EMPLOYMENT

502 Help Wanted-Office Clerical

RECEPTIONIST NEEDED full-time for busy Farmington Hills commercial real estate office. Must have prior experience running a multi-line phone system. Executone system experience preferred, working knowledge of Word for Windows, positive attitude, neat appearance and clear speaking voice. Fax resume to Denise 810-851-6253

RECEPTIONIST/ OFFICE ASSISTANT
Farmington Hills developer, immediate opening, full-time with benefits. Fax resume to (810) 851-1677 or call Tami (810) 855-4343

RECEPTIONIST/ OFFICE ASSISTANT
We are seeking an energetic, responsible individual to work in our fast-paced Human Resources Department. The main function of this position is answering a very busy multi-line phone and greeting the public. Additional responsibilities include word processing, filing and other miscellaneous clerical duties. Qualified candidates should have excellent communication skills, accurate typing and the ability to maintain a professional demeanor while working under pressure. Previous office experience a plus. This is an excellent opportunity for an individual looking to gain experience in the HR field. A very competitive benefit package is offered. Hours are 8:15am to 4:45pm Mon.-Fri. Qualified candidates should send/fax a confidential resume stating salary requirements or apply Mon.-Fri. 8:00am to 4:00pm.
Human Resources - HRR
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Road
Farmington Hills, MI 48334
FAX: 810-488-7121
Equal Opportunity Employer M/F/D/V

RECEPTIONIST
Part-time for busy real estate office in Troy. Good phone manner and clerical skills required. Evening/weekend hours. Call Pat Ryan today to schedule an interview
(810) 879-3400

RECEPTIONIST-PART TIME
FOR Gertzon modeling agency in W. Bloomfield. Must have great image and computer skills. Call (810) 855-5660

RECEPTIONIST
Part time evenings & weekends, $6 per hour. Seniors welcome. Call Virginia, 9-11am: (810) 344-0680

RECEPTIONIST
(PART-TIME)
$6/HR
12 - 5pm
Personnel Systems. 459-1166

RECEPTIONIST, part time, 6-10pm. Mon-Fri. Must be energetic, personable & dependable. $7/hr. Bloomfield area. 810-338-6390

RECEPTIONIST / PERSON FRIDAY
For local CPA firm. Computer experience required. Send resume to: Alderman & Vroman, 30400 Telegraph Rd., Suite 118, Birmingham, MI 48025

RECEPTIONIST PLUS - Full time, entry level. Good phone manner, computer familiarity a plus. Own transportation. Non-smoker. Call Patty Mon-Fri, 8:30-5. 810-541-5400

RECEPTIONIST/SECRETARY
Air Center Inc., an industrial distributor, seeks outgoing person with excellent communication skills. Must know WordPerfect. Salary plus full benefit package including profit sharing and 401(k) plan. Please call 1-800-217-2269

RECEPTIONIST/SECRETARY
FULL time, Mon. - Fri., great pay and benefits. Send resume to: 1820 Production Rd., Rochester Hills, MI, 48033. No phone calls please.

RECEPTIONIST/SECRETARY
Full and part time position available. Professional appearance & communicating skills a must. Knowledge of Word or WordPerfect helpful. Office hrs. 8-5pm. Excellent compensation. (810) 356-6220

RECEPTIONIST/SECRETARY
Excellent customer service skills needed for busy front office. Computer skills and experience required.
Dynamic People
313-464-6500

RECEPTIONIST/ SECRETARY
Guardian Industries has an opening for a dynamic Receptionist/Secretary to work at its World Headquarters in Auburn Hills. In this position, you will be working in our Office Services and Human Resources Departments. Responsibilities include: answering main switchboard, preparing correspondence, and working on special projects. Prior word processing (WordPerfect) and general office experience required. Receptionist experience is helpful. The hours for this position are 10:30 AM. - 7 PM. We offer a competitive total compensation package.

Please send your resume and salary history to:

GUARDIAN INDUSTRIES
Attn: Bob Merrick
2300 Harmon Rd.
Auburn Hills, MI.
48326-1714

An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
FOR fast paced Bloomfield Hills law firm. Full-time position. Phones, typing (50wpm), computer & dictaphone skills. Salary commensurate with experience.
Call Tamara: 810-647-4440
or Fax resume to: 810-647-4727

RECEPTIONIST / SECRETARY
Modern Sterling Heights manufacturing company has entry level position. Highly motivated, detailed person. Computer & customer/vendor relations. Experienced in office procedures. Team office concepts. Great benefits plus tuition reimbursement. Starting $8-9/hr.
Call (810) 264-8800
Or Fax (810) 264-8303

RECEPTIONIST / SECRETARY
EXPERIENCED, full-time for Marketing/Design firm in Troy. Ability to greet clients, answer phones and perform clerical duties. Knowledge of WordPerfect, LOTUS essential.
Call (810) 952-1830
or Fax Resume to: 810-952-1836

RECEPTIONIST / SECRETARY
A premier Manufacturer's Representative of electronic components is looking for a high quality individual with front desk experience. The ideal candidate would have experience in Macintosh and 14 line phone system. Please send your resume to:
Greg Rutherford, PO Box 3381, Farmington Hills, MI 48333

RECEPTIONIST/ SECRETARY
FARMINGTON Hills based firm, involved in sales & service of office equipment, looking for a full time Receptionist/Secretary with excellent people skills & computer proficiency. Position will require the right person to handle customer orders, route sales & service calls. Windows experience necessary. Computerized accounting skills helpful. Send resume to:
OFFICE MANAGER
[illegible] Haggerty Hwy, Ste. [illegible]
Farmington Hills, MI 48331

★RECEPTIONISTS★
Get Job Experience!
Free on-the-job training.
Personalized instruction.
Free job placement once trained.
Part time and full time jobs.
Call now to sign up
AND start working.
810/588-9210
TEMPORARY RESOURCES

RECEPTIONISTS
Needed immediately for positions in the Southfield/Farmington Hills area. Six months experience with multi-line switchboard required. These temporary to direct positions offer competitive pay and benefits if applicable. Call today for an interview.
ENTECH PERSONNEL
(810) 354-1600

RECEPTIONIST/ STENOGRAPHER
Full time. Must have good typing and telephone skills and knowledge of word processing. Apply in person only, Livonia Mall Management Office, Entrance G. Mon-Fri, 9am-4pm.

RECEPTIONISTS
Where are you!
DESK PHONES AND SWITCHBOARD JOBS AVAILABLE ASAP
Temp and Perm available

Top pay, Cash Bonuses, Insurance, Holiday Pay, Overtime pay

Snelling Personnel Services

Equal Opportunity Employer
Livonia, 313-266-8800
Southfield 810-352-1300
Taylor, 313-284-0777
Auburn Hills, 810-373-7500

RECEPTIONIST / SWITCHBOARD Operator needed. Experience with multi-line switchboard, typing, computer skills, data entry & misc. office duties. Benefits. (313) 274-4100

RECEPTIONIST/ TELEPHONE OPERATOR
Needed for fast paced sales office. Experienced person with great phone/people skills a must for this full-time position. Starting salary $7.50 per hour with consideration given for experience. Please send resume to: 320 E. Maple, #274, Birmingham, MI 48009, Attn. Tami.

RECEPTIONIST/TYPIST
Full-time for growing mobile home dealership. Great opportunity for advancement. Experience a must. WordPerfect 5.1 a plus. Resume to: Office Manager, 31700 Middlebelt Rd., Suite 120, Farmington Hills, MI, 48334 or FAX to: 810-855-6747

RECEPTIONIST
Wanted for law firm. Must have multi-line phone system experience. Top salary and medical benefits. Call (810) 356-6250, ask for Andrea or Fax Resume to: 810-352-6254.

Rock Financial
The Mortgage Bank
Two administrative/marketing positions available. Must be organized and a self-starter. Excellent benefits. Resume to:

30600 Telegraph Rd.
Ste. #4000
Bingham Farms, MI 48025
Attn: J. Renaud
or call: (810) 258-2355
EOE

SALES ADMINISTRATOR
Our client, based in Auburn Hills, is seeking to hire a Sales Administrator. Ideal candidate will possess at least 7 years of clerical experience, have excellent communication & people skills & be computer literate with the ability to learn & upgrade to new systems. Sales experience & bookkeeping skills a plus. Excellent opportunity for the right person. If interested send resume & salary history to: Attn: CADH
Follmer Rudzewicz & Co.
26200 American Dr., Ste. 500
PO Box 5004
Southfield, MI 48086-5004

Recruiting for EOE

SALES CLERK
Ohio's leading wholesale distributor has an immediate opening for an entry level clerical position for our Detroit office. Must be highly organized, professional, able to work under pressure and have excellent phone skills. Duties will include inside sales, data entry and general clerical work. If interested please call:
1-810-366-1330
Tues - Fri. 8am-1pm
Ask for Jennifer

SALES COORDINATOR
Livonia manufacturing company seeks full time Sales Coordinator to support sales and engineering department. Applicant must be self-motivated, multi-task oriented, and proficient on MicroSoft Word for Windows. Salary commensurate with experience. Medical benefits available. Please forward resume to:
Personnel Department,
32500 Capitol, Livonia, MI 48150

SALES SECRETARY/ RECEPTIONIST
Novi office seeking full time, experienced Secretary/Receptionist. Successful candidate must have good grammar, communication & people skills, and multiple phone line experience. Word/Excel experience a must. Harvard Graphics/PowerPoint a plus. Opportunity for growth. Send resume with SALARY REQUIREMENTS to: Office Manager, 22785 Heslip Dr., Novi MI 48375 Fax# 810-349-0756

SALES SECRETARY
STRONG P / C skills a must. Lotus 4.0 preferred, MicroSoft work helpful. 60+ words per minute. Organized, self-motivated, career oriented person only. Full benefit package. Send resume to: 700 E. Mandoline, Madison Heights, MI. 48071.

Sales Support: Livonia Co. seeks qualified professional to work in a rapidly growing, fast paced environment. Sales required. Team player, detail oriented, organized and efficient. W/P & D/Excel, analytical with strong oral & written communication skills and high math aptitude. Please mail or fax resume with salary requirements to: Personnel Dept., Sovereign Sales, Inc., 38200 Amrhein Rd., Livonia, MI 48150 Fax (313) 464-3331 A SMOKE FREE, DRUG FREE WORKPLACE.

SECRETARIAL
TO answer phones and perform word processing tasks with WordPerfect; some filing required.

Mail or fax resume to:

Attn: Branch Manager
EDP Contract Services
17117 W. 9 Mile Rd.,
Suite 420
Southfield, MI 48075
Fax# (810) 569-6564

SECRETARIES & RECEPTIONISTS
$18,500
Fees paid by company
Are you a personable, flexible team player? Small and large companies are in need of you. Call for immediate appointment. 810-[illegible]
Snelling Personnel Services

SECRETARY
ADMINISTRATIVE ASSISTANT
Interact with clients in the high tech executive offices of international corporations. Windows software + 2-3 years experience required. Long/short term assignments. Temp to perm. Call Sandra
Livonia Birmingham
473-2931 646-7661
UNIFORCE SERVICES

SECRETARY/ADMINISTRATIVE
Assistant for construction company in Redford. Mail resume to P. O. Box 39249, Redford, MI 48239

SECRETARY /Administrator/ Assistant - Small, reputable 1 person office in Livonia. Permanent, flexible, day time hours (25-30/week). Computer literate. Strong administrative skills. Send resume, pay history & references to: BOJ Search, P O Box 8123, Livonia, MI 48151 or Fax: (313) 458-6178

SECRETARY BOOKKEEPER
1 person office. Payroll, payable & receivables, light typing, light accounting & benefits. Send resume & salary requirement to: PO Box 329064, Farmington Hills, MI 48332. An Equal Opportunity Employer

SECRETARY/BOOKKEEPER
All phases of office work. Experience required. Send resume to: PO Box 6008, Wixom, MI 48393

SECRETARY
Commercial Real Estate experience. WordPerfect 5.1, excellent communication skills. Career position with large title company. Fax resume to: 810-680-4654
Agency Fee Paid

SECRETARY
Development firm has a need for a secretary at their Southfield headquarters. Builder/contractor experience preferred, word processing (WordPerfect for Windows) with tables skills required.

Send resume and salary requirements to Secretary, P. O. Box 3098, Southfield, MI 48037-3098 or FAX to 810-827-7050

SECRETARY
FOR suburban church with 400 members. 35 hours per week. Call. (810) 626-0606

SECRETARY
for 1 person office in Troy. Some experience required. (810) 689-3730

SECRETARY
Friendly, fast paced, non-smoking, Plymouth office. Mature, dependable person for full time. Computer experience, shorthand/speed writing, 55wpm, telephone skills important. Insurance background preferred. $8-$10 per hour. Send resume to: P.O. Box 701100, Plymouth MI 48170.

SECRETARY
FULL time transcriptionist for insurance claims office. Typing 60+ WPM, dictaphone and WordPerfect skills required. Excellent benefit package. Send resume and salary requirements to Christine Jennette, Adjusting Services Limited, 17177 N. Laurel Park, Ste. 333, Livonia, MI 48152. No phone calls.

SECRETARY
Full-time. Skilled in typing, phone skills and word processing. WordPerfect 6.0 preferred. Locations in Detroit, Redford and Ecorse. Excellent benefits. Reply to: Human Resources-10, P. O. Box 485, Dalina, MI 48178-0485 (including resume and 3 letters of reference). EOE

SECRETARY
GENERAL office duties, typing, payroll, accounts receivable/payable, light bookkeeping. Starting at $375 per week. Benefits. Rochester Hills area. (810) 852-7466

SECRETARY
Human Resources department needs secretary with Word Perfect and Lotus experience. PageMaker knowledge a plus! Position requires insurance billing, FMLA and disability processing as well as payroll back-up. Strong organizational and people skills will be helpful. Responsibilities include scheduling, testing applicants and interviewing, printing and supply ordering, 401(k) maintenance and miscellaneous secretarial duties. Good judgment and creative writing is a must. Requires ability to handle multiple tasks.

Full benefits to include medical, dental, disability, vacation and 401(k) plan. Please send resume with cover letter and salary requirements to:

Ms. C. Sherr
P. O. Box 767
Southfield, MI 48037

SECRETARY
Immediate permanent position available for a Secretary/Recruiting Assistant. Position involves assisting in the placement of technical personnel. Candidate will be responsible for preparing submittals, typing resumes, coordinating interviews, & customer service. The right individual must have experience with WordPerfect 6.0 for Windows, Lotus 123, type 50+wpm, and excellent verbal & written communication skills. For more information call Karen or fax resume to:

ACRO SERVICE CORP.
313-591-1100
Fax 313-591-1217

SECRETARY - KITCHEN & BATH
Creative, motivated individual. Computer, organizational, telephone skills. Sales, drafting skills a plus. Non-smoking. "The Great American Kitchen Co. & Bath Works" 810-683-8686 Fax: 810-683-8636

SECRETARY-LEASING AGENT
Small office, work with public, computer skills needed, real estate helpful. Write Box 1214, Birmingham, MI 48012

SECRETARY - needed for established furniture store in Plymouth. 26 hours. Good customer service skills needed. (313) 459-1300

SECRETARY NEEDED
GENERAL secretarial skills required to include: typing - 60 wpm; excellent telephone etiquette; use of computer - must have knowledge of word processing and spreadsheet software. Send resume to:

Monica A. Bradfield
UAW Legal Services Plans
7430 Second Avenue, Suite 300
Detroit, Michigan 48202
No Phone Calls Please

SECRETARY
OUR companies offer their employees the latest in computer technology, excellent earning potential, and growth opportunities. We need your prior word processing experience and the ability to interact with clients. To $14.00/hr. Call Susan
Livonia Birmingham
473-2931 (810) 646-7661
UNIFORCE SERVICES

SECRETARY (PART-TIME)
$9/HR.
Accounting, phones, customer service.
ARBOR TEMPS: 459-1166

SECRETARY PART TIME. One person, non smoking office in Livonia, able and willing to do everything. Call 313-464-4033

SECRETARY
Position immediately available in Real Estate Development office. Dictaphone & WP experience a must. Send resume & salary requirements: 30500 Northwestern Hwy, Ste. 300, Farmington Hills, MI 48334

SECRETARY
PART-TIME
EVENING/WEEKEND
Real Estate Development firm in Birmingham has immediate opening for a part-time Secretary to work 1 evening per week, plus two weekend evenings/days. Evening hours are 5pm-11pm. Applicants must be detail-oriented with excellent typing skills and MS Word experience. Send resume and cover letter stating salary requirements, preferred schedule and available commencement date to: Ms. Carey, 200 E. Brown Street, Suite 101, Birmingham, MI. 48009.

SECRETARY/RECEPTION - Farmington. Accounting firm. WordPerfect 5.1 - Windows. Full benefits. To $20K range. No fee. Betty Harris Personnel (810) 424-8470 or fax 810-424-8530

SECRETARY/ RECEPTIONIST
Successful Southfield land development company seeks a customer service oriented type individual to provide receptionist, switchboard and secretarial support to small office. Ideal candidate will be personable, have excellent communications skills and possess strong word processing skills (WordPerfect required). Solid office experience a must.
If interested, please send resume and salary requirements to: Mr. Ubenk, P.O. Box 691, Southfield, MI 48037.
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Temporary replacement for maternity leave. Dec. 1995 thru Feb. 1996. Flexible hours. Bingham Farms office. Please call (810) 644-8141

SECRETARY/RECEPTIONIST
Part time. Good for mom with kids in school. Computer literate. Send resume to: P.O. Box 2828, Southfield, MI 48037

SECRETARY RECEPTIONIST
For flexible job share position. Recent WordPerfect and organizational skills required. Very pleasant work environment. Pay commensurate with experience. (810) 648-6120 or resume: Managed Rehab, 37800 12 Mi, Ste 310, Farm Hills, MI 48331

SECRETARY
SOUTHFIELD personal injury law firm seeks Secretary with WordPerfect skills. Top salary and medical benefits. Call 810-356-6250, ask for Andrea J. or Fax resume to: 810-352-6254

SECRETARY TO the Dean of the Cathedral Church of St. Paul. Episcopal experience preferred but not necessary. Also, Word Perfect 5.1 & 6.0. Call Canon & g. Okunsanya at (313) 831-5000

SECRETARY
We are a successful Southfield firm looking for a capable teamplayer to work with our telecommunications department. The position will involve high volume wordprocessing (projects & presentations), but with a dash of variation (file phone work). Windows WordPerfect and QuattroPro proficiency is required. Send resume and salary requirements to Mr. Wick, P.O. Box 691, Southfield, MI 48037.
Equal Opportunity Employer

SECRETARY
we are seeking a secretary to work with a dedicated team of professionals. Ideal candidate will be dynamic and detail oriented. Must possess at least 2 years of experience in a office setting and have good organizational skills. Must be professional with Word Perfect 6.0 and Quattro Pro skills required. Send resume and salary history to Ms. Underhill P.O. Box 591, Southfield, MI 48073
Equal opportunity employer

SECRETARY
with WordPerfect and Lotus skills for wholesale/retail company in Bloomfield Hills. Hours 8-5 Mon-Fri. Good communication skills and experience required. Pay $9-$10/hr. Resume to Secretary, 1520 S. Lapeer Rd., #119, Lake Orion, MI 48360

SECRETARY
Word Processor with Windows
MS WORD - WordPerfect 6.0
EXCEL - LOTUS
Long term assignments in Downtown Detroit and suburban areas for professional secretary. Must have on the job experience. Type 50-60 wpm. Training available for qualified candidates. Call for appointment. No Fee EOE
METROSTAFF
Temporary Personnel Services
(810) 569-8700

SECRETARY
12-8, Mon.-Fri. Typing, heavy phones, organizational skills. $250 weekly.
313-207-0821

SECRETARY
$25,000
Prestigious, conservative environment. Varied projects. Excellent benefits, vacations, hours, for highly professional person.
Call Ms. Van. (810) 355-2160
DAVIDSON, LAIRD & ASSOC.

SECRETARY - Experienced
To assist owner of the company. Must be flexible and sharp. Send resume to:
A. Michael Grant, CPA, 24725 W. 12 Mile, Ste. 316, Southfield, 48034

SERVICE CENTER
ORDER PROCESSOR
COMPUTER DATA ENTRY
People and phone skills required. Detailed work a must. Call Bill for appointment (810) 477-5700

Southfield Ad Agency
is looking for a permanent, part-time person to work (25hrs/wk). Phones, typing, filing and marketing research. MS Word 6.0 a +. Call JoAnn. 810-353-8750 Or send resume to: G. Temple Associates, Ltd. 27777 Franklin Rd., Ste 1040 Southfield, MI 48034
FAX (810)352-2424

SPEECH-LANGUAGE PATHOLOGIST
WE are seeking a part-time Speech-Language Pathologist for our Northville location. You will be responsible for treating adults featuring a variety of neurological disorders.

Duties include diagnosis and treatment of speech, language, swallowing, and cognitive deficits of TBI and CVA patients.

A Master's degree in Speech and Language Pathology plus a certificate of Clinical Competence from the ASHA are required. One year post CFY experience is desired, however, we will consider exceptional CFY candidates.

We offer a competitive salary, excellent benefits, and outstanding opportunities for continuing professional education and growth. Fax or send resume to Mary Ann Joly, Recruiter:

REHABILITATION INSTITUTE OF MICHIGAN
Human Resources
261 Mack Boulevard
Detroit, MI., 48201
FAX: 313-745-1019
Member of the
Detroit Medical Center
An Equal Opportunity Employer

SWITCHBOARD OPERATOR
Part-time position available for busy switchboard in photographic company. Hours: Mon-Fri 1pm-6pm. May also perform light clerical. Switchboard experience preferred, but not required. Please send resume to: Human Resources, P.O. Box 3301, Troy, MI 48007-3301. EOE

Switchboard Operator
Dynamic, expanding communications firm seeks full-time switchboard operator for immediate opening at our Birmingham and Bloomfield Hills locations. Responsibilities include extensive contact with customers and light clerical duties. Pleasant disposition, good speaking voice and administrative competence is required. Experience preferred. Position offers excellent opportunity for advancement, benefits and 401K. Send resume with salary requirements to:
Corporate Office Manager
P. O. Box 71043
Madison Heights, MI 48071

SWITCHBOARD OPERATORS
VALASSIS Communications, Inc. is looking for experienced Switchboard Operators to work Monday through Friday. The ideal candidates will have excellent organizational skills and superior phone communication skills. Previous experience on multi-line systems a plus. Full time and part time positions available. Interested candidates should send a resume, cover letter, and salary requirements to:

Valassis Communications, Inc.
C/O Westwood HR/KVB
36111 Schoolcraft Rd.
Livonia, MI 48150

An EEO/Drug Testing Employer
Applicants with foreign language skills encouraged to apply.

SWITCHBOARD/RECEPTIONIST - part time position for fast paced, downtown Birmingham office. Experience & sharp phone skills required. Call Monday thru Friday, 9am-4pm. 810-352-1318

TELEPHONE OPERATOR
Excellent opportunity. Day/evening shift. Southfield area. 810-559-6335

TEMP-PERM
INTERNATIONAL
Secretary
Typing of correspondence in Spanish or Japanese. Knowledge of WordPerfect and Lotus - windows.

Great benefits & Pay

Snelling Personnel Services
Livonia, 313-266-8800
Taylor, 313-284-0777
Auburn Hills 810373-7500
Southfield 810-352-1300
Equal Opportunity Employer

TEMP-PERM
LOAN PROCESSOR/ CLOSER
An experience is a "Plus". Computer literate. Typing on Microsoft Word Windows & Excel. Good phone skills a MUST.

Good pay and benefits

Snelling Personnel Services

Equal Opportunity Employer
Livonia, 313-266-8000
Southfield 810-352-1300
Taylor, 313-284-0777
Auburn Hills, 810-373-7500

TYPIST
Full-time position. 60-65 words per minute. Accuracy a must. Computer knowledge helpful, will train. Benefits. Call Kerry at 810-553-1000, ext. 333.
An Equal Opportunity Employer

TYPIST POSITION
Available with Southfield marketing firm. Full time, flexible hours, must type 50wpm. Call Sean at 810-827-7111

TYPIST / RECEPTIONIST
Busy Southfield Town Center law office seeking experienced Typist. WordPerfect a must 810 358-4545

Word Processing Secretaries
IMMEDIATE OPENINGS
$9-$12/Hour
Experienced in one or more of the following

- WORDPERFECT (DOS and/or Windows)
- Microsoft Word (Windows)
- Lotus and/or Excel

Typing 40wpm plus. Short term, long term, temp-to-hire positions. Call for an appointment today!

ConTempra
810-583-9500 .... Madison Hgts.
810-650-8600 .... Rochester Hills
313-563-5900 .... Dearborn

WORD PROCESSOR - big Troy Insurance Co. seeks top notch person. Salary open. Fee paid. Employment Opportunities 810-350-3460

WORD PROCESSOR/GRAPHICS
Full time position in Livonia. Excellent spelling & grammar skills a must. Minimum 60 wpm. Mac experience with MicroSoft Office required. Graphics experience a plus. Send resume to: Personnel Dept. P. O. Box 530309, Livonia, MI. 48153-0309 EOE

WORD PROCESSOR (LEGAL)
Evening shift (3-11pm), Mon.-Thurs. Excellent computer skills needed (80 wpm). Must know advanced WordPerfect 5.1 features, legal preferred. Excellent pay & benefits. Respond to: Laura Combs, Howard & Howard Attorneys, 1400 N. Woodward Ave, Suite 101, Bloomfield Hills, MI 48304

WORD PROCESSORS
All skill levels and software packages needed!!! Call now to temporary and permanent jobs. 810/737-1711
TEMPORARY RESOURCES

504 Help Wanted-Dental

ASSISTANT
Shelby Township dental office seeks enthusiastic, highly motivated assistant to join our team. Full time with benefits. Experience preferred or will train the right person. 810-739-1717

ATTN. Dental Receptionist
Immediate opening. Must be experienced, outgoing, enthusiastic, good communication skills. Full time in team oriented 2 doctor practice in Southfield. Good benefits.
Call (810) 803-2181

CHAIRSIDE ASSISTANT full/part time needed for large dental group practice in Plymouth. Experience necessary. The successful candidate will be organized & work well w/heart objectives. Competitive wages & incentives. 313-420-2328

CHAIRSIDE ASSISTANT
Full-time for family practice. No evenings or Saturday's. Benefits. Southfield location. (810) 351-9000

COMPUTER SUPPORT/ TRAINING
Progressive dental software company looking for a hard-working person to provide computer support in a fast-paced support center. Dental office background a must. Knowledge of DENTECH software a definite plus. Motivated individuals can send cover letter & resume to: Marc Remington, Softech Inc., 31275 Northwestern Hwy., Suite 140, Farmington Hills, MI 48334

DENTAL AIDE, full/part time, Will train. Job responsibilities to include sterilization of treatment rooms, instruments, stocking of rooms. Must be flexible. Southfield area.
Call Marie: (810) 353-7722

DENTAL ASSISTANT
Endodontic office looking for part or full time, experience preferred. Please send resume to: 10801 Newburgh, #108, Livonia, MI 48154 or call (313) 953-0600

DENTAL ASSISTANT - Tired of 100% of chairside assisting? Want to expand your field of experience to include lab work? This full time position offers excellent benefits including annual bonus, quarterly uniform allowance, medical & dental coverage. NO Saturday hours at this innovative & team oriented office in Canton. 313-453-0240

DENTAL ASSISTANT
Family oriented practice. Some front desk & plus. Canton area.
Call. (313) 459-4960

DENTAL ASSISTANT
For general dental office in Westland. Full time with benefits. Great staff. Call Linda or Kathy 313-728-6800

DENTAL ASSISTANT
NEEDED for friendly, growing practice. Part-time. Experience in Endo & Perio preferred, but willing to train. 810-674-8800, Ask for Peggy.

DENTAL ASSISTANT
Part time, 2 days a week, experience with four-handed dentistry and x-ray skills. (810) 851-6446

DENTAL ASSISTANT
for Farmington Hills dental office. Experience necessary. Mon-Thurs, with 3 Sat. (½ day) per month. Salary starts at $10/hour & commensurate with experience. Paid Blue Cross, vacation & holidays. 810-553-0045

DENTAL ASSISTANT
Needed for group practice in Bloomfield Hills. Full-time, experienced.
Call 810-338-3550

DENTAL ASSISTANT - Assisting only. Experienced or will train. Farmington Hills-W. Bloomfield area. After 6pm only. (313) 421-7936

DENTAL ASSISTANT needed part time in an excellent Canton office. 2+ years experience. Call Carol, (313) 981-1199

DENTAL ASSISTANT
FOR large practice, maternity leave, but could lead to full time. Some experience preferred. (810) 851-6430

DENTAL ASSISTANT - part-time. Rochester. General practice. Some experience preferred but could train the right person.
Call Mon-Fri 810-651-8491

DENTAL ASSISTANT
Entry level position in quality oriented private practice for ambitious, friendly & fund individual. Full-time. Some evenings & Sats. 810-653-7877

DENTAL ASSISTANT
For Bloomfield Hills office. Full time, no weekends or evenings. Experience preferred. To join our fun loving, professional team, call us at:
(810) 642 0400

DENTAL ASSISTANT
Part-time. Our busy Canton office is searching for a bright, energetic person with experience or training. We offer a challenging career opportunity in a team oriented environment where employees are truly appreciated for their involvement & talent.
Call 313-459-6370

DENTAL ASSISTANT
Part-time, Monday, Wednesday & Friday. Garden City/Westland area. X-Ray experience. 313-422-8430

DENTAL ASSISTANT
Experienced, part time, for female dentist in Garden City office.
(313) 421-4150

DENTAL ASSISTANT
Part-time for W. Dearborn office. 25-30 hrs., no late evenings. Experience preferred. (313) 563-3400

DENTAL ASSISTANT-PART TIME
Experience required. Send or drop off resume to: W. E. McMinn, DDS, 36180 Five Mile, Livonia, MI 48154

DENTAL ASSISTANT-PART TIME
Experience required. Send or drop off resume to: W. E. McMinn, DDS, 36180 Five Mile, Livonia, MI 48154

DENTAL ASSISTANT
for busy oral surgery office, full-time & Saturday AM. Benefits. Livonia
(313) 525-5720

DENTAL ASSISTANT
needed 3 days a week. Experience required. Please call 313-277-2107

DENTAL ASSISTANT - Part-Time for oral surgery office, Birmingham area. Flexible hours, previous experience in dental office required. Call 10am-4pm: (810) 647-2191

DENTAL ASST./RECEPTIONIST
25-28 hours/week for Rochester family practice. 1 year experience preferred, but will train the right person. (810) 652-1100

DENTAL FRONT desk - Join our team & enjoy working in a beautiful office with a great staff. Full time, experience necessary. (313) 425-4208

DENTAL HYGIENIST
Part-time for well established W. Dearborn office. Excellent salary.
313-561-1260

DENTAL HYGIENIST
PART-TIME position for progressive dental practice in Dearborn.
Call. (313) 561-0500

DENTAL HYGIENIST
FOR West Bloomfield practice. Perio experience necessary. Part-time, flexible hours. (810) 661-2222

DENTAL HYGIENIST - Part-time Needed in team oriented Farmington Hills office, Tues, Wed. & Thurs.
Call (810) 553-3565

DENTAL HYGIENIST
Wanted for low stress Lathrup Village general practice. 2½ days per week. Recent graduates welcome.
(810) 559-4086

DENTAL HYGIENIST - Part time, Enthusiastic, caring individual needed for 2 evenings in this Northeast Farmington Hills family practice.
810-553-1277

DENTAL HYGIENIST
For progressive Southfield family practice. Beautiful Ten Mile & Beech office. We prize teamwork for our quality patient care. Please call:
(810) 354-6364

DENTAL HYGIENIST - Experienced, personable, professional with good patient motivational skills. Full time: 4 days, 5th possible, no Sat. To join team oriented Berkley family practice. Wage & benefits commensurate with skills. 810-548-3334

DENTAL RECEPTIONIST
Part-time, 18-25 hours. Experience with insurance, scheduling and typing skills. (810) 851-6446

DENTAL RECEPTIONIST
Clawson office seeking full time receptionist. Must be enthusiastic & committed. Experience preferred. Good salary & benefits.
(810) 589-2021

DENTAL RECEPTIONIST needed for our orthodontist. Computer experience, organizational skills, & ability to learn a must. Needs to be mature, dependable, & great with people. Offices in Livonia, Warren, Allen Park & Detroit. Send resume to:
Box #1847
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL RECEPTIONIST
needed. Some experience necessary. 30 hours a week. Sterling Hts. area.(810) 978-1480

DENTAL RECEPTIONIST - experienced for modern Westland office. $10-$12/hr. Send resume to:
Box #1856
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL RECEPTIONIST
full/part time. Experienced only. Auburn Hills area. Modern office. Benefits. (810) 332-6400

DENTAL RECEPTIONIST - A multi doctor practice with a friendly atmosphere is seeking an experienced individual that is enthusiastic & enjoys challenges. Full time/ insurance & computer knowledge. Top salary & excellent benefits. Western Wayne County. Ask for Della. (313) 722-6133

DENTAL RECEPTIONIST - Part-time position to handle front desk responsibilities. Applicant must have excellent verbal skills and some computer experience. (810) 646-6743

DENTAL RECEPTIONIST
Full-time, (Mon-Thurs) for high quality patient oriented office. Computer/dental experience necessary. Livonia/Redford. (313) 533-0304

DENTAL RECEPTIONIST
Full-time, busy Pediatric/Orthodontic office. Duties: phone work, appointment scheduling, computer work & welcoming new patients. Dental experience necessary. 810-682-6811

DENTAL SPECIALTY office in Bingham Farms is searching for a bright, energetic dental assistant. Experienced. Full-time. We offer a good salary & fringe benefit package for the right person. Call Shirley: 810-540-9193

DENTAL TECH
High quality lab needs part time Model & Die Tech. Call between 4-6pm 810-932-3742

DENTAL TECHNICIANS
For procelain, wax & metal depts. Top pay, benefits & bonuses. (810) 855-5533

EXPERIENCED DENTAL Assistants, Hygienists and Receptionists - This is the opportunity you have been waiting for! Great offices, flexible schedules, temporary or full time employment. More than 50 immediate opportunities are available.
If you are the best, call
Peak Performers (810) 477-6777
No Fees EOE

EXPERIENCED HYGIENISTS needed to cover 3-4 day/week maternity leaves at great offices in Garden City, Bingham Farms and Warren. Call Peak Performers at (810) 477-5777 EOE No Fees!

FARMINGTON DENTAL Practice is looking for highly skilled DENTAL ASSISTANT to join our excellent team of dental professionals. Excellent benefits, competitive salary.
(810) 474-4600

FRONT OFFICE BUSINESS ASSISTANT needed. Part/full-time. Call Chris at: (313) 455-4070

GENERAL DENTIST
wanted to join multiple office group practice. Should be competent in all phases of general dentistry, including surgical, periodontal, operative endodontic, and prosthetic. Our group has a boarded Orthodontist, and our philosophy is to provide comprehensive and efficient dental care. Dentist is needed at our Allen Park location. Send resume to: Box #1866
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

HYGIENIST NEEDED
Friendly team oriented dental office is seeking motivated Hygienist to join our team Mon. afternoons. Please call Sharon at 810-855-6578

LAB TECH
Laboratory in Novi is now hiring a full time model person. Some experience necessary. Medical & 401K.
Leave name & number at:
313-534-1961

LOOKING FOR a mature, hard-working team player to sterilize instruments and help out in our Livonia Dental practice. We will train. Seniors welcome. (810) 477-7905

MEDICAL RECEPTIONIST - For Bingham Farms office. Permanent part-time. Non-smoker. Mon-Fri 1-5pm & 8:30am-5pm Weds. General office experience. 810-540-4800

ORTHODONTIC ASSISTANT. experience preferred. Full or part time. Immediate opening. Call Carol 810-652-1244

ORTHODONTIC ASSISTANT
Full time position for a bright, energetic, responsible person in progressive orthodontic/pediatric dental practice. Experienced only! Please call. 810-682-6811

ORTHOPEDIC ASST. needed. Will train, with dental experience. Great hours. Fun office. Farmington Hills. (810)661-5900

RECEPTIONIST NEEDED
For our Westland/Walled Lake office. Dental experience. Benefits. Call Linda or Kathy at 313-728-6800

RECEPTIONIST - Part-time
Busy Royal Oak office
Experience preferred.
810-647-6730

506 Help Wanted-Medical

ACCOUNTS RECEIVABLE / INSURANCE POSTER
Experienced, full time for Waterford Medical billing company. Call 9am-1pm only. (810) 683-1152

ASSISTANT/MEDICAL
Livonia/Novi Area

Busy medical office. Great benefits & salary, $10.00 and up depending on experience. Call (810)478-1167.

BILLER RECEPTIONIST
NOVI AREA

Busy medical office. Great benefits & salary. $10.00 & up based on experience. (810)478-1024

BILLER, RECEPTIONIST & MEDICAL ASSISTANT
Experienced for a thriving practice. Immediate openings. (810) 288-9500

BILLERS DME/IV Infusion
Many new corporate office opportunities for experienced Billers. Great salaries, perks, and locations!
Call Michelle: 810-932-1170
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

CAREGIVERS
New agency seeking
Dependable & Flexible
loving, qualified, high skilled caregivers. Please call Judy at 313-522-1018

CENA'S TRANSITIONAL Health Services/Wheelhall of Novi has full & part-time positions available for all shifts. Excellent benefits & working conditions in a small family like atmosphere. Apply at: 43455 W. 10 Mile Rd. or call (810)349-2200 between 9am-4pm. Ask for Dev White or Ruth Ann Hawkins.

Certified
Home Health Aides
(Full Time)
Private duty agency has need for experienced aides to care for stroke patient in Canton. Weekend and afternoon shifts available. Immediate placement. Good benefit package available to qualified applicants.
To apply, call
(313) 422-8250
United Home Care Services
15712 Farmington Rd., Livonia
(2 blocks N. of 5 Mile Rd.)

Certified Nursing Assistants
West Bloomfield Nursing Center has immediate openings on all shifts for CNA's. We offer benefits and a starting wage of $7.50/hour; however, previous nursing home experience will be recognized. Please apply in person at 6445 W. Maple Rd., W. Bloomfield. For details please call Mrs. Taft at: 810-661-1600

CHIROPRACTIC ASSISTANT POSITIONS AVAILABLE.
Please call for interview.
(313) 533-2225

CHIROPRACTIC ASSISTANT
wanted full time. Will train.
Farmington Area.
(810) 471-7188

CHIROPRACTIC RECEPTIONIST
For busy Farmington Hills center. Front Desk, Computer Skills, Recalls, Insurance, Positive Attitude, Self Motivated. Experience Required. Part-Time/Long Term. 810-932-0200

CLERK TYPIST - part-time, afternoons. 60wpm. Excellent grammar skills, knowledge of WordPerfect with Windows. Transportation a must. Call 10am-1pm only 313-993-2893

CLIENT SERVICE MANAGER
Seeking professional with Medical Records experience, excellent communication and thinking skills. Position required direct interface with large external client base as well as internal departments. Must be able to handle multiple projects simultaneously. Send resume to:
Box #1875
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CLINICAL DIRECTOR
Director for start-up Home Health agency. Exciting opportunity for entrepreneurial individual to be part of developing a post-acute delivery system which will become a company model nationally. R.N. WITH MEDICARE HOME HEALTH/ PUBLIC HEALTH EXPERIENCE REQUIRED. Extensive supervisory experience required. Ability to comprehend the "Big Picture", collaborate in strategic planning, provide direction and facilitate results will be vital. Position is local and immediate. For confidential consideration, please call: 800-465-7342

CNA - Dependable worker who loves to work with people. Excellent pay with benefits available, full or part time. Phone: (810) 589-7755

CNA'S
COME join the team at Plymouth Court. We offer a brand new and improved wage scale plus an hourly bonus! We also offer an excellent benefit package. Come check us out and apply at 105 Haggerty, Plymouth or call Kristy at (313) 455-0510 ext. 30
Equal opportunity employer

CNAs
Full & part time positions. Day & afternoon shifts available. Average starting wage $6.50+, excellent benefit package available. Apply at: Greenery Extended Care Center, 34225 Grand River, Farmington, MI 48335. (810) 477-7373

CNA'S
Full time. Apply in person: Marycrest Manor, 15475 Middlebelt Rd., Livonia, MI 48154

COMPUTER / PURCHASING TECHNICIAN
Enteral/Urological Product background ideal. Medicare familiarity a plus. Mon-Fri, 9am-5:30pm. Apply in person at: 33510 Schoolcraft, Livonia (W of Farmington, N of I-96).

CUSTOMER SERVICE REPS
Career oriented professional to service clients in the medical billing field. Strong history of multi specialty billing background. Phone presence and organizational skills needed. Computer-related functions as well as MDS experience a plus. Submit resume and salary requirements in confidence to HR/REP, 29299 Franklin Road, Southfield, MI 48034

DISPENSING OPTICIAN
Part time, for Livonia Optical department. Candidates should be reliable & flexible. Experience preferred, but will train. Call Manager, between 9:30am-5pm: (313) 522-0360

CUSTOMER SUPPORT REPRESENTATIVE
Exciting opportunity to join a growing medical supply distributor serving nursing homes. Please send resume & salary requirements to: 5860 Executive Dr., Westland, MI 48185

DOCTORS OFFICE needs experienced Medical Assistant part-time Monday's and Wednesday's. Ask for Karen (810)557-1464

ECHO TECHNICIAN, X-RAY Tech & Transcriptionist Wanted full-time for busy practice. Call (313) 831-1280

FRONT DESK POSITION
Full time. Experienced only. Admitting, discharging, scheduling, MED experience helpful. (810) 557-1717 or fax, Attn: Mary (810) 557-4323

GREAT OPPORTUNITY
Front office position in growing professional cosmetic practice. Will train personable team player.
Call Val (313) 421-6454

HHA's/ CNA's
Nursing Students
Immediate home care opportunities for full and part time positions throughout SE Michigan. Flexible schedules and local assignments. High demand for day and evening shifts. Join the Huron Valley Visiting Nurse team and make a difference in the quality of life for home care patients! Work as many or as few hours as you like. Call Tara today to schedule an interview at our branch office closest to your home. 1-800-880-0020 or 810-344-0234

HISTOLOGY SUPERVISOR
ASCP certified or equivalent. Full time, day shift. Hospital based lab. Good technical/managerial skills. Apply in person or send resume to: Gaston Clinical Labs, 23775 Northwestern Hwy., Southfield MI 48075

Home Health Aides
Certified Home Health Aides
Nursing Assistants
Homemakers
Live-Ins
For private duty home health care. Must be experienced, dependable, and have reliable transportation. We offer:
- Flexible scheduling
- Pay based on experience
- Shift differentials
- Mileage reimbursement
- Paid in-services
- Benefit package for full time

If you're interested in joining a rapidly growing agency, please call or apply to:

United Home Care Services
15712 Farmington Rd., Livonia
(Two blocks N. of 5 Mile)
(313) 422-8250

IMMEDIATE POSITIONS midnight & call in. Full time openings in NOV. for male quadriplegic in Pinckney area, no experience needed. (313)498-2678

LPN/LVN ALERT!!!
GREAT PAY!!
Free Travel and Hotel
2 to 4 Week Assignments
CALL 800-720-8773
a labor dispute exists
An Equal Opportunity Employer

LPN'S
NEW WAGE SCALE
West Bloomfield Nursing Center has immediate openings for LPN's on day and afternoon shifts. We offer competitive wages and benefits up to $15.75/hour to start, however, previous nursing home experience will be recognized. Please call Kathy Hellen to set up an interview at: 810-661-1600.

Marywood Nursing Care Center
Affiliated with St. Mary's Hospital, of Livonia, taking applications for
LPN Charge Nurses
Nursing Assistants
Excellent salary & benefits.
EOE. Apply at:
36975 W. 5 Mile, Livonia.

MEDICAL RECEPTIONIST
experienced. Full time position in high profile busy Urology practice. Competitive wages & benefits.
Call (810) 353-3000

MEDICAL ASSISTANT full-time.
Busy family practice.
EKG, Venapuncture.
(810) 435-3818

MEDICAL ASSISTANT
part time for Novi podiatry office. Experience preferred.
Call: (810) 548-6717

MEDICAL ASSISTANT, experience preferred. Will train right person. Busy Pediatric office, Birmingham area. (810) 644-1221

MEDICAL ASSISTANT / EMT / LPN - For homecare company.
Call (313) 459-3115

MEDICAL ASSISTANT
FULL Time. Birmingham area. Call for appointment: Monday-Thursday, 9-2. 810-645-1798

MEDICAL ASSISTANT
FULL & PART TIME
Farmington Hills office. Call Mary between 10 & 5pm 810-553-4046

MEDICAL ASSISTANT
Part time, Cardiology office. Ekgs & computer experience helpful. Light filing & typing. Please call Dawn 313-462-2081

MANAGED CARE SALES/MARKETING EXECUTIVE
A Major provider of health services, based in Southeastern Michigan and serving patients across the State of Michigan, seeks a Sales/Marketing Executive to expand its contractual relationships with managed care organizations, self-funded employers, and health insurance companies. Key responsibilities include:
- Develop and implement a marketing/sales plan;
- Build and maintain relationships with potential customer firms;
- Develop contracting opportunities;
- Coordinate the development of marketing materials and presentations to potential customers;
- Coordinate/participate in contract negotiations;
- Oversee contract implementation, performance monitoring, and customer problem resolution.

Candidates must possess 3-5 years of progressive experience in selling and marketing health benefits products, with a demonstrated record of success; excellent written and verbal skills; knowledge of managed care principles and operations; familiarity with the health care, business and health insurance organizations and leadership within the State of Michigan. A Bachelor's degree in Marketing, Business, Communications or health related field.
We offer a highly competitive salary, excellent benefits and the opportunity to play a major role with a leading health care organization. All replies will be treated confidentially. Please send your resume, and a cover letter describing your significant accomplishments, why you feel you can be of assistance, and salary expectations by Monday, October 30, 1995.
P.O. BOX [illegible]
Observer & Eccentric