502 Help Wanted-Office Clerical

RECEPTIONIST
Good opportunity with growing well established company. Position comprised of light reception and general office duties plus a variety of other tasks. Professional demeanor to handle diverse responsibilities. Must have excellent great benefits. Congenial staff. Convenient Western Wayne County location! Fax resume to: Receptionist, Box #2365, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia MI 48150

RECEPTIONIST
Immediate opportunity for an experienced professional growing national company located in Southfield. Learn information management and support staff of this corporate office. Training in telephone procedures, multi-line telephone, word processing, computer. Competitive hourly rate, benefits. Apply in person or fax resume to: CT Corp, 1100 Town & Country Rd, Suite 1300, Orange Park Plaza, Orlando FL 32837. Fax: (407) 855-1244. Equal Opportunity Employer

RECEPTIONIST
Manufacturing company in Farmington seeks friendly, professional receptionist. Full time, competitive salary and benefits package. Must type 50 wpm. Send resume to: Personnel Manager, Box 2000, Farmington Hills, MI 48333-9052

RECEPTIONIST
Needed for fast paced therapy office. Typing skills and pleasant personality required. Send resume to: Therapy Office, 29800 Orchard Lake Rd, Farmington, MI 48334

RECEPTIONIST
Medical office in Farmington Hills seeks full time receptionist. Send resume to: P.O. Box 2010, Farmington Hills, MI 48333

LOIS RAY PERSONNEL
(810) 646-5580

SALES: Fitness center seeks Customer Service Rep. This full time position involves assisting members with fitness assessments and customer service in a sound environment. Must be dependable, organized, and have good communication skills. Please fax resume to: Lifetime Fitness, Attn: Jeff Lewis, 29800 Orchard Lake Rd, Farmington, MI 48334

SALES SECRETARY
Document is seeking an experienced sales secretary for the Plymouth Area. Must have a good attitude, be organized and have a pleasant personality and be fast, accurate and detail oriented. Duties include: Data entry, word processing, and assisting 4 outside sales reps. Competitive salary and benefits. Please send resume or call for an interview appointment.
(810) 644-4700

Western STAFF SERVICES.

RECEPTIONIST
New Downtown Store Location
Join Ethan Allen and weaver in the home furnishings industry in an exciting and rewarding environment. We seek an energetic, customer service oriented individual to greet customers as well as perform light clerical duties. Qualified candidates should possess a pleasant personality and be fast, accurate and detail oriented. Typing skills are essential. Excellent benefits package. Apply in person or send resume to:
Ethan Allen Home Interiors Inc.
19700 Middlebelt
Livonia, MI 48152
313-261-3080
FAX # 313-261-7490
Equal Opportunity Employer

RECEPTIONIST - PART TIME
Needed immediately. Light typing, filing, and general office duties. Must be dependable and have pleasant personality. Send resume to: Carol Cleveland, 28470 Orchard Lake Rd, Farmington, MI 48334

RECEPTIONIST - PART TIME
Please send resume to: Sandy Barney, 401 W. Big Beaver, Suite 400, Troy, MI 48084. Attn: Denise Clark

RECEPTIONIST
Part time for Optical Dept. Must be outgoing and energetic. Please call for an interview. Ask for Kathy at (810) 477-7010

RECEPTIONIST: PERSONNEL ASSISTANT
Full time with benefits in Farmington Hills. Send resume to: Human Resources Manager, Box 2000, Farmington Hills, MI 48333

RECEPTIONIST
Permanent part time. Thru area Town Spot. Must have excellent telephone skills. Flexible schedule. Requires 2nd opening and closing shifts. Paid training. No experience necessary. Send or fax resume or call for an interview to:
L.M.N.
Empire Corporation
PO Box 2143
Southfield, MI 48037
Fax: (810) 557-7329
An Equal Opportunity Employer

RECEPTIONISTS
Bookkeeper, data entry, word and Excel. MS DOS and Kensington helps with heavy phone. Light typing on MS Word and Wordperfect.

CUSTOMER SERVICE REP.
Bookkeeper, data entry, typing. Excellent pay, benefits, 401(k). Sales department of Uhlich Equipment. Experience necessary.

SECRETARY and switchboard back up. Southfield $10/hr.

BENEFITS ASSISTANT
Must have data entry. Learn and will be working with benefit programs. Excellent pay, benefits, 401(k). Uhlich Equipment.

OAKTEC Professional Staffing
Farmington Hills 810-553-0444
Auburn Hills 810-377-4070

RECEPTIONIST
Subleasing for two months, receptionist with phone experience and other duties as minimum. Wonderful environment. Send resume to Box #2362, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia MI 48150

Receptionist & Switchboard Operators
needed in Southfield. Experience necessary. Pay starting at $7.00 an hour. Call

ProForce
810-352-1334

RECEPTIONIST SWITCHBOARD
$8-$10/HR
Seeking 2 reliable people for TEMP-TO-HIRE positions in Livonia. Perfect opportunity for excellent phone and communication skills. Flexible hours available. Call today for an interview!
810-615-0880
Western STAFF SERVICES.

RECEPTIONIST TEMP to Hire
$7 PER HOUR
Southfield Location
Warm atmosphere, fully paid benefits after 90 days, free parking, free health club and computer experience a must. Call for immediate appointment
810-208-3000
Accounting Personnel Services

RECEPTIONIST/ TRAVEL COORDINATOR
Exciting opportunity for an outgoing, and energetic person to represent the first impression of this major travel company. Must have excellent organizational and communication skills. Fax resume and cover letter for immediate consideration.
810-344-8700 FAX: 810-344-8704

502 Help Wanted-Office Clerical

RECEPTIONIST
The Jewish News and Style Magazine has an immediate opening for a full time receptionist. Experience on telephone is required. Must be organized, a professional and pleasant manner in a small job. Job duties include typing, data entry and general clerical duties. We offer a competitive salary and benefits. If you are flexible and willing to help out as needed, please send resume to:
EOE
The Jewish News, Style Magazine
Linda Stefani, Office Manager
27676 Franklin Rd.
Southfield, MI 48034
or fax resume to
(810) 354-6689

RECEPTIONIST
Thriving, growing sales friendly and dependable person with good telephone manner. Knowledge of Windows, Word, Excel helpful. Accounts receivable/payable helpful. Full time, competitive salary and benefits package. Fax resume to: CT Corp, 1100 Town & Country Rd, Suite 1300, Orange Park Plaza, Orlando FL 32837. Fax: (407) 855-1244. Equal Opportunity Employer

RECEPTIONIST
Light typing, filing, phone. Pleasant personality. Apply in person: Sunset Roofing Supply, 30000 Schoolcraft, Livonia

RECEPTIONIST
Mature, pleasant, organized, with some data entry. Full time position. Benefits package. Apply in person: Ann Arbor Trailers, 1000 Wilcox, Plymouth

RECEPTIONIST
Ideal candidate will have clerical experience, be detail oriented, have a pleasant telephone manner and be able to work independently. Light typing and data entry required. Excellent benefits package. Send resume to: Human Resources, 29800 Orchard Lake Rd, Farmington, MI 48334

SECRETARY
Entry level receptionist position with growth in our Plymouth facility. Computer experience required. Immediate starts and excellent benefits! $11 a plus. Send resume to:
HUMAN RESOURCES
81 S. Tonquish
Plymouth, MI 48341

SECRETARY
Established Bingham Farms law firm seeks a self-motivated secretary. Excellent computer, telephone & organizational skills. Must be proficient in WordPerfect. Competitive salary & benefit package. Legal experience preferred but will train. Send resume: Box 2000, Farmington Hills, MI 48333

SECRETARY III
Central Contracting is accepting applications for the position of Secretary III. Must have strong typing, word processing and telephone skills. Minimum 40 wpm. Salary $28,854.57. Applications may be picked up at the Central Contracting Office, Human Resources, 1150 S. Canton Center Rd, Canton MI 48188 or send a self addressed stamped envelope to above address to request application. Applications must be received or postmarked at the Township Administrative Office by 5:00 pm, Friday, February 23, 1996. The Charter Township of Canton is an Equal Opportunity Employer. Drug screen prior to form February 23, 1996. The Charter Township of Canton is an Equal Opportunity Employer. Drug screen prior to form February 23, 1996.

SPEND AN EXCITING EVENING WITH SNELLING PERSONNEL AND EXPLORE NEW JOB OPPORTUNITIES
Wednesday, Feb. 21 only 6 PM
BY APPOINTMENT ONLY
Temp Temp to Perm
and permanent placement
Call today for details!
Livonia 313-266-8600
Southfield Hills 810-355-7500
Auburn Hills 810-373-7500
Taylor 313-284-0777
SNELLING PERSONNEL SERVICES
An Equal Opportunity Employer

SYSTEM ADMINISTRATOR
For Southfield law firm to support 80 user network. Must have knowledge of Novell Netware 4.1 network. Please send resume to: Administrator, Box 810 354 4032

TELEPHONE ORDER CLERK
Full-time, weekends available. Data Entry skills required. Excellent insurance, 401K, 100% tuition reimbursement, paid time off. Must be 45 years + have excellent customer service skills. Apply in person at (3000 East Jefferson, Detroit, 810 478 7355 face-to-all office

THE Office of the Chapter 13 Standing Trustee in Southfield is seeking

FULL TIME FILE CLERK
Position requires 1-6 months office experience, preferred and may experience a plus. Competitive salary and excellent benefits including 401k. Please fax resume, dental clinic protection. To and attention of:

PART TIME CLERK
Position offers clerical support to the office which includes processing reports for mailing, minimal typing and other miscellaneous duties. Approximately 15-20 hours. Flexible schedule. Interviewers are encouraged to apply.

HUMAN RESOURCES MANAGER
The Office of the Chapter 13 Standing Trustee
26555 Evergreen, Ste. 1100
Southfield, MI 48076

FULL COMPANY seeks individual with 1 year experience as a Closer or Mortgage Processor to join team. Competitive salary. Fax resume to:
(810) 557-8770

TREASURY CLERK
Dunham's headquarters located in Farmington Hills, seeks immediate opening for an entry level Treasury Clerk to the corporate treasury department. Duties include processing cash receipts, bank deposits, and treasury related projects. Qualified candidate should have a minimum of 3 years of cash receipts experience. Send resume to: Dunham's Athletic, Attn: Treasury Clerk, 29800 Orchard Lake Rd, Farmington, MI 48334

SECRETARY - PART TIME
For association agency in Birmingham. Word Perfect 5.1 required. Call Sue
Call: (810) 646-7737

SECRETARY
Prestigious executive offices of international law firm in area is looking to staff. We need a secretary/receptionist who possesses the skills to perform. Temp to perm. Call Sandy
644-7667 Farmington/Livonia
473-2937
Advantage Staffing

SECRETARY
Professional experienced Secretary needed to work with the Vice President. Applicant must be self motivated, organized, have a good attitude and have knowledge of Word, WordPerfect, Excel, PowerPoint. Office support duties and marketing analysis. Part time thru mid-June, 5 hrs per day to start and then 20 hrs per week. Send resume to: Barbara Dertkin, CPA, Managed Care, 32803 Trevor Street, Suite 2930, Birmingham, Farmington Hills, MI 48025

SECRETARY POSITION
Great Benefits
Wellington
Chrysler
Detroit, MI 48243
(810) 350-2500 Ext. 224

SECRETARIES WORD PROCESSORS
Immediate openings in the following areas: Temp to perm, Temporary and temporary assignments. Flexible schedules. Work only days! FREE word processing training to qualified applicants. Typing 45 wpm required. Interested applicants should call today for an appointment.
ENTECH PERSONNEL
(810) 354-1600

SOUTHFIELD BASED property management company is looking for a part time Secretary to assist the property manager. Some bookkeeping experience necessary. Send resume to: Box 2000, 30000 Northwestern Hwy, Suite 200, Southfield, MI 48037

LEGAL SECRETARY
Full time for Southfield law firm. Good typing. Word Perfect 5.1 a plus. Call
810) 356 6686

SECRETARY/ ADMINISTRATIVE ASSISTANT
A company based computer company is seeking a person to work in the Administrative office. Responsibilities include supporting 3 vice presidents, coordinate all national sales meetings and create graphic presentations. Must work with marketing on all meetings and events, accounting and the sales office. Requirements include Word Processing (Windows), knowledge of Adobe Pro Presence, Adobe Illustrator 123, etc. Ability to compose clear business correspondence and be able to work in a team environment. We offer competitive salary and benefit package (medical, dental, prescription, 401K, life insurance, etc.). Interested candidates should submit resume with salary requirements to McKesson Pharmacy Systems, 12801 Schoolcraft, Livonia MI 48150 EOE M/F/D/V
Pre-employment drug testing required

SECRETARY
Animal-lover with needle mature and adult with a professional personality, initiative & organizational skills. Receptionist/Secretary & General Office Management. Word & Excel experience. Resume with wage requirements to 1080 Woodward, Bloomfield Hills MI 48304

SECRETARY
Automotive supplier has an opportunity in our Product Dept. Extensive typing of quotations. The individual must work under pressure and meet deadlines. Experience with MS Office Packages including WORD, ACCESS, EXCEL & Powerpoint a must. Excellent pay & benefits. Send resume and salary requirements to R. Brown, 5000 15 Mile, Sterling Heights, MI 48314 EOE

SECRETARY/BOOKKEEPER
Medical/Insurance billing. Part time, flexible hours. Must be experienced and organized. Send resume and salary requirements to: Box 31687 Northwestern Hwy, Ste. A, Farmington Hills, MI, 48334-2526

SECRETARY
Christian non-profit organization. Part time, 10-20 hours per week. Must be PC literate (Word Perfect), proficient. Excellent working conditions. Call
(810) 280-2303

SECRETARY/CLERICAL Full time for Southfield property management company. Excellent benefits. Must have clerical & data entry experience. Spreadsheet helpful. Call Debbie at 810-262-9018
An Equal Opportunity Employer

SECRETARY - Computer literate for small law firm. Salary negotiable. Contact Patricia 810/1118
810-540-5466

Secretary
DREAM JOB
Receptionist • Data • Clerical
Bookkeeping • Secretarial • Typing
Temp to Perm • Temp To Hire
Call Ms. Kelsey (810) 356-2160
Dimension Labor & Associates

502 Help Wanted-Office Clerical

SERVICE REP
Seeking full time computer enthusiast who is a self starter and enjoys detail. Must be dependable, have knowledge of computers and have ability to prioritize and organize. Company seeks small/medium sized. Position involves sales order entry and factory expediting. Apply within:
HS ELECTRONICS
34441 Schoolcraft, Livonia

SPEND AN EXCITING EVENING WITH SNELLING PERSONNEL AND EXPLORE NEW JOB OPPORTUNITIES
Wednesday, Feb. 21 only 6 PM
BY APPOINTMENT ONLY
Temp Temp to Perm
and permanent placement
Call today for details!
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Taylor 313-284-0777
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644-7667 Farmington/Livonia
473-2937
Advantage Staffing

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SECRETARY/RECEPTIONIST
Fast of Michigan Corporation is financial services company is looking for a self-motivated, ENTRY LEVEL Secretary/Receptionist service oriented, "Quality" driven, manners, typing & filing skills necessary. Word Perfect 5.1 & Windows. Call
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST high phone volume, typing 50 wpm, Windows experience required. Hours are 8:30 to 5:30 Monday thru Friday. Salary commensurate with experience. Fax resume to: Box 912, Garden City, MI 48135

SECRETARY/RECEPTIONIST
For Farmington Hills CPA. Must have strong interpersonal skills. Word Perfect Windows experience helpful. Fax resume to: Box 810 477 1897

SECRETARY - RECEPTIONIST
Full time for Farmington Hills office. Word processing experience preferred and other general office skills a must. $10/hr + benefits.
Call 810 851 0664

SECRETARY RECEPTIONIST
Remodeling firm seeking secretary. Computer literate, knowledge of Windows, office system. Data entry experience required. Send resume to Box 8632, Telegraph Rd, Suite 109, Bloomfield Hills, MI 48301

SECRETARY RECEPTIONIST
needed for busy real estate office in Farmington Hills. Must be Modern Hip Thirty, good typing ability a must (typing test at interview). Good people skills and telephone manner. Light office work. Flexible hours. Pleasant office. Benefits package. Full time position with benefits (life insurance, physical and drug testing required). Interested please call Liz at
(810) 585-0800

SECRETARY/ RECEPTIONIST
Excellent opportunity for the right individual. Must have excellent phone skills, be organized, detail oriented, able to work in the Farmington Hills area. Must be detail oriented and familiar with WordPerfect or Microsoft Word for Windows. Career opportunity. Good salary plus benefits. Call today for an interview.
SNELLING PERSONNEL SERVICES
LIVONIA. 313-266-8600
An Equal Opportunity Employer

SECRETARY - RETAIL BROKERAGE
Bright, and organized accounts also seek a high school educated female. Excellent client relationship skills. Experience preferred / Series 7 a plus. Send resume to
Sindy Barney/Personnel
401 W. Big Beaver
273 Bank Of Michigan
Birmingham, MI 48009

Equal Opportunity Employer
Multi-Family Management

SECRETARY
Secretary to Brokerage division Real Estate background preferred. Bus Crossfield Realty 810 559-8074

SECRETARY
THIS company offers their employees: an hands on computer environment, excellent compensation and benefits, opportunities. We need your prior experience and the ability to interact with our customers. Call Barbara, Farmington/Livonia
473-2931 644-7667

SECRETARY
Top Secretary. Paid Knowledge of Excel & Access. EMPLOYMENT CENTER AGENCY
(810) 559-1616

SECRETARY
Tray commercial real estate firm looking for a Mac. Hours 8-5pm, weekdays. Call 810-689-1111

SHOWROOM/CLERICAL PERSON
Need for commercial tile distributor. Must have excellent work habits and have the ability to work on their own. Responsibilities include: customer service, answering phones, filing, typing & general office duties. Salary $8.25 per hour. Please apply in person at Dal-Tile, 24849 Drake Road, Farmington Hills (North of Grand River) Mon thru Fri, 7:30-4:00

504 Help Wanted-Dental

DENTAL ASSISTANT
Periodontal office in Livonia is looking for a part time Assistant with minimum 2 years chairside experience. 2 days/week, no weekends.
Call 313 522-7313

DENTAL ASSISTANT
needed with experience for one dentist Livonia office 3 days. No weekends. (313) 427-4540

DENTAL ASSISTANT Livonia office, 2-3 days per week. Flexible hours. Experience preferred.
Contact Margaret at 810 477 2700

DENTAL ASSISTANT
Full and part time Dental Assistants needed for busy Auburn Hills family practice. Experience preferred but willing to train. Call 810 852 5222

DENTAL ASSISTANT
Fantastic Opportunity! Experienced Assistant for busy Plymouth office. Excellent pay & working environment. Call 313 459-2200

DENTAL ASSISTANT
Are you looking for an office where you are appreciated for contributing to excellence. Bingham Farms team would like to be your home at
(810) 642-4737

DENTAL ASSISTANT NEEDED for PHDM office in Plymouth. Dental hygiene experience necessary. Must have a pleasant personality and possess a positive attitude. Call Mon. & Tues. 9-7 30 PM
(313) 451-1840

DENTAL ASSISTANT
FULL TIME
Farmington Hills
(810) 474 2080

DENTAL ASSISTANT
Experienced Lab coordination. Alternating duties with primary assistant. Dearborn Hills (313) 274 6666

DENTAL ASSISTANT
Full time dental assistant needed for chairside & other auxiliary duties in Orthodontic office. (313) 459 8 360

DENTAL ASSISTANT Part time Tues & Thurs for a progressive Southfield practice. Must be experienced and expanded duties. $13 hr. Please call Laura 810 354 1555

DENTAL FRONT DESK
Our pleasant expanding Phillip dental office in Farmington, is looking for a motivated self motivated Person. Computer experience (DOMS preferred). Excellent salary & benefits. Please call at
(810)477-1500

DENTAL HYGIENIST - Farmington Hills, Northwestern Hwy Lake Michigan. Work 8am-5pm 1 Sat per month. Benefits 810 569 9191

DENTAL HYGIENIST
For Livonia Periodontal office. 3 days a week. Every Saturday or every other. Experience required. (313) 522 7313

DENTAL HYGIENIST
Self motivated, energetic person with general chairside skills for Farmington Hills office. A strong people oriented staff. Part time leading to full time
(810) 932 5650

DENTAL HYGIENIST
Part time. Farmington Hills area
Call (810) 474 2280

DENTAL HYGIENIST
family practice in Canton looking for hygienist to join our team. Good pay, experience is not a must. Long term. 2 days a week. Super working conditions. Office is in excellent pay. Mon Thur no nights. (313) 459 1110

DENTAL HYGIENIST
Part time 2 positions available. Must have excellent periodontal skills. Call Marie at
(810) 352 7722

DENTAL HYGIENIST
Full time 2 positions available. Must have excellent periodontal skills. Call Marie at
(810) 352 7722

DENTAL HYGIENIST
For established progressive family practice in Farmington/Farmington Hills area. 5 days per week. Call Joyce
810 559 3300

DENTAL OFFICE MANAGER
Full time. Great salary, excellent benefits. Must have computer skills. Dearborn Heights. (313) 274 6666

DENTAL OPPORTUNITIES
If you have 2 years experience in a busy general dentistry practice in Bloomfield Hills/Waterford area and would like to be considered for a doctor & dental assistant. Part time available. Call Kathy or Brad
810 681 8100

DENTAL PERSONNEL ATTENTION!
If you want to learn years of dental office experience into a timely career then this could be the job for you! A dental background is helpful but not necessary. We are a customer service representative for a dental practice management software company. Experience with ANY dental management software is a plus. Familiarization with DENTECH is a plus. Send your resume to: Sue Schenck Inc. 31275 Northwestern Hwy, Suite 140, Farmington Hills, MI 48334

DENTAL ASSISTANT
Full time position. Must be friendly & enthusiastic, person for computerized family practice. Excellent benefits. Experience preferred. Ask for Barbara
(313) 277 0050

DENTAL RECEPTIONIST
needed for computerized, experienced office staff. Computer skills helpful. Must be organized, detail oriented. Are you a caring people oriented person interested in a state health & dental insurance (other?) benefit in a career working with a motivated team of dental professionals? If the fits you send a resume to
Box 2376
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
Replies are confidential

DENTAL RECEPTIONIST for Mt. Clemens office. Must be outgoing and a people person. Dental experience helpful. Command Computer experience preferred. Send resume: Box 2376, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, MI 48150

DENTAL RECEPTIONIST
Plymouth-Canton team oriented dental office has an opening for an experienced Receptionist. Phone/Image & Windows experience helpful and insurance a plus. Full time/No Saturdays. Good benefits package. Call
(313) 453 0840

DENTAL RECEPTIONIST, experienced, for Oak Park dental office. Call or leave message at
810-398-0566

DENTAL RECEPTIONIST - Full or part time. Farmington Hills/Northwestern Hwy Livonia Office. Experience preferred. Call Marie at 810-473-2600

DENTAL RECEPTIONIST
Needed for a nice friendly office. Seeking mature, experienced receptionist for Northville. Call Kristin at
(313) 374-4210

DENTAL RECEPTIONIST
Full time position. Must be organized, detail oriented, and willing to learn. Insurance background a plus. Computer knowledge helpful. Professional, outgoing, friendly personality. Good practice. Call Jean (313) 464-3435

DENTAL RECEPTIONIST
Rochester Hills office. Approx. 25 hours/week, including three & half Saturdays every. Call Kathy at
(810) 852-2244

DENTAL RECEPTIONIST & DENTAL ASSISTANT
Pediatric practice in downtown Rochester practice. One evening/week, experienced only.
810-651-8447

EXPERIENCED Dental Assistants are needed for a fast paced practice in the area. Enjoy the freedom of setting your own schedule! Full & part time, for long or short term assignments. Opportunity to specialize. Call Peer Performance at
(810) 477-5777 No Fees EOE

HYGIENIST - PART TIME
Experienced hygienist for Orthodontic office. Saturdays & Sundays.
Call (313) 455-4070

504 Help Wanted-Dental

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DENTAL RECEPTIONIST for Mt. Clemens office. Must be outgoing and a people person. Dental experience helpful. Command Computer experience preferred. Send resume: Box 2376, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, MI 48150

DENTAL RECEPTIONIST
Plymouth-Canton team oriented dental office has an opening for an experienced Receptionist. Phone/Image & Windows experience helpful and insurance a plus. Full time/No Saturdays. Good benefits package. Call
(313) 453 0840

DENTAL RECEPTIONIST, experienced, for Oak Park dental office. Call or leave message at
810-398-0566

DENTAL RECEPTIONIST - Full or part time. Farmington Hills/Northwestern Hwy Livonia Office. Experience preferred. Call Marie at 810-473-2600

DENTAL RECEPTIONIST
Needed for a nice friendly office. Seeking mature, experienced receptionist for Northville. Call Kristin at
(313) 374-4210

DENTAL RECEPTIONIST
Full time position. Must be organized, detail oriented, and willing to learn. Insurance background a plus. Computer knowledge helpful. Professional, outgoing, friendly personality. Good practice. Call Jean (313) 464-3435

DENTAL RECEPTIONIST
Rochester Hills office. Approx. 25 hours/week, including three & half Saturdays every. Call Kathy at
(810) 852-2244

DENTAL RECEPTIONIST & DENTAL ASSISTANT
Pediatric practice in downtown Rochester practice. One evening/week, experienced only.
810-651-8447

EXPERIENCED Dental Assistants are needed for a fast paced practice in the area. Enjoy the freedom of setting your own schedule! Full & part time, for long or short term assignments. Opportunity to specialize. Call Peer Performance at
(810) 477-5777 No Fees EOE

HYGIENIST - PART TIME
Experienced hygienist for Orthodontic office. Saturdays & Sundays.
Call (313) 455-4070

504 Help Wanted-Dental

HYGIENIST WANTED
Part time position for friendly and outgoing person. Adequate time allotment for patients to ensure quality care. No evenings or weekends. Call Sue Ann (810) 477 0050

RECEPTIONIST
Experienced for busy Redford Twp dental office 2 days per week. Call
(313) 533 8700

SOCIAL SECRETARY
Part time MAC & bookkeeping skills. 20 hrs. Farmington Hills area. Call Mike/Franklin
(810) 626 7810

506 Help Wanted-Medical

ARE YOU THE BEST? Top notch Dental Hygienists are needed for Saturday appointments at the best dental practices in Michigan. Flexible schedules are available. Don't delay! Call Peer Performance at
(810) 477 5777 EOE. No Fees

ASSISTANT ADMINISTRATOR
Medical Aide, Diet Aide/Cook. Medicare/Medicaid part time. Call Pat 313 337 8144 Dr 810-347-4555

ASSISTANT TO OFFICE MANAGER
MEDICAL ASSISTANT
Both positions part time. Royal Oak GYN office 810 288-3232

BILLERS
Feeling unappreciated by your employer? Quality work environment, top dollar for your medical office or DMEPV billing. Send resume to: Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

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CENA
FULL and Part time positions available on our modern pavilion. 10:30 p.m. to 7:0 a.m. Please apply at: Whitehall Nursing Home, 1000 Wright, Ann Arbor, MI. Now or call for more information at (810) 349 2640 between 9 00am-4 00pm

CERTIFIED NURSES Assistant Needed immediately for homecare agency. 810 hours per week. Ask for Mary call 1 800 468-7342

CHIROPRACTIC ASSISTANT
Friendly, fast paced practice needed to run front desk in fast paced office. Phone, typing & computer skills are mandatory. Hours are Mon, Wed & Fri. 8:45 am to 12:30 pm & 2:45 to 7:30pm. Tues & Sat 8:45 am to 1:30 pm. 27527 Joy Rd (1 block W. of Merriman)
(313) 522-5501

CLERICAL HELP
Experienced needed. Southfield area. Call (810) 559-4445

CNA
Full time afternoon and part time midnights available. Enjoy a supportive staff team with a beautiful home like setting. Lake Health. EOE (810) 360 4443

CNA'S (ALL SHIFTS)
Full time. Apply in person. Manorcrest Manor, 15475 Middlebelt Rd, Livonia MI 48154 (313) 427 8175

CNA's & DIRECT CARE AIDES
If you are compassionate, self motivated and you are looking for a good place, residential Adult Care Cherryland Manor would like to give you a call. Please call:
Auburn Hills (810) 340 9298
Farmington Hills (810) 539 0100
Livonia (810) 442 7780
Wyoming (616) 669 5263

CNA'S & NURSES AIDES positions available in home for the aged. Full time, part time, and weekends available. Please apply at 26111 Telegraph, Southfield MI 810 358 0088

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- Unit NURSE MANAGER (Skilled Units & Hospice)

Directs and manages operations for skilled nursing unit. Strong leadership and exceptional organizational skills required. Long term care knowledge of MDS care planning and infection control a plus.

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Develops, plans and delivers all aspects of staff education. Effective leadership skills and long term care experience required.

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- Competitive wages
- Comprehensive benefit package
- Company matched 401(k)
- For immediate consideration call Sandy Ashley, Director of Human Resources at (313) 455 0510 ext 30 or mail/fax resume with salary requirements to Plymouth Court Nursing Center, 1050 Sheldon Rd, Plymouth MI 48170 EOE

DIETARY SERVERS NEEDED in home for the aged. Full or part time. Flexible hours. Please apply at 26111 Telegraph, Southfield MI 810 358 0088

DIRECTOR MANAGE CARE
Health care facility is seeking an executive with 5+ years demonstrated track record of success in managed health care. Responsibilities will include coordination of public relations, marketing, strategic planning, obtaining & maintaining contracts, developing & implementation and negotiating skills as well as strong analytical skills. Competitive salary and benefit package. Please forward resume to:
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