EMPLOYMENT

502 Help Wanted-Office Clerical

PARALEGAL
for Southfield law firm. Collection experience required. Please send resume & salary requirements to: Office Manager, 20300 Civic Center Dr., Ste #203, Southfield, MI 48076

PART-TIME CLERK needed for Troy tax firm. Excellent opportunity for college student. Tues & Thurs plus 1 additional day. Apply to
Box #2274
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Part-Time

CLERK
10 AM TO 2 PM

Seabury & Smith (a Marsh & McLennan Company) in DEARBORN seeks a part time clerk for our expanding operation

We offer an excellent salary. If you wish to be considered for a position with an industry leader:

Call (313) 271-9510
Fax resume (313) 271-9914
including salary history
OR send resume to:
SEABURY & SMITH
22 Parkland Blvd
Dearborn, MI 48126
An equal opportunity employer mf

PATIENT REGISTRATION

Full time opportunity to join Michigan Eye Institute in Farmington Hills.

Candidates must possess one year patient registration or medical billing experience, knowledge of ICD-9-CM and CPT coding, third party payor and managed care guidelines and be computer proficient.

Detailed resumes may be faxed to (248)424-5437 or mailed to

PROVIDENCE
Hospital and Medical Centers
Employment Services
22255 Greenfield, Ste 310
Southfield, MI 48075
EOE

PAYROLL and BENEFITS ADMINISTRATOR
Magna Lomason Metals & Mechanisms Group, has this position available at Farmington Hills Eng/Heating and R&D facility.

Responsibilities include processing payroll and benefit for salaried employees as well as other administrative duties as assigned. Ideal candidate requires two years of post high school education and three years experience in a position of payroll administration and benefit administration. This position requires a high level of confidentiality and interpersonal skills. Employee must have computer skills required and ADP payroll processing experience a plus.

We offer a competitive salary and a comprehensive benefit package. Mail or fax your resume in strictest confidence to:

Magna Lomason Metals & Mechanisms Group
24600 Halsted Court
Farmington Hills, MI 48335-1671

FAX 248-442-4444
Attn: HR Department
E.O.E. M/F/D/V

PAYROLL OFFICE
Is In Need Of A CLERK
PC experience and accounting background a plus. Full time, Livonia location. Please forward resume to:
17177 N. Laurel Park Drive,
Suite 139
Livonia, MI 48152
or Fax to: (313) 462-1810

PBX OPERATOR/RECEPTIONIST
Clerical activity. Full time. Non-smoking building. Livonia. Fully paid benefits. Call 313-421-9330 ext 200

PROOFREADER
Southfield CPA firm is seeking a detail-oriented individual to proofread financial documents, graphics, brochures, manuals and other projects. At least one year of proofing experience is desired. If you enjoy a fast-paced, high production environment and like to work with words and numbers, we are looking for you. Great salary and benefits package. Please send resume and salary requirements to Job #3336-PRFZ, P.O. Box 307, Southfield, MI 48037 or fax 248-352-0019
An Equal Opportunity Employer

Property Management Bookkeeper
Needed for fast paced residential property management company. Ideal candidate should be well organized, self motivated and able to work independently. Duties include maintaining receivable/rent 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
Kaltan Enterprises, Inc.
P.O. Box 2033
Southfield, MI 48037-2033

Property Management Accounts Receivable
Needed for fast paced residential property management company. Ideal candidate should be well organized, self motivated and able to work independently. Duties include maintaining receivable/rent 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
Kaltan Enterprises, Inc.
P.O. Box 2033
Southfield, MI 48037-2033

REAL ESTATE office is looking for a receptionist, computer experience helpful. Please call Debbie Walkowski at ERA Country Village Real Estate at (248) 474-5303, Ext 121.

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
Fast paced Southfield real estate investment company seeks professional with good communication, general office & computer experience. Must be self-motivated and detail oriented. Salary based on experience, benefits, full-time. Send resume to: 20300 W. 12 Mile Rd., Suite 100, Southfield, MI 48076 or fax: 248-350-8448

RECEPTIONIST
Part-time Mon thru Thurs., 3-7pm, Sat 9-1pm. Bloomfield Hills office. Must know WordPerfect. Please call 810-540-3500 to schedule an interview appointment.

RECEPTIONIST
Receptionist wanted for busy automotive supplier. Must be able to handle multi-line phone system and high volume of calls. Will also handle mail for employees, maintain office supplies/equipment and make travel arrangements. Requires high school diploma and typing 35wpm. Knowledge of Word and Excel a plus. Please send resume and salary history to: Box #2239
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST/CLERICAL
Entry level, must be mature and enjoy working in a multi-task environment. Must exhibit excellent customer service, organizational and filing skills. PC and Windows experience a plus. Competitive pay and benefit package. Send resume to P. O. Box 2203, Southfield, MI 48037 or Fax to 248-728-4044. Attention HR Mgr.

RECEPTIONIST/CUSTOMER SERVICE
Authorized Dealer, seeking a Receptionist/Customer Service individual for our Southfield location. We offer health benefits, paid vacation and 401K. Excellent Experience in a corporate setting helpful. For immediate consideration call Michelle 810-725-9300

RECEPTIONIST
ENTRY positions open in Novi & Troy. Multi line phone and filing. Ideal for students. (810) 733 9700

RECEPTIONIST
FOR Farmington Hills law firm. Need professional, self-motivated team member. Good benefits, great opportunity. Send resume to: Box #2222
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST
Full time Birmingham law office. Fax resume to 248-258-6047

RECEPTIONIST
Full time, Southfield pediatrician's office. Basic computer experience. Schedule may fluctuate. Part-time to apply. Fax resumes attn: Julie 248-643-0371

RECEPTIONIST
Full time. Must know computerized phone system. Need aggressive professional person as a receptionist/phone rep/on Experience a plus. Salary range $9-$11/hr. Fax HR Department (248) 616-5393

RECEPTIONIST
Great part time job with a professional sales organization. Flexible hours in the 9am-3pm range. Phone skills and computer literate. Send resume to: Systems Specialists, 200 Enterprise Ct., Bloomfield Hills, 48302.

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 and every other weekend. Send resume to Box #1969
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
Or fax - 313-453-1153

RECEPTIONIST/LIGHT BOOKKEEPING
Immediate opening for an energetic and friendly receptionist at a Farmington Hills based computer graphics business. Responsibilities include telephone, central 485, light bookkeeping, shipping & general office duties. Experience with PC's helpful. Excellent wages & benefits. Mail or fax resume to:
Competition Graphics, 31690 W. 12 Mile Road, Suite 4, Farmington Hills, MI 48334 or Fax: (248) 533-0924

RECEPTIONIST
Lots of variety, heavy computer experience with ACT!, Excel, Windows 95, Word preferred), phone, office duties, customer service, quotes, assist sales reps. Must have good attitude, team player. Salary $8-$9.50 hr. Fax/mail resume Attn: Elam, Welduction Corporation 2-492 Industrial Circle, Farmington Hills, MI 48335 Fax: 248-442-9553

RECEPTIONIST
Machine tool distributor looking for a professional individual with a pleasant personality to answer multi-line phone lines. Other duties include light typing, filing, and misc. general office duties. Salary based on experience. Benefits package includes 401K. Send resume to: Hacoptonal, PMC Machinery Inc., 1400 Kaer St., Plymouth, MI 48170-6041, or Fax to (313)459-4362
EOE

RECEPTIONIST
Must have minimum 1 year office experience. Excellent benefits package. Income commensurate with experience & ability. Resume to: Donna, Encasson's Flooring & Supply, 1013 Orchard Dr., Ferndale MI 48220 or fax resume to 248-543-7912

RECEPTIONIST
National HR management firm seeks full-time receptionist. Candidates must have a pleasant phone manner and professional appearance. Other clerical duties are involved. Send resume with salary requirements to: Human Resources, Vincent, P.O. Box 435, Novi, MI 48376.

RECEPTIONIST NEEDED
for Troy company. Computer skills required. Excellent interpersonal and phone skills. Send resume to: 1035 Crooks Rd., Troy, MI 48084.

RECEPTIONIST
Needed for fast paced professional office. Entry level. Apply in person at: 30765 Grand River, Farmington Hills. (248) 476-7030

RECEPTIONIST
needed for fast paced sales office based in Troy. Great opportunity for self-motivated person. Send experience in MicroSoft Word & Excel. Full time position. Send resume to: P. O. Box 384, Troy, MI 48084.

RECEPTIONIST NEEDED for busy Southfield law firm. Entry level computer skills required. No law experience necessary. Please send resumes to:
Weisberg & Watkon, P.C.
21650 W. Eleven Mile Rd.
Suite 203
Southfield, MI 48076
or Fax to: (248) 350-0504

RECEPTIONIST / OPERATOR
needed for commercial insurance agency. Benefits provided. Contact Karen Wilcox at 248-478-7799

RECEPTIONIST - PART-TIME
Entry level position available for a career oriented individual seeking employment during the evenings and on weekends for a large real estate firm in Troy. Skills should include strong telephone etiquette and minor office experience. Will train. If interested, please call Lynda Poland at 248-879-3400 between 8:30am-5:00pm.

RECEPTIONIST, PART-TIME.
Will train. Apply in at:
Sidney Diamond Tool,
32320 Ford Rd., Garden City.

RECEPTIONIST POSITION
9 to 3, Mon. - Fri. For a small architectural/construction firm in Farmington Hills. Experience a plus but not necessary. (248) 473-1100

RECEPTIONIST
Part-time Mon thru Thurs., 3-7pm, Sat 9-1pm. Bloomfield Hills office. Must know WordPerfect. Please call 810-540-3500 to schedule an interview appointment.

RECEPTIONIST
Receptionist wanted for busy automotive supplier. Must be able to handle multi-line phone system and high volume of calls. Will also handle mail for employees, maintain office supplies/equipment and make travel arrangements. Requires high school diploma and typing 35wpm. Knowledge of Word and Excel a plus. Please send resume and salary history to: Box #2239
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST/CLERICAL
Relief switchboard operator & file maker wanted for fast paced Farmington Hills law firm. Full time position in the benefits. Fax resume to (248) 851-2158, ATTN: Nancy.

RECEPTIONISTS
Autumn is here! Fall into a great opportunity! Several assignments available with all experience levels welcome. Short-term, long-term and temp-to-perm assignments. Computer skills a plus. Join in the possibilities.

MARKET RESEARCH
Looking to add to your income? Southfield company needs individuals with computer skills for session shifts. Must type 25wpm. Great evening hours available with four shifts to choose from.

ADMINISTRATIVE ASSISTANT
Livonia company is looking for a motivated, self-starter to support 13 person office. Must be multi-task oriented, able to type 60wpm and proficient in Windows, Excel and Powerpoint. If you like variety, this is the position for you.

CALL TODAY
TEMPORARY RESOURCES
(248) 737-1711

Receptionist/Secretary Position
Phones, Microsoft Windows helpful. Detroit, Ann Arbor, Pontiac, Sterling and Novi. 248-344-9502

RECEPTIONIST/SECRETARY
Southfield area, general office and correspondence include typing complex materials, preparing reports as required, answering incoming telephone calls and providing necessary direction to customers. Qualifications are high school graduate with some business courses beyond high school, three (3) years of clerical experience, accurate typing and keyboarding skills, accuracy in spelling and good grammar and ability to understand and operate office equipment including personal computers (Microsoft software).

Interested applicants please call (313) 482-4405 leave a brief message including your complete name, address and phone number. No application will be made to you. Applications must be received by no later than 5:00 p.m. on Tuesday, October 7, 1997.

AA / EOE

SECRETARIAL POSITION
Livonia CPA firm looking for a responsible person to assist with word processing, filing, bookkeeping helpful but not necessary. Fax or send resume to 35200 Schoolcraft Road, Ste 110, Livonia, MI 48150 (313) 525-9000

RECEPTIONIST/SECRETARY
INTERNATIONAL Sales office has immediate opening for a Secretary with 2 years experience. Accuracy and attention to detail with good communication skills require. Advancement opportunities. Send resume and salary history to fax 248-357-0491 or mail to:
SlovCan Steel Inc.
2021 Central Park Blvd
#304, Southfield, MI 48076

RECEPTIONIST/SECRETARY
$18K+ Benefits. Prestigious firm seeks outgoing, self-starter to answer phones, greet customers & provide clerical support. Applicant. Word QUARK Express, and CorelDraw. CCMail.
Mail cut for magazines.
Take care of various machines - (copier, fax, etc.)
PERSONNEL SYSTEMS
459-1166

ROCHESTER OFFICE, part-time day, eves, weekends. Data entry plus switch board helpful. Mondefeld & 312 Main. 248-651-8171 ext. 102

SALES SECRETARY assistant to Office Manager. Mon-Fri. Send Resume to: P.O. 71371, Madison Hts. 48071

502 Help Wanted-Office Clerical

RECORDING SECRETARY
The Township of Oxford is accepting resumes for the part time position of Recording Secretary for all boards and commission meetings, on a contract basis.

Resumes are to be submitted to Clerk's Department, 22 W. Flint St., W. Burdick, PO Box 3, Oxford MI 48371, on or before 4pm Friday, October 10, 1997.

Job description and requirements are available upon request.

Questions are to be directed to the clerk's office at (248) 628-9767, ext 5 or by mail to 18 W. Burdick, PO Box 3, Oxford, MI 48371

SALES ADMINISTRATOR to $33,000. MicroSoft or database experience. Coordinating training activities and sales support. Call Troy, Call Denise 810-772-6760.
SHELLING PERSONNEL SERVICES

SALES AND SERVICE
Established Beverage Company has full time entry level position opening in the Farmington area. Looking for self-motivated individual with excellent communication skills, the ability to multi-task, enjoy and ability to work in a fast-paced environment.
Benefits include:
• Hourly wage + commissions
• 401k, Medical, Life
Insurance
• Advancement opportunities
Send work history:
Sales and Service #11
P O Box 701220
Plymouth, MI 48170
Or Fax: 313-416-0035

Schoolcraft College
Livonia, MI 48152

CLERK A
Continuing Education Services

Part time position, 25 hours per week. Responsibilities include: typing complex materials, preparing reports as required, answering incoming telephone calls and providing necessary direction to customers. Qualifications are high school graduate with some business courses beyond high school, three (3) years of clerical experience, accurate typing and keyboarding skills, accuracy in spelling and good grammar and ability to understand and operate office equipment including personal computers (Microsoft software).

Interested applicants please call (313) 482-4405 leave a brief message including your complete name, address and phone number. No application will be made to you. Applications must be received by no later than 5:00 p.m. on Tuesday, October 7, 1997.

AA / EOE

SECRETARIES
Plymouth MS Office Wanted duties for the Trestle, professional candidate $9/hr
EXPRESS SERVICES
313-467-3450 FAX: 313-467-1638

SECRETARIES
Several openings in Farmington, Southfield & Northville. Must have MS Word, Excel, or Access experience. Full & part-time day positions available. Evaluation hire $9-12/hr.
EXPRESS SERVICES
248-474-5000 FAX: 248-474-6833

SECRETARY/ACCOUNTS PAYABLE
Dependable, PC experienced individual needed for Contractors/AP multi-task position. WP 8.1 knowledge helpful. Hours 8-5, $9-$10/hr, plus bros. Property Management company currently in Southfield, but soon to be in Novi. Resume to:
Box #2233
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
Accounting office for construction company. Troy, answer phones, misc clerical, Word Processing & Excel.
Please call (248) 816-5500

SECRETARY/ASSISTANT NEEDED
for small Farmington Law office. Salary $22,000 plus benefits. Language skills important. Potential more important than experience. (248)478-3450

SECRETARY / BOOKKEEPER
for small Farmington Hills property management office
(248) 932-5750

SECRETARY / BOOKKEEPER
Good phone skills w/manual bookkeeping experience a must. Dependable person office. Troy manufacturer. 248-362-2832

SECRETARY
Enhance your career and interact with growth oriented people in a warm atmosphere of this major suburban or Detroit health care headquarters. Long term positions. Salary $9.00 - $13.50/hr. Benefits. Call Sharon Bennington/Nancy Wade
810-473-2931
Advantage Staffing

SECRETARY
for AR, A/P and payroll. Would use bookkeeping on Peachtree. Blue Cross & Blue Shield. Apply at Motor City Mold, 12333 Stark, Livonia.
(313) 421-2458

SECRETARY FOR a small Redford Insurance Office. 4 or 5 days negotiable. Recent typing skills required. Also be considered: General office duties typing, windows & word processing required. Call for interview: 313-537-4335

SECRETARY - Full or part-time with Word Perfect. Flexible hours, Monday 5 days/minimum 6 hrs. per day. Fax resume to 313-591-9060 or mail to: IMS, 37100 Plymouth Rd., Livonia, MI 48150

SECRETARY
Full-time Mon-Fri, 8-1, type 60wpm, organized, articulate, detail oriented. $8-$10 an hour based on experience. Send resumes to:
Box #2277
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY - Full time for busy life insurance agent. Must have excellent word processing/computer skills. Shorthand or transcription desirable. Wages based on qualifications. Farmington Hills area. Ask for Cheri
248-737-2300

SECRETARY
General office duties. Computer experience a plus. Flexible hours. Farmington Hills. Call Tana. (248)737-9100

SECRETARY
If you're looking for an excellent position with great benefits, the North and Western suburban company has openings working with directors in new departments. Develop your ability to work independently. Temp to perm. Call Sheri
Bennington
248-646-7661
Farmington/Livonia
810-473-2931
Advantage Staffing

502 Help Wanted-Office Clerical

SECRETARY
INTERNATIONAL franchise realty company looking for part-time secretary position. Qualifications as follows: good independent work, good typist, time management a must. Call 1-2 pm daily. (248) 352-0111 (10am-1pm, Mon thru Fri.)

SECRETARY
Manage Care Co., seeks full-time secretary. General clerical, telephone, organizational & computer skills required. Medical terminology experience helpful. Comprehensive benefits package including 401(k) and ESOP plans. Send resume/cover letter and salary requirements to: Human Resources, PO Box 1717 N. Laurel Park Dr., Suite 334, Livonia, MI 48152 EOE

SECRETARY
Needed in Southfield law firm. Windows/Microsoft Word knowledge a plus. Salary commensurate with experience. Send resume to:
Weisberg & Watkon, P.C.
21650 W. Eleven Mile Rd
Suite 203
Southfield, MI 48076
or Fax to: (248) 350-0504

SECRETARY
OFFICE MANAGER
Full time opening in Farmington Hills CPA firm. Must be organized & accurate with strong computer skills in Excel & Word required. Full benefits.
(248) 851-2211

SECRETARY/PART TIME
Out-patient mental health clinic in Canton area looking for a part time secretary. Please send resume and cover letter to Box #2183
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY PART-TIME
Local real estate office has immediate opening for part-time secretary/receptionist. This fast paced office requires individuals with ability to handle multiple tasks, and the positions involve evenings and weekend hours. Please call Viola at
(248) 737-1000

SECRETARY - PART-TIME
for Birmingham financial firm. Learn investing. Hours arrange. $9/hr. to start.
(248) 642-3100

SECRETARY PART-TIME
Must possess excellent skills in word, WordPerfect, Lotus 1 2 3 & Excel. Data base experience & good comm. skills a must. 12 hours per week. Send resume to: Office Manager, 12501 Farmington Rd., Livonia, MI. 48150

SECRETARY
PLYMOUTH firm seeking individual with strong computer skills. Key skills to be busy office. Full time position with benefits. Starting at $8.50 hr. Please send resume to: PO Box 700204, Plymouth, MI 48170

SECRETARY / RECEPTIONIST
Suburban Detroit provider of seeks full time Secretary/Receptionist. Proficient in WordPerfect 6.1, PC experience required. Call Sharon at (313) 416-0900 or fax resume to Box #2241
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY/RECEPTIONIST
$26,000 - Professional Office. Must handle 12 line phone. MicroSoft Word a must. Full benefits package.
Call Ann 810-772-6760
SHELLING PERSONNEL SERVICES

SECRETARY/RECEPTIONIST
Full-time position with Plymouth Assisted Living Facility. Secretarial experience required. Excellent organizational & communication skills. Excellent working conditions. Plymouth Inn, 205 Haggerty Rd., Plymouth, MI 48170 313-451-0700
EOE

SECRETARY/RECEPTIONIST
Fast paced, professional office seeking mature, career minded individuals for full-time Secretarial and Receptionist positions. Must be proficient with Words, word processing skills and multi-phone lines. If you are a professional, self-starting individual you'll like the fast paced office. Excellent working environment and benefits.
Call Tricia for an appointment at:
(248) 477-8200
Dynatek, Inc.
17370 N. Laurel Park Drive
Suite 260
Livonia, MI 48125

SECRETARY
STRONG communication and writing skills. Computer literate. Light computerized bookkeeping involved. Ideal candidate will have 18 hours per week. Call (248) 437-8479 Office Manager. Fax resume 248-437-4024

SECRETARY TO $25,000
Good computer skills. Pleasant personality. Major suburban firm. Call for info. Call Lori 810-772-6760
SHELLING PERSONNEL SERVICES

SECRETARY - Troy based firm. Must have excellent communication skills, know Word, Excel, and have experience with WordPerfect & Word. Call Charlotte between 9am & 1pm. (248) 362-2500

SECRETARY
TROY real estate office needs sharp, organized, office coordinator with bank and sound skills preferred. Call George at 248-650-1500

SECRETARY
Windows 95 computer, 1-2 days a week. Medical Equipment Resale. (248) 380-7951. Or Fax: 380-7954

SEMINAR ASSISTANT
Work from home. Telephone to assist us with our Living Trust seminars. The job includes setting up for the seminar, checking in seminar attendees and scheduling appointments. The ideal candidate will have a minimum of one week of each month in the tri-county area. Please leave your name, phone, details
(248) 644-6610

SERVICE WRITER/DISPATCHER
Ameritech 5 Star Distributor is seeking a service writer/dispatcher. Clerical skills a plus. Fax resume to Pete. For an appointment call Dave Fisher at 248-449-0148, ext 202.

SWITCHBOARD. Immediate openings for switchboard operator. No experience required. Willing to train. Please fax resume to (248)399-7235 or apply in person to Bob Sala Chevrolet, 24350 Grand River, Farmington Hills, MI 48335

SWITCHBOARD OPERATOR
Farmington Hills manufacturing firm. Must have experience handling 200+ calls a day with MS Word. Full time day shift. Evaluation hire $9-11/hr.
EXPRESS SERVICES
248-474-5000 FAX: 248-474-6833

TELEMARKER - PART-TIME
3 Evenings per wk /some Saturdays. Must be reliable & have good phone skills. Great pay plus bonuses. Century 21 Associates
Call 248 349-6300

TELEPHONE INTERVIEWER
To work in Farmington Hills law office. Insurance background a plus. Good people skills. Non smoker. Ask for Linda. (248) 737-8400

502 Help Wanted-Office Clerical

TELEPHONE OPERATORS
Requirements: Type 35 wpm articulate, knowledgeable of Metro area, good speller and customer service skills. Some college preferred. Dependability a must. Day, swing and graveyard shifts available. Guaranteed hours.
Call (313) 432-1905

TELEPHONE RECEPTIONIST
Must be pleasant & able to handle a high volume of incoming calls. Dental office duties include typing. Call Dental Office Manager (248) 477-8200 Ext 3 Peak Performers, 23923 Farmington Hills (10 Mile/I-275 area)

TELLERS/MEMBER SERVICE
Part/full time for a small credit union in Ferndale. Send resume to:
Pattern Makers Credit Union
2406 Hilton Rd., Ferndale, 48220

TEMPORARY FULL-TIME
Clerical positions available now. Oct 1st Troy office 248-588-5600

VARIETY SPOT
...in large firm for person with good math, data entry and customer service skills. Lots of variety in this fast paced office. Good potential, nice benefits, fee paid.

PERMANENT STAFF
Call: 248-737-5750
or fax resume: 248-737-5078

VETERINARY RECEPTIONIST
30-35 hrs. Experience preferred, but will train a person with good communication skills and a positive attitude. Griffith Animal Hospital, Westland. 313-728-2520

WALSH SERVICE COMPANY is presently looking for applicants for immediate employment for the following positions:

RECEPTIONIST/CLERK
Initiate outgoing switchboard, PC typing and spelling skills, as well as the ability to learn quickly with little supervision. Pay scale $6.50/hr.

ADMINISTRATIVE ASSISTANT
Must be able to assist with various operations of the company. Computer skills, typing, filing, knowledge of Word, Excel, Access, Excel and Windows 95/97. Accounting, invoicing and mathematical skills a must. Telecommunications knowledge a plus. Pay Scale. $10-$15/hr.

Send resume to: Walsh Construction, 2921 Orchard Lake Road, Suite 100, Sylvan Lake, MI 48320. Fax 248-681-7600. Call Mr. Gary Walsh at 248-681-7900 for vacation after 1 year, paid sick days.

We are presently taking applications/resumes for a full time receptionist. If interested please contact Cindy for an interview, 248-442-2600, ext 115

WE HAVE 40 OPEN JOB ORDERS IN THE FOLLOWING AREAS:
SECRETARIES/WORD PROCESSORS - MS Word and Excel required
DATA ENTRY OPERATORS - Minimum 7000dph
ADMINISTRATIVE ASSISTANT - Minimum 2 yrs. experience, strong MS Word, Excel and Power Point
SWITCHBOARD OPERATOR Minimum 2 yrs. experience
Rolm system
RECEPTIONIST/WORD PROCESSOR - Ability to answer phones, great customer service and basic MS Word required
ACCOUNTING ASSISTANT - Knowledge of computerized payables
OAKTEC Professional Staffing Team
Farmington 248-476-0454
Auburn Hills 248-377-0700
Fax 248 377-1599
oaktec@x.netcom.com

WOODWARD HILLS NURSING CENTER
Located in Bloomfield Hills, just South of Long Lake Road has the following openings
4 to PM - 9:30 PM Monday through Friday - RECEPTIONIST
30 Hour per week SECRETARIAL Position in the Admissions Department.

Both positions require a person with good communication ability, phone answering skills and typing computer skills

If you enjoy working with the public, please come and fill out an application at 1312 North Woodward Avenue, Bloomfield Hills, Michigan.

X-MAS HELP/DATA ENTRY
Mail order business seeks individual to enter orders. Send resume or letter of interest to: PO Box 330, Hazel Pk, MI 48030-9990

504 Help Wanted-Dental

AMERICAN DENTAL GROUP, a growing, regional dental care corporation is seeking caring, Dental Assisted individuals to fill the following positions:

DENTIST ASSISTANTS
General, Ortho & Perio. Must be dependable. Front office experience helpful.

OFFICE ASSISTANTS
Dental experience helpful but will train motivated person. Computer experience a plus.

Positions are available full and part-time in areas of Brighton, Canton, Grosse Pointe, Livonia, Sterling Heights, and Wayne. Interested parties fax resume with salary requirements to: (248) 203-1112 or mail information. Crystal DeLong, 3001 W. Big Beaver, Suite 301, Bloomfield Hills, MI 48304

ASSISTANT FOR Farmington Hills dental office. Full time, Mon-Thurs. 8-2 Sats. (8 to 12). No evenings. HC-DS, vacation, benefits. Salary for experienced dental assistant is starting $12, but commensurate with experience. Call Lori at (248) 553-0645

CUSTOMER SERVICE REPRESENTATIVE
Software company specializing in dental practice management requires person with dental office background, as well as experience with any dental computer software. Responsibilities cover the phone with application questions and basic system concerns. Experience with Windows or technical troubleshooting a plus. Send resume to:
Brian McKenna, Software, Inc.
28914 Orchard Lake Road
Suite 100
Farmington Hills, Michigan 48334

DENTAL ASSISTANTS
Busy Livonia office needs outgoing, cheerful, energetic, experienced.

DENTAL ASSISTANTS Part-time available. (313) 591-3636

DENTAL ASSISTANT, Hygienist, Receptionist. Dependable, responsible & experience preferred. Call 810-566-7087

DENTAL ASSISTANT
Part-time for friendly Plymouth office. Some experience necessary.
(313) 455-4070

DENTAL ASSISTANT
Specialty office seeking an energetic, highly motivated, pleasant person to assist chairside in an endodontic practice. Willing to train. Benefits available. Birmingham/Bloomfield Hills area. Call Mon-Fri, 10am-4pm: 248-647-7935

504 Help Wanted-Dental

DENTAL ASSISTANT
Full-time for pleasant Troy office. Experience preferred.
(248) 641-9490

DENTAL ASSISTANT
Full/part time, charming and business positions available in modern Livonia dental office. (248) 473-0050

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

DENTAL ASSISTANT
Part time for North Troy office.
(248) 879-0300

DENTAL ASSISTANT
Full-time position in W. Dearborn office. Excellent salary & benefits. Experienced only. 313-565-3131

DENTAL ASSISTANT
Troy office. Great hours. We are looking for an experienced, dedicated, highly motivated team member with excellent people skills. Excellent salary and benefits for the right person. (248) 362-4330

DENTAL ASSISTANT
Experienced, full or part-time. Quality, friendly office. Farmington Hills.
248-627-1220

DENTAL ASSISTANT
Full-time Burton Heights office. Experience necessary. Expanded duties. $12-14 an hour plus bonuses.
248-642-8430

DENTAL ASSISTANT Experience patient oriented, enthusiastic. Full time 30 hrs. per week. 4 days, 2 weekends/benefits for high quality practice. Call 248-650-3560

DENTAL ASSISTANT
needed for friendly, family practice in Southfield. No weekends or evenings. Experience helpful but not necessary. Please call 248-352-0178

DENTAL ASSISTANT
Assisting oral surgeon. Must have experienced or well train. Benefits. West Bloomfield area. Call Karen after 5pm 313 421-7938

DENTAL ASSISTANT
Progressive dental practice in Royal Oak seeking an experienced dental assistant 20 hrs. per wk., 1 evening. Call 248 398-9528

DENTAL ASSISTANT
Experienced, enthusiastic team player needed for busy Troy oral surgery. Assisting Staff. Our Warren office provides great benefits & working conditions (810) 751-2900

DENTAL ASSISTANT
Are you looking for a long term association in a beautiful, modern, patient-oriented office. Great hours, 3 day weekends. If this appeals to you, please call Dr. Clancy at.
(248) 349-3660

DENTAL ASSISTANTS
SEARS DENTAL has immediate openings for full and part-time Dental Assistants. No experience necessary. Sears offers competitive salary, benefits and a fun, fast paced work environment. We are an equal opportunity employer.

DENTAL BUSINESS ASSISTANT
Busy Canton office. Energetic person to join existing staff for full range of business duties. Heavy emphasis on phone contact. Salary negotiable. Potential for expansion of duties into marketing. Benefits include 401k, medical. Experience preferred. Call 8am-5pm 313-459-8713

DENTAL CARE CORPORATION is seeking caring individuals for the following positions:

DENTISTS
REGISTERED DENTAL HYGIENISTS

Motivated individuals are needed immediately for our East and West side facilities. We provide competitive wages and benefits. Fax resume with salary requirements to:
(248) 203-1112 or mail to:
Crystal DeLong, American Dental Group, 3001 W. Big Beaver, Suite 300, Bloomfield Hills, MI 48304

DENTAL FRONT OFFICE
If you have experience working in dentistry and possess a strong team-oriented attitude and background, we have excellent opportunities for you.
(248) 477-5777
EOE

PEAK PERFORMERS
(248) 477-5777
No Fees EOE

DENTAL HYGIENE ASSISTANT
General dental practice is looking for an enthusiastic, outgoing individual. Entry level position gives the right person a chance to train for a new career in a busy dental practice. Call: (313) 522-2122

DENTAL HYGIENIST
Farmington Hills general practice looking for part-time Hygienist. Ask for Tracy at. (810) 799-9748

DENTAL HYGIENIST - experienced, needed for 2 Saturdays every month, hrs. 9am-1pm. Clarkson - Royal Oak area. 248-280-0200

DENTAL HYGIENIST
Experienced & personable. Part-time, Mon., Tues., Thurs. Farmington 16/ Dequindre.
810-979-0600

DENTAL HYGIENIST
Friendly, modern, perio-oriented Southfield office seeks facility for continuous Hygienist, for Tues & Thurs.
248-356-8790

DENTAL HYGIENIST(S)
To work in friendly, new Westland office. Mon., 1pm-8:30pm & Thurs. 8:30am-12:45pm & 2:30pm-8:30pm. 6am-2pm. (313) 425-9130

DENTAL HYGIENIST
... part time, Plymouth office.
313-454-1070

DENTAL HYGIENIST
Birmingham/Bloomfield, Monday 8-2, Thursday 8-5. Experienced individual to join our team. Call 248) 642-6400

DENTAL HYGIENIST to work in family practice, Tues., 3-8pm in Hartland & Thurs., 3-8pm in Livonia.
(810)632-5700

DENTAL HYGIENIST
One Dental office stressing quality patient care. Part-time, 3 days. Benefits
248-569-5253

•• DENTAL HYGIENIST ••
Full or part time position. Experienced wanted for progressive Livonia office. Experience in Periodontal Therapy. Excellent benefit package. Call Cheryl, (313) 261-9696

DENTAL HYGIENIST & RECEPTIONIST
Part time dental hygienist & full time receptionist needed for busy, friendly professional and highly motivated practice. Join our progressive dental team, in our Rochester & Grand Blanc offices. Call 248-650-2810 to schedule an interview.

DENTAL HYGIENIST needed full time for a progressive, preventative office in Warren. Benefits, good pay. Send resume to Box #2303
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL OFFICE TEAM LEADER
Busy progressive Livonia office seeking friendly, enthusiastic, front desk team leader with opportunity to expand your knowledge into the implant field. Dental experience required. Excellent benefit package, including medical, cafeteria plan and 401K. Check! 313 427-6310

DENTAL POSITION - family opportunity to work in caring, professional dental office in Rochester area. To learn more call 248-652-3663

504 Help Wanted-Dental

DENTAL RECEPTIONIST
Experienced Dental Receptionist needed for team oriented, fully computerized, see-it-Service practice in Canton. (313) 981-4040

DENTAL RECEPTIONIST. Specialty practice is looking for a dedicated person to join its front desk team. The person must have dental experience and be self-motivated, organized, articulate and empathetic.
Call (248) 357-3100

DENTAL RECEPTIONIST - Full time. Minimum 1 yr. experience. Multi-doctor practice. Must have dental knowledge & computer experience. Excellent benefits. (313) 722-5130

DENTAL RECEPTIONIST
Reliable. Part-time. Sofdent software. Madison Heights.
248-542-8001

DENTAL RECEPTIONIST
Cheerful, warm & enthusiastic team leader to train member with same qualities for front desk administrator. Computer experience a plus. Full-time with excellent salary & package.
248-625-2121

DENTAL RECEPTIONIST
Full time position. Experience preferred. 8 Mile & Middlebelt.
Call (248) 478-7150

DENTAL RECEPTIONIST
General dental practice desires hard-working, caring and enthusiastic person for dental receptionist/financial secretary position. The research will be great for the person who is willing and able to meet the challenge. Experience preferred.
Call (313) 522-2122

EXPERIENCED, PART-TIME Orthodontic Assistant with Ortho records experience needed for Birmingham group in Westland. Top salary to proper candidate. 313-722-5130

HYGIENIST VERY gentle caring manner. Experienced in soft tissue care. Part-time modern friendly office. Call Sandy 248-398-8383

ORAL SURGERY OFFICE
Receptionist for Livonia office. Responsible, mature person who enjoys people. Full time. Great benefits. Call Kathy. (313) 462-1799

ORTHODONTIC
OUR orthodontic office is searching for highly motivated people to join our team. We desire someone who is enthusiastic, energetic, bright and confident. We focus on expert communication with patients and high organizational skills. Position available for Orthodontic Technician and part time front desk (coordinator/receptionist helpful). Train qualified person. Please call Val between 9-30 and 3pm. (248)344-6400

RECEPTIONIST/ASSISTANT experienced in front/back. Mature friendly for modern office in Commerce. Good pay/benefits. (248) 363-5300

RECEPTIONIST/BILLING position, part-time, good hours. Experienced, but willing to train. Benefits included.
(810)227-2323

REGIONAL DENTAL CARE CORPORATION is seeking the following positions for our Wayne facility:

REGISTERED DENTAL HYGIENIST, part-time

OFFICE ASSISTANT, full-time. Dental experience preferred

Interested parties fax resumes with salary requirements to
313-239-1000
38110 Michigan Ave.
Wayne, MI 48184

REGISTERED DENTAL ASSISTANT
Canton dental office has a full time position for a registered dental assistant who enjoys a fast pace. If you are a team player, energetic person looking for a challenging environment with a team-oriented environment, call Jackie at (313) 981-5455 for an appointment

504 Help Wanted-Medical

STERILIZATION/HYGIENIST ASSISTANT
Needed Excellent