502 Help Wanted-Office Clerical

RECEPTIONIST
Busy Royal Oak office seeking professional, personable and reliable person experienced in multi-line telephone systems. Full or part-time.
Call (810) 288-9600

RECEPTIONIST/CLERICAL
Reliable individual with pleasant phone personality, knowledge of speed switchboard, handle computer entry, typing & filing. Ask for Theresa. (810) 360-8100

RECEPTIONIST/ CLERICAL
Experienced Receptionist needed for a Livonia FIA firm 2 days/week. Please send resume to: Attn: Pat Kopinski, Kopinski & Associates, 31731 W. Plymouth, P.O. 17800 Newburgh, Suite 101, Livonia, MI 48150. Fax: (313) 464-1851

Receptionist/Clerical, phone & computer skills. Health insurance, profit sharing. Fax resume to: (810) 471-3150 Livonia, Suite 200, Troy, MI 48083 Attn: Personnel E.O.E.

RECEPTIONIST
CPA firm in Southfield. Must be professional & have excellent skills, organizational skills. Full time, full benefits.
Call (810) 354-4044

RECEPTIONIST/ CUSTOMER SERVICE FULL-TIME
Fantastic front desk opportunity for individual with Inside Sales Support Work. You will be working directly with sales Reps and Sales staff for International Advertising Company with LOCAL offices in Southfield.

Candidate will have a good telephone manner along with excellent communication skills with aptitude for follow up. Benefits package included.

CALL PAULA (800) 935-0089

RECEPTIONIST
Energetic Receptionist needed for a N. Livonia salon. Full-time. Employee benefits.
Call Elaine 313-425-9716

RECEPTIONIST/FILE CLERK
Needed for active law firm. Full time, $7 per hr. Contact Office Mgr. Mr. Manager, 20300 Civic Center Drive, Suite 300, Southfield, MI 48076.

RECEPTIONIST For Royal Oak physical therapy clinic, full time. Experience preferred. Professional attitude required. Contact Barb to schedule an interview. 810-549-8840

RECEPTIONIST
For Troy law firm. Experience required. Salary commensurate with experience. (810) 649-7800

Receptionist
for new, fast paced Medical Office in Birmingham. Need maturity & excellent communication skills. Please send to: Jawood Management, 2285 Livernois, Ste. 900, Troy, MI 48083.
Or call Marci: (810) 362-9968

RECEPTIONIST
Full & part-time positions available. Answering phones, light typing, data entry. Birmingham/Southfield area. Jackie or Louise (810) 647-5320

RECEPTIONIST Full Time
for 4 months for Troy CPA firm. Bookkeeping and computer skills required. (810-952-5362

RECEPTIONIST
FULL-TIME position for growing company in Troy. Excellent communication and interpersonal skills. Experience handling multiple phone lines. Knowledge of computers. Please submit resume to: Human Resources, P.O. Box 5032, Troy, MI 48099-99653 or Fax to: Human Resources at (810-244-2263

RECEPTIONIST
FULL time for busy law office in Farmington Hills. General office duties and light typing.
(810) 489-8787

RECEPTIONIST
High energy person needed for Farmington Hills CPA office. Call Peg at (810-626-2400

RECEPTIONIST
Immediate opening for commercial graphics firm. Must have excellent phone, typing & basic computer skills. $7-$8/hour, full time. Send resume to: 30300 Northwestern, Southfield, MI 48034, or Fax: (810) 353-1199

RECEPTIONIST
Immediate full-time position available for a receptionist/data entry clerk. Duties will be responsible for handling a multi-line switchboard in a professional, fast-paced office. Must be organized and able to work in a high volume environment. Experience preferred. Full benefits. Send resume to:
Lynn Wolfe
Inscomp
26100 American Dr. #500
Southfield, MI 48034

RECEPTIONIST, IMMEDIATE opening for full time receptionist/clerical. Wilson at 313-981-1900 (810)348-7335.

RECEPTIONIST
IN NOV. Mortgage in Plymouth. PM, $8 an hour plus benefits. Duties: answering phones, directing calls, data entry, filing. Computer experience preferred. Call Sue, (810) 412-6222

RECEPTIONIST
Immediate full-time position available for a receptionist/data entry clerk. Duties will be responsible for handling a multi-line switchboard in a professional, fast-paced office. Must be organized and able to work in a high volume environment. Experience preferred. Full benefits. Send resume to:
Lynn Wolfe
Inscomp
26100 American Dr. #500
Southfield, MI 48034

RECEPTIONIST, IMMEDIATE opening for full time receptionist/clerical. Wilson at 313-981-1900 (810)348-7335.

RECEPTIONIST/MEDICAL
Pleasant personality, phones, typing and misc. Room to grow. Will train. Call (313) 432-9648

RECEPTIONIST - Must be professional, loyal, able to handle responsibility & people oriented for high quality, Livonia based company. Full time, 40-50 hrs/week. Send resume: 9645 Middlebelt, Wayne, MI 48184

RECEPTIONIST
needed for company in Redford. Responsibilities include answering high volume phones, data entry & general office functions. Must be knowledgeable in Microsoft Office. Must 60 experience a plus. Competitive salary & benefits. Mail resume and salary history to: P.O. Box 401577, Redford, MI 48240

RECEPTIONIST - new telephone system, other clerical duties, must be people oriented with health insurance background. Call Barbara call M-F, Alnoff at 810-539-4000 Ext. 1245.

RECEPTIONIST
Nolf and Associates, a firm seeking 2 immediate part-time Receptionists to answer main switchboard, maintain personal files & schedules and other duties. Send your resumes to Jennifer Lewis, 30445 Northwestern Hwy., Suite 275, Farmington Hills, MI 48334-3178 Fax 810-932-0305

RECEPTIONIST/OFFICE ASSISTANT
Looking for experienced individual to handle computer & administrative functions for title insurance office. Fax resume to: 810-433-2684

RECEPTIONIST
Part-time, Mon, Wed, Fri, 8-5 pm. Detailed oriented, pleasant personality on phone. Call 9-4:30 (313) 207-6343

RECEPTIONIST
PART TIME AFTERNOONS
Mon., Fri., Excellent verbal skills, minimum 65 wpm. Resumes to: Administrative Secretary, Swanson Environmental, 24106 Haggerty Rd., Farmington Hills, MI. 48336 EOE

RECEPTIONIST
PART time receptionist office, flexible evening hours and Sat., 9-6. Call (313) 522-6000

502 Help Wanted-Office Clerical

RECEPTIONIST/PART TIME
Progressive, eye care, Plymouth practice is seeking an enthusiastic, caring, people oriented individual. Needs to have a willingness to learn and grow. Pleasant working conditions. 14-20 hours/week. Some evenings and Saturdays.
Call Betty at: (313) 453-4871

RECEPTIONIST
Permanent, part-time, receptionist wanted for Chiropractic office in Farmington Hills. Will train.
810-471-7188

RECEPTIONIST
Rochester real estate office. Phone skills and typing ability a must. Computer skills beneficial. Saturday's 9-2. Summer's 10-4. Call Dodie 810-656-5000

SATURN
RECEPTIONIST
Saturn of Plymouth is seeking an individual dedicated to customer satisfaction and teamwork. We offer excellent working conditions, benefits, and a competitive salary and vacations. For a full time position, with some certain duties, apply in person or send resume to:
SATURN OF PLYMOUTH
8001 Massey Drive
Plymouth, MI 48170
(Ann Arbor Road & I-275)
Ext #26

Receptionist/Secretary
Small Birmingham family law firm.
Contact Kathy: (810) 646-7177

RECEPTIONIST / SECRETARY EXPERIENCED
For small Birmingham law firm. Competitive salary with benefits.
Send resume to:
Office Manager, 300 E — Maple Rd., Suite 200, Birmingham, MI 48009.

RECEPTIONIST/SECRETARY
Busy ad agency seeks excellent typist. Must have office experience, professional phone manner, ability to handle multiple tasks. Fax resume to Bobbie Sussman, Sales & Assoc. (810-626-9607 or call 810-626-9600

RECEPTIONIST/ SECRETARY
Entry level position, Bloomfield Hills law firm. WordPerfect 6.1, typing 50+ wpm, phones, dictation. Please fax or send resume with salary requirements to: (810) 640-9639
5300 Lahser Rd., Ste. 114
Bloomfield Hills, MI 48301
Attn: Annette Johnson

RECEPTIONIST/SECRETARY
for Bloomfield Hills insurance office. Approximately 30 hrs/wk. Flexible schedule, MS-Word 6.0, dictaphone & clerical experience required, excellent communication skills, salary commensurate with experience. Send resume to Box #1458
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST / SECRETARY
for fast paced Bloomfield law firm. Phones, typing (50 wpm), computer & dictaphone skills. Benefits/salary to commensurate with experience. Contact Tamara at 810-647-4440 or Fax 810-647-4727

Receptionist/Secretary
Fast-growing commercial photography studio seeks individual with excellent phone presence. Must be proficient with computers & word processing. Competitive salary & benefits. Fun working environment. Send resume & salary requirements to:
Scott Keller, SKD Productions,
1880 Bachwood, Troy, MI 48083

RECEPTIONIST/ SECRETARY
NATIONAL Manufacturer needs detail-oriented person with smooth phone skills. Will answer phones, type, file, fax and mail. PC experience a plus. Non-smoking office. Good pay & benefits. Send resume and salary history to:
Attn: Mr. Walker
Van Mark Products Corp.
24145 Industrial Park Drive
Farmington Hills, MI 48335

RECEPTIONIST/SECRETARY
needed for publishing company in Southfield. Receptionist duties include answering light-volume incoming calls, mail and fax distribution, greeting visitors and vendors. Secretarial duties include secretarial support for all departments. Microsoft Word 6.0 and Excel skills required. Mail merge helpful. Good secretarial skills, including typing 50 wpm. Please mail or fax resume with salary requirement confidentially to:
Human Resources
World Communications
3000 Town Center, Ste. 2750
Southfield, MI. 48075
Fax: 810-357-0609

RECEPTIONIST
The American Society of Employers is seeking a Receptionist to work for a member organization located in Southfield. The ideal applicant will have excellent telephone & people skills, be able to work some flexible hours, and have experience in working with word processing software. Previous experience working on a receptionist is preferred. Interested candidates should forward a Letter of Interest which should include salary requirements and a resume to: American Society of Employers, Job Code ASE-1, 23615 Northwestern Hwy., Southfield, MI 48075
or Fax to: (810) 351-2960

RECEPTIONIST
Use your skills and move into management. $200-300/week.
Call Monica: (810) 355-0188

RECEPTIONIST
We are expanding & looking for with experience in multi-line phone systems. Must have good communication skills, be organized, reliable and Word Perfect is required.
We offer a competitive benefit package including fully paid major medical, dental, life & short-term disability, tuition reimbursement, 401(k), 12 paid holidays and profit sharing.
If you are self motivated and have the above qualifications, send resume to:
H.R. Krueger Machine Tool, Inc.
PO Box 310
Farmington, MI 48332-0310

RECEPTIONIST
We are one of the Top (50) professional firms in the country located in western Oakland County. As a result of our growth, we are seeking a special person to be the Receptionist at our Farmington Hills office. The candidate will be very mature and have the ability to handle all kinds of clients who visit us, have proficiency on multi-line switchboards, have a service-driven personality and be committed to a long-term career. The position could pay up to $30K for the right person. Please send resume in confidence to:
Box #1380
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
WORD PROCESSOR
WS handle front office and phones, must have experience in Lotus or Excel. 30-40wpm required. Farmington Hills area. Temp-Perm. $8-$12/hr. to start.
FULL CIRCLE ENTERPRISES
810-574-3363
810-751-4615 Fax

RECRUITER (Clerical)
Agency or sales background preferred. Person will interview and place temporary workers on assignments. $6-$11 per hour plus commissions.
ARBOR TEMPS 459-1196

SAFETY
Down River Trucking Company seeking Dial entry clerk with good communication and organizational skills. M-F, 8-5. Medical, 401K. Send resume to Safety Director, P.O. Box 231, Taylor, MI 48180

SALES ASSISTANT
Livonia-based company seeking mature person, full time, for general office work & also to assist with sales.
(810) 442-8410

502 Help Wanted-Office Clerical

SALES ASSISTANT
For demanding, participative-oriented, promotional sales office. If you have great secretarial and communications skills with Data Base and Word Processing experience, we can offer you a fast paced, challenging, team oriented environment with advancement opportunities, competitive salary and benefits. If you can meet demanding deadlines, thrive on challenge, enjoy hard work and possess high energy, send resume to:
Box #1425
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SALES ASSISTANT
Independent financial services located in Farmington Hills seeks Series 7 Licensed Sales Assistant. Full-time or reduced schedule available. Computer software skills a plus. Excellent position for individuals seeking a low stress casual environment. Please call Marie McCann to schedule an interview: (810) 848-1111

SALES ASSISTANT
Must be organized with clerical experience and have excellent people skills. Pay commensurate with experience. Send resume to: Interiors, 18915 W. 12 Mile, Lathrup Village, MI 48076 or FAX to: (810) 559-6782

sales
JOB DEVELOPER/ SALES ASSISTANT
Entry level sales person needed for fast paced employment agency. Must be high energy & detail oriented. Base pay + commission. Please send salary requirements w/ resume to: Great Personnel Services, 27101 Plymouth Rd., Redford, MI 48239.

SECOND SHIFT DATA ENTRY
PM shift at part time
$7.50-$8.50 per hr.
Arbor Temps 459-1166

SECRETARIAL
Position Available. Good benefits and pay. Must have office experience, typing, filing and accounting. Apply in person at: Grace Electrical, 37400 West 7 Mile, Livonia.

SECRETARIAL POSITION
Full time, 8:30-5:30pm. Looking for reliable person. Mercedes office. Typing and short hand required. Knowledge of computers helpful. 30 hour. Send resume to: P.O. Box 701100, Plymouth, MI 48170-0959

Hotel
CATERING SECRETARY/ ASSISTANT
Full time position in busy suburban hotel. Sharp individual with excellent telephone, typing and communication skills. Direct pay and benefit package. Apply in person or send resume with salary requirements to:
Holiday Inn Southfield
Catering Director
26555 Telegraph Rd.
Southfield, MI 48034

SECRETARY
ADMINISTRATIVE ASSISTANT
Interact with clients in the high tech executive offices of international corporation headquartered in Detroit. 2 years experience required. Long or short term assignments. Temp to perm. Paid holidays and vacations. Call Sandra
Management Unlimited
473-2931 646-7661

Advantage Staffing
SECRETARY
A&W Restaurants, Inc. has several positions available in our corporate office for self-motivated, professional secretaries. If you enjoy working in a fast paced environment, can adapt to constant change, thrive on challenge, possess the following qualifications we would like to meet you!
- 2-5 years secretarial experience
- 60-65 wpm typing speed
- Knowledge of WordPerfect computer skills
- Professional appearance & demeanor
- Excellent organizational skills
- Excellent telephone skills

We offer a competitive salary and excellent benefit package. If you feel your qualifications meet the above job requirements, please forward your resume & salary requirements to:
A&W
17197 N. Laurel Park Dr. #500
Livonia, MI 48152
(313) 462-2091
EOE

SECRETARY
BIRMINGHAM, insurance agency needs entry level secretary to work afternoons. Knowledge of Word and various office skills including typing 45wpm, phones and filing required. Must have excellent communication skills. Send resume to: P.O. Box 1385, Birmingham, MI 48012. OR Fax: (810) 646-9410

SECRETARY/ BOOKKEEPER FOR ALL SEASONS
There seems to be no easy way to describe someone who does everything, knows everyone and has just what is needed. We are a rapidly growing company with expanding needs. We have need is someone to learn our operations and grow with our company. Send resume to P.O. Box 214357, Auburn Hills, MI 48321

SECRETARY
Busy commercial real estate firm with time individual experienced in Windows, WordPerfect 5.1, Lotus and MS Access. Fast paced environment requires a detailed thinker, proofreading, organizational skills and the ability to work independently. Fax Resumes to: Office Manager, P.O. Box 5188, Southfield, MI 48086-5188 E.O.E.

SECRETARY
Competitive salary. 13 Mile & Telegraph. Building company seeks computer/data in to handle payroll & other assistant to owner. Full-time.
Fax Resume: 810-547-0690
Or Call: 810-547-1111

SECRETARY - Construction company seeks experienced secretary trained in Windows for Microsoft Word/Excel/Lotus. Submit resume with salary history to: 41350 Gardenbrook Rd., Suite 130, Novi, MI 48375
Fax: (810) 350-8126

SECRETARY
Energetic Secretary needed to support executives in the Farmington Hills area. Responsibilities include typing, filing, mail distribution, scheduling travel arrangements and other clerical functions as assigned. Candidate must possess effective communication skills, excellent time management skills and proficiency in Microsoft Word and Excel, PowerPoint experience helpful.
For immediate consideration, please send resume and cover letter indicating salary requirements to:
VILLAGE GREEN COMPANIES
30833 Northwestern Hwy.
Farmington Hills, MI. 48334
Attn: F. Chervin
An Equal Opportunity Employer

SECRETARY, full time. Friendly, enthusiastic individual needed for law office in Troy. Call Heidi at 810-643-9530 from 8:30am-1pm

502 Help Wanted-Office Clerical

SECRETARY
Excellent career opportunity to join a Farmington Hills CPA firm as secretary to the managing partner. Light bookkeeping skills helpful. If you have great secretarial skills, can offer you a fast paced, challenging, team oriented environment with advancement opportunities, competitive salary and benefits, if you can meet demanding deadlines, thrive on challenge, enjoy hard work and possess high energy, send resume to:
Box #1425
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
Northwestern Hills CPA office. Northwestern Hills 3 Mile area. Experience in Windows & Creative Solutions required. Excellent salary for right person. Fringe benefits include health, dental, life insurance & 401K. Hours: 9 to 5 with limited over-time. Fax resume to: Mr. J.D. R. at SVC. 810-355-8250

SECRETARY
FULL time person for very fast paced Troy office. Must have excellent skills in word processing and computer skills. Send resume to:
Personnel, 1401 W. Big Beaver,
Troy, MI 48084

SECRETARY
Full-time Bloomfield Secretary needed for growing engineering firm. Please fax resume to:
Fax# 810-258-3475

SECRETARY/INSIDE SALES - Must have good communication skills. Experience a plus. Math not necessary, will train. FAX 810-426-8531

Secretary
MCA Financial Corp
Position reports to Executive Assistant and is responsible for the Secretarial duties for three executives. Must have 2 year minimum of secretarial experience in a professional office environment. Must be self motivated, organized, excellent written and verbal communication skills. Word-Perfect & Lotus skills. Send or fax resume to:
Human Resources Dept./ I/ Exc.
23209 Northwestern Hwy.
Southfield, MI 48075
FAX 810-350-3938
EOE

SECRETARY
MICHIGAN Special Olympics, Half-time position in the Metro Detroit area. Work hours are Monday-Friday, 8am-12pm. Ideal candidate is listed to completion of high school, possesses two years qualifying experience. Ability to type 60 wpm accurately, ability to communicate effectively, ability to project positive image; excellent proofreading skills; knowledge of word and database/spreadsheet experience; and general office skills required. Windows 95 and WordPerfect 6.0 experience preferred. Please specify salary requirements. Deadline: Apply by January 20, 1997. Send applications to: Michigan Special Olympics, 26555 Evergreen, Regional Office, 33500 Vanborn, Wayne, MI 48184-2397. Fax: (313-729-4567, CMU (AAVEO Institution) encourages all diversity and resolves to provide equal opportunity regardless of race, sex, disability, sexual orientation or other irrelevant criteria.

SECRETARY NEEDED
Property management firm in Southfield seek light secretarial (typing 40 Secretary/Word Processor. Some phone backup and general office duties. Send resume to: PO Box 70, Southfield, MI 48037-0070.

SECRETARY - PART-TIME
Wayne, Long-term care experience. (ExcelMS Word) required.
8 days/week. 8:12Pm
EXPRESS SERVICES
313-467-6450 FAX: 313-467-1638

SECRETARY
Part time, 4 hrs/day, Mon.-Fri. Consulting office seeks mature, experienced, computer literate individual. Submit resume to: Box 2, Dept. Inc., 44784 Hemlock St., Plymouth, MI 48170; or Fax: (313) 453-7412

SECRETARY/PART TIME
Out-patient mental health clinic is seeking a person looking for a part time secretary. Please send resume and cover letter to: Box #1442
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
Plymouth office in need of a permanent, full time Secretary/Receptionist. Duties include answering phones, service, and computer knowledge. Word-Perfect 6.1 helpful.
$16K - No Fee
PERSONNEL SYSTEMS 459-1166

SECRETARY/RECEPTIONIST
Bloomfield Hills law firm has immediate opening for a motivated individual with good telephone & word processing skills. Ideal candidate is organized, resourceful & highly motivated. Excellent working environment. Full range of benefits including 401K. Please send resume to: Sonkin & Sonkin, 30528 Grand River, Suite A-2, Farmington Hills, MI 48335

SECRETARY/RECEPTIONIST
Small professional office located in Livonia. Requires general office skills (word processing, multi-line phones, data entry). Candidate must be self organized with excellent oral and interpersonal skills. (313) 425-8150

SECRETARY/ RECEPTIONIST
Award winning, high profile real estate office seeking motivated and organized individual with excellent phone skills. Ask for Sandy or Tom (313-462-9600

SECRETARY/SALES ASSISTANT
1 person office, self-motivated, multi-task oriented. Fax resume with salary request to: (810-426-7123

SECRETARY - Southfield & Dearborn legal offices, organized independent worker, good with figures, knowledge of Word, Excel, Word for Windows, 9-5, Salary negotiable, permanent. Fax paid

RECEPTIONIST - Sterling Heights employer seeks a friendly person, flexible casual dress, full benefits, to 5:30pm.

GERMAN speaking secretary. Troy, work for VP labor relations, good typing skills, Word, Excel, translate from English to German & German to English, Word, Excel, dictaphone experience helpful. Full benefits. Fax paid

LOIS RAY PERSONNEL
(810) 648-5580

SECRETARY
The Polk Company has a secretary position available in their Southfield office. The position requires at least 2-3 years experience in a secretarial position, typing 50 wpm and knowledge of computer software skills. Competitive salary and benefit package, including incentive program. Send resume with salary requirements to:
The Polk Co., Attn. KMDW,
29654 Northwestern Hwy.
Southfield, MI 48034
Or Fax resume: (810) 728-8833
Equal Opportunity Employer KMDW

SECRETARY WANTED for Farmington Hills firm. Proficiency with Word required. Necessary experience and knowledge of Word Perfect preferred. Fax resume to:
(810-932-6301/2

SECRETARY
Wanted for 1-man, Bloomfield Hills professional office. Extremely personable individual with telephone courtyard. Good typing, telephone & organizational skills. Knowledge of WordPerfect 5.1 for Windows. (810) 258-5034, or by mail resume via fax to: (810) 258-5034; or by mail to: 1000 Maplewood Ave., Bloomfield Hills, MI 48304.

SECRETARY
Well organized with excellent telephone skills. Demonstrated word processing skills. Knowledge of computer skills. Competitive salary and excellent benefits. Please fax resume to: Corporation, (810) 349-5330

Service Coordinator/ Property Manager
Experienced for Southfield residential property. Knowledge of Word. Computer experience required. Neat and dependable. (810) 352-3058

502 Help Wanted-Office Clerical

SECRETARY/WORD PROCESSOR
Fast paced professional growing office with pleasant working environment. Responsibilities include: word processing using WordPerfect for Windows, data entry, telephone, filing, running errands, and other miscellaneous duties. Office hours 9-5:30pm daily, some overtime may be required. Send resume to: McKenna Associates, Inc. Attn: Susan Hoover, 30095 Northwestern W., Thirteen Mile Rd., Ste. 165, Farmington Hills, MI 48334. EOE

SECRETIAL
THE Trane Company, a manufacturer of heating and HVAC equipment is seeking an individual to fill a secretarial position. The individual should have a high school diploma. A 2-year post-secondary degree and secretarial courses are a plus. Computer skills should include a working knowledge of word processing software, preferably Microsoft Access is a plus. Job responsibilities include typing and customer phone interface. Need to immediate! Please send to or resume to Jim Mize, The Trane Company, 27525 Halsted Road, Farmington Hills, MI 48331
FAX: 1-810-477-0362
Phone: 1-810-477-6200
An Equal Opportunity Employer

Service Coordinator Home Health Agency
If you enjoy a busy workplace and don't stand doing the same thing day after day, we have the perfect job for you.
Wanted: "People Person" with outstanding telephone skills, creative problem solving abilities, and an informal commitment to excellent.
Varied Duties: Consult with skilled clients; scheduling home care staff, extensive telephone work. Must be detail-oriented and able to work independently.
General office/customer service experience required. College grad preferred.
We offer a competitive salary and full benefits. Extra pay for required on-call rotation.
Send resume to:
Home Care Associate
THE MEDICAL TEAM
24901 Northwestern Hwy., 602
Southfield, MI 48075
FAX: 810-358-2284

SERVICE TECHNICIAN
100+ year old office cleaning company, based in Madison Heights, seeks a self-motivated, dependable, detail minded individual to repair coffee brewers and equipment. Immediate opening. Excellent benefits & salary. Send resume to: Mr. Cecil Cadieux, Attn: HR-ST, 4740 E. Nevada Ave., Detroit, MI 48234. Our goal is your success!

Supervisor
THE UNIVERSITY OF MICHIGAN MEDICAL CENTER
SUPERVISOR
Medical Word Processing Center
The University of Michigan Health System has an opportunity available for a Supervisor in the Medical Word Processing Center. The candidate must demonstrate successful people skills, extensive experience in the supervision of a computerized word processing environment. Preference will be given to candidates with current RRA/ART/CMT credentials.
Applicants should send their resume to:
Ruth Goldstrom
University of Michigan
Health System
1500 E. Medical Center Drive
Ann Arbor, MI. 48109-0305
A NON-DISCRIMINATORY, AFFIRMATIVE ACTION EMPLOYER

SUPPORT CLERK
Dental Care Network is seeking a Support Clerk to perform general activities including data entry for processing claims, correspondence, process incoming mail and assist with enrollment kits and material requests.
Qualifications include:
- High school grad or G.E.D.
- One year of general clerical experience
- Knowledge of CRT and typewriter operation and general office procedures
- Knowledge of numerical and alpha filing systems
- Data entry skill of 80 net keystrokes per minute with 95% accuracy.

We offer excellent salary and benefits. Please send your resume in confidence to:
HUMAN RESOURCES-JM
26777 Central Park Blvd.
SOUTHFIELD, MI 48076-5043
Equal Opportunity Employer

SWITCHBOARD OPERATOR/ RECEPTIONIST
PART-TIME MORNINGS
The Charter Township of West Bloomfield is accepting applications for a part-time Switchboard Operator/Receptionist to work 8-12:30 per day. This is a part-time position working approx. 22 hours per week answering incoming calls & greeting the public at our Municipal Building. Knowledge of Lotus 1-2-3 and Word Perfect is required. Contact Carolyn Doth, West Bloomfield Township, 4550 Walnut Lake Road, West Bloomfield, MI. An Equal Opportunity Employer

TELEPHONE INTERVIEWER
to work in Farmington Hills area office. Typing 35 wpm, Windows and computer experience helpful. Non-smoker. Ask for Ms. Gray
(810) 737-8400

TEMPORARY RECEPTIONIST
A Nolf based Manufacturer's Representative is looking for a temporary receptionist to cover for a person on a pregnancy leave. This is a professional and friendly office. The environment that will require two to three days of 8am to 5pm service. Please send your resume to:
Greg Bullock, 30445 Nolf, 280
Farmington Hills, MI 48333

TITLE INSURANCE CO. has entry level position is available in our Livonia office. Typing and good phone skills required. Full time with benefits. Fax resume for immediate consideration. Fax resume to Great Lakes Title Agency: (810) 476-7010
313-462-0818

UNEMPLOYMENT INSURANCE ADMINISTRATOR
Needed by a growing Professional Employer Organization. Must be experienced in unemployment claims, familiar with claim defense, administrative and cost containment. Ideal candidate will have a proven track record minimizing employer unemployment costs. Please send resume to: NHRC, 26555 Evergreen, Suite 250, Farmington Hills, MI 48334-3300, Attention: Linda.

VENDOR SERVICE REPRESENTATIVE
We are seeking a Vendor Service Representative for our toner equipment leasing company. Person will be responsible for sales and computer literate. Duties involve extensive phone and documentation work dealing with our vendors across the United States. Interested candidates should send resume and salary history to Federal Financial, Attn: Duane, 30955 Northwestern Hwy., Farmington Hills, MI 48334

502 Help Wanted-Office Clerical

WEST BLOOMFIELD
Leased National Brokerage firm seeks a full time and part time openings for:
- Receptionist
- Sales Assistant
- New Accounts Clerk
- Operations Clerk

Must be dependable & well organized. Experience a plus. Great working conditions & benefits. Fax resume to:
Carole or Hall at
(810) 737-8474 or call at
1-800-537-4509 EEO

WORD PROCESSOR/ RECEPTIONIST
Enthusiastic, hard working, self-starter with a pleasing personality to join our growing insurance agency in Bloomfield Hills. Excellent spelling, grammar, and math skills required. Word Perfect or Microsoft Word a must, with at least 1 yr recent office experience. Call Kathy at 248-540-5400

WORD PROCESSORS/ ADMINISTRATIVE ASSISTANTS/ SECRETARIES
WHERE ARE YOU!!
Numerous openings available for temporary and permanent placement. Lots of great opportunities. Call us or fax us your resume for you! Call today for an interview.
REFERRAL & CASH BONUSES AVAILABLE
SNELLING PERSONNEL SERVICES
LIVONIA, 313-266-8600
SOUTHFIELD, 810-357-3900
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

SNELLING.
PERSONNEL SERVICES

WORD PROCESSOR/SECRETARY
Busy Bloomfield Southfield office seeking top executives have an immediate full-time position for individual who is proficient in Word Processing for Windows; knowledge of PowerPoint and Excel a plus. MUST be mature, possess excellent customer relations/communications skills and able to change gears easily. Please
Call Stephanie at 810-351-2006

WORDPROCESSOR
Temp to perm opportunity suburbs, Microsoft 6.0 Windows and dictaphone a must. Flexible hours, range
(810) 737-1711
TEMPORARY RESOURCES

504 Help Wanted-Dental

ADDITIONAL STAFF NEEDED
For progressive Farmington Dental Office in Laurel Village.
- CHAIRSIDE ASSISTANT
- CHAIRSIDE ASSISTANT

Full-time positions. Experience necessary. Excellent benefits package.
810-623-2443

ADMINISTRATIVE ASSISTANT
For dental office in Southfield. Our modern office waits for an energetic, independent and people friendly person. Professional atmosphere. WR train!
(810) 646-2273

APPOINTMENT COORDINATOR
For N.W. Livonia dental office. Full time enthusiastic person with dental and computer experience to join our team. Please call: (313) 464-2664

ASSISTANT- Full time for progressive dental practice in Livonia. Will train ambitious person. Must be high school graduate. 810-476-2110

ASSISTANT
Livonia periodontal office seeking the right individual. Prefer high school or a pleasant professional atmosphere. Become a valued team member. Apply in person or call (313) 522-7313

CHAIRSIDE ASSISTANT
EXPERIENCED ONLY. Part time Mon., Thurs. & Fri. Wage commensurate skills. Farmington/Southfield area. Call Ann (313) 477-7700

CLERICAL SUPPORT - Customer contact, busy phone, data entry. Dental product terminology & data entry experience a plus. Great opportunity, competitive wage, & benefits. Send resume or fax qualifications to: Dentaplex, 12875 Farmington Rd., Livonia, MI 48150

DENTAL APPOINTMENT COORDINATOR. Do you have excellent communication skills, are upbeat, caring and dependable? If you have experience with scheduling, insurance, and collections, and like working in a small, friendly, high quality office, please call 810-557-8110

DENTAL ASSISTANT
Full-time, Pleasant Troy office. Experience preferred. 1 evening/week. Sat.mo. Call 810-641-9490

DENTAL ASSISTANT- Organized, established, private, general practice seeking experienced, mature Dental Assistant, 4 days, variable hrs. Bloomfield Hills: (810) 332-6106

DENTAL ASSISTANT
FULL OR PART-TIME
Dearborn Heights (Ford Rd & Beech Daly area). Will train. 313-274-4700

DENTAL ASSISTANT
Assisting only. Nice hours. Experienced or will train. Benefits. West Bloomfield area. Call between 8am-5pm: 313 421-7938

DENTAL ASSISTANT
Have you ever thought of training as a Dental Assistant? We are willing to train the right person for an interesting career, in a specialized specialty practice. Hours and wages are flexible. Farmington Hills area. Call between 10:00am-4:00pm: (810) 647-7935

DENTAL ASSISTANT - full time, experienced, with expanded duties, 4-12hr plus medical, modern Birmingham office.
810-642-5430

DENTAL ASSISTANT - experienced, full time for busy oral surgery office in Livonia.
Call (313) 525-5720

DENTAL ASSISTANT
Experienced preferred. Immediate position. Rochester Hills.
(810) 650-8490

DENTAL ASSISTANT
For Northville Family Dental practice. Monday, Tuesday & Thursday, 8am-5pm. Call (810) 348-5515

DENTAL ASSISTANT
Experienced assistant needed for Northville office. Call (810) 348-3600 or 313-425-3765

DENTAL ASSISTANT
Experienced Orthodontic Assistant with ortho records knowledge in Westland. Top salary to proper candidate. Call (313) 722-5130

DENTAL ASSISTANT
5 Mile & Lahser. Experienced chairside to join friendly family practice. Part-time, flexible hours. Call for set up interview. (313)464-7771
W.E. McMillin, DDS

DENTAL ASSISTANT
Family practice in Livonia looking for reliable, self motivated, permanent, full time dental assistant. Experience required benefits. Please call/send resume to: 31023 Schoolcraft Rd., Livonia, MI 48150, (313) 425-6920
Fax: (313) 425-1541

504 Help Wanted-Dental

DENTAL ASSISTANTS
Progressive SE Livonia dental office seeking an experienced Dental Assistant for a permanent position. Also seeking an experienced assistant to expanding 88 in our Livonia office (approximately Feb. thru end of April). We have FUN in our office! We are rebuilding smiles! Competitive salary & benefits. (313) 522-5520

DENTAL ASSISTANT
Dr. Smulsky is seeking the right individual to fill his current opening in his Dental Assistant in our Plymouth/Canton office. We are offering a full time position with excellent salary, benefits and a WELCOMING atmosphere. If you are the best and want to be appreciated for your talents please call: (313) 453-0840

DENTAL ASSISTANT
Part Time
Some experience required.
Call: (810) 477-2175

DENTAL ASSISTANT
Full time. Excellent benefits. Excellent hours/pay. Great staff. Hazel Park.
(810) 548-1777

DENTAL ASSISTANT - Experienced, full time. Office manager helpful but not required. Benefits. Call Mon-Fri. 8:30-5pm. (810) 399-4455

DENTAL ASSISTANT, Farmington Hills high quality family oriented dental practice is seeking part time or full time assistant. No weekends. For info call 810-533-3100

DENTAL ASSISTANT
Full time for West Dearborn family practice. Experience required. Great staff to work with. (313) 565-6507

DENTAL ASSISTANT
Part-time position available in Rochester general practice. Tues., Fri., & Sats. Experience preferred. Will train right person. Must be outgoing, caring & a team player. Please send resumes to: Box #1418
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL ASSISTANT
Looking for a dedicated full time person! Are you caring, enthusiastic, organized & a team player? Would you like to be a part of a patient-centered Eastpointe practice? Dentistry or assisting experience preferred. Benefits offered. Call Gina in Livonia at 313-425-1121

A Special people oriented expanded duties Assistant interested in personal growth & enjoy treating people tipte tasks. We offer an opportunity to become a valued team member. Generous & financial security. (810) 474-0224

DENTAL FRONT DESK
Receptionist needed for for Bloomfield Hills office. Full or part time. Please contact: 810-569-2056

DENTAL HELP
Needed part-time, Plymouth area. Will train right person. Dental assistant experience helpful. (313) 453-0227

DENTAL HYGIENIST
Team oriented Dental Hygienist for M-Th afternoons for modern Livonia office. Hours flexible. Call
(810) 478-1950

DENTAL HYGIENIST
RECEPTIONIST & ASSISTANTS
Call (810) 568-7687

DENTAL HYGIENIST part time, Clinton Township, Utica area. Young family. Part-time & full-time. Flexible hours, excellent wages.
CHLoe, Lithia, Inc.
Call Carol: 313-421-7472
HHAs Call Beth: 313-421-9121

DILLER
Full time. Experience preferred. Computer experience a must. Large medical office. Fringe benefits. Salary. Excellent benefits. Maggie.

DILLERS/RECEPTIONISTS
For busy Rochester Medical Center. Insurance knowledge required. Good phone & communication skills. Must be a self-starter. Full/part-time available. Fax resume to: Human Resources, PO Box 62177 Rochester, MI 48306

DILLING CLERK/EXPERIENCED
Part/Full time. Knowledge a must in insurance requirements & medical terminology. Strong organizational & communication skills required.
Call 313-561-6799

BILLING CLERK
for family practice in Garden City. Insurance billing a must. Email resume to: PO Box 724, Garden City, MI. 48136-0724.

BILLING MANAGER
Patient Accounts
Rapidly expanding medical centers seeking experienced individual to manage patient billing. Min. 5 yrs. job related experience, working knowledge of computer systems a must. Salary reflects confidential. Please send resume to:
Box #1435
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

BIRMINGHAM OB-GYN office looking for experienced RN, MA & receptionist. Full-time. Must have current experience & be flexible