502 Help Wanted-Office Clerical

PART TIME RECEPTIONIST/ SECRETARY
Up-scale Livonia real estate office seeking receptionist/secretary for afternoon schedule 3 or 4 days a week. Some weekends required. Computer skills helpful, dependability must. Pleasant office. Bilingual is encouraged to apply. Call Don or Diane at (313)462-3000 or fax resume (313)462-3818

PART-TIME SECRETARY
Bowen & Williamson Tobacco Corporation is looking for a part-time secretary in Livonia, who will be responsible for the operation of office equipment and interacting with customers and consumers. The successful candidate must have experience with Windows, Word, AmiPro, and Freelance and have good oral and written communication skills. Must be a high School graduate and at least 21 years of age.
A competitive salary and limited benefit package is offered for the right candidate. Fax resume to 313-462-0661.
All resumes and correspondence must be typed, and written over above. Resumes and responses submitted by other means will not be accepted.
An equal opportunity employer M/F/D/V

PATIENT REGISTRATION NOVI
Part-time midnights and afternoon shifts available. Positions are Emergency Dept. at our Novi Medical Center.
Minimum 1 year recent clerical experience in a customer service environment required previous health care registration experience preferred.
For additional information, please call Jeanette at (810) 424-3711 (press 3, then 4).

PROVIDENCE
Hospital and Medical Centers
Human Resources
22055 Greenfield, Ste. 310
Southfield, MI 48075
EOE

PAYROLL DATA ENTRY CLERK
Fast paced fulfillment franchise seeks an experienced Payroll Data Entry clerk. Candidate must possess excellent typing skills, must be able to take initiative and work with frequent interruptions. Knowledge of Microsoft Excel and Word required. ADP experience helpful. Medical benefits, Flexible payroll schedule, excellent pay, Good benefits including 401K. Send resume with salary requirements to:
SRSC Payroll/Data Entry
P.O. Box 2
Attn: Robin Moore
P.O. Box 267
Southfield, MI 48034

• PDGS Designers & Detailers
• Entry & experienced designers
• Novell networking system administrator, PC support
Jungle Engineering, 3902 Monroe, Dearborn High FAX 313-274-2752

PROFESSIONAL ORGANIZED.
Resume writer needed, perfectionist computer skills needed for a fast-paced Kitchen Table Assistant job. Perfectionist or speed writing skills helpful. Offer competitive salary & benefit package. Please forward your resume and salary requirements to: P.O. Box 8066, Novi, MI 48376-8066.

TRIGRAM COORDINATOR
Full time position for an energetic sales person with computer knowledge. Southfield (248) 352-5090

PROJECT ADMINISTRATOR
Fulfillment House seeks candidate for cooperative, ideal candidate should be well organized, a possess knowledge of accounting, computer skills, excellent, property inspection, HUD & Multi-family activities. Candidates will interact with the public of clients, vendors on a regular basis. Send resume & salary requirements to:
Town Square Cooperative
1071 Cherry
Detroit, Mi 48201
or call 313-567-2598

Property Management Bookkeeper
Needed for fast paced residential property management company. Ideal candidate should be well organized, self motivated and able to work independently. Duties include maintaining accounts, accounts, interacting with residents and vendors, preparing daily bank deposits and other duties as assigned. Computer experience required. Excellent typing and filing skills a must. Salary negotiable. Send resume with salary requirements to:
Kahan Enterprises, Inc
P.O. Box 2033
Southfield, MI 48037-2033

QUOTATION COORDINATOR
Machine tool distributor seeking individual to prepare sales proposals. Must have computer, word processing experience. Required. Salary based on experience. Benefit package includes 401K. Send resume to: Quotes, PMC Machine Tool, 14000 Merriman, Plymouth, MI 48170-6041, or Fax to (313)459-4352
EOE

RECEPTION/HEALTH CLUB
Oakland Athletic Club, Birmingham, Mi. Part time Cynthia
(248) 540-9596

DATA ENTRY/ OFFICE ASSISTANT
Busy Insurance Agency in Livonia is looking for an enthusiastic person to perform data entry, word and misc. office assistant responsibilities. Must be well organized and dependable, with a minimum of 2-3 yrs. recent office experience. Knowledge of Windows, Word, helpful. Benefits. Please send resume with salary requirement to:
G. LIGOTTI
31600 Haggerty Rd., #300,
Northville, MI 48167

RECEPTIONIST
Lighting engineering consulting firm is looking for a person interested in joining to join our Farmington Hills office as a Receptionist and Switchboard Operator.
Qualifications: High School Graduate; Prior experience in a receptionist position, with at least one year on a busy, multi-line switchboard; with the ability to handle multiple tasks; and basic computer operation (Word, Excel, pleasant and courteous disposition a must. Should be a team player, with outstanding attitude.
We are an employee owned firm, has provided state-of-the-art technical services for 15 years and 25 years (you share our commitment to excellence, send resume and salary requirements to:
Human Resources Coordinator
c/o WTH Carlson, Inc.
P.O. Box 9173
Farmington Hills, MI 48333 9173
Equal Opportunity Employer

RECEPTIONIST/ADMINISTRATIVE ASSISTANT for fast paced construction office. Full time. Salary based on qualifications and experience. Please fax resume to Mr. Ron at 313-455-0155 Or mail to: 44303 Plymouth Oaks Blvd., Plymouth, MI 48170

502 Help Wanted-Office Clerical

RECEPTIONIST
ACRO Service Corp., a $50 million organization, is one of Michigan's fastest growing staffing companies. We have an opening for a Receptionist to join our team in our Livonia office. The hours are 12:30pm to 6:00pm. Responsibilities include answering and directing all incoming phone calls from switchboard, distributing incoming mail, stamping all outgoing mail using postage meter, call for pick up of outgoing mail, drop off express packages, stuff envelopes and other clerical duties as needed. Selected candidates must have high school diploma, one to two years experience with multi-line phone system and familiarity with word processing and/or data entry. Please mail or fax your resume to:
ACRO Service Corp.
Human Resources, SB
17187 N. Laurel Park Dr., Ste 165
Livonia, MI 48152
FAX: (313) 591-1217
ACRO SERVICE CORP.

Receptionist/Administrative
TROY LOCATION
WordPerfect skills required. Full time, profit sharing, 401K, insurance, vacation. Stable 30 year company.
DALLAS INDUSTRIES
1050 E. Maple Rd.
Troy, MI
248-583-9400
Fax 248-583-9402

RECEPTIONIST
Bingham Farms insurance agency, Must have excellent phone skills and computer knowledge. Benefits package included. Fax resume to: Attn: Lori 810-540-3852 or call 810-540-2500

RECEPTIONIST
BUSY downtown Birmingham Law firm seeks receptionist with prior office experience. Must possess a pleasant voice. Must be willing to expand job description. Excellent benefits. Please send resume to Mary, 280 W Maple, Suite 310, Birmingham, MI 48009-3344 or Fax to: 248-540-2112

RECEPTIONIST/COORDINATOR
Great opportunity, high energies, friendly person in large, fast paced salon. Exciting atmosphere. Computer knowledge required (training included). Ask for Lisa, Aveda or Antonette. 248-477-0128

RECEPTIONIST
Dynamic Royal Oak commercial furniture dealer seeks responsible individuals with professional demeanor to perform front desk duties, including multi-line telephone system & light bookkeeping. Full-benefit package. Salary commensurate with experience. Send resume to: Attn: Human Resources, 1500 E. 10 Mile, Warren Ave., Royal Oak, MI 48067

RECEPTIONIST
Dynamic company in Troy is seeking a receptionist for our front desk. Full-time, 8am-5pm. Previous must or fax resume to
Somerset
HR Department
1653 East Maple Road
Troy, MI 48083
Fax# (248) 689-4272
No Phone Calls, Please

RECEPTIONIST
Evergreen, a skilled Nursing facility, is seeking sharp, motivated individuals to greet our guests. Must be friendly & have excellent telephone skills & be self directed. Hours from 4:30pm-9:00pm during the week and 8am-2pm & 2pm-9pm on the weekends. If your have what it takes, apply in person at:
Woodward Hills Nursing Center
1312 North Woodward Avenue
Bloomfield Hills, MI 48304
(248) 644-5522

RECEPTIONIST
Fast paced real estate office needs mature Receptionist/Assistant position. Overtime and some weekends. Some computer knowledge necessary. Call Mich or Ellen 248-626-8700

RECEPTIONIST - full time for mortgage company located in Farmington Hills. Entry level position. Call for an appointment (810) 851-3100

502 Help Wanted-Office Clerical

RECEPTIONIST
• Full time Receptionist to answer multi-line phone. (Room experience helpful but not necessary)
• Open and close switchboard (8:30 AM to 5:30 PM, Mon-Fri)
• Greeting visitors & clients
• Receive and stop UPS, Federal Express & Airborne
• Mail out envelopes & contracts
• Light typing for sales staff (Microsoft Word & Excel a must).
• Passing out prize packs for winners.
• Placing office supply order.
If you meet these requirements please submit your resume to:
ROSALIND JOHNSON
26555 EVERGREEN, STE. 675
SOUTHFIELD, MI 48076
Closing Date: August 15, 1997
NO PHONE CALLS PLEASE
WYCD is an Equal Opportunity Employer
EEO/M/F/V/H

RECEPTIONIST - FULL TIME weekdays 12 to 6:00 pm, every Sat. 8 to 5 for busy Rochester salon and spa. Experience required. Call Carla, (248) 656-8118

RECEPTIONIST, FULL TIME
Needed for growing downtown Northville real estate office.
(248) 349-2900

RECEPTIONISTS
Henry Ford/First Optometry of Lake Orion & Wh. Bloomfield has entry level position that offers advancement potential to a motivated staff member. The right candidate possesses an enthusiastic, "can do" attitude, professional customer service and communication skills with strong math ability. We will carefully train the right individuals. If you are an enthusiastic, ready to learn applicant, please call Toni at 810-415-1762

RECEPTIONIST
Henry Ford/First Optometry of Lake Orion & Wh. Bloomfield has entry level positions that offer advancement potential to a motivated staff members. The right candidates possess an enthusiastic, "can do" attitude, professional customer service and communication skills with strong math ability. We will carefully train the right individuals. If you are an enthusiastic, ready to learn applicant, please call Toni at 810-415-1762

RECEPTIONIST - Immediate opening for receptionist position in fast paced office. Candidate must enjoy working with the public, be organized, detail orientated and have general computer skills. Full time position, Mon. thru Fri. and every other weekend. Send resume to Box 41909
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
Or fax - 313-455-1159

RECEPTIONIST NEEDED part-time for Livonia law firm. Microsoft Word experience. Send resume to: Colucci & Associates, 10611 Farmington Rd, Livonia, MI. 48150 or call 313-261-1114

RECEPTIONIST
needed for Pinehurst located in Taylor. Duties include answering phones, light word processing, light typing, light bookkeeping and general office duties. Good wages & benefits. Call Dot 313-941-6300 or fax resume: 313-942-0920

502 Help Wanted-Office Clerical

RECEPTIONIST
Machine tool distributor looking for a professional individual with a pleasant personality to answer busy phone lines. Other duties include light typing, filing, and misc. general office duties. Salary based on experience. Benefit package includes 401K. Send resume to: Receptionist, PMC Machinery, Inc., 14000 Keel St., Plymouth, MI 48170-6041, or Fax to: (313)459-4352
EOE

RECEPTIONIST
needed full time for day shift in an energetic licensed Home for Aged in West Bloomfield. Must be able to type 50WPM, have good communication people skills; Windows/WordPerfect and Lotus knowledge and enjoy working with the elderly.
Excellent Benefits
Call, Send or Fax Resume to:
Tonya Cotton, Office Manager
Jewish Home for Aged
5710 W. Maple road
West Bloomfield, MI 48322
Phone (248) 661-2999
Fax (248) 661-1628

RECEPTIONIST NEEDED for architectural firm in Bloomfield Hills. Must be energetic professional & have knowledge of word Processing. Interested parties fax resume/ qualification (248) 437-6841 or call (248) 335-6840

RECEPTIONIST - North Rochester Architectural firm looking for cheerful, experienced individual to answer phones, greet clients, and perform some typing using Microsoft Word. Please send cover letter and resume to E. Dida, 6841 N. Rochester Rd., Rochester Hills, MI 48306 or fax to (248) 650-1313

RECEPTIONIST/ OFFICE ASSISTANT
growth oriented sales and Birmingham consulting co. Call Pat 248-645-5080

RECEPTIONIST/ OFFICE ASSISTANT
Full time, Birmingham fast paced talent Agency. Good computer skills. Multi-line phone system. Benefits. Advancement opportunity. Competitive salary. Please fax resume to 248-644-6072, ATTN: Theresa. Stats salary requirement.

RECEPTIONIST PART-TIME
needed for alternate week nights (3-8pm), Saturdays and Sundays (days/nite) in pleasant Livonia Real Estate office (schedule shared with two other Receptionists). Real Estate office background a plus. MUST be available year round.
Call 313-591-9200, ext. 319

RECEPTIONIST
PART-TIME, NON-SMOKER
Livonia publisher requires someone to answer phones, 1pm-5:30pm Mon.-Fri. Also some Word/Ad processing. 248-477-6050, Ext. 106

RECEPTIONIST
Part time (30 hrs) Opportunity for an individual with excellent communication skills. Duties include, answering phones, filing, processing catalog orders & telephone marketing. Send resume to: Global CNC Industries, 11865 Globe St.
Livonia, MI 48150

RECEPTIONIST PART TIME - 9-5 one weekend every 4 & 5-8 two evenings per week. Must have good telephone voice. Previous experience preferred for this busy real estate office. CENTURY 21 Town & Country 563-1200 ask for Betty Clark or Sharon.

RECEPTIONIST - Qualified Receptionist needed for our Bloomfield Hills location
REAL ESTATE CLOSES - experience not required, will train the right Clarkston office.
COURIER - Self-starter highly motivated, for Farmington Hills office. Must have valid driver's license.
Attn: Alice 810-540-1045

Receptionist/Secretary Position
Phones, Medical Records, Helpful
Ann Arbor, Saline, Northville and Novi. 313-356-1882

RECEPTIONIST/SECRETARY
For non profit social service agency. Provide clerical support for administrative staff. Pleasant personality, phone manner, strong oral & written communication skills. Send resume to Joyce Kaufman, Jewish Vocational & Career Rehab., 28000 W. 9 Mile, Farmington Hills, MI 48336 or fax 248-476-9550
EOE

RECEPTIONIST/ SECRETARY
Expanding Farmington Hills Developer seeks the right person with good communication skills and experience with wordprocessing & Spreadsheets. Dictation and real estate knowledge helpful. Dependable transportation required. Please send resume, C/S-P, 32000 Northwestern Hwy, Suite125 Farmington Hills, MI 48334
Or Fax: (248) 855-0315

RECEPTIONIST/SECRETARY PART-TIME
Wholesale Golf company seeks person with some inside sales ability. Must have good typing & organizational skills. Computer experience with "Windows" and Internet preferred. Some knowledge of golf products helpful. Full time position may be available. Call or send resumes to: Continental Sales Co., 31093 Schoolcraft Rd., Livonia, MI. 48150.
313-422-9000

RECEPTIONIST - Seeking mature individual with excellent phone skills for a busy real estate office. Weekends & some evenings. Re-Max West, Inc. 313-261-1400, ext. 201

RECEPTIONIST
Seventeen-person Bingham law office needs full time receptionist. Salary commensurate with experience. Immediate opening. (248) 644-5970

RECEPTIONISTS
FULL & Part-time for busy Farmington Hills Salon. Must be reliable and work well with people. Call (810) 553-0300

RECEPTIONIST
THIS hard working, Southfield-based mortgage broking business needs someone with a pleasant personality, telephone skills and basic computer knowledge to be the initial contact with good prospects to grow with the business. Please send resume to: John Roberts, P.O. Box 70001 Ladywo Village, MI 48076-0001

RECEPTIONIST
Wanted for chiropractic office in Farmington Hills. Permanent, part-time. Will train. 810-471-7188

RELOCATION DEPARTMENT in growing real estate firm is looking for an Administrative Assistant to help in the development of new business, provide support and follow-up for in-place programs, and assist management as backup. We require someone with computer knowledge (Powerpoint, Windows 95, Excel, Microsoft Word helpful. Good phone skills, outgoing, friendly, assertive personality. Real estate and office experience a definite plus. Fast-paced, but interesting and dynamic environment. Excellent benefits and salary requirements to P.O. Box Box 41149
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

ROCHESTER HILLS COMPANY looking for part-time office help. Phones & computer skills necessary. Flexible hours for right candidate. Call Ed at: (248) 852-4811

ROYAL OAK travel agency seeking to hire a receptionist in accounting department. Computer knowledge. Full-time. 248-298-0600

SECRETARIAL CLERK. Opening in Novi for an entry level position in the Accounts Payable Department. Manual accounts payable experience required. Responsibilities include basic clerical and routine accounting functions. Benefits available after 30 days. Please send resumes to:
Edward C. Levy Co.
HR Dept./SCHmw
9300 Dix Ave
Detroit, MI 48209
(313)849-9311
EOE/AA

SECRETARIAL
Position full time. Good benefits and pay. Must have office experience, typing, filing and computer literacy in person at: Brose Electrical, 37400 West 7 Mile, Livonia.

502 Help Wanted-Office Clerical

ADMINISTRATIVE ASSISTANT
Livonia based automotive supplier has an immediate need for an administrative assistant to provide administrative support to the Director of Marketing. Required skills for successful candidate will have a minimum of two years general secretarial experience in a marketing environment and well supported in dealing with customers, sales orders, quoting/follow-up and maintaining a database of data. Must have excellent verbal and written communication skills, including on going customer contact.
If you have the skills and desire to join a growth company based where operates as a family environment, send your resume to: Box 1531451, Livonia, MI 48153-1451. Excellent wage and fringe benefits.

SECRETARIES!
Flexible processing temps. General office duties with computer skills. Must be an outgoing and personable person with attitude and college degree. Organizational skills a must. Fax resumes to Karen at 248-626-7420 or send to Box #2150
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

MANUFACTURER'S SALES representative firm seeks an energetic Secretary with computer & word processing skills. Office is located on Southfield Rd., just S. of 13 Mile Rd. 4 days per wk., 30 hrs. of work, possibility of more. Call Bob, btwn. 8am-4pm. (248) 540-9797

ENGINEERING • SECRETARY
Duties include routine typing, print distribution, maintaining departmental status records and handling daily telephone interactions. Requires typing skills of 50 wpm, minimum usage of Microsoft Word, Excel, Access and good telephone skills. Requires mechanical aptitude to assist handling basic customer issues. Positive environment. Neat appearance and interpersonal skills are a must for a small office environment.
Send resume to
ADMINISTRATOR-TITE, INC
ATTN: HUMAN RESOURCES
40500 Van Born Road
P.O. Box 807
Wayne, MI. 48184-0805

SECRETARY
A local plastics company in Livonia seeks a full time Secretary. The ideal candidate exhibits an exceptional personality and is very customer service oriented. Duties entail: Answering 4 phone lines, typing invoices, some word processing. We offer a competitive salary and benefits package. Stop in, start work, start today.
PERFORMANCE PERSONNEL
313-513-5823

SECRETARY
Company seeking motivated person to work part-time (20 hrs/wk) in our main office in West Bloomfield area. Must possess good typing skills, knowledge of WP, Windows, Excel, be a team player, self starter, and organized. Opportunity for growth possibility exists for full time position. Contact Ellen P. Cohen 255005 West Bloomfield, MI 48325 or FAX: 248-865-1630

SECRETARY
CUSTOMER SERVICE
Dependable, self-starter needed for a busy real estate co. front desk. Must be proficient in WordPerfect for Windows 95 & Lotus & have excellent phone manners. Salary range $9-$11/hr. plus full benefit package. Fax resume & salary requirements ASAP or mail to:
ARBEL ENTERPRISES, INC.
29546 Southfield Rd #200
Southfield,MI 48076

SECRETARY/DATA ENTRY
For W. Bloomfield accounting firm. Computer & word processing skills necessary. Salary commensurate. Send resume to: P.O. Box 3238, Southfield, MI 48037

SECRETARY
For law office in Southfield. Previous experience not necessary. Fax resume to
Box #2127
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

SECRETARY
For prestigious Birmingham Law firm. Legal experience preferred. Call (248) 644-0000

SECRETARY
for Southfield area PA office. Northwestern/12 mile. Experienced in Windows & Word. Call. 48150. Excellent salary, fringe benefits & opportunity. Call Michael Ex Lunch Machnak, Office Manager, McDonald Ford Sales, Northville
248-349-1400

SWITCHBOARD OPERATOR
Full time position. Requires typing, some bookkeeping skills, some light bookkeeping. Should be computer literate. Work alone in office. Send resume to: Rose Electric, 33220 Van Born, Wayne, MI 48184. Fax:
313-721-4065

SECRETARY
Handsman Company, a NYSE listed international distributor of music, video, books and computer software seeks a secretary earning exceeding $1 billion, has an Executive Secretarial position available at our Troy Corporate office.
Qualified candidates will have 5 years secretarial experience, good communication skills, Word, Excel, Powerpoint experience and a minimum typing speed of 60 wpm.
Please send resume, which must include salary requirements to
HANDLEMAN COMPANY
P.O. BOX 7045
Troy, MI 48007-7045
ATTN. Human Resources-E.S.
An Equal Opportunity Employer

SECRETARY
NEEDED for small office in Troy, some experience necessary.
(248) 689-9730

SECRETARY
Needed for Farmington law firm, specializing in tax & business planning with some litigation. Legal experience helpful, but not required. Call 248-643-8640

SECRETARY NEEDED full time for Bloomfield Hills law firm. Experience helpful. Send resume to: Charles Schwartz P.O. 70293 Plymouth Rd., Suite 102-T, Livonia, MI 48150

SECRETARY/OFFICE MANAGER
Salary based on skill. Small office in Farmington Hills. Call Bob
248-473-7130

SECRETARY
Professional entertainment production agency seeks Secretary. Must be typing computer skills. Permanent full time. Salary & benefits negotiable. Fax resume to: 248-545-2516

SECRETARY / RECEPTIONIST
Immediate full-time position available for Rochester Hills engineering company. Looking for individual with excellent organization skills, attention to detail and ability to handle multiple tasks. Must have excellent phone manners and be proficient in Word Perfect, Microsoft Word, Lotus 1-2-3, Windows 95. Must have the ability to type 60 wpm or higher. Excellent benefit package available. Fax resume to: (248) 852-2400

502 Help Wanted-Office Clerical

SECRETARY/ RECEPTIONIST
Birmingham law firm seeks excellent typist (100 wpm), good spelling, and phone manners. Non-smoker only. Fax resume and salary requirements 248-647-7372

Secretary/Receptionist
needed part time for busy real estate office in Novi. Duties include typing, answering multi-phone system, filing, and other light office tasks. Previous reception experience helpful, but not required. Flexible schedule. Perfect for college student or on-go high school student. Call Doug or Sandy at (313) 459-8222

SECRETARY/RECEPTIONIST
NEEDED part time (20-25 flexible hours per week) for 5 person mechanical contractor located in Southfield Technicenter Park. Duties include light word processing for a line Nortel system, typing, filing, general word processing, light bookkeeping, light clerical tasks. Hourly wage negotiable plus 401K eligibility. Fax resume to Gary @ (248) 358-8418 or mail to: Box 21064 Melrose, Southfield, MI 48075

Secretary/Receptionist for Insurance Care Agency
Super-organized individual needed for a super-friendly office in Novi. Must be a whiz on the computer, have excellent people-skills, and be able to manage multiple projects. Is satisfied with a "can do" attitude is highly desirable. Ability to multi-task, social, detail, vision insurance; paid holidays, vacation and tuition. To apply, send resume to:
ADMINISTRATOR
United Home Care Services
15712 Farmington Rd.
Livonia, MI 48154

SECRETARY
SOUTHFIELD firm needs full time secretary. WordPerfect, Windows 6.1, Database & telephone experience helpful. Send resume to: Redstone Tristel Architects, Attn: Jeanette, 29777 Telegraph, Southfield, MI 48034 Attn: Barbara Bogdan PH: (810) 351-0770 Fax: 810-351-0660
EOE

SECRETARY
Tired of feeling unappreciated? Our friendly staff greatly values the expertise of an office supervisor/secretary. We are seeking an individual with a pleasant personality and strong computer skills (Word Perfect and Excel). This position is ideal for someone who is content in our beautiful, non-smoking office. Fax resume to:
248-932-1170, Fax 248-932-1214
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

SECRETARY
To perform variety of clerical administrative duties. Excellent grammar & communication skills required. Skilled in use of word processing computer program. Must type 60 wpm. Excellent salary, benefits offered. Send resume to:
HRD
Family & Neighborhood Services
11189 Shook
Romulus, MI 48174
(734) 699-3900

SECRETARY VARIETY-SMALL professional office seeking secretarial support. Knowledge of word processing and skills. Knowledge of Microsoft Word a must!
Call Rachel
(313) 953-1050

SECRETARY/WORD PROCESSOR
for expanding Troy Law firm. Salary based on experience. Bonus program and excellent benefits. Send resume to Don Van, 2301 W. Big Beaver, Suite 212, Troy, MI 48084

SECRETARY
Your skills will be required in the warm atmosphere of this firm with Detroit, Auburn Hills and Livonia locations. Temporary to perm positions, temp to hire. To $14.00/hr. Also short term. Call Beverly at
473-2931 or 646-7661
Advantage Staffing

STATE FARM INSURANCE sales office looking for other sales support. Must have computer experience. Call Pat (313) 427-1751

STEEL BROKER seeks person with general office experience, good math aptitude, & excellent phone skills. Computer background required. Full time, excellent benefits. Resume Ann Marbet, Grosvenor Steel Co. Lynda Orchard Lake Rd #302, W. Bloomfield, MI 48322, Fax 248-737-4427

SUPPORT STAFF
Immediate and long-term assignments available. Strong phone & basic office skills. Reliable, friendly & good with people. Computer skills helpful but not necessary. Send resume to: 600 S Adams, Suite 210, Birmingham, MI 48009

SWITCHBOARD/CASHIER
Glowing Ford dealership needs Receptionist/Cashier. Experienced preferred. Computer experience helpful. Good working conditions. Excellent benefits package. Call Linda MacInnon, Office Manager, McDonald Ford Sales, Northville
248-349-1400

SWITCHBOARD OPERATOR
Full time position. Must be a fast and phone manner, be dependable and hard working. Will train the right person. Send resume or apply in person: Snelhamp Jeep-Eagle; 23951 Plymouth Rd (near Telegraph), Redford, MI 48239

SYSTEM PROPERTY MANAGER
BOOKKEEPER
RECEPTIONIST
Immediate opening for above positions for Southfield property management company.
Call (810) 352-8550

TEACHERS
Certified elementary for BBEC. A private school located in NW Detroit. 9 Mile/Greenfield area. Call Mary Ann
Fax resume & references to:
313-836-8877

TITLE INSURANCE COMPANY
Looking for well organized, customer service oriented people to join this fast-paced Birmingham area company. Experience preferred, but will train the right person. Benefits available.
Clerical - Typing, computer knowledge helpful.
Closing Department - Mortgage or title experience a plus.
Typist - Word Perfect knowledge is plus.
Fax resume to (248) 642-0006 or mail to: Title Insurance, 1800 Woodward, Suite 101, Bloomfield Hills, MI 48304. Attn: Kathy

TODAYS
Are you looking for a new career opportunity? We can offer you a chance to grow with a Fortune 500 Company. We are currently recruiting for Entry Level Administrative Assistants, Legal Secretaries & Executive Secretaries. At Todays we offer:
• Competitive Wages
• Bonuses
• Paid Holidays
• Vacation
• Training on Software Packages
Call TODAYS today
(248) 350-9777

TYPISTS-LEAD /OFFICE MANAGER
Full & part-time with benefits. Word Perfect 7.0 & transcription experience required. Mail resume to: John Fabian & Associates, 28211 Carlsbad Park Blvd., Southfield, MI 48076 Ste 501 Attn. Ms. Laney or Fax
248-354-9621

WORD PROCESSOR
With excellent spelling, typing, grammatical and transcription skills needed for medium sized Novi law firm. Must be experienced in Microsoft Office, Word Perfect 6.1 for Windows. Desktop helpful. Resumes to Office Manager, 25215 Ross Dr, Redford MI 48239

502 Help Wanted-Office Clerical

WORD PROCESSOR
2 Yrs. Exp. Word 97 and Word and Excel experience a •
Call for an interview
Interim Office Staffing
Southfield (810) 657-8006
Troy (810) 362-0000
Madison Hights. (810) 589-9080
Fax# 546-(810) 775-7266

504 Help Wanted-Dental

• ADDITIONAL STAFF NEEDED •
For progressive new modern dental office in Lake Village
• CHAIRSIDE ASSISTANT •
Full time position, experience necessary. Excellent benefit package.
Call 248-552-0700

ADMINISTRATIVE ASSISTANT
ACRO Service Corp. a $50 million organization, is one of Michigan's fastest growing staffing companies. We have an opening for a Receptionist/Administrative Assistant to join our team in our Livonia office. Responsibilities include preparing monthly reports, word processing, light bookkeeping, sorting, scanning, making copies, and other duties as assigned. Supporting clients and providing administrative support for approximately 50 reps and be proficient with Windows, word processing & spreadsheet applications. Must have at least three years office experience. Excellent benefits. Please mail or fax your resume to.
ACRO Service Corp.
Human Resources, SB
17187 N. Laurel Park Dr., Ste 165
Livonia, MI 48152
FAX: (313) 591-1217
ACRO SERVICE CORP.

AFTERNOON BUSINESS assistant for Dentist office
part-time will train.
(248) 478-2110

ASSISTANT DENTAL CHAIRSIDE
Plymouth Dentist seeks chairside skills, strong 4 handed knowledge required. Full or part time hours.
(313) 459-7110

ASSISTANT
FOR growing Southfield Hills dental practice. Must have enthusiasm, experience and X-ray certification. Full and part time positions available.
248-476-8330

BUSINESS ASSISTANT
Minimum 2 years experience. Mon & Thurs 12:30pm-8pm & Saturdays 7 month 8a-2p. Wages & benefits commensurate with experience & ability.
Livonia area. 313-425-7015

CERAMIST/ EXPERIENCED
TIRED OF the same old routine? Looking for calm and stability? You will find it with our family small house crown & bridge lab. Full-time with benefits. Salary will be commensurate with experience.
Call Mon-Thurs., 7am-5pm
Professional Dental Ceramics
248-557-1751

CHAIRSIDE ASSISTANT
for dental office in Livonia. Great hours & benefits.
313-464-7770

CHAIRSIDE ASSISTANT
Be part of an exceptional practice that appreciates a dedicated staff. Full time 14 Mile & Livernois
248 280-0800, 855-0899

CHAIRSIDE ASSISTANT
Full or part time. Experience preferred for Northville practice.
(248) 347-4250

DENTAL RECEPTIONIST & BILLER
for office in Southfield. Looking for reliable, organized individual with good phone & people skills. Full time & part time position available. No evenings or weekends. Competitive compensation with benefits. Dental experience necessary. (810) 557-9060

DENTAL SALES
Westland dental lab seeking individual for dual role of Sales & Marketing. Computer & dental knowledge a must. Call Jim or Ed
(313) 595-7000

DENTAL SECRETARY
Plymouth-Canton, Oak Park progressive office has a full time opening for a multi-talented person who will experience in all phases of the front desk. Outstanding salary, full benefit package, seeking continuing dental education, dependable, self-starter, able and dedicated to detail & follow-up while maintaining a sense of humor. We offer excellent salary & benefits, no Saturdays. Please join our team where your talents will be appreciated for their talent & implotement. Wed-Sat days. 313-459-0940

DENTAL STAFF-EXPERIENCED
Need a Job? Call Peak Performers! You can work your days off or call us for information on our training services
PEAK PERFORMERS
(248) 477-5777
No Fees EOE

DENTAL TECHNICIAN
Caramist / Tech C & D Lab in Redford. Full or Part time. Quality build up. Opaque. (313) 531-8300

DENTAL TECHNICIAN
Experienced Crown & bridge model person $29,000 a year plus benefits 4 Day work week. Call Grace at Dobbs Dental, 313-454-4533 or call 313-454-4070

DENTAL TECHNICIAN
Wanted, Lab technician for Porcelain, Ceramists, Packers, Grinders, and Opaquers. We train and/or provide. Call Jan or Ed
(313) 595-7000

DENTAL TECHNICIANS
Quality-oriented Livonia Dental Lab has positions open for experienced technicians in the ceramic & porcelain departments. Candidates need to have at least 5 years experience. We offer full benefits and competitive salary. Call for appointment or fax resume
Call 8am at Mason Dental.
(313) 525-1070

FRONT DESK
Full or part-time available for progressive Dentist in Livonia. Call Ann. Are you enthusiastic, caring, dependable and goal oriented? Do you have excellent communicative skills over the phone & in person? Experience in appointment book, control insurance & Dentech preferred. 248-661-8700

FRONT DESK/ INSURANCE PERSON
Full-time. Team oriented with dental experience for busy Livonia practice
(313) 462-6400

HYGIENIST
Farmington Hills family practice.
For details call
(248) 489-0277

HYGIENIST MUST be enthusiastic for our Livonia Practice. Earn $200 day, 2 days per week. Send Resume to: Box #2098
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

HYGIENIST NEEDED,
Mondays, Thursday & Fridays for progressive, Bloomfield Hills Dental practice. Approximately 25 hrs per week. Call Diane at 313-330-2112

HYGIENIST - PART-TIME
Tuesday & Thursday for long term Family practice in Livonia area. Call
(313) 425-0640

LAB ASSISTANT
Entry level position in busy orthodontic practice. Experience preferred but will train.
(248) 471-1553

Medical Receptionist
Medical Assistant
Family practice clinic in Livonia needs part-time medical receptionist and part-time medical assistant. Immediate position available. Bring your work experience, smile and energy to our place of work.
Send resume to:
Livonia Medical Office, PO Box 250666, W. Bloomfield, MI 48325

ORAL SURGERY ASSISTANT-
Needed for Sterling Hts. office. Monday, Tuesday, Wednesday, surgical experience preferred. 18 Mile & Dequindre area. (810) 979-8000

504 Help Wanted-Dental

Dental Business Office
If you are friendly and outgoing with experience in computer insurance billing, our Farmington Hills Pano practice offers a 4 day position with no evenings or weekends. Call
(810) 553-3050

DENTAL HYGIENIST
Progressive restorative practice in Plymouth needs friendly motivated experienced Hygienist. Bright Dmy. Phone (313) 453-6848

DENTAL HYGIENIST
Part time, experience preferred, days available are Mon & Thurs - possible Tues. Modern family oriented dental practice in Westland/Garden City area.
If you are interested please call
(313) 422-4350

DENTAL HYGIENIST
needed for general dental practice. Part-time. Hard working, dependable. Call Dearborn area. 313-565-5350

DENTAL HYGIENIST
For pleasant Birmingham dental office 2½ days a week. 248-644-8520

DENTAL HYGIENIST
Full/part time. Family oriented Livonia practice. Pleasant office, quality patient care. Not mass production mill.
(810) 713-1248

DENTAL HYGIENIST
Full or part-time. Downtown Birmingham Ford Rd & Beech Day area.
(313) 292-4700

DENTAL HYGIENIST
Growing Farmington Hills practice needs a highly skilled hygienist for our soft tissue management program. Full time. Excellent salary and benefits.

DENTAL HYGIENIST
Needed for a friendly Livonia office for Thursdays all day. 810-476-4300

DENTAL HYGIENIST, Wed. 8:30-5:30, 1 Sat/ Mo. Thurs. Professional, highly motivated to join our Farmington Team 10 Mile & Orchard Lake
Call Anita (248) 354-6364

DENTAL HYGIENIST, RECEPTIONIST, ASSISTANT
Full and part time positions available. 313-562-8150 for an interview. Employment opportunities with excellent benefits.
• Offices located in
• Dearborn • Canton
• Woodhaven • Detroit
• Warren • Lansing
• Sterling Heights

DENTAL INSURANCE SPECIALIST
Needed to also handle patient collections. Full time, Mon-Fri 8-5. Must have dental & computer experience, good people & organizational skills. Modern Westside office. Call 313-421-CARE

DENTAL / Orthodontic Assistant
For Orthodontic office in Farmington Hills. Full time, experience in medical dental, excellent clinical skills, people approach children. Excellent salary, medical and other benefits. Mature person desiring long-term employment in a caring dedicated office should apply by calling Tues., Wed., Thurs., 9 to 4 only. 248-855-4142

DENTAL RECEPTIONIST - Lates free office in Royal Oak, outgoing, mature with computer experience. Cindy (248) 541-1388

DENTAL RECEPTIONIST
For oral surgeon. Experience preferred for Northville practice.
(248) 347-4250

DENTAL RECEPTIONIST & BILLER
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