502 Help Wanted Dental

MEDICAL ASSISTANT - Dental experience preferred. Well paid, full benefits, friendly Heelsville office. Call Mrs. Kelly, Heelsville Family Dentistry, Heelsville, Ohio. (Exit Rte. 33 at Rte. 250 Heelsville). Work Wed. & Fri. eves. 1-800-743-3363

MEDICAL ASSISTANT/NURSE For busy pediatric office in Birmingham. Benefits. Call Myra. 642-5437

MEDICAL ASSISTANTS Challenging position opening with multi specialty practice specializing in dermatology. Derm. or family practice background preferred. Excellent hourly rate. Mon.-Fri. Benefits available. Call or send resume to Patty Reichtl 546-6675 JR. WOODS ASSOC. 401 S. Lafayette, Royal Oak, 48067

MEDICAL BILLER & SECRETARY Experienced only. References a must. Competitive salary, excellent benefits. Southfield area. 557-2325

MEDICAL BILLER full time, management required. Southfield family practice. Call Phyllis. 557-8358

MEDICAL BILLERS Excellent suburban openings for experienced medical billers familiar w/ all phases of medical billing. Call or send resume to: Patty Reichtl 546-6675 JR. WOODS ASSOC. 401 S. Lafayette, Royal Oak, 48067

MEDICAL CLAIMS ANALYSTS $ 22,000 - $25,000 + excellent benefits. Fee paid. Employment Opportunities 250-3450

MEDICAL OFFICE position open for full time front office person, with computer experience, attendance and a desire to hold a responsible position with room for advancement. Southfield 358-0011

Medical Office Opportunities

Large medical practice has the following positions available on a CONTINGENCY basis

REGISTERED NURSES - 2 years clinical hospital experience and 1 year of experience in a physician office

MEDICAL ASSISTANT - 2 years experience for a multi-specialty physician group

RECEPTIONIST - Experience in medical billing and computers.

MEDICAL RECORDS CLERK - 1 year of hospital records experience

RECORDS TRANSPORTER/CLERK Full-time position for a flexible applicant to maintain and distribute records. Medical terminology and medical records experience required

Please send resumes to D. Maurer, RN

Botsford General Medical Management Services 28050 Grand River Farmington Hills, MI. 48336-5933

An Equal Opportunity Employer

MEDICAL PERSONNEL New Jersey multi-specialty group needs medical billers, ultrasound techs, medical assistants, nurse practitioners. Must have solid medical experience. Contact Mary Ann Gaines 932-1176 Harper Associates 29870 Middlebelt Farmington Hills, MI 48334

MEDICAL RECEPTIONIST Billing and computer experience. Dynamic and energetic. Part-time West Bloomfield office. 855-2200

MEDICAL RECEPTIONIST - full time for growing Novi office. Prior medical office experience preferred, with excellent patient communication & phone etiquette required. Medical terminology helpful. Salary commensurate with experience. Benefits available. Please send resume with qualifications to P.O. Box 87375, Canton, MI 48187

MEDICAL RECEPTIONIST Needed for Livonia Physician Office. Full-time. Call office manager. 464-9200

MEDICAL SECRETARY - Physician practice in insurance headquarters requires medical terminology experience. 10 to 15 hour Call May. UNIFORCE 646-7665

NURSE AIDES

Growing home care agency is seeking qualified experienced personnel for day shifts in Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

NURSING UNLIMITED 540-2360

NURSE AIDES Midnights & Afternoons Reliable & experienced. Apply: Franklin Manor Convalescent Center, 26300 Franklin Rd. Southfield, (behind Hickory Farms on Southfield).

OCCUPATIONAL THERAPIST Part time position in outpatient rehabilitation facility. Madison Hts Call 547-2487

OPHTHALMIC TECHNICIAN Full-time or part time position for two physician ophthalmic practice. Must be C.O.T. BY THE position for C.O.T. eligible with refractometry and pressure testing experience and willingness to cross 2 locations. Please send resume to

Box 232 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

502 Help Wanted Dental-Medical

PHYSICAL THERAPIST/OTHERAPIST Waterford, Rochester area, Evening hours, good working conditions. Send resume to: Po Box 134, Waterford, MI 48187

NURSE AIDES

FOR PRIVATE DUTY HOME CARE Join the growing field of home care with a quality agency serving Western Wayne County suburbs. Must have experience working with the ill, elderly or disabled. Must have reliable transportation.

To apply, call: 981-8629

UNITED HOME CARE SERVICES

NURSES AIDES CERTIFIED ALL SHIFTS. See Mrs. Barton HIGHLAND CARE WEST 8365 Newburgh Rd. Westland, near Joy Rd. An Equal Opportunity Employer

OPHTHALMIC ASSISTANT Henry Ford Health System seeking an Ophthalmic Assistant for its Dearborn Center. Requires certification or eligibility for certification as an Ophthalmic Assistant by the JCAHPO and one year of experience. Full time; rotating shifts. We offer an competitive wage and outstanding benefits. Disabled Candidates should send their resumes to:

Henry Ford Health System Employment Division, Dept. PN 500 Fisher Building Detroit, MI 48202 An Alternative Action Equal Opportunity Employer M/F/D

OPTICAL DISPENSER D.O.C OPTICAL 26400 Grand River, Suite 168, Redford MI. 48240. Contact Mike Mai, 538-0880

OPTOMETRIC ASSISTANT: Or dispenser, needed for Farmington area office. Part or Full-time, flexible schedule. Call Dawn 478-3520

ORTHOTECH: Must be able to set up and run department. Excellent Pay & Benefits. LIVONIA AREA. Call. 313-591-7766

PART TIME DENTAL Office Telemarketer, hourly plus bonus. Royal Oak area. 541-1349

PATIENT ATTENDANTS/SITTERS Hospital/Home Care Health Care Professionals Dearborn 563-0058 Ann Arbor 971-5010 Southfield 357-7080

PHYSICAL THERAPIST For home care visits. Full time available. Call Jeanette 557-8300 FAMILY NURSE CARE 229-5663 348-5683

PHYSICAL THERAPIST AIDE Experienced with Orthopedics. Part-time, 15-20 hours/week Mon, Wed, Fri. AM. Livonia location. Front office experience helpful. Please call 313-427-1720

Radiology

DIAGNOSTIC RADIOLOGY TECH/ MEDICAL ASSISTANT Contingent position is available to join our Livonia Medical Centers Quality team of associates. Position will offer a challenge using radiology skills in addition to medical assistanting.

Candidates must be ARRT & have a minimum of 1 yr. experience in an outpatient setting for medical office.

Applicants may apply Mon-Thurs., 8am-12noon or send resume detailing experience to:

PROVIDENCE CENTER Hospital & Medical Centers EMPLOYMENT SERVICES 22255 Greenfield, Ste. 310 Southfield, MI. 48075 An Equal Opportunity Employer

RECEPTIONIST/ INSURANCE CLERK Full time. Multiple offices, Southfield & West Bloomfield. Tape to tape third party billing experience preferred. Send resume to Box 242 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RECEPTIONIST/DATA ENTRY - full & part time available in our fast paced provider office. If you are a team player and have excellent communication skills with a dental background please call. 591-3636

RECEPTIONIST - Southfield internist office. Experienced in Blue Cross, Medicare billing, peg board, full time.

RECEPTIONIST: Full-time. Farmington Hills Dental office, looking for that special person, with people skills. Familiarity with computer & dental terms a plus. Call, 737-9431.

RECEPTIONIST/MANAGER Female dentist needs outstanding person with great people/organizing skills to help develop growing family practice. Dental front desk experience required. 559-1188

RECEPTIONIST - assistance for doctors office. Must have computer knowledge, medical skills & excellent personality for dealing with people. To apply phone between 10-2pm. 855-4900

RESPIRATORY THERAPIST Part time positions at our Southfield Center. Must be R.R.T. or registry eligible C.R.T.T. Please send resume to:

Recruiter/Rad Tech DMC Health Care Centers 41935 W. 12 Mile Road Novi, MI 48377

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

RN-PEDIATRICS Home Care Company - coordinate IV patients. To $40,000. Call or send resume to Diane Detler, 937-1170 Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

RN - REHAB NURSE Full time position for RN with Geriatric experience. Must have knowledge of OBRA regulations and MDS's. Apply in person at Mt. Vernon 26715 Greenfield Southfield, MI. (between 10 & 11 Mile)

RN-S - LPN'S Positions available Downriver for in-home care. Hours to fit your schedule. Call 277-6888

RN-S/LPN'S WE NEED YOU! LPN-S earn up to $17/hour. RN-S earn up to $20/hour. Home Care Staff Relief. FAMILY HOME CARE. (313) 229-5663 (313) 455-5653

SENIOR MEDICAL BILLER Southfield internal medicine practice looking for medical biller with minimum 3 yrs MI billing experience. Salary commensurate with skills & qualifications. Please send resume to 7765 Bricklair Dr., Canton, MI. 48187-1064

WARD CLERK Full time afternoons. Knowledge of medical terminology & ability to maintain clinical records essential. Central supply responsibilities. Experience preferred. Windemere, 6950 Farmington Rd., West Bloomfield. 661-1700, ext. 24

WE ARE a friendly general practice office, looking for an experienced Medical Assistant. Call for interview. Salary open. Dentist. 425-2090

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT needed to do bank reconciliations, inventory, month end reports, and special projects. Must have some college course work. Some experience helpful but not necessary. Knowledge of Lotus is required. Please send resume along with salary history and requirements to: Knight Enterprises, Inc., 40600 Grand River, Novi, MI 48375. No phone calls accepted.

ACCOUNTING CLERKS Our clients are seeking accounting clerks with data entry skills for PERMANENT as well as TEMPORARY positions. Lotus skills a plus.

354-2410 ACCOUNTANTS ONE AGENCY FEE PAID

ACCOUNTS PAYABLE CLERK - Part time, 20 hours per week, 8 to 12 noon, your choice of days. Call Detroit Country Day School 9am-4pm for interview 646-7717

ACCOUNTS PAYABLE/ ACCOUNTS RECEIVABLE Suburban engineering firm has need for your ability to create spreadsheets w/Lotus. WordPerfect 5.1/Win, Call Andrea at 557-1010 UNIFORCE 473-2933

Accounts Payable Clerk (Part-time, 4 Days) Part-time position available immediately in our Southfield corporate headquarters. Duties include assisting with various clerical duties in our Accounts Payable Department. Must be detail oriented and possess aptitude for figure work. Accounting background preferred. Hours: 8:15am-4:30pm, 4 full days per week. Reply to:

A/P Clerk - Part-Time P.O. Box 2227 SOUTHFIELD, MI. 48037

ACCOUNTS RECEIVABLE/ DATA ENTRY Entry level position. Experience in customer service working knowledge of OBRA. Apply at Mt. Vernon 26715 Greenfield Southfield, MI (between 10 & 11 Mile)

ACCOUNTS RECEIVABLE CLERK Duties include posting cash, credits, adjustments and customer checks to Accounts Receivable system, reconciling & posting cash & checks. Prior data entry experience required. Accounting experience desirable. Must be comfortable with education & experience. Liberal fully contributory paid health benefits. Send resume & salary history to:

Personnel Dept. Michigan Cat 24950 Nov Rd. Novi, MI 48375 Affirmative Action Employer

ACCOUNTS RECEIVABLE - & record keeper, calculator and computer experience needed. Livonia office. Reply to P.O. Box #8231, Livonia, MI 48152

ADMINISTRATIVE Assistant. Busy office seeks well organized individual with word processing ability and good phone manner. Salary dep. Send resume. Box 424 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ADMINISTRATIVE SUPPORT Fortune 500 firm has immediate opening for experienced executive secretary. SMART phone & WordPerfect 5.1 and problem solving skills a plus. To $11.00. Call Sharon, UNIFORCE 357-0036

ADMINISTRATIVE SUPPORT Downtown Detroit firm is searching for a full time administrative person to coordinate human resource functions, office procedures, miscellaneous clerical support duties. Candidate should be a self-starter, have attention to detail, possess good telephone manner, organization. College degree preferred but not necessary. Competitive salary, company benefits, free parking. Forward resume to:

Human Resources Manager 1700 W. Fort St. Detroit, MI 48226

ADMINISTRATIVE ASSISTANT-Receptionist for christian business man. Canton. 397-3660

ADMINISTRATIVE ASSISTANT for development. Need self starting, competent individual, with strong PS.1, people skills and ability to work independently. 25 hrs - full time. Resumes accepted by mail only: Attn: Development, 7303 W. 7 Mile Rd., Detroit 48221-2199

ADMINISTRATIVE ASSISTANT is needed to help with telephone answering & general clerical duties. Experience in a writing place. Associate's Degree is preferred. Send resume to: Royal Oak, Mail resume to: Hill S. 24789 Hallwood Ct., Suite 109, Huntington Woods, MI 48070

ADMINISTRATIVE ASSISTANT Experienced person with excellent communication and interpersonal skills, needed to provide administrative/clerical support in our fast paced Southfield office. Candidate should have recent experience and be comfortable using computers. Knowledge of word processing is helpful. Good organizational skills and ability to pay attention to detail are essential. Competitive salary and benefits. Please send resume and salary history to: Personnel Director, 26999 Central Park Blvd., Ste. 175, Southfield, MI 48076.

ALERT SECRETARY to handle phone inquiries and customer service. This is a full time position, will train, many benefits. Call Mr. Allen 348-1500

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

APPLY NOW
- Receptionists/Typists
- Data Entry
- Word Processors

Call now for an appointment. ADIA PERSONNEL SERVICES 722-9060 or 382-2342

ASSISTANT needed on full time basis. Small office in Southfield, specializing in retail collection work. Experience required. 355-1070

AUTOMOTIVE Immediate opening for full time clerical position. Excellent benefit package including 401K retirement & health insurance. Apply in person Glassman Dick, 29000 Telegraph, Southfield.

BIG OPPORTUNITIES We have positions available for a Fortune 500 company in the Southfield area. Need experienced
- WORD PROCESSORS
- SECRETARIES
- DATA ENTRY
- ADMIN. ASSISTANTS
- TYPISTS

CALL TODAY FOR YOUR PERSONAL INTERVIEW SPENCER PERSONNEL INC. 559-0110 An Equal Opportunity Employer

BILLING CLERK Full time and part time entry level positions at Birmingham Corporate Office. Individual must possess excellent math and communication skills, computer and accounting experience a must. Offer flex time and benefits. Call 644-5300, ext. 351 Erb LUMBER CO.

504 Help Wanted Office-Clerical

ARE YOU?
- A recent graduate with little experience —
- Re-entering the job market —
- Recently displaced —

With good clerical skills. We have work available in the Plymouth-Canton-Livonia area. Never a fee.

CALL US!

PERSONNEL SYSTEMS ARBOR TEMPORARIES 9433 Haggerty Rd. Plymouth, 48170 459-1168

ATTENTION Temporary Workers $$$BONUS$$$
- Are you registered or working for a temp service now?
- No jobs waiting for you?

We have 6 openings NOW for Word Processors, Receptionists. Ask about our Bonus Offer. Call 459-8425 ET Services & Systems

AUTO DEALERSHIP Full time assistant needed to help with office duties. No automotive experience necessary. Apply in person only to: Molly Padovino, Troy Ford, on John R between 13 & 14 Mile Rds. in Troy.

Benefits Specialist Part time, with possible full time status, needed for office in West Bloomfield. Individual must be detailed oriented, organized, have good figure aptitude and communication skills. Computer experience a must. Please send resume to Lois, P.O. Box 3015, Birmingham, MI 48012

BOOKKEEPER Farmington Hills Real Estate Development & Property Management Firm has opening for experienced bookkeeper. Multi-property accounting. Knowledge of Accounts Receivable, Accounts Payable, Payroll & Financial Statements. We are fully computerized and use WordPerfect 5.1, Lotus and LIBRA. Send resume to:

CERTIFIED REALTY, INC. 35345 W. Ten Mile Road, Ste. 300 Farmington Hills, MI. 48335

BOOKKEEPER Full charge through trial balance, payroll taxes and computer experience. Send resume to Box 462: Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BOOKKEEPER FULL CHARGE Mature, self-starter with attention. Must be experienced with ALL PHASES OF COMPUTER BOOKKEEPING, must be familiar with ratios & knowledge of 941 long form. General office duties. Quiet office. Minimal pressure. Long Lake/Telegraph area. Hours can be memorable with ability. MUST SPEAK ENGLISH. BOOKKEEPER INQ. Send resume to: HMC, P.O. Box 569, Bloomfield Hills, MI 48303.

BOOKKEEPER/General Office - Small Southfield firm seeks a person 3 years experience, some college level accounting courses preferred. Computerized accounting required. Excellent benefits. Call 645-2050

BOOKKEEPER - Part time 3-4 days. Southfield location. Small general office. Computer experience desirable & Payrolls. Sales journal entries, bank reconciliation. Great position for self motivated individual. Send resume to: Box 458 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BOOKKEEPER/SECRETARY Part time. Canton area. Resume to 870 Princess St. Plymouth or call 981-3050

BOOKKEEPER WANTED Retail experience helpful. Pegboard system. Call Teri, 851-2446

BUSY MORTGAGE COMPANY Has entry level position open in fast paced post closing department. MORTGAGE CLERK OF AMERICA Ask for Lil Cole 358-5500, Ext. 173

CLAIMS SUPERVISOR - non smoking company has opening for disability claims supervisor. Clerical or investigative & technical skills. 3 years supervisory experience and experience required. Must possess the ability to direct complex claim handling procedures to maintain settlements. Send resume & salary requirements to: Claims Supervisor, P.O. Box 300, Southfield, MI 48037.

CLERICAL - Bloomfield Hills mortgage company has an immediate, opening, motivated individual for full time, entry level position. Excellent benefits. Contact Mrs. McGuire 313-352-7700 An Equal Opportunity Employer

CLERICAL/DATA ENTRY Long term jobs in Livonia. Afternoon hours available between 3pm & 30m & working 5-8 hours per day. Call Personnel Plus, 522-7220

- CLERICAL - Good with detail & computers?
- DATA ENTRY - 9,000 + kaph

Call 953-9742 for interview. NORMELL SERVICES An Equal Opportunity Employer

CLERICAL Hovings Business Systems has an immediate full time opening. The position requires data entry & clerical skills, good math skills and good communication skills. Send resume to: Hovings Business Systems, 4190 Belmont, Ct., Novi, MI 48375, Attention: Mary

CLERICAL — Mortgage company seeks detail-oriented clerical person for its post closing & shipping depts. Mortgage experience required. Excellent benefits. Qualified applicants should send resume or apply at: Marathon Mortgage Corp., 25899 W. 8 Mile, #200, Southfield, 48034. Attn: E. Smith.

Clerical Positions Immediate positions for Data Entry in Farmington area. Also seek Receptionists with phone/board experience. Call today for an appointment. REMEDY TEMPORARY SERVICES 26200 Town Center Dr., Ste. 270 Novi, MI 48375 348-3700 313-350-0900

CLERICAL SUPPORT Detroit firm has full-time opening in busy administrative office. We are searching for a motivated individual who is able to work well under pressure with little supervision. If you are looking for a challenging clerical position and have previous word processing experience, please apply to:

Clerical Support P.O. Box 779 Detroit, MI 48231

CLERICAL 2 full time positions in foreclosure department of Birmingham law firm. Must have good typing & telephone skills, WordPerfect 5.0 a plus, will train in foreclosure procedures. Call Linda, Mon.-Fri. 10am-2pm. Non smoking office. 540-7701

CLERK/TYPIST - Attorneys in Farmington Hills well train for this office. Typing & spelling skills essential. Experience not required. Starting wage $4.50 per hour with regular increases. 855-8562

COMPUTER OPERATOR/ DATA ENTRY Entry level, afternoons. Math aptitude and keyboard skills required. Some weekends possible. Call 827-4600, ext. 303

COMPUTER TRAINER/Operator for Southfield Company. Salary based on experience. Send resumes only to: Data Processing, 28400 Northwestern Hwy., Ste 400, Southfield, MI 48034.

CONCIERGE - Must work every other weekend, experience working with senior citizens, office type work. Also capable of handling emergency procedures. Please send resumes to: Box 464, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

CONTRACT AUDIT CLERK - service corporation seeks hardworking self motivated individual to audit contract records. Excellent math skills & data entry preferred, computer or word processing a plus. Mail resume to: Auditor, P.O. Box 300, Southfield, MI 48037.

504 Help Wanted Office-Clerical

CLERICAL - typing, filing, light bookkeeping. $5.00 an hour, 4 days a week, 8am-12 noon. Canton Carpet Warehouse 455-3102

CLERK TYPIST/DATA ENTRY CLERK City of Huntington Woods, MI

The City of Huntington Woods is currently accepting applications for the position of Clerk Typist/Data Entry Clerk. Salary is $24,000 per year plus benefits, dependent on qualifications. Excellent opportunity for an individual possessing good typing and communication skills, experience in spread sheet applications, knowledge of word processing, basic office machine operations. Minimum of 2 years college education preferred. Occasional evening hours will be required. Job description available upon request. Submit resume no later than Nov. 6, to: Personnel Office, City of Huntington Woods, 26815 Scotia, Huntington Woods, MI 48070

The City of Huntington Woods is an Equal Opportunity Employer

CLERK TYPIST RECEPTIONIST Part-time, 4 days, 20 hours. Salary negotiable. GM-Hamtramck area. Call 365-5000

CUSTOMER SERVICE REP - entry level position available in Southfield office. Candidate must be able to take initiative and work with flexibility. Typing at 55 wpm. Lotus and Word Perfect experience required. Benefits included. Please send resume and salary history to: Sherrie, P.O. Box 2227, Southfield, MI 48037

EXECUTIVE SECRETARY President of Southfield based firm seeks personable individual to assist their office. Skills must include WordPerfect 5.1, Lotus, typing 50 wpm, some light D-base skills. Must be able to provide references, good phone skills and neat appearance. Base salary to $29K + bonuses and company benefits. Call Sharon, UNIFORCE 357-7660

EXECUTIVE SECRETARIES - large corporate office in Troy has immediate opening for experienced executive secretaries to work in a unassigned capacity. Assignments will normally made within 30 to 90 days. These are permanent full time positions with benefits. Requirements include; excellent typing skills, word processing, typing 70 wpm, shorthand or speedwriting preferred. We do not do medical, optical, dental, life & liability. If interested please send resume including salary requirements, C.A. McCormack, Re: Unassigned, 2800 Livernois, Suite 201, Troy, MI 48326. No phone calls please. An Equal Opportunity Employer

EXPERT IN Lotus and Data Entry, schedule preparation. 20 hrs per week. Send resume to: Customer Service Representative in its Special Order Dept. Must be self motivated person with experience in special order purchasing and customer service. Attention to detail a must.

Duties include Computer input of vendor/customer orders. Follow-up on order status through delivery and installation. Assist Dept. Manager in daily clerical duties, and implement new systems & procedures. Typing 40 wpm, ten key, good grammar, spreadsheet experience helpful. Good oral & written communication & the ability to work with all types of people.

We offer a challenging opportunity with a competitive salary and benefits package. Send resume with salary requirements to:

FEDERAL FIREPLACE BBQ & PATIO FURNITURE ATTN Ms C. Rice, Controller 29000 Southfield Rd Southfield, MI 48076

DATA ENTRY/ACCOUNTING ASSISTANT, permanent part time 25 hrs/week. Lotus 1-2-3, Peachtree Accounting or other accounting land experience, good math skills & 60 WPM typing required. Call Mr. Lyght, Mon-Fri 9-5 30 Town Center, Suite 2645, Southfield 48075. Attn: Ms. Lyght, no phone calls please!

DATA ENTRY Attention to detail and flexibility are needed for immediate openings with this rapidly growing health care office. Start at $7.50/hour to start. Call Dana, UNIFORCE 646-8500

DATA ENTRY CLERK Rapidly growing Farmington Hills corporation needs experience at $7/hour to start. Call Sharon, Two shifts. Call Dorrine at UNIFORCE 473-2933

DATA ENTRY/CLERICAL Livonia distributor has an immediate opening for a data entry/clerical position. Experience with main frame computers and PC based helpful. We offer a competitive salary and benefits package. Please send resume and salary requirements to: Box 462 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

Data Entry Clerk Full time needed in Accounts Payable for Farmington Corporate Office. 10,000 KPH REQUIRED. Company paid medical benefits. Send cover letter and resume to Emma, P.O. Box 3013, Birmingham, MI 48012

DATA ENTRY CLERK Village Green Management Company, a leading national property management firm headquartered in Farmington Hills has an opportunity for a Data Entry Clerk in the Accounts Receivable Department. Ideal candidate will have 2 years data entry experience. Send resume and salary requirements to:

Director of Human Resources Village Green Management A/R 30833 Northwestern Hwy. Suite 100 Farmington Hills, MI. 48334

An Equal Opportunity Employer

DATA ENTRY Full time. Southfield location. Must have previous office experience, excellent math skills, 10 key calculator skills needed. Call 827-6507 or send resume to: PO Box 5091 Southfield, MI 48086

data entry

IF YOU HAVE THE SKILLS KELLY HAS THE JOBS!

Kelly Temporary Services has an immediate need for Data Entry Operators in the Livonia area. High production 10-key or keypunch style a must.

Livonia 1-96 Officenter 33133 Schoolcraft

KELLY TEMPORARY SERVICES Equal Opportunity Employer M/D/D

DATA ENTRY POSITION Established multi location Chemical Dependency Treatment facility has experienced 10-Key Operators. Part-time, possibly leading to full time. 25 hrs. - 10-2pm preferred. Pleasant working environment. Send resume with salary requirements to: Division Controller, 999 Haynes, Suite 305, Birmingham, MI 48008

DATA PROCESSING Entry level. Midnight shift. Apply in person at: 12633 Newburgh Rd., Livonia

ESTABLISHMENT SERVING Food & Spirit looking for full-time bookkeeper. Knowledge of Lotus. Must have good appearance and references. SPENCER PERSONNEL INC. 721-8009

EXECUTIVE SECRETARY PART-TIME Executive Secretary with excellent WordPerfect & dictaphone skills needed for busy Birmingham Real Estate Development firm. Interested and seeking more hours preferred but will offer flexible weekday hours if desired. Please send resume and salary requirements & desired schedule to: Ms. Clark, 250 Marter, Street, Suite 201, Birmingham, MI. 48009-3383

504 Help Wanted Office-Clerical

DATA PROCESSOR For Birmingham CPA firm, extensive use of Lotus/Symphony for financial statements. Position includes numerous administrative duties, please call Deborah, 642-6631

DISPATCHER with ability to interact with customer base. Needed for Walker Lake Quarries, Inc. Computer experience preferred. Full time with benefits. Send resume to: L.T.A.S., P.O. Box 9047, Walled Lake, MI. 48390

EXECUTIVE LEGAL SECRETARY wanted for principal of medium size legal practice located in Novi. Excellent typing, shorthand-speed writing, transcribing & organizational skills a must. Knowledge of WordPerfect 5.1 necessary. Contact Attorney Jerome Schlussel at Call Anne, 349-3980

EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT Bloomfield Hills mortgage banking firm seeks a responsible, motivated individual with excellent computer/typing skills, for full time position. Excellent benefits. Contact Mrs. McGraw, 332-7700, An Equal Opportunity Employer

EXECUTIVE SECRETARY for property management office in Southfield. Must have excellent typing, possess excellent communication and organizational skills, be able to take initiative and work with flexibility. Typing at 55 wpm. Lotus and Word Perfect experience required. Benefits included. Please send resume and salary history to: Sherrie, P.O. Box 2227, Southfield, MI 48037

EXECUTIVE SECRETARY President of Southfield based firm seeks personable individual to assist their office. Skills must include WordPerfect 5.1, Lotus, typing 50 wpm, some light D-base skills. Must be able to provide references, good phone skills and neat appearance. Base salary to $29K + bonuses and company benefits. Call Sharon, UNIFORCE 357-7660

EXECUTIVE SECRETARIES - large corporate office in Troy has immediate opening for experienced executive secretaries to work in a unassigned capacity. Assignments will normally made within 30 to 90 days. These are permanent full time positions with benefits. Requirements include; excellent typing skills, word processing, typing 70 wpm, shorthand or speedwriting preferred. We do not do medical, optical, dental, life & liability. If interested please send resume including salary requirements, C.A. McCormack, Re: Unassigned, 2800 Livernois, Suite 201, Troy, MI 48326. No phone calls please. An Equal Opportunity Employer

EXPERT IN Lotus and Data Entry, schedule preparation. 20 hrs per week. Send resume to: Customer Service Representative in its Special Order Dept. Must be self motivated person with experience in special order purchasing and customer service. Attention to detail a must.

Duties include Computer input of vendor/customer orders. Follow-up on order status through delivery and installation. Assist Dept. Manager in daily clerical duties, and implement new systems & procedures. Typing 40 wpm, ten key, good grammar, spreadsheet experience helpful. Good oral & written communication & the ability to work with all types of people.

We offer a challenging opportunity with a competitive salary and benefits package. Send resume with salary requirements to:

FEDERAL FIREPLACE BBQ & PATIO FURNITURE ATTN Ms C. Rice, Controller 29000 Southfield Rd Southfield, MI 48076

FAMILY PLANNING: Nurse Practitioners, Physician's Assistants, Midwives. Unexpired portion of Planned Parenthood philosophy. Evening and Saturday clinics for students available. Call Director for information, at 557-8000

FARMINGTON HILLS Insurance agency needs experienced Personal Lines clerk to work with our agents. Duties include processing of Personal Lines accounts & learn light commercial. Must be pleasant, outgoing & have excellent clerical skills. Positive attitude a must. Good opportunity for advancement in environment, seeks creative & independent problem solver. If you are up to it, call Pat 643-9494

FARMINGTON HILLS Full time clerical, flexible hours, highly organized, some lifting required, computer and postal pre-sort knowledge helpful. EOE. Call Miss Wright for an appointment 851-2600

TROY law firm has a position open for a File Clerk and Relief Receptionist. Duties include filing, back up relief on phones, filing, copying, etc. Typing at 40 wpm and computer literate. Contact Sue Post 740-9550

FILE CLERK: Needed for Birmingham law firm. Must have good organizational skills and filing experience. Contact Judy at 642-7700

GENERAL OFFICE position for fast paced printing company. HEAVY phones, typing & computer a plus, knowledge of Quark helpful. Call Sandy 25215 Glendale Ave, Redford.

FARMINGTON HILLS - CPA firm seeking an individual for office & light bookkeeping. Full time, non smoking office. 851-0710

LASER PHOTO PLOTTING FIRM is seeking individual to fill part time general office position. Hours will be 12pm-5pm, Mon-Fri, holidays off at $5.50/hr. Apply in person at Circuit Dma, 32900 Capitol, Livonia. Off Farmington S. of I-96.

GENERAL CLERKS Running copies and collating information in a very busy office. Must have one year office experience. We are looking for a long term assignments available. Days, afternoons and midnights. Troy location.

SPENCER PERSONNEL INC. 559-0110 An Equal Opportunity Employer

GENERAL OFFICE/CLERICAL Part-time typing and computer experience helpful. Will consider students. Call 540-3131

GENERAL OFFICE/CLERICAL Non smoking Novi Professional office. Full-time, 40 hrs. Light typing, light data entry, errands. Must be reliable, with pleasant personality. Send HANDWRITTEN LETTER or RESUME to Box 368 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

GENERAL OFFICE - part time. Experienced front desk person to handle variety of office duties. Small Livonia firm. Resume to: P.O. Box 661, Dearborn Hts., MI 48127-0661.

GENERAL OFFICE-Immediate position available for growing medical supply company. In need of General office/clerical entry persons. Please drop off or mail resume to: PCS Management, 13831 Farmington Rd., Livonia, MI 48150

GENERAL OFFICE. Organized, detail-oriented person needed for our part time Thurs., Fri. & Sat. in the finance dept. A fast paced, fun work environment. Duties include daily recapping & verifying edits. Some basic accounting skills would be beneficial. Please apply at: Community Federal Credit Union, 500 S. Harvey, Plymouth, MI

WANTED LEGAL SECRETARY with litigation experience, part time, 3 days per week. 644-2633

LEGAL SECRETARIES Experienced, for permanent & temporary assignments. Tri-county. ALL FEES EMPLOYER PAID JOANNE MANSFIELD Legal Personnel 362-3430; Fax 362-4861

LEGAL SECRETARY Full time position and temporary assignment available. 3 + years experience in divorce & family law. WordPerfect required. Excellent salary. Contact Lee. 855-5770

504 Help Wanted Office-Clerical

GENERAL OFFICE - PART TIME Flexible hours. Background including dictaphone, word processing, and telephones. No bookkeeping. Building construct experience desirable. Excellent working conditions and compensation. Call 9 a.m. - 9:30-4pm. 547-4900

INVENTORY CONTROL CLERK Full time, experience in all aspects of inventory control preferred. Must have solid typing, data entry, mathematical skills & pleasant phone manner. Apply in person at Micro Craft, 41107 Jo Drive, Novi, (N. of Grand River, E. off of Meadowbrook in the Vincentti Industrial Park)

LARGE DETROIT stock brokerage firm has immediate openings for operations support. Ideal candidate: accounting background helpful. Opportunities for advancement for the right individuals. If you are a detail oriented person who enjoys a challenge please apply to: P.O. Box 779 Detroit, MI 48231

WANTED: LEGAL SECRETARY Full time, min. 2 yrs. experience for litigation practice. Estate law firm. Litigation experience necessary. Contact Lynn: 644-2633

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FAX 358-0235 Phone: 358-0060

LEGAL SECRETARY - 4 yrs. minimum litigation experience. Farmington Hills quality firm. WordPerfect 5.0/5.1 preferred. Excellent salary, full benefits. 626-5000

LEGAL SECRETARY - Experienced litigation, 5-8, P.I. & domestic. Salary negotiable. Call 9:30AM-3PM, Farmington Hills. 851-7575

LEGAL SECRETARY - Litigation Small Birmingham firm. WordPerfect 5.0 + wpm. Salary negotiable. No health care. Karen 258-1100

LEGAL SECRETARY For Birmingham law firm. Some experience and WordPerfect necessary. Call Pat, 642-2992

LEGAL SECRETARY needed part time, experienced, 20-30 hrs per week. Send resume to: 3000 Town Center, Suite 2645, Southfield, 48075 Attn: A. Chudnow

LEGAL SECRETARY Corporate law firm needs experienced professionals. $25,000/year. Call Sharon, UNIFORCE 646-7661

LEGAL SECRETARY Corporate law department firm needs experienced professionals. $25,000/year. Call Sharon, UNIFORCE 646-7661

LEGAL SECRETARY Opportunity to work for partner of prestigious law firm. Excellent skills required for those with school-age children. Salary commensurate with experience. Non-smoking environment.

Send resume, including references to the Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098

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LEGAL SECRETARY needed for non smoking law firm located in Bloomfield Hills. Must have at least one year experience in litigation. Send resume to: D.R. Hall, 2500 Telegraph Rd., Ste. 250, Bloomfield Hills, MI 48302

LEGAL SECRETARY Must be detail oriented with probate and divorce experience. WordPerfect proficiency required. Send resume and salary requirements to: DOD, 29777 Telegraph Rd., Ste. 203, W. Bloomfield, MI 48322

MANAGER'S ASSISTANT Major investment brokerage firm desires mature, responsible candidate for full time position. Previous brokerage experience desirable. Direct resumes & inquires to: Manager, Investment Services, 785 Penobscot, Detroit, MI 48226 459-8100

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