EMPLOYMENT

502 Help Wanted Dental-Medical

MEDICAL BILLERS
Many new openings for hospitals & doctor offices. Pay for experience, $10-$12. Will train on MBS. Resume or call: Medical Digest, 29299 Franklin Rd. Southfield, MI 48034.

MEDICAL INSURANCE BILLER/RECEPTIONIST
for busy pediatrics/podiatrists office in Southfield & West Bloomfield. Full time, mature & responsible. Third party billing experience necessary. Send resume to Box 478
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL RECEPTIONIST - Typing experience necessary. N. Woodward/Royal Oak area. 399-5903

MEDICAL RECEPTIONIST
Part time. Good people & basic computer skills. New Sterling Heights/Troy Exit office. 731-1518

MEDICAL RECEPTIONIST
Full time, experienced, medical computer billing. Garden City office. 261-5585

MEDICAL RECEPTIONIST/Biller
Full time for Novi office. Prior medical office experience preferred, patient communication & phone etiquette required. Computer knowledge helpful. Please call 473-5440

MEDICAL SECRETARY
Administrative Assistant for medical office. Seeking mature individual with organized, capable of working both with direction or independently. Job duties include correspondence, practice management, manuscript preparation, medical transcription. Computer literacy with knowledge of word processing and spreadsheet for database software desirable. Send resume and salary requirements to: J. Baker, 20275 Northwestern Hwy., Suite 100, Southfield, MI 48034

MEDICAL SECRETARY
With some medical knowledge. Duties include: typing, filing, computer entry, customer service calls. Experienced need only apply. Leave message 313-645-0003

MEDICAL TRANSCRIPTIONIST
Earn extra cash, flexible hrs. Must have 3 yrs. experience in medical transcription (hospital/clinic setting) helpful. Call between 10am-4:30pm. 261-1568

MEDICAL TRANSCRIPTIONIST
Full time for four physician group practice in Northwest Detroit. Must be experienced, organized and accurate. Benefits, salary commensurate with experience. Send resume to: P. O. Box 85097, Westland, MI, 48185.

MOTIVATED DENTAL OFFICE
staff member wanted for Southfield dental office. Full time. Salary based on experience. Call 642-3410

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

NURSES
Seeking RN's with recent nursing home experience and familiar with MDS, PPS and OASIS. Excellent wages & benefits. Send resume to Box 8726
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

NURSING ASSISTANTS - Join our caring (seeking the caring) quality health care in a family atmosphere. Our employees enjoy excellent pay and benefits. Good nursing assistants preferred, but will provide training to qualified candidates. Apply Mon-Fri 9-4, St. Jude Convalescent Center, 34350 Ann Arbor Tr., Livonia.

NURSING ASSISTANTS
Are you looking for a change AND a career?
We may have what you're looking for!
AT PLYMOUTH COURT WE OFFER:
• Paid CNA training
• Competitive starting wage
• Health insurance, paid sick, holiday & vacation days
• Tuition reimbursement
• Free uniforms
• Employee recognition & referral bonus programs
• Clean, safe & friendly working environment
Want to know more?
Please apply directly:
PLYMOUTH COURT
16500 HAGGERTY RD.
PLYMOUTH, MI 48170
(Between Plymouth & Ridge Drive)
An Equal Opportunity Employer

NURSING DIRECTOR
Modern suburban nursing facility seeks qualified RN. Excellent salary & benefits. Send resume to Box 1728
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPTICIAN
Right person can write ticket to salary. Write: P. O. Box 2400, Birmingham, MI, 48012.

OPTOMETRIC ASSISTANT/Receptionist - Part time/full time. Experience preferred/not essential. Mature, fun guy. Farmington. 474-5125

PATIENT RELATIONS REP
Multi-specialty group practice has opening at our Novi Center for experienced patient relations representative. Will act as liaison between staff and patients. Associate degree and 5 years of related experience or Bachelor's degree with 2 years experience required. Please send resume to:

Recruiter/Patient Relations
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI 48375

A member of the Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

OPTICAL - JOIN A WINNER!
First Optometry has exciting career opportunities. If you are a motivated, individual with a "can-do" attitude, we want your Optical experience a strong plus, but we will train the right people. Positions are available at many locations. Please send your resume to:
FIRST OPTOMETRY
P. O. Box 710
Roseville, MI 48066-0710

OPTOMETRIC ASSISTANT
with experience. flexible hours, salary negotiable, pleasant working conditions, Novi area. 349-0999

Orthodontic Assistant
Immediate openings for bright energetic, experienced orthodontic assistant. Excellent compensation for the right individual.
682-8811 Pontiac/Waterford

PART TIME X-RAY TECH - must be certified. 8-10 hours per week. Please call. 997-0100

PEDIATRIC NURSE PRACTIONER
to work full or part-time, in well established, W. suburban Group pediatric practice. Call. 478-2723

PHARMACIST: To work in all shifts. Full and part-time. Community Drug Store. Apply at Andrews Drugs 29436 Ford Rd. Garden City.

PHYSICAL THERAPY AIDE - full time for Oak Park area. $5 an hour to start.
427-1660

PROVIDER RELATIONS REPRESENTATIVE
CIGNA Managed Care Companies has an immediate opportunity in our Southfield office for a Provider Relations Representative.

Responsibilities of this position include physician and ancillary continued servicing of physicians and other medical providers within an assigned geographical territory.

Requirements include:
• Bachelor's Degree
• Knowledge of local medical community
• High degree of motivation
• Excellent interpersonal and organizational skills
• Detailed knowledge and understanding of specific delivery model

We offer a competitive salary and benefits package in a professional, non-smoking environment. Please send resume and salary history to:

CIGNA Managed Care Companies
27777 Franklin Rd.
Suite 900
Southfield, MI 48034

No Walk-Ins, No Telephone Inquiries
An Equal Opportunity Employer

PSYCHIATRIC NURSE
Full or part-time RN needed for JCAHO Accredited Community Mental Health Ctr. in Redford Twp. DUTIES INCLUDE: Direct client services, staff education & quality assurance activities. Contact:
Dr. William Hart, 937-4500
An Equal Opportunity Employer

RADIOLOGY TECHNOLOGISTS
Positions available for A.R.R.T. registered techs. Mammography experience required. Please send resume to:

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

A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

RECEPTIONIST: Part-time. Birmingham OB-GYN. Experience in computer & insurance billing. OB-GYN experience preferred. Call Mon-Fri 9-5pm. 645-0840

RECEPTIONIST - 25-35 hrs. per week. Insurance billing experience & typing necessary. Redford area. 937-8155

RECEPTIONIST, PART TIME
For outpatient Psychiatric Clinic. Immediate opening. Typing (WordPerfect experience preferred) answer phones. Mon. thru Thurs. 4-7:30pm; Fri. 1pm-5pm; Sat., 8am-2pm. Ask for Marlene. 647-5320

RECEPTIONIST for doctors office. Basic clerical skills, excellent personality. Call between 9-12. Farmington Hills. 855-4900

RECEPTIONIST with billing experience needed. Previous experience in computers & billing required. Serious inquiries only 548-6717

RECEPTIONIST - W. Bloomfield medical office. Will immediately opening for a part time front desk position. Duties include: Making appointments, typing & filing. Call weekdays except Tues. from 9-4 Call Greta Hallyard 855-5620

REGISTERED X-RAY TECH
part time, Birmingham area. Call for appointment. Mon-Wed-Thur from 8am-2pm only. 647-4425

RN WANTED for phone triage, in busy Suburban Pediatricians Office. Will Train. Call Maryann at. 313-478-2723

SOCIAL WORKERS
Modern suburban geriatric facility seeking both experienced and inexperienced people. Send resume to Box #728
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

X-RAY PROCESSOR SERVICE
Experience necessary. Attractive benefit package. Salary commensurate with experience. Call betw. 8:30-5pm Mon-Fri. 525-7525

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - for busy Wixom manufacturing plant. Experience in accounts payable/receivable and general office procedures required. Overall accounting knowledge helpful, computer experience & some college a must. Reply with resume to: Box 710,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING CLERK/CLERICAL
Full time for Southfield landscaping firm. Requirements: experience in accounting functions including payables, billing & receivables. Also typing & phone. Resumes only to: N.L., 24001 Telegraph Rd.
Southfield, MI, 48034.

ACCOUNTING CLERK
Opportunity available in our Plymouth headquarters for an analytical individual with bank reconciliation experience, some college accounting class, 2 yrs. office work experience, and knowledge of Lotus 1-2-3 & WordPerfect.
We offer a generous merchandise discount, and Comprehensive benefits. To explore further call Mrs. Mann at:
313-451-5229
WINKELMAN'S
An Equal Opportunity Employer

Accounts Payable
$7 & Up
Long term assignments in Troy & Pontiac. Computer experience necessary. Call for appointment.
ACRO
591-1900

ACCOUNTS PAYABLE
Immediate full time opportunity exists for a person to handle accounts payable, accounts receivable, thru trial balance. Position includes: payroll, payroll taxes, and auditing of accounts receivable. Excellent fringe benefits package includes master medical, optical, dental, and profit sharing plan. We are a rapidly expanding rehabilitation services corporation. If you are interested in growing with a leader in the healthcare industry, send resume in confidence to:
MEDI-SPEECH SERVICE
Outpatient Rehabilitation Agency
Human Resources Dept.
755 W. Big Beaver, Suite 1904
Troy, MI 48084-4903

Accounts Receivable Clerk
The growth of our International company has created an opening in our Finance Dept. 1-2 years experience preferred, including handling lock box deposits, posting cash receipts and closing and balancing to General Ledger. Data entry and 10-key calculator skills required. Please send resume WITH SALARY REQUIREMENTS or apply in person between 9am-5pm at:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

ACT NOW!!
Data Entry Clerks
($500 bonus minimum)
Phone Surveyors
(Phone experience required)
We have many long and short term positions in Detroit and Western suburbs. Call today for an appointment.
CORPORATE PERSONNEL SERVICES
Berkley 398-8960
Livonia 261-1120
No Fee EOE

ADIA has Immediate Openings for:
• Word Processing Secretaries
• Receptionists
• File Clerks
• Data Entry
• Switchboard Operators
Full & part-time temporary positions available for the Plymouth/Canton area. Call for an appointment.
525-0330
ADIA
Personnel Services
EOE Never a Fee

ADMINISTRATIVE SECRETARY
3-4 days/week. Must have experience w/dictation, WordPerfect & bosses organizational skills, shorthand a plus. For appointment, 540-9588

ADMINISTRATIVE ASSISTANT
Suburban advertising agency needs word processing experience and all around skills. To $9/hr.
Call Sharon at 357-0037
Uniforce Temporary Services

ADMINISTRATIVE CLERK
$5.50/start. Full time position at our fast paced Berkley office. Minimum 6/mos. experience. Must have excellent telephone personality, typing, & accuracy. Attractive benefit package. Call for telephone interview between 3-5pm only.
Al Mattar 399-1500

ADMINISTRATOR/Part time. Real estate assistant to broker, seeking mature individual capable of working with directions or independently. Computer knowledge of WordPerfect a real estate experience necessary. Must be friendly & capable of dealing with clients.
Steve Cole. 641-5300

ADVERTISING SECRETARY
Advertising agency has challenging position. Harvard Graphics a plus. $9.50/hr. Call Sherry at 357-0036
Uniforce Temporary Services

APPLY NOW
WORD PROCESSORS
• WordPerfect
• Display Write
• Lotus 1-2-3
Benefits package offered. Call now for an appointment.
ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

BENEFITS ADMINISTRATOR
Thoroughly experienced in the administration of health, vision, dental, life, disability, 401K, worker's comp. Must be knowledgeable of all return-to-work compliances, medical leaves, generate new-hire/termination paperwork and COBRA. Having worked with the ADP/A Human Resources software is a definite plus. Must also exude the following qualities: warmth, team-player, personable, congenial, punctual, understanding. Please forward all resumes to:
ADSTRA CORPORATION
101 Union
Plymouth, MI 48170
ATTN: Randy Shaffer
An Equal Opportunity Employer

BOOKKEEPER - OFFICE MANAGER
Fluent in computers, Lotus & Quicken, and typing 2 days per week. Tues. & Thurs., 8am-5pm. $10 per hour. Orchard Lake area. 681-7660

504 Help Wanted Office-Clerical

ADMINISTRATIVE CLERK
Department of Public Services
City of Farmington
Prior office experience required. Submit application or resume to the personnel office, 23600 Liberty, Farmington, MI 48335 no later than 10:00 a.m. Dec. 4, 1992. Salary range will be $18,918 to $19,785 effective Jan. 1, 1993 with the City of Farmington is a non-discriminatory, equal opportunity employer, and will provide reasonable accomodations to qualified employees.

ADMINISTRATIVE ASSISTANT
International manufacturer and distributor of automotive, heating and air conditioning components is searching for a GERMAN speaking Administrative Assistant for its Livonia, Michigan Purchasing and Sales office. Will provide administrative support and translate documents in German/English. We require a high school graduate with advanced administrative training, PC experience and 3-5 years experience in a similar capacity. The chosen candidate will be able to work independently, be detailed oriented and have strong communication skills (German and English). BENR offers a competitive salary and excellent benefits package. If qualified and interested, please forward your resume to our corporate headquarters for immediate consideration:
BENDIX AMERICA, INC
5020 Augusta Drive
Fort Worth, Texas, 76106
(817) 624-7223
(817) 624-3328 FAX
Member of BENR GROUP, Stuttgart, Germany

BIRMINGHAM BASED PROPERTY management firm has immediate opening in computer operations. Skills include data entry, income balancing, organization & efficiency. A good sense of humor is a plus. Call Mon., Tues., 10am to 5pm, 313-333-2041
Or send resume to: Personnel, Bonal Technologies, 21178 Bridge St., Southfield, MI 48034.

BOOKKEEPER - full time thru general ledger needed for a Synagogue office. Knowledge of computers essential. Send resume & references to: Bookkeeper, P.O. Box 682, Southfield, MI 48034

BOOKKEEPER
FULL CHARGE
Experienced thru trial balance, multiple sets of books. Knowledge of Solomon software. Full time position with benefits. Farmington Hills location. 1-800-342-8921

BOOKKEEPER - must be experienced, organized, sales biased, computer literate, communication skills. Call after 1pm, 353-4347

BOOKKEEPER
Part time flexible hours. Experience in 940, 941 & quarterly returns. Western area. Call 313-459-7300

BOOKKEEPER - part time. Experience required. Duties include: bookkeeping, inventory, collections, approximately 15 hrs per week. Canton area. Call for interview, 981-4500

BOOKKEEPER
Southfield CPA firm has opening for a full time bookkeeper. Must be highly motivated - self starter, enthusiastic and cheerfully professional image. Candidate should possess skills in preparation of financial statements, business and payroll tax returns & be computer literate. Great team environment. Please send resume to:
BCHANTZ & COMPANY, P.C.
Attn: P.P
27777 Franklin Rd., Suite 950
Southfield, MI 48034

BOOKKEEPER & Tax Return Processor for Farmington Hills accounting office. Experience required. Flexible hrs., part-time. 855-2242

BOOKKEEPER
$20,000
An experienced "Take Charge" person will welcome the challenge of this responsible position. Hurry!
642-8400
SNELLING PERSONNEL SERVICES

CASHIER/Switchboard needed. Experience helpful but not necessary. Apply between 9-5pm. Located at Oxi Redford.
534-7200

AGGRESSIVE SELF MOTIVATING
Full & part-time positions. Full time insurance sales, no license necessary, will train. Call, 533-8782
clerical

DON'T BE LEFT OUT IN THE COLD!!
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 4.

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

CLERICAL WORKERS
• Minimum of 6 month clerical experience
• Experienced using 10 key calculator
• Ability to do detailed work

Please call, 522-4020
for an appointment
Livonia
1-96 Officenter
33133 Schoolcraft
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

Clerk
Departmental Clerk
The Standard Products Company, a leading manufacturer of oil filter parts for the automotive industry, seeks a Clerk to perform general office work for the Customer Service Department at our office in Dearborn.
Candidates should be proficient with WordPerfect and Lotus 1-2-3 and have good communication and telephone skills. A high school education (or equivalent) preferred. Duties will include typing, filing, and answering calls.
We offer an attractive salary, good benefits, and the opportunity to grow with an industry leader. For confidential consideration please send your resume to Human Resources, Department SPG. (No phone calls please).
The Standard Products Company
2401 S. Gulley
Dearborn, MI 48124
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

CHRISTMAS DOLLARS FOR CLERICAL SKILLS
Bring your skills to us so that you can earn money for Christmas gift-giving tomorrow. We need experienced clerical help for client companies in your area. Skills needed:
WORD PROCESSING: PC software especial Microsoft works/works and Lotus 1-2-3
TYPING - 45-60 wpm
RECEPTIONIST - 1-2 yrs. experience
SWITCHBOARD OPERATOR - 1 yr.
BOOKKEEPING: Knowledge of ACCOUNTING & PAYROLL - 1-3 yrs. experience
Call today for appt
528-8454
Future Force
TEMPORARY HELP SERVICE

IMMEDIATE OPENING - clerical position for busy Redford office. Prefer someone with 10-key experience & computer & knowledge of various office machines. Approx 5-4:30pm. 12600 Arnold, Redford, Glendale/Beech Daly area.

CLERICAL ADMINISTRATOR
Customer service oriented individual experienced in math, reports, statistics, PC data entry, volume phone work. Must excel in people skills, organizational skills, decision making and follow-thru.

TELESERVICES PROGRAM
Experienced in the following areas:
• Develop inbound/outbound telemarketing projects including surveys.
• Schedule and monitor performance of TSR's
• Analyze results & develop program recommendations
• Assist Teleservices Manager as required.
Positions offer full benefits. Please forward resumes to:
ADSTRA CORPORATION
101 Union
Plymouth, MI 48170
ATTN: Randy Shaffer
EOE

CLERICAL ASSISTANT TO $300 WK. NO FEE
An opportunity for person with 1 yr. data entry experience. Friendly Southfield office. Call Bernadette! RIS ASSOCIATED AGY. 540-4130

CLERICAL/RECEPTIONIST
20 hours per week.
Bookkeeping and typing skills.
425-0151

CLERICAL
We are seeking individuals for several new, entry-level clerical positions. If you have any or all of the following qualifications:

Receptionist/Phone Experience
Data Entry/Typing 40+ WPM
Alpha/Numeric Filing
Math Skills

One of these positions may be for you! We offer a competitive benefit package.
Qualified candidates should apply Mon. - Fri., 9am to 4pm
SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27555 Farmington Road
Farmington Hills, MI 48334-3357
Please call our Job Hotline for information on these and other openings: (313) 478-7109, (313) 478-2400
If you are hearing impaired please call for assistance, 1-800-549-3777
EOE M/F/D

CLERK: Phone order position, for busy Dental Supply. Must be self starter, good communication skills, detailed oriented, computer input. 8:30-5pm. Mon-Fri. BENEFITS. Wal Train. Canton Area. 454-0300

CLERK/TYPIST
Detroit based farm seeks entry level clerk/typist. Candidates should possess a minimum typing speed of 40 WPM, good phone manner and general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. For consideration, please forward resume to:
CLERK/TYPIST
P.O. Box 779
Detroit MI 48231

CNA - MUST BE CERTIFIED to work long term care, full or part time, 48 shifts. Beverly Hills Nursing Center, Royal Oak. 288-5818

COLLECTOR
National leasing company is seeking an experienced commercial collector. Self starter, detail oriented individual. Excellent work environment. Please send resume to Collection Manager, P.O. Box 9066, Farmington Hills, MI 48332

COMPUTER CONSULTANT
CPA firm in Southfield has opening for experienced software/software consultant. Emphasis on micro accounting packages. Novell & Xenix helpful. CPA or comparable accounting experience preferred. Send resume to:
Al Metzner
Parker, Hunter & Co.
2000 Town Center, Ste. 1100
Southfield, MI. 48075

CUSTOMER SERVICE
(Part-time)
We are seeking individuals with previous banking or financial customer service experience. Responsibilities will include responding to over 100 telephone inquiries per day and some problem solving.
Available shifts:
Mon. thru Fri. 1pm to 7pm
Mon., Tues., Thurs., Fri.,
9am to 3pm
Mon., Tues., Fri., 11am to 7:30pm.
We offer a competitive benefit package with these positions. Qualified candidates should apply Mon. - Fri., 9am to 4pm.
SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27555 Farmington Road
Farmington Hills, MI 48334-3357
EOE M/F/D

DATA ENTRY
• All Shifts
• Full-Time/Part-Time
Good keystrokes. Some positions could be long term.
Call Today
WOLVERINE STAFFING
Southfield, 358-4270
Troy, 879-9070

DATA ENTRY Clerk needed. Must have good typing skills, self-starter, detail oriented. We offer an opportunity to grow. Apply at:
Rosesu Power Sport, 24732 Ford Rd., Dearborn Heights. 278-5000

DATA ENTRY
Immediate permanent positions in major company. Minimum 1 year data entry experience. Flexible hours. Opportunity for advancement.
Diversified Recruiters Co.
344-0700 FAX 344-0704

DATA ENTRY
No types but great jobs available. Afternoon shifts. Minimum 7,000 keystrokes. Call now for an appointment.
ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

504 Help Wanted Office-Clerical

COMPUTER PROCESSOR/SECRETARY
Small Southfield CPA firm, seeks individual with computer experience, Secretarial & organizational skills required, knowledge of accounting software & processing tax software helpful. 358-0300

CUSTOMER SERVICE
... REPRESENTATIVE needed for major bank for 6 month assignment. Must have experience with Hogan.

DISPATCHER needed for major medical company in Farmington Hills. Must be able to handle many simultaneous busy, stressful days. Long term assignment with permanent possibilities. Call today
Temporary Resources
737-1711

DATA ENTRY
Farmington Hills corporation has openings for 5,500 minimum keystroke. Payroll plus. $8.50/hr.
Call Doreen at 473-2933
Uniforce Temporary Services

DATA ENTRY
International company needs your 10,000 keystroke and attention to detail. Farmington Hills. 737-3044
Uniforce Temporary Services

DATA ENTRY
Lotus 123 experience, expedite mail, solicit information from data base phone contact. For more details call 10am-2pm. 489-0555

DATA ENTRY
PLYMOUTH AREA
A large national corporation needs data entry clerk for indefinite temporary assignment. Excellent position. $7/hr. for accurate typist.
ARBOR TEMPORARIES
459-1166

$ HOLIDAY CASH $
LEGAL & MEDICAL SECRETARIES
WORD PROCESSORS
DATA ENTRY OPERATORS
RECEPTIONIST AND
SWITCHBOARD OPERATORS
OFFICE CLERKS
TELEMARKETERS (am or pm shifts)
We offer Top Pay, Holiday Pay, Bonuses, Temp-Med Insurance.
SNELLING TEMPORARIES
NEVER A FEE
LIVONIA, 464-2100
SOUTHFIELD, 352-1300
AUBURN HILLS, 373-7500

EARN HOLIDAY CASH!!
Word Processors
• Long term temporary jobs location in West Suburb. MICROSOFT WORD experience preferred. Typing skills a necessary.
• Temp to permanent part-time & full time positions in Detroit and Suburbs WORD PERFECT 5.0 a must.
Top Pay and Benefits!!
Call today for an appointment.
CORPORATE PERSONNEL SERVICES
Berkley 398-8960
Livonia 261-1120
No Fee EOE

EARN HOLIDAY $$$
ADIA has IMMEDIATE OPENINGS FOR
• DATA ENTRY
• RECEPTIONISTS
• SWITCHBOARD OPERATORS
• WORD PROCESSORS
• Temporary to Permanent
• PART-TIME TELEMARKETERS
Temporary assignments in Detroit
We can work around your schedule!
Call today for an immediate appointment.
ADIA
The Employment People
442-7800
No Fee

EXECUTIVE ASSISTANT
Choice opportunity for experienced secretary with marketing division of leading national company. $10/hr. Call Sheila 645-7662
Uniforce Temporary Services

EXECUTIVE CLERICAL
Dynamic international company seeks bright and personable individual for front office. Recent experience with WordPerfect. Accurate and fast composition, transcription, file maintenance, and telephone skills required. Pleasant work environment and competitive salary. Resume to P.O. Box 7584, Bloomfield Hills, MI 48302.

EXECUTIVE SECRETARY
Must-skilled person needed for home-to-perm position in Southfield. Division/staff/hand WordPerfect 5.1, Lotus & receptional skills required. Call for more details and interview 261-8530, INTERIM PERSONNEL

EXPERIENCED WORKERS Compensation Secretary needed. Good typing skills. Send resumes to: 705 Frederick, Royal Oak, MI 48067

FRONT DESK
Use your energetic personality and recent experience in a fast paced environment. $7/hr.
Call Ruthie at 357-0641
Uniforce Temporary Service

GENERAL CLERICAL
Clerical person needed for client in Warren area. Requires light typing, good math aptitude & familiarity with office machines in casual atmosphere. Call Sandra at
Future Force
TEMPORARY HELP SERVICE
528-8454

GENERAL OFFICE - part time, 2-3 days per week. Experience in typing, 10 key, accounts payable/receivable. Westland area. 729-7022

GENERAL OFFICE - Computer experience. Full time with benefits. Apply: House of Maple Furniture, 32095 Plymouth Rd., Livonia.

GENERAL OFFICE CLERK
We have an immediate opening for a general office clerk to assist in all working independently & with the following skills:
• 10 key 50wpm
• Data Entry
• 10 key adding machine
• Good telephone technique
Interested & qualified applicants should send resumes to: Embest Inc. 31770 Enterprise Dr., Livonia, MI 48150-1957
An Equal Opportunity Employer

HOMEMAKER RE-ENTERING - job market that has computer, office, phone skills, light bookkeeping, accounts receivable. Call 680-0707

INSURANCE AGENCY - in Southfield seeks experienced personal lines CSR. Good benefits and working conditions 358-1600

JOBS, JOBS, JOBS!
CLERICAL WORKERS
LIVONIA AREA
$3.15 PER HOUR
Production environment processing documents. Good 10 key skills helpful. 30/35 hours per week starting between Noon & 4pm. Indefinite job. Call today for appointment.
NORWELL SERVICES
933-9748
EOE/Disabled Welcome

FRIENDLY OUTGOING - individuals needed as leasing consultants. Full & part time positions available. Willing to learn the right people.
Call. 624-9449

504 Help Wanted Office-Clerical

GENERAL OFFICE
Full time for Westland office. Computer experience required. Lotus experience preferred. Send resume to: Margaret, P.O. Box 530, Westland, Mich 48185

IMMEDIATE POSITIONS
Available in the Farmington/Novi area for Word Processor, Data Entry, Receptionist with phone board experience. Call today for an appointment. All fees employer paid.
REMEDY TEMPORARY SERVICES
28200 Town Center Drive,
Suite 270, Novi, MI. 313-380-0900

KEYSORT/KEYPUNCH experienced data entry operator. Day/afternoon shifts. Full or steady part time work. Mr. Hartman. 581-6151

LEGAL ASSISTANT
A growing research and consulting firm is seeking applications from highly motivated individuals for the position of Legal Assistant. Position responsibilities will include:
• Knowledge and implementation of civil procedure
• Coordinating and acquiring file materials
• Reviewing file documents and preparing preliminary file summaries
• Tracking and monitoring discovery deadlines
• Reading and extracting information from discovery documents
• Overseeing file preparedness for conferences, depositions and trial.

Three plus years of experience as a Legal Assistant is required. Product liability, personal injury or trial litigation experience preferred. Strong call/investigative background & plus. Paralegal certification or baccalaureate degree required. Position offers a professional work environment, flexible work hours, competitive compensation and benefits package. Qualified candidates should submit a resume with salary requirements to:
ELLEN DOSTER BIRD
2619 Product Dr., Suite 100
Rochester Hills, MI, 48309

LEGAL SECRETARY
Personal injury law firm has opening for Legal Secretary with 1-3 yrs. experience. Send resume to:
OFFICE MANAGER
31700 Middlebelt Rd. Suite 240
Farmington Hills, MI, 48334

LEGAL SECRETARY - For well established mid-sized defense firm in Farmington Hills. 2-4 years experience, 70 w.p.m. 476-6900

LEGAL SECRETARY
Tiny law firm relocated in Jan. to Bingham Farms. Experience preferred, word processing a must. Type 65-70 wpm, salary commensurate with experience, benefits. Well groomed with pleasant speaking voice, non smoking office.
Call Trish 649-3550

LEGAL SECRETARIES - immediate openings. Busy Troy law firm, minimum 3/yrs legal experience. Corporate, Corporate Litigation, Personnel Litigation, Employment Law. Excellent pay & benefits, send resume & salary requirements to box #708.
Observer & Eccentric Newspapers
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LEGAL SECRETARY needed. 2-3 years family law experience. Salary negotiable. Please contact Lauren, 313-337-4668

LEGAL SECRETARY
Litigation experience. WordPerfect, Birmingham, Trial Practice. Medical/Small office, self-starter. 540-7560

LEGAL SECRETARY
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LEGAL SECRETARY for law firm in Bloomfield Hills firm. Must have litigation experience and excellent skills. Call 645-1450

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OFFICE HELP
Part time opening or busy Rochester firm. Tues. thru Fri., 8am-4pm. Must be well organized. Ideal for mature college student or retiree. Make with office experience. Phone work, customer interface, P.C. & some bookkeeping skills a plus. Please call for interview, 852-8411

504 Help Wanted Office-Clerical

LEGAL SECRETARY - small Troy litigation firm. Pleasant and congenial working environment. Secretary must be well qualified, competent, and willing to be part of a cohesive team. Salary commensurate with experience. Send resume to: P.O. Box 4728, Troy, MI 48099.

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SECRETARY
Macintosh office: Excel, Word, Pagemaker. Call ASAP 421-1415

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SECRETARY NEEDED
Must have good typing and word processing skills. Send resume and salary history to: Richard Hyman Builder, 6400 Farmington Rd. Ste. 114, W. Bloomfield, MI 48322

SECRETARY - PART TIME, consultant seek part time secretary proficient in word perfect, Lotus with Good office skills. Apply by Resume only to: PIP, 24133 Northwestern, Ste. 210, Southfield, 48075

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