EMPLOYMENT

502 Help Wanted Dental-Medical

FRONT DESK PERSON - needed for busy dental office in Dearborn area, computer experience helpful
Reply to Box #204
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

FRONT OFFICE ASSISTANT
Busy 5 M D practice needs full time Front Office Assistant. Must have excellent interpersonal skills and neat appearance. Skills needed include: Typing, data base entry and ability to prioritize multiple responsibilities. Prior health care experience helpful but not necessary. Reply to: Practice Administrator, 30100 Telegraph, Suite 4368, Birmingham, MI 48025

HOME HEALTH AIDES
Needed for Westland area. Must be experienced, certified & have own transportation. Call today.
RELIABLE NURSES
981-3344

HOME HEALTH AIDE (Live-In)
Amicare Home Healthcare is currently recruiting experienced caregivers to live-in our clients home in Birmingham.
• Long Term Assignment
• Weekends Off
• Competitive Pay
• Sign-on bonus
Call Today!!
643-8270 858-7755
AMICARE HOME HEALTHCARE
EOE

DENTAL ASSISTANT
Full/part time 2 yr. hygiene program or equivalent required. Respondeat Dentum Practice. Position to be filled by July 13. 397-8282

LOOKING FOR A SPECIAL CAREER
Knowledgeable Dental Office to help me with dental office insurance & reception. Emphasis on people skills, patient care, communication, business skills, and dependable attitude. Call Cal, 473-4410 Thank You

LPN - FULL TIME
Afternoon & Midnight shifts
See Mrs. Martin
NIGHTINGALE WEST
30325 Merriman Rd
Westland, near Joy Rd
An Equal Opportunity Employer

LPN's/CNA's
Immediate Openings
Day Shift 7am-3pm
All shifts available
Adjustable schedule
Competitive wages
Bonus payment
RELIABLE NURSES
981-3344

EXPERIENCED BUSINESS Manager needed for large progressive dental office. Responsibilities include: Seeking patient flow & collections with benefit and personnel management. Full time position. Opportunity for right individual. Call Diane evenings between 5-8pm. 389-8583

EXPERIENCED
MEDICAL RECEPTIONIST
For doctor's office, Plymouth area. Full time. Call 459-0070

MEDICAL RECEPTIONIST
For physicians in Troy. Telephone, light typing, computer training. Mon-Fri, 9am-4pm. 524-8886

MEDICAL ASSISTANT 34-40 hrs per week. Prefer some medical office experience. Fax resume & references to: 313-459-3930

MEDICAL ASSISTANT/X-Ray
Full time position in Livonia. South field internist 1 yr. X-Ray experience required. Multi tasking EKG, well nurture, etc. Excellent benefit package, salary commensurate w/ experience. Call Sherry at 358-5710

MEDICAL ASSISTANT, Experienced, Good pay, benefits. Call Mrs. Clements Birmingham area DEPERATE! 644-8080

MEDICAL ASSISTANT Experienced desired. Apply at 40666 Ann Arbor Trail, Plymouth, MI between 9am-12 noon.

MEDICAL ASSISTANT
OB GYN in Garden City
Experience required
422-4145 or 422-6217

MEDICAL ASSISTANT
experienced in Southfield office
EKG, IV, Venu Puncture, etc.
Southfield area. Resume & references required. 559-2030

MEDICAL ASSISTANT
part time, Internist, Farmington area office. Experienced in EKG, VP and DCG. Call 569-4232

Medical Assistant - $10
Medical Secretary - $10
SPORTS MEDICINE
Must have knowledge, outgoing personality with physical therapy experience. Benefits include: Dress profile athletics (Beautiful in Nature). Join our team of growing staff. Call Diane Detter 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL ASSISTANT
Busy internal medicine practice seeks full time Medical Assistant. Must have excellent interpersonal skills and neat appearance. Skills needed include typing, data base entry and ability to prioritize multiple responsibilities. Prior health care experience helpful but not necessary. Reply to: Practice Administrator, 30100 Telegraph, Suite 4368, Birmingham, MI 48025

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(Live-In)
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• Long Term Assignment
• Weekends Off
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30325 Merriman Rd
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MEDICAL BILLER/RECEPTIONIST
Experienced only. Full time for busy pediatrical office. 644-5590

MEDICAL BILLER, PART-TIME
For pediatric practice. Experienced only. Send resume to Lorie c/o Health Care Assoc., 18161 W. 13 Mile, Ste 15, Southfield MI 48076

MEDICAL BILLERS - must have at least 1 yr. experience in facility or physician billing. Hours are flexible. $400 to $1500 per month depending on experience. 2 shifts & several locations available. Call Staff Care 540-0001

MEDICAL BILLER
Experienced only, full time for busy pediatrical office in Livonia.
313-421-5377

MEDICAL BILLER - needed for Livonia office. Experienced in all insurances. Full time. 261-1740

MEDICAL BILLER - Only persons with knowledge of Computerized Billing systems need apply. Southfield area. 352-8115

MEDICAL BILLER needed for Troy medical office. Experience in insurance billing, payment posting, statement and follow-up. Computer experience a plus. Send resume to Dr. T. Rawlani, 44189 Dequindre, Suite 512, Troy, MI 48083 or call 689-7700

MEDICAL RECEPTIONIST for busy ophthalmology office in Southfield. Full time. Experience desirable. Send resume to Box 188
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL RECEPTIONIST
Experienced full time.
Now Call 614 887-4780

MEDICAL RECEPTIONIST
Must have billing experience.
OB/GYN, full time. Benefits. Northwest area. Ask for Kathy 347-8100

MEDICAL RECEPTIONIST
Experienced. Full time W. Bloomfield. Call Debi 681-9480

MEDICAL RECEPTIONIST
Experienced for busy multi-specialty group. Computer experience preferred. Medical-oriented. Full time. Benefits W. Bloomfield 855-7420

MEDICAL TRANSCRIPTIONIST
Experienced in WordPerfect
Part time in Southfield
Ask for Laura 827-4780

NURSE AIDE - On-going afternoon shift assignments in Westland for 30 something male. Must be able to drive van. Call 563-0056

NURSE ASSISTANCE Certified only for our retired. Apply in person at Lahser Hills Nursing Center, 25300 Lahser, Southfield

502 Help Wanted Dental-Medical

MEDICAL BILLER - Southfield, patient fees, collections with on-line computer experience, salary open. Fax paid
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

NUCLEAR MEDICINE TECHNICIAN
Full or part-time position available for A.R.R.T., or C.N.M.T. registered technologist.

RADIOLOGY TECHNICIAN
2 Part-Time Openings
1 day shift and 1 temporary evening (1-5 hr) position available. Must be A.R.R.T. registered Mammography experience required.
Please contact Ted Palmer at 347-6200 or send resume to:
DMC Health Care Centers
41835 W. 12 Mile Rd
Novi, MI 48377
Located at W. 12 Mile & Novi Rd.
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

NURSE AIDES
Seeking Nurse Aides to cover afternoon shift in Commerce Township for male quad. Experience required. For immediate consideration call TODAY!!
398-4401
Personal Home Care
Private Duty Service

NURSING ASSISTANTS
Immediate positions, All Shifts
• Obtain Certification as a Nursing Assistant
• No previous experience needed
• Receive pay while you train
Certified Nursing Assistants also needed. Will train for a special field, caring individuals may apply at Westland Convalescent Center, 36137 Warren, Westland, MI, or call 728-8100, Ext. 130

nursing
RNS
If you're looking for a unique career opportunity, explore a position with American Home Health Services. We are an expanding multi-site home health company sponsored by the Sisters of Mercy. We are looking for RN's to work 20 hours per week. We have positions available at both our Monroe branch as well as our Wayne branch. These positions are a part-time prorated benefit position with overall responsibilities.
Amicare offers a competitive salary to match your skills and an excellent benefit package to apply, please send your resume or call:
Amicare Hospice Services, Inc.
Paul Doerfler, Branch Manager
Washtenaw Branch, respond to
806 Airport Blvd
Ann Arbor, MI 48108
(313)741-5777
Monroe Branch respond to
502 West Elm Ave
Monroe, MI 48161
(313)457-3220
Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer.

OPTOMETRIC Ass't/receptionist. Your personality and care with people is important in our office. Work with high tech. Must have Organization and good presentation. Flexibility, personality/accept change, technical skills, pride in promoting the office, energy/need to be busy. Experience and motivation determine wages. Benefits available. Come join our expanding Livonia family practice by calling Cheryl from 9am to 3pm at. 525-8173.

RECEPTIONIST/EXPERIENCED.
For growing family practice office. Please call Sandy at 347-4290

REGISTERED NURSE
Full time position in large cardiology practice. (ISN preferred). 2 yrs cardiac/nursing experience required. Responsibilities include patient assessment, education, treatment and management of care.
SEND RESUME TO
R.N.
Northpointe Heart Center
2575 Woodward, Suite 300
Berkley, MI 48072

RESIDENT AIDE
part time 3-11pm for assisted living facility in Plymouth. Call Mon thru Fri 451-0700

RN - IV INFUSION
HOME CARE
$37 to $42K. Expanding outpatient company needs RN experience in Home Care infusion therapy. Limited on call. Excellent benefits & perks. Mon-Fri days. Call or send resume to Patty Redetz 953-2170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

RN's/LPN's
HOME HEALTH AIDES
Join this success in home health care
• VISITING CARE - Variety of shifts available in your local area. Certification required. Home health experience required. Premium paid on high-tech cases. Call Today!
Northville 313-344-0234
Ann Arbor 313-930-0050
Brighton 313-229-0320

RN-STAFF DEVELOPMENT
Teaching position available in progressive long term care facility.
• Prefer certified
Train the Trainer
• Comfortable with teaching and communication skills
• Self-directed, organized and motivated
• Monday Friday, flexible hours
Salary negotiable. Please call Ellen Isenberg at
Westland Convalescent Center
728-8100

RN
Tired of the hospital scene? Want to learn the other side of patient care? Part-time day shift, every other week-end availability required
Call or apply
Cambridge South
18200 10 Mile Road
Beverly Hills, MI
547-8500
An Equal Opportunity Employer

RN
TEAM LEADER
Amicare Home Healthcare an affiliate of St. Joseph Mercy Hospital has a full time opportunity for the position of Team Leader Responsibilities include
• Client/caregiver scheduling
• Employee evaluations
• Tracking of Reviews
• QA
• Case conference
One year nursing experience with community health background preferred. Competitive salary, excellent benefit package. For more information call Leslie Halston
(313)643-8720
AMICARE HOME HEALTHCARE
EOE

WORK CLOSE TO HOME
Immediate openings for experienced Home Health Aides. Private duty. All shifts. Live-ins. Call Cheryl at Visiting Nurse Home Care
313-534-0501

504 Help Wanted Office-Clerical

ACCOUNTING SUPERVISOR
$25,000
We are seeking 2-5 years accounting background for supervision (6 personal position) 4 year degree a must. Benefits. Call Arthur Thomas, 352-6140

ACCOUNTS PAYABLE person with experience & computer background preferred. Good benefits. Full time. Only. Submit & experience resume to 41555 Koppernick, Canton, MI 48187

ACCOUNTS PAYABLE/Accounts receivable. All receivables Service industry friendly marketing company. Non-smoking office at Southfield/I-75. M. 8-5. Mon-Fri. Salaried. No health benefits 540-9010

ACCOUNTS PAYABLE CLERK
Experienced with computerized accounting system for busy Real Estate development company. Must be a team player & able to perform a variety of duties quickly & accurately. Have a definite bias. Please send resume to: Human Resources, 30665 Northwestern Hwy, Farmington Hills, MI 48334

ACCOUNTS RECEIVABLE position available immediately. Experience preferred. Must be good with numbers. Pre-employment drug test. Have Organization and goal orientation. Flexibility, personality/accept change, technical skills, pride in promoting the office, energy/need to be busy. Experience and motivation determine wages. Benefits available. Come join our expanding Livonia family practice by calling Cheryl from 9am to 3pm at. 525-8173.

ACCOUNTS RECEIVABLE SUPERVISOR
needed for consulting group in Detroit area. Candidate should have healthcare collection or billing experience. Prior supervisory experience also a requisite. Knowledge of Lotus 123 ground is essential. Must be a self-starter & possess excellent written & verbal communication skills. Send resume to Lead Employment, P O Box 35369, Detroit, MI 48235-0369

ACCOUNTS RECEIVABLE/CUSTOMER SERVICE
ENTRY LEVEL
A Wixom/Novi based heavy duty truck company has an opening at its Accounts Receivable Customer Service Department. Duties include: Clerical functions, helpful Call Personnel at 347-3049

ADMINISTRATIVE ASSISTANT Real estate non-smoking office. W. Bloomfield. Light bookkeeping. Knowledge LOTUS helpful 737-7040

ADMINISTRATION ASSISTANT
Major Farmington Hills firm has opening for experienced professional Temp/Hire. Call Susan at
UNIFORCE 472-2931

ADMINISTRATIVE ASSISTANT
wanted for full time temporary position with credited service Monday and Friday. Position will commence approx Aug 3-1992 & end approx May 1993. Must be proficient in Word Perfect 5.1, possess knowledge of Lotus (dictaphone skills) & excellent communication skills. The position pays $10 per hour. Send resume to Director, American Institute For Paralegal Studies, Honeywell Center, Ste 225, 17515 W 9 Mile Rd Southfield, MI 48075

ADMINISTRATIVE COORDINATOR
For Sales and Marketing Department of professional training and development company. If you have experience in sales and marketing using MS Word 5.5, strong organizational and proofreading skills and a concern for quality, you will be the great addition to our team. Knowledge of Excel and Pagemaker desired. Please send resume with salary requirements to:
Director of Marketing
Human Resources Inc.
39819 Plymouth Rd
Plymouth, MI 48170-4290
We offer a competitive wage and benefits package
No phone calls please

ADVERTISING AGENCY
SECRETARY - Account management department needs your Word Perfect and spread sheet background. Call Sara at 646-7662

All fees paid
CROSSMATCH PERSONNEL
25100 Evergreen
Ste 212, Southfield, MI
Temporary & permanent openings!
LEGAL SECRETARY - corporate administrative position, Troy
Interim, up to $37k with benefits
Send resume or call
352-7555

ATTENTION - General office $ 5 data. Offices in Pontiac & Sylvan Lake. References. Fast typist, computer smart. Good phone technique. Fully 736 8930

ATTENTION WORD PROCESSING SECRETARIES
Work in your home
(313)643-8720
AMICARE HOME HEALTHCARE
EOE

BOOKKEEPER
Experienced, aggressive, self motivated individual to handle all aspects of accounting for small progressive health care organization. Computer knowledge/aptitude. Farmington Hills area. Call Personnel, 662-8220

BOOKKEEPER for small construction company in downtown Plymouth. Handle all aspects of bookkeeping, payroll & general ledger. Computer experience helpful but willing to train. Full time. Send resume to 1455 S. Main, Ste 1, Plymouth, MI 48170

BOOKKEEPER For local Southfield CPA firm. Knowledge of WordPerfect 5.1 a must. Full-time position. Call, ask for Janet.
352-3230

BOOKKEEPER, N/A time - Experienced with accounts payable, accounts payable & receivable. Send resume to: Hot Rods Inc. 8677 Telegraph, Taylor, MI 48180

BOOKKEEPER
Full-time. Accounts receivable and payable experience. Basic computer accounting required. Applications being taken Monday-Friday, 9am thru 5pm at 11980 Dixie, Redford Twp. Ask for Mr. Wolf or Telegraph, N of Plymouth Rd.

BOOKKEEPER
needed for contractor in Novi area. Must have computer experience. Send resume & salary requirements to Box #279
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER - part time, for new business in Southfield 569-2232

BOOKKEEPERS
Several excellent current opportunities are currently available for experienced bookkeepers throughout the metro Detroit area, including Auburn Hills, Troy & Farmington Hills. Positions are in a variety of industries including manufacturing, service & professional firms. Have excellent bookkeeping & computer skills & strong communication skills. Apply in strictest confidence to
Jim Fitzsimmons, Bookkeeping Dept.
26200 American Dr., Ste 500
Southfield, MI 48075-5004
353-1109

BOOKKEEPING
Fast growing company has need for individuals with light accounting. ATM skills a plus. Call Cathy at UNIFORCE $8.50/hr. Call Betty at UNIFORCE 473-2900

CLERICAL POSITION
Under general supervision processes accounts payable & payroll. Also follows-up. Responsible for information & analyses of problem reports. Other duties as assigned. Duties & Performance other clerical duties as required. Requirements: High School diploma or equivalent, typing required. Ability to add & subtract. Management care. Benefits. Send resume to Joanne Demmore, Attention Personnel, 21553 Mercury Drive, Ste 15, Southfield, MI 48075
Equal Employment Opportunity
Affirmative Action

CLERICAL - Energetic responsible person needed to fill full & part time position. Duties include: Answering phones, tracking orders, computer entry, and basic clerical duties. Pre-employment drug screen. Phone for appointment, ask for Manager 357-3388

CLERICAL JOBS AVAILABLE NOW
Temporary/Long Term assignments
Call Kelly Services at 362-4444
An Equal Opportunity Employer

CLERICAL SUPPORT
Detroit financial corporation seeks self-motivated support individual for a fast paced working environment. Candidate must be able to work accurately under pressure, able to work with minimal supervision & have hands-on WordStar and/or WordPerfect experience. This position is for a motivated hard worker who is willing to accept challenges. Position provides for a competitive salary & benefits package. Qualified candidates forward resume & current clerical to:
CLERICAL SUPPORT
P O Box 779
Detroit, MI 48231

Clerical
CREDIT BRANCH OPENING IN LIVONIA, MI.
Toyota Motor Credit Corporation (TMCC) one of America's fastest-growing and most successful automotive finance companies, is opening a new credit branch in Livonia in September, 1992. This means great opportunities for enterprising individuals.
ADMINISTRATIVE SUPPORT OPPORTUNITIES
• Administrative Specialist
• Credit Investigator
• Discount Clerk
• Switchboard Operator/Typist
• Title & Insurance Clerk
• Collections Clerk
• Cashier
These positions require a high school diploma (or equivalent experience), a knowledge of computers and 10 key skills, and related experience.
TMCC offers outstanding opportunities for career growth, as well as competitive salaries, comprehensive benefits, and a friendly, people-oriented environment. Our representatives will be in the Livonia area both to meet with qualified individuals, & to attend Detroit area job fairs with salary history to Toyota Motor Credit Corporation, Dept. 1993, 19001 Haggerty, P O Box 2958, Human Resources, Dept. 1993-LEN, Livonia, MI 48150-2958
Equal Opportunity Employer
Minority/Female/Handicapped/Vet
TOYOTA MOTOR CREDIT CORPORATION
Working as one to be at!

504 Help Wanted Office-Clerical

BOOKKEEPER/PAYROLL ENTRY - for Farmington Hills management company, experience required, excellent compensation package. Call Mary Belsky between 9-4 661-9000
An Equal Opportunity Employer

BUYER'S ASSISTANT - Part time. Busy dept. needs varied clerical assistance. Must be proficient on calculation. Apply 33525 Stephenson Hwy., S. of 14 Mile, Madison Hts.

CAREERS!!
Call Now...Interview Tomorrow!!
RECEPTIONIST $14,000
Switchboard and wordprocessing experience needed for large firm. Great benefits
SECRETARY $17,500
WordPerfect and good typing skills required for this position at an exciting public relations firm
BOOKKEEPER $20,000
3 years data processing experience, ledger and trial balance for growing firm. Full benefits
EXECUTIVE SECRETARY $24,000
Organized and mobile, fun seeking a secretary with shorthand and word processing skills. Real estate experience a + Great environment
LEGAL SECRETARY $26,000
Work for several partner, shorthand a plus. Prestigious firm
PERMANENT STAFF
ALL FEES COMPANY PAID
Farmington Hills 737-5750
Troy 585-2720

CLERICAL JOBS!
Full and part time office positions available in all locations. If you have any of the following skills call today to schedule an interview:
BILINGUAL JAPANESE SECY
INSURANCE SECRETARIES
Experienced
WORD PROCESSORS
(All software)
SECRETARIES/PT
RECEPTIONISTS/SWITCHBOARD
30 DATA ENTRY CLERKS
MEDICAL TRANSCRIPTIONIST
LEGAL SECRETARIES
(Knowledge of Lotus & AMI/HRI)
TOP PAY, OVERTIME PAY, HOLIDAY PAY,
TEMP-TO-PERM OPTIONS
Livonia, 464-2100
Southfield, 352-1200

SNELLING TEMPORARIES
NEVER A FEE

Clerical
MAKE THE SWITCH TO KELLY
Kelly Temporary Services has immediate assignments for the following:
DATA ENTRY OPERATORS
• High production
• Experienced data entry style keyboard
• Flexible hours available
• Long term assignments in Livonia
For more details, call Diane or Peggy at 522-4020 for an appointment.
KELLY TEMPORARY SERVICES.
Equal Opportunity Employer M/F/H

CLERICAL $7-$12/hr
Lorcia Employment Agency 932-5900

CLERICAL - 30 hrs/week. Typing, telephone, filing, mail, computer experience. 11:30 a.m. - 5 p.m. Mon-Fri 647-7377

CLERK GENERAL Part-time position 20-30 hrs per wk. Will train. Fun outgoing office environment. Word/Processing/Computer & General Office experience helpful. Duties include: Filing, history to SPRING ENGINEERING 35300 Schoolcraft, Livonia MI 48150 Attention ROBERT SHEHUAN.

CLERK TYPIST & SECRETARIAL
Part time at family service agency. Duties include filing, data entry, light bookkeeping, typing. High school diploma or equivalent and clerical experience. Director of Personnel, 6012 Merriman Garden City, MI 48135
An Equal Opportunity Employer

COLLEGE Student for summer data entry position. Must be proficient in Lotus & WordPerfect. July thru Sept 334-9182

COMPUTER DATA ENTRY position available immediately. Experienced preferred. Call Ann at 347-0001 phone. Pre-employment drug test. Good starting salary, plus bonus. Call Ann at UNIFORCE 531084 Livonia, MI 48153-1081

COMPUTER ENTRY
National service firm requires your attention to detail for alpha and numeric entry. Call Ann at UNIFORCE 473-2933

COMPUTER GRAPHICS
Typesetter, Illustrator and area with Harvard Graphics Freelance or Lotus graphics experience needed. Call Ann at UNIFORCE 310-7e Call Betty at UNIFORCE 646-7684

COMPUTER INPUT
Expanding international firm has immediate openings for experienced data entry sales $1,300/hr. to start. Call Dana at UNIFORCE 357-0037

COURIER CLERK - full time for 8 months. Temporary entry level position with professional firm in Auburn Hills. Flexible hours available to work shifts. Excellent driving record required. Pre-employment drug screen. Apply in person or send resume to Personnel, Secure Data Corporation, 1960 Rochester Ind. Dr., Auburn Hills MI 48326 or PO Box 217002, Auburn Hills, MI 48321

CUSTOMER SERVICE position available immediately. Experience preferred. Must be good with phone. Pre employment drug test required. Good starting salary. Call Ann at UNIFORCE 531084 Livonia, MI 48153-1081

DATA ENTRY CLERK
Retail office in need of Customer Representative. Good communication skills. Excellent benefit package. Age, Full time position. Please apply within Art Van Furniture, 8300 North Wayne Road, Westland

DATA ENTRY CLERK
Calculator experience helpful
Full or part time N W Detroit Call 534-5548

DESIGN SECRETARY
Excel solutions, the fastest growing candidates for the position of Design Secretary. The successful candidate must be a mature professional, with excellent skills in Word, Word Perfect 5.1, Lotus and Harvard Graphics. We require a self-motivated individual who can multiple tasks and possessing good communication skills. We offer a competitive wage and comprehensive fringe benefit program
To apply in confidence, send a resume with your wage requirement to:
EXCEL INDUSTRIES
Attn: Kelly
30800 Telegraph Rd, Suite 4875
Birmingham, MI 48025

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Part time position, evenings & weekends, data entry and telephone/phone voice required. Non smoker. Call 459-0551

DATA ENTRY
Experienced PC operators needed days. Part time call back. Lorenz 478-5111

DATA ENTRY
Fast paced environment needed 10,000 keystrokes per hour opportunity. To $7/hr. Call Diane at UNIFORCE 646-8500

DATA ENTRY
Immediate opening for 10,000 keystrokes and 2 years experience. To $7.50/hr. Call Dee at UNIFORCE

DATA ENTRY OPERATOR
Western area. Temporary to permanent position. Very fast paced work environment. Heavy data entry both Alpha & Numeric Editing & Insertions required. Excellent phone skills & proper processing are necessary. Knowledge of WordPerfect 5.1 a plus. Call Ann at UNIFORCE 473-2933

Do You Have Great Communication Skills?
If so, applications being accepted for Customer Service Representatives. Warren and Bloomfield Hills. Must have typing and phone skills. Great pay! No fees involved.
EXPRESS SERVICES
643-4360

Not an Agency Never a Fee!

EXECUTIVE ASSISTANT
Highly skilled experienced secretary needed for financial services firm. To $10/hr. Call Sabrina at UNIFORCE 646-7661

EXECUTIVE SECRETARY
Immediate opening for top notch Executive Secretary to assist President of the Mt. Wizard Foundation. Must be self-starter. This is a newly funded by the National Science Foundation. Excellent organizational & WordPerfect & Lotus 1-2-3 skills required. Send resume to
Mt. Wizard Foundation, P O Box 448, Plymouth, MI 48170

EXECUTIVE SECRETARY.
Troy location. Typing 60wpm, plus shorthand. Real estate background a plus. Salary commensurate with experience. Please send resume to Box 376
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

EXECUTIVE SECRETARY for property mgmt firm in Downtown Birmingham area. Must have mortgage financing experience preferred 647-7171

EXECUTIVE SECRETARY WANTED
Word Perfect 5.1 Experience in WordPerfect 5.1, Lotus and dictation skills. Pre-employment drug test required. Call Ann at UNIFORCE 531084 Livonia, MI 48153-1081

EXECUTIVE SECRETARY
Computer Science Bureau looking for experienced, full time position with skills in WordPerfect 5.1, MULPRO software. Must have experience in payables & receivables data entry basic phone skills. Send to 1126 Ponderosa Rd, Troy, MI 48083

EXECUTIVE SECRETARY
TO $25,000
A choice position with an automotive related company. People skills, ability and good skills needed including word processing. Call Ann Arbor Call 464-0969
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
To $24,000
Work directly for president of this growth company. Opportunity for sharp individual with WordPerfect 5.0 not required. Benefits & pleasing background required. Thereafter
Diversified Recruiters Co.
344-6700 FAX 344-8704

EXECUTIVE SECRETARY
Prestigious management company in Southfield seeks Executive Secretary. This highly organized individual must possess strong computer skills and excellent communication skills. Must have at least 2 yrs experience including dictaphone and working knowledge of Word Perfect. Benefits and pleasant office. Please send resume & salary requirements to Box 388
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

An Equal Opportunity Employer

EXPERIENCED SECRETARY - Part time position in Farmington area. Must have excellent typing, filing etc. Benefits. Call Ann at UNIFORCE 646-8364

FRONT OFFICE ASSISTANT
Busy 3 M D practice seeks full time Front Desk receptionist. Must have excellent interpersonal skills and neat appearance. Skills needed include typing, data base entry and ability to prioritize multiple responsibilities. Prior health care experience helpful but not necessary. Reply to: Practice Administrator, 30700 Telegraph, Suite 4368, Birmingham, MI 48025

FULL TIME Summer Position for students in Southfield office
Typing & telephone must. Typing preferred 559-9575

GENERAL OFFICE
Full time. Typing 50 wpm preferred. Windows/Word/Lotus/Lexe and Excel. Between 12 noon 644-6743

GENERAL OFFICE part time 3 days a week. Must have typing experience. Farmington Hills area. Call Ann at UNIFORCE 559-5700

GENERAL OFFICE Full time. Comfortable with computers. Calculator experience helpful. Light typing requirements. $5.15 an hr to start. Call Ann at UNIFORCE 357-0037

GENERAL OFFICE help wanted. Must have good phone voice. Apply at Evans Automotive 35915 Clinton, Wayne

GENERAL OFFICE
$13,000-$13,500
FEE PAID COMPANY
Suburban family oriented company offering great benefits. Seeking a professional general office person with computer experience. Call today 644-4550
SNELLING PERSONNEL SERVICES

HUMAN RESOURCES
Assistant/Secretary needed in the Southfield area. Great opportunity for someone with data entry & typing skills. Prior experience in HR helpful. Also have strong WordPerfect 5.1 & Lotus 123 skills. Position is temporary to permanent. Call for appointment
591-1100
ACRO SERVICE CORP
Never a Fee

HARDEN CITY Insurance agency looking for part or full time service (material) person. Provides word processing, computer input and filing. Contact Bob 477-3000

INSURANCE - STATE FARM
Customer service representative with at least one year's experience in Personal Lines (Auto & Home) must type accurate for computer data entry & be good with people. Two answers only. Mail resumes to State Farm Insurance
31281 Schoolcraft Rd
Livonia 48150

KEY PUNCHER
Experienced operators mainframe/cleaner, operators needed for day shift & part time. Livonia area 478-5111

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Full time as administrative assistant with 3 yrs legal experience in real estate, corporate business law and some litigation for small busy law firm. Computer, document drafting and organizational skills essential. Excellent salary and performance benefits. Resume, J.K. 31275 Northwestern Hwy, Farmington Hills, MI 48334

LEGAL SECRETARY
needed for new growth law firm. 1-3 yrs experience in litigation. Type 70-80wpm. Computer skills necessary. Send resume to B Hill, 2550 Telegraph Rd, Suite 250, Bloomfield Hills, 48302

LEGAL SECRETARY - DOWNTOWN
Bloomfield Hills for 2 attorneys. Utility defense litigation. Require strong grammar, organization, 3 + yrs experience. Send resume. Box #214
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY
needed for our growing law firm. 1-3 yrs experience in litigation. Type 70-80wpm. Computer skills necessary. Send resume to B Hill, 2550 Telegraph Rd, Suite 250, Bloomfield Hills, 48302

LEGAL SECRETARY - Full time position for 2 attorneys. Utility defense litigation. Require strong grammar, organization, 3 + yrs experience. Send resume. Box #214
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LEGAL SECRETARY
general practice, w/ Troy WordPerfect 5.1 experience only. Call 643-6515

LEGAL SECRETARY - with insurance defense, background needed for firm in Clarkston. Non-smoker preferred. Salary commensurate with experience. Call Lynn 588-7750

LEGAL SECRETARY Needed for downtown litigation firm. Full time 2 yrs experience. Respond to
D. O. Box 1899, Birmingham, MI, 48012-1899

LEGAL SECRETARY for 12 attorney firm in Southfield. Must have 3 years experience required. Salary based on ability. Send resume & salary requirements to Office Manager, 300 E. Long Lake Rd, Suite 200, Bloomfield Hills, MI 48304

LEGAL SECRETARY for small Troy firm. Requires good typing, filing skills, Minimum of 4 yrs experience in general litigation & workers compensation. Salary DOE. Call Ann Harper, 100 W. Big Beaver, Ste 660, Troy, Mich 48084-5283

LEGAL SECRETARY - For two Litigation Attorneys in large Southfield law firm. WordPerfect and 2 years litigation experience a must and some paralegal experience helpful. Excellent benefits. Salary commensurate with experience. Call Ann at 353-7620

LEGAL SECRETARY
with at least 2-3 years litigation and WordPerfect experience for senior partner and associate. Send resume and salary requirements to
Office Manager, 30100 Telegraph Hwy, Parkway, Ste #100, Bloomfield Hills, MI, 48304

LEGAL SECRETARY, experienced, for law firm located in the Town Center area of Southfield. Practice is commercial practice. Occasional international travel required. Bilingual skills required. Salary commensurate with experience. Contact Ann Arbor, 32900 Telegraph, Bloomfield Hills, MI 48013

LEGAL SECRETARY
full time Bloomfield Hills office. May. Must be skilled in WordPerfect 4.2, Call D Sheridan at 335-5000

LEGAL SECRETARY - full time 2 yrs experience. WordPerfect 5.1, typing, salary commensurate with experience. Apply 37000 Grand River #205, Farmington Hills

LEGAL SECRETARY
We are seeking legal secretary (2-3 years experience) with outstanding personality and top skills. Competitive salary, full benefits, opportunity. Call Arthur Thomas, 355-4140

LEGAL SECRETARY
$21,500 FEE PAID
Good office, ability to type 40 wpm and coordinate and solid word processing needed. Call Ann at 644-6743 for immediate position. Make at least $300 or tax resume to Box 1000
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
$25,000 FEE PAID
Challenging litigation position for busy attorney. Good typing, filing and office skills surroundings. Strong word processing and knowledge of law. Benefits. Call Ann, 649-5300 or fax resume 649-3528
SNELLING PERSONNEL SERVICES
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LEGAL SECRETARY
Partner in small Birmingham area law firm is looking for the "cream of the crop" legal secretary. Must be self-starter who utilizes excellent skills (min. 85 wpm) in Word Perfect 5.1 and knowledge of court procedures in tri-county area. Mature, organized with at least 5 years experience in heavy litigation. Non-smoking. Please call to schedule an interview 644-4433

LEGAL SECRETARY TO $27,000
3-5 years litigation experience required. Work for Sr. partner

LEGAL SECRETARY, $25,500
3 years legal experience, good organizational skills

LEGAL SECRETARY, $24,000
Defense litigation, wordperfect experience and known firm

LEGAL SECRETARY, $21,000
1 year Opportunity to advance
PREVIOUS COLLECTION EXP. 772-6760
SNELLING PERSONNEL SERVICES

LEGAL SECRETARIES
Positions available for an experienced Legal Secretary. Must have knowledge of WordPerfect and Lotus 1-2-3. Good typing skills & organizational skills.
Call today
WOLVERINE
STAFFING SERVICES
358-