502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTION
We have openings for experienced transcriptionists to transcribe QA/QI in our Farmington office. All shifts. Also, independent contractor opportunities available. Applicant must have 3-5 yrs OR/DS experience. Call Cathy at 471-5898

MID-SIZED LAW FIRM in Southfield having Legal Secretary experienced in workers compensation, civil defense & WordPerfect. Receptionist position also available. Please call Sept 8-9 only. Call Peggy 356-3646

MLT - Part time days Mon-Fri, approx. 25 hrs/wk. Independent lab located in Dearborn Heights. Experience required. Call 561-8784

NURSE ASSISTANT (Certified) and Orderly. Full and part time. Apply at West Bloomfield nursing home. Contact Pat Miller 340-4443

NURSES AIDE to take woman in wheelchair to therapy Tues. & Fri. 8am-10am. Lake Of Gardens City area. $5.50 per hour 421-2155

NURSING ASSISTANTS

Contingent positions available. Qualified candidates must have 6 months recent nursing home experience ideally in an acute care hospital setting. Proficiency using MS Windows & Lotus preferred. Competitive wage & benefits package. Please call Pat Bryant at 471-3000 ext. 2

Apply Mon-Thurs 8am-12noon

PROVIDENCE
Hospital & Medical Centers

EMPLOYMENT SERVICES
22255 Greenfield, Ste 210
Southfield, MI 48075
An Equal Opportunity Employer

NURSING ASSISTANTS

Are you looking for a change AND a career?

Apply now at:
PRIVATE DUTY COURT
103 HAGGERTY RD
PLYMOUTH, MI 48170

An Equal Opportunity Employer

OFFICE ASSIST TO PHYSICIAN Orthopaedic Clinic has full position available
Call 345-0066

OPHTHALMIC ASSISTANT for busy ophthalmologists with offices in Southfield & Bloomfield. Need someone mature responsible full time COA or with equivalent experience necessary. Send resume to Box 902
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OPHTHALMIC ASSISTANT
Experienced. Full time. 2 offices Birmingham & Farmington Hills
649-2535

OPHTHALMIC TECHNICIAN
For busy 2 doctor practice in Canton. 32-42 hours/week
459-7880

OPTICAL OFFICE in Bloomfield Hills area needs experienced people for optician & optometrist. Full or part time. Send resume to 15140 Middlebelt, Livonia MI 48154 Attn: Rev

ORTHODONTICAL ASSISTANT
Part time. Experience preferred. Resume to P.O. Box 911 Garden City, MI 48135-0911

ORTHOPEDICS

Certified Orthopedic Technician or EMT with 2 years experience preferred for high volume department

RN COORDINATOR
RN with clinical services background and strong leadership skills. Ambulatory care experience preferred

MEDICAL ASSISTANTS
For Internal Medicine Ambulatory or office setting experience required

LPN
Seeking LPN with strong clinical back ground for Internal Medicine

Please send resumes to Clinical Services Supervisor or apply at

DUQUESNE Care Centers
23241 W. Lafayette
Detroit MI 48219

A heated with The Detroit Medical Center an Equal Opportunity Employer

OUR BUSY multi provider dental office is seeking an experienced bright personable individual to join our front desk team. Computer knowledge helpful. Full time position. Call Lisa for Dates 981-5455

PHARMACIST

Pro small independent pharmacy. Weekends available. 642-1879

PHARMACIST

Part-Time every other weekend, afternoon shift currently available in our Inpatient Pharmacy. Decent salary. Pleasant working environment. Pharmacy practice duties include: Pharmacokinetic dosing, monitoring adverse drug reactions, drug medication review, target drug programs. Pharmacy practice duties more. Occasional areas of service include rotations through our Clinical Pharmacy & our Clinical Care Pharmacy

Qualified candidates must be or be eligible for a 1992 Michigan License

Competitive salary offered. Interested applicants please submit resume or apply to: Box 1276 Dept. 12

PROVIDENCE
Hospital & Medical Centers

EMPLOYMENT SERVICES
22255 Greenfield, Ste 210
Southfield MI 48075
An Equal Opportunity Employer

PHYSICAL THERAPIST ASSISTANT 2 year degree for busy home care agency. Flexible schedule. 591-3773
FAMILY NURSE CARE
27 Gerald

PHYSICAL THERAPIST
For home care visits. Full time available. Excellent benefits.
FAMILY NURSE CARE
279 Seven Mile 348-1683

RECEPTIONIST-BILLER part-time with medical transcription experience. Must be organized, detail oriented, has strong computer skills. Salary commensurate with experience. Please send resume to: Box 1276 Dept. 11

RECEPTIONIST-MEDICAL BILLER Part time. Needed for busy Southfield office. Good pay and benefits. Must Please call Adrienne 356-8100

REGISTERED NURSE

Full time position. BSN preferred. 2 yrs. experience nursing experience required. Responsibilities include patient assessment, education, treatment and management of care. Send resume to
Registered Nurse
NORTHPOINTE HEALTH CENTER
2375 Venoy Road
Berkley, MI 48072

RN/LPN
A Southwest Detroit facility has a position open for part time afternoons and full time midnights. Please apply at 1115 Greenfield (between 10 - 11 Mile)

RN/LPN

Consider becoming part of the largest private duty nursing agency in region. Wayne Living Center has positions available for full time & part time nurses to join our health care team. Full, part time, & weekend positions. Starting salaries are all shifts. We offer an excellent salary, insurance benefits, & a pleasant working environment in a newly renovated facility. For immediate consideration, please apply in person or call
Sandy Hoover
Wayne Living Center, 4429 Venoy, Wayne, MI
313-326-8421
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

QUALITY ASSURANCE COORDINATOR
BSN with 3 years of progressively responsible nursing experience required. MSN/CNA plus 1 year quality assurance experience required. Must have experience in-service staff on quality of care issues & provide utilization review of records. Candidates should send resume to the attention of Marianne Bading, Hedgeridge Home Health Care, 16th St. Woodward, Ste 104, Bloomfield Hills, MI 48302

RECEPTIONIST for internal office. Full time with benefits. Must have experience in medical offices. No weekends, 15 mile/Telegraph area. Call Brenda 433-3600

REGISTERED NURSES

Positions are immediately available for Qualified Registered Nurses to work in the following clinical areas:

CARDIAC CATH LAB Contingent pool. Requires critical care experience

EMERGENCY. Full & part-time, afternoons & midnights

INTERMEDIATE CARE. Full & part-time, afternoons & midnights

INPATIENT REHAB Part-time, afternoons. Contingent positions available

LABOR & DELIVERY Full-time midnights & part-time afternoons. Perinatal experience required

OUTPATIENT OR INPATIENT SURGERY. Full & part-time, day shift. Requires recent scrubbing & circulating experience

CRITICAL CARE CONTINGENT. Must have cardiac monitoring. Sean Gunz & Anne experience. Newly revised salary scale

We offer an excellent starting salary commensurate with experience & a flexible benefit package including a matched savings program

Apply or call Nursing Recruitment for additional information
313-424-3900

PROVIDENCE
Hospital & Medical Centers

EMPLOYMENT SERVICES
22255 Greenfield, Ste 210
Southfield MI 48075
An Equal Opportunity Employer

RESIDENT AIDE part time. 7am to 3:30 pm for assisted living facility in Plymouth. Call Mon thru Fri 451-0700

RN, HOME HEALTH CARE
RN to supervise home health care delivery of rapidly growing, diversified long term care service company. Duties include supervision of clinical operations, development of policy & procedure & other research administrative assignments. BSN required. Minimum of 2 years experience in community or home health care supervision. Must be compassionate, personable & have demonstrated ability to work comfortably with all levels of care providers & administrative staff. Submit resume & salary requirements to Box 1100
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OPHTHALMIC ASSISTANT
Experienced. Full time. 2 offices Birmingham & Farmington Hills
649-2535

OPHTHALMIC TECHNICIAN
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Detroit MI 48219

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Sandy Hoover
Wayne Living Center, 4429 Venoy, Wayne, MI
313-326-8421
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTANT - fast growing corporation based in Troy has an immediate opening for a General Accountant in our accounting division. Right candidate should have 4-5 years experience in general accounting. Detail oriented. Send resume attn: etc Bachelor degree in accounting is desirable 828-0439

ACCOUNTS PAYABLE CLERK - entry level. Pay range $5.50-$7 an hour. Has good career path. Send resume to Jeffrey Morris, 23845 Industrial Park Dr., Farmington Hills, MI 48335

ACCOUNTS RECEIVABLE BILLING CLERK - needed for medium size formula service company. 2 yrs of previous data processing experience on IBM system required. Send resume to Box 976.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTS RECEIVABLE/ CUSTOMER SERVICE
A W-shm/Nevi based service company has entry level opening. Has Basic knowledge of office functions helpful. Call Personnel 347-3686

ADMINISTRATIVE POSITION
Part time 15-20 hours per week. Enterprise Rent-A-Car, Farmington Hills. Call Matt or Thom 471-6603

ADMINISTRATIVE ASSISTANT
Long term growth position with professional manufacturer. Graphic skills plus. To $25,000/year. Call Sara at UNIFORCE 648-7641

ACCOUNTS RECEIVABLE CLERK
Computer knowledge and typing skills of 30wpm, plus good organizational/interpersonal skills required. Minimum one year experience. We only consider resumes with salary requirements

Send resume and salary requirements to
Accounts Receivable Position
Model, Inc
38700 Grand River Ave
Farmington Hills, MI 48335
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTS & RECEIVABLES CLERK
Full time position for small company located at 12 & Telegraph. Successful candidate must be able to type, be self-motivated, organized, multi-task oriented. Computer experience required. Previous accounts receivable experience preferred. Send resume to Box 938
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Insurance experience required. Computer and WordPerfect experience preferred. Send resume to: Box C2441, 335 E. Big Beaver, Ste 201, Troy, MI 48083

ADMINISTRATIVE ASSISTANT
Entry level. Excellent communication & computer skills required. 2 yr. degree preferred. Full time, benefits. Send resume with income requirements to Box 972
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

Administrative Support Coordinator

For Sales & Marketing department of innovative training and development company. Qualified candidate must possess excellent supervisory & analytical skills, highly shorthand or speed writing. Proficiency using MS Word 5.5 and EXCEL. Must be a self-starter, need little training and have the ability to work with several individuals. Please send confidential resume to

T. Kurtz
39619 Plymouth Rd.
Plymouth, MI 48170-4290
No phone calls please

ADMINISTRATIVE ASSISTANT
Full time. WordPerfect, shorthand preferred. Typing and general office skills. For appointment please call Mary 852-4700

ADMINISTRATIVE ASSISTANT
Full time, for insurance agency in Troy area. Duties include training, insurance, auditing, phone and computer work. Qualifications including a matched savings program

Apply at:
PRIVATE DUTY COURT
103 HAGGERTY RD
PLYMOUTH, MI 48170

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Large privately held company, offering good salary and benefit package, has an immediate opening in a fast paced office for a person Friday position. Requires excellent communication and typing skills (WordPerfect 5.1 a must). Previous experience with payroll and invoicing a plus. Please call Sandy at
H. L. 10TH COMPANY
755 W Big Beaver Rd., Ste 1614
Troy, MI 48084
FAX 362-9534
362-0096

ADVISOR
Handling a large volume of incoming calls. Data processing, light record keeping. Must have good typing skills and like to work with the public. Full time, benefits. Part time days available. We train the right people. Nice local office 476-7355

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
737-5150

850 Stephenson Hwy., Ste 303
Troy, MI 48083
583-2728

ALTERNATE WORK DAYS! Homemaker with office skills (ie accounting, telephone, etc) starting has time in pleasant office near 8 Mile & 275. Call MRI MANGAS 473-5500

APPLY NOW

• DATA ENTRY
Long term assignments
Day & afternoon shifts
ADIA PERSONNEL SERVICES
722-9060 or 362-3343

ARBOR TEMPS NEEDS:

- SECRETARIES
- RECEPTIONISTS
- WORD PROCESSORS
- ADMINISTRATIVE ASSISTANTS

Short or long term assignments
TEMP to PERM
Call or send resumes to
ARBOR TEMPORARIES
9453 Hagerty Rd.
Plymouth, MI 48170
459-1166

ART TEACHER Required
Work with children in gallery
Office skills important Call Jane
937-5213

ASSISTANT BOOKKEEPER
with fixed asset experience needed for temporary position. Computer skills a must. LOTUS a plus
354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy
Suite 707
Southfield, MI 48075

AUTO DEALER - Plymouth area dealership in need of the experienced SERVICE CASHIER/WARRANTY CLERK. Please reply to
Box 904
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

AUTOMOTIVE SALES OFFICE SECRETARY, $21,000

A lively choice position with a good class company. Your good sales and office skills are needed.
Call Bernice at 464-0969
SNELLING PERSONNEL SERVICES

BILLING CLERK
Needed full time for third party insurance billing department. Must have numerical aptitude type 45 wpm, and work well with people. Send resume to 8810 Beech Daly, Redford, MI 48239
An Equal Opportunity Employer

BOOKKEEPER ASSISTANT PART time. Light bookkeeping, payroll & general office duties. Lake area business. Send resume to P.O. Box 333, Walled Lake, MI 48390

BOOKKEEPER ASSISTANT
Needed immediately. Part time - possible full time. Tues thru Sat. Knowledge helpful. Accounts receivable etc. Bachelor degree in accounting is desirable 828-0439

ACCOUNTS PAYABLE CLERK - entry level. Pay range $5.50-$7 an hour. Has good career path. Send resume to Jeffrey Morris, 23845 Industrial Park Dr., Farmington Hills, MI 48335

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ACCOUNTS RECEIVABLE CLERK
Computer knowledge and typing skills of 30wpm, plus good organizational/interpersonal skills required. Minimum one year experience. We only consider resumes with salary requirements

Send resume and salary requirements to
Accounts Receivable Position
Model, Inc
38700 Grand River Ave
Farmington Hills, MI 48335
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

WEBTIDE manufacturing company has an immediate opening for a full charge Bookkeeper. Qualified candidate should have experience in summarizing journals, posting the general ledger & balance monthly financial statements. Computer experience helpful but not required. Send resume & salary requirements to: J.M.J. 217 S. Woodward, Ste 200, Royal Oak, MI 48067

BOOKKEEPER, full time, wanted for church & cultural center operations. Submit resume to St. George Greek Orthodox Church, 2001 S. Woodward Ave., Bloomfield Hills, MI., 48302, attn. Treasurer.

BOOKKEEPER FULL CHARGE
Best benefits package. Full time. Experienced in all phases of general contractor/developer. Computer knowledge helpful but be willing to 3 days/week. Excellent/kindness experience a definite plus. Contact Mr. Ismail at 540-0193
Leave message appointment

BOOKKEEPER - Good knowledge of Accounts Receivable needed for certain to assist the Data Processing in Northern Suburbs. 569-4680

QUALITY ASSURANCE TRAINER

BOOKKEEPER NEEDED for non smoking law firm located in Bloomfield Hills. Must have an accurate degree in accounting. Send resume to B.H. Hill, 2550 Telegraph Rd., Ste 250, Bloomfield Hills, MI 48302

BOOKKEEPER

Part time immediate position open for a Bookkeeper. Call Jeanette at Southwest based service company
Call Consumer Credit Financial Inc. 868-9896

BOOKKEEPER/ PARA-PROFESSIONAL
Troy business firm has immediate full time Bookkeeper/Para-Professional. Responsible for general ledger, trial balance & financial statements for various clients. Salary & benefits commensurate with experience. Submit resume & salary history to Bookkeeper/Para-Professional, Box 968
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER/RECEPTIONIST
Dependable person to work in Bingham Farms accounting office. Four days per week. 10am-7pm
Call 642-5300

BUSY NON SMOKING downtown Birmingham service company with national field force having a person qualified to handle full time service. Job includes overseeing inventory, production and shipping time sensitive materials to field force, including data entry, typing, program. Candidate must have data entry/typing experience & be organized & thrive on meeting deadlines, able to balance many projects & seek out best work. Hourly plus bonus, hourly wage based on experience. Send resume
K Mart Corporation
152 N. Woodward Ave
Birmingham, MI 48009

BUSY Real Estate Agent looking for highly qualified assistant. Computer & office skills a must. Call Kate Roberts at 851-4600

CHRYSLER DEALER needs experienced front end person. Full time and benefit package. Apply in person at Bob Saks Motor City, 35200 Grand River, Farmington Hills.

CLERICAL/ADMINISTRATOR POSITIONS

AVAILABLE IMMEDIATELY

• Typist Processor - 50-60 wpm accurate on typewriter & must, good phone skills
• Customer Services Administrator - good math skills PC literate, excellent communication
• Clerical/Group Leader - assistive detail oriented, good math skills and organized, able to delegate and work under pressure

All positions include full benefits package including 401K. Please forward an resume to
ADSTRA CORPORATION
39111 Plymouth Rd.
Plymouth, MI 48170
Attn Human Resources

CLERICAL
Detroit financial corporation has clerical assistant position. This full time position requires word processing experience and general clerical knowledge. Applicants must have previous office experience and be able to handle many responsibilities in a busy working environment. Salary commensurate with experience. Forward resume to
OLDE DETROIT CORPORATION
751 Griswold St
Detroit MI 48226
Attention Human Resources

clerical

DISPLAY YOUR TALENTS

Kelly Temporary Services has established a reputation for being the preferred or experienced word processing secretaries.

• Experience with advanced functions of Lotus and other software packages preferred
• Excellent communication skills

Please call Diane for an appointment 522-4020

Livonia
33133 Schoolcraft

KELLY TEMPORARY SERVICES

Equal Opportunity Employer M/F/D

CLERICAL - Expanding financial company seeks energetic office clerk for entry-level position. Complete experience a plus. Call Myles at 258-5690

CLERICAL, FULL-TIME
Must be organized, dependable, office skills required, exam skills 35 per hr. Apply 2525 Glendale Ave Redford MI 48239

CLERICAL - help needed full & part time. Fast paced Farmington retail company. Office experience necessary. Some nights and weekends work. Apply in person between the hours of 12 noon & 5pm on Sun & 12 noon to 8pm Mon-Sat. Ann Arbor 818 N. Woodward Royal Oak

CLERICAL OPPORTUNITIES

Metro Medical Group, a division of Health Alliance Plan, has immediate openings for individuals interested in an entry level position in the following sections. The selected candidates must type 40 wpm and have one year clerical experience. Successful candidates may send resume to the Human Resources Department at

Metro Medical Group
33200 Schoolcraft
Livonia, MI 48150

An Equal Opportunity Employer

CLERICAL - PART TIME
Furniture store. Good phone sales a must. Computer, filing, etc. Leading Furniture Store. 529-2030

CLERK/RECEPTIONIST, part time, attorney's office, Bingham Farms. Start immediately. Must have dependable transportation. Call Marilyn between 8-4 641-9080

CLERK/SECRETARIAL
We are seeking an individual for a Secretarial position in our Farmington office offering the following responsibilities: Typing 75 wpm, proficient with WordPerfect 5.1 and Lotus 1-2-3, perform general clerical duties, good phone skills, accounting skills. Salary commensurate with experience. Send resume immediately to Human Resources
Send resume to Buddy's, 31800 Northwestern Hwy., Suite 200, Farmington Hills, MI. 48334
Attn Controller

504 Help Wanted Office-Clerical

CLERICAL

We are an international professional society headquartered in the Detroit area and are currently looking for candidates for the following positions within our internal temporary pool:

CUSTOMER SERVICE REPRESENTATIVE

Responsibilities will include answering phones, receiving and processing orders, and other general assistance to customer inquiries. Approximately 20 words/minute. Candidates must have excellent telephone/customer service skills and typing 45-50 wpm.

WORD PROCESSING SECRETARY

Will provide clerical support and filing, and general administrative assignments. Flexible schedule. 50-60 words/minute. Candidates will need must possess WordPerfect expertise, good organizational skills, excellent grammar, spelling and communication skills.

Please send resume, salary requirements, and indication of position applying for to: Human Resources/ P.O. Box 2068/ Dept. CL/ Detroit, MI 48231. Equal Opportunity Employer.

CLERK/COMPUTOR OPERATOR
Data entry, Word Processing, Filing and Postal Dept., Tues-Sat., 4 30AM-1 30PM, Sun. 8AM-12 noon Occasional overtime $6 50-$8 hour depending on experience Send resume to P O Box 787, Belleville, MI 48112
An Equal Opportunity Employer

CLERK/TYPIST - Attorneys in Farmington Hills will train for their office. Typing & spelling skills essential. Experience not required. Starting salary $4 50 per hour with 90 day increases 855-5542

Competitive Paralegal/Secretary Bloomfield Hills law firm seeks industry economy. Will train if college-educated or job-ready for Litigation Men or women. John 645-0750

COMPUTER INPUT
Expanding Farmington firm has immediate openings for experienced data entry skills. 37-50/hr
Call Dorie at UNIFORCE 357-0037

PROMINENT national firm is seeking experienced Consumer Credit Reports to process mortgage credit reports. Full and part time positions are available. Good typing/ data entry skills. Send brief resume and salary history requirements to Real Estate Services, P O Box 239, Detroit, MI, 48231 Attn Fran

STOP!

If you are interested in a position as a Customer Service Representative, look no further. We offer day shifts and flexible evening work schedules. Locations are Warren, Livonia, and Bloomfield Hills. Join the team that exemplifies great service!

Express Services
643-8590

CUSTOMER SERVICE REPRESENTATIVE
Full time opening in a State Farm insurance Agency located in N W Farmington Hills. No previous experience required. Will train. Please send resume along with salary history to: Box 1276, Dept. 27345 Bradford Lane, Southfield, MI 48078

CUSTOMER SERVICE REP
Entry level position for busy building company. Excellent telephone skills. Typing and computer skills necessary. Send resume to BNPCO, P O Box 2600, Troy, MI 48007. Dept Sales

DATA ENTRY CLERK
Expanding Farmington Hills corporation has immediate openings for data entry & numeric experience at 9,000 keystrokes per hour. Call Sara at UNIFORCE 473-2933

DATA ENTRY/CLERICAL
Full time position for a newly changed, detail-oriented person needed for data entry, general office duties. Data entry & typing skills required, word processing skills a plus. Non smoking office seeks send resume with salary requirements, & references to Box 958
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

DATA ENTRY CLERKS
AM AND PM SHIFTS

We offer Top pay for your experience. Immediate openings in a fast paced Call today for an appointment!

SNELLING TEMPORARIES
NEVER A FEE

LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500

DATA ENTRY Computer Operator
For busy distribution company. Experienced. Suitable for mature candidates, no smoking. Send resume to Data Entry, 27150 W 8 Mile, Southfield, 48075

DATA ENTRY/EXPEDITOR
Successful candidate will be a self-motivated individual with excellent personality. Should have typing and 10 key skills. Detroit Bus Service Lein, 23955 Freeway Park Dr., Farmington Hills, M. Make Grand River area 471-4111

DATA ENTRY

needed for long term positions
10 per hour. Apply and bring experience a must. Lotus 123, WordPerfect or Word Perfect experience a plus. Call for an interview time

425-9090
BENCHMARK
Temporary Help

DATA ENTRY POSITION, part time possible full. Forward resume to: USA, 31300 Oakland Place Dr., #205, Novi, MI 48375

DATA ENTRY
Rapidly growing service company requires experience & accuracy. $7.50/hr. Call Dana at UNIFORCE 646-8300

DATA PROCESSING
Full time. Good math skills. Ideal for individual with WordPerfect & Lotus experience. Pleasant working environment. Salary commensurate with experience. Send resume to Director of Human Resources, 30500 Northwestern Hwy., Suite 425, Farmington Hills, MI 48334

EXECUTIVE ASSISTANT
Our growing automotive metal stamping facility located in eastern Wayne County has an opening for an individual experienced in all areas of administrative support to vice presidents within our Company. The successful candidate will be detail oriented, accurately type 70 words/minute WordPerfect, Lotus 1-2-3, Windows, Excel, Harvard Graphics, Quattro Pro. Formal secretarial training or an Associate's Degree is preferred. A competitive salary and benefit package is available. Please send your resume and salary history to
BOX 964
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

EXECUTIVE SECRETARY
Detroit environmental firm needs experienced secretary! Send resume and shorthand skills $13/hr
Call Sandra at UNIFORCE 357-0037

504 Help Wanted Office-Clerical

DATA ENTRY OPERATOR
Full time, entry level. Bloomfield location. Must have previous data entry experience. Excellent math ability and 10 key calculator skills needed. Send resume to
PO Box 5081
Southfield, MI 48086
Or call 827-6507

$$ $$ AWAITS YOU
Work in some of the best temporary positions available. We are currently seeking the following:
- Word Processors
- Receptionist/phone board experience
- Data Entry Operators
- Recordkeepers
- Bookkeepers

Call today for an appointment
ALL fees employer paid
REMEDY TEMPORARY SERVICES
Temporary to Permanent
1-313-280-0000
An Equal Opportunity Employer

ENTRY-LEVEL clerical positions available for hiring. Must be motivated and dependable people to fill various openings. Light typing, exposure to computers and organizational skills a plus. If you are between 18-21 years old and a college student or high school graduate call Kelly Temporary Services at 644-1660
An Equal Opportunity Employer

EXECUTIVE SECRETARY - Southfield service company seeking mature individual who is a career oriented professional. Flexible work hours are required. Qualified candidate must be energetic, willing to work hard, have strong organizational skills, an interest in detail. Typing of 60 wpm. Send resume & salary requirements to Executive Secretary, PO Box 2000 Southfield, MI 48037

EXECUTIVE SECRETARY TO COLLEGE PRESIDENT
Excellent typing skills, 60 wpm and experience with WordPerfect 5.1 & Lotus 1-2-3 required. Bachelor's degree & 3-5 yrs experience. Salary $20,000 plus benefits. Send resume to Human Resources, 1200 E. Michigan, Ypsilanti, MI 48197

FAST GROWING CO. heads to take over the world. Immediate openings in the following classifications
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Part time to Troy law firm
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