502 Help Wanted Dental-Medical

ORTHODONTIC ASSISTANT
Experienced orthodontic assistant to work part time for an orthodontist in Livonia. Send resume to P. O Box 9010, Livonia, MI 48151

PARAMEDICS
Community EMS of Novi is seeking full & part time Michigan Licensed Paramedics. Excellent wages & benefits. For more information contact Lisa at: 313-344-1990

PHYSICAL THERAPY AIDE part time is needed for unique educational program in independent orthopedic physical therapy practice located in Novi. Applicant should be empathetic & patient oriented. Experience helpful but not necessary. You may call 478-5140

EXPANDING QUALITY DENTAL Office seeks experienced, full time assistant & receptionist. Excellent pay, benefits, and bonuses. Southfield, 355-8600

RECEPTIONISTS, for outpatient physiotherapy facility. Has openings for 2 receptionists. Hours are Mon, Tues, Thur. 4-8:30pm, Sat. 8:30-12:30pm. Second shift Wed, Fri & Sat hrs. 8:30-12:30 Contact Mrs. Smith 644-7077

REGISTERED XRAY TECH
Needed part or full time
In Livonia
423-5320

RESIDENTIAL MANAGER -- full time position to run a licensed residential facility. Short term care program for the neurologically impaired. Require 2 year's supervisory experience. Will consider degree in Occupational Therapy, Recreational Therapy or master's in social work. Send salary requirements & resume in confidence to: P.O. Box 725468, Berkley, MI 48072

RN
FULL-TIME/PART TIME
DAY SHIFT
- New facility opening in February
- See Mrs. Martin
Director of Nursing
261-5300
NIGHTCHALE WEST
8365 Newburgh Rd.
Westland, Any Flr
An Equal Opportunity Employer

RN OR LPN
FULL TIME
AFTERNOON SHIFT
Apply in person
Maryhaven Manor, 15475 Middlebelt
Livonia, MI, 48154
427-9175

TEAM LEADER
ONCOLOGY NURSE
COMMUNITY HEALTH NURSE
For Henry Ford home health care. Work from home. Flexible hours. One-to-one patient contact for health teaching. Full or part time. Tuition assistance & on site BSN program available. Excellent personal & professional benefits. If your are an RN, consider the benefits of home health care. Please contact Helen E. Lynch, MSN, RN, Southfield office. 358-8767

UTILIZATION MANAGEMENT COORDINATOR
For multi specialty clinic to coordinate & integrate utilization functions with existing healthcare delivery system - be responsible for concurrent review & analyzing utilization trends. Excellent opportunity for the right candidate. All replies confidential. Please send resume to Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

X-RAY TECHNICIAN
Full time. Excellent working conditions. Full benefits. No weekends or holidays. Call John Walsh. 527-7740

RN'S/LPN'S

Did you know that Gerontology is the fastest growing area of nursing today? Dorwin Nursing Center can offer you the opportunity to experience the rewards and challenges of long term care on a part time or full time basis in our 132 bed skilled care facility. We offer innovative surroundings, competitive compensations and an excellent compensation package. If you would like to explore a more humanistic side of nursing, while meeting your needs for challenge and personal growth, please contact Donna Mary Joy RN
DORWIN NURSING CENTER
29270 Morlock
Livonia, MI 48152
478-0555

RNs & LPNs
For afternoon & midnight supervision. Salary & benefit package. Call Director of Nursing 338-0345

RN'S/LPN'S
FULL OR PART TIME
- Competitive wages
- Excellent fringe benefits

Please call Debra Hagerty at:
BORTZ HEALTH CARE OF YPSILANTI
483-2220

RNs-LPNs-CNs
Medical/Surgical oriented office practice with research facility in need of qualified RNs, LPNs, & CNs for various shifts. Full or part time. Sterling Heights/Clinton Twp area. Please send resume to: P.O. Box 3041, Southfield, Mich. Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RNS & LPNS
Intermediate Care

At Annapolis Hospital, RNs and LPNs can enjoy the friendly, close knit environment of a community hospital, while having the opportunity to grow with being part of a major health care system, Oakwood Health Services.

Successful candidates must possess an Associate's degree or diploma and be eligible for licensure in the State of Michigan. Basic clinical nursing skills are required. The ability to interpret EKG readings is preferred.

In this position, RNS and LPNS will learn to read telemetry monitors, work a varied caseload and have exposure to a high volume of cardiac patients. Candidates interested in this excellent career opportunity should send a resume in confidence to: Annapolis Hospital, 2796 Oakwood United Hospitals, Inc. Human Resources Dept., 33155 Annapolis Ave., Wayne, MI. 48184 Equal Opportunity Employer.

ANNAPOLIS HOSPITAL
A subsidiary of
Oakwood Health Services

RNs & LPNs & NURSE AIDES
- Competitive Salary
- Sign Up Referral Bonus
- Free State Certification
- 1 yr experience, phone & car required

PROFESSIONAL HEALTH CARE PERSONNEL
357-3650

RN SUPERVISOR
Peachwood Inn of Rochester Hills is seeking an RN who has geriatric & supervisory experience. We have both basic & skilled care. If you're willing to accept a challenge, we have opportunity for you. Call or Stop in at 852-7500

SOCIAL WORKER
To do Foster Home licensing for national drugs treatment program. Knowledge of adolescent drug & D.S.S. licensing preferred. Send resume to: Vision Inc., 42320 Ann Arbor Rd., Plymouth, MI 48170

R.N.

Position available in out-patient operating room, individual must be able to perform, circulate be self-motivated and enjoy contact with the public. Experience in Ophthalmology and Orthopedics a plus. Located in the Hagerty & Mile area. Additional information may be obtained by calling

HORIZON Surgery Center
between 8:30 am - 4:00 pm
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RNs & LPNs
Need skilled care Coordinator for progressive nursing facility. Call Director of Nursing, 338-0345

RNs & LPNs - PART TIME
for private non-medical clinic in Farmington Hills, to train for unique treatment with children & families. Call between 10-3pm, 489-0868

RNs & LPNs
Seeking caring knowledgeable Nurses for afternoon & midnight shifts. Every other weekend off. Salary & benefit package. Call Director of Nursing 338-0345

RN's

Needed for growing home care agency, to make home care visits in Oakland County. Flexible daytime hours. Part time or possible full time with benefits. Home care experience a plus, but will train. Call Rosalie at 725-4193

STAFF RN

Cranbrook Hospice Care
Troy, MI

Amicare Hospice Services is seeking full time Staff RNs who desire an opportunity to make a real difference in the lives of their patients and families.

You will be responsible for case management of patient care with the concept of a interdisciplinary team approach. Current licensure and recent acute care or home care experience required. Hospice experience preferred. Position includes on-call duties.

Amicare can match your skills with a competitive salary & benefits package. For immediate consideration call (313) 643-8855 or send your resume to:

Penny Murphy
Amicare Hospice Services, Inc.
2355 Rd
Troy, MI. 48084
An Equal Opportunity Employer

RN OR LPN
FULL TIME
AFTERNOON SHIFT
Apply in person
Maryhaven Manor, 15475 Middlebelt
Livonia, MI, 48154
427-9175

Part time. Allergist office, 3 areas Farmington Hills, Livonia, & Brighton. Training provided. 851-9627

RN OR LPN
TEMPORARY POSITION

Part time temporary position available in Livonia. Must have experience in Cardiology or ICU. Interested applicants may call 538-4700, Ext 581.

DMC HEALTH CARE CENTERS
WOODLAND
(W. 8 Mile Rd., near Lahser)

Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

RN - PART TIME
Apply in person
Maryrest Manor, 15475 Middlebelt
Livonia, MI, 48154
427-9175

RN 5 for 12 HOUR SHIFT
If you enjoy the freedom of time off, this is for you. Work 3 day, 12 hour shift, and earn 40 hour pay. Excellent wages and benefits. Call Director of Nursing, 338-0345

RN'S/LPN'S

Did you know that Gerontology is the fastest growing area of nursing today? Dorwin Nursing Center can offer you the opportunity to experience the rewards and challenges of long term care on a part time or full time basis in our 132 bed skilled care facility. We offer innovative surroundings, competitive compensations and an excellent compensation package. If you would like to explore a more humanistic side of nursing, while meeting your needs for challenge and personal growth, please contact Donna Mary Joy RN
DORWIN NURSING CENTER
29270 Morlock
Livonia, MI 48152
478-0555

RNs & LPNs
For afternoon & midnight supervision. Salary & benefit package. Call Director of Nursing, 338-0345

504 Help Wanted Office-Clerical

ACCOUNTANT - SECRETARY
We are looking for versatile individual to handle various office responsibilities including accounting data entry & analysis, typing, filing & some receptionist responsibility. WordPerfect & Lotus knowledge required. If interested please send your resume & salary history to: Torre & Bruglio Inc., 20405 Haggerty Rd., Mt. Clemens, MI 48044, Attention Controller.

ACCOUNTING/ BOOKKEEPER

Fast growing engineering/production firm in Livonia seeking an experienced bookkeeper with a BS in accounting or 7 yrs equivalent work experience. Individual will be responsible for maintaining A/R, A/P & G/L to trial close on computer system (Peachtree). Excellent salary, health, dental, disability benefits + pension plan & paid vacation. Qualified applicants only, please send resume to Box 570 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING - CLERICAL
10 key, typing skills required. Full time. Call Mike between 1-4pm at 273-0910

ACCOUNTING DEPARTMENT
Of an established property management firm seeks full time motivated person interested in an entry level position in accounts receivable department. Applicant must possess basic math skills, have an eye for accuracy, computer accounting experience helpful. Resumes to 6960 Orchard Lake Rd. Suite 100, West Bloomfield, MI 48322

ACCOUNTING
Looking for full time detail-oriented individual with accounting & spread sheet knowledge. Nights & weekends required. Please forward resume to Bordine's Better Blooms, 3055 South Rochester Road, Rochester Hills, MI 48307, attention Elizabeth D'Angelo.

ACCOUNTS PAYABLE
Immediate opening: individual must have minimum of 2 yrs Accounts Payable experience, be a 4 high school graduate and have strong communication skills. Experience with Lotus & Data Entry are desired. Excellent working environment and benefits. Non smoking office. Send resume to A/P, P O Box 40505, Detroit, MI 48240

ACCOUNTS PAYABLE/ RECEIVABLE
Entry level, company in Dearborn looking for bright individual to train. Some typing needed. Good pay and benefits. Must be 18-21 years old and live in Wayne County (not Detroit). Call 464-1660
Employment & Training Designs

ACCOUNTS RECEIVABLE CLERK
With computer experience needed. Good typing skills and general office knowledge. Full time. Call 525-1900

ACCOUNTS RECEIVABLE Clerk for Novi area firm. Credit and collections experience preferred. Contact Steel Crete Co. 313-349-7600
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT - to regional manager, excellent computer skills & automotive experience plus W. Bloomfield $10/hr
Call Linda at UNIFORCE 473-2936

ADVERTISING agency requires word processing secretary. Multitasks preferred. Will cross train if experienced. $7.50/hr. Call Tolive at UNIFORCE 646-8500

ADMINISTRATIVE SECRETARY
Detroit based health care corporation has an opening for an Administrative Secretary. Qualifications include 45words typing skills, note/minute taking skills, the ability to transcribe tapes & excellent communication skills. Qualified applicant will have 2 years of college coursework & a minimum of 3 years secretarial/office experience. We provide a comprehensive benefit package & a starting salary of $20K. Applicants send resume to:
HUMAN RESOURCES/ASKO
P O BOX 02908
DETROIT, MI 48202
An Equal Opportunity Employer

A GROWING COMPANY is looking for someone to do full time office/clerical work. Must be able to type over 60 wpm. Duties include filing, answering phones and taking messages along with other clerical work as required. Send resume and cover letter to P O Box 720, Novi MI 48376-0709

AMCO OIL has an entry level clerical position available for a bright energetic and aggressive individual. Must have accurate typing skills, type should be familiar with the operation of other office equipment. Must have working knowledge of PC's, inclwordprocessing application. Programs and spread sheets
Send resume to AMOCO OIL CO
Attention J.B. Shaw
30230 Orchard Lake Rd. Suite 100
Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

ADMINISTRATIVE secretary required for sales office of computer manufacturer. Excellent work processing, Lotus 1-2-3 helpful. Up to $10/hr. Call Pauline at UNIFORCE 473-2932

ADMINISTRATIVE ASSISTANT
TO PROJECT MANAGER

National property management firm in Southfield is looking for a self-starter, able to follow thru on collections, legal notices, leases, handle budgets and tenant relations. Computer background helpful. Send resume with salary history to:
Personnel, 25945 Northwestern Hwy., CS-5155, Southfield, MI 48076-5155

ADMINISTRATIVE ASSISTANT
Southfield Management Company seeks organized, highly motivated individual to assist busy executive. Must be trustworthy, independent & able to handle a multitude of tasks. Dedicated individual with a team spirit & strong office experience & education preferred. Excellent salary & benefit package. Send resume & salary requirement to: Amurcon Corporation, 28555 Evergreen, Ste 1300, Southfield, MI 48076. Attention Cindy Wagner.

AFTERNOON SHIFT DATA ENTRY
Billing Clerk for Detroit wholesaler. Self-started individual required. Excellent benefit package. Resume and salary requirement necessary to billing/Position, P O Box 08150, Detroit, MI 48208

Attention!

HAS THE RECESSION GOTTEN YOU DOWN?

With all the cutbacks and lay-offs the job market is pretty shaky. Not so at Future Force! We are still in need of more office help as we continue to receive the top orders. Call now to set up an appointment today.

- Word processors. Word Perfect, Microsoft, Display Write 3,4
- Receptionists
- Typists - 40 wpm
- Floor sales (no cashiering)

528-8454 - TROY
481-8760 - YPSILANTI
FUTURE FORCE
TEMPORARY JOY RIDE
NEVER A FEE

AUTO DEALER, warranty clerk/accounts receivable, experience only. Send resume to box #554 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AUTO SWAPPER is currently hiring Customer Service Representatives to staff our Farmington Hills office. Good phone voice and typing skills required. This is an entry level position. Apply in person: 32615 Folsom Rd., Farmington Hills or call 477-7927

BI-LINGUAL (Japanese)

Secretarial duties. Word processing a plus. Generous salary. Benefits.
PERSONNEL SYSTEMS 459-1166

BILLING CLERK - Plymouth area. Full & part time. Data entry, computer experience. 2 yrs. Good secretarial and communication skills. Benefits. Call for appointment ask for office manager, 455-0090

ON-SITE BOOKKEEPER
National Property Management Company seeking bookkeeper for challenging on-site position. Must have degree or equivalent. Handle receipts and delinquency collection. Salary commensurate with experience. Health insurance and bonus plan. Excellent opportunity for advancement. Please send resume and salary requirements in confidence to:
CONTROLLER - 543
P O Box 8649
Ann Arbor, MI 48107-8649

BOOKKEEPER - experienced, part time. Flexible work schedule, travel agency experience helpful. Southfield location. Please call Cheryl, 9am to 5:30pm at 353-0191

BOOKKEEPER EXPERIENCED
wanted for high technology manufacturing co. Must have excellent working knowledge of computer accounting & spreadsheets (Lotus 1-2-3). Please send resumes to P.O. Box 247, Rochester, MI 48308

BOOKKEEPER - Home experience necessary. 20411 W. 12 Mile, Suite 201, Southfield. Call Kashat Accounting 352-5520

BOOKKEEPER
Full time 3 to 5 yrs. experience through Trial Balance computer knowledge preferred. Send resume to 3000 Town Center, Suite #2050, Southfield, MI. 48075

BOOKKEEPER - Real Estate Development firm in Farmington property management, accounting through trial balance. Payroll, leasing, collections & negotiations. Send resume to Leads Development, 28470 W. Mile Rd., Sterling Hts., MI 48314 - 313-739-5218
An Equal Opportunity Employer

BOOKKEEPER/SENIOR
Advertising sales firm. Minimum 5 yrs experience in accounts/receivable & payable, pay roll and general ledger through financial statements with working knowledge of PC based systems. Send resume with salary history to: Bookkeeper, 2684 Industrial Row, Troy, MI 48084

CAREERS!!

2696 - General Office
Experienced, good typing, art background plus

2732 - Secretary/Receptionist
Answer phone, Multi-Mate Word Perfect & Lotus

2740 - Word Processor/Secretary
Knowledge of Lotus, heavy typing

2708 - Administrative Assistant
WordPerfect 5.0 plus Heavyweight Typing

2735 - Group Service Rep
Insurance background, associates degree. Must know Cobra, good public speaking skills

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

CAREER OPPORTUNITIES

Corporate Service Inc., a leading risk management service company has the following positions available

Group Benefits Examiner

2-3 years group claims processing experience to include benefits analysis determination, approval and payment for this position. Good organization, communication skills and CRT skills also required.

Mail/File Clerk

Entry level position requires good organizational and interpersonal skills. 12 months to one year office experience preferred. Light typing.

Excellent benefit package. Salaries commensurate with experience. Send complete resume with salary history to

Human Resources
Corporate Service, Inc
29500 W. Five Mile
Livonia, MI 48154
An Equal Opportunity Employer

CASHIER'S ASSISTANT
North Brick Florist, Westland Center requires full time position. 421-1300

CENTER MANAGER for multi tenant shared office services environment in Troy. Must be highly motivated with a good area attitude, computer & personnel skills. Some administrative & bookkeeping background preferred. 362-4747

504 Help Wanted Office-Clerical

BOOKKEEPER/SECRETARY
Full or part time position with high tech software company. Min. 3 yrs experience in bookkeeping. Accounts Payable/Receivable & computers. Send resume & salary requirements to: Box 570 Observer & Eccentric Newspapers, P.O Box 07112, Detroit, MI 48207

BOOKKEEPING/CONTROLLER, experienced in computerized accounting. WordPerfect & Excel knowledge helpful. Livonia location. Send resume & salary requirements to Box #574, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Call Today
BECOME A
TEMPORARY HERO
- DATA ENTRY
- SECRETARIES
- WORD PROCESSORS

Immediate Openings

You'll hear about us advertised on TV. Now, you too can join the Temporary Heroes at Schoolcraft. Exciting positions, top pay and benefits. Personnel Pool you are our "Heroes".

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

PERSONNEL POOL
Never a fee

CLERICAL EMPLOYMENT COUNSELOR
Sterling Personnel Service, the most recognized name in secretarial placement is seeking a person with successful secretarial experience. An outgoing personality and a desire for higher income, salary, commissions, benefits and full training. Call Shirley, 851-2660.
SHELLING PERSONNEL SERVICES
FARMINGTON HILLS

CLERICAL
Great opportunity for an individual to join our worldwide headquarters team in Southfield. The individual will have a professional telephone personality, type 45wpm accurately & possess strong organizational skills. Word processing experience desirable. Excellent benefit package & pleasant work environment. Reply to:
CLERICAL
P.O. BOX 2227
SOUTHFIELD, MI 48037

CLERICAL - PART TIME OPPORTUNITY
Plymouth/Livonia area. Filing, UPS, typing, phone. 1½ days or flexible. Send resume to Box 492
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - part time to start & train. Full time available. Professional manner & telephone etiquette a must. Duties include typing, filing & answering telephones. Call for appt. & ask for Mrs. Frankel 522-2190

CLERICAL - PART TIME
Work while your kids are at school. Livonia Office. Firm is seeking a responsible, dependable person for general clerical work. Must have some experience, needed. Light typing, will train on computer. Approximately 27 hrs a week. Hours are Mon-Fri, 10am to 7pm. 2 Saturdays per month 8-12. Call 478-5777

CLERICAL
- SECRETARY
- WORD PROCESSOR
- RECEPTIONIST
- DATA ENTRY

Excellent opportunity with competitive wages
Serco Services
278-8367

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual a fast paced advertising environment. Candidate must be able to multitask, be detail oriented, possess able to work with little supervision & have knowledge of Word for WordPerfect experience. This position is for a motivated hard worker. Prior experience is necessary. 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
Public relations firm seeks your customer service skills this exciting position. Good computer background. Call Ann Marie 644-6700
DIVERSIFIED RECRUITERS CO
27780 Orchard Lake, Ste 106
Farmington Hills, MI 48334

CLERK
Full time position available in a modern medical office in northern Oakland County. Excellent salary & package with possible flex hours. Please send letter of introduction to: Linda Bronson, 2015 Crooks Rd., Rochester Hills, 48309

CLERK NEEDED for our non-smoking insurance agency in Farmington Hills. Flexible hours. Call Rosalie at for further information Call 553-8900

CLERK PART-TIME. 15 to 20 hrs a week. Flexible hours. Fast paced office duties. Data Entry experience a plus, but not a requirement. Non smoking office. Farmington area. Denise at 453-1199

CLERK TYPIST I
Canton Township is accepting applications for the position of full time Clerk Typist I. $15,589 - $17,529. Test will be administered. Minimum of high school graduation. Apply at Canton Township, 1150 S. Canton Center Road, Canton, MI
An Equal Opportunity Employer

DATA ENTRY

Farmington Hills firm in need of data entry operators for day & evening shifts. Must be familiar with Alpha data entry skills. Assignments beginning in April. Call Linda for appointment at 553-1900

TEMPORARY RESOURCES
737-1711
Livonia - Farmington Hills
Southfield 552-0319
Troy 588-6212
An Equal Opportunity Employer

DATA PROCESSING
INCLUDING COMPUTER ENGINEER
To supervise the EDP dept. for a group of national transportation companies. Company is currently using an IBM 36 System with customer & mainten. software. Must have knowledge of RPG2 program language & 1-2 years supervisory experience. Salary & benefit negotiable. Send resume to: Personnel, Corporate Accounting Center, 1000 W. Michigan Ave. Wayne, MI 48184

Dental/Surgical Accounting Clerk

SINAI HOSPITAL has an immediate full time opening on the day shift (8 AM - 4:30 PM, except Tuesday, AM - 6:30 PM) for an experienced Accounting Clerk.

Candidate must have previous experience in a dental office handling insurance forms, prepare accounts, and Medicaid claims. Knowledge of a computerized billing system is essential.

We offer an excellent wage and benefit program. For consideration, send a detailed resume to:
Employment Office - CAB
SINAI HOSPITAL
17421 W. Outer Drive
Detroit, MI 48235
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

COLLECTIONS CLERK
Detroit firm seeks motivated individual to work in credit & collections dept. Candidates should possess good math skills, good verbal skills with customers, & record keeping abilities. This full time position includes full benefits package. Qualified candidates please send resume in confidence to:
Collections Clerk
P.O. Box 32
Detroit MI 48231

COUNTER/CLERK - For glass company. Light people-person with filing, phone skills. Computer, math skills helpful. Good pay & benefits. In person to: 1382 S. Main, Plymouth. No applications taken Mond

CREATIVE atmosphere in suburban advertising agency requires experienced word processor with Office Center or wp software. Call Staff Quest at UNIFORCE 357-0644

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume to Customer Service, 9-3 Southfield Lathing Limited, 18 W. 8 Mile, Southfield, MI 48034

DATA CONTROLLER

Our Product Engineering Department has an immediate opening for data control clerk. Responsibilities include engineering data control, issuing engineering documents & maintenance of computer files & filing systems. Accurate typing and computer skills required. Please send resume with salary requirements to: Human Resources Department

AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187

No Phone Calls Please
An Equal Opportunity Employer

DATA ENTRY
Experience helpful. Long or short term Call 464-7078
ETD Temporary Service

DEPUTY COURT CLERK
35th DISTRICT COURT

Salary range beginning at $13,953 with comprehensive benefit package. Must have knowledge of modern office procedures and practices, ability to type accurately and along with ability to type a minimum of 45 words per minute. Data processing familiarity and court or legal experience.

Send resume or apply in person by April 12, 1991 to Marion Belding, Court Administrator, 35th District Court, 550 Penniman Rd., Plymouth, Michigan, 48170
An Equal Opportunity Employer

DO YOU HAVE
- Strong Typing Skills?
- Word processing Skills?
- Excellent Phone Skills?

We are looking for team players for administrative support positions.
CALL: 583-1919
An Equal Opportunity Employer

EMPLOYMENT GROUP INC.

DYNAMIC telecommunication manufacturer needs experienced receptionist/word processor. Horn preferred $7/hr. Call Millie at UNIFORCE 646-8501

EMPLOYEE BENEFITS
Experienced in self-funded health care and Work Comp program. Computer and word processing experience required. Reply by resume only to Contractor Steel Company, 36555 Amheim, Livonia, MI, 48150

ENERGETIC, highly motivated individual with sharp clerical/office skills wanted to handle front desk/receptionist duties in busy Southfield office. Willingness to learn & grow. Call Jeanne at 557-5550

EXECUTIVE ASSISTANT/ SECRETARY

Executive office in West Bloomfield is seeking an individual with excellent secretarial skills. This DIVERSIFIED POSITION requires someone who is self motivated & able to handle various secretarial experience required

If you have a background in and appreciate the small business, patient typing, word processing, telephone, filing, and bookkeeping, we have the determination to grow within our organization, we want to hear from you!

We offer an excellent salary, regular reviews with increase based on performance and excellent benefit package. Please send your resume including salary history to

Executive Office
Attention: Berry
P.O Box 2659
Farmington Hills MI 48333
West Bloomfield, MI 48322
An Equal Opportunity Employer

EXECUTIVE SECRETARY
for long term assignment or temp to perm. Call 464-7078
ETD Temporary Service

EXECUTIVE SECRETARY - Plymouth area for busy office. Positive attitude, self starter, able to organize, communication secretarial skills, letter composition, word processing, computer experience helpful. Salary $20K+ Excellent benefits Call for appointment ask for office manager 454-0040

EXPANDING CHEMICAL company needs a motivated individual to assist president. Career oriented candidate with minimum 5 years exp. required. Excellent secretarial skills, typing 60 wpm, good telephone skills, be energetic, willing to work flexible hours, be detail oriented, be organized with attention to detail. Send resume to

Executive Secretary
P.O. Box 399
Southfield, MI 48037

EXPANDING high tech sales office needs reliable mail room clerk. $7/hr. Call for part time. Call Taylor at UNIFORCE 646-8501

EXPANDING Livonia company needs a motivated individual to assist word processing with legal typing experience. Must have excellent telephone skills. Send resume to: Box 570 Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, MI 48150

FAST PACED office needs individuals for various odd jobs & hours. Flexible and a drive to succeed a plus. Call Tues. 9am-10am. Troy 542-4762

GENERAL OFFICE - Entry level position. Varied duties, good phone skills, able to work with people, calculator skills. Opportunity for advancement. Salary $5/hr. Send resume to: Donna Stewart, 19100 W 8 Mile, Southfield MI 48075

GENERAL OFFICE - Window & door manufacturer needs a relative or energetic person for full time office work including computer posting, typing, phones & filing. At times a delivery person may be required. Non smoker preferred. Start $5.35/hr. Call Mon-Fri between 8-11am or 1-5pm at 27615 Glendale, Redford

GENERAL OFFICE
Need bright, motivated and organized person for diversified work in Travel & Advertising. Word processing experience helpful. Light typing, travel & advertising assistant, filing, phone & other duties as assigned. Fantastic future! Health insurance, 401K, bonus, & paid holidays when are stable & salary negotiable. Fax resume to: Fax Box 721667, Detroit, MI 48272

"HOT LIST"
DISCOUNTOUNLIMITED

We need your skills for big area companies
- WORD PROCESSOR
- DATA ENTRY
- TYPISTS (45 WPM)
- ACCOUNTING

INFO NET
- WEEKLY PAY
- BONUSES
- FREE TRAINING

SNELLING TEMPORARIES
TROY DETROIT
528-5122 871-2700

504 Help Wanted Office-Clerical

FULL TIME position available for light office work, secretary & phone skills necessary, pay commensurate experience, many benefits. Write Office Mr Adams 348-4798

GENERAL OFFICE
TROY, HIGHLAND, BIRMINGHAM
Accurate typing skills, phone - 5 lines or more, good all-around clerical skills.
MGM SERVICES 689-9660

GENERAL OFFICE
Part-time position available for a responsible individual. Light bookkeeping & filing, phone skills. Computer, math skills helpful. Good pay & benefits. In person to: 1382 S. Main, Plymouth. No applications taken Mond

GENERAL OFFICE - full time clerical, light bookkeeping, filing, IBM Wheelwriter 10 typewriter, computer knowledge & experience needed in IBM PTS & Lotus 1-2-3. Southfield/Birmingham area. Ask for Donna 645-9580

GENERAL OFFICE HELP needed. Must have a great personality, positive attitude, knowledge or experience, type answer phones, file & misc. computer duties. No benefits. Salary $5-$8 per hour. Apply Mon-Fri 9-3 Sovereign Services Limited, 18 General Court, off Ann Arbor Rd. between Sheldon & Haggerty Rd.

HARVARD graphics proficiency for executive secretary needed by suburban advertising agency. Up to $10.50/hr. Call Susie at UNIFORCE 646-7661

IF YOU HAVE THE SKILLS WE HAVE THE JOBS!

We need Word Processors (Word, Wang, WordPerfect 5.1) and Receptionists
- Permanent
- Weekly pay
- Call for details

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

IMMEDIATE POSITIONS
Looking for Secretaries, Receptionists and Word Processors seeking employment in today's competitive market! Call today!
ENTECH SERVICES, INC.
737-1744

INNOVATIVE Troy electronics manufacturer requires computerized full-charge bookkeeper. Thru trial balance. Will train to start. Call Mary Lou at UNIFORCE 646-8500

EXPERIENCED ASSISTANT in life, health insurance agency. Secretarial & computer skills to work 5 days 4 hours per day. Pay up to $10 per hour. Agent in Bloomfield Hills. Call Joy at 647-2700

INSURANCE AGENCY - In Livonia seeking experienced Typechoice Operator/Receptionist. Should have insurance experience. Call Lee for an appointment, 462-9650

INSURANCE AGENCY
Plymouth area. Life & health lines. CSR Full or part time, experienced 459-8000

INSURANCE CUSTOMER SERVICE
To $23,000 immediate position with well established company in their commercial department. Call 464-6906
DIVERSIFIED RECRUITERS CO
27780 Orchard Lake, Ste 106
Farmington Hills, MI 48334

INSURANCE - Livonia agency seeking person with minimum 2 yrs insurance experience to handle customer service & general office duties. Familiarity with word processing & agency automation a must. Must have good math skills, working conditions. Send resume to Box 560 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LAYT/PM HELP
Part time Trial Balance. General help needed. To start immediately. Daily 2-7pm. Minimum $5 per hour. No experience necessary. A team player with good work quality. Call Sam Cat at 14 W. 11 Mile 645-2440

LEGAL EXECUTIVE SECRETARY
Full-medium size S.W. Oakland County law firm. Individual applicant must possess strong organizational skills, good typing & dictation. A shorthand speed writing ability. Excellent benefits. Salary $5.1 helpful. Litigation & corporate experience a must Call Angie 542-3980

PARALEGALS
Is Your Job Dead?
If you have a 4 year degree and at least 2 years litigation experience we have the perfect position for you. Call Pat at law firm wants you
PARALEGAL SERVICES & OUTLINE
14951 Northwestern Hwy. Suite 124, Southfield, MI 48075
355-2440

LEGAL SECRETARY
For small law firm. Minimum hours are Mon-Fri 9am-1pm. Real estate/business litigation. Must have at least 3 yrs experience. Must know WordPerfect 644-4443

LEGAL SECRETARY
Troy law firm seeks individuals 5 years litigation experience. Must know litigation, WordPerfect 5.1 helpful. Litigation & corporate experience a must Call Angie 542-3980

LEGAL SECRETARY - Top notch with minimum 3 yrs experience for small Farmington Hills litigation practice. Excellent growth potential. Salary negotiable. Call 737-4747

LEGAL SECRETARY for Southfield law firm. Personal injury, medical malpractice, criminal law & Worker's Comp experience required. Salary commensurate with experience. 353-3100

LEGAL SECRETARY for Southfield Firm. Must have knowledge of Word Perfect. Minimum 3 years experience. $400-$500 per wk. 569-2990

LEGAL SECRETARY - Experienced Medical Malpractice Defense Firm. Southfield Telephone 737-5030 after 6pm 315-7262

LEGAL SECRETARY - DRAFT TIME
Southfield 3-350 P/PD

LEGAL SECRETARY for partner in a small Troy general practice firm. Minimum 2 years experience in wills & trusts. Salary commensurate with experience. 338-2290

LEGAL SECRETARY
Experienced preferred for Plaintiffs Personal Injury firm. Salary commensurate with exp. Call Teresa, Ms Gustin, Bloom 24850 Swanson, Farmington Hills

LEGAL SECRETARY - nonsmoker preferred. Minimum 3 yrs litigation experience required. Must be self-starter, fast efficient and able to handle heavy work load. Salary commensurate with exp. Call Sandy 354-4030

LEGAL SECRETARY, experienced. Medical malpractice product liability firm. Approximately 1½ to 2½ years. Please submit resumes to Box 570 Observer & Eccentric, 36251 Schoolcraft Rd., 48037 2207

LEGAL SECRETARY
Law firm seeking a small Troy general practice attorney. Minimum 2 years experience in wills & trusts. Salary commensurate with experience. 649-5500

LEGAL SECRETARY
Medical malpractice product liability firm. Approximately 1½ to 2½ years. Please submit resumes to Box 570 Observer & Eccentric, 36251 Schoolcraft Rd., 48037 2207

LEGAL SECRETARY
Law firm seeking a small Troy general practice attorney. Minimum 2 years experience in wills & trusts. Salary commensurate with experience. 649-5500

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Immediate opening in small Bloomfield Hills Litigation Firm for Experienced Legal Secretary. Must have WordPerfect experience, excellent communication & organizational skills, self-reliant & a desire to assume significant responsibilities in this busy law firm. Highly competitive salary & benefits 258-8020

LEGAL SECRETARY - Experienced, for insurance subrogation practice in Southfield. Ideal candidate will have 5 yrs experience. Salary commensurate with experience. Call Kathleen at 476-6655
An Equal Opportunity Employer

LEGAL SECRETARY
Needed for Southfield Law Office. Litigation experience necessary. WordPerfect 5.1. Full or part time. Non smoker only. 358-4477

LEGAL SECRETARY needed for busy law firm. Competitive compensation, secretarial & word processing skills needed. Legal experience helpful 624-5500

LEGAL SECRETARY
Southfield/Birmingham area. Must have legal secretarial experience and be proficient in WordPerfect. Excellent typing skills. Call Worker's Compensation experience preferred. Benefits available.
Call Diane 644-2213

LEGAL SECRETARY
Michigan Bar member needs 18 months legal experience for litigation/corporate practice. Must be detail/written communication skills sought. Tuition reimbursement, competitive benefits offered. Call Arthur Thomas Executive 355-4140

LEGAL SECRETARY, immediate opening, large Bloomfield Hills firm; legal experience preferred, experience in litigation helpful, wordperfect 5.1. Excellent pay & benefits for qualified applicant. Please forward resume to Office Manager,
Howard & Howard Attorneys,
1400 N. Woodward Ave., Ste. 250,
Bloomfield Hills, MI 48304

LEGAL SECRETARY TO $24,000
Exciting opportunity with well known suburban Law Firm. Candidate must have experience plus good organizational skills. Qualifies you 35 hr wk, benefits include dependent coverage, fee paid. Kathy, 772-6760
SHELLING PERSONNEL SERVICES

MACHINIST
Bridgeport & tool lathe set-up & operator. Own tools, read blueprints, apply in person. Tool Machine Inc., 23435 Industrial Park Dr., Farmington Near 10 Mi & Halsted

MEDICAL RECORDS COORDINATOR

Focus Home Care, an affiliate of Horizon Health System, providing home health care services to the tri-county area, has an immediate opening for a Medical Records Coordinator. Duties include patient assignments, follow-up referrals, audit patient records. Individual must have exceptional telephone communications skills and ability to type 60 wpm. Business experience in healthcare preferred.

Focus Home Care offers an attractive wage and benefit package. Please contact Doreen Corby, RN Adm/Director

548-9800
between 8-4pm

FOCUS HOME CARE
26557 Woodward
Suite 100
Huntington Woods, MI, 48070
An Equal Opportunity Employer

**OFFICE ADMIN