502 Help Wanted-Office Clerical

RECEPTIONIST
For Southfield based consulting firm. Qualified applicants should have word processor knowledge (Word preferred) and a good telephone suite. Knowledge of Quick Books and MS Word helpful. Responsibilities include facsimiling, light bookkeeping, and some client relations. Health insurance, and competitive pay offered. Send resume to:
Box #1205
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150Box #1205
An Equal Opportunity Employer

RECEPTIONIST - Front Desk Experienced, friendly, professional staff. 12:00 to 5:30, Mon thru Fri. Word processing knowledge a plus. Farmington Rd. in Southfield. Some benefits. (810) 313-0210

RECEPTIONIST
Full time, Farmington Hills area. (313) 261-3290

RECEPTIONIST
Full time position for busy animal hospital located in Livonia. Must be organized, good with people, have a friendly personality, be able to work both morning & afternoon hours. Cash handling & computer experience a plus. Send resume to: apply in person at: 15563 W. 10 Mile (at Greenfield).

★ **RECEPTIONIST**
Full time position for small office in Royal Oak. Computer & Calculator skills required. Good pay & benefits. (810) 548-1250

RECEPTIONIST
Full-time position for new office in Southfield. Applicant must have excellent grammar, ability to handle multi-line telephone system, and computer experience. Excellent pay & benefits. Please call Donna at: (810) 559-0255

RECEPTIONIST
Full time, for plastic surgery clinic in Bingham Farms. Looking for individual with good phone manners and office skills. 2 years experience preferred. Excellent working conditions. (810-647-5800

RECEPTIONIST, FULL-TIME
Dynamic physician practice in Troy looking for professional, energetic, growing individual. Good pay & benefits plus a long way. Responsibilities include answering phones, filing, computer data entry. Call the Office Manager. (810) 649-5200

★**RECEPTIONIST**★
Full time position needed for busy upscale Birmingham - Bloomfield real estate office. Enthusiasm, initiative, and ability to handle multiple phone lines are a must. Call for professional!! Send resume to:
Ms. Martha Schoolcraft
Box 39, Birmingham Mall, 48009

RECEPTIONIST
SEARS Hearing Center at the Oakland Mall needs full time receptionist to handle general office duties. (810) 585-4561

RECEPTIONIST/ SECRETARY

Fast paced Marketing Research firm in Southfield (11 Mile/Inkster Rd) seeks an experienced individual with excellent typing skills (55-60 WPM). WordPerfect preferred. Excellent benefits package. Send resume to:
HLF, Inc.
Attn: Personnel
P.O. Box 5004
Southfield, MI 48086-5004

RECEPTIONIST/ GENERAL OFFICE
position for Farmington Hills accounting firm. Immediate opening. Please call: (810) 855-1570 or fax resume: (810) 855-4642

RECEPTIONIST
HR management group is seeking a Receptionist/Data Entry Clerk for office. Candidate should be service oriented with excellent customer service. Candidate should be able to work flexible and occasional extended hours. Interested candidates should forward a letter of interest, resume and salary requirements to HR Manager, Job Code 227, 5381 Schaefer, Dearborn, MI 48126. Fax # 810-351-2960

RECEPTIONIST
Immediate opening. Part/Full time / Flexible hours. Call Mon. thru Fri. Various clerical duties & customer service. Bloomfield area. Send resume to: Personnel, P.O. Box 3023, Birmingham, MI 48012

RECEPTIONIST
Local business seeks computer literate entry level, full time position open for an experienced person capable of handling phone mail system. Familiar with various software programs and typing ability of 50+wpm.
Benefits include:
- Medical, Dental and Life Insurance
- 401K & Profit Sharing and more...

Send resume to:
RECEPTIONIST
P.O. Box 701270
Plymouth, MI 48170
or fax to 313-416-3610

RECEPTIONIST - Machine tool distributor looking for a self motivated individual with a pleasant personality to assist their sales staff. Other duties include light typing, filing & general office duties. Salary based on experience. Benefit package includes 401k, health & life insurance. Machinery Sales, Inc. 14600 Keel, Plymouth, 313-459-8100. An Equal Opportunity Employer

PERFORMANCE PERSONNEL
"Professionals First"

RECEPTIONIST
Mature, personable, enthusiastic (all time/part) Veterinary Receptionist needed for busy Livonia area veterinary office. Non-smoker. Call between 9-12 noon daily: (313) 421-1600

RECEPTIONIST
Mon. thru Fri. 8 to 5pm. Apply at Major Painting, 19533 W. Warren, Detroit, or call: 313-441-3536

RECEPTIONIST NEEDED for busy Dental office in Livonia. Full time, Good pay & benefits. Call for information at: (810) 437-8571

RECEPTIONIST
needed for busy Beverly Hills Veterinary Office. Salary negotiable. 810-646-6655

RECEPTIONIST needed for booking Detail appointments for busy car spa. Background in cosmetics helpful. Birmingham / Southfield area. 1-800-321-8660

502 Help Wanted-Office Clerical

RECEPTIONIST
needed for a fast paced growing mortgage company. Mon - Fri 7:30 to 3. Rochester area. Please call Tom or Marjorie: (810) 732-6111

RECEPTIONIST
NEEDED to help with daily activities for local computer company. Immediate opening. Please fax or mail resume to:
DCC
31478 Industrial Road,
Suite 200
Livonia, MI 48150
(313) 266-0944

RECEPTIONIST - PART TIME
Evenings, weekends & holidays. Must be friendly & outgoing, will train. Apply in person: Cherrywood Nursing & Living Center, 2372 15 Mile Rd., Just E. of Dequindre, Sterling Heights. (810) 978-2250

RECEPTIONIST
Part time for Canton based company. Must be organized & have phone skills. Send resume to P.O. Box 530518, Livonia, MI 48150

RECEPTIONIST
Part-time. Must have good phone skills. Send resume to: Grissom, Mark 37801 -12 Mile Rd, Farmington Hills, MI. 48331.

RECEPTIONIST
PART time, Day, rotating & weekend hours. Must be flexible. Apply within: Rochester's, 312 Main St., Downtown Rochester

RECEPTIONIST
Permanent/part-time. Telephone experience preferred. Afternoons, 1pm-5:30pm. Bingham Farms law office. 810-644-0600

RECEPTIONIST
Position available for an outgoing individual with a professional phone manner. Duties would include answering the phone, setting up mortgage applications, assisting loan processors. Computer knowledge a plus. Excellent benefits. Please forward resume to: Human Resources, John Adams Mortgage Company, 29124 Orchard Lake Rd., Suite 101, Farmington Hills, MI 48334
An Equal Opportunity Employer

RECEPTIONIST
positive attitude and self motivated for office in Rochester Hills. Call (810) 299-4410

EXPERIENCED RECEPTIONISTS
Experienced receptionists always needed at local companies. Great interpersonal skills, multi-line phone system, general clerical skills, and computer literacy desired. Opportunities pay between $8.50-$9.50/hr.

OFFICETEAM
"Specialized Administrative Staffing"
(313) 935-5465
777 E. Eisenhower Parkway
Ann Arbor, MI 48108 EOE

RECEPTIONIST
Sales office of a national corporation is seeking a Receptionist/Secretary who has a pleasant telephone voice and is extraordinary and energetic. Must possess knowledge of a multi-line telephone system and the ability to perform other secretarial responsibilities when holding incoming telephone calls. Competitive salary and excellent benefit package. EOE
Please forward resume to:
100 Galleria Office Ctr, Ste 212
27700 Northwestern Hwy
Southfield, MI 48034

RECEPTIONIST
SEARS Hearing Center at the Oakland Mall needs full time receptionist to handle general office duties. (810) 585-4561

RECEPTIONIST/ SECRETARY

Fast paced Marketing Research firm in Southfield (11 Mile/Inkster Rd) seeks an experienced individual with excellent typing skills (55-60 WPM). WordPerfect preferred. Excellent benefits package. Send resume to:
HLF, Inc.
Attn: Personnel
P.O. Box 5004
Southfield, MI 48086-5004

RECEPTIONIST/ GENERAL OFFICE
position for Farmington Hills accounting firm. Immediate opening. Please call: (810) 855-1570 or fax resume: (810) 855-4642

RECEPTIONIST/SECRETARY
Proficient in Microsoft Word & Excel. Full-time position. Please call for interview: 313-421-3000

RECEPTIONIST/SECRETARY
Bowyer, Wheatley, Inc. Excellent salary & benefits. Send resume & salary history to Mrs. Jones, 26400 Telegraph Rd, Suite 435, Bingham Farms, MI. 48025

RECEPTIONIST/ SECRETARY

HLF, a Bellevile based office furniture manufacturer has an immediate opening for a Secretary/Receptionist. Must have a positive attitude, strong work ethic and be a team player. Send resume to: Personnel, P.O. Box 3023, Birmingham, MI 48012

RECEPTIONIST
Medical Dental office in Farmington Hills. Full time position. Pleasant atmosphere. Call for appt. Mon-Thurs from 8am-2pm. (810) 645-1799

RECEPTIONIST/TYPIST
SMALL Farmington Hills law firm seeking Receptionist/Typist with computer experience, self-starter, good communication skills. Competitive salary. Please send resume to:
Box #1201
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
Wanted full time. Call Antonino Sakin, ask for Susan:
(810) 258-5620

RECEPTIONIST WANTED full time, good pay, excellent benefits. Send resume with salary requirements to: 31800 W. 8 Mile, Farmington, MI 48336. Attn.: Receptionist.

RECEPTIONIST
wanted for Chiropractic Office. Full-time, will train. Farmington Hills Area. 810-471-7168

RECEPTIONIST
WIXOM office has immediate opening for a receptionist to handle busy switchboard and multiple front desk duties. Full time with benefits. Call Helen at: 810-624-7000

RECEPTIONIST 13 yr old firm at 12 Mile & Telegraph looking for receptionist. Pleasant working environment. Call: (810) 357-1200

RECEPTIONIST
2 part time/full time positions available immediately for mfr. in Redford. Need strong computer communication & organizational skills. Excellent pay + benefits. Please fax resume to: 313-537-2847

SALES ASSISTANT
Must be organized with clerical experience and have excellent people skills. Pay starting at $10/hr. Send resume to: Inacomp, 18915 W. 12 Mile, Lathrup Village, MI 48076. Fax # FAX 810-559-5782

SECRETARIAL ASSISTANT/ RECEPTIONIST
Small growing international manufacturing company has a full time position available in Bloomfield Hills headquarters. Ideal candidate will possess good typing, computer skills & a pleasant telephone manner. We offer a full benefit package. Reply to: Personnel Manager, 32400 Telegraph, Ste. 102, Bingham Farms, MI 48025 or Fax to: 810-433-1824

SECRETARIAL
Clawson Area
Immediate Opening
National Home Improvement company seeking a highly motivated individual with experience in all clerical aspects. Responsibilities will include assisting our sales management staff with the processing of incoming contracts, filing, answering phones, data entry and other general office duties. Candidate must be energetic, dependable, organized, with professional demeanor a must. Major medical, paid, vacation, 401k, education. Fax resumes to Linda at:
(313) 953-0936

SECRETARIAL
Now hiring full and part time in West Bloomfield area. Must know Word, computer knowledge a plus. Excellent benefits and incentives. Experience preferred but not necessary. Call Eileen at: (810) 626-8000

SECRETARIES
Are you tired of pounding the pavement & getting nowhere? We'll put our expertise to work for you. Currently we have several positions available in the Oakland and Wayne county area. Competitive salary, ranging from $7.50-$12.50, excellent benefits. Whether you're looking for a position temporary or permanent, part time or full time we can help! Call today for interview.
THE KPMG GROUP
810-355-2440
Fax 810-355-5899

SECRETARY/ACCOUNTS RECEIVABLE
Full time position, open for a Farmington Hills manufacturer. Must be proficient in the areas of computers & 10 key, good communication skills & accuracy required.
Fax resume
(810) 478-4322

SECRETARY
All automotive supplier located in Madison Heights/Troy area is looking for a detail oriented individual with exceptional skills including the use of word processing and spreadsheet software. Knowledge of basic benefit administration would be helpful. Excellent salary & benefits. Interested individuals please send resume to: Box 1538, 32900 Mound, Madison Heights, MI 48071

SECRETARY
Dunningham Industrial company needs bright, energetic, articulate individual. Solid office skills, computer proficiency in Word, Excel, Lotus, Excel, and strong organizational skills required. Must have excellent work history to B&C, Suite 350, 200 E. Brown, Birmingham, MI 48009 or fax to (810) 644-5760

SECRETARY BOOKKEEPER
Permanent full time mid-level position for contractors office. Accounting background helpful/willing to train right individual. Experience MS Word Excel a must. Position ideal for hard-working, self-starter for expanding company. Duties include document and payroll processing, accounts receivable/payables. Send resume with salary requirements to: 2337 Cole St., Birmingham, MI 48009.

SECRETARY/ BOOKKEEPER
2+ years computer experience. Word-Perfect, Excel, M3 Word & Spreadsheets. Light bookkeeping. Troy. Fax resume to: 810-616-3645

SECRETARY/BOOKKEEPER
SMALL company in Bloomfield Hills/Southfield has entry level position available for motivated person to learn about computers and bookkeeping. Must be dependable & be able to learn a variety of tasks. Send resume to: Computer Clearing House, 29200 Northwestern, Suite 102, Southfield, MI 48076. or fax resume to: 810 569-5478.

SECRETARIAL/CLERICAL
Full time & part time position handling phones, customer service, general office tasks. Windows 95 and office experience necessary. Send resume: Branch Manager, 41616 Galleon Dr., Plymouth, MI 48170.

SECRETARY
Do you enjoy being a secretary! We just need someone who likes to type, file, answer phones, takes real pride in their work and enjoys being part of a team. We are a small company with great stability. WordPerfect for Windows a must, database experience helpful. Shorthand a plus.
Send resume and salary requirements to Personnel, P. O. Box 3066, Southfield, MI 48037-3066 or fax to 810-827-7550

SECRETARY
ENHANCE your career and interact with caring professionals in the warm atmosphere of the major suburban or Detroit health care headquarters. Long term positions. Salary $9.00-$13.00/hr. Benefits Call Sharon Farmington/Livonia Birmingham 473-2921 645-7661

Advantage Staffing

SECRETARY
Entry level. Full-time. Southfield law firm. Phones, typing, files, office errands. (810) 352-7960

SECRETARY - for long established Southfield based Building Company. Experienced and computer literate. Seeking long term employee. Excellent pay and benefits. Submit detail resume and references to Box #1211 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY - for small A/V presentation rental Bloomfield Hills patent law firm. Experience in patent matters desireable. 810-645-5200

SECRETARY
Full or part-time to handle phones, basic filing. Some computer knowledge preferred. We train. Troy area. Salary negotiable. (313) 362-36103

502 Help Wanted-Office Clerical

SECRETARY - full time for small Birmingham office. Good phone skills, light typing, filing, and some computer. Call 810-644-7622.

SECRETARY
Hospice of Michigan, not-for-profit healthcare organization with 20 Program/team locations statewide has an immediate opportunity within our Corporate Administrative Services Department.
The position is responsible for providing administrative/secretarial support to the Administrative Services Staff. Provides first person customer contact, prepares memos, reports, and documents as assigned; and maintains filing systems.
Qualifications include previous office experience, accurate typing ability, proficient computer skills in Windows, Lotus & WordPerfect; energetic; outgoing; possess strong verbal and written communication.
For prompt consideration, interested applicants are encouraged to send a resume, including salary requirements to:
Hospice of Michigan
Corporate Human Resources Dept.
15250 Northland Drive #212
Southfield, MI 48075
An Equal Opportunity Employer

SECRETARY II
CITY OF TROY
Requires 5 years clerical experience including at least 2 years experience in Accounting or Payroll. Secretary. Requires high school graduate or equivalent. Salary $24,000-$27,000. Applications available now until 4pm, Monday, Oct. 21, 1996 at: Personnel Dept., Troy Dog Depot, Troy, MI.
An Equal Opportunity Employer

SECRETARY
Livonia child development center needs Secretary to assist in developing busy front office. Experience with accounts payable, accounts receivable, payroll, word processing, WordPerfect 8.0, teamwork, and attention to detail necessary. Good pay and benefits. Please submit resume to: 30000 Five Mile Ann Arbor Road, Livonia, MI 48150

SECRETARY NEEDED - Full time, for fast paced Livonia law office. Good typing skills and a pleasant appointment call. (313) 591-6740

SECRETARY NEEDED
Property management firm in Southfield is seeking a highly motivated Secretary/Word Processor. Some phone backup and other office duties. Send resume to: PO Box 70, Southfield, MI 48037.

SECRETARY - PART TIME
Days, Bradford
Call for interview:
(810) 358-1711

SECRETARY - Part time. Word Processing a must. $8/hr. Southfield insurance office. Call (810) 338-0448

SECRETARY/RECEPTIONIST
Weekend position available in downtown Royal Oak Real Estate office. No experience, organizational and communication skills are a must! Call for interview 455-6000.

SECRETARY/RECEPTIONIST
Fast growing real estate company seeks individual for phone, front office, typing, phone and computer skills (Word and Lotus for Windows) necessary. Real Estate experience a plus. Send resume to:
31555 14 Mile Rd., Ste. 101
Farmington Hills, MI 48334
or FAX to: (810) 626-4571

SECRETARY
Successful candidate must have 2 years secretarial experience. PC experience using database software and word processing (M3 Word preferred) at a rate of 30 words good communication skills and a pleasant telephone manner. Salary commensurate with medical package, competitive salary, paid vacation, paid holidays, and excellent benefits. Send resume and salary requirements to:
Human Resources
Box 1538
23100 Providence Dr.
Suite 200
Southfield MI 48075

SECRETARY
To assist professionals in a fast paced, growth oriented law practice. Needs to have the following skills: excellent typed, computer experience with Microsoft Word 6.0 and W.P. 5.1. The right candidate will be a self-starter, organized, and have good communication skills. Position is full time with competitive benefit package. Call 313-459-7000

SECRETARY
We are a Southfield CPA firm looking for a dynamic individual. Candidate must have experience with WP, MW Word, and Excel. If you enjoy working within a pleasant, professional, fast-paced environment, and are a flexible team player, send resume for consideration.
FOULKROD, SHUMAN & CO.
26200 American Dr., Ste. 500
P.O. Box 5004
Southfield, MI 48086-5004

SECRETARY
West Bloomfield contractor seeking person for general office help. Experience on Word/Excel 6.0 & Windows. Salary commensurate with skills and experience. Send resume:
Robertson Builders
7125 Orchard Lake Rd, Suite #301, W. Bloomfield, MI 48322

SEEKING MATURE person for office work in casual atmosphere. Must be organized, responsible & have good phone skills. Full time, Call for interview at: Garrett Auto & Truck Service, 24175 Industrial Park Dr., Farmington Hills, MI. 48335

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

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

SOUTHFIELD PROPERTY MANAGEMENT has immediate openings for experienced Accounts Receivables Clerk. Knowledge of Yardi helpful. Must have some computer knowledge. Send resume & salary requirements to: Box 1, P.O. Box 3066, Southfield, MI 48037

SunTel Services, Inc., a leader in the communications industry, has two opportunities within its Accounting Department:
- **Collections Specialist**
- **Accounting Assistant**

Requirements include a minimum of 2 years general accounting experience and a working knowledge of Microsoft Excel and Word. Accounting degree is preferred but not required, candidates with equivalent experience will be considered.
Please fax resume along with salary history to:
SUNTEL SERVICES, INC.
Attn: Human Resources
1744 Abbotsford
Troy, MI 48084
FAX # (810) 619-2630

THE BARTECH GROUP
JOB FAIR
Ft. & Sat. 10 Oct. - 2 Pm.
Oct. 11 & 12, 1996
We are looking for candidates in:
WORD PROCESSORS
DATA ENTRY
CUSTOMER SERVICE
ADMINISTRATIVE ASSISTANT
CLERICAL
1-275 & Exit 18, 17190 N. Laurel Park Dr., Suite 220, Livonia, MI.
Call 810-591-3421
Fax 810-591-3423

502 Help Wanted-Office Clerical

SWITCHBOARD OPERATOR/ TYPIST
Part-time (20 hours/week working the following schedule: Monday and Tuesday, 8:00 a.m. - 1:30 p.m.; Friday 8:00 a.m. - 5 p.m.; Every 6.00 a.m. - 1:30 p.m.). Experience working a busy switchboard and excellent communication skills required. Able to work evening hours as needed. Send resume to:
Teresa Schmertz
Jewish Vocational Service
29699 Southfield Rd.
Southfield, MI 48076
(810) 559-5000
An Equal Opportunity Employer

TEMPORARY CLERK
Canton Township has several positions for the position of Temporary Clerk. This is a temporary position working up to 40 hrs. per week for up to 8 months. Ed per hour. Applications may be picked up at the Canton Township Personnel Division, 1150 S. Canton Center Rd., Canton, MI 48188 or send a self-addressed stamped envelope above address to request an application form. A Canton Township application form must be completed in its entirety and be in the Personnel Division prior to 4pm., Oct. 11, 1996. The Charter Township of Canton does not discriminate on the basis of race, color, creed, ancestry, sex, religion, age or disability in employment or the provision of services. An Equal Opportunity Employer.

TRANSCRIPTIONIST - part time. Requires excellent typing skills. Fax resume to 810-353-9430 or send to: Griffiotis & Associates, 25505 Grand Rd., Suite 1513, Southfield, MI 48076

TYPIST
Part-time for CPA firm. Approximately 15 hours a week. WordPerfect 5.1 needed. Mail resume to:
Box 1538
300 E. Long Lake Rd., Suite 300
Bloomfield Hills, MI 48304-2377.

TYPIST/RECEPTIONIST
FOR HEALTH CARE RELATED Troy based specialty advertising and promotion company. Ideal candidate will possess a pleasant telephone voice, be detail oriented, organized, self-motivated, be able to multi-task, be nurtured and be an accurate typist with a minimum of 45 wpm. Benefits. Call Ms. Kathy Fitzgerald, Mon-Friday, 9:30am-3:30pm at: (810) 362-5000

US BLADES & LASERWORLD
Fast paced, most complete FAMILY FUN CENTER is seeking a dedicated, motivated individual skilled in small office operations including computer proficiency (Microsoft Word/Excel), bookkeeping, time clock, payroll, work schedules, customer service experience. Please contact Christine at: 810-641-4200 for an interview.

WELDER
- West side shop looking for certified welders with MIG, TIG & Spot Welding. Also looking for Welders with Robot experience. Day & night shift available. Full benefit package with competitive wages. Apply in person or send resume to: Greenfield Die & Mfg Corp., 6321 Ronda Dr., Canton, MI 48187

WORD PROCESSORS
- Microsoft Word
- Excel
- Wordperfect
- Lotus

Long & short term assignments. Must be able to type 45 wpm

$10-12 per hr.
ARBOR TEMPS 459-1156

504 Help Wanted-Dental

AN EXTRAORDINARY group of dental professionals in Farmington hills invites an experienced dental assistant to join our outstanding dental team. (810) 626-0772

ASSISTANT - DENTAL - Busy Novi office seeks friendly, energetic professional experienced in four-handed dentistry and x-ray. Excellent working conditions, benefits, compensation. Call (810) 669-4030

ASSISTANT
FOR Farmington Hills dental office. Full time Mon.-Thurs., and 3 half day Saturdays. Experienced, neat, friendly motivated person to join our team. Salary is start $10, but will commensurate with experience. Paid vacations/holidays, Blue Cross/Blue Shield, and incentive program. Call Lori E. (810) 553-0645

CHARSIDE ASSISTANT
Full-time, Mon.-Fri., 7:30-7:30pm; Thurs., 3:00-8:30pm; Sat., 7:30-am-1:30pm. Experience preferred. (313)425-7010

CHAIRSIDE DENTAL ASSISTANT, full-time. Experienced & caring person needed for busy Troy office, new Livonia facility. 462-5400

COSMETIC FOCUSED dental practice in Livonia looking for an experienced dental assistant for Tuesdays & Thursdays.
Call: (810) 477-7905

DENTAL ADMINISTRATIVE ASSISTANTS

We operate a team-oriented environment providing both general and specialty services. Experience with Dentrix preferred but will train. Excellent compensation and benefit packages which include a dental insurance program. If you seek personal growth and career development, please call American Dental Group at:
(810) 352-3789

DENTAL ASSISTANT
needed in a warm & wonderful practice in Troy. Ortho experience preferred. Farmington Hills. (810) 651-6448

DENTAL ASSISTANT
Full-time. Experience preferred. Fort Rd / Belleville. Judy x/xx. (313) 278-4700

DENTAL ASSISTANT
Specialists office is searching for a friendly, energetic Dental Assistant. Experienced. Part-time with flexible hours. Call Shirley: (810)540-9193

DENTAL ASSISTANT
Busy practice in Bingham Farms is looking for a person who enjoys working in a team setting. Must be experienced in general & cosmetic dentistry. 4-5 days/week. Call: (810) 651-8491

DENTAL ASSISTANT
Specialty office in Bingham Farms is searching for a bright, energetic dental assistant. Experienced preferred. We offer a good salary and benefit package for the right person. Call Shelley at:
(810) 540-9193

DENTAL ASSISTANTS
Career opportunities available for trained Dental Assistants. Join our team-oriented practice committed to quality patient care. We offer excellent compensation and benefit packages which include a dental insurance program. Periodontal experience a plus. If you seek personal growth and career development, please call American Dental Group at:
(810) 351-3789

DENTAL ASSISTANT
Are you tired of your job & want a new challenge? This is a great office to work with. Westside area. Looking for full or part-time experienced dental assistant good with people. Call:
313-421-5200

DENTAL ASSISTANT
Part time, 20 hours/week. Experience preferred. Dearborn Hts.

DENTAL ASSISTANT
Full time for pleasant Troy office. Experience preferred. Evening/weekends. 1 Sat/month. 810-641-9492

DENTAL ASSISTANT
Northern Troy office seeking assistant. 32 hrs. hours/week. Experience necessary. (810) 828-8080

DENTAL ASSISTANT needed full time for family oriented Southfield Dental Practice. Dental assisting experience is necessary. Please call (810) 569-2056

DENTAL ASSISTANT- Experienced part-time Orthodontic Assistant needed for progressive group. Westland. Top salary to good candidate. Call Della: (313) 722-5130

DENTAL ASSISTANT
For Troy practice. Experience a must. Call Mon. thru Fri. 352-4330

504 Help Wanted-Dental

DENTAL ASSISTANT
We are a top quality Pediatric dental office seeking a full time Chairside Assistant. Are you self-motivated looking for a fast-paced, busy day? Willing to learn? Call Dr. Bernard at:
(810) 478-3232

DENTAL ASSISTANT, full time. Experienced, friendly, detail orientated. Excellent benefits, pay & benefits.
(810) 348-3784

DENTAL ASSISTANT
Experienced or willing to train. Dearborn, West Bloomfield area. Call receptionist at: (810) 557-7939

DENTAL ASSISTANT needed for South Lyon office, experience a plus, full or part-time available. Call 810-437-8189 for interview appointment.

DENTAL ASSISTANTS
DENTIST - Part-time
Call (313) 637-4123

DENTAL ASSISTANT/ RECEPTIONIST If you are experienced with the dental profession, motivated, come join our comfortably paced office. Full time, Farmington Hills, full time. (810) 855-1277

DENTAL ASSISTANT - full time, experienced only, chairside assistant needed for fast paced N. Livonia office. If you love dentistry & people oriented call our team. Call Mary at: 810-473-2000

DENTAL ASSISTANT & STERILIZATION MONITOR

West Bloomfield area. Mon-Fri from 8 to 5. Experienced preferred. Benefits available. Ask for Bonnie at:
(810) 855-8655

DENTAL ASSISTANT
Progressive dental practice in W. Dearborn searching for an experienced & caring Dental Assistant. Must have excellent people skills & excellent clinical skills for this full time position. Salary commensurate with experience and great staff. Call for an interview:
(313) 563-2610

DENTAL ASSISTANT - Friendly, caring, organized person, experience preferred, will train. Pleasant office environment. Call Jackie at: (810) 478-1220

DENTAL ASSISTANT
For Southfield dental office. 1 year experience required. 810-443-5110

DENTAL ASSISTANT
4 days. Medical, profit sharing. Dearborn Heights. (313) 565-0443

DENTAL ASSISTANT for periodontal practice to assist as hygienist coordinator. Full time, benefits. Farmington Hills area. 810-851-1034

DENTAL ASSISTANT
Mon-Thurs. 8:30-5:30. Some Saturdays. No experience necessary. Salary negotiable. (810) 471-0725

DENTAL ASSISTANT
Full time, Mon-Fri. No evenings or Saturdays. Bloomfield area. No experience necessary. Birmingham area.
(810) 645-5961

DENTAL ASSISTANT
Modern Novi office needed to work with us in Specialty Office. 30-36 hours per week. Call Jackie at:
(810) 953-6660

DENTAL ASSISTANT
Career opportunity available to join our team-oriented Troy family practice. Committed to quality patient care. Experience necessary, no evenings or Saturdays, full or part time.
(810) 362-3345

DENTAL ASSISTANT
to our dismay our wonderful dental assistant is moving to Las Vegas with her husband. We are looking for a people loving, energetic, positive person? Is that you? Are you ready to work with our team in the Plymouth area, interested? Call Rose, (313) 453-0580

DENTAL ASSISTANT
We desire a bright, energetic person who likes to smile and enjoys dentistry. Dental experience needs to possess a desire to learn desk and chairside. Southfield area. Full time. Experience preferred, but will train right person. (810) 557-3758

DENTAL ASSISTANT
Have you ever thought of training as a Dental Assistant? We are willing to train the right person for an interesting job. In a team-oriented specialty office. Farmington Hills area, Plymouth area, Birmingham area. Call between 10am-4pm: (810) 647-7935

DENTAL ASSISTANT
Chairside Assistant position for a bright, energetic person with four-handed experience. We offer a wonderful team oriented environment, excellent benefits, caring & health centered. Please call Dorene between 9-5 at: (810) 425-5570

DENTAL FRONT DESK
Need great people person. Experienced. Top paybenefits. Call Bev., 313-728-5000

DENTAL HYGIENIST
Group practice looking to fill full time entry level hygienist position. Experience preferred but willing to train. Excellent benefit package. Contact: (313) 522-8877 EOE.

DENTAL HYGIENIST
Part-time. Mature professional. Mon., Wed., Fri. Call Dr. Ron's office for appointment interview. 810-689-0000

DENTAL HYGIENIST
Westside office needs hygienist for 2 days a week. Call Ann at: Promark. Top pay, great office to work for. Call: 313-421-5200

DENTAL HYGIENIST
Needed for busy Livonia office in a progressive, friendly office. Call Cathy at: 810-476-5510

DENTAL HYGIENIST
Position available. Dearborn Heights office. Private practice, part-time. Flexible hours. Full time benefits. Top right person. (313) 565-7170

DENTAL HYGIENIST needed in Troy. Flexible hours. Experience preferable. Call for interview appointment. 810-437-8189

DENTAL HYGIENIST
Full-time. Call to apply: (810) 569-7060

DENTAL HYGIENIST for high quality, private practice, Farmington Hills office. Part-time, 2 weekdays, welcome 1/2 Saturdays. Highly motivated, professional individual with concern for patient care. Call Lori E. (810) 553-0645

DENTAL HYGIENIST full or part-time in a warm & friendly Southfield family practice. Call today! Ask about our 3% hygiene bonus!! (810) 352-1110

DENTAL HYGIENIST - experienced for active periodontal office, 1-5 days available. Call Mary Redford, or Pat, 810-350-2220.

DENTAL HYGIENIST
Friendly, quality, Southfield/Farmington Hills office.
(810) 627-1220

Dental Hygienist
Part time for progressive, growing practice in Livonia. (313) 431-5220
OR evenings and weekends:
(810) 333-3921

DENTAL HYGIENIST - Busy Novi office needs polished professional with excellent communication skills for full or part time. Excellent working conditions, benefits, compensation. Call: (810) 669-4030

DENTAL OFFICE Dearborn Heights. Front office entry level position available. Please call Linda:
(313) 277-3000

DENTAL PRACTITIONER

Multi-office group practice seeking quality dentists interested in attractive salary and benefits with career path to ownership. Excellent working & family history to:
Human Resource Director
American Dental Group
2000 Town Center, Suite 2211
Southfield, MI 48075

DENTAL RECEPTIONIST & ASSISTANT - need experienced full time for busy, friendly Southfield office. Dentists experience helpful. Ask for Lori. (810) 557-0880

DENTAL RECEPTIONIST W/ COMMAND EXPERIENCE.
Full time with benefits. Farmington Hills. (810) 851-6440

504 Help Wanted-Dental

DENTAL RECEPTIONIST - Full/part time position available. Multi-doctor practice. Must have dental insurance edge & computer experience. Excellent benefits. (313) 722-6130

DENTAL RECEPTIONIST
Northville family practice
Experience required.
Call: (810) 347-4250

DENTAL RECEPTIONIST
Wayne Rd. & Michigan Ave. Unique opportunity for experienced self motivated person in a small office. Benefits. (313) 722-1146

DENTAL RECEPTIONIST
Downtown Birmingham office seeking bright, self-motivated person to be a vital team member of our cosmetic and general practice. Excellent remuneration and benefits. Experience preferred. (810) 644-2136

DENTAL RECEPTIONIST - Busy Novi office needs mature, experienced and polished professional for full-time position. Some computer skills helpful. Excellent benefits, incentives, insurance, receivables and other clerical duties. Excellent working conditions & benefits, compensation. Call (810) 669-4030

DENTAL STAFF - Experienced - We take binding bite. Do you love what you do. Call our direct placement department. Today! Ask for Peak Performers Employment Forecast. No Fees. EOE. (810) 477-6777

DENTAL TECH. C & D LAB. Looking for experienced person with excellent Call Joe. (810) 227-7810

FARMINGTON DENTAL Practice is looking for a friendly, energetic Front Desk Person to join our exceptional team of dental professionals. Salary commensurate with experience. Call: (810) 474-4500

FRONT DESK ASSISTANT

Our 10 Mile/Greenfield Farmington office is seeking an enthusiastic person for this 4 day per week customer service position. Dental experience required. No evenings. Send letter of interest to: Box #1206
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

HYGIENISTS NEEDED for dental firm that promotes quality patient care as a team-oriented work environment. We offer excellent compensation and benefit packages which include bonus incentive program. If you are looking for a permanent career opportunity and personal growth, please call:
Anderson Dental Group at:
(810) 351-3789

MARKETING DIRECTOR

practice to assist as hygienist coordinator. Full time, benefits. Farmington Hills area. 810-851-1034

DENTAL ASSISTANT
Mon-Thurs. 8:30-5:30. Some Saturdays. No experience necessary. Salary negotiable. (810) 471-0725

FULL TIME DENTAL ASSISTANT
Mon-Fri. No evenings or Saturdays. Bloomfield area. No experience necessary. Birmingham area.
(810) 645-5961

DENTAL ASSISTANT
Modern Novi office needed to work with us in Specialty Office. 30-36 hours per week. Call Jackie at:
(810) 953-6660

DENTAL ASSISTANT
Career opportunity available to join our team-oriented Troy family practice. Committed to quality patient care. Experience necessary, no evenings or Saturdays, full or part time.
(810) 362-3345

DENTAL ASSISTANT
to our dismay our wonderful dental assistant is moving to Las Vegas with her husband. We are looking for a people loving, energetic, positive person? Is that you? Are you ready to work with our team in the Plymouth area, interested? Call Rose, (313) 453-0580

DENTAL ASSISTANT
We desire a bright, energetic person who likes to smile and enjoys dentistry. Dental experience needs to possess a desire to learn desk and chairside. Southfield area. Full time. Experience preferred, but will train right person. (810) 557-3758

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