502 Help Wanted-Office Clerical

RECEPTIONIST
McLaren/Hart, a fast-paced national environmental consulting firm, has an immediate opening in its Southfield, Michigan office. Candidate should have an excellent telephone manner and great manners professionally. Duties include operating a phone system with voice mail, taking documents, handling shipping/receiving mail, and federal express preparation. Computer skills a plus.
McLaren/Hart offers an excellent compensation and benefit package. Please mail or fax resume to: McLaren/Hart, 1000 Town Center, Suite 800, Southfield, MI 48075. FAX (810) 356-5321. An Affirmative Action Employer.

RECEPTIONIST
National Center for Manufacturing Real Estate firm seeks full time receptionist to handle busy, multi-line telephone. Duties will include answering switchboard, greeting visitors and light clerical. Experience with Microsoft Word and Excel a plus. Typing - 50WPM 1 - 2 years clerical experience preferred. If you are interested in working in a professional environment with growth opportunities and an attractive compensation and benefits package, please send your resume to:
GRUBB & ELLIS
2000 Town Center, Suite 800, Southfield, MI 48075
Attn: Alex Marek
Administrative Manager

RECEPTIONIST
NEEDED for non-smoking law firm in Southfield. Must have pleasant telephone voice. Full time. Typing a minimum of 40 words per minute. Fax resume to 810-333-7355 or mail to 2000 Northwestern, #250, Bloomfield Hills 48304

RECEPTIONIST
needed, full-time position for a fast paced professional office. Entry level / excellent benefit package. Apply in person at 30785 Grand River, Farmington Hills

RECEPTIONIST
needed for front office in suburban law firm. Pleasant & professional with excellent phone skills and light clerical and computer skills. Call Marlene at 810 356-1188 or Fax resume to 810 352 2158

RECEPTIONIST
Excellent opportunity. Southfield area. 810 557-9000

RECEPTIONIST
Part time with basic Secretarial skills for CPE Technologies, Inc. 28054 Center Oak Ct. Ste A Wixom, MI 48393

RECEPTIONIST, PART-TIME, for busy non-smoking medical office in Farmington Hills. Mon, Tues, Wed. 10am to 3pm. Sharp, reliable, professional with pleasant telephone voice. Vacation. Call Janet at (810)349-7337, ext.27

RECEPTIONIST - PART-TIME
Will have pleasant telephone manner & typing. REMAX PREFERRED (313) 277-7000

RECEPTIONIST
Part time, morning & early afternoon. Some typing required. Excellent telephone Call Sandy 810-443-2600

RECEPTIONIST
PART-TIME General office duties. Light typing required for office in Southfield. 810-352-7980

RECEPTIONIST - PART TIME
Top Printed company looking for Receptionist for Birmingome. Call (810) 642-7700 or fax to P.O. Box 4443 Troy, MI 48099

RECEPTIONIST
PART time 12:30-5:30pm. Answer phones and pull jobs for Customer Service. Call Linnea facility, (313) 525-9010

RECEPTIONIST POSITION
At the fun in mall the required level of detail. Flexible hours. Must have excellent appearance. Experienced with a multi line phone system. Basic calculator and computer needed, and other support duties for various departments. 25-30 per week. Call (810) 540-0200

RECEPTIONIST
PRESBYTERIAN VILLAGES - REDFORD, a continuing care retirement community, is inviting applications for a highly motivated full time receptionist for our busy main office. Qualified applicants will be highly professional, a pleasant and effective phone stylist in a large company and will be able to work independently and prioritize. Please send resume, cover letter and salary expectations to:
Presbyterian Villages of Michigan
P. O. Box 2128
Redford, MI 48240

RECEPTIONIST/REAL ESTATE
Call Sylvester Jones Realty. Computer skills necessary. Contact Don at (810) 645-5100

RECEPTIONIST/SECRETARY
Farmington Hills law firm is looking to fill full time position. Must be fast learner, well organized, self starter, have excellent secretarial, receptionist, and sales with computer skills. Responsibilities include: Will report direct to Vice President. Job requirements (must be included to be considered): 313-937-9598

RECEPTIONIST/Secretary full time for sales & marketing firm in Novi. Perfect & Lotus with Windows a plus. Please send resume to: Fax #2576, Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

RECEPTIONIST / SECRETARY
Immediate full-time opening. Must possess strong telephone personal skills and be computer literate. Pleasant working environment. Pay commensurate with experience. Farmington Hills. Call (248-553-5120 or FAX resume to (810)848-9019

Receptionist/Secretary
- General Office Duties
- Machine Work
- Scheduling
- Word Processing
- Windows 95 a plus

Great career opportunities. Full benefits. FAX or call resume to Custom Engineering Solutions, Inc. 24350 Orchard Lake Rd., Suite 107, Farmington Hills, MI 48336 or Tel (810) 474-8301

RECEPTIONISTS
Experienced, articulate, professional receptionists needed for prestigious firms in Bloomfield. Short-term, long-term and temporary to direct assignments. Call or stop by today to schedule an appointment.
ENTECH PERSONNEL
(810) 354-1600

RECEPTIONISTS NEEDED
Numerous positions available in the Wixom, Novi, Farmington Hills, Livonia areas. Must have prior phone experience and good customer service skills. Temp and permanent positions available. Good starting salary plus benefits.
ALL TODAY
SNELLING
PERSONNEL SERVICES
313-266-8600

RECEPTIONIST
Southfield firm seeks a highly motivated individual for fast paced reception area. Must be reliable and able to work on Saturdays. Computer and excellent phone skills. Fax or call resume: Fax (810) 351-4879

RECEPTIONIST/TYPIST
Weekends only for fast paced real estate office. Responsibilities include: Ability to answer phones, light typing & general office duties. Fax or call resume: Fax (810) 626-8700

502 Help Wanted-Office Clerical

RECEPTIONIST
Southfield & Farmington Hills, Receptionist/switchboard Operators with a minimum 2 yrs experience. Must have excellent communication skills & a professional demeanor. Short and long term assignments, some temp to perm. $7.50 to $8.00/hr.

DATA ENTRY
A Livonia company is in need of Data Entry Clerks with a minimum 2 years (including A/P, or payroll experience 10,000+ keystrokes). 10 key (or Numeric) required. $8.00/hr. Every other Monday night.

OFFICETEAM®
"Live behind the Adjustable Staffing"
28588 Northwestern Hwy.
Ste. 250, Southfield, MI 48034
(810) 353-0202
fax (810) 353-0841
EOE

RECEPTIONIST
TYPING, filing, answering phones. Full time. Benefits available. Call (313) 418-9000

RECEPTIONIST WANTED for Senior Apartments, in The Grand Court Plaza, working nights/weekends. 7pm-11pm. Mon-Fri. 40hrs/wk. Excellent benefits. $5.50 to start. (810)569-5390

RECEPTIONIST, $22,000
2 positions Southfield, Troy, at least 1 year experience. Good word processing skills. Full benefits. Quick hire. Call Danielle 810-772-8780
Smoking Personnel Services

SALES ADMINISTRATIVE ASSISTANT
Custom exhibit and display company seeking Administrative Assistant for VP of Sales. Seven years secretarial experience with minimum 3-5 years experience in sales. Must be an Word, Word Lotus and Access Excellent benefit Package. Mail resume to P.O. Box 10722, Detroit, MI 48210. Att: Personnel

SALES COORDINATOR
Corporate relocation services group has an opening for a sales coordinator. Responsibilities include preparing proposals and forecasts, assisting the lead generation/lead development program and general office tasks. Nonsmoking environment. 10431 Ford Rd, Dearborn, MI 48126

SALES SECRETARY/ ASSISTANT
Selective Realty, a wholly owned subsidiary of Ryan Corporation, has an immediate opening for Sales Secretary/Assistant in the position you should have knowledge of Microsoft, Excel & Word. Other duties include creating customer proposals, putting together training manuals, & many other administrative duties. Selective Realty offers full health package & 401K program. If you're salaried, much more requirements please send resume to:
Selective Realty
Attn: D. Hamel
2908 Industrial Row
Troy, MI 48084

SECRETARIAL position full time, good benefits & pay, must have office experience & typing. Filing & accounting skills in person. Drake Electrical, 37400 W. 7 Mile, Livonia

SECRETARIAL POSITION
For large construction company. Must be familiar with Quickbooks A/R documents and basic payroll. Send resume to PO Box 81842 Troy, MI 48084

SECRETARIAL POSITION
In Legal Services Department for a nationwide company based in Rochester Hills. Mon-Fri, 8:30am-5pm. Salaried position with excellent benefits. Friendly, fast paced environment. A minimum of 2 years experience in the legal field. Preferably real estate or employment law. Typing 45 wpm, knowledge of Word & Excel, excellent communication & multi-task skills. Please send resume by May 20th to Ann Personnel, 905 Oakwood, Rochester, MI 48307

SECRETARY
Allstate Insurance Company located in Southfield is seeking full and part time general office Secretaries. The ideal candidates will possess outstanding organizational and communication skills. Type 50 wpm, telephone etiquette, computer literate and Word Perfect 5.2 DOS plus Windows. Shorthand and dictaphone experience a plus. We offer a competitive salary, comprehensive benefits and profit sharing plan. Please fax resume to Sally Sebastian at 810-351-7159
Allstate

SECRETARY/BOOKKEEPER
All phases of office work. Experience required. Send resume to PO Box 993006, Wixom, MI 48393

SECRETARY
Busy financial planning office. Flexible hours & Retirement 13 Mile & Northwestern Hwy. (810) 626-3120

SECRETARY
Community EMS is seeking a qualified individual with the ability to handle a fast paced office offering secretarial support for the manager team. Successful candidate will be a variety of secretarial duties including communication and analytical skills with a minimum of 2 years office experience. Most possess working knowledge of Microsoft Word and Excel. Knowledge of other Microsoft software and Kronos time keeping system a plus. Please submit resume with salary requirements to:
Personnel, EMS, Attn G.M.
25425 W. Eight Mile Rd
Southfield, MI 48034
EOE

SECRETARY
Established Southfield based construction management company seeking a Construction Secretary with experience, benefits included. Send resume & salary requirements to: P.O. Box 308, Southfield, MI 48037

SECRETARY/FINANCIAL
for Farmington Hills Church approximately 24 hrs a week. Must flexible. Computer usage skills required. Bookkeeping skills desirable. Hourly rate negotiable. Must be available to start by July 1. (810) 626-3020

SECRETARY - for private school for gifted students. Computer skills required. Send resume by May 24th, 1996 to: Lorene Porter, P.O. Box 329, Bloomfield Hills, MI 48303

SECRETARY
Full-time General office duties. Computer experience necessary. Good phone skills. Contact Sandy at (810)615-7788

SECRETARY
Hanna Instruments is seeking a motivated individual to work in Ann Arbor area office. Secretarial and customer service duties. Must type 50 wpm and know MS Word and Excel. 56 words per minute typing.
Call Robin at (313)971-8160
Or send resume to: 2100 Packard Suite 110, Ann Arbor, MI 48108
Fax# 313-971-8165

SECRETARY
If you're looking for an excellent position with great benefits, the Roman and Western suburban community has openings working with directors in new departments. Candidates must possess ability to work independently. Temp to Call Sherry
Birmingham Livonia/Farmington
646-7861 473-2931
Advantage Staffing

SECRETARY - insurance office - Pontiac. 32-40 hrs per week. Honest, responsible person with good communication skills. Some experience helpful. Send resume to: J.J. Reeves, 6847 High Ridge, West Bloomfield, 48322

SECRETARY - Bloomfield Hills law firm seeks energetic, growing company. Full time entry level position with typing, customer service & mac office experience. Employer paid full benefits. Competitive salary. Call Carol at (810) 474-4627

SECRETARY NEEDED - Part-time Your home. Need Quickbooks or Peachtree. Call Mark. Have computer. Resume to Fax# 810-644-7342

SECRETARY
PART-TIME. Small Birmingham office 2 secretaries to split 40 hrs/week position. Computer skills required. Bookkeeping a plus. Call (810) 645-5690

502 Help Wanted-Office Clerical

SECRETARY - Northwestern suburban commercial contractor seeks person for general office duties. Must know WordPerfect for Windows. Full time, Mon-Fri. Salary commensurate with skills & experience. Send resume: Dept. #2054, Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

SECRETARY
OUR companies offer their employees the latest in technology, excellent earning potential and growth opportunities. We need your office skills, processing experience and the ability to interact with clients. Power Point or Quark an advantage. To $14.00/hr. Call Susan Livonia 473-2931 Birmingham 646-7861
Advantage Staffing

Secretary, Part Time
Allstate Insurance Company seeks a part time secretary. 29 hours per week, in the Communications Dept in Southfield. Requirements include strong written communication skills, excellent proof reading and editing abilities, typing 40 wpm, Microsoft Word, working nights/weekends. 7pm-11pm. Mon and weekends in rotation. $5.50 an hour. (810)569-5390

SECRETARY - Part Time/full time Windows & SQL necessary. 810 624-1500 Fax 810-624-2481 Personnel Data Report Corp

SECRETARY
Part-time. 20-24 hours per week. Typing, filing, answering phones. $6.00-$7 per hour. Apply in person. Classic Cleaners, 20312 Middlebelt, Livonia (810) 474-6900

SECRETARY
Part Time
Canton location of multi-site company. Must be able to work from home evenings & possibly 1 Saturday morning. Must have Windows, medical office experience helpful. Send resume to: Center For Behavioral & Medicine CA 2004 Hogback Rd Suite 18, Ann Arbor, MI 48105

SECRETARY
part time for Southfield Synagogue, computer experience required. Call 810-932-8670

SECRETARY - Part time WordPerfect skills. Work well with public. Send resume to: Nine Secretarial, 24245 Northwestern Hwy., Suite 101, Southfield, MI 48075 Fax 810-471-3654

SECRETARY
Part time Mon-Fri 9-12 1 person office at owners home. Answering phone, typing & light bookkeeping required. Please call 912 (810) 539-1200

SECRETARY/RECEPTIONIST
Bloomfield office setting experience with Quickbooks, Word. Full time, flexible hours. Immediate opening. Fax resume and salary requirements to 810 539-8606

SECRETARY/ RECEPTIONIST
IMMEDIATE OPENING
Fast growing Builder/Developer/Property Management company is seeking a person to handle the front desk of our BUSY OFFICE. We need a take charge reliable, dependable, self-starter with automated telephone experience (10 lines). Computer experience on WordPerfect and Lotus, and typing speed of 50wpm. Salary w/benefits. Send resume to: Personnel, P.O. Box 3045, Birmingham, MI 48009

SECRETARY/RECEPTIONIST
Troy recruitment firm has an immediate full time opening. Minimum 5 years experience, excellent phone skills, interface with clients & have strong Windows skills including Microsoft Word & Excel. Please send resume & salary requirements to:
Staff Professional Services 803 W. Big Beaver Rd., Suite 357, Troy, MI 48084, or Fax to 810 244-7233

SECRETARY/RECEPTIONIST
Troy based manufacturing company is looking for a motivated individual. Apply at: Long Mechanical 700 E. Maple, Northville (810) 349-0373

SECRETARY - receptionist, Microsoft Word & Excel required. good letter composition skills. $18-$20,000. Southfield. Fee paid

CUSTOMER SERVICE - data entry, experience preferred. Call 37-5070. Good benefits. Wagon area, fee paid
LOIS RAY PERSONNEL
(810) 646-5580

SECRETARY/ RECEPTIONIST
Northern suburban firm seeks professional self starter for HR department. Will answer department phone, help support of staff members, utilize WordPerfect 6.0, Lotus & Graphics for variety of secretarial duties including some benefits administration. Terrific opportunity for self motivated person. Salary commensurate. Send cover letter, resume to HR (810) 545-2725

SECRETARY/RECEPTIONIST
W. Bloomfield Entertainment co. seeks outgoing person with computer data base experience. Call Mich. 810 932-5990

SECRETARY/RECEPTIONIST
FULL time for Architectural/Interior design firm in Bloomfield Hills. Highly proficiency in Word Perfect or Word for Windows and Lotus. Some Solid Works graphic skills helpful. Resume to David Franke, 101 Southfield Rd. Ste 200, Birmingham, MI 48009

SECRETARY / RECEPTIONIST
Architectural firm needs full-time secretary/receptionist. Word Perfect, skills, self-motivated, and a willingness to learn. Must know Word Perfect 6.0. Benefits provided. Fax resume to (810) 399-2774

SECRETARY / RECEPTIONIST
for construction company with non-smoking relaxed atmosphere located in Downtown Birmingham. Must have exceptional interpersonal skills. Duties include phones, filing, typing and word processing. A plus. We offer vacation, medical, retirement plan. Please send resume to: 3072 Eastern Rochester Hills, MI 48307

SECRETARY/RECEPTIONIST
A contract services company located in Southfield is searching for an experienced secretary/receptionist. This position requires good secretarial skills, typing of 40-45 wpm & excellent phone manner. Must be proficient in Word Perfect, salary range is $18-$20,000. Interested candidate should send resume & salary requirements to: Ann Walker 29500 Northwestern Hwy. #100, Southfield, MI 48076 or fax to 810-567-1758
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Growing software engineering company seeks energetic, motivated individual with good communication and typing skills. Word for Windows experience a plus. Must be fun. Send resume to: Fax (810) 626-2220

TELLER/ CUSTOMER SERVICE PART TIME
Family atmosphere neighborhood branch union looking for long term assignments Monday, Thursday and Friday. Ideal part time position. Call Tracy (810) 646-7080
Advantage Staffing

TRANSCRIPTIONIST FOR research preservation Outstanding ability required. 75+wpm, excellent grammar/spelling skills. Fax resume with salary requirements or e-mail: two resumes, or visa, a Fax or mail to: Fax # Farmington Hills location. 2nd position, 20-25 hrs. off site. Call 810-848-9120

TYPESETTER
GRAPHIC Production Assistant/Typesetter needed. Full time/temporary position (May-Oct) for a marketing/publishing company. Macintosh & QuarkXPress knowledge is a must. Some design skills and Illustrator and Photoshop is helpful. Must be detail oriented and able to work on time. $7-$10 per hour based on experience. Fax resume to Ann Barr, 810 559-2020

502 Help Wanted-Office Clerical

Secretary
Sales Office Assistant
A major construction materials company, located in southeastern Michigan, has an immediate opening for a Sales Office Assistant at its regional sales office in Ann Arbor. The qualified candidate will possess 2 years of general office experience with demonstrated proficiency in spoken and outstanding interpersonal skills. Word and Excel for Windows experience a plus.
The selected candidate will be responsible for providing general secretarial support, handling customer inquiries, typing reports and correspondence, assisting with special projects and reports, as well as receptionist activities.
In return, we offer a competitive compensation package including Secretarial incentive compensation and benefits. Qualified candidates should forward their resume including salary history, in confidence, to:
Box #2060
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
An Equal Opportunity Employer

SECRETARY
Southfield based property management firm is looking for Secretary to assist the Property Manager. Some knowledge of Lotus and experience in HUD experience an added plus. Computer knowledge essential. Benefits included.
DE HO Box 308
Southfield, MI 48037

SECRETARY WANTED, for a small, busy non profit organization in Farmington Hills. Excellent benefits, non smoker, with a professional attitude & phone manner. Must have computer literate & have working knowledge of Word Perfect. Applicant must be able to compose correspondence & have exceptional organizational skills, must be able to handle multiple tasks. Salary mid $20's. Send resume to Box #2062
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150Box #2062

Secretary/Word Processor
Professional firm in Southfield seeks pleasant fast paced working environment. Responsibilities include word processing using WordPerfect for Windows. Ideal candidate will have 3 years of related experience. Benefits include: Office hrs daily, 9-3 Monthly profit sharing and 401k. Salary commensurate with experience. Fax resume to: McKenna Associates, Inc. Attn Business Manager 29505 W 12 Mile #165, Farmington Hills, MI 48334

SMALL growing laser business needs a self starter who will help someone who will feel good about making a difference. Organized, helpful and computer friendly. Invoicing, payables, etc. $8 $10 an hour. Long term commitment wanted. Call Jerry at 313-455-3315

SNELLING YOUR FIRST PLACE TO LOOK

Relocating Changing Careers Recent Graduate? Seeking Temp opportunities for your Temp temp to perm, and Permanent Placement. Entry level and Mid level positions available. Excellent salary plus benefits. Call today for details

Livonia, 313 266 8600
Southfield 810 352 7300
Auburn Hills 810 373 7500
Taylor, 313 284-0777

SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

SPRING INTO SNELLING FOR A CAREER
LATE NIGHT
Tues. May 14th
(By appointment only)
Temporary & Permanent Placement
Call Today For Details*

Livonia, 313 266 8600
Southfield 810 352 7300
Auburn Hills 810 373 7500
Taylor, 313 284-0777

SNELLING.
PERSONNEL SERVICES
An Equal Opportunity Employer

SWITCHBOARD OPERATOR
needed for busy Bloomfield area agency. Duties include: Telephone coverage, light typing and general office tasks. Minimum 1 year experience. Salary commensurate with skills. $15-$17,000. Please send resume to: Orchard Children Services Attn: Human Resources 6600 W. Maple, Southfield, MI. 48076
An Equal Opportunity Employer

TAD STAFFING SERVICE
Temporary Executive Secretary. Immediate short term positions are available. Must have MS Office Word, Excel, PowerPoint. Free training provided. Call immediately for consideration. call TAD Staffing Services at 810 351-4499. Send your resume to 810-351-4299
EOE

TELESERVICES DEPT - Need individuals with clear telephone voice & pleasant speaking voice. Telemarketing experience a helpful. Full & part work week is available. $7-$8/hr. + commission. (313) 416-2433

TELESERVICES TRAVEL PHONE AGENTS
Exciting opportunity for skilled phone professionals to participate in a travel information & sales department. Utilizing both excellent phone and computer skills, you will be responsible for planning your upcoming vacations. Excellent benefits package including great pay and benefits, training advancement opportunities and a good working environment. Apply in person or send resume immediately for more information, contact:
313 261-8220
Equal Opportunity Employer

TELLER/ CUSTOMER SERVICE PART TIME
Family atmosphere neighborhood branch union looking for long term assignments Monday, Thursday and Friday. Ideal part time position. Call Tracy (810) 646-7080
Advantage Staffing

TYPESETTER
GRAPHIC Production Assistant/Typesetter needed. Full time/temporary position (May-Oct) for a marketing/publishing company. Macintosh & QuarkXPress knowledge is a must. Some design skills and Illustrator and Photoshop is helpful. Must be detail oriented and able to work on time. $7-$10 per hour based on experience. Fax resume to Ann Barr, 810 559-2020

502 Help Wanted-Office Clerical

TYPIST
Full time entry level position. Bloomfield location. Must have excellent math ability & 10 key calculator skills. Minimum 40 wpm typing speed (high speed impaired). Excellent wage & benefit package. Send resume to: P.O. Box 5091, Southfield, MI 48086

WASHTENAW COUNTY suite dedicated preparing for new location. Full time positions available. Benefits include 401K
- Switchboard Receptionist
- Cashier
- Accounts Receivable
- Payroll
- Accounts Payable

Send resume to: Attn: A. person, Suburban Pontiac, Buick, GMC, 18 Mile & Haggerty, P.O. Box 1336, Ypsilanti, MI 48197, Attn: Val
An Equal Opportunity Employer

WORD PROCESSING
Microsoft Word for Windows 6.0
Technical communications company requires individuals knowledge in Word for Windows, includes styles and graphics functions.
Positions open are part or full time. Work may be done on site or at home. For more information contact personnel manager at 810 643-3102

St. Clair Inc.
37440 Hill Tech Drive
Farmington Hills, MI 48331

WORD PROCESSOR
Career Opportunity - Work with accounting firm in Troy. Heavy word processing of financial documents. Must be proficient with MS Word. Salary Negotiable. Fax resume to: Fax (810) 362-8196 Attn: HRMS, 1900 W. Big Beaver, Ste 220, Troy, MI 48084

WORD PROCESSOR
Experienced Bend-Insure Herndon & Associates, 580 E. Lincoln, Suite 100, Detroit, MI 48226

WORD PROCESSOR, full time, professional office, Bloomfield area. $8.00 hour, paid holidays, vacation, paid medical, profit sharing. Fax resume to Call Cam Inc., (810) 471-6262

WORD PROCESSOR
With excellent spelling, typing grammar, and transcription skills needed for medium size Novi law firm. Must be experienced in Microsoft Office, Windows 95. Legal knowledge a must. Call Karen (810)349-3460

504 Help Wanted-Dental

BUSINESS MANAGER, experienced & enthusiastic. Responsible for appointment control, insurance, receivable & internal marketing wanted for Farmington Hills office. Call (810) 745-1187

CHAIRSIDE ASSISTANT
We are seeking a motivated, experienced team member to Chairside Assist our multi doctor practice. We offer a unique compensation package which includes excellent salary & bonus. If you are interested in becoming a member of our dental team please call 313-420-2326

CHAIRSIDE DENTAL ASSISTANT
Full-time position for experienced & caring person required for busy Bloomfield Hills practice in new Livonia facility. 313 535-3500

DENTAL Assistant experienced, full time for children office Farmington Hills. Call Jacqueline Mon-Fri. 8:30-5 810 855-6633

DENTAL ASSISTANT
If you are an organized professional with assisting experience, and are looking for a caring dentist, call us. Your commitment to excellence will be rewarded. We provide:
- Medical Benefits (Blue Cross)
- Paid holidays
- 401K plan & sick days
- Daily & monthly bonuses
- No evenings
- No weekends

CALL KAREN (810) 559 8618

DENTAL ASSISTANT
Group practice - Full time position available for an experienced orthodontic assistant who loves people and enjoys challenges. Top salary and excellent benefits for the right candidate. Western Wayne County 313 722 5130

DENTAL ASSISTANT
Experienced only. Full time for lease/sharing with 2 doctor modern Westland office. 313 425 9130

DENTAL ASSISTANT
Experienced Part-time for busy W. Bloomfield office. 810 932-3061

DENTAL ASSISTANT
Full time. Some experience necessary. Pleasant working environment.
313 459 4960

DENTAL ASSISTANT - Experienced, good communication skills, reception, flexible, benefits, part time and full time employment. 810 646-5743

DENTAL ASSISTANT
Specialty office in Farmington Farms is searching for bright, energetic dental assistant for part time. Call Shirley (810) 549-9193

DENTAL ASSISTANT
Our practice is looking for a team member with a 2 doctor modern Westland office. 313 425 9130

DENTAL ASSISTANT
Experienced Part-time for busy W. Bloomfield office. 810 932-3061

DENTAL ASSISTANT
Full time. Some experience necessary. Pleasant working environment.
313 459 4960

DENTAL ASSISTANT - Experienced, good communication skills, reception, flexible, benefits, part time and full time employment. 810 646-5743

DENTAL ASSISTANT
Specialty office in Farmington Farms is searching for bright, energetic dental assistant for part time. Call Shirley (810) 549-9193

DENTAL ASSISTANT
Our practice is looking for a team member with a 2 doctor modern Westland office. 313 425 9130

DENTAL ASSISTANT
We're seeking an experienced, highly motivated, team-oriented dental assistant with excellent communication skills to join our dental practice with the opportunity to continue professional development. Excellent salary, fringe benefits and bonus plan. Call Karen (810) 474-0224

DENTAL ASSISTANT
Part-time Royal Oak. Seeks friendly, aggressive person. Latest-free Call Cindy 810 547-1368

DENTAL ASSISTANT
Part time Experience necessary. Call Dr. Ostrow's office. Tues & Sat. 7:30-1:30pm (313) 425-7010

DENTAL ASSISTANT
Full time position immediately available in Bloomfield. Our busy W. Bloomfield office. Pension benefits. Salary negotiable. Call for interview. (810) 851-2240

DENTAL FRONT DESK
Enjoy work & join our team. Seeks office & great staff. Full time. Dental & computer experience a must. Fax resume 425-4206

DENTAL FRONT DESK
Enjoy work & join our team. Seeks office & great staff. Full time. Dental & computer experience a must. Fax resume 425-4206

DENTAL HYGIENIST
needed for maternity leave. Experience preferred. Mon, Tues, Thurs & Fri. for Canton and/or Hartland. 313-455-6844 or 810-632-6700

DENTAL HYGIENIST
Part/full time Farmington Hills area Call (810) 474-2280

DENTAL HYGIENIST
Needed part time for Bloomfield Hills group practice (810) 336-3550

DENTAL HYGIENIST
wanted for Mondays 1 to 4 Saturdays a month plus 20 hrs. during the week. Excellent salary, great boss Southfield Area (810) 559-8304

DENTAL HYGIENIST
with work ethic to join our management experience, part-time for a progressive Brighton Practice. Call Jeanette and send replies to:
Box #6351
c/o South Lyon Herald
101 N. Lafayette
South Lyon, MI 48179

DENTAL HYGIENIST
Full time for Troy office. Please contact Brenda. (810) 879-2980

DENTAL HYGIENIST
Part time Mon, Wed, Thur. Full-time Mon Fri or Sat. Please call (810) 477-7520

504 Help Wanted-Dental

DENTAL HYGIENIST
Full time and part-time, flexible hours. Benefits. Pleasant, updated Downtown Hospital office. Please call 313 277-5000

DENTAL HYGIENIST(S) -PART TIME For Saturday evenings, Fridays and Saturdays (month) Middlebelt/Ford Rd area. We consider any payment or commission. Send resume to:
P.O. Box 800, Garden City, MI. 48135

DENTAL HYGIENIST experienced, motivated, team player who loves people wanted for Farmington Hills practice. Strong scaling & root planing skills a must. (810) 737-7100

DENTAL HYGIENIST
Busy Livonia office eager to live participating hygienist. Livonia 313-591-3636

DENTAL HYGIENIST
20-30 hours weekly
Friendly Royal Oak office
(810) 543-8730

DENTAL HYGIENIST - part time. Perio skills, gentle, friendly, progressive, private. Commence office January 1st. (810) 398-5100

DENTAL HYGIENIST
Full time. No evenings. Progressive Bloomfield practice. Excellent pay & benefits. (810) 642-6430

DENTAL HYGIENIST
Experienced. Mon, Tues, Wed, Thurs. 9-4:30pm, and 1 every day Call (313) 425-7010

DENTAL HYGIENIST
Experienced, caring individual for periodontal practice in Southfield/Birmingham area. Exceptional compensation and professional environment. Call (810) 557-3215

DENTAL OFFICE
Have you had at least 1 yr experience and are you organized? Are you enthusiastic & well organized? Do you enjoy working with people? If you are energetic & enjoy challenges, if you are a fast learner and are looking for your next working home, please call Dr Gluszynski's office at 810 557-9000

DENTAL OFFICE MANAGER/ BOOKKEEPER
W Dearborn area. Doctor modern family practice established for the last 60 years is seeking:
- 2 yrs office management or 6 yr experience dental receptionist
- Dental insurance knowledge
- Computer experience. A/P & A/R
- Monthly reconciliation
- Flexible hours - Excellent pay - Many benefits. Send resume to: Dental Office, 23923 Michigan Ave, Dearborn, MI 48124. Attn Karen

DENTAL PATIENT COORDINATOR
Nine Southfield Dentists seeking excellent phone skills & experience in scheduling. Full time, benefits. Call Jeanette 810 557-9000

DENTAL RECEPTIONIST. We need an outgoing, intelligent self starter to join our busy front desk. Must have computer experience & communication skills. Excellent pay & benefits. Start immediately.
(810) 805 7600

DENTAL RECEPTIONIST
experienced Bloomfield Hills computer & dental knowledge. Full time. Farmington Hills area. Call (810) 851-9000

DENTAL RECEPTIONIST/ FRONT DESK
Our wonderful front desk lady is retiring. We are looking for someone that must be neat, dependable, experienced, and have a pleasant phone. Dental experience should be a plus. Approximately 32 hrs/wk. Salary commensurate with experience.
(810) 646-3015

DENTAL RECEPTIONIST
Needed, excellent phone skills Full time. (810) 544-9010

DENTAL RECEPTIONIST
Part time. Friendly office. Some experience necessary.
313 459 4960

DENTAL RECEPTIONIST
Part time. For our growing Royal Oak practice. Must have/or be trained in dentistry. Excellent for busy phones and skillfully manage appointments. Please call
(810) 548 6365

DENTAL RECEPTIONIST (Part time) we are looking for a experienced front desk person for our busy Novi practice. Dental office experience a plus. Please call Debbie if you are interested 248 349-8868

DENTAL RECEPTIONIST, full time position for busy group practice in Farmington Hills. Dental office experience preferred. Medical insurance processing a plus. Please call Sally & benefits. Call 313 420 2326

DENTAL RECEPTIONIST & ASSISTANT WANTED
Friendly Royal Oak office
(810) 547 8730

DENTAL RECEPTIONIST
Part time. Call Cathy at 1 every Very flexible. Call for details.
(810) 583-9668

DENTAL RECEPTIONIST - Experienced with billing knowledge to manage front desk. Perfect for Mom. (810) 292-4668 313 425-2200

DENTAL RECEPTIONIST/ ASSISTANT with insurance & computer knowledge. Friendly Royal Oak office. 313 397-2935

DENTAL RECEPTIONIST/ ASSISTANT Wanted. We are looking for a cheerful, professional person to join our busy front desk. Experience necessary. Full time, top pay & benefits.
Call Bev 313 728 5600

DENTIST - Modern group practice facility with highly motivated staff looking for part time general dentist. Salary negotiable. (810) 978-7100
An Equal Opportunity Employer

DENTISTS & DENTAL ASSISTANTS
for east & westside offices. Full or part-time positions available. Call (810) 557-9000

FRONT DESK
Would you like to earn some extra money and get away from the house a few hours? Small, good communication skills. Looking for mature person to work Mon, Wed, Thurs, Fri, 9-1 Tues. Noon and 1 Saturday a month. Computer experience helpful
(313)462-4250

HYGIENIST - Part time
Bloomfield - Full time
Dental Assistant - Part time
Call 810 247-1600

HYGIENIST
Part-time hours available. Tues., Thurs. alternate Sat. mornings. Pleasant environment. Call Dr. Ostrow's office. Please call (810) 349-4111

HYGIENIST - PART-TIME
Looking for a new smile in sunny Royal Oak. (810) 548-4040

HYGIENIST WANTED
Part time position for friendly and professional Bloomfield practice. Excellent for all patients to ensure quality care. We do everything or nothing. Ask for Barbara 313 277-0050

ORAL SURGERY ASSISTANT
Needed full-time in W. Dearborn area. Must be friendly, professional, enthusiastic, team player looking for a pleasant work environment. Oral surgery experience preferred but willing to train the right person
(313) 562-1515

ORTHODONTIC ASSISTANT
Bloomfield Hills office seeking experienced Assistant full time Benefits. 810-647-0696

RECEPTIONIST/CLERICAL
Light, front desk duties. 32-36 hours per week. Dental office experience preferred. Friendly work group. Send resumes to
Box #2061
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RECEPTIONIST NEEDED, full time & part time for family oriented dental practice in Southfield & Farmington. Please call 810-569-2056 or fax 810-932-0011

RECEPTIONIST or DENTAL ASSISTANT Set mornings for growing Farmington Hills dental office Call 810-855-5429

RECEPTIONIST/SURGICAL ASSISTANT
For oral surgeon in Livonia. Full time. Mon, Tues, Thurs, Fri. also Dat AM. Experience preferred. Call Suzanne (313) 471-5636

506 Help Wanted-Medical

ACTIVITY DIRECTOR & LPN
Computer experience. Part time AM-PM For Livonia home for the aged (313) 237-8164

ADMINISTRATIVE ASSISTANT to psychologist. Birmingham. Flexible hours. Research voice & dictation. Transcribe reports using Microsoft Word Call Ms. Smith (810) 644-2955

APPLICATIONS ACCEPTED
Full & part time. WA Day Shift Bat. May 18, 10am-12noon
OCCUPACH CONSULTANTS
16871 MIDDLEBELT
South of 8 Mile Livonia
313-422-7759

ASSISTANT
Non Livonia office needs great assistant. Must be dedicated, responsible and good with patients. Full or part time. Great pay & benefits. 59 and up depending. Call Jeanette or Pauley experience a plus 810-478-1167

BILLER/RECEPTIONIST
Livonia. Must need "experienced" biller. MBS system a plus. Podiatry knowledge a plus. Must be hard working & dedicated. Great pay & benefits. $11 & up depending. Call 810-478-1166

CARDIAC ECHO
Experienced tech to work part time in Cardiologist's office. Beaumont Medical building. Resume to Dr. Forst, 44190 Dequindre #110, Troy, MI 48098

CARE GIVER for Elderly Women live-in position. 2-3 4 or 5 days/week. Good wages. Call 9-5pm 313-743-1601

CENAS
PART & Full time positions available for afternoons & midnights shifts. Certified training of $7.50/hr. for afternoons - midnights $7.50/hr. Benefits - Medical insurance for qualified people to car for. Please apply at 10 Mile Rd., from between 9:00am-4:00pm For more info please call (810) 349 2200

CERTIFIED NURSING ASSISTANTS
Immediate openings for Certified Nursing Assistants. Apply for immediate openings on all shifts for CNA's. Previous nursing