502 Help Wanted-Office Clerical

RECEPTIONIST
Farmington Hills agency seeks a professional, pleasant, motivated and enthusiastic individual. General office skills and multi phone line experience required. Salary commensurate with experience. Call Lori: (810) 851-3066

RECEPTIONIST: Farmington Credit Union has opening for an individual with pleasant personality, to greet, assist & direct membership. Typing & clerical skills required. Send resume to: Member Service Manager 22981 Farmington Rd., Farmington, MI 48336

RECEPTIONIST
FAST paced insurance agency looking for permanent, part time Receptionist. This person must have professional phone etiquette, and good clerical skills to meet varied needs of the staff. PC skills needed. Hours: 1-5pm., Mon.-Fri. Send resume & salary requirements to: P.O. Box 2999 Farmington Hills, MI 48333-2999

RECEPTIONIST
EDOL hair salon in Troy. Part time possibly full time. Will train. (810) 879-1620

RECEPTIONIST FOR large golf/banquet facility. Multi-line phones, computer skills a plus. Year round position. Competitive wages, free golf. Mon.-Fri. days. Weekends possible. Fox Hills Country Club, Plymouth. (313) 453-7272

RECEPTIONIST for fast pace construction office. Answering 8 lines with some word processing helpful. Starting pay $250.00 a week for 90 days. Send resume to Karen Squier, 41116 Jo Drive, Novi MI. 48375.

RECEPTIONIST
Front desk position for Livonia real estate office. Experience helpful. Call Mary Ann 313-591-9200

★RECEPTIONIST★
Full time person needed for busy upscale Birmingham - Bloomfield real estate office. Enthusiastic friendly person able to handle multiple phone lines and schedules of busy professionals! Send resume to: Ms. Martha Schroder Box 39, Birmingham MI. 48009

RECEPTIONIST
FULL-TIME for Southfield CPA firm. Full benefits. Basic office duties. Pleasant personality a plus. (810) 354-4044

RECEPTIONIST
Full time position available at our Plymouth facility. Must be dependable, flexible, able to type 45 WPM and have excellent communication skills. Contact Diana at: (313) 283-6400

RECEPTIONIST
Full-time position with benefits. Professional voice & phone etiquette required. Send resume to: Receptionist, P.O. Box 1875, Dearborn, MI. 48121

RECEPTIONIST
FULL TIME
SOUTHFIELD OFFICE LOCATION
Ambitious & energetic person to be responsible for Multi-line phone system in NON-SMOKING office. Prior experience required. Other responsibilities include typing, filing and general office duties. Must be organized and have the ability to assist & support several individuals at a time in our busy paced office. Full benefits. Mail resume in confidence to: Box #1236 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

RECEPTIONIST - FULL TIME
Great opportunity for individual with good phone manners and office skills. Minimum 5 years experience. Computer knowledge desired. Excellent benefits and working conditions. (810) 647-5600

RECEPTIONIST, full time, capable of handling multi-phone lines, must be well organized, people friendly & have own transportation. Good pay & benefits. Apply in person:
Scott Shuptrine
4110 Telegraph, Bloomfield Hills

RECEPTIONIST/ GENERAL OFFICE
position for Farmington Hills accounting firm. Immediate opening. Please call: (810) 855-1870 or fax resume: (810) 855-4642

RECEPTIONIST
General Office, flexible hours, multi-line phone experience. Send resume to: Compulocis, PO Box 1588, Troy, MI 48099

RECEPTIONIST / General Office. Immediate, Redford area. Current word processing & Microsoft Excel experience a must. Neat & personable. Send resume to: 34935 Wadsworth, Livonia, MI 48150

RECEPTIONIST
Good phone voice a must, with general office skills. Knowledge of computers a plus! with competitive pay. Blue Cross/Blue Shields benefits & many other benefits. Direct resume to: Personnel Manager, 585 E. Larned, Ste 100, Detroit, MI 48226.

RECEPTIONIST
High-tech firm seeks dependable, outgoing, experienced phone/lobby Receptionist. PC skills & clerical experience a plus. Competitive salary & full benefits. Resume to: RECEPTIONIST, 38345 W. 10 Mile, Ste. 330, Farmington Hills, MI. 48335

RECEPTIONIST - Machine tool distributor looking for an individual with a pleasant personality to answer busy phone lines. Other duties include light typing, filing & misc. general office duties. Salary based on experience. Benefit package includes 401k. Send resume to: PMC Machinery Sales, Inc. 14600 Keel, Plymouth, MI 48170. An Equal Opportunity Employer

RECEPTIONIST
Many Temporary and Temporary to Permanent positions available for qualified Receptionists. Top notch candidates with excellent phone etiquette desired: 6-9 incoming lines, fast paced office setting, computer experience helpful. Those positions are well compensated and offer great growth potential. Please call for an interview.
PERFORMANCE PERSONNEL
313-513-5823

RECEPTIONIST - Must be conscientious, able to handle responsibility & people oriented for high quality Livonia/Westland veterinary practice. Apply at 8643 Middlebelt Rd., Westland, or call (313) 427-8180

RECEPTIONIST
National Cable Communications is seeking an energetic individual to work on a busy front desk by answering incoming calls, processing all incoming & outgoing mail, and administrative support for the Sales Dept. Applicants must have excellent communication skills & knowledge of Microsoft Word, Excel, Powerpoint & CCMail. NCC is an E O E.
Send your resume & salary requirements to:
National Cable Communications 33481 W. 14 Mile Rd. Suite 90 Farmington Hills, MI 48331 Attn. Sales Manager

RECEPTIONIST
NEEDED for busy agency. Must have experience with multi-line phone system, database, word processing, general filing, shipping & general office duties. Send resume to: Office Manager, P.O. Box 060915, Rochester, MI 48307

RECEPTIONIST, NEEDED. Full-time. Benefits available. Contact Kim. (313) 729-6200

RECEPTIONIST/ORDER ENTRY
Entry level position. Looking for a bright person to do data entry, answer phone & light filing. Call Mrs. Dee for interview (810) 651-7700
Lifetime Doors, Inc. 30700 Northwestern Hwy. Farmington Hills, MI 48334-2511

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. Day, evening & weekend hours. Must be flexible. Apply within: Mitzelfeld's, 312 Main St., Downtown Rochester

RECEPTIONIST
Part-time position available at Plymouth OB-GYN office. Computer literate with experience in appointment scheduling & office clerical procedures. Send resume to: Plymouth OB-GYN Specialists, 990 W. Ann Arbor Tr., Ste. 302, Plymouth, MI. 48170

RECEPTIONIST
Part time for Bloomfield Hills law firm. Pleasant phone manner required; WordPerfect experience and administrative skills helpful. Salary commensurate with qualifications. Please FAX resume and references to: 810- 642-7791, Attention LER Or mail to LER, Dawda, Mann, Mulcahy & Sadler, P.L.C. 1533, North Woodward Ave. Suite 200, Bloomfield Hills, MI 48304.

RECEPTIONIST
Part/full-time for answering service. Good people skills. Light typing. Call Kay: 810-647-7960

RECEPTIONIST - PART TIME
busy Canton real estate office needs part-time Receptionist. Duties include: Answering phones, filing, typing (a must), and other small tasks. Call Chuck or Rhonda (313) 453-8700.

RECEPTIONIST
Permanent/part-time. Telephone experience preferred. Afternoons, 1pm-5:30pm. Bingham Farms law office. 810-644-0680

RECEPTIONIST / PHONE
FULL-TIME, for Farmington Hills service company. Light typing & basic computer skills required. Call: (810) 474-5444, 8-5pm

RECEPTIONIST
Plymouth based manufacturing firm seeking receptionist with clerical skills. Competitive wages, excellent benefits. Call for appointment (313) 454-9100

Receptionist
Professional & dependable for fast paced office in Southfield. Must have some clerical experience, type 40wpm & be customer service oriented. Good pay & benefits. Please send resume to: Specs Howard School, 19900 W. Nine Mile, Southfield, MI 48075, Attn: Ms. Saleh.

RECEPTIONIST
Q-1 automotive supplier has opening for full-time receptionist. Knowledge of WordPerfect and non smoker preferred.
Viscount Industries 24704 Hathaway Farmington Hills, MI 48335 810-471-5071 Fax 810-471-2682

RECEPTIONIST
Rochester Real Estate office. Two or three afternoons (4-7) and Saturday (9-5) or Sunday (10-5). Pay commensurate with experience. Call 656-6500 or fax resume to 656-6506

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

RECEPTIONIST/SECRETARY
for Farmington Hills based company. Must be motivated individual w/excellent proofreading & communication skills to fill full time position immediately to peform multiple tasks including: Answering multi-line phone, filing, & general clerical duties. Must type 60 wpm & have Word experience. $8 to $9/hr. commensurate w/experience. Please fax resumes to: attn. Kris, 810-471-3368

RECEPTIONIST/ SECRETARY
Busy Southfield commercial real estate co. seeking a professional, motivated individual to assist our property mgr. Must be well organized & have strong phone skills. Excellent pay, full benefit package. Fax resume: 810-557-6442, or mail to Joanne, 29548 Southfield Rd., #200, Southfield MI 48076

RECEPTIONIST/ SECRETARY
Experienced with excellent phone & communication skills needed for expanding mortgage company. Full time position offering top pay & benefits. Fax resume to: 810-268-7508

RECEPTIONISTS
Full/part-time for busy outpatient clinic, Livonia. Good people/ phone skills. Reliable. Call: 313-464-0420

RECEPTIONISTS
Good phone skills. Will greet customers. Some computer experience helpful.
$7.50-$8.50 per hr.
ARBOR TEMPS 459-1166

RECEPTIONIST
Small, fast-paced real estate/property development firm needs energetic & enterprising individual to answer incoming & place outgoing calls, greet guests & assist in general secretarial duties. Qualifications for this front desk position are excellent phone skills, good computer/typing skills, basic math ability, flexibility in performing tasks & good judgement. Send resume to: Receptionist, 3221 W. Big Beaver Rd., Ste. 106, Troy, MI 48084 or Fax to: (810) 649-2373

RECEPTIONISTS
Permanent Positions PLUS BENEFITS
Business to $20K
Medical to $19K
Banking to $18K
Personnel Systems 459-1166

Receptionists & Secretaries
Urgent short and longterm needs for entry level administrative level support and experienced receptionists
• Top Pay
• Additional Software Training Available
Interested candidates please call (313) 522-4020
KELLY SERVICES
Equal Opportunity Employer

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, good pay, excellent benefits. Send resume with salary requirements to: 31800 W. 8 Mile, Farmington, MI 48236. Attn.: Receptionist.

RECEPTIONIST
Wholesale distributor in Plymouth seeking polite, energetic, non-smoker. Typing/computer skills helpful. Full / part-time. Call Terry for appt: 313-453-6258

RECEPTIONIST
Wonderful working conditions and a great boss! Requirements are a friendly professional voice for multi-line phone answering, communication skills, and be computer literate. Full time with benefits. Please call... 810-357-6060, ext 101

RECEPTIONIST
Woodward Hills Nursing Center, located in Bloomfield Hills, 1312 North Woodward Avenue, currently has a Monday through Friday, 4:30 PM to 9:30 PM receptionist position available. Job duties include greeting visitors, typing skills and phone answering. If you enjoy working with the public and have good communication skills, please call 810-644-5522 and ask for LINDA DONALDSON.

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

RECEPTIONIST
7am-3pm, Mon-Fri. For busy auto repair facility. Must be energetic & computer friendly. Apply in person: Novi Moove, 21530 Novi Road, between 8 & 9 Mile Roads.

SALES ADMINISTRATIVE ASSISTANT
Southfield Opportunities
The Reynolds and Reynolds Company, a Fortune 1000 leader in information management, has an excellent opportunity for an Administrative Assistant experienced in providing support to a national accounts Sales Department. Responsibilities include efficient preparation and processing of correspondence, scheduling meetings and performing general secretarial duties
This team player will hold an associate's degree and 3 years of related sales industry experience. PC proficiency with skills in word processing, database, spreadsheet applications and presentation applications. Windows-based applications and Lotus SmartSuite experience are preferred. Strong organizational, communication, interpersonal and problem-solving skills are essential. We offer an attractive salary/benefits package and superior career potential. For consideration, send your resume to: The Reynolds and Reynolds Company, Attn.: HRVJ9, 10 Dax Hollow Drive, Suite 140, Southfield, MI 48034; Fax: 810-351-4072
PLEASE NO PHONE CALLS
We're creating an inclusive work environment that seeks out and welcomes diversity. EOE M/F/D/V
Reynolds & Reynolds

SALES SECRETARY
Immediate full time opening in Novi corporate office. Essential job functions include sales support, word processing, spread sheet, creating data base and all other general office duties. Job requirements include: a high school diploma, with 1-3 yrs secretarial experience, PC literacy, good communication & telephone skills as well as positive interpersonal skills. Associates degree a plus. For consideration please submit your resume to: Brass Craft Mfg. Co. Attn: DV/SS P.O. Box 8032 Novi, MI 48376-8032
Equal opportunity employer m/f/d/v No phone calls please

SCHEDULE COORDINATOR
Full-time position for National Accounts Department for nation wide company based in Rochester. Salaried with excellent benefits. Typing 40-45 wpm, word processing, and PC knowledge. Send resume to: Attn: Personnel, 805 Oakwood Rochester, MI 48307. EOE

SCHEDULING COORDINATOR
Interim Occupational Health is seeking a part-time individual who is quick thinking, detail oriented, reliable enjoys fast pace environment, and has excellent phone skills.
This position offers approximately 15 hours/week, Tues.-Fri., 12:30pm - 4:30pm. Hours may vary.
Interested candidates please call: Branch Manager (800) 772-4376
Or send resume to: Interim Occupational Health 1835 W. Woodward, #204 Bloomfield Hills, MI 48302 Fax (810) 334-0022
An Equal Opportunity Employer

SECRETARIAL
Now hiring full and part-time in West Bloomfield Real Estate Office. Computer knowledge a plus. Excellent benefits and incentives. Experience preferred but not necessary. Call Eileen at: (810)-626-8000.

SECRETARIES
$12/hr. MS Word, Excel and/or PowerPoint a plus. Assignments available immediately. Let our expertise help find what your looking for!
THE KPM GROUP
810-355-2440
Fax 810-355-5899

SECRETARIAL SUPPORT
SOUTHFIELD OFFICE LOCATION
Ambitious and energetic person for FULL TIME secretarial support staff in NON-SMOKING OFFICE. Filing, typing, general office & clerical duties. Computer experience necessary. Must be organized and have ability to assist & support several individuals at a time in our busy paced office. Full benefits. Mail resume in confidence to: Box #1236
Observer & Eccentric Newspapers 36251 Schoolcraft Livonia, MI 48150

SECRETARIES NEEDED AT THE BIG THREE!
Manpower, Inc., the world's largest supplier of contract personnel has an immediate need for experienced, professional secretaries for placement at the Big Three and EDS. These positions require MS Word, Excel and Powerpoint. Excellent wages, comprehensive benefits package and training included. Interested candidates should call:
Manpower Automotive Division 810-689-9800 Or Fax 810-689-2100

Human Resources Secretary
Flint Ink Corporation, the industry's largest American-owned printing ink manufacturer has an immediate opportunity for a Human Resources Secretary at our Livonia office.
Position requires a versatile individual with excellent secretarial skills, computer (Microsoft Word/ Excel, Lotus) plus accounting experience. Human Resources experience preferred.
We provide a comprehensive range of benefit programs including profit sharing. Please foward resume to:
Flint Ink
Flint Ink Corporation HR/JGR 33105 SCHOOLCRAFT RD. LIVONIA, MI. 48150
An Equal Opportunity Employer

OPEN HOUSE
Mon., Oct. 21, 1996. 9-5pm.
COURTYARD MARRIOTT
17200 N. Laurel Park Dr. Livonia, MI. 48152
IMMEDIATE POSITIONS • Legal Secretaries • Paralegals • Receptionists • Administrative Assistants • Customer Service Reps • Secretaries • Data Entry Clerks • Bookkeepers • General Office Clerks • No appt necessary! Proper ID needed for completion of I-9 form.
THE KPM GROUP
810-355-2440 FAX: 810-355-5899

SECRETARY
Birmingham financial company needs bright, energetic, articulate individual. Solid office skills, computer proficiency in windows (MS Word, Excel), and strong organizational skills required. Mail resume and salary history to BAC, Suite 350, 260 E. Brown, Birmingham, MI 48009, or fax to (810) 644-5760

SECRETARY
ENHANCE your career and interact with caring professionals in the warm atmosphere of this major suburban or Detroit health care headquarters. Long term positions. Salary $9.00-$13.00/hr. Benefits Call Sharon Farmington/Livonia 473-2931 Birmingham 646-7661
Advantage Staffing

SECRETARY
for Church. Part-time, 2½ days weekly. Birmingham area. Call 9-5 810-646-2244

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

SECRETARY
LIVONIA CPA firm seeks experienced secretary/receptionist. Typing, word processing & general office experience preferred. Send resume to Box #1129 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY
National non profit organization seeks experienced Secretary for Southfield office. Organizational & administrative skills, computer literacy & pleasant phone manner required. Salary up to $21,000. Good benefits & pleasant environment. Send to: 4000 Town Center, Suite 420, Southfield, MI 48075.

SECRETARY/RECEPTIONIST - Self-starter, excellent verbal & written communication skills. Accounting & computer skills a plus. Full benefits. Send resume to: IDI, 8001 Ronda Drive, Canton, MI., 48187.

SECRETARY
Handleman Company, a NYSE traded international wholesaler of music, video, books and computer software with annual revenues exceeding $1 billion, has a secretarial opening available at our Troy Corporate office.
Qualified candidates will have 5 years secretarial experience, good communication skills, Word, Excel and Power Point skills with a minimum typing speed of 60wpm.
Please send resume, which must include salary requirements to:
HANDLEMAN COMPANY P.O. Box 7045 Troy, MI 48007-7045 ATTN: Human Resources-S.E.
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
For professional office, NW area near I-275. Computer skills in Word & Excel for Windows 95 needed. Compensation commensurate with experience. (810) 477-1697

SECRETARY / RECEPTIONIST
Full-time position with benefits available for reliable person with good typing & phone skills. Must know Microsoft Word. $7.75-$10 per hr. Non-smoking office. Call: 810-258-1610

SECRETARY/RECEPTIONIST
Fast growing real estate company seeks motivated individual. General office, typing, phone and computer skills necessary. Attractive salary & benefits offered. Send resume to: 31555 14 Mile Rd., Ste. 101 Farmington Hills, MI 48334 or FAX to: (810) 626-4571

SECRETARY/ RECEPTIONIST/ OFFICE MANAGER
Self directed individual for one person office of a busy Warren commercial builder. Typing and computer skills a must, along with good phone voice and customer relation skills. We will teach the right person our business. Career position with good benefits and growth possibilities. Salary open. Call (810) 758-2040 for immediate consideration, OR fax resume to: (810) 758-2042

SECRETARY/ RECEPTIONIST
Dynamic fast-paced engineering office seeks articulate individual with good grammar skills to support our staff. Experience a plus. Responsibilities include word processing using Word Perfect 6.1 for Windows, answering phones, greeting clients. We offer an excellent wage commensurate with experience and a benefit package. Please send your resume in confidence to: Peter Basso Associates 5600 Crooks Rd. Suite 201 Troy, MI 48098 An Equal Opportunity Employer

SECRETARY
We are a growing professional firm within the Oakland County area in need of an experienced, personable Secretary with excellent computer skills, typing speed of at least 50 wpm, written & verbal communication skills, good organizational skills, multi-task oriented, and can work required overtime during our peak season. If you are a person who can work in a fast-paced environment. Send your resume and salary expectations in confidence to: Box #1237 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY WITH computer & accounting skills for C.P.A. office. Send resume: Fax 810-737-2080 or 32000 Northwestern Suite 172, Farmington Hills MI, 48334, or fraitcpa@aol.com

SEEKING MATURE person for office work in casual atmosphere. Must be organized, responsible & have good phone skills. 32 hrs. per wk. Send resume to: Garrett Auto & Truck Service, 24175 Industrial Park Dr., Farmington Hills, MI, 48335

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

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

SOUTHFIELD PROPERTY Management Company has immediate openings for experienced Accounts Receivables Clerk. HUD background helpful. Must have some computer knowledge. Send resume & salary requirements to: D.L., P. O. Box 306, Southfield, MI 48037

TAX PREPARER / BOOKKEEPER
Full-time Jan. thru April. Part-time rest of year. Some experience in 1040 preparation required. Computer skills helpful. Fax resume to: 313-534-0335 or send resume to: Tax Preparer, 23750 Elmira, Suite 304, Redford, MI. 48239

TELEMARKETER/ CLERICAL
Person with organizational, computer & people skills needed

SPECIAL RECRUITING HOURS
Tues., Oct. 22 (Open until 6 PM.) & Sat., Nov. 2 (Open 10-2 PM) (By appointment only)
Temporary & Permanent positions available. Multiple positions from entry level up to excellent level. Call today!!
Livonia, 313-268-8600 Southfield, 810-352-1300 Auburn Hills, 810-373-7500 Taylor 313-284-0777
SNELLING
PERSONNEL SERVICES
An Equal Opportunity Employer

TELEMARKETING
CANTON/PLYMOUTH. Experience necessary, but must be organized and have great phone skills. 9 AM - 4 PM. $7 hour and incentives! EXPRESS SERVICES 313-487-5450 FAX: 313-487-1838

TELEMARKETING
Canton/Plymouth. No experience necessary, but must be organized & have great phone skills. 9am-4pm. $7/hr. + incentives! EXPRESS SERVICES 313-487-5450 FAX: 313-487-1838

THE FIRST PLACE TO LOOK!!
For excellent opportunities in the clerical field. We are in need of experienced switchboard/receptionists who are computer literate and looking for temporary and permanent openings. Call today!!!
SNELLING PERSONNEL SERVICES
Auburn Hills, 810-373-7500 Southfield, 810-352-1300 Taylor, 313-284-0777 Livonia, 313-268-8600

TRANSCRIPTIONIST
FULL time for fast paced office located in Southfield. Applicant must type 65-70wpm and have transcribing experience. Benefits offered. Send resume to: Barbara Dechamplain C.R.A Managed Care 30700 Telegraph, Ste. 3500 Bingham Farms, MI 48025

TRANSPORTATION ASSISTANT
Delivery center seeks someone to assist Transportation Manager. Duties to include customer service, answering phones and filing. Candidate should have some computer experience and good organizational skills. Apply in person between 9am & 3: Office Max Delivery Center, 41610 Joy Rd., Plymouth

WARRANTY SERVICE personnel for new home builder. Excellent communication & organizational skills. Good with people. Experience helpful but not necessary. Fax resume to (810) 851-1531, or Send resume, P.O. 1195, Observer & Eccentric, 36251 Schoolcraft, Livonia, MI 48150

WE HAVE POSITIONS FOR
• WORD PROCESSORS
• RECEPTIONISTS
• CLERKS
and many more
Call for Appointment
EMPLOYERS
(810) 433-1400
An Equal Opportunity Employer

WORDPROCESSOR
DIFCO Laboratories, a world leader in products for the microbiology laboratory, has an immediate opening for a Wordprocessor at our Administrative Center in Livonia. This position is responsible for general word processing on a variety of documents, maintaining database and master record files and general clerical duties. The desired candidate should possess at least one year experience in word processing. Knowledge of database software is a plus. Excellent interpersonal and organizational skills.
If you are a self-starter and a team player, submit your resume and salary requirements in confidence to:
Difco Laboratories, Inc Attn: Human Resources-WP P.O. Box 331058 Detroit, MI 48232-7058 An Equal Opportunity/ Affirmative Employer D/V

WORD PROCESSORS
• Microsoft Word
• Excel
• Wordperfect
• Lotus
Long & short term assignments Must be able to type 45 wpm
$10-12 per hr.
ARBOR TEMPS 459-1166

WORK COMP. ADJUSTER
For growing stable co. 3-5yrs. experience. Good benefits & opportunity. Send or FAX resume: Fax: 810-350-1710; Mail: Branch Manager, Box 587, Southfield, MI. 48037

20-25 HOURS a week in busy Psychologists' office. Must be a flexible, personable self-starter with excellent typing skills. Send resume and cover letter to: Box 706, Bloomfield Hills, MI 48304

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 needs part-time polished professional experienced in four-handed dentistry and x-rays. Excellent working conditions, benefits, compensation. Call (810) 669-4030

ASSISTANT - full time. Top pay for the right experienced Assistant. Call Mary at: 810-473-2000

CHAIRSIDE DENTAL ASSISTANT, full-time. Experienced & caring person required for our quality practice, new Livonia facility. 462-6400

CHAIRSIDE DENTAL ASSISTANT
Part-time, with experience preferred. Wednesday, 9am-6pm and every other Saturday from 9am-2pm. Call for interview. (810) 553-9393

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 train. Benefits. Novi office. (810) 478-3232

DENTAL ASSISTANT
Experienced or willing to train. Benefits. West Bloomfield area. Call residence after 4pm., (313) 421-7938

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
Motivated person needed to work with us in Specialty Office. 30-36 hours per week with / benefits. For information call 313-953-6660

DENTAL ASSISTANT
Career opportunity available to join our team-oriented Northville family practice. Committed to quality patient care. Experience necessary, no evenings or Saturdays, full or part time. (810) 348-7997

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 practice. Hours and wages flexible, Birmingham area. Call between 10am-4pm: (810) 647-7935

DENTAL ASSISTANT
Livonia/Westland area. Part-time Chairside Assistant position for a bright, energetic person with four-handed experience. We offer a wonderful team oriented environment. Should be mature, caring, & health centered. Please call Dorene between 9-3pm at: (313) 425-5570

DENTAL ASSISTANT needed for South Lyon office, experience a must, full or part-time available. Call (810) 437-6189 for interview appt.

DENTAL ASSISTANT
Part-time, Mon.- Thurs., 4pm. until close. Experience preferred but will train. Michelle, (810) 335-1000

DENTAL ASSISTANT
Livonia office looking for outgoing and energetic Assistant. Pay according to experience. Full time. Call Vanessa, (313) 522-8870

DENTAL ASSISTANT
Full-time. Experience preferred. Ford Rd / Beech Daly area. (313) 278-4700

DENTAL ASSISTANT
If you are experienced with X-rays, personable, & self motivated, come join our comfortably paced, low stress office. Full-time. Farmington Hills. (810) 855-1277

DENTAL ASSISTANT
Experienced. Full time for general practice in southern Oakland county. Call Chris: (810) 624-8090

DENTAL ASSISTANT
Friendly and quality oriented Dearborn Heights dental specialty office is seeking a dependable, mature and enthusiastic chairside assistant who is experienced in 4-handed dentistry. Call Ann at: (313) 277-0510

DENTAL ASSISTANT
Diamond needed for the perfect setting. If you can help our office shine in the following areas - Enthusiasm, Professionalism, Caring, Teamwork - We are looking for you! We invite you to call for more information, Mon.-Thurs. (810) 478-7711

DENTAL ASSISTANT
Stop, Look and Advance in your career! Sears Family Dental Center is growing. If you are an experienced Assistant and believe in patient satisfaction, join our growing team. We have positions at our Livonia locations. For immediate consideration call Luwana at: 810-442-6856

DENTAL ASSISTANTS
Experienced and Xray Certified. The BEST jobs are available through Peak Performers because the BEST offices know working with the EXPERTS, gets RESULTS! If you want results too, call...... (810) 477-5777
No Fees EOE

DENTAL ASSISTANT
experienced. Specialty office seeking an energetic, highly motivated, pleasant person to assist chair side in an endodontic practice. Salary commensurate with experience. Benefits available. Birmingham/Bloomfield area. Call Mon-Fri, 10 - 4: (810) 647-7935

DENTAL ASSISTANT
Full time position. Friendly Royal Oak office. Experience preferred. (810) 547-8730

DENTAL ASSISTANT
Mon, Thur or Fri, some Sat. Troy. Call (810) 643-7530

Dental Assistant
Part time, Livonia office, no evenings. (810) 778-3799

DENTAL ASSISTANT
Full time, pleasant Troy office. Experience preferred. 1 eve/ week, 1 Sat/mo. 810-641-9490

DENTAL ASSISTANT - outgoing self starting individual for our progressive dental team. 1 yr. experience necessary. Top pay for the right individual. Call for interview. (810) 661-1440.

DENTAL ASSISTANT
Warm, family oriented practice seeks full-time, chairside assistant. Congenial atmosphere, modern facilities, benefits. Be a part of our special team. (810) 353-7440

DENTAL ASSISTANT
Full-time for energetic, career oriented, happy person. Great staff & hours. No eves. or Sats. General & implant dentistry in an upscale OSHA compliant office. 810-647-5434

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
Successful progressive group dental practice seeks a talented creative person with exceptional people skills to join our clinical team. This opportunity can lead to a leadership position using state-of-the-art management techniques. Full time. Excellent pay and benefits, comensurate with your abilities and your experience. Ask for Tammy. (313) 274-4040

DENTAL HYGIENIST for high quality, perio/prosthodontic Farmington Hills office. Part-time, 2 weekdays w/some ½ Saturdays. Highly motivated, professional individual with concern for patient care. Call Lori E. 810-553-4740

DENTAL HYGIENIST - experienced for active periodontal office. 1-5 days available. Call Mon. Wed. or Fri. 810-350-2220.

DENTAL HYGIENIST
Friendly, quality, Southfield/ Farmington Hills office. (810) 827-1220

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 HYGIENIST
Experienced full-time, top pay, good benefits. Southfield area. (810) 355-9800

DENTAL HYGIENIST
Part-time. Mature professional. Mon. and/or Wed. Troy area. Call for appointment interview, 810-683-0000

DENTAL HYGIENIST
needed for our Livonia family practice to treat & educate our patients. Part time hours; Wednesdays, Fridays & Saturdays. Good salary. Call Chris: (313) 427-2222

DENTAL HYGIENIST
Farmington Hills General Dental practice looking for part/full time Hygienist for friendly, high quality dental practice. No weekends. Please call for more information (810) 553-3100

DENTAL HYGIENIST
Hygienist needed part time for Southfield Family Dental Practice. Experience preferred. Please call: (810) 569-2056

DENTAL HYGIENIST
Westside office needs hygenist for Mon. & Thurs. plus 1 Sat. a month. Top pay, great office to work for. Call: 313-421-5200

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

DENTAL RECEPTIONIST & ASSISTANT - need experienced full-time for busy, friendly Southfield office. Dentech experience helpful. Ask for Linda. (810) 805-7600

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

This Classification Continued on Page K2.