502 Help Wanted Dental-Medical

NURSE AIDES

Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

NURSING UNLIMITED
540-2360

NURSING ASSISTANTS
Full-service hospital in western Oakland County, is currently accepting applications for Nursing Assistants, to work full time or part time & every other weekend. These positions which are available on all shifts require experience in hospital, nursing home, or adult home care, including specific hands on care, i.e., vitals & ambulation, bath, bed, meals. Certification preferred, but will consider experience. Comprehensive wage & benefits. Please contact Anne Mahoney at 360-3311, ext. weekdays, or apply at Human Resources Dept.
HURON VALLEY-SINAI HOSPITAL
1901 E. Commerce Rd.
Milford, MI 48381
A member of the Detroit Medical Center, affiliated with the school of medicine, Wayne State University.

nursing
TOKOS
New Directions in Women's Health Care

Tokos Medical Corporation, the leader in progressive women's health care services, continues to experience rapid growth. This growth leads to two opportunities for motivated RN professionals committed to providing the highest care possible. Those positions are:

Perinatal Monitoring RN
FULL & PART-TIME

- Responsible for performing overall patient assessment, implementing daily diagnostic tests, interpreting strips and providing patient education and care of patients and systems of complications.
- Three years experience is required.

Home Care RN
FULL & PART-TIME

- Selected candidate will specialize in home care services to high risk obstetrical/GYN patients, experience in infusion therapy or peripheral intravenous or experience in antepartum or L&D is required.

For consideration for EITHER position, call Cathy Grace, Nurse Recruitment at (313)653-4144, or send her your resume: Tokos Medical Corporation, 34567 West 8 Mile, Suite 245, Farmington Hills, MI. (313) 653-4027. Equal Opportunity Employer.

OFFICE MANAGER for busy Optometrist. Office in Dearborn area. 5 years plus management skills req. Apply. Send resume to: P.O. Box 1916, Inkster, MI 48141-1916.

ORAL SURGERY ASSISTANT
Full time. Excellent fringe benefits. Experience preferred. Call Pat Fitzgerald. 547-8834

ORTHODONTIC ASSISTANT
Local, 8 year established, friendly and highly motivated practice, this is a unique career opportunity. Diversified duties. Please call Cindy at 344-8400

PART-TIME LPN/Medical Assistant (Dearborn area). Ideal candidate: Motivated people person and self-motivated. Immediate. 278-8818

PHYSICAL THERAPIST

Don't be a team that prides itself on being the best. Be the best and give your patients the care they deserve. Be a part of a team that is committed to providing skilled care to people like. Part or full time position available. Certification preferred. Please send resume to:
Jan Hall, Director of Rehabilitative Therapy Dept.
Oakland Medical Center
1200 Earhart Rd.
Ann Arbor, MI 48105
(313) 768-0177

ROENTRY ASSISTANT - part time, 20-25 hours. Will train. Plymouth 455-3609

PSYCHIATRIC RN'S

"Discover A New Career Opportunity!"

Expand your acute inpatient psychiatric experience into the area that values your Revenue/Quality Assurance. The Michigan Peer Review Organization is currently hiring nurses for our Plymouth Office. We will train. Enjoy daytime hours, no holidays, competitive salary/benefits. Qualified candidates should submit resume to:
Andrea Marcus, RN
Michigan Peer Review Organization
40600 Ann Arbor Rd., Ste. 200
Plymouth, MI 48170
An Equal Opportunity Employer

RADIOLOGY
RADIOLOGY TECHNOLOGY
Special Procedures

Medical procedures experience preferred. Must be self train candidate with 1-4 years experience.

Our new flexible benefits program and competitive pay makes this your best opportunity.

Call Joan Harrison
Human Resources
at 471-8655
to schedule an interview.

Botsford General Hospital
28000 Grand River
Farmington Hills, MI. 48336-5923

An Equal Opportunity Employer

RECEPTIONIST/BILLER
Full time. Good benefits. Modern EMT office in Farmington Hills. Excellent benefits.
RECEPTIONIST, part-time for suburban MRI facility. Pleasant working conditions. Ideal for mature, responsible family. 354-5511

RECEPTIONIST TYPIST, part time, for well established dental office. Experience preferred but will train the right person. 354-3468 after 7pm 626-2681

RECRUITER

Harper Hospital is seeking a professional Nurse Recruiter who can hit the ground running and would like to become part of our exciting human resources.

If you are an experienced nurse looking to change your career direction while maintaining your contact with the nursing profession, this is your opportunity.

We offer competitive salary and benefits package. For more information or to schedule an interview, contact: Steve Wallenhorst, Human Resources, at (313) 745-1963, or send your resume to:

HARPER HOSPITAL
3990 John R.
Detroit, MI. 48201
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RADIOLOGY TECHNOLOGIST

RADIOLOGY FILE CLERK

Accepting applications for registered or graduate eligible Radiology Technicians. Two positions available, one 3-11pm days, in Nov. and full-time position in Detroit. Also, full-time File Clerk position available in Detroit. Please apply at:

DMC HEALTH CARE CENTERS
WOODLAND
41935 W. 12 Mile Rd.
Novi, MI. 48377

22341 W. 8 Mile Rd.
Detroit, MI. 48219

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

RECEPTIONIST/BILLER
Southfield Internist's office. Insurance billing, typing, peripheral experience. Southfield. 548-8437

RECEPTIONIST/PART TIME
For fast paced family practice. Medical experience preferred. 30 days required. Livonia 425-0780

RECEPTIONIST For busy Farmington Hills chiropractic center. Part time. Organizational skills and willingness to learn required. 932-0200

RECEPTIONIST/ATTENDANT/PART TIME ASSISTANT wanted for Rochester Hills Veterinary Hospital. Experience desired, but not required. Approx. 30 hours per week. Send resume to: Auburn Avenue Hospital, 1818 East Auburn Road, Rochester Hills, MI 48307

RN - DAY SHIFT
Full time, Bee Mrs. Martin, Hightgate West, 6363 Newburgh Rd., Westland, MI., near Joy Rd.

RN/LPN
We are looking for a RN/LPN to fill a part-time position on the midnight shift (11pm - 8am). Position involved providing basic medical care to emergency treatment to pregnant teens. If your license is current and you have recent OB experience, please insert your resume with salary expectations to:
St. Vincent & Sarah Fisher Center
Staff Nurse
37400 W. 12 Mile Rd.
Farmington Hills, MI 48024-2200
An Equal Opportunity Employer
No Phone Calls Accepted

RN's - LPN's
Beverly Hills Nursing Center has positions available on our afternoon and midnight shifts. Join our dedicated nurses who desire a challenging and exciting working environment. Competitive wages, great benefits, flexible scheduling. For more information contact Susan Gilbert, RN/DON at 288-6610

RN'S & LPN'S
PART TIME
AFTERNOONS ONLY
Apply: Franklin Manor, 26900 Franklin Rd., Southfield (behind the Holiday Inn of Southfield).

RN's LPN's

Variety of case management home care visits available in your local area. Adults, pediatrics, OB & IV. Flexible scheduling, top pay. Experienced nurses should apply today.
VISITING CARE
Ann Arbor 313-930-0060
Brighton 313-229-5160
Northville 313-344-0234

RN - STAFF DEVELOPMENT
An exciting opportunity for a full 93 bed skilled nursing facility for an RN. The person will provide training & education for all nursing staff. Coordinate the first certification process for nurses assistants. Interview & higher staff. Experienced in MDS and care planning. Degree required. Respond to: Administrator, Alexander A Mercy Living Center, 718 W. Fourth St., Royal Oak, MI 48067. 545-0571

RN's - $20.50/HOUR
West Bloomfield Nursing and Rehabilitation Center, near Maple & Drake, has immediate openings for RN's on afternoon shift. $19.50/hour on 6:30pm-6:30am shifts. For details, call Mrs. Mancuso or Mrs. Subotich at 661-1800

RN- TRIAGE/
PATIENT INQUIRY

Full-time patient advocacy position available. Good written and verbal communication skills required. Insurance experience helpful should send resumes to: H. Kelly.

DMC HEALTH CARE CENTERS
WOODLAND
27207 Ladywood
Novi, MI. 48034

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

RN - 18 Mths & Crooks area, 4 days/wk. Busy GYN office, call Linda 543-0273

TECHNICIAN for 24 hr. full term monitor scanning for our Farmington Hills office. Experienced only. Flexible schedule. Please call C. Vogl 553-0692

X-RAY TECH-
Immediate part time position for experienced Technician. Must have experience with upper & lower GI & Barium enema. Call 528-8100

X-RAY TECHNICIAN
Immediate opening for part time technician. Suburban private office. Excellent fringe benefits. Reply to: Box 9000, Radiology, 15801 W. 8 Mile Road, Suite 110, Southfield, MI. 48075.

X-RAY TECHNICIAN - part time, experienced, for GI clinic. 476-8100

504 Help Wanted Office-Clerical

ACCOUNTING
ACCOUNTS RECEIVABLE CLERK
($18,000)
BOOKKEEPER FULL CHARGE
($25,000)
RECEPTIONIST
($14,000)
Send resume to:
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Agency Fee Paid

ACCOUNTING CLERK
Accounts Payable, Payroll, Job Costing for Welded Lake sub-contractor. Computer knowledge - general & construction experience preferred. Non-smoking office. Part time position. Send resume & wage requirements to: 4204 Fenton Rd., Suite D, Walled Lake, MI. 44390

ACCOUNTING CLERK - experienced in payboard accounting for long established company in Southfield. Apply in person, 24777 Telegraph.

ACCOUNTING CLERK/
RECEPTIONIST
Novi office has immediate front desk opening for sharp, non smoker with pleasant personality. Fast calculator skills necessary and data entry experience helpful. We train on PBX Switchboard. 349-8900

ACCOUNTS PAYABLE POSITION/
Troy office. Must have min. of 3 yr. accounts payable experience. Systems. Full benefits. Send resume to: Box 9000, Troy, MI 48083

ACCOUNTING CLERK I
The Southland Corporation, the nation's largest convenience store chain, is seeking qualified candidate to fill clerk position in our Wayne office. Candidate must be aggressive, responsible, detail oriented and desire a position with opportunities for continued growth. 10 Key calculator experience is a plus. We offer a comprehensive benefit package to include medical & life insurance after the waiting period. Profit sharing, credit union & paid vacations. Starting wage for this position is $7 per hr. Send resume or apply in person to:
The Southland Corporation
5850 Second St.
Suite #200
Wayne, Michigan, 48184
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ACCOUNTING/
DATA ENTRY CLERK
Full time, excellent benefits. Computer experience, typing skills. Resume with salary requirements to:
P O Box 126, Wixom, MI 48393

504 Help Wanted Office-Clerical

FRETTER INC. currently has a full time position available within our Accounts Payable Dept. due to current expansion. Accounts Payable & data entry skills required. Individuals should be detail-oriented and possess good organizational skills. Send resume to:
Fretter Inc., 39201 Schoolcraft Rd., Livonia, MI 48150.
Attention: Accounts Payable

ACCOUNTING ASSISTANT
Part Time for accountant's office. MUST be experienced in computer input, bookkeeping, bank reconciliations, general ledgers, etc. Send resume & wage requirements to: Accountant, 28423 Orchard Lake Rd., Ste. #218, Farmington Hill, MI. 48334.

ACCOUNTING CLERK
Needed for busy Troy office. A self-motivated person with data entry, typing & basic accounting knowledge. Good pay & benefits. Send resume to: Accounting Clerk, Box #942, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING/PERSONNEL
CLERK

National education organization based in downtown Detroit seeking prospected self-motivated individual for accounting support, payroll and receivable, budget reporting and administrative duties. Min. 2 yrs. prior work experience necessary. Excellent business communication skills, knowledge of computerized accounting, spreadsheet programs, database and word processing experience required. Please send letter of interest with resume and salary requirements (no phone calls) to: Office Manager, 300 River Place, Suite 3400, Detroit, MI 48207
An Equal Opportunity Employer

ACCOUNTS RECEIVABLES
Experience preferred. Send resume and cover letter to: P. O. Box 993, Novi, MI 48376

Accounts Receivable Clerk
Full time, entry level, needed at Corporate Office in Farmington. Individual must have excellent math and communication skills, and computer experience required. Offer excellent benefits. Call 553-2000 ext. 351

Erb LUMBER CO.

Administrative Assistant/Receptionist. Full time, for luxury apt. complex in Northville. Experienced in 9.1 Word/Perfect. Able to work peak/busy weekends. Call 347-0411

Administrative Assistant

Southfield based training company seeking enthusiastic, motivated individual. PC skills, telephone skills required. Send resume - UTS, 17330 W. 12 Mile Rd., Southfield, 48076.

ADMINISTRATIVE ASSISTANT
Star Pride, manufacturer of collectible trading cards, needs person with top clerical and computer skills to support executives. Candidate will also work with the creative staff. We need a flexible, detail-proof, highly capable individual.
Send resume with salary history to Ms. Sherbrook, 7125 Orchard Lake Road, suite 300, West Bloomfield, MI 48322

ADMINISTRATIVE ASSISTANT
Fast advertising agency is seeking a professional individual, with accurate typing and detail skills. Must possess strong grammatical, organizational and communication skills. Candidates must be detail oriented and notably computer literate. WordPerfect and PC skills helpful. Salary mid level. Please send resume to: Box 909, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE
SUPPORT ASSISTANT

Innovative training and development company has immediate openings for secretarial/administrative support person, job for team to assist and support a sales and marketing department of 10 people. Excellent benefits and growth potential. Candidates must be experienced using Microsoft Word required. Knowledge of Paginmaker software is a strong plus. Competitive salary & fringe benefits. Send resume to Human Synergistics, 34125 Philmont Rd., Farmington, Plymouth, MI 48170. Attention: Sales & Marketing Administrative Manager. No phone calls please.

ADMINISTRATIVE SECRETARY

Full-time position available to provide administrative support to Administrative Director at our 8 Mile & Lahser center. Candidate have at least one year of college or formal secretarial/business training and a minimum of 3 years of experience in an administrative secretarial position. Good typing, editing and word processing skills a must. Shorthand dictation skills are a definite plus. Please send resumes to Human Resources.

DMC HEALTH CARE CENTERS
WOODLAND
41935 W. 12 Mile Rd.
Novi, MI., 48377

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

ADMINISTRATIVE SECRETARY
Prestigious company requires self-motivated team player with word processing skills. To $150/hr.
Call Sharon at UNIFORCE 548-7862

ADMINISTRATIVE ASSISTANT
Recruiting firm in Southfield. Well organized, detail oriented; Multitasks, Loves people. $9.00 per hour. Send resume to: HIN, 31100 Lahser, Suite 9, Birmingham, MI. 48010.

ADMINISTRATIVE ASSISTANT
Senior citizen government subsidized housing. Experience with HUD/MSHDA preferred. Salary commensurate with experience. Call Mon-Fri, 9-5pm 544-3800
Equal housing opportunity/Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
9am-2pm three or four days per week for busy Gymboree Office in West Bloomfield. Position requires strong communication, office and people skills. Send resume to: Kathy Cornwal, 6419 Orchard Lake Road, West Bloomfield, MI. 48322.

ADVERTISING SECRETARY
Marketing corporation seeks professional with word processing experience. $8.50/hr. Call Susan at UNIFORCE 473-2933

ASSISTANT BOOKKEEPER & store manager for hard working person. Apply: Andrew's Drugs, 29430 Ford, Garden City.

ASSISTANT PART-TIME
Busy sales office - process orders, phone experience a must. Pleasant non-smoker. Livonia. 462-2897

ASSISTANT to Bloomfield Hills broker. Approx. 20 hours per week. Call Bob Holcomb, 646-5000

AUTO DEALER needs part time switchboard operator/cashier. Must be able to work Mon. & Thurs. evenings. Apply in person only:
Dick Scott Buick, 200 Ann Arbor Rd., Plymouth.

AUTO DEALER NEEDS
Experienced individuals for the following positions: Accounts Receivable/Payable, Cashier & Switchboard Operator. Dealership experience necessary. Apply in person at Bob Saks Motor Mall, 35200 Grand River, Farmington Hills

ATTENTION!

Looking for Secretaries, Receptionists and Word Processors seeking employment in today's competitive market! Call today!

ENTECH
SERVICES, INC.
377-4980

BILLING/DATA ENTRY
Needed for fast paced video distributor. Previous experience preferred. Pleasant personality and good customer service skills. Call Rose 591-6200, ext. 18

BOOKKEEPER/CLERICAL. PC experience required. Send resume to: Dressed Industries, 1765 Thunder, Troy, MI 48084
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADMINISTRATIVE SUPPORT
COORDINATOR
With over 50 years of solid success behind us, it's no coincidence that our people are among the best in their fields. If you're seeking a time proven employer with professional outlook and are an experienced administrative support coordinator, consider this excellent position with a leader in the electronic metering and shipping industry, Finden Alcester.

You will be responsible for administrative support of sales and inventory areas within the branch. Qualifications should include at least 2 years in a general office environment, good typing skills, numerical ability. Some computer and previous experience in a sales office would be helpful.

For immediate consideration, send your resume in confidence to:
Finden Alcester of the Great Lakes
Attn: Ms. Martin
Ave., Suite B, Novi, MI 48375

BILLING CLERK; Part-time, Key Punch operator. Farmington Hills Firm. Knowledge of legal terminology preferred. Mon-Fri, 8:00am to 12:00pm. Call. 354-9644

BOOKKEEPER
Large Southfield based property management company has immediate part time position available. Send resume to: Box 5071, Southfield, MI., 48086.

BOOKKEEPER - permanent - part time position, Bookkeeper software. Send resume to: Mr. Brunner, 670 Kirts Blvd., Troy, MI 48084

BOOKKEEPER
Southfield nursing home has opening for bookkeeper. Must have experience in payroll & payables. Some knowledge of general ledgers & bookkeeping helpful. Contact Administrator. 354-3222

BOOKKEEPER
Southfield based CPA firm has immediate openings for full charge bookkeepers with experience in general ledger, financial statements & payroll taxes. Good working conditions & benefits. Send resume & salary history to: Bernstein, Morris & Brown, PC, 29877 Northwestern Hwy., Ste. 200, Southfield, MI 48034, Attn: Mark Fale

BOOKKEEPER - With min. 8 yrs. experience in the construction field. Degree preferred. Send resume to: Box 978 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING ASSISTANT
bright individual with experience in accounts receivables and payables, and Lotus required, for new position in fast paced Auburn Hills firm. Send resume and salary history to: Box 948, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CALLING
ALL OPERATORS

Switchboard Operators experienced in handling 50 lines + needed in Macomb & Oakland counties. Also seeking receptionists & secretaries. Call now for an appt.

528-8454

FUTURE cFORCE
TEMPORARY HELP SERVICES
NEVER A FEE

CLERICAL - DATA PROCESSING
Large Southfield firm seeks clerical hours 7pm-10pm. Responsibilities include: Interface with DEC & IBM; Data Entry; manual logging; creating procedures for new programs; keeping up-to-date records; maintenance; typing (40-50 wpm) & filing. Non smoker preferred. Send resume to: DP - Clerical, P.O. Box 300, Southfield, MI. 48037

CLERICAL HELP
1PM-5PM or full time, ideal for student. Light typing, filing. P.O. Box 970, Birmingham, MI 48012.

CLERICAL/MARKETING
Fast paced office seeks person for an individual who is a self-starter and has good telephone skills to fill a position in our marketing department. Insurance experience preferred. Must have good clerical skills, good typing and be able to use a 10-key adding machine. If computer experience is plus, in addition this position will be responsible for helping promote the premium finance business. Excellent employee benefits. Call Jerry 557-7300

CLERICAL POSITION available for organized, responsible person, with communication and office skills. Benefits. Send resume to: AVIS, 41133 Vincent Ct., Novi, MI 48375, Attn. Office Manager

CLERICAL Position for experienced bookkeeper. Very good pay. Please call for an appointment, 474-1136

CLERICAL POSITION AVAILABLE
For organized, responsible person, with good communication skills and pleasant office experience. Duties include: a pleasant office. Benefits available. Send resume to:
KEEDLER COMPANY
45789 Port Street
Plymouth, MI 48170
Att: R.D. Ashburn

ABSOLUTELY NO PHONE CALLS
An Equal Opportunity Employer

CLERICAL SUPPORT
Detroit Financial corporation seeks an efficient clerical support individual for a temporary assignment. Clerical experience must be able to work with little supervision, organized, detail oriented, and Word Perfect experience. This position is for a motivated, hard worker who is willing to accept challenges. Position provides for a complete salary & benefit package. Qualified candidates forward resume to:
Human Resources
Clerical Support
P O Box 779
Detroit, MI 48231

CLERICAL
TEMPORARY JOBS
AVAILABLE NOW!
• TYPISTS
• WORD PROCESSORS
• SECRETARIES
• SWITCHBOARD
OPERATORS
Call Today For An Appointment
583-1919

EmploymentGroup
Equal Opportunity Employer M/F/H

CLERKS - PART TIME
Manufacturing plant, Sterling Heights (M-59/Mound Rd area). Needed 4-5 hours per day, Mon.-Fri. Light clerical duties. Send resume or apply at: 8600 Dotry, Sterling Heights, MI 48310

CLERICAL/RECEPTIONIST
Full time for non-smoking office with Troy manufacturer. Must have 2 years clerical experience, good communication and order entry skills. Submit resume and salary requirements to: P.O. Box 1058, Troy, MI 48099

Customer Service
Representative

Excellent opportunity for a recent college graduate or individual with some college & extensive experience in a public relations capacity. The individual will investigate & arbitrate consumer complaints & compose letters regarding disposition of complaints. Excellent letter writing & negotiating skills. CRT & word processing skills required. Must possess good professional telephone personality. Benefit package including medical & tuition reimbursement. Reply to:
CSR
P.O. BOX 2227
SOUTHFIELD, MI. 48037

DATA ENTRY
Attention to detail plus topnotch key strokes are needed for fast paced video distributor. Call Rose 591-6200 today at UNIFORCE 357-0644

CUSTOMER SERVICE
Fast-track medical company in Troy area seeks your excellent telephone skills. Call today to:
DIVERSIFIED RECRUITERS CO.
27740 Novi Road, Ste 108
Novi, MI 48377-3427
All Fees Co. Paid 344-8700

IMMEDIATE OPENING
Sheetmetal manufacturer in Southfield Receptionist, customer service, or clerk entry/sales. Proficient use of 10 key calculator, detail oriented individual a plus. Send resume: P.O. Box 530348, Livonia, MI 48153-0348, Attn Ms. Martin

504 Help Wanted Office-Clerical

CLERICAL WORK, part time, light typing, for law office in Southfield. Call 358-4040

CUSTOMER SERVICE
Immediate opening in a busy sales office. Sharp, self motivated individual, customer service or related experience. Typing knowledge a real plus. One person office. Send resume and salary requirement to: Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK
for small Troy firm, needed part time, 25 hours minimum accounting computer experience. Send resumes to: P.O. Box 53061, Bloomfield Hills, MI. 48303-3061

DATA ENTRY
Computer operations & Accounts Payable experience required for this excellent Temp position in NW Suburbs. Will extend to permanent.
QUALITY ACCOUNTING TEMPS

DATA ENTRY OPERATORS
First & second shifts available, downtown Detroit area. Individual assignments - minimum 6,000-9,000 key strokes per hour. Call for interview/testing. Normal 1 year assignment. 963-4484

DATA ENTRY OPERATORS

Computer services company in Livonia seeking experienced data entry operators with a proven history of speed and accuracy. Full time, day and afternoon shift positions available. Good pay, benefits and a pleasant work environment. Only qualified candidates. For more information call 591-8200

DATA ENTRY
Two shifts available in plush Plymouth firm. Some experience necessary. Call Darlene at UNIFORCE 473-2931

DISPLAYWRITE 4
Prestigious International Southfield firm. Professional experience needed. Up to $10/hr.
Call Susan at UNIFORCE 646-7663

EMPLOYMENT
COUNSELOR
TRAINEE

If you are bored with being a Secretary or Administrative Assistant, and desire a challenging career change, which will also enable you to utilize your office knowledge, this is the opportunity for you! Job for life. Make more money than you ever dreamed of. Unlimited income potential. Hours: 8:30-5:00, full benefits, career plan commission, and an excellent, fun-filled work day. Call Sterling at 851-3060
SKILLING PERSONNEL SERVICE
FARMINGTON HILLS

EXECUTIVE ASSISTANT
Choice opportunity. Prestigious firm. Shorthand and Word Perfect 5.1 a plus. Strong organizational skills required for this high level opportunity. $25/hr. Call Sheila at UNIFORCE 357-0036

EXECUTIVE SECRETARY - Good understanding of basic elements of secretarial duties, knowledge of word processing, filing, telephone poise, business machine operations, etc. Previous office experience helpful but not necessary. Salary commensurate with experience. Send resume with salary requirements to: box #972, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FIFTY PEOPLE NEEDED
BELLEVILLE AREA
Earn $7.00 - $15.00
2 1/2 & 4 WK. PROJECT
Clerks to sort and process mail.
Flexible hours, no experience, excellent, helpful. Mon thru Fri, possible overtime.
KELLY TEMPORARY SERVICES
Call Ann Arbor, 761-5700 or
Westland, 326-5590

GENERAL Secretary, Bloomfield Hills area, immediate opening. Good typing. Box 924, Observer 36251 Schoolcraft, Livonia 48150

GENERAL OFFICE
PART-TIME
Busy receptionist position needs secretarial help. Flexible hours.
Call Bonnie 591-7300
Century 21 Premier 626-6600

GENERAL OFFICE
Full time position in Brown Bellows, field Hills office. Various duties include computer, typing and filing. Work working with figures. 1 year experience necessary. Call for Mike Austin for appointment 335-2900

GENERAL OFFICE
Deal broker seeks experienced office person. Qualifications include cheerful phone voice, computer literacy, light typing, good math aptitude. Must be cooperative & detail oriented. Prior person terminated with bad attitude, therefore immediate opening. Attractive non-smoking office. Send resume to: Crown Steel Company, 7031 Orchard Lake Road, Ste 100, West Bloomfield, MI. 48322. Attn: M. Seppala
Or Fax 626-2422

GENERAL OFFICE CLERKS

FULL TIME

Marketing services firm in Farmington Hills seeks entry-level general office personnel. Please respond if you possess the following:

- High school diploma
- Pleasant phone manner
- Strong verbal and math skills
- Data entry experience
- Salary $10,800 per year
- Hours - 8:00am-5:00pm

If you have these qualifications, contact:

CAROLYN MUSSER - 488-3225
between 10:00am-4:00pm
Monday thru Friday

GENERAL OFFICE
Permanent position for mature, detail oriented person in accounting office. Large retail chain, 8 Mile/Lahser area Mr. Cam 352-0150 ext 41

HELP!
Growing fast paced property management firm in Southfield has great image, knowledgeable with WordPerfect 5.1, fast typing skills, a real service with commercial leases a plus, strong energetic self motivated individual. To grow with company. Send resume & salary requirements to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE
Experienced Life and Group Lines CSR for Birmingham agency
Call Ruth 647-3211

INSURANCE
Large Troy agency seeks customer service rep. Must have knowledge of auto and homeowners experience. Salary commensurate. Qualified applicants call David Bolen 641-0900

LEGAL Secretary, experienced for prestigious law office who seeks challenging position. Excellent opportunity for series of achievement. Salary commensurate with experience. Resume C/O Karla, 3167A Northwestern Hwy., Farmington Hills, 48334.

LEGAL
SECRETARIES

Let our years of service and experience work for you in our professional placement services, temporary or permanent, register now with The agency for Legal Secretaries
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
626-8188 OR 961-9415

LEGAL SECRETARY
For Southfield corporate defense firm. Must have work/perfect experience. Good benefits.
Office Manager, 28400 Lesser, Ste 110, Southfield, MI 48034

LEGAL SECRETARY for Troy area firm. Word processing and at least 1-2 years legal experience (contract, estate, estate planning) required. Non-smoker. Send resume to: Office Manager, P.O. Box 994984, Troy, MI 48099

504 Help Wanted Office-Clerical

INSURANCE PERSON part time, experience in auto & homeowners. Send resume to: Insurance Person, P. O. Box 490, Ortonville, MI 48462

INVESTIGATOR'S ASSISTANT
Word processing/typing skills. Q & A experience preferred. Plymouth area. Call Jerry 459-1388

DOWNTOWN DETROIT - Plaintiff's Personal Injury firm seeks Legal Secretary with at least 5 years experience in Plaintiff's Personal Injury Litigation as well as familiarity with WordPerfect 5.1. Salary commensurate with experience. Good fringe benefits plus free parking. Send resume and references to:
Box 1000, 1000 Farmer, Suite 2000 Penobscot Bldg., Detroit, MI 48226

LEGAL
• Corporate Legal Department
• Temporary-Law Office Pool Temp
• Permanent Positions
• Litigation Assignment

PERSONNEL
AT LAW
UPTOWN: 358-0060
DOWNTOWN: 964-2909

LEGAL
SECRETARIES

Permanent, part time, Farmington Hills. Salary negotiable.
Call 9am-3pm, 851-8787

LEGAL SECRETARY TRAINEE
Full time. Troy law firm.
Non smoking. Call Barb 641-1200

LEGAL SECRETARY
For eleven Attorney firm in Bloomfield Hills. Experience required. Salary commensurate with ability. Send resume and salary requirements to: Office Manager, 300 E. Long Lake Road, Suite 200, Bloomfield Hills, MI. 48304.

LEGAL
SECRETARIES

Permanent, Temporary
Professional, Confidential
Placement
MANY OPPORTUNITIES
Downtown & Suburbs
EXPRESS SERVICES

LEGAL SECRETARY
Farmington Hills general practice attorney commensurate with experience 489-7070

LEGAL SECRETARY/Receptionist
Full time, Farmington Hills. Referred, word processing a must. Type 65-70wpm. Salary commensurate with experience. Benefits. Well groomed with pleasant phone voice. Non smoking office.
Call Tracey 848-3850

LEGAL SECRETARY - Troy law firm seeking experienced litigation secretary. Applicant must be a self-starter, detail oriented, have organizational skills. Word processing a must. Please send resume & salary requirements to: P.O. Box 2501, Troy, MI. 48007-2501

LEGAL SECRETARY
Prestigious Detroit firm seeks Legal Secretary with minimum 3 years legal experience, good communication/organizational skills and Word Perfect 5.1 required. Salary negotiable, good benefits. Reply to: box 992, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
For real estate law firm. Real Estate Experience required in commercial real estate, corporate law & civil litigation. Must have good organization, organizational & typing skills. Salary commensurate with experience & 1 associate & requires a polished secretary. Good salary/benefits.
Call Kim 358-2090

LEGAL SECRETARY - with plaintiff's PI experience preferred. Call 689-5895 Telegraph Rd., Bloomfield Hills, MI 48301, Attn: T&F

LEGAL SECRETARY - Experience preferred. Word Perfect 5.1. Send resume to: Personnel Dept. 29200 Southfield, Suite 210, Southfield, MI 48076

LEGAL SECRETARY - 4 Yrs. minimum experience for growing medium size law firm specializing in Real Estate, Litigation, business, & corporate. WordPerfect. Excellent salary. Non smoking. Full benefits. 626-5000

LEGAL SECRETARY
Experienced in litigation. Must be self-starter with excellent typing & memorate with experience. Send resume to: Box 984 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY - Small non-smoking office in Plymouth seeking experienced litigation secretary with knowledge of WordPerfect. Applicant must be intelligent with excellent skills, organized, able to juggle, good grammar and professional attitude a must. Ask for Lisa, 459-5656

LEGAL SECRETARY
For litigation partner of 8-lawyer Downtown Detroit corporate law firm. 2 years litigation and WordPerfect required. Send resume and salary requirements to:
Office Manager
3233 Fox Building
Birmingham, MI 48009
Or FAX 540-7067

LEGAL SECRETARY
For Farmington Hills law office. Litigation experience, WordPerfect 5.1, good organizational and communication skills required. Salary commensurate with personality. Work in a team environment with friendly people and attractive office. Excellent salary and benefits. Send resume and salary requirements to: P O Box 8057, Farmington Hills, MI 48333

MAIL ROOM/SUPPLY CLERK
Non-smoking company needs mail/supply clerk. Applicant must be energetic, detail oriented, have good driving record. Full time with flexible hours and benefits. Evenings & Saturdays. Send resume to: Supply Clerk, P.O. Box 300, Southfield, MI. 48037

MAINTENANCE SECRETARY
Large Farmington Hills apartment complex has immediate opening for their Maintenance Dept. Duties include but not limited to answering phones, scheduling work, ordering parts, typing & filing. Those interested & qualified may apply Mon-Fri 8:00-5pm at Independence Green Apt., 24315 Halsted, Farmington.

MAJOR DETROIT FIRM seeks experienced Environmental Secretary for shareholder derivative litigation. Excellent benefits. Fee paid. Resume to: Box 1000, 1000 Farmer, Suite 2000, 24235 Van Dyke Centerline, MI
Fax 759-8910

MARKETING SECRETARY
Creative environment for qualified individual with word processing experience. To $8.50/hr. to start.
Call Sally at UNIFORCE 646-8501

OFFICE COORDINATOR
Fast paced sales/service company has opening in our Detroit location for an Office Coordinator. Responsibilities include telephone support, communication and organizational skills, must 25-30 wpm for start on projects as required. Position requires secretarial experience and excellent organizational/interpersonal skills. Experience with office software tools is desirable. Interested applicants can send resumes and salary requirements to:

Project Software & Development, Inc.
One Parklane Blvd.
Parklane Tower East, Suite 1218
Dearborn, MI 48126

OFFICE MANAGER
for Farmington Hills CPA firm. Position requires typing skills and pleasant phone manner. Fast paced environment with a variety of responsibilities. Full time with seasonal overtime. Salary commensurate w/ experience 681-3500

OFFICE TRAINEE
Full or full time. W. Bloomfield, $5/hr. hour to start. Phone, filing, messenger - will train 851-9030

504 Help Wanted Office-Clerical

MORTGAGE
BANKING POSITIONS

LOAN CLOSING SPECIALIST
Experienced in the preparation of documents for closing of FHA/VA or conventional mortgage loans for delivery into the secondary market.

ACCOUNTING CLERK
Experienced in the preparation of forms required in the process of preparing, reporting to FHMA/FHLMC and GNMA.

LOAN LIQUIDATION SPECIALIST
Ideal candidate will have previous experience in the settlement negotiations with short-term & extending of claims with bankruptcy trustees; or experience in the foreclosure process of the mortgagee & the filing of claims with mortgage insurers.

Send resume & salary requirements in confidence to: Emma Orb, Miami Valley Bank, 24275 Northwestern Hwy., Southfield, MI 48075.
No phone calls please.

Substance abuse testing may be part of the pre-employment process.
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OFFICE WORK
Answer phones, take customers. Also person to install phones. 32730 Northwestern Hwy. 626-1119

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PART TIME
CASUAL OFFICE CLERK
needed to fill in for vacations, employee time off and holidays. Position requires a person able to work flexible hours with a short notice of starting time. Typing skills are necessary along with some machine knowledge. Contact Ann Johnson for someone to earn extra income. Please send resume to Box 996 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME CLERK TYPIST
$5.00 per hour to start.
Call for interview
277-3293

Part Time Clerical Position
Individual needed for accounts data entry, filing, telephone back-up and general clerical duties for Southfield office setting. Call 464-0068 between 8:00 a.m. and 4:30 p.m.

PART TIME position available, data entry and general office work, everything and everybody. Please apply written: Art Van Furniture, 3300 Wayne Rd., Westland.

PAYROLL/PAYROLLING
Part time operating ADP PC payroll system for under 100 employees. Lotus 1 2 & 3, & general ledger accounts payable experience helpful. Must have 5 years payroll & bookkeeping. Dr. Suite 325, Auburn Hills, MI. 48326

PUBLIC RELATIONS SECRETARY
Your excellent sk