502 Help Wanted-Office Clerical

OFFICE ADMINISTRATOR - for Service Recognition, Inc. Answer phones, process payroll & personnel paperwork, order & distribute supplies, maintain training files, general clerical duties. Candidate must have through knowledge of WP programs Spreadsheet knowledge preferred. Excellent benefits. Send resume or 2-3 pts. secretarial office experience. Excellent salary, excellent benefits. Apply or send resume to 21320 Wyoming, Detroit, MI 48235. EOE

OFFICE ASSISTANT
Part-time or full-time to service firm in Livonia. General office responsibilities, data entry, word processing, applications knowledge etc. Must be computer literate and have strong Windows background helpful. Variable expenses prior required. Pay $7-$8 DOE. Call: (810) 693-5743

OFFICE ASSISTANT/ CUSTOMER SERVICE
Beautiful studio seeks full/part time person to take phone orders, process orders/invoices as well as customer service. Must possess excellent communication and phone skills with the ability to multi-task. Hours are evenings. We offer benefits including dental plan, 401k, paid holidays, employment and respected company. In business 51 years. Call or send resume & salary requirements to: Edwards Wedding Photography 30500 Northwestern Hwy. Southfield, MI 48034 or fax to (810) 932-8645

OFFICE ASSISTANT position health insurance, non-smoking, extensive data processing experience. Minority applicants encouraged. Send resume to Downtown Senior Citizens Center 23 E. Adams Ave. 4th Floor Detroit, MI 48226

PROOF OPERATOR
Immediate openings for proof operators. Royal Oak location. Up to $8/hr to start. Evening positions available 8PM5 AM. 810-548-0281

PROPERTY MANAGEMENT main office support staff, full & part time. 1+ yrs. experience in property management administration & computer skills preferable. Skyline & Lotus 1-2-3 helpful. Pleasant working environment. Send resume to P. O. Box 5076, Southfield MI 48086-5076

PURCHASING CLERK
Busy steel service center is seeking a motivated individual who possess neat handwriting and excellent math skills to assist in the purchasing dept. Hours are 8am-3:30pm Mon-Fri. Excellent fringe benefit package. Apply in person only. Contractors Steel Co., 36555 Amherst, Livonia (near Plymouth Rd. & Levan)

REAL ESTATE Agent looking for Assistant (#8000 has real estate license or real estate experience. Must be computer literate and have excellent phone skills & computer knowledge. If you qualify, contact Katie at (810) 347-1400

RECEPTIONIST - Part & full time position available for a growing med ical practice. Must be dependable, flexible, able to type 45 wpm, and have excellent communication skills. Call Diana at (313) 459-1800

RECEPTIONIST/BILLING CLERK
Person needed to handle phones, invoicing and insurance letters. Computer experience a must. Allen Park & Livonia offices. Call (810) 221-5127, ask for Velvey

RECEPTIONIST
BUSY Brighton Farms law firm is looking for an enthusiastic, professional individual for full-time receptionist position. We offer a dynamic fast paced atmosphere with salary and benefits commensurate with qualifications. For confidential consideration, please call (810) 642-2515

RECEPTIONIST
CED CONSTRUCTION CONCORD MANAGEMENT is has an opportunity for a self-motivated Receptionist to handle a variety of office duties. Responsibilities of this position include: operating a 10 line phone system, file maintenance, inventory control/maintenance, forms and updating reports utilizing word processing software. Also operation of standard office equipment including copy machine, fax machine, typewriter, etc. To qualify, excellent oral and written communication skills are essential. Knowledge of MS Word, WordPerfect & basic understanding of Excel and previous experience in general office procedures preferred. Organization also required. The successful candidate will be a dependable team player who is looking for an opportunity to learn and grow when working as part of a dynamic, professional team. Please submit cover letter with salary requirements and resume to CED Construction/Concord Management, Inc. Personnel Department, 38700 Seven Mile Road Suite 315 Livonia, MI 48152 eoe

RECEPTIONIST / CLERICAL
Automotive supplier in Royal Oak seeks individual with good organizational & PC skills, excellent phone skills, and at least 1 year business & accounting experience required. Competitive wage & benefit package. Fax resume to 810-549-7804 or mail to PSC, 2807 Samoset, Royal Oak, MI 48073. Attn Office Manager.

RECEPTIONIST
Experienced individual for manufacturing company located in Warren. Must have multi-line phone experience, knowledge of computer & knowledgeable. Excellent benefits and conditions. Send resume to 8701 E. Eight Mile Rd, Warren, MI 48089

RECEPTIONIST
EXECUTIVE ASSISTANT
Organized and friendly. Full time, light typing, filing, pleasant surroundings. Position available immediately. (810) 477-8337

RECEPTIONIST
Fast paced Marketing Research firm in Southfield (11 Mile/Inkster Rd.) seeking an experienced individual with Excellent typing skills (55-60 WPM), Word Perfect preferred. Excellent Benefits. Call Nancy at (810) 352-3300

RECEPTIONIST
Day time/evening hours. Typing, good phone etiquette. Basic office skills. Miss Beck: (810) 352-0111

RECEPTIONIST
Fast paced marketing office has immediate opening for Receptionist. Must be friendly, outgoing and possess strong phone skills. Please send resume to:
W. Bloomfield, MI 48325

RECEPTIONIST
For plumbing supply co. in Wixom. Good phone skills. Apply at: Erie Supply Company, 29649 Beck Rd.

RECEPTIONIST
For talent agency. Full time. Strong computer, Windows 6.1 & Lotus. Strong communication skills, pleasant phone manner. Ability to handle high pressure situations. Prior experience a plus. Benefits. Send resume & salary history to: Productions Plus, 30600 Telegraph Rd., Suite 2156, Bingham Pt, MI 48025

★RECEPTIONIST★
Full time position 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:
Linda Schooler
Box 39, Birmingham, MI 48009

RECEPTIONIST
full time with secretarial skills for busy Birmingham real estate office. 810-640-0870

RECEPTIONIST - full time, benefits, 401k. Send resume to T. Chadwick, 5801 Sidewalk, Canton, MI 48188

RECEPTIONIST
full time 8am-5pm. Computer experience a must. $18,000 a year. Farmington Hills area (81 Northwestern Highway). Fax resume 810-932-4355 attention Skye.

RECEPTIONIST
Come to work for an international insurance company processing payroll for 350 Michigan employees, requires experience with payroll & computers, good pay & benefits. Submit resume to Box #2887,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.,
Livonia, MI 48150
An Equal Opportunity Employer

PAYROLL TAX SPECIALIST
Payroll processing company seeks full time position experienced in payroll administrative skills helpful. Salary commensurate with qualifications. Please FAX resume and references to (810) 542-7791, Attention LER, fax mail to LER, Dawda, Mann, Mulcahy & Sadler, P.L.C. 1533 North Woodward Ave., Suite 220, Bloomfield Hills, MI 48304

RECEPTIONIST
Full time position at busy steel service center. Must have excellent customer service skills, knowledge of WORKS, Lotus spreadsheets, filing & basic office machine skills. Excellent benefits. Please mail resume to: 29100 Northwestern Hwy., Suite 350, Southfield, MI 48034 or FAX to (810) 353-8686

RECEPTIONIST
Hovnanian Homes, Northville has an opening for a receptionist in their New office. Telephone communication and customer service skills are necessary. Some light typing will also be required. Position offers a excellent benefits including profit sharing program. Apply in person or mail/fax resumé to Hovnanian Homes, 21333 Haggerty Rd., Suite 300, Northville, MI 48167, Fax 349-7030

RECEPTIONIST
Busy steel service center is seeking a motivated individual who possess neat handwriting and excellent math skills to assist in the purchasing dept. Hours are 8am-3:30pm Mon-Fri. Excellent fringe benefit package. Apply in person only. Contractors Steel Co., 36555 Amherst, Livonia (near Plymouth Rd. & Levan)

RECEPTIONIST
Immediate opening for receptionist. Hours are 8:30-5:30 Mon-Fri. Pleasant working environment. Send resume to P. O. Box 5076, Southfield MI 48086-5076

RECEPTIONIST
Dynamic Southfield law firm has an immediate opening for a full time receptionist. Ideal candidate must possess good communication skills and basic clerical skills including typing word processing, and telephone etiquette. Excellent benefits and a competitive wage. For details contact Ms. Smith at 810-661-1600 to set up an interview or fax your resume to 810-661-2278

RECEPTIONIST
1 person office (Livonia). Typing, and consulting a must, like dealing with customers. (313) 534-3158

RECEPTIONIST/ OFFICE MANAGER
Full time position for Sales Manager needed for firm providing Film. Must have professional telephone manner, word processing & 2 years office experience. Fax resume to 810-649-8366 or mail to CMS, 2100 W. Big Beaver Rd., Suite 301, Troy, MI 48084

SALES-ADMINISTRATIVE ASSISTANT
Seeking person licensed in Ms. Word & Excel, with resume to: Council of mid-sized pension administration company. Prior experience in pension plan environment, liaison with investments to include data entry, preparation of illustrations & etc. Send resume to: Pension Matters 30600 Telegraph Rd., Site 2650 Bingham Farms, MI 48025

SALES COORDINATOR
Southfield based distributor has immediate opening for well organized data oriented person with good phone skills. Knowledge of computer and word processing experience are essential. Salary based on experience. All benefits with excellent working conditions. EOE. Send resume to: Personnel P. O. Box 5034 Southfield MI 48086 or fax to 810-352-2324

SALES COORDINATOR
Growing electronics manufacturing company is seeking a Sales Coordinator for an immediate opening. The individual will be responsible for handling sales relating personnel with customer and distributor inquiries, handling customer inquiries, order entry, of sales and service orders, including the preparation and processing of the EDI system. Qualifications include: Excellent word processing skills (Microsoft Word for Windows preferred), spreadsheet knowledge (Lotus preferred), organized and must type a minimum of 50 wpm. Ability to work with people, strong organizational and telephone skills. Ind dependent.

We offer a competitive salary and benefit package. Qualified applicants please send resume to

Technotrex Tool
A Japanese U.S.A. Joint Venture
31333 Bridge Street
Southfield, MI 48034-4910

Attention: Administrative Manager

SALES COORDINATOR
Growing manufacturing company has an immediate opening for career-minded individual. Good telephone & data entry skills a must. Excellent benefits & salary commensurate.
Fax resume to:
Flexone, 23435 Industrial Park Dr.
Farmington Hills, MI 48335

Sales/Executive Secretary
Troy area Big Beaver & Crooks. One of the Detroit area's fastest growing firms seeks an experienced Executive Secretary. Must be motivated & friendly with experience using Windows (Word, Excel & Excel & R Base), with excellent typing & office skills. Send resume to: Sandy Wisniewski, Vice President, Sales, 800 Wilshire Dr., Suite #300, Troy, MI 48084-1561. No phone calls please.

SALES/PROPERTY TAX ADMINISTRATOR
For Oak Park based Company. Experience helpful but not necessary. Must be detail oriented, organized individual. Send resume Human Resources, 26525 Gretchen Lake Rd. Farmington Hills, 48334

SCHOOL RECREATION DEPT PROGRAM/OFFICE ASSISTANT
Full time, IBM/IAC experienced computer skills, spreadsheet and data base application management and development of programs. Resume to:
Birmingham Community Education
2436 W. Lincoln
Birmingham, MI 48009

SECRETARIAL
Computer Software company. Salary $18K. Send resume and salary requirements to: 22340 W. 7 Mile, Detroit, MI 48219

SECRETARIAL/RECEPTIONIST
Must have experience in the following: •Business letter writing •Telephone skills •Telephone/organizational skills •General Windows application software, Word Perfect, Lotus 1-2-3, Microsoft Project a plus.
Send resume to
Wickham Reary Group, 6022 W. Outer Drive, Detroit, Michigan 48235
Attention: Carol Lawson

SECRETARIAL - Seeking reliable self-motivated, full time Secretary. Must have computer typing skills, pleasant phone manner, light bookkeeping and general office duties. Available. Mail resume to: J&M Tech, Inc., 27777 Franklin Rd., Southfield, MI 48220 or Fax 810-547-9841

SECRETARIES RECEPTIONISTS
Top company is seeking an experienced person for our office in Livonia location. Qualified candidates will have excellent typing experience, excellent communication skills and the ability to work independently. Full and part-time, benefits. Call for immediate consideration.
810-615-0660

Western STAFF SERVICES

SECRETARY/ASSISTANT
Word Perfect 6.1 or Lotus, and good organizational skills. Accounting knowledge helpful. Send resume and salary requirements to: Box 2894
Observer & Eccentric Newspapers,
36251 Schoolcraft, Livonia, MI 48150

SECRETARY/BOOKKEEPER
for Lathrup Village law firm. Full or part time. Flexible hours. Computer literate. Will train. Bookkeeping experience necessary. Send resume to: Personnel, Attn: S.T., 14000 W. 9 Mile, Suite 205, Bloomfield Hills, MI 48304

SECRETARY
CLARK HILL P.L.C. - a major Detroit based law firm is accepting applications for a Secretary to its Birmingham office. 3-5 years secretarial experience required; no legal experience needed. Position is part time, 2-3 days per week, in friendly, professional environment. Send resume and salary requirements to:
Box 2894
Observer & Eccentric Newspapers
36251 Schoolcraft, Livonia, MI 48150

SECRETARY
Receptionist/ Secretary for small, fast paced Southfield law office. Should know Word Perfect 6.0. Send resume to: Office Manager, 26200 American, Suite 305, Southfield, MI 48034

RECEPTIONIST
Southfield company seeking a polished Receptionist with office experience. Software knowledge helpful. Call for interview... (810) 350-2777

RECEPTIONIST
Southfield Co. seeks individual for a part-time position. Call Ken for information (810) 559-0200

RECEPTIONIST
Troy law firm is in need of a cheerful individual who can project a "polished" image. Ideal candidate will have 3 years experience in office procedures & business associates. Some past secretarial experience & professional skills are a major plus. Salary & benefits commensurate with experience. Call... (810) 362-2379

RECEPTIONIST/TYPIST
30+ words per minute (WordPerfect & good organizational skills required. Call Mon-Fri., 10-2. 810-476-7662

RECEPTIONIST WANTED full time. Apply in person: Jewish Home & Family Services, 25955 West 8 Mile, Redford.

RECEPTIONIST
West Bloomfield Nursing Center has an immediate opening for a full time receptionist. Ideal candidate must possess good communication skills and basic clerical skills including typing word processing, and telephone etiquette. Excellent benefits and a competitive wage. For details contact Ms. Smith at 810-661-1600 to set up an interview or fax your resume to 810-661-2278

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1 person office (Livonia). Typing, and consulting a must, like dealing with customers. (313) 534-3158

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36251 Schoolcraft, Livonia, MI 48150

SECRETARY
Needed for machine shop in Westland. Full or part time.
(313) 326-2684

SECRETARY / OFFICE CLERICAL
person needed busy machine shop office. At least 5 years office experience. Knowledge of computers, general secretary, phone, light data entry. Very strong PC skills with proficiency in one or more of the following software packages desirable:
• MS WORD
• WORDPERFECT FOR WINDOWS
• EXCEL
• LOTUS FOR WINDOWS
• POWERPOINT

Resumes Required
Call to set-up an appointment
Bloomfield: 810-313-83-81
Dearborn: 313-441-1233
Detroit: 313-875-4300
Troy: 810-525-4008
Southfield: 810-354-0555
Troy: 810-583-3232

Olsten Staffing Services

SECRETARY / CLERICAL
Finance Division of a multi-located real estate company seeks experienced individual who must be a self-starter with the ability to prioritize and meet deadlines. Must have the proficient in word processing (WordPerfect plus) as well as possess a strong background in preparing spread-sheets (Quattro Pro a plus). Experience in the financial area helpful but augment the advancement potential this position offers. Please send resume and salary requirements to P.O. Box 5076, Brighton, 48116

SECRETARY
Competitive Wages & Benefits
13 Mile/Inkster Rd. Building co. seeks written & oral communication skills, proficiency in computer skills, organized & follow-up on all details. Call Mon thru Fri 10am to 6pm (810) 557-0270

SECRETARY
Cushman & Wakefield, an international real estate services firm, has an opening for a secretary at its Southfield office.
Ideal candidate will have 3-5 years of secretarial/office experience & have knowledge of Word Perfect 6.0 & knowledge of Microsoft Office (MS Word & Excel). Must possess Excellent Ability to grasp new software material.
You must be a self starter, be able to work independently, show initiative & thrive in a fast paced professional environment. Strong analytical, organizational, communication & interpersonal skills & customer service experience necessary.
We offer a competitive salary & a comprehensive benefit package. Please forward resume with cover letter & salary requirements to
Administrative Manager
Cushman & Wakefield, Inc.
27400 Northwestern Highway
Suite 300
Southfield, MI 48034
Fax (810) 353-5768
EQUAL OPPORTUNITY EMPLOYER

SECRETARY-ENGINEERING
Farmington Hills technical society has immediate opening in its Engineering Department. Ideal candidate will be 3-5 years secretarial experience, knowledge of Word Perfect (being upgraded to Word 6.0), Excel, Lotus 1-2-3, and Microsoft Mail. Knowledge of e-mail via Compuserve, creating purchase orders, tracking purchase orders, copying, faxing, database maintenance, making multi-copy mailings, typing, filing, tracking progress, and assisting 7 staff members as needed. Attention to detail, excellent telephone communication skills, ability to work with others, and willingness to work overtime when necessary are essential. Working knowledge of numerous computer applications, such as WordPerfect (Windows), Lotus, Compuserve, etc., very helpful.
Non-smoking facility.
Send resume and salary requirements to
Human Resources Manager
AC International
Powder Products, Inc.
Farmington Hills, MI 48333-9060

SECRETARY
Experienced Secretary needed to join our Secretarial team. Typing 55 wpm and MS Word required. Professional manner and excellent organizational skills a must. Full benefits. Send resume & salary requirements to
HR/Secretary
29299 Plymouth Rd.
Southfield, MI 48034

SECRETARY
Fast paced steel service center is looking for a person to type quotes and assist the sales department. Prospective employees must have good communication skills and have the ability to type 60 wpm. Starting wage $8 per hour. Excellent benefits. Excellent opportunity for growth and advancement. Apply in person: Contractors Steel Co., 36555 Amherst, Livonia (near Plymouth Rd & Levan)

SECRETARY
for Downtown Detroit Law Firm. Some computer knowledge helpful. Salary commensurate with experience. Please send resume to: Charles H. Schneider, 2280 Penobscot Building, Detroit, MI 48226

SECRETARY
for market research department, full time. Must be detail oriented with familiar model design, data collations, spreadsheets, charts & graphs. Please send resume with salary requirements to
Research Director
2000 Town Center, Suite 500,
Southfield, MI 48075
FAX (810) 357-0923

SECRETARY - for 1 person office. Redford area painting contractor. Computer knowledge a plus, but will train. Salary requirements to
Box 2894
Observer & Eccentric Newspapers

SECRETARY - FULL TIME
for Southfield area law office. Phone & computer experience needed. Call (810) 349-8490

SECRETARY
IF you're looking for an excellent position with great benefits, the North and Western suburbs of Oakland County are opening working with directors in these departments. Develop your ability to work independently. Temp to perm. Call Sharp.
Administrative Staffing
(810) 646-7661
(313) 473-2921
Advantage Staffing

SECRETARY
Immediate part time opportunities with international advertising agency. Suburban and Downtown locations. Advance your career. Call Sarah Bumgarner Fannington/Livonia 248-7662 473-2932
Advantage Staffing

SECRETARY
Immediate Opening
Real estate office in Livonia seeking a part time Secretary. Basic clerical and phone etiquette skills required. Flexible schedule. Contact Ann Norris at Century 21 Rich, 313-464-7111

SECRETARY - Live office concierge seeking an organized person to work 8 am - 1 PM daily. Must know Windows 12hr & Telegraph (810) 433-0996

SECRETARY
Needed for machine shop in Westland. Full or part time.
(313) 326-2684

SECRETARY / OFFICE CLERICAL
person needed busy machine shop office. At least 5 years office experience. Knowledge of computers, general secretary, phone, light data entry. Very strong PC skills with proficiency in one or more of the following software packages desirable:
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• WORDPERFECT FOR WINDOWS
• EXCEL
• LOTUS FOR WINDOWS
• POWERPOINT

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We offer a competitive salary & a comprehensive benefit package. Please forward resume with cover letter & salary requirements to
Administrative Manager
Cushman & Wakefield, Inc.
27400 Northwestern Highway
Suite 300
Southfield, MI 48034
Fax (810) 353-5768
EQUAL OPPORTUNITY EMPLOYER

SECRETARY/RECEPTIONIST
TECHNICAL EDP, Dearborn based software house has a full time position available. Ideal candidate will be responsible for receiving incoming calls, routing to appropriate staff, and general office duties will include word processing, utilizing Word 5.1, knowledge of MS Word a plus. Professional attitude and appearance required. Salary DOE and other competitive wages and full benefits package. Excellent chance for advancement in our rapidly growing Dearborn office. Please forward resume to
Mr. Chris Buchanan
TECHNICAL EDP
16800 Executive Plaza Drive
Suite 1051
Regent Court
Dearborn, MI 48126
or FAX to (313) 240-6334
EOE

SECRETARY/RECEPTIONIST
We are looking for a self-motivated individual to join our team. Excellent phone & computer skills required. Great opportunity for advancement. Competitive salary & benefits package. Send confidential resume to J. R. Tempco, 30100 Telegraph Rd. 2117, Farmington Hills, MI 48333

SECRETARY
REPUBLIC BANK is seeking an entry level secretary to assist the AFFILIATION HILLS office. Need Microsoft Word skills, ability to file, general clerical duties. Excellent entry position to start on a career track with Republic Bank. Tuition reimbursement assistance. If you are the person for this position, please fax or mail your resume to, REPUBLIC BANK, Central Human Resources, 500 N. Homer Street, Ypsilanti, MI 48197 or FAX 517-351-4342. EOE/AA

SECRETARY
Small law firm requiring part-time Secretary/Receptionist, legal experience preferred. Must have knowledge of WordPerfect 5.1, typing and use of dictaphone. (313) 261-1114

SECRETARY
wanted for afternoons 1-6 and handle phones and Macintosh. Must be dependable, outgoing and have computer knowledge or a willingness to learn. For more information call Steve at (313)462-3000

SECRETARY
Well organized team with excellent telephone skills. Demonstrated word processing skills (Word 6.0) and data base skills. Competitive salary and excellent benefits. Call 810-349-5300

Secretary/Word Processor
Fast paced professional processing firm seeks individual with pleasant working environment. Must possess strong word processing using WordPerfect for Windows 6.1, phone answering, filing and other duties as assigned. Mon.-Fri. 8-5 pm. Some overtime may be required. Excellent benefits including 401K, life, disability, etc. EOE. Send resume, salary requirements to: Attn. Business Manager, 32605 W. 12 Mile #165, Farmington Hills, MI 48334

SECRETARY
1 person office. Light bookkeeping. Must have 3 years experience.
(810) 642-4727

SERVICE CLERK
The law offices of Clark Hill P.L.C., a major Detroit based law firm, is accepting applications for Service Clerks in the Detroit and Birmingham offices. Positions are full time/40 hours per week in friendly, professional environment. Duties include, making deliveries, photocopying, and other office services. Must have car and valid drivers license. Benefits include, medical, life, 401k and pension. Send resume and salary requirements to
Attn. Personnel
255 S. Woodward, 3rd Floor
Birmingham, MI 48009

STRONG WORD PROCESSORS
Excellent opportunities available. Full time position available for individuals proficient in WordPerfect, Word, and Excel. Ideal candidates are multi-task oriented with professionalism. These are well compensated positions with great growth potential. Please call for an interview.
PERFORMANCE PERSONNEL

502 Help Wanted-Office Clerical

Service Coordinator Home Health Agency
If you enjoy a busy workplace and can't stand doing the same thing day after day, we have the perfect job for you.
Wanted: "People Person" with outstanding telephone skills, creative problem solving skills, and a personal commitment to excellence.
Varied Duties: contact with elderly clients, scheduling home care staff, interviews, data entry. Must be detail-oriented and able to work independently.
General office/customer service experience required. College grad preferred.
We offer a competitive salary and full benefits. Extra pay for required travel.
Send resume to
Theresa Kokosinski
THE VISITING NURSE
24901 Northwestern Hwy. #602
Southfield, MI 48075

SUMMER NIGHTS WITH SNELLING
Seeking Personnel now has evening hours. Whether you're looking for a temporary or permanent placement, we can help. Entry level up to executive level opportunities.
Tues., July 23rd & Wed., Aug. 7th
(By Appointment only - call today!)
Livonia, 313-266-8600
Southfield, 810-353-1000
Auburn Hills, 810-373-7500
Taylor, 313-284-0777

SNELLING
PERSONNEL SERVICES
An Equal Opportunity Employer

SUPER STARS ONLY - staffing company is looking to hire a director for their new Livonia branch. We are a highly motivated, customer oriented, friendly, individual call us immediately. Top producer & experience preferred. Send resume to Terry 810-228-7884

SUPPORT SERVICE ADMINISTRATOR
Professional experience with good communication skills. Ability to work in Excellent organizational skills and attention to detail. Computer literate, background helpful or trainable.
Call for appointment, Quick Protective Services in Berkley. 1-800-745-3670
An Equal Opportunity Employer

SWITCHBOARD OPERATOR
needed for large corporate office located in Farmington Hills. Mon. thru Fri., full time. Excellent benefits.
(810) 553-0010, Ext. 215

TELESERVICES PHONE AGENTS
Exciting opportunity for skilled phone professionals to participate in a fast paced, high motivation program, utilizing both voice & data. Ideal candidate plus 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 schedules available, openings. For more information, please call
313-261-8200
Equal Opportunity Employer

TYPING, GENERAL office duties, phones. Benefits available. Please send resume to: Box 2887, c/o The South Lyon Herald, 101 N. Lafayette, South Lyon, MI 48178 EOE

TYPIST/SECRETARY
Excellent typing skills a must. Perfect Super for skills in computers, Math, spelling & grammar. Pleasant and professional phone manner. Non-smoker. Flexible hours. Send resume with salary history in confidence to P. O. Box 1150, Birmingham, MI 48012

WAREHOUSE PERSON needed full time. Must be able to drive forklift. Apply in person, Innovative Floor Covering, 31250 Schoolcraft Rd., Livonia 1 block S of I-96

WORD PROCESSORS/ RECEPTIONISTS NEEDED!!
Looking for upbeat, outgoing individuals with prior phone experience and good communication skills. Positions available in our Detroit, Troy, Farmington and permanent placement. Any of the following skills are great!
•WordPerfect
•Microsoft Word
•Excel
•Lotus
•Powerpoint
•Harvard Graphics

Call Today for Details!
810-352-1300 Southfield
313-256-9000 Detroit
810-362-7500 Auburn Hills
313-284-0777 Taylor

SNELLING
PERSONNEL SERVICES

504 Help Wanted-Dental

CERAMITECH DENTAL LAB
Needs model maker, bench, educated team oriented, self motivated person with high work ethic. Good pay and benefits. Call 57 Fitz 810 932-3742

12/EVERGREEN AREA. Full-time Chairside Dentist. Modern, well equipped only, will float to the front, great office. (810) 353-4747

CHAIR-SIDE ASSISTANT
To join a dynamic, energetic practice. Exceptional salary. Excellent benefits. Call 313-464-1827

CHAIRSIDE ASSISTANT
Part time. Experienced preferred. Mon.-3-7:30pm., Thurs. 3-8:30pm., Sat. 7:30-1:30pm. (313) 425-7010

CHAIR-SIDE ASSISTANT
Busy Downtown Rth office seeks experienced chair-side assistant. Responsible, enthusiastic, people person. Computer experience a plus. Full time and benefits.
Call. (313) 274-4040

DENTAL ASSISTANT
Experienced, full time in friendly Livonia general practice
313-425-1121

DENTAL ASSISTANT: We seek a dynamic, energetic, experienced assistant to join our progressive specialty office. We provide an opportunity to grow as a valued member of our team. Salary $20,000 to $30,000 to start. All inquiries kept confidential. Call Dr. Kelly 357-3100

DENTAL ASSISTANT
Quality family practice seeks friendly caring person to grow with. Experienced. Livonia 313-464-1827

DENTAL ASSISTANT
Group practice - Full time position available for an experienced, enthusiastic individual who loves people and enjoys challenges. Top salary and excellent benefits for the right candidate. Western Wayne County. 313-722-6130

504 Help Wanted-Dental

DENTAL ASSISTANT
For Bloomfield Hills office. Full-time. No weekends, no evenings. Must be experienced and enjoy working in fun loving professional office. Call Dawn Call (810) 642-0400

DENTAL ASSISTANT
Experienced for Warren office. Flexible hours. Call (810) 874-2520

DENTAL ASSISTANT
Garden City area. Experience preferred, but not necessary. 25-29 hours weekly. (313) 729-1190

DENTAL ASSISTANT
Progressive Bloomfield Hills office, a team approach. Flexible hours. Perfect for Charlotte. (810) 644-8787

DENTAL ASSISTANT
Highly motivated individual with good people skills. Experience preferred but will train. Mile & Farmington area. (810) 471-3781 or 476-5763

DENTAL ASSISTANT
Experienced, dependable assistant needed for Southfield office. Call Judy. Oak office that appreciates great staff. Benefits. Call Oak, 810-543-7070

DENTAL ASSISTANT/ RECEPTIONIST
Part time team player. Some experience necessary. Farmington Hills area. Call 810-624-1910 or 313-459-1170

DENTAL ASSISTANT
Full time position for Experienced CHAIRSIDE. Northville family practice. Please call for your answer regarding challenge! Call. (810) 348-7997

DENTAL ASSISTANT
Hiring!! Are you a people person? Need a person like me to transfer my position to. I am very personable. Easiest. I use my computer. I do insurance claims electronically & many other tasks I miss. Pleasant, fast paced work in a very progressive office
810-645-5780

DENTAL ASSISTANT
Progressive dental practice seeks exceptional person to join dental assisting team. Experience helpful but willing to help our practice grow. If you are enthusiastic, enjoy people, and work well, growth opportunity and position is for you. Experience preferred. Pleasant and profit sharing plan. Troy. (810) 649 2668

DENTAL SECRETARY
Our growing practice is looking for a multi-talented person with a sense of humor, to manage our computerized front desk. Must be technically literate, have claims, accounts receivable and other business skills. Salary based, please call (810) 548-6365

DENTAL TECHNICIAN -
Crown & bridge department experienced, full-time career. Full time Farmington area. 810-478-3353

DENTAL
We are looking for a dedicated top notch Dental Assistants & Front Desk Personnel to join our team. Competitive wages. Please call Jennifer for prompt consideration. 810-661-8100

EXPERIENCED DENTAL Assistant. Full time. (810) 437-2006

FRONT DESK - EXPERIENCED
Multi-task oriented team player to coordinate appointments, Explorer, etc. Mon. & Thurs. 11o 8, Wed., 7:30 to 5 Alternate Sat. 7:30 to 3 hours 313-425-7010

HYGIENIST
FOR progressive Dearborn Hts. practice. Excellent benefits. Salary dependent on experience. (313) 274-4040

HYGIENISTS
Hygienists needed for dental firm that promotes quality patient care and a team oriented work environment. We offer an excellent benefit package and competitive wages. If you are looking for a promising career opportunity and personal growth, please call Ann Marie Sayers, Human Resources Director, PO Box 721065, Berkley, MI 48072-1065

ORTHO BILLER
needed for our Livonia practice. Orthodontics & computer experience necessary. Great work environment & great benefits. Call Chris 313-427-2227

ORTHODONTIC ASSISTANT
Bloomfield Hills office seeking experienced Assistant, full time. Benefits. Call 810-647-0696

RDA OR CDA
Needed for Southfield dental office. For more information call
(810) 443-5110

SCHEDULING COORDINATOR
needed to join our team. Large practice in Farmington. Dental experience preferred. Medical and dental coverage
(810)437-3300

SCHEDULING
We are looking for someone who enjoys the "special challenges of the front desk. You know, gree