502 Help Wanted Dental-Medical

MEDICAL TECHNOLOGISTS TECHNICIANS

National Health Laboratories Incorporated is one of the largest and most successful clinical laboratories in the country. As we continue to expand our services, the opportunities for career growth are tremendous.

Right now, full time positions are available on the afternoon and midnight shifts for our Chemistry Dept for qualified Med Tech/Technicians.

Applicants must have a minimum of three years clinical experience with an Associate or Bachelor's Degree NHL offers a rewarding and challenging work environment, and a competitive salary and benefits package. For consideration, please send resume to:

NATIONAL HEALTH LABORATORIES
19250 Northwestern Hwy.
Oak Park, MI 48237
Attn: Personnel
An Equal Opportunity Employer M/F/H/V

MEDICAL TECHS

Growing company has immediate full time opening for a medical technician in chemistry and micro departments. Qualified candidates will possess a degree in medical technology or equivalent with 1-3 years related experience. Please apply Mon. thru Fri. 10am to 1pm.

UNIVERSAL STANDARD MEDICAL LAB
23705 EVERGREEN
SOUTHFIELD, MI 48075

NURSING ASSISTANT

If you are interested in beginning a career in long term care or are already an experienced nurse aide we have openings available on all shifts. We offer a competitive salary, benefit package & a warm, caring atmosphere. Please apply in person at Plymouth Court, 105 Haggerty Rd., Plymouth, MI.
An Equal Opportunity Employer

NURSING PERSONNEL
RN's, LPN's, CNA's
• Paying Excellent Wages
• Immediate Positions Available
• Flexible Scheduling
• Incentive Bonuses
MEDI-TECH Associates • 464-9720

NURSING STUDENTS

The following part-time positions are available in a variety of clinical areas:

NURSE EXTERN. Requires completion of a Medical/Surgical clinical rotation in a Michigan approved Registered Nursing Program during internship in Junior or Senior educational status.

NURSING ASSISTANT. Requires current employment in a nursing training program & completion of a nursing fundamentals course.

Above positions require availability for overnight, weekend & holiday coverage. Interested candidates should apply in person at the Personnel Office, Mon. - Fri. 8am-12noon.

PROVIDENCE
Hospital & Medical Centers
Employee Relations
22253 Greenfield, Ste. 330
Southfield, MI 48075
An Equal Opportunity Employer

OPHTHALMIC ASSISTANT

Large Southfield ophthalmology practice seeks Ophthalmic Assistant. Experience preferred but will train. Excellent Medical, Competitive salary & benefits. Send resume and salary requirements to Box 170
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

OPHTHALMIC TECHNICIAN

Must be COT, with refractometry and pressure testing experience and be Reg. by Ophthalmic Examiners. Please contact B. Seroy at 347-8206 for resume/inquiry.

DMC Health Care Centers
4793 W. 12 Mile Rd
Novi, MI 48377
(located at W. 12 Mile & Novi Rd)

Affiliated with The Detroit Medical Center. An Equal Opportunity Employer.

DENTAL SURGERY ASSISTANT
needed for Westside offices. Please fax ... 476-0507

PART-TIME front desk position 3 full day & 4 half days. Excellent pay plus benefits. Filing & much Telephone. Call Jeff at 476-2900

Dentist's office in Farmington Hills has immediate opening for a full time Dental Assistant. Must be dependable & have excellent dental knowledge. Call Dr. Hoffman, Troy, 362-3300

Dentist's office in Farmington Hills has immediate opening for a full time Dental Hygienist. Must be dependable & have excellent dental knowledge. Call Dr. Hoffman, Troy, 362-3300

Phlebotomist
5 AM - 6 AM
(3 days a week)
Contingent 3 PM - 11 PM

Are you currently accepting applications for a dedicated, reliable, caring bedside manner and excellent clinical skills required. Salary commensurate with experience. Excellent benefits provided.
PEACE CALL SUITE 473-8492

RN/LPN Medical Assistant
Hourly flexible, friendly co-workers, great kids, something new everyday. Part time work. Pediatrics 477-1124

RN/LPN
Part time, Thurs. Fri. Sat. Pediatric office. 14 Mile/Inkster area. Call Jan at 737-0655

PEDIATRICIAN/Family Practitioner
Board or Board Eligible
Call 464-9000

RNs/LPNs
FULL TIME CHARGE NURSE
See Mrs. Martin
NIGHTINGALE NURSE
8355 Newburgh Rd.
Westland (near Ann Arbor Trail)
An Equal Opportunity Employer

RN/LPN/CNA NEED YOU
Lifetime earnings $17/hour
Entry level pay $7/hour
In your area Staff Relief
Call Mary at 937-9367 (Wayne)
313-261-5583 313-455-5943

RN
TEAM LEADER
Full time position available in our office for Joseph Mercy Hospital Pay is competitive and includes Blue Cross of Texas medical, dental, life, disability insurance.
Call 421-4000

Radiology Opportunities
Mammography Technologists
Experienced mammography technologists are needed for our Mammography Center during the summer (June, July, August) with our regular daytime schedule (Monday-Friday).
Call Sally 347-2640 between 9am-5pm Mon-Fri.

Ultrasound Techs
Large, growing practice is available for ultrasound tech with at least 1 year experience. Salary dependent on experience.
Call Sally 347-2640 between 9am-5pm Mon-Fri.

Botsford General Hospital
28050 Grand River
Farmington Hills, MI
48336-5933
An Equal Opportunity Employer

RECEPTIONIST/DENTAL Assistant
Fast growing busy Southfield Dental office. Full time position available. Dental assistant preferred working conditions are excellent. Salary commensurate with experience. Fax resume to Attn: Personnel 352-3770

RECEPTIONIST - experienced for physician's office in Royal Oak. Some technical & clerical skills. Call Nancy at 547-9282

RECEPTIONIST, full time for busy doctors office. Clerical skills and dependability a must. Call Gerald 522-3770

502 Help Wanted Dental-Medical

PHLEBOTOMIST
CLIPPOSITIONS
in the Dearborn/Westland area
Experience with children preferred. Send resume to ONCL, 2345 Merriman, Suite 1321, Westland, MI 48185. Attn: Susan

RADIOLOGY

Registered Special Procedures Tech

Experience required in a Special Procedures Lab. ARRT required. Our new flexible benefits program and newly expanded pay scale make Botsford an outstanding career choice.

Call Joan Harrison, Human Resources at 471-8835 or send resume to:

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

An Equal Opportunity Employer

RADIOLOGY TECHNOLOGIST

Part-time, evening position available for registered technologist. Please call Ted Palyma at 347-8078 or send resume to:

DMC Plymouth Care Centers
41935 W. 12 Mile Rd
Novi, MI 48377
Located at W. 12 Mile & Novi Rd

Affiliated with The Detroit Medical Center. An Equal Opportunity Employer.

RECEPTIONIST/BILLER - for doctors office. Motivated career-minded individual. Will train right person. Computer experience helpful. Must type N. Woodward area. 545-0732

RECEPTIONIST - full time in X-ray clinic. Experience helpful. Some typing. Call 474-1700

RECEPTIONIST

Part time for chiropractor's office. Experience helpful but not necessary. Call 553-4029

RECEPTIONIST - Urology office seeking experienced front desk person. Friendly phone, great pay! Contact Patty Rabitu
Medical Associates 29870 Middlebelt
Farmington Hills, MI 48334

REGISTERED NURSE

Full time position in large cardiology practice. BSN preferred, 2 yrs cardiac/nursing experience required. Registered Nursing Program during internship in Junior or Senior educational status.

SEND RESUME TO

R.N.
Northpointe Heart Center
2575 Woodward, Suite 300
Berkley, MI 48072

REGISTERED NURSES
Metro Medical Group, a division of Health Alliance Plan has immediate positions available for experienced RNs. These positions are full and part time, and are based out of Detroit and Suburban locations (Livonia, Southfield). The Detroit/Suburban sites will have at least 1 year experience and must be currently licensed by the state of Michigan. We offer an excellent starting salary and benefit package. Interested applicants please send resume to:
The Human Resources Dept
Metro Medical Group
18000 Tuxedo
Detroit, MI 48206
An Equal Opportunity Employer

RN
Director of Nursing/Supervisor for home care agency in Livonia. Excellent common location & home care skills required. Salary commensurate w/ experience.
FAMILY NURSE CARE
229-5663 349-5683

RN - HOME HEALTH
RN with medical/surg ICU acute care experience needed for fast expanding company. Great Mon-Fri day hours. $31,000-$12,000 - superior benefits. Call or send resume to:
Patty Rabitu
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

RN
Home care Case Director
Career opportunity to grow with new home care organization. Strong nurse care agency requires experienced RN to develop new nursing care department. Excellent pay & benefits. Send resume & salary requirements to:
Director of Nursing
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

RN/LPN

Full time position. Candidate must have proven experience, a kind and caring bedside manner and excellent clinical skills required. Salary commensurate with experience. Excellent benefits provided.
PEACE CALL SUITE 473-8492

RN/LPN Medical Assistant
Hourly flexible, friendly co-workers, great kids, something new everyday. Part time work. Pediatrics 477-1124

RN/LPN
Part time, Thurs. Fri. Sat. Pediatric office. 14 Mile/Inkster area. Call Jan at 737-0655

PEDIATRICIAN/Family Practitioner
Board or Board Eligible
Call 464-9000

RNs/LPNs/CNAs
FULL TIME CHARGE NURSE
See Mrs. Martin
NIGHTINGALE NURSE
8355 Newburgh Rd.
Westland (near Ann Arbor Trail)
An Equal Opportunity Employer

RN/LPN/CNA NEED YOU
Lifetime earnings $17/hour
Entry level pay $7/hour
In your area Staff Relief
Call Mary at 937-9367 (Wayne)
313-261-5583 313-455-5943

RN
TEAM LEADER
Full time position available in our office for Joseph Mercy Hospital. Pay is competitive and includes Blue Cross of Texas medical, dental, life, disability insurance.
Call 421-4000

RN
Have and understand Ty-Dex Care Plan? Two days full time, two days part time. Must be able to work nurse position offers an excellent opportunity for advancement into a management position or RN Staff Relief.
Call Sally 347-2640 between 9am-5pm Mon-Fri.
Botsford General Hospital
28050 Grand River
Farmington Hills, MI
48336-5933
An Equal Opportunity Employer

RN
Are need a full time RN for after noon shift. Apply in person at 26715 Greenfield between 10 - 11 a.m.

SPECIAL PATHOLOGIST
2 3 days a week. Contingent upon pathologist. Oakland County Medical QCC. Minimum 3 yrs experience. Non-smoker. Equal Opportunity Employer. Contact Pat Corcoran Communication Disorders Inc. 737-3272

TRANSCRIPTIONIST
Part time days. Southfield Cardiology office. experience preferred. Call 569-6224

X RAY TECHNOLOGIST
Registered or registry eligible. Full time or part time position available for nuclear medicine. Must have professional attitude & enjoy a fast paced environment. Call Gerald 522-3770

502 Help Wanted Office-Clerical

STAFF DEVELOPMENT COORDINATOR

Full time RN position available for a Staff Development Coordinator at Cambridge East Nursing Center.

Responsibilities include staffing and certification of Nursing Assistants, Orientation and Staff Development for the facility. Clinical coordination of the rehabilitation program, and two of the nursing units. Education. Good clerical skills and "Train the Trainer" certification desired.

Contact Maria Parks, D.O.N.
Cambridge East Nursing Center
313-585-7010

502 Help Wanted Office-Clerical

Accelerate Your Career

EMPLOYERS PAY ALL FEES

SECRETARIES
• Bilingual (Japanese)
• Word Perfect
• Medical $25,000 - $28,000
• Legal to $35,000
• General to $17,000

PERSONNEL SYSTEMS
459-1166

★ ACCOUNTANTS
Well established with growth westside manufacturing consultant with supervisory skills. May lead to permanent position.

Permanent position available with healthy management company. Entry level. Requires 2-4 years property management experience, good general accounting & analytical skills. Degree preferred. $30,000.

Please call on these & other temporary or permanent positions. New jobs are coming in every day.

ACCOUNTANTS ONE
24133 Southfield Rd., Suite 202
Southfield, MI 48075
354-2410
Fee Paid Agency

ACCOUNTING CLERK - Part time in W. Bloomfield. Dec Easy experience preferred. Salary negotiable. Call between 9AM-5PM 738-5277

ACCOUNTING CLERK - Experienced accounts receivable/payable seasoned company in southwest Oakland. Apply in person. 24777 Telegraph Rd., Southfield

ACCOUNTING CLERK to work full time for Livonia manufacturing co. Bookkeeping & computer experience necessary. Associates degree in accounting preferred. Salary & benefits starting at $18,000/yr. Please contact Lesley at 525-1658

ACCOUNTING CLERK
CASH & BANKING

A major supermarket chain based in Detroit is seeking the knowledge & experience of an individual who has accounting skills in the area of bank reconciliation. The individual should have a thorough knowledge of processing deposits, bank reconciliations experience and ledger skills. Computer skills plus. Send detailed resume with salary history to: ASSISTANT CONTROLLER
PO BOX 33446
DETROIT, MI 48232-5446
An Equal Opportunity Employer

ACCOUNTS PAYABLE
Positive, motivated, computerized system needs person with 2 years experience. Call Joe 313-334-4575

ACCOUNTS PAYABLE CLERK
Full time position for small company located in 13 & Greenfield. Successful candidate will be at ease to type, be an motivated, organized & multi-tasker. Light typing ability required. Previous accounts payable experience preferred. Salary commensurate to this job.
Send resume to: Box 982
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ADMIRA HAS
IMMEDIATE OPENINGS
• WORD PROCESSORS
• DATA ENTRY
Long and short term temporary positions available in Southfield, Livonia, Farmington Hills, Troy, Novi, Wayne Wood-Dale and Detroit.
Call for more information
525-0330
EOE Never A Fee

ADMINISTRATIVE ASSISTANT
Long term growth position with manufacturer in Farmington Hills seeks a pro to $25,000/yr.
Call Gerald
UNIFORCE 646-7651

ADMINISTRATIVE ASSISTANT - N. Woodward area. Automotive supplier. Must be self-motivated with strong PC environment/spreadsheet/word. Excellent salary & benefits. Send resume & salary requirements to: Box 984
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Southfield executive suite faculty seeks a self-starter, person with high notch secretarial skills (proficiency skills, accounting, billing background) and strong organizational skills. Supervisory experience a plus. Knowledge of computers. Must perform duties in Excel, 2000 Word Computer Center, 19101 Southfield, MI 48075

ADMINISTRATIVE ASSISTANT
Or Data entry. Fast paced engineering firm. Call Jeff for interview. Contact Pamela 541-3344

ASSISTANT TO PRODUCTION
Ability to work in computer, prior sales. Documentation, memos with good spelling skills. Requires bilingual include maintaining department records, sending, faxing, typing, Opem, Microsoft, Word Processing experience. Full time position in Southfield Send resume to: Data Processing P.O. Box 930 Southfield, MI 48037

AUDIO/VIDEO ASSISTANT
Needed for Detroit area company. Non-smoker, strong sales, computer skills. Salary negotiable. Fax resume 313-375-3137

BANKING CLERKS
Immediate openings for entry level banking clerks. Career opportunity with growing financial institution. Excellent opportunity for individuals with eager attitudes, an ability to learn. Call Ed Kaiser 528-8100

BILINGUAL SECRETARY
Southwest insurance agency looking to hire bilingual/bicultural position 20-25 hrs. per week some Saturdays required. Send resume to P.O. Box 501 Southfield, MI 48037

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for a fast paced working environment. Candidate must be able to work accurately under pressure, able to work with little supervision & have excellent clerical skills. Better WordPerfect experience. This position is a replacement and has a good chance at working to accept challenges. Position provides for a competitive salary & benefits package. Qualified candidates forward resume in confidence to:
CLERICAL SUPPORT
1155 Brewery Park
Detroit, MI 48201

COMPUTER ENTRY
Warm & friendly office seeks an excellent salary. Our client needs your 10,000 keystrokes plus recent training. To $7.50/hr. Call Gerald 553-2211

504 Help Wanted Office-Clerical

BI-LINGUAL SECRETARY
3 years secretary. Must speak/write with German. Top position with top company. $30,000.
FREE EMPLOYMENT PAID
PERMANENT STAFF
Farmington Hills 737-5750
Troy 362-2720

BILLING CLERK
Large, prestigious downtown law firm, searching for a full time temporary billing clerk for a 6 month assignment. Computer experience required, accounts receivable & Bartmaster experience helpful. Interested applicants please call
R. Tochey at 313-965-6940

BOOKKEEPER - FULL CHARGE
Financial statements & payroll for multi company firm, Waterford. Resume to: Box 2170
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Immediate full time position for experienced bookkeeper. Duties include accounts payable. Must have knowledge of computers & used vehicle sales. Some dealership background preferred. Excellent insurance benefits & salary. Send resume with salary requirements to
DIANE KLUG
MEL FARR
LINCOLN MERCURY
4178 HIGHLAND Rd
WATERFORD, MI 48328

BOOKKEEPER
Large Southfield based property management company needs accounting/bookkeeping experienced person. Send resume to Bookkeeper, P.O. Box 5071, Southfield, MI 48086

BOOKKEEPER
Minimum 2 years experience. Accounts receivable, accounts payable, and computer experience. Must be motivated. Send resume to:
Specs Howard School of Broadcast Arts, 16900 West 9 Mile, Suite 115, Southfield, MI 48075, Attn Ms. Bailey

BOOKKEEPER-must be familiar with computers & have general office experience. Send resume to Box 1 Bingham Business Center, 1465 Ann Arbor Trail, Plymouth, MI 48170

BOOKKEEPER - thru third balance including payroll, for Plymouth area contractor. Lotus and Bartmaster information manager software experience required. Send resume with salary requirement and references to P.O. Box 70831, Plymouth, MI 48170

BOOKKEEPER - Tues & Fri, law office in Birmingham, non smoker. 642-8262

BOOKKEEPER - West Livonia contractor. Strong full charge computer background in construction, organized. A/P, A/R, payroll, general ledger. Call Sue at 425-3040

BUSINESS MANAGER
Established and growing Metropolitan Detroit area law firm seeks to interview non-smoking candidates for a full time position as Business Manager. These candidates should have a minimum of 5 years financial experience, a thorough knowledge of law, the internal functions of a law firm including billing and collections, preferably the firm is using the LANS accounting system, and be in IBM 36 Candidates must be adaptable, trustworthy, conscientious and have the ability to cope with heavy day challenges of running the business side of a law firm. Salary and benefits are very competitive. Call Ms. Lynch at 233-2400

BUSY SOUTHFIELD OFFICE needs full time individual. Must have
Excellent phone skills
Good typist
Fresh sense for detail
Dependable
Salary and benefits negotiable
Call 559-5300

CATERING SECRETARY

Radisson Plaza Hotel at Town Center has an immediate opening for a Catering Secretary. This dynamic individual must possess 2 years of catering/convention service environment, have strong Word Perfect skills, be organized, have effective telephone skills, be able to work in a fast paced environment, and ability to remain calm under pressure.

If you are this exceptional individual please call Mon-Fri 1:45pm or 5pm-6pm/12noon at the

RADISSON PLAZA HOTEL
1500 Town Center
Southfield, MI 48075
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLERICAL ASSISTANT
Needed part time, Mon-Fri 1-5pm. Duties include making deliveries, light typing, filing, and other light duties of clerical duties. Must be at

Manhattan and have a good driving record. Apply at
Village of Beverly Hills
18500 W. 13 Mile Beverly Hills

CLERICAL
Needed 8:15-12:15 approx. Mon-Fri. General office duties for Rep. Light typing, filing, etc. Must be organized. Call Ann 313-478-2066

CLERICAL
D.O.C. in Southfield has immediate openings for clerical in Department Reorganization.
Include full time and some data entry. Please send brief resume to
D.O.C. Temps
Dept. 352
1600 Northwestern Hwy
Southfield, MI 48075
or call 354-7100 extension 2318
Mon-Sat, Friday 9-5

CLERICAL JOBS!
Fun and part time office positions available in Livonia. Call today! We have one of the following skills set: Data processing/word processing

WORD PROCESSORS
Apply in person
SECRETARY TEMPS
SECRETARIES/SECRETARY/SHORTHAND
DATA ENTRY CLERKS
TYPISTS/DATA ENTRY/WORD PROCESSORS
TELEMARKETERS/PM & AM SHIFTS

TEMP OVERTIME PAY
HOLIDAY PAY
TEMP MEDICAL INSURANCE

Livonia 464-2100
Southfield 352-1300

SNELLING TEMPORARIES
NEVI HATE

CLERICAL OPPORTUNITY

A Fortune 200 company located in NOVI has an immediate opening for an Administrative Support Clerk. Candidate must be detail oriented and have excellent word processing skills.

Send resume and salary requirements to:
P.O. Box 41587
Bedford Heights, OH 44146
Attn: Human Resources

An Equal Opportunity Employer M/F

CLERICAL/RECEPTIONIST
Southwest insurance agency looking to hire bilingual/bicultural position 20-25 hrs. per week some Saturdays required. Send resume to P.O. Box 501 Southfield, MI 48037

COLLECTOR
Immediate full time opening for retail lighting showroom in Livonia & Bay area's only. Typing & clerical experience necessary. Benefits include Blue Cross. Ms insurance, vacations.
Call 421-8905

Insurance

CLAIMS ADJUSTOR
Excellent benefits package. Send resume to: Personnel P.O. Box 321223 Detroit MI 48232-1223. Opportunities for advancement to supervisor, training and technical services

EDI
INSURANCE - State Farm agency in Southfield area needs full time national sales CSR. Minimum 2 yrs experience. Call 851-2757

504 Help Wanted Office-Clerical

Clerical

IF YOU HAVE THE SKILLS KELLY HAS THE JOBS

CUSTOMER RELATIONS CLERK
• Must have a minimum of 2 years collections experience
• PC skills required
• Able to maintain a large volume of accounts

For more details call Diane at 522-4020

Livonia
I-96 Offerdahl
33133 Schoolcraft

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/H

Mature dependable person needed 3 days per wk. Phones, filing experience. Prefer Mon, Wed, Fri 8-5 7/7/92 Birmingham Area Call - 540-7708

CLERK/TYPIST - attorneys in Farmington Hills area. Must have good typing & spelling skills essential, experience not required, starting pay range $4.50/hr/regular increases $53-$362

COURT RECORDER
Certified & experience. Own equipment. Part or full time 626-8543

CREDIT/COLLECTIONS
Our Auburn Hills corporation is seeking a full time person for immediate employment. This is an excellent opportunity for an individual experienced in Accounts Receivable, Credit and Collections. Must have knowledge in analyzing credit reports and statements, and background in computer data entry. Excellent salary and benefits package available. Qualified individuals should submit their wage requirements and resume to
Accounts Receivable Manager
P.O. Box 346
Bloomfield Hills, MI 48303

CUSTOMER SERVICE/
GENERAL OFFICE

We are looking for a hard working enthusiastic individual for a major insurance firm. Duties include telephone service, mail processing (approximately 2 sets), and general office 2 years previous office experience required. Must have pleasant phone manner and ability to work independently in a fast paced environment. Competitive salary and benefits. Please send resume to
Administrative Manager
26555 Evergreen, 16th Floor
Southfield, MI 48076
Equal Opportunity Employer M/F/H

PAUL REVERE Insurance in Southfield, Michigan is currently seeking experienced data entry as well as clerical duties. Excellent benefits & salary. Please contact Ms. Lynn at 352-8563, 26111 Evergreen Rd. Ste 200 Southfield, MI 48076

DATA ENTRY CLERK - manufacturing company has an immediate data entry position. The successful individual will be responsible for processing shipping documents, filing sales orders, & processing invoices. Candidates must possess data entry experience, be proficient at 55 WPM, & have excellent organizational skills. Qualified applicants please send resume to GSE, 23040 Research Dr, Farmington Hills, MI 48335. Attn Human Resources Manager/DE

DATA ENTRY/
CUSTOMER SERVICE

Farmington Hills company looking for outgoing, experienced individuals to process customer applications during afternoon hours. Must have positive edge, with excellent telephone manner. Excellent pay. Please call Human Resources at
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

DATA ENTRY
Fast paced environment, needs 10,000 key stroke operator. Only in Troy/Auburn Hills to $7/hr. Call Dianne UNIFORCE 646-8500

DATA ENTRY
New growth at national service firm in Farmington Hills area. Mon-Fri 1-5pm. Duties include making deliveries, light typing, filing, and other light duties of clerical duties. Must be at

Manhattan and have a good driving record. Apply at
Village of Beverly Hills
18500 W. 13 Mile Beverly Hills

DATA ENTRY
Needed 8:15-12:15 approx. Mon-Fri. General office duties for Rep. Light typing, filing, etc. Must be organized. Call Ann 313-478-2066

DATA ENTRY
D.O.C. in Southfield has immediate openings for clerical in Department Reorganization.
Include full time and some data entry. Please send brief resume to
D.O.C. Temps
Dept. 352
1600 Northwestern Hwy
Southfield, MI 48075
or call 354-7100 extension 2318
Mon-Sat, Friday 9-5

DATA ENTRY/
CUSTOMER SERVICE

Farmington Hills law firm has immediate opening for experienced legal secretary. Must have knowledge of word processing and communication software. Excellent salary and benefits package. Submit resume to Office Manager, 28411 Northwestern Hwy, Suite 1000, Farmington Hills, MI 48334

DATA ENTRY
Need professional, experienced person with WordPerfect 5.1, Lotus & Harvard Graphics for employment in research department. Dept at major Southfield advertising agency. Call between 10AM-3PM. To apply call 313-827-8449
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Prominent suburban company offers $25,000, free back pay for strong WordPerfect, Lotus and light shorthand. Send resume, salary and benefit requirements to
Westfalia Associates
24901 Northwestern Hwy, Suite 124
Southfield MI 48075
or dial 313-352-2440

Executive Secretaries
Needed for long term temp assignments in Ann Arbor, Southeastern Michigan. Word Perfect 5.1 or Wordstar 2000 required. Excellent salary and benefits. Call Jeff at 994-9000

EXPRESS SERVICES
643-8500
Never A Fee

EXECUTIVE SECRETARY/ADMINISTRATIVE ASSISTANT - for management firm in Farmington Hills area. Word Perfect, typing skills required. Excellent salary & benefits package. Successful candidate will be self motivated, personable, accurate, organized, & energetic. Terrific opportunity for right person. Send resume to Box 200
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

FULL CHARGE BOOKKEEPER
Needed - experienced individual preferred. Competitive salary, no computer experience necessary. 397-1441

GENERAL OFFICE
Phone, bookkeeping, computer experience. $6.50 to start 352-9138

GENERAL OFFICE/Word Processor WordPerfect 5.1 experienced. Excellent benefits package. Call 559-5620

Ask for Tom

GENERAL OFFICE - part time evening & weekend. Light typing preferred. Sterling Furniture, 15870 Middlebelt, Livonia

GENERAL OFFICE WORK for 1 person office. Light filing, telephone, answering, etc. Full time. Must have transportation. Salary open. No benefits are offered but this is a great place to work. Call Mon-Sat. Sound Around, 9118 Grand St. Plymouth 454-9594

IMMEDIATE full time opening for retail lighting showroom in Livonia & Bay area's only. Typing & clerical experience necessary. Benefits include Blue Cross life insurance, vacations.
Call 421-8905

Insurance

CLAIMS ADJUSTOR
Excellent benefits package. Send resume to: Personnel P.O. Box 321223 Detroit MI 48232-1223. Opportunities for advancement to supervisor, training and technical services

EDI
INSURANCE - State Farm agency in Southfield area needs full time national sales CSR. Minimum 2 yrs experience. Call 851-2757

504 Help Wanted Office-Clerical

FULL TIME, experienced with construction accounting, accounts payable, payroll, computer, good with numbers. Fax resume to 4012 Auburn Dr., Royal Oak, MI 48073

GENERAL OFFICE
Suburban Detroit company has your energetic, personality and attention to detail. Must have experience necessary. Salary. Call Diane at
UNIFORCE 473-2931

GENERAL OFFICE
(ENTRY LEVEL)
Full time enthusiastic person with a lot of common sense, who has knowledge of answering phones, filing, typing, good with numbers, computer knowledge in accounting & Word Processing helpful. Send resume and salary requirements to
GENERAL OFFICE: 34945 Hamtramck, Farmington, MI 48335

HIGH POWERED SECRETARY
For busy health care office. Good typist, word processing, good organizer, good phone manner, pleasant personality. Willing to learn front desk work, insurance billing, computer. Salary open. Apply in person. O'Connor Chiropractic Clinic, 18777 Middlebelt, Livonia. Mon-Fri, 10am-1pm. No phone calls please

IMMEDIATE OPENING for a front desk receptionist. Computer skills, schedule & manage the appointment book. Light typing. This position requires a friendly people person & people skills. Ideal place work person & someone who has sales in their background. Excellent career opportunity. Call Gerald at 553-2211

JR. SECRETARY
Fast paced Detroit area golf tyrs/ word processor, in plush suburban office. $18,000

ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Troy 585-2720

JUNIOR SECRETARY
Natural-assistant to meet your office experience. Word processing a plus. Up to $7.50/hour. Call Gerald at UNIFORCE 257-0037

KELLY HAS THE JOBS

Data Entry
• High Production
• Key Punch/Data Entry, Style
• Min. Typing
• 3 00 PM - 11 30 PM shift
• Long Term Assignments in Livonia

For more information check call today!

Livonia 522-4020
I-96 Offerdahl
33133 Schoolcraft

Westland 326 1590
I-96 Wayne Road

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/H

KEY PUNCH
Experienced Intercs keyboard operator needed for Southfield area. Full or part time Livonia area. 478-5311

LEGAL
• Corporate Legal Departments
• Temporary to Permanent Staff
• Permanent Positions
Temporary to Permanent Staff

PERSONNEL AT LAW
Most of the's your resume in confidence to:
30051 Northwestern Center Ste 2580
Southfield, MI 48075
Fax # (313)358-0235

UPTOWN 358-0060
DOWNTOWN 964-2929

LEGAL SECRETARY full time 5 years minimum Computer experience required. Word perfect. South Oakland County. 333-3838

LEGAL SECRETARY
for Troy insurance defense law firm. Must have 2 years experience in litigation. 649-1330

LEGAL SECRETARY needed for Southfield law firm. Must have litigation experience needed. Send resume and salary requirements Thru Su 300 Southfield MI 48034

LEGAL SECRETARY for 12 attorney firm in Bloomfield Hills. Litigation experience required. Salary based on ability. Send resume & salary requirements to: Box 300 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

LEGAL SECRETARY
Farmington Hills law firm has immediate opening for experienced legal secretary. Knowledge of word processing and communication software. Excellent salary and benefits package. Submit resume to Office Manager, 28411 Northwestern Hwy, Suite 1000, Farmington Hills, MI 48334

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LEGAL SECRETARIES

Experienced for permanent & temporary assignments. Tri-County. ALL FEES PAID. Call JOANNE MANSFIELD
Legal Personnel
362-3430, Fax 362-4681

LEGAL SECRETARY
Personal injury/tort/m requires experienced litigation & Word Perfect experience. 559-5620

LEGAL SECRETARY for law firm in Birmingham. 1 yr personal injury litigation and arbitration experience. Call Pat 646-2992

LEGAL SECRETARY
2 days per week must have experienced for Bloomfield Hills law firm. Word Perfect speed 80 wpm. Call Lorene at 645-3450

LEGAL SECRETARY for partner in Southfield law firm. Litigation/corporate/business practice. Min 3 years experience. Word Perfect. Excellent salary & benefits package. Call Ann 626-5000

LEGAL SECRETARY
Part time 15-30 hrs/wk for small law firm specializing in real estate, corporate, probate, estate planning & probate. Mature organized with excellent skills. Knowledge of computer, document drafting & general law office skills. Extremely flexible hours. Call Farmington Law Offices 31874 Northwestern Highway, Farmington 48334

LEGAL SECRETARY
Growing Farmington Troy law firm searching for an experienced litigation secretary. Word perfect 5.1 preferred. Salary commensurate with experience. Fax resume to Box 164
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY
Part time 3 Days a week for Farmington Hills law firm. 3 years minimum. Word perfect 5.0 632-3500 ext 247

LEGAL SECRETARY for Bingham Farms office. Litigation and tax experience required. Non smoking office. Call Louise 646-1003

LEGAL SECRETARY
2 positions available Southfield Tax Law. Product liability. Med/Mal Litigation experience, good organizational skills. Word Perfect 5.1 or 5.0. Call Jeff 352-9300

LEGAL SECRETARY
For bloomfield hills law firm specializing in commercial litigation. Excellent salary & benefits package for qualified applicant. Send resume to P.O. Box 8355 Bloomfield Hills, MI 48307

LEGAL SECRETARY - self starter with substantial litigation experience. Word Perfect. Shorthand preferred. Excellent salary & benefits required for fast paced non smoking Farmington Hills law firm. Call Ms. Lynch at 233-2400

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For professional placement services, temporary assignments, register now with The Agency for Legal Secretaries.
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HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY with 1 to 5 years experience for your Bloomfield Hills law firm. Word processing experience necessary.
Contact Marty 858-2443

LEGAL SECRETARY ENTRY LEVEL
Computer literate WordPerfect. Newphone. Bloomfield location
Contact Debbie 353-4800

LEGAL SECRETARY
Salary commensurate with experience, send resume & salary history to: Box 1 29200 Vassar #330 Livonia, MI 48152

LEGAL SECRETARY
Town Center Pt Corp. is looking for a highly motivated secretary for medical malpractice attorney. Must have WordPerfect 5 1 experience & a minimum 2 years litigation experience. Competitive starting salary, medical, dental, life insurance, vacation, etc. Call 645-0000

LOAD PROCESSOR
Needed with experience in real estate or mortgage industry. Word Perfect 5.1 preferred. Only need apply: Apply in person at: Green Tree Financial, 38703 7 Mile, Suite 180, Livonia, MI 48152 953-0649
An Equal Opportunity Employer

Market Research
Applications are now being accepted for positions in Livonia. Downtown Detroit and Ann Arbor. Must have excellent reading and communication skills. Great pay! No sales involved.

EXPRESS SERVICES
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OFFICE CLERICAL
Full time for Livonia manufacturer. Must have computerized accounts payable/accounts receivable experience. Varied clerical duties. Send Fax Call 9AM-12noon only 591-1778

OFFICE/CLERICAL
Word processing clerk for assignments in Livonia & Dearborn
Call Ann at 462-0027 or 271-5210

OFFICE CLERICAL - Part Time Vicalcade Center, Farmington Hills area. Efficient person to assist Business Director in administrative duties. Typing, word processing skills required. Send resume to Box 530306, Livonia, MI 48153

OFFICE CLERK
A plastic container manufacturer is seeking an individual with minimum 1 year office experience. Must know data entry skills & basic computer skills. Billing experience helpful. We offer a good wage & benefit package. Please send resume to
15111 Hubbard, Westland, MI 48185

OFFICE CLERK - part time position available for small business. Some bookkeeping, computer desired. Call 669-5810

OFFICE MANAGER WANTED with technical skills and computer knowledge in Troy. Send resume to: Box 1405 Troy, Mi., 48099

OFFICE MANAGER/Executive Secretary for growing Extension manufacturing firm. Excellent benefits, flexibility, salary & benefit package for highly motivated person with outstanding office & communication skills. Computer literate with proficiency in Word Perfect. Fax resume to: Attn: Personnel, 313-525-1800

OFFICE POSITION
Immediate opening for full time position in busy Southfield office environment. Experience required in accounts payable & light typing. Excellent benefits including vacation & holidays. Equal Opportunity Employer. Call 569-2400

OPERATIONS ASSISTANT
IMMEDIATE OPENING
For a general office person with at least 1 year office experience desirable. Microsoft word & Pagemaker helpful. Fax resume to