502 Help Wanted Dental-Medical

PRESBYTERIAN VILLAGE - of Redford now accepting applications for Certified Nurse Assistant for the PM and midnight shifts. Full time & part time positions available. 17363 Grand River, Redford. For more information contact Marilyn, 531-7200

RECEPTIONIST/BILLER
Busy ENT practice seeks person, preferably with computer billing (M/B) knowledge & good phone skills. Excellent benefits. 477-7485

RECEPTIONIST: looking for a long term part time morning position Mon., Wed., & Fri. 8:45am - 12:30pm. Tues. & Sat. 8:45am - 1:30pm. Clerical skills necessary, willing to train qualified person in all aspects of busy chiropractic office. 27527 Joy Road, ½ block W. of Inkster road. 522-5801

RECEPTIONIST for Farmington Hills Pediatrician, part time, 20 plus hours. M/B or computer literate, preferred. 855-4145

RECEPTIONIST - Pediatric dental office is looking for someone with computer billing experience. No weekends or evenings. 425-0600

RN

Full-time position available in Oncology. Experience not necessary. Monday-Friday 8-5. Interested applicants may call 538-4700

DMC HEALTH CARE CENTERS WOODLAND
(W. 8 Mile/Inkster, near Fisher Rd.)

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

RN/LPN
Full time position available for midnight shift. Continuing education assistance and benefit package. Call for an interview:
Cambridge Inn 255-1010
An Equal Opportunity Employer

RN/LPN/GN
Immediate opening for qualified personnel in a progressive medical surgical oriented office practice in Mt. Clemens. Please send resume to: Box 128 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN S/LPN'S
Full and part-time
DIETARY AIDE
Part-time
RESTORATIVE AIDE
Part-time, training available
Apply in person:
BEDFORD VILLA
16240 Wood St. at Lilac
Southfield MI 48076
An Equal Opportunity Employer

RN's - LPN's
Glacier Hills Nursing Center, a 163 bed skilled facility, has immediate openings for part time and full time Licensed Nurses with recent clinical experience in a progressive 300 bed long term care of the geriatric patient is required at Glacier Hills. Call Vaunita Lynn, Director of Nursing, 1200 Earhart Rd., Ann Arbor, MI 48105 434-5500

RN'S/LPN'S
Needed to work with residents at a Senior Citizen Retirement Center. Contact Carol Moore for further information at 522-9000

RN'S/LPN'S
We Need Your Nursing Skills!

Our progressive, caring, friendly nursing home is accepting applications for full and part-time positions, all shifts. Competitive compensation and benefits, educational assistance. Please call Mrs. Sobotich, Meadowbridge East, Maple Parks, Director of Nursing, 31155 Dequindre, Madison Heights, MI 48071. 585-5410
An Equal Opportunity Employer

RN's - $20/HOUR
West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate openings for RN's on afternoon shift, $18.00 per hour to $20.00. For details, call Mrs. Mancuso or Mrs. Sobotich, 661-1800

R.N.'s & L.P.N.'s
Bethwoods Continuing Care Center is looking for dedicated and dependable geriatric nurses. Full time/part time available all shifts. Also offering contingency employment, Career advancement and educational assistance available. For more information, apply in person at 44401 I-94 Service Dr. or contact Jane Erickson, RN, DON at 687-8051
An Equal Opportunity Employer

SECRETARY
Rapidly growing full service hospital in western Oakland County is seeking an experienced secretary to provide secretarial & administrative support for the Director of Medical Practice Development. Qualified candidates will possess a minimum of 3 yrs secretarial experience in the medical field. Excellent typing, word processing & organizational skills as well as the ability to interact effectively with management, physicians & co workers. A comprehensive wage & benefits package is offered. Reply to Box 220, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SPEECH PATHOLOGIST, CCC
Full/part time to join progressive multi-disciplinary team. Competitive salary. Great benefit package. SEnd resume to or call Angela Allen, Physicians Physical Therapy Services, 24011 Greenfield Rd., Southfield, MI 48075 557-5440

STAFF RN
CRANBROOK HOSPICE CARE
TROY, MI

At-care Hospice Services, Inc 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 interdisciplinary team approach. Current clinical and home care experience required. Hospice experience preferred. Position includes on-call duties

Ameicare can match your skills with a competitive salary and benefits package. For immediate consideration, call (313) 643-8855 Or send your resume to

Penny Murphy
AMICARE HOSPICE SERVICES, INC.
2555 Crooks Rd
Troy MI 48084

Achieving Workforce Diversity through Equal Opportunity/Affirmative Action Employer

ULTRASOUND TECHNICIAN
Contingent position available for every Friday. Experience necessary. Interested parties should call 875-0411

DMC HEALTH CARE CENTERS MEMORIAL
(Van Dyke N. of 15 Mile)

Affiliated with the Detroit Medical Center, an Equal Opportunity Employer

WE ARE looking for a mature individual to join our fast paced team as a dental assistant. Full time position with benefits. Pleasant state of the art working environment. Certification helpful, but not necessary. Please Call Gary, 326-2010

X-RAY TECHNICIAN
3 days, in pleasant West office with ideal hours. Mammography required 824-2113

X-RAY TECHNICIANS
Full time, or work when you want to. Top dollar for your skills. A number of work sites available. Empire Medical Inc., Theresa, 443-5590

X-RAY TECHNOLOGIST
Farmington Hills area. Part time evenings. Mammography experience necessary. Call Linda 855-4700

X-RAY TECH - Registered. Full time, 8am-3:30pm. Mon. thru Fri. Willing to learn Medical Assisting. Dearborn Area. Please call 582-8100

504 Help Wanted Office-Clerical

ACCOUNTANT - experienced, non smoking, for medium sized Farmington Hills textiles. Financial & managerial computerized accounting & administrative duties. Must know Lotus 1-2-3 & be able to handle multiple tasks. Judy 626-5000

ACCOUNTING ASSISTANT
Troy area firm is seeking an individual for entry level accounting position. The ideal candidate will have receivable/billing experience, accurate typing ability and telephone experience. Good organizational skills, a must. Short-term assignment to start soon, self-starter. Salary and full benefit package. Send qualifications to: Personnelsource, P.O. Box 451 Lathrup Village, MI. 48076.
An Equal Opportunity Employer

ACCOUNTING CLERK
Troy location near Oakland Mall. Bookkeeping skills required, knowledge of computerized processes helpful. 37½ hr. week with fringe benefits. Send reply to Box #196, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERK

Bright, energetic individual required to perform Accounts Payable duties, process employee expense reports and input into Time and Billing System. Experience using STUB System is necessary as accounting software preferred. Comfortable work-environment in a high tech software company. Respond with resume and current salary to:
ATTN: Human Resources
IMPACT 2000 Systems, Inc.
17197 N. Laurel Park Dr., Suite 201
Livonia, MI. 48152

ACCOUNTING CLERK

Needed for temporary position in N.W. suburbs. Must have good experience in posting to ledgers, and good computer skills: MAPICS experience preferred, LOTUS a must.

Call or send resume
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

Accounting Clerk
DATA ENTRY

Permanent position with growing Southfield company, offering opportunity for advancement & excellent benefits for individual with good debit/credit knowledge & good communication skills. LOTUS a plus. Call Linda or send resume to:
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Agency Fee Paid

Accounting
PAYROLL CLERK
Obiten Services, a leader in the temporary help industry is seeking an Entry Level Payroll Clerk to join our team.
The applicant must have IBM 36 and PC experience, enjoy a fast pace and perform well under pressure. Send resume to:
Branch Manager
OLSTEN TEMPORARY SERVICES
24725 W. 12 Mile • #101
Southfield, MI., 48034

ACCOUNTING SUPERVISOR
Full time, Livonia location. Must have minimum 3 years previous accounts payable experience. Excellent math ability & 10 key calculator skills necessary. Individual should be detail oriented & have excellent organizational skills. Send resume with current salary requirements to: P.O. Box 5091, Southfield, MI 48086

ACCOUNTING SUPERVISOR
TO $22,000
Choice position with a dynamic Company. Strong accounts payable experience preferred. Hurry! Call Bernice, 464-0909
SNELLING PERSONNEL SERVICES

ACCOUNTS PAYABLE POSITION
Full time, benefits. Computer experience necessary. Send resumes only: Deena Nieman, 32301 Edward, Madison Heights, MI., 48071

ACCOUNTS PAYABLE
Property management company located in Birmingham, MI is seeking accounts payable supervisor with a minimum 2 yrs. work experience. Must possess a good working knowledge in all phases of the daily accounting functions. Proficient computer skills a must. Send resume to: Controller, PO Box 97900, Birmingham, MI 48009.

ACCOUNTS PAYABLE
$20,000 No fee
West suburban offices of major firm! Great benefits! Advancement! Need 3 yrs Accounts Payable & Computer skills
RBS ASSOCIATES AGY. 540-4130

ACCOUNTS RECEIVABLE CLERK
General bookkeeping & accounting experience preferred. Full time position. Ethan Allen, 15700 Middlebelt Rd., Livonia 261-7780

ACCOUNTS RECEIVABLE
Novi firm needs detailed oriented person with excellent organizational and math skills, 1-2 years experience preferred. Call Mon.-Fri. 8AM-10AM 473-8400

ADMINISTRATIVE SECRETARY
Aggressive self-starter for busy administrative office Word processing experience a plus. Salary - $13,000 plus benefits. Please send resume to Jody Marcus, Executive Administrator, 27790 Novi Rd., Suite 250, Novi, MI 48377-3427

ADMINISTRATIVE ASSISTANT/ SECRETARY
for real estate department of large public company. Good math, word processing (WP 5.1), initiative, careful attention to details and organizational skills required. Send resume with salary requirements to Box 174
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Major hollow metal manufacturer seeks individual to work in local service center. Ideal candidate has experience with PC, typing, customer service & building materials
Call 313-454-4200

ADMINISTRATIVE ASSISTANT/ WORD PROCESSOR
Non smoking company seeks an experienced individual with excellent secretarial skills. Minimum typing speed of 60 wpm. Flexible hours preferred. Send resume to
Administrative Assistant, P.O. Box 300, Southfield, MI., 48037.

ASSISTANT BOOKKEEPER - with good background in leasing. Only experienced need apply
Call 5pm-4:30pm weekdays 425-0140

ASSISTANT To Bury Realtor
Computer knowledge Helpful
Call Katie at 851-4400

ASSISTANT OFFICE MANAGER
PART TIME
A Livonia area engineering firm is seeking a dependable person with excellent phone manners & typing skills. Word processing & bookkeeping experience is a plus. We are willing to train 1-3 yrs experience preferred. Excellent working environment. A competitive wages, 3 days per week, 8am-5pm. Please contact Kim Charette or Jim Paul to schedule an interview 313 464-8900

ATTENTION

TELEMARKETERS
RECEPTIONISTS
WORD PROCESSORS

Currently seeking individuals to fill numerous clerical positions. We can place all levels of skill. Call now for an appointment

528-8454

FUTURE FORCE
TEMPORARY HELP SERVICES
NEVER A FEE

AUTO DEALER
Needs experienced individuals for the following positions: Switchboard, Cashier, Biller. Excellent benefit package available. Apply in person at: Bob Saks Inc. 35300 Grand River, Farmington Hills.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT SECRETARY: Opportunity in the Livonia area exist for individuals who is self motivated and has excellent interpersonal and interpersonal skills. A minimum of 3 yrs. experience required with typing skills of 60 wpm, Lotus & Word Perfect a must, and Harvard Graphics a plus. Submit resume and salary requirements to: PO Box 530218, Livonia MI. 48153.

ADMINISTRATIVE ASSISTANT
Full time Southfield location. Must have previous office experience. Excellent typing, shorthand & 10 key adding calculator skills needed. Individual should be detail oriented & have excellent communication & organizational skills. Salary to commensurate with experience. Send resume including salary requirements to: Attention: Personnel, P.O. Box 5091, Southfield, MI 48086.

ADMINISTRATIVE SECRETARY
Needed for our Dearborn location. Proficient in Word Processing 5.1, able to type 55 WPM and other office documentation ability to backup files. Must possess highly developed organization communication and diplomatic skills. Minimum 3 years administrative experience in a fast-paced environment, 1 yr. customer service experience. 2 years college or equivalent. Please forward resume to:
MCI Computer Services, Inc.
5225 Auto Club Drive
Dearborn, MI 48126
Attn: K. Gray

AUTOMOTIVE BOOKKEEPER
large parts wholesaler company has immediate opening for an automotive bookkeeper. If you are experienced in accounts payable, car coding, scheduling purification, we would like to hear from you. This position requires previous dealership experience. No others will be considered. Call for appointment:
334-1400

BOOKKEEPER

Dynamic growth oriented technology company seeks an experienced full charge bookkeeper through the general ledger. ADP Payroll, Accounts Receivable/Payable, credit & collections experience helpful. Salary commensurate with experience. Must. No phone calls please. Mail resume to: Mark Wilson, Scientific Coatings, 1084 Chicago Road, Troy, MI 48083 Attn: Mark.

BOOKKEEPER - experienced. Hours, Mon. thru Fri., 10am to 6pm. Benefits.
Call - 963-2171

BOOKKEEPER/FULL CHARGE
Needed for 2 person medical office. Knowledge of insurance billing and billing skills. Send resume & salary requirements to:
PO Box #672, Franklin, MI 48025

BOOKKEEPER/RECEPTIONIST
Busy Farmington Hills manufacturer needs clerk experienced in payroll, payables, benefits & general ledger, telephones, word perfect & spreadsheets in non-smoking office. Send resume & salary requirements to: Bookkeeper, 22610 Seminole, Southfield, MI 48034

BOOKKEEPER/SECRETARY
Full charge - experienced, for small construction company in Redford. 538-5700

BOOKKEEPERS
Needed for temporary and permanent positions. Computer skills a must, LOTUS a plus.

Call or send resume.
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Agency Fee Paid

BOOKKEEPER
Southfield property management company seeking corporate bookkeeper. Must have a 2 yr. degree in accounting with 2 plus yrs. experience. Solid Lotus 1-2-3 skills & experience in general ledger analysis & bank reconciliation a must.
Send resume & salary history, to Amurcon Corp. 26555 Evergreen, #1300, Southfield, MI. 48076
Attn. Personnel Dept

BOOKKEEPER
2 years minimum experience. Salary commensurate. Send resumes only to: S.K.Y. (Salsaryl Corp
12650 Burt Rd., Detroit, MI. 48223
Attn. Personnel

CAREERS!!

RECEPTIONIST $14,500
2 yrs. experience, WordPerfect, excellent typing

ACCOUNTS PAYABLE $18,000
Computer & minimum 3 yrs. experience required

PERSONAL LINE REP $20,000
Minimum 2 yrs. experience, benefit package included

LEGAL SECRETARY $21,000
Personal injury experience a must. WordPerfect 5.0 & typing 50 wpm.

BI-LINGUAL SECRETARY $25,000
Excellent IBM computer knowledge. Must be able to read & speak German.

Additional Positions Available
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

CERTIFIED NURSE AIDES
Positions available all shifts $6.50/hr. weekend differential. Telephone & reliable transportation a must. Reliable Nursing Services 981-3344

CLERICAL ASSISTANT needed for association office in Livonia. Responsibilities include collections, insurance processing, light bookkeeping. Position requires a person who enjoys telephone work, is detail minded & comfortable with computer. Resume to: MRCA, 19500 Middlebelt, #200, Livonia, MI 48152

CLERICAL
Growing Southfield based corporation needs a dependable, organized, self-motivated individual. Excellent phone skills a must. Word processing experience helpful. Recent graduates seeking a full-time permanent position are welcome. Send resume to C. Ligorti, P.O. Box 48179, Oak Park, MI 48237

CLERICAL HELP
Mature, responsible person needed for general office work. Full time position. Duties include answering phones, tracking orders, computer entry and more. Computer familiarity or aptitude. Must have reliable transportation. Call Marie at 353-0180

CLERICAL PART-TIME
For Insurance Agency in Plymouth. Advancement possible in future
Call. 455-1110

CLERICAL - 25-35 hrs per week including 1 weekend day. Canton area. General office experience required, typing 40 wpm, plus good customer relation skills. Computer experience helpful. Send resume to Clerical, Box #206 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COLLECTIONS (Corporate)
Collections experience required for major company in the Livonia area. Payable and Receivable Clerk's needed as well. Excellent pay
Apply now!
ARBOR TEMPS 459-1166

COMMERCIAL INSURANCE OFFICE MANAGER
TO $20,000 FEE PAID
New office of a rapidly growing company offers lots of variety, excellent benefits and great working conditions. If your typing is at least 50 wpm, call Mary-Pat today at 851-3980.
SNELLING PERSONNEL SERVICES

CUSTOMER SERVICE REP
PART TIME
Entry level customer service rep position. Flexible hours, (approximately 30 hours per week) which will include Saturdays and some Holidays. Position requires at least 1 year of customer service experience, pleasant phone manner with ability to work under pressure, extreme accuracy on the 10 key pad production for order entry a must. Interested applicants apply Mon.-Fri. between 8 30am & 12 30pm only
MELODY FARMS
31111 INDUSTRIAL RD
LIVONIA, MI 48150
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

CHALLENGING receptionist position available for high-tech manufacturer. Robin experience preferred. 8?/hr. Call Rose at UNIFORCE 646-7964

CLERICAL/GENERAL OFFICE - Looking for an experienced, bright, professional person with a sense of humor for clerical duties. Basic computer knowledge helpful. Call 464-0017

CLERICAL
Large Detroit financial institute has clerical openings. This full time position requires general clerical knowledge & phone skills. Competitive benefit package available. Forward resume to:
P. O. Box 779
Detroit, MI 48231

CLERICAL
Position available in the Credit Division of our Plymouth headquarters. Candidate should have strong phone skills, with accounting and/or credit experience helpful. Computer knowledge is a key calculator & light typing preferred.

We offer employee benefits and employee discount. Call
Mrs. Gilbert 451-5227

Winkelman's
An Equal Opportunity Employer

CLERK TYPIST
Rapidly expanding Detroit based billing company is looking for a clerk. Candidates should possess a minimum typing speed of 40wpm, good phone skills & general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. Please send resume to:
P.O. Box 778
Detroit, MI 48231

COMPUTER manufacturer needs executive secretary, WP 6.1 or Div/4 experience. Up to $20,000. Call Mrs. Smith at UNIFORCE 646-8300

CUSTOMER SERVICE AGENT
Needed for insurance agency, full time for 4 days a week. Responsibilities include: client contact, follow up, coordination of all the customer service needs for extremely busy successful agent. Previous experience in life insurance business a must. Excellent communication skills necessary for this high profile job. Word perfect, Call Liz 357-2424

DATA ENTRY CLERK
Part time afternoon 3-7pm, for busy congenial physical therapy clinic in Redford. Must have good typing ability, pleasant telephone manner & ability to get along well with people. 937-2001

DATA ENTRY OPENING in Troy office. Duties consist of: Order entry, telephone, filing. Send resume and salary requirements to: P.O. Box 1181, Troy, MI. 48099-1181

DATA ENTRY position for processing of purchase orders, invoicing & inventory. If you computer knowledge includes accounting & word processing skills please call Monica or Jim Sebell. Position will be available June 24th. 313-255-1900

ENTRY LEVEL Office Management Position. Small Detroit business. Excellent for homemaker or retiree. Call, 835-7018

EXECUTIVE assistant for president Don Fisher, Macomb, to $20,000/yr. Call Mrs. Spencer at UNIFORCE- 357-0641

EXECUTIVE ASSISTANT
Farmington Hills area. Must have experience as an Executive Secretary, WordPerfect a must. Shorthand or dictaphone experience helpful. Send resumes to: Karl DeLord, AAB, 6805 W. Central Avenue, Toledo, Ohio, 43617.

EXECUTIVE secretary for prestigious suburban developer. Excellent skills and word processing. Up to $10/hr. Call Mrs Doan at UNIFORCE 357-0037

EXECUTIVE Secretary - To $30,000. Work for CEO of major firm. Top skills needed including shorthand. No suburbs. Exceptional opportunity. Fee paid. Kathy, 772-6760. SNELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Dawson firm is seeking a customer service person for busy department. Must possess excellent telephone and clerical skills to handle heavy client contact. Knowledge of video tape or video communications helpful. Previous PC experience desirable. Must have the ability to work occasional evenings and Saturdays. Competitive salary and benefits. Send resume including salary requirements to:
Human Service, P.O. Box 451, Lathrup Village, MI. 48076

DATA ENTRY
4pm-9pm
9pm-6pm
Starting this location, must type 35wpm. No fee. To apply call
Dawson Service
673-7188
An Equal Opportunity Employer

DATA PROCESSING

Amicare Home Healthcare, a multisite home health organization sponsored by the Sisters of Mercy Health Corporation, is looking for an individual to share in our growth.

Responsibilities for the data process position include receiving and logging data relative to payroll and billing, balancing data, accounting, entering accounts payable invoices into computer system, and generating reports.

The successful candidate must have a high school diploma or GED, computer related college courses with Associate's degree preferred. Demonstrated ability to key and process source documents for billing purposes required. One or two years previous general payroll experience with a large volume data base preferred.

We'll match your skills with a competitive salary and excellent benefits. To apply, please send your resume to:

Human Resources Manager
AMICARE HOME HEALTHCARE
34805 Twelve Mile Rd
Farmington Hills, MI. 48331-3221

Achieving Workforce Diversity through Equal Opportunity/Affirmative Action Employer.

EXECUTIVE SECRETARY
10 yrs minimum. Must be willing to take on Herculian task of working with a fast paced, multi-talented partner in suburban law firm. Excellent benefits, salary. Please call Paula at 357-0000

EXECUTIVE SECRETARY
Secretary needed with WordPerfect experience for large company in the Livonia area. Variety of duties with convenient location, excellent pay. Apply immediately.
ARBOR TEMPS 459-1166

FORECLOSURE CLERK
Mature individual needed to monitor & track foreclosure files. Typing necessary, WordPerfect a plus. Non smoker preferred. Call between 9-12. Debby 540-7751

GENERAL CLERICAL
Part Time

Typing skills 30-35 wpm, providing backup to receptionist. 10:00am - 3:00pm, Mon. - Fri., with possibility of full time in 1991. Previous office experience preferred. $6.00/Hr
Farmington Hills location

Call: 489-3003
An Equal Opportunity Employer

GROWING OFFICE looking for someone who can keep up with variety of jobs. Position consists of, answering phones, wordperfect and knowledge of dictaphone. Full time position, salary negotiable, and benefits. Send resume to: VanLoven Systems, 12864 Farmington Road, Livonia, MI 48150

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
$23,000 No fee
Excellent opportunity with major Southfield firm! Great benefits! Generous raises! Need 85 wpm, typing skills! Advancement!
RBS ASSOCIATES AGY. 540-4130

EXPERIENCED LEGAL Secretary in Farmington Hills area. Must have Excellent salary, future and security.
Call Steve Mark 354-2400

FAST PACED Birmingham law firm needs quick learner to do data entry/legal forms. Experience needed. Excellent benefits. Call Steve Mark 645-2444

GENERAL OFFICE/EXPERIENCED
Farmington Hills. $6 per hour.
Send resumes to: PO Box 2342,
Farmington Hills, MI 48333

GENERAL OFFICE

Non-smoking office in Northwest Oakland County, full or part time. We need an existing person to do a variety of office chores. Call Neal Cain, Mon.-Thurs., 12-5. 357-9500

GENERAL OFFICE

Fast paced Keego Harbor firm, need a person to do a variety of duties. Mature, experienced, detail oriented, customer service. Good typing - communication - organizational skills required. Extensive phone usage. Salary up to $6.50 per hr. Call Carrie, Mon thru Fri, between 10 & 12pm. 683-4800

HUMAN RESOURCES DEPT.
Responsible for workman's comp, EEOC, health insurance, (Provider fact & Lotus 1,2,3) Port Huron area. Long term position. Must have at least 6 month's experience
Troy 689-9660

MGM Services
INSURANCE CO-ORDINATOR

National Real Estate management Co. has immediate opening for a co-ordinate property/casualty and workers compensation insurance. Must have prior experience and the desire to take on more responsibility. Send resume with salary history to the HAYMAN COMPANY:
28345 Northwestern Highway,
CS-5155 Southfield, MI. 48086.
5152 No Phone Call Accepted!

INSURANCE - mature person for Livonia office. Typing, filing, answer phones. 1:30-5:30pm, Mon-Fri. $5 per hour to start, could lead to full time. Reply with experience & qualifications in your own handwriting & submit typing sample to Box 190, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE
Part time, personal lines, CGR, for Bloomfield Hills office. Experience necessary. Leave message 333-8533

JUNIOR SECRETARY - word processing and Lotus, to $8.50/hr
Call Sara at UNIFORCE 646-8500

LEGAL SECRETARY
Experienced. Part/full time. Salary negotiable. Farmington Hills.
Call 9am-3pm 851-8787

Key Punch/c
Data Entry
Operators

Two year assignment working in corporate environment. Data entry using your high production key punchers skills for a conversion project. Work from 3:30 pm to midnight, in the Troy area. Call Kristin to schedule an appointment
362-1180

KELLY
TEMPORARY
SERVICES
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

JAPANESE speaking secretary, international firm, typing, word processing, capable of reading & writing, based executive, benefits, Fee paid

Individual training available on WordPerfect 5.1

Resume Service
LOIS RAY
PERSONNEL
SOUTHFIELD 559-0580

KEYPUNCH
We are now accepting applications for full time, second shift operators at our Livonia office. Call now for an appointment.
INDATA CORP. 422-8002

LEGAL SECRETARY
Full time position for small Birmingham law firm. Telegraph/13 Mile area. Please call 647-8400

LEGAL SECRETARY. Birmingham office. Experience preferred but not necessary. Organizational skills mandatory. Call Carol 647-0404

LEGAL SECRETARY
Southfield defense litigation office. Good environment & benefits. Must be experienced 354-6644

LEGAL SECRETARY
Full or part-time for small Birmingham law firm using WordPerfect 5.1. Must be experienced 433-1414

LEGAL SECRETARY
Part-time for Southfield law firm. WordPerfect 5.0, salary negotiable. Call 354-5490

LEGAL SECRETARY
Troy law firm seeks 2 Legal Secretaries. Word processing and at least 1-2 years legal experience in either corporate/real estate planning or litigation required. Nonsmoker. Send resume to Office Manager: PO Box 99484, Troy, MI 48099.

LEGAL SECRETARY
LITIGATION/CORPORATE
Challenging, fast-paced position available for Secretary with 2+ years legal experience. This is a partner position requiring a high degree of professionalism, ability, outstanding skills. Superior salary/benefits. Call Arthur Thomas Executive Search, 355-4140

LEGAL
SECRETARY
TO $20,000
FEE PAID
Delightful suburban Detroit attorneys office offers a great opportunity for an energetic experienced Legal Secretary. Call Mary-Pat at 851-3980.
SNELLING PERSONNEL SERVICES

MORTGAGE CLOSER
Established Birmingham mortgage company seeks Mortgage Closer experienced in FHA/VA/conventional closing. Salary commensurate with experience. Contact Nancy at 433-3300

LEGAL
SECRETARY
TO $25,000
Litigation or medical malpractice experience needed for well known suburban firm. Lots of variety. Pleasant professional environment. Great benefits. Fee paid. Call Kathy, 772-6760.
SNELLING PERSONNEL SERVICES

MC DONALD RENTAL is an expanding organization in the car/truck/van rental business. We are now taking applications for full time experienced rental agents for our Northville, Garden City, Inkster & Detroit locations. Major benefits, paid vacations, opportunity for advancement. Send resume or apply at 17000 Northville Rd Northville, MI 48167

MORTGAGE ORIGINATOR
Lambrecht Company has openings for Loan Officer positions in Wayne & Oakland counties. For a confidential interview, call Ann Marie at 14800 Farmington Rd., Suite 103, Livonia, MI., 48154, or call Manager at 425-6330

504 Help Wanted Office-Clerical

LEASING AGENT
Full time position available at our luxury apartment community. We are in search of a sharp, enthusiastic individual to utilize our expertise and assist with clerical duties. Experienced preferred, however will train. Apply in person on June 19, 1991 from 9:00am-5:00pm, at Cranbrook Centre Apartments located on the west side of Southfield Rd. at 12½ Mile Road.
No calls please!

LEGAL SECRETARY - experience for Farmington Hills law firm. Pleasant working conditions, non smoking office. Must have experience in word processing. Salary commensurate with experience. 488-1444

LEGAL SECRETARY, experienced with personal injury and probate litigation and sought by Dearborn area law firm. Word processing necessary. Excellent salary & benefits. Call Joan or Holly. 271-2100

LEGAL SECRETARY - part time. Experienced with word processing skills for Southfield sole practitioner. 357-7778

LEGAL
SECRETARY
Immediate openings at top suburban firms. $20-25,000. Fee paid by employer, when you have experience required. Call 644-4600 for immediate appointment.
SNELLING PERSONNEL SERVICES

MGM SERVICES
Clerical division has immediate openings for:
- Clerk Typist (45wpm +)
- Word Processors
(Wordperfect 5.0, Lotus 1,2,3)
- Executive Secretaries & general Clerical

TROY 689-9660
LIVONIA 474-7764

MORTGAGE PROCESSOR
Established Birmingham mortgage company seeks Processor experienced in FHA/VA/conventional processing. Salary commensurate with experience. Contact Nancy at 433-3300

MOTIVATED SELF STARTER
Wanted for very busy Mortgaging Servicing Dept. in the airport/Taylor Industrial area. Must be willing to work some overtime during the tax season. Please submit resume to Republic Bancorp Mortgage Inc. PO Box 3088, Farmington Hills, MI. 48333. Attn. FRANCES BRANCART

OFFICE CLERICAL
Nord area, temporary, 6-10 weeks. Filing, typing, data processing, receptionist. Computer experience helpful. Please call Nori at 549-4100
An Equal Opportunity Employer

OFFICE HELP PART TIME
Small Detroit area based developmental office person to handle typing, filing, phones. Approx. 5&7hr. hours 8am-1pm Mon-Fri. Accepting applications for interviews at Erastmun 25480 Nord Rd. Nord. M48375. Mon., Tues, Wed, week of 6/17. No calls, please.

OFFICE - Part time 24-30 hours per week. General office experience. Farmington area. Call 9am-5pm 477-7182

OFFICE PERSON - part time leading into full for insurance repair company. Must have 3 years experience, good phone manners & good typing skills. Salary negotiable. 535-1980

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RECEPTIONIST
Light typing, data entry training $4.50/hour. No medical benefits. 9 Mile/Southfield area. 559-6729

RECEPTIONIST
Experience necessary
Call 464-7074
ETD Temporary Service

RECEPTIONIST - part time for Garden City real estate office. Good phone & typing skills, alternate eves. & weekends. Bob Castelli 525-7900

RECEPTIONIST - Experienced Bookkeeper or clerical. Send resume and salary requirements to: Receptionist, P. O. Box 546, Lathrup Village, MI., 48076 Att Controller.

RECEPTIONISTS
Several openings. Full-time, good enviga. 30-40 wpm. Some jobs Typing not required

ARBOR TEMPS. 459-1166

504 Help Wanted Office-Clerical

OFFICE MANAGER for Plymouth Independent agency, specialized gastrointestinal skills, ability to track work flow, basic personnel skills, & computer literacy all required. Pleasant environment & fascinating work.
455-1299

PARALEGAL: With WordProcessing skills, needed part-time, Mon, Wed, Fri, in Bankruptcy Dept. of Troy Law Firm. Salary commensurate with skills and experience. Please call Margaret at. 524-2870

PART TIME SECRETARY
Will train.
Must have good typing skills.
423-1050

PAYROLL
Ann Arbor based health care management company is seeking a Senior Payroll Coordinator. Qualified candidates must have 2-3 years experience in all phases of payroll processing including payroll tax reporting. Excellent keyboarding ability to process high volume of payroll weekly, familiarity of Lotus 1-2-3 are highly desirable. We offer a competitive salary and fringe benefits. Send resume and salary history to:

Human Resources/LH
P.O. Box 5626
Ann Arbor, MI 48107
An Equal Opportunity Employer

Personnel Dept.
Must be experienced interviewing clerical positions. Duties are interference checking & hiring applicants. Salaried position. Part time area. Should have 6 months experience long term.
TROY 689-9660

MGM Services
MATURE EXPERIENCED
RECEPTIONIST
needed for busy Troy Law Firm.
Call - 649-0211

RECEPTIONIST - For Southfield CPA firm. Typing & filing experience required. Excellent opportunity & benefits. 354-4044

RECEPTIONIST/OFFICE Clerical for insurance agency in Farmington Hills. Good typing & phone skills a must. Call Ann 851-2250

RECEPTIONIST/TYPIST
Part time, 25hrs. Flex 7am-5pm. Growing Rochester Hills Corp
853-7444

RECEPTIONIST/receptionist operator with multi-line Rolm experience needed for major downtown manufacturer. To apply, Call Rachel at UNIFORCE 357-0448

RECEPTIONIST - Do you have what it takes to join our modern, professional practice in the Southfield area? Please send resume to P.O. Box 514, Clawson MI 48017

RECEPTIONIST for market research firm. Some typing experience a must, typing 50 wpm. Resume to: Receptionist, 20300 W 12 Mile, Suite 102, Southfield MI 48076

RECEPTIONIST - responsible for answering telephone, greeting clients, word processing, copying, etc. Send resume & salary requirements to: Receptionist, PO Box 9073, Farmington Hills MI 48333

RECEPTIONIST
Light typing, data entry training $4.50/hour. No medical benefits. 9 Mile/Southfield area. 559-6729

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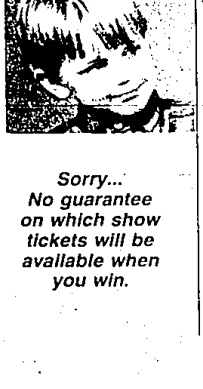

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