EMPLOYMENT

502 Help Wanted-Office Clerical

OFFICE ASSISTANT
Part-time, 20 hrs. long, cooler, date every, experience with MS Office. Opportunity for advancement. Send resume to EEL 38140 Executive Dr., Westland, MI 48185, or fax: 313-326-4747

OFFICE ASSISTANT/ CUSTOMER SERVICE
Photo studio seeks full and part time people to work in lab, store and customer service. Typing 20 words per minute skills needed. Must be good detail person. Flexible evenings & Saturdays required. We offer medical and other benefits. Call or send resume to Edward's Wedding Photography
22250 Telegraph
Southfield, MI 48034
or FAX to: (810) 948-9645

OFFICE/CLERICAL
Full time. Phone, typing, data bases. Typing required. FAX resume to. Elora Todd & Dee, 313-278-5927

OFFICE HELP, entry level, part time for medium size Westland apartment complex. Call Mon - Fri, noon - 5pm, (313) 722-4700

OFFICE HELP NEEDED
for small aluminum window shop. Must be dependable, have some experience helpful, but not necessary. Dearborn Tool & Die, 313-278-5927

OFFICE MANAGER/ BOOKKEEPER
Immediate opening for office manager/bookkeeper preparing financial statement. Must know accounts receivable/payable, banking & payroll. Must have experience with tax laws, i.e., 941, MESC & FUTA. Computer experience a must. Excellent salary and benefits. Send your resume to: Willens Worsts & Perlmen, 1950 E. Jefferson, 2nd floor, Detroit, MI 48207. Fax: 313-567-0072

OFFICE MANAGER
Busy Bloomfield Hills Marketing/Publishing firm seeks skilled Office Manager. Responsibilities to include payroll, A/R, A/P. Must have experience preferred. Fax resume to: R. Brolsi 810-855-0317

OFFICE MANAGER
For non smoking, fast paced Troy office. Full time with benefits. Microsoft environment using Excel and Word. Requires strong organizational skills, flexibility, bookkeeping and personnel management experience. Fax resume with cover letter and salary requirements to Attention: Office Manager, 810-643-6633

OFFICE MANAGER
For Downtown Detroit law firm. Experience helpful. Competitive salary & benefits. Send resume to: Office Administrator, Berry Moorman King & Hudson, 500 Woodbridge Place, Detroit, MI 48226.

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

★RECEPTIONIST★
Full time person needed for busy upscale Birmingham or Bloomfield real estate office. Enthusiasm friendly personality a must! Experience helpful but not necessary. Call Mrs. Schreiber
Box 33, Birmingham Mi. 48009

OFFICE MANAGER
Maple/Southfield area psychiatric office needs a take charge manager. Duties include general office, bookkeeping, phone, computer, typing and other duties. Knowledge of medical terminology, billing and time management skills a plus. Only solid, organized, self-motivated need apply. Calls being taken by Rosemary at: (810) 855-7500

OFFICE POSITION available for residential Builder, permanent full time. Accounting and some knowledge of the building industry helpful. Call 810-229-2085 between 8am - 5pm

OFFICE POSITION
Eve. 5-9pm and Saturdays. Must have pleasant voice and enjoy talking with people. Situation comfortable. Will train the right person. Starting pay between $5.50 & $6 per hour, commensurate with experience. Call Bob Golden, (313) 326-8552 after 1pm at.

OFFICE RECEPTIONIST
mature responsible, reliable & friendly, respondable & have good phone skills. 32 hrs/wk, weekends & holidays. Send resume to: 24175 Industrial Park Drive, Farmington Hills, MI 48335.

OPTICAL RECEPTIONIST
Full time position for busy chiropractic, very cool Farmington Hills office. Experience good but not a must. This could be for you.

ORDER ENTRY/CUSTOMER SERVICE REP
A Detroit Mfg. company seeks entry level office support person. Computer experience is helpful. Knowledge of MS 6.2, Lotus, Data Ease. Pleasant phone voice needed as well as math aptitude. (313) 491-1950, Attn: Jack

PARALEGAL / LEGAL SECRETARIES
Temporary and permanent legal assign. experience a plus. Please send resume to: Legal Human Resources (ADMTO), PO Box 5016, Rochester Hills, MI 48306.

PARALEGAL
Southfield Plaintiff PI firm seeks paralegal. Must have experience in personal injury and knowledgeable in medical terminology. Excellent salary & benefits. Please include client references and processing client no fee/benefits. Competitive salary and benefit package. Fax resume to: Ms. Winston at (810) 948-9494

PART-TIME WORD PROCESSING
(PTW) have proficiency in word processing and knowledgeable in medical terminology, and edit office dictation. Flexible schedule, and excellent opportunity for the right person. If you have been looking for Long-term and short-term positions are currently available in Southfield, Detroit, and Troy.
CALL TODAY
WORK TOMORROW!
SNELLING PERSONNEL SERVICES
810-352-1300

PAYROLL ADMINISTRATOR
National Professional Employer Organization headquartered in Farmington Hills, MI seeks a Payroll Administrator. The position is responsible for all payroll functions and payroll processing. Must work well under pressure and be able to meet deadlines. Mainframe computer environment experience a plus. Competitive salary and benefits package. Please respond with resume and salary history to:
NHRC-PR
31700 Middlebelt Rd., Ste. 140
Farmington Hills, MI 48334

PAYROLL DEPARTMENT
Permanent position in payroll department of large retailer. Payroll experience with salary requirement. Call 810-353-0190 x 3471

PERSON NEEDED to answer busy Phone Lines of Florist, many other office tasks. Redford area. Please send resume or letter of introduction, Flo Receptionist, 25568 Tyler, Dearborn, MI 48293

PERSONNEL ASSOCIATE to learn temp and perm employment. Looking for someone to start at our front desk with desire to move into assisting in permanent placement. 810-737-5860 FAX: 810-737-5868

RECEPTIONIST
Auto dealership hiring for part time Receptionist. Apply in person at PAGE TOYOTA SKIC
21262 Telegraph, Southfield.

502 Help Wanted-Office Clerical

RECEPTIONIST-CLERICAL
Busy home health agency. Must have multi-phone line answering experience. Computer knowledge necessary. Full time Mon. - Fri. Benefits included. Please send resume or call Office Manager at (313)981-8820
2200 Canton Center Rd.,
Suite 250
Canton, MI 48187

Receptionist/ Counter Help & Bookkeeper Assistant
Experienced. Able to handle customers at gas & auto shop. Dependable, reliable & interested. Full or part-time. Apply in person: Al's Glass, 24777 Telegraph Rd., Southfield.

RECEPTIONIST
DAN Financial Corporation is seeking a Receptionist for our Troy Corporate South Office. This full-time position will be responsible for the prompt greeting of customers, answering incoming calls, sorting and distributing mail and telephone support for the building. Also, this individual will handle light typing and project work for various departments. The ideal candidate will have one year of clerical and customer service experience, and proficiency with Microsoft Office and multiple phone line systems.
Please apply in person or mail application to
DAN Bank
Employment
Attn: Human Resources Manager
363 W. Big Beaver Road
Suite 250
Troy, MI 48084
FAX (810) 740-2229

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) 851-3060

RECEPTIONIST
FAST paced vehicle design, engineering & manufacturing Co. is seeking a mature, dedicated individual. Responsibilities will include: Reception/Switchboard, greeting clients/ duties. Must possess some computer knowledge. Call for appointment at 313-459-9100 or fax resume to 313-459-9118

RECEPTIONIST
For Downtown Detroit law firm. Experience helpful. Competitive salary & benefits. Send resume to: Office Administrator, Berry Moorman King & Hudson, 500 Woodbridge Place, Detroit, MI 48226.

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Upscale, very busy front desk with multi-line switchboard. Professionalism a must! Experience a plus! Start today! Call Mrs. Montrose
(810) 433-3617, Ext. 1560

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PARALEGAL / LEGAL SECRETARIES
Temporary and permanent legal assign. experience a plus. Please send resume to: Legal Human Resources (ADMTO), PO Box 5016, Rochester Hills, MI 48306.

RECEPTIONIST
Morris & Berke a prominent leader since 1952, is seeking a dependable, full time Receptionist for these active, commercial real estate office in Troy. Interesting variety of work with benefits and growth opportunities. Strong communication, telephone skills & professional demeanor, computer entry, Word, WordPerfect, Excel and Lotus. Send resume to:
Morris & Berke
Office Manager, 901 Wilshire Dr.
#370, Troy, MI, 48084

RECEPTIONIST
NATIONAL distributor seeks people for receptionist. Benefits. Send resume to: Remas, 32713 Schoolcraft Rd., Livonia, MI 48150. Or fax resume to: 313-421-1222

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

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

RECEPTIONIST needed for bookkeeping multiple appointments in busy dry spa. Background in cosmetics helpful. Birmingham/Southfield area. 1-800-321-8860

RECEPTIONIST
Part-time, 3-9pm, Monday thru Friday. Must be energetic, personable & dependable. $6 per hour. Bloomfield area. (810) 338-6390

RECEPTIONIST
Part time for busy medical office in West Bloomfield. Computer experience helpful. Call Nancy, 9am-4pm: (810) 855-7410

RECEPTIONIST
Plastics firm is seeking mature individual part time to answer switchboard Mon, thru Fri. 2pm to 5pm and every other Sat. 8am to 12pm. Data entry & general office experience a plus. Apply in person at:
ALLIANCE ASSOCIATES, INC.
12001 Levan Rd.
Livonia, MI 48150

RECEPTIONIST
Plymouth firm seeking experienced professional mature candidate with good telephone skills for busy office. Full time position. Starting pay $7.25/hr. plus benefits. Send resume to:
Office Manager
P. O. Box 70206
Plymouth, MI 48170

RECEPTIONIST
position available for mature individual in high volume salon in Rose Plaza
Call Kim at:
810-347-3740

502 Help Wanted-Office Clerical

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 good math aptitude and organizational skills to handle a variety of miscellaneous office procedures. Part-time position (25 hrs/wk also available). Excellent salary and benefit package for full-time position. Send resume (with salary history) Attn: Kathy Morrell between 8:30am and 4:30pm.
Receptionist
MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
EOE M/F/V

RECEPTIONIST
Real estate office seeking full time Receptionist. Computer/typing skills required. Salary negotiable. Send resume to: Receptionist, 3231 W. Big Beaver, Suite 166, Troy, MI 48084. or fax to: 810-649-2329

RECEPTIONIST/ SECRETARY
Fast paced Marketing Research firm in Southfield (11 Mile/Inkster Rd.) seeking an experienced individual with excellent typing skills. (55-60 WPM) and office experience. Excellent Benefits. Call Nancy at:
(810) 352-3300
or FAX resume and salary requirements: (810) 352-3787

RECEPTIONIST / SECRETARY
Green Tree Financial Corporation has an exciting opportunity in our Livonia Regional Office for a receptionist/secretary. This individual will be responsible for performing receptionist & secretarial duties in an accurate, courteous & professional manner. The successful candidate will have 1-3 years of receptionist and/or secretarial experience 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.
PO Box 369
Livonia, MI. 48151-0369
An Equal Opportunity Employer

Receptionist/Secretary
Fax, word processing, typing 50 wpm. Answering multi line phones, voice mail system, Lotus, typing & typing. Knowledge of WordPerfect helpful. Call Liz at: (810) 851-0800

RECEPTIONISTS
Farmington Hills, Livonia, Southfield. Long Term/Evaluation Hire. Multi line, light accounting, light typing.
EXPRESS PERSONNEL SERVICES.
(810) 474-5000

RECEPTIONISTS
Good phone skills. Knowledge of great customers. Some computer 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. Call Mrs. Ross, P.O. Box 665, Southfield, MI. 48037-0665.

RECEPTIONISTS
Permanent Positions
PLUS BENEFITS
Business as $20K
Medical to $19K
Banking to $18K
Personnel Systems 459-3166

RECEPTIONIST - Strong phone and typing skills a must. Full time with paid benefits. Mail to:
Empire Electric, 2002 Livernois, Ste. 500, Troy, MI 48083

RECEPTIONISTS
WHERE ARE YOU?
You are in demand, fulfill assignments in North Oakland County. Full time temporary and temp-to-hire assignments. Must have experience with multi-line phone systems, computer literacy is a plus. Call today for your interview 810-373-7500. We will be opened late on 11-6-96 to accommodate your schedule.
ONELINE PERSONNEL SERVICE
810-373-7500

RECEPTIONIST - Strong phone and typing skills a must. Full time with paid benefits. Mail to:
Empire Electric, 2002 Livernois, Ste. 500, Troy, MI 48083

RECEPTIONIST
Troy Company seeks person to handle phones, computer entry, Word, WordPerfect, Excel and Peachtree experience preferred.
810-948-1064
FAX 810-948-1833 ATTN: ST

RECEPTIONIST/TYPIST
Livonia client seeks experienced multi-line Receptionist that types 45 wpm or higher. Excellent pay. Contact TODAYS for interview.
(810) 420-9777

RECEPTIONIST
with experience needed part-time for Insurance agency in Bloomfield Hills.
810-333-2500

RECEPTIONIST
Known office has immediate openings for receptionist to manage busy switchboard and handle multi front desk duties. Full time with benefits. Call Helen at 810-624-7000

RECEPTIONIST
Tem-3pm, Mon-Fri. For busy auto repair facility. Must be energetic. Computer friendly. Apply in person: Hale Motors, 21530 Nov Road, between & & 9 Mile Roads.

SALES CLERKS
Beautiful Plymouth gift shop. Flexible retail hours.
EXPRESS SERVICES
313-459-5420 FAX: 313-467-1638

SALES COORDINATOR
Highly organized person with experience in plant history/power PC tracking. We assist in basic costing/quoting to customers. Proficiency in Excel/Word desired. Associate Degree or equivalent, plus three years related experience in: NF, B, Dewatering.
2300 Maplelawn
Troy, MI. 48084-7145

SALES SECRETARY
Need experienced Secretary for inside sales in our Walled Lake office. Excellent Word skills a plus. Please resume to: 810-624-6311 Attn Susan.

SECRETARIAL
Now hiring full and part time in West Bloomfield Real Estate Office. Computer knowledge a plus. Excellent benefits and incentives. Experience or desire but not necessary.
Call Eileen at:
(810) 626-9000.

502 Help Wanted-Office Clerical

SECRETARIAL/ ADMINISTRATIVE ASSISTANT
Part time Administrative Assistant needed in Ann Arbor. Minimum 5 years office experience. Must have excellent accounting skills, and a minimum of 2 years experience with Windows, WordPerfect and Lotus. Good excellent benefits package. Please send resume or FAX with salary requirements to:
PERSONNEL DEPARTMENT
101 N. MAIN, SUITE 300
ANN ARBOR, MI 48104
FAX 313 763-3630

Secretaries Et Cetera
Discover how good you can be, with an agency that cares!
810-358-0200
810-559-0235 Fax
3000 Town Center
Suite 2030
Southfield, MI 48075

SECRETARIES
Henry Ford Hospital has great opportunities available for experienced Secretaries. Your 2 years' related PC experience, including WordPerfect, Microsoft Word and Spreadsheet with the 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 1-H, Detroit, MI 48202. FAX 313 876-8451. AA/EOE.

SECRETARIES
$10-$14/HR.
* Immediate openings
* Close to home
* Long-term
* Top Companies
* Benefits
Seeking candidates with excellent communication skills, knowledge of leading software packages, and an attitude to help you find the "perfect fit" job for your lifestyle!
CALL TODAY!!
Farmington Hills ... 810-615-0660
Western STAFF SERVICES
Not An Agency - Never A Fee!

SECRETARY
ADVERTISING AGENCY
Client services and international agency has openings in production and creative department. Temp to perm. PowerPoint or Macintosh a plus.
Call Susan today.
Birmingham Farmington/Livonia
646-7661 473-2931
Advantage Staffing

SECRETARY, AUTOMOTIVE
Expanding mortgage office has new long term suburban openings. This unique opportunity offers top pay for experienced to part time. Benefits pay. Call Sally 473-2931
Farmington/Livonia Birmingham
473-2931 646-7661
Advantage Staffing

SECRETARY/ BOOKKEEPER
For textile and apparel fabric facility in Livonia. Full time. 313-427-5762

SECRETARY / CLERICAL ASSISTANT
For Troy law firm. 25 hours per week. Salary negotiable. Must have good knowledge of Word Perfect 5.1 for DOS. Ability to work with all ages and skills, and be accustomed to a fast paced environment. Resumes to:
Powers Chapman - Attn: Carol
3001 W. Big Beaver, Suite 704
Troy, MI 48084

SECRETARY
Competitive wages, 13 & Telegraph, building company, university area, must have knowledge of computer, advanced computer skills, organized. Full time. Fax resume to: 810-647-0050 Or call. 810-647-1111

SECRETARY
Experienced, full time for fast paced school company. Knowledge of Windows, Word Fax, accurate typing. Must be able to work under deadlines. Competitive salary, benefits. Resumes to: Secretary, 5675 Telegraph, P.O. Box 510440, Livonia, MI 48150

SECRETARY
Full time for Troy office. Must be proficient in Word, Excel and Lotus. Word processing and phone skills.
Call Joyce at: (810) 362 9300

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

SECRETARY
LIVONIA CPA firm seeks experienced person to assist partners, generate reports using Excel & Word. Fax, copy, fax, dictation and typing skills. Send resume to:
810-945-1064
FAX 810-948-1833 ATTN: SY

SECRETARY
Mercy Health Plans, a managed care organization and a division of Mercy Health Services, is looking for a clerical professional for our Credentialing Department located at our corporate headquarters in Farmington Hills.
Responsible for providing secretarial and clerical support to committee members. The selected candidate will be responsible for maintaining and preparing incoming phone calls and mail, word processing, maintaining files, and other duties as assigned. Independence, and coordinating skills are a must.
We require a high school diploma or equivalent, and at least 2 years' clerical office experience. Additional requirements include: word processing knowledge, excellent proficiency, excellent typing, transcription, proof reading, grammar and analytical skills, and proven ability to prioritize multiple tasks and adapt quickly to change.
We offer a competitive salary and benefits package. For consideration, please forward your resume to: MERCY HEALTH SERVICES, HR/ OPERATION'S-AS, 34605 TWELVE MILE ROAD, FARMINGTON HILLS, MI. 48331-3221, OR FAX TO 810-489-6306. To inquire about additional opportunities within Mercy Health Services and its subsidiaries, please call the HOTLINE AT 810-489-5000. Mercy Health Services values diversity in the workplace.

SECRETARY
Needed, full time in Troy, some experience necessary.
810-643-3730

SECRETARY NEEDED
Property management firm in Southfield seeking highly motivated Secretary/Word Processor. Some phone back-up and general office duties. Send resume to: P.O. Box 70, Southfield, MI 48037.

502 Help Wanted-Office Clerical

SECRETARY - PART TIME
2 days a week. Bookkeeper skills, filing & responsible. Bloomfield Hills.
810-363-3242.

SECRETARY PURCHASING DEPT.
Must be high school graduate, preferably with some college. Must have accounting/bookkeeping skills and excellent typing & math skills. Experience preferred. 40 hrs / 52 wks. $12.80/hr. w/benefits. Apply Tuesday, November 12, 1996 to Personnel Director, Sue Ann Product, 4400 Livernois, Troy, MI 48098. An Affirmative Action/Equal Opportunity Employer.

SECRETARY/RECEPTIONIST
Experience in WordPerfect necessary. Full time position for Southfield accounting firm. Call Janet for an interview:
(810) 352-3230

SECRETARY/RECEPTIONIST
needed for Lawyers. Typing & phone skills, computer experience helpful. Call (313) 937-9210

SECRETARY/ RECEPTIONIST
Local Real Estate Development Company seeks full time Secretary/Receptionist with must-haves skills for a fast paced, environment. Must have "take-charge" personality, excellent telephone, typing/proofing, filing & organizational skills. Knowledge computer knowledge in Microsoft Office Professional, Word, Project, Microsoft Excel. Minimum 5 years experience. Salary DOE. Must have ability with experience. Send resume & references to:
Secretary/Receptionist
P.O. Box 3040
West Bloomfield, MI 48325

SECRETARY
Wixom area. Busy plumbing office in need of mature, motivated person to work full time in Secretarial position. A self-starter with excellent telephone skills, dispatching & computer knowledge. Fax resume to:
810-685-1220

SERVICE COORDINATOR
Schedule cases for busy Physician Group. Must have knowledge of municipation and clerical skills required.
FAMILY HOME CARE

SPECIAL RECRUITING HOURS
Wed. Nov 6th. & Tues. Nov. 19
(Open until 8 PM)
(By appointment only)
Temp and career placement
Entry level to
executive level positions.
Call today!
Livonia, 313-266-8500
Southfield, 810-352-1300
Auburn Hills, 810-373-7200
Taylor 313-284-0777

SNELLING
PERSONNEL SERVICES
An Equal Opportunity Employer

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 & has previous cash handling experience. Or skills transferable. We offer a starting salary of $7.50 an hour plus benefits. Apply at 29525 Gratiot and bring a full or part time resume. Please fax resume to 313-371-3026 or mail to: HHSCU, Attn: Personnel, 4000 Green Rd., Ann Arbor, MI 48105
An Equal Opportunity Employer

TITLE COMPANY on Woodward Ave., Bloomfield Hills, looking for exceptional work full time. Call Rod or Scott:
810-335-3300 Fax: 810-870-5082

TITLE INSURANCE/ CLOSING DEPARTMENT
Experienced person needed for fast paced Birmingham Title office. Applicant with a high priority placed on customer service. Fax resume to (810) 642-0005 or send to Title Insurance, 1600 Woodward, Bloomfield, MI 48304, Attention: Kathy.

TRANSCRIPTIONIST
FULL time for fast paced office in Farmington Hills. Applicant must type 65-70wpm and have transcribing experience. Benefits offered. Send resume to:
Barbara DeChamplain
DFA Managed Care
30700 Telegraph, Ste. 3500
Bingham Farms, MI 48025

TRANSCRIPTIONIST
Full-time, temporary position through December 31st, possibly leading to permanent. Typing of medical and vocational rehab reports for consultants. Must type 60 WPM, computer skills mandatory. Excellent proofreading, grammar, and spelling skills. Experience with dictaphone and knowledge of medical terminology helpful. Send resume to:
Maria Whitehorn Associates
400 Galleria Officentre, Ste. 101
Southfield, MI 48034
FAX: (810) 354-4609
EOE/M/F/V

TRAVEL-SOUTH PACIFIC specialist in Birmingham seeks assistant. Detail oriented, computer literate, computer skills required. Part time position. Flexible hours & salary negotiable. Fax first hand knowledge of Australia, a database plus. Applicant with this attitude are vital for this position. If you fit the bill, call 1-800-875-4530 or fax resume 810 647-0427

VERY BUSY (CANTON) REAL ESTATE COMPANY
seeking responsible, dependable part-time Receptionist for rotating evening and weekend hours. Typing a must. Call between the hours of 9am & 5pm, ask for Chuck or Rhonda
(313) 453-8700.

VOCATIONAL REHABILITATION COUNSELOR
Seeking experienced Vocational Rehabilitation Counselor/Job Developer, position for the Detroit Metro area. Part time in the state. Full time in the field. Schedule. Must resume to: 20211 Civic Ind Park Blvd., Ste. 501, Southfield, MI 48076 or FAX: (810-354-0021, Attention: Ms Lauer

WORD PROCESSOR
Part-time position for fast paced Bloomfield Executive office. Good customer service & organizational skills a must. Some or all of variety. Hours, days, weeks (Flexible). Call Wixom, 313-462-1313 or FAX resume to: 313-462-1974

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

504 Help Wanted-Dental

ASSISTANT
DEARBORN Hills/Garden City office. Experienced, duty/schedule. Dental Assistant. Good people and verbal skills. Full time. $20,000-$30,000 per year plus benefits. Are you tired of your job & want a new challenge? 313-421-0200

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. Bloomfield Hills area. Experience preferred. 40 hrs / 52 wks. $12.80/hr. w/benefits. Apply Tuesday, November 12, 1996 to Personnel Director, Sue Ann Product, 4400 Livernois, Troy, MI 48098. An Affirmative Action/Equal Opportunity Employer.

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

DENTAL ASSISTANT wanted for Westland office. Full time position, apply at: 2535 S. Wayne Rd., Westland.

DENTAL ASSISTANT
Experienced only. Part/full time. Flexible days. We are established adult practice. Excellent benefits package. Ht. Tel 12 area. (810) 642-3000

DENTAL ASSISTANT
Full time, experienced only please, be happy to train. Benefits.
Royal Oak 548-1711

DENTAL ASSISTANT
Chair side experience required. No evenings or weekends. Great pay and benefits for the right person. Call (810) 645-0281 for interview.

DENTAL ASSISTANT
Friendly, outgoing, detail oriented, outgoing person.
Southfield Area. Call
810-563-6815

DENTAL ASSISTANT
Experienced. Full time for general practice in Farmington, Oakland County. Call Chris. (810) 624-8090

DENTAL ASSISTANT
Full or part time. Experience preferred. Good pay and benefits. Please call: (313) 861-5759

DENTAL ASSISTANT, Chairside, full time. Experienced & caring person required for our quality practice, new Livonia location. 313-422-6400

DENTAL ASSISTANT
Part-time growing Royal Oak office seeks mature, cheerful Chairside. Call Cindy, (810) 541-1637

DENTAL ASSISTANT
Part time position for experienced chairside. Northville family practice. Please call for your exciting new challenge! (810) 348-7997

DENTAL ASSISTANT
Motivated, dentist needed to work with us in Specialty Office. 30-35 hours per week with / benefits. For information call
313-953-6660

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

DENTAL ASSISTANT
Have you never thought of training as a Dental Assistant? We are willing to provide the training for a rewarding career, in a team-oriented specialty practice. Hours and weekends are flexible. Birmingham area. Call between 10:00am-4:00pm. (810) 647-7935

DENTAL ASSISTANT
We are a quality prevention oriented practice. Located in the heart of downtown Plymouth. Seeking preferably an experienced dental chair side. Salary commensurate with experience, plus benefits. Call Debbie Gallagher at 313-453-5620 or fax resume to 313-453-3026 or mail to: HHSCU, Attn: Personnel, 4000 Green Rd., Ann Arbor, MI 48105
An Equal Opportunity Employer

TITLE COMPANY on Woodward Ave., Bloomfield Hills, looking for exceptional work full time. Call Rod or Scott:
810-335-3300 Fax: 810-870-5082

TITLE INSURANCE/ CLOSING DEPARTMENT
Experienced person needed for fast paced Bloomfield Hills office. Applicant with a high priority placed on customer service. Fax resume to (810) 642-0005 or send to Title Insurance, 1600 Woodward, Bloomfield, MI 48304, Attention: Kathy.

TRANSCRIPTIONIST
FULL time for fast paced office in Farmington Hills. Applicant must type 65-70wpm and have transcribing experience. Benefits offered. Send resume to:
Barbara DeChamplain
DFA Managed Care
30700 Telegraph, Ste. 3500
Bingham Farms, MI 48025

TRANSCRIPTIONIST
Full-time, temporary position through December 31st, possibly leading to permanent. Typing of medical and vocational rehab reports for consultants. Must type 60 WPM, computer skills mandatory. Excellent proofreading, grammar, and spelling skills. Experience with dictaphone and knowledge of medical terminology helpful. Send resume to:
Maria Whitehorn Associates
400 Galleria Officentre, Ste. 101
Southfield, MI 48034
FAX: (810) 354-4609
EOE/M/F/V

TRAVEL-SOUTH PACIFIC specialist in Birmingham seeks assistant. Detail oriented, computer literate, computer skills required. Part time position. Flexible hours & salary negotiable. Fax first hand knowledge of Australia, a database plus. Applicant with this attitude are vital for this position. If you fit the bill, call 1-800-875-4530 or fax resume 810 647-0427

VERY BUSY (CANTON) REAL ESTATE COMPANY
seeking responsible, dependable part-time Receptionist for rotating evening and weekend hours. Typing a must. Call between the hours of 9am & 5pm, ask for Chuck or Rhonda
(313) 453-8700.

VOCATIONAL REHABILITATION COUNSELOR
Seeking experienced Vocational Rehabilitation Counselor/Job Developer, position for the Detroit Metro area. Part time in the state. Full time in the field. Schedule. Must resume to: 20211 Civic Ind Park Blvd., Ste. 501, Southfield, MI 48076 or FAX: (810-354-0021, Attention: Ms Lauer

WORD PROCESSOR
Part-time position for fast paced Bloomfield Executive office. Good customer service & organizational skills a must. Some or all of variety. Hours, days, weeks (Flexible). Call Wixom, 313-462-1313 or FAX resume to: 313-462-1974

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

504 Help Wanted-Dental

DENTAL HYGIENIST for high quality, uncompromising, Farmington Hills office. Part time. 2 weekdays with every other Sat. (8-12) pay mo. Highly motivated, professional individual with concern for patients care. Call Lori D. (810) 553-4740

DENTAL HYGIENISTS
ASSISTANTS
& OFFICE STAFF
Needed for growing Livonia office. Enjoy working with? Believe in yourself, have an outgoing personality, cheerful smile, feel you can contribute to a fun, successful team. WE WANT YOUR FULL & part-time positions available. Excellent pay & benefits. Great working environment
(313) 937-3026

DENTAL HYGIENIST
RECEPTIONIST & ASSISTANTS
NEEDED
Call (810) 557-7687

DENTAL HYGIENIST - 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 HYGIENIST
Wixom office needs hygienist for Mon. & Thurs. Dr. Gelt. 4 days. Top pay, great office to work for. Call Sharon at (810) 624-8090

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

DENTAL PROFESSIONALS
We are a growing multi facility managed care dental corporation, seeking qualified, caring, team-oriented individuals to fill the following positions:
Registered Dental Hygienist
Professional, caring, team players
Office Managers
2+ years dental experience, 1 yr. supervision experience preferred.
Dental Assistants
General Dentistry Positions available, committed to quality care
Dental
Administrative Assistants
Entry level, computer knowledge helpful
We have part-time and full-time positions open in Metro Detroit area. We provide competitive wages based on experience and excellent benefits with incentives. Join our team & join the best! Send your resume in confidence to:
Human Resource Director DP
P.O. Box 727300
Berkley, MI 48072-1085
Fax (810) 304-2936
Call (810) 331-3789
to inquire on a career opportunity for your specialty.

DENTAL RECEPTIONIST - All aspects, front office. Computerized. Great opportunity. Full time. Call Linda, Farmington Hills. (810 851-6446

DENTAL RECEPTIONIST/ SECRETARY - Multi-task position. Command. Computer. Part-time. Farmington Hills. (810) 851-6446

DENTAL RECEPTIONIST
Caring people person. Good organizing skills. Motivated, self-starter. Leave message, 1-810-760-4528

DENTAL RECEPTIONIST
Full time position available in our Southfield office (10Mile/Telegraph). Computer knowledge preferred. Excellent salary & benefits.
Call: 810-352-5440

DENTAL RECEPTIONIST for Livonia family practice. Must be experienced in scheduling & handling telephones. Computer knowledge preferred. Excellent salary & benefits.
Call: 810-352-5440

DENTAL TECHNICIAN - Full time to work in Partial Department. Excellent working conditions & benefits. Zedek Dental Lab Inc. 810-626-3144

FARMINGTON DENTAL Practice is looking for a highly skilled, Part time Front Desk Person to join our exceptional team of dental professionals. Salary commensurate with experience. Call (810) 474-4400

FRONT DESK POSITION
Full time for busy Perio Specialty practice in Birmingham. The successful person must be energetic, team oriented and enjoy a fast paced working environment. Dental or medical experience preferred. Computer experience a big plus. (810) 645-9750

HYGIENE COORDINATOR
For busy Rochester Hills office. Highly motivated patient & goal oriented individual. Please call (810) 653-7877

HYGIENIST
FOR quality Farmington Hills practice. 2-3 days/week, possible 2 Sat/month. Should have perio experience and good sense of humor.
(810) 478-3275

INSURANCE COORDINATOR
With MEDICAL / DENTAL office. Vision, ethics & personality required, for expanding Farmington Hills private practice. Paid vacations, holidays, Due Group Health Dental Care Insurance program. Call Lori, 810-553-0645

DENTAL ASSISTANT - Livonia. Excellent salary, BC/BS, paid holidays, profit sharing, sandwich & coffee. 35-40 hrs. Sat. & evenings required.
Second assistant will dramatically improve your work load and stress. Call Ann at (313) 533-7542

EXPANDED DUTY DENTAL ASSISTANT
If you are seeking a practice that offers a highly progressive quality team oriented atmosphere, and if you can offer your expanded duties skills, and are eager to learn, our practice can offer. Full time with benefits to achieve professional, emotional and financial rewards. Call today. Farmington office. (810) 474-0224

DENTAL BACKGROUND 2 POSITIONS
Plan years of dental office experience and/or have new graduate? Dental company specializing in dental practice management is looking for a person with a dental background and experience with Windows computer software. DENTECH is a plus!
Customer Service
Representatives
Assist customer over the phone with applications in basic system concepts.
On-Site Trainer
Must be able to travel nationwide training customers on software.
Send resume to: Pat Schwind, Software Technology Group, 2101 Hery, Suite 140, Farmington Hills, MI 48334.

DENTAL HYGIENIST, modern Royal