502 Help Wanted-Office Clerical

NETWORK ASSISTANT

Southfield law firm seeks a Novell 4.1 Network Assistant to troubleshoot and set up PCs, install software and peripherals, and maintain systems in Word Perfect, DOS, Windows, etc. Excellent salary & benefits. Send resume to Raymond & Prokop PC, 20320 Town Center, Suite 240, Southfield, MI 48075. Ann Judy Perry.

NORRELL SERVICES is currently looking for experienced:
- ADMINISTRATIVE ASSISTANTS
- SECRETARIES

for full time positions in Ann Arbor & Ypsilanti. Pay rate from $7-$12 per hour. Benefits available.
For more information call:
Norrell (313) 581-3351

OFFICE ADMINISTRATOR
to $25,000
Opportunity for detail oriented person with major company. Desire well organized individual to handle payroll, accounting, insurance, appointment scheduling, marketing support, other duties as assigned. Must have excellent communications skills.
Please fax resume to: 810-344-6704 Fax: 810-344-6704

OFFICE ASSISTANT/ CUSTOMER SERVICE

Photo studio has immediate part time people to handle office work and customer service. Must have good telephone manner. Must be good detail person. Some evenings & Saturdays required. Will train. $5/hr. Medical benefits. Call or send resume to: Edward's Studio Photography 26250 Telegraph Southfield, MI 48034 or FAX to: (810) 948-9645

OFFICE ASSISTANT

Temp to hire position, responsible for assisting with general office duties on Microsoft & Excel, great pay. Call for an interview! 810-355-9777

FULL TIME ASSISTANTS

Excellent opportunities available. Full-time & part time positions for experienced Office Assistants. Answering main phone lines, data entry and other office responsibilities. These candidates should possess excellent phone etiquette and have word processing experience (WordPerfect, MS Word). These are well compensated positions with great growth potential. Please call for an interview.
PERFORMANCE PERSONNEL
313-513-5823

OFFICE ASSISTANT

Small office, downtown Birmingham. Assemble sales kits, mailers, do shipping. Computer experience a plus. Fax resumes to Marie, 810-647-1858. Call 810-647-5408

OFFICE ASSISTANT

Assistant to 3 executives in a 4 person corporate office. Good secretarial, communication, and organizational skills. Light computer skills. Seeking a self-starter to join our office where we share responsibilities. Competitive salary & benefits. Send resume to: Computer 5455 Corporate Drive, Suite 120, Troy, MI 48098
An Equal Opportunity Employer

OFFICE/CLERICAL

Southfield Law Firm is immediately seeking an Office Clerk/Receptionist. WordPerfect 5.0 & 6.1 experience preferred. Full time, Monday-Friday. Pay commensurate with experience. Please call Ann at (810) 827-9500

OFFICE CLERK - Some travel time, filing, phones, computer experience. Send resume to: Box 1062 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150
An Equal Opportunity Employer

OFFICE-COMPUTER OPERATOR

Admar Supply, a growth firm, Benefits. Please mail resume to: A&V, PC, 30400 Telegraph Rd., Suite #116, Birmingham, MI 48025

OFFICE COORDINATOR/ Secretary

We are Looking for a Self Motivated, detail oriented person for an Events Planning Company. Fax resume to (810) 557-7366 Attn: Pat. Please include salary requirements

OFFICE HELP - PART-TIME

needed 3 days, 5 or 6 hours in Farmington area. Call Ann at (810) 674-3083

OFFICE MANAGER/ EXEC. SECRETARY

Immediate opening for a dynamic, busy commercial real estate and construction company. Position requires a self-starter, enthusiastic person with good communication, organization and computer skills to manage a variety of office projects. Ideal candidate would be willing to take a challenge, quick on their feet and able to handle many tasks simultaneously. Excellent salary, medical, dental, life insurance and 401K. Please fax your resume and salary requirements to Personnel Director, 31700 Middlebelt Rd., Ste. 189, Farmington Hills, MI 48334

OFFICE MANAGER/ EXECUTIVE ASSISTANT

Multinational manufacturer seeks an experienced office manager to assist the President. Must have administrative office & to serve as the assistant to the CEO. Qualified candidates will be self-motivated, professional with a minimum of 10 yrs progressive administrative experience. Must have strong organization, communication, interpersonal & computer skills, able to work effectively under pressure & deadlines. Must be a team environment. Send resume in confidence written cover letter/salary history to: Box 1061 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

OFFICE MANAGER - Must be personable, organized, detail oriented. Livonia area. Part-time/full time. $10 an hour plus. (313) 422-8222

OFFICE PERSONNEL - local moving company seeking office personnel with moving industry experience. Call (313) 595-9000

OFFICE POSITION - Compensation commensurate with experience. Send resume to: Spartan Floor Covering, 1000 Chicago Rd., Troy, MI 48084 (810) 585-7060

OPEN HOUSE

SAT., SEPT. 7, 10-2 PM.
BY APPOINTMENT
AND
LATE NIGHT
WED., SEPT. 11TH.
Call today for an interview! Immediate openings for temp and permanent positions. Entry level to Executive Office Assistants. Metro Detroit and surrounding suburbs.
- Livonia 810-476-9650
- Southfield, 810-352-1300
- Auburn Hills, 810-373-7900
- Taylor 313-294-0777

SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

PART TIME SECRETARY
Light typing, no telephone, flexible hours. Call Bill Wallace, Attorney Call 810-474-4791

502 Help Wanted-Office Clerical

ORDER ENTRY/SALES department assistant. Dedicated individual needed for a medium sized company in Novi. This is a steady, long term position with full benefits. Send resume to O.P., P.O. Box 8025, Novi, MI 48376-8025

PART TIME CLERICAL SUPPORT

Immediate part-time opening - great opportunity for parents with school-age children. High school & college students to earn extra money. Mon-Fri., work in our Southfield office. Data and clerical duties. $6.00/hr. Please call Nicole Borland at PROM 810-357-7788 to schedule interview.

PART TIME Secretary/Receptionist Three 8-hour days per week. Excellent computer, typing, phone skills, filing, mailing, data input, etc. for small office. Send resume, salary history, references to: MBTA, 22998 Five Mile Rd., Livonia, 48154-3119. By appointment only!

PAYROLL CLERK

Are you looking for a career with a growing organization? Why are looking for someone with experience with ADP systems. Microsoft Office experience preferred. Full time position offers an excellent benefit package. Apply in person Mon-Fri 8am-5pm. Paramed, 498 S. Opdyke, 1 mile S. of the Pontiac Silverdome.

PAYROLL PROCESS ACCOUNTS PAYABLE

Available now. Long term opportunities with International firm. Detroit, Auburn Hills and Livonia. Multi-state or international experience preferable. Call Denise today
Livonia 477-3033
645-7501 473-2931
Advantage Staffing

PERSONAL ASSISTANT

to find real estate broker. Creative and well organized self starter with ability to handle multiple tasks. Computer skills required.
Call 810-348-3000, ext. 234, or Fax resume and salary history to:
Attn: Diane/Rose

PERSONNEL COORDINATOR

Immediate full time position available for assistant personnel manager. Skills needed include: written & oral communication, scheduling, organizing, interviewing & training. Steady work with benefits. Apply in person or send resume to: Anson Mold, Inc., 7779 Market St., Canton, 48187.

PROJECT COORDINATOR

WANTED! Enthusiastic person to schedule/coordinate in-store programs for national marketing company. Responsible for interacting with retail buyers & vendors and communicating program requirements. Must have college degree and basic business/financial aptitude. Must be detail-oriented, able to meet deadlines, and able to work in fast-paced environment. STRONG computer skills (Word/Excel/Power Point/Lotus) required. Salary in mid-20's. Please send resume/salary history to:
ACTIMEDIA, Inc.
Office R126
3100 W. Big Beaver
Troy, MI 48084-3163

No phone calls, please.
E.O.E. M/F/V/H

RECEPTIONIST

Brokerage firm in Downtown Birmingham has immediate, full-time, entry-level position. Call Smith Barney, 810-540-3200 EOE

RECEPTIONIST
Busy Birmingham real estate office looking for a part-time, evening 4-8pm Receptionist. Please call Jackie or Shawna at Ralph Manuel Associates, 810-647-7100

RECEPTIONIST/ CLERICAL

Reliable, dependable, with pleasant phone personality required for our front desk Phones, typing, filing & mail distribution. Must be accurate with numbers & keyboarding skills. Send resume with salary requirements to: Personnel Director, P.O. Box 39220, Redford, MI 48239

RECEPTIONIST/CLERK

Part-time for Farmington Hills Law Firm. Good communication skills & knowledge of Word Perfect. (810) 645-7177

RECEPTIONIST / CLERICAL

person needed for a local title company. Full-time position. Experience in phones, typing, filing. Some computer experience. Send resume to: Box #1063 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

RECEPTIONIST

Energetic, flexible, "people person" wanted for engineering office. Customer service, typing, & general clerical responsibilities. Full time with benefits. Send resume to: Kathy O'Dea, 37632 Hill Rd. Tech Dr., Farmington Hills, MI 48334

RECEPTIONIST

Equitrust Mortgage Corp., a Livonia based mortgage company, has an immediate full time opening for a Receptionist. The ideal candidate must be dependable with an outgoing personality, strong communication skills and a dedication to providing exceptional service. Experience with operating a multi-line phone system a plus, but not required.
Equitrust is committed to providing a positive work environment in addition to growth opportunities. Pay commensurate with experience. Full benefits including health, life, disability insurance and 401K. Please fax your resume, salary history and a cover letter to:
Equitrust Mortgage Corp
36705 Seven Mile Road,
Suite 115, Livonia

RECEPTIONIST

For real estate office. Typing, Mon.-Fri., 4-8pm. College & High School students welcome. Please call Sharon at (810) 851-4100.

RECEPTIONIST

for Farmington Hills office. Seeking dependable person with good telephone & computer skills. Call Joe Accardo (810) 855-0080

RECEPTIONIST

For doctor's office in Westland. No Saturdays required. Light typing. Send resume to: 33808 Palmer, Westland, MI 48185

RECEPTIONIST

For high volume, busy office. 8M hour with good benefits. Excellent phone and Word Processor skills a must. Please send resume to:
Metro West Appraisal Co., LLC
30600 Telegraph Rd., Suite 4165
Bingham Farms, MI 48362
or call: (810) 647-9460 Ext. 212

RECEPTIONIST - Front Desk Experience preferred. Afternoon shift, 12:30 to 5:30, Mon. thru Fri. Word processing knowledge a plus. Farmington Rd. in Southfield. Some benefits.
(810) 313-0210

RECEPTIONIST - Full time, 8 to 5. Immediate opening. Computer input, typing, Outlook, M/F. Fax Resume to: 810-689-7303

RECEPTIONIST - FULL TIME

Busy expanding Insurance. Phone & computer experience required. Light typing. Call Stacey (810) 344-8447

RECEPTIONIST

FULL-TIME for Southfield CPA firm. Full benefits. Basic office duties. Pleasant personality a plus.
(810) 354-4040

RECEPTIONIST
Full time position with a major law firm in Farmington Hills area. Experience preferred but not required. Salary DOE. Please fax resume to (810)737-8476 Attn: Carolyn Hall or call (810)737-8483 EEO

RECEPTIONIST

FULL time position. Must be dependable, flexible, able to type 45 WPM and have excellent communication skills. Send resume to: Attn: Office Manager, P.O. Box 700147, Plymouth, MI 48170-0943

502 Help Wanted-Office Clerical

RECEPTIONIST, full time position at busy animal hospital located in Farmington Hills. Must be organized, good attitude & have a friendly phone voice. Cash handling & computer experience a +. Excellent benefits package. Call or send resume Marilyn Voelker 810-557-9100, Ext. 152

RECEPTIONIST

FULL time. General office duties. Willing to train.
(313) 255-8701

RECEPTIONIST full time, needed for high volume chiropractic office. Must be high energy, enthusiastic individual, will train person willing to learn in 14243 W. 8 Mile Rd.

RECEPTIONIST

FULL or part time for Birmingham personal injury law firm. Excellent working environment. Call Kim at: (810) 644-4529

RECEPTIONIST

Full time. Must be energetic, self-motivated and organized, to answer multi-line phone & make reservations. Salary open. Regular performance reviews and raises. 810-788-5413

RECEPTIONIST

FULL time (Mon.-Fri., 8-5pm.) Receptionist to conduct a wide range of office duties including answering a busy phone system. Friendly office environment requires a people oriented person with a cheerful disposition. Professional phone skills, computer experience including Microsoft Word and flexibility a must. Starting salary $8/hour, plus benefits. Send resume to:
ANACOMP, INC.
Attn: Lisa Hall
22309 Commerce Dr., Ste. 8-d
Farmington Hills, MI 48335
No Phone Calls Please

RECEPTIONIST - If you are cheerful, energetic & have previous experience answering a multi-line phone system, then we have an immediate opening for you. We are a fast-paced, growing company looking for someone who is detailed oriented to work. Position is full time, hrs. 8-5 with benefits. Forward resume by mail to:
PERSONNEL
35339 Schoolcraft, Livonia, MI
Or Fax to: 313-462-3501

RECEPTIONIST

KOSTAL OF AMERICA INC., world-class global automotive supplier has an immediate opening for an experienced Receptionist. Must be able to type 45 WPM, have excellent telephone and maintain business protocol. Key job elements include telephone and office communication activity; Microsoft Word/excelling knowledge; general clerical duties; point to office staff. We offer industry competitive benefits. Please send resume and salary history to:
HUMAN RESOURCES
P.O. Box 530056
Livonia, MI 48153

RECEPTIONIST

Mature individual for growing mortgage block. Experience required. Call Bonnie at: (810) 644-4563
An Equal Opportunity Employer

RECEPTIONIST

needed for non smoking law firm in Bloomfield Hills. Light typing & telephone experience required. Salary commensurate with experience. Send resume to: Personnel, 2500 Telegraph, Bloomfield Hills, MI 48302. Or fax to 810-333-7355

RECEPTIONIST

needed for fast paced southern/northern/corporate office. Multiple line experience preferred. Some evenings & Saturdays. Excellent benefits w/competitive salary. Applications accepted at 12500 Merriman, Livonia

RECEPTIONIST

Needed for busy Farmington Hills Travel Agency. Must be a people person. Full time. Starting salary $7.50. Ask for Judy Gokhman (810) 851-7700

RECEPTIONIST/ OFFICE SUPPORT

Perspectives of Troy, PC, Chiropractic counseling clinic. Part time evenings. Call Joyce, (810) 244-9644 or FAX resume to: 810-244-1330

RECEPTIONIST -PART time, 9 to 2. Light typing. Apply at:
Livonia Buick
30500 Plymouth Rd., Livonia

Receptionist

Part time, 4 p.m. to 8 p.m. - Mon. thru Thurs. Clark Park Recreation Department, $7.00 per hour. Must be at least 18 yrs. Experience preferred. Contact 810-495-7555 for information or application. EOE/ADA

RECEPTIONIST

People skills needed. Part time. Mon-Wed 10-4:30 & Sat 10-3. Sun 12-5. $5.50 to start. Canton area. Ask for Nancy (313) 453-0303

RECEPTIONIST

Permanent/part-time. Telephone experience preferred. Afternoons. 30915 30pm. Tenghem Dental Office.

RECEPTIONIST

Professional looks, poised, polished receptionist with multi line experience, willing to be high position in Sales field. Pay between $7.50-$8/hr. Call for Interview. 810-350-9777

RECEPTIONIST

Rochester Real Estate office. Typing a must! Roadway & Thoroughbred Lane. Call Sandy, 810-852-9000 or Debbie at 810-855-6500 or fax resume to 810-855-6508

RECEPTIONIST/SECRETARY

Immediate opening for a dynamic, busy position available in international manufacturing company. Excellent telephone, typing and computer skills essential. Full benefits package offered. Personnel Manager, 32400 Telegraph, Suite 102, Bingham Farms, MI 48025 or Fax to: 810-433-1824

RECEPTIONIST/SECRETARY

FOR law office in Westland. Part time, 30 hours. Answering phones and Word Perfect 6.0. (313) 729-9600

RECEPTIONIST SECRETARY

Part time, 20 hours/week. Simple office machines. Mon-Fri., 10am-2pm. (810) 474-9973

RECEPTIONIST/ SECRETARY

Fortune 500 company has professional individual to join their firm. Experience with multi-line phone system, overview secretarial duties. Pleasant telephone. Outstanding benefits including 401K.
(810) 313-0210

PERMANENT STAFF

Troy (810)585-2720
Farmington Hills (810)737-8750

RECEPTIONIST/SECRETARY

A fast paced office in Farmington Hills is in need of a mature, efficient receptionist with a professional image and demeanor. Must be computer literate with solid general office skills and good organizational skills. Duties include phones, some word processing and minimum filing, sorting, mail, faxing. Non-smoker preferred. Full benefits, competitive salary commensurate with experience. Send resume with salary requirements to:
HR Manager
P.O. Box 796
Novi, MI 48376

RECEPTIONIST/SECRETARY - Full time. Typing, computer knowledge required. Send resume to: Box 1060 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

RECEPTIONIST/SECRETARY

Hands On Center For Physical Therapy in Plymouth has part time position available. Fax resume to Attn: Mark 313-455-2370 or call 313-455-8370

502 Help Wanted-Office Clerical

RECEPTIONIST / SECRETARY
Small Farmington Hills law office. Good typing, filing, & telephone skills required. Word for Windows preferred. Salary commensurate with experience. Send resume & salary requirements to: Box 1064 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

RECEPTIONIST/SECRETARY

Full time needed to answer phones, file, type (Word Perfect 6.0 preferred, Windows preferred 6.0) helpful, good salaries (cat required). Competitive salary, full benefits. E.O.E. Send resume to: 24681 Northwestern Hwy., Suite 001, Southfield, MI 48075. Attn: Vera

RECEPTIONISTS

Full & part time. Two receptionists needed for suburban clinic. Call Jan: (810) 539-7800

RECEPTIONISTS

Full and part time receptionists needed for suburban clinic. Call Jan: (810) 539-7800

RECEPTIONIST TO $23,000
Front desk position. Micro Soft Word a must. EXCEL a plus. Medical field firm. Benefits include tuition reimbursement, life insurance. Call Quick Nick. Call Ann 810-724-0700
SHELLING PERSONNEL SERVICES

RECEPTIONIST/TYPIST

Birmingham Estate/Retail firm seeking strong phone and WordPerfect skills. Call Sandy
810 258-5707

RECEPTIONIST - Veterinary Clinic. Mature, caring individual. Call Dr. Nelson. Some Saturdays. Bloomfield. (810) 646-1669

RECEPTIONIST - with WordPerfect 6.0 for Birmingham Bloomfield office. Excellent salary and benefits. Send resume / salary history to: Mike Jones, 30400 Telegraph, Suite 425, Bingham Farms, MI 48025.

SALES AUDIT CLERK

Gamers' auditing duties, retail work involving checking and verifying reports, verifying sales, bank deposit totals. Experience on 10 key calculator and neat handwriting. Send letter of interest to: Sales Audit, SONYEL DEPT./SA, 23333 Commerce Dr., Farmington Hills, MI., 48335-2754

SALES SECRETARY

Fast paced office. Firm seeks experienced dependable person with good writing & verbal skills. Microsoft Word. Pleasant, fun work. Non smoking environment. Hrs 8-5 Mon-Fri. Please send resume to:
R.O. Whitesell & Assoc.,
26105 Orchard Lake Rd., Suite 311,
Farmington Hills, MI 48334

SALES SECRETARY, $27,000

2-3 years phone sales experience. Microsoft Word. Good communication skills. Troy firm. Great benefits. Donna 810-727-2000
SHELLING PERSONNEL SERVICES

SECRETARIAL/ CUSTOMER SERVICE

For construction company, full time, computer experience helpful. Send resume to: 30561 Beck Rd., Wixom, 48393

SECRETARIAL

Skilled in typing, spelling, grammar and word processing. Minimum one year experience preferred. Detroit location. Benefits package. Send resume to: Human Resources-10, Bloyselle of Michigan, 8145 Chrysler Allison Rd., Clinton, MI 49236. E.O.E.

SECRETARY

ADVERTISING AGENCY
Long term opportunity for candidate(s) available with international agencies in both Detroit and suburbs. Experience in interest with clients. Creative flair required. Macintosh a plus. Call Sarah
Birmingham Farmington/Livonia
645-7501 473-2931
Advantage Staffing

SECRETARY

Are you age 55 or over? Opportunities are available through a cooperative agreement between the Environmental Protection Agency located in Ann Arbor, MI and the National Senior Citizens Education Research Center, 1331 F Street, NW, Suite 500, Washington, D.C. 20004-1171; Attn: SEE Program Department

SECRETARY ASSISTANT - In Wixom. Word processing, Excel, Windows 95 & good phone skills. Call 810-624-0800

SECRETARY/BOOKKEEPER - All phases of office work, experience preferred. Salary based. Fax PO Box 930308, Wixom, MI 48393

SECRETARY/ BOOKKEEPER

Farmington distributor needs a self motivated person with experience for light office duties. Must be proficient in MS Word and Excel. Excellent working conditions and benefits. Send resumes to:
Hillman's
25298 Franklin Rd.
Southfield, MI 48034

SECRETARY

for Bloomfield Hills office. Must be experienced on WordPerfect 5.1. Some legal secretarial experience preferred. Excellent benefits, salary & experience. Ask for Gloria 810-540-9670

SECRETARY

full time position with Farmington Hills engineering firm surveying firm. Windows 95/MS Office.
Call 810-478-9494

SECRETARY

Full time immediate position available for an organized, reliable, dependable team player. Must have experience and good communication skills. Includes light bookkeeping. Please send resume to: PO Box 700204 Plymouth, MI 48170

SECRETARY

Full time for small law office in Southfield. Typing skills of 55 wpm & 1-3 years of legal experience required. Call Sal at 810-380-9440

SECRETARY

Full-time. Non-smoking. Real estate management company. Knowledge of Windows & Excel. Big Beaver/Livonia. Troy. (810) 362-4000

SECRETARY - FULL TIME

needed for Troy CPA firm. Must be skilled in Word for Windows & Lotus. Accounting skills helpful. Send resume to: Box #1065
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY

Immediate part time opening (approximately 20 hours) for Troy Law firm offering competitive salary. Some experience & familiarity with WordPerfect 5.1 preferred. Send resume to: Box #1066 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

502 Help Wanted-Office Clerical

SECRETARY

If you're looking for an excellent position with great benefits this North and Western suburban company has immediate openings with offices in two departments. Develop your skills in a fast paced environment. Temp to perm. Call Sheri
Livonia/Farmington Birmingham
473-2931 645-7501
Advantage Staffing

Secretary (Legal)
Seeking secretary, prefer legal experience but will accept of corporate litigation and bankruptcy. Must have transcription experience and be proficient in WordPerfect 6.1 for Windows. Send resume and salary history to D.G., P.O. Box 5055, Farmington Hills, MI 48334

SECRETARY NEEDED for well established growing company in Livonia area. Must have a friendly phone position with typing, customer service and miscellaneous office work. Excellent benefits and competitive wages. Call Carol at: (810)474-4247

SECRETARY NEEDED

Property management firm in South-field seeking highly motivated Secretary/Word Processor. Large phone back-up and general office duties. Salary negotiable. PO Box 70, Southfield, MI 48037

Secretary
OFFICE SECRETARY

Livonia company seeking energetic and reliable person to assist with sales, order entry, light accounting, typing, filing, etc. Skills required include: 2-5 years office experience with WordPerfect and Lotus, are able to multitask, good grammar. Must be a team player. Please send resume to:
Box #1075
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
An Equal Opportunity Employer

SECRETARY

Part time for Plymouth real estate office. Ideal for high school or college student. Multi-line phones, typing, filing, light bookkeeping. 50-60wpm. Call Sandy or Doug at:
(313) 420-3400

SECRETARY/PC SPECIALIST

Well organized, self-motivated, experienced with Excel, Access, Windows Word. Call resume to: (810) 642-0008 or send to: The Sleeper Group, 30500 Northwestern Hwy., Suite 425, Farmington Hills, MI 48334, Attn: Kathy.

SECRETARY

RADIO broadcasting consultancy is looking for a motivated person with good people skills and typing skills in a fast paced environment. Applicants must have 3 years secretarial experience, great organization skills, working knowledge of WordPerfect 6.1 and Windows 95 preferred. Please submit resume and salary requirements to: Jacobs Media, 26777 Telegraph Rd., Suite 3435, Southfield, MI 48034. No Phone Calls Please.

SECRETARY

REAL ESTATE APPRAISER
In Farmington Hills needs an Office Assistant to:
- Setting Appointments
- Data Gathering
- Data Entry

- Project oriented position requires self-starting, responsible individual.
- Salary commensurate with work experience.

Call: (810)848-1873
or Fax Resume: (810)848-1874

SECRETARY/RECEPTIONIST

PART time, Livonia. Proficient in Word Perfect for Windows. Hours flexible. Mon.-Fri., (313) 525-4411

SECRETARY/RECEPTIONIST

Entry level position for busy ad agency with growth opportunities. Cheerful personality required. Knowledge of computer skills a must. Competitive salary and benefits. Fax resume to: J. R. Thompson Co., Box 2117, Farmington Hills MI 48333

SECRETARY/ RECEPTIONIST

Now business firm is seeking full time office personnel. Must have typing computer skills, knowledge of spreadsheets with experience. Full benefits. Send resume to: 30600 Telegraph, Suite 2150, Bloomfield Hills, MI 48025

SECRETARY/ RECEPTIONIST

If you are an organized, self-starting people person with experience answering multi-line phone systems and above average typing skills. Send resume to: Box 1067 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, MI 48150

H.R. Manager

45811 Ply Rd. Ville Rd
Plymouth, MI, 48170

SECRETARY/RECEPTIONIST
Sales & Marketing office of Automotive Industry Supplier in Plymouth has a full time position for Secretary/Receptionist. Report to General Office Person. Good office, word processing and other personal skills required. Spanish speaking a big plus. Excellent salary and benefit package.
Box #1074
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY

Small law firm seeks part-time Secretary/Receptionist. Legal experience preferred. 20 hours. Must have knowledge of WordPerfect 5.1, typing and use of dictaphone. Call 313-261-1114

SECRETARY

with good phone & organizational skills needed for busy Southfield office. Full time position.
Laura Prendergast, Century 21 Today, 313-538-2000

SERVICE CORPORATION located in Farmington Hills seeks a person with both full & part-time Data Entry Professionals. Hourly wage & benefits. Responsibilities include: Accurate, fast, trained, strong math skills mandatory. Please send resume to: Box 2000, 3363 Ens, Orchard Lk., MI. 48324

SOUTHFIELD PROPERTY Management Company has immediate openings for experienced Accounts Receivable, Accounts Payable, General Office, HUD background helpful. Must have some computer experience. Salary DOE. Send resume to: D.L., P.O. Box 306, Southfield, MI 48037

SUPERINTENDENT

Growing General Contractor specializing in high end residential remodeling, has immediate, full time position available. Ideal candidate will be self motivated, dependable, organized, detail oriented, with strong work ethic. Salary plus medical, dental 401k. Send resume with references to 21700 Middlebelt, Ste. 189, Farmington Hills, MI 48334

SURVEY FIELD PERSONNEL

Part time, Southfield area. Typing needed. Interviewers persons with 1 to 2 years experience. Pay $6.00/hr. Person + plus. Survey experience not necessary. We offer a competitive salary and a full benefit package. Call 810-386-9646 or send resume to:
HUMAN RESOURCE MANAGER
Spielberg, Detroiter & Assoc., Inc.
805 W. Thirteen Mile Rd.,
Madison Heights, Mi., 48071

Equal Opportunity Employer
Male/Female/Handicapped/Vet

502 Help Wanted-Office Clerical

SWITCHBOARD OPERATOR
Part-time, Mon.-Fri. Experience helpful. Contact Dori McAfee at:
(313) 525-6000

SWITCHBOARD OPERATOR
For large medical practice in Troy. Full time position, salary and excellent benefits. Seeking professional individual with Windows, Word Perfect and Telephone experience. Contact Lisa or Mary Lou at:
(810) 362-1818

SWITCHBOARD/RECEPTIONIST
FOR busy office. Executive Global system experience preferred but will train right person with some switchboard experience. Must have good skills to type and handle letters. Send resume with salary requirements to:
OFFICE MANAGER
AMERICAN LEGAL FORMS
100 American Way
Dearborn, MI 48208
No phone call accepted

TALENT AGENCY needs full time Receptionist. Typing, filing, computer skills, light phones, lots of people contact. 810-644-4077

TRAVELING SECRETARY

Secretarial position for international trading. Russian knowledge and language essential. Salary open for dependable research. Call Boris at:
Box #1047
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

TV Monitoring service looking for individuals to monitor local newscasts from home. Must have 386 IBM compatible computer and 2400 Baud Modem. Must have good grammar, spelling, and attention detail to events. Please fax cover letter & resume to: (810) 352-9226

TYPIST - FULL-TIME

With computer experience, eye for design, and able to use a ruler. Fax resume: (810) 851-9130

WORD PROCESSORS/ RECEPTIONISTS NEEDED!!

"Take Your Pick" - Multiple SHELDON positions available for various office/clerical positions
- Word/Text
- Receptionist
- Secretarial
- Admin. Assistant
- Data Entry
- Accounting Clerks

FREE Training Available
Temp and permanent positions. Great pay, bonuses, insurance and holiday pay.
CASH BONUS & REFERRAL PAYINGS CALL TODAY
810-352-1300 Southfield
313-266-8000 Livonia
810-373-7500 Auburn Hills
313-284-0777 Taylor

SNELLING PERSONNEL SERVICES

504 Help Wanted-Dental

ADMINISTRATOR

Energetic health-centered empowered Manager needed to lead outstanding, responsible, friendly individual in our safety-conscious environment as an Administrator. Dental experience preferred but will train. Rewarding career opportunity. Please call 810-478-6372 or stop by 26807 W. Eight Mile Rd., Ste. 101

ARE YOU Friendly enthusiastic committed to joining our dental team? Full time or part time position. Call Shirl at: 949-0600
Tues. thru Thurs. 10 to 2

CAREER OPPORTUNITIES

DENTAL ASSISTANT and DENTAL HYGIENIST
needed on a full time basis in a small dental practice. Join our team-oriented dental office that is committed to quality patient care. We offer a competitive benefit package and salaries are based upon experience. If you seek personal growth and a challenging opportunity, please send your resume to:
Human Resource Director,
P.O. Box 721083,
Berkley, MI 48072

CHAIR-SIDE ASSISTANT

Busy Dearborn dentist seeks experienced chair-side assistant. Responsible, enthusiastic people person. Computer experience a plus. Full time and benefits.
Call: (313) 274-4040

DENTAL ADMINISTRATOR

looking for team-oriented, complete, results-oriented individual who is able to think "out of the box" to generate from clinical chairside to administrative duties. Clinical and clinical experience are necessary. This position is for someone who has full well balanced interpersonal skills, computer skills and strong sales skills. Please send resume and salary requirements to:
Human Resource Director
P.O. Box 721083
Berkley, MI. 48072-1085

DENTAL ASSISTANT - Westside dental office seeks experienced assistant. Must be proficient in dental terms, etc. Full time. Good pay & benefits. Call Ann at 810-478-4100
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL ASSISTANT

needed for our Livonia Family Practice. Contact Pat, Pro Dent Benefits. Call Chris, 313-427-2222

DENTAL ASSISTANT

Specialized office in Bingham Farms is searching for a bright, energetic dental assistant. Experience. Part time with flexible hours. Call Shirley at:
(810) 540-9193

Competitive wages & benefits including 401(k). Contact Carol at:
(810) 471-0343

DENTAL ASSISTANT

Friendly and quality oriented Dearborn Heights general practice is seeking a dependable, mature and pleasant chairside assistant who is experienced in a fast paced practice.
Call: (313) 277-0510

DENTAL ASSISTANT FULL-TIME

Excellent opportunity for career oriented person. If you have experience and want a job for a positive chairside call us. Our outstanding staff is looking for a great co-worker. Benefits include:
- Medical benefits - Blue Cross
- Paid vacations & holidays
- Paid sick days
- Daily & monthly bonuses
- Retirement plan
- No evenings / No weekends

Southfield (810) 569-8818

DENTAL ASSISTANT

We are a quality prevention oriented practice located in the heart of downtown Plymouth. Seeking people oriented, friendly team player, for full or part time chairside position. Excellent benefits will be commensurate with experience.
(313) 454-9699

DENTAL ASSISTANTS

Career opportunity available for dedicated assistants. Join our team-oriented dental office that is committed to quality patient care. We offer an excellent benefit package and salaries are based upon experience. If you seek personal growth and a challenging career development, please send your resume to:
Human Resource Director
P.O. Box 721085
Berkley, MI 48072-1085

504 Help Wanted-Dental

DENTAL ASSISTANTS

Career opportunity available for dental assistants. Join our team-oriented dental office that is committed to quality patient care. We offer an excellent benefit package and salaries are based upon experience. We are looking for someone with General Practitioner and Periodontist, periodontal assisting experience preferred. If you seek personal growth and a challenging career development, please send your resume to:
Human Resource Director
P.O. Box 721085
Berkley, MI 48072-1085

DENTAL ASSISTANT

Full/part time available. We train. Call Farmington Hills. (810) 851-9448

DENTAL ASSISTANT

Mon., Tues., Thurs., & 1/2 Sat. morning. Call Dr. Kaplan at Farmington Hills. (810) 851-9448

DENTAL ASSISTANT

Temporary 1-14 months. Out - Hov Experienced Only. Mon. - Thurs. (810) 851-8481

DENTAL ASSISTANT

We are looking for a friendly full time person with experience for our Livonia office. Call (313) 425-1191

DENTAL ASSISTANT

Join our Olympic team. Excellent salary, good benefits, friendly staff, experience, some computer knowledge. This is the office you have been looking for. (810) 948-5743

DENTAL ASSISTANT
Part-time. Experienced team player. Call Dr. Gaffney, Southfield area. Call 810-569-0300

DENTAL ASSISTANT

Career opportunity available to join our team oriented dental office. Best practice. Committed to quality patient care. Experience necessary. No evenings or Saturdays. (810) 348-7967

DENTAL ASSISTANT

Are you friendly, outgoing, and hard-working? Then you may be the person our quality oriented team. Full-time Dental Assistant position available in Farmington Hills. Call Tammy:
(810) 553-3100

DENTAL ASSISTANT: We seek a dynamic, energetic, experienced assistant to join our progressive periodontal office. We offer you an opportunity to grow as a valued member of our team. Salary $20,000 to $30,000 to start. All inquiries kept confidential.
Call 810-557-9000

DENTAL ASSISTANT

Can you put patients needs and feelings first? Are you a team player and communicate effectively with your co-workers? Our modern, friendly, Southfield Association to work today, a week. High School graduate with dental assisting training. Include the practical application of Activity Programs and Reminders. Duties include the ability to motivate and communicate with residents, along with staff and families alike. Maintenance accurate records of individual resident participation and work records. Evenings, nights, weekends, holidays. Please submit resume to: Christine Valery, Activities Director, Greenview Extended Care Facility-Farmington, 34225 Grand River, Farmington, MI 48335 EOE 810-477-7373

ASAP MEDICAL ASSISTANT

Busy podiatry office is searching for a patient oriented person who's chairside by the position of important duties. Good benefit pkg. Salary $10 an hour depending on experience. 810-476-1024

ASSISTANT LIVONIA-WAYNE AREA

Must be hard working, responsible & reliable. 40 hours plus over-time. Medical benefits. Call Sandy 810-425-3 experience. Call 810-478-8630

BILLER - Full-time. Experience in non-fee for service medical office. Great salary & benefits. Troy.
(810) 362-2770

BILLER - Full-time
For busy Farmington Office. Experience preferred
Call (810) 477-4154

BILLER POSITION

available for growing company. DME experience preferred. Great benefits.
313-459-3135

CASE MANAGER TECHNICIAN

We currently have part time benefits position available. Candidates must have Bachelor's degree in Medical Record Science, be eligible for accreditation by AHIMA and have 3 years experience in Medical Record Services/Case Management. Qualified resume to: Administrator, apply in person or send a resume to:
ST. MARY HOSPITAL
Human Resources
36475 Five Mile
Livonia, MI 48154
An Equal Opportunity Employer
Affiliated with
William Beaumont Hospital

CHIROPRACTIC ASSISTANT to help run small office. Previous experience helpful. Detail oriented, good phone personality. 810-477-1482

CNA

Needed in all areas. All shifts available. Good Pay.
(810) 426-8990

CNA'S
HOME HEALTH AIDES
LIVE-INS
Needed for immediate shift work. Must have own transportation. Full time pay rate. Call 810-569-1070

CNA'S
HOME HEALTH AIDES
A JOB THAT FITS YOUR SCHEDULE
As a Kelly's Caregiver, you can choose from a variety of assignments that fit your schedule. From a few days per week to full time. Hourly pay + Plus a competitive salary, vacation pay and more. Work close to home, in our clients'