EMPLOYMENT

502 Help Wanted Dental-Medical

OFFICE - MEDICAL ASSISTANT. Some college preferred. Multi skills needed. Send resumes to: Box 540 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BUSY BIRMINGHAM Optometric office looking for friendly, experienced contact lens Tech. Full time with benefits. Ask for Jamie 646-4777

ORTHOPEDIC surgery office seeks experienced self-starter to assist in both & back office positions, approximately 20/hrs per week, computer knowledge necessary. Call eves 855-4338

PART TIME Physical Therapist needed to work in a nursing home setting in W. Bloomfield Large ... are related clients. Call 661-1700

PEDIATRIC PRIVATE DUTY NURSING

Henry Ford Extended Care is expanding its Pediatric Private Duty services. Currently available full and part-time positions with benefits in addition to existing contigent opportunities.

- Ventilator/apnea monitors
- Enteral/parenteral nutrition
- Developmentally impaired

If you are an ICU experienced Pediatric Nurse seeking autonomy and individualized patient interaction please call

1-800-542-1194
EOE/AAE

PHLEBOTOMIST
Needed for Internist-based insurance office EKG, treadmill & X-ray experience a plus 352-5323

RADIOLOGIC TECHNICIANS
For growing medical company in Southfield. Must be registered or eligible registry eligible. Good medical benefits. Apply at The Nursing Home Group 24901 Telegraph, between 9 & 10 mile

RECEPTIONIST WANTED for Garden City dentist office. Experience preferred. Come join our team 427-5480

RECEPTIONIST FOR Periodontal office 4 days per week includes Saturday. Some benefits. Farmington Hills area 851-1034

RECEPTIONIST part time. Birmingham OB-GYN. Experience in computer preferred. Medical office experience preferred. Call Mon-Fri 9-5pm 645-0840

RECEPTIONIST/Medical Assistant for Livonia Pediatric office with computer knowledge. Full time. 3 Yrs experience required. Saturday AM & evenings necessary. Call Karen 478-3200

RECEPTIONIST seeking experienced medical person for general office work & Chairside assisting. Approx 30 hrs per week 642-6616

RN/LPN
Full & part-time, 71 bed long term care facility in Ann Arbor. Attractive benefits package. Call for interview, ask for Linda Brant, D.O.N.: 313/761-3800

RN - LPN
Has the disability insurance affected you? With the holidays right around the corner, Westwood Care Center is seeking Nurses willing to supplement weekend staffing, all shifts, on a contingent basis or as a part time day nurse. We have 4 skilled nursing units that offer a challenging work environment. Excellent salary commensurate with experience. Call E. Basmajy, RN, DON, at 728-6100 for interview.

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

502 Help Wanted Dental-Medical

REUSE TECHNICIANS
Southfield Dialysis has two openings for experienced Reuse Technicians willing to train qualified candidates. If you are experienced and have an Associates Degree in an applied science or an EMT, please send a resume to: Reuse Technician, 23077 Greenfield Rd. Ste 104, Southfield, MI 48075 or call Mary Ann Marcum, 559-2230

RN/LPN
ALLERGY SPECIALTY
Part time to assist M.D. in otolaryngology office. Duties will include preparation & administration of skin tests & immunotherapy. Send resume to: J. Balewski, 27177 Laher, Suite 203, Southfield 48034

RN/LPN
Interested in utilizing your skills as a professional in pediatrics? Assander, A Mercy Living Center has openings on the 7-3 shift & the 3-11 shift for caring RN's/LPN's to join our team. We offer competitive wages & benefits along with the opportunity to become part of Mercy Services for aging and provide a special kind of home to our residents. Interested individuals should contact the Director of Nursing at:
Alexander, A Mercy Living Center
718 W. Fourth Street
Royal Oak, MI. 48067
545-0571

RN NURSE PRACTITIONER.
Must be licensed, certified, Geriatric appointment. Send resume to:
Box 540
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Speech Panguage Pathologist

The University of Michigan Medical Center

Half-time, temporary (January, 1993-April, 1993). Speech-Language Pathologist position in the Pediatric Traumatic Brain Injury Rehabilitation Program located across from Briarwood Mall. Speech-language and communication-cognitive treatment of children/adolescents. CCC preferred.

Applicants should send their resume to:

Elaine Ladeson-Robinson, M.S., CCC, Director
Speech-Language Pathology
Department of Physical Medicine and Rehabilitation
UNIVERSITY OF MICHIGAN
MEDICAL CENTER
1500 East Medical Center Drive
Room H1-19242 Box 0030
Ann Arbor, MI. 48109-0030

A NON-DISCRIMINATORY, AFFIRMATIVE ACTION EMPLOYER

TRANSCRIPTIONIST needed for busy podiatric practice, minimum of 70 wpm required. 548-6717

WALLED LAKE
Part time Mon. & Wed., 1-8PM. Our growing practice is searching for a multi talented, patient oriented person, with dental experience, to assist at the front desk & chairside. We appreciate talent! Call 669-5220

XRAY TECH
Part time. Experience in mammography necessary. Wayne. Call 326-5030

OPHTHALMIC Assistant/Technician for expanding East area Ophthalmologist. Benefits include uniform allowance, paid vacation & more. Duties include A-Scans, Goldmann visual fields, intra-ocular photography, minor surgery, machines. Salary commensurate with experience. Immediate openings. If you are a caring team player who wants to work in a hi-tech office this is the job for you. Call Renee Tues. thru Fri. 254-1270 or send resume to: Vision Institute of Mi. 44950 Delco Blvd. Sterling Hts, Mi. 48313

502 Help Wanted Dental-Medical

STAFFING COORDINATOR
SOUTHFIELD AREA

Progressive national health care staffing agency seeks a full-time staffing coordinator. Previous experience as a staffing coordinator for Home Care, Supplemental Staffing Agency, or Health Care Facility preferred.

Knowledge of medical terminology is desirable. Competitive wage and benefit package offered.

Contact:
TEMPORARY HEALTH CARE
Quality Health Care In A Heartbeat
(313) 354-6220
An Equal Opportunity Employer

X-RAY TECHNICIAN
Livonia area.
Part time.
476-6100

504 Help Wanted Office-Clerical

ACCOUNTANT/BOOKKEEPER
Experienced bookkeeper needed for medium-based service company in Troy. Position requires detail oriented person familiar with computer rpocessing. Job duties include payroll, billing, accounts payable & general ledger transactions. Salary & benefits commensurate with experience. Send resumeh & salary requirements to: Accountant/bookkeeper, 3270 W. Big Beaver, Suite 440, Troy, MI 48084

ACCOUNTANTS
FULL OR PART TIME
Call Accountemps - Lake 56,000 professionals did in 1991!

accountemps
201 W. Big Beaver Rd. #310
Troy, MI 48084

Troy (313)524-9050
Southfield (313)357-8387
Ann Arbor (313)930-2061

By appointment
An equal opportunity employer

ACCOUNTING CLERK - Part time for Livonia wholesaler. Bank deposits, customer invoicing, telephone in Pediatric Traumatic Brain Injury Rehabilitation Program located across from Briarwood Mall. Speech-language and communication-cognitive treatment of children/adolescents. CCC preferred.

Applicants should send their resume to:

Elaine Ladeson-Robinson, M.S., CCC, Director
Speech-Language Pathology
Department of Physical Medicine and Rehabilitation
UNIVERSITY OF MICHIGAN
MEDICAL CENTER
1500 East Medical Center Drive
Room H1-19242 Box 0030
Ann Arbor, MI. 48109-0030

A NON-DISCRIMINATORY, AFFIRMATIVE ACTION EMPLOYER

ACCOUNTING
$16,640 FEE PAID
Light accounting, accounts payable, and general office responsibilities. Fast salary review and excellent benefits. Call 313-642-9900 or FAX resume to: 649-3528
SNELLING PERSONNEL SERVICES OF TROY

ACCOUNTING - full charge thru trial balance preparation. Experience in Canadian policy a plus. Diversified position. Send resume & salary history to: P.O. Box 33035, Bloomfield Hills, MI 48303

ACCOUNTING POSITIONS AVAILABLE
Long term assignments with companies in your area. 2-5 years experience in: multi-division company in manufacturing setting. Will set up appointment for you to be interviewed by a company. Experience in:
- A/P, A/R
- Computerized accounting
- Books keeping
- Lotus 1-2-3

Call for your appointment today
528-8454
FUTURE FORCE SERVICES

ACCOUNTS PAYABLE/Payroll/Office Clerk. Part time, 20-30 hours, flexible days/hours. Experience desirable. Typing & 10 key, machines required. Apply in person: Harvard, 488 S Opdyke, Pontiac, Mi. (behind Auburn Pontiac Dealership).

ACCOUNTS PAYABLE/
ACCOUNTS RECEIVABLE
Large suburban engineering firm has long term needs for experienced accounts payable/ability with Lotus, Word Perfect preferable. To $10/hr.
Call Anne at UNIFORCE 473-2933

ACCOUNTS PAYABLE Bookkeeper for property management firm. Lotus & Skyline experience desirable. Send resume & salary history to: Box 534 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE/
ACCOUNTS RECEIVABLE
Publicly traded insurance related company seeks experienced accounts payable/receivable clerk. Full time position with excellent benefits in Southfield area. Some computer & typing experience required. Call Chris or Nancy, between 10-3 at 354-0400

ACCOUNTS PAYABLE
Temporary full time position for approximately 5-10 weeks for a National Property Management firm in Troy. Candidate must have a minimum three years experience in a computerized accounts payable system preferably Commercial Property and be knowledgeable and accurate. If you have these qualifications call 879-4584 between 9am-5pm. November 2-4.

ACCOUNTS RECEIVABLE
Experienced or Trainee. Position open for aggressive college educated individual. Job is in the Accounts Receivable Department of a Detroit area property management company. 4 years degree in any field required. Also required, is a desire to learn and accuracy with accounting procedures. Knowledge of the property management field helpful, but not necessary. Send resume to: Edward Rosa & Sons, Accounting Supervisor, P.O. Box 8154, Farmington Hills, MI. 48333.

BIRMINGHAM ARCHITECTURAL practice seeks experienced, full time Office Administrator/Bookkeeper. Similar experience & knowledge of Wordperfect & Excel required. Competitive compensation & benefits. Send resume to: Bacon/Bacon/Buddey Assoc., 805 E. Maple, Suite 300, Birmingham, MI. 48009.

ADMINISTRATIVE ASSISTANT
For certified financial planning firm. Full time. Salary negotiable. 646 and Evergreen area. 799-9060

ADMINISTRATIVE ASSISTANT
H-E-L-P! Young financial services professional in Troy desperately needs part time assist/administrative assistant to handle office duties & let me sell. Bright mind in insurance, investments helpful, but will train right person. Word Perfect, Harvard Graphics also helpful. Salary & days negotiable. Send resume ASAP! MG Paytech, 2701 Troy Center Drive, Suite 300, Troy, MI 48084

Administrative

Secretarial positions available beginning approximately Dec. 1 with excellent clients in Southfield. Must be mature & dependable with excellent secretarial skills & excellent word processing experience. Call Lisa Mon. Thru Fri. between 1-5pm
351-0400

MANPOWER

ADMINISTRATIVE CLERKS
FULL TIME

Advertising Service Firm in Farmington Hills seeks administrative clerks. Please respond if you possess the following:
- High School Diploma
- Bookkeeping or banking experience

Salary $12,500 - $13,500 based on experience.
If you have these qualifications, send resume to:
H.R. Department
P.O. Box 2467 (MA9)
Farmington Hills, MI 48333-2361

504 Help Wanted Office-Clerical

ADIA has IMMEDIATE OPENINGS FOR
- DATA ENTRY
- RECEPTIONISTS
- SWITCHBOARD OPERATORS
- WORD PROCESSORS

(with WordPerfect & Lotus).

Farmington Hills, Novi, area.
We can work around your schedule!

Call today for an immediate appointment.

ADIA
The Employment People
442-7800

ADMINISTRATIVE ASSISTANT
Leading service company executive office has new openings. MS Word knowledge preferred. $9.50/hr.
Call Sophie at UNIFORCE 646-7661

ADMINISTRATIVE ASSISTANT for busy Plymouth office. WordPerfect 5.1, excellent communication skills, typing 50 wpm & general ledger transactions. Salary & benefits commensurate with experience. Send resume & salary requirements to: Administrative Assistant, Box 538, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Administrative Secretary
$23,000 to Start

West Bloomfield based, multi-location company is seeking a self-motivated individual who is enthusiastic and able to work in a productive, fast paced office atmosphere.

This high-volume, diversified position reporting to the Chief Financial Officer and assisting others in the Executive Office requires excellent word processing, computer, telephone and organizational skills with the ability to handle confidential matters with trust. Accuracy and attention to detail are a must.

Deluxe benefit package includes life and health care coverage, vacations, holidays, tuition reimbursement and much more. Send resume with salary history to:

J. Berry
Fitness Management Corp.
7091 Orchard Lake Road
West Bloomfield, MI 48322

ADVERTISING AGENCY SECRETARY

Enjoy the challenge of a creative atmosphere in this major firm. Good word processing skills a prerequisite. Will pay $17,000 plus profit sharing and great benefits.
Call Ann at 644-0909.
SNELLING PERSONNEL SERVICES

ADVERTISING SECRETARY
$17,000 +
Great opportunity in fast paced firm. Typing 50wpm and well versed in Macintosh or WordPerfect experience. Fee Paid
PERMANENT STAFF
West Suburbs: 737-5750
East Suburbs: 585-2720

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

Call now for an appointment.

ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

ATTENTION
- SECRETARIES
- WOOD PROCESSING
- OFFICE CLERICAL

Our clients need temporary professionals to fill a number of exciting jobs.

CALL
SPENCER PERSONNEL INC.
559-0110
NO FEE
An Equal Opportunity Employer

AUTO DEALER
Looking for someone with dealership experience, auto billing and other duties as needed. Please send inquiries to: P.O. Box 2220, Dearborn, Mi. 48123

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

CERTIFIED REALTY, INC.
38345 W 10 Mile, Suite 300
Farmington Hills, MI. 48335

BOOKKEEPER
Full Charge Non-financial statement, for Telegraph/12 Mile area accounting firm. Flex-hours available. Public accounting experience preferred.
258-9220

BOOKKEEPER
I am looking for a motivated person to organize our accounting office. The individual will have knowledge of computer skills & also an interest in other areas of small manufacturing business. Send resume to:
Box 8100
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/PART TIME
1-2 month position in property management company. Skyline experience necessary. Deb T. 851-0858

BOOKKEEPER/PART TIME
Northville office has opening for full charge bookkeeper with strong computer experience. Will be responsible for all phases of accounting thru a monthly financial statement. Send salary requirements & resume to: Personnel Department, 20301 Silver Spring Drive, Northville, MI 48167

CAMPAIGN/ADMINISTRATIVE ASSISTANT - Handle office correspondence, assist w/fund raising projects, good interpersonal skills. Non profit corporation. 737-3029

CAREER SECRETARY
FEE PAID TO $35K
Industrial VP needs a secretary with shorthand, W.P. and Lotus experience. Benefits paid. Call 649-6797 or fax resume to Dorothy Day Personnel of Troy, Inc. dba/. 649-2498

DAY
Personnel, Inc. 2001 W. Big Beaver, #118, Troy, MI 48084

504 Help Wanted Office-Clerical

BIG THREE OPPORTUNITIES AVAILABLE FOR EXPERIENCED OFFICE SUPPORT
- WordPerfect
- Excel
- Harvard Graphics
- Profs
- Lotus

Dearborn Location
BARTECH SERVICES
313-271-8020
An Equal Opportunity Employer

BOOKKEEPER
Full charge thru trial balance for Southfield based travel co. Excellent opportunity for motivated person. Ability to work independently. Full time position, required minimum 3 years experience & computer accounting. Provide best contidential resume including salary requirements to Box 502
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Part time for retail food establishment in Farmington area.
855-4006

BOOKKEEPING CLERK
For busy Southfield office. Good math aptitude, computer & manual accounting skills required. Able to take information quickly & accurately on phone. Join our team! Call Ms. Suarez between 2-5pm, 827-4050

CHURCH SECRETARY Position open (20 hrs/wk). Must have exp. experience helpful. Village Presbyterian Church, Redford 534-1730

ENERGETIC PERSONALITY to work in a fast paced office on a multi line phone system. Must typing & general clerical duties. Nov. 344-8569

OAK PARK - a mature, dependable person who enjoys meeting people, for full time CLERICAL/RENTAL AGENT position. Call Mon-Fri, 9am-4pm 645-0630

Clerical

A GOOD JOB ISN'T HARD TO FIND

Join the leader in the temporary help industry. Kelly Temporary Services has immediate openings for the following positions

WORD PROCESSING SECRETARIES
- Experienced with Microsoft Word and Excel or Displaywrite IV.

RECEPTIONIST/
SWITCHBOARD OPERATOR
- Experienced with multiple line console phone or switchboard system. Some typing skills required.

DATA ENTRY OPERATORS
- High production required on 10 key or keypunch skills required.

CUSTOMER SERVICE REPS
- Long-term positions for experienced customer service reps.

Please call 522-4020 for an appointment.

Livonia
1-96 Corridor
33133 Schoolcraft

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

CLERICAL
Distributor in Farmington Hills needs full time clerical person. General office, including some accounting, computer skills, telephone back-up. Benefits. Send resume to:
Box 539
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL - ENTRY LEVEL
Full time position to back up purchasing & sales department with correspondence, answering phones, filing, etc. Need someone with pleasing phone manner, 40-50wpm, some computer experience. Word Perfect 5.1 & Lotus 123 a plus. Send resume to: Geri, Fax-(313) 981-1815
Stephenson Hwy., Troy, MI 48083

CLERICAL — Interviewing for a variety of positions. Must know Mainframe Clerks to Secretarial. Will consider any skill level. Please call
O/E Management at 528-8100

CLERICAL needed for large Southfield office. Full time. Typing & math skills necessary. Send resume to PO Box 5007, Southfield, MI. 48086-5007 or call 353-5800 ext 5715
An Equal Opportunity Employer

CLERICAL person needed for manufacturer in Livonia. Fri. & 1 other day per wk. possibly more. Typing a must. Call 1-30-4 PM. 522-5520

CLERICAL POSITION - part time, morning hours. Retail appliance dealer. Phone for appt. Terry 478-2510

CLERICAL POSITION for organized responsible person. Must have experience with spread sheet & Word Perfect programs. Hours 10am-2pm. Send resume to: AVD, 41 Mill Street Dr. Novi Attention Manager.

CLERICAL RECRUITER
Harper Hospital seeks full time placement agency experience in clerical/office support markets. Private office, salary, incentive programs. Great team environment. Send resumes to: Ben Schwartz
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

CLERICAL SUPPORT
Detroit firm has full-time opening in bid administrative support. We are searching for a motivated individual who is able to work under pressure and 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 19
Detroit, MI 48231

CLERICAL
Will train. No experience necessary. Need typing, good math & computer knowledge. Low income Oakland County residents only. 691-8437

CLERK/TYPIST - Attorneys in Farmington Hills need clerk/typist with office typing & spelling skills essential. Experience not required. Starting wage $4.50 per hour with regular increases. 855-8562

CLERK TYPIST - PART TIME
Needed immediately for Southfield firm. Word Perfect 5.1 skills essential. Send resume & salary requirements to: ADI, PO Box 430308, Pontiac, MI 48343, Attn: C. Roth

COPY MACHINE OPERATOR
Troy company looking for individual to run large Xerox copiers, midnight shift. Call D/E Management.
528-8100

CREDIT CLERK - must have good phone & communication skills with the ability to handle people. Previous bookkeeping or billing experience a plus. You will work in a modern office environment of a national firm. Salary plus benefits. Send resume to: Human Resources, or call, Leisure Corp., 1600 W. Hamlin, Rochester, MI 48306. 313-656-0700

CUSTOMER RECEPTIONIST
Major healthcare corporation needs your computerized board experience and energetic personality. To $7.50/hr. Call Rene at UNIFORCE 473-2933

CUSTOMER SERVICE
This position will interface with company's major clients. Computer skills and knowledge background a plus.
Diversified Recruiters Co.
344-6700 FAX 344-6704

504 Help Wanted Office-Clerical

CLERK TYPIST REQUIREMENTS
8am-4:30pm, Monday thru Friday. Salary negotiable.
GM-Hamtramck area. 873-8900

CLOSING COORDINATOR
Career training for right individual to process real estate closings. Detail oriented, typing 45wpm. Benefits. Call Carol Ann 353-1800
An Equal Opportunity Employer

CNA - MUST BE CERTIFIED
To work in home, full time, full or part time, all shifts. Beverly Hills Care Center, Royal Oak. 288-0610

CONSTRUCTION BOOKKEEPER/Secretary. Experience necessary. $22,500 plus medical per year. Fax resume to 824-0622

CUSTOMER SERVICE
DATA ENTRY
Entry level position. Full-time for Bloomfield Hills area. Call Ann. Mon-Tues., 9am-5pm. 334-5758

CUSTOMER SERVICE REP/Cashier With Gas/Parts Accessories distributor department. Strong phone skills & accounting aptitude required. Must be personable, eager to learn & detail oriented. Mon-Fri, 8-5pm. Benefits HMO & profit sharing. Call btwn 2-4pm wkdays. 542-2712

FARMINGTON HILLS company needs high speed entry level person for special assignment. Accuracy a must. Call. 553-9250

DATA ENTRY
Attention to detail and flexibility are needed for immediate openings. Experience helpful. Village Presbyterian Church, Redford 534-1730

DATA ENTRY CLERK
Part time, Midnights.
Farmington Hills area.
476-7355

DATA ENTRY
Farmington Hills corporation has immediate full time openings for 40 minimum keystrokes, two shifts. $6/hr to start. Call Dorene at UNIFORCE 473-2933

DATA ENTRY
Immediate permanent positions in major company. Minimum 1 year office experience required. Choose your hours. Great entry level opportunity.
Diversified Recruiters Co.
344-6700 FAX 344-6704

DATA ENTRY OPERATORS
WORD PROCESSORS
Needed immediately for Mon. 1st and 2nd shifts. Long-term temporary work in rapidly growing west suburban video cassette company. Casual atmosphere. Top pay. Any WordPerfect, Lotus 123, or Symphony experience would be a plus. Call Kim for an appointment.
N S SERVICES
473-2111

DATA ENTRY
Phones & typing. Knowledge of WordPerfect 5.1 & Lotus 1-2-3. Part-time, Mon. Wed & Fri. Non-smoking office. 10 an hr. No benefits 41150 Joy Rd. 451-1270

DATA ENTRY
PLYMOUTH AREA

A large national corporation needs data entry clerk for indefinite temporary customer service position. $7/HR. for accurate experienced typist.

PERSONNEL SYSTEMS
ARBOR TEMPORARIES
459-1166

DATA ENTRY - position. Part-time. Insurance agency in Troy area. Please call Barbara at 362-8020 8:30am-5pm ET (313)524-4890

DATA ENTRY
We have immediate assignments in the Farmington Hills and Troy areas. Strong typing skills are a must. Up to 50wpm. Typing & computer skills required. Competitive wages & full benefits. Submit resume to: P.O. Box 7031, Huntington Woods, MI. 48070

DATA ENTRY
We need clerks with experience at least one year in:
- ACCOUNTS PAYABLE
- ACCOUNTS RECEIVABLE
- PAYROLL
- GENERAL OFFICE

CALL TODAY!
354-2410
ACCOUNTANTS ONE

DESK TOP PUBLISHING

Graphic arts person needed for the Birmingham School. 20 hours per week. Preferred qualifications include Experience with Macintosh computer/typesetter software, design, layout, paste-up, keyline, typing, typesetting, typing speed 60 wpm, creativity and ability to commute to Birmingham. Call 642-7500. Send resume to: Personnel Relations Department, 20 Birmingham Public Schools, 550 W. Merrill, Birmingham, MI. 48009.
No phone calls please.
An Equal Opportunity Employer

$ EARN HOLIDAY CASH $

Immediate clerical jobs in all locations. Must possess the following skills call for an interview:

WORD PROCESSORS
DATA ENTRY
RECEPTIONIST/DATA ENTRY
DATA ENTRY (AM & PM shifts)
FILE CLERKS

We offer Top Pay, Holiday Pay, Bonuses, Temp-Med Insurance.

SNELLING TEMPORARIES
NEVER A FEE

LIVONIA, 484-2100
SOUTHFIELD, 352-1300
AUBURN HILLS, 373-7500

EXECUTIVE ASSISTANT
Immediate openings for experienced secretary with marketing division of leading national company. $10/hr. Call Sarah at UNIFORCE 646-7662

EXECUTIVE ASSISTANT
$22,000 FEE PAID
Client contact, coordinating and administrative responsibilities. Lend a hand to busy executive. Word processing and good people skills needed. Shorthand a real plus. Call Ann at 649-5900 or FAX resume to: 649-3528
SNELLING PERSONNEL SERVICES OF TROY

EXPERIENCED WORD PROCESSORS AND SWITCHBOARD OPERATORS
WE WANT YOU

Immediate openings for Farmington, Southfield, Livonia & Plymouth areas. Previous experience on WordPerfect 5.1, Ms Word, Dibase or Lotus required. Multiple line switchboard experience helpful. Send resume or call for personal interview or fax resume to:

OLSTEN
Temporary Services

Southfield 354-0553
Fax: 354-0585

Livonia 525-1244
Fax: 525-4909
EOE M/F/H/V NO FEE

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Sales/Marketing Opportunity
Non-automotive manufacturing firm seeks mature professional for key position. Requires polished image, strong communication skills, 65+ wpm, basic bookkeeping, knowledge of spreadsheet and multiple word processing programs. Salary $22K +, excellent benefit package and potential for short-term career advancement. New Farmington Hills location. For immediate consideration call and ask for Andrew, 583-7588

EXECUTIVE SECRETARY
needed for long term assignment in Farmington Hills area. Must know shorthand & great organizational skills.

WORD PROCESOR
needed for long term assignment in Farmington Hills. Will be setting up Dibase. Experience in Macros with Windows, Excel a must.
Call for appt.
Temporary Resources
West Side 737-1711

EXPERIENCED Legal Secretary needed for busy Farmington Hills Workers Comp background. Contact Nancy 353-7750

FARMINGTON HILLS: Looking for an energetic individual who can deal with the stress, of a fast paced Commercial Real Estate Office. Work on Macintosh, Word, Excel, WordPerfect 5.1, has office experience and can play "Go-for" on demand. Call Denise at, 313-737-3020

FRENCH/AMERICAN COMPANY
International company has need for experienced secretary. French speaking a plus. To $9
Call Shelley at UNIFORCE 357-0038

LAGER 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 Chek, 32900 Capital, Livonia. Off Farmington S. of I-96.

GENERAL CLERKS
Running copies and collating information in very busy office. Must have one year office experience. We have long and short term assignments available. Days, afternoons and midnights. Top location.
SPENCER PERSONNEL INC.
559-0110
An Equal Opportunity Employer

GENERAL OFFICE - mature person, experienced in production & motivate releasing, typing & computer data entry, part time with possibility of developing into full time. Must be flexible to our needs. Redford location. Call noon - 4 for interview 537-8900

GENERAL OFFICE - experienced. Typing & sales problems, use word processor, familiarity w/PC's and other office equipment. Ability with telephone also an asset. Benefits package. Salary negotiable. Send resume to: Personnel, Sterling Scale, Inc., 20900 Goening Dr., Southfield, MI. 48075

GENERAL OFFICE
I am looking for a motivated person to organize our order entry/accounting office. This individual will have some good computer skills and also an interest in other areas of our small manufacturing business.
Send resume to: Box #504
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE
Typist/File clerk. Full time, flexible hours. Benefits. Send resume to: GCI, PO Box 225A, Royal Oak, Mi. 48068

GENERAL OFFICE
Permanent position for person to do various office functions. Must be well organized and good with figures. 8 Mile/Lahser area.
Mr. Carn 352-0180 ext 471

GENERAL OFFICE
Expanding manufacturing firm seeks well organized self-motivated, multi-functional person to join our team. Typing & computer skills required. Competitive wages & full benefits. Submit resume to: P.O. Box 7031, Huntington Woods, MI. 48070

GENERAL OFFICE
With MicroSoft Windows & good typing skills. Long term temporary assignments. Call Ivy Physicians/Canton Area. Excellent opportunity.

PERSONNEL SYSTEMS
ARBOR TEMPORARIES
459-1166

GENERAL OFFICE
A major temporary service in Livonia has an immediate permanent position available. Ideal candidate enjoying payroll data for processing, distributing employees to jobs, and customer service.

If you have data entry experience, enjoy working with people, and are service oriented, with a minimum of one year office experience, call Jill for an interview at 477-0575

GROUP HEALTH MANAGERS has immediate openings for 2 entry level positions. Duties will involve phone, computers & general office work. Position is salaried with full benefit program. Career opportunity for right persons to grow with company. Applicants must be available for work, neat in appearance & competent. For position interview please call Linda Neal, Mon. thru Fri., 9am-4pm. 535-7100

INSURANCE application secretary - full time with Oak Park home health agency. Prior insurance experience & good data entry skills required. Excellent benefits & competitive salary. 968-5300

KEYPUNCH OPERATORS
Experienced operators familiar with mitorex keyboard, needed for day shift. Full/part time in Livonia. Flexible hours, benefits 478-5111

LAW OFFICE
BUSINESS MANAGER
Small, established law firm seeks manager with administrative, financial, computer and personnel experience to perform non-legal office business activities. Bachelor's degree with a major in accounting or finance preferred. Ideal for part time or recently retired, the firm currently uses LAWS software. Competitive salary. For confidential consideration, please submit your resume with salary history to:
Vickie Lane, Payne & Brooker
32100 Telegraph, Suite 205
Bingham Farms, MI 48025
Please, no phone calls!

LEGAL COURIER
Full time position, 9am-5pm, driving to various courts & other metro area locations for pick-up & delivery. Must have reliable car, insurance & good driving record. Must be flexible as well, experience preferred but not necessary. Call
Jule at 355-5555

LEGAL SECRETARY
Are you tired of never knowing long hours, tedious office politics & unappreciative bosses? If you are an organized, experienced, Litigation Secretary, we have a special career opportunity for you. Small, diverse Troy firm with supportive work environment, seeks creative & independent problem solver. If you are self-motivated & enjoy a challenge, call Cindy at 643-9484

LEGAL SECRETARY - 4 yrs minimum litigation experience. Farmington Hills quality plush firm. Word Perfect, IBM. Non-smoking. Excellent salary, full benefits. 626-5000

LEGAL SECRETARY/Experienced Busy Farmington Hills office. Salary commensurate with skills. Call Cindy: 855-8808

LEGAL SECRETARY
needed full time. Experienced. Send resume to: 3000 Town Center, Ste. 2390, Southfield, 48075.
Attn: A. Grychowec

504 Help Wanted Office-Clerical

LEGAL SECRETARY - immediate opening for an experienced litigation secretary. Proficient in medical practice & personal injury. Must be experienced in WordPerfect 5.1. Please call 355-5555

LEGAL SECRETARY
Full time position and temporary assignment available. 3+ years experience in litigation. Word Perfect. WordPerfect required. Excellent salary. Contact Ms. 855-5720

LEGAL SECRETARY, we are looking for a person with Personal Injury experience, organizational skills and a good attitude. If you are the one, call Gary Eisenberg 357-3550

LEGAL SECRETARY
needed for Birmingham law firm. Defense, personal injury & workers compensation experience preferred. Salary commensurate with experience. 540-0333

LEGAL SECRETARY
Troy defense law firm seeks experienced individual proficient with WordPerfect 5.1. Send resume to: Sue Pratt, 1000 Maccabee Rd., Suite #400, Troy, MI. 48084.

LEGAL SECRETARY
Southfield personal injury firm seeks secretary with at least 2 years personal injury experience. Workers comp experience. Top salary & benefits.
352-7777

LEGAL SECRETARY for Birmingham law office. Must possess good organizational skills, have 2 years Word Perfect 5.1 experience (Bloomfield area). Call Judy between 8-10am, 12 Mile Rd., Southfield. 645-1700

LEGAL SECRETARY - Part time for small Livonia litigation. 20-30 hours per week. Flexible hours. $8-$9 per hour. Must have experience with litigation &/or bankruptcy. Submit resume & letter to: 28312 Kirkside Lane, Farmington Hills, MI. 48334

LEGAL SECRETARY
Must be detail oriented with probate and divorce experience. WordPerfect proficiency required. Send resume and salary requirements to: SOG, PC, 7031 Orchard Lake Rd., Ste. 203, W. Bloomfield, MI 48322

LEGAL SECRETARY
Bloomfield Hills law firm seeks experienced secretary. Competitive salary, benefits & bonus. Call Jennifer. Send resume to:
525 N. Woodward Ave. Ste 1000,
Bloomfield Hills, MI 48304

LEGAL SECRETARY
LONG TERM ASSIGNMENT
We are seeking 2 candidates with varied legal experiences for long term/permanent assignments. $12-$13 per hour. Resumes to: Arthur Thomas Executive Search, 3000 Town Center, Suite 2233, Southfield 48075. 355-4140

LEGAL SECRETARY
2 POSITIONS
We are seeking two strong legal secretarial backgrounds (corporate/litigation/real estate) for Michigan based law firm. Competitive benefits. Salary to $26,000. Resume to: Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield 48075. 355-4140

LEGAL SECRETARY
$23,000 FEE PAID
Southfield law firm needs immediate position. Litigation experience desired. Full benefits and great office environment. Call 649-5900 or FAX resume to: 649-3528
SNELLING PERSONNEL SERVICES OF TROY

LEGAL SECRETARY
$24,000
3 years litigation or corporate experience to work for senior partner. Great benefits Fee Paid
PERMANENT STAFF
West Suburbs: 737-5750
East Suburbs: 585-2720

LEGAL SECRETARY/PARA LEGAL
Farmington Hills international law firm has immediate opening in Litigation area. Must have experience for interview, strong secretarial skills, litigation experience with trust agreements, thorough knowledge of probate & tax planning and must be well organized & a team player. Send resume to: 200 East Big Beaver, Suite 110, Bloomfield Hills, MI. 48304. Attention personnel.

LEGAL SECRETARY, $25,000
Exciting opportunity with well known suburban firm. Medical malpractice experience, dependent coverage.

LEGAL SECRETARY, $25,000
National firm. Defense litigation experience. Excellent benefits. Quick hire.

LEGAL SECRETARY, $24,000
Challenging and diversified duties. Litigation experience needed.

PARALEGAL TO $23,000
1-2 years real estate experience.
Call Anne 772-6700
SNELLING PERSONNEL SERVICES

Booking For Personality Plus!
For a fast paced, high-volume sales, phones, greeting. Perky attitude a must! Typing with good spelling. Octaphone skills or shorthand a plus. 40 hrs. Immediate Opening. Call for Interview, Mon thru Fri, 9:30-4pm. 557-1776

LEGAL SECRETARY/FILE/COPY CLERK
Needed full time, 9am-5pm, for busy office. Duties include keeping files & making copies. Must be available for occasional overtime. Some driving may be involved, must be bonded. Experience preferred but not necessary. Call Julie at 355-5555

MAILROOM SUPPORT
Corporation located in Detroit has full time position available for a strong individual to work full time in the mailroom dept. This position involves daily mail & deliveries throughout the company. No experience necessary. Please forward resume to:
Mailroom Support
P.O. Box 5100
Detroit, MI 48231

MARKETING
Administrative Assistant
Part time (under 20 hours a week, flexible hours). A fast growing benefits planning company is looking for an individual to grow with them. Must have good phone skills. For inquiries contact Kristy
Mon.-Fri., 10AM-12noon & 1-3PM at 362-2220

MARKETING SECRETARY
International employment agency seeks experienced candidates with strong skills for their executive offices. To $10.00/hour. Call Sarah at UNIFORCE 357-0038

MORTGAGE PROCESSOR
High rewarding mortgage loan office seeks experienced Mortgage Processor to assist in daily business. Excellent salary, plus benefits & bonuses. Mr. Chesney, 855-8800

OFFICE CLERK - PART TIME
Aviation parts department. Flexible hours. Computer skills, typing & filing. Good sense & attitude a must. Send resume & salary requirements to: ADI, PO Box 430308, Pontiac, MI 48343, Attn: Parts Manager

OFFICE MANAGER for regional wholesale & investment firm located in Farmington Hills. Excellent computer skills. Insurance/investment background, marketing & person skills ideal. Please send resume to: M.A.L. Insurance, 32841 Middlebelt Rd., Suite