EMPLOYMENT

502 Help Wanted-Office Clerical

RECEPTIONIST-CASHIER
AUTO Dealership is position open for receptionist/cashier. Duties also include inventory control and light filing. Competitive wages and benefits available. Apply in person 2010 Rochester Road, Troy, Suite 441. Warner. (313) 729-2000

RECEPTIONIST, CLERICAL
Is motivated, good phone & typing skills. Wonderful office. Competitive Wages, commissions, dental & life insurance. Call Ms. Kelly Rosner to Chief Amplifier Inc. 29299 W. 8 Mile Redford. 313-937-2700

RECEPTIONIST
Corporate headquarters needs friendly, outgoing, professional to greet visitors, answer phones, other assignments. Pleasant atmosphere. Bloomfield Hills. Minimum Word 4. Send resume to: Call (810) 351-2600 or fax resume to (810) 334-2608

RECEPTIONIST
Creative fast paced advertising firm in Bloomfield/downtown Detroit (minutes to Metro Airport) are given a lasting impression as receptionist/typist/creative coordinator/accounting support person. Detail oriented, organized, capable of handling multi-task environment. Benefits package, excellent advancement. WOW us with your resume. Send to: Dept. OE, PO Box 31566 Russell, Plymouth MI 48170

RECEPTIONIST/
CUSTOMER SERVICE
Fast paced Livonia distributor seeks friendly, articulate individual capable of handling incoming telephone system and general office duties. Previous experience preferred. Benefits package, flexible hours, insurance and 401K. Send resume to: P.O. Box 51020, Livonia, MI 48151-1624 A-TEK

RECEPTIONIST
Full time position available in Farmington Hills. Light typing, multi-line phone system. Apply in person at 28000 Grand River, Farmington, MI 48336

RECEPTIONIST
Fast paced Livonia medical practice seeks dependable, friendly receptionist. Medical experience helpful. Call Ms. Kristen (Southfield). 810-355-2440, Fax 810-355-5899 Christa (Livonia) 313-542-0202, FAX 313-542-1435

RECEPTIONIST
TELEPHONE and general office duties. Pleasant phone personality and ability to route calls essential. Benefits. Send resume to ATS, Inc. 46101 Grand River, Novi, MI 48374

RECEPTIONIST
to handle phones, do light work, light filing. Send resume to:
Fuji Mortgage America
24681 Northwestern Highway
Southfield, MI 48075. Attn: Larry

RECEPTIONIST/TRANSCRIBER
Team player wanted for busy Troy law firm. Part time, (15-20 hrs), afternoon, schedule required. WP 5.1 for DOS, excellent phone & filing skills required. Pay commensurate with experience. Send resume to: Powell Chapman, 3001 W. Big Beaver, Suite 704, Troy, MI 48084 Attn: Carol

RECEPTIONIST/
WORD PROCESSOR
For busy Troy law firm. Part time, (15-20 hrs), afternoon, schedule required. WP 5.1 for DOS, excellent phone & filing skills required. Pay commensurate with experience. Send resume to: Powell Chapman, 3001 W. Big Beaver, Suite 704, Troy, MI 48084 Attn: Carol

RECRUITER (Clerical)
Agency or sales background preferred. Person will interview and place temporary workers on assignments $6-$10 per hour plus commissions ARBOR TEMPS 459-1166

REGIONAL SALES ASSISTANT
O.C. Tanner Recognition Company is seeking an organized individual who is computer literate, skilled at word processing (prefer WordPerfect 5.1)and able to learn database programs. Must be detail oriented, and able to work as a member of a sales team in Livonia, Michigan. Customer service experience a must. Competitive compensation and benefit package. Send resume, Attn.: Richard French, 1930 S State St., Salt Lake City, UT 84115, e-mail to rfrenchman@slc.oct.com or fax to (801) 483-6322 by February 24, 1997. An Equal Opportunity Employer

SALES ASSISTANT
AEI Lopsico is seeking a career minded individual to join our sales team in our Detroit Metro office as a Sales Assistant. Experience in Word-Perfect, Lotus, freelance required and transportation background desired. Please send cover letter and resume to: AEI, Attn: Sales Manager
11400 Metro Airport Center Dr
Romulus, MI 48174
or Fax (313) 955-8108
No Phone Calls Please

SALES ASSISTANT
Brokerage firm in Downtown Birmingham has an opening for a Sales Assistant with experience in the brokerage industry. Send resume to: Attn. Carrie, 373 S. Woodward, Birmingham, MI 48009
An Equal Opportunity Employer

SALES ASSISTANT
Large financial service firm looking for a Series 7 registered Sales Assistant. Salary commensurate with experience. Send resume to:
Therese Maslan, Smith Barney
201 W. Big Beaver, Suite 1250
Troy, MI 48084

TRACKS/RADIER
Wireless Communications office seeking Sales Leader. Will need the right person with higher commissions, medical, and other allowances. Fax resume to 313-541-5418

502 Help Wanted-Office Clerical

RECEPTIONIST/
PART TIME
Perfect for students or anyone else looking for part time work. Pleasant work in fun surroundings for part time receptionists. If interested apply at
Peachwood Inn
3500 W. South Blvd
Rochester Hills, MI 48309

RECEPTIONIST
PART TIME
Evenings for Farmington Hills Real Estate Office. Approx. 15 - 20 hrs/week. Homelighting inner office work. Send resume to: Professional Real Estate Realty, 31000 Northwestern Hwy., Ste. 101 Farmington Hills, MI 48334 Attn: Carolyn or call 810-626-9100

RECEPTIONIST
Peachwood Inn is looking for receptionists to work day and afternoon shifts. Excellent working environment. Apply in person at
Peachwood Inn
3500 W. South Blvd
Rochester Hills, MI 48309

RECEPTIONIST-SECRETARY
needed for busy Real Estate office to share evening and weekend hours. Please call Ms. Kay Fray at 313-464-6400

RECEPTIONIST - SECRETARY
Full time. 401K, health insurance, and other benefits. Typing & computer skills required. Resume only
Office Manager
30600 Hospital, Suite AB
Farmington Hills, MI 48334

RECEPTIONIST-SECRETARY
GROWING Southfield company needs organized and energetic individual to handle phones, phone personality, data entry, word processing, and filing. Fax resume with salary history to: Human Resources (810) 352-2158

RECEPTIONIST/
SECRETARY
Full time, with benefits. Must have excellent phone, typing, proof reading and computer skills. Must have strong people skills. Send resume to: Medical Software Solutions, 21800 W. 10 Mile, #214, Southfield MI 48075. 810-352-7040

RECEPTIONIST/
SECRETARY
General office experience required. Duties will include answering telephones, greeting visitors, light secretarial, filing, some computer data input. Send resume with salary requirements to: P.O. Box 5230 Orchard Lake Road Suite 200, West Bloomfield, Michigan 48322

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

RECEPTIONIST
Southfield office looking for someone to answer phone calls as well as some computer duties. Wp 6.5, Excel and Power Point a plus. Experience with a law firm a plus. Call today for an interview.
Anne (Temp) or Karen (Perm.)
313-542-6282 Fax 313-542-1435

SECRETARY
Must have excellent typing skills, detail oriented and positive attitude. $9-$12/hr depending on experience. Computer knowledge a must. Call Kristen (Southfield). 810-355-2440, Fax 810-355-5899 Christa (Livonia) 313-542-0202, FAX 313-542-1435

RECEPTIONIST
TELEPHONE and general office duties. Pleasant phone personality and ability to route calls essential. Benefits. Send resume to ATS, Inc. 46101 Grand River, Novi, MI 48374

RECEPTIONIST
to handle phones, do light work, light typing, filing. Send resume to:
Fuji Mortgage America
24681 Northwestern Highway
Southfield, MI 48075. Attn: Larry

RECEPTIONIST/TRANSCRIBER
Team player wanted for busy Troy law firm. Part time, (15-20 hrs), afternoon, schedule required. WP 5.1 for DOS, excellent phone & filing skills required. Pay commensurate with experience. Send resume to: Powell Chapman, 3001 W. Big Beaver, Suite 704, Troy, MI 48084 Attn: Carol

RECEPTIONIST
Use your skills and move into management. 2000-3000 week.
Call Monica (313)455-0186

RECEPTIONIST
With secretarial, organizational & computer skills. Livonia. Call David (313) 427-4141

RECEPTIONIST - with computer skills needed part time mornings for Birmingham office. Must be experienced with a can-do attitude. Call Mr. Greenburg at (810) 644-8555

RECEPTIONIST/
WORD PROCESSOR
For busy Troy law firm. Part time, (15-20 hrs), afternoon, schedule required. WP 5.1 for DOS, excellent phone & filing skills required. Pay commensurate with experience. Send resume to: Powell Chapman, 3001 W. Big Beaver, Suite 704, Troy, MI 48084 Attn: Carol

Receptionist
Handle multi-line phones, Microsoft Windows knowledge needed. Wed through Sun., 9-5. Excellent Benefits, good working conditions. Please call M-Fri, 9a.m.-4p.m.
(810) 332-8300

RECEPTIONIST
Investment management firm needs full time Receptionist with good phone voice and computer skills (Word and Excel). Salary negotiable. Send resume to:
Planning Alternatives, Ltd.
400 N. Woodward, Ste. 290
Bloomfield Hills, MI 48304

RECEPTIONIST
Many temporary to Permanent positions available for experienced Receptionist. Ideal candidates should possess excellent phone etiquette, be able to handle multi-line incoming phone lines, and work well in a fast paced office setting. These positions are well compensated and offer great growth potential. Please call for an immediate interview.
PERFORMANCE PERSONNEL
313-513-5823

RECEPTIONIST
needed for non smoking law firm in Bloomfield Hills. Experience preferred. Computer skills necessary. Send resume to: Personnel, 2550 Telegraph #220, Bloomfield Hills, MI 48302. Or fax to 810-333-7355

RECEPTIONIST
needed for Westland office. Some typing experience needed. Full time position Rich Sam Insurance. Benefits. $7 an hour. Please call Mrs. Hill 313-729-4310

RECEPTIONIST
NEEDED part time for busy Farmington Hills office. Experience helpful but not necessary. Word Windows and multi-line phone system. Must type 45 wpm. Contact Colleen Pardalis. (810) 851-9700

RECEPTIONIST
Position available for mature individual in high volume Dalton at Nine Some Sat. & evenings hours. Please call. 810-347-3740

502 Help Wanted-Office Clerical

SALES
RECEPTIONIST/CLERICAL
Accounting & computer knowledge needed. Call Nancy. 313-533-8690

SECRETARIAL
ADMINISTRATOR
Professional Engineering and Consulting Firm is seeking a qualified individual for a administrative assistant. Major duties include secretarial support for a staff of approximately 28. Such support will include word processing, data entry, assembly of the reports, and other duties with some phone coverage. We prefer WordPerfect 6.1 for windows experience. Good organizational skills are a must. Hours are normally 8-5 however, the applicant must be flexible particularly during busy seasons. This full time associate you will receive excellent benefits, holidays and overtime offer. Contact Ramonna Robson, Attn: Managing Partner, Suite 50, 32255 Northwestern Hwy., Farmington Hills, MI 48334 EOE

SECRETARIAL
Position full time. Good benefits and pay. Must have knowledge of Word, Excel, typing, filing and accounting. Apply in person at Brose Electrical, 37400 West 7 Mile, Livonia

ADMINISTRATIVE ASSISTANT
Livonia company looking for detail oriented self-starter with organizational skills. Ideal applicant should have some automotive background. Min 95 a plus. Salary commensurate with experience. Send resume (Temp to Perm.) or Karen (Perm.) at 313-542-0202, Fax 313-542-1435

MARKETING SECRETARY
Laurel Park Place Management Office seeks a secretary to assist in marketing responsibilities. Candidate must possess excellent communication skills, computer knowledge, strong organizational skills, and must be willing to take ownership of a fast-paced self-starter environment. Please send resume and salary requirements to:
Laurel Park Place
Management Office
Attn: Marketing Secretary Position
27700 W. Six Mile Road
Livonia, MI 48152
FAX resume to (313) 462-9210
No telephone calls please

SECRETARY/
Administrative
Software firm, full time. Must possess strong general office skills. Fax resume and salary requirements to: Medical Software Solutions, 21800 W. 10 Mile, #214, Southfield MI 48075. 810-352-7040

SECRETARY/BOOKKEEPER
ALL phases of office work. Experience required. Send resume to: PO Box 930306, Wixom, MI 48393

SECRETARY
COMPANY seeking organized individual with excellent communication and secretarial skills. This person must be self-motivated and detailed oriented with experience in Word Perfect, Lotus, Windows etc., and be able to maintain schedules and travel arrangements. Coupled with the ability to learn Professionalism and enthusiasm a must. Please send resume with salary requirements to:
Box #152
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY - counseling center, Farmington Hills. Full time. Must be proficient typing, scheduling, computers. Call 810-478-4411

SECRETARY/
CUSTOMER SERVICE
Automotive sales and marketing firm in Troy seeks secretary/customer service person. Computer skills required. Computer knowledge helpful. Dynamic organization awaits the flexible, ambitious, cooperative & qualified candidate that likes a challenging, fast-paced, professional, team-oriented environment. FAX cover letter & resume to: Dennis Wagner, 810-362-2641

SECRETARY
DEDICATED, experienced and flexible person needed for a full time position at a well established growing company. Responsibilities will include excellent phone, communication skills, good typing and word processing skills as well as general office functions. Company paid full benefits, private office and competitive wages.
Contact David at (810) 474-9527

SECRETARY
For fast paced office in downtown Farmington. 40 hrs per week. Good computer skills required. Send resume to: Human Resources P.O. Box 82177, Rochester, MI 48308

SECRETARY
For management company. Great opportunity for right person. Farmington Hills 810-474-9500

SECRETARY
For real estate & mortgage company. Typing experience needed. Full time. Livonia area (810) 471-5590

SECRETARY
For Southfield CPA firm. Word Processing skills a must. Experience with Excel, Word 6.0 & general office duties. Call 810-559-2222

SECRETARY
FULL/PART time wanted for a general contractor office. Send resume to 37752 Mab Tech Dr., Farmington Hills, MI 48331

SECRETARY, FULL TIME, position available. Accounts Receivable & general office duties. Experience preferred. Send resume to Cardinal Inc., 42265 Yearego, Sterling Hts 48314. Attn: Sandy Marquardt

SECRETARY
Human Resources department of large property management/commercial real estate company seeks secretary. Working knowledge of Wordperfect and Lotus for DOS and Microsoft Word required. Duties to include scheduling, typing and interviewing applicants; supply ordering, payroll reconciliations, 401(k) processing and miscellaneous office duties. Confidentiality a must. Candidate should possess strong organizational skills, be a team player, enjoy meeting people and have the ability to handle multiple tasks. Full benefit package to include vacation and 401(k) eligibility.
Please send resume with salary requirements to:
Ms. L. Sherr
P. O. Box 267
Southfield, MI 48037

SECRETARY - John Casablancas Modeling and Career Center, full time 1pm - 9pm Mon - Thur. Sat. 9-5. Type, computer & office skills.
313-455-0700

SECRETARY
Needed for Southfield area law firm. Must know Word 6.0, excellent typing, spelling and organizational skills. Min experience necessary.
Fax resume to: (313) 537-4242
or call Van at: (313) 537-8400

SECRETARY/
OFFICE MANAGER
Small manufacturers rep sales office seeking mature, experienced secretary. Skills include, 75-80wpm, familiarity with Microsoft Word Data Base knowledge, organizational skills, pleasant phone, detail oriented, good communication skills. Starting salary at $23,000-24,000 with Medical, Ford and resume to Mullen Equipment Corp., 1721 Crooks Rd., Suite 200, Troy, MI 48084

SECRETARY
OUR companies offer their employees the latest in computer technology, excellent earning potential, and growth opportunities. We need your prior experience and the ability to interact with clients. Pay $14.00/hr. Call Susan Farrington/Livonia Birmingham 473-2931 640-7661
Advantage Staffing

502 Help Wanted-Office Clerical

SECRETARY - PART-TIME
2 days per week. Bloomfield Associates. $8/hr. Call Marsha
(810) 625-3123

SECRETARY - part time, 10-20 hrs/wk. 58 high school grad, light typing. Farmington Hills. 810-553-3085

SECRETARY - part time for Troy law firm. WordPerfect for Windows experience helpful. Flexible hours. Please fax resume to Office Manager
810-649-3175

SECRETARY POSITION
in person office. Send resume to PO Box 1, Novi, MI 48376-0001
810-349-5660

SECRETARY

Prestigious Southfield CPA & Consulting firm seeks secretary for their fast paced Litigation Support Practice. Ideal candidate will have 3-5 years experience, as well as a working knowledge of WordPerfect 6.0 and Quattro Pro software. Duties include heavy typing and deadline work, multi-tasking calendar, billing and preparation of small materials. Must be self-directed, extremely organized, team oriented and flexible with work hours. Some overtime required. Previous work experience in a law office or research environment a plus. Competitive salary and benefits. Please send resume and salary requirements to: Ms. Flynn, PO Box 691, Southfield, 48037 or fax 810-352-9208
An Equal Opportunity Employer

SECRETARY
Real Estate office in Livonia is seeking Secretary. Clerical, phone, typing & computer skills required. Send resume to: Attn: Anne Nixon, Century 21 Row, Co. (313) 464-7111

SECRETARY, RECEPTIONIST
Southfield law firm. Some experience required. Contact Mary Ann Manager, Gary Eisenberg, P.C.
(810) 357-3550

SECRETARY
SECRETARY needed for fast growing medical facility. Must have computer skills, have excellent people skills. Handle multi-line telephone and computer work. Pay based upon experience.
Call (313) 453-1800

Secretary
The Mutual Life Insurance Company of New York, located in Troy, MI has an opening for the position Customer Service Legent. The candidate would be responsible for handling clerical duties, customer service, telephones & processing of insurance applications. The selected candidate must have work experience, excellent communications skills & interpersonal skills able to handle multiple projects simultaneously. Many offers a competitive salary, excellent benefits package & a pleasant work environment to MONY, Attn Debbie, 3001 Big Beaver, Suite 200, Troy, MI 48084. Alternative Action Employer M/F/D/V.

SECRETARY
Well organized person with excellent telephone, typing, & filing skills. Willing adjustee in accounts receivable/payable and payroll experience. For Home Improvement firm in Livonia. Send resume to PO Box 531117, Livonia, MI 48153

SECRETARY/WORD PROCESSOR
Full time position available in Troy office with pleasant working environment. Responsibilities include word processing, knowledge of WordPerfect for Windows 6.1, phone answering, filing, running errands, and other miscellaneous tasks. Office hours 8-5:30pm. Salary commensurate, maybe required. Send resume to: McKenna Associates, Inc. Attn Buck Mckenna, 32605 W. Twelve Mile Rd., Site 165, Farmington Hills, MI 48334. EOE

SECRETARY
Livonia area child development center needs a Secretary to assist in managing busy front office on afternoon shift. Experience in computer, typing, phones, WordPerfect 6.0 Teamwork and attention to detail necessary. Good pay & benefits. Please fax resume to: 28945 Ann Arbor Rd., Livonia, MI. 48150

TELEPHONE INTERVIEWER
Full or part time. Excellent pay as its Non-smoker. Ask for Linda.
(810) 737-8400

THIS IS THE BEST AD !!!!
LEGAL SECRETARY
PARTNER POSITION
Southfield P1 firm seeks professional secretary for busy partner. Applicant must be proficient in WordPerfect and have excellent communication and interpersonal skills. Must have Litigation experience. Excellent starting salary and benefits
Call (810) 948-0000
or FAX resume to
(810) 948-9494

TRANSCRIPTIONIST - needed full time for fast paced office in Southfield. Applicant must type 60-70 wpm and have excellent grammar skills. Benefits offered. Send resume to Barbara DiDomenico, C.P.A. Marketing Care, 30700 Telegraph, Ste 2000, Bingham Farms, MI 48025.

VETERINARY ASSISTANT/
RECEPTIONIST - positive person needed for busy Troy office. Experienced/vet train 313-454-5580

VETERINARY RECEPTIONIST
Part time; evenings & Saturday hours. Ideal for student. Must be a dependable, EXCELLENT, non-smoker. Call 9-5pm 313-421-1800

WAREHOUSE/YARD LABOR
National general contractor seeking Warehouse/Yard Labor. Construction background preferred. Must have good positive waiver and benefit package. Send resume or apply in person: Yard Manager, 13040 Merriman Rd., Livonia, MI 48150
An Equal Opportunity Employer

WESTLAND OFFICE is looking for a self-motivated, self-starter for receptionist/ office assistant position. Word processing, data entry, filing, phone & general office duties. Competitive salary & benefits.
313-722-9333

WORD PROCESSOR
Full time position available in a busy non-smoking Southfield medical office. We seek pleasant professional outgoing personality with developed word processing & telephone skills. Customer Service experience is a plus. Send resume and salary requirements to:
Box #1474
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WORD PROCESSOR
Overflow work for last paced 23 attorney office in Bloomfield Hills. Law firm experience preferred. Send resume and salary requirements to: Office Manager, 300 E. Long Lake Rd., Suite 200, Bloomfield Hills, MI 48304

502 Help Wanted-Office Clerical

WORD
PROCESSOR
Progressive national health care agency located in Troy seeks candidate with minimum 2yrs office experience. Knowledge of Word perfect. Advanced experience on software packages, word processing, spreadsheet and a typing speed of 55wpm required. We are looking for an enduring relationship because part of a fast paced growing organization. A competitive salary and benefit package offered. Applicants will be tested. Please send resume or contact.
ARCADIA HEALTH CARE
340 E. Big Beaver Rd., Ste 250
Troy, Michigan 48083
(810) 740-1440
JCAHO Accredited
E.O.E/AOH

504 Help Wanted-Dental

ADDITIONAL STAFF NEEDED
For progressive, new, modern dental office in Lathrup Village.
• CHAIRSIDE ASSISTANT
Full-time position, experience necessary. Excellent benefits package.
810-552-0700

ASSISTANT
Full time for Livonia dental office in Livonia. Must have experience.
810-478-2110

BUSINESS ASSISTANT
Full time for Livonia dental practice. Bloomfield area. Call 810-642-5669

BUSY BUSY BUSY
Dental office needs extra help. Part time, experienced dental assistant for Mon. & Wed. 1-8, Friday 8-5. Full time evening assistant needed. Will train the right person. (313) 462-4950

CHAIRSIDE ASSISTANT - If you are a self-motivated individual seeking an office full benefits, top compensation & a great place to work. You must be organized, responsible & good with people, we'd like to meet. 313-420-2326

DENTAL ASSISTANT
Garden City area. Full/part time, evenings and Saturdays. Certified or equivalent. (313) 427-2894

DENTAL ASSISTANT
Full/Part-time, Mon-Fri. Telegraph/Maple area. Experienced preferred. (810) 642-5669

DENTAL ASSISTANTS

If you don't work here, you will never know how much fun dental assisting can be! Busy Livonia dental office with fun loving, long term staff, seeks experienced Dental Assistants. We have fun at work and enjoy building careers. Full time position with maternity temp needed. Competitive salary & benefits. Call (313) 522-5520

DENTAL ASSISTANT - come work for our growing office. Are you aggressive, friendly, motivated, and a personal quality office. Call Cindy (810) 541-1388

DENTAL ASSISTANT - Full time position at multi-doctor practice. Experienced, enthusiastic individual. Top salary & excellent benefits package for right candidate. (313) 722-5130

DENTAL ASSISTANT -Experienced Orthodontic Assistant part-time with needs & knowledge in Westland/Troy area. Call 645-0361 for interview.

DENTAL ASSISTANT
Chair side experience required. No Saturdays or evenings. Excellent pay and benefits for the right individual. Bloomfield area. Call (810) 645-0361 for interview.

DENTAL ASSISTANT
Looking for a exceptional full time person? Are you energetic, enthusiastic, organized & dependable? Would you like to be a part of a patient-oriented practice that truly appreciates staff? Experience preferred. Benefits offered. Call Gina or Lorraine at 313-425-1121

DENTAL ASSISTANT
for busy multiple doctor office in S. Canton/Belleville area. Experience. Full time. Benefits. 313-637-4400

DENTAL ASSISTANT
Assisting Nice Doctor. Experienced or will train. Benefits. West Bloomfield area. Call residence after 5pm 313-421-7938

DENTAL ASSISTANT
Mon., Tues., Thurs., Fri., 7-5:30 pm. Sat. 8-1 pm. Experience preferred but we are willing to train if you are a compatible individual. Bloomfield/Orchard Lake area. 810-336-5545

DENTAL ASSISTANTS &
RECEPTIONISTS
We're growing!
Uniq modern Livonia office looking for full or part time experienced Assistants and Receptionists.
Call (313) 591-0900

DENTAL ASSISTANT
Full time. Experienced. Excellent hours pay. Grand River/ Inkster Park. (810) 548-1777

DENTAL ASSISTANT
Full/part-time. Modern Livonia office with family staff. (810) 473-0050

DENTAL ASSISTANT
Southfield - part-time, (Mon-Wed-Sat) 5/6 per hour. Training provided. Call: (810) 559-3066

DENTAL ASSISTANT
Growing W. Bloomfield office seeking dental assistant. Experience preferred, but will train. (810-661-3061

DENTAL ASSISTANT-dependable, motivated, caring individual for busy Farmington Hills office. Experience preferred. 32 to 40 hrs. No Sat's or late eves. Call Bob: (810 474-0273

DENTAL FRONT DESK
Our WONDERFUL dental desk person needs to be home with her children so we are looking for a WONDERFUL replacement. EXCELLENT doctors and staff to work with. Must have dental experience. Excellent Benefits Birmingham (810) 646-3515

DENTAL - Front office part time help. Mature, quick learner. Dr. Dorfman. One Saturday a month 8-2PM. Mature, quick learner. Mon & Wed. Bloomfield area. Computer or dental experience preferred.
Call Kathy (313) 462-4950

DENTAL HYGIENIST
Needed for fun modern Livonia office. 12-16 hrs/week. Benefits.
(810) 476-1960

DENTAL HYGENIST-NOVI
Full time/part time. Excellent benefits.
(810) 349-4119

DENTAL HYGIENIST needed to fill in for maternity leave two days per week starting April 15 thru June 1. Livonia.
(313) 522-6770

DENTAL HYGIENIST
Part-time for friendly Bloomfield Hills office. Looking for an upbeat people person to complete our team. Hours needed: Mon. 8am-2pm and Thurs. 8am-5pm. Call (810) 642-0400

DENTAL HYGIENIST
part time for busy Detroit office, excellent pay. Call Natalie
313-838-0490

DENTAL HYGIENIST
Part time Thursdays, Rochester area. Please call for interview:
(810) 651-6707

DENTAL HYGIENIST
Part-time. Approximately 3 days per week for busy dental office Plymouth area.
(313) 454-1070

504 Help Wanted-Dental

★DENTAL HYGIENIST★
Part-time position available in our Livonia office. Excellent salary. Please call:
(313) 336-3638

DENTAL HYGIENIST
Friendly, Livonia office seeks motivated, cheerful, energetic Hygienist for Mon &/or Wed. (313) 591-3636

DENTAL HYGIENIST
NW Livonia. Friendly, modern, family practice. 25-30 hrs/wk. Benefits, staff bonuses. Salary open. Please call (810) 471-3320

★ DENTAL HYGIENIST
Part time position available in our office. 3-8pm Tues & Thur.
Call (810)349-4111.

DENTAL
JOBS, JOBS, JOBS!!!
Pest Professionals, Inc. Have you ever kind tested in the newspaper or anywhere else. Hygienist, receptionist, call
(810) 477-3777

No Fees EOE

DENTAL RECEPTIONIST - full-time, experienced only. Dentech computer helpful. Good benefits. Southfield area.
(810) 355-8600

DENTAL RECEPTIONIST
needed for flexible, friendly office, in Farmington Hills. Minimum 2 years experience necessary. (810) 478-4300

DENTAL RECEPTIONIST - Full/part time position available for dedicated doctor. Minimum dental knowledge & computer experience. Excellent benefits. Call (313) 513-5130

DENTAL RECEPTIONIST
full time available in Livonia office. Must be self motivated, dental field & computer knowledge preferred. Excellent salary & benefits.
(313) 336-3638

DENTAL RECEPTIONIST - full-time, experienced only. Dentech computer helpful. Good benefits. Southfield area.
(810) 355-9800

DENTAL RECEPTIONIST
Multi-doctor practice in Southfield area. Part time & some Sats. Farmington Hills area. (810) 851-0934

DENTAL RECEPTIONIST/
BUSINESS ASSISTANT
Part time 20-25 hrs. Experience in dental field and computer knowledge preferred. Call 313-464-4497

DENTAL
RECEPTIONIST
Full or part-time position practice in Canton. We are looking for an organized, friendly people person. No experience.
(313) 981-4040

DENTAL TECHNICIAN
C & B Model Tech. Full or part time.
(313) 728-2260

DENTAL TECHNICIAN
FULL-TIME
W. Dearborn family practice is looking for someone to do all lab work, temporaries & denture repairs. Prefer experience or choosing Wonderful staff to work with. Salary commensurate with experience & great benefits. Call
313-565-5508

EXCELLENT OPPORTUNITY for motivated, people oriented Dental Hygienist for upscale Hunter Ridge Dental Care in Novi. Smile Mon. Tues., Wed., Thurs., No eves. Ask for Nancy. 810-396-4366

EXCELLENT OPPORTUNITY
Assistant needed, part-time for Bloomfield Hills dental practice. Approx. 25 hrs with breaks. Mon., Thurs. & Fri. Must have experience. Please call:
810-855-2411

FRONT DESK
For Now Orthodontic office. Willing to train right individual. Bang, typing, bookkeeping and computer skills utilized. Part time PM. 810-471-1581

FRONT DESK
Need to hit the ground running? Busy Orthodontic office looking for a dependable, friendly, detail oriented, multi-tasker. Must be friendly and be able to work well with people. Clerical duties include: mailing appointments, bookkeeping & insurance billing a plus/seek. Benefits available. Call (313) 981-2444

HYGIENIST
CHECK US OUT!
Part-time Hygienist for amalgam-free practice in Farmington Grand River. Tuesdays 3:00pm-8:30pm; Thursdays 8:30am-1:30pm; Fridays alternate 8:30am-1:30pm. (313) 462-4950

HYGIENIST
Part time. Needed immediately. Troy area. Call 810-433-0110
Or Eves. 810-626-4535

OFFICE MANAGER
Dental experience required, computerized. Farmington Hills. Full time, benefits. Send resume to: Box #1537 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ORTHODONTIC ASSISTANT
Experience preferred but willing to train the right person. Call Ann Marie, MF, 9-5 (313) 464-5550

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needed for busy Farmington Hills doctor office on Rochester Hills & Beverly Hills. Excellent salary & benefits. Experience preferred, but we will train the right person. Ask for Jan (810) 642-5121

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For a one doctor practice. Full time. Must have ortho experience. Competitive wages, benefits & 401K plan to the right applicant.
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Observer & Eccentric Newspapers
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Livonia, MI 48150

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ORTHODONTIC
ASSISTANT
Part-time - 4 afternoons per week. Will train. Orthodontic experience.
Call (810) 631-4404

ORTHODONTIC
CHAIRSIDE ASSISTANT
Friendly, motivated individual with personality and neatness important. Excellent working conditions and benefits. Clawson (810) 435-2000

CLINICAL ASSISTANT
Busy Southfield practice. Experience preferred, industrious, and dependable. 810-785-2711

RECEPTIONIST
FOR Contract Sales Office. Rochester Hills office. Must be experienced in appointments, scheduling, and collections. 24-28 hours per week with 2 evenings.
Leave message. (810) 650-0061

Sears Family Dental Center
is Growing!!
Receptionists - Immediate opening for full and part time positions at our Dearborn or at our Summit Mall location. We are a patient directed dynamic organization offering career growth & advancement. If you enjoy working in a team environment, flexible hours, evenings and weekends, and have the importance of patient satisfaction, call Tina at (810) 683-9811 for immediate consideration.

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ABSOLUTELY PERFECT.
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Computer, bookkeeping, and phone skills full time. Flexible hours in a small medical office only in W. Bloomfield. (810) 737-2900 x

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BILLING SPECIALIST
Downtown Detroit Ophthalmology practice seeks a full time Accounts Receivable Billing Specialist. Only individuals with a proven track record for insurance and patient receivables will be considered. Must be knowledgeable in all phases of accounts receivables, payment posting and collections. Medi-billing experience a plus. Salary commensurate with experience. Medical benefits available. Please fax resume with cover letter to Administrative Director 313-993-8741

A.S.A.P. MEDICAL
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LIVONIA AREA
Busy Internist looking for patient oriented person who is hard working & dependable. Must have light transcription. Knowledge of health insurance a plus. Benefits. Salary $9 & up. Call 810-478-4639

BUSINESS MANAGER
for multi DR GROUP. Must have financial background and experience in all phases of medical billing and management of staff. Contact negotiations a plus. Send resume to:
Mrs. D. Gay, 14555 Levan,
Ste 310, Livonia, MI 48154.

CARDIOVASCULAR TECHNICIAN
needed part-time in Livonia.
313-427-9440

CENA - EARN $8.10/HOUR!! and $6500.00 RETENTION BONUS
Immediate full-time and part-time day shift positions available for Certified Assistants on our skilled nursing unit. Beautiful surroundings in a home environment. Located in Rochester Hills. Medical and dental benefits available after 90 days. Call Human Resources, Carl Mettle, Kathy, or Deanna at (810) 656-3333 x 2226

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• personal satisfaction
• friendly, caring clean atmosphere
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Health Aide - Full or Part Time
Requires the ability to perform procedures and treatment according to Staff Nurse directions and monitoring client response. Ability to care and comfort, according to Client Care Planning. The successful candidate will have a high school diploma and completion from a training program through classroom and supervised practical experience required by federal law and/or state laws. Six months experience as a Home Health Aide or Nurses Aide. Send resume to: Cathy Cox, Manager, 261 Enterprise Ct., Suite 300, Bloomfield Hills, MI 48302
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Peachwood Inn Nursing Center is hungry for a Dietary Manager. Looking for a person of PM. Who will be in charge of ordering, scheduling and supervising the department. If you would be interested in cooking up a little with us, send resume or apply in person to:
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Rochester Hills, MI 48309

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Home health agency seeking enthusiastic individuals to staff our private duty cases in the following areas:
• Macomb County
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We offer a flexible schedule, pleasant working environment and lots of hours. Must have reliable transportation and good references. Call today for an interview. Kara or Angela:
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CNAs, LPNs, RNs
Full & part time.
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Suite 140
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DETAIL ORIENTED coordinator for expanding home care agency. Light keeping, scheduling, posting charges & payments. Medical or Customer experience required. Call Kay 9 to 4 (Bingham Farms) 810-433-3329

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If you are an RN who yearns to lead, this may be your opportunity. Clinical proficiency, tactful dealings with families and a strong desire to learn are more important than administrative. Our nursing home enjoys an excellent reputation, beautiful surroundings and a winning team but it requires continued leadership. Send resume to: Box #1510, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, MI 48150

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Fast paced Neurosurgery practice is seeking sharp, motivated individual to fill a part time (mornings) position in our clinics. Hours are Monday & Friday. Medical knowledge important. Call Marilyn at 313-908-0358

506 Help Wanted-Medical

DIRECTOR OF OPERATIONS

Manage care company has current opening for director of operations. This position represents an excellent opportunity for a highly motivated and analytical person to be responsible for operations. Must have experience in Medicaid as commercial market.
• Masters Degree or equivalent in business related subject
• 5 yrs. experience in operations and development
• Interpersonal/communication skills
• Healthcare industry experience
This position offers excell