EMPLOYMENT

502 Help Wanted Dental-Medical

HOME HEALTH AIDES
Certified and/or experienced
Excellent pay & benefits
Ice from Amalga Dr.
(313) 229-5883
(313) 455-5843 (313) 620-6877

INSURANCE CLAIMS REVIEWER

Amicare Home Healthcare, a multi-site home health organization sponsored by the Sisters of Mercy Health Corporation, is looking for an individual to share in our growth.

Responsibilities for the Insurance Claims Reviewer include resolving outstanding accounts, obtaining, reviewing and processing all required information and documents for reimbursement, and preparing appropriate documents for outstanding claims.

The successful candidate must have a high school diploma or GED and current knowledge of Medicaid, Medicare, Blue Cross and all Third Party Reimbursement. Two to three years' experience in DME insurance claims review.

We'll match your skills with a competitive salary and excellent benefits. To apply, please send your resume to:

Human Resources Dept.
AMICARE HOME HEALTHCARE
34601 Ford Rd.
Farmington Hills, MI. 48331-3221

Achieving Workforce Diversity
Through Affirmative Action/
Equal Opportunity Employer

LIVE-IN OR QUAD CARE
Start immediately! Experienced, FULL & part-time CNA's. Competitive wages. Bonus program includes annual, attendance, flexibility, & holiday bonuses. Mileage pay. Transportation allowance. We take pride in home ownership, providing people to provide unsurpassed client care & case management.
EMPA-CARE IV 455-1061

LPN
Full time Midnight shift.
Apply in person:
Hope Nursing Care Center
38410 Cherry Hill Rd.
Westland, MI. 48185

LPN's/RN's
Would you like to do 1:1 nursing visits close to home? VISITING CARE serves your hometown as well as much of SE Michigan. Mileage, number of hrs. required to work. Pick and choose your schedule! RN's needed immediately for an elderly woman in Wtown. Tp. Apply, call today:
Northville (313) 344-0234
Brighton (313) 229-0335
Ann Arbor (313) 930-0650

MDS COORDINATOR
Must have recent LTC experience with all phases of R.N.A. Full time, 5 days, no weekends, excellent benefits. Send resume to:
Sharon Fortine, RN, DON, Prentis Manor, Jewish Home For Aged, 26051 Lahser, Southfield, MI. 48034
An Equal Opportunity Employer

MEDICAL TRANSCRIPTIONIST:
Part time, 8 to 10 hours a week, for Garden City Medical Practice Office. Send resume to PO Box 699; Garden City, MI. 48135

MEDICAL ASSISTANT
Mature, part-time for family practice physician at Troy Beaumont MOB.
828-5498

MEDICAL ASSISTANT
Part time for new Sterling Heights/Troy ENT office.
731-1518

MEDICAL ASSISTANT/LPN - Full time for growing Novi office. Prior experience necessary. Extensive clinical skills required. Call 473-9472

MEDICAL ASSISTANT needed for physician's office in Troy. EKG training necessary. Hrs. Mon, Thur, Fri.
244-8888

MEDICAL ASSISTANT
Needed immediately for clinic located in Livonia. Experience preferred. Call:
464-9200

MEDICAL ASSISTANT - at least 1 yr. experience. Outpatient clinics available: Troy, Southfield, Southfield, Royal Oak, and Livonia. Very busy locations. Good pay, full or part time. Mainly Sterling Heights.
445-6592

MEDICAL ASSISTANT
Part time Optometric office experience helpful, but will train. Submit resume to:
Box 734
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL ASSISTANT
Immediate openings for experience in this MAJOR multi-specialty group. Call Melanie,
Livonia Temporary Services 464-6168

MEDICAL BILLERS
Many new openings for hospitals & doctors offices. Starting at $6.00 - $12. Will train on MDS. Resume or call: Medical Staff, 29299 Franklin Rd. Southfield, MI 48034

MEDICAL BILLER
Experience needed, excellent salary. Phone for interview. 422-8200

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

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

MEDICAL RECEPTIONIST
Full time experienced, medical computer billing. Garden City office.
261-5581

MEDICAL RECEPTIONIST for pediatrician's office. 16 mile & I75 area. 2 - 2½ days per week.
Call eves. - 358-0736

MEDICAL RECEPTIONIST
Full time for busy Livonia ophthalmology practice. Excellent salary & benefits. Call Heather: 352-2806

MEDICAL RECEPTIONIST
Full time, Bloomfield area. Clinic. Experience preferred. Flexible hours, days/evenings, some Saturdays. Salary commensurate with experience. Call:
453-2340

MEDICAL SECRETARY
With some DME knowledge. Duties include: typing, filing, computer entry, customer service.
Experienced need only apply. Call between 3-5pm.
313-344-4400

MEDICAL TRANSCRIPTIONIST
Earn extra cash. Flexible hrs. Must have 3 yrs. experience in medical transcription. WordPerfect knowledge helpful. Call between 10am-3:30pm.581-3598

MEDICAL TRANSCRIPTIONIST
Full time for four physician group practice in Westland. Must be experienced, organized and accurate. Benefits, salary commensurate with experience. Send resume to: P. O. Box 65097, Westland, MI. 48185.

Medical Transcriptionist
Work in your home for Southfield office. Send resume, sample report & references to: Box 744,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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:
981-8820
UNITED HOME CARE SERVICES

502 Help Wanted Dental-Medical

MEDICAL ASSISTANTS
MEDICAL RECEPTIONISTS
For beautiful suburban ellergists office in Grosse Pointe. Excellent salary. Terrific wages! Must have 1-2 yrs. medical office experience, great benefits include paid Blue Cross/dental, 2 weeks vacation call or send resume: Diane Detter 832-1170 Harper Associates 29870 Middlebelt Farmington Hills, MI 48334

MEDICAL ASSISTANT needed for Southfield Internist. Must have experience in EKG, venepuncture, PFT, chest and sinus X-rays.
Southfield office of a Provider Relations Representative.

Responsibilities of this position include recruitment, training and 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 verbal/written 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 Inkster 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: 937-9500
An Equal Opportunity Employer

RADIOLOGIC TECHNOLOGIST
Beaumont current has positions available for ARRT, Michigan or registrable candidates. We provide an outstanding benefit program and salaries commensurate with experience. All shifts available. Qualified applicants please send resumes to: Diane Soper, Human Resources, William Beaumont Hospital, 3601 W. 13 Mile Rd., Royal Oak, MI. 48073. (313) 551-0305
An Equal Opportunity Employer

RADIOLOGY
Part-time midnight position for a registered x-ray Technologist. Applicants must have a minimum of 6 months' experience in an acute care facility. Please call 471-8656.

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933

An Equal Opportunity Employer

RADIOLOGY TECHNOLOGISTS

Positions available for A.R.R.T. registered techs. Full mammography experience required. Please send resume to:

Recruiter/Rad Tech CMG Health
Care Centers
4100 N. I-96 Miles 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 office. Typing, dictaphone and insurance billing. OB-GYN experience preferred. Call Mon-Fri 9-5pm. 645-0840

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

RECEPTIONIST with billing experience needed. Previous experience in computers & billing required. Send resume/salary reqd. 398-8717

RECEPTIONIST - W. Bloomfield medical office has immediate opening for a part time receptionist position. Duties include: Making appointments, typing & filing. Hours are Mon., Wed., Fri. 9-4, Tues. from 9-6. Call Greta Hallyard 855-5620

RECEPTIONIST - Outpatient physical therapy clinic has immediate opening for full-time receptionist. Experience a plus. Please call Dawn at 333-3335

REGISTERED OCCUPATIONAL THERAPIST
Dynamic geriatric rehab setting. 32 hours per week to cover temporary leave of absence. Permanent part time available after leave. For information, contact Linnea Atkins, OTR, at (313) 769-0177
GLACIER HILLS NURSING CENTER
1200 Earhart Rd.
Ann Arbor, Michigan

REGISTERED X-RAY TECH
full or part time, Birmingham area. Call for appointment Mon-Wed-Thur Fri. from 9am-2pm only. 647-4425

RN
Busy doctor's office in Livonia area needs Nurse, 4 days some Sats.
421-2840

RN
IN SERVICE DIRECTOR
Seeking In Service Director for long term care facility. Requires BSN. Train the trainer certification preferred. Must have 2 years experience RN without. Good wages and benefit package available. Send resume to Lahser Hills Nursing Center, 25300 Lahser, Southfield, MI 48034 or call Don at. 354-2222

RN
Needed for family physician located in Livonia. Part time. Call: 464-9200.

RN'S
Innovative skilled nursing facility on Detroit's W. side needs Dearborn needs 3 RN's with management potential. Preference given to those with experience in infection control, P.A.S. process, medicare, quality assurance and restorative nursing. Prepared to pay well for RN's with skills and commitment, we need to build our team. Fax resume to: Attn. of Director of Nursing at. 273-8310. Call Pam, Betty or Kelly to make appointment for interview. 273-8350

RNs/LPNs
Adult Home Care Case. Rochester area. All shifts available.
Earn up to $20 hour!
CALL (313) 772-5350

PROFESSIONAL MEDICAL SERVICES
Affiliated with
ST. JOHN HOSPITAL
AND MEDICAL CENTER
An Equal Opportunity Employer

RN'S, LPN'S, MA's & Phlebotomists
National company is looking for you to perform pre-insurance physicals in your area. Perform 1 on a 1 basis basis. Must draw blood, access to centrifuge helpful.
Call Kelly 1-800-456-7154

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) 229-5683 (313) 455-5683

X-RAY TECHNICIAN
Livonia area.
Part time.
476-8100

502 Help Wanted Dental-Medical

RNS/LPNS
Needed full or part time on a 50 bed skilled nursing home for all 3 shifts. Apply at: Wayne Total Care Center (middle building), 4427 Venoy, Wayne.

RN WANTED For phone type, in busy Suburban Pediatricians Office. Will train. Call Mary Ann 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

SOCIAL WORKER
BSW, MSW Medical provider individual who enjoys working with the elderly. Call for interview, 354-3222

504 Help Wanted Office-Clerical

ACCOUNTING/BOOKKEEPING
Growth oriented construction company looking for experienced full charge bookkeeper. Must have good computer skills and willing to grow. Salary and benefits. Send resume with salary requirements to Box #732
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING CLERK/CLERICAL
Full-time for Southfield landscape firm. Responsibilities include: accounts computerized accounting including payables, billing & receivables. Also typing & phone. Resume only: No 1-L, 24001 Telegraph Rd.
Southfield, MI. 48034

ACCOUNTING CLERK for new dealership. Experience needed. Applicants should be proficient in Saturn of Farmington Hills, c/o Saturn of Plymouth, 9325 Hilsey Dr., Plymouth, MI. 48170

ACCOUNTS PAYABLE
Immediate full time opportunity exists for a highly motivated, non smoking individual. Responsibilities include: accounts payable, payroll, and entry of accounts receivable. Excellent fringe benefits package includes master medical, optical, dental and life insurance. We are a rapidly expanding rehabilitation services company. 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, Ste. 404
Troy, MI 48084-4903

ACCOUNTS PAYABLE CLERK
Hickman & Associates Construction Company has an immediate opening for an entry level Accounts Payable Clerk.

This individual will be responsible for opening mail, filing and data entry of accounts payable. Qualified candidates must have previous data entry. Accounts Payable and COTUS experience.

Please send resume which MUST include salary requirements to:

HOLTZMAN & SILVERMAN
CONSTRUCTION COMPANY
Director of Human Resources
30833 Northwestern Hwy.
Farmington Hills, MI. 48334
An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
3-4 days/week. Must have audience skills, strong interpersonal & organizational skills, shorthand & plus. For appointment, 540-8682

ADMINISTRATIVE ASSISTANT
Suburban advertising agency needs full time person with typing 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 beautiful Bay View office, minimum 6/mos. experience. Must have excellent telephone skills, typing 45 w.p.m. & accuracy. Attractive benefit package. Call Telephone interview between 3-5pm only.
Air Master 399-1800

ADMINISTRATIVE MANAGER
For New Church in Troy. Computer literate, knowledge of bookkeeping, must have office procedures & interact well with people. Send resume to: St. Hedwiges Church, 2325 West Wallen, Troy, MI 48098, attention Diane.

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

ADVERTISING SECRETARY
Achieve balance between challenging position, Harvard Graphics & plus. $9.50/hr. Call Shirley at 357-0058
Uniforce Temporary Services

ALARM MONITOR
for all shifts, computer and clerical skills a plus. Call Sam at:
358-2555

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 362-2342

BOOKKEEPER - Experience necessary. Full time for pegboard system. Accounts Receivable from billing & collecting. Light typing & phone answering. Respond to: 736,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - full time thru general ledger and for a Synagogue office. Knowledge of computers essential. Send resume & references to: Box 5462, P.O. Box 5462, 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
Need person with basic bookkeeping knowledge. Experience in billing, receivables, payables, payroll & related taxes, computer experience helpful. Call after 8am 471-4000
Corrigan Moving Systems
23923 Research Dr., Farmington Hills, 10 Lahser - Haggerty Area

BOOKKEEPER
Part time flexible hours. Experience in 940, 941 & quarterly returns. Will train area. Call 313-669-5700

BOOKKEEPER/SECRETARY
High gross sales company seeks a Bookkeeper/Secretary for fast-paced sales office in Farmington Hills. Person should be familiar with computerized accounting systems. The ideal person will need to be detail-oriented with excellent interpersonal skills. The position will require exceptional data entry skills, typing 50+ wpm, and shorthand. Experience with Macintosh preferred. Please send resume to:
Attn: Accounting Department
PO Box 2358
Southfield, MI 48037

504 Help Wanted Office-Clerical

BOOKKEEPER - Birmingham office seeks part time helper.
Salary to $7.00, 199 Pierce, Suite 204, Birmingham, MI 48009

BOOKKEEPER
experienced in landlord tenant laws
454-9340

BOOKKEEPER
Experienced in sales and payroll tax preparation for small accounting service. Southfield area. 569-4860

BOOKKEEPER/OFFICE MANAGER
Part time for Birmingham firm. General ledger, accounts payable, clerical, payroll, taxes. 258-9574

BOOKKEEPER - part time. Experience preferred. Duties include: bookkeeping, inventory, collections, approximately 15 hrs per week. Location area. Call for interview, 981-6500

BOOKKEEPER, PART-TIME
Large successful Southfield CPA firm is seeking to hire a part-time bookkeeper. Applicants should be professional, enthusiastic & work well independently. Property management experience a plus, but not required. Apply in strictest confidence to: Barbara Cassetti 355-1109
Follmer, Rudzewicz & Co.
26200 American Dr., Ste. 500
P.O. Box 5004
Southfield, MI. 48086-5004

BOOKKEEPER
Southfield CPA firm has opening for a detail oriented person. Must be highly motivated - self starter, enthusiastic and convery professional image. Candidate should have strong skills in preparation of financial payables, billing & receivables. Also typing & phone. Resume only: No 1-L, 24001 Telegraph Rd.
Southfield, MI. 48034

BOOKKEEPER & Tax Return Processor for Farmington Hills accounting office. Experience required. Flexible hrs., part-time. 653-2242

BOOKKEEPING/CLERICAL
Needed for southfield office. Experience with bank reconciliation and journals preferred. Good typing skills. 350-2500

CAREER MOVE? CALL US!

Enjoy flexibility and variety while testing out the job market. Many long and short term assignments available in your area. Enjoy top pay, paid vacations, and bonuses.

Office Professionals, let us assist you in your job search. Member of the H & R Block Family. Never a fee.

LIVONIA 261-3830
SOUTHFIELD 557-7444
WATERFORD 682-4510

INTERIM PERSONNEL

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

CHRISTMAS DOLLARS FOR CLERICAL SKILLS

Giving your skills to us so that you can earn money for Christmas gifts giving tomorrow. We need experienced temporary help for clerical positions in your area. Skills needed:
WORDPROCESSING - all software especial Microsoft work/works and Lotus 1-2-3
TYPING - 45-60 wpm
RECEPTIONIST - 1-2 yrs. experience
SWITCHBOARD OPERATOR - 1 yr. phone experience helpful
ACCOUNTING & PAYROLL - 1-3 yrs. experience
Call today for appt
528-8454
Future Force
TEMPORARY HELP SERVICE

COLLECTOR
needed for temporary assignment in NE suburban firm. WordPerfect a must. Duties: Prioritize & pay. Additional assignments coming in daily.
CALL IMMEDIATELY
354-2410
ACCOUNTANTS ONE

504 Help Wanted Office-Clerical

IMMEDIATE OPENING part time temporary. Approx 4 hours a day for 3 months. Telephone, fax, light office duties, daily delivery of transcription to Southfield dictation. Pay commensurate experience. Must drive. $5 an hour plus mileage reimbursement. Telephone for appt. 539-7281

CLERICAL PART TIME
Novi distributor, 1:30-5:30 weekdays, no weekends.
380-8260

CLERICAL PART TIME
The Sherwin Williams Company has General ledger, accounts payable, clerical, payroll, taxes. 258-9574

BOOKKEEPER - part time. Experience preferred. Duties include: bookkeeping, inventory, collections, approximately 15 hrs per week. Location area. Call for interview, 981-6500

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Follmer, Rudzewicz & Co.
26200 American Dr., Ste. 500
P.O. Box 5004
Southfield, MI. 48086-5004

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Southfield, MI. 48034

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LIVONIA 261-3830
SOUTHFIELD 557-7444
WATERFORD 682-4510

INTERIM PERSONNEL

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

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Giving your skills to us so that you can earn money for Christmas gifts giving tomorrow. We need experienced temporary help for clerical positions in your area. Skills needed:
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TYPING - 45-60 wpm
RECEPTIONIST - 1-2 yrs. experience
SWITCHBOARD OPERATOR - 1 yr. phone experience helpful
ACCOUNTING & PAYROLL - 1-3 yrs. experience
Call today for appt
528-8454
Future Force
TEMPORARY HELP SERVICE

AGGRESSIVE SELF MOTIVATING person for in office, Pick Up/Delivery, no heavy lifting, no local work will train. Call, 533-6769

IMMEDIATE OPENING - clerical position for busy Northville office. Pleasant phone manners a must. Typing/computer skills required. Will learn office machines. Apply 8-4:30pm. 12000 Arnold, Redford, Glendale/Beech Daly area.
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
- Experience using 10 key calculator
- Ability to do detailed work

Please call, 522-4020
for an appointment

Livonia
I-96 Officenter
33133 Schoolcraft

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

CLERICAL - full time. General office duties, word processing with Windows/Word Perfect. Organization a must. 681-4343

CLERK/TYPIST
Detroit based firm seeks entry level clerk typists. 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

COLLECTOR
National leasing company is seeking an experienced commercial collector. Self starter, results oriented individual. Excellent work environment. Please send resume to Collection Manager, P.O. Box 9068, Farmington Hills, MI 48333-9068

COLLECTOR
Experienced for temporary assignment in NE suburban firm. WordPerfect a must. Duties: Prioritize & pay. Additional assignments coming in daily.
CALL IMMEDIATELY
354-2410
ACCOUNTANTS ONE

504 Help Wanted Office-Clerical

DATA ENTRY
WORD PROCESSORS
Needed for both first and second shifts. Long term, temporary work in rapidly expanding west suburban Wayne County location. Casual atmosphere. TOP PAY Any WordPerfect, Lotus 123, or Symphony experience would be a plus. Free training provided for qualified candidate. Call today for appointment.
473-2111
N S SERVICES

ENERGETIC TYPIST wanted for busy Birmingham law firm. Must have 55 wpm, have dictaphone experience and be familiar with WordPerfect 5.1. Call Tracy, 642-2515.

EXECUTIVE ASSISTANT
Office administrator to handle a wide variety of office management duties for a Southfield CPA firm.
REQUIREMENTS:
• Initiative, self-direction & motivation.
• Congenial, personable, outstanding organizational, interpersonal & communication skills.
• Strong work ethic.
• Must be flexible & detail oriented.
• Knowledge of computers - WordPerfect 5.0, spreadsheets, Please call Ruth & Company,
Marlene at. 948-8866

EXECUTIVE SECRETARY
$28,000
Top form seeking a professional secretary for busy V.P. Variety of duties. Bookkeeping helpful. Great opportunity! Company paid fees

PERMANENT STAFF
Farmington Hills 737-5750
Troy 585-2725

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

FINANCIAL CONSULTANT Assistant - Part to full time, working with top level producers in customer service capacity. Must have financial industry experience. Knowledge of word processing & Lotus required. Reply to Box 642
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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

GENERAL CLERICAL
Clerical person needed for client in Warren area. Must have typing, light typing, good math aptitude & familiarity with office machines. Casual atmosphere. Call today for appt.

Future Force
TEMPORARY HELP SERVICE
526-8454

GENERAL OFFICE position for computer oriented office. Phone skills, light bookkeeping, accounts receivable. Troy area. 680-0707

GENERAL OFFICE - Computer experience. Full time with benefits. Appoy: House of Maple Furniture, 33068 Plymouth Rd., Livonia.

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

GENERAL OFFICE CLERK
We have an immediate opening for a general office clerk capable of working independently & with the following skills:
• Type 50wpm
• Data Entry
• 10 key adding machine
• Good telephone technique
Interested & qualified applicants should send resumes to: Embest Inc. 31700 Enterprise Dr., Livonia, MI 48150-1957
An Equal Opportunity Employer

GENERAL OFFICE HELP - part time. Must know WordPerfect. Located in Royal Oak. Please call Lynn 549-7500

GENERAL OFFICE DUTIES
Cheerful attitude & good phone skills a must. Computer knowledge helpful. Oak Park area. 542-5550

GENERAL OFFICE - Pleasant phone manner, typing & organizational skills. Mon.-Fri. 8:30am-5:30pm. Send resume & salary requirements to: Personnel, 29580 Northwestern Hwy., #110, Southfield, MI 48034

GENERAL OFFICE
Permanent position for person to do various office functions. Must be well organized and good with figures, & like/tahser area.
Mr. Cam 353-0160 ext 471

INSURANCE AGENCY in Livonia field desires experienced personal lines CSR. Good benefits and working conditions.
KEYDISC/KEYPUNCH experienced data entry operators. Day/afternoon shifts. Full or steady part time work. Ms. Hardman, 581-5151

FRIENDLY OUTGOING - individuals needed as telemarketers. Full & part time positions available. Willing to train the right people.
Call, 624-9449

LEGAL
NEW YEAR
NEW JOB
PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 358-0060

504 Help Wanted Office-Clerical

LAW CLERK & COMPTROLLER
Great office in Birmingham. Great opportunity for one considering Law School, who has some bookkeeping experience. Nice environment.
Call Jon at: 642-0700

LEGAL ASSISTANT/SECRETARY
Southfield location. 30 hrs/week. No benefits. Resumes only: Suite 200, 25900 Dick Center Dr., Southfield, MI 48076.

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 knowledge and knowledge of litigation experience preferred. Technical knowledge of computers and Paralegal certification or baccalaureate degree required. Position offers a competitive salary, environment, flexible work hours, comprehensive benefits and bonus package. Qualified applicants should submit a resume with salary requirements to:
ELLEN DOSTER
BRC
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 in customer service.
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, 75 w.p.m.
Call Ruth at 476-6500

LEGAL SECRETARY needed. 2-3 years family law experience preferred, negotiable. Please contact Laurel: 313-357-4558

LEGAL SECRETARY
Litigation experience, WordPerfect, Southfield area. Call Barbara, 540-7660

LEGAL SECRETARY
5.1 WordPerfect experience and no smoker. Salary commensurate with experience. Send resume to:
Mr. Acker, 28588 Northwestern #44 Southfield, MI 48034
Attn: Pam

LEGAL SECRETARY - small Troy litigation firm. Pleasant and congenial non smoking environment. Secretary must be well qualified, competent, and willing to be part of a close knit team. Salary commensurate with experience. Send resume to: P.O. Box 2055, Troy, MI 48099.

LEGAL SECRETARY
For Southfield defense firm. Knowledge WordPerfect 5.1. Minimum 3 years experience. 355-4145

LEGAL SECRETARY
Farmington Hills law firm seeks part time possibly full time secretary. Must be dependable and have WordPerfect 5.0 Experience. Please contact Susan 855-0915

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NATIONAL LEASING company seeks individual with organized, motivated for lease documentation processing and general clerical duties. Excellent benefits package. Fax resume to T.H., P.O. Box 9068, Farmington Hills, MI 48333-9068

OFFICE MANAGER
Seeking motivated & reliable individual for front office. Duties include typing, phones, billing, light bookkeeping & all other general office duties. Good computer skills necessary. Reply with salary history to: P.O. Box 36106, Bloomfield Hills, MI. 48303-3106.

OFFICE MANAGER - growing corp seeks person who can solve problems & work independently. The person will be involved in all areas of office work, including accounts receivables, payables & data entry. Computer experience required & knowledge of Dac Easy or Displaywrite a plus helpful. We offer a competitive compensation & benefit package. Please send resume to: Dennis Nordman, 1030 Blackburn, Livonia, MI 48150

PART TIME - 20-25 hrs. $5.50 an hour. Strong communication, people and telephone skills required. Word Perfect desirable. Call before 12 noon. 345-0511

504 Help Wanted Office-Clerical

RECEPTIONIST
Full time for Troy law firm. Good, friendly personality. Pleasant place. Salary negotiable.
643-4700

RECEPTIONIST/SECRETARY - Light typing, filing, & phone. Full time position. Experience with Word Perfect preferred. Call Mr. Jarret, 352-3230

RECEPTIONIST
International high-tech firm needs experienced receptionist. $7/hr.
Call Diane 640-6168
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RECEPTIONIST/SWITCHBOARD
Ann Arbor area office of major computer company has immediate opening. Experience necessary. Flexible hours, 4-8hrs /day. Long-term. $7/hr. Mary Glynn 473-2930
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RECEPTIONIST
MRM Air Products is looking for a professional Receptionist. Excellent phone and communication skills required. Additional skills required: Typing, organizational, good wages. Good benefits. Great Company to work for. RESUME A.R. PO Box 354, Novi MI. 48376-0354.

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RECEPTIONIST
Wanted part for Merle Norman in Livonia. Experience preferred. Call for interview 689-0969

RECEPTIONIST
Needed for Plymouth data processing firm. Successful candidate will possess a professional phone manner, word processing skills, high level of interpersonal skills. Must be flexible & detail oriented. Typing experience desirable. Full or part time. Pay commensurate with experience. Reply in confidence to: Employee Solutions, 41590 Joy Rd., Plymouth, MI 48170 Fax 459-9034

RECEPTIONIST - With nice personality for W. Bloomfield real estate office. Answering phones, light typing, filing. Steve Lebhan, 851-4100

RECEPTIONIST With phone experience, typing, filing, light bookkeeping and office duties. Good future and benefits. 335-4555

RECEPTIONIST/Clerk typist
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540-0333

OFFICE ADMINISTRATOR

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Requirements:

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We offer an excellent compensation package and competitive benefits. For immediate consideration please mail or fax your resume to: SYBASE, L. Jacobs, 6550 Rock Spring Dr., Bethesda, MD 20817 Fax (301) 564-0338. No agency calls please. EOE/AA Questions? Please call (301) 564-5295

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