502 Help Wanted-Office Clerical

OFFICE HELP
Data entry, customer service Experienced. Send resumes to: CMC 28200 Orchard Lake Rd. Suite 104, Farmington Hills, MI 48334 (810) 539 3100

OFFICE HELP
Must be able to type and have a 55-75 wpm typing speed. Apply in person at Sound Around, 23 Mile and Van Dyke, Shelby Twp. EOE

OFFICE HELP, part time, centered to full time in busy department complex. Computer, typing, filing. Send resume to: Employment Manager, P.O. Box 315, South Lyon, MI 48178

OFFICE MANAGER
One person real estate construction office in Ypsilanti. Must be an Office Manager, full time or part time. Computer skills and sales experience helpful. Send resume to: Optimum, 5131 W. Lafayette, Royal Oak, MI 48073

OFFICE POSITION
Live 5-7pm in Westland. Must have phone skills and be able to multi-task. People skills a plus. Pay based on experience $5.50 & $6 per hour. Professional office environment. Call Sandy or Kathy after 10am at (313) 326 8002

OFFICE/ SALES ASSISTANT
Growing Wixom company seeks entry level office/sales assistant. Office responsibilities & sales staff support. Opportunity for advancement. Computer experience helpful. Flexible hours and benefits. Fax resume to: Wixom, MI 48393 (810) 449 8322

OFFICE/SALES REP
Full or part time position for variety of tasks. Typing, filing, shipping. Computer programs. Will train. Salary plus commission. Sales position established and needs assistance. Pleasant working environment. Working with people a plus. (313) 534 2500

OPEN HOUSE
& LAKE PROFESSIONAL SKILLING
THIS SEPT. 24 & WED. OCT. 9
(Open until 8 PM. By test only)
SATURDAY OCT. 5
(10-2 PM - By appt. only)
Temporary & Permanent positions available
- Receptionists
- Clerk-typist
- Accounting Clerks
- Typists
- Word Processors
- Administrative Assist
- Data Entry
- Legal Secretaries

Call today for an interview!
Livonia, 313-261-8000
Auburn Hills, 810-852-3300
Ann Arbor, 313-973-7500
Taylor, 313-284-0777

SNELLING
PERSONNEL SERVICES
An Equal Opportunity Employer

ORDER ENTRY FOR AD SPECIALTY SALES
Fast paced sales environment. Top talent specialty advertising and incentive awards company has immediate opening for a reliable person who is self-motivated and has excellent written and verbal skills. Duties include order input and vendor follow-up. Successful candidate will be given hand work well against deadlines and be able to type 45 WPM. Salary/benefits. Send resume to: Order Entry, P.O. Box 7049, Troy, MI 48007-7049

PART TIME OFFICE
Computer & typing experience necessary. Flexible area (313) 425-1999

PART TIME SECRETARY
needed for Ann Arbor Driving Clinton Twp office. Will provide administrative support for faculty & students. Must have strong organizational skills. Office Word ability to handle multiple tasks in a fast paced office and prefer a hardy have customer service experience. Hours are Mon-Fri 7am & 1pm & 7pm & 10pm. Salary DOE & salary requirements to: Walsh College, P.O. Box 7006, Troy, MI 48007-7006 EOE

PAYROLL CLERK - Universal Standard Medical in Wixom has a full time day position available at our Southfield/180 Telegraph location. Experience in all aspects of payroll processing is preferred. We offer an excellent compensation and benefits package. Apply in person Mon.-Fri., 10am-noon, 1pm-3pm, 30955 Northwestern Hwy., Southfield, MI

PAYROLL/HR
Growing environmental company needs experienced payroll/HR tech. Position Self-starter, computer skills, must be accurate, communicator and honest people orientation. This is a growth position. Competitive salary, fringe wages and benefits. Reply with resume and salary requirements to: W.H.Y., 7700 W. Gates, Romeo, MI 48065 EOE (M/F)

REAL ESTATE ASSISTANT wanted for busy realtor in Birmingham office. Must be licensed, experienced with computers, and willing to occasionally work nights and weekends. LEAVE MESSAGE FOR JUDY OCT. 5 AT (810)996-2244, pager (810)450-0317

RECALL MANAGER
Outgoing, self-starting individual for our progressive Livonia office. Dental experience helpful but not necessary. Flexible hours & top pay for the right individual. Call for interview. (810) 661-1440

RECEIVABLE CLERK & INVENTORY CONTROL ADMINISTRATOR
Bill Specialty Co., is looking for aggressive, motivated person. Will train. Full employee benefits package including 401(k). Apply in person or fax resume to:
16400 Woodward Ave.
Highland Park, MI 48203
(313) 868-6325

RECEPTIONIST /ADMINISTRATIVE ASSISTANT - Immediate full time opening for a dynamic person of a growing national company. Requires telephone system operation, word processing, basic computer & clerical skills, and a pleasing receptionist personality. We offer competitive hourly rate and excellent benefit package. Please fax send resume to: ET Services, 27650 Franklin Rd., Southfield, MI 48034. Fax (810) 352-9671 An Equal Opportunity Employer

RECEPTIONIST - answer 10 lines, word processing, perfect at 60 p.m., filing. Accounting experience a plus. Mon - Fri., 8am-5pm. Salary $ - with benefits. Apply in person or send resume to 12945 Farmington Rd., Livonia, MI 48150

RECEPTIONIST
ATC/ATEC Associates, Inc. is seeking a Receptionist to handle a busy multi-line switchboard for our Novi, MI office. Must have high school diploma or equivalent & 1 year relevant switchboard experience. Computer input/output/retrieval abilities preferred. Send resume to: ATC/ATEC, 43 W. 8 Mile, Suite B, Novi, MI 48375 EOE

RECEPTIONIST/BILLING CLERK
For counseling center, part-time, 3 business days per wk. (5pm-9pm) WordPerfect & Lotus 1-2-3 helpful, calm billing experience desirable. Send resume to: Counselors, 27923 W. 10 Mile Rd., Farmington Hills, Mich 48334

RECEPTIONIST/BOOKKEEPER
12 Mile / Farmington Rd. CPA firm needs individual with strong computer skills - WordPerfect & spreadsheets. Experience to include accounting thru 1/95, sales tax & payroll taxes. Salary based on experience & ability. Benefits. Phone Trudy 810 489-8410

RECEPTIONIST
Busy real estate company seeking energetic person with excellent telephone skills to greet, qualify & place visitors. Other clerical duties include word typing & filing. Salary & benefits competitive. Call 810-737-3850

RECEPTIONIST - Busy sales office located in Troy needs pleasant, professional person with excellent communication skills. Duties: Phones, typing, copying, etc. Flex hours. For interview contact Carole Karbon at (810) 362-0533

502 Help Wanted-Office Clerical

Busy Southfield office is looking for a dependable individual who shows initiative, good public relations and telephone skills.

Filing, light typing and general office duties required.

Salary negotiable.

Applications and interviews will be held the week of September 23. Please call (810) 354-1205 for appointment.

Probation Security
22190 W. 8 Mile
Southfield, MI
Between Lahser and Telegraph
EOE M/F/H/V

RECEPTIONIST
Busy downtown Birmingham law firm seeks receptionist with good office & word processing experience. Must be willing to expand job description. Excellent benefits. Please send resume to Mary at 280 W. Maple Ste. 310, Birmingham, MI 48009 or fax (810) 540 2112

RECEPTIONIST
Busy corporate office in Plymouth seeking professional receptionist to answer 15 incoming phone lines, greet visitors and do light clerical duties. Some medical. Must be multi task oriented. Full time/benefits
(313) 455-4400 x 203

RECEPTIONIST/CLERICAL
Full time position for busy accounting firm in Plymouth. Min. minimum 2 years experience. Duties include greeting clients, processing in billing mail & data input. Send resume & salary requirements to Office Administrator, 45211 Helm, Suite C, Plymouth Twp., MI 48170-6023

RECEPTIONIST/ CLERICAL
Reliable individual with pleasant phone personality required for our Wixom office. Phones, typing, filing & mail distribution. Must be accurate with numbers & keyboarding skills. Send resume with salary requirements to Personnel Director, P.O. Box 39220, Redford, MI 48239 or call 313-535-1786

RECEPTIONIST - Entry Level Light typing, answering phones, filing (photocopying. Full time with benefits. Send resumes to: Administrator, 31300 Schoolcraft, Livonia, MI 48150

RECEPTIONIST. Farmington Credit Union has opening for an individual with pleasant personality, to greet, assist & direct membership. Typing & clerical skills required. Send resume to Member Service Manager, 22061 Farmington Rd., Farmington, MI 48336

RECEPTIONIST
For Southfield Law Office wanted to operate phone, greet clients. Fax with light typing. (810) 355 2048

RECEPTIONIST - for Southfield law firm, experienced multi line phone system, knowledge of WordPerfect 5.1 Call (810) 352-1000

RECEPTIONIST
for a small merchandising company in Troy with major retail clients. Responsible for greeting executives, answering phones, and general clerical tasks. Must enjoy working hard! Pay $7-10. References required. Call Maria at (810) 693-5743

RECEPTIONIST
For law firm. Light typing. Full time, benefits / profit sharing. Telegraph/12 Mile area
Box #1127
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST for Farmington Hills Out-Patient Psych Clinic. Part time mornings 20 hrs per week.
Call Karen 810-932-0770

RECEPTIONIST
for busy operation. Prefer Southfield. Experience in WordPerfect & Lotus. Detail oriented. Salary commensurate. Call 810-357-5393 or fax resume 810-357-5394 or fax 810-356-5253

RECEPTIONIST
FOR busy investment management company. Position includes answering the phone, as well as greeting clients and clerical work. Computer experience a plus. Must be friendly and have excellent telephone skills. Non-smoking office. Send resume with salary requirements to JSK, 31731 Northwestern Highway, Suite 152, Farmington Hills, MI 48334

RECEPTIONIST/ SECRETARY
Full time position. Farmington Hills area. Good typing, filing & telephone skills required. Word for Windows preferred. Salary commensurate with experience. Send resume & salary requirements to JSK, 31731 Northwestern Highway, Suite 152, Farmington Hills, MI 48334

RECEPTIONIST/ SECRETARY
Birmingham Financial Company seeks energetic, outgoing receptionist/secretary with general office experience and strong organizational skills. Phones, windows environment, volume copying. Mail resume to DAC, Suite 300, 260 E. Brown, Birmingham, MI 48009, or fax to (810) 644-5780

RECEPTIONISTS
Good phone personality. Will greet customers. Some computer experience helpful.
$7.00-$8.50 per hr.
ARBOR TEMPS 459-1156

RECEPTIONIST
Southfield based healthcare has an opening at its corporate office. Duties include answering multi-phone lines, sorting, mail, word processing, and filing. Candidate must possess good organizational skills & be capable of performing general clerical duties, and phone number to Personnel Director, P.O. Box 70038, Southfield, MI 48037 or fax to: (810) 356-0657

RECEPTIONIST/SWITCHBOARD
Experience necessary. Light typing. Benefits. Send resume to P.O. Box 5154, Southfield, MI 48086-5154

RECEPTIONIST
Texas factory calls in circle, greets visitors, operates switchboard, professional demeanor. Knowledge: able on multi line phone system and interacts well with people. Permanent, short and long term assignments available.
CALL TODAY!!
SNELLING PERSONNEL SERVICES
810-352-1300

RECEPTIONIST - Temp to perm in West Bloomfield. Great opportunity for a real go-getter. Call 313-464-7010
ETD Temporary Service

An Equal Opportunity Employer

RECEPTIONIST Wanted at Beyer Jewelers of Plymouth. Customer relations skills necessary & cashier experience helpful. For a full time position, stop by or send resume to 9301 Massey Dr., Plymouth, MI 48170

RECEPTIONIST WANTED
For busy office in downtown Plymouth. Evening and weekend hours. Responsibilities include answering multi-line phone system, typing, filing and other office duties.
Call Gary Jones
at 313-453-0012

RECEPTIONIST
Wanted for chiropractic office. Approximately 30 hours per week. Dental insurance required. Will train. For interview call Jeff at (810) 477-4200

502 Help Wanted-Office Clerical

We are one of the top 50 professional firms in the country located in Western Oakland County. As a result of our growth, we are seeking a special person to be the Receptionist at our corporate office. The successful candidate will be very mature and professional, able to deal effectively on clients who visit us; have proficiency on multi line switchboards; have a service driven personality and be committed to a long-term career. This position could pay up to $300 for the right person. Please send resume in confidence to Box #1151
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
with pleasant phone personality, neat appearance, able to handle multiple tasks in a fast paced environment. Good computer skills required. Will train. Salary commensurate with experience. Fax resume to: (810) 626-6000

RECEPTIONIST WITH some secretarial Will train. Located in Wixom. Fax resume to: (810) 624-9130 or mail to: (810) 926-1144

RECEPTIONIST
With word processing experience needed for Bloomfield Hills law firm. We are looking for a pleasant, motivated person to join our team. Competitive salary & benefits package. Fax resume to: (810) 644-8111 or mail to: 300 E. Bloomfield Hills, MI 48302. FAX: (810-433-2001

RECEPTIONIST
Wixom office has immediate opening for receptionist to manage busy switchboard and handle multi-line phone duties. Must have pleasant phone manner, ability to prioritize calls and be able to function under pressure with benefits, send resume with salary requirements to: P.O. Box 930308, Wixom, MI 48393-0308

RESTAURANT OFFICE
Daily balancing, WordPerfect & Lotus experience required. Full time, days Mon.-Sat. (810) 559 4230

SALES COORDINATOR
Automotive seating company. Highly organized person to track product history, pricing, and purchase orders. Will assist sales staff in cost estimates and quoting customers. Associates Degree or equivalent experience in Excel / Word desired.
Respond with resume, requirements to: BF, B. Beauchamp, 2360 Maplelawn, P.O. B. Troy, MI 48084-7145

SALES/ MARKETING COORDINATOR
National Retail Chain is a company looking for individual with strong clerical & computer skills for demanding relative position. Must be highly proficient with several PC based computer programs, detail oriented & very well organized. Previous clerical experience in a fast paced environment. Attn Leslye, Avery Dennison, Inc. 1201 E Maple Rd.
Livonia, MI 48150

SALES STAFF COORDINATOR
Must have computer skills, possess exceptional organizational & phone skills. Computer skills will be required. Salary DOE. Fax resume to: Send resume to
Mark Gammon
Alpine Battery Company
11931 Dixie St.
Redford, MI 48239

SECRETARIAL
Now hiring full and part-time in West Bloomfield Real Estate Office. Competitive salary, bonuses, flexible benefits and incentives. Experience preferred but not necessary. Call Eileen at (810) 626-6000

SECRETARIAL - PART TIME
Answering phones
Flexible hours
(810) 847-8050

SECRETARIAL POSITION
open for Dearborn office. Good phone skills & computer experience required. Excellent benefits. Send resume to: P.O. Box 10722, Detroit, MI 48210. Attn: Kathy

Secretarial
Seeking full time secretary to work in a National Equipment Leasing Company. Excellent knowledge of WordPerfect 5.1 for Windows needed to represent Excellent salary + benefits. Send resume and salary history to D.G., 30955 Northwestern Hwy., Farmington Hills, MI 48334

SECRETARY
A Southfield CPA firm has an excellent secretarial position available in our tax department. Candidate must possess working knowledge of WordPerfect and Excel, along with good phone skills, and a friendly professional manner. Please send resume to:
Attn: Ann
Follmer, Rudzewicz & Co.
26200 American Dr.
Suite 300
Southfield, MI 48086-5004

SECRETARY/ BOOKKEEPER
REQUIREMENTS include bookkeeping experience, proficiency in Lotus, Checkbook program, word processing, strong telephone skills must be well organized & able to handle multiple tasks. Non smoker. Salaries above experience but will train. Immediate position. Competitive salary. Benefits. Send resume to Box 164, 43442 W. Oaks Dr., Novi, MI 48377

SECRETARY
CAREER growth. Work with camp professionals in the warm atmosphere of this major Detroit health care headquarters. Ann Arbor, Novi and Farmington locations. Long term stability. Salary $20-$25K. Call Sharon Gelfman Farmington/Livonia 473-2931 646-7991

Advantage Staffing

SECRETARY/CLERICAL
Excellent verbal, written & communication skills. Ability to manage phone & multiple task. Computer knowledge, skills necessary. Excellent benefits plus Hourly $6.50-$8 negotiable. Drug Free Workplace EOE
(810) 968-0688

SECRETARY
Contractor seeking a motivated, self organized individual to handle multiple task. Duties include, word processing, spreadsheets, bookkeeping & other office duties. Successful candidate is to possess excellent communication skills. Work hours, 32-40 per week. Please send/fax resume to
McCarthy & Smith,
26001 W. Five Mile,
Redford, MI 48240
Fax: 313-535-7234

SECRETARY / Entry level
Full-time secretary needed, near airport area. Must flex hours. FAX resume to: 810-658-3274 or call 810-299-3883. Kathy.

SECRETARY
For commercial real estate developer. Strong WordPerfect for Windows & Lotus spreadsheet skills required. Shorthand a plus. Heavy typing, ability to handle multiple projects, and pride in quality work are the skills we seek. Send resume and salary requirements to Personnel, P.O. Box 70038, Southfield, MI 48037-3098 or fax to (810) 827-7550

SECRETARY - Full-time. Full benefits. Must have experience. Resume to: Active Video, 30160 Orchard Lake Rd., Ste. 140, Farmington Hills, MI 48334 or Fax: 810-539-9335

SECRETARY
Full-time Non-smoker. For real estate management company. Knowledge of Windows 95, Big Business & Excel. Troy.
(810) 362-4066

502 Help Wanted-Office Clerical

SECRETARY/FULL-TIME
Farmington Hills based company seeking dependable, motivated individual with strong organizational skills to perform administrative duties. Ideal candidate will have 2 plus years of office experience or schooling. Must know WordPerfect or Microsoft Word (preferably) and be 50-55 words per minute. Flexibility to perform other duties. Strong written and oral skills. Salary commensurate with experience. Please fax resume to 810-471-3388 Attn: Kim

SECRETARY
major manufacturer non-profit human relations organization seeks a secretary with several years experience for our Southfield office. The successful applicant will be computer literate. Other clerical duties are good organization & administrative skills, & a clear speaking & pleasant telephone manner. Salary is up to $21,000. Good benefits package. Medical insurance. Send resume to
Box #1151
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
MUST have strong secretarial and excellent phone, typing and computer skills. Salary & benefits negotiable. Call (810) 851-4306

SECRETARY & OFFICE MANAGER for industrial real estate brokerage office located in the I-696 corridor. Full area of Southfield. Must be experienced in DOS or Windows, WordPerfect areas. Knowledge of Quicken helpful. Salary $18-$20K. Date opening, training assistance provided. Cross trained. Contact Mr. Easton at 810-358-2255 for an appointment or fax resume to 810-358-3477.

SECRETARY
Part-time for fast paced office. Computer experience, work in Novi. Send resume to: Novi Secretarial Services, 24100 Meadowbrook Rd., Novi, MI 48375

SECRETARY PART-TIME
Southfield area insurance agency. Set hours but flexible work situation. Perfect for someone who just wants to get out of the house while kids are in school. Mature person only. 810-569-7070

SECRETARY/RECEPTIONIST
FULL time for senior citizen residence in Farmington Hills area. Great area. Assist with marketing. Full benefits. Salary based on experience requirements to M.O.W., 29250 W. 10 Mile Rd., Farmington Hills, MI 48336-2660

SECRETARY/RECEPTIONIST
Fast growing real estate company seeks motivated individual for our front office, typing, phone and computer sales (Word and Lotus). Computer skills necessary. Real Estate experience a plus. Salary commensurate.
31555 14 Mile Rd., Ste. 101
Farmington Hills, MI 48334
FAX ID: (810) 626-4514

SECRETARY/RECEPTIONIST
For Farmington Hills CPA. Must have good phone skills, typing & word processing experience. Needs to be an energetic person. Call (810) 477-1697

SECRETARY/RECEPTIONIST
PERSON wanted for Small South-field Non-Profit Agency. Receptionist experience required with good telephone skills and computer skills. Excellent benefits. Opportunity for advancement. (810) 557 6777

SECRETARY
RECEPTIONIST
ADVANCED Data Research is accepting applications for Secretary/Receptionist. Job requires good phone & people skills. Micro Soft Office Full time position w/ benefits. Send resume to: ADR, Attn Cindy, 329 Bloomfield Hills Blvd., Bloomfield Hills, MI 48302 or fax to: 810-332-6869

SECRETARY/ RECEPTIONIST
Real Estate Investment Firm. Energetic candidate with excellent telephone skills along with office experience. Computer skills, must know word processing. Candidate must be able to travel occasionally. Full time. Salary starting $18 000 + full benefits package. Send resume to: Plan Realty Trust, 2633 S. Rochester Road, Rochester Hills, MI 48307

Secretary / Receptionist
Our growing manufacturing facility is looking for a motivated Secretary with good communication skills 1-3 years experience. WordPerfect, Word for Windows, Lotus necessary. Great benefit package. Salary based on experience. If interested apply to

TICOM Corporation
6861 Chicago Road
Warren, MI 48092
(810)978-7875
Attn. HR Administrator

SECRETARY/RECEPTIONIST
Welcoming person to work in downtown Plymouth Real Estate office PC experience, organizational and communication skills a must! Call for interview 455-6000

SECRETARY/RECEPTIONIST
Fast paced Marketing Research firm in Southfield (I-696/Northwestern Rd.) seeking an experienced secretary/receptionist. Must have strong word processing skills (55-60 WPM). Word Perfect preferred. Excellent benefits. Call Pat Hudson at (810) 352-3300 or FAX resume with salary requirements. Fax: (810) 352-3302

SECRETARY/SECRETARY
Birmingham Financial Company seeks energetic, outgoing receptionist/secretary with general office experience and strong organizational skills. Phones, windows environment, volume copying. Mail resume to DAC, Suite 300, 260 E. Brown, Birmingham, MI 48009, or fax to (810) 644-5780

SECRETARY/ SECRETARY
Fast paced Marketing Research firm in Southfield (I-696/Northwestern Rd.) seeking an experienced secretary. Must have strong word processing skills (55-60 WPM). Word Perfect preferred. Excellent benefits. Call Pat Hudson at (810) 352-3300 or FAX resume with salary requirements. Fax: (810) 352-3302

SECRETARY/RECEPTIONIST
PART-TIME position available for building materials distributor. Please send resume to
34105 ALBERT STREET
LIVONIA, MI 48150

SECRETARY/ RECEPTIONIST
Full time position. Farmington Hills area. Good typing, filing & telephone skills required. Word for Windows preferred. Salary commensurate with experience. Send resume & salary requirements to JSK, 31731 Northwestern Highway, Suite 152, Farmington Hills, MI 48334

SECRETARY/RECEPTIONIST
Busy real estate company seeking energetic person with excellent telephone skills to greet, qualify & place visitors. Other clerical duties include word typing & filing. Salary & benefits competitive. Call 810-737-3850

SECRETARY - Busy sales office located in Troy needs pleasant, professional person with excellent communication skills. Duties: Phones, typing, copying, etc. Flex hours. For interview contact Carole Karbon at (810) 362-0533

502 Help Wanted-Office Clerical

SUPERINTENDENT
Growing General Contractor specializing in high end commercial construction, including retail, office and medical, needs experienced Superintendent immediately. Great salary plus medical benefits and bonus. Send resume and references to 31700 Middlebelt, Ste. 165, Farmington Hills, MI 48334

SWITCHBOARD OPERATOR/ TYPIST
Part-time (20 hours/week) working the following schedule: Monday and Tuesday 8 a.m. - 1 p.m., Thursday 1:00 p.m. - 5 p.m., Friday 8:00 a.m. - 5 p.m. Experience working in a busy switchboard and excellent communication skills required. Apply for work evening hours as needed. Send resume to:
Teresa Schwartz
Jewish Vocational Service
29699 Southfield Rd.
Southfield, MI 48076
(810) 559-5700
An Equal Opportunity Employer

SWITCHBOARD OPERATOR
Capable of handling busy, multi-line phone system. Type 45-50 wpm. Light other miscellaneous duties. 45-50 hours/week, Monday thru Friday. No weekends or holidays. Send resume to: Domestic Linen Supply, 3800-18th Street, Detroit, MI 48208 (313) 894-5000

TECHNICAL REPRESENTATIVE
Universal Standard Medical Laboratories has full time positions available in our Client Services Department. Expertise in laboratory procedures and medical terminology is needed to handle communications with physicians, billing, insurance compensation and benefit package. Apply in person: Mon.-Fri., 10am-4pm USML, 26500 Northwestern Hwy., Southfield, MI

Telecounseling Recruiter
Telecounseling recruiter to work 20 hrs/wk. for 10 months per year. Follows up with prospective students via phone. Associates Degree or equivalent education preferred. Must have relevant work experience in a University setting preferred. $8.36/hour and benefit package. Send resume and cover letter to: Madonna University, 36600 Schoolcraft, Livonia, MI 48150-1173. MU is an Equal Opportunity Employer

MADONNA UNIVERSITY

TELEPHONE FILE Clerk, full time, 9 to 5. Typing and 10 key calculator necessary. Start $5.50 Metric American Sales, 313-261-8400

TELEPHONE RECEPTIONIST
Non office has 2 permanent, part-time positions. Requirements include: light typing, salary & good verbal skills. Must be dependable. Will train on computerized telephone system.
(810) 347-1484

TELEPHONE SURVEY
REPRESENTATIVES
Call Mids hiring this evening shift
Call (313) 261-1620

TOP PAY ..... BEST JOBS
Office Pride is looking for people in administrative staffing, is in "URGENT" need of skilled professionals with the following skills
- MS Word
- MS Excel
- Data Entry
- Receptionist

Many temp assignments to perm positions available now. Pay ranges from $8-$12/hr. Please call for more info.

OFFICE PRIDE
313-995-5465
777 E Eisenhower Parkway
Ann Arbor, MI 48108
E.O.E.

TRAVEL RECEPTIONIST
Busy Southfield travel agency has front desk position for individual with friendly personality and phone skills. Varied duties include assisting clients with itineraries & travel information

Diversified Recruiters
810-354-8210

TYPIST/RECEPTIONIST
PART time for Livonia law office. Word Perfect or equivalent experience.
Call 313-513-5380

WANTED:
Administrative Office Assistant
Farmington Hills company looking for a professional Administrative Office Assistant/Receptionist. Hourly/bonuses/benefits. Call for interview.
(810) 476-0695

WORD PROCESSING
If you have proficiency in word processing and typing, communication and solid office experience, we have the opportunity you've been looking for. Temporary, temp-to-hire, and permanent positions are currently available in Southfield, Detroit, and Troy. CALL TODAY!!!
SNELLING PERSONNEL SERVICES
810-352-1300

WORD PROCESSORS
- Microsoft Word
- Excel
- Wordperfect
- Lotus

Long & short term assignments. Must be able to type 45 wpm. $10-12 per hr.
ARBOR TEMPS 459-1156

504 Help Wanted-Dental

ASSISTANT - Fun & friendly Westland dental office needs a full time assistant. Experience preferred but will train. Some evenings, but lots of 3 day weekends. (313) 729-2368

ASSISTANT
needed for progressive dental office in Livonia area. Experience preferred but will train. Call 810-476-9210

CARING, ENTHUSIASTIC DENTAL ASSISTANT and DENTAL HYGIENIST
needed on a part-time basis in a small dental practice. Join our team of professionals. Must be committed to quality patient care. We offer an excellent benefit package which include bonus incentive program and salaries are based upon experience. If you seek personal growth and career development, please send your resume to:
Human Resource Director
P.O. Box 721065
Berkley, MI 48072

CERAMITECH DENTAL LAB
Needs model and die tech, educated team oriented, self motivated person. Will train right person or experienced. Benefits. M-F 7:30 AM. 810-332-3242

CHAIRSIDE ASSISTANT
Flexible hours - Mon., 3:00-7:30pm, Thurs., 3:00-7:30pm, Fri., 7:30am-1:30pm. Experience necessary.
(313)425-7010

CHAIRSIDE ASSISTANT
Part time, quality people to join our team. Experience preferred. Top wages for the right candidate. Send resume to: Box #1149
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

CHAIRSIDE DENTAL ASSISTANT,
full-time. Experience preferred, pay commensurate with ability. Call for appointment
FAMILY HOME CARE
810-229-5663

SMALL SOUTHFIELD manufacturing is looking for someone who has excellent phone skills, organized, and with good grammar to assist the customer service group. Knowledge of Windows 95 & plus. Competitive salary, good medical insurance & 401(k) plan. Pleasant surroundings, smoking building. Please send resume with salary requirements to:
Box #1144
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SOUTHFIELD PROPERTY Management Company has immediate openings for experienced Accounts Receivables, Accounts Payable & General Office, HUD background helpful. Must have some computer knowledge. Send resume & salary requirements to D.P.M., P.O. Box 70038, Southfield, MI 48037-3098

504 Help Wanted-Dental

DENTAL ASSISTANT
We are looking for a friendly full time person for our Livonia office. Benefits.
313-425-1121

DENTAL ASSISTANT
EXPERIENCED
wanted for Livonia practice. Competitive pay + benefits.
(313) 462-5905

DENTAL ASSISTANT needed full time for family oriented Southfield Dental Practice. Big smile and dental experience is necessary. Please call (810) 569-2050

DENTAL ASSISTANT
needed in a warm & wonderful practice. 32 hrs. Experience preferred. Farmington (810) 851-0445

DENTAL ASSISTANT - for periodontal practice to assist as hygienist. Experienced only. Call Cindy at Farmington Hills area. 810-851-1034

DENTAL ASSISTANT
Livonia/Plymouth area. X-ray certified. Full time, excellent wages w/benefits. Lisa
(810) 683-0366

DENTAL ASSISTANT
Immediate position for full time quality oriented Orthodontist office. Dental experienced, friendly, motivated person to join our team. Please call Joan at (810) 478-7300

DENTAL ASSISTANT
Dearborn, Hix/Garden City office looking for quality assistant with experience in crowns & bridge, people skills & great attitude! Full time with benefits. Fax resume to: (313) 561-5200

DENTAL ASSISTANT
Full time for pleasant Troy office. Experience preferred but will train. 4 days/week, 1 Saturday. 810-641-9490

DENTAL ASSISTANT
One doctor Canton office seeking friendly, experienced assistant. Full time Mon-Thurs. Call (313) 459-5353

DENTAL ASSISTANT FOR BUSCHING HILL ORTHODONTIST
Part-time. Experience preferred.
810-332-9104

DENTAL ASSISTANT
our team of professionals is in search of the right person to become our dental assistant who knows the value of patient relations. We are a enthusiastic, while delivering state-of-the-art care to our family of patients. We are offering this challenging, full time position with an excellent salary for the right experienced candidate.
Call Lois Ann
(810) 476-8330

DENTAL ASSISTANTS
Career opportunity available for dental assistant. Join our team oriented dental offices that are committed to quality patient care. We offer an excellent benefit package which include bonus incentive programs and salaries are based upon experience. If you seek personal growth and career development, please send your resume to:
Human Resource Director
P.O. Box 721065
Berkley, MI 48072-1065

DENTAL ASSISTANTS
Experienced or willing to train. Dentists West Bloomfield Office. Call receptionist after 8pm.. (313) 421-7938

DENTAL ASSISTANT
Full-time, benefits. No evenings or Saturdays. Chairside experience necessary. Birmingham area
(810) 645-6981

DENTAL ASSISTANT
Full-time for energetic, career oriented dentist in Livonia. Office has 3 hours. No exes or Saturdays. Great implant dentistry in an upscale & fun complaint office. 810-847-6434

DENTAL ASSISTANT & STERILIZATION
ASSISTANT
West Bloomfield area. Mon-Fri from 9 to 5. No Saturdays or evenings. Benefits available. Call Dr. Karen
(810) 855-0655

DENTAL ASSISTANT
Can you juggle patients and feelings first? Our warm, friendly, modern Southfield practice is seeking a full-time experienced assistant who can focus on team interactions. Mon., Thurs., Excellent benefits. It's a GREAT place to work!
Call Cathy at (810) 358-8780

DENTAL ASSISTANT - Our team seeks an enthusiastic, friendly professional to help us provide quality family dentistry. If you seek a stable position in our state-of-the-art facility, Human Resources is looking for you.
Call Ann at (810) 476-7711

DENTAL ASSISTANT
•WARNING•
Don't respond to any other ads until you read this.
All offices are not alike. My name is Patricia LaBreck D.D.S. and I am looking for a team, caring, professional, experienced, dental assistant to join our staff. If this describes you, read on.
Just like our ad, our office is better than all the rest. You will be approached by a doctor who is the most comfortable working environment, along with an excellent salary & benefits. So don't waste your time reading all other ads or working in another dead end position.
Call our office in Rochester Hills:
810 853-7877.

DENTAL ASSISTANT - Experienced part-time Orthodontic Assistant needed for professional group office in land. Top salary to proper candidate. Call Debbie, 313-459-0300

DENTAL ASSISTANT/ RECEPTIONIST
Part-time. Willing to train. Very friendly atmosphere. 810-477-2175

DENTAL ASSISTANT - enthusiastic, caring, organized person, experience preferred, will train. Pediatric office, Farmington Hills. 810-932-1280

DENTAL ASSISTANT
Chairside. Full time. Pleasant, established, northwest Livonia office. 478-0884

DENTAL ASSISTANT
Full time position. Friendly Royal Oak office. Experience preferred
(810) 547-1330

DENTAL ASSISTANT
For Southfield dental office. 1 year experience required. 810-443-5110

DENTAL ASSISTANT - Garden City area. Full time. Call Mary or Sally, Certified or equivalent
313-427-2894

DENTAL ASSISTANT
Livonia/Westland area. Part-time. Crowns, impressions, x-rays. Be a bright, energetic person with transferable people skills. We offer a wonderful team oriented environment. Should be caring, caring & health centered. Please call Dorene between 9-3pm at:
(313) 425-8370

DENTAL FRONT DESK
Need a friendly, people person. Experienced. Top paychecks. Call Sue, 313-728-8820

DENTAL HYGIENIST
1 or 2 flexible days a wk. in prevention oriented, general practice. Livonia.
(313) 522-6770

DENTAL HYGIENIST
needed for modern Livonia office. Wed.& Thurs. Team oriented person who wants to work in a quality care, while having fun. (810) 476-1880

504 Help Wanted-Dental

DENTAL HYGIENIST
Needed in South Lyon office, experience a must, full or part time available. Call for interview appointment.
(810) 437-8189

DENTAL HYGIENIST
needed in South Lyon office, part-time or flexible. Call for interview appointment.
(810)437-6188

DENTAL HYGIENIST
W. Bloomfield general cosmetic practice. Mon. & Fri. Experience preferred. Competitive compensation.
(810) 851-4008

DENTAL HYGIENIST
needed for our Livonia family practice to treat & educate our patients. Part time hours: Wednesday, Fridays & Saturdays. Good salary.
Call Cindy: (313) 427-2222

DENTAL HYGIENIST full time in a warm & friendly Southfield family practice to treat & teach patients. Call or send resume to: (810) 352-1110

DENTAL HYGIENIST
(Needed Mon & Tues. Other experienced staff also needed
Call 810-435-0110

DENTAL HYGIENIST - experienced preferred but will train. Hours negotiable available. Call Mon. Wed. or Fri. 810-350-2220.

DENTAL HYGIENIST
Come join our team in Farmington Hills, specialty office is looking for a hygienist who is motivated to work part time. Call Ann
(810) 477-3770

DENTAL HYGIENIST needed Tuesdays only, 3pm-8pm for Rochester Hills office. Please ask for Sandy at (810) 652-9334

DENTAL INSURANCE PROCESSOR - Full or part-time position available for an experienced person. Knowledge of computer & billing insurance preferred.
(313) 722-5130

DENTAL OFFICE in Troy, seeking part time assistant to join our team. We value strong interpersonal skills and focus on warmth, caring and special consideration with our patients. Please call Ted Degenhardt, DDS. (810) 643-6531

DENTAL PERSONNEL-
Ann Arbor
At Peak Performers, we make finding jobs EASY! Call our Direct Placement Specialist today to see how easy it can be. Find the right job for you!
810-477-5777
EOE No Fee

DENTAL RECEPTIONIST
Experienced, adjustable. Full time for progressive dental office. Experience and knowledge in computers/ Perio/ Endodontics with dentistry.
Call
(313) 525-1200

DENTAL RECEPTIONIST
Wanted for Farmington Hills specialty office. Strong dental skills and a thorough knowledge of Care Planning and Collections. Ability to accept responsibility and be comfortable 24 on call required. Salary 25k-28k + benefits

STAFF, LPN's w/valid MI license & CPR. Required to provide primary care 2 or 3 days/week immediately. Strong supervisory skills. Ability to accept both authority and responsibility. Flexible hours. Hourly $12 w/benefits

EOE: Drug Free Workplace.
Fax resume: 810-690-0963
or 810-690-8163

AVONDALE CONVALESCENT HOME
We are seeking committed caregivers. Openings for qualified persons, MDS coordinator, RN's, Certified Nursing Aides, Dietary Aides, Activity Aides. Apply in person Mon.-Fri., 9am-4pm. 400 Constance Dr. Located between Adams & Livernois. Rochester Hills. 810-852-1422

BILLER - Full-time. Experience a must. Large internal medicine office. Great salary & benefits. Troy.
(810) 362-2770

Busy doctors office in Farmington needs part time help. 3 to 4 afternoons weekly. We will train. Ask for Ann
(810) 478-4850

CENA - HIRE ON BONUS
Competitive health benefits, free uniforms, flexible hours, small family atmosphere. 3 to 11pm shift needed. If interested