably in higher education. Ability to handle multiple tasks in a fast-paced office, experience with WordPerfect 5.1 and Windows. Interpersonal, interpersonal and communication skills required. Send resume salary history to 18301 Telegraph Rd. Livonia, MI 48150. Attn Latoye

SECRETARY - permanent part-time in Novi. Experience in WordPerfect 5.1, MS-Office & Excel. Call 349-3550

SECRETARY
Proficient in Word Perfect & Windows 35 hours - Nights
(313) 525-4411

SECRETARY/RECEPTIONIST
needed for Bloomfield Hills law firm for someone with excellent communication skills, typing 50wpm & light bookkeeping experience. Is also a detailed oriented & able to multitask. Salary commensurate. Call 810-524-2560 or fax resume to 810-524-2561

SECRETARY/RECEPTIONIST
Small professional firm. Good English skills. Word Perfect 5.1, Windows will train. Fringes. 13 weeks paid vacation. 8am-4:30pm. 810 356 6181 EOE

SECRETARY/RECEPTION
LIVONIA AREA
Immediate opening available in our local sales office. Pleasant working environment. Ideal candidate will have proficiency in Microsoft & Excel a must. You will enjoy a fast paced office with lots of people. Pro! sharing & excellent benefits package. Please send resume to: 17197 N. Laurel Park Dr., Suite 301, Livonia 48152 Attn Joyce or Fax (313) 953-3253
An Equal Opportunity Employer

SECRETARY
Small company seeks professional secretary 50wpm, accounts payable experience a plus. Knowledge of Word & EXCEL knowledge helpful. Salary DOE. Fax 810-357-3600 or Fax Resume to 810-377-2539

SECRETARY
TEMP to PERM
Immediate opening. Professional office in Troy. Word 6.0, Lotus 1,2,3, typing 60wpm. Good organizational skills.
(810) 362-8000

SECRETARY
To the CEO of Birmingham property management company. Must have excellent clerical skills & some real estate experience. Call
(810) 647-7111 ext 242

Gordon Management Co., Inc
P.O. Box 192
Birmingham, MI 48012

SECRETARY
Troy commercial real estate firm. WordPerfect 5.1. Hours are 9-5 weekdays. Call 810-689-1111

SECRETARY
Troy professional corporate company has an immediate need for an experienced Secretary to work in sales department. Ideal candidate will be detail oriented, professional, personable and computer literate. Apply with excellent benefits & 401K
Send resume to
Box #2429
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY - W. Bloomfield manufacturer has immediate opening for a secretary who is computer literate. Knowledge of WordPerfect other Windows programs. Knowledge of Pagemaker helpful. Send resume to:
Box #2418
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY - W. Bloomfield manufacturer has immediate opening for a secretary who is computer literate. Knowledge of WordPerfect other Windows programs. Knowledge of Pagemaker helpful. Send resume to:
Box #2418
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SKILLED NURSING FACILITY
Seeking individual that possesses probable, insurance billing, and general office duties. Good typing skills a must. Experience preferred. Excellent benefits. Please send resume to: P.O. Box 7008, Bloomfield Hills, MI 48302

SOUTHFIELD PLAINTIFF Personal Injury firm seeks paralegal for partner. Candidate must have experience in personal injury. Salary Competitive salary and benefit package. Fax resume to Attn: Ms. Bettinger 810 948 8846 or send resume to 25800 Northwestern Center, St. 300, Southfield, MI 48075

SPUNKY RECEPTIONIST
$7-$10/HR
ARBOR TEMPS 459 1196

STAFF ACCOUNTANT
For a Bingham Farms property management firm. Responsibilities include: Preparation of Professional, multi-conditions, general ledgers & financial reports. Knowledge of Lotus required. Lease experience required & must be a team player. Salary commensurate. Fax resume to:
8630 Telegraph Rd., 830
Bloomfield Hills, MI 48301

SWITCHBOARD OPERATOR
Bloomfield Hills law firm seeks motivated individuals with multi-line switchboard experience and the ability to work in a fast paced environment. 10:30 a.m. to 7:00 p.m. shift and 9:30 a.m. to 6:00 p.m. shift available. Excellent benefits. Call or send resume and salary requirement to Kristin Tyllanski at FLAGSTAR BANK, 26030 Telegraph Road, Southfield, MI 48033. (810) 358-7700, ext. 2682

Equal Opportunity Employer

TYPIST/LEGAL SECRETARY for Bloomfield office. (810) 443-8777

502 Help Wanted-Office Clerical

SWITCHBOARD OPERATORS NEEDED
Long and short term assignments available in the Livonia area. Minimum 6 months experience. Call 822-8910 to apply.

KELLY SERVICES
Equal Opportunity Employer

SWITCHBOARD OPERATOR
needed in Rochester area. Must have experience a must. Excellent pay & benefits. Fax resume to: Attn: 810 299 5805 or Call Cheryl 810-299-1200

SYSTEM ADMINISTRATOR
For Bloomfield law firm to support 80 users for microsoft office, 4 2 & Novell Netware 4.1 network. Please fax resume to: Administrator, 810-354-4030

TELESERVICES DEPT - Need individuals with good phone etiquette & computer skills. Will train. Word experience helpful. Salary negotiable. Call Ann 810-476-2433

TELLERS
1 Full, 2 Part time. Experience a plus. Previous cash handling experience required. Resume: Bank of Ann Arbor, 110 E. Liberty, 10 Mile, Southfield, MI 48076. Attn: Operations Manager. No phone calls. EOE

TYPIST
Temporary Special Project Work from your home. Hours flexible. Can generation reports. Call Carole at (313) 459-9222

WORD PROCESSING OPERATOR
Join our dynamic Ann Arbor team at professionals at Pfeifer, Inc. We are a national engineering firm specializing in environmental management issues. A career opportunity exists for a Word Processing Operator who enjoys challenging, fast paced environment. Position includes production of complex documents for a variety of technical staff ranging from proposals, reports, correspondence, tables, contracts, etc

If you have 2-5 years of word processing experience, pay close attention to detail, advanced proficiency in Microsoft Word, Windows, Word for Windows and Excel, with a typing speed of 65 WPM, let us hear from you. Completion of a word processing course preferred. Proofreading required. Ability to do some technical editing a real plus

Comprehensive benefits package. Send cover letter and resume with salary history to: Rolf, Inc., Attn: DC 2002, 1641 Technology Park, Ann Arbor, MI 48108 2237
EOE M/F/D/V

WORD PROCESSING SECRETARIES
Needed with knowledge in any of the following areas
Microsoft Word
Excel
WordPerfect
Lotus
Harvard Graphics

Great starting pay. Long and short term assignments. Call us today and start working tomorrow!

ADIA
THE IMPORTANT PEOPLE
(313) 525-0330
EOE

WORD PROCESSOR - for fast paced 20 attorney firm in Southfield. Word Perfect experience preferred. Send resume & salary requirements to: Office Manager 300 E. Long Lake Rd. Suite 200 Bloomfield Hills, MI 48304

WORD PROCESSORS
Immediate long term, short term assignments. Perfect positions available in the Southfield/Farmington area. If you have experience with Windows of DOS, please call today. We carry employee benefits. Excellent Compensation. Perfect pay available.

ENTECH PERSONNEL
(810) 354-1600

504 Help Wanted-Dental

BUSINESS DENTAL ASSISTANT
Mature, career minded individual with experience coordinating front and business office duties, scheduling appointments. Must have outstanding phone & people skills. Competitive Wages, benefits commensurate with experience. Livonia
Call Cindy 313-425-7010

BUSINESS MANAGER
An outstanding Birmingham dental office has an immediate opening for an energetic career opportunity for a qualified people-oriented business manager. Must have good communication, Windows, WordPerfect and Lotus Skilled in accounting, financial planning, goal setting, accounts payable, accounts receivable and payroll. Please send resume to: Doctor, 837 Forest, Birmingham, MI 48009

CHAIRSIDE ASSISTANT
Professional, career minded mature, professional, able to coordinate chiropractic office. Competitive salary, group practice. 30-36 hrs. flexible hours. Benefits. Salary commensurate with experience. Livonia 313-425-7010

DENTAL ASSISTANT
Personable office seeks out-going person. Part-time/full time.
Call Cindy 810-661-1366

DENTAL ASSISTANT NEEDED for PRIDE office in Plymouth. Part time position. Experience necessary. Must have good skills in communication and possess a positive attitude. Call Cathy 9-3 or 5-7:30 PM (313) 453-1190

DENTAL ASSISTANT
★ We need an experienced, outstanding & dependable Dental Assistant for our Birmingham office. Benefits and competitive salary.
(810) 646-3515

DENTAL ASSISTANT
- a health oriented Troy office is seeking a dental assistant, experienced preferred. (810) 362-6775

DENTAL ASSISTANT
Experienced chairside assistant with CDA or RDA preferred. Please call 313-261-8080 ask for Debra

DENTAL ASSISTANT
No experience necessary, we are looking for bright, motivated, and interesting job in a team oriented, professional office. Full time, Rochester, Birmingham area. Call Dawn, 8pm - 10pm. F-F.
(810) 647-7835

DENTAL ASSISTANT
Birmingham Bloomfield professional, progressive Warren office. Applicant must be a people person. Great working conditions & benefits. Please call
(810) 781-9900

DENTAL ASSISTANT/
STERILIZATION
Part-time Mon. Tues. & Thursdays 8:30 - 5:30. Benefits. No Fridays. No Saturdays. 14 Mile & Telegraph area
(313) 535-3150

DENTAL ASSISTANT
Unique dental practice. Some experience necessary. No Fridays. No Saturdays. 14 Mile & Telegraph area
(313) 535-3150

DENTAL ASSISTANT
An energetic, team oriented Assistant is needed for Farmington Hills dental specialty office. Experience preferred but willing to train. Wages start at $7 or higher dependent on previous work experience. Benefits available.
Call 8am-6pm (810) 737-2151

DENTAL ASSISTANT
★ We are looking for an experienced team player to join our Birmingham office. Full time. Great benefits. Call (313) 458-5370

504 Help Wanted-Dental

DENTAL ASSISTANT
This challenging position requires an organized & people oriented, task/ change personality. If you're a fun loving person & looking for job security, then come join our team. Benefits & well established team. Please call Sam
(810)227-2181

DENTAL ASSISTANT - Full-time position. Experience preferred. Salary commensurate with experience.
(810) 625-6655

DENTAL ASSISTANT
Rochester, Troy. Please call (810) 651-0639 ask for Nancy

DENTAL ASSISTANT
$7.50 per hour. X Rays Benefits. Commerce office
810-363-5388

DENTAL ASSISTANT
$7.50 per hour. X Rays Benefits. Commerce office
810-363-8388

DENTAL ASSISTANT
needed with experience for one dentist Livonia office. Full time. HCA benefits. (313) 427-4540

DENTAL ASSISTANT
Full time. Clinical duties a plus. Dearborn Heights area. Call Ann (313) 561-7566

DENTAL ASSISTANT - Full time Flexible Hours. Southfield Area. Prefer someone with long term experience in a quality care practice. Call Marie at 810-352-7722

DENTAL ASSISTANT
Dearborn office seeks Experienced Full time position, great hours & benefits. Call
(313) 274-6404

DENTAL ASSISTANT. Will good with people, enjoy working with people, to work in quality oriented Office Based Dental Specialty office. Please leave message. 313-421-4530

Dental Assistant
needed for a general dentist office in Livonia. Full time, Benefits. Chance Will aid in training. Closed Mons
(810) 542-8200

DENTAL ASSISTANT
Pendondontic office seeking assistant for part-time position Mon-Thurs 2 yrs chairside experience 2 Days a week, no weekends
(313) 522-7313

DENTAL ASSISTANT
Call Cindy at 313-425-7010 stimulating position for intelligent, personable, experienced dental assistant. Excellent working environment. Salary $20,000 - $30,000 DOE to start. Call 810-357-3213

DENTAL ASSISTANT
Family practice Farmington Hills. Dearborn Heights dental specialty office is looking to increase Kit full time staff. We are looking for someone who is knowledgeable in chairside charting & is detailed & a team oriented asst. Call Ann at (313) 277-0510

DENTAL OFFICE MANAGER
Looking for a bilingual office manager, Dental & computer knowledge a must. Full time. Livonia
(313) 425-4206

DENTAL HYGIENE - in Farmington Hills office. Half day Saturdays. Pay commensurate with experience
Call (810) 553-0645

DENTAL HYGIENIST
Part/full time. Call Ann at (313) 425-4206

DENTAL HYGIENIST
Full time. Modern dental office in Garden City. Benefits available. Please call
(313) 425-4200

DENTAL HYGIENIST
Full time. If you are an experienced hygienist who is looking for a team oriented practice where you will be paid your wages as well as appreciation for employees, then this is the place for you!
(313) 427-7525

DENTAL HYGIENIST
Self motivated people person needed for Farmington Hills office. Farmington Hills office watching perio patients. Part-time, possibly to full time
(810) 932 5650

DENTAL HYGIENIST
Part time for pleasant Birmingham Farms dental office. No weekends
(810) 644 6433

DENTAL HYGIENIST
Part-time chairside assistant for private dental practice in Farmington Hills. Please call (810) 851-3030

DENTAL MANAGER
Large comprehensive orthodontic practice is seeking an experienced Dental Manager for our Troy office location. Candidate must be capable of handling all aspects of this fast paced opportunity. Salary commensurate with experience. Benefits offered. Fax resume to: Dr. Kent Bergman, 1180 Rochester Rd., Troy, MI 48083

DENTAL OFFICE COORDINATOR
Do you have the organizational skills to run state over the telephone and in person? Do you have the ability to work enthusiastic caring and dependable? If your have an outgoing personality, insurance and computer knowledge and would like to work in an office that appreciates staff, please call Ruthann 810-682-6406

DENTAL OFFICE MANAGER
Small office One dentist Come grow with us. Rochester Hills area. Call 810-650-9490

DENTAL OFFICE SCHEDULING Coordinator, full time. Are you a high energy, detail oriented individual? Would you like to join a team of professionals committed to excellence, education, team work and personal challenge? If you are interested in these questions, you need to respond to our ad. Fax resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

DENTAL OPPORTUNITIES
Expanding, multi-specialty dental practice is seeking to Experienced Dental Personnel for the following positions
- Hygienists
- Dental Directors
- Dental Assistants
- Appointment Book Recall
- Mini Practice Managers

Please contact Jennifer or Brad at for immediate consideration
(810) 681-8100

DENTAL ASSISTANT
Full time position. Must be friendly & enthusiastic person for computerized family practice. Excellent benefits. Experience preferred. Ask for Barbara (313) 277-0050

DENTAL RECEPTIONIST & Assistant. Part time position for busy Southfield practice. Experience necessary. Excellent pay, benefits & bonus. Candy (810) 355-9600

DENTAL RECEPTIONIST/OFFICE Manager. Expanding pediatric/ortho practice. Full time position. Great pay & benefits. (810) 358-9006

DENTAL RECEPTIONIST
Experienced person for busy practice needed for our friendly office. Fridays &/or half day Saturday.
313-981-4040

DENTAL RECEPTIONIST
★ Part time leading to full time. Friendly, organized, detail oriented, necessarily Computer knowledge preferred. Pleasant, outgoing person for Livonia family practice. Call Jenny 313 464 3430

DENTAL RECEPTIONIST
Full-time position including Saturdays & some evenings. Redford/Detroit Heights area. Must have experience.
313-531-7800

EXPERIENCED DENTAL Hygienist, Assistant & Receptionists are needed at the finest dental practices in lower Michigan. Over Peak Perf are ready to hire full and part time employees through our division. Don't delay! Start a career today by calling Peak Performers at: 810-477-8777 EOE No Fees!

EXPERIENCED RECEPTIONISTS are needed for full time permanent positions at the finest offices in lower Michigan. Over 10 offices are ready to hire! Over Peak Perf are ready to hire full and part time employees through our division. Call us at (810) 477-8777 EOE No Fees!

504 Help Wanted-Dental

FAST PACED dental staffing services needs a quality people person for the position of receptionist. Computer experience a plus. Great rule-former service skills a must! Call Pam Performers at (810) 477-8777 EOE No Fees!

FINANCIAL COORDINATOR
for computerized periodontal office. Must have 5 years minimum experience in outstanding dental practice, co-pays & accounts receivable. Full-time Farmington Hills area
810-851-1034

FINANCIAL MANAGER
Garden City/Dearborn Heights dental office needs career minded, energetic, professional individual must be prepared to do more than just manage a dental practice. Dental experience required.
Call (313) 421-5200

GENERAL DENTIST wanted to join multiple office group practice. Should be competent in all phases of general dentistry. Our philosophy is to provide comprehensive quality dental care. Dentist is needed at our Allen Park office, part time. Send resume
Box #2422
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

HYGIENIST - Tues & Fri acceptable for pleasant Livonia practice. Would prefer hygienist with flexibility. Position should be available as of 1996
(810) 478 6463

NOVI DENTAL HYGIENIST
Full/part time. Excellent benefits. Novi (810) 349-4115

ORAL SURGERY ASSISTANT
Pleasant, busy office. Experience preferred. Near Farmington Hills.
810-553-3280

PART-TIME
DENTAL HYGIENIST
Tuesdays & Thursdays available for Dearborn Heights/Garden City/Westland area. Please call
(313) 422-4330

RECEPTIONIST
Experienced. Full time/part time. Knowledge of billing, scheduling appointments & computer literate 10 Mile/Coolidge area. Please call or leave message after 7 PM
810 398 0595

RECEPTIONIST NEEDED - full time for busy dental practice. Dental experience & computer experience a Please call 313 522-5610

506 Help Wanted-Medical

ALLEN HOME HEALTH CARE & HOSPICE
has full time & part time opportunities available for

RN's & LPN's
Immediate assignments in Wayne & Oakland Counties
Must have at least 1 year ventilator experience and telephone transcription. For more information call Kara at
1-800-378-3016

ARE YOU a dependable outgoing people person? Chiropractic Assistant with two days a week? Mon & Wed. Fri. 3pm 8pm. Some Sat mornings. Canton area 313-455-3933

ASSISTANT
LIVONIA-NOVI AREA
Multi-line hand working receptionist & relative 40 hours plus overtime. Benefits $9 & up DOE. Medical experience
Call 810 476-6639

★ **ATTENTION** - MD needed for established weight loss program. Flexible hours. Approx 34 hrs weekly. Call 313 532 8112

Biller/Receptionist
Intelligent self starter with experience in health insurance billing and good people skills. Computer literate. Medical practice. Must be hard worker & dependable. $10/hr. + Bonus depending on experience. Livonia area. Call 810 478 1166

BILLERS
CURRENT HIRING experienced Podiatry Biller for Southfield office - $12/hr. Surgical Biller with strong knowledge & perception, expertise. Farmington Hills, Dr Baker with strong Blue Cross - Bloomfield Hills. Many other physician office & DME - with no weekends.
Call Michael 810 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills MI 48334

BILLING SPECIALIST
Durable medical equipment provider is seeking a full time billing specialist. Roberts Billing System. Physician office billing for DME. Must have experience helpful. Medicare, Medicaid & 3rd Party. Excellent benefits offered. We offer a competitive salary & excellent benefit package. Send resume to Henry Ford Health System. 3100 Telegraph Rd Ste 200, Bingham Farms MI 48025, attn L. Davey

CENA - Immediate Full time midnight position available for CENA with 2 years in our skilled nursing area. Excellent benefit package. Call Kathy or Marie at Bethany Nursing Home in Rochester Hills (810) 656 3232

CENA'S
ALL SHIFTS AVAILABLE
Apply in person
Hope Nursing Care Center
30410 Ford Rd
Westland, MI 48185

Central Services

Director
Central Services
Botsford General Hospital is a 332 bed teaching hospital. Has an excellent opportunity for an individual who possesses strong leadership, organizational skills, along with a demonstrated ability to manage the operations of our Central Services Department.

You develop and implement standards, policy and procedures for all phases of processing instruments and equipment, including repair and maintenance and repair of all processing equipment. Responsible for monitor departmental budget as well as maintaining good working and peer relationships between OR staff, physicians and other health care team members.

We seek an individual with 5 years related experience with 3 to 5 years as a Central Processing Supervisor. Director along with an understanding of the principles of sterilization, decontamination, assembly and various instruments. Knowledge of equipment sterilization. Knowledge of supply flow through case cart processing. Knowledge of strong cluster skills, excellent written and verbal communication skills, in addition to problem-solving ability are imperative. Must have completed high school or degree a plus. The position reports to the Director of Material Management.

An excellent, flexible benefits package accompanies this opportunity. If you meet the above requirements, please forward your resume for consideration to:

Cathy Seccia
BOTSFORD
General Hospital
28050 Grand River
Farmington Hills, MI 48336 5933

An Equal Opportunity Employer

CERTIFIED OCCUPATIONAL THERAPY ASSISTANT
Needed part time for a skilled nursing facility in Clinton Twp. Mon. Wed. & Fri. 8 hours. Excellent salary & benefits. Please contact Sigrid Yanson at
1-800 331-4917
GMS THERAPISTS
30100 Telegraph Rd
Suite 420
Bingham Farms, MI 48025

506 Help Wanted-Medical

CLAIMS PROCESSOR
Mercy Health Plans, a managed care organization and a subsidiary of Mercy Health Services, is seeking a Claims Processor for its Farmington Hills office

The selected candidate will code and enter or vary claims information using a CRT to ensure all reserves data is available for processing

Qualifications include a basic knowledge of diagnostic, procedural and service reasons coded used on claims and the ability to apply these to appropriate codes based on the type of claim processed previous clerical or data entry experience in claims processing or related areas is required.

We offer a competitive salary and benefits package. Please submit resumes to: MERCY HEALTH SERVICES HR OPERATIONS-AS, 34605 TWELVE MILE RD., FARMINGTON HILLS, MI 48331. To receive a direct application opportunity with Mercy Health Services and our subsidiaries call our Jobline at 810-489-5000 Mercy Health Services values diversity in the workplace

C.N.A.
Full and part time position for Luxury Senior Apartment Community Centrally located in Farmington. Excellent wage. Benefits available for full time employees. Must relate well with seniors. Apply in person Mon - Fri, 9am to 4pm. No phone calls please. EOE

The Trowbridge
24111 Civic Center Drive
Southfield, MI 48034

CNA's &
DIRECT CARE AIDES
If you are compassionate, well trained and have a desire for a good paying, rewarding job, Bethany Nursing Home would like to give you an opportunity
Benefits available
Autumn Hills Bethany (810) 852-9290
Farmington Hills (810) 539 0034
Livonia (810) 442-7290
Wayne (810) 658 5263

CNA'S - FULL TIME. We want you to join our team of professionals. Competitive wages and benefits. Contact Director of Nursing, Northville Court Nursing Center, 105 Haggerty Rd., Pl