EMPLOYMENT

502 Help Wanted-Office Clerical

OFFICE CLERK
Wholesale company in Southfield seeking clerical person to assist accountant. Full-time, Mon.-Fri. Responsibilities include computer entry, filing, and light clerical duties. Send resume to: Personnel Department, P.O. Box 5137, Southfield, MI 48086

OFFICE COMPUTER. Phones, Clerical. CPA firm. Bookkeeping. Must have 3 to 4 yr. PC. 30400 Telegraph Rd., Ste. 119, Birmingham, MI 48025. FAX: (810) 642-8167

OFFICE HELP
Five Store Retail chain needs an experienced individual to work in the accounting area. 50% Bookkeeping/Accounting functions. 40% inventory control/clerical duties. Flexible hours, 40 hrs. Part, health insurance. Send resume:

R.C. Sales Inc.
Attn: Bills
36534 Plymouth Rd.
Livonia, MI 48150

OFFICE HELP - needed part time for busy lab office. Tax knowledge helpful but not necessary. Call for interview: (810) 473-5300

OFFICE HELP
Seasonal part time, full time and part time for tax practice. Livonia area. (313) 513-9695

OFFICE MANAGER/ HR SPECIALIST
Growing building maintenance company has a full time position in Livonia. Job duties include: Responsible vision of office staff, knowledge of general ledger & financial statements including reconciliations & cash flow, payroll, payable, receivable & accounts payable.
Applicants must have excellent organizational skills, 2 years experience, BA and computer skills to include: MICROSOFT, EXCEL, and WORD PERFECT. Fax resume to 313-421-3375 or call for information (313) 421-9254

OFFICE MANAGER
Fast paced PR agency seeks person with 5+ years experience. Responsibilities include accounts payable/receivable, billing, bank reconciliation, maintaining Windows NT Network and managing support staff. Must have experience with Windows 95, MS Excel, Access, PowerPoint, FASSys 4.1, TimeSlips and DACEasy. Please fax your resume and salary requirements to: 810-851-0708 or mail to:
HR, 33150 Grand River, Ste. 135
Farmington Hills, MI 48334

OFFICE MANAGER
For busy limousine company. Send resume to: 19-1 Mile Rd. Ste C1., W. Bloomfield, MI 48323.

OFFICE MANAGER
Small Detroit Suburban law company seeks qualified individual to manage daily operations including: A/P, A/R, invoicing, and Accounts Receivable. (313) 562-6819

OFFICE PERSON
Part-time leading to full-time for insurance receptionist/clerk position. Flexible opening. Must have 3-5 years experience in all aspects of office work and pay computer literate plus have good phone manners. Great opportunity for right person. Good wages & more. (313) 535-7660

OFFICE RECEPTION
Patton open, Light clerical, filing, data entry. Must be motivated, funded PCBs. Dental, Vision, Life, 401K. Resumes to:
Federal Communications
Human Resources Department
24300 Catherine Industrial Drive
Suite 400
Novi, MI 48375

OFFICE SUPPORT
We have full time positions available in the Livonia area.
- File Clerk $6.50-$7
- Data Entry $7-$7.50
- Word Processor $8-$9
- Receptionist $8-$9
- Administrative Assistant $8-$10

These are immediate positions for the right candidate. Please call for an interview.

PERFORMANCE PERSONNEL
"Performance Plus"
313-513-5823

OPERATIONS ASSISTANT
Sterling Bank & Trust, FSB is seeking an organized, detail oriented person to assist with data entry experience to support our Commercial Finance Dept. This position is full time and the hours are 8:30am-5:30pm. Candidates must have excellent knowledge, and excellent written and verbal communication skills. Knowledge of WordPerfect and Lotus spreadsheets. For consideration, please forward resume to:

Sterling
Bank & Trust
One Towne Square, Suite 170
Southfield, MI 48076
Attn: Human Resources Dept./CF
or fax to: (810) 355-3615

EOE

OPERATORS
Rapidly growing Telecommunications Company looking for full or part-time operators. Must be dependable, courteous and very reliable. Willing to work around your schedule. $6.50 hour start. Full benefits if you are a full-time employee. Call or send resume to: MCI, 28202 Franklin Rd. Southfield, MI 48034
or Fax to 810-354-8262 Attn Mary

PARALEGAL
Experienced in 709 Tax for Farmington Hills firm. Please call Kim (810) 489-8600

PART-TIME BOOKKEEPER needed for manufacturing company in Lake Orion. Computer experience required. Knowledge of quickbooks helpful. Good salary. Send resume to Bookkeeper, 2737 Browning Drive, Lake Orion, MI 48360

PAYROLL ASSISTANT
Entech Personnel Services is seeking a Payroll Assistant for our Farmington Office in Troy. Responsibilities include: High volume data entry and processing of payroll, 10 key accuracy & must.
Please send resume with salary requirements to:
363 W. Big Beaver
Troy, MI 48084
or fax: (810) 528-9561
attn: Laura

PAYROLL
Plymouth firm is seeking an experienced sales charge person with strong PC and accounting skills. Full time with benefits. Starting at $8.50 per hour. Send resume to:
PO Box 700204
Plymouth, MI 48170

PERSONNEL COORDINATOR
Experience in the temporary industry. Degree a plus. Must be high energy and motivated. Benefits. 818-822-0000 year plus commission. Call Brooke or Ron. 810-772-6700.
Sterling Personnel Services

PROPERTY MANAGER
for 112 unit complex in Hazel Park. Experience necessary. Send resume:
Derby Square Apartments,
1480 E. Woodward Hgts.
Suite D-18, Hazel Park, MI 48030

QUALITY ASSURANCE CLERK
OEM supplier requires an experienced quality assurance clerk. Must have knowledge of WordPerfect and Lotus. Knowledge of QS9000 would be very beneficial.
If interested send resume and salary requirements to:
Industrial Strainer Company
695 Amelia Street
Plymouth, Michigan 48170
Telephone calls will not be accepted.

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
For fast paced, professional office. Light typing. Great benefits. Apply in person at:30785 Grand River, Farmington Hills. (810) 476-7030

RECEPTIONIST/ ADMINISTRATIVE ASSISTANT
Southfield-auction company seeks a professional receptionist/administrative assistant for its Town Center executive office. Candidates must perform transaction, clerical, phone & light billing duties. Must be available 20-25 hrs. per wk. Send resume Quick Attn: Personnel Dept. Box 47601 Grand River, B124, Novi, MI 48374. Attn: Teresa. Phone: 810-380-3550

RECEPTIONIST - Brighton Ford Mercury is looking for an evening receptionist/cashier for Tues & Thurs. evenings, 4:30-9pm and all day Sat. 9am-4pm. Apply in person: 8246 W. Grand River, Brighton.

RECEPTIONIST/ CLERICAL
Experienced Receptionist needed for Livonia CPA firm 2 days/week. Please send resume to: Attn: Pat Vaughn at Epes, Ankenman & Wyle worth P.C., 17800 Newburgh, Suite 101, Livonia, MI 48152 or Fax: (313) 464-1951

RECEPTIONIST
Excellent opportunity to work in a fast paced environment. Some processing experience preferred. Positions available in the Northern Suburbs. Salary depends on experience. Fax resume to: 810-649-1688 or call HRMS. 810-968-0017

RECEPTIONIST
FOR Real Estate Dev. Co. in Southfield. Multi-line phone experience necessary. Microsoft and Excel a plus. Send resume to: 29300 Telegraph, Suite 110, Southfield, MI 48034

Receptionist for Farmington Real Estate Office. Computer experience helpful. Please Call
ERA COURTNEY RIDGE REALTY
(810) 474-3303
(Ask for Manager)

RECEPTIONIST
FULL time. Mature and dependable individual with good phone manner. Call:
Kaufman & Kaufman
(810) 557-9600

RECEPTIONIST
Full-time for busy law office in Farmington Hills. Experience in client and light typing. $7-$9/hr. 810-489-8787

RECEPTIONIST
Full & part-time positions available. Answering phones, filing, managed care. Birmingham/Southfield area. Jackie or Louise. (810) 647-5320

RECEPTIONIST
Full time for corporate office. Experience preferred, but not necessary, will train. Application at our office, 2150 Novi Rd., Novi, MI 48377, attn Marianne.

RECEPTIONIST, full time, must have excellent communication skills & professional phone manner. Capable of handling multi-line phone system. Send resume to: P. O. Box 869, Bloomfield Hills MI 48303-0869

RECEPTIONIST / General clerical
Equus Midwest Inc. a growing national real estate consulting firm is in need of a receptionist for a full time position to answer phones and do general clerical. Candidates must have good communication and organizational skills, typing accuracy of 50wpm, word processing experience and proficiency in Windows environment. Great team spirit atmosphere and benefits. Salary based on experience. Send resume to: Brighton Center, Ste. 150, 8300 Telegraph Rd., Birmingham Farms, MI 48025 or fax to: 810-258-8679

Receptionist/General Office
Marketing firm seeks receptionist with excellent communications skills to assist with filing, word processing, payroll and general clerical support. Send resume with wage history to:
Dialogue Marketing
Receptionist Position
P.O. Box 804
Southfield, MI 48037
or fax: (810) 357-4543

RECEPTIONIST
High energy person needed for Farmington Hills CPA office. Call Peg at: 810-626-2400

RECEPTIONIST
Immediate opening for part-time (Monday-Friday, 8am.-1pm.) receptionist. Good phone manner, organizational, and computer skills are required. Fax resume to 810-642-0202 (Attn: Amy) or Call 810-626-1000 to pick up an application. CENTRY Express Personnel Services. An Equal Opportunity Employer. M/F/D

RECEPTIONIST
DUMEDIATE opening for sharp, experienced, professional person with excellent phone manner and people skills. Position provides top wages and benefits, and an excellent working environment. Apply to:
DELTA TOOLING CO.
1350 HARMON ROAD
AUBURN HILLS, MI 48326
(810) 391-6200
(810) 391-1970 - FAX

502 Help Wanted-Office Clerical

RECEPTIONIST
Immediate Receptionist needed! A company in Novi with an outgoing and energetic work environment seeks a candidate to fit match. Successful candidate possesses excellent phone etiquette and excellent work-processing skills. Knowledge of E-Mail and the Internet helpful. Please call today for an interview!

PERFORMANCE PERSONNEL
"Performance Plus"
313-513-5823

RECEPTIONIST
Insurance Marketing office has immediate opening for a Receptionist to handle high volume of calls. Positive attitude and professional work ethic a must. Please send resume to:
Insurance Office
West Bloomfield, MI 48325

RECEPTIONIST
Investment management firm in Bloomfield Hills has full time receptionist with good phone voice & excellent computer skills (Word and Excel). Salary negotiable. Send resume to:
Planning Alternatives, Ltd.,
838 W. Long Lake Rd. Suite 100,
Bloomfield Hills, MI 48302

RECEPTIONIST
Join a growing small company in south Farmington Hills in this front office position. Experience in answering phones, filing and other clerical duties. Full time. Benefits including profit sharing. Resume to:
Box 41561
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST
Use your skills and move into management. Southfield area.
Call Monica: (313)456-0186

RECEPTIONIST WANTED for busy chiropractic office. Must be reliable & friendly with good communication skills. 21-25 hours/wk. $7/hr. to start. (810)569-0366

RECEPTIONIST
Woodward Hills Nursing Center is seeking a receptionist for every other Saturday and every other Sunday. Job duties include greeting visitors, phone answering and light typing skills. If you enjoy working with the public and possess good communication skills, call 810-647-8300 and ask for LINDA DONALDSON, Assistant Administrator.

RECEPTIONIST
2-4:00pm, Mon-Fri. Bloomfield Hills area. Must be responsible, mature student or housewife. Must have pleasant phone manners & typing. Prior experience in customer correspondence. Call Diane: (810) 647-0775

RECRUITER (Clerical)
Interesting position requires good preferred. Person will interview and place temporary and temp-to-perm positions. $8-$11 per hour plus commissions. ARBOR TEMPS 459-1166

RESEARCH ASSOCIATE
Gathering and analyzing business information from auto companies worldwide. Issue reports for use in market analysis and product planning and our growing database products. Suitable candidate will utilize multiple sources, answer customer inquiries. Experience and training in using spreadsheet software required. Speaks many languages a plus. Auto industry knowledge strongly preferred. Apply to:
Human Resources
Ward's Communications
3000 Town Center, Suite 2500
Southfield, MI 48075
Fax: 810-357-0809

RETAIL CLERKS
Several exceptional part time positions in beautiful Plymouth gift shop. Must have flexible schedule & be available from 9am to 6pm Monday-Sunday. $7.50/hr + commission.
EXPRESS SERVICES
313-487-5450 FAX: 313-487-1838

SALES - Administrative Assistant/ Receptionist, Birmingham. Wordperfect, Lotus 1-2-3, Windows, Word, W.P. 5.1, Microsoft, Powerpoint a must. Benefits To $25,000. Fax to:

INVOICE - clerk, customer service, suburb, good phone & math ability, Excel or Lotus, $10/hr to start plus permanent bonuses. Call Bev

RECEPTIONIST - Starting Hts. 14 lines, light filing, $9/hr. Fee paid

LOIS RAY PERSONNEL
(810) 646-5580

SALES ASSISTANT
Brokerage firm in Bloomfield Hills, Birmingham has an opening for a Sales Assistant with knowledge of the brokerage industry. Send resume to:
Attn: Carol, 373 S. Woodward,
Birmingham, MI 48009
An Equal Opportunity Employer

SALES ASSISTANT
Livonia-based firm is seeking mature person, full time, for general office work & telephone sales. (810) 442-9410

SALES ASSISTANT
Sales Assistant wanted for major Birmingham/Bloomfield area retail sales office. On the job training. Contact Ms. Carol Bell or Ms. Ann Kaufman at 810 356-7063 to arrange time for an interview.

SALES ASSISTANT
Must be organized, detail oriented, organizational & people skills. Should be self-motivated. Customer Service/Banking experience a plus. Call Mark. (810) 263-5000

SALES SECRETARY
Temp to hire position. Must be 20 per hour to start. A plush office with full benefits and a great salary after 90 days if you have a minimum of 2 years office experience. Call Bev at 810-399-2410 or FAX resume to 810-390-3530
Executive Personnel Services

SECOND SHIFT CUSTOMER SERVICE
2pm-11pm & 12pm-8pm
$7.00 PER HOUR
ARBOR TEMPS 458-1166

ADMINISTRATIVE ASSISTANT
Livonia based automotive supplier has an immediate need for an administrative assistant for general administrative support to the Director of Marketing. Excellent skills are required candidate will have a minimum of ten years general secretarial experience with a marketing environment and will support marketing staff with purchasing sales orders, tracking shipments and maintaining a customer data base. Ability to work independently and excellent written communication skills, including on going customer contact.
If you have the skills and desire to join a growing industry leader that will operate as a family, please forward your resume to Box 41492
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150
Excellent wage and fringe benefits

SECRETARIAL POSITION - Real estate/property management firm seeking an individual focused on qualifications. Benefits. (810) 557-0700

SECRETARY/ADM
Software firm, full time. Must possess strong general office skills. Please call or send resume to: Medical Software Solutions, 21800 W. 10 Mile, #214, Southfield MI 48075. 810-352-7040

502 Help Wanted-Office Clerical

SECRETARIES
PERMANENT positions from $24,000 depending on experience. All fees paid by employers. We have many numerous positions all centrally located. Large and small companies. All offering benefits. Minimum 1 year experience. Call Ann Blackmon, WordPerfect, Lotus, MS Word, Excel. Call for appointment, 810-968-3450 or FAX resume 810-398-5280
Sterling Personnel Services

SECRETARY
ADMINISTRATIVE ASSISTANT
Interact with clients in the high tech executive offices of international corporations. Windows software plus 2 years experience required. Long or short term assignments available. Temp to perm. Paid holidays and vacations. Call Barbara
Birmingham Livonia
646-7661 473-2951
Advantage Staffing

SECRETARY
Busy Real Estate firm in Bloomfield Hills is in need of a super Secretary/Word Processor. Must be fast with a WordPerfect DOS/Windows & Excel. Familiarity with Pagemaker plus. Possibility of flex time for a strong candidate. Excellent salary & benefits package commensurate. Call Diane, 810-646-7701

SECRETARY
EXECUTIVE Secretary with knowledge of Word Perfect, Quattro Pro and Graphics a must. Full benefits. Send or fax resume with salary requirements:
Human Resources
P.O. Box 2108
Southfield, MI 48037
FAX: (810) 358-5382

SECRETARY (EXPERIENCED)
Competent in Apple programs. Position is for Corporate Headquarters in Wayne State. Good pay. Some benefits. Send letter of application to: Metropolitan Detroit Bureau of School Districts, Inc., 281 Stage of Eaton, Wayne State University, Detroit, MI 48202.

SECRETARY for Farmington area office. Light typing and light clerical duties. Must be reliable & Congenial working environment. Computer literate in windows. $9.00 hour. Call: 810-848-1750 or FAX:
Attn: Ms. Lynn

SECRETARY FOR John Cassidy's Modeling and Career Center, full time, Fri. 9 am to 6 pm, Sat. 9 am to 2 pm. Call 281-292-8120, Wayne State University, Detroit, MI 48202.

SECRETARY for Farmington area office. Light typing and light clerical duties. Must be reliable & Congenial working environment. Computer literate in windows. $9.00 hour. Call: 810-848-1750 or FAX:
Attn: Ms. Lynn

SECRETARY FOR John Cassidy's Modeling and Career Center, full time, Fri. 9 am to 6 pm, Sat. 9 am to 2 pm. Call 281-292-8120, Wayne State University, Detroit, MI 48202.

SECRETARY
Full time position for an experienced, organized individual. Must be professional, self motivated, and dependable. This individual will be working directly for the President. Candidate must present themselves well both in person and on the telephone. Excellent skills are required in Word, sales related work, typing, organizing travel arrangements and scheduling are very beneficial. We offer a competitive salary & benefits package to the right individual. Send resume with salary requirements to: 25350 Telegraph Ct., Farmington Hills, MI 48335, Attn: L. Sholer or fax to 810-477-3218

SECRETARY
GROWING real estate firm seeking experienced person proficient in Windows, Word, Excel. Good position. Send resume and salary requirements:
SECRETARY
38345 W. 10 Mile Rd. Ste. 170
Farmington Hills, MI 48335

SECRETARY
INSURANCE agency in Birmingham needs an experienced secretary to work Mon.-Fri. Knowledge of computers and various word processing programs, typing 45wpm., phones and filing required. Must be organized with good communication skills. Send resume to: P.O. Box 1366, Birmingham, MI 48012. OR Fax: (810) 646-9410

SECRETARY
MARKETING CONSULTANTS
Creative and Dynamic Support Staff for clients of international agency have immediate openings. Macintosh or Windows.
Call Susan today.
Birmingham Farmington/Livonia
646-7661 473-2931
Advantage Staffing

SECRETARY
Microsoft Word, Excel. Telephone answering skills. Please send resumes to: Greg Engel at Plante & Moran, 2601 Cole Rd. 532530, Livonia, MI 48153-2530 EOE

SECRETARY
needed for Bloomfield based company. Order entry, good phone skills & computer knowledge. Call for Barb: (810) 332-5333

SECRETARY NEEDED for fast-paced law office. Good typing skills a must. For appointment call 313-591-6740

SECRETARY/OFFICE
Must be experienced in all Microsoft Office products. 25 hrs/week, permanent position for Livonia CPA firm. Fax resume to: 313-462-2514

SECRETARY, PART-TIME for early morning office work, 20 hrs. Fax resume to: (810) 335-8150

SECRETARY: PART-TIME for accounting office in Wayne. (313) 721-5100

SECRETARY/PART TIME
Independent medical health clinic in Canton area looking for a part time secretary. Please send resume and cover letter to Box 61450:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

SECRETARY
Plymouth office in need of a permanent part time receptionist/secretary. Duties include phones, customer service, data entry knowledge. Word-Perfect and Lotus.
$16K - No Fee
PERSONNEL SOURCE 459-5155

SECRETARY POSITION for Troy marketing display company. Minimum 2 yrs. experience in secretarial duties, accurate typing & phone skills required. Send resume w/salary requirements to: 1100 Rochester Rd., Troy, MI 48084. Attn: Nancy

SECRETARY
Wanted for 3 men, Bloomfield Hills professional office. Extremely pressure free environment. Pleasant surroundings. Good typing, telephone & organizational skills required. Knowledge of WordPerfect 6.1 for Windows. Call (313) 258-8070; or send resume to: 1080 Woodward Ave., Bloomfield Hills, MI 48304

SECRETARY/WORD PROCESSOR
Fast paced professional growing office with pleasant working environment. Responsibilities include: word processing using WordPerfect for Windows 6.1, phone answering, filing, running errands, and other miscellaneous tasks. Office hours 9-5:30pm daily, some overtime. Please send resume to: Human Resources, McKenna Associates, Inc. Attn: Business Manager, 32605 W. Twelve Mile Rd., Ste. 165, Farmington Hills, MI 48334. EOE

SENIOR SECRETARY
For partner in Southfield law firm. Minimum 5 years experience. Windows/Microsoft Word knowledge a must. Excellent skills are required. Salary is commensurate with experience. Send resume to: 24472 Northwestern Hwy., Southfield, MI 48075 Attn: Sharon

502 Help Wanted-Office Clerical

Service Coordinator/ Property Manager
Experienced for Southfield residential property management. Excellent Computer experience required. Near and dependable. (810) 352-3038

SWITCHBOARD CLERICAL
Exciting part-time position, ideal for students and others. Mon & Thur from 5-8pm; Tues, Wed & Fri. 2-6pm. Non-smoking office. Please apply to Fax: 810-355-1000, Joe Parker Chevrolet, 28111 Telegraph, Southfield.

Switchboard Operator/ Typist
Part-time (20 hours/week working the following schedule: Mondays 3:00p.m. - 8:00p.m.; Tuesday and Thursday 3:00 p.m. - 8:30 p.m.; Wednesday 1:30 p.m. - 6:30 p.m.; Friday 10:00 noon - 3:00 p.m.). Experience working a busy switchboard and excellent communication skills required. Send resume to:
Teresa Schwartz
Jewish Vocational Service
29699 Southfield Road
Southfield, MI 48076
(810) 559-5000
EOE

SWITCHBOARD/ RECEPTIONIST
Needed immediately, part-time for large volume GM dealership. Late afternoon and early evening shifts. Call Mark Kelley, Fax Resume: Attn: Mark Kelley, Bloomfield Hills Cadillac-GMC Truck, 38000 Grand River, at 10 Mile, Farmington Hills.

SECRETARY
Livonia area state development center needs A Secretary to assist in managing busy front office on afternoon shift. Experience with accounts payable, Word Perfect, Windows, Internet/Network and attention to detail necessary. Good pay & benefits. Fax resume to: 38945 Ann Arbor Trail., Livonia, MI, 48150

TELEMARKETING
$8.50 an hour and up to start
Full time immediate positions for Computer literate in windows. $9.00 telemarketing or sales experience a plus. (Retailer transportation provided 10 required. Apply in person:
Staffer Personnel, Inc.
27101 Plymouth Rd., Redford, MI
(313) 937-3065

TELEPHONE INTERVIEWER
to work in our Southfield office. Some legal background and computer experience helpful. Non-smoker. Ask for Linda.
(810) 737-8400

TELLERS
Are you an experienced teller, when it comes to your excellent customer relation and loyalty still feels insecure in your present job because of ongoing mergers and acquisations? Franklin Bank, Michigan's largest independent bank is currently seeking to hire experienced and entry level tellers for our offices in Southfield, Birmingham and Grosse Pointe. We offer competitive wages, excellent benefits, career opportunity, and a professional, merger-free work environment where everybody knows your name.? Interested in exploring a possible career opportunity, please reply in strictest confidence to:
P.O. Box 2950
Southfield, MI 48037
810-352-0867 (Fax)
810-478-8810 (Fax)

TEMPORARY RECEPTIONIST
A Novi based Sales Representative's Representative is looking for a temporary receptionist beginning immediately or pregnancy leave. The is a professional and friendly, non-smoking environment that will be busy from the time months of 8am to 5pm service. Please send your resume to:
Greg Rechsteiner, P.O. Box 3361
Farmington Hills, MI 48333

TEMP - PERM & LONG TERM POSITIONS IN MANY AREAS
Medical Claims Processor
$10 hour, long term
Secretary Staff
COUNTER PERSON
$6-$8 hour, Temp-Term
SNELLING PERSONNEL SERVICES
LIVONIA, 313-355-9600
SOUTHFIELD, 810-352-1300
AUBURN HILLS, 810-373-7500
TAYLOR, 313-284-0777

SNELLING.
PERSONNEL SERVICES

THE OFFICE OF THE CHAPTER 13 STANDING TRUSTEE IN SOUTHFIELD is Seeking

PART-TIME CLERK

Position offers clerical support to the office which includes processing checks for mailing, memorizing long and other miscellaneous duties. 15-20 hrs/wk. Flexible schedule. Homemakers are encouraged to apply. The trustee's staff offers competitive wage and excellent benefits including 401k, master medical, dental, optical, prescription, life and disability. Please send resume and salary expectations to:
Chapter 13 Trustee
Attn: Human Resources
26555 Evergreen Rd. #1100
Southfield, MI 48076

TOURISM by TELEPHONE
Please call 313-937-3033 under $500

TYPIST
Transnation Title Insurance Company is looking for an experienced typist to our Final Policy Department. Full time position. If interested, please contact Maria Kaiser at (313) 425-2500 between 8am & 5pm.

UNEMPLOYMENT INSURANCE ADMINISTRATOR
Needed by a growing Professional Employer Organization. Must be an experienced professional, totally familiar with claim defense, administration and cost containment. Position is for advancement. Candidate must have strong interpersonal, team communicate with education and experience. Please send resume to HRHC, 31700 Middlebelt Rd., Suite 140, Farmington Hills, MI 48334-2300, Attention: Linda.

XXXXXX

502 Help Wanted-Office Clerical

WORD PROCESSORS
Immediate openings for jobs w/Interstate to advanced Word, Word, Excel, WordPerfect, or Lotus. Competitive pay, benefits & bonuses. Call Gigi or Barbara at (810) 646-7660

WORK NOW!
Manpower is looking for several, qualified clerical employees. Immediate openings for Receptionists, Data Entry, Administrative Assistants, Secretaries and Word Processors. Computer experience helpful, will train if needed. Pay range $7.50-$15.00/hr. Day positions. Please call
MANPOWER now to schedule an interview!! (810) 471-1870

WORK NOW!
Manpower is looking for several, qualified clerical employees. Immediate openings for Receptionists, Data Entry, Administrative Assistants, Secretaries and Word Processors. Computer experience helpful, will train if needed. Pay range $7.50-$15.00/hr. Day positions. Please call
MANPOWER now to schedule an interview!! (810) 471-1870

504 Help Wanted-Dental

ADDITIONAL STAFF NEEDED
For progressive Farmington Dental Office in Laurel Village.
- RECEPTIONIST
- CHAIRSIDE ASSISTANT

Full time position, experience necessary. Excellent benefit package.
810-623-2444

ADMINISTRATIVE ASSISTANT
For dental office in Southfield. Our modern office waits for an energetic, motivated, self-starter to join our team. Pleasant environment.
Call Irene (810) 646-2272

APPOINTMENT COORDINATOR
Dearborn practice needs hygiene dept. appointment coordinator. 18 hours/week. With excellent phone skills and Tues. PM available call for interview.
(810) 477-7300
No Fees EOE

ASSISTANT- Full time for progressive office in Livonia. Will train ambitious person. Must be high school graduate. 810-478-2119

ASSISTANT
Livonia periodontal office seeking the right individual for 2 days per week or a pleasant professional administrator. Become a valued team member. Call for an interview. 313-522-7313

BUSINESS/FINANCIAL COORDINATOR
Beach Daly and 10 Mile solo practice seeks professional who enjoys working with clients to coordinate their service and team work. Insurance and computer experience helpful. 4 day work week and benefits. Call 810-354-6364

BUSY FARMINGTON HILLS - office seeks experienced mature, reliable chairside assistant who likes a busy practice. We offer a 3 day weekend and excellent pay for the right applicant. Dental Assistant Call Laura at (810) 478-8330

CHAIRSIDE ORTHODONTIC ASSISTANT
Full time position for bright, energetic, responsible individual. Experience in orthodontic/pediatric dental practice. Experienced only. 10 hours/wk. Please call (810) 682-6811

DENTAL APPOINTMENT COORDINATOR. Do you have excellent communication skills, are you reliable and dependable? If you have experience with scheduling, insurance, and collections, and like working in a fast paced Dearborn dental office, please call (810) 553-4660

DENTAL ASSISTANT
Motivated person needed to work with us in Schoolcraft area. 30-36 hours per week with / benefits. For information call 313-953-0660

DENTAL ASSISTANT, full-time for innovative & progressive practice in Farmington Hills. Looking for a person person to fit in a customer service oriented practice. Great benefits. (810) 474-2250

DENTAL ASSISTANT
Experienced assistant needed for Northville office Monday-Thursday (810) 349-3660 or 313-453-3765

DENTAL ASSISTANT
Experienced assistant needed for Orthodontic Orthodontic Assistant with ortho records knowledge in Westland. Top salary to proper candidate. Call (313) 722-5130

DENTAL ASSISTANT
5 Mile & Levan Experienced chairside for friendly family practice. Full time, flexible hours. Call to set up interview:
(313)464-7771
W.E. McMann, DDS

DENTAL ASSISTANT
Dr. Smulsky is seeking the right individual to fill our current opening as a Dental Assistant in our Plymouth Canton office. We are offering a full time position with excellent benefits, benefits, as well as NO Saturdays. If you are the best person for this job we appreciated for your talents, please call
(313) 453-0940

DENTAL ASSISTANT
Experienced Full time for general practice in southern Oakland County. Call (810) 524-8090

DENTAL ASSISTANT
Looking for a exceptional full time person! Are you caring, enthusiastic, organized & dependable? Would you like to be part of a patient-centered practice that truly values quality? Excellent benefits. Benefits Benefits offered Call Gina in Livonia at 313-425-1121

DENTAL ASSISTANT - experienced, full time for busy oral surgery office in Livonia.
Call (313) 525-5720

DENTAL ASSISTANT For West Bloomfield practice. Full time. Dental experience necessary. Mon-Fri. No Saturdays. (810) 851-7272

DENTAL ASSISTANT-dependable, motivated, caring individual for family practice. Experienced preferred 32 to 40 hrs. No Sat.'s or late evenings. Call Roz. (810) 474-0273

DENTAL ASSISTANT - Experienced preferred part time position available. Excellent benefits. Call (313) 532-0220 or Fax (313) 533-9777

DENTAL ASSISTANT
Family practice in Livonia looking for reliable, self motivated, permanent, full time dental assistant. Dental exp. required benefits. Please call/send resume to: 31832 Schoolcraft Rd. Livonia, MI 48150. (313) 425-8920 Fax: (313) 425-1541

DENTAL ASSISTANTS
Progressive Ann Arbor practice seeking an experienced Dental Assistant for a permanent position. Also seeking an experienced assistant to temporarily fill in for maternity leave (approximately Feb. thru end of May). We have FUN at work & enjoy including Smiles! Competitive salary & benefits.
(313) 522-5220

DENTAL ASSISTANT - Bloomfield Hills general dentist seeks qualified person for full time assistant. Variable hours. Please call: (810) 332-6106

DENTAL ASSISTANT
Part time, experienced or new. Troy. Call for details (810) 643-7530

DENTAL ASSISTANT - part time, needed for downtown Rochester office. 2 days/wk. 1 late eve. Lots Bonus required. Experienced only need apply. Please call - 810-651-6447

DENTAL ASSISTANT
FULL OR PART-TIME
Dearborn Heights (Fort Rd. & Beach Daly area). 313-278-4700

504 Help Wanted-Dental

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

DENTAL ASSISTANT
needed for busy, multiple doctor office. Must have experience. Full time. Full benefits. 313-637-4400

DENTAL ASSISTANT
Busy W. Bloomfield office looking for career oriented assistant. Willing to train the right person.
810-661-3061

DENTAL ASSISTANT
Friendly & quality oriented Dearborn Heights Dental Specialty Office is looking to increase its staff. We are interested in an experienced chairside assistant who is dependable, friendly, & enthusiastic.
Call Ann: (313) 277-0310

DENTAL BUSINESS ASSISTANT
Busy Specialty office. Experience's person to join existing staff for full range of business duties. Benefits include 401k, medical
Contact (313) 981-7477

DENTAL BUSINESS ASSISTANT
Full time team player with computer experience to handle patients accounting and other office administrative responsibilities. Must have excellent communication skills. We offer a challenging career opportunity where employees are appreciated. Competitive salary and benefits package. Please call between 9-3 (313) 429-5570

DENTAL FRONT DESK
Receptionist needed for for Southfield dental practice. Full or part time. Please contact: 810-569-2056

DENTAL FRONT DESK
Full time for progressive Plymouth office. Phone experience and dental knowledge helpful. Great staff to work with. 313-453-6360

DENTAL HELP
Needed part-time, Plymouth area. Will train right person. Computer knowledge helpful. (313) 453-0227

DENTAL HIGH ACHIEVERS
DO you have the charm of an angel, the heart of an angelic person and the talented communication skills of Dale Carnegie? Our office is searching for a talented-oriented person who is challenged by the potential of expanded duties.
Please call Anne (810) 669-5220
Walled Lake

DENTAL HYGIENIST
DENTAL HYGIENIST & ASSISTANTS
experienced
Call (810) 566-7687

DENTAL HYGIENIST for friendly family preventive practice, emphasis on patient education. Great benefit-leave program. Monday-Tuesday, Northwestern Hills. (810)349-8110

DENTAL HYGIENIST
Pleasant Dearborn Heights office. 20 to 30 hours week. New hygiene room. Please call Ann. Fax resume: ROMC, 5130 Coolidge, Royal Oak, 48073

DENTAL HYGIENIST/MANAGER
Highly qualified for an expanding busy medical center. Salary, benefits plus incentive. Send resume: ROMC, 5130 Coolidge, Royal Oak, 48073

DENTAL HYGIENIST, $50,000 to $70,000 annually. Are you an experienced hygienist looking for a community to advance professionally & monetarily? If you also have the clinical & verbal skills, a high quality specialty practice in the Grosse Pointe area may be the opening you've been watching for.
Call (810) 357-3100

DENTAL HYGIENIST
Full time position in a prevention oriented practice. Friendly Farmington Hills area
(810) 476-4013

DENTAL HYGIENIST
Part time. For progressive office in Farmington Hills area. 1-2 days/wk 1 evening 7-8 & Alternating Sat. 8-1. Call Pamela (313) 464-4400

DENTAL HYGIENIST
Part-time Mon & Tues. from 12pm-6pm. New office, Farmington Hills.
(810) 540-7266

DENTAL HYGIENIST - Part-time. Approximately 3 days per week for busy dental office. Plymouth area.
313-454-1070

DENTAL OPPORTUNITIES
Due to our continuous growth, this multi-specialty, fee for service state-of-the-art practice needs the following positions filled by experienced Dental personnel:
- Recall Coordinator
  Responsible for implementing recall system.
- Treatment Coordinator
  Responsible for case presentation.
- Insurance Biller
  Responsible for insurance processing and receivables.
- Front Desk
  Handling front desk activities.
- Practice Managers
  Responsible for managing an individual dental practice

Salary & benefits
Both general and all specialty.
These are fantastic opportunities for the right individuals. Full & part-time. Excellent wages.
Please contact Brad for prompt consideration.
(810) 681-8100

DENTAL RECEPTIONIST - full-time, pleasant office in Dearborn Heights. Helpful Good benefits. Southfield area. (810) 355-9800

DENTAL RECEPTIONIST - Full-part time position available. Multi-doctor practice. Must have dental office experience. Computer literate. Excellent benefits.
(313) 722-5130

DENTAL RECEPTIONIST - full or part time position. Dearborn Ford Rd & Beach Daly area. Call
(313) 278-4700

DENTAL RECEPTIONIST
Northville family practice looking for full-time experienced professional. Benefits. Call Bev (810) 348-3300

DENTAL TECHNICIAN
Ramsey Dental Ceramics in Novi is looking for an experienced ceramist, waxer/finisher.
810-476-2255

EXCELLENT OPPORTUNITY for motivated, preventative oriented Dental Hygienist for upscale Huntington Woods and Royal Oak Smile. Tues., Wed., Thurs., 9-5pm. Ask for Nancy. 810-398-3368

FRONT DESK PERSON
Part time. Farmington practice is looking for a highly skilled person with a receptionist team of dental professionals. Salary commensurate with experience. Call 810-474-4620

HYGIENIST - part time. Our Birmingham downtown office is looking for an energetic hygienist with excellent people skills to join our team. Call Joan (810) 647-2100

HYGIENIST
TALENTED Hygienist desired for a well organized beautiful Livonia practice. Call Dr. Jack Tues., Thurs. We need your help for June, July, August. Call Dr. Jack Tues. for an maternity leave. Please call:
(810) 477-7303

HYGIENIST 2 DAYS
Also,
full time experienced Assistant.
(248) 651-4310

NURSE ASSISTANTS
We provide Home Health Care and Personal Services to the residents of retirement apartments, high staffing ratios and health/d