502 Help Wanted Dental-Medical

MEDICAL TECHNOLOGIST
With assistance duties. Part time, day shift, Mon-Fri, for Bryden Hospital, Tecumseh. Contact Chief Medical Technologist, telephone 9-5pm Mon-Fri, at: 517-3380 ext 192

MEDICAL TRANSCRIPTIONISTS
Medical secretary only needed for clerical experience. Work to supplement income or full time. Junior transcriptionists welcome. We offer challenging work and low pay for your ability. Tiffany, Tempco Medical, 443-5590

→ NUCLEAR MEDICINE TECH ←
Part-time position available. A.R.R.T. or R.T. (N) required or registry eligible. Interested parties should contact Cathy 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.

NUCLEAR MEDICINE TECHNOLOGIST
Full time position for an experienced Nuclear Medicine Technologist to work in an outpatient facility. Must be registered. Please send resume to: Nuclear Medicine Department, 28611 Woodward, Southfield, MI 48076.
(or call) 332-7800, extension 8084

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

NURSING UNLIMITED
540-2360

OCCUPATIONAL THERAPIST
Special Tree Rehabilitation System is seeking an Occupational Therapist to provide services to inpatient/residential, outpatient and homebound cases of brain injury, spinal cord injury and other neurological disorders. Experience with neurological rehabilitation is preferred. Competitive salary and benefits are offered. Opportunity to work within a growing and exciting program in our Anne's House Division located in the Birmingham/Bloomfield area, Beverly Hills areas. CMS or seeing patients to: Anne VanDemark, PhD, Director Clinical Rehabilitation Services/Special Tree Rehabilitation System, 30010 Wabash Rd., Beverly Hills, MI 48025 313-642-0400

PHYSICAL THERAPIST
MEDICAL SOCIAL WORKER
For home care, part time or part time. FAMILY NURSE CARE 229-5683 348-5683

PHYSICAL THERAPIST
Full-time, 7 a.m. - 3:30 p.m. For Skilled Nursing Home in the Plymouth area. Salary range, $30 to $40 per hour. Call: 788-1400

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

RADIOLOGY TECHNOLOGIST
Accepting applications for registered or registry eligible Radiology Tech. Mon-Fri days
Please apply at:

DMC Health Care Centers
Woodland
4193 W. 12 Mile Rd
Novi, MI. 48377

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

RECEPTIONIST FOR Farmington Hills Dental Office. Looking for that regular person that is enthusiastic and can handle multi-tasks. Experience preferred. 737-9430

RECEPTIONIST
For quality oriented general dental practice. Insurance billing & scheduling. Charable experience helpful. Team player. Salary commensurate with experience. Call Julie 352-6505

RECEPTIONIST/ASSISTANT
Enthusiastic, self motivated person needed. Must have experience in an office and on computers. Salary negotiable. If interested call Bev 10AM-2PM. 722-7400

502 Help Wanted Dental-Medical

RECEPTIONIST
Experienced preferred with billing, computers and phones. 35-40 hours every week, mostly afternoons. Fax resume/call family physician's office in Westland. 729-2130

REGISTERED NURSE
Experienced only needed for cardiologist located in Farmington Hills area. Full time, Junior transcriptionists welcome. We offer challenging work and low pay for your ability. Tiffany, Tempco Medical, 443-5590

RN
DIRECTOR OF NURSING
JCAHO accredited private psychiatric hospital in Farmington Hills area. Hours Fri, full time and possibly part time available. Please forward resume to: C. Tolk, 35345 Orchard Lake Road, Suite 300, Farmington Hills, MI. 48334.

RN
DIRECTOR OF NURSING
JCAHO accredited private psychiatric hospital in Farmington Hills area. Hours Fri, full time and possibly part time available. Please forward resume to: C. Tolk, 35345 Orchard Lake Road, Suite 300, Farmington Hills, MI. 48334.

RN - Full or Part time non-smoker for Farmington Hills allergy office. Send resume to: P.O. Box 3102, Farmington Hills, MI 48333-3102

RN - NURSING SUPERVISOR
Home care agency in Brighton seeking supervisor for skilled home care nurses for full time supervisory position. Excellent pay & benefits.
FAMILY NURSE CARE 229-5683

RN ONCOLOGY
Full-time position available in Oncology. Oncology experience not necessary. IV experience required. Mon.-Fri., 8-5, convenient applicant may call 562-3300 or send resumes to 8. Deadline.

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:
Manorcrest Manor
15415 Middlebelt
Livonia, MI 48154
427-9175

RN'S/LPN'S
For medium size nursing home, all shifts. Bradburn, 1212 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, 661-1800

R.N.'s
Team work makes our rehabilitation nurses special. Our neurorehabilitation facility offers the opportunity to work in a family oriented 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, billing & therapy case load. Salary & benefits commensurate with experience. Contact Gena at: 647-5320

ULTRASONOGRAPHER
Abdomen, OB/GYN
Hours negotiable
Days, 313-7800 Ext. 8080

VASCULAR SONOGRAPHER
registered or board eligible. Part time, clinic setting.
Days, 313-7800 Ext. 8080

X-RAY TECHNICIANS needed for mobile x-ray in nursing homes. Registered or registry eligible. Send resumes to: Geriatric Mobile X-Ray, 21531 Van Born, Taylor, MI 48180.

X-RAY TECHNICIAN
Part time position, for internal medicine office. Experienced only immediate opening. Call for interview:
354-9672

502 Help Wanted Dental-Medical

ULTRA SOUND/X-RAY Technicians. Immediate full or part time positions available. Top dollar for your skills. Call for times and locations. Holiday money. Thermal, Tempo & Medical 443-5590

504 Help Wanted Office-Clerical

ACCOUNTING CLERKS
We need your experience for temporary positions. Available immediately. Payables, Receivables & Data Entry. Lotus a plus.
Call Judy 352-9300

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

ACCOUNTING CLERK/Receptionist-Large professional firm, associate degree preferred. Southfield area. Call 1-5pm 332-4347

SMALL COMPUTER SOFTWARE
Company is looking for a Administrative Assistant to the President. Must have a college degree, 60 wpm typing, dictaphone & word processing experience. Organizational skills is critical in this fast paced environment. Please send resume & salary requirements to:
EPOCH SOFTWARE
37000 Grand River, Ste 110
Farmington Hills, MI. 48335
Attention: Personnel

ADMINISTRATIVE ASSISTANT
Good working knowledge of WordPerfect & Lotus, excellent typing skills, clerical duties. Extensive phone work (answering phones, taking orders, etc.) Hours: 7-3pm. Send resume to: 11700 Metro Airport Dr., Suite 102, Romulus, MI 48174, Attn: Branch Manager

ADMINISTRATIVE ASSISTANT
If you are career oriented and possess professional telephone technique, have positive average verbal and written skills, a knowledge of computers, can work without supervision and be able to develop letters, manuals, and brochures within pre-established deadlines, a challenging position awaits you. Remuneration commensurate with experience and ability. Please reply in total confidence to: Charles Kelly, 178 Fraser, Suite 100, Northville, MI 48167
Equal Opportunity Employer M/F

ADMINISTRATIVE CLERK

The Charter Township of Plymouth is seeking to fill a full-time position in our Building Department. Wage range $475 - $575 per week.

Responsibilities include: issuance of permits and trade licenses and general clerical duties.

The successful candidate should have a high school diploma or equivalent, and up to six months of previously related experience which would include electronic data entry applications, customer service and general office duties.

Applications may be picked up from the Clerk's Office, 42350 Ann Arbor Road, Plymouth between 8 AM. and 4:30 PM. and will be accepted through December 19, 1991.

An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
The Michigan Small Business Development Center is a federally funded program headquartered at Wayne State University with 30 satellites state wide. The Executive Secretary position is located in the Metropolitan Detroit area. Stenographic skills are required.

AS AN EMPLOYEE you will receive a comprehensive orientation, variety-filled work (half of which clerical staff is designed maintains office & computer based filing systems, & provides a challenge, with lots of variety and the opportunity to become a State certified court reporter.

WE REQUIRE a professional appearance and demeanor, accurate typing at 75+ wpm, intelligence, self-discipline, ability to work full time and willingness to travel a 60-70 mile radius.

If interested, please call Mary Thompson at 1-800-748-0443, between 9.00 am and 5.00 pm, Decembre 2 or 3, 1991 at Network Reporting Corporation
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADMINISTRATIVE PERSON
PART-TIME AM. Farmington Hills area. Call Tom 471-8808

AUTO DEALERSHIP EXPERIENCE
OFFICE HELP
Need individual willing to learn. Excellent pay & benefits. Apply in person. 9am-5pm: Arbor Dodge, 3343 Washtenaw, Ann Arbor, MI. 48104, ask for Joyce.

BIRMINGHAM/BLOOMFIELD property management firm seeks a strong individual to handle all facets of one person office. Duties include bookkeeping, payroll, accounts payable 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 564, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/COMPUTER
Long term part time position. Flexible schedule, bookkeeping and computer experience required. Word Perfect skills a plus. Up to 20 hrs per week. Please send resume to: L.S. Management, Inc., P.O. Box 250099, W. Bloomfield, MI 48325.

BOOKKEEPER
Construction company has an opening for a full-service Bookkeeper. Please send resume to: Long Mechanical, 1760 East Main, Northville, MI 48167. 348-0379
Equal Opportunity Employer.

BOOKKEEPER - experienced. 1-3pm daily. Computer skills, Immediate opening! Send resume to: Box 580, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

BOOKKEEPER - PART TIME
Flexible hours. Knowledge of Lotus, WordPerfect, accounts receivable/payable, and some general ledger necessary. Send resume to:
Personnel Office, Box 4
Plymouth, MI 48038

BOOKKEEPING/GENERAL OFFICE
Seeking bright, energetic person with bookkeeping, job costing, typing, filing & telephone skills. Please call 455-0508

CHRISTMAS CASH

RECEPTIONISTS, switchboard and light typing experience a plus. Apply in person.
Temp-med Insurance, top pay, overtime pay, holiday pay.
Livonia, 464-2100
Southfield, 352-1300

SNELLING TEMPORARIES
NEVER A FEE

CLERICAL
CPA firm needed a part time flexible person for light office work 20 hours per week, some computer knowledge. Send resume only: Hacker & Moore, P.C., 18200 W. 14 Mile Road, Birmingham, MI. 48025.

CLERICAL - part/full time temporary, work around your schedule, location skills, previous credit background and typing skills a plus.
Call Ann 527-3290, ext. 222
An Equal Opportunity Employer

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

AS AN EMPLOYEE you will receive a comprehensive orientation, variety-filled work (half of which clerical staff is designed in your home), excellent earning potential and the opportunity to become a State certified court reporter.

WE REQUIRE a professional appearance and demeanor, accurate typing at 75+ wpm, intelligence, self-discipline, ability to work full time and willingness to travel a 60-70 mile radius.

If interested, please call Mary Thompson at 1-800-748-0443, between 9.00 am and 5.00 pm, December 2 or 3, 1991 at Network Reporting Corporation
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

PART TIME, afternoon, clerical position. Good communication, clerical skills and computer skills required. Call Donna: 932-4660

CLERICAL
Part time person needed in busy medical office. Responsible for various clerical duties. Some typing needed and ability to work well with others. Afternoon hours but can be somewhat flexible. Weekends not required. Medical office experience. Recent high school graduate welcome.

APPLY AT:
FRETTER, INC.
35601 Schoolcraft Rd.
Livonia, MI. 48150

CLERICAL SUPERVISOR NEEDED
Fast growing temporary health service is in need of a clerical supervisor, for Livonia office. Clerical experience necessary.
977-2710

CLERICAL PERSON
wanted 5 days per week, Mon. - Fri. Southfield.
350-5254

CLERICAL POSITION available for organized individual, in South Beld. Typing skills 40wpm required. Please call Sandy 948-8715

CLERICAL/SECRETARIAL
Part time entry level. Submit resume to: Box 565, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient Clerical Support individual for our fast paced working environment. Candidate must be able to work accurately under pressure, able to work with little supervision, & have hands-on WordStar and/or Word Perfect experience. The position is for a motivated, hard worker who is willing to accept challenges. Position provides full benefits package, 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:
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 45 WPM. $18,580-$21,340. 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

CUSTOMER REPRESENTATIVE
Full time. Flexible schedule with good benefits. Interested parties apply at: Scott Blueprint, 43808 West Oaks Drive, Novi Road, Novi.

DATA ENTRY/CLERICAL
Part time, entry level position. Immediate openings. Growth based company. Send resumes to: PO Box 130618, Livonia, MI 48153-0618, or call 591-8777

DATA ENTRY Operator - will train qualified. Hours: 4-9 p.m. Mon-Fri, times/days. Livonia area. $5.25 per hr. Call between 1-2pm: 464-1100

DATA ENTRY OPERATOR
PART TIME
Individual needed to fill for operators as needed. Approximately 1 week per month. Manufacturing background preferred. Royal Oak location. Call 478-7212

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

DISPATCHERS & PHONE RECEPTIONISTS
needed. Experience preferred. Will train. Call Beth 435-0600

EXECUTIVE ASSISTANT
Marketing division of suburban company needs sharp self-starter and word perfect experience. To $8/hr. Call Barbara at UNIFORCE 357-0036

EXECUTIVE SECRETARY
Multinational division needs candidates with Dictaphone & WordPerfect. To $10/hr. Call Betty at UNIFORCE 644-8168

504 Help Wanted Office-Clerical

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 and benefits exist qualified candidates. Call Ann at 261-9220 or personally call after 2:00 p.m. at 261-8220

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

APPLY AT:
FRETTER, INC.
35601 Schoolcraft Rd.
Livonia, MI. 48150

EXECUTIVE SECRETARY
Prestigious corporation needs candidate with WordPerfect IV experience. To $10/hr. Call Sally at UNIFORCE 644-8168

FARMINGTON HILLS Auto Dealer group, Sales Pro & Parts Cashier. Dealership experience helpful. Apply in person at Bob Saks Motor Mall, 33200 Grand River.

PERSON FRIDAY
Needed for small office. Duties to do secretarial, bookkeeping, phone answering, etc. Must be computer literate: P.O. Box 993, Novi, MI. 48375

GENERAL OFFICE - Entry Level. Neat, neat, neat. Typing, payable, heavy phone work. Full time. Westland area. 729-4148

GENERAL OFFICE
National manufacturer tool distributor opening local office. Needs multi-task individual. Accounting background, strong communication skills. Duties include, telephone/reception, word processing/typing, & general office duties. Competitive. Call Pat, Mon-Wed, 10-noon. 990-0100

HOLIDAY MONEY

WORD PROCESSORS with any software experience needed immediately for all areas.

Microsoft Word/Word
Word Perfect/Perfect
Lotus • Multimate
Displaywrite

Temp-med Insurance, Holiday pay, Bonuses, Top pay.
Livonia, 464-2100
352-1300

SNELLING TEMPORARIES
NEVER A FEE

JUNIOR SECRETARY
Developing person at an estate. Everyone. Individual must type 48 wpm & be 50-50% Call Carol at UNIFORCE 473-2935

LEASING AGENT - experienced for apt. complex. Must like a responsibility, detail & work independently. Competitive salary & benefits. Send resume in confidence to:
LEGAL SECRETARIES
Let our 30 years of experience and reputation work for you. Professional placement services, temporary or permanent, register now with the leader in the Legal Profession.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY - 5 yrs. experience, computer experience required. Word Perfect. Southfield area. Call Nancy: 353-3810

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

LEGAL SECRETARY - Southfield
General practice law firm with emphasis on negligence - experience necessary - immediate opening
852-0400

LEGAL SECRETARIES
Experienced, for permanent & temporary positions in Metro area.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY
Experienced, plaintiff office. WordPerfect 5.0. Full time, benefits. Call for appointment. 358-0100

504 Help Wanted Office-Clerical

LEGAL
• Corporate Legal Departments
• Temporary - Long or Short Term
• Permanent Placement
• Temporary to Permanent

PERSONNEL AT LAW
Mail or Fax your resume
Personnel At Law
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX # (313) 356-0235
UPTOWN: 356-0060
DOWNTOWN: 964-2909

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
Partner in downtown Detroit firm is looking for a secretary with a minimum of 4 yrs. legal experience & WordPerfect 5. Knowledge of Corporate law, litigation benefits, plus travel allowance. If you qualify, please send resume to:
Office Administrator, 1700 Penobscot Building, Detroit, MI 48226

MAJOR BROKERAGE FIRM located in W. Bloomfield has openings for a Receptionist & a Sales Support Sales Assistant. Brokerage experience preferred but not mandatory. Qualified candidates please call 737-8463

OFFICE ASSISTANT - Part time/full time. Farmington area. Contact Mr. Bryan Shulman & Kaufman, 22730 Orchard Lake, Farmington

OFFICE CLERICAL POSITION
Full time. Must have computer experience and good phone personality. Apply in person. Bergstromes, 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 letter to: Box 562, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER/SECRETARY
for busy CPA office. Knowledge of WordPerfect & Accounts Receivable/collections. Must be a people person. Send resume with salary requirements to: Box 563, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME - help needed for accounting department of Livonia based manufacturer. Approximately 15 hrs. per week, flexible. Filing and assist with accounts payable. Must be accurate, dependable, organized, professional 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

PART TIME
Receptionist in Veterinary Hospital. Light typing, filing, computer skills, good phone voice required. Evening hours 4pm-9pm Mon, Wed, Fri.
Call 476-0570

RECEPTIONIST
Needed for Rochester area crary fast paced office. Call Candy:
477-9999

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

RECEPTIONIST
Livonia headquarters has opening for receptionist with flair for Dementia sales experience. To $7.50/hr. Call Rita at UNIFORCE 473-2931

RECEPTIONIST - experience with multi-line phones a must. Typing 60 wpm. WordPerfect helpful but not necessary. Will train. Short and long term assignments. Call 464-7078
ETO Temporary Service

RECEPTIONIST/
DATA ENTRY
Troy based technical firm has an immediate need for an energetic individual who has excellent telephone skills. Must type 50wpm. Computer skills a plus. Fax and/or send resume to:
RECEPTIONIST
1133 E. Maple, Suite 206
Troy, MI 48083
FAX: 313-680-9074

504 Help Wanted Office-Clerical

PAYROLL CLERK
Full-time payroll clerical position available. Some knowledge of payroll systems & issue helpful, but not necessary. Good benefits package including 401K. Send resume to: Personnel Department, Box 1000, P.O. Box 7043, Madison Heights, MI. 48071-1907

PURCHASING ASSISTANT
A growing electronic firm has a full-time clerical position available in the Purchasing Department. Some knowledge of buying and computer experience helpful. Apply in person at BELANGER, INC., 1001 DONELDY DR. DEXTER, MI. 48130 EOE

RYDER TRUCK RENTALS has an immediate opening for a qualified receptionist/text input person at our Southfield location. This 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: Shirely Potts

RECEPTIONIST
for automotive supplier. Must be proficient with text phone systems and WordPerfect 5.1. Knowledge of Lotus 1,2,3 and form design helpful. Reply to: Gnichem, 18000 W. 9 Mile, Suite 200, Southfield, MI. 48075, attn.: Arlene Calcraft.

RECEPTIONIST
For busy CPA office in Birmingham. Duties include: typing & fax return assembly. Must be pleasant & responsible. 4 mo. assignment. Please send resume to: Box 490, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Receptionist wanted for busy Troy marketing office. Must have pleasant phone manner, good verbal/written skills, computer experience, professional appearance. Hours: Mon-Fri. 8:30am-5pm. Salary $13,000 - $15,000 DOE. Please send resume to: Office Manager, 301 W. Big Beaver, Suite 1010, Troy, MI 48084. No phone calls.

RECEPTIONIST/TYPISIT
50 wpm. Call Bob Rosen
Farmington Hills, 473-1411

RECEPTIONIST/PART TIME
Needed for a Plymouth dermatology clinic. 25-30 hours per week.
Contact Nancy: 459-8100

RECEPTIONIST
Needed in our Southfield office, with computerized billing & payroll experience. Call 353-7050

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

RECEPTIONIST
Full/part time, for rapidly expanding company in Westland
Call after 5pm 729-1641

Receptionist/Switchboard Operator
Must have pleasant personality, excellent phone manners, a good typing speed, and be able to multi-task. Opening. Send resume to:
P.L.A. 30 West Big Beaver
Suite 500, Troy, MI 48084
An Equal Opportunity Employer

RECEPTIONIST - small computer software company is seeking to fill a receptionist position by Jan. 1. Basic tasks include answering a multi line telephone, light typing & filing, & related clerical duties. Must have a high school degree, typing speed of 40 wpm, and basic WordPerfect skills. Please send resume along with salary requirements to:
50 W. Big Beaver, Ste 500
Troy, MI 48084
An Equal Opportunity Employer

RECEPTIONIST
The Editorial Department of our Birmingham office needs someone with excellent telephone manners, a good command of the English language, ability to deal with the public and fast, accurate typing skills. This person must also have the ability to organize and prioritize. Computer skills are desirable. Applications accepted in the Livonia office:
Observer & Eccentric
36251 Schoolcraft
Livonia, MI 48150
We are an equal opportunity employer.

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Good telephone skills, computer literate, typing, knowledge of WordPerfect, excellent grammer. Experience necessary, 40 hours, good skills benefits. Send resume to: Mr. John Kennedy, Box 1000, P.O. Box 7043, Madison Heights, MI 48071-1907

RECEPTIONIST NEEDED for downtown Detroit office location. Good communication skills required for greeting the public in person and on the phone. Seeking a pleasant sales clerical work with computer knowledge in Word Perfect and Lotus programs. Please send your resume with salary requirements to: Sandra Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 experience helpful. Applicant must possess the ability to work independently in a fast paced environment. Call 559-1000 ext. 4280

SECRETARY
A newly formed department within a large Southfield manufacturer is looking for a Secretary. Job responsibilities include scheduling department activities, meetings, & ordering office supplies. Good written & verbal communication skills required. The qualified candidate should possess strong organizational skills & a strong PC background with knowledge of WordPerfect, Quattro Pro, Symphony & Flow Plus. Shorthand knowledge helpful.
Please forward resume with SALARY REQUIREMENTS or apply in person at:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6790 HAGGERTY RD.
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

SECRETARY
Excellent opportunity available in our busy Birmingham property management office. Duties include typing & filing with some computer & word processing. Good interpersonal & people skills. Knowledge of property management helpful. Send resume with salary requirements to:
BENEICKE & KRUE
DEVELOPMENT CORP.
1600 Woodward, Ste. 2500
Bloomfield Hills, MI. 48304
Attention: Marsha
An Equal Opportunity Employer

SECRETARY
General office. Computer literate, good typing & phone skills. Flexibility, organization, good sense of humor. Dependable and reliable. Non-smoker only. Excellent benefits. Come grow with our team and put in back on your resume. Send resume with salary history to:
P.L.A. 30 West Big Beaver
Westland, MI 48185

SECRETARY
We need a detail oriented person with excellent typing/computer skills, pleasant deposition and positive attitude. Send resume to:
Attn: Personnel
Suite 1000
50 W. Big Beaver, Ste 500
Troy, MI 48084
An Equal Opportunity Employer

HOME & SERVICE GUIDE

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION — TO PLACE YOUR AD CALL 591-0900

99 Gutters

• ALL CLEANING, REPAIRS, NEW • HEAT TAPES, SCREENING
471-2600

302 Handyman Male/Female

• AFFORDABLE HOME REPAIR
Kitchens, Bathrooms, drywall, trim, finish work, flooring, siding & gutters. Dave Ireland Call 474-4449

ALL AROUND HOME, Repair & Improvement. Rough & finish carpentry. Custom baths, kitchens & basements finished. Drywall & Plastering. Roofing. Good prices. Work guaranteed. Honest & reliable. Large or small jobs. Licensed 542-3321

ALL HOME REPAIRS & REMODELING
Very Reasonable
Licensed Insured 533-3092

DAN THE HANDYMAN - Painting, wallpapering, wall washing, panelling, floor tiling, odd jobs. Minor plumbing & electrical. 366-8694

DU-IT-ALL
Home Repair & Improvement
• Painting, Drywall, Plumbing, Etc
Phone anytime 353-4545

HANDYMAN AVAILABLE
For all your odd jobs repairs, at your home. Call Jim 420-8400

HANDYMAN JACK
General home maintenance
Repairs of electrical, Plumbing
Ceiling Fans installed 737-9290

HOME & OFFICE MAINTENANCE
Light carpentry, plumbing, electric & painting. 36/yrs construction.
Call Harold - 476-8387

HOME REPAIRS & REPAIRS
Windows, doors, kitchens, baths, roofing, fencing, more. Small & large jobs. Insured/lic claims. 534-0871

Retired Handyman
All types of work
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