This Classification Continued from Page C11.

502 Help Wanted-Office Clerical

RECEPTIONIST NEEDED Saturday and 2-3 evenings per week for friendly, fast-paced Farmington Hills real estate office. Experience helpful on Macintosh Word for Windows. Must type 40 wpm. Ralph Manuel Associates West Call Janet. (810) 851-8900

RECEPTIONIST NEEDED for busy Livonia hairstyler. $7 per hour to start. 40 hours per week, no nights, no weekends. Immediate opening. Call 810-474-2828

RECEPTIONIST NEEDED for real estate office in West Bloomfield. Full-time position available including days, evenings and weekends hours. Computer skills a must. Ideal for person seeking a second income. Please call for an appointment. Ask for Nancy R. at 810-626-7700

RECEPTIONIST NEEDED for Real Estate office in West Bloomfield. Full-Time position available including daytime, evenings and weekends hours. Computer skills a must. Ideal for person seeking a second income. Please call for an appointment. Ask for Nancy R. at 810-626-7700

RECEPTIONIST needed immediately for busy office. Excellent phone manner. Computer & typing skills required. Top salary compensation & benefits. Ask for Janice at (810) 645-2140

RECEPTIONIST
NEXTEL Communications, a premier provider of wireless communications has an immediate opening and a full time Receptionist to join our team in Southfield.
Nextel Communications is seeking an energetic incoming data greeting visitors, distributing mail, ordering and maintaining office supplies and assisting departments with special projects. Qualified candidate will possess a PBX switchboard experience, excellent communication skills, a professional demeanor. Familiarity with MS Word and Excel a plus.
Nextel Communications offers an excellent salary and benefits package with opportunities for advancement. Interested candidates forward your cover letter and resume with salary requirements to:
NEXTEL COMMUNICATIONS
Attn: Human Resources
300 Galleria Officentre Suite 301
Southfield, MI 48034
EOE m/f/d/v

RECEPTIONIST OFFICE CLERK. Qualified candidate should have some computer skills (Word & Lotus a plus) but this position does heavily other office duties include answering multi-line phone typing filing, etc. Candidate should have pleasant telephone voice. Full medical benefits offered after waiting period. Salary commensurate with experience. Call Jennifer at (810) 932-0600 or fax resume to 31800 W. 8 Mile Rd., Farmington MI 48336. Attn Jennifer

RECEPTIONIST
OpenPort, a division of Southland and Ameritech Information Processing Services and Operations seeks a minimum 2 years experience. Must have excellent communication skills & professional demeanor. Short and long term assignments, some temp to perm, $7.50 to $8.00/hr

DATA ENTRY
A Livonia company is in need of Data Entry Clerks with a minimum 2 years experience. APL or psychological experience. 10,000+ keystrokes (10 Key or Top). Monday - Friday, 8:00 - 5:00. Immediate placements. Temp to Perm opportunities.
OFFICETEAM
Specialized Administrative Staffing
25568 Northwestern Hwy
Suite 250
Southfield, MI 48034
Phone 810-352-2222
Fax 810-358-0241
Equal Opportunity Employer

RECEPTIONIST
Opportunity to work in fast-paced, wide company in a quiet, suburban location close to 12 Oaks Mall. Ultimate candidate possesses phones light typing, some accounting duties, pleasant telephone manner and benefits for entry level candidate or someone who returns to workforce.
Diversified Recruiters
810-344-6700 FAX 810-344-6704

RECEPTIONIST
OUT-GOING, friendly individual who adapts well in different environments. Must be able to do:
• Type 30 WPM
• Have knowledge of all types of multi-line phone line system
• Have some computer knowledge
Applicants should be able to travel to nearby suburban areas. Have excellent communication skills and a "can do" attitude. Please fax resume to 810-355-3033 or call 810-355-3000
TALENT TREE STAFFING SERVICES
Equal Opportunity Employer

RECEPTIONIST
Part-time with basic Secretarial skills & word processing experience. Apply to: GNC Technologies, Inc. 29564 Cleveland Court, Ste A Warren, MI 48093

RECEPTIONIST - Part Time for Bloomfield Hills office. Days, evenings & weekend hours available. Duties include: General office, messaging, appointments, scheduling appointments, working directly with public. Call Tracy 9-5 810-332-5756

RECEPTIONIST
Pleasant, professional phones & perform other clerical tasks at an Eye Care Facility located in Livonia. Medical or Ophthalmic experience. Office skills a plus. Please contact our Administrator, Ann Clarke at 810-668-0888

RECEPTIONIST
Seeking a motivated individual for a new team member. Ideal candidate needs excellent communication skills. Please send resume or stop in 8301 Massey Dr. Plymouth, MI 48170

RECEPTIONIST/Secretary. Full time for sales & purchasing office. Must be Perfect & Lotus well Windows & plus. Please send resume to: Attn: Carol Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

RECEPTIONIST / SECRETARY ORGANIZED, work conscientious, pleasant personality. Word processing, data entry, light secretarial. Weekend office. 810-661-0500 ext. 22

RECEPTIONIST/
SECRETARY
Busy construction company looking for outgoing person for our front desk position. Applicant must have knowledge of multi-line telephone system, typing, filing, simple bookkeeping and general office skills. Send resume and salary requirements to:
Box #2563
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

RECEPTIONIST/
SECRETARY
Needed for busy office in Southfield. Will process proposals & letters. Mid office flexible 9-5 schedule. Fax resume to rehab at 810-646-1886 or call 810-646-0887

RECEPTIONIST/SECRETARY
Bay Industrial Supply, Inc. seeks 8:30-5:00, Mon.-Fri. Real estate & construction experience helpful 810-852-6700

RECEPTIONIST - Break, busy, accounting Livonia office. Know phones, type 40 wpm, work with office. Hours 8:30-5 Mon-Fri, busy phones, light typing, filing, mail, computer data entry. $6.00 to $7.00 hourly. Call Bryan at Sanford Resources Southfield 810-355-1010

RECEPTIONIST
Needed for busy office in Southfield. Will process proposals & letters. Mid office flexible 9-5 schedule. Fax resume to rehab at 810-646-1886 or call 810-646-0887

SECRETARY/RECEPTIONIST
Bay Industrial Supply, Inc. seeks 8:30-5:00, Mon.-Fri. Real estate & construction experience helpful 810-852-6700

SECRETARY
ENHANCE your career and interest with caring professionals in the world's atmosphere of this major suburban Detroit Medical Center. Long term positions. Salary $8.00 - $13.00/hr. Benefits include: Medical, Dental, Life, 401k & Special Insurance bonuses. Call Sandy Bloomfield 646-7661 or Bonnie at Royal Oak 545-9300. Ask for Ann Arbor. Advantage Staffing 473-4080

502 Help Wanted-Office Clerical

RECEPTIONIST
(SUNDAY)
10-5 PM. Pleasant working conditions. Some evening work also available.
Wear, Manual, Snyder & Rance
7263 Orchard Lake Rd
West Bloomfield
Ask for Linda (810) 851-5500

RECEPTIONIST
SVS Vision accepting applications in Livonia. We offer competitive salary benefit package & advancement. Apply in person 16126 Middlebelt, Livonia or fax resume P.O. Box 464, Farmington, MI 48040-0464. No calls.

RECEPTIONIST WANTED for part-time position at Birmingham branch of Detroit law firm. Light typing & filing experience required. Send resumes to Part Time Position, 1166 Fisher Building, Detroit, MI 48226

RECEPTIONIST WANTED - Full-time & part time, for busy Farmington chiropractic office. Must be energetic, personable & dependable. For general information call (810)471-5324

RECEPTIONIST
with teamwork/phone skills. Work with PC. Must have typed 40wpm. Must be organized. Call 810-332-1268

RECEPTIONIST - 25-40 Hrs. week. May - August only. Excellent communication and organizational skills required. Troy area. Call 810-649-3230 or FAX resume to 810-649-3231

RECEPTIONIST, $9-11 HOURLY
2 positions, Southfield, Plymouth, good office skills WordPerfect a plus. Nice phone manner. Lots of variety, full benefits. Call Danielle Sneeling Personnel Services

Sales Assistant
Computer company looking for outgoing personality to interact with drivers & sales reps. Competitive wage & benefits with opportunity. Call for details 810 553 9250

SALES ASSISTANT
Industrial distributor seeks support for customer service department. Minimum 2 yrs experience & be proficient on Windows & Lotus. Fax resume to S. Guscomb, 33261 Stephenson Hwy. Madison Hts. MI 48071 or phone 810-585-6400, ext. 235

SALES CORRESPONDENT
Manufacturers sales office. Requires excellent communication skills with external & internal customers. Will act on customer orders & needs. Understand company products/uses & capabilities. Maintain accurate records. Use CRT to track orders. Type engineering & sales oriented letters, memos, & reports. Requires neat & accurate typing, good spelling & grammar. Good telephone & typing skills computer literate in Windows, Word & Excel. Take initiative. Positive attitude. Full time with benefits. Send resume to: Box #2613 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SALES SECRETARY
Automotive Division of a Fortune 100 corporation seeks a Sales Secretary for its Southfield sales office. Secretarial experience preferred with computer skills in Smart Suite or Microsoft Office. Duties will include general office responsibilities including customer interaction sales support, etc.
We offer a competitive salary and benefits which includes comprehensive medical and dental coverage, a 401(k) life insurance coverage pension plan and more.
For consideration, please submit your resume and salary history to:
ATTN: HUMAN RESOURCES DEPT
P.O. Box 6688
CLEVELAND, OH 44101
An Equal Opportunity Employer M/F/D/V

SALES SECRETARY
A nationally recognized company is looking for a sales secretary for our sales and marketing office. This position will perform clerical, general office and secretarial duties. The varied duties of the job require successful candidates to have good general office communication and grammar skills along with good people skills. Typing 70 WPM required. Knowledge of word processing and spreadsheet programs. Full benefits, competitive salary commensurate with experience. Send resume with salary requirements to:
HR Manager
P.O. Box 754
Novi, MI 48376

SALES SECRETARY to $25,000
Looking to hire 2-3 years experience Microsoft Word and Excel. Do proposals, presentations, trade shows special projects. Great environment. Farmington Hills area. Call Danielle 810 772 6700
Sneeling Personnel Services

Secretaial - Full Time
for Southfield based property management company. Varied duties to include computer data entry, document preparation using Word and 6.1, filing, answering phones and some accounting. Daytime hours 8-3 daily, salary $240 weekly plus Blue Cross Mail resumes to 24400 Northwestern Hwy., Suite 110 Southfield, MI 48075 or fax to (810) 352 2130

SECRETARIAL / OFFICE ASSISTANT
For Livonia firm. Must have typing & organizational skills. Computer experience helpful 810-478-7744

SECRETARIAL POSITION
with a Hospice home care corporation in Troy. Skills required WordPerfect 5.1, Lotus, typing 65+. Send resume with salary requirements to Ann Thompson, 755 W. Big Beaver, Suite 1400, Troy, MI 48084

SECRETARY/ADMINISTRATIVE ASSISTANT
Motivated individual with strong word/process skills, phone & organizational skills. Secretarial & typing requirements 26105 Plymouth Rd., Suite 200, Redford, Mich. 48239 or FAX to 313-937-3387

SECRETARY
ADVERTISING AGENCY
Television production and creative experienced in international advertising agency has immediate temp to perm needs. Perfect opportunity for a self-starter with clients required. Strong skills and Maximum a plus. Call Sarah
Birmingham Farmington/Farmington
646-7660 473-2920
Advantage Staffing

SECRETARY - BIRMINGHAM
Automotive sales agency in needs a good secretary. Immediately. Varied position. If you're good, and want a lot up your alley call Ann Carol. 810-540-6205

SECRETARY/BOOKKEEPER
needed for Livonia office. Full-time. Send resumes to Westland, P.O. Box 95133, Westland, MI 48185

SECRETARY/BOOKKEEPER
All phases of office work. Experience required. Send resume to PO Box 230308, Wixom, MI 48393

SECRETARY/
BOOKKEEPER
Permanent full time position in small contractors office. Candidate must have working knowledge of Microsoft Word, Excel and ability to learn PeachTree accounting software program. Office located in Birmingham. Submit resume with salary requirements to: Secretary/Bookkeeper, 2327 Cole St., Birmingham, MI 48009

SECRETARY
Busy dealership in Farmington Hills has hours & Weekends off. Pay is Northwestern Hwy. (810) 626-3120

SECRETARY
ENHANCE your career and interest with caring professionals in the world's atmosphere of this major suburban Detroit Medical Center. Long term positions. Salary $8.00 - $13.00/hr. Benefits include: Medical, Dental, Life, 401k & Special Insurance bonuses. Call Sandy Bloomfield 646-7661 or Bonnie at Royal Oak 545-9300. Ask for Ann Arbor. Advantage Staffing
Birmingham Farmington/Livonia
646-7661 473-2920
Advantage Staffing

502 Help Wanted-Office Clerical

SECRETARY
Established Southfield based construction & development company seeking a Construction Secretary with experience. Benefits included. Send resume to: Construction Secretary, P.O. Box 5008, Southfield, MI 48037

SECRETARY
Excellent typing skills and experience using Word for Windows. Full time with benefits. Smoke free office. Send resume or fax to: T.H. Walsh Construction, 1212 Ann Arbor, Livonia, MI 48150 Fax 313-261-7037

SECRETARY
Fort Manufacturers Representatives office General secretarial and Word Processing skills. Part time flexible. Send/fax resume to MTR Associates, 2633 Woodward Ave., Bloomfield Hills MI 48304

SECRETARY full time Bloomfield Hills Word for Windows & book keeping experience. 55wpm. Good communication skills a must to handle multiple tasks. 810 338 9110

SECRETARY - H & M SERVICES
Troy area seeks a full time secretary. Some experience in sandblast helpful. Call (810) 646 9607

SECRETARY
LIGHT BOOKKEEPING
Computer experienced individual with salary requirements to Desk Top Video, 33226 W 12 Mile Rd. Box 125, Farmington Hills MI 48334

SECRETARY
Needed immediately for Livonia office. Full time. Experienced and highly qualified. Skills required: Excellent salary and benefits. Call (313) 525-6566

SECRETARY
needed for Troy office. Must be dependable & professional with experience in MS Word & Excel. Call Joyce 810 362 5200

SECRETARY NEEDED for South field law firm. Word 6.0 experience required. Microsoft 3 years secretarial experience. Send resume to OFFICE ADMINISTRATOR P.O. Box 215 Southfield MI 48037 0215 or call at 810 355 5200

SECRETARY
Needs self motivated person to answer phones and do office duties for fast paced growing company. Must have full time and benefits. Experience in trade helpful but not necessary. Call 1-800-473-1182 Fax resume 810-473-1183

SECRETARY OFFICE MANAGER
For small glass corp. Math and computer skills. Pleasant voice. Full time benefits. Call Sarah for an appointment at (313) 458 4570

SECRETARY - Part Time/full time Windows & Word necessary. 810 524 1500 Fax 810 524 2461 Personnel Data Report Corp

SECRETARY
Position supporting a Sr VP of a large corporation. Strong communication & organizational skills required. Your WordPerfect & Lotus skills will utilized in the varied position which includes correspondence, meeting minutes & travel arrangements. Salary is $24,000 Fax resume to (810) 565 2725

SECRETARY/
RECEPTIONIST
Fast growing Builder/Developer/Property Management company seeking a person to handle the front desk of a BUSY OFFICE. We need a self-starter who can handle a variety of duties. Must understand telephone etiquette, have some computer experience (Word & Lotus), typing speed of 50 wpm. Salary commensurate with experience. Fax resume to: Personnel, P.O. Box 3045, Birmingham MI 48009

SECRETARY/
RECEPTIONIST
$3,000 BONUS
Real estate development corporation in Birmingham has immediate opening for full time Secretary/Receptionist. Must have verbal skills 52K 000/year (avg. $3,000 bonus. Word processing and transcription experience required. Great opportunity for advancement. Send resume and cover letter stating why you feel you would be a strong candidate to Ms. Conrad, 300 E. Brown Street, Suite 301, Birmingham, MI 48009

SECRETARY/RECEPTIONIST
Part time, flexible hours, days. Basic computer knowledge necessary. Good salary. Southfield business
(313) 532-4700

SECRETARY/
RECEPTIONIST
Interested in a job that will give you a multi task working environment?
We are a busy Troy engineering firm looking for a person to perform various receptionist duties.
Computer experience a MUST with Microsoft Word and Excel.
Monday thru Friday 8 hours daily with some overtime required.
Full benefit package with 401k and tuition reimbursement.
THE HAS CO
Send resumes to
1230 E. Big Beaver
Troy, MI 48083
Phone 810-689-3232
FAX 810-689-0665 EOE

ADMINISTRATIVE ASSISTANT
For Maier Chemical Company in Farmington Hills. Full-time. Must be experienced in Word, Excel, Power Point. Non-smoking office. Salary commensurate with experience. Fax resume 810-553-8046

SECRETARY
SOUTHFIELD based communicator need self motivated. Qualified candidate should have experience in Word Perfect Windows 6.1, Excel, & have an excellent telephone demeanor & strong interpersonal skills. Flexible work schedule between 30-40 hours per week, shortterm experience a plus. For more information please call Janet at 810 352 0700

SECRETARY, $ 28,000
Bilingual (Spanish) WordPerfect or Microsoft Word and Lotus or Excel. Suburban limits, benefits include tuition reimbursement and dependent coverage. Detailed. 810-772 4790
Sneeling Personnel Service

SECRETARY
Troy Home Care firm seeks a qualified candidate to work in a pleasant environment. Candidate must know Microsoft Word & possess excellent interpersonal & telephone skills. Salary range for this position is $9-$10 per hour including a full benefit package and 401k plan. Send resume & salary history to:
Office Manager
Regional Special Care
756 W. Big Beaver Rd., Suite 410
Troy, MI 48084

Medical Secretary
Professional, growing office with Bloomfield based practice seeks experienced, Responsibilities include: word processing, medical transcription, Windows 6.1, phone answering, filing & other basic tasks. Reliable transportation preferred. Office hrs daily, 8-3 Monday. Some overtime may be required. Excellent benefits: health, 401K, life, disability, etc. EOE. Send resume to: MLJ/Office Manager, 3250 W. Big Beaver, Suite 111, Troy, MI 48084

Medical Secretary
Professional, growing office with Bloomfield based practice seeks experienced, Responsibilities include: word processing, medical transcription, Windows 6.1, phone answering, filing & other basic tasks. Reliable transportation preferred. Office hrs daily, 8-3 Monday. Some overtime may be required. Excellent benefits: health, 401K, life, disability, etc. EOE. Send resume to: MLJ/Office Manager, 3250 W. 12 Mile Rd., Farmington Hills, MI 48334

502 Help Wanted-Office Clerical

SHIPPING CLERK
Will train for the entry level position. Applicants should have some basic math skills. Send resume to Mr. Henry Dziarbacki, Classic Container Corp., 300 E. Hale Street, Plymouth, MI 48170

SHIPPING & RECEIVING
Receiver position available immediately. Must be experienced and familiar with all shipping and receiving functions. Should have above average mathematical ability. Excellent opportunity for someone looking for steady employment. Livonia area. For interview, 313-525-5600 ext. 131

SHELLING PERSONNEL SERVICES has immediate openings for Auburn Hills and Southfield

•TELEMARKETERS - part time from 3 PM - 9 PM. must have monitors experience

•DATA ENTRY OPERATORS - 8,500 KPH required

•CUSTOMER SERVICE - part time from 5 PM - 9 PM

CALL IMMEDIATELY!
DETROIT TROY
313 871-2700 810 362 5090

SNELLING
YOUR FIRST PLACE
TO LOOK

Relocating Changing Careers Downsized Displaced? We've opportunities for you! Temp, temp to perm, or permanent placement. Entry level up to Executive level positions available. Excellent salary! Ask benefits. Call today for details

Livonia 313 266-8600
Southfield 810 352 1500
Auburn Hills 810 373 7500
Taylor 313 284 0777

SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

SPRING INTO
SNELLING
FOR A NEW
CAREER
Date Night
Tues., April 30th
OPEN HOUSE SAT. MAY 4TH
Temporary & Permanent Placement
Call Today For Details!
Livonia 313 266 8600
Southfield 810 352 1500
Auburn Hills 810 373 7500
Taylor 313 284 0777

SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

STAFFING
SUPERVISOR
Excellent opportunity to join one of the nation's top staffing services. Ideal candidate has office experience. Duties include interviewing applicants for employment and assigning to client companies. Must possess excellent communication skills and a willingness to perform a variety of duties. Salary is commensurate with experience. Please send resume to: FAX (810) 650 9260 or mail to:
Human Resources
WESTERN TEMPORARY
245 S. Rochester Rd.
Rochester Hills MI 48307

SWITCHBOARD/
DATA ENTRY
Seeking a very upbeat bubbly person with strong customer service and excellent communication skills, knowledge of Windows required. $7 an hour. Hours 8am-5pm. Full time. Troy area

Comtemp
810 583 9500 Madison Hgts
810 650 8600 Rochester Hills

TAX PARTNER
SECRETARY
Renaissance Center office of international accounting firm has immediate opening for a secretary who is knowledgeable in Microsoft Word and Excel. Duties include typing for Tax Department Partners and Managers. Basic qualifications consist of:
• Minimum 4 to 6 years previous secretarial experience
• Typing accuracy and speed (60+ WPM)
• Exceptional organizational ability
• Exceptional communication skills, acting as intermediary in professional relationships
• Excellent interpersonal skills and ability to develop client relationships
• Demonstrated record of taking initiative, working independently in task completion and delivering superior client service
• Must be flexible and able to handle multiple job functions simultaneously & pressure situations
• Strong computer skills, proficient word processing experience in word processing and spreadsheet environment (Lotus SmartSuite)
• Cheerful, self-starter, can-do approach to problem-solving and client service
• Overtime with limited notice required
Excellent working conditions and competitive benefits
If you like hard work and enjoy being a team player, send resume and salary history to:
Coopers & Lybrand L.L.P.
400 Renaissance Center
Suite 2900
Detroit, MI 48243
Attn: Nancy Lightfoot
No Telephone Calls Please
An Equal Opportunity Employer

TELESERVICES DEPT.: Need individuals with pleasant telephone manner. Previous speaking voice experience helpful, but a good work ethic is required. $7/hr. non commission. (313) 416-2433

TELESERVICES
TRAVEL
PHONE AGENTS
Exciting opportunity for skilled phone professionals to participate in a travel information and reservation center utilizing built excellent phone and computer skills to arrange travel and plan their upcoming vacations. Established company in Livonia offers growth and advancement opportunities and a competitive salary and benefits package. Opening for more information call:
313-381-6220
Equal Opportunity Employer

TURN YOUR GIFT FOR GAB INTO EARNINGS - 510-527-7. Part time evenings work. Pleasant Southfield office, call 10am-6pm Mon-Fri. Mr. Morton 810-352-6300

502 Help Wanted-Office Clerical

TELLERS
NESCU has an outstanding opportunity for full time tellers. Quality applicants must be sales oriented, with excellent customer service/relationship skills. Must have 1 year banking experience. PC skills preferred. We offer a competitive salary & benefits package. Please submit resume or apply in person to: Hospital & Health Care Employees, Attention Rita, sonnet 2400 Green Rd. Ann Arbor, 48105 EOE

TEMPORARY/TEMP TO HIRE
JOBS OF THE WEEK

SECRETARY. $8-10 hour. Empire, Lotus, suburban location

RECEPTIONIST - $8.59 hour. Good typing, WordPerfect, 5.1.

RECEPTIONIST-WordPerfect, Quattro Pro

ACCOUNTING CLERK - $12 hour, 3 month assignment, Southfield area

GENERAL OFFICE - $7.50-$8.50 hour. Pleasant suburban firm. Lots of variety. Good word processing skills

TELEPHONE SALES - $1 hour. Incentive. 10 people. Work TRAIN

GENERAL MAINTENANCE, $8 hour. Painting & mechanical. 7 - 3:30

MANY SHORT AND LONG TERM ASSIGNMENTS AVAILABLE
Call (810) 647-9600
Sneeling Personnel Services

TITLE INSURANCE Company in the following positions: Typists, Data Entry Clerks, Typist, Processors, and Abstractors Examiner. All full time positions with benefits available. Send resume to: Title Time, Attention Title Time, 30777 Northwestern Hwy., Suite 100, Farmington Hills, MI 48334

TOURNAMENT PLAYERS
CLUB OF MICHIGAN
IS NOW HIRING
ACCOUNTING ASSISTANT to work with Club Controller as Accounts Payable clerk and assist in Accounting background and/or school required. Full Time during golf season (Can Time during off season). Ideal candidate will have 2 years accounting experience. Must be self motivated, detail oriented, Word Processing skills required. Ability to work overtime during 4 season. Applications being accepted at the Clubhouse at
One Nicklaus Drive, Dearborn
TPC Prime Shop Free Workpace
NO PHONE CALLS PLEASE

Typist/ Legal Secretary
for Southfield office 810 443 2777

VALET PARKERS
Wanted. Flexible hours. Weekends a helpful. Ask for Randy. 810 932 5920

WORD PROCESSING
SECRETARIES & CLERKS
needed immediately. Volt Services Group is recruiting for Fortune 500 Companies in Southfield area. Must Experience in WordPerfect, Microsoft Word for Windows, Lotus or Excel. Delivering Long and short term assignments are available. Ask about our new Medical Insurance! Call today for further information.
(810) 740-2713
An Equal Opportunity Employer
Temporary Assignments
Employee of the Month

7.00 + HOUR
ASK ABOUT OUR
SIGN UP BONUS
CUSTOMER SERVICE/
MARKET RESEARCH
- Must type 30 WPM
- Flexible Scheduling
- Skills
- P/T & F/T Positions
- Long and Short Term
- Shifts Available
- Troy & Farmington Hills
UNFORCE TEMPORARY SERVICES
30100 Telegraph Suite 102
Bingham, MI 48025
810 646-7660
EOE M/F/H

504 Help Wanted-Dental

ADDITIONAL STAFF NEEDED
For progressive dental office
• Dental Assistant
• Receptionist
Full time experience necessary
Excellent salary
Call Jamie at 810 968 5340

RECEPTIONIST
Part time, flexible hours
Bloomfield Hills area 810-540-7288

DENTAL Assistant experienced, Bloomfield Hills area. Call 810-645-0613

DENTAL Assistant experienced. Must know 4 handed dentistry. Mon-Fri. 8:30-5. 810-642-0613

Group practice - Part time position available for an experienced, enthusiastic dental assistant. Flexible and enjoys challenges. Top salary and excellent benefits for the right candidate. Western Wayne County. 313 722 4130

DENTAL ASSISTANT
Part Time, flexible hours to full time. Please call Dearborn Hts. office. Please call 313-729-777 3000

DENTAL ASSISTANT
Assisting only. Experienced or will train. Full time or part time. Call receptionist after 6 pm only.
313-431-7939

DENTAL ASSISTANT. We good personality, enjoy working with people, to work in quality oriented office. Basic dental skills preferred. Please leave message 313-421-4530

DENTAL ASSISTANT
FULL TIME
If you are an organized professional with assisting experience, and are looking for a positive work environment. Your commitment to excellence will be rewarded. We provide:
• Paid holidays
• Paid vacation & sick days
• Daily & monthly bonuses
• Profit sharing
• Top salary
CALL KAREN (313) 522-0010

DENTAL ASSISTANT
experienced full time dental assistant needed for busy Farmington Hills office. Expanded duties, full benefits, no weekends. Call (810) 626-1508

DENTAL ASSISTANT, experienced, for terrific West Bloomfield general practice. Full time, no Saturdays, no weekends. (810) 851-4600

DENTAL ASSISTANT
Experienced only. Full time for Heart of Troy. Top salary. Call Mon-Fri 9-5 doctor preferred. 313-425-8130

DENTAL ASSISTANT
Full time. Experienced only. Pleasant working environment.
313-495-9600

DENTAL ASSISTANT
Full time, experienced, seeking position in dental career. Experience not necessary. Send resume to: Box 2563 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL ASSISTANT NEEDED FOR PRICE office in Plymouth. Part time position. Experience necessary. Must be mature, dependable, hardworking and possess a positive attitude. Call Mon - & Tues. 9-7:30 PM.
(313) 453-1190

DENTAL ASSISTANT
Excellent pay. 1 year experience. Benefits available.
Call: (313) 981-0400

504 Help Wanted-Dental

DENTAL
ASSISTANT
We have a "really easy to work with Dentist" that needs an assistant who is able to help organize the office, operate & would like to work with a small staff. Part time, approximately 30 hours. Farmington area. Call 810-646-3618

DENTAL ASSISTANT
Full time position available to a good planned, enthusiastic individual. Add a minimum of 1 year dental assisting experience (X Ray license required). Lots of growth potential in a progressive, New Group practice. Salary is commensurate with experience, holiday pay, personal & sick time, 401-k, and uniforms. Contact Sandy at
(810) 471-0348

DENTAL ASSISTANT
Part or Full time. Experienced dental assistant needed for busy dental practice.
(810) 281-9696

DENTAL ASSISTANT
General dental office. Walled Lake or Westland / Canton. Full time with benefits. Minimum 2 years dental experience required. Please call Beverly at
(313) 728-5600

DENTAL ASSISTANT. Full/part time. Experience preferred. Don't miss this opportunity to join a dynamic Farmington office. Benefits to qualified individual. Call Mon, Tues, Thurs or Fri. 8-30-5pm. (313) 425-6920

DENTAL ASSISTANT
Can you put patients needs and feelings first? Can you be good listener and communicate effectively with your co-workers? Are you cheerful, and friendly, Southfield practice is seeking a motivated, full time assistant. Dental assisting experience helpful. Experience preferred, but willing to train. Mon-Thurs 8 hours. Full benefits
(810) 356 8700

DENTAL FRONT DESK
Auburn office & great salary
Full time Dental & computer experience a plus. Call
(313) 425 4206

DENTAL FRONT DESK
Energetic person desired for thriving practice. Must have dental and computer experience. Telephone a plus. Ideal candidate will have 2 years dental experience. Please call
810-647-7550

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

DENTAL HYGIENIST
Non Part-time, possibly 10 hrs/wk.
810-349-4115

DENTAL HYGIENIST
Part time, Mon. Tues. Wed. Dearborn Heights office. Please call
313 277 2400

DENTAL HYGIENIST
needed for maternity leave. Experienced only. Mon., Tues., Thurs. & Fri. for Orchard Lake office. Call
313-455 6644 or 810 632 5700

DENTAL HYGIENIST
Livonia office seeks self-directed part time Hygienist who wishes to combine family and independent life style ability to influence patients to accept excellent dental care. Excellent working environment. Independently receive Call Mary 313 425 0809

DENTAL HYGIENIST
wanted for Perio office Sunday 8am-2pm. Excellent salary. Great boss. Southfield Area
(810) 569 6304

DENTAL HYGIENIST
Full time. No evenings. Progressive Bloomfield Hills office. Good pay & benefits (810) 642 6430

DENTAL HYGIENIST
For busy New Hudson office. Call for an Call Please call 810 437 7230

DENTAL HYGIENIST
Warm, friendly, caring professional needed for established progressive practice. Excellent compensation. Call Janet at Ross
(313) 522 6340

DENTAL INSURANCE BILLER
B. Lyon area practice. Full time. Please call (810) 540-4589

DENTAL LAB looking for model department person. Entry level. No experience required. Finisher also needed. Experience required. Send resume to: 1195 E. Maple Rd., Rochester Hill, Troy, MI 48083

DENTAL OFFICE
Have you had at least 1 yr. experience in a dental receptionist? Are you enthusiastic & well organized? Do you enjoy a fast paced office? If you answered yes to all of the above, if you are a hard working person, and looking for nice working hours, please call Dr. Blumberg's office at
313-464-7776

DENTAL OFFICE MANAGER
B. Lyon, (810) 540-4621

MANAGER/BOOKKEEPER
EXCELLENT PAY
BENEFITS & FLEX TIME HRS
Two doctor Southfield family practice established in West Bloomfield area. Manager position requires Receptionist or Dental Manager experience. Bookkeeper position requires knowledge important Send Resume or call
Elaine, Dental Associates
23923 Middlebelt Ave.
Farmington, MI 48124
(313) 561-1260

DENTAL PATIENT COORDINATOR
New flexible hours/week. Must have knowledge of dentistry. Bloomfield area field. Livonia. 313-522-6770

DENTAL
Person to work in dental lab. Part time. Will train. Apply in person at Downs Orthodontic Lab. 771 N. 448, Plymouth

DENTAL RECEPTIONIST/
ASSISTANT with insurance & computer experience. Dearborn area. Friendly Livonia office. 313-937-2035

DENTAL RECEPTIONIST/OFFICE Manager for expanding Troy pediatric practice. Experienced. Full time. Good pay & benefits. Send resume to: Box 1, 680-1880

DENTAL RECEPTIONIST. We need an outgoing, intelligent self starter to handle phones, schedule, bill insurance & communication skills a must. Excellent pay & benefits. Start immediately.
(810) 805-7600

DENTAL RECEPTIONIST
Full time position available. Knowledge preferable. Professional, outgoing person for growing dental practice. Call Janice. (313) 464-3430

DENTAL RECEPTIONIST
Do you enjoy work, believe in yourself, have an outgoing personality, cheerful smile, bail you can coordinate schedules, organize work? Lots of variety, office? WE WANT YOUR FULL-time. Excellent pay & benefits. Great weekend schedule in Livonia
Call Ann 313 261-3638

DENTAL RECEPTIONIST
Part time Mon. Tues. Dearborn Hills Office Experience preferred, but not necessary. (810) 573-8422

DENTAL RECEPTIONIST
Part-time, flexible hours. Computer experience a plus
313-495-9600

DENTAL RECEPTIONIST
Experienced. For busy Southfield practice. Full benefits. No weekends. Computer knowledge helpful. Call
810-559-1508

DENTAL RECEPTIONIST
Warm friendly, Northwestern office seeks a experienced Scheduling Coordinator for our busy Troy orthodontist practice. We offer an opportunity to grow as a valued member of our team. Salary & benefits. Call
313-620-2338

DENTAL RECEPTIONIST
Westland/Canton and/or Walled Lake locations. We're looking for a cheerful professional with good communication skills. We like fun our busy front desk. Experience necessary. Full time, top pay & benefits. Call Sue
313-728-8600

DENTAL STAFF PERSON
Outgoing, energetic, person charmed with front desk and scheduling capabilities, to help out in busy Livonia office.
(810) 649-0880

504 Help Wanted-Dental

DO YOU NEED TO HELP OTHERS in a meaningful way? If so, our practice which concentrates on dental cosmetics, restoration & implants needs you. We are looking for a dedicated person with excellent communication skills. We care more about who you are than what you know. If you are willing to learn & make a difference in others please call:
810-348-6697

FRONT DESK
Our team seeks an enthusiastic, friendly person to help us provide quality family dentistry to kids. A full time position is available in our state of the art office. Ideal candidate is seeking a positive environment where growth is encouraged. Call Mon.-Thurs. - (810) 478-7711

FRONT DESK
Would you like to earn some extra money and get away from the house for a while? Dental office in Livonia is looking for mature person to work Mon-Tues. 3-8pm, Fri. 8:30am-Noon. and 1 Saturday a month. Excellent experience helpful. (313)462-4900

HYGIENIST
Friendly, motivated, part or full time, up to 42 hours in our Novi dental office. Call
810-476-2028

Hygienist Needed
Part time for Physician office
810 231 9699

HYGIENIST
Soft tissue management, with experience. Mon., Thurs. & 1 Sat. per month
(313) 425-7010

HYGIENIST
We are looking for an ENTHUSIASTIC, motivated hygienist to join our team. We want someone who wants to practice in a quality, gentle dental office & who wants to help people achieve optimum care. Mon-Thurs schedule. Call Pam 810 878-7240

OFFICE/CLERICAL
Busy Livonia dental lab needs front desk help 3 days per week. Job requires pleasant phone skills, ability to handle multiple tasks simultaneously & attention to detail. Dental background helpful. Call Lynn
313 427-8301

RECEPTIONIST
Experienced full time Receptionist for Waterford practice, attitude and time count. No weekends. Benefits and Bonus. Please phone
(810) 681-9600

STERILIZATION ASSISTANT
Part time, 4-7pm & Sat 8am-1pm. Outgoing friendly person for Livonia practice. Ask for Jean 313-464-3430

506 Help Wanted-Medical

A RAPIDLY growing international healthcare company specializing in disease management is currently recruiting for a registered nurse with a minimum 2 years medical surgical background to assist with implementation of a disease management system into the clinical community.
Responsibilities:
• Project Management with cross functional teams
• Provider relations
• Clinical and computer training
• Assist with product activate development
Candidates must be currently licensed RN's with a medical surgical background and possess experience in managed care project management and training. Position will require travel.
Send resume & salary history to
Medical Affairs Recruitment
Mail code 1F-2F
27300 W. Eleven Mile Rd.
Southfield, MI 48034

ARE YOU A dependable, caring people person with good communication skills? Will train for front desk medical assistant in orthopedic office in Canton. Mon. Wed. & Fri. 8-5pm and some Sat. mornings. 313-455-3833

ASSISTANT DIRECTOR for nursing. Energetic RN to work for international facility. Must have excellent clinical skills. Excellent wage and benefits. EOE Contact Ann Dennis (313) 449-4431 or fax resume to: (313) 449-5250

ASSISTANT DIRECTOR
OF NURSING
Whitehall Nursing & Care Center. Now seeking ADON with geriatric background. Knowledge of MDS, PPS, Medicare MDS process & staffing. Please apply within 43445 W. Ten Mile, Novi, between 9am & 5pm or 10am-6pm. For more information contact Marlene Smith (810) 349-2200

ASSISTANT
Now Livonia office needs great assistant. Must be dedicated, responsible and good with patients. Full or part time. Salary is based on skills