502 Help Wanted-Office Clerical

PERSONNEL COORDINATOR
Ambitious individual needed for a temporary placement service in Livonia. We are providing assistance in: Recruiting, Interviewing, Placing, Interviewing and job placement. Excellent customer service skills. Must be learning, must be self motivated and exhibit an exceptional personality. The ideal candidate will find this position both challenging and rewarding. Company compensation commensurate with qualifications. Full health and dental benefits. Please send resume with cover letter and salary history to:
PERFORMANCE PERSONNEL
Performance Plus
33613 Five Mile Road
Livonia, MI 48154

RARE DIVERSE OPPORTUNITY
CLERICAL / BOOKKEEPING SKILLS
An established retail company (General sales) is looking for an super self-motivated individual to assist the CEO, Comptroller and Advertising Manager. Must be able to "Wear Many Hats" occasional overtime may be required. Great benefits. Salary commensurate with experience. Send resume to Human Resource Manager at:
PO Box 2040
Detroit, MI 48202

REAL ESTATE
PERSONAL ASSISTANT
Prefer experience in Real Estate area or will train the right person. 8 hours, 2 3:30pm's days, $7.00/hr. + bonuses. (810) 347-2000

EVENING RECEPTIONIST - for Farmington Hills real estate office. Hrs: Aton - Fri., 5-8pm. Please send resume to Attn: Carolyn, 3100 Northwestern Hwy., Suite 101, Farmington Hills, MI 48334. Call 810-626-9100 or fax resume to 810-626-3761.

Receptionist/Administrative Assistant
Growing manufacturing company is seeking a professional to perform administrative duties at our position headquarters. These will include phone receptionist, general clerical duties, typing, mail sorting and computer use (Windows 3.1). Years of experience preferred in office setting, strong phone manner and ability to perform multiple tasks is necessary. Normal scheduled hours will be full-time. Forward resume with salary expectations to:
Receptionist
P.O. Box 5645
Plymouth, MI 48170
E.O.E.

RECEPTIONIST/ ADMINISTRATION - LIVONIA
Dickson Associates has an immediate opening in a receptionist/ administrative support position for Livonia office. This person will be responsible for making a multi-line phone system, filing, data entry, and overall clerical support. Other responsibilities include ownership to responsibilities, good computer skills and flexibility to perform multiple tasks is necessary. Normal scheduled hours will be full-time. Forward resume with salary expectations to:
Receptionist
P.O. Box 5645
Plymouth, MI 48170
E.O.E.

RECEPTIONIST
Full-time, Enthusiastic, energetic. Great patient, phones, filing. Birmingham/Southfield area. Jackie or Louise. (810) 647-5320

★RECEPTIONIST★
FULL-TIME, for Birmingham law firm. Legal experience preferred. Please fax resume to: (810) 258-6047

RECEPTIONIST - full time. General office experience. Typing a must. Good phone skills. Apply in person: 4965 Bellevue Rd., Canton.

RECEPTIONIST
Full/part time, afternoons & some Sats. for busy veterinary clinic. Must be cheerful, motivated, excellent phone skills. Apply to: Wescott Vet's animal care Center, 24429 Grand River Ave., Detroit, MI 48219.

RECEPTIONIST
Full time, 5 days, for busy Plymouth office. Salary/benefits. Must have clear, pleasant voice & be able to handle multiple tasks at once. Typing a must. Send resume to:
LOCKHART AIR CORPS
45900 PORT ST.
PLYMOUTH, MI 48170

RECEPTIONIST
Full time for an engineering firm headquartered in Plymouth. Microsoft Word/Windows, typing 50 wpm, and ability to handle multi-line phone system required. Professional demeanor & positive attitude a must. Full benefits. Send resume to:
REP, P.O. Box 7004
Plymouth, MI 48170

RECEPTIONIST - General Administrative. Full-time. Word processing, spreadsheet, data entry. Send or fax resume to: 40634 Grand River, Novi, MI 48375. Fax: 810-474-2171

RECEPTIONIST/ GENERAL OFFICE
Entry level position. Computer experience necessary. Pleasant phone manner. Filing & typing. Start immediately. Troy area. 810-729-0500

RECEPTIONIST
IMMEDIATE full time, experienced. Birmingham location. Benefits. Fax resume to 810-642-0006 or send to Title Insurance, 1000 Woodward, Suite 101, Bloomfield Hills, MI 48304 Attn: Kathy.

RECEPTIONIST
Looking for individual to answer phones & do minor typing. Must have excellent phone voice. Call Credit Financial. (810) 353-1000

RECEPTIONIST
Machine Tool Distributor looking for a professional individual with a pleasant personality to answer busy phone lines. Other duties include light typing, filing and misc. general office duties. Salary based on experience. Benefits package includes 401K. Send resume to: Recptionist, PMC Machinery Inc., 14600 Keel St., Plymouth Twp., MI 48170
An Equal Opportunity Employer

RECEPTIONIST
NATIONAL Real Estate firm seeking individual with ability to handle multi line phones. Candidate should have good organizational skills, Microsoft Office knowledge, and ability to handle several tasks at once. Send resume to:
Equis
30700 Telegraph, Ste. 1500
Bingham Farms, MI 48025
OR FAX (810) 258-8979
Attn: Rebecca

Receptionist needed for large real estate firm. Benefits provided. Call Laura Palazzolo for more information. *(810)299-1250

RECEPTIONIST
Need for busy S. Lyon & Novi Pulmonary office near Meijer. Ask for Lynn or Pam at (810) 437-1112

RECEPTIONIST NEEDED IN ROCHESTER HILLS
Preferably 2 yrs phone experience. Must be able to stand up to 8 hours. Knowledge in Microsoft Word & Excel a plus. Full benefits package. $7.00 Call for interview: (810) 608-0755 Or Fax resume: (810) 608-0758

RECEPTIONIST/CLERICAL PERMANENT PART-TIME
Troy office of growing worldwide accounting consultants seeking enthusiastic individual to perform general office duties. Must be proficient at telephone, filing and light typing. Hours 1:00 PM-5:00 PM. Computer skills a plus. Please FAX resume to: Office Manager, Fax(248) 619-2015

RECEPTIONIST
Company in Berkley seeking a dependable, conscientious, willing and trustable individual with the following qualifications:
Typing 35wpm
Basic PC knowledge
Pleasant voice & good phone etiquette
Call Karen at: (810) 543-1653

RECEPTIONIST
Dickinson Hills real estate office has opening in fast paced Clerical Group for a motivated clerical person. Answer phones, file, fax, light typing in our fast paced office. Real estate experience preferred but not necessary. Please call for an appt. before 4:00 & ask for:
MARIE
(810) 653-9130

502 Help Wanted-Office Clerical

RECEPTIONIST/ CUSTOMER SERVICE
Join Ethan Allen, a leader in the fine home furnishings industry, in an excellent career opportunity. We are seeking conscientious individuals to meet and greet customers as well as general clerical/ telephone duties. A pleasant personality and professional appearance are demanded and are essential. Please send resume or apply in person:
Ethan Allen
275 North Woodward
Bloomfield Hills, MI 48009
Phone (810) 540-8558
Fax (810) 540-9778
We Are An Equal Opportunity/ Affirmative Action
Employer
M/F/D/V

RECEPTIONIST/FILE CLERK
Legal experience preferred. Please fax resume to: (810) 258-6047

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LOCKHART AIR CORPS
45900 PORT ST.
PLYMOUTH, MI 48170

RECEPTIONIST
Full time for an engineering firm headquartered in Plymouth. Microsoft Word/Windows, typing 50 wpm, and ability to handle multi-line phone system required. Professional demeanor & positive attitude a must. Full benefits. Send resume to:
REP, P.O. Box 7004
Plymouth, MI 48170

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(810) 653-9130

502 Help Wanted-Office Clerical

RECEPTIONIST
PART TIME - FLEXIBLE HOURS
EVENINGS & WEEKENDS
Answer multi-line phone, light typing, filing
DENISE TERRY
(810) 855-2000

RECEPTIONIST
Part-Time Weekends
If you can provide some beautiful surroundings, then this is your lucky day. Peachwood Inn is looking for a weekend receptionist to answer phones, greet visitors and perform various office tasks. Apply in person at:
Peachwood Inn
3600 W. Big Beaver Blvd.
Rochester Hills, MI 48309

RECEPTIONIST/PART TIME 6PM - 11PM & every other weekend. $6.50/hr.
Apply at Grand Court Novi,
43182 West Rd., Novi
(810) 668-5300

RECEPTIONIST
part time position for busy Livonia family practice office. Requirements: analog tacs, flexible hours, knowledge of plus. Please send resume to: Receptionist, 1577 N. Woodward Suite 210; Bloomfield Hills, MI 48304

RECEPTIONIST for property management office in Canton/Westland area, applicant must have general office skills, organizational skills & customer relations. Full time position Mon. thru Fri. & every other weekend. Excellent starting salary & benefit package. Please send resume or fax to 313-455-1159. Box #16040
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
For Livonia CPA firm, answer phones, greet clients, typing and filing. Send resume to:
Swad & Company
38701 7 Mile Rd., Ste. 245
Livonia, MI 48152

RECEPTIONIST
For rapidly growing industrial heating and power transmission distributor in Livonia. Responsibilities for position include answering phones, light filing, and distribution of internoffice mail. Individuals with these skills should apply or fax resume to:
BEARING SERVICE, INC.
13400 Newburgh
Livonia, MI 48150
fax 313-591-1658
An Equal Opportunity Employer

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Full-time. Enthusiastic, energetic. Great patient, phones, filing. Birmingham/Southfield area. Jackie or Louise. (810) 647-5320

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MARIE
(810) 653-9130

502 Help Wanted-Office Clerical

SALES SECRETARY
Brass Craft Manufacturing company has an immediate opening in its headquarters office. Essential job function includes extensive telephone work, typing, filing, and customer service as well as all other general office duties. Ideal candidate will have a minimum of 2-3 yrs. secretarial experience, a High School diploma, proficiency in Word, Excel, Lotus, and communication skills both oral & written, as well as positive interpersonal skills. For consideration please submit your resume to:
BRASS CRAFT MFG. CO.
ATTN: DIVISIONAL
P.O. Box 8032
Novi, MI 48376-8032
Equal Opportunity Employer
M/F/H/V

SECRETARIAL/CLERICAL POSITION
available in a non-profit organization in Detroit's cultural center. As part of a team provide secretarial support to 84 department performing standard & some advanced secretarial work. Responsible for production of monthly newsletter, flyers, and booklets.
Qualifications include: education in secretarial skills or comparable experience. Minimum keyboarding of 50 wpm. Minimum 3 years secretarial experience. Knowledge & experience in word processing, standard office machines, knowledge of word/spreadsheet & desktop publishing software. Proficiency in Word for Windows preferred.
Office Systems Dept.
4800 Woodward Avenue
Detroit, MI 48201

SECRETARIES $21-$30K
Administrative, Legal, Medical, exposure. Bi-lingual skills & plus! Professional, friendly and strong customer service background. + Project Management experience opportunity up to 4 project managers. + All positions require 50-60 wpm, MS Word & Excel. + Call Today!
Call/fax resume to: Gloria
810-532-1170, Fax 810-932-1214.
Harper Associates, 29670 Middlebelt, Farmington Hills, MI 48334

SECRETARY/ ADMINISTRATOR
Small growing software firm has need for organized, detail oriented office administrator/secretary. Must possess strong general office and phone skills. Please send or send resume to: Solutions Soft Software Solutions, 21800 W. 10 Mile, #210, Southfield MI 48075. Attn: 810-352-7040

SECRETARY AUTOMOTIVE
Expanding major supplier has new long term suburban openings. The unique opportunity offers top pay for experience. Temp to perm opportunity. Call Sally 473-2931
Farmington/Livonia Birmingham
473-2931 642-7561

Advantage Staffing

Secretary/Bookkeeper
Must have experience in all aspects of accounts receivable, accounts payable & payroll, salary, some knowledge of payroll systems for bookkeeping; also knowledge of mortgage insurance forms & tax returns. Must be organized. Call Sandy Hamilton at:
(810) 585-5305

SECRETARY
CPA firm is seeking a dependable person to join our tax preparation department. Applicant must possess good computer and organizational skills. Send resume to:
Hermes Allen Co., 30200 Telegraph, Ste. 165, Bingham Farms, MI 48025, Attn: KMB

SECRETARY/CUSTOMER SERVICE
Manufacturers Rep requires full time Secretary with Microsoft Office experience. Must have excellent telephone and customer interface experience helpful. Salary commensurate with experience. L. Montgomery Assoc. Inc., P.O. Box 2726, Farmington Hills, MI 48333-2726 or FAX 810-489-0189

SECRETARY CUSTOMER SERVICE
Dynamic Sales Company in Livonia is a busy real estate company front desk. Must be proficient in WordPerfect for Windows 195 & Lotus 1/2/3 and excellent phone manners. Salary range $9-$11 an hour plus full benefits package. Fax resume to Joanne (810) 557-4442 or mail to:
AH-EL ENTERPRISES
29548 Schoolcraft, Suite 200
Southfield, MI 48076

SECRETARY - Data Processing. Requires excellent typing, computer, English and math skills. Able to communicate effectively with staff, students, parents & public. 40 hrs/wk., 52 wks/yr. Available August 1997. $12.60/hr. with great benefits package. Personnel Director, Troy Schools, 4400 Livernois, Troy, MI 48098.

Secretary/Escrow Officer
Desired by small title insurance agency. Salary & benefits commensurate with experience. Competitive, typing, accounting & computer experience required. Send or fax resume to: Fidelity Title Co., 32100 Telegraph, Ste. 215, Bingham Farms, MI 48025 Fax: (810) 642-0935

SECRETARY
EXECUTIVE ASSISTANT
Career opportunity in Bloomfield Hills. Work with caring professional executives in the warm atmosphere of this "small firm" Detroit Metropolitan area. Also Farmington and Auburn Hills locations. Call Daily
Farmington/Livonia Birmingham
473-2931 642-7561

Advantage Staffing

SECRETARY EXPERIENCED in handling construction liens insurance, workers compensation reports, 401K, business letters.
(810) 437-7521

SECRETARY for busy Farmington office. Full or part time. Excellent wage & benefits. References required. (810) 626-3120

SECRETARY
For national property management firm, national property management firm. Front desk position requires strong communication, telephone & organizational skills, excellent benefits. Contact Human Resources Manager, Personnel, 25600 Greenfield, Suite 326, Oak Park, MI 48237 or fax to: 810-967-0602

SECRETARY - Full or part time. Office skills, typing, computer literate helpful. Retail/service office. Call Sam at (810) 626-4108

SECRETARY - FULL TIME
Must have excellent Word Processing and Phone skills. Call Franklin Financial Investments, ask for Mrs. Wilson at (810) 262-8610

SECRETARY
Full time in Plymouth/Canton area. Computer knowledge, typing, accounts payable & receivable.
(313) 850-0363

SECRETARY
Full time secretary wanted for national construction company. Excellent computer literacy required. Excellent interpersonal skills required. Send resume & salary requirements to:
PO Box 2000
Livonia, MI 48151-0934

SECRETARY
No experience necessary. Part-time, flexible hours, $6.25 per hour. Apply in person: Advance Biomedical, 30033 Schoolcraft, Suite 98, Livonia. (313) 522-3140

SECRETARY/ OFFICE MANAGER
Downtown Birmingham. Part time, flexible hours. Bookkeeping experience required.
(810) 258-0574

SECRETARY
OUTGROWING manufacturing facility is looking for an experienced secretary. Duties include typing, petty cash, travel arrangements, & heavy phone responsibility. Experience in WP, Word, and Excel a must. Minimum 3-5 years experience necessary. Excellent benefit package offered including enhanced paid holiday schedule, medical, dental, vision and 401K plan. If interested send resume salary requirements to:
TECHNI Corporation
0661 Chicago Road
Warren, MI 48092
FAX: (810) 978-0034

502 Help Wanted-Office Clerical

SECRETARY - Part-time for estate planning/corporate attorney. Legal experience not necessary. 3-5 days per week. Southfield/Farmington Hills/Livonia. Fax resume to 810-355-4468

SECRETARY
PART TIME
Bloomfield firm seeks experienced, professional secretary. 2 or 3 days a week. Person must be dependable, organized and pleasant. Excellent telephone and computer skills required. Please call 810-646-7150

Secretary - Part Time
The Taubman Company has an opening for part time clerical support in our Executive Offices. Responsibilities include 2-3 years secretarial experience, proficient with Microsoft for Windows & E-Mail. Lotus Notes a plus. Word or Lotus experience. Call Mary Ann Mondy-Friday, 8 to 5 pm. Qualified applicants forward and fax resume & salary requirements to:
The Taubman Company
Human Resources Department
200 E. Long Lake
Bloomfield Hills, MI 48303-0200
Fax: (810) 258-7693
Attn: Employment
No Telephone Inquiries
E.O.E.

SECRETARY
Professional Southfield firm seeks front desk Receptionist/Secretary. Duties include answering phones & a wide variety of Secretarial tasks including Word Processing & office administration. Ideal candidate will have a minimum of 3 yrs. office experience, familiarity with Microsoft Windows. Excellent work environment, compensation & benefits package. Please send resume in confidence to: 1017 N. Woodward, Suite 211, Bloomfield Hills, MI 48304.

SECRETARY/RECEPTIONIST - Full time. Farmington Hills entertainment agency. Pleasant telephone voice, good typing & secretarial skills required. Call or send resume to: 810-533-7312 or 810-553-9068

SECRETARY/RECEPTIONIST
Full time. Medical terminology helpful. Computer literate. Knowledge of insurance & communication skills. Excellent pay & benefits. Apply in person: West Trail Nursing Home
305 W. Ann Arbor Trail
Plymouth 313-453-3963

SECRETARY/ RECEPTIONIST
Must know Microsoft Word and be able to handle multiple projects. Medical/Dental office. Full time. Salary & benefits including 401(k). Send resume to Human Resources:
Nancy Cheeny
Pediatric Special Care
755 W. Big Beaver, Suite 410
Troy, MI 48084
(810) 362-4110

SECRETARY
SHARP, Inc. is looking for a secretary to train as legal secretary. Excellent salary and benefits package. FAX resume: 810 737-4362.

SECRETARY- State Farm Insurance sales office. Computer skills a must. Bring resume. Call Bill or John for appointment. (313) 427-1731

Secretary to Administrator
Private school Birmingham/Bloomfield Hills. Excellent typing, spelling, grammar, organizational skills. Computer literate. Pleasant and pleasant phone manner. MicroSoft Word experience preferred, quality work ethic expected.
(810) 646-7717 Ext. 1020

SECRETARY - Full time WITH excellent computer skills. Please send resume to:
14707 Keel, Plymouth, MI 48170

SECRETARY
YOUR skills will be rewarded in the warm atmosphere of this firm with Detroit, Southfield and Livonia locations. Advancement, long term positions up to hire. To $14/hr. Call for short term. Call Sandra
Farmington/Livonia Birmingham
646-7561 473-2931

Advantage Staffing

SECRETARY
$30,000
Unique, upscale environment. Fast paced position with diverse projects. Excellent benefits. Call Ms. Van Ness:
(810) 358-3150
Davidson Lee & Associates

SECRETARY
4 years experience. Accounts payable/receivable, payroll. Computer literate experience. Benefits/perks. Call 9-4: 810-398-8150

SECURITY OFFICERS
Now hiring for Canton, Wayne and Romulus. $7 and up. Ideal working conditions. Uniforms and benefits full-time positions available. Applications accepted Mon-Fri., Sam-4pm, at Phenton Security, 2219 W. Ann Arbor Trail, Suite 2, Plymouth. Hollow Office Park between Lilley and Haggerty.

SENIOR SECRETARY
for real estate investment company. Organized self starter with minimum 5 years secretarial experience. Excellent administrative skills required for fast paced position. Bloomfield Hills Office. Real Estate background helpful. Send resume ONLY to: First Industrial Realty Trust Inc., 24800 Denso Dr., Suite 175, Southfield, 48034.

SWITCHBOARD/FILE CLERK
Part-time position open for reliable person. Hours are approximately Mon & Thurs. 4pm-9pm. Tues, Wed. & Fri. 3-6 pm. Please apply to Pat at:
(810)353-1000

Joe Panian Chevrolet
25111 Telegraph Rd. Southfield

SWITCHBOARD / RECEPTIONIST
Mon-Fri 8 am-5 pm hour. Friendly variety with possible full-time employment. Multi-line switchboard & various clerical duties.
313-274-4100

TAX ACCOUNTING POSITION - full time, Jan. thru April, part time May thru Dec. Mature, experienced person to tax law, payroll, payroll taxes, tax, double entry accounting and computer accounting software, pre-employment tests. Small accounting firm. Seniors or retirees welcome. Hourly range $8 to $12 per hour. Send resume to: P.O. Box 721008, Berkley, MI 48072 or fax to 810-399-5016.

TELEPHONE INTERVIEWER
To work in Farmington Hills area for a nationally backed company. Good people skills. Non smoker.
Ask for Linda
(810) 737-9400

TRANSCRIPTIONIST - must have WordPerfect 5.0 or higher, part time editor & experience typing legal transcripts. 313-937-0236

TRANSPORTATION CLERK
Our national company has an immediate full time position for our Detroit field office. Requires transportation knowledge, basic computer skills, and excellent verbal communication. Prior use of automotive dealership experience helpful. We offer a competitive hourly wage & excellent benefits package. Send resume to: Hertz Resources, 27630 Franklin Rd., Southfield, MI 48034
or fax to: 810-351-9528

TYPIST - PART-TIME
Downtown law firm looking for typist with legal experience. WordPerfect 5.1. Flexible hours. Fax resume to: 313-964-2225

TYPIST
This One, Inc., looking for full time typist capable of typing 60-65wpm. Hours 8:30-5, Mon. - Fri. Excellent benefits. Livonia area. Call Dave between hours of 8-11am at (313) 427-9000.

502 Help Wanted-Office Clerical

WORD PROCESSOR/ ADMINISTRATIVE ASSISTANT
National engineering firm, Team of professionals, with a growing career opportunity for a Word Processor/ Administrative Assistant. Fast paced, challenging, fast-based environment. Job duties include production of technical documents, proposals, reports, correspondence, tables, etc. Varied administrative responsibilities: reception back-up, records management, shipping, mail, copying, telephone, report production. Flexibility, humor, service orientation a plus.
(810) 557-7700
Prefer advanced degree with 2-3 years of transferable word processing experience, plus varied administrative responsibilities, high attention to detail, advanced proficiency in Microsoft Office Word and Excel. Growth opportunities available in other software; spreadsheets, data bases, graphics. Organized, self-starter, ability to multi-task and prioritize responsibilities, proofreading skills required. Technical editing a real plus. Some overtime required.
Send a cover letter and resume with salary history to the street or e-mail address below. Fax: (810) 557-7711. OBS-10161; 1143 Highland Drive, Suite B, Union Lake, MI 48386-2327, chardt@mladem.mit.com
No Phone Calls

WORD PROCESSOR-FULL time opening to work in pleasant Farmington Hills law office. Legal experience preferred, knowledge of WordPerfect 5.1 & Windows necessary. Excellent salary and benefits package. Send resumes to: Hiring Partner at
810-737-3320

WORDPROCESSOR
Part-time and full-time for fast paced Troy executive office. Good customer service, excellent typing, and word processing a must. Log of Call 313-462-1974 or fax resume to:
313-462-1974

WORD PROCESSOR
Transcription/secretarial duties, non-smoking office, must be super spelling a necessity. Pleasant, working environment. Legal and medical/legal Novi office. Professional salary commensurate. Interview skills required. Send resume and salary requirements to:
Box #1845
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

WORD PROCESSOR
$10-$12 per Hour
Plymouth company looking for secretary with good computer skills. Word perfect or MS Word.
Temp to Perm Position
Good Benefits
Arbor Temps 313-459-1166

504 Help Wanted-Dental

ALIVE DENTAL ASSISTANT
who has experience, is smart, personable, considerate & dedicated. Full/part time. Please send resume to: E.F.D. Services, PO Box 530364, Livonia, MI 48153-0364

DENTAL ASSISTANT
Needed for fun, modern, Livonia dental office. Approximately 31 hrs/wk., Mon-Thurs. (810) 476-1860

DENTAL ASSISTANT
needed part time. Great hours. Great office. Fun people. Experience needed. Call 313-455-4070

DENTAL ASSISTANT
Full-time with benefits. Join our great team in Canton.
Call: (313) 459-0250

DENTAL ASSISTANT needed for our progressive Livonia office. Experience in dentistry is essential. We offer a great work environment, a four day week, no weekends, benefits and continuing education. (313) 591-0223

DENTAL ASSISTANT - experienced will train right person. Full time, part time. Good benefits. Canton, Plymouth area. 810-486-8005

DENTAL ASSISTANT/ RECEPTIONIST
Part-time. Experienced or new. Call for details. Troy. (810) 643-7530

DENTAL ASSISTANT
Society Hill Dental Group is looking for a bright, energetic Dental Assistant with experience. We offer a good salary and fringe benefits package for the right person.
Call Shirley: (810) 540-9193

DENTAL ASSISTANT
Growing Canton practice is searching for a patient oriented person with dental experience who enjoys a team pace. We offer a challenging career opportunity and a pleasant interior environment. Please call Jean at:
(313) 981-6456

DENTAL ASSISTANT
Experience not necessary. Will train right person. Bensalem Park Dental, Royal Oak. 810-548-1711

★ DENTAL ASSISTANT ★
Full-time, for small office. Team player, good with people. Dental Office Experience helpful. 313-937-1525

DENTAL ASSISTANT
for friendly Garden City general practice. Approximately 30 hrs. per week. Please call Kathy (313) 425-6480

DENTAL ASSISTANT - Friendly Dental office in South Lyon. Experience a must, part-time available. Call for interview appointment.
(810)437-8188

DENTAL ASSISTANT
Family practice Livonia location looking for Full time, reliable, self-motivated individual. Experience required. Benefits. Please call:
(313) 425-6820

DENTAL ASSISTANT
Experienced. Full or part-time. Pleasant, fun, quality office.
(810) 627-1220

DENTAL ASSISTANT- Full time position at multi-doctor practice. Experienced, enthusiastic individual. Top salary & excellent benefits for the right candidate. (313) 261-5130

DENTAL ASSISTANT
Assisting only. Nice hours. Experience or will train. Bloomfield Hills, West Bloomfield area. Call residence after 6pm: 313 421-7936

DENTAL ASSISTANT - Friendly professional Dental Office in Livonia. Office seeks enthusiastic dental assistant, full-time, with some experience. Some flexibility of hours offered/needed. (810) 476-5550

DENTAL ASSISTANT
Assistant needed part-time for Bloomfield Hills dental practice. Approx. 25 hrs. per week, Mon., Thurs. & Fri. Must have experience, knowledge, & be organized. Call 810-642-5511

DENTAL ASSISTANT
Endodontic office looking for full time & part-time experienced Dental Assistant with very certification.
Please call: (313)459-6344

DENTAL ASSISTANT
Are you tired of your present Dental Assistant's interested in changing to a new office? Is your present employer full time position with competitive wages, benefits & great working environment. Call Jill at: 313-937-7802

DENTAL ASSISTANTS & HYGIENISTS
We're standing by for you to enjoy work, believe in yourself, friendly smile, cheerful attitude, that you can contribute to a progressive team? We have Mon-Fri, Full time, Competitive salary at Livonia. (313) 591-3636

DENTAL BUSINESS staff professional wanted professional, pleasant, Real estate and dental experience helpful. Busy Farmington Hills office. Computer literate, good with people, good speaker, some sales. (810) 476-8133

DENTAL HYGIENIST
Part time position in Livonia family practice. 2 days includes 1 evening.
(810) 478-2110

DENTAL HYGIENIST
needed Thursdays for modern, friendly, beautiful Southfield office.
(810) 350-8120

DENTAL HYGIENIST
Tues. Sam-5pm, Thur. 8am-5pm. Fun, friendly office in Farmington Hills. Call Ann Arbor Trail, Plymouth. (313) 453-3963

504 Help Wanted-Dental

DENTAL HYGIENIST
for active practice in Livonia. Part or full time. Call Mon., Wed., & Fri. 810-350-7220 and Tues., Thurs. 313-842-2233

DENTAL HYGIENIST
Full or part time for progressive Livonia office. Salary commensurate with ability. Ask for Suzi:
(313) 525-1200

DENTAL HYGIENIST
Mon., Tues, Wed., some Sat. (am) in Birmingham office. High quality, low stress. Call (810) 642-5456 or 810-641-0625

DENTAL HYGIENIST for rapidly expanding dental practice. Must be experienced, energetic, enthusiastic & willing to market & promote hygiene services. 1 or 2 days a week, or occasional Saturdays a must! To apply: 248-851-3533 or 313-522-3180

DENTAL HYGIENIST
Part-time needed for 2 doctor West land office.
313-425-8130

DENTAL HYGIENIST
Part-time, Weds. 1-6pm. Livonia office. (313) 525-3680

DENTAL HYGIENIST
Walker Lake, 3-4 days a week. Someone with entrepreneurial spirit who sees themself as innovative, dependable, friendly and loves relating to & helping people; someone who sees themself as a professional in a staff member. Excellent salary, benefits and bonuses. (810) 624-3220

DENTAL HYGIENIST
Garden City/Dearborn Hts office. Looking for someone to fill in full or part-time, for our friendly practice on leave. We start in June, for 3-4 months. No weekends. Please call:
(313) 421-CARE

DENTAL
HYGIENIST, RECEPTIONIST, ASSISTANT
Full and part time positions available. Call 313-532-5150 for your employment opportunity with excellent benefits.
Offices located in:
• Dearborn • Canton
• Woodhaven • Detroit
• Warren • Lansing
• Sterling Heights

DENTAL OPPORTUNITIES
Growing state-of-the-art multi-specialty practice seeks experienced dental assistants for the following positions:
• Chairside - Responsible for running individual dental operatories
• Assistant - For both general and specialty practices.
Only experienced need apply. Full & part-time. Excellent wages & benefits. Call Ann Marie Gold for prompt consideration at:
(810) 661-6100

DENTAL RECEPTIONIST
Full-time. Computer experience, people person. Birmingham office. $12/hr plus benefits. 810 642-5430

DENTAL RECEPTIONIST
Is customer service important to you? It is to us. We currently have a full time position available in our Canton office. We are looking for an individual with excellent customer service skills. 2 years dental experience preferred. Knowledge of computers helpful. Background includes strong communication skills. If interested in joining our dedicated staff, please call Jean:
(313) 981-6456

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