502 Help Wanted-Office Clerical

RECEPTIONIST

InterFirst, a Division of Standard Federal Bank, has an immediate opportunity for a Switchboard Receptionist in Ann Arbor.

Responsibilities for this position include: managing all incoming calls through state-of-the-art telephone directory assistance; greeting visitors; assisting and other light clerical duties.

The successful candidate will be professional, confidential, detail oriented and maintain a pleasant attitude. Ann Arbor offers a state-of-the-art phone system and the ability to work with minimal supervision is required.

We are looking for a self-motivated individual who is seeking a challenging opportunity. Please send resume, indicating salary requirements, to:

InterFirst

A Division of
Standard Federal Bank
Attn: Human Resources Dept.
777 E. Eisenhower Pkwy.
Ann Arbor, MI 48108-3258

InterFirst is an
Equal Opportunity Employer
M/F/D/V

RECEPTIONIST PART-TIME

$8.00 per hour - 20 hours / week, morning & afternoon positions available. Answer phone, light clerical for Troy based automotive sales company. Computer typing skills required. Send resume to:
3221 W. Big Beaver Rd.
Suite #204
Troy, MI 48084
Fax# 810-649-0966

RECEPTIONIST PART-TIME

PROGRESSIVE Building Company seeks a friendly, professional, self-motivated individual with good organizational skills and multi-line phone experience to provide service for its sales department scheduling appointments, preparing sales packets, etc. Customer service, word processing, and organizational skills a must. Competitive salary plus a 401K plan, profit sharing, and full medical, dental, optical insurance. Please fax 20450 Hagerty Road, Farmington Hills or call 489-0000 and 232-5700 for more details.

RECEPTIONIST/SECRETARY

Full time, Bright, positive attitude & good telephone/receptionist skills a required. Salary, benefits plus a great environment. Fax resume to: (810) 258-0020 or call (810) 258-0000.

RECEPTIONIST/SECRETARY

Entry level/full-time for Bloomfield Hills law firm. Light typing, good telephone skills, 50+ wpm, phones, dictation. Please fax or send resume with salary requirements to: (810) 540-9639
6905 Telegraph Rd. Suite 114
Bloomfield Hills, MI 48301
Attn: Anneke Johnson

RECEPTIONIST/ SECRETARY

needed for fast paced remodeling company located in Farmington Hills. Immediate opening. Candidate must possess: typing skills of 50 wpm, good phone skills, self motivation, strong typing and computer knowledge. Must know WordExcel a plus.
Call for interview: (313) 981-8440
Or fax resume to: (313) 981-7928

RECEPTIONIST/SECRETARY

part time. Recent phone experience helpful and able to type 40 wpm accurately. For large residential building company in Bloomfield Township Orchard Lake area. Regular hours are Mon. thru Fri., 4-6pm and Sat. AM to noon. Salary commensurate times Mon. thru Fri. are available. Either hours that could be worked around holidays & during the week. Please call Jim at Edward Rose & Sons 810-539-2255.

RECEPTIONIST/ SECRETARY

Busy Southfield office of commercial real estate co. seeking a professional, motivated individual to assist with office duties. Must be well organized & have strong phone skills. Excellent salary pay, full benefit package. Fax resume to: 810-557-8544 or mail to Joanne, 29548 Southfield Rd., #200, Southfield MI 48076.

RECEPTIONIST

Several positions. Good phone skills and typing a plus. East and westside. $7-10 hour.

GENERAL OFFICE

Strong people skills, phone experience a plus. $7-$8 hour.

PHONE OPERATORS

Strong people skills, phone experience a plus. High profile. $9-$10 hour.

ADMINISTRATIVE ASSISTANT

MS Word and spreadsheet experience necessary. Benefits. $9-$11 hour.

EXECUTIVE SECRETARY

Lotus or Excel. High energy. Good grad and written skills. Great benefits. $12-17 hour.

DATA ENTRY/Customer Service

Data entry skills 35WPM. Good people skills. Westside. $7-$8 hour.

OFFICE CLERICAL

Data entry skills. Good people skills. Westside. $7-$8 hour.

FINANCE

Good phone skills. Collection experience a plus. Review daily transactions. $8-$10 hour. Westside.

PROOFREADER

Evening hours. Experience preferred. Tues.-Thurs. 5-9:30 pm.

810-447-9690
EVELLING PERSONNEL SERVICES

RECEPTIONISTS

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

RECEPTIONISTS

Part-time (20hrs/week) front desk location available in Farmington area for general clerical duties. Word Perfect system knowledge helpful. Hours Saturday and some evenings. Reply to Doreen Tilghman at the Jewish Community Center, 6633 N. Wayne Rd, Westland, MI 48185. EOE.

RECEPTIONISTS Temporary, Temp to hire and permanent positions

$16.640 to $18,720 depending on experience. We have positions included Benefits. Please fax resume. These positions all offer paid benefits and great work environment. Take advantage of your talents (skills). If you have some office experience and computer knowledge, call Kelly Services 348-3400 or FAX your resume to 810-399-3339
Sterling Personnel Service

RECEPTIONIST

The Jack Martin Company, a national integrated business communications company, is searching for the right individual for a Receptionist/Administrative Assistant position. The ideal candidate should have office experience, excellent grammar skills and phone etiquette, the dedication to work well with others, be organized, dependable, and possess a variety of Mac and/or IBM knowledge. Position includes negotiable salary plus benefits including medical, dental, optical & 401K, along with an exciting work environment. For immediate consideration send resume to: Ms Susan Gordon, 3153 West Big Beaver, Suite 201, Troy, MI 48084, 810-643-0900 or fax resume to: 810-643-9963

RECEPTIONIST

To work in plush Southfield Office. Light Typing + Filing + Great Clients. $250 wk plus bonuses after 90 days. Call Mr. Cummings 810-332-6300

502 Help Wanted-Office Clerical

RECEPTIONIST - To perform front office duties for small non-smoking Livonia office. Must be experienced and able to handle busy multi-line phone system and have some computer knowledge. Advancement possibilities. Submit resume to Personnel, 34039 Schoolcraft, Livonia, MI 48150

RECEPTIONIST

Troy office. Must have pleasant & articulate telephone voice. Accurate math & data entry required. General office duties. Non-smoking office.
Call Kathy at: 810-528-2888

RECEPTIONIST

Wayne, Crisp, bright office. Many tasks including phones, filing & lots of people contact. Evaluation fee.
$7+hr

EXPRESS SERVICES
313-467-5450 FAX: 313-467-1638

RECEPTIONIST

with experience needed part time for insurance agency in Bloomfield Hills
810-333-2500

RECEPTION/ SWITCHBOARD

Will operate 15 line phone system and handle reception of incoming personnel. 2 years prior experience required. Full-time, paid benefits.

ADMINISTRATIVE ASSISTANT

WordPerfect 5.1, DOS, Lotus 123, typing 50-55 wpm. Prior office experience required. Full-time, paid benefits.

METROSAFE
26261 Evergreen
Southfield, MI 48076
Call: (810) 356-9333
or Fax resume to: (810) 304-6888

SALES SECRETARY

Strong P/C skills a must. Lotus 5.0, Microsoft Word 6.0. Self-motivated to fast paced office. Minimum 1 yr experience. Resume to: 730 E. Maplelawn, Madison Hgts, MI 48071. Attn: Sales Manager - No phone calls please!

SECRETARIAL/ ADMINISTRATIVE ASSISTANT

Flexible hours. Administrative Assistant needed for Livonia Area. Must have excellent accounting skills, experience with Windows, Word Perfect & Lotus. Salary starts $8 an hour. Good benefits. Please send resume or FAX with salary requirements to:
PERSONNEL DEPARTMENT
101 N. Main, STE. 800
ANN ARBOR, MI 48104
FAX 313 769-3650

Human Resources Secretary

Fast paced corporate environment, the industry's largest American-owned printing ink manufacturer has an immediate opportunity for a Human Resources Secretary at our Livonia office.

Position requires a versatile individual with excellent secretarial skills (large residential building Word/Excel, Lotus) experience. Human Resources & accounting experience preferred.

We provide a comprehensive range of benefit programs including profit sharing. Please forward resume & salary requirements to:

Flint Ink
Flint Ink Corporation
HR/JOB
33105 SCHOOLCRAFT RD.
LIVONIA, MI. 48150
An Equal Opportunity Employer

SECRETARY/BOOKKEEPER

ALL phases of office work. Experience required. Send resume to: PO Box 930308, Wixom, MI 48393

SECRETARY

FOR Auto Parts Company
Good phone & office skills
Call Pontiac/Oak Door (810) 373-6080

SECRETARY FOR law firm in Farmington Hills. Will train. Must have excellent computer & typing skills. Send to: Box #1307
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY - FULL-TIME. Word-perfect, Lotus, general secretarial duties. SRCO Associates, Inc., Troy. Contact Linda for interview:
(810) 362-0200 or FAX resume to:
(810) 362-0081, attn: Linda

SECRETARY FULL TIME OPENINGS

Unique career opportunity with major growing financial institution. Near openings for aspiring secretaries in Troy location. Steady advancement, benefits. Must be WordPerfect proficient. Call Jolene 645-7662 or fax 645-0094

Advantage Staffing

SECRETARY

FULL time experienced secretary for a Medical Center on St. Joseph Mercy Hospital Campus (Woodward & Square Lake). Position requires all secretarial skills. Excellent salary & benefits. Immediate opening due to expansion. Contact Michelle at 810-338-0300, or Fax resume to 810-338-0663

SECRETARY

Immediate Position available for Secretary at small consulting firm in Bloomfield. Must have experience with Word Perfect for Windows.
810-644-0990 Send resume to:
"Secretary" 568 Ann St., Birmingham, MI 48009 or Fax 810-644-0177
or E-mail nc@stellnhray.com

SECRETARY

MAJOR financial institution with multiple locations has immediate short term assignments for Word or WordPerfect with Windows. Excellent salary and paid holidays. Call Sheila 645-7662
Livingston/Livonia Birmingham
473-2921 848-7661

Advantage Staffing

SECRETARY NEEDED

Property management firm in Southfield seeking highly motivated Secretary/Word Processor. Some more back up and general office duties. Send resume to: PO Box 70, Southfield, MI 48037.

SECRETARY (Part-Time)

Planned Giving Office has an immediate need for a part-time Secretary. Hours: primarily 1-6pm, (Mon.-Fri.) with a minimum starting pay of $7.11 per hour. Excellent communication skills required along with experience using Word/Perfect 5. Send resume to: Human Resources, Madonna University, 36000 Schoolcraft, Livonia, MI. 48150. MU is an Equal Opportunity Employer.

MADONNA UNIVERSITY

RECEPTIONIST

The Jack Martin Company, a national integrated business communications company, is searching for the right individual for a Receptionist/Administrative Assistant position. The ideal candidate should have office experience, excellent grammar skills and phone etiquette, the dedication to work well with others, be organized, dependable, and possess a variety of Mac and/or IBM knowledge. Position includes negotiable salary plus benefits including medical, dental, optical & 401K, along with an exciting work environment. For immediate consideration send resume to: Ms Susan Gordon, 3153 West Big Beaver, Suite 201, Troy, MI 48084, 810-643-0900 or fax resume to: 810-643-9963

RECEPTIONIST

To work in plush Southfield Office. Light Typing + Filing + Great Clients. $250 wk plus bonuses after 90 days. Call Mr. Cummings 810-332-6300

502 Help Wanted-Office Clerical

SECRETARY

Plymouth based OEM supplier has an immediate opening for an experienced Secretary with strong organizational and communication skills, the ability to manage multiple projects and proficient in Word and Excel. Responsibilities will include typing and typing correspondence, making travel arrangements and developing and maintaining an organized file system. Ideal candidate will be self-motivated, detail oriented with excellent department-level staff and be able to work overtime when necessary.

If interested, please send resume, including salary requirements to:

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
EOE.

SECRETARY/ RECEPTIONIST

Local Real Estate Management Company seeks full time Secretary/Receptionist with strong skills and fast paced office environment. Must have "take-charge" personality, excellent telephone, typing/proofing, filing & organizational skills. Must have knowledge of Microsoft Office Professional & MicroSoft Project. Minimum 3 years experience required. Salary will be commensurate with experience. Send resume & references to:
Secretary/Receptionist
P.O. Box 35250
West Bloomfield, MI 48325

Secretary/ Recepionist

Southfield insurance office. Life insurance experience preferred. Send resume to: P.O. Box 750191, Lathrup Village, MI 48075-0191

SECRETARY/RECEPTIONIST

Southfield CPA firm is seeking a pleasant person to answer phones, do light typing & filing. Full time with good pay & benefit package. Please send resume to: John Nemeth, 26555 W. 12 Mile, Ste. 5500 Southfield, MI 48034
or FAX to 810-354-6260

SECRETARY/RECEPTIONIST

Full-time. Excellent benefits. Duties to include: Good telephone skills, strong computer skills, copying, faxing, typing, speaks Macintosh knowledge a plus. Submit cover letter & resume to:
Rydol Die Casting (USA), Inc., 2950 W. Square Lake Rd., Ste. 212, Troy, MI 48098 or FAX 810-641-9963

SECRETARY/ RECEPTIONIST

Excellent opportunity in an established mortgage company. Fast paced, organized individual. $9 per hour to start plus benefits. Please mail or fax resume to: Remington Mortgage, 22300 Franklin Rd., Southfield MI 48034, Fax 810-799-5111

SECRETARY/RECEPTIONIST

part time, job share opportunity available with large residential building company located in 13 Mile/Orchard Lake area. 2 or 3 days, 8 hrs. (one per week (flexible). Qualified candidate should have 50 wpm, good telephone skills and have a pleasant telephone personality. A recent phone experience helpful. Excellent salary and benefits guaranteed person. Please call Diamond Edward Sons 810-539-2255

SECRETARY / RECEPTIONIST

Futaba Corporation of America, a leader in electronic display manufacturing, is seeking an entry level secretary/receptionist for our sales office in Plymouth. Must have a high school degree with office experience, sales office experience preferred. The position requires experience with personal computers & software, excellent communication & organizational skills. Duties will include general office support, lobby reception, answering phones & making travel arrangements. Futaba offers excellent salary, benefits, & 401K. Send resume with salary history to: Futaba Corporation of America, 1442 Shaden Rd., Suite 370, Plymouth, Mi 48170
E.O.E.

SECRETARY TO THE BOARD OF EDUCATION/ ELECTIONS OFFICE

Reports to Deputy Superintendent & serves as Secretary to the Board of Education & the Elections Office. Acts as recording secretary to the Board, responsible for minutes of all meetings & certain administrative & clerical duties. Also assists Elections Office with all election duties. Elections & acts as substitute secretary to the Superintendent/Associate Superintendent for Instruction & Administrative Services.

Education Associate degree or equivalent educational training.
Experience: Five (5) years of secretarial experience.
Full Time JWE Administrative Center. Salary: $37,000-$40,500.

Possess a sense of humor, be able to work as a team member, maintain confidentiality, demonstrate initiative & flexibility. Possess excellent communication & interpersonal skills, technological skills (ie Microsoft Office, email & network systems) a must.

Please send letter of interest & resume by Dec. 6, 1996, 4pm, to: Sheila Fallon, JWE Administrative Center, 24661 Lahser Rd., Southfield, MI 48034. EOE

Secretary

Varied responsibilities, a major international automotive component supplier, has an immediate opening for an experienced, detail oriented, self motivated secretary for our division office in Livonia. Responsibilities include general secretarial duties, filing, typing, faxing, report preparation for Department Manager's schedule. Excellent computer skills are essential to include Microsoft Word, Excel & PowerPoint. Personal attributes must include the ability to manage multiple priorities & to handle stressful situations professionally. The flexibility & ability to occasionally work long hours & weekends is necessary. French language skills are highly desirable but not mandatory. We offer a competitive salary & excellent benefits package. To apply, send resume & salary requirements to: Valeo Lighting, Human Resources, 37584 Amelia, Livonia, MI 48150. No phone calls please.

Equal Opportunity Employer

SECRETARY WANTED

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

SECRETARY

Well organized with excellent telephone, typing, word processing, spreadsheet and data base skills. Competitive salary and excellent benefits. Please fax resume to: Corporation, (810) 349-5230

SECRETARY - 32 hours/week

Macropoin Office experience needed. Westland Chamber/Commerce FAX: 313-326-6040 Call 313-326-7222

SPECIAL RECEPTIONIST HOURS

Wed., Dec. 4 & Sat., Dec. 7
Temp and perm opportunities
Whether you are looking for extra cash for the holidays or a full time position we can help!
Call today for an appointment!
Livonia, 313-266-8600
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor 313-284-0777

SNELLING

PERSONNEL SERVICES
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

SENIOR ADMINISTRATIVE ASSISTANT

We are seeking an administrative assistant for a manufacturer and a consulting practice with the following qualifications:

- Good written and oral communication skills.
- Handle multiple tasks concurrently in a high-volume, deadline-oriented environment.
- Interact with all level of people including senior executives, within and outside the firm.
- Minimum 5-7 years of secretarial experience with accomplished word processing and typing speed 65 wpm.
- Microsoft Word for Windows and Powerpoint graphics program a must.
- Exceptional interpersonal and communication.

We offer an excellent salary and benefits package including paid parking. If you have these qualifications, please send resume with salary requirements to:

Office Manager-3
P.O. Box 43378
Detroit, MI 48243

SWITCHBOARD OPERATOR - full time, Mon. thru Fri. Good pay & benefits. Pleasant work environment. Possibility some evenings & weekends must have phone experience. Peggy White at Dacon Corporation, 34875 Telegraph at 5 Mile Rd., Redford. 313-535-7500

TAX PREPARERS

Part time flexible hours. Tax Experience preferred. Tax preparer training available. Send resume to: P.O. Box 750191, Lathrup Village, MI 48075-0191

TELEMARKETING PROFESSIONAL

#1 International Telephone Company seeks experienced phone professionals to sell prepaid phone cards to staff. NO SALES REQUIRED! Truly lucrative Base Salary compension plus bonuses. Call ask for Gwen (810) 879-1900

TITLE INSURANCE/ CLOSING DEPARTMENT

Experienced people needed for fast paced Birmingham area company. Title insurance experience helpful but not mandatory. Fax resume to (810) 642-0008 or mail to: Title Insurance, 1600 Woodward, Bloomfield, MI 48304, Attention: Kathy.

TRANSPORTATION SPECIALIST
TO $28,000. Intermodal Marketing Company needs experienced freight forwarder. Southfield area. Fax resume with cover to: Carl Donna, (810) 772-6760
Sterling Personnel Services

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

A CHANCE TO BECOME PART OF OUR OUR TEAM!

If you missed us at Detroit Dental Review, you can call and schedule an interview with:
RDH Health Services,
the leaders of innovative staffing at our Troy or Livonia locations.
(810) 524-1903

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

ASSISTANT - assisting only. West Bloomfield area. Full time, benefits. Call receptionist after 5pm
313-421-7938

ASSISTANT

LIVONIA Dental Office seeking the right individual for 3 days per week in a pleasant professional atmosphere. Must be a team player & member. Call: 313-522-7313, for an interview.

CHAIRSIDE ASSISTANT
EXPERIENCED ONLY. Part time Mon., Thurs. & Fri. Excellent salary, benefits. Call Jeanne, Farmington's Mile Rd area (313) 425-7010

DENTAL SOFTWARE

Company looking for Dental Customer Service Rep. Dental and/or Windows background required. Fax resume to: CDS - SUPPORT, 25000 W. 10 Mile, Southfield, MI 48034

DENTAL ASISSTANT
For busy W. Bloomfield orthodontic office. Full time, no sturdays. Orthodontic experience helpful but training is necessary. Mon-Fri. 810-851-7272

DENTAL ASSISTANT - Livonia. Excellent salary, BCDS, paid holidays, vacation, life insurance, 35-40 hrs. Sat. & evenings required
Second assistant will dramatically improve your work life. Call Ann at (313) 533-7542

DENTAL ASSISTANT
Full time. Experienced only. Great benefits. Dutch Dentistry. Call Bev, field office. 810-355-9600

DENTAL ASSISTANT
For Farmington Hills dental office. Some experience helpful but will train the right energetic, motivated individual. Good pay & benefits.
Call Lori at: (810) 553-4740

DENTAL ASSISTANT
Part time, 15-20 hrs/wk. Experience a plus. Dearborn Hts. 313-565-0373

DENTAL ASSISTANT/ RECEPTIONIST
Experience helpful but willing to train right individual for the right job. Full time. Call Michelle 810-626-6610

DENTAL ASSISTANT
Experienced only. Part/full time. Flexible days. Fax or call for an established dentistry practice. Excellent salary with benefits. Tel-12 area. (810) 542-5000

DENTAL ASSISTANTS
Do you enjoy work? Believe in quality, cheerfulness? Are you a positive, cheerful person? WE WANT YOU! Full & part time. Experience preferred. Excellent salary & benefits. Livonia. (313) 591-3636

DENTAL ASSISTANT
Part-time, Sat. & Sun. Experience provided. Dependable person needed. Call: (810) 459-3008

DENTAL ASSISTANT
Part time position available. Experience helpful but will train. Call Jeanne at (313) 533-2220 or Fax (313) 533-8777

DENTAL ASSISTANT
PART-TIME
Dearborn Heights (Ford Rd & Beech Daly area).
(313) 561-8888

DENTAL ASSISTANT
Full or part time position for experienced chairside Northville family practice. No evenings or Saturdays. Please call for your exciting new challenge! (810) 348-7997

DENTAL ASSISTANT
Experienced. Full time for general practice in southern Oakland County. Call Dr. Cook (810) 624-8050

504 Help Wanted-Dental

DENTAL ASSISTANT
OUR office is looking for an experienced, enthusiastic team player to join our staff. Our professional, progressive Farmington office has great working conditions and wonderful benefits. Send your resume or call our office today: (810) 731-2900

DENTAL ASSISTANT

Friendly Smithfield Office
Looking for experienced Assistant. Part time with full time potential. Excellent pay to the right great person.
(810) 569-6304

DENTAL ASSISTANT
our team of professionals is in search of the right career minded dental assistant who knows the value of communication skills & enthusiasm while delivering state-of-the-art care to our family of patients. We are offering the challenging, full time position with an attractive salary for the right experienced Chairside Assistant. Call Laura (810) 476-6300

A Special people oriented expanded duties Assistant interested in personal growth and enjoying a fast paced people oriented office. We offer an opportunity to achieve professional growth.
Call Kathleen (810) 474-0224

DENTAL FRONT DESK

Full time. Flexible hours. Experience helpful but will train. Friendly fast paced practice. Please contact:
(810) 569-2056

DENTAL HYGIENIST
RECEPTIONIST & ASSISTANTS NEEDED
Call (810) 566-7687

DENTAL HYGIENIST
Mon. & Tues. in a quality friendly Royal Oak Dental Practice.
810-544-7200

DENTAL HYGIENIST

Part time for prevention oriented family practice. Call Linda Deguandre.
(810) 979-0600

DENTAL HYGIENIST - full time for friendly practice in Farmington Hills (Northwestern/12 Mile). Benefits available. Great pay (810)355-3393 Days, (810)661-1658 Eves.

DENTAL HYGIENIST

Westside office needs hygienist for Mon. and/or Thurs. plus 1 Sat. Friendly, Top pay, great office, work for. Call 313-421-5200

Dental Hygienist

wanted for Canton office.
Mon.-Thurs. (313) 453-0460

DENTAL HYGIENIST - part time position for general dental office team oriented person. No weekend. Dearborn area 313-565-5350

DENTAL HYGIENIST for Mon. & Thurs. Mature, reliable, friendly person. Please call for interview.
(810) 260-0255

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

DENTAL OFFICE TEAM LEADER

Busy, progressive Livonia office seeking professional, enthusiastic team leader with opportunity to expand your knowledge in implant field. Dental insurance experience. Excellent benefit package, including medical insurance, cafeteria plan & 401K.
Ask for Cheryl. (313) 261-9696

DENTAL ORTHODONTIC assistant for orthodontic office in Farmington Hills, full time, experienced in medicaid, dental desired. Willing to train. Good with people, especially children, excellent salary, mature person seeking long term employment in a caring, pleasant office should apply by calling 855-1144. Thurs Or Fri 9-4 (810) 855-1144

DENTAL RECEPTIONIST
Computer experience helpful. Must be outgoing, self starter, generate phone skills necessary. Part/full time. Farmington office. (810) 489-6434.
Paper: 810-898-4039

DENTAL RECEPTIONIST: Specialty practice is looking for a special person to join our Front Desk team. The special person should have excellent phone skills, be organized, organized, articulate & empathetic. Call (810) 257-3100

DENTAL TECHNICIAN
Blue Water. Experience preferred, but willing to train. Full time. Call Contact Linda
810-478-3355

DENTAL TECH

Wanted for waxing. Full time, part-time or piece work available. All courses are offered. Competitive Benefits available. Set your own pay. Flexible hours. Call Bill Kaplan, ask for Lesley. (313) 313-1300

FARMINGTON DENTAL Practice is looking for a highly skilled Chairside Front Desk Person to join our exceptional team of dental professionals. Excellent benefits package and experience. Call
(810) 474-4600

FRONT OFFICE ASSISTANT

Needed for fast paced challenging office in Livonia. Great team atmosphere. Prior dental insurance experience necessary. Dental assistant experience helpful. Full time, 3 days Tues., Thurs. (7:30am-6:00pm), 1st, 8am-7pm, and 1 Saturday per month, 8am-2pm.
(810) 422-4950

A great way to get experience in the dental field!
Sterilization and support position. Full time. 810-653-7877

HYGIENIST

AMALGAM FREE practice in Livonia seeks an open minded Hygienist for Tues., Some Fri. Full time, 2 days and 1 Saturday per month, 8am-1pm.
(313) 462-4950

HYGIENIST

Needed for quality family dentistry. Part time, flexible hours. Good pay.
(313) 427-9871

NURSE ASSISTANTS

We provide Home Health Care and Hospice services to our patients in retirement apartments. High starting salary and excellent benefits make this an attractive alternative to nursing homes. Full-time and part-time Nurse Assistant assignments available in our offices in Troy and Southfield. Contact Melissa at: (810) 258-2550 to arrange an interview.

ORTHODONTIC ASSISTANT

Monday, Tuesday, Thursday evening. Canton practice. Team player, competitive pay, friendly, caring working environment. Benefits included. 3-4 days per week.
(313) 981-2444

ORTHODONTIC CHAIRSIDE ASSISTANT

4 day week. Experienced. Pleasant personality and neatness important. Good working conditions. Call Mrs. Clawson. (810) 435-2000

RECEPTIONIST
For Rochester orthodontist, 4 days a week. Computer experience a plus.
(810) 651-4404

SURGICAL ASSISTANT

For oral surgeon's office. Full time with benefits. Please call Pat at:
(810) 559-6190

WHEN LOOKING for a new job, make Peak Performers the first stop in your search. With experience, call:
(810) 477-5777
EOE No Fees

506 Help Wanted-Medical

ACCOUNTS PAYABLE - Our company is seeking an individual with strong computer skills for entry level data entry position. Must or has medical & salary requirements to: Cindy Lewis, Medical Arts Press, PO Box 3452, Bingham Farms, MI 48025. Fax (810) 642-9160 Call (810) 642-3076

ACCOUNTS RECEIVABLE/ COLLECTIONS - Must be dependable, accurate, experienced. Full or part time. Livonia. (313) 261-6170

BILLER
Full time, experience preferred. Computer knowledge a must. High volume office. Great salary & benefits. Call (810) 362-8770

504 Help Wanted-Medical

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

♡ ATTENTION

CNA's & Home Health Aids
Flexible hours, excellent pay. Part time & full time. Flexible hours, excellent pay. CNAs $8-$9.75, HHA $7 to start. 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 pay. CNAs $8-$9.75 per hour. Call Cheryl
313-421-7472

BUSY CHIROPRACTIC office in Livonia. Full time, Mon., Wed., afternoon hours. Ask for Suzanne
810-619-9700

CARE GIVERS

Good work ethic, caring, compassionate people needed to work with D.D. adults in supervised living in Redford. Call Ms. Fox
313-595-1688 or 313-420-6058

CERTIFIED NURSING assistant, Livonia area. Flexible hours, excellent pay. Full time & part time. Ask for Linda
810-464-6160

CHIROPRACTOR
LOOKING for a mature motivated individual to work for our busy Now Office. Must have experience, and an interest in alternative health. Send resume to: Box 1306, 29795 Gratiot, Roseville, MI 48043

CLAIMS ANALYST/PROCESSOR POSITION - A Detroit area managed care organization has FT positions in the claims department for experienced claims analyst/processors and claim supervisors. Medical claims experience is a plus. Excellent salary, benefits and career growth potential. Please forward resume to Box #1384
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL ASSISTANT
Part time, Mon., Wed., Fri. Experienced only. Call Ann at:
(810) 557-1170

DENTAL ASSISTANT
Full time. Experienced only. Great benefits. Dutch Dentistry. Call Bev, field office. 810-355-9600

DENTAL ASSISTANT
For Farmington Hills dental office. Some experience helpful but will train the right energetic, motivated individual. Good pay & benefits.
Call Lori at: (810) 553-4740

DENTAL ASSISTANT
Part time, 15-20 hrs/wk. Experience a plus. Dearborn Hts. 313-565-0373

DENTAL ASSISTANT/ RECEPTIONIST
Experience helpful but willing to train right individual for the right job. Full time. Call Michelle 810-626-6610

DENTAL ASSISTANT
Experienced only. Part/full time. Flexible days. Fax or call for an established dentistry practice. Excellent salary with benefits. Tel-12 area. (810) 542-5000

DENTAL ASSISTANTS
Do you enjoy work? Believe in quality, cheerfulness? Are you a positive, cheerful person? WE WANT YOU! Full & part time. Experience preferred. Excellent salary & benefits. Livonia. (313) 591-3636

DENTAL ASSISTANT
Part-time, Sat. & Sun. Experience provided. Dependable person needed. Call: (810) 459-3008

DENTAL ASSISTANT
Part time position available. Experience helpful but will train. Call Jeanne at (313) 533-2220 or Fax (313) 533-8777

DENTAL ASSISTANT
PART-TIME
Dearborn Heights (Ford Rd & Beech Daly area).
(313) 561-8888

DENTAL ASSISTANT
Full or part time position for experienced chairside Northville family practice. No evenings or Saturdays. Please call for your exciting new challenge! (810) 348-7997

DENTAL ASSISTANT
Experienced. Full time for general practice in southern Oakland County. Call Dr. Cook (810) 624-8050

506 Help Wanted-Medical

MEDICAL ASSISTANT

Medical Assistant
NW. ARCA- ENT. F-2 yrs. experience. Nancy at 810-569-5265

MEDICAL ASSISTANT

Immediate opening in Southfield Crockdy/Indecious Disease Practice. 1 year experience along with Blood Drawing. Medical and X-ray skills required. 40 to 45 hours per week. Paid Vacation, Personal Days, Blue Cross, Profit Sharing and 401K. Monday thru Friday. Fax resume to Office Manager: (810) 552-0620

MEDICAL BILLER
Experienced, for busy allergy practice. Full time. Benefits available. Beaumont Royal Oak Medical Building
(810) 551-5115

MEDICAL BILLER
Experienced Part time for dermatologist office in Madison Heights. Send resume to: Personnel Manager, 27301 Dequindre, Suite 209, Madison Heights, MI 48071

MEDICAL BILLER
Experienced billing person for Berkley medical practice. Fax resume to Attn: Office Manager, 1695 W. 12 Mile Rd., Suite 220, Berkley, MI 48072

MEDICAL BILLER
Experienced Biller needed for busy Podiatrist office. Medicare, Medicaid, System Competitive salary, benefits. Send resume to: Berkley Podiatry Medicine, 13530 Michigan Ave., Suite 230, Dearborn, MI 48126. Attention: Cindy.
or FAX: 313 584-7804

MEDICAL BILLER
Part time day and afternoon shifts. Accounts Receivable experience a must. Send resume
24301 Telegraph Rd
Southfield, MI 48034
Attn: Ms. Lynn

MEDICAL BILLER
5 plus years experience billing all carriers. Proficient in computers, organized & have good phone skills.
Call: 810-352-2000

MEDICAL BILLING ASSISTANT
Come join our growing team in our Westland office. We have an immediate full time position available. Medical insurance background, detail oriented and self motivated a must. Great pay and benefits. Please fax or send resume to: (313) 525-0514, P.O. Box 85097, Westland, MI 48185

MEDICAL INSURANCE BILLER
Minimum 5 years in medical. Knowledge of all aspects of insurance billing, follow-up & collection. Full time. Benefits. Farmington Hills area. Call Mrs. Cole 810-737-4008

MEDICAL INSURANCE BILLER
Full time with strong follow up skills in all insurances. Must be dependable & accurate. Experience necessary. (313) 266-5170

Front Desk Receptionist
For Northville office in Troy. Experience preferred. Call & ask for Cathy (810) 348-8920

FULL TIME HHA's

Huron Valley Visiting Nurses has new, full time HHA positions available as part of a pilot program. Pay is $7.50 per hour, plus benefits including paid time off. Hours include 3 days a week (7am - noon, afternoon and two weekends/month. If interested please call Kim at Ext. 3
(313) 677-0020 or
fax resume: (313) 677-0123

HEALTH CARE PROFESSIONALS
Working or retired - earn extra part time income. Call for more info
(313) 397-6059

Home Health Aides
Certified Home Health
Nursing Assistants
Homemakers
Live-ins

For private duty home health care. Must be experienced, dependable and have reliable transportation. We offer:
- Flexible scheduling
- Pay based on experience
- Shift differentials
- Mileage reimbursement
- Paid in-services
- Benefit package for full time

If you're interested in joining a rapidly growing agency, please call for appt.
United Home Care Services
15717 Laurel Park Drive N.
(Two Blocks West of Lilley & Mott)
(313) 422-9250

HOSPICE POSITIONS

GrandCare Home Health Care's rapidly expanding Hospice Division has the following full-time positions available:

- RNs - Minimum of 2 yrs experience as an RN, preferred in hospice or home care or long term care. Hospice certification preferred.
- CLINICAL MANAGER - Bachelor's in related field. Minimum 1 yr of management experience. Hospice experience. Good verbal and written communication skills.

If interested in full time work with benefits or a flexible part-time schedule, please send or fax resume to:

GrandCare
Attn: HR Hospice
36935 Ann Arbor Road
Livonia, MI 48150
Fax: (313) 432-8788
Equal Opportunity Employer

LPN or Medical Assistant

Busy Dearborn Family Practice. Minimum 3 yrs experience. Fax resume. Call Mr. Clifford Moore at Family & Sports Medicine Center
313-455-2970

MEDICAL RECEPTIONIST

Immediate opening in Southfield Oncology/Infectious Disease Practice. 1 year experience in a Medical Office setting and computer, people and telephone skills required 40-45 hours per week. Paid Vacation, Personal Days, Blue Cross, Profit Sharing and 401K. Monday thru Friday. Fax resume to Office Manager: (810) 552-0620

MEDICAL RECEPTIONIST

Busy multi specialty office in Farmington. Full time. Excellent salary & full benefits. Medical or computer experience necessary. For interview call Maureen at:

MEDMATCH

810-651-0052

MEDICAL SECRETARY

With Billing & Reception Skills
Immediate opening to work with GREAT STAFF!
Attractive Birmingham location.
Please fax resume to
(810) 540-6515

MEDICAL SUPERVISOR
Fast paced medical company seeking manager with a minimum of 3 years experience. Must have ability to write & enforce company policies. Must have people skills to manage large staff. Fax resume to: (810) 352-1270

MEDICAL TECHNOLOGIST Needed Microbiology, Hematology & Chemistry experience. Call Bio Tech Lab after 10am. (810) 429-9800

MEDICAL TRANSCRIPTIONIST

Immediate full time position available for an experienced transcriptionist. Excellent benefit package. Send resume to:
PRIME CARE SERVICES
30150 Telegraph Rd., Suite 200
Bingham Farms, MI 48025
or Call Human Resources
810-646-5151

MSW, CSW
to provide clinical services to elderly nursing home residents. Must have experience required and gerontology certification a plus. Immediate opening.
Mail resume to OFS, 114 Orchard Lake Rd., Pontiac, 48341, or FAX to: 810-858-7201, Attn. Human Resources Mgr.

NURSE
for busy pediatric office, part time, must be flexible. PED experience preferred. Call Pam: 810-645-1740

506 Help Wanted-Medical

MEDICAL TRANSCRIPTIONIST

Full and part time afternoon positions available. Must have experience in health care facility preferred. Additional requirements are medical terminology knowledge, capability to transcrib