502 Help Wanted Dental-Medical

MED-SURG
ICU
PSYCH
RN'S FOR
SUPPLEMENTAL STAFFING
• Suburban western Wayne Hospital
• Flexible schedule
• Competitive pay
• Immediate assignment
• Bonuses (orientation)
For more information & to apply contact Diane or Marilyn
981-8829

NOW ACCEPTING APPLICATIONS for Certified Home Health Aides. Presbyterian Village of Redford, 17383 Gretheo. For more information call Marilyn 531-8422

NURSE AIDE - Must be certified. Weekends only. All shifts. See Mrs Berman, Highland Manor, West, 8383 Newburgh Rd., Westland, near Joy Rd. No calls!

NURSE - Full time for a busy GYN office. 12 Mile/Northwestern Hwy. Experience preferred. Call Joan or Sally, Mon.-Thurs 354-0330

FULL TIME MEDICAL
TRANSCRIPTIONIST
Needed evenings, 10-12 hours per week. Experience preferred. Resume to Box 530 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PATIENT REGISTRARS

Part time & contingent positions available. Schedules may consist of weekdays, weekends, & holidays based on needs of department. Full time day shift training required.

Must have 1 yr. related experience to include medical terminology, 35wpm accurate typing, medical terminology and PC keyboard. Additional experience with ICD-9-CM or CPT-4 coding & various health insurances preferred.

Candidates ideally interested in working part time or contingent may apply at our Novi location, 12 30pm. to 4pm, Mon., Wed. & Fri.

PROVIDENCE
Medical Center-Novi
39500 W. 10 Mile
Novi, MI 48375
An Equal Opportunity Employer

RECEPTIONIST
Part time experienced for busy Farmington Hills 476-4470

RECEPTIONIST
Detail, enthusiastic person to work in chiropractic office in Farmington Hills. Apply at: Tepper Chiropractic Center, 21021 Farmington Rd.

REGISTERED X-RAY TECHNICIAN
Full time, for diagnostic center
• Salary Negotiable
Redford area 937-8155

PM-AFTERNOON SUPERVISOR
THE "PERFECT" JOB
What Does It Mean To You?
• No Weekends
• Shift differential
• Tuition assistance
medical/dental/life
• Generous benefits package
• Orientation to fit your needs
• Professional environment
• Advancement opportunities within the corporation
We are ready to reward an RN with proven leadership and care experience, the opportunity to make a real difference in the lives of our residents and staff.
"It's you up to the Challenge?"
Please Contact our Director of Nursing or apply directly at:
DORVIN NURSING CENTER
29278 Schoolcraft
Livonia, MI 48152
(313) 261-2000

RN/LICENCAL NURSE SPECIALIST
In infertility needed for private
W. Bloomfield office. Part time. No weekends or holidays 737-9082

RN COORDINATOR
Seeking RN for Internal Medicine/GP's practice/multi-specialty. Ambulatory care experience and strong leadership skills preferred. Send resume to S. Giacalone

DMC Health Care Centers
22341 W. 8 Mile Rd.
Detroit, MI 48219
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RN
Full time for clinic infusion therapy and wound care. Farmington Hills. Please call. 476-4470

RN/LPN PART TIME
For Adult Park & Redford dermatologist clinic. Generous benefits. Competitive pay and much more. Contact Ruth Collins, Asst. Director of Nursing 459-8100

RN/LPN's
Part-time day shift & full/part-time afternoon shift. Brentburn Nursing Home, 13 Mile & Woodward
Bloomfield Hills

RN
needed part-time for family physician located in Livonia
464-9200

RN'S & LPN'S
Need extra money? Come and join us at Bloomfield Hills Care Center. We are looking for day and competitive positions available on the afternoon & midnight shift. Call In-Service Director 338-0345

RNS & LPNS
WESTLAND CONVALESCENT Center is seeking Geriatric Nurses to work our skilled nursing unit. Full time, Midnights and Afternoons, weekend positions are available on the day shift. Competitive wages, Life Therapy and Hospice residents make this a very rewarding working environment.
Contact Ellen Basinski, RN, DON, 728-6100 to investigate the opportunities

SECRETARY/RECEPTIONIST

Immediate opening for secretary/receptionist for W. Suburban substance abuse clinic. Word processing & excellent phone manner required. Knowledge of mental health insurance billing desired. This position is available on a full time basis & grow to full time in 6 months. Competitive benefit package is offered. To be considered for an interview call 491-3474

Social Worker

Medical Social Worker

We're a 330-bed acute care facility, nationally known as a premier orthopaedic hospital. We're seeking an MSW for a casual, 16-hr position with variable hours. Include full-time hours during the summer months.

Applicants must have a master's degree and 2 years' experience as a medical social worker in an acute care hospital setting. Orientation experience is preferred. Applicants will possess positive and emergency department areas.

Our progressive programs make Botsford Hospital an exciting career choice. Please send resume to Human Resources

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

An Equal Opportunity Employer

ULTRASONOGRAPHER/Registered for Livonia outpatient radiology office. Doppler experience necessary. Full time days, Mon-Fri. 462-3232

X-RAY TECHNICIAN
Needed for a Livonia Family Physicians office
Part-time, Call 464-8700

X-RAY TECHNICIAN
Full & part time positions available for registry or registry eligible technician. Students welcome. We offer a competitive salary & benefit package. Call Gloria 352-1155

X RAY TECH
Part time afternoons for clinic. Farmington Hills. 476-4470

502 Help Wanted Dental-Medical

SECRETARY/RECEPTIONIST
Outpatient mental health/substance abuse clinic seeks full time entry level receptionist for afternoons & Saturdays. Opportunity for advancement. Send resume to: Office Manager, P.O. Box 1092, Bloomfield Hills, MI 48303

504 Help Wanted Office-Clerical

ACCOUNTANT BOOKKEEPER
computer skills helpful. Call Mr. Thomas, Mon-Fri, 9-12. 893-7200

ACCOUNTING BOOKKEEPER
CLERICAL DATA ENTRY
PART TIME FULL TIME
Call Accuramps — hire 56,000 professionals did in 1990!
ACCOUNTEMPS
Southfield 357-8387
Troy 524-3100

ACCOUNTING OFFICE
seeks a person to individual with office skills. Call between 11am-4pm. 531-6440

Accounting
PRODUCTION ACCOUNTANT
Accounting degree plus 2 years experience in manufacturing environment. Familiar with accounting activities related to shop production, analysis of the same. Working knowledge of Lotus. Send resume and salary history/requirements to Box 988 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACT NOW!! Word Processors Up to $10/hr.

Immediate assignments available for experienced word processors throughout the metro area. All software needed. Call today!

CORPORATE PERSONNEL SERVICES
261-1120 EOE
HOFFE

AD AGENCY SECRETARY $18,000

A wonderful opportunity with a major firm. If you would enjoy using your good skills to support an exciting department, call 464-0909 now!
SELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
Life and disability insurance company. Agressive, organized, self-starter for busy sales office environment. Accurate typing, data entry, and strong telephone skills. Computer experience necessary. Resume
PO Box 879
Bloomfield Hills, MI 48304

ADMINISTRATIVE SUPPORT - person with strong clerical duties. Should have computer knowledge, typing, and be able to work in a fast paced, team oriented environment. Send resume to: Box 1150, P.O. Box 3304, Livonia, MI 48150, Attn: J.B.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Busy Northville firm needs an intelligent, energetic, and enthusiastic individual to perform a variety of duties with a minimum of supervision. Applicant must possess excellent clerical, math, research, computer (IBM-PC based spreadsheets and word processing), communication (verbal and written) and organizational skills. Applicant must also possess the ability to work with frequent interruptions and under pressure to meet deadlines. Applicants interested in being considered for this challenge please send your resume and salary requirements to:
Secretary
P.O. Box 473
Northville, MI 48167-0473

ADMINISTRATIVE ASSISTANT
to sales manager of Troy securities firm. Must be well organized, ambitious and have a strong sense of responsibility. Excellent benefits & experience helpful. Call office manager. 362-2290

ADMINISTRATIVE ASSISTANT
We need 2-3 Administrative Assistants to hit temporary needs for companies in the Farmington, Bloomfield area. Must have thorough knowledge of Word Star & a published professional image. Masterlink and associates. 355-2440

ADMINISTRATIVE ASSISTANT
10 work in busy office in Plymouth Dutch Boy products. Clerical phones working knowledge of WordPerfect 5.1 a must. Lotus 1,2,3 helpful. Mail resume to Box 108 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT TO $20,000

International automotive related company offers a variety (fixed position for you. Great sales and expenses your key. Call Debbie, 464-0909
SELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
Responsible, assertive and organized person needed to assist president of design & supply firm. Must be able to handle multiple projects, computer literate, IBM computer skills, knowledge of Word for Windows & Excel, shorthand, dictaphone, Wegner, Administrative Degree helpful. Send resume to Illuminating Concepts, Att: Kathy, 30733 W Ten Mile, Farmington Hills, MI, 48336 No Phone Calls Please

ADVERTISING SECRETARY
Advertising agency international headquarters needs you! excellent skills and the ability to balance Therapy and Hospice residents make this a very rewarding working environment.
Contact Ellen Basinski, RN, DON, 728-6100 to investigate the opportunities

SECRETARY/RECEPTIONIST

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Social Worker

AGGRESSIVE Specialty advertising company looking for experienced telemarketer with word processing capabilities. Send resume and salary requirements to Box 960 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

APARTMENTS UNLIMITED - TROY
Full Time Marketing Associate
Requires highly organized, enthusiastic, ambitious and assertive person. Word processing, sales experience, phone skills a must. Call Susan on Mon or Tues between 10 & 3 at. 354-8040

A TEAM PLAYER?

Top notch secretarial skills combined with a positive WordPerfect & heavy Excel/Lotus experience makes you an ideal candidate for several long term, possible permanent positions in Ann Arbor. Top dollar paid for your expertise

TEMPORARY RESOURCES
737-1711

Attention:
OPEN HOUSE
O/E Management Services will be accepting applications at the Holiday Inn Dearborn Oak, February 5 from 12pm-5pm and February 6 from 7:30am-12:30pm for the following positions:
• Data Entry
• Telemarketing
• Clerical
• Secretarial
Immediate openings in Novi/Plymouth area. All shifts including weekends. Call for more information.

AUTO DEALER/DATA ENTRY
Large metro Detroit Ford Dealer is looking for a detail-oriented individual for a full time data entry position with benefits. Apply in person only to: Marty Fredonia, Troy Ford, 777 John R, Troy

BANKRUPTCY/Foreclosure law firm in Birmingham seeking a motivated person to assist with typing and processing foreclosures and bankruptcies, mortgage banking experience helpful. Call ask for Nancy 642-4337

BOOKKEEPER
Full time. Must have hotel & restaurant experience
BOTSFORD INN 474-4800

BOOKKEEPER
Large Southfield based property management company needs accurate and detail bookkeeper. Send resume to: Bookkeeper, P. O. Box 5071, Southfield, MI, 48086

504 Help Wanted Office-Clerical

ATTENTION
WORD PROCESSORS
SECRETARIES
$ TOP PAY $
• WORDPERFECT
• DISPLAYWRITE
• MACINTOSH
• WINDOWS
• GRAPHICS A PLUS!
APPLY TODAY
Wolverine Temporaries
358-4270

BI-LINGUAL SECRETARY
Our corporate clients have several openings for administrative support positions with strong phones. German or Spanish translation skills.
Word processing & data
DIVERSIFIED RECRUITERS CO.
344-0400

BOOKKEEPER
Must have Macintosh & Great Plains experience. Salary, full benefits package plan. Send resume to: Box # 978, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER OFFICE CLERK - for busy Northville property. Good math, & communication skills required. Light typing, computer experience helpful. Benefits.
Call 348-2405

BOOKKEEPER - PART TIME
Farmington Hills Real Estate Development/Property Management Firm has opening for Experienced Bookkeeper to assist with multi-property accounting including Accounts Receivable, Accounts Payable, Payroll and Financial Statements. We are fully computerized and use WordPerfect, Lotus and LIBRA. If you want to work hard and still have fun at the office, send resume to:
CERTIFIED REALTY, INC.
Attn: Ronald Bowick
38345 West 10 Mile Road
Suite 300
Farmington Hills, MI, 48335

BOOKKEEPER

Part time position for Troy service company. Full charge thru trial balance. Knowledge of accounting, minimum 3 yrs experience required. Responsibilities include accounts receivable duties. We offer flex hours, top pay and a pleasant environment. Call Kathy at 643-9484

BOOKKEEPER/SECRETARY - Full time position available for an experienced Bookkeeper/Secretary. Send resume with salary requirements to: Bookkeeper, P.O. Box 20438, Ferndale, MI 48220.

BOOKKEEPER/TELLER
Full or part time. Credit Union background a plus. Send resume to: Personnel Dept., P.O. Box 727, Southfield, MI, 48037-0727

BUSY REAL ESTATE OFFICE
in Farmington Hills needs efficient secretary for a one person office. Applicant's skills should include excellent phone skills, strong typing, experience with word, word perfect 5.1 & Lotus, Good benefits. Please send resume & salary requirements to Box 102, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CAREERS!!

DESK TOP PUBLISHER
Your Macintosh skills are in demand! MacDraw II a plus. Team player.

LOAN CLOSER
Great opportunity 2 years with title insurance agency, bank, savings & loan or mortgage firm & closing area. Full benefits.

SALES SECRETARY
If you are a take-charge person with Word Perfect, Lotus, 55 wpm, this position is for you. Full benefits

WORD PROCESSOR
Sell starter with WordPerfect 5.1 & good typing skills in northern suburban firm. Full benefits

Additional positions available
Excellent benefits packages
ALL FEES PAID
PERMANENT STAFF
Farmington Hills
737-5750 585-2720
Troy
An Equal Opportunity Employer

CAREERS
New office needs several individuals. Full time & part time positions available 313-953-9533

CASHIER/CLERK
Part time

The City of Berkley is accepting applications for a part time Cashier/Clerk in the office of the City Treasurer. Applicants should be experienced in computer cashiering and clerical issues and be able to work independently with the public. Duties include receipt and reconciliation of funds, water bills, etc., financial recordkeeping, typing. Pay commensurate with experience, approximately 4 hours/day, five days/week, starting at 12:00 pm. Hours may increase during heavy work load periods and while other staff is away. Start $8.97/hour.

Applications may be obtained and should be submitted in person to the office of the Treasurer, City of Berkley, Financial Director, 3338 Coolidge Highway, Berkley, Michigan 48072, and must be received no later than 5:00 pm, February 6, 1992

An Equal Opportunity Employer

CLERICAL

Great opportunity for an individual with a minimum of 1 year clerical experience to work in an international service organization providing support to our Publications Dept. Duties include: Entering data on word processing/CRT experience, type 45wpm, have a pleasant telephone personality & work well with others. Excellent benefit package in a corporate setting.
Reply to
CLERICAL
P.O. BOX 2227
SOUTHFIELD, MI. 48037

CLERICAL/DATA ENTRY/AVAILABLE NOW!
Temporary/Long term assignments
Call Employment Group 563-1919
An Equal Opportunity Employer

CLERICAL/OFFICE
Marketing Force, a Rochester based marketing company, seeks a Marketing Coordinator to work 25-40 hours per week - $6.00 per hour. Duties include: quality checking forms for completeness and accuracy, telephone audits, mailings, etc. Applicants should be detail oriented and have a professional phone manner. For information call Mon - Fri., 9am-5pm, 1(800) 666-8634. Ask for ADM 1076-2-483

CLERICAL - part to full time opening at Livonia based company. General office duties. Good phone skills a must.

CLERICAL POSITION AT CPA office 13 Mile & Northwestern Hwy. Must type, have own transportation. Call Mr. Lawrence. 855-3902

CLERK TYPIST
Full or part time, office experience required. Excellent career opportunity for advancement. 563-5600

CLERK/TYPIST
Small title company Birmingham area. Looking for a reliable person with good communication, clerical and typing skills. Word processing helpful. Competitive salary with full benefits. Call David, 642-2107

CUSTOMER SERVICE/Order Entry
Energetic detail-minded person needed for fast paced Sales Department. Minimum 2 years computer and phone experience necessary. Qualified person must enjoy variety, have good math aptitude, and type 60 wpm. Manufacturing/shipping experience a plus! Non smoking Livonia office. Benefits. Resume and salary to: Box 110, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY
National real estate firm in Southfield needs person for data entry. Must be accurate. Previous computer experience required (Paradox, Lotus 123 and/or WordPerfect). Full time position. Pleasant, non smoking environment. Send resume to Box 982 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

CLERICAL - 2 positions available. Must have strong math, word processing, computer, people skills. 3 plus years required. To $18,000. Send resume to: PO Box 250353 Franklin Rd., 48025

COMPUTER ENTRY
International company requires candidate, must have high keystroke & current experience. To $7.50/hr. Call Darlene at UNIFORCE 357-0058

CUSTOMER RELATIONS FOREMAN
for dealership service administrative office. Responsible for customer follow-up by telephone & light typing responsibilities. Must have pleasant phone voice, good typing skills, be a self-starter and dependable. Wages commensurate with abilities, excellent fringe benefits. Call 353-1300, ext. 270 to schedule an interview

CUSTOMER SERVICE/LUNCH
Telephone research, two shifts, immediately available for dependable pleasant people. Hourly plus bonuses $5.50/hr. Call Carol at UNIFORCE 473-2934

DATA ENTRY CLERKS
Qualified individuals must have a minimum of 90 wpm accuracy and have a working knowledge of Lotus. Call Ann at 348-7018
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY

Needed for long term positions. Must have adjustable hours and experience a must. Lotus 123 or Symphony experience a plus. Call today for an interview time.

425-9090
BENCHMARK
Temporary Help

DATA ENTRY OPERATOR
Medical office experience preferred. Speed & accuracy a must. Please call Julie at 557-9940

DATA ENTRY OPERATORS
Needed immediately for Metro Detroit locations. Minimum data entry speed is 12,000 keys/hr. Call Brooke at
TEMPEXCHANGE
557-5900
BOURNE FIELD

Data Processing Clerk
Immediate Opening

Growing and dynamic cellular company seeks a self motivated individual to join our team. We offer excellent salary, full dental benefits, 401K and a positive work environment. Potential candidate must be independent and self motivated. Minimum two years experience, 50wpm and proficiency on 10 key. Based on skills and attitude must be capable of sales pleasant. Potential candidates, send resume and cover letter to Attention:
Data Processing Manager
P.O. Box 71043
Madison Heights, MI 48071

DESKTOP PUBLISHING
40 hrs. per wk. position in small office with growing direct mail company. Desktop publishing experience important. Some production duties in Farmington Hills location. $7/hour. Call Dave or Jim 553-8280

ENTRY LEVEL
DATA ENTRY/CLERICAL
Energetic and detail oriented person needed to work for a dynamic and fast growing Sales Company. Data Entry/Typing skills a must including some basic math and computer/clerical duties. If you possess the above qualities, don't miss this opportunity to become a part of the cellular revolution. Please call 645-8250

EXECUTIVE SECRETARY
Executive office with international flavor requires top notch skills. To $9/hr. Call Sharon at UNIFORCE 348-7844

EXECUTIVE & SECRETARIAL OFFICE ASSISTANT NEEDED
For fast-paced firm located in the Novi area. Must be self-starter and have strong clerical experience, good sight. Typing and organizational skills a must. Word Perfect 5.1 experience experience & plus. Please send resume to Box 958 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARIES
needed to work long, short and temporary assignments in Livonia, Westland and Farmington Hills. Excellent pay. Excellent benefits. Exciting assignment with
ETD Temporary Service 464-2018
An Equal Opportunity Employer

EXECUTIVE SECRETARY DATA ENTRY

EXPERIENCED RECEPTIONISTS & FILE CLERKS

For areas of Farmington, Southfield, Livonia, Troy and Novi.
• Previous office experience
• Word Processing
• Typing 65 wpm
• Knowledge required
• For Data Entry - minimum 10,000 keystroke
Call for personal interview

OLSTEN Temporary Services
Ann Arbor
Detroit
Southfield
Troy
354-0555
EOE No Fee

EXPERIENCED Customer Service person with word processing capabilities. Must be detail oriented. Specialty advertising company. Send resume and salary requirements to Box 960 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FARMINGTON HILLS JOB O RAMA

Mortgage Processor	$25,000
Receptionist	$14,560
Administrative Assist	$17,500
Payroll Clerk	$18,640
Bookkeeper	$13,520
Office Manager	$23,000
General Clerk	$15,000
Accounting Clerk	$18,000
Medical Secretary	$18,000
Full Charge Bookkeeper	$25,000
Clerk	$10,400

Want more money, better benefits, and greater career opportunities? Look no further, we have more full time openings than applicants. Typing of 50 wpm. Call for an appointment 851-3560.
SKILLED PERSONNEL SERVICES

FRONT DESK
Marketing division of leading international company has position for receptionist with all around skills. 88/hr. Call Colleen at UNIFORCE 357-0644

GENERAL OFFICE
Maple Road & Coolidge Hwy.
Very light typing, part time, or full time. Data entry by both handwritten and computer, special telephone. Bible experience. Reply to: Box 970, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE/PART-TIME
Typing & phone communication skills necessary. Hours 1-5:30pm, Mon.-Fri., Southfield. 358-3732

GENERAL OFFICE
Fast paced. Entry level. Data processing helpful. Radford area. 937-2370

GIRL/GUY FUDAY/RECEPTIONIST
Light office duties for busy Rochester Hills office. Must be bright, enthusiastic individual for a Go/Guy Friday position. Minimum office experience required. Send resume and salary requirements by February 14 to: Maureen Manuszak, IDC, 2931 Waterloo Drive, Rochester Hills, 48309.

INSURANCE ADDENTO
In Birmingham seeks experienced Administrative Assistant to life and group. Will also perform general office skills. Please send resume to: Box 102 Observer & Eccentric Newspapers, P.O. Box 3027, Birmingham, MI, 48012-3027.

504 Help Wanted Office-Clerical

TRUCKING COMPANY needs general office help. Must possess good typing skills, computer knowledge required. Send resume to: P.O. Box 2 Detroit Dept, P.O. Box 4387, Dearborn, MI 48126

GENERAL OFFICE
Full time clerical position. Minimum experience required. Pleasant phone manner & typing necessary. Computer experience helpful. Must have own car. $8 an hour to start. Send resume to:
Office Manager, 1137 Holland, Birmingham, MI 48009

INSURANCE AGENCY needs customer service representative to work in our non-smoking Farmington Hills office. Experience preferred. 553-8900

JAPANESE BI-LINGUAL
International corporation needs candidate who speaks and writes Japanese with word processing and light bookkeeping skills. Call Sara at UNIFORCE 357-0058

KELLY HAS THE JOBS

Accounting Specialists

• Accounting background with computer experience
• Lotus 1-2-3 or other accounting software experience preferred
• Long-term assignments in Livonia (40 hrs. per week)

Word Processing Secretaries

• 6 months recent experience required
• WordPerfect or Displaywrite 5 experience preferred
• Other work processing software experience considered
• Must be available full time to work Monday through Friday (40 hrs per week)

For more information, please call today!

Livonia 522-4020
1-96 Officentier
33133 Schoolcraft

Westland 326-5590
896 Wayne Road

KELLY Temporary Services

LEGAL SECRETARY
2-5 YEARS
We are seeking a career minded legal secretarial background for highly motive position. Litigation & general corporation skills required. Comprehensive salary & benefit package. Call Arthur Thomas 355-4140

OFFICE ASSISTANT - mail insome and data entry. Accountants to personnel. 1250 W. Hamlin Rd., Rochester Hills, MI 48309. No walk ins please.

OFFICE/CLERICAL

Telephone, light data entry, processing skills required. Competitive pay & benefits. Send resume to
Lutz Data Systems, PO Box 9079
Farmington Hills, MI 48333-9079

OFFICE CLERK PART TIME
for busy Canton construction office. Light typing, filing, phone skills. Good pay & benefits. Send resume to Box 958 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
needed for growing computer consulting company in Southfield area. Must be organized, detail oriented and starting person who has experience with Lotus, word perfect, (assessing they documentation experience a plus) and personnel. Job duties will include Accounts Receivable, Accounts Payable, Accounts Receivable, payroll, payroll, banking arrangements & making travel arrangements. Salary commensurate with experience. Responsibilities to Personnel, P. O. Box 2227, Southfield, Michigan, 48037-0608

OFFICE MANAGER
Experienced, for Senior Residence in Livonia. Accounting, payroll & computer & plus. Excellent salary and benefits. Response to P. O. Box 42, Allen Park, MI, 48101.

OFFICE PERSONNEL
IMMEDIATE OPENINGS

Top Pay, Temp-Med Insurance, Holiday Pay and Bonuses for your job as a temp. Call today for an interview.

WORD PROCESSORS - Word Perfect, Macintosh, Lotus, Multimate

RECEPTIONISTS/SWITCHBOARD - Plain, Horizon Centrex, or other

Livonia 464-2900
Southfield, 352-1300

SNELLING TEMPORARIES
NEVER A FEE

OPPORTUNITIES
$15-$20,000
FEES PAID
BY COMPANIES

Many stable secure companies have immediate opening for benefits. All require typing and WordPerfect skills. Call Ann at 455-4600.
SNELLING PERSONNEL SERVICES

PART TIME SECRETARY
Major food distributor in Novi has need for 25 hr. wk. secretary. Typing, general office experience, sales and basic computer knowledge needed. Send to Box 986 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON TO ASSIST
VEHICLE TRAILER MANAGER
Experience in titling vehicles with an auto dealer is preferred. Must have a definite requirement. Excellent work environment. Please send resume to D.S. P.O. Box 9068, Farmington Hills, MI 48333-9068

PHONE ORDER RECEPTIONIST
Heavy customer contact. Light clerical seeking Part time after School and Sat. Full time is the right person. $12 per hour starting position. Full Well rounded people. Great position, for students, homemakers, retirees. 476-7353

PHONED/RECEPTIONIST
Good phone skills required. some light typing. Pleasant office. Radford area. Excellent benefits. Call for interview. 255-4089
An Equal Opportunity Employer

PHOUNENT TITLE company located in Livonia is looking for experienced typist & persons with knowledge of title work, escrow, escrow services. Please send detailed resume with salary requirements to Box 984 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RAPIDLY EXPANDING - mortgage company has immediate openings for 2 loan processors, 1 closer. Previous experience required. Full, well train. Math or computer skills a plus. Salary commensurate with experience, vacation, and sick days. Call Mike at 347-8480

RECEPTIONIST - PART TIME
for progressive Birmingham Salon. The Ginger Group 645-2787

RECEPTIONIST/Entry Level for Bloomfield office Professional appearance and phone manner must. Call Barbara 355-0260

RECEPTIONIST/CLERICAL position available. Pleasant personality required. Part time, flexible hours. $6 an hour. Real Lighting. 380-5450

RECEPTIONIST — needed for non smoking law firm in Farmington Hills. Must have experience & type 50 wpm computer skills required. Call Barb 333-7400

RECEPTIONIST
Exciting employer with advertising agency seeks your recent experience on multi line phones and people skills. $7/hr Call Rita at UNIFORCE 357-0037

RECEPTIONIST
Major office seeking needs your friendly personality and front desk experience with Rolm or Dimension. To $7.50/hr. Call Ruth at UNIFORCE 348-7663

RECEPTIONIST
Full time, in Busy non-smoke office of builder in Farmington Hills. Professional appearance, energetic, with excellent phone skills required. Word Perfect 5.1 a plus. Well disciplined professional with excellent skills. Competitive salary and good benefits. 626-7900

RECEPTIONIST NEEDED for national leasing company. Extremely busy office in Farmington Hills. Must be pleasant individual. Some light clerical duties. Previous switchboard experience helpful. Fax resume to T.H. P.O. Box 9068, Farmington Hills, MI 48333-9068

RECEPTIONIST/CLERICAL
Full time
Typing, general office, telephone, light bookkeeping.
Send Apply Letter
Call Mr. Lane 357-6630

RECEPTIONIST NEEDED for Troy insurance agency. Duties include telephone, light typing, switchboard data entry, typing and other miscellaneous duties. Send resume to: Human Resource Development, 2100 W. Big Beaver, Troy, MI 48084

504 Help Wanted Office-Clerical

LEGAL SECRETARY
2-5 YEARS
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OFFICE/CLERICAL

Telephone, light data entry, processing skills required. Competitive pay & benefits. Send resume to
Lutz Data Systems, PO Box 9079
Farmington Hills, MI 48333-9079

OFFICE CLERK PART TIME
for busy Canton construction office. Light typing, filing, phone skills. Good pay & benefits. Send resume to Box 958 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
needed for growing computer consulting company in Southfield area. Must be organized, detail oriented and starting person who has experience with Lotus, word perfect, (assessing they documentation experience a plus) and personnel. Job duties will include Accounts Receivable, Accounts Payable, Accounts Receivable, payroll, payroll, banking arrangements & making travel arrangements. Salary commensurate with experience. Responsibilities to Personnel, P. O. Box 2227, Southfield, Michigan, 48037-0608

OFFICE MANAGER
Experienced, for Senior Residence in Livonia. Accounting, payroll & computer & plus. Excellent salary and benefits. Response to P. O. Box 42, Allen Park, MI, 48101.

OFFICE PERSONNEL
IMMEDIATE OPENINGS

Top Pay, Temp-Med Insurance, Holiday Pay and Bonuses for your job as a temp. Call today for an interview.

WORD PROCESSORS - Word Perfect, Macintosh, Lotus, Multimate

RECEPTIONISTS/SWITCHBOARD - Plain, Horizon Centrex, or other

Livonia 464-2900
Southfield, 352-1300

SNELLING TEMPORARIES
NEVER A FEE

OPPORTUNITIES
$15-$20,000
FEES PAID
BY COMPANIES

Many stable secure companies have immediate opening for benefits. All require typing and WordPerfect skills. Call Ann at 455-4600.
SNELLING PERSONNEL SERVICES

PART TIME SECRETARY
Major food distributor in Novi has need for 25 hr. wk. secretary. Typing, general office experience, sales and basic computer knowledge needed. Send to Box 986 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON TO ASSIST
VEHICLE TRAILER MANAGER
Experience in titling vehicles with an auto dealer is preferred. Must have a definite requirement. Excellent work environment. Please send resume to D.S. P.O. Box 9068, Farmington Hills, MI 48333-9068

PHONE ORDER RECEPTIONIST
Heavy customer contact. Light clerical seeking Part time after School and Sat. Full time is the right person. $12 per hour starting position. Full Well rounded people. Great position, for students, homemakers, retirees. 476-7353

PHONED/RECEPTIONIST
Good phone skills required. some light typing. Pleasant office. Radford area. Excellent benefits. Call for interview. 255-4089
An Equal Opportunity Employer

PHOUNENT TITLE company located in Livonia is looking for experienced typist & persons with knowledge of title work, escrow, escrow services. Please send detailed resume with salary requirements to Box 984 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RAPIDLY EXPANDING - mortgage company has immediate openings for 2 loan processors, 1 closer. Previous experience required. Full, well train. Math or computer skills a plus. Salary commensurate with experience, vacation, and sick days. Call Mike at 347-8480

RECEPTIONIST - PART TIME
for progressive Birmingham Salon. The Ginger Group 645-2787

RECEPTIONIST/Entry Level for Bloomfield office Professional appearance and phone manner must. Call Barbara 355-0260

RECEPTIONIST/CLERICAL position available. Pleasant personality required. Part time, flexible hours. $6 an hour. Real Lighting. 380-5450

RECEPTIONIST — needed for non smoking law firm in Farmington Hills. Must have experience & type 50 wpm computer skills required. Call Barb 333-7400

RECEPTIONIST
Exciting employer with advertising agency seeks your recent experience on multi line phones and people skills. $7/hr Call Rita at UNIFORCE 357-0037

RECEPTIONIST
Major office seeking needs your friendly personality and front desk experience with Rolm or Dimension. To $7.50/hr. Call Ruth at UNIFORCE 348-7663

RECEPTIONIST
Full time, in Busy non-smoke office of builder in Farmington Hills. Professional appearance, energetic, with excellent phone skills required. Word Perfect 5.1 a plus. Well disciplined professional with excellent skills. Competitive salary and good benefits. 626-7900

RECEPTIONIST NEEDED for national leasing company. Extremely busy office in Farmington Hills. Must be pleasant individual. Some light clerical duties. Previous switchboard experience helpful. Fax resume to T.H. P.O. Box 9068, Farmington Hills, MI 48333-9068

RECEPTIONIST/CLERICAL
Full time
Typing, general office, telephone, light bookkeeping.
Send Apply Letter
Call Mr. Lane 357-6630

RECEPTIONIST NEEDED for Troy insurance agency. Duties include telephone, light typing, switchboard data entry, typing and other miscellaneous duties. Send resume to: Human Resource Development, 2100 W. Big Beaver, Troy, MI 48084

504 Help Wanted Office-Clerical

RECEPTIONIST
Southfield based insurance company has entry level position available in Legal Department for Receptionist. Excellent growth potential. Dependable individual who said processes good telephone manner and typing skills. Excellent benefits. Send resume to:
Human Resources/Legal
P.O. Box 2223
Southfield, MI 48037

RECEPTIONIST
Immediate opening Construction management firm. Telephone experience required 427-0090

RECEPTIONIST - part time/full time. Fast paced Bloomfield Hills real estate. W. Bloomfield company seeking friendly, detailed oriented person with the following skills: Good letter writing ability, PC computer/WordPerfect skills, capable of handling wide range of responsibilities - have knowledge of basic operations requiring good organizational & follow thru skills. Sound, light bookkeeping & Lotus skills & plus. Must have good phone personality for additional responsibilities in Personnel & Customer Service Management. PO Box #250093 W. Bloomfield, MI 48325

SECRETARY PART TIME
CUSTOMER SERVICE

Diversified, high energy level position in congenial team oriented environment. Must have computer benefits & profit sharing. 338-2160
DAVIDSON, FRIEDMAN & ASSOCIATES

SECRETARY - Event planning firm seeking reliable secretary - Computer literate. Word processing experience. Resumes to 31290 W. 14 Mile Rd., Ste 485, West Bloomfield, MI 48322

SECRETARY - Hard working person with good typing skills. Word processing experience preferred. Work with all races, ages & sexes. Call Ms. Hodge, Inner Wire to Prison Legal Services, 4000 Cooper St., Jackson, MI, 49201

SECRETARY needed for property management firm. Must have good typing 55 wpm, Word Perfect 5.0/5.1 preferred. Computer literate and salary history to KMC, P.O. Box 864, Bloomfield Hills, MI 48303-0864

SECRETARY - Immediate opening for Accounting Department. Must have 2 years experience and knowledge of WordPerfect 5.1 and good clerical skills are required. Good benefits package. Send resume to Box #104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Immediate opening for professional mature Receptionist. Must have 2 years recent experience and knowledge WordPerfect 5.1 and good clerical skills are required. Good benefits package. Send resume to Box #104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
For Ann Arbor advertising agency. Must be pleasant, outgoing, and able to type 35 wpm. Knowledge of image. Requires accurate typing of 50-60 w.p.m., pleasant demeanor, excellent telephone skills, and a working knowledge of WordPerfect. Send resume to: Personnel, BK&M Advertising, 130 S. First St.,