## 502 Help Wanted Dental-Medical

**LPN**
**Full time - Afternoon**
Part time Midnight
New Starting Rate
NIGHTINGALE WEST
43663 Nevelgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

MEDICAL ASSISTANT
For family practice in Plymouth. Approx 30 hours/week. No weekends. Experience preferred. 420-4400

MEDICAL ASSISTANT - part time, experienced blood draw, injections, immunizations, autoclave. Please call after 3 PM. 644-0873

**MEDICAL ASSISTANT & MEDICAL RECEPTIONIST**
For Birmingham dermatology office. Full & part time, benefits. 540-8100

MEDICAL ASSISTANT
Must be willing to work as part of a team & learn all phases of a medical office. Square Lake & Woodward area. 681-3154 after 7pm.

MEDICAL ASSISTANTS - at least 1 yr. experience. Benefits package available. Hospital clinics located in Southfield, Detroit, Down River & Livonia. Seven to eight dollars to start depending on experience. Call Melinda, Tempro Medical, 443-5590

MEDICAL ASSISTANT, LPN OR RN for busy W Bloomfield Eye Care practice. Previous allergy injection experience helpful. 2-3 days per week. Send resume to Box 258 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

**MEDICAL ASSISTANT**
**Experienced. East side practice. Some evenings hours.**
**DAVIS-SMITH**
MEDICAL PERSONNEL SERVICE
354-4100

MEDICAL BILLER for Cardiology/Radiology office in Farmington Hills. We need a take charge leader with collection experience, excellent wage and benefits. 737-9350

MEDICAL BILLER NEEDED - experienced, full time, competitive wages and benefits. Send resume to: Livonia Family Physicians, 37799 Professional Center Dr., Suite 105, Livonia, MI 48154. Attn: Billing

**MEDICAL BILLER**
Immediate position. Pleasant atmosphere. Good benefits. Experience a must! Competitive salary, fee paid. Call Lynn, 464-0909.
SNELLING PERSONNEL SERVICES

MEDICAL BILLER
Rehabilitation agency seeks a medical biller to be responsible for Medicare, Medicaid, Blue Cross & commercial billing. Individual to have 2-3 yrs. experience with ub/ub/ub claims, follow up, collections and verifying insurance. Please send resume and salary history to:
Rehabilitation Institute
30100 Telegraph, Suite 420
Birmingham, MI 48010
Attn: Controller

**MEDICAL POSITIONS**
Full and part time. Located throughout the Metro Detroit area. Don't miss out, take a look at what we've got. Salaries from $12,480 - $30,000. All fees paid by company. If you have at least 6 months experience in an office setting as an RN/LPN (Medical Assistant, biller or file captioner) and need a change of pace, call today at 399-3450.
SNELLING PERSONNEL SERVICES

MEDICAL RECEPTIONIST - Front desk, ophthamology experience preferred. Multi-doctor office. Physicians office. Please ask for Denise. 476-1037

MEDICAL TECHNOLOGIST
Registered. Part time days. Busy clinic in Livonia. Call Sheila
Mon-Fri, 10am-3pm 476-4724

MEDICAL TRANSCRIPTIONISTS
Must have medical exp. Southfield, Garden City, and Detroit locations. $8-$11 depending on specialty & experience. Part time or full time. Tempro Medical, Tracy, 443-5590

**MEDICAL TRANSCRIPTIONIST**
Prestigious practice in beautiful new Farmington Hills office. $10,000, salary review in 60 days, great benefits. For details call Millie Monforte
HARPER ASSOCIATES 932-1170

## 502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Doctor's office in Southfield has opening for Receptionist with some typing & computer knowledge, 4 day/week schedule. Salary commensurate with experience. Call Dolores, 9am-4pm. 313-354-4450

MEDICAL TECHNICIAN - ULTRASOUND TECHNOLOGIST needed immediately for part time position in Berkley area. Must have minimum of one year's direct experience with all aspects of ultrasound examination. Experience in other areas of Radiology Department a plus. Excellent Pay. Call for appointment. 557-0222

MEDICAL TRANSCRIPTIONIST
part time days for busy internal medicine office in Berkley. Good skills a must. 541-2512

MEDICAL RECEPTIONIST
Full time/permanent
for busy Troy practice.
Immediate. 689-5186

MULTI-DOCTOR PRACTICE in Farmington Hills seeking 3rd party biller with 2-3 years experience. Possible candidate will be motivated self-starter with good communication skills. Please send resume to Box 242, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NURSE
RN or LPN full-time, 3-11 shift. LTC facility that is known for providing quality care. Experience preferred. Must be able to accept responsibility & manage a nursing unit. Blue cross/Blueshield insurance, sick days, holidays, vacation, scholarship program, pleasant atmosphere. Call Diane or Sue at Peachwood Inn. 852-7800

**Occupational Nurses RNs**
Occupational nursing is an interesting, pleasant change from the burnout you may be experiencing. We can offer positions with the Big 3 in Pontiac, Milford and Detroit including flexible schedules and good pay. Two immediate long term afternoon positions in Lake Orion area. Several part time positions available through October. Please call Betty on Tues., Wed. or Thur.!

**ENTECH SERVICES, INC.**
**377-4980**

OPHTHALMIC TECHNICIAN
Experienced. Outgoing personality. For friendly office in Troy. 649-3533

OPHTHALMIC TECHNICIAN
Needed for busy Ophthalmologist office in Southfield. 1 year experience necessary. Salary based upon experience. Call Paula at 350-1130

**PARAMEDIC**
Immediate positions available to work in the Emergency Department.
FULL TIME: 12 hour day shift
PART TIME: All shifts available
CONTINGENT: As needed
Minimum 1 year experience, AEMT Licensure and ACLS are required. Apply at our Employment Office Mon, thru Fri., 8am-12noon.
**PROVIDENCE**
Hospital and Medical Centers
15001 W. Nine Mile Road
Southfield, MI. 48075
An Equal Opportunity Employer

PATIENT ACCOUNT REPRESENTATIVE
Our expanding Internal Medicine private practice is actively recruiting for an experienced Patient Account Representative to work full time (Mon. - Fri.). Previous experience in medical billing, status inquiry and collection procedures preferred. Excellent salary and benefits package. Please send resume to: IMCG
29080 Grand River, Suite 300
Farmington Hills, MI 48336
Attention: Billing Manager

PATIENT ACCOUNT REPRESENTATIVE
Full-time position available. 1-2 years experience in collections required. Interested applicants should send resumes to: L. Kurth

DMC Health Care Centers
Woodland
41935 W. 12 Mile Rd
Novi, MI., 48377

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

## 502 Help Wanted Dental-Medical

OPTOMETRIC ASSISTANT
Plymouth, Cheerful charitable assistant. Ordering, frame styling. Hand written resume to: box 290 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

**PHARMACIST**
**On-Call**
Home Nutritional Services seeks a licensed pharmacist with 1-3 years experience as a hospital pharmacist and a minimum of 6 months experience in home infusion therapies.
For immediate consideration call Mike LaBlanda at (313) 489-8840 BETWEEN 10am and 7pm ONLY.
Or, send your resume to HNS, 27200 Haggerty Rd., Suite B-1, Farmington Hills, MI 48331
An Equal Opportunity Employer
**HNS**
Home Nutritional Services

PHLEBOTOMISTS
NHL is seeking Phlebotomists with a minimum 2 years experience. Successful candidate must be reliable, able to work independently and must have dependable transportation. This Part-time position is needed for our East Jefferson Drawing Stations. For immediate consideration please send resume to or apply at:
National Health Laboratories
13250 Northend
Oak Park, MI. 48237
NO PHONE CALLS PLEASE
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

PHLEBOTOMISTS
NHL is seeking Phlebotomists with a minimum 2 years experience. Successful candidate must be reliable, able to work independently and must have dependable transportation. The "On-Call" position is needed for vacation and sick time coverage for our Livonia and Wayne Drawing Stations. For immediate consideration please send resume to or apply at:
National Health Laboratories
13250 Northend
Oak Park, MI. 48237
NO PHONE CALLS PLEASE
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

PHYSICAL THERAPISTS
Full time & part time. Flexible hours. Well equipped out-patient physical therapy private practice in Canton. Will consider recent graduates. Salary and benefits negotiable. For interview appointment, 981-2100.

PRESBYTERIAN VILLAGE - of Redford now accepting applications for Certified Medication Aides for the PM and midnight shifts. Full time & part time positions available. 17383 Garfield, Redford. For more information contact Marilyn. 531-7200

PSYCHIATRIC RN
Full time staff RN and charge RN for adolescent unit PM shift. Adolescent & substance abuse experience preferred. Contact Cindy, 474-3300 Andrew Center, Livonia.

RECEPTIONIST for Farmington Hills Pediatrician, part time, 20 plus hours, M,T,Th or computer experience preferred. 855-4145

REGISTERED X-RAY Technologist
Part-time for Neurological Practice. Birmingham area.
Call 647-4425

**RN/LPN**
Consider becoming part of the largest providers of quality care in Michigan. Four Chaplains Convalescent Center has positions available for nursing professionals to join our health care team.
• RN - full & part time, Day Shift.
• LPN - part time, Midnight Shift.
We offer an excellent salary, insurance benefits and a pleasant working environment. For immediate consideration, please apply in person or call:
**FOUR CHAPLAINS CONVALESCENT CENTER**
28349 Joy Rd.
Westland, MI 48185
(313) 261-9500
An Equal Opportunity Employer

RN, LPN OR CNA
Are you the best? If you are an RN, LPN or CNA prove yourself as an active & caring member of our new Alzheimer unit in W. Bloomfield. All shifts available. For information call Linda Pesha Mon thru Fri, 8:30-5pm. 661-1700

## 502 Help Wanted Dental-Medical

RECEPTIONIST/BILLER
Full time for busy Farmington Hills Allergist. MBS experience preferred. 851-6637

RECEPTIONIST: looking for a long term part time morning worker. 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 Orthopedic office. 27537 Joy Road, ½ block W. of Inkster road. 522-6501

**RESTORATIVE AIDE**
Part-time, training available
Apply in person:
Bishop Park
16240 West 12 Mile Road
Southfield, MI 48076
An Equal Opportunity Employer

RN
Full-time position available in Oncology. Experience not necessary. Monday - Friday, 8-5. Interested applicants may call 536-4700.

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

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

RN
for busy Pediatric office in W. Bloomfield - part time, 5 days week. Call Nancy 855-7510

RN/LPN
Come in and join our fine staff in caring for the frail elderly. Part time afternoons and midnites available. Apply in person:
Middlebelt Nursing Center
14900 Middlebelt Road
Livonia, MI 48154

RN/LPN/CNA
Immediate openings for qualified persons 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 - LPN or Medical Assistant needed for Allergy office in Livonia. 15 hrs. a week average. Training provided. 651-0657

**RN'S & LPN'S**
**for supplemental staffing**
Assignments in western Wayne county suburbs. Competitive pay. Flexible hours. Openings in orientation classes for qualified candidates. To apply call Carol Kerry:
**981-6829**

RN's - LPN's
Glacier Hills Nursing Center, a 163 bed skilled facility, is accepting applications for part time and full time Licensed Nurses with recent clinical experience. A commitment to excellent nursing care of the geriatric patient is required. Mail resumes to Wanda Lynn, Director of Nursing, 1200 Earhart Rd., Ann Arbor, MI 48105

**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 Felosak, RN. 522-1444**

**RN'S**
West Bloomfield

Henry Ford Health System, with an international reputation for excellence and innovation in health care, currently has openings for RN's in the following areas:

GASTROENTEROLOGY CLINIC

Part time with benefits days, previous experience in gastroenterology preferred.

EMERGENCY ROOM

Previous emergency room or critical care experience preferred.

If interested, please send resume to:

**HENRY FORD HEALTH SYSTEM**
Nursing Employment
Clara Ford Pavilion, 2nd Floor
2799 West Grand Blvd.
Detroit, MI 48202
An Equal Opportunity
Affirmative Action Employer

X-RAY TECH
Full time. No holidays or Sundays. Pay commensurate with experience. Benefits. Call Colleen. 645-3600

## 502 Help Wanted Dental-Medical

RN
**MEDICAL SURGICAL RN OPPORTUNITIES**
Be a part of the Healing Force of Oakland County at St. Joseph Mercy Hospital...Join our progressive and professional nursing team. Opportunities are available for Charge Nurses and RN's working 8-hour or 12-hour shifts. Excellent pay and benefits including a NEW PAID TIME OFF PROGRAM. For further information please call Nurse Recruitment at 858-3067 or apply in person at:
**ST. JOSEPH MERCY HOSPITAL**
900 Woodward
Pontiac, MI 48341-2985
Achieving excellence in quality through affirmative action/equal opportunity employer.

**RN'S**
ASSISTANT
DIRECTOR OF NURSING
Cambridge West Nursing Care Center is looking for a high energy individual with strong supervisory skills and demonstrated knowledge of long term care procedures and OBRA. Implementation of Cambridge West it you have these skills and believe that hard work and fun are a winning combination. Send resume to Chris Considine, RN, DON, 18633 Beech Daly, Redford, MI 48240
An Equal Opportunity Employer

RN's & LPN's
Join the leader in private duty home health care. Work for the only U of M affiliated home health care agency.
Call VISITING CARE Today!
Ann Arbor 313-930-0050
Brighton 313-229-2310
Northville 313-344-0234

**RN's - $20/HOUR**
West Bloomfield Nursing and Convalescent Center, located in Drake, has immediate openings for RN's on afternoon shift. $19.00 per hour to $20.00. For details, call Mrs. Mancuso or Mrs. Sudnick, 661-1600

SPEECH PATHOLOGIST - Temporary full or part time positions in Oakland & Wayne Counties. Professional independence, hassle-free environment, 2 yrs. experience preferred, CCC required. Contact Mary Carole Hearing, 0 Rt. 4, 968-5300. Renaissance Home Health Care.

## 504 Help Wanted Office-Clerical

ACCOUNTING AIDE NEEDED
Mature and organized individual able to work independently and under pressure. Experience preferred. Good typing skill. Full phone skills required. Full time. $7 an hour plus benefits. Send resume to: Attn: Pat, 27790 Novi Rd., Suite 250, Novi, MI., 48377

ACCOUNTING
Immediate opening for Accounting Assistant in Large insurance agency. Computer experience necessary.
IPB
No Fee 637-6695
An Equal Opportunity Employer

ACCOUNTING CLERK
SPREADSHEETS
Major corporation seeks experience with spreadsheets for Clerk position. Full benefits package. Salary $18,000-$20,000 per annum. Contact Ann Marie Cull Arthur Thomas Executive Search. 352-4140

ACCOUNTS PAYABLE CLERK
2-3 years accounts payable experience, high school diploma, some college business course preferred. General office skills including: 10 key-by-ten data entry & Lotus 123 PC experience. Accounts payable experience including matching & coding inventory invoices for payment, preparing transactions, statement reconciliations & month-end inventory accruals. Send resume with salary requirements to: Personnel Department, 2741 Elk, Troy, MI 48083

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

## 504 Help Wanted Office-Clerical

ACCOUNTING/ADMINISTRATION
Full time position for Farmington Hills Allergist. Receptionist, Accounts Receivable and Accounts Payable. Must have experience or degree in accounting and administration, ability to handle people grievances, willing to work overtime and Saturdays, desirous to be a manager but willing to be a clerk. If you are interested in lively fast-paced, high-pressured, visible and rewarding job, join our career team by applying to:
Accounting Manager
PO Box 250
Plymouth, MI 48170

ACCOUNTING ASSISTANT
Troy firm is seeking an individual for entry level accounting position. The successful candidate will have receivable/billing experience, accuracy typing ability and telephone experience. Good organizational skills a must. Good computer skills are helpful, self-starter. Salary and full benefit package. Send qualifications to: Accounting Assistant, P.O. Box 451, Lathrup Village, MI 48076
An Equal Opportunity Employer

ACCOUNTING
A small manufacturing firm is seeking experienced accounting personnel to assume responsibility for accounts receivable, person will be responsible for talking with vendors and calling customers along with the daily accounting duties that is necessary. Must have computer knowledge and be able to juggle many tasks at once. Send resume to:
14555 Jib Street
Plymouth, MI 48170

ACCOUNTING CLERK - Immediate hire. Approximately 25-30 hrs /wk. Accounting office experience. Douglas Douglas 642-6250

ACCOUNTS PAYABLE/ GENERAL OFFICE
Livonia based distributor of janitorial supplies seeks self motivated beginner for busy office. Duties include accounts payable/ledger, answering phones, light typing & word processing. Minimum 1 yr. experience in general office work. *Qualified candidates send resumes to:*
13110 Hubbard Rd., Livonia, MI. 48150 Attn: Mrs. Lewis.

ACCOUNTS PAYABLE CLERK
2 days per week for non-smoking Livonia office
Call Mary Ann 476-1735

ADMINISTRATIVE ASSISTANT
MERRILL LYNCH, ROCHESTER
Full time entry level position requires general office skills and organization. If you are cheerful, possess a positive attitude and have a desire to work in a team environment, this position may be for you. Please send resume and salary history to: Box 250, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

BOOKKEEPER/RECEPTIONIST
Part time for Southfield law firm. Experience & computer skills required. Non-smoking office. 358-5353

BOOKKEEPING ASSISTANT for insurance agency. Must be able, including computer data entry, typing, telephone work. Part-time position. Southfield location. 355-4400

**CAREERS!!**
GENERAL SECRETARY $17,000
2 years experience, Lotus & 5.1 a must.
OFFICE SUPPORT $18,000
Fast paced, inventory control/customer service. Must have data entry experience.
AUTOMOTIVE SECRETARY $19,000
Fortune 500 firm, phone skills, excellent word processing skills.
PERSONAL LINE REP. $20,000
Minimum 1 year experience in commercial or personal line.
MARKETING SECRETARY $23,500
Sr. secretary for a major firm. Must have shorthand & Mac.
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

## 504 Help Wanted Office-Clerical

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

ADMINISTRATIVE
A small manufacturing firm is seeking an enthusiastic, hardworking person who is able to juggle many tasks at once. This person will lend administrative support to our sales team and be responsible for maintaining the computer data base. Must have computer knowledge, prefer WordPerfect experience. Send resume to:
14555 Jib Street
Plymouth, MI 48170

ADMINISTRATIVE ASSISTANT
Birmingham Development firm has challenging opportunity for individual with excellent WordPerfect and dictaphone skills. Strong organizational aptitude and attention to detail a must. Growth potential with Assistant Property Manager responsibilities. Send resume stating salary requirements: Personnel Director, 250 Martin Street, Suite 200, Birmingham, MI 48009-3383

ADMINISTRATIVE SECRETARY
Local Government needs an experienced professional secretary to act as "right hand person" to administrative staff. Must be proficient in Word Perfect and possess good clerical skills. Excellent salary and benefits. Non-smoker only. Send resume: Patrick Sullivan, Assistant to Manager, Village of Beverly Hills, 18500 West Thirteen Mile Rd., Birmingham, MI 48009

ADVERTISING inside sales. Handling large volume of incoming phone calls, must type 45wpm. Above average salary. Full medical & fringe benefits, profit sharing & life insurance. Nice local office 476-7353

**AUTO DEALERSHIP**
Plymouth Dealership has immediate opening for Clerical & Switchboard positions. Experience in any phase of auto dealership accounting preferred. Please apply: 40475 Ann Arbor Road or call Barbara 453-7500

AUTOMOTIVE BOOKKEEPER
*Large metro Detroit car dealer has* immediate opening for an experienced bookkeeper. If you are experienced in accounts payable, job costing, scheduling purification, we would like to hear from you. This position requires previous dealership experience. No others will be considered. Call for appointment:
534-1400

BILLING/CLERICAL
Large Ad Agency has an entry level billing/clerical position available. Candidates should have previous work experience with knowledge of DisplayWrite 4 and Lotus 1-2-3 helpful. Please send resume and salary history to: Box 250, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

BOOKKEEPER/RECEPTIONIST
Part time for Southfield law firm. Experience & computer skills required. Non-smoking office. 358-5353

BOOKKEEPING ASSISTANT for insurance agency. Must be able, including computer data entry, typing, telephone work. Part-time position. Southfield location. 355-4400

**CAREERS!!**
GENERAL SECRETARY $17,000
2 years experience, Lotus & 5.1 a must.
OFFICE SUPPORT $18,000
Fast paced, inventory control/customer service. Must have data entry experience.
AUTOMOTIVE SECRETARY $19,000
Fortune 500 firm, phone skills, excellent word processing skills.
PERSONAL LINE REP. $20,000
Minimum 1 year experience in commercial or personal line.
MARKETING SECRETARY $23,500
Sr. secretary for a major firm. Must have shorthand & Mac.
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

## 504 Help Wanted Office-Clerical

BOOKKEEPER/ ADMINISTRATIVE ASSISTANT
Our position requires that you know WordPerfect 5.0 or 5.1, Platinum experience a plus. This is a full time position for a Troy consulting firm. Interested candidates please send resume to:
QUAD COUNTY
370 Kirts Blvd., Box 231
Troy, MI., 48084
Attention: Dorothy

BOOKKEEPER
Dynamic growth oriented technology company seeks an experienced full charge bookkeeper through the general ledger. ADP Payroll, Accounts Receivable/Payable, credit & collections. Computer literacy a must. No phone calls please. Mail resume to: Multi-Art Scientific Coatings, 1064 Chicago Road, Troy, MI 48083 Attn: Mark

BOOKKEEPER
For small growing wholesale distributor. Must be computer literate, organized, flexible & interested in advancement. Salary & benefits.
Call Mr. Fleischer 357-4500

BOOKKEEPER
North Oakland County Real Estate management firm has immediate opening for an entry level Accounts Payable Clerk. Responsibilities include data entry, checking invoices, coding bills, filing and special projects. Typing 10 key and CRT experience required. Call Joanie Peets after 3pm to schedule an interview.
851-8600 ext. 109
An Equal Opportunity Employer

DATA ENTRY, light bookkeeping experience. Call Personnel Inventory Resume Denise, 231 W. 9 Mile Rd., Ferndale, MI 48220 541-8404

DATA ENTRY operator, 9000 keystrokes for growing national insurance user. Earn $6/hr start. Call Dana at UNIFORCE 357-0636

**DATA ENTRY**
**$8.00 PER HOUR**
Full time position open in our telemarketing department for hard-working individual with minimum 3 months clerical experience needed. You must have excellent proven typing skills & enjoy working in a quick paced environment.
Call now for an immediate interview
FITNESS USA HEALTH SPAS
737-7800

DELIVERY PERSON TRUCK
To type and deliver closing documents for our Livonia office. Typing speed and math skills required. Send resume to: Great Lakes Title, 17187 West Park Dr. Livonia MI 48152

ENGINEERING CLERK
ITT Hancock, a division of ITT Automotive is seeking a self-starting professional to join our Engineering department. Minimum requirements include: two years technical secretarial/clerical experience with manufacturing industry, typing, word processing and spreadsheet software knowledge, knowledge automotive industry experience is preferred. This full time position is accompanied by competitive salary and an excellent benefits package. Please forward resume with salary requirements to
Employment Representative/LJB
ITT HANCOCK
300 Rochester Hills
Auburn Hills MI. 48321-7016
Equal Opportunity Employer
M/F/H/V

EXCELLENT OPPORTUNITY
Clerk typist. Experienced in setting personal injury claims. Non smoking environment. Call Personal insurance claims for Ann Arbor.
Call 994-8400

EXECUTIVE secretary with WP 5.1 or DW 4 for Fortune 500 high tech firm. Up to $20,000/yr. Call Mrs. Smith at UNIFORCE 649-8500

EXECUTIVE SECRETARY - for suburban construction company. Word Perfect and Lotus. Up to $10/hr. Call Mrs Sloan at UNIFORCE 357-0037

**EXECUTIVE SECRETARY**
**$22,500**
A variety of responsibilities await you as the right hand person for a Director of this corporate headquarters! Minimum 4 years experience and shorthand skills required! Fantastic benefits. Text at 464-0909
SNELLING PERSONNEL SERVICES

FAST PACED Birmingham law firm needs secretary/typist with experience. Full time, good benefits.
Call Diane Muller 645-2444

FAST PACED Birmingham law firm needs secretary/typist with experience. Full time, good benefits.
Call Diane Muller 645-2444

SMALL CONSTRUCTION FIRM Needs a pleasant self motivator to do general office. Must type 50 PO wpm, bookkeeping knowledge. Accounts Payable/Receivable & payroll plus. Send personal & confidential resume to P.O Box 21741, Detroit, MI 48221 Attn: Mrs Hix. Please include desired salary. $7-hourly, before you send resume information

GENERAL OFFICE HELP
Part time for non smoking Farmington Hills office. Start mornings. Call 10am-4pm 478-6333

GENERAL OFFICE CLERK
Immediate opening. Full time. Typing experience required.
Call Diane 649-7206

GENERAL OFFICE - PART TIME
Hours 11am-5pm daily. Typing. Filing. Computer, phones, light accounting. 10 Mile/Grand River area. Call for appointment 476-0779

GENERAL SECRETARY for order dept at life insurance company in Birmingham. Typing required. Call 540-1833

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

INTERSTATE TRANSPORTATION Company seeking person experienced phone report, math, typing and computer experience. Full time immediate opening, good benefits. Send resume to 41555 Corporate Canton, MI 48187

JUNIOR SECRETARY - word processing and Lotus To $8.50/hr
Call Sarah at UNIFORCE 649-8901

EXPERIENCED Legal secretary in litigation and executive duties. Excellent salary, future and benefits.
Call 557-7500

LEGAL ASSISTANT With experience needed for small Birmingham Law firm specializing in Real Estate & Commercial Litigation. Salary commensurate with experience. Send resume to Box 268
Observer & Eccentric Newspapers
36251 Schoolcraft Rd Livonia
Michigan 48150

**LEGAL SECRETARIES**
Temporary & Permanent openings
**CROSSMATCH PERSONNEL**
25100 Evergreen Ste 212
Southfield Mi., 48075
Call Sandy or Agnes 353-7555

LEGAL SECRETARIES
CIRCLE THIS AD

| | |
|---|---|
| 5 years litigation | $25,600 |
| 3-5 years litigation | To $25,000 |
| Medical Malpractice | $24,000 |
| General Legal Experience | $23,000 |
| Personal injury | $22,000 |
| Product liability | $22,000 |

These positions are with well known suburban firms. All offer outstanding benefits. All fees are employer paid. Call 772-8780
SNELLING PERSONNEL SERVICES
Evening/Sat. Appt. Available

## 504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Clarkson firm is seeking a customer service person to query department. Must possess a pleasant telephone and clerical skills to handle heavy client contact. Knowledge of video equipment and video production industry helpful. Previous PC experience desirable. M-F hours are 9am-5pm to work occasional evenings and Saturdays. Excellent salary and benefits package. Send resumes including salary requirements to:
Customer Service, P.O. Box 451, Lathrup Village, MI. 48076

CUSTOMER SERVICE/ ORDER ENTRY
For Bloomfield Hills medical distributor. Personal respiratory equipment, a self motivated, with computer knowledge. Excellent phone communication, typing, and math skills. Individual must have prior nursing and strong attention skills. Excellent opportunities for advancement in the department. Bene. dumps with salary requirements to: PO box 7037, Bloomfield Hills, MI 48302
An Equal Opportunity Employer

CUSTOMER SERVICE
A Walled Lake/Novi area service company has a full time entry level opening for Customer Service - Customer contacts & assorted other office functions. Opportunity for advancement. Call 347-1466

**DATA ENTRY CLERK**
Village Green Management Company, a leader in Apartment Community management firm headquartered in Farmington Hills, has an opportunity for an entry level Accounts Payable Word Perfect. Responsibilities include data entry, checking invoices, coding bills, filing and special projects. Typing 10 key and CRT experience required. Call Joanie Peets after 3pm to schedule an interview.
851-8600 ext. 109
An Equal Opportunity Employer

DATA ENTRY, light bookkeeping experience. Call Personnel Inventory Resume Denise, 231 W. 9 Mile Rd., Ferndale, MI 48220 541-8404

DATA ENTRY operator, 9000 keystrokes for growing national insurance user. Earn $6/hr start. Call Dana at UNIFORCE 357-0636

**DATA ENTRY**
**$8.00 PER HOUR**
Full time position open in our telemarketing department for hard-working individual with minimum 3 months clerical experience needed. You must have excellent proven typing skills & enjoy working in a quick paced environment.
Call now for an immediate interview
FITNESS USA HEALTH SPAS
737-7800

DELIVERY PERSON TRUCK
To type and deliver closing documents for our Livonia office. Typing speed and math skills required. Send resume to: Great Lakes Title, 17187 West Park Dr. Livonia MI 48152

ENGINEERING CLERK
ITT Hancock, a division of ITT Automotive is seeking a self-starting professional to join our Engineering department. Minimum requirements include: two years technical secretarial/clerical experience with manufacturing industry, typing, word processing and spreadsheet software knowledge, knowledge automotive industry experience is preferred. This full time position is accompanied by competitive salary and an excellent benefits package. Please forward resume with salary requirements to
Employment Representative/LJB
ITT HANCOCK
300 Rochester Hills
Auburn Hills MI. 48321-7016
Equal Opportunity Employer
M/F/H/V

EXCELLENT OPPORTUNITY
Clerk typist. Experienced in setting personal injury claims. Non smoking environment. Call Personal insurance claims for Ann Arbor.
Call 994-8400

EXECUTIVE secretary with WP 5.1 or DW 4 for Fortune 500 high tech firm. Up to $20,000/yr. Call Mrs. Smith at UNIFORCE 649-8500

EXECUTIVE SECRETARY - for suburban construction company. Word Perfect and Lotus. Up to $10/hr. Call Mrs Sloan at UNIFORCE 357-0037

**EXECUTIVE SECRETARY**
**$22,500**
A variety of responsibilities await you as the right hand person for a Director of this corporate headquarters! Minimum 4 years experience and shorthand skills required! Fantastic benefits. Text at 464-0909
SNELLING PERSONNEL SERVICES

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

FAST PACED Birmingham law firm needs secretary/typist with experience. Full time, good benefits.
Call Steve Muller 645-2444

SMALL CONSTRUCTION FIRM Needs a pleasant self motivator to do general office. Must type 50 PO wpm, bookkeeping knowledge. Accounts Payable/Receivable & payroll plus. Send personal & confidential resume to P.O Box 21741, Detroit, MI 48221 Attn: Mrs Hix. Please include desired salary. $7-hourly, before you send resume information

GENERAL OFFICE HELP
Part time for non smoking Farmington Hills office. Start mornings. Call 10am-4pm 478-6333

GENERAL OFFICE CLERK
Immediate opening. Full time. Typing experience required.
Call Diane 649-7206

GENERAL OFFICE - PART TIME
Hours 11am-5pm daily. Typing. Filing. Computer, phones, light accounting. 10 Mile/Grand River area. Call for appointment 476-0779

GENERAL SECRETARY for order dept at life insurance company in Birmingham. Typing required. Call 540-1833

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

INTERSTATE TRANSPORTATION Company seeking person experienced phone report, math, typing and computer experience. Full time immediate opening, good benefits. Send resume to 41555 Corporate Canton, MI 48187

JUNIOR SECRETARY - word processing and Lotus To $8.50/hr
Call Sarah at UNIFORCE 649-8901

EXPERIENCED Legal secretary in litigation and executive duties. Excellent salary, future and benefits.
Call 557-7500

LEGAL ASSISTANT With experience needed for small Birmingham Law firm specializing in Real Estate & Commercial Litigation. Salary commensurate with experience. Send resume to Box 268
Observer & Eccentric Newspapers
36251 Schoolcraft Rd Livonia
Michigan 48150

**LEGAL SECRETARIES**
Temporary & Permanent openings
**CROSSMATCH PERSONNEL**
25100 Evergreen Ste 212
Southfield Mi., 48075
Call Sandy or Agnes 353-7555

LEGAL SECRETARIES
CIRCLE THIS AD

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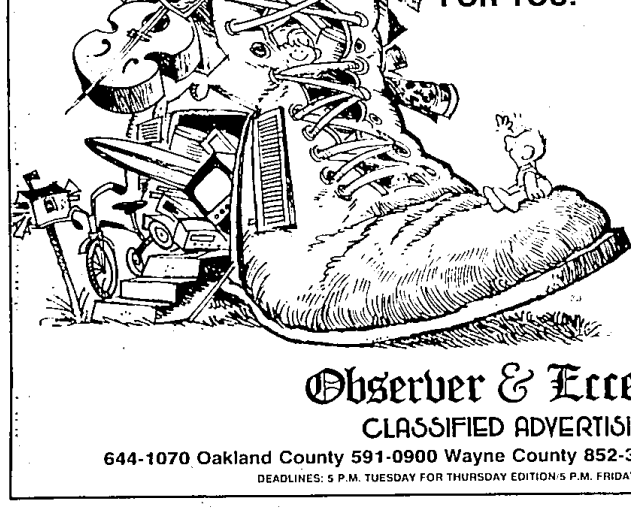
|---|---|
| 5 years litigation | $25,600 |
| 3-5 years litigation | To $25,000 |
| Medical Malpractice | $24,000 |
| General Legal Experience | $23,000 |
| Personal injury | $22,000 |
| Product liability | $22,000 |

These positions are with well known suburban firms. All offer outstanding benefits. All fees are employer paid. Call 772-8780
SNELLING PERSONNEL SERVICES
Evening/Sat. Appt. Available

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## Come On-Line With Kelly

We have long term assignments in Livonia on the day shift for Key Punch Operators. EXPERIENCED with the data entry style keyboard (1,2,3 at top). Must have 12,000 KPH+.

All positions need RECENT experience. Call Page for details.

Livonia 522-4020

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COMPUTER manufacturer needs skilled administrative secretary. WP 5.1 and Lotus. Up to $10/hr
Call Shirley at UNIFORCE 473-2931

COORDINATOR - Delivery Publications. Must have excellent proofing skills, be detail oriented, and have minimum 2 yrs office experience, preferably in a publications environment. Word processing experience (rptr 45-55 wpm). Send resume with salary requirements to CDC, PO Box 306, Troy, MI 48083

COUNTER HELP
Cake shop. Full or part time. Apply in person. Tubby's Sub Shop, 18368 Middlebelt S of Six Mile

NOW! DADED Environmental company is seeking Data Entry Clerk. Minimum 1 yr experience. Must be reliable. Calculator experience a plus. Submit resume with salary requirements to Knight Enterprises/Delta Fuel, 40600 Grand River, Novi, MI 48375

LIVONIA PRINTER needs part time Data Entry Operator. Mon - Fri, 12:30-4:30 PM. Must type at least 50 wpm. Clean, friendly environment. Call for a interview appointment after 8 AM. Deluxe Check Printers 525-8423
An Equal Opportunity Employer

DATA ENTRY CLERK
Full-time position available with large medical lab in Southfield. Previous medical billing experience preferred. Benefits. Apply in person or send resume to Clinton Clinical Lab, 23775 Northwestern Hwy., Southfield, MI 48075