EMPLOYMENT

502 Help Wanted-Office Clerical

Yazaki North America, Inc., a leading automotive supplier of Electrical Distribution Systems (EDS) and their component parts, is a rapidly growing company. Engineering, Sales and Distribution firm that is always searching for creative, motivated individuals with a desire to work hard and succeed. We have the following immediate opening:

LIBRARY ASSISTANT

Candidates must have an associates degree or 1-2 years of college in business/clerical concentration. Experience in document control and computer skills (Word, Excel, VISIO) is helpful. Candidates should also have good office experience. Duties will include filing, developing indexes, ensuring accuracy in revision levels, assisting with document control duties and other misc. administrative tasks.

We offer a competitive salary and benefits package including tuition reimbursement. Please, by mail, submit your resume and cover letter listing your salary requirement and the position for which you are applying to the address below. If you enjoy the challenge of being on the leading edge, then apply to become a part of Yazaki North America, Inc., a trend-setting, industry leader.

Yazaki North America, Inc.
ATTN: HR
6700 Haggerty Road
Canton MI 48187
Fax: 313-981-2410

M/F/D/V/EOE

NEW HORIZONS Computer Learning Centers of Michigan, the leader in computer training, has immediate opening for Administrative Assistants at its Livonia and Troy locations. The ideal candidate will be customer service oriented and possess the ability to work in a fast paced environment. Individuals with the following mst qualifications need apply:
- Excellent written and verbal communication skills
- Intermediate level knowledge of an Microsoft Office program
- Typing speed of 40-70WPM
- Self-motivated & proactive approach to problem solving

If interested, please fax or mail your resume to:
Human Resources
New Horizons Computer Learning Center
14115 Farmington Rd.
Livonia, MI 48154
313-525-1800

NOVI CLERICAL position. Filing, phone, computer experience helpful. Part-time, flexible hours. Call (248) 380-9270

OFFICE ADMINISTRATOR
Progressive high technology solutions company in Southfield is looking for a part time office administrator. Excellent communication. Word Processing (Word & Excel) & organizational skills are required. We offer flexible hours & competitive wages. FAX resume. Attn: Janet Walters at Compuset Technology, Inc. 248 932-3752.

OFFICE ASSISTANT
Full time position. Answer phones, (turn-of/not available). Computer literate know Windows, Word and Excel preferred. Fax resume to: 313-454-1536. Attn: Kevin

OFFICE ASSISTANT
Answering phone, computer, data entry. Full time, Mon-Fri, 8-5. Training. Downtown (248)626-1391.

OFFICE COORDINATOR: Computer, office & customer service experience. Full time, benefits. Hours can be dependable. (248) 358-1335

OFFICE DUTIES & LIGHT BOOKKEEPING - Southfield Construction Co looking for a take-charge person to run office. Computer bookkeeping "Quickbooks" A/P, A/R, 941. Working with insurance Co, sub-contractors & homeowners. Call 8:30 to 5 248-559-1466 or 248-559-1441

OFFICE FURNITURE DEPARTMENT ASSISTANT
Customer service, general office, computer data entry, some purchasing. Southfield location. 248-352-8100

OFFICE MANAGER
Rapidly growing Computer Staffing Company has an opportunity for a take charge, out-going individual who will assume responsibility for the daily operations of a 12 person Corporate Office. Individual requires excellent organization and communication skills, problem resolution skills. Responsibilities will include: sales forecasting and reporting, working with consultants in the field, and payroll management. Requires excellent working knowledge of MS Office.

Excellent compensation and benefits package, advancement opportunities within Company. Contact Mary for additional details.

RESOURCE SOLUTIONS GROUP
30 Oak Hollow, Ste. 205
Southfield, MI 48034
248-356-7802
Fax: 248-356-6258

OFFICE POSITION - Busy limousine service. Answer phones, schedule company vehicles. Starting salary, 4772 Tara Ct., W. Bloomfield, MI 48323

OPTICAL
RECEPTIONIST AND OPTICIAN
Henry Ford's Fort Opticentre, located in Bloomfield has a full level position with advancement potential. The right candidate will possess strong customer service skills and math ability. We carefully train the right individual. If you are an enthusiastic, ready to learn applicant, please contact Toni at 810-419-1781 today.

PARALEGAL
Experienced and professional paralegal with knowledge of Workers' Comp is needed for Bloomfield Hills law firm in corporate practice section. Respond in Office Manager, P.O. Box 7513, Bloomfield Hills, MI 48302-7515, or by Fax: (248) 335-3346

PARA LEGAL
Needed to advise No Fault claims with insurance companies. Significate Computer skills, client contact. Must have no fault experience. Top organizational and interpersonal skills. Bloomfield Hills. Excellent Salary/Benefits package. Fax resume to 248-647-5477

502 Help Wanted-Office Clerical

PARALEGAL
SOUTHFIELD Pharoff Personal Injury firm seeks Paralegal with a minimum of 2 years experience in handling Auto No-Fault cases. Good salary & benefits package. Please call Mr. Irwin at: 248-948-0000 or fax resume to: 248-948-9494

STU EVANS

PARTS DEPARTMENT
Immediate full time position in parts department for data entry person. Apply in person at:
STU EVANS LINCOLN-MERCURY
32000 FORD, GARDEN CITY

Property Management Bookkeeper
Needed for fast paced residential property management company. Ideal candidate should be self motivated and able to work independently. Duties include handling receivable resident accounts, interacting with residents and managers, preparing daily bank deposits and other clerical duties. Computer experience required. Excellent wages and fringe benefits available. Send resume with salary requirements to
Kaftan Enterprises, Inc.
P.O. Box 2033
Southfield, MI 48037-2033

CUSTOMER SERVICE REP
A major printing franchisor located in Troy is seeking a Customer Service/Shipping & Receiving employee. Individual will be responsible for receiving and filing orders from our inventory, as well as processing drop-ship orders. Good computer skills are a must. Some heavy lifting involved. High school graduate plus. Please fax resume to: 810-614-3789, Attn.: Michelle

RECEPTIONIST
ABILITY to answer multi lines, must have basic computer skills for data entry. Good benefits & 35hrs/5 days. 50625 Cherry Hill Road, Canton, MI 48188 or call:
(313) 495-0000

RECEPTIONIST
Birmingham law firm seeks receptionist with pleasant telephone manner and good computer skills for front desk and data base management. Full time position with benefits. Please send resume to.
Administrator
Gifford, Kraus
280 N. Old Woodward, Ste 400
Birmingham, MI 48009
FAX 248-647-5210

RECEPTIONIST
Busy chiropractic office in Southfield, 22-26 hrs/week, $7/hour to start. Will train right person. (248) 569-0366

RECEPTIONIST - Busy insurance repair company seeks individual who can work with a multi-line phone system. Computer skills helpful. Salary. Preferably Microsoft Office. Full time with benefits. (Farmdale area). Call Kris: (248) 547-3507

RECEPTIONIST/ CLERICAL
Immediate opening for fast paced Southfield office. General office duties & good phone manner required. Computer knowledge a plus. Send resume to:
Attn: Office Administrator
SlovCan Steel Inc.
26211 Central Park Blvd.
Suite 304
Southfield, MI 48076

RECEPTIONIST / CLERICAL
Full-time, 40-45 hrs/wk. Growing company seeking ambitious, highly motivated, team & detail oriented, quick learning, well organized, computer literate, energetic individual w/strong ethics. Manage 8-line phone system, fang, light typing and copier experience required. Will train to start plus benefits. Send resume to: Alpine Battery Co., HR Dept., 11931 Dixie Street, Redford, MI 48239.

RECEPTIONIST
Company in Plymouth in search of Receptionist with good phone skills and computer knowledge helpful.
ARBOR TEMPS, 459-1166

RECEPTIONIST
ENGINEERING firm seeks pleasant outgoing individual for full time position. Microsoft Office skills & plus. Competitive pay & benefits package. Send or fax resume to: R. Pecano, Nowak & Fraus, 1310 N. Stephenson Hwy, Royal Oak, 48067 or fax 248-399-0807

RECEPTIONIST
Entry level positions available in Troy, for an outgoing individual who enjoys a variety of tasks. Excellent phone personality a must. Send resume to: Sweet Ideas, 1211 Maplelawn, Troy, MI 48084 or Fax: 248-649-6033

RECEPTIONIST
Excellent organizational, grammar, proofreading, and telephone skills needed. Must be articulate, up-beat and friendly. Architectural/engineering or construction experience helpful. Knowledge of WordPerfect 8.0 and Lotus Release 5 required. Duties include but not limited to: answering multi-line phone system, routine filing, assisting in archiving of blueprints & accounting documents. Benefits include medical and 401k. Send resumes to: Personnel, MAS Associates, Inc., 24005 W. 9 Mile Rd.; Farmington Hills, MI 48331

RECEPTIONIST
Farmington Hills real estate office has opening in fast paced Closing Dept. for a receptionist/clerical person. Answer phones, file, fax, light typing, entry level computer & coordinating disposition of real estate closing documents. Real estate experience preferred. Call for appointment between 5:00-5:30PM.

MARIE
(248) 855-8130

RECEPTIONIST
FULL or part time for professional office. Contact John Peters.
(248) 647-1777

502 Help Wanted-Office Clerical

RECEPTIONIST
For Farmington Hills advertising office. Full time. Growth potential for individual with exceptional phone & computer skills. Julee: (248) 932-7100

RECEPTIONIST
FOR prominent real estate development company in now Southfield but moving soon to Bloomfield Hills. Answering busy switchboard, greeting guests, etc. with some secretarial duties. Excellent phone skills, professional appearance and attitude required. Must be dependable. Experience with Word Perfect a plus. Send resume and salary requirements to: Personnel, P.O. Box 3096, Southfield, MI 48037-3096 or fax to
(248) 827-7550

★RECEPTIONIST★
Full-time position in fast paced Troy executive office. Experienced front desk person with excellent people skills & professional manner for multi-line phone system. Position includes other general office duties. Working knowledge a plus. Excellent growth potential, benefits & salary for right candidate. Call anytime, (313) 852-1313 or fax resume to: (313) 462-1974

RECEPTIONIST
FULL time position available in Livonia Kitchen & Bath Center. Duties include: answering 12-line lines, administrative support, fang, computer tasks & customer service. Computer literate, multi-tasking and multi-line phone experience a must. $8-$8.50/hr. Full benefits. Pre-employment drug screen required. Fax or mail resumes to: Attn: Cathy, 12500 Merriman Rd., Livonia, MI 48150.
Fax (313) 522-9087

RECEPTIONIST
Full time position. Receptionist needed for fast paced office. Must have excellent oral and written communication skills, ability to type 50 wpm, and knowledgeable in Microsoft Word and Excel. Send salary requirements and resume to: Human Resources Manager, 30600 Telegraph Road, Suite 3700, Bingham Farms, MI 48025.

RECEPTIONIST - Immediate opening for entry level receptionist position in fast paced office. Candidate must enjoy working with the public, be organized, detail oriented and have general computer skills. Full time position, Mon-Fri, 8-4 and every other weekend. Send resume to: Box 8963
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
Or fax - 313-455-1159

RECEPTIONIST IMMEDIATE full-time opportunity for experienced professional. Must have references & skills. Computer experience a - Call Molly 10-12; 2-4 (313) 749-0011

RECEPTIONIST / LEGAL SECRETARY
Dearborn law firm seeks full-time receptionist / legal secretary. Position involves a variety of duties including entry of billing data. Must have good telephone manner, strong skills. Word Perfect / DOS knowledge and typing 60 wpm a must. Willing to pay competitive wage to right person. Call Sue at: (313) 561-5700

RECEPTIONIST - light office duties. Good phone skills. Farmington area. Must have own transportation.
(248) 477-6200

RECEPTIONIST/ OFFICE ASSISTANT * PART-TIME *
Position available for Receptionist/Office Assistant in manufacturing company to answer phone, provide support to Management Team and run assorted errands. Must have pleasant phone voice with ability to deliver multi-line phone, strong interpersonal skills, good typing skills, ability to maintain confidentiality. Knowledge of Microsoft Word and basic computer skills a plus.
HOURS: 10 a.m. - 4 p.m. M-F
Includes: Paid Holidays, Vacation (after 1 year), Tuition Reimbursement, 401(k)
Please send resume or apply in person (7am-3:30pm). AWTEC Inc., 12345 W. 7 Mile Road, Detroit, MI 48235. 313-937-3100
1-800-237-9106
Must have valid license to apply. Please list salary requirement. EOE

RECEPTIONIST
Part time for a busy auto repair facility. Must be energetic and computer friendly. Apply in person:
Novi Mobile Inc., 21350 Novi Road, between 8 & 9 Mile Roads.

Scott Shupshire

RECEPTIONIST
Part-time. Applicants must be able to work evenings & weekends. Call 248-349-0044 or apply in person:
43606 West Oaks Drive, Novi

RECEPTIONIST
Position is responsible for promptly and courteously answering the main switchboard, screening and greeting of visitors and other clerical duties. Some of these duties include, typing correspondence, preparing over night mail, sorting incoming mail and assisting in other clerical duties. Candidates should forward resume and salary requirements to Human Resources, Tension Financial Corporation, 37533 Schoolcraft Road, Livonia, MI 48150

RECEPTIONIST
Professional needed to answer 15 incoming lines, process mail, type letters, memos and general office duties. Computer skills and knowledge of Windows helpful. Great opportunity. Just west of Livonia.
Call 313-455-4400, x203

RECEPTIONIST
DUDY publishing office needs full time receptionist/clerical help. Excellent telephone skills and speed needed with some experience helpful. Excellent benefits & salary. Please send resume with salary requirements to:
Administrative Manager
888 W. Big Beaver, Ste 600
Troy, MI 48084

502 Help Wanted-Office Clerical

RECEPTIONIST
Receptionist wanted for busy automotive supplier office. Must be able to handle multi-line phone system and high volume of calls and administer phone mail system. Will also handle mail for company, maintain office supplies/equipment and make travel arrangements. Requires high school diploma and typing 35 wpm. Knowledge of Word and Excel preferred.
Please send resume and salary history to:
Brenda Industry
28333 Telegraph, Suite 275
Southfield, MI 48034
Fax 810-356-1520
NO PHONE CALLS OR WALK-INS PLEASE!!!

RECEPTIONIST/ SECRETARY
For busy plaintiff personal injury law firm. Knowledge of WordPerfect. Multitask & professional manner required. Fax resume to Gordon, Cuber & Hoffman
(810) 433-1566

RECEPTIONIST/ SECRETARY
Major firm has immediate opening for a person with excellent communications. Must have friendly outgoing personality, assist with phones and filing. Microsoft skills a plus. Top benefits

Diversified Recruiters
248-344-6700 Fax 248-344-6704

RECEPTIONIST/SECRETARY
Busy Bloomfield Hills development company seeks experienced Receptionist/Secretary. Must possess excellent telephone and typing skills, professional manner and appearance. Windows WordPerfect and Lotus very helpful. Minimum 2 years experience. Excellent benefits.
Send resume to Box #1965
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/ SECRETARY
Full-time position 40 hours per week. Need individual with excellent organizational, home and computer skills. Position is detailed and customer service oriented and requires someone with a variety of people. Progressive team atmosphere for an exceptional individual. Prior office experience required. Fax resume & salary requirements:
(248) 351-3185

RECEPTIONIST
Seven-person Birmingham law office needs full time receptionist. Salary commensurate with experience. Immediate opening. (248) 644-5070

RECEPTIONISTS
TROY corporate law firm seeking full time experienced receptionists. 9-5 must be computer literate type 45 WPM. Non smoking office. Please fax resume 248-649-0454

RECEPTIONIST
Strong phone and typing skills. Good opportunity for right person. 248-474-9500

RECEPTIONIST
Wanted for orthodontic office in Farmington Hills. Permanent part time. Will train. 810-471-7166

RECEPTIONIST
wanted for Livonia law firm. Must have exceptional phone skills. Some typing/computer skills preferred. Please send resume & salary expectations to: Box #2015
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST (Weekend)
Peachwood Inn is now accepting applications for a part-time receptionist to work weekends and holidays. We are looking for a friendly, non-smoking people person to greet visitors, answer multiple phone lines, and do light clerical work. Experience necessary. If interested, please apply in person:
Peachwood Inn
3500 W. South Blvd
Rochester Hills, MI 48309

RECEPTIONIST
13 & Telegraph office. Temporary, up to 3 months. Must be reliable.
(248) 642-5900

RECRUITERS
(Technical & Clerical)
Agency or sales background preferred. Person will interview and place contract workers on assignments. $8-$11 per hour plus commission.
ARBOR TEMPS 459-1166

REGISTRAR ADMISSIONS CLERKS
Join Our Team.
Make a Difference.
St. Joseph Mercy-Oakland seeks pertinent clerks with excellent customer relations skills to register patients on the afternoon shift 30-40hours typing required. Medical terminology or related experience preferred. We offer competitive pay and benefits package. Please apply in person or submit resume to Employment Services at:

St. Joseph Mercy
900 Woodward Ave.
Pontiac, MI 48341-2965
Fax: 810-858-3058

Achieving Diversity Through Equal Opportunity Employer

SALES ADMINISTRATIVE ASSISTANT
Candidate must have 3 to 5 yrs. experience in administrative work & be computer literate with experience in Excel and MicroSoft Word. Must demonstrate professionalism, have direct customer contact and via telephone, typing and 10-key.
Almand Industries Inc.
12001 Levan Rd.
Livonia, MI 48150
FAX: 313-591-9056

SECRETARIAL
Position Open for clerical. Good benefits and pay. Must have clerical experience, typing, filing and accounting. Apply in person at: Three Secretarial, 37400 West 7 Mile, Livonia.

502 Help Wanted-Office Clerical

SALES SECRETARY
Brass Craft Manufacturing Company has an immediate opening in its headquarters office.
Essential job functions include extensive telephone work, typing, filing, some customer service as well as all other clerical office duties.
Job requirements include a minimum of 2-3 years secretarial experience, high school diploma, proficiency in Microsoft Office, strong communications skills both oral and written as well as positive interpersonal skills.
For consideration, please submit your resume to:
Brass Craft Manufacturing Company
Attn: DVISS
P.O. Box 9032
Novi, MI 48376-9032
Equal Opportunity Employer m/f/h/v
No phone calls please!

SALES SECRETARY
Needed for sales in the dairy operations of the sales department. Excellent vocabulary and word usage necessary. Typing, telephone and computer skills required. Good communication skills a MUST. Competitive wage and benefit program including profit sharing plan and 401(k) plan. Apply in person or send resume to:
M.B. CORP
29830 HILTON RD.
WIXOM, MI 48393-2824
ATTENTION: Human Resources Manager

SCHEDULING COORDINATOR
Immediate full time opportunity exists for a well-organized, detail-oriented individual. Responsibilities include scheduling, coordination and documentation of services for a large rehab organization. Problem solving skills are a must, and excellent communication skills are a must. Microsoft Word and Microsoft Access experience a plus. Must be able to work in a fast paced high-pressure environment. Only those with previous experience need apply. If you are interested in growing with a leader in the provision and management of home care services, please fax or send resume in confidence to:
DIVERSIFIED REHAB SERVICES
Attn: B. Bowser
30500 Northwestern Hwy.
Suite 315
Farmington Hills, MI 48334-3178
Fax: (810) 539-3401

Secretary/ Receptionist Immediate Opening
Company in West Bloomfield is looking for a person to handle the front desk. Need a reliable, dependable self-starter with multi-line phone experience. Growth potential. Salary & benefits. Send resume to Personnel, P.O. Box 255005, West Bloomfield, MI 48325
OR FAX 248-865-1633

SECRETARY
ADVERTISING AGENCY
Television production and creative department of international advertising agency have immediate temp to perm needs. Central and suburban offices. Prior experience and the ability to scramble with deadlines. Quark and Macintosh a plus. Call Bonnie
Birmingham Farmington/Livonia
646-7561 473-2931

Advantage Staffing

SECRETARY
AMERIGUIDE, a leader in the property/casualty insurance industry is seeking a person with strong customer service/sales related responsibilities. Minimum 1 year secretarial or sales/secretarial one general office required. PC, spreadsheet and database skills necessary.
We offer an excellent benefit package including medical, dental, life reimbursement, 401(k) and much more. Send resumes to:
Ameriguide Companies
26777 Halsted Rd.
Farmington Hills, MI 48331
Attn: D. Lockhart
Fax # (248) 615-5548

SECRETARY/ BOOKKEEPER
FULL time position. Must be experienced. (248) 280-3777

SECRETARY
Busy Southfield office is looking for an experienced Secretary/Receptionist. Must be bookkeeper. Service oriented. Professional environment, full time, competitive salary & benefits package. Knowledge of Word Perfect & Lotus a plus. Please fax resume to Bill at 248-356-1333.

SECRETARY
Great growth! Work with caring professionals in the warm atmosphere of this major Detroit health care headquarters with Auburn Hills and Farmington locations. Long term positions. Salary $9.00-$14.00/hr
Call Sharon
Farmington Southfield
473-2931 646-7561
Advantage Staffing

SECRETARY-Experienced, full time. W. Bloomfield office, knowledge of computers, some medical terminology preferred. Fax to 248-855-9631 or call 248-855-2686, W. Bloomfield, MI 48322

SECRETARY - Full/Part Time
Answering service. Need good people skills & computer/typing ability. Call Kay: (248) 647-7900

SECRETARY - Full Time
Must have good typing skills with knowledge of WordPerfect. Call Dave at: 313-261-4700

SECRETARY
Full-time. Experience & computer knowledge helpful. Farmington Hills. (248) 471-0744

SECRETARY
FULL-TIME. Top Detroit communication and computer skills, attention to detail, & high-energy level required. Prior experience helpful. Salary commensurate. Fax resume to 248-614-0004 or call 248-646-7778, ext. 214

502 Help Wanted-Office Clerical

SECRETARY
Full-time, 8am-4:30pm for parking contractor. Start $6-$8/hour. No benefits. Must have computer skills (Excel & Microsoft a plus), clerical skills and reliable vehicle. Send resume: 18532 W. 8 Mile, Detroit, MI 48219.

SECRETARY/OFFICE MANAGER
Excellent opportunity with growing firm in Southfield. Please call Eileen Assoc. 248 354-2022 EOE

SECRETARY - PART-TIME
for busy real estate office. Answer phone, meet with clients, some typing. Share evening and weekend hours. Please call Larry/Patti at 313-464-6400.

SECRETARY
Part time, flexible hours, 4-5 hrs/day, 3-5 days per week. Livonia/Farmington Area. (810) 478-2290

SECRETARY PART-TIME
Livonia psychology practice seeks reliable, excellent communication and computer skills. Detail oriented. Insurance Work. Flexible hours.
Contact Joyce: (313) 422-4680

SECRETARY REAL Estate company needs part-time assistant. 9-2 daily, some Sundays. Must have computer experience. Send resume & desired pay to: P.O. Box 40562 Redford, MI 48240

BUSINESS OFFICE/ RECEPTIONIST
Are you looking for something more fulfilling? Thrive on integrity and commitment? A healthy environment to work with people? Our holistic, mercury-free, insurance-free practice is seeking an additional team member for 20-25 hours week.
We love our team members, treat them with respect, and pay them well. We have a beautiful new state of the art office, computers and modern equipment. We'd love to talk to you.
(313) 266-2000

DENTAL ASSISTANT: $25,000 to $35,000 annually. Stimulating, wonderful work environment. Benefits for experienced, caring assistant in high quality specialty office. Give us a call:
(248) 357-3100

DENTAL ASSISTANT
Specialty office is searching for a bright, energetic Dental Assistant. Experience preferred. We offer a good salary and fringe benefits package for the right person.
Call Shirley: (810) 540-9193

DENTAL ASSISTANT
Full time, Lake Orion area. Hours are quality, personal Royal Oak office. Call Cindy: (248) 541-1388

DENTAL ASSISTANT
Experienced & motivated individual needed for cosmetic dental practice in Livonia. Great working conditions, hours & benefits. 810-477-7905

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

DENTAL ASSISTANT - Seeking dedicated enthusiastic self-starter to join our team in Livonia. CDA preferred or 32 + hrs. per wk. Evenings & Sat.'s required. Top salary.
Call (313) 429-7415

DENTAL ASSISTANT enthusiastic, self motivated people person. Experienced preferred but will train. Farmington - thru

DENTAL ASSISTANT
West Bloomfield Orthodontic office. Full-time, no Sat. Some experience necessary.

DENTAL ASSISTANT - NOVI
Full time/part time position available for experienced, energetic person. Excellent benefits. 248-348-4112

DENTAL ASSISTANT
Experienced, full-time person with ethics & personality required, for office in Farmington Hills. Call (248) 477-0206

DENTAL ASSISTANT
Full time, Southfield office seeking experienced, expanded-duty Assistant. Excellent pay & benefits package. Call Cheryl, (313) 261-9090

DENTAL ASSISTANT
Full time, Southfield office seeking experienced, expanded-duty Assistant. Excellent pay & benefits package. Call Cheryl, (313) 261-9090

DENTAL ASSISTANTS
Are you looking for something more? We have an exciting, fast paced dental practice and a new location in Livonia. We have integrity, we're honest, committed to our patients and employees, and willing to pay you what you're worth. 2 positions available. 15 hours/week, 30 hrs/week. We'd love to talk to you.
(313) 266-2050

DENTAL FRONT DESK
Busy progressive Livonia office seeking friendly, professional, enthusiastic team leader. Dental experience required. Excellent benefit package. Call Cheryl, (313) 261-9090

DENTAL HYGIENIST: Experienced hygienist with excellent technical and verbal skills will welcome this career opportunity in high quality specialty practice with friendly and fun staff. Salary and benefits are also excellent. Full time, Mon-Fri. Call Cathy
(248) 357-3100

DENTAL HYGIENIST
For pleasant Birmingham dental office. 2½ days a week. 248-644-8420

DENTAL HYGIENIST
State of the art practice. Looking for person with at least 1 year experience. Excellent compensation skills 3.5 day week. Troy 810 879-7240

DENTAL HYGIENIST
Friendly Dearborn Heights modern Rochester office needs confident and competent hygienist. Strong recall/infection control. 248-651-1555

DENTAL HYGIENISTS
Excellent full time positions with benefits! Earn extra income for most areas.
PEAK PERFORMERS
(248) 477-5777
EOE No Fees

502 Help Wanted-Office Clerical

WOULD YOU LIKE TO GET YOUR FOOT IN THE DOOR WITH THE AUTOMOTIVE INDUSTRY?
We have word processing and light industrial positions available for long-term. Serious applicants only. Call now for an appointment.

Adecco
THE EMPLOYMENT PEOPLE
(810) 442-7800
(313) 525-0330
EOE Never a Fee

504 Help Wanted-Dental

ASSISTANT / RECEPTIONIST
Walk projects, full-time, *person needed for Novi office. Excellent salary / benefits. (248) 347-7487*

BUSINESS & CLINICAL ASSISTANTS
Minimum 2 years experience. Full & part-time positions. Wages & benefits commensurate with experience & ability. Fax resume: 313-425-7010

BUSINESS OFFICE/ RECEPTIONIST
Are you looking for something more fulfilling? Thrive on integrity and commitment? A healthy environment to work with people? Our holistic, mercury-free, insurance-free practice is seeking an additional team member for 20-25 hours week.
We love our team members, treat them with respect, and pay them well. We have a beautiful new state of the art office, computers and modern equipment. We'd love to talk to you.
(313) 266-2000

DENTAL ASSISTANT: $25,000 to $35,000 annually. Stimulating, wonderful work environment. Benefits for experienced, caring assistant in high quality specialty office. Give us a call:
(248) 357-3100

DENTAL ASSISTANT
Specialty office is searching for a bright, energetic Dental Assistant. Experience preferred. We offer a good salary and fringe benefits package for the right person.
Call Shirley: (810) 540-9193

DENTAL ASSISTANT
Full time, Lake Orion area. Hours are quality, personal Royal Oak office. Call Cindy: (248) 541-1388

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DENTAL ASSISTANT - NOVI
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DENTAL ASSISTANT
Experienced, full-time person with ethics & personality required, for office in Farmington Hills. Call (248) 477-0206

DENTAL ASSISTANT
Full time, Southfield office seeking experienced, expanded-duty Assistant. Excellent pay & benefits package. Call Cheryl, (313) 261-9090

DENTAL ASSISTANT
Full time, Southfield office seeking experienced, expanded-duty Assistant. Excellent pay & benefits package. Call Cheryl, (313) 261-9090

DENTAL ASSISTANTS
Are you looking for something more? We have an exciting, fast paced dental practice and a new location in Livonia. We have integrity, we're honest, committed to our patients and employees, and willing to pay you what you're worth. 2 positions available. 15 hours/week, 30 hrs/week. We'd love to talk to you.
(313) 266-2050

DENTAL FRONT DESK
Busy progressive Livonia office seeking friendly, professional, enthusiastic team leader. Dental experience required. Excellent benefit package. Call Cheryl, (313) 261-9090

DENTAL HYGIENIST: Experienced hygienist with excellent technical and verbal skills will welcome this career opportunity in high quality specialty practice with friendly and fun staff. Salary and benefits are also excellent. Full time, Mon-Fri. Call Cathy
(248) 357-3100

DENTAL HYGIENIST
For pleasant Birmingham dental office. 2½ days a week. 248-644-8420

DENTAL HYGIENIST
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504 Help Wanted-Dental

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Call Debbie: (248) 563-6304
or Fax: (248) 569-7914

RECEPTIONIST
Experienced part time, variable days. Must know dental insurance. Typing. Call Kathy: (248) 624-1810

RECEPTIONIST - full time. Garden City area. Dental computer experience preferred.
Call (313) 427-2594

RECEPTIONIST NEEDED
for busy comprehensive dental office in Berkley. Outgoing personality and excellent communication skills a must. Call:
(248) 547-6080

506 Help Wanted-Medical

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506 Help Wanted-Medical

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Human Resource Department-Sue
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P.O. Box 5153
Southfield, MI. 48086-5153

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