EMPLOYMENT

This Classification Continued from Page J12.

502 Help Wanted-Office Clerical

RECEPTIONIST/ CUSTOMER SERVICE

A sharp person is needed immediately to work in he Southfield office of our national television advertising company.

You must be a take-charge individual who is willing to learn our methods. Must have good telephone voice and communication skills. We will be happy to teach you if you want the opportunity to work in this fast moving company.

Benefits available.

Call Paula 800-935-0089

RECEPTIONIST
FARMINGTON Hills agency seeks a professional, pleasant, motivated and enthusiastic individual. General office skills and multi phone line experience required. Salary commensurate with experience. Call Lori: (810) 851-3060

RECEPTIONIST

For multi-phone system. Full time, Livonia location. Must have pleasant phone voice and professional manner. Minimum 2 yrs clerical experience. Call Cheryl 313-522-2910 EOE

RECEPTIONIST
Full time position. Must be dependable, flexible and over 45 WPM and have excellent communication skills. Send resume to 47559 Halyard, Plymouth, MI. 48170

RECEPTIONIST
Full time position for busy animal hospital located in Southfield. Must be organized, good with people, have a friendly phone voice, be able to work both morning & afternoon hours. Cash handling & computer experience a plus. Send resume or apply in person at: 15365 W. 10 Mile (at Greenfield), Southfield

RECEPTIONIST
Full time, Southfield CPA firm. Typing, light bookkeeping, general office. Call 810-350-2330

RECEPTIONIST
Highly successful and rapidly growing industrial products company seeks a receptionist. Ideal candidate will be energetic, diplomatic, self-organized. Duties include phones, mail, copies and light clerical. Fun team and atmosphere. We offer competitive salary, benefits. Good computer skills a plus. If interested, please send resume and salary requirements to: Mr. Flynn, P.O. Box 6129, Southfield, MI 48037 or fax 810-352-0015.

RECEPTIONIST/ LEGAL SECRETARY
Birmingham Law firm. Word processing experience necessary but will train for the rest. Part-time to start $7.50/hr. (810) 258-1100

RECEPTIONIST
Many Temporary and Temporary to Permanent positions for experienced Receptionists. Ideal candidates should possess excellent phone etiquette, be able to handle 5-9 incoming lines, fast paced office setting, computer experience helpful. These positions are well compensated and offer great growth potential. Please call for an interview.

PERFORMANCE PERSONNEL
"Performance Driven"
313-513-5823

RECEPTIONIST
Mon. thru Fri., 8 to 5pm. Apply at Mayor Payroll Inc. 19533 W. Seven, Detroit, or call: 313-441-3538

Receptionist/ Multi-Line BIRMINGHAM
Upscale, very busy front desk, positive attitude, Call Carole Hartman at (810) 433-3617, ext. 1560

RECEPTIONIST
needed for non smoking law firm in Bloomfield Hills. Experience preferred. Computer skills necessary. Send resume to: Personnel, 2392 Telegraph #250, Bloomfield Hills, MI 48302. Or fax to 810-333-7355.

RECEPTIONIST
Need experienced fast paced showroom/corporate office. Multiple line experience essential. Excellent benefits compensation package. Please fax resume to: 313-522-6967 or mail to: 12500 Merriman, Livonia 48150

RECEPTIONIST
Needed part time for Wed. & Sun. Must be neat, organized & possess good phone skills. Apply in person: Please apply in person at Hagopian World of Rugs, 805 S. Woodward, Birmingham, MI 48009

RECEPTIONIST
NEEDED for Southfield area. $6.00 hour to start. Mon. thru Fri. Call 559-1915 Mike Just East of Evergreen between 9am-1pm.

RECEPTIONIST
NEEDED for busy auto body business for local computer company. Immediate opening. Please fax or mail resume to:
OCC
31478 Industrial Road,
Suite 200
Livonia, MI 48150
(313) 266-0044

RECEPTIONIST/OFFICE HELP
Part-time position, afternoons, evenings and some weekends. Flexible Hrs. for busy real estate office. Call (313) 525-8000

RECEPTIONIST
Part time for Canton based company. Must be organized & have phone skills. Send resume to P.O. Box 930618, Livonia, MI 48150

RECEPTIONIST
Part-time Mon., Wed., Oct. thru March, Mon. thru Fri. Birmingham area. Various clerical duties & customer service skills. Temp Plus Personnel, P.O. Box 3023, Birmingham, MI 48012

RECEPTIONIST
Part-time. To answer phones. Will train. Downtown Rochester. (810) 652-1618

RECEPTIONIST
Part-time clerical position for small office in Southfield. Light typing, filing, some service work.
(810) 358-1818

RECEPTIONIST
Part-time, 3-6pm, Monday thru Friday. Must be energetic, personable & dependable. $6 per hour. Bloomfield area.
(810) 336-6380

RECEPTIONIST - PART-TIME
Manufacturing company seeking mature individual for part-time position, Mon. thru Fri. noon-one and every other Sat. 8am-12noon. Data entry & general office experience a plus. Apply at:
Advanced Associates, Inc.
13091 Lever Rd.
Livonia, MI.

502 Help Wanted-Office Clerical

RECEPTIONIST
Permanent/part-time. Telephone experience preferred. Afternoons, 1pm-5:30pm. Bingham Farms law office. 810-644-0880

RECEPTIONIST
Position available for an outgoing individual with a professional phone manner. Duties would include receiving the phone, setting up mortgage applications, assisting loan officers. Computer knowledge a plus. Excellent benefits. Please forward resume to: Human Resources, John Adams Mortgage Company, 28124 Orchard Lake Rd., Suite 101, Farmington Hills, MI 48334
An Equal Opportunity Employer

RECEPTIONIST
positive attitude and self motivated for office in Rochester Hills
Call (810) 299-4410

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Small Bloomfield Hills executive office needs organized, self-starter with microsoft office experience. Pleasant in person and telephone personality. Call between 10am-12 noon, 810-647-2900.

RECEPTIONIST/SECRETARY
Nationwide Insurance, one of the country's fastest growing property and casualty insurance organizations, has a challenging opportunity for a receptionist/secretary for our Troy office.

Duties include answering telephones and greeting visitors, preparing documents and spreadsheets, transcribing dictation and a variety of general office functions. Must have excellent communication skills, proficiency with Microsoft Word and Excel, and a sincere commitment to customer service.

We offer a competitive salary and comprehensive benefit package. Please send resume and salary requirements to Hiring Manager at:

NATIONWIDE INSURANCE
Attn: Hiring Manager
901 Tower Drive, Ste. 400
Troy, MI 48098
FAX: (810) 828-1202

Nationwide is an
Equal Opportunity Employer
committed to a diverse workforce.

RECEPTIONIST/SECRETARY
needed for construction company located in Plymouth. Good telephone skills and experience with Lotus 123 a must. Excellent salary & benefits are offered. Call Jeannette at 313-459-0700.

RECEPTIONIST/SECRETARY
Growing company needs organized and energetic individual. Must have pleasant phone personality, be familiar with Word for Windows. Send resume with salary requirements to: Key Human Resources Management, 400 Galleria Officentre, Suite 215, Southfield, MI 48034-2164 or fax 810-352-2158

RECEPTIONIST/SECRETARY
Commercial real estate co. seeking a professional, motivated individual to assist our property manager. Must be well organized & have strong phone skills. Non smoking office. Excellent pay, full benefit package. 810-557-3600 or fax resume: 810-557-6442, or mail to Joanne, 29548 Southfield Rd., #200, Southfield MI 48076

RECEPTIONIST/ SECRETARY
Fast paced Marketing Research firm in Southfield (11 Mile/Lahser Rd.) seeking an experienced individual with excellent typing skills (55-60 WPM). Phone experience preferred. Excellent Benefits. Call Nancy at: (810) 352-3300
or FAX resume with salary requirements: (810) 352-3787

RECEPTIONISTS
Good phone skills. Will greet customers. Some computer experience helpful.
$7.50-$8.50 per hr.
ARBOR TEMPS 459-1166

RECEPTIONIST
To handle large, multi-line phone system, some experience helpful but not necessary (will train). Must have pleasant speaking voice and excellent communication skills. Some customer service skills also helpful.
Send resume to:
National Reproductions Corporation
Attn: Human Resources
29400 Stephenson Hwy.
Madison Heights, MI 48071

RECEPTIONIST
wanted for Chiropractic Office. Full-time, will train. 810-471-7108

RECEPTIONIST
with pleasant phone personality and ability to handle multiple tasks in a fast paced environment. Good computer skills required. For consideration, please send resume to P.O. Box 2360, Farmington Hills, MI 48333

RECEPTIONIST
With wordprocessing experience needed for Bloomfield Hills law firm. We are looking for a pleasant, motivated individual. Excellent benefits, competitive salary. Fax or mail your resume Today! 4111 Andover Rd., West Bloomfield, Suite 200 "B" Bloomfield Hills, MI 48302. FAX: 810-433-2001

RECEPTIONIST 13 yr old turn at 12 Mile & Telegraph looking for receptionist. Pleasant working environment. Call (810) 827-1290

RECEPTIONIST
2 part-time/full-time positions available immediately for mr. in Redford. Need strong computer communication & organizational skills. Please fax resume to: 313-537-2847

REFUND COORDINATOR
For a Northville Credit Insurance Agency. Heavy full time person with bookkeeping, computer & general office skills. Send resume to: E.E., 800 Griswold, Northville, MI 48167

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

SALES COORDINATOR
A men's shop in Bloomfield Village seeks individual with retail, office, people savvy. Energetic, organized, detail oriented. Enjoy meeting & greeting. Leave message at 810-335-1060

SALES DEPARTMENT
Secretarial task, 10am to 2pm. Also Catering Manager needed.
FRONT DESK
Guest Service Representatives & Delman, Part or full time. Drivers license required.
Please apply in person at:
Holiday Inn
17123 N. Laurel Park, Livonia

SALES/MARKETING COORDINATOR
National food service company looking for individual with strong clerical & computer skills for administrative position. Must be highly proficient with several computer programs, detail oriented & very well organized. Previous clerical experience a must. Send resume to: Attn. Leslie, Avery Bakeries, Inc. 12301 Farmington Rd.
Livonia, MI. 48150

SECRETARIAL
Now hiring full and part-time in West Bloomfield Real Estate Office. Computer knowledge a plus. Excellent benefits and incentives. Experience preferred but not necessary.
Call Eileen at: (810) 626-8000

SECRETARY
AUTOMOTIVE sales agency. Bright, organized. Salary for P.O. Box 976, Bloomfield Hills, MI 48301

502 Help Wanted-Office Clerical

SECRETARIAL - Bloomfield Hills law firm seeks a secretary with a minimum of 2 yrs. experience. Must demonstrate minimum of 60 wpm. Word Processing & have extensive knowledge of Word Perfect for Windows, dictaphone experience, effective oral & written communication skills and an ability to work in a team environment. Salary commensurate with experience, non smoking office. Send resume to: Box 11152
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
ACCOUNTING ASSISTANT
Troy CPA firm seeks part time Secretary/Accounting Assistant. Word Processing and light bookkeeping. Must be computer proficient. Flexible schedule. Send resume to:
Human Resources
3250 W. Big Beaver, Ste. 305
Troy, MI 48084

SECRETARY
A Health Care Corporation located in Bloomfield Hills seeks an experienced secretary with exceptional organizational skills for a fast paced environment. Must be computer literate. Shorthand & plus. Good starting pay, benefits including 401K. Immediate opening for the right individual. Send resume to P.O. Box 7149, Bloomfield Hills, MI. 48302.

SECRETARY
AN automotive supplier located in Madison Heights/Troy area is looking for an experienced Secretary with exceptional skills including the use of word processing and spreadsheet, transcribing dictation and a variety of general office functions. Must have excellent communication skills, proficiency with Microsoft Word and Excel, and a sincere commitment to customer service.

We offer a competitive salary and comprehensive benefit package. Please send resume and salary requirements to Hiring Manager at:

NATIONWIDE INSURANCE
901 Tower Drive, Ste. 400
Troy, MI 48098
FAX: (810) 828-1202

Nationwide is an
Equal Opportunity Employer
committed to a diverse workforce.

SECRETARY/ BOOKKEEPER
For Bloomfield Computer & Word Processing skills are required. Experience with "Creative Solutions Software" a plus. Salary commensurate with experience. Fax resume to 810 855-0009, or mail to: P.O. Box 3238, Southfield, MI 48037. Minorities are encouraged to apply. Call Jeannette 313-459-0700.

SECRETARY/ BOOKKEEPER
Requires knowledge in bookkeeping experience, proficiency in Lotus, Checkbook program, word processing, strong telephone skills; must be well organized & able to handle multiple tasks. Non smoker. Machine shop experience helpful. Immediate position. Competitive salary, benefits. Livonia/Redford area. Send resume to: Box 164, 33422 W. Oaks Dr., Novi, MI 48377.

SECRETARY BOOKKEEPER
Permanent full time mid level position. Minimum 3 years Accounting background helpful/willing to train right individual. Experience MS Word, Excel a must. Position ideal for hard-working, self-starter for a growing company. Duties include documentation, phone, general office, accounts receivables/payables. Send resume with salary requirements to: 2337 Cole St., Birmingham, MI 48009.

SECRETARY
CAREER growth! Work with caring professionals in the warm atmosphere of the major Detroit health care headquarters with Auburn Hills and Farmington locations. Long term positions. Salary $3.00 - $13.50/hr.
Call Sherry
Birmingham/Livonia
646-7561 473-2931
Advantage Staffing

SECRETARY/CLERICAL
Full time at busy office answering phones, customer service, general office tasks. Windows 95 and office experience necessary. Send resume. Branch Manager, 4818 Gallagher Dr. EOE

SECRETARY/CLERICAL
Stable, family owned Troy based companies seeking addition to its small office staff. Duties include handling overflow calls on automated switchboard, greeting visitors, and accounts payable/receivable through check writing. General clerical and secretarial to support sales staff. Word a plus. Salary and benefits. Resume to:
P.O. Box 969
Troy, MI 48099

SECRETARY / Entry level
Full time position, near Novi, Rochester area. Must lay fashion. FAX resume to: 810-656-3274 or call 810-299-3883, Kathy

SECRETARY
Entry level. Full-time. Southfield law firm. Phones, typing, filing, office errands. (810) 352-7096

SECRETARY
Experienced, motivated, great organization skills, pleasant person with excellent computer skills (including WordPerfect & Windows), and phone manner needed for busy office.
Please submit resume to:
Marilyn Solomon
Jewish Family Service
24123 Greenfield
Southfield, MI 48075
FAX: (810) 559-9658
No phone calls please.

SECRETARY
For commercial real estate developer. Strong knowledge for Windows a must, database experience helpful. Shorthand a plus. Heavy typing, ability to handle multiple projects. Will pride in quality work are the skills we seek. Send resume and salary requirements to Personnel, P. O. Box 2392, Telegraph #250, Bloomfield, MI 48303 or fax to (810) 827-7550

SECRETARY
For Rochester Secretarial Service. Word for Windows, Excel helpful. Experience required. Pay $9-12.50hr, depending on experience. Verifiable references required.
Call Sandra: (810) 651-6511

SECRETARY - for small A/V presentation rental Bloomfield Hills patent law firm. Experience in patent matters desireable. 810-645-5200

SECRETARY
FULL time, flexible hours in using computers. Preferably PeachTree for Windows. (313) 835-0035

SECRETARY
Full-time Monday thru Friday. Office experience required. Call. 313-459-1964

SECRETARY
Looking for Secretary for 30 hrs. per wk., proficient in WordPerfect for Windows 6.0, some bookkeeping experience and top notch people skills for sophisticated 1-person office in Southfield. Responsibilities include: Typing, billing, accounts receivable, payable & general office work. Send FAX resume: 810-356-4779 or send to: Secretary, 2000 Town Center, Suite 1200, Southfield, MI 48075

SECRETARY
Needed for large commercial property management company. Strong computer, secretarial & organizational skills a must. Salary up to $24,000. Send resume to: Opare Properties, 3000 Town Center #2100, Southfield, MI 48075 or Fax (810) 356-0363. EOE.

SECRETARY NEEDED
Full time, for fast paced Livonia tire office. Good typing skills a must. For appointment call. (313) 591-0740

502 Help Wanted-Office Clerical

SECRETARY
Non-profit organization secretary with 2-3 years experience with Wordprocessing and database operations pus excellent communication skills. Book keeping experience a plus. Salary plus excellent benefits including health. Mail or fax resume and Jobs Resumes by Oct. 18, 1996 to: CLF, 20777 Telegraph, Suite 41651, Southfield, MI. 48034, Attn: Development Director.
An Equal Opportunity Employer

SECRETARY (PART-TIME)
Flexible hours. Strong secretarial skills required. Some knowledge of spreadsheet experience helpful. Fax resume to: 810-646-9256

SECRETARY/RECEPTIONIST
Fast paced real estate company seeks motivated individual. General office, typing, phone and computer skills (Word and Lotus for Windows) necessary. Real Estate experience a plus. Send resume to:
31555 14 Mile Rd., Ste. 101
Farmington Hills, MI 48334
or FAX to: (810) 626-4571

SECRETARY/RECEPTIONIST
Weekend position. Must be computer literate. Shorthand & plus. Good starting pay, benefits including 401K. Immediate opening for the right individual. Send resume to P.O. Box 7149, Bloomfield Hills, MI. 48302.

SECRETARY
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We offer a competitive salary and comprehensive benefit package. Please send resume and salary requirements to Hiring Manager at:

NATIONWIDE INSURANCE
901 Tower Drive, Ste. 400
Troy, MI 48098
FAX: (810) 828-1202

Nationwide is an
Equal Opportunity Employer
committed to a diverse workforce.

SECRETARY/RECEPTIONIST
DOS Word 5.1 knowledge a must. 30 hrs/wk. Resume to: Job Coordinator, PO Box 159, Farmington, MI 48332-0159

SECRETARY / RECEPTIONIST
For downtown Birmingham real estate firm. Flexible hours, excellent benefits. Computer skills preferred. Fax resume to: (810) 642-9360

SECRETARY/RECEPTIONIST
Ann Arbor CPA Firm. Flexible hours. Send resume to: Box #1153
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

Secretary / Sales Assistant
Small office in Farmington area with excellent phone & organizational skills. MS Office experience required. 2-3 yrs experience a must. Full-time. Send resume: Fax 810-849-3843

SECRETARY - Van Dyke Crotty, Inc., an established accounting firm in Wixom seeks an efficient, self-starter for a full time secretary. Enthusiasm, professional phone manner, 1-2 yrs general office experience, order entry/computer skills, a proficiency in word processing are important qualifications. Fax 810-624-9595. Please send your resume in confidence to: Van Dyke Crotty Inc. 45700 Port St. Plymouth Mi, 48170

SECRETARY WHITE LAKE OFFICE, part-time, general clerical & organizational skills required. Retirees welcome. (810) 889-5310

SERVICE COORDINATOR
Schedule cases for busy Romeo home care office. Must have good communication and clerical skills required. (810) 229-5065
FAMILY HOME CARE

SERVICE COORDINATOR
Schedule cases for busy Clarkston home care office. Must have good communication and clerical skills required. (810) 229-5065
FAMILY HOME CARE

SITE ADMINISTRATOR
National telecommunications company has local opening for a part time customer service rep to ensure smooth administration of our telephone/computer system.
Responsibilities:
• Troubleshoot & replace system cards/modems
• Test phone sets
• Produce computer-generated reports
• Resolve complaints
Qualifications:
• Knowledge of DOS/data entry skills
• Conflict resolution experience
• Excellent written/verbal communication skills
Macomb/Oakland (sh) / We, paid holidays & vacation/personal time. Own transportation required with valid driver's license. Daytime travel required. Ability to pass background check. Fax resume to: 303-790-0480 or mail to:
T-NETIX
P.O. Box 3569
Englewood, Co. 80111. E.O.E.

SOFTWARE PRODUCTION/SHIPPING CLERK
RMS Electronic Commerce Systems, Inc. is currently looking for a full-time Software Production/Shipping Clerk. Job duties include: Production of software on various floppy diskettes, Label creation using MS Word, software packaging, documentation reproduction, pick-ups and deliveries to local printers, data entry, daily shipping duties and light telephone answering.

RMS offers a competitive compensation/benefits package and offers training for this entry level position. If you would like to be considered for this position please send your resume to our mailroom or fax to our software firm.

RMS: Human Resources
19500 Victor Parkway, Ste. 375
Livonia, MI. 48152

SOUTHFIELD PROPERTY Management Company has immediate openings for experienced Accounts Receivable/Payable Clerk and a General Office. HUD background helpful. Must have some computer knowledge. Send resume & salary requirements to: Box P, P.O. Box 30K, Southfield, MI 48037

STRONG WORD PROCESSORS
Excellent Opportunities Available!!
Full time positions for individuals proficient in WordPerfect, Word and Excel. Ideal candidates are multi-tasks oriented and detail oriented. These are well compensated positions with great growth potential. Please call for interview.

PERFORMANCE PERSONNEL
"Performance Driven"
313-513-5823

SUPERINTENDENT
Growing General Contractor specializing in high end commercial interiors, including retail, office and medical, needs experienced Superintendent. Independently. Great salary plus medical benefits and 401K. Send resume and references to 31700 Middlebelt, Ste. 145, Farmington Hills, MI. 48334.

TELEPHONE FILE Clerk, full time, 8 to 5. Typing, 55 wpm. Computer necessary. Start $6.50. Metro American Bank, (810) 569-5460

TRANSCRIBER
NATIONAL Broadcast monitoring service needs full/part time Transcribers. Must possess excellent grammar, spelling and typing skills (50wpm). Prior experience in field helpful. Fax resume & cover letter to Production Manager: 810-353-6238

502 Help Wanted-Office Clerical

TEMPORARY CLERK
Canton Township is accepting applications for the position of Temporary Clerk. This is a temporary position working up to 40 hrs. per week for up to 6 months, $5 per hour. Applications may be obtained at the Canton Township Personnel Division, 1150 S. Canton Center Rd., Canton, MI 48188 or by sending a self-addressed stamped envelope to above address to request applications form. A Canton Township application form must be completed in its entirety and returned to the Personnel Division prior to 4pm, Oct. 11, 1996. The Charter Township of Canton does not discriminate on the basis of race, color, national origin, sex, marital status, or handicap in employment or the provision of services. An Equal Opportunity Employer.

TOP PAY.....BEST JOBS
OfficeTeam, the Specialists in administrative staffing, is the "Uniquely" need of skilled professionals with the following skills:
• MS Word
• MS Excel
• MS Access
• Receptionist
Many large and small to perm positions available now. Pay ranges between $8-$12/hr. Please call for more info.

OFFICETEAM®
"Uniquely Administrative Staffing"
(810) 996-5465
777 E. Eisenhower Parkway
Ann Arbor, MI 48108 E.O.E.

TYPIST
Part-time for CPA firm. Approximately 16 hours a week. WordPerfect 5.1 helpful. Call Mon. thru Fri.
Janz & Knight,
300 E. Maple Rd., Suite 360,
Bloomfield Hills, MI. 48304-2377

US BLADES & LASERWORLD
Oakland County's Premier Martial Arts FAMILY FUN CENTER! is seeking a full time Administrative Assistant, skilled in small office operations including computer proficiency (Microsoft Word/Perfect, Lotus), bookkeeping, filing, phone work. Salary negotiable based on experience. Please contact Christine at 810-661-4200 for an interview.

WELDER
West side shop looking for certified welders for tubing, TIG & Spot Welding. Also looking for Welders with Robot experience. Day & night shifts available. Excellent benefit package with competitive wages. Apply in person or fax resume to: Greenfield Die & Mfg. Corp., 8301 Ronda Dr., Canton, MI 48187

WORD PROCESSORS
• Microsoft Word
• Excel
• Wordperfect
• Lotus
Long & short term assignments. Must be able to type 45 wpm
810-12 per hr.
ARBOR TEMPS 459-1166

WORD PROCESSORS/ RECEPTIONISTS NEEDED!!
Looking for experienced word processing individuals with prior phone experience and good communication skills. Positions available in full-time, part-time, temporary and permanent placement. Any of the following skills are great!
• Word Perfect
• Excel
• Powerpoint
• Microsoft Word
• Lotus
• Internet Graphics
Call Today. For Details!
810-553-2500, Southfield
313-256-6000, Livonia
810-373-7300, Auburn Hills
313-284-0777, Taylor

SNELLING.
PERSONNEL SERVICES

504 Help Wanted-Dental

AN EXTRAORDINARY group of dental professionals in Farmington Hills invites an experienced dental assistant to join our dynamic, fast paced team.
(810) 626-0773

A ONCE IN A LIFETIME OPPORTUNITY!
Excellent wages & benefits for full time DA/Receptionist for Golf course oriented Birmingham office. Prefer experienced, friendly, motivated person to join our team. Willing to train. Please call:
(810) 647-2106

ASSISTANT
FOR Farmington Hills Prosthodontist, Full time Wednesday, Thursday and Saturdays. Experience necessary. Pay is commensurate with experience and offers training for this entry level position. If you would like to be considered for this position please send your resume to our mailroom or fax to our software firm.
RMS: Human Resources
19500 Victor Parkway, Ste. 375
Livonia, MI. 48152

CHAIRSIDE ASSISTANT
Flexible hours - Mon., 7:30am-7:30pm; Thurs., 3:00-8:30pm; Sat., 7:30-am-1:30pm. Experience necessary.
T-NETIX
P.O. Box 3569
Englewood, Co. 80111. E.O.E.

CHAIRSIDE ASSISTANT
Part time for quality practice in Dearborn. Experienced preferred, will train. Days, evenings or the right candidate. Send resume to: Box #1149
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

DENTAL ADMINISTRATIVE ASSISTANTS
We operate a team-oriented environment providing both general and dental quality services. Experience with Dental Work. We offer excellent compensation and benefit packages which include a bonus incentive program. Call today!
personal growth and career development!
American Dental Group at:
(810) 362-2262, ext. 199

DENTAL ASSISTANT
Experienced or willing to train. Benefits. West Bloomfield area. Call receptionist after 3pm. (313) 417-7030

DENTAL ASSISTANT- Experienced part-time Orthodontic Assistant needed for busy Livonia group. Well-rounded. Top salary to proper candidate. Call Debbie: (313) 722-6130

DENTAL ASSISTANT
For Southfield practice. Full time, experience required. 810-443-6110

DENTAL ASSISTANT - Garden City area. Part-part-time. Evening & Saturday. Certified or experienced. Call 313-427-2994

DENTAL ASSISTANT
Livonia/Westland area. Part-time Chairside Assistant position. Bright, energetic person with friendly, bright, energetic personality with friendly, bright, energetic personality with friendly, bright, energetic personality