502 Help Wanted-Office Clerical

PAYROLL CLERK

We are seeking an individual with 3 years payroll processing background and a working knowledge of an automated payroll system. (preferably Ceridian Quickled candidate must be familiar with Payroll Taxation in a Multi-State Environment. Responsibilities include processing a payroll for approximately 400 employees, maintaining and verifying tax deposits and auditing payroll accounts PC and Lotus experience is required We offer a competitive benefit package. Qualified candidates should send/fax a confidential resume or apply Mon-Fri 8am-5pm

For other available positions, please call our Job Opening Hotline 810-488-7 JOB

Equal Opportunity Employer M/F/D/V

PAYROLL SERVICE ASSISTANT MANAGER
Rapidly expanding payroll service company seeking an Assistant Customer Service Manager with experience in payroll, accounting & customer service. A great opportunity for an energetic individual. We provide a fast paced work environment with excellent benefits. Please send resume with your experience. Please send resume to: CS Manager, 16000 W 9 Mile Ste 302 Southfield, MI 48075

PERMANENT JOBS!
Administrative Assistant (Full Time) $22 $24K
Legal Secretary (up to $24K)
Administrative Assistant (FLEX HRS) $11-$12/HR
Personnel Systems 459-1166

PERSONAL ASSISTANT
Looking for energetic mature adults to work with developmentally disabled adults who live and participate in the community. Hrs/Days/Nights/Weekends/Holidays and any other daily living skills. No experience needed. Paid training and benefits. Must have high school diploma and a good driving record. Positions available throughout metro area. Please send resume to 32625 W 7 Mile, Suite 8, or in the Person Center. Call 810 476 0170

PERSONNEL ASSISTANT
This career position requires experience, dedication and the ability to handle the pressure of a fast paced business. Knowledge of testing procedures and working on Word for Windows. Must be articulate, efficient and have excellent communication and organizational skills. Send or fax resume to: Wolf Personnel, Part time position Manager, 3150 Livernois, Suite 350 Troy, MI 48083 Fax 810-740-2737 EOE

PROJECT ADMINISTRATOR
$32,000
Service changer firm by company. Rapidly expanding international firm is in need of a highly motivated dedicated employee. Ideal candidate has extensive knowledge of MS Word Excel, and a 4 year degree a must. Call for immediate appointment 810-399-5900
Seeking Personnel Services

PROOF READER PLUS
Full time position with Detroit manufacturing firm. Automotive and/or Medical background does relate. English or journalism experience helpful. Job also involves proofreading and clerical duties. Full benefits package. Send or fax cover Letter, City, We offer competitive salary. Requirements to: Regan Productions 19730 Ralston, Detroit, Michigan 48203 FAX 313 368 1094

PROPERTY MANAGEMENT ASSISTANT
Entry level bookkeeper. One year A/P, A/R, Bank Record keeping experience necessary. Send resume to 27055 Orchard Lake Rd Suite 130 Farmington Hills, MI 48331 Attn: Property Manager

PROPERTY MANAGER
Experienced Property Manager for large complex. Good communication, field and leadership skills a must. Send resume with references and salary/benefit requirements.
BLS Real Estate
229 N Main St
Plymouth, MI 48170

REAL ESTATE EXECUTIVE ASSISTANT
Growing Bloomfield area real estate development firm needs professional to handle many responsibilities. Box 630 Keeney Harbor, MI 48320

REAL ESTATE RECEPTIONIST
For busy real estate office. Knowledge of computers helpful. Please call Barbara Walkowski for confidential interview (810) 473-3303

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Seeking a Receptionist/Administrative Assistant for a fast paced computer training. Co. is growing rapidly, so this position may lead to assist with other administrative functions. Must possess a clear and professional speaking voice. Professional appearance. Benefits package. Competitive and salary requirements to: Executive Train Co. Personnel Position 23300 Telegraph Rd. Suite 210 Southfield, MI 48034 FAX to 810 352 9213

RECEPTIONIST-CLERK - part time 18 hrs per week, some benefits at 25 - $7.00 after 1 year. Send resume to 1096 S Anna Pacific W Bloomfield Two Rivers Library 6 Mile/Northwestern Lake Rd W Bloomfield 48323

RECEPTIONIST/ CUSTOMER SERVICE
Manufacturing company in Plymouth seeking person to fill position which possibly lead to full time) with friendly phone experience, customer service data entry, excellent communication skills - Knowledge of WordPerfect 5.1 & Lotus. Send resume to Box 9512
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST / Data Entry Over Noon (8P-12a) Call Mr. Sweeny Good customer service skills
(810) 960-0021

RECEPTIONIST ENTRY LEVEL
★ Small Southfield area law firm. Light typing. Medical person a vacation based benefits package working environment. 810-644-4529

RECEPTIONIST
Enthusiastic person to work part-time. Must have good communication and light typing skills. Call Professional Learning Services
Troy, MI
(810) 816-1000

RECEPTIONIST, EXPERIENCED for full service spa. Opportunity for permanent Part or full time. Call for interview (810) 642-3770

RECEPTIONIST - fast paced office in Canton. In need of a self-motivated, exceptional with professional image. Duties include typing, answering phones, some weekends required. Apply to Box 9258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
for heating & cooling business. Full time position. Must have experience and be organized. (810) 338-4566

RECEPTIONIST - For growing southwest company. Excellent phone, communication and organizational skills required. General office duties, light typing and filing. Knowledge of MS word helpful. Send resume to HEM-LS, 17336 12 Mile Rd, Southfield, MI, 48076

RECEPTIONIST
for commercial paint shop. Person able individual with good office skills. Basic computer knowledge a necessity. Full time, Mon-Fri, 8 30am-5pm. Livonia (313) 425-8150

502 Help Wanted-Office Clerical

RECEPTIONIST
Full/part time. General office experience preferred. Non smoking. Mrs Davis (810) 476-7800

RECEPTIONIST - Full time, wanted for busy Troy finance company. To answer phones plus light clerical duties. Some experience helpful. Send resume to 1 Kiesel Blvd, 1340, Troy, MI 48009 EOE M/F/D/V

RECEPTIONIST - Full time We are a friendly, client oriented veterinary clinic. No veterinary experience required, will train. 2 positions available. Southfield & Novi Send resume or obtain application at 24070 W Nine Mile, Southfield, Attn Leslie, or 2150 Novi Rd., Novi. Attn Alana

RECEPTIONIST - FULL-TIME
Experienced for busy upscale day spa. Southfield / Birmingham area. Call Charlene (810) 799 3910

RECEPTIONIST - Full time position available for busy phone position. Word & Excel required. Full benefits. Please call 810 588 2400 ext 121 or Fax resume to 810 588 1227

RECEPTIONIST
Full or part time for busy optometric office in the city of Wayne. Some experienced preferred. Must enjoy working with people. Call Cindy 313-721-5442

RECEPTIONIST
Full time. Friendly experience with WordPerfect. Telephone skills necessary. Good benefits package. Farmington Hills/14 Mile area. Call Richard for interview
810-433-1660

RECEPTIONIST/ GENERAL OFFICE
For busy 20+ person office. Must have excellent phone skills. Word Perfect 6 1/Windows and general office knowledge preferred. Please send resume to: Office Manager, 24081 Research Dr., Farmington Hills, MI 48335-2632

RECEPTIONIST
Am looking for a mature, non-smoker to 14 a full time receptionist position for a busy Farmington Hills commercial real estate office. The hours are 7:30 am to 4:30 pm. Mon Fri. Must have prior experience working a multi-line phone system. Excellent telephone experience preferred working knowledge of Word for Windows, positive attitude, neat appearance and clear speaking voice. Fax resume to Denise 810-737-9652

RECEPTIONIST
Insurance Claims Office 3 years phone experience. Some data entry. Resumes only to D Wilkerson, 30840 Northwestern Hwy, Ste 100 Farmington Hills, MI 48334

RECEPTIONIST - Light Clerical Full time. Must have good telephone skills. No experience necessary. Call Judy Dyme 810 669 4800 ext 104

RECEPTIONIST
Light clerical for busy Birmingham area travel agency. MUST be PC literate. Fax resume to (810) 644-1500 or call (810) 644-1600

RECEPTIONIST
Livonia full time position in Microsoft Word 6, Excel experience. Powerpoint & Access a plus. Must have multi-line phone experience 50+ 313 464-3170

RECEPTIONIST - Local business needs a reliable person to fill a full time salaried position. Computer knowledge & Excel. Call today to set up an interview. (810) 855-1071

RECEPTIONIST
LOOKING for tough professional individuals to work for a fast paced long distance company. Successful candidate must possess sales in phone etiquette and general administrative functions including knowledge of Microsoft Office
Position is full time with benefits. Hours 8 00 a m to 5 00 p m Position open in two locations. Troy and Hamtramck. Please send or fax resume to:
LDM Long Distance, 8601 Conant Ave Hamtramck, MI 48211
Fax - 800 367 5622

RECEPTIONIST
Must have computer skills for fast paced research construction in Novi A/P, A/R Bank record keeping experience necessary. Send resume to 27055 Orchard Lake Rd Suite 130 Farmington Hills, MI 48331 Attn: Property Manager

RECEPTIONIST
needed for fast paced aircraft/corporate office. Prior experience essential. Some Saturday mornings required. Ability to handle 12 lines, typing, computer knowledge helpful. Light clerical duties. Excellent benefits and competitive salary. Mail resume to 12500 Merriman Livonia MI 48150

RECEPTIONIST
Needed Full time Livonia area. Must have clear pleasant voice & enjoy being busy doing paper work & working with the public. 35 hrs per week. Benefits included Typing & filing abilities a must. No computer skills necessary Call 9am-3pm.
(810) 773-3300

★ RECEPTIONIST NEEDED
Looking for experienced Receptionists for temp and temp-to-perm positions. Must enjoy answering phones, working with people and be eager to learn new skills. Great opportunities. Immediate openings! Call today! Jobs located in Livonia, Plymouth, Canton, Farmington Hills, Novi and Northville
SNELLING PERSONNEL SERVICES
Livonia, MI., 48150
ATTN: Manager

RECEPTIONIST
Or SECRETARY
Excellent opportunity Southfield area
810-557-9000

RECEPTIONIST-PART TIME
Days. Word/Perfect, record keeping typing and organizational skills. Call for more information 313-201-0820

RECEPTIONIST/PART-TIME
Light typing, computer & phone skills needed. Days & some evenings 4pm-8pm. Sat 8am-5pm. Good pay. Livonia 810-476-0570

RECEPTIONIST - Permanent Part time Afternoons 1 00-5 30pm Prestigious, Friendly, Birmingham Law Office. Non smoker 810-644-2633

RECEPTIONIST
Pleasant speaking to answer phones & perform other clerical tasks in an Elderly Care Facility located in Farmington Hills Area Please contact our Administrative Office 810-569-0088

RECEPTIONIST
Polished individual needed to answer phones and do word processing. Professional phone skills and MS Word experience a must. Full medical and dental benefits. 401K. Mail or fax resume to RDSC, 29777 Telegraph Rd Ste 1151, Southfield, MI 48034 (810) 827-7197

RECEPTIONIST - Royal Oak good phone ability, able to schedule appts. Personality & appearance important. $7+/hr Fax 248-547-0011

LOIS RAY PERSONNEL
(810) 646-5580

RECEPTIONIST/SECRETARY
Entry level position for a service company. Assist in general operations. Full benefits. Send resume & salary requirements to A Michael Grant CPA, 24725 West 12 Mile, Suite 310, Southfield, MI 48034

RECEPTIONIST/SECRETARY
Full time needed to answer phones, file, basic computer knowledge (WordPerfect 6 0) helpful, light dictation. (car required). Competitive salary, full benefits.
Send resume including salary history to 24081 Northwestern Hwy, Suite 200, Southfield, MI 48075 Attn Vera

RECEPTIONIST/SECRETARY
Engineering firm has an opening for a front desk position. Duties to include answering telephones, greeting visitors, typing data entry and assisting with general office duties. Position requires professional appearance and pleasant telephone manner. WordPerfect skills required. Full or part time available. Please call Tues-Fri after 1PM (313) 522-6252

502 Help Wanted-Office Clerical

RECEPTIONIST / SECRETARY
Call starter with pleasant phone personality, professional mannerisms, organizational skills. Some bookkeeping & accounting skills (Mas 90) MacSoft Windows. Send resume to: International Door 8001 Ronda Dr., Canton, MI 48187

RECEPTIONISTS
Immediate openings in Southwest Farmington Hills for experience multi line phone receptionists with light typing. Positions available for temporary, at least 2 positions available. Southfield & Novi Send resume or obtain application at 24070 W Nine Mile, Southfield, Attn Leslie, or 2150 Novi Rd., Novi. Attn Alana

ENTECH PERSONNEL
(810) 354-1600

RECEPTIONIST
Swimming pool company has immediate opening. Experience plus but not necessary. Answering phones & general office duties. Troy, MI. Call Mary Ann, 810 528 3620

RECEPTIONIST/TYPIST
Part time, evenings & weekends. Fast paced non stable office requires responsible, mature, self starter to answer phones, light typing & general office duties. 8 Mile & Ford or Mich at
(810) 626 8700

RECEPTIONIST
Typing and filing experience desired. Excellent benefits and opportunity. Southfield CPA firm (810) 354 4044

RECEPTIONIST/TYPIST
Tire company, Bloomfield Hills area, looking for mature, organized, communication, typing & computer skills. Competitive salary, full benefits. Call Rita (810) 642 2105

RECEPTIONIST/TYPIST
Hi-tech co. in Rochester Hills has an immediate full time position available which includes various office duties & basic receptionist responsibilities. Requires excellent phone manners, good typing & some computer knowledge. Professional appearance & attitude. Full time, benefits 810 652 9300

RECEPTIONIST
UP to $9/HR.
We are seeking experienced receptionists to work in a variety of professional office environments. Qualified applicants will possess the following skills:
• Professional Demeanor
• Strong Phone Skills
• 2+ yrs related experience
• Switchboard experience a plus
Interested applicants fax resume to 810 355-3065 or call
TALENT TREE STAFFING SERVICES
810-355-1155

RECEPTIONIST
VETERINARY CLINIC
Michigan Humane Society is expanding hours at its full service animal hospital. Part time positions available. Evenings and weekends required. Starting pay $6.25/hr. Send letter &/or resume to Office Manager, MHS Clinic, PO Box 214182, Auburn Hills, MI 48321

RECEPTIONIST - WANTED part time. Light typing and friendly phone manner a must. Hours 1pm-5pm Mon, Wed & Fri. Call between 8am-4pm 313 531 0777

RECEPTIONIST
$21,000
Beautiful prestigious office. Students may study during slow time. Professional manner, sophisticated image, excellent benefits. Call Ms Kersey Davidson, Laird & Associates

RECEPTION/TYPIST
SVS Vision is currently accepting applications for a receptionist, in our Southfield office. We offer competitive salary, benefit package and advancement potential. Qualified candidates apply in person 1032 Mogadore, Garden City, MI 48135 2458 No telephone inquiries

PEOPLE OFFICE person. Receptionist full time. Mon Fri 8 4 30. Has great phone and typing skills. Resume to MS Distributors, 10780 Plaza Dr Whitmore Lake, MI 48189

SALES ASSISTANT
Manufacturing firm is seeking individual to assist outside fast paced customer service department. Must have minimum 2 yrs experience & be proficient on WordPerfect 6 1 & Excel. Send resume to S Gaspari 30251 Stephenson Hwy., Madison Hts., MI 48071 or phone 810-585-6400, ext. 235

SALES ASSISTANT
Needed for Plymouth insurance agency. Wide range of marketing, customer service & clerical activities. Must be self-motivated, enjoy with people one a professional level. Must be goal oriented & eager to learn. Will train. Part time may lead to full time if desired. Send resume to C Fleisher, P O Box 87042 Canton Mich 48187

SALES OFFICE MANAGER
★ Full and part-time for major insurance office. No previous insurance experience needed. Nine and Farmington Hills area. Call Pat 8am-7pm at 810 553-0300

SALES SECRETARY
for Royal Oak All State Insurance Agency. Pleasant working conditions. Flexible schedule 810-435-5577

SALES SECRETARY
Part time. National consumer products company has an opportunity for an experienced part time Secretary in our sales office. To be considered for this challenging position the qualified candidate should possess highly developed organizational, secretarial & communication skills, the ability to work independently and promote work load. Microsoft Word, Excel experience required. We offer a competitive wage, vacation pay & an exciting work environment. Qualified & interested candidates should send resume to Box 9258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
EOE, M/F/H/V

SALES SECRETARY TO $25,000
Minimum office 2 years experience challenging and diversified duties. Benefits include dependent coverage. Call Sally 810 726 8750
Snelling Personnel Services

SALES SECRETARY
The Gates Rubber Company is looking for a sales secretary. Position provides clerical general of sales and secretarial services. Must be an organized, detail oriented person. Adaptability and flexibility are key requirements. Typing 70 WPM good PC skills required (word processing and spreadsheet). Professional non-smoking office surroundings. Full benefits, competitive salary commensurate with experience. Resume with salary requirements to

S Burkhander
Gates
Rubber Company
37884 Enterprise Court
Farmington Hills, Michigan 48331-3405

SECRETARIAL
Full time 7 Mile/Middlebelt area. Non smoking office. General office duties. Computer literate. (810) 471-0555

SECRETARIAL
Microsoft office applications
• Word/Windows - required
• Excel/Powerpoint - a plus
• Data base communications
• Excellent organizational skills
Short Term Possible Full Time
Troy Location
Submit resume and salary to
TIME ENGINEERING SERVICE
215 E Big Beaver
Troy, MI 48083
810-740-0530 Fax 810-740-0633

SECRETARIAL - position full time. Experienced and bright, must have office experience & typing, filing & accounting, apply in person Brose Electric, 37400 W 7 Mile, Livonia

502 Help Wanted-Office Clerical

SECRETARIAL
Part-time Secretary needed approximately 2 days per week for busy executive office. Must have good phone skills, knowledge of Windows & Lotus. For more information contact Ms Bales Associates Inc., 755 W Big Beaver, Ste 2107, Troy, MI 48084 (810) 362-1900 FAX 810 362 0253

SECRETARIAL WORK
For small office. Computer skills required including WordPerfect. Must be self motivated and High School graduate. Good written & spoken English skills, and 2 positions available. Call 313 513 0180

SECRETARIES
A professional & growing CPA firm with offices in Southfield & Clarkston Heights is seeking a secretary for each of their locations. Both positions will support busy expectations. These people will need 3-5 years experience minimum, strong secretarial & organizational skills, good common sense, excellent attitude & a desire to learn. Experience in WIN or and spreadsheet applications necessary, as well as Dictaphone experience. Overtime required during peak periods. Send resume and salary expectations to

Attn FRCS
Fulmer Rudzewicz & Co
12900 Hall Rd, Ste 500
Sterling Heights, MI 48313 1153

SECRETARIES
SHORT and long term temp assignments $9 $13/hr Great opportunity on experience. East and West side locations. Office skills and Word experience a must. Any of these software a plus. Wordperfect, Lotus, MS Word and Excel. Call Ann Arbor office 313 994 3450
Snelling Personal Services

SECRETARIES
WORD PROCESSORS
$9 to $12 hour
Temp to perm long and short term assignments available. Detroit locations. Excellent typing speed required. Word 6 a plus and good team skills a must. Very important. Must be proficient in one or more of the following software packages desirable:
• MS WORD
• WORDPERFECT FOR WINDOWS
• EXCEL
• LOTUS FOR WINDOWS
Resumes Required
Call to set up an appointment
313 417-4300
Olsten Staffing Services

SECRETARY ADMINISTRATIVE ASSISTANT
Prestigious executive offices of international Detroit based company. We need experienced candidates with a minimum of 5 years. Call Sandra Valley
Bloomfield Hills Farmington Hills
646-7011 473-2331
Advantage Staffing

SECRETARY
ADVERTISING AGENCY
International advertising agency has immediate full time temp needs in their Southfield and Troy offices. Departments. We need your best secretarial skills, typing, word processing, MS Word & Excel. Quick and Microsoft a plus. Call Sandra Valley
Bloomfield Hills Farmington Hills
646-7011 473-2331
Advantage Staffing

SECRETARY - A Troy financial planning firm seeks energetic and dependable full time secretary. Pleasant working environment. Excellent compensation package. Opportunity for advancement. Send resume as soon as possible to 1000 Wilshire Dr. Ste 340 Troy, MI 48084

SECRETARY BOOKKEEPER
Aluminum Extrusion company has job opening. Send resume to PO Box 20006 Ferndale MI 48313

Secretary/Bookkeeper
Small Southfield office has good clerical skills & must variety position. Must be self-motivated. Salary commensurate
Send resume to:
SECRETARY BOOKKEEPER
Full time for W. Bloomfield construction company. Must know Word for Windows, Wordstar Windows, One Write Plus, Excel, Lotus, Quick Books, communication & organizational skills a must. Experience in construction a plus. Call 851-2102 Fax 851-1669

SECRETARY - computer literate person is must. Medical, Word, Excel, EXCEL helpful. Position available immediately. Call Mr. Gordon at Gordon Chiropractic Center. Good phone skills. Call Linda 810 669 4457

SECRETARY
Exceptional Southfield based construction & development company seeking a Construction Secretary with good phone & organizational skills. Send resume & salary requirements to: D.L.P. O Box 908 Southfield MI 48037

SECRETARY
Farmington area. Full time position. Mon thru Fri, 9am to 5pm. Duties include typing, filing, data processing. Call Ca
(810) 477 8108

SECRETARY
For property management company. Good pay and benefits. Call
(810) 647-7171

SECRETARY
for Southfield based law firm. Office and word processing experience required.
810-557-9000

SECRETARY full time for mortgage agency in Rochester. Pleasant phone manner a must. Insurance background helpful but not necessary. Call Joanne (810) 650 3000

SECRETARY (FULL TIME)
for busy municipal law office. Excellent benefits package. Must be organized & self starter. Must have word processing experience. Send resume to 30095 Northwestern Hwy Suite 100 Livonia MI 48152 810-478-5091

SECRETARY - FULL TIME
Construction company. Word Perfect experience $10/hour. Send resume to Box 9258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

• SECRETARY • General Office • AGENT ASSISTANT
For real estate office in Walled Lake/Commerce area. Computer typing & people skills needed. Call Mr Hoggard 313 927-0115

SECRETARY
Join the exciting world of industry in this career job. Support 2 attorneys. Must be organized & able to work independently. Great salary, full benefits, needed to handle variety of secretarial duties. 35 hr work week. Light typing skills a must. This one won't last long!
PERMANENT STAFF
Troy (810)585-2720
Farmington Hills (810)737-5750

SECRETARY
Large prestigious CPA firm in Bloomfield Hills is seeking an entry level secretary to assist the Executive Administrative Assistant and her team of professionals. Ideal candidate will possess strong communication skills, knowledge with skills in WordPerfect 6 0 and Quattro Pro for Windows preferred. Must have great communication and organizational skills as well as a pleasant telephone voice. Some overtime required during peak periods. Competitive salary & benefits package. Please send resume and salary requirements to: Ms Armstrong, P O Box 681, Southfield, MI 48037 or Fax to 810 358-0018

SECRETARY
Law firm Organized accurate & self starter. Knowledge of Word for Windows/WP. Full time. Will train. Start immediately. Send resume to P O Box 547, Troy, MI 48084

SECRETARY/ LIGHT BOOKKEEPING
Computer experienced. Send resume with salary requirements to: Beach Top Video 32228 W 12 Mile Rd Farmington Hills, MI 48334

502 Help Wanted-Office Clerical

SECRETARY
Part time 20-25 hrs. Residential Mortgage Co. Call
(313) 462 0050

SECRETARY - Part Time
For law office in Farmington area. Word, excellent typing skills required.
810 855 8800

SECRETARY - PART-TIME
15-20 hours a week. Mature Secretary, computer literate, bookkeeping experience, sophisticated people skills for 1 person office. Resumes to Secretary, 4700 W 14 Mile, Suite 1345, Southfield, MI 48075 or call 810-352 5033

SECRETARY / RECEPTIONIST
Located in Downtown Birmingham. Duties include typing, filing and phone. Computer skills a plus. We offer vacation, medical, retirement plan, bonus plan & a pleasant atmosphere. Send resume to: MDC 258 Elm, Birmingham 48009

SECRETARY/RECEPTIONIST
Needed for busy out-patient mental health/substance abuse clinic in Bloomfield Hills. Full time employee 12 8 30pm Mon-Thurs and alternating Fri 12 4 pm. Fax resume to Attorney Rice, 6700 W Maple Ward Ste 102, Bloomfield Hills, MI 48322
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
810 689 9300
Ask for Geri

Secretary/Receptionist
Our Company is the leading manufacturer of golf carts and utility vehicles has an immediate opening for a part time Secretary at our Livonia location. Responsibilities include taking phone messages, typing, filing, light bookkeeping and general duties. Qualifications include High School Diploma or GED, good typing, good communication skills and good attitude. Qualified applicants should send resume or apply in person at
CLUB CAR, INC.
11878 BROOKFIELD AVENUE
LIVONIA, MI 48150
734 591-3700

SECRETARY/SALES ASSISTANT
Growing consumer paper product company has immediate opening for an energetic individual to work in our fast paced sales department. Ideal candidate will have 1 year experience in a sales environment, strong customer service and phone skills, attention to detail and the ability to handle multiple tasks. Computer skills required including WordPerfect and Windows. Qualified candidate will possess excellent salary and benefits package. Qualified candidates forward resume to: Please mail resume and salary requirements to:
Adult Packaging Corp
4 4111 Andover Rd
Bloomfield Hills, MI 48302
Attn HR/OE

SECRETARY - Strong word processing (phone and organizational skills a must. Knowledge of Windows, Word, Pagemaker, Excel helpful. Send resume to: 30445 Northwestern Hwy, Farmington, Michigan 48331
An Equal Opportunity Employer

SECRETARY
The Successful candidate will possess the latest in computer technology, excellent training potential and good communication skills. Two years of prior experience and the ability to interact with staff & clients. Call Shannon, Farmington/Livonia Birmingham 473 2525
Advantage Staffing

SECRETARY
To CEO of Birmingham property management company. Must have excellent typing skills and secretarial experience. Please call
Hertz Commercial Realty
Golden Management Co. Inc
P O Box 192
Birmingham, MI 48012

SECRETARY - W. BLOOMFIELD
Entertainment co. seeks outgoing, energetic person with 1 year experience. Mich 810 670 9000

SECRETARY $25,000
Mayo Southfield firm. Construction experience helpful. Word, Excel, Lotus, Quickbooks. Great benefits. Call 355 777 6500
Seeking Personnel Services

SECURITY-PROTECTION
TO $770 WEEK PAID TRAVEL!
810 473 8700
JOB SOURCE FEE

SNELLING TEMPORARIES OPEN HOUSE
TUES APRIL 2 8-7 PM
Fast growing temp service. Take entry level processing courses free. Also register now for your chance to win one of 45 $1,000 cash prizes. Call Brooke at Rice
810 447 9600

SPRING INTO SNELLING
LATE NIGHT
APRIL 2ND
Open until 8 PM
(by appointment only)

OPEN HOUSE
APRIL 2ND
10 AM - 7 PM
(by appointment only)

HOT HITS - COLD CASH
$45,000 GIVE A WAY

Livonia 313 266 8600
Southfield 810 357 7300
Auburn Hills 810 373 7300
Taylor 313 284 0777

SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

SPRING INTO SNELLING

FRESH JOBS
We have a variety of opportunities for you! Temp, temp to perm and permanent placement

• Secretarial
• Word Processors
• Admin Assistant
• Receptionist

Full and part-time work available. Call today for an interview

HOT HITS - COLD CASH
$45,000 GIVE A WAY

Livonia 313 266 8600
Southfield 810 357 7300
Auburn Hills 810 373 7300
Taylor 313 284 0777

SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

SWITCHBOARD OPERATOR
Small Southfield firm in Fisher and Tenneco. Must have previous receptionist/switchboard experience. Excellent communication skills required. Send resume including salary requirements to P O Box 5091, Southfield, MI 48086

SWITCHBOARD OPERATOR
Need Sound Mind & Body to Earn Mon Fri. Call Sam Mutante at
(313) 525-5000

SYSTEM ADMINISTRATOR
For Southfield law firm to support 60 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 telephone & keyboard speaking voice. Telemarketing experience is helpful but a good work ethic is required $7 8/hr non commission (313) 416-2433

TELLER - PART TIME
Experience preferred. Apply at Livonia Community Credit Union 15420 Farmington, Livonia or call 313-421-7180

TYPIST
Looking for an individual to assist the billing department. Excellent benefit package. Please apply in person
BOB SAKS DODGE
30800 Grand River
Farmington Hills

502 Help Wanted-Office Clerical

TURN TIME ON YOUR HANDS INTO CASH IN YOUR POCKETS!
$$$$$$$$$$$$$$$$

The school year is winding down and summer is just around the corner. Enjoy the fun and freedom that summer brings and earn extra money at Snelling Personnel Services.

Working with Snelling allows you to work and earn the money you need without being tied down to a full time job.

• Good Pay
• Immediate Placement
• Benefits including FREE training & referral bonuses
• Valuable contacts with top area companies
• Learn new skills
• Meet new people

Call or come in today for all the information

Livonia 313 266 8600
Southfield 810 357 7300
Auburn Hills 810 373 7300
Taylor 313 284 0777

SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

VENDING ROUTE
$400 WEEK salesman/Van than
810 473 8700
JOB SOURCE FEE

WORD PROCESSOR
Immediate full time position available for a well organized individual with excellent communication and phone skills a pleasant attitude and a desire to learn. Well established Plymouth based company is looking for full time employee to handle various responsibilities in a busy office setting. Light department. Send resume to Office Manager PO Box 702366 Plymouth, MI 48170

WORD PROCESSOR
for fast paced 20 attorney firm in Bloomfield Hills area. Word 6 preferred. Send resume & salary requirements to Box 9258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

WORD PROCESSOR
Immediate full time position available for a well organized individual with excellent communication and phone skills. Well established, organized & able to manage multiple projects. Light department. Send resume to Office Manager PO Box 702366 Plymouth, MI 48170

WORD PROCESSOR
PART TIME
Long term temp assignments. $10 $15/hr 20 hour days/evenings. Word Perfect experience required. Flexible hours days and hours. Needs to be available Mon-Fri. Call Sandy Ward 26100 American Dr Suite 500 Southfield, MI 48034

WORD PROCESSOR
PART TIME
Long term temp assignments. $10 $15/hr 20 hour days/evenings. Word Perfect experience required. Flexible hours days and hours. Needs to be available Mon-Fri. Call Sandy Ward 26100 American Dr Suite 500 Southfield, MI 48034

50+ CLERICAL OPENINGS
Immediate positions. Temporary to perm.
• Data Entry experienced
• Word Processing experienced
USSI 810 258 5111
Fax 810 258 9615

504 Help Wanted-Dental

ADDITIONAL STAFF NEEDED
For progressive dental office
• Dental Assistant
• Receptionist
Full time experience necessary. Excellent salary & benefits.
Call Jaime at 810 968 5540

ASSISTANT
Growing family Dental Office in Farmington Hills area is looking for energetic full time dental assistant (training also available). Must have good communication skills, be organized, detail oriented, and interested in learning. Call
810-477-1500

CHA RUSH DENTAL ASSISTANT
Experienced (at least 1 year) chairside assistant needed for busy Farmington Hills office. Must be able to work Saturdays. Call Dr. Ron at 810 553-7010

DENTAL ASSISTANT
Part time 20 hours for friendly Troy office. Experience necessary.
810 362 4700

DENTAL ASSISTANT
RECEPTIONIST
needed 3 days a week for busy dental office. Good salary and benefits. Call 313 464 5753

DENTAL ASSISTANT
No experience necessary, we are looking for a hard working individual with a pleasant personality. Dental specialty practice. Hours & wages negotiable. Call Dr. Gaynor at 313 981-2400 Mon, Fri

DENTAL ASSISTANT NEEDED
TRADITIONAL PRACTICE
position. Experience necessary. Must be mature, dependable, hard working and possess a pleasant phone voice. Mon & Tues 9-7 pm, Fri 9-3
(313) 459 1880

DENTAL ASSISTANT - chairside & clerical duties. Full time, Mon-Fri 9-5 and every other Saturday. Call Ann
810 660 1090 or 810 358 8797

DENTAL ASSISTANT
Friendly out 20/20 general dentistry office seeks motivated, self starter, oriented practice in Northville area. Full time, benefits package. Experience desirable but not necessary. Competitive salary. Call Linda at 810 349 6085

DENTAL ASSISTANT
Busy Livonia dental practice seeks a chairside assistant. Call
(810) 563-2021

DENTAL ASSISTANT
Part time for Livonia specialty dental practice. Dependable, good attitude, enjoy. Experience preferred but willing to train. Call Jeanette
Call (313) 522 7313

DENTAL ASSISTANT
RECEPTIONIST, Part time
Birmingham area looking for a friendly, efficient person to assist a family oriented practice. Must be willing to learn. Call
(810) 642-7500

DENTAL ASSISTANT
Specialty office in Bingham Farms is searching for a friendly energetic person. Experience preferred but willing to train. Call Ann
(810) 642-3131

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(810) 642-3131

DENTAL ASSISTANT
Full time position, experience necessary for dental office in Canton.
Call (313) 453 9250

DENTAL ASSISTANT

Join one of the best dental offices in Oakland county. WestMatch is recruiting assistants for full & part time positions. Competitive salary, 5 year experience necessary. Smart, Call
(810) 651-0652

DENTAL ASSISTANT
4 days per week. Some experience preferred Birmingham area. Call
(810) 645-6862

DENTAL ASSISTANT
needed in Rochester. Experience preferred. 4 days per week or more evenings.
(810) 852 6400

Dental Assistant -
Part time. Experience needed for Plymouth office. Fax resume to
(313) 459-9633

DENTAL ASSISTANT
Progressive dental office seeking highly trained individual to join friendly, hard working team.
Call Judy 313 274-4422

DENTAL ASSISTANT
Experienced chair side needed full time for modern family practice. No weekends or Saturdays. Benefits
(810 351-9060

504 Help Wanted-Dental

DENTAL ASSISTANT - Full time Fleetside Hours Southfield Area Prefer CDA or many years experience in a quality care practice
Call Marie at 810-352-7722

DENTAL ASSISTANT
General dental office Walled Lake or Westland / Canton office. Full time with benefits. Great staff. Dental experience required. Please call Beverly at (313) 728-5600

DENTAL ASSISTANT
Assisting only part time. Experienced or will train. Farmington Hills, W Bloomfield & Commerce area. Call residence after 6 pm
313 437-1938

DENTAL ASSISTANT
Call our office! Challenging stimulating position for intelligent, personable, organized dental assistant. Excellent working environment. Salary $20,000 - $30,000 to start
Call 810 357-3213

DENTAL HYGIENIST
needed 1 day per week for private practice in downtown Plymouth
(313) 454 5656

DENTAL HYGIENIST
Part time and/or flexible schedule, live dental practice in Farmington area. Call Sue Ann Bartlett
(810) 851-3000

DENTAL HYGIENIST Wednesdays
Dental Assistant part time Working in friendly Novi office
(810) 380 2800

DENTAL HYGIENIST
Full time. No evenings. Progressive Farmington Hills practice. Excellent pay & benefits. (810) 647 5430

DENTAL HYGIENIST
part time days for pleasant Dearborn Hgts office
Please call 313 277 3068

DENTAL HYGIENIST
Friendly, flexible part time hygienist 2 days/wk preferably Tues/Wed/Thurs. Call Pleasant
Call 477 7230

DENTAL HYGIENIST
Friendly & caring
Livonia dental office seeks enthusiastic Hygienist for Tues & Wed 8 5 Thurs 8 2 Salary & bonus incentive Kathy at
810 477 5568

DENTAL HYGIENIST
Part/full time Farmington Hills area
Call (810) 474 2280

DENTAL HYGIENIST
Full time 4 days per week 8 hour day. No Sat's. Prior experience preferred
810 348 3784

DENTAL HYGIENIST
Part time. Are you a hard working periodontal practice with offices in Clarkston/Troy has a position available. Hour flexible. Working partner would like to engage in an exciting, nurturing & challenging atmosphere. We encourage continuing education & professional growth. Highly efficient professional. If you fit this profile call Sue 810 625 7