502 Help Wanted-Office Clerical

RECEPTIONIST
Auto dealer shop needs a full time receptionist with entry data experience. Must be able to work Mon. & Thurs. evenings. Please call Doreen at
HOLIDAY CHEVROLET
(810)474-0500

RECEPTIONIST / BOOKKEEPER
Weyerhaeuser
Position answer busy front desk phones and assist meeting needs of callers, page personnel over plant wide speaker system, greet guests, perform light typing & bookkeeping functions. Prior mail and platform misc. tasks as assigned. Requirements include high school diploma or GED and PC skills with Windows 6.0 applications. Interested applicants must demonstrate professional growth in previous position, prefer 1 to 2 years experience as a receptionist. Send or fax resume and cover letter to:
Weyerhaeuser attn: David Wait, 12650 E. 9 Mile, Warren, 48089
Fax # 810-773-9600

RECEPTIONIST/ CLERICAL
FULL time Good telephone & people skills. Ability to multitask multiple tasks, secretarial skills a must (DMI). Write Windsor personnel, 2000 Town Ctr. Temple Ste Shalom. Attn Jan, 3223 W. Maple Rd., West Bloomfield, MI 48323

Receptionist/ Counter Help & Bookeeper Assistant
Experienced only. Must be hands on, talented at glass & auto shop. Depend. attitude, results oriented, pleasant phone. Apply in person. Alfa Glass, 24777 Telegraph Rd., Southfield

RECEPTIONIST
DMI Financial Corporation is seeking a Receptionist for our office in Corporate South Office. This full time position will be responsible for the prompt greeting of customers, answering phone, file questions about bank products and services, sorting and mail and telephone support for the building. Also, this candidate will be helpful in typing and project work for various departments. Ideal candidate will have one year of clerical, preferably customer service experience and proficiency with Microsoft Office and multiple phone line systems.
Please apply in person or mail application to:
D&N Bank
Employment Manager
363 W. Big Beaver Road
Suite 200
Troy, MI 48084
FAX (810) 740-2229

RECEPTIONIST
Farmington Hills agency seeks a professional, self motivated, reliable and enthusiastic individual. General clerical skills and multi phone line experience required. Salary commensurate with experience. Call Karen (810) 851-3066

RECEPTIONIST
For Downtown Detroit law firm. Experience helpful competitive salary & benefits. Send resume to: Office Administrator, Berry Moorman King & Rudquist, 600 Woodbridge Place, Detroit, MI 48226

Receptionist/ Front Desk
Upscale, very busy front desk with multi-line switchboard. Professionalism a must. Competitive salary. Call today! Call Mrs. Mortimore.
(810) 433-3617, Ext. 1560

★RECEPTIONIST★
Full time person needed for busy upscale Birmingham - Bloomfield area 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 position available at our Plymouth Township office. Responsible, flexible, able to type 45 WPM and have excellent communication skills. Call Nancy at:
(313) 459-1800

RECEPTIONIST
FULL time position, phones, file, correspondence and errands for 2 companies at same location in Southfield. Typing 40 WPM and 10 key required. Send resume to manager, P.O. 250543, Franklin, MI 48025-0543

RECEPTIONIST
Full time for busy film & video company. Duties included answering phones, typing, filing, light bookkeeping, clerical/administrative duties. Send resume & salary requirements to: Receptionist, 23249 Industrial Park Dr., Farmington Hills, MI 48335

RECEPTIONIST
FULL time front desk position available for fast paced Novi Office. The successful candidate must be detail oriented and have excellent phone skills and multi tasks. Ability to handle multiple tasks. Basic knowledge of computers helpful. Send resume with salary requirements to: Human Resources, 40600 Grand River, Novi, MI, 48375. Attn: Shirley Fronsdale

RECEPTIONIST FULL-TIME
Hours: 9-4:30. Experience preferred. Pleasant work. Call 810-615-9900 or fax resume to: 810-615-2895

RECEPTIONIST
FULL time to answer phones & light filing. Entry level to start. Rochester Hills area. Call ask for Dave or Liz: (810) 650-9057

RECEPTIONIST/FULL TIME
Looking for a dedicated person for a busy front/age firm located in downtown Birmingham. Salary, medical, dental benefits, a variety of job duties. Please fax your resume to: Attn: Cathy Chastain, P.O. Box 3024, Birmingham, MI 48012 or fax to: 810-540-2324

RECEPTIONIST
IMMEDIATE full time opening with Oakland County insurance defense firm. Minimal typing and good phone manner. Salary, benefits and working conditions. Call
Fax resume to: (810) 358-7934

RECEPTIONIST
Male or female. Our company is seeking receptionist with good phone & computer skills, full time or part time to work with people. We offer a competitive salary, paid holiday and benefits & more. If interested call Chuck Lester at (810) 353-8600 or Fax your resume (810)-353-6084

RECEPTIONIST
Morne & Berke a prominent leader since 1962, is seeking a dependable, pleasant individual for their active, commercial real estate practice. This interesting variety of work with benefits includes paid holidays, sales. Strong communication, telephone skills & professional demeanor required. Flexible, energy in MS Word, Excel and Lotus. Fax resume to: Morne & Berke, Office Manager, 401 Wilshire Dr., #370, Troy, MI, 48084.

RECEPTIONIST
NATIONAL distributor has opening for receptionist. Benefits. Send resume to: Amsa, 1250 E. Square Lake Rd., Livonia, MI 48150. Or fax resume to: 810-347-1222

RECEPTIONIST NEEDED part time for premier Troy real estate office. Qualified candidates will possess excellent telephone and computer skills. Contact Lynda Poland for confidential interview. (810) 879-1400

RECEPTIONIST
Needed immediately for full time position in busy Southfield travel agency. Office experience necessary. Call Mark
(810) 353-8000

RECEPTIONIST NEEDED for busy Animal Hospital in Farmington Hills. Full time. Light typing & bookkeeping experience necessary. (810) 471-3630

RECEPTIONIST NEEDED
Attorney county club. Full-time. Word processing skills required.
Call Horst at: (810) 357-5353

RECEPTIONIST
needed. Some clerical work. Some experience required.
Apply in person:
30645 W. 8 Mile Rd., Livonia

502 Help Wanted-Office Clerical

RECEPTIONIST NEEDED part-time for Southfield accounting office. Send resume with salary requirements to: P.O. Box 2020, Southfield, MI 48037-2020

RECEPTIONIST/OFFICE HELP
Part time position, afternoon, evenings and some weekends. Flexible hours for busy Real Estate Office. Call: 313 525-9600

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

RECEPTIONIST
Part time. 3-9pm. Monday thru Friday. Must be energetic, personable & dependable. $8 per hour. Bloomfield area.
(810) 338-6290

RECEPTIONIST
Part-time for busy pediatric office in West Bloomfield. Computer experience helpful. Call Nancy, 8am-1pm
(810) 855-7416

RECEPTIONIST PART-TIME

Flow International Corporation currently has an opening for a part-time Receptionist. You will greet customers, clients, vendors, and other visitors, and handle incoming telephone calls by operating a complex communication terminal and relaying all incoming calls. You will assist with sales related paperwork and training documentation, and may perform other administrative duties as requested. Must possess excellent communication skills. High school diploma or equivalent and 1 to 2 years related experience required. *Some experience with MS Word and Excel preferred.*
For consideration, please send cover letter with resume referencing Job #3158 to: Flow International Corporation, 32995 Industrial Road, Livonia, MI, 48150
An Equal Opportunity Employer

FLOW International

RECEPTIONIST
Plastics firm is seeking mature individual part-time to answer switchboard Mon thru Fri. 2pm to 6pm and every other Sat 8am to 12pm. Data entry & general office experience a plus. Apply in person at:
ALLMAND ASSOCIATES, INC
12200 Levan Rd
Livonia, MI 48150

RECEPTIONIST
position available for mature individual with high volume salon in Novi. Please call
810-347-3740

RECEPTIONIST
Qualified applicants for this full-time entry level position at our Farmington location must have strong telephone skills, a basic knowledge of word processing, a flexible attitude and organizational skills to handle a variety of miscellaneous office procedures. (A part time position-25 hrs/wk also available). Excellent company paid health/benefit package for full-time position. Send resume (with salary history) or apply Mon-Fri between 8:30am and 4:30pm.
Receptionist
MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
EOE M/F/V

RECEPTIONIST/ SECRETARY
Fast paced Manufacturing Research firm (Southfield 11 Mile/Inkster Rd) seeking an experienced individual with excellent typing skills (55-60 WPM), WordPerfect preferred. Excellent benefits package. Apply at:
(810) 352-3300
or FAX resume with salary requirements:
(810) 352-3787

RECEPTIONIST/ SECRETARY
Green Tree Financial Corporation has an exciting opportunity in our corporate Regional Office for a receptionist/secretary. The successful will be responsible for performing receptionist & secretarial duties in an accurate, courteous & professional manner. The ideal candidate will have 1-3 years of receptionist experience, strong telephone skills and familiarity with PC keyboard.
Green Tree Financial, a proven leader in manufactured housing lending, offers a competitive salary, full range of benefits & excellent opportunities for career growth.
Please reply by submitting your resume & salary requirements to:
Green Tree Financial Corp.
P.O. Box 369
Livonia, MI. 48151-0369
An Equal Opportunity Employer

RECEPTIONISTS
Good phone skills. W4 great customers, some computer experience helpful.
$7.50-$8.50 per hr.
ARBOR TEMPS 459-1166

RECEPTIONIST
Southfield property management company seeks energetic, enthusiastic person to handle busy switchboard. No experience necessary. Send resume to: Cliff, P.O. Box 665, Southfield, MI. 48037-0665.

RECEPTIONISTS
Permanent Positions
PLUS BENEFITS
Business to $20K
Medical to $19K
Banking to $16K
Personnel Systems 459-1150

RECEPTIONIST
Successful candidate must have 1 year receptionist and clerical experience. PC experience using Windows (Word, Excel, Lotus preferred), database software with ability to operate a 10-key calculator preferred. Good communication skills and pleasant telephone manner required. We offer competitive salary, paid medical and dental package, pension and life insurance, paid vacation and opportunities for personal and professional growth. Send resume and cover letter with salary requirements to:
Human Resources Specialist
23100 Providence Dr.
Suite 200
Southfield, MI 48075
or fax to: (810) 559-7330

RECEPTIONIST
WHERE ARE YOU?
You are in demand for assignments in North Oakland County. Full-time, temporary and temp-to-hire opportunities. Must have experience with multiline phone systems, computer literacy is a plus. Call today for your interview: 810-373-7600. We will be open at least on 11/4-96 so to accommodate your schedule.
SHELLNED PERSONNEL SERVICE
810-373-7500

RECEPTIONIST
Telephone and general office duties. Pleasant phone personality and ability to route calls essential. Benefits. Resume: ATTN: Inc., (8101 Grand River, Novi, MI 48374

RECEPTIONIST
TROY Company, seeks person to answer phones, file, computer entry, Word, WordPerfect, Excel and Peachtree experience helpful.
FAX 810-649-1833 ATTN: RT

RECEPTIONIST/TYPIST
Livonia client seeks experienced multiline Receptionist that types 45 wpm or higher. Excellent pay. Contact TODAYS for interview.
(810) 350-9777

★RECEPTIONIST★
with experience need part-time for insurance agency in Bloomfield Hills.
810-330-2500

502 Help Wanted-Office Clerical

REGIONAL ADMINISTRATOR
Wall Data Inc. is seeking a self-motivated & highly energized professional for a high visibility position. Must be well organized, & remain poised & flexible in a fast-paced, multi-tasking environment. High proficiency in Excel, Word, PowerPoint & 2-3 years experience supporting high-level Managers is required. HS Diploma & post secondary education desired. Some job duties will include:
• Regional Sales forecast/Pipeline reporting
• Trade show management
• Phone coverage
• Database Management & lead distribution
• Special event planning for the region
• Helping the staff's schedules, office supplies, phone and computer systems
Please forward your resumes to:
WALL DATA
26299 Center Park Blvd
Suite 200
Southfield, MI 48076
Attn: Regional Manager
www.walldata.com
EOE M/F/D/V

SALES ASSISTANT
to work for investment firm located in Renicker. Good administrative & communication skills necessary. Computer skills a plus. Pay commensurate. Northern suburbs in 1997. Call for appointment.
(313) 259 8500
EOE M/F/D/V

SALES ASSISTANT - W. Bloomfield, experience in promotional items, telephone, typing, computer skills, Microsoft Word & accounting. 1 person office. To $25,000
RECEPTIONIST - Jr. word processor, good on multi line telephone. WP 6.0, Lotus w/windows. $19,000
SECRETARY - Bloomfield Hills, leading dept. Work with tenants, type letters, procedures, Word, WP 6, Lotus with Windows, E-Mail. 2-4 yrs experience. $23,500. Fee paid
SALES SECRETARY - work with manager & sales rep. WP 6.1, Lotus w/Windows organized, good communication skills. to $26,000
LOIS RAY PERSONNEL
(810) 646-5580

SALES CLERKS
Beautiful Plymouth gift shop. Flexible retail hours. $7.50/hr
SERVICE EXPRESS
313-467-5450 FAX 313-467-1638

SALES SECRETARY
Need experienced Secretary for inside sales in our Walled Lake office. Excel and Word a plus. Please fax resume to 810-624-6311. Ask Susan

SALES SECRETARY, $26,000
This suburban publishing firm needs your past secretarial experience and good skills. Lots of variety. Full benefits. Call Donna 810-772-6760
Snelling Personnel Services

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

SECRETARIES
Henry Ford Hospital has great opportunities available for experienced Secretaries. Your 2 years related PC experience, including WordPerfect, Microsoft Word and Spreadsheet with an ability to type 50wpm is required. Power Point is preferred. Please forward your resume and salary requirements to: Henry Ford Health System, Employment Division/Sec, One Ford Place, Suite 1B, Detroit, MI. 48202. FAX 313-876-8451. AA/EOE.

SECRETARY
ADVERTISING AGENCY
Client services department of international agency has openings in production and client services departments. Temp to perm. PowerPoint or Machintosh skills a plus.
Call Susan today
Birmingham Farmington/Livonia
648-7661 473-2931
Advantage Staffing

SECRETARY
A Troy based home care agency has an immediate opening for a full-time Secretary who will be responsible for entry level staff. Must have excellent written and verbal interpersonal communication skills. Ability to type 50 words per minute, along with aptitude and proficiency in Microsoft computer applications in a Windows environment. $10 per hour, with benefits package offered. Candidates with 2yrs general office experience may submit resume in confidence to:
Attn: H.R. Dept.-SEC
P.O. Box 765207
Lathrup Village, MI 48076
E.O.E./ADM

SECRETARY, AUTOMOTIVE
Expanding major supplier has one long term & one temporary opening. The unique opportunity offers top pay for experienced, fast to perm computer savvy. Call Sally 473-2931
Birmingham/Livonia Birmingham
473-2931 648-7661
Advantage Staffing

SECRETARY / CLERICAL ASSISTANT
For Troy law firm, salary to $25 per week. Salary negotiable. Must have working knowledge of Word Perfect 5.1 for DOS, coordinating phone & typing skills, and be accustomed to fast-paced environment. Resume only to: Powers Chapman - Attn Carol, 3001 W. Big Beaver, Suite 704 Troy, MI 48084

SECRETARY
Competitive wages, 13 & Telegraph, Southfield area, written/oral communication skills, process invoices, advanced computer skills, organized. Full time. Fax resume 810-947-0408 Or call: 810-647-1111

SECRETARY
Experienced, full time for fast-paced exhibit company. Windows/Microsoft Word & Excel. Hours flexible, 35 hrs/wk. Must be able to work under deadlines. Competitive salary, benefits. Resume to: Secretary, Attn: Jury, P.O. Box 810446, Livonia, MI 48150

SECRETARY - For 2 attorney law firm. Required skills: typing 70wpm and WordPerfect 6.1 (windows). Pleasant working environment, ideal position for organized individual able to work independently, yet take direction. Legal exp. preferred. Salary $22K-$24K, depending on qualifications. Excellent benefits. Prior legal experience helpful, but not required. Send resume to: Office Manager, Pavlock & Pavlock, P.C., 1540 American Center Building, Southfield, MI 48034

SECRETARY
Full time position for retail, hardware & lumber store. Call Liz at:
(810) 474-6010 with references and salary requirements.

SECRETARY
Full-time for growing fast-paced telesales company. Must have some college, excellent grammar & spelling skills, WordPerfect 5.1 & 6.0, Windows & able to type 60wpm. Send resume & salary requirements to:
P.O.S., 1250 N. Opdyke
Auburn Hills, MI 48326

SECRETARY. LIGHT clerical, phones, filing. Quality work, good benefits, good hours. Full/part time. Small service company. 810 477-6464

SECRETARY
LIVONIA CPA firm seeks experienced secretary/receptionist. Typing, word processing & general office experience preferred. Send resume to
Box #1120
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
Livonia company seeks professional person to answer phones, generate reports using Excel & Word. File, copy, fax, distribution and speed writing experience a plus.
FAX 810-649-1064
810-649-1633 ATTN: SY

502 Help Wanted-Office Clerical

SECRETARY
Mental Health professional in Birmingham area needs mature, confidential secretary for editing and visual presentation of power point, illustrated and computer literate. Flexible hours full time. Send resume to:
Box #1258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
Must have experience 1 person office in Troy.
810-689-3730

SECRETARY
OUR companies offer their employees the latest in computer technology, excellent earning potential, and growth opportunities. We need your prior experience and ability to interact with clients Word, Excel and Peachtree. Point & plus. To $14.00/hr. Call Susan
Farmington/Livonia Birmingham
473-2931 648-7661
Advantage Staffing

SECRETARY - PART TIME
2 days a week. Word processor skills, fang & responsible. Bloomfield Hills.
810-363-3242

SECRETARY
PART time (pm-6pm). 3-4 nights/week. Northville insurance office. $6/hr. Need to start, up to 24hrs/week 2 days
(810) 349-6813

SECRETARY/RECEPTIONIST
Experience in Windows/Word necessary. Full time position for Southfield accounting firm. Call Jackie for an interview.
(810) 352-3230

SECRETARY/RECEPTIONIST
for busy consulting firm in the Southfield/Lathrup area. Must have computer & typing skills needed. Ability to prioritize & handle clients a must. *For interview call: (810) 559-4331*

SECRETARY/SUPPORT STAFF
Word processing experience necessary, knowledge of Word, WordPerfect, Lotus. Duties include light typing, bookkeeping, filing, and telephone support. Duties include light typing, bookkeeping, filing, and telephone support & some computer knowledge. College background in psychology is helpful. Please send resume to: MHRA, 31275 Northwestern Hwy., Ste 249, Farmington Hills, 48334.

SECRETARY
Warm area. Busy plumbing office in need of mature individual person who work full-time in Secretarial position. A self starter with excellent telephone skills, dispatching & computer knowledge. Fax resume to:
810-655-1220

SERVICE REPRESENTATIVE
for major insurance company. Varied duties, phone. Customer service/finance background a plus. Benefits. Send resume to Dorothy Massoglia, 17197 N. Laurel Park Dr., Suite 551, Livonia, 48152

SPECIAL RECRUITING HOURS
Wed Nov 6th - Fri Nov. 8th, Nov. 19
(Open until 8 PM)
(By appointment only)
Temp and clerical assignments
Entry level up to
executive level positions
Call today!!
Livonia, 313-266-8000
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor 313-284-0777

SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

TELEPHONE ASSISTANT
Automotive company seeks strong receptionist skills, familiarity with Windows 95. Exceptional benefits.
(810) 737-1711
TEMPORARY RESOURCES

TELLER
FULL time for friendly credit union in Farmington. Experience preferred. Apply at 31716 Grand River.

TELLERS
Join the Credit Union team. We are looking for full & part time individuals that are sales oriented, enjoy working with people, have previous cash handling experience. PC skills preferred. We offer a starting salary of $7.50 an hour plus benefits for full-time, $6.75 an hour for part-time. Please Fax resume to: 313-313-9000 or mail to: HHSCU, Attn: Personnel, 2400 Green Rd., Ann Arbor, MI 48105
An Equal Opportunity Employer

TITLE COMPANY on Woodward Ave., Bloomfield area seeks a detail oriented typist with good typing skills to work full time. Call Rod at:
810-333-8075 or 810-870-5082

TITLE INSURANCE/ CLOSING DEPARTMENT
Experienced person needed for fast paced Bloomfield Hills title company with a high priority placed on customer service & organizational skills. Hours are 10am-3pm. (flexible). Call anytime, 313-462-1313 or Fax resume to: 313-462-1977

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

WORD PROCESSOR, $28,000
Windows 95, Lotus notes experience. Friendly suburban firm. Opportunity to advance. Call Donna Gack hire. Call April (810) 772-6760
Snelling Personnel Services

504 Help Wanted-Dental

ASSISTANT
DEARBORN Hts./Garden City office. Expanded duty/chairside Dental Assistant. Good people and verbal skills. Full time. Pay $30,000 per year plus benefits. Are you tired of your job & want a new challenge? Call:
313-421-6300

ASSISTANT - Dental for Farmington Hills office. Must be experienced, team player, friendly, patient oriented, background helpful. Full time, Mon.-Thurs. & (3) ½ Saturdays. (8-12). Salary to start at $12/hr. but commensurate with experience. Full benefits package, 9C/9D, bonus-incentive program. Call Lori. (810) 553-0443

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

ASSISTANT WANTED
for Farmington Hills office. If you are a self-motivated, people person, please call:
(810) 737-9431

DENTAL ASSISTANT
Needed. Full time. Experienced only. Bay View Dental.
(810) 355-8600

504 Help Wanted-Dental

BINGHAM FARMS Orthodontic office seeks a caring, cheerful, independent Front Desk Person to join our staff. Possession of phone skills, patient relations skills & computer knowledge a plus. Please call for an interview:
(810) 645-5340

DENTAL ASSISTANT: We seek a dynamic, energetic, experienced assistant to join our progressive specialty office. We offer you an opportunity to grow as a valued member of our team. Salary $20,000 to $30,000 to start. All replies kept confidential. Call (810) 357-3100

DENTAL ASSISTANT
Chairside & front desk for computerized Troy pediatric - ortho office. Good pay & benefits.
(810-362-9090

DENTAL ASSISTANT
Warm, caring, cheerful & energetic person for Royal Oak general practice. Salary negotiable. Experience preferred. Call 810-544-7200

DENTAL ASSISTANT
Are you enthusiastic, caring, excellent communicator and experienced? We need you in our Farmington Hills, Farmington Hills practice. Full or part time
(810) 855-1277

DENTAL ASSISTANT
Dental office in Troy seeking part time assistant to join our team. We value honesty, dependability, and have a focus on warmth, caring, and expert communication with our patients. Please call Ted Degenkolb, DDS:
(810) 643-6551

DENTAL ASSISTANT wanted for Rochester area. Call Dr. Jacobs for an interview. (810) 352-3230

DENTAL ASSISTANT
Experienced only. Part/full time. Flexible days. for an established adult practice. Farmington Hills area. Call Iris. Tel-32 area
(810) 642-2000

DENTAL ASSISTANT
Full time, experience not necessary, be happy to train. Benefits.
Royal Oak
810-548-1711

DENTAL ASSISTANT
needed for Bloomfield Hills group practice. Full time, experience necessary.
Call (810) 338-3550

DENTAL ASSISTANT
Livonia office looking for outgoing and energetic Assistant. Pay according to experience. Full time. Call Vanessa.
(313) 522-6870

DENTAL ASSISTANT
Chair side position. Full time. No evenings or weekends. Excellent pay and benefits for the right person. Call
(810) 645-0361 for interview.

DENTAL ASSISTANT
Full-time Experienced team orientated Dental Assistant position. Southfield area. Call
810-563-6515

DENTAL ASSISTANT
Livonia office looking for outgoing and energetic Assistant. Pay according to experience. Full time. Call Vanessa.
(313) 522-6870

DENTAL ASSISTANT
Chair side position. Full time. No evenings or weekends. Excellent pay and benefits for the right person. Call
(810) 645-0361 for interview.

DENTAL ASSISTANT
Full-time Experienced team orientated Dental Assistant position. Southfield area. Call
810-563-6515

DENTAL ASSISTANT
Full or part time. Experience preferred. Good pay and benefits.
Please call
(313) 861-5752

DENTAL ASSISTANT, Chairside, full-time. Experienced. Excellent pay. Benefits required for our quality practice, new Livonia facility. Call Jeff (313) 464-0300

DENTAL ASSISTANT
Part-time growing Royal Oak office seeks mature, cheerful Chairside.
Call Dorothy: 810-541-1637

DENTAL ASSISTANT
Part time position for experienced chairside. Northville family practice. Please call for your exciting new challenge!
(810) 348-7927

DENTAL ASSISTANT
Motivated person needed to work with us in Southfield Office. 30-36 hours per week with / benefits. For information call
(810) 353-6560

★ **Dental Assistant**
Full and part time positions available in our Southfield office (10 Mile/Telegraph). Experience preferred. Excellent salary and benefits in exchange for a pleasant and motivated individual.
Call (810) 352-5440

DENTAL ASSISTANT
We are looking for a self motivated Dental Assistant? We are willing to give the right person an opportunity for a career, in a contemporary specialty practice. Hours and wages are flexible. Please call Jackie at: 810-557-0100 10:00am-4:00pm
(810) 647-7935

DENTAL ASSISTANT
We are looking for a sales orientation oriented practice. Located in the heart of downtown Plymouth. Seeking preferably an experienced, friendly team player, for part time, full time positions. Flexible duties. Salary and benefits will be commensurate with experience.
(313) 454-5056

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

EXPANDED DUTY DENTAL ASSISTANT
If you are looking for a practice that offers a highly progressive quality office environment, training, and you can offer excellent communication skills, and are eager to learn, our practice can offer you an opportunity to achieve professional, emotional and financial success. Please call our Farmington office. (810) 474-0224

DENTAL BACKGROUND 2 POSITIONS
Turn years of dental office experience into an exciting new career. Software company specializing in dental practice management has 2 positions for a person with a dental background and experience with any dental computer software. DENTECH is a fast

Customer Service
Representatives
Assist customer over the phone with applications in basic system configuration.

On-Site Trainer
Must be able to travel statewide training customers on software.
Send resume to: Pat Schwind, Dentech, 31731 Northwestern Hwy, Suite 140, Farmington Hills, MI 48334

DENTAL HYGIENIST - Part-time permanent and/or full time temporary in 5 very friend-oriented offices.
Troy location. Call (810) 362-5055

DENTAL HYGIENIST, modern Royal Oak office seeks friendly people oriented person to share our productive dental team. (810) 435-3910

DENTAL HYGIENIST - ongoing self starting hygiene position in Bloomfield dental team. 1 yr. experience necessary. Top pay for the right individual. Call Tri Hygiene (810) 681-1167

Dental Hygienist
Part-time for our growing growing practice in Livonia. (313)421-5220 eve & wkds. (810)333-3921

DENTAL HYGIENIST needed in Livonia office, part-time and/or days. Call 810-437-8182 for interview appointment.

DENTAL HYGIENIST
RECEPTIONIST & ASSISTANT
full & part time positions available in multiple locations throughout Metropolitan Detroit. Call Ms. Location Manager at: (313-522-8150.

DENTAL HYGIENIST for high quality, perio/prosthodontic Farmington Hills office. Part time, 2 weekdays with every other Sat. (8-12) per month. Highly motivated, people oriented individual with concern for patient care. Call Lori E. (810) 653-4740

DENTAL INSURANCE
SPECIALIST
Must be excellent problem solver and collector. Part time, possible full time. Excellent career opportunity for busy downtown Birmingham office.
Please call (313) 259-0300

504 Help Wanted-Dental

DENTAL HYGIENISTS, ASSISTANTS & OFFICE STAFF
Needed for growing Livonia office. Do you enjoy work? Believe in quality? Want to work in a supportive, caring, cheerful atmosphere? Do you can produce a fun atmosphere?
WE WANT YOU! Full & part-time positions available. Excellent pay & benefits. Great working environment.
(313) 591-3636

Billers/Medical Assistants
Looking for a dedicated, self-starter? Many excellent opportunities available! Senior Biller - Farmington Hills Cardiology office. Part time. Psych Biller - Royal Oak area. Medical Assistants - Internology, Urology & Family Practice - Troy, Farmington Hills & DMC area. Great $$$ & benefits! Call/fax resume to: Michelle 810-232-1170, fax 810-932-1214
Harper Associates, 29570 Middlebelt
Farmington Hills, MI 48334

CENA's
• $7.60/hour to start
• Excellent benefits
Apply in Person:
MARYWOOD NURSING CARE CENTER
36975 W. Five Mile, Livonia
EOE

CERTIFIED MEDICAL ASSISTANT
Position available in Internal Medicine group. Bloomfield area. Strong medical background required. Knowledge of Computerized X-Ray training a plus. Competitive benefits package. Call Manager: (810) 333-7065

CNA's
FULL TIME AFTERNOONS
DIETARY AIDES
New hire-in rates.
Start immediately.
Excellent benefits. Small facility. Apply in person:
West Trail Nursing Home
395 W. Ann Arbor Trail
Plymouth (313) 453-3983

CNA's, HHA's, PERSONAL CARE-GIVERS
INNOVATIONS is looking for quality caregivers to provide services to our clients in Novi, Farmington, Troy and Flint senior retirement communities. Competitive pay, regular merit increases, bonuses, benefits. Call Chris an immediate interview, call Alison at:
Health Care INNOVATIONS
1-800-765-7544

COLLECTIONS
For medical collection department experience. Southfield. Call (810) 557-8799

★ **COUNSELOR**
position available for full time status at Brighton Hospital's Outpatient Department, Michigan's Center of Excellence in the Treatment of Substance Abuse. Masters degree in counseling, social work or other human services field required. Experience working with D.W.I. mandated clients. Experience in field of substance abuse also helpful. Interest in adult adults. Knowledge of 12 Steps. Benefits included. Pick up application or send resume to:
BRIGHTON HOSPITAL
Personnel Dept. 122
12851 E. Grand River,
Brighton, MI. 48116
An Equal Opportunity Employer

DIETARY AIDE
Full time, day shift, 6:30a.m. to 2:30 p.m. Willing to learn Cooks position. Call Andrea at Martin Luther Manor Nursing Home.
(810) 437-2048

DIRECTOR OF M.I.S.
HMO seeking a key executive to manage and direct data management activities. Will be responsible for existing and future product line. Responsible for Mainframe and PC programming directing and managing processing capabilities to meet the needs of accounting, healthcare services, marketing & claims management. Min. 5 yrs. system management for fast-paced and challenging environment. Competitive salary and benefits. Please send resume in confidence to:
MANAGER
Human Resources
Box #1265
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ORAL SURGERY RECEPTIONIST
Full-time with excellent fringe benefits. Dental experience helpful.
Call 810-557-8836

ORTHODONTIC ASSISTANT
Full time/part time. Must have orthodontic experience. A great place to work. Competitive wages.
Call Marcia (810) 473-382-3270

ORTHODONTIC ASSISTANT
Wages commensurate with experience. Full time. Must have dependable car. Approximately 20 hrs/week, 7 Mile & Merriman. Call (810) 442-6563

ORTHODONTIC CHAIRSIDE ASSISTANT
4 day week. Experienced. Pleasant personality and neatness important. Good working conditions. Farmington Hills, Clawson. (810) 435-2000

ORTHODONTIC COORDINATOR
Are you looking for a position that is challenging and fun? Do you like a busy office? Do you like working with people? Do you have excellent skills? Do you enjoy a strong team players? If you answered YES to these questions, we are interested in considering your application for our Orthodontic Coordinator position. This is a full time position with benefits. We are a busy office located in Farmington Hills.
Fax resume to:
ATTN.: Cathy (810) 851-7822

RECEPTIONIST/MANAGER
Wanted for busy Orthodontic practice. Experience necessary. No evenings or weekends. Call Jackie at:
(313) 873-3533

RECEPTIONIST WANTED
For orthodontic office.
Dearborn area location for 10m.
(313) 561-3372

506 Help Wanted-Medical

ACTIVITY DIRECTOR
Part time 6am-1:30pm, for assisted living facility. Call Debbie for interview:
(313) 464-2772

ASSISTANT NEEDED for busy Chiropractic office in Royal Oak. Willing to train energetic person that likes working with people. Call:
(810) 549-0140

ASSISTANT NOVI/LIVONIA AREA
Part time, flexible hours, responsibilities & rebate. 40 hrs plus overtime. Benefits. $240 plus depending on experience. Call 810 471-1167

♡ **ATTENTION**
CNA's & Home Health Aide. Join our growing family. Part time & full time. Flexible hours, excellent wages. CNA $8-$8.75, HHA $7 to start. Call Cathy 313-421-7472 or Beth 313-421-6101

♡ **ATTENTION**
CNA's Join our growing family. Part time & full time available. Flexible hours. Part time, 2 weekdays every other weekend. Sat. (8-12) per month. Highly motivated, people oriented individual with concern for patient care. Call Lori E. (810) 653-4740

DUSY CHIROPRACTIC office in Troy needs Front Desk help. Afternoon hours. Ask for Suzanne
(810) 619-9700

CERTIFIED NURSING assistant, Rochester area. For female quadriplegic. Full time & part time. Call Lynda
(810) 650-4160

506 Help Wanted-Medical

BILLER
Contingent position at a large cardio practice in N.W. suburb. Will do follow-up, stationing, posting. Excellent salary. Call Jan...
MEDMATCH
810-651-0652

HOSPICE POSITIONS
GrandCare Home Health Care has the following full and part time positions in its Hospice Division:
• RNs-Minimum of two years of experience as an RN, minimum of one year of experience in home care or long-term care, preferred.
• CNAs-HHA or CNA certification with home care or hospice experience required.
If you are interested in either full-time work with benefits or a flexible part-time schedule, please send or fax resume to:
GrandCare
Attn: HR Hospice
38839 Ann Arbor Road
Livonia, MI 48150
Fax: (313) 432-6188
Equal Opportunity Employer

LPN needed, part time for afternoons & midnights. Home care agency. Please call Judy at (810) 557-1018

MEDICAL ASSISTANT - 4 day work week, position available. Benefits. Livonia area. Call Wendy. Code between 10-2 (810) 476-4724

MEDICAL ASSISTANT
Full & part time. Great opportunity for the right individual. Must have min. 4 yrs. experience in occupational medicine, clinical skills. All replies confidential. Please send resume to:
MEDICAL ADMINISTRATOR
5000 Schaefer Road
Dearborn, MI 48126

MEDICAL ASSISTANT
For Oak Park office.
Experience necessary.
Call 8am-5pm. (810) 968-1401

MEDICAL ASSISTANT
Experience desired. Full or part time for podiatry office.
Call (810) 559-5959

MEDICAL ASSISTANT
Part time, Monday & Friday for busy Livonia Gynecological practice only. Call Gail (810) 474-0555

MEDICAL ASSISTANT
Full-time for pediatric practice in West Bloomfield. Willing to train. Call Marie or Nancy, 8am-4pm: (810)855-7416

MEDICAL ASSISTANT
Full or part time. Do you like working with patients? We need a friendly, outgoing assistant preferably with experience. Commensurate salary and benefits offered. Call:
(313) 425-0500

MEDICAL ASSISTANT - Full-time, full benefit for busy surgical practice. Farmington Hills. 810-478-7733

MEDICAL ASSISTANT
12 to 6 Monday THRU Friday. Blood draw, EKG, injections.
(810) 471-3300

MEDICAL ASSISTANT
For busy St. Johnson's practice. Full-time, benefits package. Resume to:
313-525-0514

MEDICAL ASSISTANT /
RECEPTIONIST
needed for busy Dermatology office in Bloomfield Hills. Call
810-540-9100

MEDICAL ASSISTANT
Full time. Farmington Hills area. Some experience helpful. Call
(313) 261-3290

MEDICAL ASSISTANT
Part-time for busy pediatrician's office in Livonia. Experience preferred. Some evenings required. Call Debbie
(810) 477-7034

MEDICAL ASSISTANT
EXPERIENCED in Medical Literature, EKG, Pulmonary Function, part time. 10-20 hours per week. Must be flexible. Good pay. Dearborn.
Call Mary. (313) 562-9100

MEDICAL ASSISTANT
Immediate opening in general surgery practice. Must be able to type 45 words per minute. No nights or weekends. Excellent benefits. Friendly working environment. Please send resume & salary requirements to: PO Box 266, Southfield, MI 48037-0266

SEEKING EXPERIENCED Medical Biller for two physician rheumatology practice. Knowledgeable in PCM system.
(810) 650-1500

MEDICAL BILLER
Experience prefer