EMPLOYMENT

502 Help Wanted-Office Clerical

RECEPTIONIST

Birmingham investment firm has an immediate opening for a Receptionist. Qualified candidates should possess with proven successful receptionist experience. Handling of at least 6 incoming lines and knowledge with word processing. Benefits include medical, dental and life insurance, sick leave, paid parking, and an in-house fitness facility. Resumes may be sent to Human Resources, 460 Hulet, P.O. Box 3043, Birmingham, MI 48012 or faxed to 810-647-5631, Attn: Human Resources.

RECEPTIONIST

Casual, fast-paced Livonia company seeks part time receptionist. Vast position requires good telephone skills, ability to deal with people well, and desire to make a difference. Experience helpful. Flexible hours. Fax resume to 800-337-6316 or apply in person at Easy Sleeper Network, 13600 Merriman Rd., Livonia.

RECEPTIONIST/ CLERICAL

Part time for Oak Park Commercial law firm. Professional attitude, appearance and aptitude required. Personal skills to handle phone, fax, mail and data processing. Send inquiries and/or resume to: "Receptionist", P.O. Box 1257, Royal Oak, MI 48068-1257.

RECEPTIONIST/ CUSTOMER SERVICE

D.G.C. Optics has immediate openings for someone with excellent phone skills, highly organized, good communication skills and have a strong customer service background. Professional fast paced retail environment. Medical office experience/ experience preferred. The is a great opportunity to join an innovative progressive company. Full time, days/evenings, weekends. Excellent wage. Full benefit package. WILLING TO PAY $7.810/HR. D.G.C. Optics offers you excellent pay with career opportunities. To apply fill out an application at Oakland Mall, Eastland Center, Malls, Sportsvision, or send resume to: D.G.C. Optics, 19600 W. Eight Mile, Southfield, MI 48075. Attn: Personnel

RECEPTIONIST/ CUSTOMER SERVICE

Manufacturing company in Plymouth seeking individual with heavy phone experience, customer service, data entry, excellent communication skills. Knowledgeable in WordPerfect 5.1, Lotus 1-2-3 & Windows. Send resume to: Box #2512 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

RECEPTIONIST/DATA ENTRY

Major medical supply distributor seeks individual to support person, full time, 8 to 5pm. Previous switchboard experience helpful. Excellent benefits. Fax resume to Randolph Medical Supply, 30500 Bainbridge, 31742 Enterprise Dr., Livonia, MI 48150

RECEPTIONIST

Do you love answering the phone, processing orders, meeting people and some data entry? Then we have a job for you. Full time and benefits. Please send resume to: Office Manager, 48211 Hillsley, Sta C. Plymouth Twp. 48170-8223

RECEPTIONIST

Experienced Receptionists needed for temporary and permanent openings. Must have a pleasant phone voice and good customer service skills. Any computer skills are a plus. Call for an interview:

Ask about our cash bonus!

CALL FOR DETAILS!!
313-266-8600
LIVONIA

SNELLING
PERSONNEL SERVICES

RECEPTIONIST

Fast growing real estate company. Day/evening hours. Typing, good phone skills and pleasant office skills. Miss Beck, (810) 352-0111

RECEPTIONIST FOR TROY law firm

The successful candidate will be highly organized, have an excellent phone manner, be able to prioritize to assist other staff members. Word-Perfect for windows experience desired. Fast paced, professional work environment and excellent fringe benefits. Equal Opportunity Employer. Send resumes and inquiries for legal secretarial position. Please send resume to Attn: Office Manager, 3290 W. Big Beaver Rd., Suite 310, Troy, MI 48084

★RECEPTIONIST★

Full time position needed for busy upscale Birmingham/Bloomfield real estate office. Enthusiastic, professional person able to handle multiple phone lines and schedules of busy, professional staff. Call today, Ms. Martha Schroeder, Bettis, Birmingham MI 48008

RECEPTIONIST

Full or part time Medical clinic position (810) 546-3434

RECEPTIONIST

Full time receptionist needed for auto dealership. Please call Dorothy at (810-474-0500

HOLIDAY CHEVROLET

RECEPTIONIST, full time position for busy office in Plymouth. We are seeking a mature, friendly person with strong phone skills, who is willing to train the right person. (313) 453-7326

RECEPTIONIST - Full time

Must have good phone and clerical skills. 313-953-9675

RECEPTIONIST

Full time for Southfield CPA office. Must be high school graduate. Experience in accounting preferred. Send resume to:

Linda Teverbe
28475 Greenfield,
Southfield, MI 48076

RECEPTIONIST/GENERAL OFFICE

work. Full time position available. Must be available to handle multiline phone system and have knowledge of exp. Bookkeeping. Non-smoking office. Midland Twp (810) 684-0555

RECEPTIONIST

Heating & Cooling distributor seeks individual for general office duties. Good telephone skills and typing skills a plus. Will consider recent grad. Full time. HVAC DISTRIBUTION, 13666 Inkster, Redford, MI 48239 (313) 538-9678

RECEPTIONIST

Needed for property management company. Light typing & filing. Hours 8 to 5, Mon. - Fri. Send resume to Inspiran, 1700 W. Woodward, Ste 200, Bloomfield Hills, MI 48304

RECEPTIONIST

Outstanding opportunity with a suburban law firm. Seeking an individual with professional attitude & demeanor to represent firm well. Answer & time phone & light word processing. 3+ years experience required. Full benefits, salary low to mid 30s. Fax paid.

PERMANENT STAFF
Troy, 810-649-2780. Fax: 810-879-2725
Farmington Hills, 810-737-8780

502 Help Wanted-Office Clerical

RECEPTIONIST - PART TIME
Must be able to work flexible hours for senior citizen community. Presbyterian Village of Redford, 313 531-6874, ext 42881

RECEPTIONIST

Part-time, flexible hours. Call Amy. (810) 348-5787

RECEPTIONIST

Part-Time
Corporate headquarters of major company seeks a candidate to fill a permanent part time opening. Great for student that needs flexible hours. Professional environment requires excellent communications and "people" skills

Please Mail or Fax Resume
810-344-6700 810-344-6704

RECEPTIONIST - PART-TIME
For accounting office. Farmington Hills. Tuesday & Friday. Ask for Karla (810) 851-3300

RECEPTIONIST

Position available for busy CPA firm. Duties include telephone, word processing & light bookkeeping. Prior office experience required. Salary negotiable. Send resume with salary requirements to:
VTE, 3001 W. Big Beaver, #522, Troy, MI 48084
Or FAX: (810) 643-7184

RECEPTIONIST: Responsible person w/professional demeanor & appearance to run multi-line switchboard in Troy. Non-smoking office. Full time w/good benefits. Call Kathy at 810-585-9990, ext 221

RECEPTIONIST/SECRETARY
For busy plastics company. Must have firm knowledge of WordPerfect. Minimal legal experience preferred. Fax resume to Gordon Cutler & Hofman at (810-443-1508

RECEPTIONIST/ SECRETARY

LIVONIA area. Monday - Friday from 9 to 5. Phone Management. Computer. Typing 55wpm. Fast paced co needs mature, experienced person immediately. Salary, $15,000 (313) 477-7200

Receptionist/Secretary Part Time

Dependable individual needed for building materials distributor. Responsibilities include:
- Customer service, receiving orders
- Excellent phone manner & skills
- Computer order entry. Prior computer experience a plus

Please send resume to:
Receptionist/Secretary
34118 Ardry Street
Livonia, MI 48150
or call Kimberly at: 313-427-0000

RECEPTIONIST/SECRETARY
$22,000. The friendly Troy firm has immediate opening. Type 45-50 hrs. Send resume to Randolph Medical Supply, 30500 Bainbridge, 31742 Enterprise Dr., Livonia, MI 48150

RECEPTIONIST/SECRETARY
KNOWLEDGE of Microsoft Word, 25 hours per week, flexible days, some data entry? Then we have a job for you. Full time and benefits. Please send resume to: Office Manager, 48211 Hillsley, Sta C. Plymouth Twp. 48170-8223

RECEPTIONIST(S)

Needed for evenings (4-8) and weekends (9-5), or any combination thereof. Must be a Plymouth area resident. Pleasant office. Please call for an interview at

(810) 647-7100

RECEPTIONISTS

Receptionists needed with at least one year of receptionist experience (recent). Must ask to be operate multiple line phones with 10+ extensions... Switchboard experience appreciated. Proficiency in MS Word or WordPerfect (Windows) are preferred. Long and short term temporary assignments

OFFICETEAM
Work without commitment. Staffing by Accountemps.
28586 Northwestern Hwy.
Ste. 250 Southfield, MI 48034
(810) 358-0222,
fax (810) 358-0841
E.O.E.

Receptionists

Several excellent opportunities for receptionists in Western & Eastern suburbs with a leading manufacturer. Paid overtime.

PICO Resources
(810) 435-4100
EOE M/F

RECEPTIONIST/SWITCHBOARD OPERATOR

Opening for an energetic, person-able, organized individual with front office appearance. Multi-line switchboard experience necessary. Knowledge of voice mail desired. Typing 50-60 wpm, 10-key and calculator. Please fax or send resume with salary requirements to

Personnel Dept
Sovereign Sales, Inc
36200 Amrhein Rd.
Livonia, MI 48150
Fax: (313) 464-3334

RECEPTIONIST

Wholesale food company seeking smart, quick & flexible person to answer phones & data entry. Mon - Fri, 7:30-4:30pm. Call 810-541-5090

RECEPTIONIST

with accurate typing skills (35-50 wpm) needed for fast paced, product special market research firm in Southfield. Front desk position for person with excellent oral communication & word-processing skills (WordPerfect preferred). Liberal benefits. (11 Mile & Inkster Rd.) Call Nancy at (810) 352-3300 between 10am & 3 pm.

RECEPTIONIST

$21,000

Beautiful, prestigious office. Students may study during slow time. Professional manner, sophisticated image. Excellent benefits. 227 Bell, Kelsey (810) 356-2180
Davidson Land & Associates

SALES ASSISTANT

Industrial manufacturer seeks sales support for service department. Proficient on WordPerfect & Excel. Salary & bonus. Resume to Sandy Gonzales, 20261 Blackstone Hwy., Westland 48185, or fax 313-721-0500

SALES COORDINATOR

Growing manufacturing company has an immediate opening for tenacious minded individual. Good telephone & data entry skills a must. Great benefits and salary requirements to:
Fleetwood, 23436 Industrial Park Dr., Farmington Hills, MI 48335

SALES SECRETARY $26,000

Major Troy firm. Good organizational skills, work w/ VP. Opportunity to advance. Full Benefits. Quick fare Call Donna, 810-772-6780.
Snelling Personnel Services

SECRETARIAL - position full time, good benefits & pay, must have office experience & typing, filing & accounting, apply in person Brooks Electrical, 37400 W. 7 Mile, Livonia

502 Help Wanted-Office Clerical

☆ THE LATEST SECRETARIAL SCOOP
The world's finest ice cream needs you to help assist our Sales Dept. Implement and maintain dynamic and exacting programs thru your interpersonal skills, technical proficiency with Wordperfect and Excel, and strong organizational aptitudes. Competitive salary and benefits ranging from profit sharing to medical, life, plus person and mango sorbet. Please send resume and cover letter to:
Mr. Jim Schaefer, Sales Mgr.
HAAGEN-DAZS ICE CREAM
12800 Northen, Detroit, MI 48237
No phone calls accepted

SECRETARIES
WORD PROCESSORS
$9 to $12 hour

Temp to perm, long and short term assignments available. Professional environment. Fast paced, speed required. Flexibility and reliable transportation a must. Very strong PC skills with proficiency in one or more of the following software packages desirable

- MS WORD
- WORDPERFECT FOR WINDOWS
- EXCEL
- LOTUS FOR WINDOWS
- POWERPOINT

Resumes Required
Call to sign up an appointment
313-875-4300

Olsten Staffing Services

SECRETARY

ADVERTISING AGENCY
Television production and creative services firm in Farmington Hills seeking agency have immediate temp to perm needs. Detail and solution oriented. Office experience and the ability to multi-task with clients needed. Word and Macintosh a plus. Call Sarah Gallagher, Farmington/Livonia 248-7062 473-2932

Advantage Staffing

SECRETARY

Arcadia Health Care, a Troy based home care agency has an opening for a full-time secretary. Duties will include typing, minimum speed of 55 wpm, filing, scheduling appointments and general secretarial duties. Applicants must possess a minimum of 2 years office experience, computer experience with Windows is required. $10.00 per hour, with benefits package offered. Applicants will be tested. Please call or send resume to:

ARCADIA HEALTH CARE
Human Resources
340 East Big Beaver Road
Troy, Michigan 48083
810-740-1440
JCAHO Accredited
EOE/ADM

SECRETARY

Consulting firm seeks person with excellent clerical, computer and communication skills. Duties include word processing, phones, filing. Good salary/benefits.

Send resume to
Demes & Moore
36505 Country Club Dr. #100
Farmington Hills, MI 48331
Attn: MM

SECRETARY/ DATA PROCESSING

Full-time for local CPA firm. Call (810) 851-9700

SECRETARY

ENHANCE your career and interact with caring professionals in the warm atmosphere of the major suburban health care headquarters. Long term positions. Salary $8.00 - $13.00/hr. Call Sharon Farmington/Livonia Birmingham 473-2932 348-7061
Advantage Staffing

SECRETARY

For Counseling Dept. of Mercy High School. Filing, computer work, & working with HS students. Send resume to: Principal, Mercy High School, 29300 11 Mile Rd., Farmington Hills, MI 48336

SECRETARY

For Sales/Engineering Center. Handle incoming calls, correspondence, engineering, program data, filing, maintain schedules, and travel arrangements. Must be detail oriented, hard helpful. Computer experience required on Windows and LOTUS. Professional, quick learner, self-starter a must. Good salary and benefits. Interested candidates send resume or call resume & salary requirement to:

Southland Technologies, Inc.
1700 W. Maple Rd., Ste 100
Bloomfield Hills, MI 48304
EOE/M/F

SECRETARY- FOR Southfield general contractor, must be proficient in MicroSoft Word, Windows 95, also able to take dictation, salary commensurate with experience. Send resume to Box #2516, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, MI 48150

SECRETARY

FOR Southfield law office. Background in Plaintiff personal injury and worker's comp. Two secretary three attorney firm. New spacious office. Salary commensurate with experience. Word Perfect 5.1 & Excel. Short term assignment possible. Call (810) 559-8100 to schedule interview hours 9:00-5:30

SECRETARY

Secretary - Full time, year round. Office experience, word processing, personnel manager, responsible private school. Birmingham/ Bloomfield (810-647-2522

SECRETARY/FULL TIME

needed for fast-paced quality office of local college. Intermediate Word skills required, some prior office experience with customer service background helpful. Hours are Monday-Thursday, 11:00am to 7:30pm and Fridays, 8:30am to 5:00pm. Please resume and salary requirements to: William Tucker, 30375 Northwestern Hwy., Farmington Hills, MI 48007-7008

SECRETARY - Full time to provide clerical support in central office of retirement group. WordPerfect for Windows. Call Judy Lee at Detroit Bestel Mentor, 810-626-8100

SECRETARY

FULL time position with Farmington Hills engineering and sales firm. Word Perfect. Call Rick 810-478-8484

SECRETARY

Full time immediate position available for an organized, reliable, dependable, self starter. Must have PC experience and good communication skills. Includes benefits and salary. Please send resume to PO Box 700204 Plymouth, MI 48170

SECRETARY - Immediate opening for a professional with good typing & office skills for company in 13 Mile/Lahser area. Full time position, Mon. - Fri., 8:30-5pm. $500/week. Excellent working conditions. Call for interview at (810) 645-1860

SECRETARY

IMMEDIATE part time opening in Livonia. High volume calls and general clerical duties. 313-881-0425

SECRETARY

Fax 313 953 8058
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

SECRETARY

LOCAL mortgage company seeking office person. Phone skills, computer knowledge helpful. (313) 326-9050

SECRETARY

Looking for a challenge position in a friendly office? Our company specializes in Hospitality & Healthcare personnel placement. We need a talented, highly motivated individual enjoy answering phones & word processing. Requires WordPerfect 5.0 & Lotus experience. $20-$22,000. Call/fax resume to: Cindy Kramen (810) 932-1170, Fax 810-932-1214, Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

SECRETARY NEEDED

Full time, $8/hr to start. Excellent phone skills a must. Call resume PO Box 6043, Plymouth, MI 48170

SECRETARY

PART-TIME. Small Birmingham office. 2 secretaries to share 40 hour week position. Computer skills required. Bookkeeping a plus. (810) 646-5680

SECRETARY

Part time, 25 hrs/wk, 1-6pm. Farmington area. Immediate hire. Prior experience preferred. 810-615-3564

SECRETARY - Permanent part time. Your Lathrup area temp agency. Mon.-Fri.; no Saturdays, evenings or holidays. Ideal for homemaker. 810-569-7070

Secretary/Real Estate

Computer/typing skills. Excellent communication skills, written and verbal. Accounting experience helpful. Call Kay Ann for Dave Overall or Associates at (810) 591-0330
Mary
PRUDENTIAL ACCENT REALTY

SECRETARY

REAL estate office in Livonia seeking a part time Secretary. Basic computer and phone etiquette skills required. Flexible schedule. Contact Ann Home at Century 21 Team, 313-464-7111

SECRETARY/RECEPTION

Full time. Southfield. Non-smoking office. Phone & 10 hrs/wk. Fax resume to: 810-354-6667

SECRETARY/RECEPTIONIST

Needed full time for commercial real estate company in Farmington Hills. Experience required. Call (810) 737-7110

SECRETARY/RECEPTIONIST

for busy Plymouth office. Strong MicroSoft Word, Windows, Excel skills & communication skills a must. Send resume with salary history to Human Resources, Inc. 400 Plymouth Rd. Suite 220, Plymouth, MI 48170

SECRETARY/RECEPTIONIST
Growing software engineering company seeks energetic, motivated individual with good computer skills. Must have skills Word for Windows experience a plus. Must or be willing to learn Innovision Technologies, Inc. 30555 Orchard Hill Place, Suite 100, Novi, MI 48375. Fax 810-449-7604

SECRETARY/RECEPTIONIST

with 40 plus WPM typing skills for Southfield firm. Excellent working conditions (810) 353-0707

SECRETARY/RECEPTIONIST

For Farmington Hills CPA firm. Computer knowledge required. Send resume to WNS, 31300 Northwestern Hwy., Ste 200, Farmington Hills, MI 48334

SECRETARY/RECEPTIONIST.

needed for troy based telecommunications company. Successful candidate must computer experience helpful but will train proper individual. Call immediate interviews at 810-585-6030

SECRETARY

Responsibilities include ability to work independently, computer knowledge, excellent verbal, organizational skills. Salary commensurate + plus. Benefits. Nestin Security Alarms, Berkley 810-541-5373

SECRETARY/ SALES ASSISTANT

Must be computer literate. Mon-Friday from 8 to 5. $10.50 per hour. Send resume to
Lathrup Village, MI 48076
Attention: Tracy
(810) 558-5700

SECRETARY

Small Bloomfield Hills law firm seeks full time secretary. Word processing experience a plus. Call 810-645-6339

Southfield based property management firm is looking for a secretary to assist the Property Manager. Some bookkeeping experience necessary. Word processing experience helpful. Computer knowledge essential. Benefits included. Salary commensurate. Send entry manager, P. O. box 308, Southfield, 48037

SECRETARY

Wanted for part-time and weekend positions in friendly office. Hours are flexible, computer knowledge necessary. Call Elena at 313-487-3000 for more info

SECRETARY

Wanted full-time for Farmington Hills law firm. Word Perfect 5.1 WordPerfect experience preferred. Good typing skills required. Call Ann at 810-851-8500

SECRETARY $24-$26,000

Depending on experience Service charge paid by company. Suburban company offering a fantastic work environment. Ideal candidate will have a need for a posed professional. Stable experience and working knowledge must. Should be a pro. Call today: 810-399-3450
Snelling Personnel Services

STUDENTS, TEACHERS ARE YOU LOOKING FOR SUMMER WORK?

We offer:
World Projects for Secretaries, Receptionists, Customer Service, Data Entry, Telemarketing, Word Processing, Office Positions, PLUS MORE! Curious? Call Today!
Temporary Assignments Available
needed: (MS/Word 6.1A, MS Excel 4.0) Call and inquire about job listings. Mon. at 20, 8-9 PM
(810) 358-4270 ext. 3
Wolverine Staffing

SUMMER HELP

Approximately 20 hours/week. Must have own car. Suburban area. Flexible hours. Good pay plus mileage. Call Medical Weights Loss Clinic (810) 353-8484

SUPPORT SERVICE ADMINISTRATOR

Professional experience with good communication both written & oral. Excellent organizational skills & creative abilities. Human Resource background helpful or related. Call Ed Bogdanovich at Alert Protective Services in Berkley, 1 800 745-3870 EOE

SWITCHBOARD/DATA ENTRY
Opening for individual with some switchboard and data entry experience. Full time. Excellent benefits and working conditions. Nice suburban office. Please apply to: Pat at (810)355-1000, Ext. 2 Bell Equipment, 28111 Telegraph, Southfield.

SWITCHBOARD

IMMEDIATE part time opening in Livonia. High volume calls and general clerical duties. 313-881-0425
Fax 313 953 8058
An Equal Opportunity Employer

502 Help Wanted-Office Clerical

SUMMER NIGHTS WITH SNELLING

Whether you're looking for a new career or just changing jobs, we can help! Entry level up to Executive level positions available. Temporary and Permanent Placement

Tues. June 18th and Wed. July 10th
(Open until 8 p.m. Bring your lunch only)

Livonia, 313-266-8600
Southfield, 810-352-1300
Auburn Hills, 810-373-7500
Taylor, 313-284-0777

SNELLING
PERSONNEL SERVICES
An Equal Opportunity Employer

SWITCHBOARD OPERATOR

$20,000 + 2 years experience. Nice phone manner, Microsoft word or WordPerfect for windows. Major firm Call Kathy, 810-772-6780
Snelling Personnel Services

TODAY'S has rental mortgage processing, mortgage closing, & document prep positions available. Can go permanent for the right candidate. Please respond immediately.
Southfield 810 355-9777
Auburn Hills 810 373-7181
Troy 313 393-1880
Troy 810-649-4455

TYPIST & Receptionist for Southfield office, general office duties & telephone skills required. Word resume with qualifications to Box #2735, Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

WORD PROCESSING/ SECRETARY

Immediate long-term, short term assignments in direct positions available in the Southfield area. Benefits include paid 30 years typing and strong Windows skills required. Must be proficient in any of the following software packages. Call today to begin working tomorrow.

Word for Windows 6
Excel 5
Lotus for Windows
Powerpoint 4

ENTECH PERSONNEL
(810) 354-1600

WORD PROCESSOR

For fast-paced office. Organized, committed to high quality performance, willing to work more than an 8-5 day. Minimum 1 year work experience with advanced features of both Word for Windows 6.0a and WordPerfect for Windows 6.0+. Resumes only to: Human Resources Corporation, 900 Wilshire Dr., Ste 304, Troy, MI 48084

WORD PROCESSOR/ RECEPTIONIST

Enthusiastic, hard working, self starter with a pleasing personality to work in a fast paced environment in Bloomfield Hills. Excellent spelling, grammar and punctuation skills required. WordPerfect or Microsoft Word a must, with at least 1 year recent office experience. Call Kathy. (810) 258-3900

WORD PROCESSOR

With excellent spelling, typing grammar, and punctuation skills. Word for Windows 6.0 required. Law firm. Must be experienced in MS Word for Windows 6.0/95. Some legal knowledge a must. Profit sharing & medical benefits. Fax resume to: (810)349-3980

504 Help Wanted-Dental

A CAREER opportunity for Dental Assistant. Join our team of committed quality people. We offer an excellent benefits package & salaries based upon experience. If you seek permanent, full time employment please send your resume to: Human Resources, PO Box 721065, Berkley, MI 48072

ALL STAR TEAM PLAYER
wanted for expanding Orthodontic Practice. The right person for our team will be a professional who loves working closely with people. This is a clinical assisting position which requires a friendly, caring, enthusiastic attitude. If you are hard working, team oriented and committed to excellence, consider joining our practice. No experience is required, we will train the right attitude is right. Come work for one of the best offices in the area. Call the administration staff at Fox Hills Dental at (810) 851-7823 or mail resume to: Fox Hills Dental, 12 Mile Rd., Farmington Hills, MI 48334

CHAIRSIDE DENTAL ASSISTANT
Approximately 30 hours per week. No weekends. Benefits. Salary commensurate with experience. Call for interview 810-533-9393

DENTAL ASSISTANT for West Bloomfield orthodontic office. Full time. No Saturdays. Ortho or general dental experience necessary. Mon. F, 8:30 to 5 (810) 851-7272

DENTAL Assistant experienced full time for children office. Hours are Tuesday, Wednesday, Mon Fri, 8:30-5. 810-855-0613

DENTAL ASSISTANT
Cadence Dental Laboratory
Registered or equivalent
Brighton (810) 227-3112

DENTAL ASSISTANT - Friendly, outgoing, dependable person needed for full time position. Experience preferred. Troy (810) 649-2868

DENTAL ASSISTANT
needed for South Lyon office. Experience a must. Full or part time available. Call for interview appointment.

DENTAL ASSISTANT
Motivated individual wanted to join our progressive dental team. Experience preferred but not required. Please call Linda (313) 277-3000

DENTAL ASSISTANT
Minimum 6 months dental assisting experience. Full & part-time, flexible hours. Good working environment. Call Professional Dental Center, Northland Mall.

DENTAL ASSISTANT/ RECEPTIONIST
With experience. An established practice. Tel-18 area. We are seeking a skilled, self motivated, team player. Salary and full benefits. (810) 642-5000

DENTAL ASSISTANT
Friendly Livonia office looking for enthusiastic, responsible person to join our growing practice. Must be team oriented and have chairside experience. Call Mary 313-425-0908

DENTAL ASSISTANT
Friendly and quality oriented Dearborn Heights dental specialty office is looking to increase its full time staff. We are interested in someone who is knowledgeable in chairside assisting & is dependable & enthusiastic. Call Ann at (313) 277-0510

DENTAL ASSISTANT
Expanding practice needed. Join our friendly team - full time, no Saturdays, two evenings (313) 981-0011

504 Help Wanted-Dental

DENTAL ASSISTANT
Energetic, team-oriented empowered Livonia dental team seeks outstanding, responsible, self-motivated individual to join our synergetic environment as a chairside dental assistant. Experience preferred for the rewarding career opportunity.
(810-474-5572

DENTAL ASSISTANT
We are seeking an experienced, highly motivated, team-oriented dental assistant with excellent communication skills to join our dynamic, progressive dental practice with the emphasis on quality, interpersonal and financial security. We offer paid benefits. (810) 474-0224

DENTAL ASSISTANT
Group practice. Full time position available for an experienced, enthusiastic individual who loves people and enjoys challenges. Top salary and excellent benefits for the right candidate. Western Wayne County (313-722-6130

DENTAL ASSISTANT
For North Troy, Experienced only. Friendly & outgoing. Call Darlene, (810) 528-8080

DENTAL ASSISTANT
Experienced for Livonia office. Part time & full time. Call Ann at (313) 261-2330, pm (810) 661-0336

DENTAL ASSISTANT

Mon. thru Thurs. 2-7 PM & Saturdays. No Friday. Experience necessary. $6.50 to start. $9.75 on Saturdays (810) 476-0795

DENTAL ASSISTANT
Need caring, responsible, experienced part time Dental Assistant, Monday & Thursday. Send resume to Specialist Office in Livonia. Call Sarah for interview at (313) 522-7313

DENTAL ASSISTANT
Our busy Canton office is looking for a patient oriented person with dental experience who is challenged by the potential of expanded duties. We offer a flexible schedule and will train a team player to join our progressive office. Call Sue @ 313 981-0290

DENTAL ASSISTANT
We are seeking an experienced chairside assistant to join our busy West Bloomfield office. Full time plus benefits & opening April. Please call for an interview. (810) 851-2240

DENTAL ASSISTANT

Chairside
Have Fun While Your Work
For our friendly, busy Canton orthodontic office we are looking for a 3-4 days per week Paid vacation Sick days & medical insurance available (313) 981-2444

DENTAL FRONT DESK.
Full time. Dental & computer experience. Enjoy working in a sharp office with a great staff. Livonia
(313) 464-8206

DENTAL FRONT DESK
Northville practice, full time position. Experience preferred.
(810) 347-4250

DENTAL HYGIENIST
Part/full time. Farmington Hills area. Call (810) 474-2260

DENTAL HYGIENIST
Wednesday of Thursday and every other Saturday. Royal Oak
(810) 548-4065

DENTAL HYGIENIST - Saturday only. 3 Saturdays a month. Farmington Hills area. We have a very enjoyable practice to work in. Call (810) 398-5345

DENTAL HYGIENIST, $50,000 to $70,000 annually. Are you an experienced hygienist looking for an opportunity to achieve professionally & monetarily? If you enjoy a relaxed, friendly, quality oriented atmosphere, quality specialty practice in the Farmington area, this could be the opening you've been waiting for. Call (810) 737-7373

DENTAL HYGIENIST
Garden City, 2 days in quality solo practice. Top pay
Call
(313) 422-1332

DENTAL HYGIENIST
needed for South Lyon office. Evenings a must. Call for interview appointment
(810) 437-8189

DENTAL HYGIENIST(S) PART-TIME
Tues. Wed. & Fri. Or Wed. & Fri. Will consider flexibility any combination. Garden City
(313) 421-1181

DENTAL HYGIENIST
Soft tissue management experience a must! 2-4 days. Call between 8:30 and 5:00
(810) 477-4435

DENTAL HYGIENIST
Part time 4 days Mon. & Wed. 8-5pm. Thurs. 7-1. Alternate Fri. & Sat. 7-1:45pm. Must have excellent prodontal skills
Call Marie
(313) 532-7722

DENTAL HYGIENIST
We are looking for an experienced hygienist for our office (Mon.-Thurs.) or part time, 2 days (Wed.) Call Kathy at (810) 338-5370

DENTAL LAB - help wanted
Part time. Will train. Northville
(810) 349-5333

DENTAL LAB

Seeks partners. Dental Department. Will train. Excellent working conditions & benefits. Zedent Dental Lab, Inc. Call Nancy (810) 625-3150

DENTAL OFFICE in Livonia needs experienced insurance coordinator. Opportunity for someone to work 25-30 hours per week. Please call at
(810) 478-4300

DENTAL PATIENT COORDINATOR
Novi practice has openings. Must have excellent phone skills & experience in dental insurance. (810) 348-3210

DENTAL RECEPTIONIST
We need an outgoing, intelligent self starter to run our 3-D practice. Must desire. Computer, insurance & communication skills a must. Excellent pay & benefits. Call Barb or Jean
(810) 855-7600

DENTAL RECEPTIONIST
Very organized, knowledgeable, insurance & medical insurance & recalls. Two year old Rochester Hills office
(810-650-9490

DENTAL RECEPTIONIST
Downtown Birmingham office seeking a well team member of our cosmetic & general practice. Excellent remuneration & benefits. Experience preferred. Call Jackie 810-642-3311

DENTAL RECEPTIONIST
experienced. Must have computer & dental knowledge. Fax resume. Harbor Hills area. (810) 981-1030

DENTAL RECEPTIONIST/ ASSISTANT. Insurance & computer experience. Full time position in friendly Livonia office. 313-207-0035

DENTIST
Full time position for Royal Oak practice. Ask for Dr Mahnotra at
(810) 280-2000

DO YOU NEED TO HELP OTHERS in a meaningful way? If so, our practice which concentrates on dental cosmetics, restoration & implants is needed. You are looking for a dedicated person with excellent communication skills & chairside experience. If you'd like the opportunity to make a difference in dentistry, please call
313-433-6321

FARMINGTON HILLS office is looking an experienced outgoing Chairside Assistant. Would you like to have a 3 day weekend and work in a friendly, atmosphere? If so, call Laura (810) 478-8330

HYGIENIST - needed for 1 dentist office. Seeking quality patient care. Part time could lead to full time. Southfield area. Call (810) 569-2253

504 Help Wanted-Dental

HYGIENIST
NEEDED for dental firm that promotes quality patient care & a team oriented environment. We offer an excellent benefits package & salaries negotiable. If you are looking for a promising career opportunity & personal growth. Please send your resume to: Human Resource Director, PO Box 721065, Berkley, MI 48072

HYGIENIST
OUR growing Canton office is searching for a bright energetic individual with a passion for dentistry. We offer a challenging career opportunity in a team oriented environment. Full time position with benefits. Call Sue G., 313-981-2305

HYGIENIST WANTED
Full time position for friendly and outgoing person. Adequate time provided for all patients to ensure quality care. Ask for Barbara 313-277-0050

HYGIENIST

We are looking for an ENTHUSIASTIC motivated person to join our team. We want someone who wants to practice in a quality, fee for service office & who wants to take people actively participate in their care. Excellent benefits. Call Pam 810-679-7240

★ HYGIENIST, with soft tissue management experience, part time, for Brighton office. Call Kathy (810)227-2112

ORAL SURGERY ASSISTANT
Full time with excellent fringe benefits. Experience preferred.
810 547-6836

PLYMOUTH DENTAL office is in need of an experienced Hygienist to work part time hours. Please call for available possibilities for added hours in the fall. Please call
313-459-7110

RECEPTIONIST
Experienced in billing 4 day work week. Benefits. Salary commensurate with experience. Berkley area.
810-547-0000

RECEPTIONIST/FRONT OFFICE
Dental specialty office is seeking an experienced, friendly, confident and organized individual. Call PRIDE/QUEST training course and computer literate a plus. If you love you possess these qualities, please call and leave message Dearborn Heights area
(810) 900-1125

RECEPTIONIST
Minimum 6 months dental receptionist experience. Full & part-time flexible hours. Good starting wage. Apply in person: Professional Dental Centers, Northland Mall

506 Help Wanted-Medical

ADMINISTRATIVE ASSISTANT
Medical Practice seeks individual experience in all phases of medical billing including CPT coding, claims status inquiry, pre-authorization of benefits, patient registration, HCFA electronic billing & posting. Strong computer, secretarial & communication skills required. Livonia area. Ask for Pete (313) 266-2820

ASAP
ASSISTANT/RECEPTIONIST
Part time for General Surgeons office in Dearborn. Non-smoking. Experience preferred. Call 313-565-6229

ASSISTANT
LIVONIA-NOVI AREA

Must be hard working responsible & reliable. 40 hours plus. Over-time. Benefits. $9 & up depending on experience. Call 810-478-4639

ASSISTANT/RECEPTIONIST - for high quality, people-oriented Livonia Westland veterinary practice. Full time, friendly, caring, CPT coding, some public experience a must. Reply to Box #2514
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ATTENTION CNA'S AND HOME HEALTH AIDES!!

We have immediate openings for experienced Caregivers in our unique local program in the home area. This is NOT a Nursing Home. Part time evenings. Call Kelly today.
INNOVATIONS 1-800-76-7544

BILLER/RECEPTIONIST
Livonia office needs "experienced" biller MEDI system knowledge & knowledge a plus. Must be hard working, dedicated. Great pay & benefits. $9 & up depending. Call 810-478-1166

BILLERS

Terrific new openings for experienced billers & internal Medicare biller practice psych & cardiology offices Hospital Biller (Epic/Ivan)
CallTal resume to Michelle
810 932 1170 fax 810-932-1214
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

ATTENTION CENA'S

Come join the Charter House family. CENA's needed for our units. Competitive pay and benefits available. Interested? Submit an application in person at Charter House of Farmington Hills, 21017 Mooney Road, Farmington Hills, MI 48336

CERTIFIED NURSE AIDES
Now Accepting Applications
Please apply at
West Trail Nursing Home
190 W. Nine Mile Rd.
Plymouth, MI 48170
(313) 453-3863

CERTIFIED X-RAY, ECCO & LAB TECHNICIANS
Full & part-time. Busy Rochester internal medicine practice. Excellent working conditions. Send resume to Human Resources, PO Box 63177, Rochester, MI 48306

CMA NEEDED for Birmingham OB-GYN office, 4 days, 24 to 30 hours. Experienced only. Ask for Diana at (810) 645-0640

CNA/HHA - full time to provide personal care for elderly in our Senior retirement community in Canton area. Excellent pay & benefits. Paid holidays. Must have reliable transportation & current driver's license. Call Jenning CNA/HHA for Oakland, Wayne & Macomb counties. Call Cindy at 800-813-7189

CNA'S AND HOME HEALTH AIDES!!

Immediate openings - personal care drivers in Northwest Wayne County, Taylor and Westland. Part time openings on days and afternoons with the potential to go full time if desired. Call Kelly at INNOVATIONS
1-800-765-7544

★ CNA'S
Immediate openings
Weekend hours. Nightingale
West Convalescent Center,
8365 Newburgh, near Joy
(313) 416-2000

Director of Nursing

Special Tree, one of Michigan's leading post and subacute rehabilitation providers, seeks Director of Nursing for Romulus facility. R.N. with 5 years clinical and managerial experience needed. Knowledge of JCAHO and MDS/PPS a plus. Excellent salary and benefits. E.O.E. Send resume to
Cathy Bivins
Special Tree Rehab
36600 Cherry Road
Romulus, MI 48174
or Fax (313) 941-7522

EXECUTIVE SECRETARY
Needed part time to assist manager of busy Southfield internal medicine office. References required
(810) 355-0860

506 Help Wanted-Medical

DIRECTOR OF SOCIAL SERVICES
We are seeking an experienced, innovative leader with large Long Term Acute Care experience (100 beds minimum) to work in our 240 bed Health Care Facility.
We offer excellent benefits/compensation package and educational reimbursement.