502 Help Wanted Dental-Medical

PRESBYTERIAN VILLAGE of Detroit now accepting applications for certified nurse assistants for the Pid and Midnight shifts. Full & part time positions available. For more information, contact Marilyn 531-7200

RECEPTIONIST, part time needed for Southfield doctor's office. Experience preferred. Call 646-7330 or 398-4267

Registered Nurse

We have current opportunities in our Emergency Department which includes full-time evening shift (noon-8pm) and flexible scheduling. One year of emergency, or 2 years' critical care experience with ACLS certification preferred.

Botsford General Hospital offers an excellent benefit package and competitive salary. Interested registered nursing programs make Botsford an exciting career choice. For more information, call Joan Harrison at 471-8455 or send resume to Human Resources Department.

Botsford General Hospital
28050 Grand River
Farmington Hills MI, 48336-5933

An Equal Opportunity Employer

RN

Full-time position available in Oncology. Willing to train. Monday-Friday, 8-5. Interested applicants may call 592-3500

DMC HEALTH CARE CENTERS WOODLAND
(W. 9 Mile Rd. near Lahser Rd)

Affiliated with the Detroit Medical Center, an Equal Opportunity Employer

RN's-LPN's WE NEED YOU!
LPN's earn up to $20/hr, RN's earn up to $30/hr. Home care staff relief. FAMILY HOME CARE
453-5683 or 229-5683

RNs

Botsford Kidney Center is located in a suburban off-site park-like setting. State-of-the-art equipment complements the beautiful setting creating an excellent place to work. The following positions are available.

INPATIENT ACUTE DIALYSIS RNS

Full-time, day shift, on-call, dialysis experience preferred

OUTPATIENT DEPARTMENT RN

Full-time position for RN with a medical/surgical background and preferably dialysis experience.

Interested applicants may reserve an interview by calling Employment Services

BOTSFORD KIDNEY CENTER
28425 W. 8 Mile Rd.
Livonia, MI. 48152

An Equal Opportunity Employer

RNs/LPNs

FSU Chaplains Convalescent Center is looking for RNs and LPNs - PT, day shift. Competitive wages and benefits. Apply in person or call for interview

Karen Groves
FOUR CHAPLAINS CONVALESCENT CENTER
28348 Ann Rd.
Westland, MI 48185
(313) 261-1500

An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RECEPTIONIST - we have a challenging part time position available for a bright, motivated person who enjoys working with people. Excellent working conditions, will train the right person. Call 425-1070

RECEPTIONIST/Medical Transcriptionist with experience, needed full time. Day shift Mon.-Fri. at Brush Medical, Southfield. Contact Brush Medical Technologist between 8AM-3PM, Mon.-Fri. 357-3300 Ex. 182

RN-ER

Henry Ford Health System currently has a part-time contingent Emergency Room RN position available at its West Bloomfield Medical Center.

Part-time, contingent, with variable shifts. One-year accepted emergency nursing experience required. Previous critical care, ER, ICU or Step-Down experience preferred.

We offer competitive salaries and outstanding benefits. Qualified applicants should forward resumes to:

HENRY FORD HEALTH SYSTEM
Employment Division Dept. JX
800 Fairlane Building
Detroit, MI. 48202

An Equal Opportunity/
Affirmative Action
Employer M/F/H.

RNs/LPNs - How about a career in Dermatology. No stress, wonderful atmosphere, great pay and much more. Must be able to work Plymouth & Redford office. Approximately 20 hrs. per week. If interested please call Ruth Collins, Admin. 459-8100

RN'S
MEDICAL ASSISTANTS
APPOINTMENT DESK
for multi specialist ambulatory care center minimum 2 years experience. Must have good clinical skills. Salary & benefits commensurate with experience. Please send resume to: N.O.A. Oakland Medical Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN'S, L.P.N.'S & M.A.'S,
National company located in Southfield has immediate openings for Medical history case workers. Processing medical information by phone and mail. Medical terminology a must. Call Colleen at 353-2900

STAFFING COORDINATOR

Amicare Home Healthcare is a subsidiary of the Sisters of Mercy Health Corporation and a rapidly growing multi-state home health organization. We currently have a full-time opportunity for the position of Staffing Coordinator.

Responsibilities include coordinating daily operations of the caregiver and on-call staff, assisting with recruiting, hiring, orientation, scheduling, supervision of caregivers.

The successful candidate will have high school diploma, with 2 years post high school education. Service related customer based service or home care experience highly desirable; scheduling/supplemental staffing experience preferred.

To apply, please send resume to:

Judy Kyle
Amicare Home Healthcare
2555 Crooks Rd.
Troy, MI. 48084

X-RAY TECHS

Immediate Assignments
• Hospitals & Clinics
• Top Pay

Temporary Health Care Services
354-6230

502 Help Wanted Dental-Medical

RN

Staff RN, afternoon shift for psychiatric substance abuse adult unit. Contact Hick, Ardmore Center, Livonia. 474-3500

SOCIAL WORKER
MSW or LLP for psychiatric substance abuse adult unit. Contact Hick, Ardmore Center, Livonia. 474-3500

X-RAY Technologist-Registered
Part-time for Rheumatology practice. Birmingham area.
Call 647-4425

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Credit Union looking for entry-level accounting clerk, salary to $18,000. Send resume or apply at: Hospital & Community Credit Union, Attention: Director of Accounting, 656 Maiden Lane, Ann Arbor, MI. 48105

ACCOUNTING CLERK - TROY
Corporate headquarters, near Lahser. Light data entry, 10 key ability, good math/numbers aptitude. $5/hr. Paid benefits, advancement potential. Call 353-8100
HARPER ASSOCIATES. 932-1170

ACCOUNTING CLERK
Fast paced growing company needs an energetic and conscientious Accounting Clerk. Familiarity with Lotus 1-2-3 plus. Individual will be responsible for a wide range of accounting responsibilities. Send resume to Accounting Manager, PO Box 2181, Southfield, MI 48037.

ACCOUNTING CLERK
Troy area builder seeks detail oriented, self-starter with PC experience to assist in Accounts Payable, perform typing, receipting & general assistance to office manager. Resumes to: Box 508, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

HKS
MEDICAL ASSISTANTS
APPOINTMENT DESK
for multi specialist ambulatory care center minimum 2 years experience. Must have good clinical skills. Salary & benefits commensurate with experience. Please send resume to: N.O.A. Oakland Medical Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE/
ACCOUNTS RECEIVABLE
for 25-32 flexible hr. week. Experienced in Accounts Payable, data entry & light phone work preferred. Send resume to: Box 508, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE/receivable, computer experience needed by Northville Township. $4/hr. Call Gretchen at UNIFORCE 348-7863

ACCOUNTS PAYABLE
Major non-profit organization seeking an Accounts Payable Clerk for its divisional headquarters. Responsible for all aspects of accounts payable. Must be energetic & organized. Experience with Lotus (2) preferred. Send resume with salary requirements to: Human Resources, 19167 Northland Dr., Southfield, MI 48075

ACCOUNTS PAYABLE
DATA ENTRY
Clerk needed for temporary position in Brighton area. WordPerfect & LOTUS required.

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48076
354-2410

ACCOUNTS RECEIVABLE CLERK with progress management experience. Skyline knowledge helpful. Salary commensurate with experience. Resume with salary requirements to: Accounts Receivable P. O. 2480, Farmington Hills, MI. 48334

ADMINISTRATIVE ASSISTANT
Cad Cam inc. is seeking 2 full time employees for their Livonia office. Word Perfect & Lotus knowledge plus. Please send resume to:
11987 Belden Ct. Livonia, MI 48150 or call 425-8484

ADMINISTRATIVE secretary, Livonia resident, better, WP 5.1 and Lotus, up to $9.50/hr. Call Sheila at UNIFORCE 473-2921

ADMINISTRATIVE assistant, international auto manufacturer, excellent secretarial skills & word processing. Recent grads considered. To $27,000/yr. Call Sharon at UNIFORCE 357-0644

ADMINISTRATIVE CLERK
part time, computer skills, typing 55 wpm & good customer relations needed, good wage. Apply in person - The Cleaners, 42351 Ann Arbor, Honeytree Blvd. Canton

ADMINISTRATIVE Assistant in Plymouth area. Must have Lotus & Word, be proficient in Lotus and accurate with numbers. Multi-Male or plus. Excellent pay. Temp to perm.
Call Jim at 464-7078
ETD Temporary Service

ADMINISTRATIVE ASSISTANT
Experienced - take charge person with good organizational skills and bookkeeping for small manufacturing firm. Computer knowledge helpful. Non-smoker. Send resume to CPA, 24359 Northwestern Hwy., Suite 250, Southfield, MI 48075

ADMINISTRATIVE ASSISTANT
Birmingham Real Estate Development firm has challenging opportunity for individual with excellent WordPerfect and dictaphone skills. Strong organizational aptitude & attention to detail a must. Assist Property Manager, responsibility. Growth potential with salary of $21K plus benefits. Send resume to:
Office Manager, 250 Merrill St., Ste. 201, Birmingham, MI. 48009-3382.

ASSISTANT/RESEARCHER
For Southfield marketing company. Must be well organized and able to work with clients and vendors. Bookkeeping/Invoicing a plus. Send resume to: Imperial Marketing, 21477 Bridge St., Unit A, Southfield, MI 48034, attn: Personnel Dept. or call 313-353-0958

ATTENTION!

Great opportunities for secretaries, receptionists and word processors seeking employment in today's competitive market. CALL TODAY!

ENTECH SERVICES, INC.
737-1744

ATTENTION
SECRETARY/WORD PROCESSOR
Immediate openings for long and short term assignments. Must type 50-60wpm and have knowledge of any of the following software:
Multi-mate
Wordstar 2000
Microsoft Word
Macintosh
WordPerfect 5.0 & 5.1
Lotus 1-2-3
Call today for appointment
559-2700
Foster-Davis Temporary Personnel

AUTO DEALER has immediate opening for an experienced Accounts Receivable/Warranty Clerk. Competitive benefit package. Apply in person only, Dick Scott Buick, 200 Ann Arbor Road, Plymouth.

BOOKKEEPER - Full charge for Birmingham Property Management firm. Send resume with salary requirements to: Bookkeeper, 30700 Telegraph Road, Suite 2450, Bingham Farms, MI, 48025.

BOOKKEEPER/GENERAL Office person. Full time position in Livonia. Must have computer experience. DCBS & 401K available. 462-0200

BOOKKEEPER
Large property management company located in Southfield has opening for experienced detail-oriented Bookkeeper. Please send resume to: Bookkeeper, P. O. Box 5071, Southfield, MI. 48086.

BOOKKEEPER PART TIME, for small manufacturing firm in Wixom. Hours flexible
348-4363

BOOKKEEPER
Manufacturing company has immediate opening in City of Wayne for individual to handle all bookkeeping through financial statement preparation. Must have strong bookkeeping & computer skills and "no nonsense" attitude. Send resume & salary requirements to:
DDI
Mr. Lamb
3927 Fourth St.
Wayne, MI. 48184

CHURCH SECRETARY
PART TIME
Bethlehem Evangelical Lutheran Church.
478-6320

504 Help Wanted Office-Clerical

BOOKKEEPER
Canton based distribution/service company with increasing growth record has immediate opening for an experienced full charge bookkeeper. Must have excellent technical and organizational skills, as well as a hard work ethic and uncommon sense. Excellent starting salary and potential. Fax resume, salary requirements and work salary history in strictest confidence to:
Attn. D.L.; Fortner Rudowicz & Co.
26200 American Dr., Ste. 300,
Southfield, MI 48034
An Opening For
An Equal Opportunity Employer

BOOKKEEPER
needed part time. Hours flexible. Some experience required. Resumes only: Linda Snow, Westport Veterinary Hospital, 24 Grand River Ave., Detroit, MI. 48219.

BOOKKEEPER - TROY
Min. 2 yrs. books keeping experience, employment agency experience a plus. Type 45wpm, PC experience required, Lotus helpful. Excellent benefits & salary commensurate. Send resumes to: BKR, P. O. Box 509, Troy, MI 48083

BOOKKEEPING ASSISTANT
Growth oriented steel company needs individual with knowledge of payables & receivables, workmans' comp and insurance duties. Strong ground to assist bookkeeper. Full benefits. Send resume to Hercules Drawn Steel Corp., 38901 Amrhein, Livonia MI 48150, attn. Personnel.

CLERICAL ASSISTANT
to Underwriter. Duties include technical, secretarial and customer phone interactions. Computer skills necessary. Full benefits. Plymouth location. Send resumes to: Box of application, with salary history to: Box 484, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL ASSISTANT
Engineering consulting firm in Rochester Hills needs a smart cookie to assist with accounts payable, accounts receivable, receptionist relief, special projects. Starting with 1-3 years of Lotus experience & MUST be familiar with WordPerfect. Send resume with salary history to: Box 490, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL ASSISTANT
Our Administration Department has an immediate opening for Clerical Assistant. Job responsibilities include typing, filing and answering phones with opportunities to assist with accounting activities and help in tax area. Accurate typing skills a must. Computer knowledge helpful. Please send resume with salary requirements or apply in person at:
Human Resources Department
American Axtech Corporation
9700 Hagerty Road
Canton, MI. 48187
No Phone Calls Please

CLERICAL/BOOKKEEPER
Mature with minimum 2 years experience in construction office work. Array payroll and bookkeeping skills. Pleasant personality. Send resume to: Box 484, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, MI, 48150

CLERICAL/DATA ENTRY
Numerous clerical and data entry positions open in our Livonia office. Services company in Livonia. Clerical positions - including mail clerk - back-up driver and phone clerk require highly organized people who are quick learners and need little supervision. Clean driving record and excellent phone voice a must for those positions. Data entry must have 10 key calculator and 45 wpm experience. Good speed and accuracy important. Good pay and benefits. Please call 261-6220

CLERICAL HELP
Alert, reliable person needed to handle general office duties. Part time position, evenings and weekends. Call Debbie for appointment.
357-3120

CLERICAL
Looking for the following...
• Receptionists (5 Plus Lines)
• Typists (45wpm +)
• Good all around clerical skills
Some long term assignments with a possibility of going permanent.

MGM Services
689-9660

CLERICAL SUPPORT
Detroit Bonding company seeks an efficient clerical support individual for a fast-paced working environment. Candidate must be able to multitask, be detail oriented, and be able to work with little supervision. Have hands-on WordStar & Word Perfect experience. Data Entry Position is for a motivated hard worker who is willing to learn computers. Position provides for a complete salary & benefits package. Qualified candidates forward resume in complete confidence to:
CLERICAL SUPPORT
P.O. Box 779
Detroit, MI. 48231

CLERICAL SUPPORT
Real Estate Dept seeks individual for fast paced construction office. Must be a motivated self starter team player with excellent skills. Requires excellent people & phone skills, PC experience, ability to multitask & the ability to handle diverse responsibilities. Real Estate background or construction helpful but not essary. This is a salary position in the New Center area. Send resume and salary requirements to: L. Lakatos, P.O. Box 2052, Troy, MI 48084

CLERK TYPIST
Birmingham real estate development firm needs individual for typing, filing, answering phones, errands, etc. Must have good transportation. Experience preferred. $4.25 per hour. Please send resume with cover letter to: Box 1000, 250 Martin St. Suite 201, Birmingham, MI 48009-3383

CLERK TYPIST - Full time Good must have good telephone manner. Send resume to 1990 E. 9 Mile Rd., Ferndale, MI. 48220

CUSTOMER SERVICE Rep. Bilingual (English & French). Extensive phone work, data entry, good communication skills. Troy. 244-0300

CUSTOMER SERVICE - Inside Sales Representative International Diagnostic Manufacturing Company is now interviewing for a position in customer Service & Inside Sales to support field sales in International & distribution network in marketing clinical & industrial markets
A minimum of 2 yrs. sales experience and exceptional communications skills required. Computer literate with emphasis in Marketing as well as a second language would be desirable additional skills
Excellent benefit package offered, salary commensurate with experience plus opportunities for bonus and career growth. Qualified candidate may submit their resume indicating when they are available for an initial telephone interview to:
Mgr. Labor/Mkt., Box 1-Sales, 1020 Employee Relations Manager, P.O. Box 33108, Detroit MI 48232-7054
Equal Opportunity Employer

DATA ENTRY - College Student Permanent part-time position Oak Park/Southfield area. Call Jerry, Leavre message. 968-3332

DATA ENTRY operator, Southfield insurance filing. 400 kpm strokes. $7/hr. Call Dana at UNIFORCE 357-0036

DATA ENTRY OPERATORS
20 Data Entry Operators needed for 1 month assignment in Southfield, Farmington Hills. Must have 10,000 Keystrokes. Call Immediately.

ENTECH SERVICES, INC.
737-1744

DATA ENTRY
Our client needs a dependable person for a long-term, full-time data entry position with experience in microfilm maintence. Must have at least 2 yrs general office experience. NO FEE
DYNAMIC PEOPLE 454-6500

DATA ENTRY - Part time, afternoons, Mon. - Fri., computer experience necessary. $6.50/hr. Send inquiries to 21782 Enterprise Dr., Livonia, MI 48150

504 Help Wanted Office-Clerical

DATA BASE ENTRY CLERK
National company now taking applications for a Delaware Entry Clerk to enter customer information into computer. Please send resume or apply in person at:
NATIONAL GUARDIAN SECURITY
11167 Beech Daly Road
Livonia, MI 48150
313-522-7404
Equal Opportunity Employer M/F

DATA ENTRY CLERKS
Several opening for experienced Data Entry Clerks with some good image & a minimum of 35 wpm typing. Some jobs may require answering telephones.
ARBOR TEMPS 459-1166

DATA ENTRY/CLERICAL
Growth oriented firm seeks dependable full time employee. Must be experienced in data entry, 10 key, excellent clerical skills. Send resume to:
Nowak & Fraser, PC, 1310 N. Sheldon, Plymouth, MI. 48207.
Attention: R. Picano

DATA ENTRY
(PART TIME)

Work Tues., Fri., 8:15PM - 9:15PM & Sat., 8:45AM-5:15PM at our Plymouth headquarters. Candidates should have good typing skills, be detail oriented & enjoy variety. Students encouraged to apply.
We offer competitive benefits & a merchandise discount. Call
Mrs. Odell 451-8227

Winkelman's
An Equal Opportunity Employer

DATA ENTRY/RECEPTIONIST
Must type 55 wpm, and 2 yrs. experience. Call Ann Dale.
Farmington Hills. 473-1414

DENTAL ASSISTANT - congenial, 35 hrs. week, Farmington Hills area. Call 661-0300

DESKTOP PUBLISHING
Apple Macintosh Specialist. Experienced with Pagemaker and Microsoft Word. Part time, flexible salary team. Experience with Illustrator 88 and Microsoft Word 5.1/5.0 preferred. Knowledge of prepress requisite preferred. Must be self starter, enjoy working with people, are good at instructing others and be able to organize multiple skills and are willing to work flexible hours, send your resume and work samples to: Owners, 13147 Wyndham Ct., Plymouth, MI. 48170

DO YOU LIKE PEOPLE?
IS THE CUSTOMER
ALWAYS RIGHT?
If your answer is yes you are the person we are looking for. Bartender on office position in Gardner White Furnitures Southfield Customer Service. Must have good attitude, customer service, answering phones, taking orders, taking applications, etc. Full and part time positions. Earn extra $$$. Mon. - Sat. White Furniture, 21001 W. 8 Mile at Greg, (between Evergreen & Lahser)

EXECUTIVE SECRETARY
Typing, bookkeeping, and computer knowledge helpful. Contact Donald Weinstein, Selection Systems, Inc. 443-1720

EXECUTIVE SECRETARY
Secretary needed with WordPerfect experience for Bloomfield Hills and Livonia areas. Variety of duties with convenient location, excellent pay, benefits and bonuses.
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY

TRW Transportation Electronics Division has an immediate opportunity for an Executive Secretary. This position will provide confidential and administrative support to members of the senior management staff.

The successful candidate will have five or more years experience in an advanced secretarial position with strong word processing, knowledge of ministerative, and communication skills with advanced knowledge of WordPerfect (6.1) and LOTUS are required. Knowledge of graphics software desirable.

TRW offers excellent compensation and a comprehensive benefit program. For consideration, please forward your resume and salary history in confidence to:

Human Resources Dept.
TRW TRANSPORTATION
ELECTRONICS DIVISION
24175 Research Dr.
Farmington Hills, MI, 48335-9971

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

EXECUTIVE secretary, DW 4 needed by Fortune 500 high tech firm. Up to $25,000/yr. Call Susan at UNIFORCE 646-6500

FAST PACED Birmingham law firm needs motivated, enthusiastic team player to help with mail along with other clerical duties. Helpful if successfully completed Junior Year in some or apply in person. 1980 S. Eton, Birmingham MI 48009 9-5pm. Ask for RMS. 645-2440

FILE CLERK
for Town Center law firm. Full or part time available. Send resume to: Box 1000, 250 Martin St. Suite 201, Birmingham, MI 48009-3383

FILE CLERK, part time, flexible hours. Send resume or short letter of experience to: P.O. Box 5186, Southfield MI 48076-5186

FINANCIAL PARA-PLANNER
Full time to work with CPA/Financial planner. Must have knowledge of financial firm. Responsibilities include solid organizational skills & effective client relations. Experience with insurance helpful but not necessary. Competitive compensation with good benefits. Please send resume to
Financial Planning Center, 18th Floor, Detroit, MI. 48243.
An Equal Opportunity Employer

FULL TIME position, receptionist/word processor/typist, good communication & typing skills required. Downtown Plymouth location, non smoker. Ask for Fran 459-5442

GENERAL CLERICAL
Part time. Fast paced mental health clinic seeks a responsible, organized person with good typing & computer skills, for permanent part time position. Hours are Tues. - Thurs. 9-5. 11677 Beech Daly, Redford, MI 48239
An Equal Opportunity Employer

GENERAL OFFICE - Filing, typing, accounting & plus. Car a must. Gen. clerical office duties. Part time, 5½ hour, 3 days. Call Jerry at 557-5300

GENERAL OFFICE - Filing, typing, accounting & plus. Car a must. Gen. clerical office duties. Part time, 5½ hour, 3 days. Call Jerry at 557-5300

GENERAL OFFICE - Part time for non-smoking Farmington Hills office. Light bookkeeping. Call Joe between 10am-4pm 478-6333

GENERAL OFFICE - REDFORD
Full time, filing, typing, light bookkeeping, reception. Send resume to Mr. Don Is Insurance, 25253 Grand River, Bloomfield Hills, 48301
Call and leave brief resume on recorder 537-1300

GENERAL OFFICE
WORD PROCESSOR
National pension administration firm has immediate opening for a person for someone with excellent word processing & communication skills. Experience on IBM computer with Wordstar a definite plus. Please send resume including salary history to: Corporation Headquarters, G - 5054, W. Bristol, Flint MI. 48507, attn Personnel

GENERAL OFFICE
Blue Jean Job. Light office skills. Part time. Great for student. Apply in person. Tyme Auto, 199 Plymouth Rd., Plymouth.

GENERAL OFFICE
including computer, keypunch, light bookkeeping & secretarial for CPA firm in the Birmingham area. Send resume and wage requirement to: Donnin, Tobes & Bernstein, PC, 30600 Telegraph Rd. Suite 2255, Bingham Farms, MI 48025-9958

GROWING FIRM in Farmington Hills requires full time Receptionist/Good phone skills required. 86 an hour. Call Brian-11am 489-8450

JUNIOR secretary/receptionist, major ad agency, $7.50/hr. Word processing knowledge Call Rene at UNIFORCE 648-7664

504 Help Wanted Office-Clerical

LEASING AGENT - needed for large apartment complex. Good communication & typing skills necessary. For more information call, 396-4815

LEGAL EXECUTIVE SECRETARY
wanted for partner of Nick/Northville law firm. Successful candidate must possess strong organizational skills, excellent WordPerfect & shorthand/speedwriting ability. Litigation/corporate experience helpful as well as knowledge of word perfect 5.1. Call Ann, 349-3940

LEGAL SECRETARY
With excellent skills and a minimum of 5 years experience to work for senior partner of Southfield personal injury firm. WordPerfect 5.1 required. Salary commensurate with ability. Contact Cindy 353-7575

LEGAL SECRETARY -- Experienced for 8 lawyers for Bloomfield Hills office. Responsibles for computerized accounting system. Training provided. Excellent salary and benefits. Call or send resume to:
Omega Productive Services, Inc.
1717 W. Hamlin Road
Rochester Hills, MI 48309
(313) 375-8950

PART TIME/OFFICE CLERK
Afternoons, Farmington Hills law firm. Must have car for mail errands & be able to work alternate Saturday mornings. Filing, mail, telephone, typing, office clean-up. Excellent job for student 626-5000

LEGAL SECRETARY, very experienced for Bloomfield Hills office of growing medium size Farmington Hills law firm. Must display business practice. Administrative tasks, heavy phone contact. Deadlines. WordPerfect. Non smoking. Excellent salary benefits & opportunity. 626-5000

LEGAL SECRETARY/
WORD PROCESSOR
for Northville Township attorney firm. Experience required. Salary based on ability. Send resume and salary requirements to: Office Manager, 8893 Telegraph, Bu. 1, Bloomfield Hills, MI. 48301.

LEGAL SECRETARIES
Let our 30 years of legal and secretarial experience work for you. For professional placement at no charge, contact or permanent, register now with THE agency for Legal Secretaries.
ALL FEES PAID EMPLOYER
HILLSTROM & ROSS AGENCY, INC.
626-8158 OR 981-9415

LEGAL SECRETARY
for a Bloomfield Hills litigation firm. 3-4 years experience required. Contact Diane 647-0930

LEGAL SECRETARY
Full-Time Birmingham Area
Experience Desired. Dentist Law Practice Call. 540-8311

LEGAL SECRETARY
With 1-2 years experience needed for insurance defense firm in Clawson. Non-smoker preferred.
Call Lynn at 588-7704

LEGAL SECRETARY
Needed for Southfield/Birmingham domestic relations law firm.
Minimum 3 yrs. experience. WordPerfect. Must be able to work well under pressure. 647-7900

LEGAL SECRETARY - full time
Personal injury law firm. Word Perfect experience needed.
RECEPTIONIST - part time. Good phone manner, light typing & filing. Southfield. 350-1111

LEGAL SECRETARY
With 1-3 years experience wanted for Bloomfield Hills law firm. Word processing experience necessary. Phone Mary at
Birmingham 258-2442

LEGAL SECRETARY
Small, general practice firm in Farmington. Full time. Legal experience & strong skills essential. Salary commensurate with experience. Call or Ask for Mr. Anderson. 478-5006

LEGAL SECRETARY
Experienced for Farmington Hills law firm. Pleasant working conditions for non-smoker & minimum experience in word processing. Salary based on ability. Call 489-1444

LEGAL SECRETARY
Full time, 55 wpm, dictaphone, typing 65/min., dictaphone, WordPerfect 4.2 experience required, knowledge of bankruptcy helpful. Small Birmingham firm. Salary based upon experience. Benefits.
Please contact Kim. 540-3340

LEGAL SECRETARY
for small Birmingham personal injury firm. Extensive auto negligence & no fault experience. Will train for general legal position. Medical insurance, paid parking & great environment for the right person. Contact Robert or April 645-1300

LEGAL SECRETARY
For Bingham Farms law office. Must have 4 yrs exp. Knowledge of law in domestic relations and a strong computer background. Salary, benefits and bonuses commensurate. Send resume. For further information please call our Personnel Dept. 851-9141

LEGAL SECRETARY
Troy law firm seeks secretary experienced in general, corporate and litigation with WordPerfect 5.1. Legal experience helpful but not required. Please send resume to:
Office Manager, 901 W. Big Beaver Rd., Ste. 300, Troy, MI. 48084

LEGAL SECRETARY
For fast-paced Southfield Law Firm. Word processing experience & excellent security experience & plus communication skills required. Legal qualifications. Send resume & salary requirements to: Personnel, 3 Walt Whitman Pl., 21850 West 11 Mile, Suite #202, Southfield, MI 48076

LEGAL SECRETARY
For 2 associates in Troy. Insurance defense law firm. Min. 2 yrs. experience in litigation. 689-1330

LEGAL SECRETARY
For Troy law firm. Experience necessary. Position has responsibility for 1-2 years legal experience (Corporate/Estate planning). Word Perfect preferred but not required. Non-smoker. Send resume to: Secretarial Position, P.O. Box 99484, Troy, MI. 48084

LEGAL SECRETARIES
Recruiting for Litigation & Tax, Word Perfect. Bankland County
Mid-Twenties. Call Pat 358-0060

PERSONNEL AT LAW
LEGAL SECRETARY - Troy tax practitioner seeking an experienced legal secretary with excellent word processing skills (Word Perfect), math skills & organizational skills. Comprehensive benefit package. Salary commensurate with skills & experience. Call for interview
649-3200

LEGAL SECRETARIES
Experienced: for permanent & temporary assignments. Tri-county.
ALL FEES PAID
JOANNE MANSFIELD
Legal Personnel
362-3430

LIGHT OFFICE/data entry, internal accounting. Must have good grammar needed. Call Darlene at UNIFORCE 357-0648

MAIL ROOM CLERK - office experience preferred. Major financial institution. $6.50/hr. Call Gretchen at UNIFORCE 357-0037

NEED experienced individual for the following positions part time Auto Biller & full time Payroll Clerk. Excellent benefits pay rate available. Apply in person at 35200 Grand River, Farmington Hills

OFFICE CLERK
Wanted for private club. Full time. Typing, computer, organizational skills. Bloomfield Hills 313-334-8770

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Southfield based insurance company has an immediate opening for a Legal Secretary/Legal Assistant. Successful candidate must have strong typing, organizational skills, a transcription skills. Experience in Personal-Injury Litigation helpful. Responsibilities include trial preparation, managing files, docket control and timekeeping. Interested individuals interested in competitive salary with excellent benefits send resume with salary history to:
Human Resources
P. O. Box 2223
Southfield, MI. 48037-2223

OFFICE MANAGER

Fast paced engineering company seeking a versatile book-keeper/office manager to support staff activities. Responsible for computerized accounting system. Training provided. Excellent salary and benefits. Call or send resume to:
Omega Productive Services, Inc.
1717 W. Hamlin Road
Rochester Hills, MI 48309
(313) 375-8950

PATIENT REGISTRARS

Part time positions available to work in our Emergency Department and OB/GYN Practice. Flexible schedule may include evenings, as well as weekends.

Qualifications include 35 wpm, accurate typing and/or computer keyboard proficiency and 1 yr. related experience in a health care environment that included medical terminology. Medical insurance experience with ICD-9/CPT-4 coding and various health insurance plans a plus.

Applications will be accepted from candidates possessing above Mon. thru Thurs., 8am-12noon at Employee Health Services. Salary level will be given at time of application.

PROVIDENCE
Hospital & Medical Centers
19001 West 9 Mile Road
Southfield, MI. 48075
An Equal Opportunity Employer

PAYROLL/PERSONNEL Immediate opening for growing company in Livonia. Experience necessary. Send resume and Salary Requirements to: P. O. Box 9404, Livonia, 48150

PURCHASING CLERK
Purchasing & computer clerical experience required. Send resume & salary requirements to:
Operations Manager
15101 Cleat, Plymouth, MI 48170

RECEPTIONIST - BIRMINGHAM
Law Firm seeks receptionist for fast paced office. Typing skills helpful. Call Steve Mullen 645-2444

RECEPTIONIST/SECRETARY
will train the right person. Resume to: Box 90700
Telegraph Road, Ste. 3636, Birmingham, MI 48025, Att: Susan.

RECEPTIONIST/PAYROLL
Full time position in medical heights for a receptionist/payroll clerk. Must have basic knowledge of computers. Send resume to: Sandy, Box 498 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST & CLERICAL
needed immediately. 349-0044

RECEPTIONIST - part time, South field office, flexible hrs. Light typing & computer, will train.
Contact Mrs. Picotte 948-4100

RECEPTIONIST
Part time, 10-3pm, Mon-Fri. Phone, copy, filing, errands. $5 per hour. 377-1921

RECEPTIONIST
Full time with some typing experience for a Bloomfield Hills urgent care center. Some evenings and Saturdays required. 334-8650

RECEPTIONIST/PAYROLL CLERK - Heavy office location in Southfield seeks energetic, self motivated individual to fill position. Computer experience preferred, call Bernie between 8am-noon 355-5060

RECEPTIONIST - SECRETARY
For busy Lahser Road Medical/Dental office. Intelligent, fast learner, good communicator, good typist. Varied, demanding work including typing. Call Lisa 443-2300

RECEPTIONIST
With light bookkeeping experience for CPA office in Bloomfield Hills. Send resumes to Personnel Dept. 1800 Woodward Ave., Ste. 200, Bloomfield Hills, MI. 48304

RECEPTIONIST/GENERAL OFFICE
Full time, fifty position for Farmington Hills based company. High energy required for busy phone, typing, post office experience a must. Call for interview Call Mr. Kaplan, 851-7770 between 8-11am, Mon-Fri. 851-7770
An Equal Opportunity Employer

RECEPTIONIST. Growing commercial real estate office needs part time receptionist possibly full time for right person. Must have good typing & a music. Salary commensurate w/ exp. Send resume 29500 Telegraph, Ste. 110, Southfield, MI 48034 Attn: Melissa

RECEPTIONIST
With light bookkeeping experience for CPA office in Bloomfield Hills. Send resumes to Personnel Dept. 1800 Woodward Ave., Ste. 200, Bloomfield Hills, MI. 48304

RECEPTIONIST/SECRETARY
Immediate opening, medium farmington design studio seeking outgoing, energetic person to run front office, light bookkeeping & typing. Call Barbara for interview Mon-Fri. 473-0700

RECEPTIONIST/SECRETARY
For CPA firm in Birmingham area. Must have pleasant phone voice & good personality. Send resume & requirement to: Pervel, Tobes & Bernstein, PC, 30600 Telegraph Rd., Suite 2255, Bingham Farms, MI. 48025-9958

RECEPTIONIST
Busy Livonia office seeks a professional and detail oriented person for receptionist.
1 year experience with a 6 line phone system
• Good typing and filing skills a plus
$800 - $900 per mo.
Call for appointment
MGM 474-7766

Receptionist (part-time)

Receptionist/ Clerk-Typist

General DataComm, a leader in data communications technology, is currently seeking a part-time Receptionist/Clerk-Typist to distribute sales office in Birmingham

Your responsibilities will include handling incoming telephone answering, light typing and general office duties. We desire a self-motivated and enthusiastic individual. A pleasant phone manner and good communication skills are essential.

This is an excellent opportunity for the person looking for flexibility in their work day, offering a competitive salary and a great work environment. Interested candidates (meeting requirements) forward resume to: Mr. Larry Brown
General DataComm, Inc. 30600 Telegraph Road, Suite 2450, Bingham, MI 48010. (313)540-0085

General DataComm, Inc.
An Equal Opportunity Employer

SALES SECRETARY
International Beverage company, headquartered in Bloomfield Hills, requires experienced individual with excellent secretarial skills & Dictaphone transcription ability. Applicant must be familiar with data & word processing. Pleasant office & team position with full benefit package. Salary commensurate with experience. Call to arrange an interview 335-8600

LAW OFFICE
Secretary/Receptionist for Southfield plaintiff's firm. Non smoker. 1-2 years experience. Word processing helpful. Call Office Manager,
Gary Eisenberg, PC 357-3535

LIVONIA AREA
Receptionist needs Experienced Secretary/Receptionist. Experienced with Mc Intosh & AS Word a must, plus people skills and full time deadlines. Competitive salary & benefits. Send resume (no calls) to Brewer Associates, 33131 Schoolcraft, Livonia, MI 48150, attn: Office Manager.

Expanding, Service-oriented, Troy office location is looking for Sales/SECRETARIES (1) An entry-level position, typing a must, knowledge of office procedures preferred, 1 year experience, typing 60 wpm minimum, WordPerfect a least. Desktop publishing skills a plus
(2) Experienced secretary. Must be need a team player willing to grow with the company. Call Mary 828-3290

SECRETARIES NEEDED
(1) from 9am-3pm and (1) from 2pm-6pm, Monday thru Friday. $5.25 per hour, plus paperwork. Must have good typing W. 10 Mile & Southfield area. Call 569-5001

Secretary/
Administrative Assistant
Professional organization seeking person with office management skills, financial (k/o) bookkeeping & computer experience. Ability to meet and work with people. Send resume & salary requirements to: Box #520, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

SECRETARY ASSISTANT
If you're hard-working, dependable and have a pleasant personality and great phone personality and have computer knowledge. Please send your resume to Box 492
Observer & Eccentric Newspapers
36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for suburban law firm, part time. 3 days per week. Medical background helpful. Excellent legal typing skills necessary. Must have a minimum 2 years experience. Send resumes to box 487 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia,