EMPLOYMENT

502 Help Wanted-Office Clerical

OFFICE ADMINISTRATOR
BOOKKEEPER
For small financial services firm in Birmingham. Must be highly efficient, dependable and well self-starter. Must have superior organizational, bookkeeping and general office skills. Must have knowledge of WordPerfect and Lotus 123. Knowledge of Quicken a plus. 20-40 + hours per week, depending upon staff set. Competitive salary/benefits. Please fax resume to 810-646-3322. Will contact for interviews. Discretion assured.

OFFICE ASSISTANTS
Seeking mature applicants for Livonia office. Some college and/or secretary preferred. Must have computer/typing skills, write and speak English well. Own transportation and home telephone. Vacation, educational assistance, dental/vision. Full/part time. $9.00/hr. Call M-F (313) 422-0515

OFFICE ASSISTANT
Rapidly growing centrally located mortgage brokerage is seeking office assistant. Computer knowledge, basic accounting is helpful. We offer competitive salary, paid employee health insurance, & opportunity for bonuses, if we have a productive year. If you are an opportunity to earn what you are worth, fax resume to:
Human Resources, 810 355-0771

Office Assistant
Full time for Troy office. Clerical, computer & telephone experience a must. Benefits. Call Kathy: (810) 362-2060 or fax resume to: (810) 362-0626

OFFICE ASSISTANT, Part-time 16-20 hours/wk afternoons/evenings. Organized individual. General office duties. Must have experience with Word & Access a plus. Pleasant Birmingham area. (313) 645-9690

OFFICE ASSISTANT
Small smoke free office in downtown Plymouth needs a self-starter to assist computer literate office assistant. Attention to detail, telephone and interpersonal skills required. E.O.E. Fax resume to: 313-459 9633

OFFICE ASSISTANT
S. Oakland County commercial mortgage company seeks motivated individual with strong office, communications, and customer contact skills. Clerical experience is required, and commercial real estate experience a definite plus. Must have skills in Word Perfect, spreadsheet, and MS Windows. Hours: 8:30am-5:30pm, Monday-Friday. Competitive salary and benefits. Please send resume to: Office Assistant, 24477 Northwestern Highway, Southfield, MI 48075. Attn: Sherri.

PARALEGAL WANTED
Experienced in Probate and estate planning for mature Oakland County law firm. Should have experience with estate and gift tax returns and probate administration along with appropriate computer skills. Send resume to: Sandra McCoy, at Maddar Hauser Wartell, Roos, Heiker, and Passer, PO Box 215, Southfield, MI 48037-0215

PART-TIME OFFICE person, light clerical work, answering phone, some bookkeeping, some data entry. Compensation commensurate with experience. Nights & weekends only. Approximately 25 hrs. per week. Nelson Furniture located near 12 Oaks Mall. If interested, call Sherry Robinson or Bob Corbett at 810-349-4200

★ PART-TIME Secretarial. 20-24 hrs. per week, evenings. Light filing, answering phones. $6.50-$7 per hr. Call Jerry at Classic Interiors, 29292 Middlebelt, Livonia, MI

PAYROLL ADMINISTRATOR
needed immediately for newly renovated Country Club in Bloomfield Hills. Payroll, benefits, MESC, Workman's Comp, Word and Excel experience preferred for this full time position. Competitive salary and benefits commensurate with experience. Great work environment with perks (golf outing, employee meals, brand new smoke free office).

Please send resume to:
Walnut Country Club
4000 Cluggage Drive
Bloomfield Hills, MI 48302

PAYROLL ADMINISTRATOR
The Metro Group, a diversified around transportation company servicing the Detroit Metro Airport, is seeking a Payroll Administrator for our fast paced Romulus location. Requires at least 2 years of payroll experience, preferably with ADP or similar environment. Qualified candidates will be familiar with Platinum or comparable accounting software, proficient in Microsoft Word, Excel and Lotus 123 and knowledgeable of payroll tax reports such as 940 & 941. Responsibilities will include reports and other payroll related duties.
The Metro Group offers a competitive compensation and benefits package including a 401K plan. Interested candidates should FAX resume with salary requirements to 313-946-0523 or mail to:
THE METRO GROUP
ATTN: Human Resources
10701 Middlebelt
Romulus, MI, 48174
An Equal Opportunity Employer

PAYROLL ASSISTANT
Immediate opening in Plymouth transportation company. Hourly position at $8-$10 based on experience. Associate degree preferred, in-progress degree considered. Full-time, permanent. Fax resume for immediate consideration / interview to:
313-455-9457, Attn: Sandy

PERSONNEL COORDINATOR
Mature individual needed for a temporary placement service in Livonia. Will be providing assistance in: interviewing, checking references, and job placement. Excellent customer service skills. Must be friendly, multi-task oriented and exhibit an exceptional personality. The ideal candidate will find this position both challenging and rewarding. Compensation commensurate with qualifications/full benefits. Please send resume with cover letter and salary history to:
PERFORMANCE PERSONNEL
"Performance Pays"
Civic Center Shopping Plaza
33813 Five Mile Rd.
Livonia, MI 48154

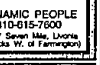
PROFESSIONAL RECEPTIONIST
Busy executive office seeks excellent communications to interface with corporate clients. This multi-task position offers career growth and pleasant working environment. Some office and computer experience desired.
Diversified Recruiters
810-344-6700 Fax 810-344-6104

Property Manager
Southfield property management company has available full time position for Property Managers and Service Coordinator. Salary and benefits commensurate with experience.
Contact Kirk. (810) 352-3038

RECEPTIONIST/BILLER needed for small dealership. (810)547-6600

OPEN HOUSE
Monday, March 10th
between 10am - 3pm
Please bring updated resume and preference information.
Interviews available on a WALK-IN basis. For directions and more information call...
DYNAMIC PEOPLE
810-615-7600
33607 Seven Mile, Livonia
(3 blocks W. of Farmington)

ORDER/CUSTOMER SERVICE POSITIONS
- Part & full-time hours available
- Excellent Wages
- Extra Income
- Excellent Working Conditions
- Will Train
- Plymouth, Michigan location

Excellent opportunity to join a major building products manufacturer. Seeking dependable, service oriented individuals, self-motivated, who enjoy working in a fast pace environment. Please send resume to:

45657 Port Street
Plymouth, MI 48170-0610

OUR AUTOMOTIVE CLIENT NEEDS YOU!!!
Long-term assignments with large automotive company located in the Dearborn area. If you are proficient in:
+MC WORD
+EXCEL
+POWERPOINT
THE BARTECH GROUP
313-271-5454
FAX 313-271-9774
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

PRODUCTION
Marketing services company seeks workers for distribution and fulfillment with ability to match, count, scale, measure, read and sort. Reliable transportation required, positions located at Romulus and Plymouth, please indicate location preference. Work Mon-Fri, 8 a.m. to 4:30 p.m. shortest day may be overtime on short notice as required.
Complete benefits package, including medical, dental and tuition reimbursement. Non-smoking environment. Qualified candidates should fax resume to (313) 416-2563 or mail to:
ADSTRA CORPORATION
Attn: R-PHONE
101 Union Street
Plymouth, MI 48170
EOE

REAL ESTATE SECRETARY
to assist real estate executive. Must have excellent computer skills. Small office, flexible hours. Send resume to: Romar, 3000 Town Center, Ste. 640, Southfield, MI 48075.

RECEPTIONIST/ OFFICE ASSISTANT
for growing firm in Farmington Hills. Challenging position for a detail-minded, computer literate proficient in visual WordPerfect and/or Lotus spreadsheet, MS Office and Internet. We are looking for a reliable, multi-talented person who enjoys being a team player. Send resume with salary requirements to: Human Resources, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/ OFFICE MANAGER
Looking for a candidate to work well with the executive staff. Excellent verbal & written communication skills required, detail oriented, enthusiastic, flexible team player with strong organizational skills. Weekday & weekend positions available. 410-5100 ext. 1149

RECEPTIONIST PART TIME
Experienced Receptionist needed for busy Bloomfield Hills mortgage broker. 12 hrs switchboard, Tues.-Thurs. 8:30am-5:30pm. Please contact Mary at: (810) 540-1070

RECEPTIONIST - Part time for Troy office. Good communication skills required. Call Kathy: (810) 362-2060 or Fax resume to: 810-362-0626

RECEPTIONIST
Part-time, Royal Oak Boring, a manufacturer of quality power transmission components located in Lake Orion, is seeking a Part-time Receptionist. The successful applicant will have prior experience, be proficient in computer skills, be PC literate and able to work Mon. - Fri., 8:00am until 1:00 pm. Applicants may apply by phone at 810-340-9200 or in person at 4800 S. Lapeer Rd., Lake Orion, MI. Hours between 8:00am and 4:00pm.

RECEPTIONIST
Peachwood is looking for a friendly, well organized, people-person to greet residents, answer busy phone line and also do daily clerical and mailing duties. We are now accepting applications for full time positions, shifts of 8am-4pm or 3pm-11pm. If interested, please apply in person.
Peachwood Apartments
3500 W. South Blvd.
Rochester Hills, MI 48309

RECEPTIONIST
Plymouth firm seeking experienced professional mature candidate with good telephone skills for busy office. Full time position, benefits package, $7.50/hr. + benefits. Send resume to:
Office of Marketing
P. O. Box 700204
Plymouth, MI 48170

RECEPTIONIST
Private Country Club in Oakland County is seeking full or part time Receptionist for daytime shift. Must have pleasant telephone manner & attitude. Prior hospitality experience helpful. Call Kathy:
(810) 851-2200
& be speak with Dave De Witt or Jackie LaFave

RECEPTIONIST/SALES PERSON
Historical wallpaper & fabric, paints, coatings and adhesives, serving the automotive, business & home. Need office help and sales reps. Will train. Sales position, established accounts, salary, commission, expenses and travel. Call: (313) 534-4449

RECEPTIONIST/SECRETARY
small Farmington office seeking full time person for tasks to include: answering phone, light bookkeeping, typing 50wpm using Word, and general clerical duties. Fax resume to: 810-471-3068

RECEPTIONIST/SECRETARY
FOR property management firm in Farmington Hills. Answer multi-line phones, voice mail system, filing, copying, typing. Knowledge of Word perfect and Lotus helpful. Excellent growth potential. Call Lorraine
(810) 851-8000

RECEPTIONIST/ SECRETARY
NEEDED full time for non-smoking financial planner's office. Challenging position with health & dental benefits, competitive salary, bonuses and excellent training. $7-$8.50/hr. with room for advancement. Send resume to: GFS, 27400 Northwestern Rd., Troy, MI 48083-1664

FAX to (810) 619-0020

RECEPTIONIST/SECRETARY
Hours 8am to 3pm. Typing, accounts payable, will train. $7 to $7.50/hr. Call Carolyn (313) 455-0900 or fax resume to same number. Sheldon & 5 Mile area.

RECEPTIONIST / SECRETARY
for fast paced Bloomfield law firm. Phones, typing (50 wpm), computer & dictation skills. Word Perfect preferred. Fax resume and cover letter to: 810-647-4727

RECEPTIONIST / SECRETARY
Full time position for Plymouth office. Typing or Word Processing required. Excellent benefit package. Fax resume and wage requirements to: Office Manager, 1510 C Street, Plymouth, MI 48170

RECEPTIONIST
FULL time professional receptionist needed for fast paced office. Must have excellent & clear telephone communication skills, ability to type 50 WPM, & knowledge of Windows in Microsoft Word & Excel. Send salary requirements & resume:
Human Resources Manager, 30600 Telegraph Rd., Suite 3700,
Bingham Farms, MI 48025.

RECEPTIONIST
Full time evenings, front desk, needed for Bloomfield Hills country club. Must be polished, professional & possess exemplary people skills. Excellent wages & benefits.
(810) 644-6262

RECEPTIONIST
Growing manufacturing company is seeking a professional to perform administrative duties. These will include phone receptionist, general clerical duties, typing, mail sorting and computer use (Windows). Experience required in office setting, strong communication skills and flexibility to perform multiple tasks is necessary. Normal scheduled hours will be 8AM to 5PM. Forward resume with salary expectations to:
Admin
P.O. Box 5345
Plymouth, MI 48170
EOE

RECEPTIONIST - Must possess good interpersonal skills, Microsoft Word helpful. Send resume to: 23077 Greenfield, Ste. 410, Southfield, MI 48075 or Fax: 810 557-7796

502 Help Wanted-Office Clerical

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

RECEPTIONIST
8:30am-3pm, Mon-Fri. Must have phone skills, light typing, and computer knowledge. Please call, 8am-4pm: (810) 473-1100

RECRUITER/STAFFING COORDINATOR
Career opportunity. Full time position with staffing corporate sales. Multi office location. Permanent placement or temporary service is adding to staff. If you have experience in temporary, clerical or permanent placement or retail management we offer an excellent salary plus commission, plus highly motivated co-workers who enjoy their job and are helpful. Be rewarded and appreciated.
P.O. Box 760111
Lathrup Village, MI 48076-0112

RIGHT ARM NEEDED
for customer oriented business. Computer literate, good with figures. General office experience a plus. Full time; days. Benefits.
Call Jack: (313) 728-3535

SALES ASSISTANT
Brokerage firm in Downtown Birmingham has an immediate Sales Assistant with experience in the brokerage business. Send resume to:
Attn: Carol, 373 S. Woodward
Birmingham, MI 48009
An Equal Opportunity Employer

SALES ASSISTANT
Large financial service firm looking for 6 Series 7 registered Sales Assistant. Salary commensurate with experience. Send resume to:
Therese Montani, Smith Barney
201 W. Big Beaver, Suite 1250
Troy, MI 48084
Equal Opportunity Employer
Male/Female/Handicapped/Vet
Machine tool sales & service office seeks notable industrious individual to assist in all business activities. Proficiency in Word Perfect or MS Word a must. Additional computer knowledge is an advantage. A high level of verbal and written communication skills is essential. Potential for career growth with historically strong & growing company. We offer a competitive salary & benefits package, including health, dental & 401K. Please send resume to: Pappas America Corp.
30600 Telegraph Rd.
Livonia, MI 48150

SALES SECRETARY
For over 30 years Andersen & Associates has been delivering material handling equipment, products and systems to the Michigan Market. We have an opportunity for someone who is professional growth. Excellent secretarial skills are required to work in our professional, fast-paced environment. Windows 95 & Word Perfect required. Complete benefit package & excellent starting salary commensurate to the successful candidate. Respond with resume and salary history to:
Bob Hedrich
Andersen & Associates
P.O. Box 1015
Wixom, MI 48393
(No phone calls)

SALES SUPPORT REPRESENTATIVE
Due to the rapid growth of our of sales efforts in the leasing of small and commercial equipment, A Troy, Michigan based subsidiary of one of the largest banks in the world has immediate openings.
This position will support the Direct Marketing Manager and the respective sales team. Telephone responsibility will be to support and promote the sales efforts as it relates to the continued growth of our division. The ideal candidate will have strong administrative and customer service skills. Strong written and verbal skills along with basic knowledge of computer systems, Windows, and Word are a plus. Two to four years college education & benefit.
For consideration, please forward your resume and salary history in confidence to:
Human Resource Manager
Samuel Leasing Corporation
P.O. Box 702
Troy, MI 48007-7003
Equal Opportunity Employer
M/F/H/V

SECRETARIAL/BOOKKEEPER
to Trial Balance, full time, computer experience, A/R, A/P, Payroll. Benefits. Salary commensurate. Write: W, Bloomfield/Commerce area.
(810) 669-3060

SECRETARIAL
PART-TIME, for small office in Livonia seeking a Secretary. Clerical, phone, computer experience. Typing skills a plus. Schedule can be flexible for right candidate. Call for more details, Contact Anne Romis, Century 21 Row at (313) 464-7111

SECRETARY
Auburn Hills and Farmington Hills. Strong Word and Excel. Temp to Perm. $10-$12/hr.

CUSTOMER SERVICE
Auburn Hills and Southfield. Must have computer skills and CSR experience. $8.50-$10/hr.

OAKTEC
"The Personnel Studio Store"
Farmington Hills 810-488-0464
Auburn Hills 810-377-4070

SECRETARY
CAREER oriented secretary needed for full time position in Engineering office. Knowledge of Lotus, Word Perfect required. Must have good communications skills & phone etiquette. Competitive pay & benefits.
Call Dusty: (313) 537-7500
An Equal Opportunity Employer

SECRETARY
Computer skills, good speaking & writing ability. Mon-Fri, 1-6pm. Self-starter, detail oriented. Southfield area.
(810) 354-0121

SECRETARY
ENHANCE your career and interact with caring professionals in the warm atmosphere of a major Detroit health care headquarters. Also suburban offices. Long term positions. Salary $9-$13.50/hr. Benefits.
Call Sue
Farmington/Livonia Birmingham
473-2331 646-7661

Advantage Staffing

SECRETARY
experience in computer, phone communication, have grammar & administration skills.
BOOKKEEPER - FULL CHARGE duties. Include: general ledger, accounts payable/receivable, thru financial statements. Must have computer experience.
Temp to full time, references required.
Farmington Hills flower wholesaler.
Call (810) 553-0647

SECRETARY
FOR data entry and answering phones. Some computer knowledge helpful. Call: (313) 849-2964

SECRETARY - FULL TIME
Experienced, Rochester Hills. Accounts payable/receivable, Word-Perfect.

SECRETARY
F/L/Ins. for personal injury law firm in the Birmingham area.
FAX resume to: (810) 258-6047

SECRETARY
MINIMUM 3 yrs. experience for small Southfield law firm. Will train. Proficiency with MS Word, Excel.
(810) 353-5432

SECRETARIAL
Needed, small office in Troy. Some experience necessary.
810-689-3730

502 Help Wanted-Office Clerical

SECRETARY
Human Resources department of large property management/commercial real estate company seeks secretary. Knowledge of Microsoft Word required. Duties include scheduling, typing and interviewing applicants and miscellaneous clerical duties. Confidentiality a must! Ideal candidate has strong organizational skills, be a team player and enjoy meeting new people. Full time benefits package to include vacation and 401(k) eligibility.
Please send resume with salary requirement to:
Ms. L. Sherr
P. O. Box 267
Southfield, MI 48037

SECRETARY
Immediate opening in busy, fast-paced office at Wayne State University in the Department of Psychiatry and Behavioral Neuroscience. Duties include: typing, processing of grant proposals, correspondence and labs, maintaining files and databases, monitoring and applying schedule meetings, and assist in updating research accounts. Must have demonstrated knowledge and experience in word processing, minimum typing 60 wpm, experience. Experience with the Internet, plus medical terminology. Ability to take dictation and transcribe from tape. Applicant must document good organizational and interpersonal skills, dependability, and an ability to work with minimal supervision. Salary range: $18,825 - $23,790. Send resume, referencing Posting #96-97-PSY-Sec-Research, to: Wayne State University
Employment Services, Detroit, MI 48202. Wayne State University is an equal opportunity/affirmative action employer. All buildings, structures and all grounds at WSU are smoke-free. Wayne State University - People working together to provide quality service.

SECRETARY
Livonia, Farmington area. Full time position available for a mature, dependable person with at least 5 years experience. Individual should possess strong word processing skills (55-70 wpm) and/or bookkeeping experience for high volume of typing. Candidate must also have a excellent grammar and punctuation skills with the ability to prove own work. Must be highly organized and accurate with attention to detail. Please send resume with salary requirements to: Pat Vaughn at Epps, Antonsetten & Watson, P.C., 17600 Newburgh, Suite 101, Livonia, MI 48152 or Fax: (313) 464-1951

SECRETARY
Needed immediately. Must be organized & motivated. Typing 50 wpm, Word Perfect and Quickbooks Pro knowledge a plus. Will train right person. Call Dan at 248-356-0602
Or fax resume 810-594-9525

SECRETARY
OUR companies offer their employees the latest in computer technology, excellent earning potential, and growth opportunities. We need your large presence and the ability to interact with clients.
To $30K+ DOE + Bonuses
Birmingham Farmington/Livonia
646-7661 473-2331

Advantage Staffing

SECRETARY
Part time. Typing, word processor, bookkeeping experience. Mon-Fri, 1-4:30
(810) 960-1668

SECRETARY
PART time secretary, flexible needed in residential office. (810) 647-2343

SECRETARY POSITION, 1 person office. Send resume to: P.O. Box 1, Novi, MI. 48376-0001
810-349-5666

SECRETARY
Qualified candidates will have experience with Word Perfect and DOS. Pleasant but necessary type 50 wpm. Duties include typing, data entry, filing, telephone, light bookkeeping, mailroom, and other general office duties. Send your resume and salary requirements to:
Attn: JTOA
Detroit Testing Laboratory, Inc.
P.O. Box 699
Warren, MI 48090-0669
Equal Opportunity Employer
Male/Female/Handicapped/Vet

SECRETARY/RECEPTIONIST
Southfield law firm. Some experience required. Contact Office Manager, Dunn, Miller & Co., P.C.
(810) 357-3550

SECRETARY/ RECEPTIONIST
wanted for Southfield mortgage company. Basic computer skills a must. Tom or Marjorie (810) 569-6111

SECRETARY/RECEPTIONIST
PART-TIME position available in busy real estate office in Canton/Plymouth. Responsibilities include: answering phones, typing, filing and light computer work. Call Gary Jones at 313-459-9699

SECRETARY/ SERVICE Co.
Self motivated, with typing skills, office computer experience. Livonia.
(810)685-6314

SECRETARY - typing (50 WPM), WP & Lotus skills required. Telephone & order processing main objective. Resume to Karen Kiss, CLS, 1363 Anderson, Clawson, MI 48017

SECRETARY WANTED
Filing, A/P and A/R tasks. Computer experience helpful. Good phone skills a must. $7.50+ to start. Review Mon-Fri, and weekends available after 6 months. Send resume: 16777 Warnman Rd, Rochester, MI 48306

SECRETARY/WORD PROCESSOR
Fast paced professional growing environment. Excellent leadership and meet. Responsibilities include: word processing using WordPerfect for Windows 6.1, telephone answering, filing, running errands, and other miscellaneous tasks. Office hours 9-5:30pm daily, some overtime available. Send resume and salary to: McKenna Associates, Inc. Attn: Business Manager, 32500 W. Twelve Mile Rd., Ste. 165, Farmington Hills, MI 48334 EOE

SECRETARY - 1 person office, full time, customer service, typing, data entry, invoicing, accounting. Experienced. Farmington area. 810-476-7100

SWITCHBOARD OPERATOR
Immediate opening for switchboard operator in Plymouth/Canton area. Knowledge of Word Perfect helpful. Fax resume, forward resume with salary requirements to:
Box #1629
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

TELEMARKETER / RECEPTIONIST
Must have phone sales skills, maintain good customer relations. Responsibilities will include: answering phones, order entry on computer, typing, filing and other general office skills. Full time with benefits. Send resume to:
Box #1605
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PROFESSIONAL TELEMARKETERS
FULL TIME
Company immediately needs 2 aggressive, assertive people with telephone experience. New office in the West Bloomfield/Commerce area. Casual dress & friendly working environment. $7.50/hr. Call Paula at: (810) 624-2400 for phone interview.

TELEPHONE INTERVIEWER
Full or part-time. Good people skills. Non-smoker. Ask for Linda.
(810) 723-8300

502 Help Wanted-Office Clerical

SWITCHBOARD OPERATORS
Immediate positions available in the Novi, Southfield and Livonia areas for experienced Switchboard Operators. Ideal candidates possess professional and friendly phone demeanor and enjoys working in a fast-paced atmosphere. Competitive salary commensurate with qualifications. Please call for more information.
PERFORMANCE PERSONNEL
"Performance Pays"
313-513-5023

Switchboard Operator
Handleman Company, a NYSE traded International wholesaler of music, video, books and computer software is now hiring for a position exceeding $1 billion, has an immediate opening for a Receptionist/Switchboard Operator.
Qualified candidates must possess:
- 2-3 years receptionist experience with a multi-line switchboard.
- Excellent command of the English language including good diction and appropriate vocabulary.
- Professional appearance, demeanor, and speech, excellent command of the English language, and strong interpersonal skills with visitors, and callers.

Please send resume, which must include salary requirements to:
HANDLEMAN COMPANY
500 Kirts Blvd.
Troy, MI 48084
Attn: Human Resources RC
An Equal Opportunity Employer

THIS IS THE BEST AD !!!!
LEGAL SECRETARY
PARTNER POSITION
Southfield P.I. firm seeks professional secretary for busy partner. Applicant must be proficient in WordPerfect and have excellent communication and organizational skills. Must have Litigation experience. Excellent starting salary and benefits.
Call (810) 840-9000
or Fax resume to:
(810) 948-9494

TRANSCRIPTIONIST - needed full time for fast paced office in Wixom area. Applicant must type 50-70 wpm and have transcribing experience. Benefits offered. Call Barbara, DeChampilain, C.R.A., Woodward Realty, 24901 Pontiac Trail, 3500, Bingham Farms, MI. 48025.

TRANSCRIPTION TYPIST
Full or part-time position in Southfield office. Must be accurate & capable of proofreading. Fax resume to: Tasko Associates, Inc. 810-353-9420

TRANS NATION Title Insurance company is looking for an experienced person to work at our Oakland County building. Please contact Mike Kisiel at: (313) 425-7500

TROY BASED wholesaler looking for a motivated, organized accounts payable/receivable specialist. Send resume with salary requirements to: Kellen, PO Box 1805, Troy, MI 48099

TYPING AND CLERICAL OFFICE WORK Full time. Must have good accurate typing skills w/ knowledge of MS Word & MS Windows. Insurance experience helpful. Fax resumes to: K.B.G. at 313-525-0937

TYPIST/RECEPTIONIST
Part-time 3 days a week. Excellent position. Good typing skills required, some experience typing invoices and business letters helpful. Send resume to: 1155 Welch, Comerica, Ste. 1, Plymouth, MI. 48170

WE'RE LOOKING FOR SMOOTH OPERATORS
Adecco, (formerly ADIA Personnel Services) currently has excellent opportunities available for qualified switchboard operators in the Novi, Southfield and Farmington Hills areas.
Requirements include previous multi-line phone experience and the ability to work in busy office environments.
Call Adecco today & be working tomorrow.
Adecco
THE SMART PEOPLE PLACE
(810) 442-7800
EOE Never a Fee

WEST BLOOMFIELD
A National Brokerage firm has immediate full time openings for:
+Sales Assistants
+Receptionist
Must be detail oriented & well organized. Experience a plus. Benefits. Fax resume to Mary Stern at (810) 737-8400 or call at 1-800-537-4509 EOE

WORD PROCESSING
Immediate part-time and full-time positions available. Must have excellent knowledge of Word-Perfect, Microsoft Word, or Excel. Resumes and interviews required. Serious candidates only! Call today for an appointment.
Adecco
THE SMART PEOPLE PLACE
(313) 525-0330
EOE Never a Fee

WORD PROCESSOR
NOVI
Full time position available in a busy non-smoking legal/medical Novi office. Must have pleasant professional out-going persona with developed computer/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

502 Help Wanted-Office Clerical

4 CLERICAL positions available for various shifts. We offer $9-$12/hour, depending on experience. Looking for enthusiastic individuals who are eager to learn. Mon.-Sat. Must be detail organized & responsible. Duties include data entry, answering multi-line phone system, light accounting, scheduling appointments, filing, etc.
Tool's Service Inc.
7975 M-36
Hamburg, MI 48139
(810)231-2778
FAX (810)231-4778

504 Help Wanted-Dental

CHAIRSIDE ASSISTANT
Experienced for active periodontal office. Full-time/benefits. Call Mon, Tues & Fri, 9-5pm: 810-350-2220 Tues & Thur, 9-5pm: 313-882-2233

DENTAL ASSISTANT
Friendly & quality oriented Dearborn Heights Periodontal Office is looking to increase its full-time staff. If you are experienced in 4-handed dentistry, a skill starter, mature, dependable & enthusiastic individual. Call Ann
(313) 277-0510

DENTAL ASSISTANT needed. We will train. Mature, career minded, reliable, hard working, enthusiastic applicants only for growing fast-paced General practice with 2 locations. Full & part time available. Must be able to work evenings & occasional Sat's. Competitive wages & benefits. (313) 522-2150
(313) 533-8150

DENTAL ASSISTANT - experienced, 30 hrs. per week. Clean, friendly Dearborn office. Excellent salary. Call Mike & Laheer. (810) 333-5688

DENTAL ASSISTANT
Full time. Experienced.
Johns and Johns Dentistry
Call: (313) 425-2130

DENTAL ASSISTANT- Full time position in Livonia. Must be experienced, enthusiastic individual. Top salary & excellent benefits for the right candidate. (313) 722-5130

DENTAL ASSISTANT -Experienced Orthodontic Assistant part-time with flexible hours in Northwest Wayne land. Top salary to proper candidate. Call: 313-722-0130

DENTAL ASSISTANT - Come work for our growing office. Are you Expressive, Yes!, Motivated, Yes! We are a personal quality office. Call Cindy, Royal Oak. (810) 541-1388

DENTAL ASSISTANT
Endodontic Specialist in Livonia seeks a part-time experienced Dental Assistant with x-ray certification.
Please call: (313)459-8844

DENTAL ASSISTANT
Experienced for Lathrup Village general practice. Call Ann: (810) 557-3580

DENTAL ASSISTANT
Part or full time Spokane Dental Clinic, Northville. 810-349-7560

DENTAL ASSISTANT Looking for full time assistant for our Birmingham office. Willing to train. Call Joan:
(810) 647-1109

DENTAL ASSISTANT - full time, experienced, with expanded duties, $12/hr plus medical, modern Bloomfield office. Call 810-642-5430

HYGIENIST for busy pediatric dental office. Must have exceptional communication skills. Hygiene experience are not a requirement.
Call Michelle (810) 261-5872

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
needed Thursdays for modern, friendly, beautiful Southfield office.
(810) 358-8780

★ DENTAL HYGIENIST
Part-time. Excellent pay rate. Northville location.
Call 830-349-4111

DENTAL HYGIENIST
Enthusiastic, caring and dedicated individual for a patient-centered practice. Seeking exceptional team player, exceptional hygiene skills. Part-time. Send resume to: Dental Office, 24275 Northwestern Rd., Northville

DENTAL OFFICE MANAGER
Growing dental corporation is seeking result-oriented, motivated professional with 2+ years dental practice experience and 1 year of supervision experience for Troy office. Dental software experience preferred. Excellent salary and benefits package.
Please call: 810-351-3789
or fax resume to: 810-304-2698

DENTAL / RECEPTIONIST
Full-time. Salary commensurate with experience, benefits package available. Livonia area.
(313) 427-7555

DENTAL ASSISTANT
Growing, quality, Livonia practice seeks motivated, dependable team member for patient relations. Reasonable hours. (313) 464-1827

DENTAL RECEPTIONIST
Full-time available in Livonia office. Must have dental experience and computer knowledge preferred. Excellent salary & benefits.
(313) 336-3400

DENTAL RECEPTIONIST/ ASSISTANT for friendly Farmington office. Dental and insurance experience a must. (810) 478-3255

DENTAL RECEPTIONIST
Full or part-time for busy practice in Canton. Prefer someone with dental or medical, friendly person with dental experience. (313) 981-4040

DENTAL TECHNICIAN
C & B Model Tech. Full or part time
(313) 728-2200

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

HARD WORKING person needed to manage busy dental office. Demanding, challenging job, high reward. (810) 646-6363

HYGIENIST
CHECK US OUT!
Part-time Hygienist for emalgam-free practice in Livonia. Great hours: Tuesdays 3:00pm 8:30pm; Thursdays 8:30am-2:30pm; and Saturdays 7:30am-1:30pm. (313) 462-4950

HYGIENIST for busy pediatric dental office. Must have exceptional communication skills. Hygiene experience are not a requirement.
(313) 261-5872

HYGIENIST

If one of your professional goals is to make a difference in people's lives, if you are a dedicated hygienist who wishes to combine superlative clinical skills with caring empathy to influence patients to accept excellent dental care, and if you want to make a successful contribution as a health-care professional, our part time hygiene position may be just the opportunity you're looking for. An attractive benefit package and competitive salary are commensurate with experience. Please send your resume to: Human Resources Department, 30600 Telegraph Rd., Suite 3700, Bingham Farms, MI 48025. Please call Jill at Dr. Quinn's office: (810) 474-0600

MEDICAL BILLER
Full-time for Bloomfield Hills office. Must have dental insurance & computer experience. Excellent salary & benefits. Flexible hrs. 810-642-6430

NON SMOKING Plymouth office seeking an exceptional full time person! Are you enthusiastic, organized and detail oriented? Do you like assistant and also help the business office? Dental experience preferred. Send resume to: 3360 or fax resume to 313-453-6223

OFFICE MANAGER
For busy Dearborn/Bloomfield Hills dental practice. Computer experience required. Full benefits and competitive salary for qualified sharp individual. (810) 642-8130

ORTHO ASSISTANT
Pleasant, Bloomfield Hills office. Excellent people skills required. Full time. Experienced preferred. Outstanding benefits for the right individual. Call Robin: 540-9768

ORTHODONTIC ASSISTANT
For a one doctor practice. Full-time. Must have orthodontic experience. Competitive wages & benefits & 401(k) plan to the right applicant.
Call (810) 435-8151
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ORTHODONTIC CHAIRSIDE ASSISTANT
4 day week. Experienced. Pleasant Dearborn office. Excellent benefits. Good working conditions and benefits. Clarence. (810) 436-2000

PEAK PERFORMERS is interviewing Dentists & assisting teams and dentists placements. Call our hiring service for more information. We welcome referrals. Experienced.
(810) 477-5777 EOE

No Fees

CLINICAL DENTAL ASSISTANT
Busy Southfield practice. Experience, references, industrious, & dependable. 810-788-2711

RECEPTIONIST
Growing quality oriented Troy dental office desires enthusiastic, Receptionist. Outstanding environment & benefits. Perfect for dental assistant looking for new opportunity. Call Michelle at 810-528-0700

504 Help Wanted-Dental

DENTAL ASSISTANT
Large Southfield office seeking the work horse of dental assistants. Must be experienced, friendly and enthusiastic. Join our great working environment assisting a wonderful boss. Full time position. Great benefits, medical, life, 401(k).
Call (810) 443-1330

DENTAL ASSISTANT - for busy Bloomfield Hills office. Full time for right person. Full/part time, high payout. 810-642-6130

DENTAL ASSISTANT full time. Experience required. Competitive wages & benefits for progressive Livonia office. Contact Sandy at (810) 471-0345

DENTAL ASSISTANT
& OFFICE MANGER
Full-time, for dental office in Dearborn. Call Sue: (313) 582-1225

DENTAL ASSISTANT
Experienced, full time, medical, profit sharing & more. Dearborn Hts.
(313) 565-0373

DENTAL ASSISTANT - for busy oral surgery office in Livonia. We are adding to our staff. Experience necessary. Call (313) 425-2200

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

DENTAL ASSISTANT
full time position available for busy Auburn Hills family practice. Experience preferred but willing to train. (810) 652-5222

DENTAL ASSISTANT
A friendly Livonia office needs experienced dental assistants. Part-time and full-time. (313) 591-3208

DENTAL ASSISTANT
FULL TIME
Dearborn Heights (Ford Rd & Beech Daly) 313-278-4700

DENTAL ASSISTANT
Administrative, caring and dedicated individual seeking longevity as a team player, experience or technical training preferred. Part-time. Send resume to: Dental Office, 24275 Novi Rd., Novi, MI 48375

DENTAL BUSINESS ASSISTANT
Experienced. Full time. Mature, people oriented team worker. Recall & computer knowledge.
Livonia. (313) 425-7010

DENTAL HYGIENIST
Needed immediately, modern Livonia office. 12-18 hrs/wk, afternoons. Call
(810) 476-1960

DENTAL HYGIENIST
Renaissance center dental office seeks temporary Hygienist for maternity leave beginning end March, for 3-5 weeks. Off March 28 thru April 11.
(313) 259-0300

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

★ Dental Hygienist ★
Part-time position available in our Livonia office. Excellent salary.
Call (313) 326-3636

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