EMPLOYMENT

502 Help Wanted-Office Clerical

RECEPTIONIST
FULL time with benefits. Must have good typing & telephone skills and knowledge of Word Processing. Apply in person [illegible]
LIVONIA MALL
Management Office
Entrance G

RECEPTIONIST
FULL TIME. Sames Electronics, Inc., a major international automotive supplier is seeking a pleasant, reliable person with excellent telephone skills. Other responsibilities will include typing, filing & data entry. Knowledge of computers required. Medical, dental benefits & 401K plan. Please apply: 11130 [illegible], Livonia, or call [illegible]

RECEPTIONIST/GENERAL OFFICE [illegible]

RECEPTIONIST/GENERAL OFFICE. Phone & Word Perfect experience. [illegible] Benefits, 401K and profit sharing. Resume to: 31251 [illegible] Rd., Livonia, MI 48150

RECEPTIONIST [illegible]

RECEPTIONIST - GREETER [illegible]

RECEPTIONIST [illegible]

RECEPTIONIST/SECRETARY
Needed for downtown Pontiac law firm. No legal experience necessary. Must have excellent phone skills & knowledge of Word Perfect. Salary commensurate with experience. Benefit package.
Please send resume to:
Box #1825
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/SECRETARY
SELF starter, able to work independently. Must have good communication skills and WordPerfect 6.0 experience. Please resume and salary range to: [illegible] & Co., 21130 Northwestern Hwy., Suite 242, Southfield, MI 48034. FAX 810-353-8334

RECEPTIONIST/ SECRETARY
Southfield based financial company is looking for a Receptionist/Secretary for its fast paced corporate offices. Must have 3-5 years of secretarial experience, pleasant phone voice, experience in handling customers & a knowledge of WordPerfect 6.0, spreadsheets helpful. Send resume along with salary requirements to: CAC, P.O. Box 513, Southfield, MI 48034-0513. Attn: GMA

RECEPTIONIST - SECRETARY
Part time for Troy automotive representative agency. Good telephone, organizational and computer skills required. Fax resume to:
810-588-0588

RECEPTIONIST / SECRETARY
A Novi based Manufacturer's Representative of electronic components is looking for a high quality individual with excellent communication skills. The ideal candidate would have experience in Word Processing and the ability to handle 16 line phone system. Please send your resume to:
Greg Rathsburg, PO Box 3361
Farmington Hills, MI 48333

RECEPTIONIST SECRETARY
To work in a fast paced, challenging, non-profit agency. Good communication and people skills required. Candidate must have good typing ability, computer knowledge of Word Perfect 5.1 [illegible]

[illegible]

SECRETARIAL/CLERICAL
FOR international company. Able to speak Italian a plus but not necessary. Shipping & receiving responsibilities. General office duties. People skills necessary. Send Resume with cover letter to: [illegible] Inc., 21260 W. 8 Mile Rd., Southfield, MI 48075. No phone calls please.

SECRETARIAL ENTRY-LEVEL
Village Green Management Company, a leading national property management firm headquartered in Farmington Hills, has a need to fill two secretarial positions. Must possess outstanding verbal & written communication & strong Microsoft Office computer skills. Positions will require some level reception and mailroom duties as well as general secretarial assignments.
For immediate consideration, qualified applicants should send resume & salary requirements to:
VILLAGE GREEN MANAGEMENT COMPANY
30833 Northwestern Hwy.
Suite 300
Farmington Hills, MI 48334
Attn: F. Cherette
An Equal Opportunity Employer

SECRETARIAL
North Oakland County. Temporary and permanent openings for experienced secretaries with Word or WordPerfect. Pay dependent upon ability. (810) 693-3232
workforce
Never a Fee

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

SECRETARIAL [illegible]

Human Resources Secretary [illegible]

[illegible]

SECRETARY
GROWING company seeks additional secretary for Corporate Office. Must perform general clerical duties, word processing, typing letters (40 WPM), screening calls, filing, etc. $7.50 per hour. Benefits available. Apply in person between 8:30 a.m. and 3:30 p.m. Monday-Friday at:
Nation Wide Security, Inc.
23800 West Ten Mile Rd.
Southfield, MI 48034

SECRETARY NEEDED for civil engineering company in Commerce Twp. Must be proficient in Word Perfect versions 5.0 - 6.0, willing to learn business and possess good communication skills. Serious enquiries contact Renee at (810) 363-2200

SECRETARY/OFFICE MANAGER
Doctors office in Westland. Must type 55 wpm. Some computer knowledge helpful. (313) 326-1443

SECRETARY - One person office. Knowledge of Excel. Typing financial statements. Bookkeeping helpful. Medical benefits. Farmington Hills. 810-433-3125

SECRETARY - Part/Full time. Macintosh a must, phone, general office skills. Pay commensurate with talents. 313-538-4500

SECRETARY RECEPTIONIST
For Apartment Management and Construction Company. Would prefer someone with experience in either but not necessary. Must have good office & phone skills and computer knowledge of Word Perfect. Full Time Benefits. Send Resume to Cathy, 29332 Northwestern Highway, Ste C, Farmington Hills, Michigan 48334

SECRETARY RECEPTIONIST
Growth oriented fast paced Oak Park firm needs experienced self starter. Good communications, speaking, organization skills, dictaphone, word processing. Need 60-65 WPM. A+, Mon. - Fri. 8:15AM-5:30PM, $9-$11.5 /HR + Benefits. Send resume to: Office Manager, 22910 Rosewood, Oak Park, MI 48237

SECRETARY RECEPTIONIST
Need experienced, organized detail-oriented person for fast paced local CPA firm. Telephone, WordPerfect, stat typing skills a must. Salary negotiable, overtime available. Complete benefit package. Resume [illegible]

[illegible]

SECRETARY/ RECEPTIONIST [illegible]

Word Processor [illegible]

SECRETARY [illegible]

SUPPORT STAFF
Seeking an individual to join our team to provide support to Human Resources and Production Management.
The selected candidate will have strong interpersonal skills, enjoy working in a fast paced environment and have extensive computer experience using Word and Excel.
We offer a competitive salary and full range of employee benefits. Please submit resume with salary requirements in confidence to:
Human Resources
Realtron
36865 Schoolcraft
Livonia, MI 48150
We are a drug free work place - drug testing mandatory
EOE

SWITCHBOARD OPERATOR/ RECEPTIONIST
ADMINISTRATIVE ASSISTANT
Immediate position available for mature, articulate & people oriented individual. Responsibilities include answering phones, greeting visitors, and administrative assistance to executive staff. Must be PC proficient. We offer an excellent salary and full fringe benefits package. Please send resume & salary requirements to: Bob Musser, Human Resources Manager, Defiance Testing Systems, 33584 Veronica, Livonia, MI 48150
313-454-3811

TAX PREPARER - Must be experienced to work for Farmington Hills [illegible] nence a plus. 810-553-1870

TELEPHONE INTERVIEWERS
Needed for full time days. Business to business appointment setting, list cleaning, market research, customer satisfaction surveys, etc. No sales - no selling. Some experience required. Office in Farmington Hills. Starting at $7.50/hr.
Please call: (810) 476-7294

[illegible]

Service Coordinator/ Administrative Assistant [illegible]

504 Help Wanted-Dental

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

DENTAL ASSISTANT/Receptionist
Experienced, full time, childrens office. Must know front office duties. Mon.-Fri. 8:30-5pm. 810-655-6613

DENTAL ASSISTANT
Must be experienced, able to take x-rays for busy N.W. Detroit office.
313-836-1111

DENTAL ASSISTANT
Needed for Livonia practice. We are family oriented. Recent dental assistant grads welcomed. Great benefits. Call Chris (313) 427-2222

DENTAL ASSISTANT
Full time in Farmington Hills office. Experience necessary. Excellent salary & benefits.
Call 810-478-1650

DENTAL ASSISTANT, part time, 2-3 days per week. Experience preferred. Specialty practice. Birmingham area. Explore the opportunity. 810-647-7730

DENTAL ASSISTANT
experienced. Come join our friendly practice in Novi. Full time position, Mon., Tues., Wed., no weekends. Potential to earn up to $15 for the right person. (810) 477-7230

DENTAL ASSISTANT
Great opportunity in our beautiful LIVONIA dental office for an experienced Dental Assistant who loves people and is clinically excellent. Full time. 810-477-7905

DENTAL ASSISTANT
Seeking professional assistant for specialty practice. Charisma, knowledge & time management required. Convenient hours, tops $$, friendly office environment. Clarkston area. Call 810-625-7700

DENTAL ASSISTANT
Experienced. Modern Bloomfield office. Excellent salary plus benefits. No evenings. (810) 642-6532

DENTAL ASSISTANT
Experienced only. Maple/Telegraph, full time, no weekends, no evenings. Benefits. To join our professional but fun loving office. Call Diane (810) 642-0400

DENTAL ASSISTANT
If you are seeking a practice that offers a highly progressive quality team oriented atmosphere and if you [illegible]

[illegible]

DENTAL RECEPTIONIST
ARE you an energetic, motivated "people person"? [illegible]

LAB TECH
Dental laboratory in Novi is now hiring a full time model person. Experience necessary. Medical & 401K. Leave name & number at 313-534-1991

MEDICAL ASSISTANT
Experienced person for busy Southfield office. Mornings & every other Saturday. Immediate opening. Call Delores (810) 354-0660

ORTHODONTIC ASSISTANT
Bloomfield Hills office seeking experienced, personable full time assistant to add to our progressive practice. Benefits. Call 810-647-0696

RECEPTIONIST - EXPERIENCED for fast growing Royal Oak Dental Office (810) 280-2060

RECEPTIONIST - Experienced for computerized holistic dental office. 30 hours a week. Knowledge of medical insurance a plus. Call 8:30-5PM, Mon. - Thurs., 8:30-3, Fri. (810) 642-5401

506 Help Wanted-Medical

ACCOUNTS RECEIVABLE
MEDICAL office located in Livonia seeks individual to work in its insurance/reimbursement department. Looking for an individual who is a self starter, mature and willing to participate as part of the team. Submit resumes to:
Box #1950
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ACTIVE SOUTHFIELD podiatry practice seeks full time Receptionist. Light typing & bookkeeping, phone skills required. Call 810-865-1300

ALLERGY NURSE
RN, LPN or CMA
Allergy experience a must, for busy Livonia practice. Full or part time. Salary negotiable, benefits available. Call Jeanne days or evenings (810) 626-0808

ASSISTANT MEDICAL
LIVONIA/NOVI AREA
Full time assistant needed for Livonia/Novi podiatry medical office. Must be mature, hard working & good with patients. Good benefit package. $7.00 & higher depending on experience. Call (810)478-4032

[illegible]

Billers/Receptionists [illegible]

CAREGIVERS
Dependable & Flexible [illegible]

CLINICAL NURSE SUPERVISOR [illegible]

CNA'S [illegible]

HHA'S/CNA'S
NURSING STUDENTS [illegible]

HOME HEALTH AIDES IMMEDIATE OPENINGS [illegible]

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) 422-9250

INSTRUCTOR for medical assistant program. This is a contract position & requires experience in setting up an accredited 9 month program. Must have previous experience. Call 810-473-8310

INSURANCE BILLER / RECEPTIONIST
Immediate need. Experienced applicants only. 2 doctor practice-W. Bloomfield. Send resume to:
Box #1934
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

INSURANCE BILLER
We are looking for an individual who can bill efficiently & accurately, has the maturity to handle patients with dignity, and aggressively pursue delinquent accounts. Orchard Lake/W. Bloomfield location. Excellent compensation for the right applicant. Send resume to: Box #1918
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

INSURANCE CLERK/RECEPTIONIST
DEPENDABLE, detail oriented individual with recent knowledge of various insurance company procedures. Very fast paced Livonia Dermatology Office. Full time. (810) 477-7022

LPN
FULL AND PART TIME [illegible]

[illegible]

MEDICAL ASSISTANT [illegible]

MEDICAL ASSISTANTS [illegible]

MEDICAL BILLER
Part time, 4pm-11pm shift, and weekends. Please send resume to: Phase, 38520 Michigan Ave., Wayne MI 48184

MEDICAL BILLERS
Unique opportunities and top pay for your experience. New long term openings with diversified service companies. Temp to perm available. Suburbs and Detroit. This is an excellent opportunity to use your experience.
Call Mary
Birmingham 646-7661
Livonia 473-2931
UNIFORCE SERVICES

MEDICAL BILLING CLERK
Part time afternoon Medical Billing Clerk. Send resume:
The Nursing Home Group
24293 Telegraph Rd.
Southfield, MI 48034
Attn: Lydia

MEDICAL OFFICE
Full time, front desk and Biller needed. Experienced only. Send resume to: Box #1932
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MEDICAL RECEPTIONIST & MEDICAL ASSISTANT
Full time. Novi Internist. Experienced. Benefits. Call (810) 478-9250

MEDICAL RECEPTIONIST
If you're looking for job satisfaction, patient contact, very good salary & benefits, here is a chance to develop the medical office & computer skills you already have and to grow in our childrens eye practice. ABS a plus. Call Shelley 810-642-1411

MEDICAL RECEPTIONIST/ BILLER
Full or Part time. Southfield and Troy locations. Computer billing experience and prior health care related employment preferred. Send resume to: Dept. RB 10C, PO Box 252871, W. Bloomfield MI 48325

MEDICAL RECEPTIONIST
Part time/full time position in progressive fast paced cardiology center. Three yrs. of medical office experience, good telephone and [illegible]

[illegible]

MEDICAL RECEPTIONIST [illegible]

MEDICAL TRANSCRIPTIONIST [illegible]

NURSE AIDES [illegible]

NURSING UNLIMITED
810-540-2360

NURSE AIDES [illegible]

NURSING UNLIMITED
810-540-2360