EMPLOYMENT

502 Help Wanted-Office Clerical

OFFICE MANAGER

Duty: Bloomfield Hills Marketing/Publishing firm seeks Office Manager. Responsibilities include accounting, bookkeeping, Mac accounting preferred, payroll & taxes. Fax resume to: K. Bristol (810) 855-6017

OFFICE MANAGER Livonia business is seeking person to run office. Must know all phases of bookkeeping, accounts payable/receivable, general ledger, payroll & payroll taxes. Financial statements & Excel knowledge big plusses. If you like a small friendly atmosphere in the office, this branch of a 43 yr old company is looking for you. Send resume & salary requirements to Champion Window Co., 31331 Industrial Rd., Livonia 48150 or call Jeff Burpee (810) 427-5560

OFFICE MANAGER

Full time, for insurance repair contractor. Immediate opening. Must have 3-5 yrs. exp. in claims & auto office work & be computer literate. Must good phone manner. Great opportunity for right person. Good wages & more. (313) 535-7660

OFFICE POSITIONS

Bloomfield Hills seeks service oriented individuals with computer knowledge, excellent communication skills, able to handle a high volume of paper work, and a desire to learn a new career. Candidates call or send resume to: Jeff Bergman, Director, Sherry Post - Personnel, Flagstar Corp., 2800 Middlebelt, Suite 250, West Bloomfield, MI 48322 (810) 338-7700, ext. 2900

Equal Opportunity Employer

OFFICE RECEPTIONIST mature dependable, self-motivated, responsible & have good phone skills. 32 hrs/wk, with benefits. Fax resume to 24175 Industrial Park Drive, Farmington Hills, MI 48335

OFFICE SUPPORT PERSON Full time, 4 day week, Good pay & benefits. Advancement opportunities, great working environment. Must have skills required. Respond with resume & salary requirements to: P. O. Box 51363, Livonia, MI 48151-5363

OPEN HOUSE
Nov. 19, 20 & 21,
9:00 a.m. to 2:00 p.m.

Entech Personnel Services, Inc. will be recruiting professional individuals with experience in any of the following areas:

Word Processing Secretaries
Receptionists
Data Entry Operators
Telemarketing (Evening)

Short-term, long-term & temporary to direct openings. No appointment necessary. Business attire & double photo required. Bring ID for I-9 verification required.

Entech Personnel Services, Inc.
26913 Northwestern Hy., SU 150
Southfield, MI 48034
(810) 354-1600

ORDER ENTRY RECEPTIONIST

Needed Must have good phone skills and be able to handle pressure & multiple tasks. Please call Gary at: (810) 352-5333

PARALEGAL / LEGAL SECRETARIES

Bankruptcy and/or commercial litigation experience a plus. Please send resume to: Legal Staff Resources (ADMTO), PO Box 5018, Rochester Hills, MI 48306

PARALEGAL OR NURSE

Busy Oakland County law firm needs a detail-oriented person with medical background to review and organize medical records. Send resume to 320 Maple, Suite 171, Birmingham, MI 48009

PART TIME
To assist credit manager. Good phone presence a plus, ideal for student. Flexible afternoon-evening schedule. Will train. Call Ms. Cash 810-559-8500, 3-6pm.

PART-TIME WORD PROCESSOR - NIGHTS

Prestigious Detroit law firm seeks a part-time person with experience in transcribing 3:1 DOS word perfect 60-80 wpm. Working 2 or 3 days per week, 7 to 8 hours per night. Desire someone who is dependable and able to work independently. Send resume and salary requirements to: Kitch, Drutchas, Wagner & Kenney, P.C., Human Resources-WP, 1 Woodward Avenue, 10th Floor, Detroit, MI 48226

PAYROLL COORDINATOR

Brighton Hospital is seeking an individual with a minimum of 2 years experience in payroll and tax filing. Working understanding of double entry accounting and 2 years experience in accounting. Part-time, 32 hrs/wk status, benefits included. Send resume to:

BRIGHTON HOSPITAL
Personnel Dept. Dept. 1
12851 E. Grand River
Brighton, MI 48116
An Equal Opportunity Employer

PERSON NEEDED to answer BUSY office phone. Light typing. Bookkeeping office taxes. Redford area. Please send resume and letter of introduction to: Receptionist, 2558 Pine Dr., Wixom, MI 48393

Real Estate Office is looking for two people with exp. in Residential & Commercial Sales. Computer knowledge helpful. Please fax resume to: (810) 398-1191
ERA COUNTRY RIDGE REALTY

RECEPTIONIST
busy newspaper company looking for professional outgoing person. Salary negotiable. Call Ann (810) 474-2929

RECEPTIONIST
Busy firm seeks a receptionist. Must have excellent customer service skills. Some typing required. $8-10/hr. Oakland County an experience. HRUS. 810-968-0287

RECEPTIONIST/CLERICAL
Part-time for busy Westland office. Phone skills, some typing. Please fax resume to: 313-458-5606

RECEPTIONIST/Corporate Office
Full time position with benefits. Customer service experience, phone and computer skills required. Real Estate knowledge helpful. Position also requires administrative duties. Please fax resume to: 810-647-6130

RECEPTIONIST
EXPERIENCED with some clerical skills, computer, fax, light typing. Livonia area. Call between 9 & 2. (313) 427-6244

RECEPTIONIST
Experienced, office professional needed 4 days per week for busy dentist's office. Fax resume to: 810-334-1718 or mail to: Doctors Office, 1780 S. Telegraph, Ste. 301, Bloomfield Hills, MI 48302

RECEPTIONIST / FILE CLERK
Needed part-time for Plymouth Medical Office. (313) 451-0070

502 Help Wanted-Office Clerical

RECEPTIONIST

Farmington Hills Architectural firm seeking individual with strong communication skills, efficient word processing ability, and good organizational skills. Minimum of 3 years experience. Excellent benefits. Please send resume with salary requirements to: JPRA Architects, 31000 Northwestern Hwy., Suite 100, Farmington Hills, MI 48334

RECEPTIONIST - For development company. Computer knowledge of WordPerfect, Windows & Lotus. Good typing & telephone skills a must. Salary commensurate with experience. Benefits. Fax resume: 810-851-1531 or send Box 1357 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

RECEPTIONIST
for Troy law firm. Experience preferred. (810) 649-7500

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

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

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) 459-1800

RECEPTIONIST - full time to answer 3 line phone & perform numerous typing projects for Birmingham law firm. Call: (810) 645-6633 or fax: (810) 645-4960

RECEPTIONIST
FULL time for permanent position in Westland physical therapy clinic. Must enjoy working with people. Prior telephone experience and typing skills required. Send resume to: Spontpro Physical Therapy, 35391 Central City Parkway, Westland, MI 48185, Attn: Teresa Gough or call 313-458-1820. EOE

RECEPTIONIST
FULL time for permanent position in Westland physical therapy clinic. Must enjoy working with people. Prior telephone experience and typing skills required. Send resume to: Spontpro Physical Therapy, 35391 Central City Parkway, Westland, MI 48185, Attn: Teresa Gough or call 313-458-1820. EOE

RECEPTIONIST
Rapidly growing Livonia based company seeks experienced receptionist. Must have prior multi-phone line experience & excellent communication skills. Opportunity for career growth. Please fax resume with salary requirements to: 313-458-2535

RECEPTIONIST/ SALES SUPPORT

Excellent opportunity for a dynamic individual who can work independently and as a team player in our Graphic Arts Company. Previous office and computer experience is required. Must have a great personality. Great benefits including a 401(k). FAX resume, salary requirements and a brief paragraph describing yourself to:
Rocket Printing, (810) 290-4906
or email Rocket404@aol.com

RECEPTIONIST/SECRETARY
Entry level/full-time for Bloomfield Hills law firm. WordPerfect 6.1, typing 50+ wpm, phones, dictation. Please fax or send resume with salary requirements to: (810) 340-9639
6905 Telegraph Rd., Ste. 114
Bloomfield Hills, MI 48301
Attn: Annette Johnson

RECEPTIONIST/SECRETARY
Non-smoking Farmington Hills CPA firm is seeking an educated and responsible individual with excellent telephone, typing and interpersonal skills. This position requires the candidate to be experienced in an accounting firm environment, temp has worked with Windows, Wordperfect or Word, and handled a multi-line telephone. The candidate will also be required to fax and photocopy documents as well as assemble tax returns. Knowledge of Lotus or Excel a plus. The position is full time, and during peak times of the year, overtime is required. We offer excellent benefits, and salary is commensurate with experience. Please send resume in strict confidence to: Jerri Kersten, 32271 Middlebelt Road, Suite 200, Farmington Hills, MI 48334.

RECEPTIONIST/SECRETARY
needed for computer company. Light typing, phone experience & courteous manners. Call Sue at Chorale, (810-543-1668, ext. 279

RECEPTIONIST/SECRETARY
Farmington Hills office - 3 month assignment. Phones, word processing & general clerical skills. (810) 737-1711
TEMPORARY RESOURCES

Receptionist/Secretary
Sales office. Immediate opening for secretary with 2 years recent office experience. Accuracy and attention to detail with good communication skills essential. Advancement opportunity. Send resume with salary history to: Personnel Dept., 12933 Farmington Rd., Livonia, MI 48150 EOE.

RECEPTIONIST/SECRETARY
PART-TIME:
- General Office Duties
- Microsoft Word
- Some Bookkeeper and Bookkeeping
- Windows 95 a plus

FAX or send resume to:
Custom Business Solutions, Inc.
24350 Orchard Lake Rd., Ste. 107
Farmington Hills, MI 48336 or Fax 810-478-5301

RECEPTIONIST/SECRETARY
part time. Recent phone experience helpful and should type 30 wpm accurately. For large residential building company located in 13 Mile/Orchard Lake area. Regular hours are Mon. thru Fri., 4-8pm and Sat. 8am to noon, but earlier starting times Mon. thru Fri. are available. Extra hours (full time) can be worked around holidays & during the summer. Please call Dawn at Edward Rose & Sons 810-539-2253

RECEPTIONIST/ SECRETARY TO $19,000

Several positions available in top suburban and downtown firms. Light typing, Microsoft Word. Excellent communication skills needed. Full benefits. All fees employer paid

CALL OR FAX TO:
M. BOOKSPAN & ASSOCIATES
(810) 649-3330
(810) 649-FAX 2

RECEPTIONISTS

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

RECEPTIONISTS

Permanent Positions
PLUS BENEFITS
Business to $20K
Medical to $10K
Banking to $16K
Personnel Systems 459-1166

RECEPTIONIST
Temporary to permanent positions available. HUMAN RESOURCES (810) 533-7715

RECEPTIONIST TO $18,000
1-2 years experience needed for friendly suburban law firm. Nice phone manner, good computer skills. Benefits. Call April 810-772-6700.
Sinaking Personnel Services

RECEPTIONIST
Troy office. Must have pleasant & accurate phone voice. Accurate math & data entry required. General office duties. Key operating skills preferred. Call Kathy at: 810-528-2688

502 Help Wanted-Office Clerical

RECEPTIONIST
We are seeking to hire a full time permanent receptionist/secretary for our corporate offices in Warren. Primary responsibility will be to answer multiline switchboard console. Strong candidates will have typing skills, a pleasant phone voice and friendly personality. This highly professional organization offers an excellent starting salary and comprehensive benefit package. Please send your resume and salary history to

Attn. GWRS
Detroit Testing Laboratory, Inc.
27749 Dequindre
Warren, MI 48090-0869
E.O.E. M/F/D/V/H
Drug Screen Required

RECEPTIONIST
Woodward Hills Nursing Center is seeking an evening receptionist, Monday through Friday, 4:30PM-9:30PM. Job duties include greeting visitors, phone answering and light typing duties. If you enjoy working with the public and possess excellent communication skills, Call 810-544-5522 and ask for LINDA DONALDSON, Assistant Administrator.

RN
Brighton Hospital
Part-time floor nurse position available for midnight shift on the adult unit. Minimum 2 yrs. experience in acute care setting is included. Please send resume or application:

Personnel Dept. 122
12851 E. Grand River
Brighton, MI 48116
An Equal Opportunity Employer

SALES ADMINISTRATOR
WorkPlace Integrators, Michigan's leading Steelcase furniture dealership, is seeking a motivated, organized individual to support our sales staff. Excellent communication skills are a must. Computer and general office experience required. Ability to wear many hats, including order entry and administrative duties. Will train on product knowledge. Full time with excellent benefits. Please send resume with references and salary requirements to

WorkPlace Integrators
Attn: Human Resource Dept
10 Oak Hollow, Suite 200
Southfield, MI 48034
Equal Opportunity Employer

SALES SUPORT

Fast growing computer consulting/sales company looking for person to work with our sales & marketing departments. Full-time. Fun office. Opportunity to advance. Computer experience, good phone skills, and college degree required. Salary.

Oakland Resources
27600 NW Highway, Suite 120
Southfield, MI 48034
Fax# 810-799-2400

SCHOOL SECRETARY
Come & join our staff & enjoy a pleasant work environment. Competitive salary & benefits. Full time position. Must have minimum of 2 years knowledge of WordPerfect 6.0 Windows, ability to work under deadlines, and be detail oriented. Must have good humored. Send or fax resume & salary requirements to: School Secretary, 17251 W. 12 Mile Rd., Suite 200, Southfield, MI 48076 FAX: 810-557-8397

SECRETARIAL/ADMINISTRATIVE ASSISTANT
Part-time Administrative Assistant needed in Ann Arbor. Must have excellent computer skills & experience with Windows, WordPerfect & Lotus. Good benefits. Please send resume or FAX with salary requirements to:
PERSONNEL DEPARTMENT
101 N. MAIN, STE. 800
ANN ARBOR, MI 48104

SECRETARIAL POSITION in a professional office, good typing skills needed. Southfield location. Flexible hrs. Part to full-time. Call Shelly at (810) 559-9579

Secretarial

SECRETARY

McDonald & Company Securities, Inc., is a leading investment banking firm in downtown Detroit. We seek an experienced secretary for our Corporate and Public Finance department in our Birmingham office. Responsibilities include supporting daily activities of the investment banking staff, handling voice telephones, processing and distributing financial statements, maintaining departmental records, and performing other office support activities in a fast paced, client service environment.

Qualified candidates will have: a minimum of three years of secretarial experience (preferably in a financial services organization); proficiency in WordPerfect 6.0 or Microsoft Word, and proven ability to successfully manage multiple tasks and delivery requests with ease. Knowledge of Microsoft Excel and Microsoft Power Point is a plus.

We offer an attractive compensation/benefit package. Please submit your resume in confidence to:

Ms. Teresa Huffman
McDonald & Company
Securities, Inc.
260 E. Brown St.
Suite 310
Birmingham, MI 48009

Equal Opportunity Employer

SECRETARY/BOOKKEEPER
with excellent bookkeeping, word processing and organizational skills. Attractive salary/benefits & opportunity for growth! Send resume to: Bowers & Company PC, PMB 30600 Telegraph Rd., Ste. 1300 Bloomfield, MI 48025 FAX: (810) 647-4770

SECRETARY
for sales Rep. firm located in Troy. Reliable and responsible person with phone, filing and basic computer abilities. Company will train on Word classes for advancement. Send resume to: Box # 1294 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY
FULL time person for very fast paced Troy office. Must have good typing & typing and computer skills. Pleasant individual with good telephone voice. Send resume to:
Personnel Dept. 1600 Crooks, Troy, MI 48084

SECRETARY
IMMEDIATE FULL-TIME
Career opportunity to $30,000/yr at hrs. Work with caring professional associates in the environmental & the major health care headquarters, Farmington, Detroit and Auburn Hills locations. Word/perfect/Windows spreadsheet. Call Sally Farmington/Livonia Birmingham 473-2451 649-7661
Advantage Staffing

SECRETARY
LIVONIA CPA firm seeks experienced secretary/receptionist. Typing, word processing & general office experience preferred. Send resume to Box #1300, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

SECRETARY
Part-time for Farmington Hills accounting firm. General clerical skills a plus. Word processing experience. 8T/Hr. to start. (810) 851-2290

502 Help Wanted-Office Clerical

SECRETARY
MAJOR financial institution with multiple locations has immediate short term assignments. MS Word or WordPerfect with Windows. Excellent salary and paid holidays.
Call Sheila 646-7662
Farmington/Livonia Birmingham 473-2451 649-7661
Advantage Staffing

SECRETARY
PART TIME
Bloomfield Hills firm seeks experienced professional secretary 2 or 3 days/week. Person must be detail oriented, organized & precise, excellent telephone & computer skills required. Please call 810-646-7150

SECRETARY/ RECEPTIONIST

Local Real Estate Development Company seeks full time secretary/receptionist with multi-task skills for a fast paced office environment. Must have "take-charge" personality, excellent telephone, typing/word processing & organizational skills. Must have a minimum knowledge of MicroSoft Office Professional & MicroSoft Project. Minimum 5 years experience, salary will be commensurate with experience. Send resume & references to:

Secretary/Receptionist
P.O. Box 2329
West Bloomfield, MI 48325

SECRETARY/RECEPTIONIST
Westland office. 2 Days/wk, after training. Must be dependable, detail oriented, need only apply. Leave message, (313) 261-2225

SECRETARY/ RECEPTIONIST

FRIENDLY professional phone manner, provide clerical support. Excellent computer, data entry & typing skills. Send resume to: Personnel Dept. EOE, Box 2500, 25000 W. 8 Mile Road, Farmington Hills, MI 48335

SECRETARY / RECEPTIONIST - Full-time. Benefits. General office. Bookkeeping. Computers. Call Fran or Tom: (810) 588-7310

SECRETARY/RECEPTIONIST
needed full time. Good typing & phone skills, computer knowledge helpful. Call (313) 722-9210

SECRETARY/RECEPTIONIST
Full-time. Excellent benefits. Duties include: Excellent phone skills, strong computer skills, typing, typing, typing, typing. Lotus knowledge a plus. Submit cover letter & resume to:
Wade Die Casting (USA), Inc., 2950 W. Square Lake Rd., Ste. 212, Troy, MI 48084 or FAX: 810-641-9469

SECRETARY/RECEPTIONIST
part time, job share opportunity available with large residential building company located in 13 Mile/Orchard Lake area. 2 or 3, 8 hr. days per week (flexible). Qualified candidate should be an accurate 45 wpm typist and have a pleasant telephone personality. A recent phone experience helpful. Excellent pay for a highly qualified person. Please call Sherry at Edward Rose & Sons 810-539-2255.

SECRETARY

The Accident Fund Company, the largest writer of workers compensation in Michigan, is seeking a Secretary for its Legal Department in our Southfield office.

The possess is responsible for performing assignments encompassing correspondence, scheduling appointments, including depositions and court dates. Additionally, maintains attorney's docket, calendars, and prepares separable briefs. Maintains and organizes case files and legal docket system.

Qualified candidates will possess a high school diploma or equivalent. A minimum of three years secretary experience is required or equivalent work which provides the necessary skills. Ability to type 60 wpm is required and the ability to transcribe legal and medical information. Excellent grammar, punctuation and spelling skills essential. Excellent oral and written communication skills are required.

The Accident Fund Company is a dynamic work environment and offers an excellent compensation & benefits package. Interested and qualified applicants should submit resume and salary requirements to:

Accident Fund Company
Human Resources Dept.
P. O. Box 40789
Lansing, MI 48901-7990

An Equal Opportunity Employer

SECRETARY, TO $32,000
International Troy firm. M/S Word and Excel. Strong secretarial skills needed. Benefits. (810) 524-6760
Snelling Personnel Services

SECRETARY WANTED for Farmington Hills firm. Professional with Word required. Macintosh experience not necessary but desired, 60+ wpm. Fax resume to: 810-932-5201/2

SECRETARY
We are a growing professional firm written the Bloomfield area and 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, detail oriented, and can work required overtime during peak tax season. If you are a person who can work in a fast-paced environment, forward your resume and salary expectations in confidence to: Box #1294 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

SECRETARY/WORD PROCESSOR
For Southfield CPA office. Hands on experience with Excel, Word, general office duties. Call for an interview. (810) 559-2222

SMOKE-FREE OFFICE accepting applications for individual willing to work in a team environment. Duties include answering phones, taking & entering orders on computer, typing 35 wpm. Must have computer literacy & be friendly, willing to learn. Hours 8:30AM-5:30PM. Entry level position. Applications taken at 3044 SAM, Mon-Fri. American Chemical Technology, 46910 Liberty Dr., Wixom, MI EOE (810) 624-1550

SPECIAL RECRUITING HOURS
Tues., Nov. 19
& Wed., Nov. 4
(Open until 8 PM)
(By appointment only)
Temp and career placement
Entry level up to
executive level positions.
Call today!!
Livonia, 313-258-8600
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor 313-284-0777

SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

TELEMARKETER PROFESSIONAL
81 International Service Company seeks experienced phone professionals to set appointments for sales staff. NO SALES REQUIRED! Troy location. Base plus commission plus bonuses. (810) 879-1900

502 Help Wanted-Office Clerical

TICK TOCK...

Don't let any more time pass - call today, we have immediate openings for:
- Full service accounts payable $8.00
- Part Time distribution/mail clerks $7.00
- Vacation Secretary $7.50
- Word Processing Secretary $10.00

EMPLOYERS
(810) 353-7050
An Equal Opportunity Employer

TITLE INSURANCE/ CLOSING DEPARTMENT
Experienced person needed for fast paced, Birmingham title company with a high priority placed on customer service. Fax resume to (810) 642-0006 or send to Title Insurance, 1602 Woodward, Bloomfield, MI 48304, Attention: Kathy.

WANTED
EXPERIENCED SECRETARIES
ADMINISTRATIVE
RECEPTIONISTS
CUSTOMER SERVICE
Permanent, temp-to-perm and temp positions. $8-$13 per hour depending on experience. Full benefits and computer software match you to your perfect career. Call for appointment. 810-399-3450
Sinaking Personnel Services

WORD PROCESSOR
Alexander & Alexander of Michigan is seeking an experienced word processor for our Southfield and Farmington Hills offices. Requirements: Format produce & revise complicated documents with thorough knowledge of MicroSoft Office and Microsoft Excel, Word & Graphics. A minimum of 2 yrs experience, ability to type 50-55 WPM, excellent grammar, punctuation & spelling skills. We offer a competitive salary & excellent benefits. Interested applicants please send resume & salary history to:

Alexander & Alexander
Human Resources
3011 W. Grand Blvd., Ste 700
Detroit, 48202

WORD PROCESSORS
- Microsoft Word
- Lotus
- Wordperfect

Long & short term assignments
Must be able to type 45 wpm
$10-12 per hr.
ARBOR TEMPS 459-1166

504 Help Wanted-Dental

ADMINISTRATIVE DIRECTOR
Modern, progressive dental office seeks motivated person with people skills and excellent communication ability. Must be able to work without supervision. Pay TBD (810) 646-2273

AN INVITATION TO DENTAL PROFESSIONALS...

Going to Detroit Dental Review Nov. 22 Nov. 24? If so, Peak Performers wants to meet you. Stop by Booth #908 to see what we can do for you or call us at (810) 477-5777
No Fees EOE

ASSISTANT - assisting only. West Bloomfield area. Nice hours. Benefits. Call residence after 5pm (810) 421-7938

ASSISTANT

LIVONIA Periodontal office seeking the right individual for 3 days per week in a dynamic practice. Interesting sphere. Become a valued team member. Call (313) 522-7313, for an interview.

BLUE WAXER
Experienced for crown & bridge laboratory. Full time, benefits. Call Ann for an appointment: 810-478-3355

DENTAL ASSISTANT
12/Evergreen. Our office is quality driven & we are looking for someone like us. Full time, Float to the front. Knowledge & attitude are a must. Call Ann at: (810) 557-4747

DENTAL ASSISTANT
EXPERIENCED ONLY. Part time Mon., Thurs & Sat. Wage competitive, experienced only. Farmington & Mile Rd area. (313) 425-7010

DENTAL ASSISTANT: We seek a dynamic, self-motivated, experienced assistant to join our progressive specialty office. We offer you an opportunity to grow in a valued team member of our team. Salary $20,000 to $30,000 to start. Call Sandy for an interview. Call: (810) 357-3100

DENTAL ASSISTANT
Are you a people person, excellent communicator and experienced? We need you in our friendly, Farmington Hills practice. Full or part time (810) 655-1277

DENTAL ASSISTANT
Part-time 3-5 days per week. Top paid. Dependable person needed. Call: (810) 559-3006

DENTAL ASSISTANT Livonia Excellent salary, $635, paid holidays, profit sharing, experienced, 313-40 hrs. full time. Mon-Fri. 8-5. Benefits. Send resume to: Box 1294 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

DENTAL ASSISTANT
Full time, experienced only. Great benefits. Busy South Oakland County office. Call (810) 852-2266

DENTAL ASSISTANT
Full or part-time. Bloomfield Hills/Ford Rd & Beech Daly area. (313) 278-4700

DENTAL ASSISTANT
Full time. Experienced only. Great benefits. Busy South field office. 810-355-9800

DENTAL ASSISTANT
For Farmington Hills dental office. Some experience is helpful but not the right energetic, motivated individual. Full pay & benefits. Call Lori at: (810) 553-4740

DENTAL ASSISTANT
Professional team player - Ethics, integrity, quality not quantity treatment with dignity and respect. Continuing education, 4 day workweek, M-Th., 401K, NW Livonia. If these things are important to you, please call Dr. Lanty's office & speak with Jan. (810) 474-0100

DENTAL ASSISTANT - enthusiastic, caring, organized person, experience preferred, will train. Pleasant office, Farmington Hills. 810-932-1290

DENTAL ASSISTANT
Royal Oak. Tue/Wed-Thur. Limited experience. Alex (810) 280-2000

DENTAL ASSISTANT
For Northville office general practice. Mon., Tues., & Thurs., 8am-5pm. Call Ann (810) 348-6555

DENTAL ASSISTANT
Experienced in preventative part time position available. Evenings included. Call (313) 532-7710
Fax (313) 533-9777

DENTAL ASSISTANT
Part-time growing Royal Oak office seeks mature, cheerful Chairside. Call Cindy: (810) 541-1037

DENTAL ASSISTANT
For general practice in our Westland or Walled Lake office. Flexible hours, plus benefits. Experience helpful. Call Bev (313) 728-5633

504 Help Wanted-Dental

DENTAL ASSISTANTS
OK you won't make your piece work experience and X-ray certification, call Peak Performers
(810) 477-5777
No Fees EOE

DENTAL ASSISTANT

FriendlySouthfield office looking for experienced Assistant. Part time soft full time potential. Excellent pay to go with a great boss. (810) 354-6304

DENTAL ASSISTANT
Full time assistant experienced needed for progressive preventative health center. Specialty practice. Looking for mature, responsible, enterprising person with good people skills. To assist chairside in a Endodontic practice. Salary commensurate with experience. Benefits available. Bloomfield area.
(810) 644-8180

A Special people oriented expanded duties Assistant interested in personal growth & always handling multiple tasks. We offer an opportunity to achieve professional success in a financial security. (810) 474-0224

DENTAL FRONT DESK
Full time. Flexible hours. Experience preferred for Southfield family dental practice. Please contact:
(810) 569-2066

DENTAL HIGH ACHIEVERS
Are you a self-motivated, people person? A helper & communicator? Do you enjoy a challenge? We offer a team oriented environment where you are truly appreciated for your involvement & talents. 2 positions available. Qualified candidates send resumes to: Marilyn Kosko, Nurse Recruiter, Human Resources

Wm. Beaumont Hospital
3601 W. 13 Mile Rd.
Royal Oak, MI. 48073-6769
810-551-0305
TDD 810-551-8110
An Equal Opportunity Employer

ASSISTED LIVING CAREGIVERS
IMMEDIATE EMPLOYMENT
ALL SHIFTS
Wymwood of Utica, a "new" assisted living residence seeks warm, caring individuals for our new residence. Competitive wage and benefit package. Full time, part time and company possible. Paid training. For immediate consideration, call
(810) 247-0205
An Equal Opportunity Employer

♡ ATTENTION
CNA's & Home Health Aids
Join our growing family. Part time & full time. Flexible hours, excellent wage. CNAs $8-$9.75, HHA $7 or call Cheryl 313-421-7472 or Barb 313-421-9101

♡ ATTENTION
CNA's Join our growing family. Part time & full time available. Flexible hours, excellent wages $8-$8.75 per hour. Call Cheryl 313-421-7472

DENTAL ASSISTANT
Excellent opportunity to work the field of Dentistry. No experience necessary. We are looking for Mon - Fri. 8-5 hours and wages. Please call (810) 644-6136

DENTAL OFFICE TEAM LEADER
Busy, progressive Livonia office seeking friendly, professional enthusiastic team leader with positivity to expand your knowledge into the implant field. Dental experience required. Excellent benefit package, including medical insurance, cafeteria plan & 401K.
Ask for Cheryl. (313) 261-9696

DENTAL RECEPTIONIST - Union Lake area. Dental experience necessary. Salary based on knowledge & experience. Call (810) 852-2300

DENTAL RECEPTIONIST/ SECRETARY - Multi-task, Dentrix, Command Computer. Part-time, Farmington Hills. (810) 851-8686

DENTAL RECEPTIONIST - All aspects, front office. Computerized Great opportunity. Full time. Dentists Farmington Hills. 810-851-6440

DENTAL RECEPTIONIST
for Livonia family practice. Must be experienced in scheduling & handling telephones in a professional and caring manner. Part time. Good salary. (313) 427-2222

DENTAL TECHNICIAN - Full time to work in Partial Department. Excellent working conditions & benefits. Call Dental Lab Inc. 810-026-3144

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) 474-6500

A great way to get experience in the dental field!
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OFFICE MANAGER
busy 2 doctor practice. Farmington Hills. Send resume to Box #1301 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

OFFICE MANAGER & ORTHODONTIC ASSISTANT
for the office of Dr. Scott Tyler, full time & well trained. Excellent benefits. Please call Emily at: 810-652-6123

ORTHODONTIC ASSISTANT
Minimum 1 yr. experience. Growing Canton practice. Team player, competitive fifty wage, excellent working environment. Benefits included. 3-4 days per week. (313) 981-2444

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4 day week, 32 hrs. Must have pleasant personality and neatness important. Good working conditions in beautiful Clarkston.
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OUR DENTAL office is looking for an experienced, enthusiastic team player to join our successful team. Our professional, progressive Warren office has great working conditions and wonderful benefits. Don't miss your chance to join our team today.
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RECEPTIONIST
OFFICE MANAGER
For Rochester orthodontist, 4 days a week. Computer experience a plus
(810) 651-4404

506 Help Wanted-Medical

ADMINISTRATOR/MANAGER
Needed for pediatric/medical practice in Birmingham. Experience with billing & computers necessary. Managerial & people skills a must. Full time. Excellent pay & benefits.
Send resume Box #1240
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36251 Schoolcraft Rd.
Livonia, MI 48150

ARE YOU FRIENDLY, FLEXIBLE & RELIABLE?
If so, we need you at an OPTICIAN.... willing to work part time in our Livonia office. We are willing to train. Call 313 522-0361.

ASSISTANT NOV/LIVONIA AREA

medical, must be hard working, responsible & reliable. 40 hrs plus overtime. Benefits. Salary dependent on experience. Call 810 478-4639

506 Help Wanted-Medical

ADMISSION DIRECTOR

Maywood Nursing Care Center, a 120 bed facility has a full time position for an individual with at least two years experience in Admissions. Responsibilities include interviewing and marketing potential residents for admissions, accepting reservations for resident accommodations, and administering admission, transfer, and discharge policies and procedures. College degree preferred and accounting background helpful. Excellent location and good benefits package offered. Qualified applicants can apply in person or send a resume to:

ADMINISTRATOR
Maywood Nursing Care Center
36075 Five Mile
Livonia, MI. 48154
An Equal Opportunity Employer

ASSISTANT DIRECTOR ANESTHESIA

An opportunity exists for a qualified professional to assume overall management responsibility for a large anesthesia department of 60+ CRNAs and 8 staff anesthesiologists. Development of programs and services, budgeting, recruitment, staffing, quality assurance, equipment, and cost containment assistance. Requires 3-5 years CRNA experience, BS or MS, RN license, Recertification by the Council on Recertification of Nurse Anesthetists, and previous administrative experience

We offer a competitive salary and outstanding benefits package. Qualified candidates send resumes to: Marilyn Kosko, Nurse Recruiter, Human Resources

Wm. Beaumont Hospital
3601 W. 13 Mile Rd.
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ALL SHIFTS
Wymwood of Utica, a "new" assisted living residence seeks warm, caring individuals for our new residence. Competitive wage and benefit package. Full time, part time and company possible. Paid training. For immediate consideration, call
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CNA's & Home Health Aids
Join our growing family. Part time & full time. Flexible hours, excellent wages. CNAs $8-$9.75, HHA $7 or call Cheryl 313-421-7472 or Barb 313-421-9101

♡ ATTENTION
CNA's Join our growing family. Part time & full time available. Flexible hours, excellent wages $8-$8.75 per hour. Call Cheryl 313-421-7472

506 Help Wanted-Medical

ASSISTED LIVING FACILITY
Staff LPN's & Medical Michigan License & CPR. Required to provide primary care 2 yr. experience in nursing or related field. Strong supervisory skills necessary. Ability to accept responsibility and supervise Aides. Afternoon & Midnight. Hourly $12.00-$12.50 + benefits.

Seeks MORC trained individuals and CENA's with valid MI certification. Excellent organizational and communication skills required. Current CPR and First Aid needed. Neat, enthusiastic LP & Sensible team player. Hourly $7.00 w/ benefits. All shifts

Auburn Hills: 810-340-9298
Farmington Hills: 810-539-0104
Livonia: 810-442-7700
Wixom: 810-669-5263

DILLER
Full time, experience preferred. Computer knowledge a must. High volume office. Great salary & benefits. Call Ann 810-347-2770

DILLER: Ophthalmology experience preferred. Medical billing experience a must. Resume to: PEDIATRY, 29275 Northwestern #100, Southfield, MI 48034. Or fax to 810-353-7545

BUSINESS MANAGER

A Southfield organization of 18 anesthesiologists is looking for a Business Manager with experience with MSA and medically related enterprises. Responsibilities would include all areas of financial activities. Strong track record of integrity & diplomacy is essential. Contact by mail only: Marvin R. Jewell, M D., Dept. of Anesthesiology, Chairman, Hospital of Michigan, 3901 Beaubien, Detroit, MI 48201.

BUSY CARDIOLOGY group needs full time help in billing dept. Patient collections, claim status & other misc duties. Some experience necessary, contact Lisa 810-827-4750

CERTIFIED NURSING ASSISTANTS--$8.00/HR.

West Bloomfield Nursing Center has immediate full time & part time openings in the following shifts: We offer benefits and a competitive wage of $8.00/hr. Please apply in person at 6445 W. Maple Rd., W. Bloomfield. For details call Mrs. Post Powell at 810-851-1600

CHIROPRACTIC ASSISTANT

High energy, outgoing, self motivated, bright individual for fast-paced, natural health, Ann Arbor practice. Full time. Call Ann (313) 434-6006

CHIROPRACTOR
LOOKING for a mature, motivated individual to work for our busy Novi office. Must have experience and an interest in alternative health. Send resume to: Attn: CA, 2375 Eadie, Howell, MI 48843

DIRECTOR OF NURSING
Experienced dynamic leader sought for this 74 bed skilled nursing home. Excellent benefits. Contact Dave Hoagstrom, Administrator, Martin Luther Memorial Home, South Lyon, MI. (810)437-2048

Nurse Counseling

Positions available for registered nurses with a minimum of six years' recent clinical experience in critical care, emergency medicine and patient education; preferably in pediatrics, med/surg, orthopedics, home health, gerontology, hospice, cardiology, psychiatric or substance abuse; to perform telephone triage in a 24 hour program.

Bachelor's degree in Nursing preferred, current Michigan license and exceptional communication skills required. Will consider Associate's degree applicants with additional, related work experience. Excellent salary, benefits and growth opportunities are available with this healthcare leader. Please send a complete resume, including salary history, to:

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