502 Help Wanted Dental-Medical

PART TIME WARD CLERK. 4 hrs per day. Mon.-Fri., medical & clerical experience preferred. Apply in person or call: University Health Care Center, 250 Hoover Rd. Ypsi., Livonia, MI 48154 427-8270

PHARMACY TECH
Experienced in computer
Full or part time Dearborn Hts
271-3770

PHARM TECH
PART TIME

Pharmacy/medical wholesaler located in western Wayne County has immediate opening. Applicants must type 40 wpm be proficient on the 10-key pad and have phenomenal experience. This firm requires a high degree of reliability and excellent organizational skills. Applicants must be versed in the use of a PC. Work schedule is Monday through Friday 8:30 am to 1:30 pm. Starting rate is $7.00 per hour. Call Mrs. Jansen 553-7623

An Equal Opportunity Employer

PHYSICAL THERAPIST ASSISTANT
2 year degree for busy home care agency. Excellent benefits
FAMILY NURSE CARE
464-9200

PHYSICAL THERAPY AIDE
Wanted full time. Immediate opening. Call Mrs. Sandy Jones at 1-(734)-397-7 Mile Ste 108 Livonia, MI 48152 473-1450

PHYSICAL THERAPIST AIDE
Immediate opening in Home Care Aide. Experience preferred for home care visits. Must have valid driver's license, car insurance, 2 years. Shifts 8 mw. Sat. 10a-7p. Call

PHYSICAL THERAPY AIDES
2 off assistants, full time positions available. Will train. Full time for top candidates. Experience helpful. Call between 10-12 noon 557-8862

PROGRAMMER
Looking for minimum 2 yrs experience in Windows environment preferred. Competitive salary. Send resume to Management 29292 Franklin Southfield, MI 48034

RECEPTIONIST
For busy Farmington Hills Doctor's office. 9am-1pm Mon thru Fri
476-1616

REGISTERED X-RAY TECH
Full time. Day shift. Weekends and emergency. Included for a very busy ambulatory care center. Apply in person or fax resume to Mon-Fri 8-5 Medical Assisting, Full benefits. Fax Resume to 477-2480 or call Rita at 477-7200 to set up interview time. Pontiac Medical Office

RESPIRATORY THERAPIST
for DME company. Full & part time positions available. Please send resume to: Respiratory Therapist P.O. Box 2511 Southfield MI 48037

RESPIRATORY THERAPIST
Accredited home care company is currently looking for a certified respiratory therapist to work in our patient care department. Qualified candidate must possess valid state license with clean driving record. For more information call Cathy 459-3315

RN/LPN MEDICAL ASSISTANT
Busy Internist's office. Mon-Friday. Excellent Pay, Benefits. Call Linda or Marie 642-5437

RN
IN-SERVICE DIRECTOR
Experienced RN in Home Health required. Certified in clinical skills. Computer literate. Excellent salary and benefits. Salary commensurate with experience. Call or apply
Care Connection
16200 13 Mile Road
Beverly Hills, MI
647-6300
An Equal Opportunity Employer

RN or LPN. Full time day shift. Charge position for one wing of 64 bed psychiatric nursing home. Experience in geriatric care preferred. Excellent working conditions, salary & benefits in family oriented Quality care environment. Call 261-4400 Mon-Fri. 10-4 for interview appointment

502 Help Wanted Dental-Medical

RECEPTIONIST
Fast paced doctor's office has the need for an experienced, medical biller/receptionist. Ideal person must be familiar with computers, and be versatile in various front office activities. Must be personable and self motivated. Qualified applicants please mail your resume to Receptionist Position, P.O. Box 2580, Dearborn, MI 48123-2580

RECEPTIONIST - Livonia area clinic. Good reception skills, typing and/or word processing, must secretarial duties. Hours Mon-Thurs. 9-3 position available early Sept. Mail resume to 17250 Farmington Rd. Livonia, MI 48152

RN
CLINICAL SUPERVISOR

Olsten HealthCare is currently seeking a dynamic RN with excellent clinical and supervisory skills to lead our private duty home care agency. Home care experience a must. Also require strong organizational skills and quality assurance orientation for this busy in-office position. New compensation package, plus year end bonus, tuition reimbursement. Qualified candidates may call or send resume to

OLSTEN HEALTHCARE
ATTN: BRANCH DIRECTOR
29880 SLEIGHTA RD
SOUTHFIELD, MI 48034

(313)356-6600

Equal Opportunity Employer
M/F/D/V/Female/Handicapped/Vet

RN needed 2 days per week for family physician located in Livonia Call 464-9200

RN or LPN
Part Time - Afternoon Shift 3-11pm
Apply in person at
Manchester Manor
15475 Middlebelt
Livonia, MI 48154
427-9175

RNS - DAYS
PART OR FULL TIME
See Mrs. Martin
NIGHTINGALE WEST
8365 Newburgh Rd
Westland, near Joy Rd
An Equal Opportunity Employer

RN S - LPN S
Dewey Health Nursing Center has openings for day & afternoon shifts. If you are experienced in Geriatrics, dependable & willing to share a difference, call Susan Gisbert at 268-6610 for appointment

RN/LPNS
Full & part time positions, we have a variety of schedules available for ambulatory health care center. All regions considered. Interested candidates please send resume to Box 8466
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SERVICE COORDINATOR to schedule cases for busy home care agency in Plymouth. Excellent compensation. Call & clerical skills required
FAMILY HOME CARE
(313)229-5683

TMJ OFFICE needs aggressive hygienist looking for a long term position. Willing to train right person. Mon-Fri. 40 hrs. Southfield & Taylor offices 557-9150

UNIT CLERK
VIP on our nursing team. Full time for Oak Park agency. Ward clerk/medical experience required. Excellent benefits 968-5300

WAITERS & WAITRESSES - Experienced fine dining only need apply. Experienced bus persons & hostesses. Steady full & part time. Call 549-3344

WANTED 4 NEEDLE EKG Techs & Phlebotomist. Doctor & Ultrasound Tech. Book keeper full charge position. Experience in geriatric care preferred. Excellent working conditions, salary & benefits in family oriented Quality care environment. Call 261-4400 Mon-Fri. 10-4 for interview appointment

502 Help Wanted Dental-Medical

RN 8/PM & WE NEED YOU
LPN 8 am up to $11/hour
RN 8 am up to $20/hour
Home Care Staffing
FAMILY HOME CARE
(313)229-5683

X-RAY TECH. immediate opening medical office high tech non invasive testing. If you have medical office experience and will train. Resumes to DTC, 19785 W. 12 Mile, Ste. 333, Southfield, MI 48076

X-RAY TECHNICIAN
Full time positions available for registered or registered eligible technicians for a medical company in Southfield. Excellent welcome. Competitive wages, complete medical/dental benefits. Call Sue at 352-1935

504 Help Wanted Office-Clerical

ABOVE AVERAGE
Best describes a Remedy Temp! We are currently seeking people for upcoming Receptionist/Phone/Word Processing/Typing/Data Entry & Typing Top Pay & Bonuses Call today for details
ALL FEES EMPLOYER PAID
REMEDY TEMPORARY SERVICES
Temporary To Permanent
1-313-348-0900
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE ASSISTANT for Data Entry. Part time with flexible hours. Computer skills required. Accounting background helpful. Send resume to Box 849
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTANT - STAFF
Livonia CPA firm. Part time during summer & full time for tax season, duties to include monthly accounting and payroll preparation. Experience required. Send resume to Kabos & Thomas, 29535 Middlebelt Rd. Suite 100, Livonia, MI 48152

ACCOUNTING CLERK
Major tool rate Livonia facility requires your experience and 10 key skills. Call Donna at
UNIFORCE 473-2932

ACCOUNTING CLERK with secretarial skills needed for fast paced property management firm. Must be personable, self motivated, detail oriented computer knowledge preferred. Property management experience preferred. Send resume & salary requirements to
Office Manager, P.O. Box 2466, Farmington Hills, MI 48333

ACCOUNTING CLERK
Motivated & experienced, for invoice verify & bank deposits, plus more. Computer knowledge essential. Non smoking Canton office. Please send resume & salary requirements to Box 848
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTS PAYABLE CLERK
For busy home health care office in Livonia. Excellent communication & clerical skills required. Send resume to
THE CLAYMORE SHOP
722 N. Woodward
Birmingham, MI 48009
Attn: Margaret
642-7755

ACCOUNTS PAYABLE CLERK
Full time, permanent position with benefits in Livonia. Must have at least 2 years experience. Send resume to
C.W.
P.O. Box 3133
Farmington Hills, MI 48333

ADMINISTRATIVE ASSISTANT
Long-term growth position with prestigious manufacturer. Graphic skills a plus. To $25,000/yr.
Call Sara at UNIFORCE 646-7461

ADMINISTRATIVE ASSISTANT
Dynamic, high energy, detail oriented position in our office. Accounting/computer background required. People pleasing attitude is a must. Please resume to Vanguard Systems, Inc., 30963 Anthony, Livonia, MI. 48150-1103

504 Help Wanted Office-Clerical

ACCOUNTANT
Sr. Accountant with Timberline software experience needed for temporary assignment.
Call Linda or send resume
354-2410
ACCOUNTS ONE
24133 Northwestern Hwy
Suite 202
Southfield, MI 48075

ACCOUNTS RECEIVABLE CLERK. J & L Industrial Supply Co., a leading dairy of Kenosha, Wis., located in Livonia, is looking for a clerk for their accounts receivable department. Qualified candidate will have an accounting background, knowledge of 10-key calculator, computer knowledge, typing skills, invoicing & credit knowledge & a pleasant speaking voice. Telephone collection experience helpful. Please send resume to T. Turner, P.O. Box 3319 Livonia, MI 48151

ADIA has
IMMEDIATE
OPENINGS
for

- Word Processing Secretaries
- Clerks
- Receptionists
- Telemarketers (Livonia ONLY)

Long & short term temporary positions available

Livonia/Plymouth area
Farmington/Orchard Lake area

ADIA
Personnel Services
EOE Never A Fee

ADMINISTRATIVE CLERK - Accounts receivable, must have computer skills, word processing & basic Lotus. $7.00 an hour
Livonia location Call 522-2100

ADMINISTRATIVE ASSISTANT
Farmington Hills manufacturer has position for well organized, self starter with excellent word processing skills. Successful candidate will have ability to adjust to changing priorities & variety of tasks & possess interpersonal skills. Must be a team player. Submit resume with salary requirements to Box 846
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADVERTISING SECRETARY
Advertising agency has challenging position. Will be responsible for Harvard Graphics & plus. To $9.50/hr. Call Shirley at UNIFORCE
337-0036

Advertising Secretary
We are a major international advertising agency. Our creative agency with the need for a Secretary in our Media Department, which is a fast-paced exciting environment.

Position requires accurate and fast word processing and the knowledge of computer graphics functions. Good organizational, planning and statistical skills are a must. Willingness to use creativity to help produce presentations. Must be flexible and a team player. This is a full time position with occasional overtime.

Salary in the low 20's with a competitive benefits package, including tuition reimbursement. Send letter & resume: 26700 Lahser Rd., Suite 401, Bloomfield Hills, MI 48303
An Equal Opportunity Employer

ARE YOU proficient in PageMaker or Corel Draw? Let us assist you. We are a growing temporary service & offer long, short an temp-to-perm assignments in the Livonia area. Call
ETO Temporary Services
An Equal Opportunity Employer

ATTENTION: Starting Pay $2.50/hr for Word Processing Secretaries. Starting pay $1.50/hr for Data Entry (10,000 keystrokes)
Starting Pay $6.50-$7 for Receptionist/Typist
Looking for disabled, reliable experienced people
EMPLOYERS TEMPORARY
352-7050

504 Help Wanted Office-Clerical

ADMINISTRATIVE
International firm is seeking strong Word Perfect skills for this specialist position in word processing. Ability to work independently on special projects for this major company.
Diversified Recruiters Co.
344-6700 FAX 344-6704

ADMINISTRATIVE ASSISTANT

Local beverage firm seeking assistant controller with desire for advancement. MUST have proficient secretarial skills (55wpm, computer literate, and experience) dictation helpful. Benefits available. Send resume & salary history to
Controller/Asst. HR.
P.O. Box 5343
Plymouth, MI 48170
An Equal Opportunity Employer

ADVERTISING OPENING
Full time major medical & fringe benefits. Life insurance, disability. Different shifts available. Must type 35-40 wpm. Have excellent phone voice. Nice local office. Will train the right person 478-7332

A LEASING COMPANY is in need of an administrative assistant/secretary. Excellent typing & telephone skills a must. Salary & fringes commensurate with experience. Send resume to Box 872
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ALL FEES
COMPANY PAID
Specializing in:

- Secretaries • Legal
- Bookkeepers
- Word Processing
- Receptionists
- General Office
- Data Entry • Typists

Call or send resumes to
PERMANENT STAFF

28200 Orchard Lake Rd.
Farmington Hills, MI 48334
737-5750

850 Stephenson Hwy., Ste 303
Troy, MI 48083
585-2720

A RECEPTIONIST NEEDED for order entry position for a must order company. Casual atmosphere. Good phone etiquette, typing organizational skills a must. Canton/Plymouth area. Medical benefits.
453-6050

BOOKKEEPER/ACCOUNTANT
Birmingham CPA firm seeking Bookkeeper/Accountant with a minimum of 2 years experience. Degree not necessary, however, some college desirable. Send resume: Guest, Olds & West, 30600 Telegraph, Suite 2165, Birmingham, MI 48025

BOOKKEEPER
Career oriented, full charge, part Computer skills. Pay commensurate with ability. Resume 7716 Cooley Lake Rd Interior, 48027

BOOKKEEPER - Full charge, experienced. Knowledge of Lotus & Data Pac required. Will train. Salary commensurate. Please send resumes to PO Box 7444 Romeo, MI 48065-0434

BOOKKEEPER FULL-TIME Immediate opening in southfield office. Experienced thru payroll. Knowledge of Dynamic Data computer knowledge required. Send resume only. ATTN: COMPUTROLL 26999 Central Park Blvd Ste 200, Southfield, MI 48076

BOOKKEEPER/FULL CHARGE
EXPERIENCED
For Birmingham interior design firm. Must have a current computer skills as well as knowledge of payables, receivables, collections, cash flow, budgeting, related payroll taxes. Receptionist duties also a high priority. Send resume to
Bookkeeper, 211 North Woodward,
Suite 200, Birmingham, MI 48009

BOOKKEEPER - general office, auto dealer, Troy. Experience preferred. Full time. Blue Cross & other benefits. EHA system. Call for appt. Vicky Perez 643-8231

504 Help Wanted Office-Clerical

Bank of Bloomfield Hills is seeking professional, detail oriented individuals for the following full time positions.

Executive Secretary
Successful candidate must possess strong typing & shorthand skills and have experience with Word Perfect 5.1 & Lotus preferred. Background & communication skills required. Previous bank experience a plus.

Receptionist/General Office
Enthusiastic individual required to greet customers & handle telephone. General office duties including filing & light typing also required. Previous experience preferred.

Please forward a resume with salary requirements to Personnel Manager, 505 N. Woodward, Suite 1300, Bloomfield Hills MI 48304
An Equal Opportunity Employer

BOOKKEEPER, FULL CHARGE
Commercial services firm requires applicant with minimum 3 years experience with Lotus. $23,000/yr.
Call Betty at UNIFORCE 357-0644

BOOKKEEPER/SECRETARY
For Plymouth CPA. Self starter, computer experience, general typing and bookkeeping & telephone skills. Call Kerrigan & Co 357 N. Mill Plymouth, MI 48170

BOOKKEEPING OPPORTUNITY for top notch part time (take charge) Bookkeeper/Secretary. In Livonia Real estate or legal experience preferred. Call Jeanette 261-4400

BOOKKEEPER
Experienced in Construction
Call Betty at UNIFORCE 357-0644

BOOKKEEPER/SECRETARY
Accounting firm seeks person with experience on Lotus. Word processing & telephone skills. Salary & benefits commensurate with experience. Send resume to Kerrigan & Co 357 N. Mill Plymouth, MI 48170

BOOKKEEPING OPPORTUNITY for top notch part time (take charge) Bookkeeper/Secretary. In Livonia Real estate or legal experience preferred. Call Jeanette 261-4400

ENTRY LEVEL Clerical, Receptionist for sales office. Must be pleasant manner & knowledge of word processor required

Please send resume to

L. S. STARRETT CO
Precision Division
27280 Haggerty Rd. Suite C-8
Farmington Hills, MI 48331

CLERICAL

BECOME A
BOARD MEMBER!

Kelly Temporary Services has immediate long and short term assignments for Accounting, Clerical, Word Processing and Receptionists. Qualified candidates must have

- A minimum of 6 months recent experience
- Ability to handle multiple lines
- Typing skills

Please call for appt 727-4020

Livonia
33133 Schoolcraft

KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer M/F/D

CLERICAL - Full time position available for person who is detail oriented. Must be Team Player. Responsibilities will vary from day to day. Hours are Mon.-Thurs. 7-5pm 261-9033

CLERICAL - Manufacturers rep office is looking for a part time person Friday & one other day per week. Typing a must. Responsibilities include: Accounting, filing, answering phones. Mon-Fri 9-5pm 349-5813

EXPERIENCED SWITCHBOARD operators & telemarketers needed. All shifts 335-3400

FAST PACED SURGICAL medical distributor in Plymouth seeking qualified person for customer service, inventory/order entry/billing position. Hospital experience helpful. Position available Nov. 1. Send resume to Personnel Manager, 41684 Mortel St., Plymouth, MI 48170

FILE CLERK/PART TIME
Birmingham law firm. Send resumes to Administrative Director, 825 Purdy, Birmingham, MI 48009

FOOD SERVICE
Full time bookkeeper position available. Must have computer knowledge. Flexibility & attention to detail. Catering experience a plus. Qualified applicants please contact Janeen at 374-6739

FRANKLIN REALTOR - Needs receptionist Saturdays 9am to 5pm, Sunday 10am to 5pm. Pleasant on-going position. Send typing speed to Carl Vivian 313-626-8200

FRONT DESK
Marketing division of leading international ad agency has position for receptionist. Call Ruth at UNIFORCE 357-0648

FULL TIME office help for small company, light bookkeeping, typing & computer experience required. Apply in person Mon-Wed/Fri 9-12. Sylar Tailor 2655 Woodward Ave. Suite 220, Bloomfield Hills MI

FULL TIME secretary for office, computer experience required. We are a garden center, landscape & florist. Southfield area. $ 31 hr. Accepting interviews. Call for appt. Mon thru Sat 10-3 313-532-5740

GENERAL OFFICE - full time. Busy Troy OBGYN - Experience not necessary. Benefits. Karen 643-1370

GENERAL OFFICE - full time, varied duties. Typing, some computer experience necessary. 2 company office Northville/Novi 348-2518

GENERAL OFFICE - PART TIME
Filing, ordering parts, minimal typing, good organizational skills. Good pay. Wayne 729-2402

GENERAL OFFICE - PART TIME
Fast paced office. Heavy filing, phones, errands. Must have own transportation. $5/hr. Call Brenda at CTSC 33027 Schoolcraft, Livonia 525-1501 or 261-1102

GENERAL OFFICE part time, hours 8 or days flexible. $6.$7 per hr. Apply in person, Troy Sound Center 18 W Square Lk Rd, Troy, MI

GENERAL OFFICE HELP - 1 person office (Rochester area) Mon thru Fri, 9-5pm. Call for information 852-4043

GRAPHIC DESIGN studio in Royal Oak is seeking a full time/Part time assistant. Macintosh & office experience required. Telepersonality a plus. Must Please contact Jasmin 8:30-12 noon at 548-5893

INSURANCE AGENT looking for an energetic person with property & casualty experience to assist agent in a Southfield State Farm agency. Ask for Agent 353-1400

INSURANCE AGENCY
Seeking part time CSR for commercial lines. Please call 543-8150

INSURANCE OFFICE - Livonia
All Boundary Insurance is seeking an experienced French person for an entry level position in our Claims office. Responsibilities include answering phones, typing, mail, filing & customer service. There is potential for advancement. Resume to PO Box 90419, Flint, MI 48509

504 Help Wanted Office-Clerical

Data Entry/Clerical
Sharp Data Entry/Typing Skills a must for accident temporary opportunities. Positions require good typing skills and Word Processing experience. Call Cindy at UNIFORCE
OFFICETEAM
201 W. Big Beaver
Rd. #310
Troy, MI 48084
(313) 524-3110

By appointment
An equal opportunity employer

DATA ENTRY - MEDICAL CLAIMS

One year clerical experience to include CRT proficiency and light typing for position in medical claims. Good communication skills required. Excellent salary & benefit package. Send resume with salary history to

Human Resources - DE
Corporate Service Inc
29500 Northwestern Road
Livonia MI 48154

An Equal Opportunity Employer

DATA ENTRY/RECEPTIONIST
Office support person required for Bloomfield Hills dealership. Responsibilities will include data entry (1 yr. minimum experience preferred), phone receptionist, typing 50wpm, filing, mail sorting, and other duties as assigned. Train. Full time position with benefits after 6 mo. Salary based on experience. Knowledge of Word Perfect 5.1 required. Call Brad Dacosey helpful
Call for interview 458-8514

ENERGETIC individual for small office. Good phone personality, accurate typing & math ability. Bookkeeping experience a plus. Send resume including salary requirements to MCMD, 2628 Puritan Ave. Detroit, MI 48238

ENTRY LEVEL
People-oriented needed for an entry level opportunity in our Livonia office. Duties include phone, filing, interviewing and employment placements. Must be available for overtime and weekends. Weekends off. Please send resumes to
16840 Middlebelt
Livonia, MI 48154
Attention: Lisa

EXCEPTIONAL
OPPORTUNITY
An immediate position for your 3 years state recognized accounting background. Utilize your good typing & word processing for profession owned & operating suburban firm $18,000 + top benefits

ALL FEES COMPANY PAID
PERMANENT STAFF
Detroit 737-3750
Troy 585-2720

EXECUTIVE SECRETARY
Detroit environmental firm needs experienced secretary. Word processing and shorthand. Call Joyce at Call Sandra at UNIFORCE 357-0037

EXECUTIVE SECRETARY
Seeking a professional secretary to the president of fast paced Canton office. Must be self motivated, organizational skills as well as presentation & good phone skills. Non smoking environment. Please submit all resumes & salary requirements to Box 764
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

EXECUTIVE SECRETARY
$24,000

Diversified fast paced position includes client contact. Stable company, in prestigious Northern Suburb. Good benefits. 258-2150
DAVIDSON LAIRD & ASSOC

EXECUTIVE SECRETARY
For non profit agency with representative offices in Pontiac. Must have good clerical, communications & organizational skills. Computer experience helpful. Please send resume to

Personnel Office
117 Turk St
Pontiac, MI 48341
An Equal Opportunity Employer

EXPERIENCED CLERK TYPIST - 50 wpm, non-smoking, Livonia office. Word Perfect $12,000 per year. Call 9-5 427-7200

EXPERIENCED Legal Secretary needed full time for Bloomfield Hills law firm. Must be organized with Word Perfect 5.0 knowledge. Salary commensurate with experience. Send resume to Personnel Manager, 6895 Telegraph Rd., Bloomfield Hills, MI 48301

EXPERIENCED OFFICE worker to work in North Ville Insurance Agency. Typing, filing, answering phones. Mon-Fri 9-5pm 349-5813

EXPERIENCED SWITCHBOARD operators & telemarketers needed. All shifts 335-3400

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504 Help Wanted Office-Clerical

GENERAL OFFICE CLERK
Needed for processing orders and data input. Part time, 12-5. Apply in person between 10-11am and 1-2pm on Thursday 8/20 and Friday 8/21 at DTM, 5850 Hubbard (Ford Rd. & Merriman area)

INSURANCE
Busy fast paced Southfield agency looking for full time experienced P/L CSR. Salary commensurate with experience. Send resume to P.O. Box 431, Southfield, MI 48037-0431

KEY DISC/KEY PUNCH
Experienced data entry operators. Day/afternoon shifts, full or part time. Contact Ms. Perry 581-5151

LEGAL SECRETARY
A Full Service Agency
for the professional legal community

TEMP - TEMP TO PERM - PERM

Free paid, expenses, no charge interviews since 9-5 gals you $95.00

PERSONNEL
AT LAW
3000 Town Center, Ste 2580
Southfield, MI 48075

FAX 358-0235 Phone 358-0060

LEGAL SECRETARY - Experienced WordPerfect 5.0 P/L & domestic. Salary negotiable. Call 354-8040 SPIE Farmington Hills 851-7054

LEGAL
SECRETARIES
Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with
THE agency for large professionals
ALL FEES EMPLOYER PAID
HILLSTEAD & ROBBINS
AGENCY, INC.
626-6188

LEGAL
SECRETARIES
JOANNE
MANSFIELD
Legal Personnel
362-3430 Fax 362-4881

LEGAL SECRETARY
Needed for Southfield firm with at least 2 yrs. personal injury experience. Will train on Word Perfect. Salary commensurate with experience. Top salary & benefits
352-7777

LEGAL SECRETARY - with 1 to 3 years personal injury experience for Farmington Hills law firm. Knowledge of WordPerfect a must. Send resume & salary requirements to Office Manager, 30300 Northwestern Hwy., Suite 250, Farmington Hills MI 48334

LEGAL SECRETARY
Professional corporation in Bloomfield Hills seeking full time, full time secretary. Preference will be given to applicants with 3-7 yrs legal office experience. Proficient typing and secretarial skills, strong organizational skills, PC/computer skills and experience, self starter, experience with Word, Word Perfect, excellent communication skills, adding machine/10 key experience. We offer a competitive hourly wage + benefit package. Resume & salary requirements to Box #754
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY - 1-3 yrs litigation experience, WordPerfect 5.1 a must. Send resume & salary requirements to Office Manager, P.O. Box 530935 Livonia MI 48153-0935

LEGAL SECRETARY wanted for Bloomfield law firm. Must have litigation experience & knowledge of WordPerfect. Send resumes to 325 So. Woodward, Birmingham, MI 48009

LEGAL SECRETARY - QUALIFIED, with min. 3 yrs law office experience necessary for small real estate corp. business law practice. Computer dictation transcription & administrative skills initiative & resourcefulness required. Salary, perks, benefits
J.K.H. 31874 Northwestern Hwy., Farmington Hills MI 48334

LEGAL SECRETARY
Farmington Hills law firm has opening for legal secretary with 1-3 yrs experience in plaintiff personal injury. Must be proficient in dictation and word processing skills, able to work under pressure in dependable and flexible. Competitive salary. Send resume to Office Manager, 28245 Orchard Lake Rd., Farmington Hills MI 48334

LEGAL SECRETARY - Part time Excellent typing skills required. Send resume to P.O. Box 3008, Southfield MI 48037-3008

LEGAL SECRETARIES
Immediate openings in Detroit and suburban areas. Your experience rewarded with top pay and benefits. Call Sharon at UNIFORCE 646-7662

LEGAL SECRETARY - Must be detail oriented with Probate & Divorce experience. WordPerfect preferred. Salary requirements to SDG, P.C., 1080 Woodward, Bloomfield Hills MI 48304. Attn: Sandy

LEGAL SECRETARY - part time. Previous experience in WPS 5.0 & Multimate. $8/hr start, non smoking office. Minimum 1 year experience. Must be available 9-1pm. 3 days per week. Send resume to P.O. Box 721083, Berkley, MI 48072

LEGAL SECRETARY needed for small corporate litigation firm. Minimum 2 yrs experience & knowledge of Word Perfect 5.1 & Lotus preferred. Salary commensurate with experience. Fax resume to Office Manager, 248-362-4881

LEGAL SECRETARY
Immediate opening for position with one practitioner - some experience preferred. Salary $17,000 + Send resume 21220 Lahser Rd.
Eastpointe, MI 48021

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Needed for downtown Birmingham law firm. 2 yrs litigation experience preferred. Good salary & benefits. Call Donna 646-8292
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Small litigation firm seeks highly motivated individual. Must know WordPerfect 5.1 & Lotus. Give us you desire, appreciation for your hard work efforts. Don't hesitate to FAX your resume & salary requirements to K.C. at 358-2260

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Wanted to join fast expanding medical law firm in Bloomfield Hills. Duties include: Some experience in real estate, commercial transactions & litigation. Must know Word Perfect. Salary commensurate with experience. Call Ms. Teresa at 332-8033

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International Farmington Hills Corporation needs your Word Perfect, Lotus and transcription experience. $8 50/hr. Call Susan at UNIFORCE 473-2931

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Evening and weekend Secretary/Receptionist. Phones and typing. Call Jay Hughes 522-8000

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Challenging opportunity exists for a responsible, self starter to assume some of the clerical duties on the afternoon shift
Qualified candidates must possess at least 5 months office/clerical experience. Typing speed of 20 WPM and accurate filing skills. Qualified candidates may apply in person or send resume to
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MUSIC RETAILER needs full charge Bookkeeper/Office Manager. Financial statements, payroll, payroll taxes, accounts payable, computer, light typing, telephone. Salary commensurate with experience. Send or drop off resume and references to Mr. Gaspar, C/O Gerb's Jamis, 278 W. 9 Mile Rd., Ferndale

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Patient Co-ordinator. People with Home Health experience in scheduling visits. Call Ann at
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PARALEGAL - Southfield insurance company seeks experienced professional, career motivated individual to work with corporate counsel to solves research, preparing court pleadings, working closely with executive management. Minimum typing of 60 wpm. Send resume with salary requirements to Paralegal, P.O. Box 300, Southfield, MI 48037

PART-TIME OFFICE Position available with Publishing Company in Canton. Ideal for dependable college or co-op student. Must have dependable car to run errands. Afternoons Call 981-4600

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R & V Construction, Inc. is currently accepting resumes. Must have computer experience and knowledge of reporting requirements for Workmen's Comp., union fringe benefits & MLSC. Send resumes to P.O. Box 5070, Warren, MI. 48093-5070
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Looking for an individual with 2 + yrs experience in automated payroll. Tesar or Moscom. 200 plus employees. Must have experience in all payroll taxes & some bookkeeping background. Strong Lotus 123 experience is required. Send resume with Kronos preferred. Send resume with salary history to Smurfit-Stone, 41001 Plymouth, 26555 Evergreen Ste 1300 Southfield, MI 48076

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