502 Help Wanted-Office Clerical

OFFICE CLERICAL
ENTRY LEVEL clerical position. Accurate typing, spelling and reading required. Excellent benefits available. Send inquires and salary requirements to: ATTN: HUMAN RESOURCES DIRECTOR/BM, 23333 Commerce Dr., Farmington Hills, MI 48335-2784.
An Equal Opportunity Employer

OFFICE CLERICAL
Growing manufacturing company has an immediate opening for career-minded individual. Good telephone & data entry skills a must. Send resume and salary requirements to: Flexfirm, 23436 Industrial Park Dr., Farmington Hills, MI 48335

OFFICE CLERKS
A Bingham Farms based insurance company is seeking entry level clerks for 2 fast paced clerical support departments. Previous insurance experience preferred, but not required. Must be able to type accurately. Full benefit package. Please apply Mon. - Fri., 8:30am to 4pm or send your resume to:
CUNA Mutual Group
Human Resources & Benefits
30200 Telegraph Road
Bingham Farms, MI 48025
NO PHONE CALLS PLEASE

OFFICE COORDINATOR
Rehab Works has an immediate opening for a full time Office Coordinator in a fast paced industrial outpatient clinic in Dearborn. Experience necessary. Competitive salary & benefits. Call for interview
(313) 581-2600 ext 224

OFFICE MANAGER
A small, family oriented, company in Wixom. Computer knowledge and experience a must. Includes benefits. Fax Resume to: (810)486-4995

OFFICE MANAGER
For voluntary health organization. Excellent computer skills, proficiency in Microsoft Word, Excel and Powerpoint a must. Ability to learn new software programs and minimum typing of 60 wpm. Position provides support to executive office and board of directors so must have superior communication and interpersonal skills. Send resume to: Sally Boad Norby, American Diabetes Association, 30600 Telegraph Rd., Suite 2255, Bingham Farms, MI 48025 Or fax to 810-433-1095

OFFICE MANAGER / PROJECT ASSISTANT
2-person firm in Birmingham offering consulting, leadership development & personal growth seeks intelligent, motivated, creative individual for office management & project support. Business & computer experience required, education or interest development helpful. Part-time possibly developing to full-time. Resumes to: Robles Group, 300 E. Maple #230, Birmingham, MI 48009

OFFICE POSITION
for small business office in Troy. Duties include, light bookkeeping, billing & general clerical. Must be highly organized, computer literate with good telephone & math skills. Please send resume with salary requirements to P.O. Box 991, Novi, MI 48376-0991.

OFFICE POSITIONS
Full time entry level positions available in our Southfield office. Day shift. Must have minimum 1 yr. previous office experience. Excellent math ability & 10 key calculator skills required. Excellent benefits. Send resume including salary requirements to: Attn General Office, P.O. Box 5091, Southfield, MI 48086

OFFICE PROFESSIONAL-Position involves varied duties, public relations, computer skills or interest in developing computer proficiency required. Lutheran Brotherhood Financial Services. 810-853-2275

OFFICE
Restaurant corporate office seeking person for diversified position. Should have computer, telephone & general office experience. Please send resume to: Salvatore Scallopini, 11900 E. McNichols, Detroit, MI 48205

OFFICE SECRETARY
2 yrs clerical & computer experience necessary. CAD experience helpful. Full benefits. F. L. Tool Holders, 36010 Industrial Rd., Livonia, MI. (313) 591-0134

OPTICAL RECEPTIONIST/ DISPENSER - Part-time. Experience helpful, but not necessary. (810) 474-5125

Order Entry Clerk Shipping/Receiving Dept.
Unique opportunity to work for a growing auto supplier. Seek well organized, hands-on individual to maintain computer inventory on Great Plains software. Near Redford. Minimum 5 years experience. $8-$10 per hour + overtime based on experience. Send resume & pay history to: Order Entry Clerk, P.O. Box 339083, Farmington Hills, MI 48333-9083 or FAX: 313-838-4550

PART TIME CLERICAL ACCOUNTING HELP
Canton location. No experience necessary. Available immediately. Respond to Chand, 45487 Augusta Drive, Canton, MI., 48188

PART-TIME GENERAL office. 15-20 hours per week. Apply in person. Eaton Nursery, 5899 W. Maple, West Bloomfield. (810) 851-5440

PART TIME office help needed for small glass fabricating firm in Walled Lake. Duties would include answering phones, quoting, filing, etc. Some computer experience helpful. Send resume to: Patrick Iaquinto, Midwest Glass Fabricators, Inc., 3310 New Farm Ct., Walled Lake, MI 48390. Please do not call.

PERSONAL ASSISTANT
Seeking highly motivated individual for busy Bloomfield Hills Realtor. Previous business background in real estate preferred. Good communication and computer skills required. Full-time position. Send resume and cover letter stating salary requirements and available commencement date to: Ms. Scott, c/o 200 E. Brown St., Suite 101, Birmingham, MI 48009

PERSONNEL CLERK - Excellent English & computer skills. Able to work well with staff & public. 52 weeks/yr. $11.88/hr. Apply in writing to Personnel Director, Troy Schools, 4400 Livernois, Troy, MI 48098. An Affirmative Action/Equal Opportunity Employer.

PRICING CLERK
Some experience with computers. Lumber experience preferred. Apply in person:
NATIONAL LUMBER CO.
24898 Groesbeck, Warren

PURCHASING OFFICE/ CLERICAL
Great opportunity. Diverse administrative/clerical duties in busy purchasing office of international manufacturer. Data entry/filing/documentation/records, etc. Requires solid typing/computer skills. Lotus/Word for Windows preferred. System 36/AS400 experience a plus. Competitive pay and benefits package. Congenial staff. Convenient location near Canton off I-275. Please send resume to: Clerical, Box #2683
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

QUALITY MANAGER
A growing manufacturing company in search of a quality assurance manager. Minimum 5 yrs. experience. Knowledge of automotive requirements, ISO 9000 & computers required. Send resume with salary requirements to:
Attn Personnel
29668 Northline
Taylor, MI 48180.

RECEPTIONIST
A busy Westland real estate office is seeking part time Receptionist. Must have a pleasant personality and good phone skills. Must be available Monday thru Friday. Call Terry at 313-326-2000

RECEPTIONIST ADMINISTRATIVE ASSISTANT
The Rockwell Light Vehicles Automotive sunroof assembly operations in Brighton, MI is a worldwide supplier to the automotive market. As a result of continuing growth, we are seeking a Receptionist/Administrative Assistant to join our office team. The position will be responsible for the following activities:
- Answering office phones & maintenance of our organizations professional image.
- Coordinate office events such as meetings, drives, birthdays & anniversaries.
- Maintain central filing & assure that office faxes & mail are organized & distributed daily.
- Work with maintenance staff to assure that office remains clean & orderly.
- Serve as clerical support for department managers (memos, spreadsheets, proofreading, typing, etc.)
- Prioritize tasks & demonstrate good time management skills.
- Must possess knowledge of Microsoft Word (6.0), Lotus 123 for Windows & DOS & E-Mail.
- Must have a professional appearance.

The position requires a receptionist, secretarial/administrative assistant type background with 3-5 years experience in office management activities. Successful candidates must be detail-oriented with excellent written & verbal communications skills & be willing to work in a team-oriented environment.
Qualified & interested persons who are looking for career growth & development opportunities, in a rapidly growing organization, are encouraged to send their resumes along with salary history in confidence to:
Rockwell Roof Systems
Human Resources Department
747 Advance Street
Brighton, MI 48116
Principles only, no phone calls please. We are an Equal Opportunity Employer

RECEPTIONIST/ ASSISTANT to President
Immediate opening at energetic design firm. Motivated, professional, personable individual required. Computer experience a plus. Please fax resume & salary requirements to: 810-643-9177

RECEPTIONIST
Be appreciated and rewarded for your experience with multiple short and long term positions. Join the headquarters of prestigious suburban financial firm. Temp to perm. One year experience. Call Rose
Livonia 473-2931 Birmingham 646-7661
Advantage Staffing

RECEPTIONIST
Birmingham Pediatric office. 2 to 3 days per week & 2 Sat's per mo. Computer experience preferred. Call Jan or Bobbie (810) 645-1737

RECEPTIONIST/BOOKKEEPER
To work in Plymouth area office weekdays 12:30-4:30pm. Telephone typing and computer skills necessary. $7.50/hr to start. (313) 455-8060

RECEPTIONIST/ CUSTOMER SERVICE
Manufacturing company in Plymouth seeking individual for temporary (may possibly lead to full time) with heavy phone experience, customer service, data entry, excellent communication skills. Knowledgeable of WordPerfect 6.1 & Lotus 1-2-3. Send resume to: Box #2512
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST/ DATA ENTRY
Oakland County durable medical equipment company is seeking entry level full-time Receptionist/Data Entry person. Duties include answering and directing calls from a multi-line phone system, data entry, and general office clerical skills. Excellent benefits, salary $7/hr. Interested candidates please send resume to:
INF/Recept
P.O. Box 1351
Royal Oak, MI 48068
EOE

RECEPTIONIST/DATA PROCESSING
Full-time for local CPA firm. Call (810) 851-9700

RECEPTIONIST
DEALERSHIP seeking individual to fill challenging multi-tasked position. Experienced preferred. Monday-Friday, benefits and new facility. Apply to:
Bill Brown Ford
32222 Plymouth Rd
Livonia, MI 48150
(313) 421-7000

RECEPTIONIST - desired for busy real estate office. Part time evenings & weekends. Call ask for Gloria 810-740-2300

RECEPTIONIST
Entry level position for small Southfield law firm. Clerical experience preferred. Call between 10am-4pm (810) 352-4100

RECEPTIONIST
EXPERIENCED with good typing skills for pleasant Southfield law office. Ambitious non-smoker. Salary based on experience. Excellent benefits. Send resume to: Richard B. Kapes, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

RECEPTIONIST - Farmington credit union has opening for individual with pleasant personality to greet, assist and direct membership. Typing, clerical, teller skills required. Send resume to: Member Service Manager, 22981 Farmington Rd., Farmington, MI 48336

RECEPTIONIST - full time position, benefits included, telephone experience. Mail resume to 2801 N. Woodward, 2nd Floor, Royal Oak, MI

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

★RECEPTIONIST★
Full time person needed for busy upscale Birmingham-Bloomfield real estate office. Enthusiastic friendly person able to handle multiple phone lines and schedules of busy professionals! Send resume to:
Ms. Martha Schroder
Box 38, Birmingham MI 48009

RECEPTIONIST - full time, insurance office in W. Bloomfield. Good phone skills. Will train. Non-smoking building (810) 626-7617

RECEPTIONIST - Full-time and dependable for busy Manufacturers Rep Office. Benefits. Livonia area. Contact Barb (313) 266-6741

RECEPTIONIST
Full-time for Southfield law firm. Duties include telephones, light typing, filing, occasional errands & xeroxing. 810-569-6131

RECEPTIONIST - full time needed for a busy industrial office in Troy. Must be organized. Duties include word processing, phone, filing, assisting purchasing agent & general office tasks. 810-280-0830

RECEPTIONIST - General office work, 25-30 hrs per week. Video production co. Dearborn. Call Dick or Tracey (313) 845-9292

RECEPTIONIST
In a day spa (open facial & body therapy). Pleasant, good phone skills. Afternoons & evenings. Bloomfield Hills. (810) 334-0610

RECEPTIONIST
Livonia office hiring part time receptionist. Phones, filing, typing. Mail resume to: Fastech, 17187 N. Laurel Park Dr., Ste. 139, Livonia, MI 48152 or FAX to: 313-953-9388

RECEPTIONIST
Growing automotive supplier of Electrical Distribution Systems has an immediate opening for a Front Desk Receptionist at our North American Operation Headquarters. Responsibilities include operating multiple line switchboard to direct incoming calls, greet all visitors and assist with registration of visitors, and performing various clerical duties.
The ideal candidate will possess a High School Diploma, ability to work with limited supervision, ability to use standard office equipment, and excellent interpersonal skills.
Please submit a completed application to:
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187

RECEPTIONIST
Livonia based company seeks highly motivated individual for the receptionist position.
The candidate must have experience answering a multi-line phone, typing 40 wpm, knowledge of Microsoft Windows and the ability to handle multiple tasks.
Full-time position including benefits and opportunity for advancement. Mail or fax resume to:
35301 Schoolcraft Rd
Livonia, MI 48150
Fax - 313-522-3818
Attn: Human Resources

RECEPTIONIST
LOOKING for an experienced individual to handle a multi-line phone system with a smile in your voice. Duties also include light typing and processing out going mail. Southfield area. Mr. Kummer 810-799-9553

RECEPTIONIST NEEDED
Full time for busy Farmington Hills spa. Salon or spa experience helpful. Apply in person:
Tamara Institute De Beaute,
32520 Northwestern Hwy
Farmington Hills

RECEPTIONIST NEEDED, full time, 8-4:30 Mon. thru Fri. Livonia office 810-473-2109

RECEPTIONIST NEEDED
Typing and general clerical 9:00-3:00 daily. (810) 669-0790

RECEPTIONIST
needed, full-time position for a fast paced professional office. Entry level. Excellent benefit package. Apply in person at: 30785 Grand River, Farmington Hills 810-478-7030

RECEPTIONIST
NEXTEL Communications, a premier provider of wireless communications for mobile work groups is seeking a full time Receptionist to join our team in Southfield.
Duties include answering and routing incoming calls, greeting visitors, distributing mail, ordering and maintaining office supplies and assisting departments with clerical projects. Qualified candidates will possess PBX switchboard experience, excellent communication and PC skills, and a professional demeanor. Familiarity with MS Word, Excel & Powerpoint a plus.
Nextel Communications offers an excellent salary and benefits package with opportunities for advancement. Interested candidates may forward a 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 ASSISTANT
Full time, needed immediately for summer/fall position. Excellent phone & communications skills a must as well as basic word processing. Competitive wages based upon qualifications. Call Sue 810-477-2777 or send resume to 31893 W. 8 Mile Rd., Livonia, MI 48152 or fax 810-477-8152

RECEPTIONIST or SECRETARY
Excellent opportunity. Southfield area 810-557-9060

RECEPTIONIST
PART-TIME. General office duties. Light typing required for office in Southfield. 810-352-7980

RECEPTIONIST
PART time 12:30-5:30pm. Answer phones and greet clients. Computer experience a plus. Livonia facility. Call (313) 525-9010

RECEPTIONIST. Part time for manufacturing facility. Must have pleasant telephone manner and be computer literate. General office duties include typing, filing, 10 key adder, etc. Mon., Wed., Fri. 9:00am-3:30pm. $7.00 per hour. Send resume Office Manager, 31066 W. 8 Mile Rd., Farmington Hills, MI 48336

RECEPTIONIST/PART TIME
Flexible hours, wordperfect experience necessary. Call Mon. - Fri., 9:30-4:30 (810) 476-7662

RECEPTIONIST
PART time. Mid-size ad agency seeking reliable individual with pleasant phone skills and working knowledge of Windows 6.0. Up to $10 per hour for qualified candidate. Afternoons - 12:30 to 5:30. Send resume to:
Yaffe & Company
26913 Northwestern Hwy
Suite 500
Southfield, MI 48034
ATTN: Receptionist

RECEPTIONIST
Pleasant phone skills, general clerical duties. Hours: 9am-2pm. Send resume to: Corporate Mail Service, P.O. Box 1008, Plymouth, MI 48170

RECEPTIONIST POSITION
All the fun in half the required time! Relief Receptionist wanted for diversified ad agency. Experienced with a multi-line phone system. Assistance in mail room needed, and other support duties for various departments. 25-30 per week. Call (810) 540-0660

RECEPTIONIST/ REAL ESTATE
Full & part time. Bloomfield Hills. Computer skills necessary. Contact Don at (810) 645-5700

RECEPTIONIST - Real Estate Office! Saturdays 9-5, Sundays 10-5, flexibility desirable-additional hours sometimes available! Farmington location! Call Connie 477-0880

RECEPTIONIST - Rochester real estate office. 3 afternoons, 4-8pm, Sat. 9am-5pm, Sun. 10am-5pm. Call Dottie 810-656-6500 or fax resume to: 810-656-6508

RECEPTIONIST/SECRETARY
Excellent opportunity in an established mortgage company for a bright, organized individual with a great memory. $8 per hr. to start plus benefits. Send resume to: Remington Mortgage, 28200 Franklin Rd., Southfield, MI 48034 or fax to 810-799-5111

RECEPTIONIST/SECRETARY FOR Real Estate office, evenings and weekend work. Good typing skills required. Call for appointment. 313-522-8000

RECEPTIONIST/SECRETARY
Firm located in Troy seeking to fill full time position. Must be fast learner, well organized, self-starter. Will provide secretarial, receptionist, and assist with computer bookkeeping functions. Will report direct to Vice President. Fax resume & salary requirements (must be included to be considered) 313-937-0598

RECEPTIONIST/SECRETARY. PART TIME POSITION. 20-24 hrs. per wk. Excellent communication skills & PC (MS Office) experience required. Fax or mail resume to: Christ Church Cranbrook, Attention: Kay Doyle, 470 Church Rd., Box 801, Bloomfield Hills, MI 48303-0801, Fax 810-644-0146

RECEPTIONIST
Southfield company seeking a polished Receptionist with 6 mos. experience. Software knowledge helpful. Call for interview (810) 350-9777

RECEPTIONIST/SWITCHBOARD
Operator needed part time. No experience necessary. Send resume to: Office Manager, 18777 West 10 Mile Road, Southfield, MI 48075

RECEPTIONISTS NEEDED
Numerous positions available in the Wixom, Novi, Farmington Hills, Livonia, Plymouth & Canton areas. Must have prior phone experience and good customer service skills. Temp and permanent opportunities. Good starting salary plus benefits.
CALL TODAY!!
SNELLING.
PERSONNEL SERVICES
313-266-8600, Livonia

RECEPTIONIST
Southfield & Farmington Hills. Receptionist/Switchboard Operators with a minimum 2 yrs. experience. Must have excellent communication skills & a 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 invoicing, A/P, or payroll experience. 10,000+ keystrokes. (10 Key or Numeric) required. $8.00/hr. Every other Monday night.
OFFICETEAM
Specialized Administrative Staffing
28588 Northwestern Hwy
Ste 250, Southfield, MI 48034
(810) 358-0222,
fax (810) 358-0941
EOE.

RECEPTIONIST
Southfield mortgage & financial services co. needs experienced, dependable, courteous, professional receptionist for our corporate headquarters. Qualified candidate will have at least 1-2 years switchboard experience, excellent references and positive, outgoing attitude. Mortgage industry experience a plus but not necessary. This is an excellent opportunity with an established & growing company. Full time with good salary, full benefits. Send or fax resume to:
MCA Financial Corp
P.O. Box 5012
Southfield, MI 48086-5012
Attn: Administration Mgr
FAX (810) 350-3934

RECEPTIONIST/TYPIST
Premier Management Consulting Firm seeks high-quality individual with excellent presence and communication skills. General administrative tasks, spreadsheet and other presentation software experience a plus. This is a high visibility position in a fast growing professional firm. Send resume to:
CSA ADMINISTRATION
100 Talon Centre Suite 150
Detroit, MI 48207

RECEPTIONIST WANTED for Senior Apartments, in The Grand Court Novi, working nights/weekends, 7pm-11pm, 10am-4pm weekends in rotation. $5.50 per hour. (810)669-5330

RECEPTIONIST WANTED
Very busy, fast growing Real Estate and Construction Company needs full time receptionist. Position includes phones, some clerical, and assisting co-workers with multiple tasks. Excellent growth opportunity, competitive wages and benefits. Please send resume and references to 31700 Middlebelt Rd., Ste 105, Farmington Hills, MI 48334

RECEPTIONIST
wanted for Farmington Hills law firm to work Mon-Wed Fri from 9am-5pm. Call Dianne (810) 626-7300

RECEPTIONIST W/COMPUTER EXPERIENCE WANTED
small Milford company. Please call 810-685-7595

RECEPTIONIST - Weekends
Must type. 10am-5pm. Call Ann 810-476-1600

RECEPTIONIST/ WORD PROCESSOR
Prestigious management consulting firm seeks experienced, highly motivated team player for front desk full-time position in Troy. Requires professional appearance/demeanor, strong telephone and organizational skills, confidentiality, proficiency in Microsoft Word 6.0. Prefer Excel 5.0, and PowerPoint. Send resume, salary history, and cover letter to: Administrative Manager, 201 W. Big Beaver Rd., Suite 450, Troy, MI 48084-4159. EOE.

RECEPTIONIST/ WORD PROCESSOR
Prestigious management consulting firm seeks experienced, highly motivated team player for front desk part-time possible permanent position in Livonia. Requires professional appearance/demeanor, strong telephone and organizational skills, confidentiality, proficiency in Microsoft Word 6.0. Send resume, salary history, and cover letter to Administrative Manager, 201 W. Big Beaver Rd., Suite 450, Troy, MI 48084-4159
EOE.

RECEPTIONIST
6AM-4PM Monday thru Friday. Senior community. Good communication & typing skills required. Contact Franklin Club Apartments (810) 353-2810

Telephone Reservationist
Part time, flexible hours. Apply in person. Mark Ridley's Comedy Castle, 269 East Fourth Street, Royal Oak 810-542-9900

RUNNER / Office clerk wanted part-time for small law firm. 15 hours per week. $6.50 per hour plus mileage. (810) 355-0060

SALES ASSISTANT
Growing consumer paper products company has an excellent opportunity at its corporate headquarters in Bloomfield Hills for an energetic, experienced individual in our fast paced sales department. Must be a self-starter with experience in a sales environment, excellent customer service/phone skills, attention to detail and the ability to handle multiple tasks. Strong secretarial skills including WordPerfect and Windows required. We provide an excellent salary and benefit package for qualified candidates. Please mail resume and salary requirements to:
AJM Packaging Corp
E-4111 Andover Rd
Bloomfield Hills, MI 48302
Attn: HR-OE

SALES SECRETARY
Automotive Division of a Fortune 100 corporation seeks a Sales Secretary for its Southfield, MI 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: SALES MANAGER
P.O. Box 765
SOUTHFIELD, MI 48037-0765
An Equal Opportunity Employer M/F/D/V

SALES SECRETARY
Busy Farmington Hills Sales Office is looking for a person with good secretarial, telephone & accounts payable skills. Non smoking. For interview call (810) 489-4040

SECRETARIAL - Mature individual with office experience, basic bookkeeping, basic computer skills, energetic, good phone skills. Salary commensurate with experience. Southfield area. (810) 799-9988

SECRETARIAL - position full time, good benefits & pay, must have office experience & typing, filing & accounting, apply in person Gross Electrical, 37400 W. 7 Mile, Livonia

ARCHITECTURE/CONSTRUCTION SECRETARY
Small professional firm seeks organized, self motivated person full or part time with excellent general office, typing, bookkeeping, administration, communication skills. Proficient in QuickBooks, Word, Excel. Send resume & salary requirements to President, 801 W. Big Beaver, Ste 671, Troy, MI 48084 or Fax (810) 244-9651

Secretary/ Administrative Assistant Needed
Construction Background needed with Contract and Lien Document experience.
Long Term Position
Novi Company
CALL
KELLY SERVICES
(810) 471-2050
EOE

SECRETARY/BOOKKEEPER
WITH computer skills for Birmingham mortgage company. Send resume to E.M.B., 26877 Northwestern Hwy., Ste 200, Southfield, MI 48034

SECRETARY
Busy Troy Real Estate office needs VERY SHARP person. Great opportunity. Call George (810) 680-1500

SECRETARY/DATA ENTRY
Small manufacturing company needs computer skilled person for secretarial task and administrative follow up. Good starting salary, benefits, 401k. Please forward resume to: Human Resource Department, P.O. Box 74037, Romulus, MI 48174

SECRETARY
Energetic & phone friendly person to work part-time (18-20 hrs.). Evenings and one weekend day for Canton located Real Estate office. Ask for Cyndi 313-453-4300

SECRETARY, ENTRY level, general office. Full time Bloomfield Hills Call 810-745-9400 or FAX 810-745-8961

SECRETARY
Entry level position for mature, dependable person w/WordPerfect 5.1 experience in our Livonia law office. No benefits. Call Janet (313) 525-3950

[illegible]
Established Southfield based construction & development company seeking a Construction Secretary with experience, benefits included. Send resume & salary requirements to: D.L., P.O. Box 306, Southfield, MI 48307

SECRETARY
Farmington Hills office seeks a conscientious, highly organized, computer literate, non smoker able to juggle multiple tasks with experience on Word Perfect/Quicken. Good phone skills & math competence area a must. 810-855-9678

SECRETARY for Ad agency. Cheerful phone professional required. Fax resume to Char at Suseman, Sikes & Assoc. 626-9607, or call 626-9600

SECRETARY FULL-TIME
Dynamic, fast paced Plymouth real estate office now hiring. Excellent phone & organizational skills a must. Light bookkeeping & computer data entry. Please call Sharon McCann for an interview (313) 453-6800

SECRETARY - FULL TIME
Answering phones, filing, billing, and misc. office duties. $6.50/hour to start (313) 535-8889

SECRETARY
Furniture repair firm in Rochester. 20-30 hours per week. Includes some typing, computer, phones & other clerical duties.
Call 810-656-8557
or fax resume to 810-656-3151

SECRETARY
IF you're looking for an excellent position with great benefits, the North and Western suburban company has openings working with directors in new departments. Develop your ability to work independently. Temp to perm. Call Sheri
Birmingham 646-7661 Livonia/Farmington 473-2931
Advantage Staffing

SECRETARY - interior design firm. 3 to 5 days, flexible hours. Some computer accounting background required (810) 642-2571

Secretary?
Maybe in the beginning, but where this position goes from there is up to you! Growing company needs an office worker with secretarial skills & an entrepreneurial attitude. Fax resume to Dan (810) 398-5837 or mail to Secretary, Suite P, Royal Oak, MI 48067

Secretary
needed for rapidly growing company. Some experience necessary. Wixom (810) 669-0660

SECRETARY
Our companies offer their employees the latest in computer technology, excellent earning potential, and growth opportunities. We need your prior word processing experience and the ability to interact with clients. Power Point or Quark an advantage. To $14.00/hr. Call Susan.
Birmingham 646-7661 Livonia/Farmington 473-2931
Advantage Staffing

SECRETARY
Part-time 20-24 hours per week. Typing, filing, answering phones. $6.50 - $7 per hour. Apply in person. Classic Interiors, 20292 Middlebelt Rd., Livonia. (810) 474-6900

SECRETARY Part Time
Canton location of multi-site mental health clinic needs person to work part time Mon. thru Thurs evenings & possibly 1 Saturday morning per month. Previous medical office experience helpful. Send resume to: Center For Behaviour & Medicine-CA, 2004 Hogback Rd., Suite 18, Ann Arbor, MI 48105

SECRETARY
Part-time Secretary - Regional CPA firm in Bingham Farms. Daytime flexible hours. Good organizational and phone skills. Microsoft Word. Fax resume to (810) 645-5020

SECRETARY/RECEPTIONIST
Typing and computer skills required. Apply at: Long Mechanical, 190 E. Main, Northville (810) 349-0373

SECRETARY/RECEPTIONIST
Needed, full time for commercial real estate office located in Farmington Hills. Experience required. Call (810) 737-7110

SECRETARY/RECEPTIONIST
FULL time for Architectural/Interior design firm in Birmingham. High proficiency in Word Perfect or Word for Windows, and Lotus. Some bookkeeping skills helpful. Resume to David Yankle, 101 Southfield Rd., Ste 300, Birmingham, MI 48009

SECRETARY/ RECEPTIONIST
International company manufacturing testing instruments for quality control needs Secretary /Receptionist. Knowledge of WP, Paradox, Quattro, Photo Shop, Pagemaker & light bookkeeping desirable. French/Spanish knowledge a plus. Salary & benefits. Send resume & salary requirements to:
General Manager
ATEQ CORPORATION
42040 Koppernick Rd.
Canton, MI 48187
FAX 313-451-9462

SECRETARY/RECEPTIONIST
needed for Beverly Hills law firm. Part-time to full time. Typing & computer skills a must. Non-smoker. Please call for interview 810-645-0633

SECRETARY/RECEPTIONIST
WEST Bloomfield Synagog. Must have good working knowledge of Microsoft Word. Exemplary communication skill. 25 hours per week. Call (810) 851-6880

SECRETARY/RECEPTIONIST
We are a busy ad agency searching for a cheerful, multi-talented person to join our team. Excellent phone & computer skills required, great opportunity for advancement. Competitive salary, excellent fringes. Send confidential resume to J. R. Thompson Company, Box 7117, Farmington Hills, MI 48333

SECRETARY/RECEPTIONIST
Fast paced Livonia based company. Responsibilities include word processing, filing, phone answering. Experience on WordPerfect 6.1 for Windows a must. Transcription skills helpful. Excellent salary and benefits. Resumes and salary requirements to Controller, 38881 Schoolcraft Rd., Livonia, MI 48150
An Equal Opportunity Employer

SECRETARY
Required immediately, consulting firm. Good typing required. Windows 3.1 & 95 skills, Word & Word Perfect, spreadsheet & databases a plus. Resume KDO/ERS, 30500 Northwestern, Ste 535, Farmington Hills, MI 48334 or FAX (810) 539-9047.

SECRETARY
Small Bloomfield Hills law firm, WordPerfect required. Patent law experience a plus. Call 810-645-6339

SECRETARY
SMALL title insurance agency desires person with basic computer skills and real estate knowledge. Salary commensurate with experience, plus benefits. Send resume to
FIDELITY TITLE CO
32100 Telegraph Rd., Ste 215
Bingham Farms, MI 48025
(810) 642-1115

[illegible]
Southfield based property management firm is looking for a Secretary to assist the Property Manager. Some bookkeeping experience necessary. HUD experience an added plus. Computer knowledge essential. Benefits included. Send resume to Property manager, P.O. box 306, Southfield, 48037

SECRETARY
Southfield based food chain has immediate opening for a full time person. Duties include phones, filing, wordprocessing & clerical duties. Good letter composition a must. Please apply at: Haber Enterprises, 24293 Telegraph Rd., Southfield

SECRETARY
The Polk Company, one of the nation's largest foremost marketing information companies, has secretarial positions open in its Sales Division. These positions require at least 2-5 years' experience in a secretarial capacity using Microsoft Word, Excel and Powerpoint, or comparable software. Candidates should be organized, have good communication skills and work well with deadlines.
For consideration, please send resume with salary requirements to:
The Polk Company
Attn: SEC.
6400 Monroe Blvd.,
Taylor, MI 48180.
Equal Opportunity Employer M/F/D/V

SECRETARY
with word processing experience. Wordperfect Windows 6.1, to work in law office. Legal experience not required, but must be willing to learn. Please fax resume 810-541-3304

SERVICE COORDINATOR
Schedule cases for busy Plymouth home care agency. Excellent communication and clerical skills required (810) 229-5683
FAMILY HOME CARE

SERVICE REPRESENTATIVE
Needed for busy investment management firm. Candidates must be self-starters, exhibit problem solving abilities and possess excellent communication, math, & computer skills, including WordPerfect. Non-smoking office. Send salary requirement & resume to: Personnel Dept., 3883 Telegraph Rd., Suite 100, Bloomfield Hills, MI 48302

SHIPPING CLERK
Full time. Telephone, filing & typing. $8/hr. Benefits after probation period. Send Resume: OHR, C.Z. Cartage, Inc., 48735 Grand River, Novi

SPECIALTY SURGICAL PRACTICE
looking for entry level candidates for newly created, full time support position. Extensive client contact & patient education via telephone & inter-office consultation. Computer experience required & Internet experience welcome. Some marketing involved, could lead to more. Fun environment, international clientele. Candidate must be articulate, well groomed, dependable, and team oriented yet able to work with minimal supervision. Send resume to: Martin E. Tessler, MD & Associates, Attn: Sherrie L. Webb, Administrator, 26400 W. 12 Mile Rd., Suite 150, Southfield, MI 48034

STATE FARM INSURANCE
Secretary for busy insurance office. Experienced or strongly motivated to learn & become an important part of a successful business. Excellent pay, health insurance, & benefits. (810) 968-3970

SUMMER CAMP SECRETARY
on Torch Lake, Traverse City, MI area. General office, will train on computer. Room & board included, June 17-Aug 17 810-647-2646

SWITCHBOARD PART - TIME
Troy-based firm needs experienced switchboard operator for Thursday - Friday schedule. Temp-to-hire opportunity. $10/Hour. Must have computer skills and WordPerfect knowledge. Call today for immediate interview!!
Corporate Personnel Services, Inc.
(810) 362-9696

TELEPHONE ANSWERING SECRETARY
Computerized system, for prestigious office in Livonia. Must be dependable, will train. Judy 313-591-4555

TELESERVICES DEPT - Need individuals with good phone etiquette & pleasant speaking voice. Telemarketing experience is helpful, but a good work ethic is required. $7-8/hr non commission. (313) 416-2433

TELESERVICES TRAVEL PHONE AGENTS
Exciting opportunity for skilled phone professionals to participate in a travel information and reservation program, utilizing both excellent phone and computer skills while helping travelers plan their upcoming vacations. Established company in Livonia offers great pay and benefits, training, advancement opportunities and a good working environment. Several immediate openings. For more information, please call
313-261-8220
Equal Opportunity Employer

TYPESETTER
GRAPHIC Production Assistant/Typesetter needed. Full time/temporary position (May-Oct) for a marketing/publishing company. Macintosh & QuarkXPress knowledge is a must. Some ability in Illustrator and Photoshop is helpful. Must be flexible and willing to work overtime. $7-$10 per hour based on experience. Call Brian, Mon-Fri, 8am-5pm. (810) 855-2620

TYPIST
Full time entry level position. Southfield location. Must have excellent math ability & 10-key calculator skills. Minimum 40-50 wpm numerical typing speed required. Excellent wage & benefit package. Send resume to: P.O. Box 5091, Southfield, MI 48086.

WASHTENAW COUNTY auto dealership preparing for new location. Full time positions available. Benefits package, 401K.
- Switchboard Receptionist
- Cashier
- Accounts Receivable
- Payroll
- Accounts Payable

Send resume or apply in person: Suburban Pontiac, Buick, GMC, 15 E. Michigan Ave., P.O. Box 1336, Ypsilanti, MI 48197, Attn: Val
An Equal Opportunity Employer

WORD PROCESSOR - for Livonia prestigious office. Must have working knowledge of WordPerfect 6.0, Word & Excel. Call Judy 313-591-4555

WORD PROCESSOR
needed for commercial real estate company. Must have WordPerfect experience, type 65 WPM and have strong proof reading and organizational skills. Send resume and salary requirements to: CB Commercial, 1000 Town Center, Ste 2300, Southfield, MI 48075

WORD PROCESSOR
With excellent spelling, typing, grammatical, and transcription skills needed for medium size Novi law firm. Must be experienced in Microsoft Office, Windows 95. Legal knowledge a must. Call Karen (810)349-3980

504 Help Wanted-Dental

BUSINESS MANAGER, experienced & enthusiastic. Responsible for appointment book, accounts receivable & internal marketing wanted for Farmington Hills office. Full time 810-745-1187

CHAIRSIDE ASSISTANT
Must be experienced. Top pay & benefits. Call 313-525-7816

CHAIRSIDE DENTAL ASSISTANT
Full-time position. An experienced & caring person required for a quality practice relocating to a new Livonia facility. 313-535-3500

DENTAL ASSISTANT
Part time. Experience necessary. Mon 2-7:30pm., Thurs 2-6:30pm., Sat 7:30-1:30pm (313) 425-7010

DENTAL ASSISTANT
Chairside position. Experienced only. South Lyon. Please call Ann (810) 437-8300

DENTAL Assistant experienced, full time for childrens office. Must know 4 handed dentistry. Mon-Fri. 8:30-5 810-855-6613

DENTAL ASSISTANT
Exciting full time opportunity for the ambitious, experienced, motivated Dental Assistant in a modern Pediatric Dental Office. Excellent salary for the right individual. Waterford 810-682-6811

DENTAL ASSISTANT
Can you put patients needs and feelings first? Can you build trust and communicate effectively with your co-workers? Our state-of-the-art, friendly, Southfield practice is seeking a motivated, full time assistant who excels in team interaction. Experience preferred, but willing to train. Mon.-Thurs. Excellent pay and benefits (810) 356-6790

DENTAL ASSISTANT
Experience needed. Join our friendly team - full time, no Saturdays, two evenings (313) 591-0011

DENTAL ASSISTANT
Part-time Royal Oak. Seeks friendly, aggressive person. Latex-free. Call Cindy (810) 541-1388

DENTAL ASSISTANT
Experienced team oriented, outgoing person. Southfield area. 810-569-8615

DENTAL ASSISTANT
Part time. Livonia office. Good hours, experience preferred, no evenings 810-778-3799

DENTAL ASSISTANT
Experienced chair-side. Beautiful new office, Troy area. Flexible hrs. Call (810) 583-9688

DENTAL ASSISTANT
Full time. Front desk. Benefits. Experience preferred. Royal Oak. (810) 548-1711

DENTAL ASSISTANT - Friendly, outgoing, dependable person needed for full time position. Experience preferred. Troy (810) 649-2868

DENTAL ASSISTANT
Chairside Assistant needed full or part-time for patient oriented established practice in Troy. No weekends. Please call (810) 689-2041

DENTAL ASSISTANT - Birmingham patient-centered practice looking for a mature, outgoing, self-starter for growing practice. Approx. 30 hrs./wk. Some front desk experience desirable 810-644-6936

DENTAL ASSITANT
Full time for downtown Rochester Office. Must be organized, motivated and a team worker. Will train. Send resume to: 789 Tanview, Oxford, MI 48371

DENTAL FRONT DESK
Enjoy work & join our team. Sharp office & great staff. Full time. Dental & computer experience a must. Livonia. 425-4208

DENTAL HYGIENIST
Part/full-time. Farmington Hills area. Call (810) 474-2260

DENTAL HYGIENIST
Full time and part-time, flexible hours. Benefits. Pleasant, updated Dearborn Heights office. Please call 313-277-3000

DENTAL HYGIENIST experienced, motivated, team player who loves people wanted for Farmington Hills practice. Strong scaling & root planing skills a must. Part time. 810-745-1157

DENTAL HYGIENIST
Experienced. Mon. 10-5:30pm., Thurs. 9-4:30pm., and 1 flexy day. Call (313) 425-7010

DENTAL HYGIENIST
Experienced, caring individual for periodontal practice in Southfield/Birmingham area. Exceptional compensation and professional environment. Call (810) 357-3213

DENTAL HYGIENIST
We are looking for an experienced team player to join our Canton office. Full time. Great benefits. Call (313) 459-5370

DENTAL HYGIENIST
wanted for Perio office. 1 to 4 Sundays a month plus 20 hrs. during the week. Excellent salary, great boss. Southfield Area (810) 569-6304

DENTAL HYGIENIST
Modern Westside office with Perio program needs full or part time hygienist, to compliment our team oriented, patient-focused staff. Some evenings & weekends. Good benefit package. Call 313-421-5200

DENTAL HYGIENIST
Busy Livonia office eager to hire part-time Hygienists. Livonia 313-591-3636

DENTAL HYGIENIST
Wednesday or Thursdays and every other Saturday. Royal Oak. (810) 548-4085

DENTAL HYGIENIST
needed 1-2 days per week for private practice in downtown Plymouth. (313) 454-5856

DENTAL HYGIENIST
Part time with Perio skills. Friendly & gentle. Progressive private office in Commerce. (810) 363-5366

DENTAL HYGIENIST - Growing Rochester Hills dental practice looking for part-time evening Hygienist on Tues & Wed. Very competitive pay. Must be motivated & friendly. Call 810-852-3130

DENTAL OFFICE manager. Huntington Woods family practice, experienced only. Salary negotiable. Call betw. 8:30-5. (810) 398-4455

DENTAL PATIENT COORDINATOR
Nine flexible hours/week. Must have excellent phone skills & experience in dental field. Livonia. 313-522-6770

DENTAL RECEPTIONIST
Westland/Canton and Walled Lake. We're looking for a cheerful professional with good communication skills to help run our busy front desk. Experience necessary, full time, top pay & benefits. Call Bev: 313-728-5600

DENTAL RECEPTIONIST
Part time. We are seeking an experienced front desk person for our busy Novi practice. Dental Mac software experience a plus. If you are interested, please call Debbie at (810) 348-8808

DENTAL RECEPTIONIST
We need an outgoing, intelligent self starter to help run our busy front desk. Computer, insurance & communication skills a must. Excellent pay & benefits. Start immediately. (810) 805-7800

DENTAL RECEPTIONIST/ ASSISTANT: Insurance & computer experience. Full/part time position in friendly Livonia office. 313-207-2035

DENTAL RECEPTIONIST
experienced. Must have computer & dental knowledge. Full time. Farmington Hills area. (810) 851-1034

DENTAL REVIEWER
Registered Dental Hygienist with 2 or more years clinical experience. Must be able to interpret dental x-rays and review treatment plans. Immediate Placement. Send resume to: Health Care Professionals, P.O. Box 5151, Southfield, MI 48086-5151 or fax to 810-357-4600

DENTISTS & DENTAL ASSISTANTS
for east & westside offices. Full or part-time positions available. Call (313) 272-1530

FARMINGTON HILLS office is looking an experienced outgoing Chairside Assistant. Would you like to have a 3 day weekend and work in a friendly atmosphere? If so, call Laura (810) 476-8330

FRONT OFFICE ASSISTANT
for Livonia dental office. Friendly staff. Nice hours & benefits. At least 1 yr. experience necessary. Call Shelley at 313-464-7770

HYGIENIST
Friendly, motivated, part or full time, up to $24/hr. in our Novi dental office. Call 810-476-2028

HYGIENIST NEEDED
1 day a week. Redford/Livonia area. Excellent pay. Call (810) 646-5820

HYGIENIST NEEDED
2-3 days per wk. Experience necessary. Call (810) 296-2160

HYGIENIST - part time position available in modern dental facility. Excellent salary & benefits. Sterling Hgts. 810-978-2100 EOE

HYGIENIST
Part time hours available. Tues., Thurs., alternate Sat. mornings. Perio maintenance a must. Northville location. Please call (810) 349-4111

HYGIENIST WANTED
Full time position for friendly and outgoing person. Adequate time given for all patients to ensure quality care. No evenings or weekends. Ask for Barbara 313-277-0050

LIVONIA DENTAL laboratory needs Front Desk person, part-time, 3 days/wk., 7am-4pm. Billing, scheduling, shipping & receiving work. Chairside experience helpful. Must be a detail person with pleasant phone skills. Call Lynn 313-427-8301

MEDICAL OFFICE needs a file clerk/telephone person for busy Southfield office. Send resume: P.O. Box 250063, W. Bloomfield, MI 48235

ORAL SURGERY ASSISTANT
Needed full time in W. Dearborn practice. Are you a dependable, enthusiastic, team player looking for a pleasant work environment. Oral surgery experience preferred but willing to train the right person. (313) 562-1515

ORTHODONTIC ASSISTANT
needed for the office of Dr. Scott Tyler. Full or part time, experience preferred. Excellent benefits. Please call Emily at, 810-652-6121

RECEPTIONIST/SURGICAL ASSISTANT
For oral surgeon in Livonia. Full time, Mon., Tues., Thurs., Fri., also Sat. AM. Experience preferred, but not necessary. (810) 471-5836

506 Help Wanted-Medical

ACTIVITY DIRECTOR & DIETARY COOK. Experienced. Part time. Full time. For Livonia home for the aged (313) 337-6144

ADMINISTRATIVE ASSISTANT to psychologist. Birmingham. Flexible hours. Pleasant voice & disposition. Transcribe reports using Microsoft Word. Call Dr. Smith (810) 644-2955

ADVANCED PHYSICAL Therapy Center in Birmingham expanding evening hours. Positions available: medical receptionist, Rolfer, Craniosacral Therapist, Physical Therapist with Rolfing or Craniosacral training. Call (810)647-5877 or send resume to: Physical Therapy of Birmingham, 700 N. Woodward Ave., Suite 102, Birmingham, MI 48009

ASSISTANT MEDICAL OFFICE
The Department of Otolaryngology has an opening for a Medical Office Assistant to support multiple physicians' Otolaryngology offices. Position will include working at multiple sites independently or as support staff. Experience with medical practice medical fee billing, data entry, transcription and medical terminology is required. Office locations may include Warren, Southfield and Detroit. Office hours vary between Monday through Friday 8 a.m. to 6 p.m. Verifiable good communication skills and reliability a must for consideration. Salary range $19,342 - 23,210. Send resume, referencing posting #862 to: Employment Services, Wayne State University, Detroit, MI 48202. Wayne State University is an equal opportunity/affirmative action employer. All buildings, structures and vehicles at WSU are smoke-free. Wayne State University - People working together to provide quality services.

BILLER
Experienced, for Royal Oak physical therapy clinic. Full Time. Contact Casey to schedule an interview at 810-549-8840

BILLER
Growing medical equipment supplier has full time opening for experienced Medical Biller. Must have 3rd party payor experience. DME preferred. Knowledge of automated billing systems. Send or fax resume to:
Human Resources Director
Diabetes Self Care
11585 Farmington Rd
Livonia, MI 48150
Fax 313-261-9640

BILLER/OFFICE MANAGER
Part time, at least 20-24 flexible hours per week, salary commensurate with experience. Crittenton Medical Building, Rochester. Call 810-652-8347

BILLER / RECEPTIONIST
For N. Oakland doctors office. Blue Cross/Blue Shield/MBA software experience. Forward resume to Box #2621
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

BILLING CLERK to bill medical insurance. Eye doctor experience helpful. Mail resume to: Jardin Institute, 17100 W. 12 Mile, Southfield, MI 48076 or fax to 810-424-8198

BILLERS
- Senior Biller to serve as liason between reception & billing of very busy cardiology office. $10-$12/hr
- DME Customer Service Reps for reputable home medical equipment company in north suburbs
- Many other billing opportunities!

Call Michelle 810-932-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

CARE GIVER for Elderly Women live-in position. 2-3-4 or 5 days/wk. Good wages. Call 9-5pm: 313-741-1601

CENA - Earn up to $9.00/HOUR. Immediate in-house pool positions available for full time assistants in our skilled nursing area. Excellent benefit package. Call Kathy, or, Metta at Mercy Bellbrook in Rochester Hills (810) 656-3239

CENA - Immediate Full-time midnight positions available for Nursing Assistants in the Assisted Living Area at Mercy Bellbrook in Rochester Hills. Excellent benefit package. Call Cherice at 810-656-3230

CMA NEEDED for Birmingham OB-GYN office, 4 days, 24 to 30 hours/week. Experienced only. Ask for Diane at (810) 645-0640

CNA's DAY SHIFT
Excellent benefits
Please apply in person
West Trail Nursing Home
395 W. Ann Arbor Trail
Plymouth (313) 453-3983

CNAS - EXPERIENCED
Work for the best state-of-the-art nursing facility!
Woodward Hills Nursing Center,
1312 N. Woodward Avenue,
Bloomfield Hills
Please contact Judy Bryant
(810) 644-5522

COMMUNITY HOSPICE SERVICES
The following rewarding positions are available with our dedicated growing team of professionals who wish to work in an autonomous, supportive atmosphere:
RN Full Time, Mon.-Fri. Practice Nursing at its best. Desire excellent clinical and interpersonal skills. Home care and hospice experience desired. Pediatric experience a plus.
HOME HEALTH AIDES Part time. Experience desired, certification a plus.
Send resume to:
Community Hospice Services, 32932 Warren Rd., Suite 100, Westland, MI 48185 (or call) 313-522-4244

DATA ENTRY
Fast paced medical billing company has a full time position available for data entry/mail person. Competitive wages & benefits included. Send resume to: 333 W. 7th St. Suite #5, Royal Oak, MI 48067, Royal Oak attn: Human Resources

DIRECTOR OF FOOD SERVICE
Strong management skills with expertise in the Subacute and Long Term Care Industry. Replacing individual who is retiring after 18 years with our comprehensive health care company. Will interview CDM or RD applicants who are seeking a position within an organization that is innovative and renowned for excellence.
Please send or FAX resumes to:
Judith G. Carosell,
Director of Operations
Westland Convalescent Center
36137 W. Warren Rd
Westland, MI., 48185
313-728-9741
No phone calls please

DIRECTOR OF FOOD SERVICE
Subacute and Long Term Care Company, that is innovative and renowned for excellence, seeks individual with strong management skills as well as knowledge of Dietary Management. This position will be replacing individual who is retiring after 18 years with our comprehensive health care company. Will interview applicants soon. Qualifications include the above, and/or CDM or RD Dietetic Technician, trained chef or someone who is passionate about food cooking, nutrition and wants a new career.
Please send or FAX resumes to:
Judith G. Carosell,
Director of Operations
Westland Convalescent Center
36137 W. Warren Rd
Westland, MI., 48185
313-728-9741
No phone calls please

FULL/PART TIME positions available for Restaurant Servers, Cooks, Housekeepers & Resident Attendants for assisted living facility in Plymouth. Competitive wages offered. Call Mon. thru Fri., 9am-4pm (313) 451-0700

HEALTH CARE PROFESSIONALS
- Medical Assistant
- Medical Receptionist
- Medical Biller

Minimum 1 year experience. Top Pay. East, West & Downtown locations. Fax resume to 810-357-4606; call Mary Ellen at 810-357-7000

HHA/CNA for private duty, certified or experienced to see home bound patients. Full or part time positions available. Variety of locations. Call AMC Home Care, 810-445-1001

HHA's/CNA's
All Shifts - All Areas
Excellent Pay & Benefits
FAMILY HOME CARE
(810) 229-5683

**Home Health Aides
Certified Home Health Aides
Nursing Assistants
Homemakers
Live-ins**
For private duty home health care. Must be experienced, dependable, and have reliable transportation. We offer:
- Flexible scheduling
- Pay based on experience
- Shift differentials
- Mileage reimbursement
- Paid in-services
- Benefit package for full time

If you're interested in joining a rapidly growing agency, please call or apply to:
United Home Care Services
15712 Farmington Rd., Livonia
(Two blocks N. of 5 Mile)
(313) 422-8250

INSURANCE FOLLOW-UP CLERK
Experienced, Full time, Livonia area. Call (810) 477-9081

LPN, PART TIME
In home for the aged. Weekends/afternoons. Please apply at 26111 Telegraph, Southfield. Call 810-356-0088

PHYSICIAN

We have several excellent full-time opportunities available in Oxford Michigan. This rural area offers excellent schools, churches, lakes, golf courses, etc. We are seeking certified family practitioners (or 2 years experience) to work in a walk-in family practice clinic. Attractive salary and benefits. Please send resume to:

Jack Marks
Director of Human Resources
POH Medical Center
50 N. Perry St.
Pontiac, MI 48342

(810)338-5666 or FAX (810)338-5174

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