502 Help Wanted Dental-Medical

OFFICE NURSE WANTED - for pediatric office. Part time in Rochester Hills area. Excellent phone skills and computer knowledge helpful. Call Kathy, 853-6211

OPTICIAN NEEDED for growing Optometric practice, full or part time, no Sundays. Union Lake Area. Call 360-0121

ORAL SURGERY ASSISTANT- For Royal Oak area. Excellent fringe benefits. Experience in dental preferred. 547-8838

ORTHODONTIC ASSISTANT Experienced, enthusiastic & communicative 3½ Days per week. Please call 645-5340

PHYSICAL THERAPIST

Currently Annapolis Hospital, which is part of Oakwood Health Services, 1100-bed multi-hospital system, has opportunities for a full-time and part-time Physical Therapist in its Physical Medicine and Rehabilitation Department. These positions offer flexible hours.

The qualified candidates will possess a B.S in Physical Therapy and Michigan licensure or be licensed eligible. PT's will work on caseloads which are primarily outpatient, orthopedic. Exposure to neurologic, pediatric and work injury cases is also possible.

These positions offer the opportunity to receive Per Diem Pay (higher salary in lieu of benefits). To find out how you can elevate your career, please forward a resume in confidence to: ANNAPOLIS HOSPITAL, Oakwood United Hospital, Inc., Human Resources Dept., 33155 Annapolis Ave., Wayne, MI., 48184 Equal Opportunity Employer

ANNAPOLIS HOSPITAL

A subsidiary of Oakwood Health Services

RECEPTIONIST FULL TIME for plymouth office, experience a must. Good pay and benefits. Ask for Debbie 453-2870

RECEPTIONIST, permanent position available for Surgeons office Turn & Fri. Computer experience plus Southfield 569-0242

REGISTERED ULTRASOUND Technician for OB Gyn office in Livonia. Part time position available. Call Barbara 476-4900

RN

FULL-TIME/PART TIME DAY SHIFT
New starting rate & benefits
See Mrs Martin
Director of Nursing
261-5300
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd
An Equal Opportunity Employer

RN - LPN

We are looking for someone, who has a love and understanding of the elderly to work in our 8 bed facility. Full or part time position available on our afternoon shift. For more information call 349-2640

Whitehall Convalescent Home
43455 W. 10 Mile, Novi

RN

OB/GYN Oncology

Henry Ford Health System, with an international reputation for excellence and innovation in health care, currently has an opening for an RN at its Outpatient Clinic

Qualified candidate will possess one year of chemotherapy experience for this full-time, days position

If interested, please send resume to

HENRY FORD HEALTH SYSTEM

Human Resources
Clara Ford Pavilion, 2nd Floor
2799 West Grand Blvd
Detroit, MI 48202

An Equal Opportunity/
Affirmative Action Employer

RN or LPN
Full time for small nursing facility in Plymouth. Significant opportunity for experienced caring professional. Call Mr. Adams at 352-4280

RN ONLY!!
Saturday mornings only
Average office - training provided
851-6657

RN - PART TIME

Apply in person
Mary Crest Manor, 15475 Middlebelt
Livonia, MI 48154
427-9175

RN'S, LPN'S, CNA'S
Full and part time. All shifts
Call Marilyn, Pine Ridge Village
531-6874

RNS-LPNS-GPNS

Skilled nursing facility in Livonia seeking full and part time Nurses. All shifts. Competitive wages & benefits. Flexible hours. Call for appointment. Martha Folosak, RN. 522-1444

TEACHING hospital has immediate opening for experienced Secretary. Up to $10/hr
Call Trudie at UNIFORCE 646-7662

WANTED
- Competitive Salary
- Sign Up Referral Bonus
- Free Office Parking
- 1 yr. experience, phone & car required

PROFESSIONAL HEALTH CARE PERSONNEL
357-3650

502 Help Wanted Dental-Medical

RN'S, LPN'S & GPN'S. We need caring nurses who show genuine interest in geriatrics, full & part positions available. Salary commensurate with experience. Apply: Mr. Vernon Nursing Center, 26715 Greenfield, (between 10 - 11 Mi.)

504 Help Wanted Office-Clerical

ACCOUNTANT/CONTROLLER Responsible for accounting dept. of a mid-range Medical Instrument Supply Company. Preparation and analysis of financial statements. Experienced in budgets, cash flow, payroll - including payroll taxes and sales taxes. Strong data processing with spreadsheet and data base experience. Send resume and salary requirements to: P.O. Box 7027, Bloomfield Hills, MI 48302

ACCOUNTING ASSISTANT Flexible part time hours, some office experience preferred. Will assist w/ all accounting functions and run errands using company car. Call Alicia, ACRO Service Corp. 591-1100

ACCOUNTING CLERK NEEDED - Experienced thru trial balance. Rapid paced manufacturing facility in Canton Call 455-5500

ACCOUNTING CLERK

Suburban firm needs your strong experience in general ledger, bank reconciliation, balance sheets and financial statements. 2 plus years experience. A MUST! PC and CRT background a must. Salary to $21,000. Super benefits! Call Terri at 484-0909
SKILLING PERSONNEL SERVICES

Accounts Payable Clerk

Minimum 2 years of strong accounts payable experience required. Hotel experience needed. Lotus a must. Salary to $25,000
Call or send resume to Terry
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410 Fee Paid
Employment Agency

ACCOUNTS RECEIVABLE Full time. Apply in person between 9-5pm 27222 Plymouth Road, Redford

ACCOUNTS RECEIVABLE/ CREDIT & COLLECTION Full time, responsible and mature individual needed for small but busy sales affiliated office. Knowledge of A/R and Collection a must. Pay commensurate with experience. Please send resume and salary requirements to Accounts Receivable, Box #422, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT part time. Strong typing, computer, communication. Hours: 10am-2pm. Wage negotiable 522-7165

ADMINISTRATIVE word processors Lotus 1-2-3 helpful. Now up to $10/hr. Call Darlene at UNIFORCE 472-2932

ADMINISTRATIVE Research Librarian for large Detroit Law firm, full time. Masters of Arts & library science required. Full benefits. Salary commensurate with experience. Send resume to: Loretta Zelenak, 1 Woodward Ave, 10th Floor, Detroit, MI 48226

ADMINISTRATIVE ASSISTANT Growing Farmington Hills Manufacturer firm is seeking detail oriented individual with excellent secretarial and communication skills to assist Purchasing Manager. Figure application and secretarial experience required. Resumes to: PO Box 3043, Birmingham, MI 48012-3043

ADMINISTRATIVE ASSISTANT Nonsmoking company seeks an experienced individual with excellent secretarial skills, high corporate communication skills, and ability to write and edit letters and memos. Will be responsible for internal operations. Unlimited opportunity if qualified and willing to work. Send resume to: Administrative Assistant, PO Box 300, Southfield, MI 48037

ADMINISTRATIVE SECRETARY Large Law Firm
Large firm seeks top notch "right hand" to senior partner. Strong shorthand & executive secretarial experience required, legal experience not necessary. This is a highly responsible position. Exceptional benefits, salary commensurate with experience. Confidential after hours interview can be arranged. Call or send resume to Rita Roden, Nancy Barr & Assoc. 29836 Telegraph, Southfield MI 48034 352-2810

ADVERTISING SPECIALTIES CO Full-time. Well organized, detail oriented, typing, good phone technique, self motivated. Southfield area CALL MARITHA 353-0958

ATTENTION

Non/Weekm office now hiring for full time office work. No experience needed, company training provided. Many benefits
Call Mr. Williams 348-1500

ATTENTION NEEDED IMMEDIATELY

WORD PROCESSORS
DATA ENTRY CLERKS
TYPISTS
SECRETARIES
RECEPTIONISTS
ACCOUNTING CLERKS
Assignments available, both short & long term. Excellent fringe benefits and salary. Call today for appointment.

FOSTER-DAVIS
Temporary Personnel, Inc.
559-2700

AUTO DEALERSHIP - Fang position open as general office - no hours per week. Flexible hours. Apply to Joe Panion Chevrolet, 28111 Telegraph, Southfield 355-1000

502 Help Wanted Dental-Medical

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY LAW FIRM
Large firm seeks top notch "right hand" to senior partner. Strong shorthand & executive secretarial experience required, legal experience not necessary. This is a highly responsible position. Exceptional benefits, salary commensurate with experience. Confidential after hours interview can be arranged. Call or send resume to Rita Roden, Nancy Barr & Assoc. 29836 Telegraph, Southfield MI 48034 352-2810

ASSISTANT production assistant, production control and computer experience. D-Base III preferred. Typing and data entry. Farmington Hills, $21,000/yr. to start. Call Amy at UNIFORCE 473-2931

Attention

CAREER OPPORTUNITIES AVAILABLE

If you're not satisfied with changing job assignments call now! We have a long-term career positions opening up in the Troy area and we need to begin interviewing immediately.

- Receptionist, phones, typing, filing, light accounting & payroll
- Word Processor, micro-software, strong computer background, technical & engineering back ground
- Technical Writer, excellent language skills, writing experience, transcribing
- Accounts Controller, CPA background, handling all accounts & records, complete discretion mandatory

528-8454
TROY

FUTURE FORCE

TEMPORARY HELP SERVICE
NEVER A FEE

ATTENTION! STUDENTS, RETIREES, SINGLE PARENTS AND WOMEN RE-ENTERING THE JOB-MARKET

IMMEDIATE OPENINGS FOR:
- Customer Service
- Teleprocessors
- Word Processors

- Bloomfield Hills & Plymouth Areas
- Evenings positions available in Southfield
- Professional environment
- Long term assignments
- Weekly pay
- Call for details

OLSTEN TEMPORARY SERVICES

Southfield Troy
Detroit Dearborn
Ann Arbor
354-0555
NO FEE EOE

ATTENTION

Work For Top Companies

Put your skills to work. We have many long & short term assignments available.
- CLERKS
- DATA ENTRY
- SECRETARIES
- TYPISTS
- WORD PROCESSORS

Top Pay - Merit Increases - Holiday, Vacation Pay & Insurance

CORPORATE PERSONNEL SERVICES

Livonia 261-1120
Warren 751-1870
NO FEE EOE

AUTO DEALERSHIP Immediate opening for Switchboard Clerical Position. Rotm Telephone systems. Some telephone experience necessary. Apply to Joe Panian Chevrolet, 28111 Telegraph, Southfield 355-1000

BOOKKEEPER/DATA ENTRY assignments orientated typing ability on Troy seeks individual to run automated one-person accounting department. Jobs entails data entry as well as books keeping. Send resume and salary requirements to:

J Ruston
Denham & Co
189 E. Big Beaver
Troy, MI 48083

BOOKKEEPER For Birmingham Condominium Management Firm. Requires preparation of monthly SBT computerized financial reports. Non smoker. To start immediately. Metro Group Management. 645-2111

BOOKKEEPER/PAYROLL CLERK Manufacturer & PC experience necessary. Lotus & WordPerfect required knowledge. Temp to perm agency. Send resume to Box 392, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER WITH at least 3 yrs experience. General ledger and payroll, manual and computer. Background - Send resume to Box 434 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

504 Help Wanted Office-Clerical

BIRMINGHAM Law firm needs Legal Secretary/Paralegal. Must type 60 wpm, have dictaphone & WordPerfect 5.1 experience. Call 642-2515

BOOKKEEPER/ADS OPERATOR For travel agency. Computer experience preferred. Contact Pat Barnes at 827-4049

BOOKKEEPER- PART-TIME Knowledge of payroll & related taxes & insurance. PC experienced desired. Call Sandy, 641-0400

BOOKKEEPERS Full-Charge

We need your experience. TEMPORARY full-time positions available for accounts payable, accounts receivable, payroll & data entry.

While seeking the right permanent job, showcase your skills to new opportunities. CALL TEMP. LOTUS A PLUS

Send resume to Betty
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

CAREERS!!

CAFE PM
ATTENTION OFFICE MANAGERS
TILL 7PM

TELEMARKETER $13,000
Data entry & good communication skills. 2 years experience in customer service & interest in sales

BILLING CLERK $16,000
Manufacturing computer experience, EDI a plus

SECRETARY $16,500
Good typing, math ability & computer experience

ADMINISTRATIVE SECRETARY $18,000
WordPerfect 5.1 & Lotus

CLAIMS ANALYST $21,000
Experience in medical claims

ADMINISTRATIVE ASSISTANT $24,000
WordPerfect 5.0 plus Harvard graphics

LEGAL SECRETARY $27,000
5 years general legal

ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9060
Livonia 591-2221
Troy 585-2720
An Equal Opportunity Employer

CHALLENGING advertising agency requires word processing secretary. Multi-task oriented. Will cross train if experienced. $7.50/hr. Call Tilke at UNIFORCE 646-8500

CHALLENGING OFFICE Manager, need position for the area's prime executive suites. Applicant's profile will include strong sales background, computer literacy, excellent grammar basics and outstanding people-skills. Send resume with salary requirements to M Maney, 2000 Town Center - suite 1900, Southfield, MI 48075

CHOICE opportunity for data entry operator with expanding health care provider. $7/hr. 8,000 s key strokes. Call Nellie at UNIFORCE 646-7662

CLAIMS CLERK
National insurance company is seeking an entry level person. No experience necessary. Must have high school diploma. We provide excellent salary & benefits package & promotional opportunities. Please send resume & salary requirements to: Farmers Insurance Group. PO Box 936, Southfield, Mich. 48037 Attention Gisele
An Equal Opportunity Employer

CLERICAL ASSISTANT-Part Time for a private Southfield lab. Among varied duties are filing & computer data entry. Full time may be possible within the year. Ideal opportunity for those re-entering the work force. Mon-Fri., 2-6:00 p.m.
Call 8:30AM-3:30PM. 354-4477

CLERICAL
Farmington Hills location. Entry-level position, light data entry, some phone work. Non-smoker. 489-0557

CLERICAL OPPORTUNITY
Fireman's Fund, a stable, successful member of the Fortune 500 and one of the world's leading insurers has an immediate opening for an experienced typist.

Working in the Excess & Special Lines department, the successful candidate will perform a variety of clerical duties including typing policies, documents and reports. Duties include data entry, photocopying and arranging statistical data. You must have a minimum of one year clerical experience and type 60 wpm

In addition to excellent career opportunities, we offer competitive salaries and complete benefits. Please send resume to:

Fireman's Fund Insurance
ATTN: Dept. BB, PO Box 33664
Detroit, MI 48232-5664
An Equal Opportunity Employer

CLERICAL PART TIME, could be full time. Duties will include Phone Receptionist. Person must be familiar with Word for 2000. Resumes to Box 428, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/PHARMACY AIDE - Metro Medical Group of Livonia Health Alliance Plan has an immediate opening for a full time Pharmacy Aide. Duties will include data entry & maintenance of pharmaceutical supplies, billing, file maintenance & general clerical duties. The ideal candidate will be able to type 40 wpm & have at least 1 year general clerical experience. We offer a competitive starting salary & benefit package. Interested applicants please send resume to:

The Human Resources Department
Metro Medical Group
35200 Schoolcraft, Livonia
Michigan, 48150
An Equal Opportunity Employer

CLERICAL & NETAPP, growing position needed for Southfield RV dealership. Self motivated & outgoing, computer knowledge helpful. Full time. $5-$6 per hour. Call Jeanette or Renee at 559-7000 Mon-Fri.

CLERICAL SUPPORT

Harper Associates, specialists in office support placement, seek experienced word processors, secretaries & receptionists with outgoing personalities, polished images & minimum typing 50wpm. Let our team of experts match your needs with our prestigious clientele. Call or send resume Jane Calato, 532-1170
HARPER ASSOCIATES
29470 Middlebelt
Farmington Hills, MI 48334

CLERK/TYPIST — Attorneys in Farmington Hills with train for their office. Typing and spelling skills essential. Experience not required. Starting wage $4.25 per hour. Good regular increases 855-6562

COLLECTION CLERK

Part time for retail company. 25 hrs/week. Lotus 1-2-3 a plus. Southfield area. Send resume to: D.O.C Optic Corp., 18940 W. 8 Mile, Southfield 48075. Attn: Collections Dept

COMPUTER DATA ENTRY
General office to include light typing & computer data entry. Farmington Hills. Call Mike or Barb 626-6400

CREDIT CLERK

PART TIME
Position available in our Plymouth headquarters. Ideal candidate will have Data Entry, clerical experience and knowledge of computers.
Candidate must be available to work a flexible schedule Monday thru Sunday.
We offer merchandise discount and employee benefits
Call Mrs Gilbert 451-1227
WINKELMAN'S
An Equal Opportunity Employer

CREDIT REPORTING Agency in Farmington Hills has immediate openings for various office positions. Full and part time. Credit Investigator experience preferred. Please send resume letter to:
31700 W. 13 Mile, Suite 112
Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

CLERICAL SUPPORT
Detroit Technical Corporation seeks an efficient clerical support individual for a fast paced working environment. Candidate must be able to work accurately under pressure, able to work with little supervision, & have hands-on WordStar & /or WordPerfect experience. This position is for a motivated hard worker who is willing to accept a challenge. Position provides for a complete salary & benefits package. Qualified candidates forward resume in confidence to Clerical Support, P.O. Box 779, Detroit, MI 48231

CLERICAL

To $16,000
Troy firm seeks your clerical skills for this variety from desk position. Will train on computer. Light typing required. Send resume to Box 441
INVERSIFIED RECRUITERS CO
27780 Novi Road, Ste 106
Novi, MI 48377-3427
All Fees Co Paid 344-6700

COLLECTIONS CLERK
Detroit area manufacturer related-dual to work in credit & collections dept. Candidate must possess good math skills, good verbal skills with customer, & record keeping abilities. The full time position includes full benefits package. Qualified candidates please send resume in confidence to

Collections Clerk
P.O. Box 779
Detroit, MI 48231

CREDIT REPORTERS
Southfield Firm seeks persons to prepare mortgage credit reports. Prior credit reports experience and familiarity with computers
Send resume to: Atl Harry, Credit Dept. P.O. Box 259, Detroit, MI 48231-259

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & typing. Accounting attention to details. Non smoker. Send resume to Customer Service NEXXUS of Mich & Ontario, 27150 W. 6 Mile, Southfield, MI 48034

CUSTOMER SERVICE
Hi-Tech Manufacturing company, in Westland, needs bright, non-smoking, experienced person. Responsibilities with good general office skills. Excellent benefits. 326-6666

CUSTOMER SERVICE

$6-$9 per hour
FEE PAID BY COMPANY
Employee oriented Company offers promotions and excellent benefits. Some typing and people skills a must. Call 349-3450
SKILLING PERSONNEL SERVICES
ROYAL OAK

CUSTOMER SERVICE REP.

A high Energy level, mature individual is needed for our growing Southfield service organization. Must be self motivated, organized and have excellent communication skills. Office and phone experience necessary including typing skills. Full time position available with benefits - Day shift, Monday - Friday, non-smoking office. Willing to train. Call Rose Sam to Noon 353-1938

DATA ENTRY/CLERICAL - full time (day) and part time (evening) positions. Please send letter of interest to Frank A. Rosenbaum & Co., 5445 Corporate Dr., Suite 185, Troy, MI 48098

DATA ENTRY
Fortune 500 Company needs energetic, hardworking individual to perform Data Entry Responsibilities. Preference will be given to those applicants who possess a background knowledge in real estate. Please send resume & salary requirements in confidence to: Cherilyn Chitwood, 26935 Northwestern Hwy., Ste 110, Southfield, MI 48034

DATA ENTRY
Fortune 500 company needs energetic, hardworking individual to perform Data Entry responsibilities. Preference will be given those applicants who possess a background knowledge in real estate. Please send resume & salary requirements in confidence to: Cherilyn Chitwood, 26935 Northwestern Hwy., Ste 110, Southfield, MI 48034

DENTAL RECEPTIONIST/Insurance Person. Some experience necessary. Full and part time. Call 624-1910 or 454-1070

DESK RECEPTIONIST - Full or part time evenings (4-8) at Fitness Center, club starting at $4.50/hr. Call 591-1214

DOCUMENT RECORDING CLERK Fortune 500 Company needs energetic, hardworking individual to perform Document Recording Responsibilities. Real estate documents is preferred but not necessary. Please send resume & salary requirements in confidence to: Cherilyn Chitwood, 26935 Northwestern Hwy., Ste 110, Southfield, MI 48034

DOCUMENT RECORDING CLERK Fortune 500 company needs energetic, hardworking individual to perform Document Recording Responsibilities. Background & knowledge of real estate documents is preferred but not necessary. Please send resume & salary requirements in confidence to: Cherilyn Chitwood, 26935 Northwestern Hwy., Ste 110, Southfield, MI 48034

DOWNTOWN DETROIT law firm seeking experienced Billing Clerk. Must have knowledge of posting cash receipts, collection experience and account analysis. Lotus 123 and WordPerfect a plus. Generous benefit package. Salary commensurate with ability & experience. Send resume with salary history to Personnel Director, P.O. Box 42932, Detroit, MI 48243-0932

ENTRY LEVEL LEGAL SECRETARY Firm could be a stepping stone to enter the legal field. If you have strong word processing (60 words a minute) and typing skills, we will train in law. Salary $14,$18 thousand. Call or send resume to Nancy Barr & Assoc. 29836 Telegraph, Southfield, MI 48034 352-2810

EXCITING SECRETARIAL POSITION

$14,500 plus fee paid. This suitable candidate will have a degree & offering a fantastic opportunity to work with a great staff including a recent benefit package. Typing can be least 50 wpm. Call M J 851-3660
SKILLED PERSONNEL SERVICES
Farmington Hills

EXECUTIVE SECRETARY

Self motivated, well organized individual with good word processing skills. WordPerfect. Advancement potential. Pleasant working conditions. Pinkish & 10 Mile. Salary commensurate with ability. Send resume and salary requirements to Box #424 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY/ CORPORATE TRAVEL

$25,000 FEE PAID
Fantastic position! Take opportunity with this young growing futuristic company. Use typing, filing, phone. Shorthand of 60 wpm. Call Joan for details or a life time opportunity. 851-3660
SKILLED PERSONNEL SERVICES
Farmington Hills

FORTUNE 500 COMPANIES

Seek Word Processors

Up to $10 /hr

Wolverine Temporaries
358-4270

Experienced
Secretaries
Word Processors
Accounting

Immediate Openings

Personnel Pool and Victor Temporary Services are now hiring clerical and experienced only secretary, bookkeeping and benefits. Call today!

SOUTHFIELD 353-4420
LIVONIA 261-3830
PONTIAC 682-4510

PERSONNEL POOL
Never a fee

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Birmingham. Account service, department. 70 wpm, some phones, high pressure position. Lotus or other memory experience
SKILLED PERSONNEL 689-9660

EXPANDING Livonia company needs experienced receptionist, with excellent phone skills. Call 464-8300

BUSY Pediatricians office needs full & part time front office help. Send resume to: K.W.O.II, 511 Pierce, Birmingham, MI 48009

FULL/PART TIME/FLEXIBLE - small manufacturers rep firm needs nonsmoker to run support desk position. Will train on computer. Light typing required. Send resume to Box 441
INVERSIFIED RECRUITERS CO
27780 Novi Road, Ste 106
Novi, MI 48377-3427
All Fees Co Paid 344-6700

FURNITURE WAREHOUSE Person Mature To handle furniture & drive a truck. Experienced & good pay. Bedland Inc. Lawson 358-2222

GENERAL CLERK
for small Canton office, experience bookkeeping payroll & data entry. 981-3344

GENERAL OFFICE - Answer phones, filing, accounts receivable collection, typing 50 wpm. Full time $6/hour. Bingham Farms 644-9200

GENERAL OFFICE - Full time Keypunch experience required. Telephone and customer duties
Livonia area Call 425-8000

MAJOR suburban advertising agency needs executive secretary with WP 5.1 and good Dictaphone proficiency. Up to $10/hr.
Call Susan at 646-7661

MARKET RESEARCH
Part time evenings & weekends to do consumer telephone surveying & light clerical. Convenient Bloomfield Hills location. Professional work environment. Some typing required. Contact Dawn 332-5000

MEDICAL SECRETARY $18,000

Exciting position with major suburban firm. Good medical skills. Professional appearance. Opportunity to advance full benefits
Fee paid 722-7777
SKILLING PERSONNEL SERVICES

Mortgage Loan Processor

The Central Processing Unit of our national lender is seeking a qualified for an experienced Mortgage Loan Processor to join this high volume area. Qualified candidates will possess at least 3 years recent processing experience with a FHA/VA/Conventional environment. Experience processors in Michigan or Mortgage home equity loans is a plus. Flexibility & the ability to work well under pressure is required. We offer competitive benefit package. Qualified candidates should send a confidential resume stating salary requirements to: Apply Box 1, 9am-4pm
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Executive Drive
Farmington Hills, MI 48331
Equal Opportunity Employer

OFFICE ADMINISTRATOR

Farmington Hills manufacturing firm has opening for experienced person with good manufacturing background. Experience with both production & clerical duties. Engineering degree helpful, some knowledge of inventory control. Responsibilities including inside sales or customer contact useful. Salary DOE. Full time and vacations provided, salary commensurate with background.
Call Ron Hoffman 953-4733-9305

OFFICE - CLERICAL STAFF
Detail oriented individual needed for light typing, filing and other clerical responsibilities. Pay commensurate with experience. Send resume & salary requirements to Office Manager, Box 423, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE/CLERICAL - Is a multi-year experience in personal inquiry wanted for a 2 partner Detroit firm. Salary open. Call Jerry at Accountants Resource 557-7000

Person applying must have administrative ability in establishing and maintaining client files & calendars. Also must have excellent language and computer/process skills
Salary commensurate with experience. Full time. Blue Cross and other fringe benefits. Reply with resume to: Box 432, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME CLERICAL position for Southfield Law Firm. Light typing. Filing. Neat handwriting. Word processor 5.1 a plus. Call Linda or Bernice 557-2576

PART TIME RECEPTIONIST
Two shifts available. Must type. Call between 9am - 12 noon
ask for Pam 727-4300

PERSONNEL/JOB - ARTISTIC
Intelligent numbercruncher, must love people and work in high pressure. Person who wants to start a superb career with a growing firm. Must have a huge amount with Master Photograph Printer. Fringe benefits. Call Tom or Tom camera shots 385-5656

PHONE RECEPTIONIST
Farmington Hills law firm
Hours 9-1:30 PM $5.50 hr no benefits 476-8787

PRESTIGIOUS Highland Manufacturer seeks Sales Support Secretary. Word Perfect or Displawriter required. $4.50 hr.
Call Susan at UNIFORCE 473-2931

PRIVATE COUNTRY CLUB in Livonia is looking for a part time person to work 5-9pm. Well built. Pleasant work environment. Must have good typing and general clerical duties.
Call 855-0070
Or send resume to Walnut Hills Country Club, 4000 Outgate Drive, Brighton, Michigan 48116

PROOFREADER - International engineering firm requires word processor for Wixom office. Call Jerry at 624-2600 Equal Opportunity Employer

PROOFREADER/CLERK
Office Organization needs handy typing, communication skills, & ability to work with people. Call Jan at 644-9433

RECEPTIONIST for Waste Reduction firm. Required aptitude for detail, excellent spelling, numerical ability, typing 35 wpm, telephone manner & plus. For appointment call Diane 645-9333

RECEPTIONIST/SECRETARY
Small Southfield law firm
Multi line phone system
Light typing
Call Carol 557-3555

RECEPTIONIST
Part time, flexible hours, some typing. Call Carol Hall 557-7200

RECEPTIONIST Loan Processor. Farmington Hills mortgage company seeking with good phone & typing skills. Mortgage Quest, Inc. attn: Cheryl 24275 Haggerty, Farmington Hills, MI 48335 Equal Opportunity Employer

RECEPTIONIST
Part time Thursday & Friday
Required: Legal experience, typing, easy, calm
Call 559-3810

RECEPTIONIST
Full time Thursday Operator & Receptionist needed for fast paced real estate firm. Phone skills a plus. Antiques Market Place, 30095 Northwestern Hwy., Farmington Hills, MI 48334

RECEPTIONIST/SECRETARY
Typing 45 wpm. Light bookkeeping. Must have phone skills. Call Mr. Ferguson 557-7277

RECEPTIONIST/SECRETARY
Part time Thursday & Friday
Typing 45 wpm
Call 557-7277

RECEPTIONIST/SECRETARY
$13,520 FEE PAID
Fast growth company offers rapid salary increases and advancement in this fun office. If you have at least 2 years general office experience and typing at least 50 wpm, call today for an interview.
SKILLED PERSONNEL SERVICES
Farmington Hills

504 Help Wanted Office-Clerical

RECEPTIONIST POSITIONS
For pleasant Southfield, Troy & Livonia firm. Word processing & excellent skills necessary. Salary commensurate with experience. Excellent benefits. Send resume to: Hadley & Wise P.O. Box 2207, Southfield MI 48037-2207

All replies confidential

LEGAL SECRETARY - $24,000
Detailed litigation experience, strong word processing skills. Prime location. Fee paid. 722-6750
SKILLING PERSONNEL SERVICES

LEGAL SECRETARY
Needed for Southfield Law Office. Litigation experience necessary. WordPerfect 5.0 full or part time. Non smoker only 358-4477

LEGAL SECRETARY, experienced. Medical malpractice/product liability. Approximately July 1 to Oct 1, full time. Please submit resumes to: Carol A. Mc Neilage, P.O. Box 2207, Southfield, MI 48037-2207

LEGAL SECRETARY $22,000

A generous benefit package is just one of the advantages you will enjoy with this large well established firm. Fee paid 722-7777
SKILLING PERSONNEL SERVICES

MAJOR computer sales office requires experienced secretary with Decmate, Lotus and Harvard Graphics. Up to $21,000/yr
Call Pauline at UNIFORCE 473-2932

MAJOR suburban advertising agency needs executive secretary with WP 5.1 and good Dictaphone proficiency. Up to $10/hr.
Call Susan at 646-7661

MARKET RESEARCH
Part time evenings & weekends to do consumer telephone surveying & light clerical. Convenient Bloomfield Hills location. Professional work environment. Some typing required. Contact Dawn 332-5000

MEDIA SECRETARY $18,000

Exciting position with major suburban firm. Good medical skills. Professional appearance. Opportunity to advance full benefits
Fee paid 722-7777
SKILLING PERSONNEL SERVICES

Mortgage Loan Processor

The Central Processing Unit of our national lender is seeking a qualified for an experienced Mortgage Loan Processor to join this high volume area. Qualified candidates will possess at least 3 years recent processing experience with a FHA/VA/Conventional environment. Experience processors in Michigan or Mortgage home equity loans is a plus. Flexibility & the ability to work well under pressure is required. We offer competitive benefit package. Qualified candidates should send a confidential resume stating salary requirements to: Apply Box 1, 9am-4pm
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Executive Drive
Farmington Hills, MI 48331
Equal Opportunity Employer

OFFICE ADMINISTRATOR

Farmington Hills manufacturing firm has opening for experienced person with good manufacturing background. Experience with both production & clerical duties. Engineering degree helpful, some knowledge of inventory control. Responsibilities including inside sales or customer contact useful. Salary DOE. Full time and vacations provided, salary commensurate with background.
Call Ron Hoffman 953-4733-9305

OFFICE - CLERICAL STAFF
Detail oriented individual needed for light typing, filing and other clerical responsibilities. Pay commensurate with experience. Send resume & salary requirements to Office Manager, Box 423, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE/CLERICAL - Is a multi-year experience in personal inquiry wanted for a 2 partner Detroit firm. Salary open. Call Jerry at Accountants Resource 557-7000

Person applying must have administrative ability in establishing and maintaining client files & calendars. Also must have excellent language and computer/process skills
Salary commensurate with experience. Full time. Blue Cross and other fringe benefits. Reply with resume to: Box 432, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME CLERICAL position for Southfield Law Firm. Light typing. Filing. Neat handwriting. Word processor 5.1 a plus. Call Linda or Bernice 557-2576

PART TIME RECEPTIONIST
Two shifts available. Must type
Call between 9am - 12 noon
ask for Pam 727-4300

PERSONNEL/JOB - ARTISTIC
Intelligent numbercruncher, must love people and work in high pressure. Person who wants to start a superb career with a growing firm. Must have a huge amount with Master Photograph Printer. Fringe benefits. Call Tom or Tom camera shots 385-5656

PHONE RECEPTIONIST
Farmington Hills law firm
Hours 9-1:30 PM $5.50 hr no benefits 476-8787

PRESTIGIOUS Highland Manufacturer seeks Sales Support Secretary. Word Perfect or Displawriter required. $4.50 hr.
Call Susan at UNIFORCE 473-2931

PRIVATE COUNTRY CLUB in Livonia is looking for a part time person to work 5-9pm. Well built. Pleasant work environment. Must have good typing and general clerical duties.
Call 855-0070
Or send resume to Walnut Hills Country Club, 4000 Outgate Drive, Brighton, Michigan 48116

PROOFREADER - International engineering firm requires word processor for Wixom office. Call Jerry at 624-2600 Equal Opportunity Employer

PROOFREADER/CLERK
Office Organization needs handy typing, communication skills, & ability to work with people. Call Jan at 644-9433

RECEPTIONIST for Waste Reduction firm. Required aptitude for detail, excellent spelling, numerical ability, typing 35 wpm, telephone manner & plus. For appointment call Diane 645-9333

RECEPTIONIST/SECRETARY
Small Southfield law firm
Multi line phone system
Light typing
Call Carol 557-3555

RECEPTIONIST
Part time, flexible hours, some typing. Call Carol Hall 557-7200

RECEPTIONIST Loan Processor. Farmington Hills mortgage company seeking with good phone & typing skills. Mortgage Quest, Inc. attn: Cheryl 24275 Haggerty, Farmington Hills, MI 48335 Equal Opportunity Employer

RECEPTIONIST
Part time Thursday
Required: Legal experience, typing, easy, calm
Call 559-3810

RECEPTIONIST
Full time Thursday Operator & Receptionist needed for fast paced real estate firm. Phone skills a plus. Antiques Market Place, 30095 Northwestern Hwy., Farmington Hills, MI 48334

RECEPTIONIST/SECRETARY
Typing 45 wpm. Light bookkeeping. Must have phone skills. Call Mr. Ferguson 557-7277

RECEPTIONIST/SECRETARY
Part time Thursday & Friday
Typing 45 wpm
Call 557-7277

RECEPTIONIST/SECRETARY
$13,520 FEE PAID
Fast growth company offers rapid salary increases and advancement in this fun office. If you have at least 2 years general office experience and typing at least 50 wpm, call today for an interview.
SKILLED PERSONNEL SERVICES
Farmington Hills

504 Help Wanted Office-Clerical

SALES SECRETARY
Full time position in manufacturers representatives office. Experience required. Good typing and verbal skills required, shorthand preferred. Pleasant working environment with Wordperfect and Dilase 4 helpful. Must be willing to learn pricing procedures. Send resume to: Career opportunity for person looking for long term position. Salary DOE. Excellent benefits. Pleasant working environment. Call for an appointment at 355-1633

SALES SECRETARY

$19-$22,000 FEE PAID
Growing fast paced international auto company offers brand new position with great working environment, advancement, full benefits, bonuses & salary. Call today.
SKILLED PERSONNEL SERVICES
Farmington Hills

SECRETARIAL ASSISTANT for law office. Must have good organizational skills and a team player. Knowledge of WordPerfect required. Call Diane 442-2121

SECRETARY

A leading company in the medical, automotive, and industrial control systems currently has an exciting opportunity for a secretary to assume a variety of challenging administrative duties. This is a highly visible position requiring a go-getter, proven track record.

This individual will support Sales Management group (and report directly to the Sales Manager) in the areas of report preparation, analysis, and presentation, scheduling meetings and tradeshows, travel arrangements and typing. Strong communication skills are required, with backup skills/interest a plus.

Qualifications include a high school diploma with a minimum of 5 years secretarial experience. Strong typing skills (60 wpm) required. Knowledge above average computer and telecommunication and internal communication and interpersonal organizational skills. Familiarity with IBM PC's preferably with Microsoft Windows and Lotus 1-2-3 a plus.

Dept CB-0
32255 Northwestern Hwy
Farmington Hills, MI 48334

Affirmative Action Employer

SECRETARIAL
Experienced, Insurance. Must have Supervisor & Accounting experience. Farmington Hills. 478-8300

SECRETARY - EXPERIENCED
Fast paced, Southfield Law Firm. Must type 60 wpm. Word Perfect 5.1 & Lotus 1-2-3