EMPLOYMENT

502 Help Wanted Dental-Medical

HOME HEALTH AIDES RN's/LPN's
Do you need some extra money to help you through your holiday bills? Join the leaders in home health care - VISITING CARE - Variety of shifts available. Call Today!
Northville 313-344-0234
Brighton 313-229-0320
Ann Arbor 313-930-0050

MEDICAL ASSISTANT AND X-RAY TECHNICIAN
Full or part time
For Livonia area clinic
Ask for Tina at 478-6100

MEDICAL ASSISTANT
Podiatry office, Southfield. 20-30 hours per week. Mature, experienced. 354-2262

MEDICAL ASSISTANT
wanted for busy family practice in Westland. 1-2 Yrs. experience required. Excellent salary & benefits. Send resume to: MA Position, 21711 Van Born, Taylor, MI., 48180.

MEDICAL ASSISTANT
Full time in top dermatology office in Farmington Hills. Must have at least 1 year medical office experience or training. Call 553-2900

MEDICAL BILLER/RECEPTIONIST
Part time/full time. ICD 9 Coding & computer experience necessary. Call 348-1131

MEDICAL BILLER
Full time for Oncology practice in Royal Oak. Current Blue Cross billing experience mandatory. Excellent benefits. Call between 9am & 11am Mon thru Fri. 288-4500

MEDICAL BILLER Transcriptionist
Opening in orthopedic doctors office in Southfield. Experienced only. Excellent benefits. Call Mon. thru Fri., 9am-4pm 569-0364

MEDICAL BILLING/ SURGICAL BOARDING PERSON
needed. Highly motivated, responsible individual to work for top notch Dearborn office. Experience required. Send resume to Box 592, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Needed for busy family practice office. Minimum 1 year experience. Billing experience helpful. Full time. Salary negotiable. Send materials to Front Office Position, 21725 Van Born, Taylor, MI., 48180.

MEDICAL RECEPTIONIST
Experience necessary. Part time. North Woodward area
Call Carol 338-8266

MEDICAL RECEPTIONIST
Part time. Experience preferred. Please send resume to, 15901 W. 9 Mile Rd., Ste 618, Southfield, 48075

MEDICAL RECEPTIONIST
needed for busy Southfield office. Computer & billing experience a must. Call Adrienne 356-8100

MEDICAL RECEPTIONIST
Full time. Benefits. Busy general practice in Farmington. Experience necessary. Call after 1pm. 476-5577

MEDICAL RECEPTIONIST
Part or full time for Livonia doctor's office. Mature, good telephone manner. reply w/qualifications, desired hrs., salary, address & phone number. Send to Box 588 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TECHNOLOGIST
With experience needed. Part time, day shift, Mon-Fri, for Straits Hospital, Southfield. Contact Chief Medical Technologist, between 9-3pm, Mon-Fri, at 357-3360 ext 192

MEDICAL RECEPTIONIST
Needed for physician's office in Troy. Computer billing, telephone, light typing. Part time, mornings, Monday-Friday. Call: 244-8886

MEDICAL RECEPTIONIST
We need a self starting, highly motivated individual for a part time job share position in growing Farmington Hills practice. Experience helpful, will train exceptional applicant. Call Lynda 478-7095

MED-SURG
ICU
PSYCH
RNS FOR SUPPLEMENTAL STAFFING
• Suburban western Wayne Hospital
• Flexible schedule
• Competitive pay
• Immediate assignment (following orientation)
For more information & to apply contact Gloria or Marilyn.
981-8829

NUCLEAR MEDICINE TECH
Part-time position available. A.R.R.T. or C.N.M.T. registered or registry eligible. Interested parties should contact E. Taylor at: 347-8227

DMC Health Care Centers
Woodland
(located on W. 8 Mile near Lahser & W. 12 Mile near Novi Rd.)
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

NURSE AIDE - Afternoon & midnight shifts. Will train or certified. New start wage. Mrs. Birmen. Nightingale West, 8365 Newburgh Rd., Westland, near Joy Rd. No calls!

OCCUPATIONAL THERAPIST
Contractual position for OTR in Medicare certified agency in a pleasant, small town/rural area. Requires excellent assessment, documentation and clinical skills. Challenging opportunity to provide occupational therapy to clients in their homes. Flexible scheduling. Per visit rate of payment with mileage reimbursement.
Lapeer County Health Department
1575 Suncrest Drive
Lapeer, MI. 48446.
(313) 667-0391
Application deadline December 13, 1991, 5pm.
An Equal Opportunity Employer

ORTHODONTIC ASSISTANT
Super opportunity with a growing company. We need an energetic assistant who enjoys delivering quality care. Experience preferred. Benefits included. Salary negotiable.
Call Sheila 581-7283

PART TIME RECEPTIONIST needed for busy family practice clinic in Milford. Includes evenings & Saturdays, experience preferred.
Contact Colleen, 685-3600

PHYSICAL THERAPIST
Full-time position in Medicare/Bluecross certified home health care agency in quiet, small rural community. Requires Michigan licensure as physical therapist, one year of experience in an acute care or home care setting. Competitive salary and benefit package. Apply by 5pm., December 13, 1991.
Lapeer County Health Department
1575 Suncrest Drive
Lapeer, MI 48446.
(313) 667-0391
An Equal Opportunity Employer

PHYSICAL THERAPIST
Full-time or part-time. For Skilled Nursing Home in the Plymouth area. Salary range, $30 to $40 hourly. Call, 788-1400

PHYSICIAN'S ASSISTANT
wanted for dermatology offices in Southfield. Dermatology experience required. 569-1958

ADMINISTRATIVE ASSISTANT

7-UP DETROIT producer and marketer of quality soft drinks seeks a mature and talented person to assume the position of Administrative Assistant. The position will report to the Division Vice President and requires 70 plus wpm typing/word processing, familiarization with Word Perfect 5.1 and Harvard Graphics, machine transcription, and LOTUS 1-2-3 computer skills.

The successful candidate will be very professional in the areas of organization ability, anticipatory skills and poise. If you are interested in exploring a career opportunity, please send your resume in confidence to

7-Up Detroit
12201 Beech Daly Road
Detroit, MI 49239

EXPERIENCED SECRETARY

Real Estate office is looking for experienced Secretary with professional image and excellent communication skills. The successful candidate must possess a high degree of skill and accuracy. Qualifications include typing 60 wpm, shorthand 100 wpm and good math aptitude. Two years experience required. Organizational skills a must. Salary to commensurate with experience and qualifications. Competitive benefit package available. Please send resume with salary requirements to:

Ms. I.S. Vickers
P.O. Box 267
Southfield, MI 48037

Part Time Office Clerk

Kona Corporation has a part time Office Clerk position available in our Livonia office. Responsibilities will include answering phones and relaying messages, distribution of incoming mail, faxes, call reports and various miscellaneous office duties.

The successful candidate must be organized, detail-oriented and be willing to work flexible hours.

KONA Corporation offers a competitive salary and a pleasant working environment.

Please call our **Personnel Department** at the Main Office in Massachusetts
1-800-367-5662 ext. 134

KONA
P.O. Box 1227
[illegible] ester, MA 01930

502 Help Wanted Dental-Medical

OCCUPATIONAL THERAPIST
Special Tree Rehabilitation System is seeking an Occupational Therapist to provide services to inpatient/residential, outpatient and home-bound clients with traumatic brain injury and other neurological disorders. Experience with neurorehabilitation is preferred. Competitive salary and benefits and opportunity to work within a growing and exciting program in our Annie's House Division located in the Birmingham, Royal Oak, Beverly Hills areas.
Call or send resume to:
Anne VanDemark, PhD, Director Clinical Rehabilitation Services, Special Tree Rehabilitation System, 39010 Wabash Rd., Romulus, MI 48174. 313-942-0400

ORTHODONTIC ASSISTANT
For Rochester Hills needed 2 days a week, for progressive growing practice. Experience preferred but will train the right person. Call ask for Emily 652-6121

PART TIME
Mature person to work in Canton Dental Office 2 nights per week. Ask for Sharon 455-4844

RADIOLOGY TECHNOLOGIST
Accepting applications for registered or registry eligible Radiology Techs. Part-time days.
Please apply at:
DMC Health Care Centers
Woodland
41935 W. 12 Mile Rd.
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

RECEPTIONIST for Birmingham Orthodontic practice. Must be energetic, enthusiastic people-person with dental office experience. 3½ days per week 645-5340

RECEPTIONIST FOR Farmington Hills Dental Office. Looking for that special person that is enthusiastic and can handle multi-tasks. Experience preferred. 737-8430

RECEPTIONIST
For quality oriented general dental practice. Insurance billing & scheduling. Chairside experience helpful. Team player. Salary commensurate with experience. Call Julie 352-8505

REGISTERED NURSE
Experienced only needed for cardiologist located in Farmington Hills Mon. thru Fri., full time and possible part time available. Please forward resume to: C. Vogl, 28595 Orchard Lake Road, Suite 300, Farmington Hills, MI., 48334.

RN
DIRECTOR OF NURSING
JCAHO accredited private duty health care agency located in Farmington Hills looking for a highly motivated RN with administrative & clinical skills. Rehab/case management experience preferrered.
Competitive salary package
Call Linda Mon. thru Fri. 8am-4pm
851-6567

RN FOR busy Farmington Hills pediatric office. Full time, 35+ hrs. Benefits, excellent working conditions 855-8163

RN- HOME HEALTH
(contractual position) nursing in a Medicare certified home health agency in a pleasant small town/rural area. Requires excellent assessment, clinical and documentation skills. Practice nursing the way you've always wanted to - as a respected member of a multidisciplinary team providing highest quality care. Flexible scheduling including weekends only or weekends with weekend rotation every 6-8 weeks. Application deadline December 13, 1991, 5:00 p.m.
Lapeer County Health Department
1575 Suncrest Drive
Lapeer, MI 48446.
(313) 667-0391
An Equal Opportunity Employer

RN ONCOLOGY
Full-time position available in Oncology. Oncology experience not necessary. IV experience required. Mon.-Fri., 9-5. Interested applicants may call 582-3500 or send resumes to B. Giacalone
DMC HEALTH CARE CENTERS
WOODLAND
22341 W. 8 Mile Rd.
Detroit, MI., 48219
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

RN's & LPN's
Afternoon Shift, part time
Apply in person.
Marycrest Manor
15475 Middlebelt
Livonia, MI., 48154
427-9175

RN'S/LPNS
For medium size nursing home, all shifts. Braeburn, 1312 N. Woodward, Bloomfield Hills

RN's - $20.50/HOUR
West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate openings for RN's on afternoon shift. $19.50/hour or $20.50 without benefits
For details, call Mrs. Mancuso or Mrs. Subotich, 661-1600

R.N.'s
Team work makes our rehabilitation nurses special! Our neuro-rehabilitation facility offers the opportunity to work in a friendly supportive atmosphere featuring professional team work and collaboration. We offer a variety of benefits & a competitive salary. For more information, please call Greg Webb at
APPLE TREE LANE 941-1142
Equal Opportunity Employer M/F

R.N. WANTED
For Royal Oak gynecologist's office. Part time days. No weekends. GYN experience preferred. Send resume to Box 402 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOCIAL WORKER C.S.W - PSYCHOLOGIST/LLP
Bluecross OPC has immediate opening for experienced Administrator/Therapist. Must have experience in obtaining mental health facility accreditation. Job will involve responsibilities for obtaining accreditation & carrying a therapy case load. Salary & benefits commensurate with experience. Contact Gina at 647-5320

SPEECH PATHOLOGIST
Home health contractual position in a medicare certified agency for a speech pathologist with CCC in a pleasant small town/rural area. Requires excellent assessment, clinical and documentation skills. Challenging opportunity to provide speech therapy to clients in their own homes. Flexible scheduling. Per visit rate of payment with mileage reimbursement.
Lapeer County Health Department
1575 Suncrest Drive
Lapeer, MI 48446
(313) 667-0391
Application deadline Dec. 13, 1991
An Equal Opportunity Employer

X-RAY TECHNICIANS needed for mobile x-ray in nursing homes. Registered or registry eligible. Send resumes to: Geriatric Mobile X-Ray, 21521 Van Born, Taylor, MI 48180

X-RAY TECHNICIAN/REGISTERED
With mammography experience
Dearborn Hts area
Please call Denise 561-8794

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK
Birmingham Property Management Co. needs experienced person for data entry and computerized accounts receivable by Jan. 1
Must be well organized, motivated and detail oriented. Non-smoker. Send resume and salary to Paragon Properties, 32400 Telegraph Rd., #202, Bingham Farms, MI 48205

504 Help Wanted Office-Clerical

ACCOUNTANTS BOOKKEEPERS CLERICAL DATA ENTRY
PART TIME FULL TIME
Call Accountemps — like 58,000 professionals did in 1990!
ACCOUNTEMPS
Southfield 357-8347
Troy 524-3100

ACCOUNTING CLERKS
We need your experience for temporary positions. Available immediately: Payables, Receivables & Data Entry. Lotus a plus
Call or send resume:
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

ACCOUNTING CLERK/Receptionist, computer literate, associates degree preferred. Southfield area. Call 1-5pm 353-4347

ADMINISTRATIVE ASSISTANT
Advertising - National advertising agency needs your experience with Wordperfect 5.1 or Officewriter To $9/hr. Call Stacy at UNIFORCE 357-0037

ADMINISTRATIVE ASSISTANT
$17,000 FEE PAID
This FUN JOB is open because the company offers advancement. This opportunity along with major benefits and extra money for mileage is yours if you are organized, can type 60 and want to get out of the office and get paid more than enough for it, call Carol at 851-3860.
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

ASSISTANT
Birmingham chiropractor - greet clients, general office, learn X-rays, split daytime hours.
TEMPSTAFF 645-0900

AUTO DEALERSHIP EXPERIENCE OFFICE HELP
Need individual willing to learn. Excellent pay & benefits. Apply in person, 9am-4pm: Arbor Dodge, 3365 Washtenaw, Ann Arbor, MI., 48104, ask for Joyce.

BIRMINGHAM/BLOOMFIELD property management company seeking individual to handle all facets of one person office. Duties include bookkeeping, computer data entry and secretarial functions. Requires motivated individual with strong organizational skills & ability to work independently. Property management experience required. Send confidential resume including salary requirements to Box 594, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/COMPUTER
Long term part time position. Flexible schedule, bookkeeping and Lotus proficiency required. WordPerfect skills a plus. Up to 20 hrs per week. Please send resume to L.S. Management, Inc., P.O. Box 250095, W. Bloomfield, MI 48325

BOOKKEEPER - experienced. 1-5pm daily. Computer skills. Immediate opening. Send resume to Box 580, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/General Office, part time. Bookkeeping necessary. Flexible hours. Resume to Bookkeeper, 31647 W. 8 Mile, Livonia, MI 48152

BOOKKEEPER Immediate full-time position, computer accounting experience necessary (software shop system preferred) for builder/developer non-smoking office in Farmington Hills. Candidate should have good working knowledge of construction accounting.
Call Donna at, 661-0900

CAREERS!!
GENERAL OFFICE $14,000
Work in N.W. suburb, need word processing, good typing. 2 yrs. stable work backround

SECRETARY $17,500
Senior typist, WordPerfect, 2 yrs experience

ACCOUNT EXECUTIVE $21,000
Need commercial lines experience located in N.W. suburb

LOAN CLOSER $22,000
2 yrs. experience in closing mortgage loans

LEGAL SECRETARY $22,400
Work for large corporation, need 2 yrs. legal experience

EXECUTIVE SECRETARY $23,000
WordPerfect, Lotus, minimum 3 yrs experience - manage office

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

CHRISTMAS CASH
RECEPTIONISTS, switchboard and light typing experience a plus. Immediate openings in all areas
Temp-med Insurance, top pay, overtime pay, holiday pay
Livonia 464-2100
Southfield 352-1300
SNELLING TEMPORARIES
NEVER A FEE

CLERICAL/COMPUTER OPERATOR
Temporary position with local CPA firm during tax season. Applicant should be knowledgable of general office procedures & possess ability to accomplish multiple tasks with attention to detail. Excellent opportunity for hard working self starter. Reply to box 548 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL - Hovinga Business Systems has an immediate full time opening. This position requires data entry and clerical skills, detail orientation and good communication skills. Send resume to
Hovinga Business Systems
41180 Bridge St., Novi, MI 48375
Attention Mary

CLERICAL
Need Holiday Cash?
- Word Processors -
- Secretaries -
- Receptionists -
Long and short term assignments as well as temporary to permanent positions are available for dependable people throughout the metro Detroit area. EXPERIENCE as well as strong verbal and written skills required. Call today for an appointment.
CORPORATE PERSONNEL SERVICES
Berkley: 398-8960
Livonia: 261-1120
EOE NO FEE

CLERICAL - part full time temporary, well organized, good communication skills, previous credit background and typing skills a plus.
Call 827-3380, ext. 223
An Equal Opportunity Employer

CLERICAL!
• SECRETARIES
• WORD PROCESSORS
• RECEPTIONISTS
• GENERAL OFFICE CLERKS
Now hiring quality people for long and short term assignments.
Call Ruth today for an appointment
643-8590
EXPRESS SERVICES

CLERICAL ASSISTANT
$6.50 hr. Full Time. No Fee
Work for a Southfield Company that rewards good work! Great benefits! Need 1-3 solid yrs. recent office experience, data entry, good math.
RBS ASSOCIATES AGY. 540-4130

CLERICAL
CPA firm needs a part time flexible person for light office work 20 hours per week. Some computer knowledge. Send resume only. Moore & Moore, P.C., 18705 W. 14 Mile Road, Birmingham, MI., 48025.

CLERICAL
Part time person needed in busy Advertising Department for various clerical duties. Some typing needed and attention to detail a must. Afternoon hours but can be somewhat flexible. Weekends not required. No smoking department. Recent high school graduate welcome
APPLY AT:
FRETTER, INC.
35901 Schoolcraft Rd
Livonia, MI., 48150

CLERICAL POSITION available for hardwording individual, in Southfield. Typing skills 40wpm required. Please call Sandy at 948-6715

CLERICAL/SECRETARIAL
Part time entry level. Submit resume to 30600 Telegraph, Suite 3345, Birmingham, MI 48025.

CLERICAL SUPERVISOR NEEDED
Fast growing temporary health service is in need of a clerical supervisor, for Livonia area, with management abilities. Experience necessary.
977-2710

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient Clerical Support individual for our fast paced working environment. Candidates must be able to work accurately under pressure, able to work with little supervision, & have hands-on WordStar and/or Word Perfect experience. This position is for a motivated, hard worker who is willing to accept challenges. Position provides for a complete salary & benefits package. Qualified candidates forward resume in confidence to.
CLERICAL SUPPORT
P.O. Box 779
Detroit MI 48231

CLERK TYPIST
Company seeking help in busy office. Skills include: light typing, filing & phone. Clear speaking voice growth potential. Call to apply
895-0234

CLERK TYPIST I
Canton Township is accepting applications for the position of full-time Clerk Typist I in order to establish an Eligibility List. Minimum 42 WPM $15,586/YR. Last date for filing December 13, 1991 at 4:00 PM
Apply at Canton Township, 1150 S. Canton Center Road, Canton, MI 48188
An Equal Opportunity Employer

COMPUTER DEPARTMENT CLERICAL/OPERATOR
Part-time (Mon. - Fri., 5-9pm), entry level, will train. Southfield location. Call Helen Mon. - Fri. between 10am-3pm, at 827-4050, ext. 348

COURT REPORTING A PROFESSION
We are searching for a qualified person to record and transcribe legal depositions in the Metropolitan Detroit area. Steno skills not required.

AS AN EMPLOYEE you will receive comprehensive training, variety-filled work (half of which can be done in your home), excellent earning potential and the opportunity to become a State certified court recorder.

WE REQUIRE a professional in appearance and action, typing skills of 75+ wpm, intelligence, self-discipline, ability to work full time and willingness to travel in a 60-70 mile radius.

If interested, please call Mary Thompson at 1-800-748-0442, between 9:00 am and 5:00 pm, December 2 - 6, 1991
Network Reporting Corporation
An Equal Opportunity Employer

CUSTOMER SERVICE/Coordinator
For marketing promotions. Frequent raises, no health benefits. Call Margaret 540-5000

CUSTOMER SERVICE REP
Commercial insurance, automated agency system. 3 mos. in Troy.
TEMPSTAFF 645-0900

CUSTOMER SERVICE SECRETARY
A successful food products company offers security and growth opportunity for you. Good organizational skills and word processing needed.
Call 464-0909
SNELLING PERSONNEL SERVICES

Customer Service PART-TIME
We have several challenging part time positions available for individuals with 1-2 years recent heavy inbound telephone experience. Responsibilities involve responding to over 100 telephone inquiries per day. Hours are:
Mon-Thurs Fri. 10am-8:45pm
Mon-Tues Fri. 11am-7:30pm
Mon 9am-5pm, Tues Fri. 10am-4pm
Mon-Tues-Thurs Fri. 10am-6pm
These positions offer you the opportunity to work for a large corporation while earning $7.50/hour & receiving a competitive benefit package. Qualified candidates should apply Mon-Fri, 9-4.
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
(Formally Fireman's Fund Mortgage Corporation)
27555 Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H/V

DATA ENTRY/CLERICAL
Part time, entry level position. Immediate opening. Livonia based company. Send resumes to: PO Box 530518, Livonia, MI 48153-0518 or call 591-6777

DATA ENTRY
Your excellent skills needed for this international business service. To $7/hr. to start. Call Doreen at UNIFORCE 357-0641

DISPATCHERS & PHONE RECEPTIONISTS
needed. Experience preferred. Will train. Call 9am to 6pm. 455-0900

ESCROW TECH
Troy title company. Book closings, wrap mortgages. 6-wks.
TEMPSTAFF 645-0900

EXCITING OPPORTUNITY
$16-$17,000 FEE PAID
Plush suburban advertising agency seeking an entry level Secretary. This company offers major medical, dental, 401k, and an opportunity for advance in position and salary. If you're ready for the excitement of the advertising field, this is an excellent opportunity. Typing of 50 please call Janice today at 851-3860
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

EXECUTIVE SECRETARY
Multinational division needs candidates with Displaywrite IV experience. To $10 hr. Call Sally at UNIFORCE 646-6166

EARN HOLIDAY MONEY
Needed immediately!
• Word Processors
• Receptionists
• Data Entry
Long & short term assignments
Benefits • No Fee
CONTEMPRA
583-9500

ENTRY LEVEL LEGAL SECRETARY
$17,000
A really nice opportunity with a small friendly firm. Nice benefits include paid parking. Your experience can be light if your skills are good. Hurry! Call 464-0909
SNELLING PERSONNEL SERVICES

ENTRY LEVEL position for career in finance. Start training with a major financial institution as phone credit interviewer - advancement to management. BA or high school graduate with sincere desire to succeed. Resume, salary history & HANDWRITTEN cover letter (incomplete or inaccurate submissions will not be considered) to Mr. Roberts, Express Mortgage, 3840 E. 8 Mile, Detroit, MI 48234

EXECUTIVE SECRETARY
If you like to be busy, this is the job for you. Heavy typing, word processing, & secretarial duties $20-$22K per year, in Southfield. Call, #1 Personnel, 274-4230

EXECUTIVE SECRETARY
Marketing division of suburban company needs your excellent skills and WordPerfect experience. To $9/hr. Call Sara at UNIFORCE 357-0036

EXECUTIVE SECRETARY
Management consulting firm in downtown Birmingham seeks an experienced mature person with excellent organizational & communication skills. WordPerfect 5.1 and transcript experience DOS & 1-2-3 helpful. Smoke free office. $10-$12/hr. Resume & salary history to Vice President, Box 1451, Birmingham, MI 48012-1451

GENERAL OFFICE
Experienced in computers, typing, grammar, filing, & phones. Farmington Hills. Send resume to 5819 King James, Waterford, MI 48327

HOLIDAY MONEY
WORD PROCESSORS - with any software experience needed immediately for all areas
Microsoft Works/Word
Wang - Word Perfect
Lotus - Multimate
Displaywrite
Temp-med Insurance, Holiday pay, Bonuses, Overtime Pay
Livonia 464-2100
357-1300
SNELLING TEMPORARIES
NEVER A FEE

LEASING AGENT - experienced for apt complex. Must be a responsible ... ty, detail & work in a competitive position. Call 2pm-4:30pm 425-0141

LEGAL Administrative Secretary - To $29,000
Prestigious firm needs top notch individual with 5 years litigation experience. Type 80, some paralegal duties. Fee paid. Call Kathy, 772-8760
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY - 5 yrs experience, computer experience required. Wordperfect. Southfield law firm. Contact Nancy 353-3810

LEGAL SECRETARY NEEDED
For Southfield law firm. Good typing, English and secretarial skills required. Word processing a must. Shorthand and some experience helpful 540-4100

LEGAL SECRETARY
Southfield Law firm seeks experienced Legal Secretary with litigation/personal injury experience and excellent skills. Salary and benefits commensurate with experience. Please call Mrs. Green at (313) 350-3718

LEGAL SECRETARY
Very experienced for managing partner of growing medium size Farmington Hills law firm. Civil litigation and business practice. Administrative tasks with varied responsibilities. WordPerfect. Non smoking. Excellent Salary, Benefits & Opportunity. Call. 626-5000

LEGAL SECRETARY - WordPerfect, personal injury law firm. 8 Mile/Telegraph area. Call 537-8430

LEGAL SECRETARY - Southfield. General practice law firm with emphasis on negligence - experience necessary - immediate opening 557-0400

LEGAL SECRETARY
Partner in downtown defense firm is looking for a secretary with a minimum of 4 yrs. legal experience & WordPerfect knowledge. Competitive salary/benefits, plus travel allowance. If you qualify, please send resume to
Office Administrator, 1700 Penobscot Building, Detroit, MI 48226

LEGAL SERCRETARY
Experienced plaintiff office. WordPerfect 5.0. Full time benefits. Call for appointment 158-0100

LITIGATION SECRETARY
$25,000, FEE PAID
Excellent benefits. Well established law firm and diversified responsibilities for your 2 plus years litigation experience. Call 642-5900 or FAX resume to 649-3526
SNELLING PERSONNEL SERVICES OF TROY

MAJOR BROKERAGE FIRM located in W. Bloomfield has 2 openings: a Receptionist & a Temporary Sales Assistant. Brokerage experience helpful for both. Qualified applicants please call 737-8463

MANAGEMENT
SHURGARD Storage Centers currently seeking entry level full & part time management positions. Customer service, general office & telephone skills a must. Indoor/outdoor work. Truck rentals, maintenance & weekend work involved. Please call Sharon on Wed. Dec. 4 between 10am-12 noon 455-9715

OFFICE ASSISTANT Part time/full time. Farmington location. Apply in person. Shurman & Kaufman 22730 Orchard Lake, Farmington

OFFICE CLERICAL POSITION
Full time. Must have computer experience and a good phone personality. Apply in person. Bergstrom's Inc. 30633 Schoolcraft Road Livonia MI

OFFICE CLERK part time. Pleasant person needed to do filing, answering phones & other various duties. Approximately 20 hrs/wk. 358-5980

OFFICE CLERK various duties for national firm located in Southfield. Some computer knowledge helpful, must have reliable transportation. Send resume to Box 562 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia Michigan 48150

OFFICE PERSON - Full charge. Experienced only. Phone, filing and typing. 8:30am-5pm. Full time. $6.00 an hour. M.C.S.S. Ltd. Farmington Hills 471-4121

RYDER TRUCK RENTALS has an immediate opening for a qualified temporary fuel input person at our Southfield district office. Position requires previous telephone experience combined with knowledge of data input. Persons interested in this position should send a resume with wage requirements to: Ryder Truck Rental, P.O. Box 201, Southfield, MI 48037 Attn: Sheray Potts

RECEPTIONIST/TYPIST/CLERICAL
Full time non smoker for real estate management company. Knowledge of word processor helpful. Position available immediately. Troy, Big Beaver & Livernois 362-4666

504 Help Wanted Office-Clerical

MEDIA SECRETARY
$18,000
Major advertising agency needs professional individual with Word Perfect 5.1 and Lotus experience. Good organizational skills. 35 hour week. Benefits include medical, dental, 401K, tuition reimbursement and more. Fee paid. 772-6760.
SNELLING PERSONNEL SERVICES

PART TIME - help needed for accounting department of Livonia based manufacturers representative. 15 hrs per week, flexible. Filing and assist with accounts payable. Must be accurate, dependable, organized, responsible and able to maintain confidentiality. Competitive hourly rate. Send resume to, TPC, P.O. Box 3304, Livonia, MI 48150 Attn. MO.
An Equal Opportunity Employer

PROOF OPERATORS
Immediate openings for experienced Proof Operators. Familiarity with NCR/Burroughs Machines helpful. Afternoons, in Livonia area.
Call 526-6100

PROPERTY MANAGEMENT
$22,000 FEE PAID
Plush growing suburban company offers excellent working conditions, above average benefits and generous bonuses. If you have executive level skills and construction or real estate background, call Shirley today, 851-3860
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

RECEPTIONIST
For Birmingham office. Must have good phone, typing, organizational and inter-personal skills. Experience necessary, computer literacy helpful. Contact Ann 489-1550

RECEPTIONIST
For a Wild & Crazy Office
Call Beth 442-8590

RECEPTIONIST
Needed for wild and crazy fast paced office. Call Candy
477-9905

RECEPTIONIST
Advertising agency needs your recent experience. $8/hr. Call Ruth at UNIFORCE 357-0648

RECEPTIONIST WANTED for Birmingham Law Office. Benefits. Pleasant working environment. Some typing/clerical experience preferred. Call Jackie at 647-0200

RECEPTIONIST
Major Livonia headquarters has opening for receptionist with Rolm or Dimension experience. To $7.50/hr. Call Rita at UNIFORCE 473-2931

RECEPTIONIST
Minimum $6 an hr. Fee Paid By Co. Friendly work together company. Good phone voice & typing skills a must! Call, 399-3450
SNELLING PERSONNEL SERVICES

RECEPTIONIST
for automotive supplier. Must be proficient with Telrad phone system and WordPerfect 5.1. Knowledge of Lotus 1,2,3 and form tools helpful. Reply to: Orschein, 16000 W. 9 Mile Rd., Ste. #514, Southfield, MI., 48075, attn: Arlene Catrett

RECEPTIONIST
For busy CPA office in Birmingham. Duties include typing & tax return assembly. Must be reliable & personable. 4 mo. assignment. Please send resume to Box 560, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Receptionist wanted for busy Troy marketing office. Must have pleasant phone manner, good verbal/writing skills, computer experience, professional appearance. Hours Mon.-Fri. 9:30am-6pm. Salary $13,000 a year plus benefits. Send resume to Office Manager, 201 W. Big Beaver, Suite 1010, Troy, MI 48084. No phone calls.

RECEPTIONIST/SECRETARY
Small, growing Novi company is seeking individual to handle phone answering, word processing and other support duties. High School diploma, previous experience as receptionist and good computer skills required. Ability to handle multiple tasks. Send resume with salary history to
Human Resources Manager
P.O. Box 7029
Novi, MI 48376

Retail OFFICE/CLERICAL (Part-Time)
Part-time position available this holiday season at our Oakland Mall location. Responsibilities include phone, filing, customer service. Retail experience a plus. Contact Ms. Forro for an appointment.
588-3805
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SALES SECRETARY
Full time position. Seeking a bright, energetic person who possesses strong organizational, verbal & written communication skills. Word processing, data base and spreadsheet experience preferred. Medical office related experience desired. Should possess the ability to work independently in a fast paced environment. Call 377-3340 Ex. 4260

SECRETARIAL POSITION available with property management firm. Heavy phones, typing 55wpm. WordPerfect 5.0/5.1 preferred. Send resume & salary history to: KMC P.O. Box 864 Bloomfield Hills, MI 48303-0864

SECRETARIAL WORK - part time duties will include some purchasing, sales order desk, invoicing, typing etc. Must be responsible. Salary negotiable 525-7090

SECRETARIES
Short & long term assignments. Available in Troy, Rochester & Madison Heights area. Must have own transportation, type 50wpm & have excellent office skills. If you are looking for a challenge call today for an interview.
649-9660
MGM SERVICES, INC

SECRETARY
Busy construction office in W. Bloomfield has an immediate opening for an experienced secretary. Must be very knowledgeable in Microsoft & Lotus. Permanent full time position, good benefits. Must be able to start now. 737-6800

SECRETARY
Do you have good word processing skills, experience in a sales office environment and the personality that thrives on challenge and a very hectic work day? We have just the right position for you. $20,000 salary and excellent benefits.
Call Lynn 464-0909
SNELLING PERSONNEL SERVICES

SECRETARY
A newly formed department within our organization has an opening for a Secretary. Job responsibilities will include scheduling department activities, maintaining & ordering office supplies. Good written & verbal communications required. The qualified candidate should possess excellent typing skills & a strong PC background with knowledge of WordPerfect, Quattro Pro, Symphony & Flow Plus. Shorthand knowledge helpful.
Please send resume with SALARY REQUIREMENTS or apply in person at:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 HAGGERTY RD
CANTON, MI 48187
No Phone Calls Please
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504 Help Wanted Office-Clerical

SECRETARIAL
SPECIALIST
WORD PROCESSING
SINAI HEALTH SYSTEM has a unique and challenging opportunity available in our Word Processing Center for a 5.1 Word Perfect Specialist.

Typing 55+ wpm., proficiency in column format and lotus background are essential. Our Word Processing Service Center provides clerical support (including transcription and document keying for major projects) for various departments throughout the hospital.

We offer an excellent wage and benefit program. For consideration send a detailed resume to:
Employment Office
SINAI HOSPITAL
6767 W. Outer Drive
Detroit, MI., 48235

SECRETARY
Fast-paced Southfield property management company is seeking a bright, energetic person with excellent typing, filing and telephone skills. Send resume with salary history to: Secretary, P. O. Box 5071, Southfield, MI., 48086.

SECRETARY
for well established, 4 secretary Bloomfield Hills law firm. Typing (65 wpm) and word processing skills (WordPerfect) a must. No previous legal experience required. 647-5111

SECRETARY for growing 2 attorney law firm across from Somerset Mall. Word Perfect experience essential. Paralegal training helpful. Resume to Franklin G. Koory, 3155 W. Big Beaver, Suite 100, Troy, MI., 48084.

SECRETARY
General office. Computer literate, good grammar and spelling. Friendly disposition, good sense of humor. Dependable and reliable. Non-smokers only. Excellent benefits. Come grow with our team and put fun back into your job. Send resume with salary history to:
P.C.S., 38979 Cherry Hill
Westland, MI 48185

SECRETARY
Major well established firm perfect for busy person with word processing and spreadsheet experience.
Call Polly at UNIFORCE 646-7663

SECRETARY NEEDED for law firm. Experience preferred. No phone calls please. Send resume to: Shaw & Polestivo, 730 S. Rochester Rd., Rochester Hills, MI., 48307.

SECRETARY, PART-TIME
Typing & phone communications. Must be able to work mornings starting at 9:30am. At least 50 wpm. Call Mon., Wed., or Fri. between 1:30-4:30. Southfield 356-0944

SECRETARY/PART TIME
30 hours per week. WordPerfect & computer experience required. Birmingham. Call, 9am-5pm 540-6788

SECRETARY
Part-time position available immediately, in Troy office, of a large insurance Co. Candidate must possess excellent typing skills, verbal & written communication skills. Transcription, WordProcessing & spread sheet experience. Must be well organized, dependable and a self starter. Insurance experience helpful. Interested applicants please send resume & salary requirements to:
PATRICIA A. MILLER
5435 Corporate Dr.
Suite 200
TROY MI 48098

SECRETARY/RECEPTIONIST
full time, for human service agency. Resume & cover letter to - Whole Life Program, 16332 Middlebelt, Livonia, MI 48152

SECRETARY with typing/bookkeeping skills & good phone etiquette. Professional appearance a must. Romulus 722-9210

SECRETARY - 3 days, general office. WordPerfect essential. Send resume to: Setco Sales Co. 27260 Haggerty Rd., Ste. A11, Farmington Hills, MI 48331, Attn: Laurie
No phone calls please

SECRETATRY - small office Livonia. Word Perfect/Word Star, some bookkeeping experienced 261-1770

SWITCHBOARD OPERATOR/ Cashier - Good organizational skills, pleasant attitude, will train. Apply in person only at
550 W. 7 Mile Rd., Northville

TELEMARKETING
NEXXUS HAIR & SKIN PRODUCTS immediate position available. Exciting opportunity for experienced Telemarketer. Established accounts and cold calling. Minimum 2 years in sales necessary. Full time. Hourly/commission/benefits. Non smoking office. Send resume to: Box 40722 Detroit, MI 48240

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We are looking for Word Processors to join our team. If you have one or more years on the following
• MACINTOSH
• LOTUS 1-2-3
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We need you! MGM offers competitive wages & pleasant working environment. Please call today for a personal interview.
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Up To $10.00
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Wolverine Temporaries
358-4270

504 Help Wanted Office-Clerical

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Full-time position available. Experience required. Please send resume or come in and complete an application at:
DMC Health Care Centers
Woodland
22341 W. Eight Mile Road
Detroit, MI., 48219
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

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Full time, 7am-3pm & 3pm-11pm.
Call 455-4858

WANTED - Energetic, motivated, self starter for full time accounts receivable - collection clerk. Good phone presence necessary. Benefits. Call Lori between 8am & 4pm. 261-2100 ext. 100

WORDPROCESSING SECRETARY
Use your excellent Wordperfect skills with this manufacturing headquarters. To $9.50/hr.
Call Selma at UNIFORCE 646-7664

WORD PROCESSORS
$8-$9/HR.
Excellent opportunities for those experienced in:
• WordPerfect
• Lotus 1,2,3
• Microsoft Word/Windows
• Harvard Graphics
• WordPlus
• Data Entry ($6-$7)
Short and long term assignments available in Livonia, Plymouth & Farmington Hills
ARBOR TEMPS 459-1166

Word Processors Receptionists
• Positions available in suburbs
• Experience necessary
• Weekly pay
• Call for Appointment
OLSTEN
Temporary Services
Ann Arbor Dearborn
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Southfield
354-0555
EOE NO FEE

505 Help Wanted Food-Beverage

APPLICATIONS NOW be taken for Waiters, waitresses, & host people. Experience preferred. Must have some lunch availability. Apply in person. Pizzeria Uno, 6745 Orchard Lake Rd., W. Bloomfield 737-7242

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We are a national chain of successful restaurants looking for a few good people to join our "Management Team" in the Detroit area. Must be ambitious, aggressive, energetic and self motivated. We offer competitive starting salary, excellent earning potential, bonuses, comprehensive benefits package which includes medical, dental and pension plan. For interview please call Mr. David Rooney, Mon. thru Thurs., between 9am-5pm
(313) 593-3200

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Farmington Hills, full & part time. Good pay, excellent tips, will train. 459-8116

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Experienced. Apply after 7pm
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Complete Barstaff
WAITRESSES/WAITERS
COCKTAIL WAITSTAFF
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Detroit's premiere dance club
To schedule an interview contact
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Daytime hours. Apply within
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Apply between the hrs. of 9-11am & 1:30-3pm 353-7871

COOK/CATERER - $7 + benefits. Warren. 5 year experience required. Great opportunity in large food service co. Job has responsibility, freedom & respect. Call 756-3829
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Our contemporary seafood cuisine offers an excellent opportunity for an experienced cook - DINNER
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For part time work at retirement complex in Canton. Will train.
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No phone calls please

DISHWASHER/MAINTENANCE
Days & evenings
Westland area
Call 261-5656

D. DENNISON'S is now accepting applications for day dining room positions. Apply in person. Laurel Park Place Mall, 37716 Six Mile Road, Livonia

EARN UP TO $10 per hr. Must be 18, must have own vehicle, full & part time. Apply at the Cottage Inn Pizza, 16349 Middlebelt 425-5990

MIDNIGHT SHIFT
Wait Person, experience only. Good tips. Weekends. Silverman's, Main St. at Ann Arbor Rd., Plymouth
Apply in person

NEW RESTAURANT opening in West Bloomfield. Also existing restaurant in Detroit. Looking for Cooks, Prep Cooks, Wait persons, Bus help, Dishwashers 531-2810

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Join the dynamic management team at Rally's and see how your efforts and expertise will be rewarded by greater promotional opportunities and financial success! We're looking for experienced General Managers and Assistant Managers for the metro Detroit area.

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If you want more than a job, more than a paycheck, you should consider RALLY'S. Previous management experience is preferred and your initiative and drive are required. For consideration, please send your resume to:

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