EMPLOYMENT

502 Help Wanted Dental-Medical

PATIENT SERVICES COORDINATOR

Rapidly expanding Clinical Laboratory affiliated with large Health Care System is looking for experienced motivated individual to direct Training and Quality Assurance functions for their Patient Service (Phlebotomy) department (staff of 50 phlebotomists/14 service centers). Qualified individuals will have management and teaching experience skills, certification, (MT, MLT, NURSE, MA or Phlebotomist). Send resume or apply in person:

DRCL
2345 Merriman, Suite 1321
Westland, MI. 48185
722-7700, Ext. 117

PROGRESSIVE Dental office seeks responsible person for front desk duties part time. Experience helpful but will train right person. 353-7440

RECEPTIONIST for veterinary hospital. Full time. Southfield area. Send resume: 25685 W. 8 Mile, Redford, MI 48240.

RECEPTIONIST - Experienced full time person needed to answer phones and schedule appointments for very busy 5 doctor cardiology practice. Medical terminology necessary. Send resume to: Louis Cardiovascular Clinic Associates, 29060 Grand River, Farmington Hills, MI 48336

REGISTERED NURSE
Part time days. OB-GYN office in Southfield.
Call 9AM-5PM 832-0766

RESPIRATORY THERAPIST
Amicare Home Healthcare an affiliate of St. Joseph Mercy Hospital is rapidly growing and is currently recruiting a full time RRT. Experience in ICU and BiPAP is required. Desire an individual with a dynamic personality to promote our value added clients. Competitive salary, comprehensive health, dental and life insurance. For more information contact Clinical Supervisor at
1-800-852-3638 and send resume:
Amicare Home Healthcare
281 Enterprise Court
Suite 200
Bloomfield Hills, MI. 48302
Attn: Clinical Coordinator

RN
For busy pediatric office in W. Bloomfield Mon-Fri 8-5 Wed. 4-9 & every other Sat. 9-2. Call Nancy 855-7418

RN
(HOMECARE)
Amicare Home Healthcare an affiliate of St. Joseph Mercy Hospital has a contingent position for an RN to complete assessments for our private duty clients. Two years hospital or home healthcare experience preferred. For more information contact: Clinical Coordinator
1-800-852-3638
An Equal Opportunity Employer

RN IN-SERVICE DIRECTOR
Seeking in-service director for long term care facility. Responsible for the Trainer certification. Experience preferred. Dynamic work setting. Benefit package available. Call Director of Nursing for appointment. 354-5222

RN, LPN or MEDICAL ASSISTANT
Ann Arbor/Plymouth Dermatology office. Full time/part time.
Experience preferred. Call Norma: 996-8763

RN/LPN

Our Inpatient CARF accredited rehabilitation facility located in Romulus is offering you a challenging opportunity to work in a supportive atmosphere featuring professional team work and collaboration. We need people who want to be heard. Please call Human Resources at
941-8114
Equal Opportunity Employer M/F

RN - Sentinel Medical Review System, a division of Sentinel 2-Day, a nationwide health care co., is expanding its professional staff & has an immediate opening for an RN with analytical & communication skills. We will train in review process & hospital bills. Crawford & Co.
24861 Northwestern Highway
Ste. 400
Southfield, MI 48075
Attn: Branch Manager
Equal Opportunity Employer M/F

RN's
HOME CARE
Community Home Care is seeking professionals to join our team of excellence:
- Individualized scheduling
- Competitive salary and rates
- Full time positions available with benefits
- Mileage reimbursement

If you have a desire to work one-on-one with patients, then we have a place for you.
Please call Jackie at:
532-7119, ext. 225
Jewish Home and Care, 19100 W. 7 Mile Rd., Detroit, MI 48219
An Equal Opportunity Employer

RN's & LPN's
With Pediatric Skills

Work only when & where you choose - we offer an unlimited number of hours or long distance travel required. Join the experts in Home Health Care - Visiting Nurse Association openings for all shifts in Oakland & Wayne Counties. Night, weekend & midnight differentials. Call today 313-425-6234

SITE DIRECTOR - Square Lake Corporation seeks full-time Site Director to develop, plan and manage high quality, mental health, substance abuse and managed care treatment programs. Must have at minimum a Masters degree in psychology, social work or related field. Four years of outpatient mental health/substance abuse treatment experience and management/supervisory skills required. Benefits offered. Job location is in Redford Township. Michigan. Interested individuals should forward resume to our corporate office:
Sequel Corporation
1750 S. Telegraph, #200
Bloomfield Hills, MI 48302
Attn: Terry Ryan
An Equal Opportunity Employer

TELEPHONE RECEPTIONIST for busy internist office. Must have pleasant telephone manner. Some experience necessary but will train right volunteer. Send resume to: Desiree, 29535 Northwestern, Ste. 200, Southfield, MI 48034

ULTRASOUND TECH
(ABD./pelvis/small parts) needed part time, Milford. Call Mary Beth, 685-3600

X-RAY TECH - Licensed tech with minimum 3 yrs. experience for high volume general medicine practice. Please call Virginia: 651-4754

X-RAY TECHNICIAN
Part time. Mammogram experience preferred. Wayne area. 326-5030

HYGIENIST TOP PAY
For Part-time (M-TH) Energetic, people-oriented person! Troy Dental Practice. 528-3317

502 Help Wanted Dental-Medical

X-RAY TECHNICIAN
PART TIME
For busy orthopedic Novi office. Call Andrea. 350-8240

504 Help Wanted Office-Clerical

ACCOUNTING ADMINISTRATOR
Birmingham Investment firm is seeking detail oriented individual with excellent secretarial, Word Processing, & figure aptitude skills to assist Portfolio Manager, Securities or brokerage background required. Resumes to: Attn: Account Administrator, P.O. Box 3043, Birmingham, MI. 48012-3043

ACCOUNTING Assistant needed for Birmingham Travel Agency, part-time 2-3 days/wk, to assist accounting dept. Call Sue Lewis: 644-1900

ACCOUNTING CLERK, part time, hours 1-5PM to perform general office duties, data input, filing, data verification. Send resume to:
RHM, Dept. AC, 375 Manufacturers Dr., Westland MI 48185

ACCOUNTING CLERK
Full time Research Clerk position available. Duties include disbursing mail and misc clerical duties, but focuses on research and resolving any errors for distributor accounts. Excellent health/benefit package. Please apply Mon. thru Fri. between 8:30am-12:30pm Only or send resume to:
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
Equal Opportunity Employer M/F/H

ACCOUNTING CLERK
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
DATA ENTRY
FULL CHARGE BOOKKEEPERS
PAYROLL
Use our temporary opportunities to be introduced to the fine companies we represent. Many of our clients use the opportunity of temporary placement to find permanent employees.
Call the office nearest you for an appointment.

accountemps
Southfield — 357-8367
26588 Northwestern Hwy. #250
Southfield, MI 48034

Troy — 524-9050
201 W. Big Beaver #310
Troy MI 48084

Vacation & Holiday Pay
Health Care Benefits Available, EOE

ACCOUNTING
Rapidly growing company has current position with Bookkeeper. Must have experience through financial statements, accounts payable and Payroll. Knowledge of computerized accounting packages a must. Associates Degree required. Send resume and salary history to:
Controller, 20300 Civic Center, #207, Southfield, MI 48076

ACCOUNTING
RECORDS CLERK
Full time entry level position working with accounts receivable, (imaging) equipment and some basic clerical duties. Ability to interface with computer equipment and tolerance for repetitive work necessary. Excellent health/benefit package. Please apply Mon. thru Fri. between 8:30am-12:30pm Only or send resume to:
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
Equal Opportunity Employer M/F/H

ACCOUNTING

We are seeking people with various levels of accounting experience who are interested in working Temp assignments while waiting for the permanent job search. Assignments available now and coming daily.

We offer: Temp - Med insurance, over time pay, resume & interview counseling.

CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ACCOUNTING with experience in Accounts Payable/Receivable, Open Systems a plus. Various other duties. Full time for casual office. Resume: D.M., 28191 Joy Rd., Westland, MI 48185

ACCOUNTS PAYABLE
COORDINATOR
Suburban company seeks a person who is strong on communication, work ethic, and time management skills to fill this entry level position. Experience on a calculator and 10-key board would be a plus. We offer an attractive salary, benefit package and working conditions for this full time position paying $12,000 annually. Some overtime is required. Please send resume to:
HUMAN RESOURCES
P.O. BOX 33-442A
DETROIT, MI 48232
An Equal Opportunity Employer

ACCOUNTS PAYABLE
data entry for Computer experience necessary. Farmington Hills location. Call Ms. Sandy at 851-3300

ACCOUNTS RECEIVABLE CLERK
Well established Southfield professional engineering firm and company needs permanent, part time experienced Accounts Receivable Clerk for busy office. Lotus, Word-Perfect and computerized bookkeeping experience required. Please send resume, salary history and recent references to Box 420
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT TO $22,000

A well established consumer products distributor offers a secure future and great benefits. Executive secretarial skills and experience for this shorthand a plus.
Call Bernice 454-0909
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
Organized, competent, accounts payable, G.L. Possible permanent. I-96/Greenfield.

WORD PROCESSOR
Secretaries with WordPerfect 5.1 & Lotus (Harvard Graphics a +). Microsoft Secretary with Spanish. Long term in Farmington Hills.
TEMPORARY RESOURCES
737-1711

ADMINISTRATIVE ASSISTANT
Three professionals seeking to fill new position with regional office of leading municipal financial consulting firm. The ideal candidates: 3+4 years experience with proven telephone and organizational ability. Responsible for monitoring staff whereabouts, scheduling project files, and knowledge of clients. Primary W/P will be letters & knowledge of Word or WordPerfect a must and Lotus 123 helpful. Please send resume & salary requirements to:
Attn: Assistant Position, Ed#
17370 N. Laurel Park, Suite 400E,
Livonia, MI 48152.

ADMINISTRATIVE ASSISTANT

Up to $10/hr.
- WordPerfect 5.1
- Microsoft Word
- Lotus 1-2-3
- Excel for Windows

WOLVERINE STAFFING
Southfield: 358-4270
Troy: 879-9070

504 Help Wanted Office-Clerical

ACT NOW
CLERICAL

We have a wide range of positions available immediately in the western suburbs:
- Receptionists
- Data Entry
- Word Processing

Call for interview.

SOMEBODY SOMETIME
18320 Middlebelt
477-1282

ADIA
HAS IMMEDIATE OPENINGS FOR TEMPORARY & PERMANENT POSITIONS
- Secretarial
- Bookkeepers
- Word Processors
- Customer Service

Call today for immediate interview.
442-7900

ADMINISTRATIVE ASSISTANT
Executive level in IBM, MS Word/Windows. Excellent pay.
Call Ann Marie 458-1168
9433 Haggerty, Plymouth, MI.

ADMINISTRATIVE SECRETARY
Excellent benefits with major NW suburb headquarters location. Short and long term assignments for candidates with Word Perfect 5.1. Lotus a plus. Call today 473-2931
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
$19,000
Suburban firm seeks individual to handle sales support & receptionist duties. Word Perfect 5.1 & Lotus required. Full benefit package.
ALL FEES COMPANY PAID
PERMANENT STAFF
Troy: 585-2720
Farmington Hills: 737-8750

ADMINISTRATIVE ASSISTANT
Troy based National Property Management firm is looking for a top notch administrative assistant. The ideal candidate must be a team player, know advanced WordPerfect 5.1 and Lotus, be able to type legal documents, work with clients and vendors, work under pressure and meet tight deadlines. Property Management experience a real plus. If you meet these requirements and have a minimum of 3 yrs. hands on experience, send your resume with salary history to: Administrative Assistant, The Hayman Company, P.O. Box 7777, Troy, MI 48007-7777.
No phone calls accepted.

ADMINISTRATIVE SECRETARY
Property Management company needs position with Bookkeeper. Must have experience through financial statements, accounts payable and Payroll. Knowledge of computerized accounting packages a must. Associates Degree required. Send resume and salary history to:
Controller, 20300 Civic Center, #207, Southfield, MI 48076

ADVERTISING SECRETARY
National advertising firm needs experienced WP 5.1 candidates. Top pay. Call Sharon 357-0037
Uniforce Temporary Services

ADVISORS
Phone operators. Heavy data entry, customer service, telemarketing, medical benefits. Full & part-time, nights & weekends. You must have excellent customer service skills. Will train the right people.
476-7333

A FEW GOOD
secretaries needed for an expanding staffing company. Must be able to work experience, be computer literate (prefer Word Perfect) have accurate typing of 50 wpm. Will have open forum registered with Kelly Services. Call Kathleen Legler Hall - 1815 Rochester Rd. (corner 12 Mile) Royal Oak or send resume to: Manager, 645 Griswold, #2150, Detroit, MI 48226

ARBOR NEEDS:

ADVANCED WORD PROCESSORS
$10/HR. +
- WordPerfect • MS Word • Lotus • Excel • D-Base

ARBOR TEMPS 459-1166

Are you bright, articulate and able to think on your feet? Dynamic, growing company hiring for the following new full & part time positions:
- Receptionists
- Word Processors
- Executive Secretaries
- Administrative Assistants

Please forward resume, cover letter outlining your skills and salary requirements:
Attention M.J., Studio Partner
Suite 201, Hamilton Row
Birmingham, MI 48009

AUTO DEALERSHIP
Full time car biller needed, experienced helpful but will train right person. Call 9-5: 534-7200

AUTOMOTIVE Remanufacturing office in need of data entry clerk, order entry & filing. Near I-96 & Southfield. Send resume to: Office Manager, P. O. Box 21069, Detroit, MI., 48227.
An Equal Opportunity Employer

AUTO PAYROLL CLERK
Needed in GM dealership, excellent pay/benefits, ERA system experience helpful. Send resume to: P.O. 700737, Plymouth, MI 48170

BOOKKEEPER

Experienced, part time, computer literate, Farmington Hills. 477-1515

BOOKKEEPER - full charge. Must be fully trained on Platinum and willing to perform all functions thru general ledger. Please send confidential resume with complete employment & salary history to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - Growing Farmington credit union seeks organized, motivated person knowledgeable in preparing financial statements & balancing general ledger & bank rec's. Lotus 1-2-3 a plus. 3-5 yrs. financial experience necessary. Send resume & salary requirements to: Accounting Manager, 22981 Farmington Rd., Farmington, MI 48336

BROADCAST BUSINESS ASST.
Suburban ad agency has an opening in our Broadcast Production Dept. The successful candidate would have data entry skills focusing on accuracy, knowledge of numbers, filing, phone skills and a strong degree of common sense. This position could be well-suited for a person entering the job market for the first time as well as for someone re-entering the work force. We offer an attractive benefit package and working conditions for this full time position with salary in the mid-teens. Please send resume to:
HUMAN RESOURCES
P.O. BOX 33-442A
DETROIT, MI 48232
An Equal Opportunity Employer

CAREER OPPORTUNITY
Full time clerical positions.
We are a growing mental health substance abuse organization with 8 locations in SE Michigan. We offer a challenging health care environment & opportunities for advancement. Entry level OFFICE ASSISTANT needed in administration located in Bloomfield Hills for afternoon/evening: RECEPTIONIST/RECEPTIONIST & SECRETARY II needed after noons/evenings, for fast paced clinic office. We offer health insurance, life & disability benefits. Send resume to: Oakland Psychological Clinic, 2000 S Woodward, Ste 102, Bloomfield Hills, MI 48302
Attention Personnel.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BENEFITS WILL BENEFIT YOUR
Barbach Personnel Service offer not only top pay, but one of the best benefit packages. We are hiring for the following positions:

SWITCHBOARD OPERATORS
WORD PROCESSORS
DATA ENTRY
CALL for appointment:
BARTECH
271-5454
An Equal Opportunity Employer

BOOKKEEPER - PART TIME
Experience required, familiar with Microsoft Excel. Royal Oak. Call: J. Scott at 435-4556

BOOKKEEPER part-time. A Birmingham company is seeking a bookkeeper. Duties include all phases of the daily accounting system. Minimum 2 years experience with good organizational skills & knowledge of computers. Send resume with salary requirements to: Controller, PO Box 3003, Birmingham, MI 48009.

BOOKKEEPER - PART TIME
FARMINGTON HILLS
Questech makes technical and vocational education equipment. It is an exciting, but demanding, young company. Busy, profitable, chaotic. The CFO seeks a part time bookkeeper to help implement strong, efficient procedures. You must be responsible, accurate, self motivated, and come forward with to work with. Your main tasks will be quotes and data entry. Could you can do a lot more if you have experience of accounts to trial balance gained in small business environment. Please send resume to: Questech, 24035 Research Drive, Farmington Hills, MI 48335

BOOKKEEPER/SECRETARY
Long established Southfield company looking for full time individual who is experienced in both bookkeeping and in computer literate. Shorthand or speedwriting helpful, but not required. Salary commensurate. Call Joe 2033, Southfield, MI 48037, Attn: Mr. Green.

BOOKKEEPER/Staff Assistant
Bloomfield Hills firm seeks experienced candidate for general ledger necessary. Non-smoking office, excellent benefits, salary commensurate. Please send resume & salary history to: Box 341, Bloomfield Hills, MI 48303-0341. No phone calls.

BOOKKEEPER (8-Happiness)
Part-time, 20 hrs. Computer experience. Fax resume to: Lori Katz for Frank D'Angelo 464-8400

CLERICAL HELP
needed for Birmingham, possibly permanent, for Birmingham area CPA firm. Computer experience helpful. Call Maria at 540-6600

CLERICAL

Johnson Controls, Inc., Automotive Systems Group, has a long-term temporary position available in our Plymouth facility for data entry, filing, and telephones. Candidates must possess at minimum one year clerical office experience and the ability to work 20-40 flexible hours per week.

Please send resume with salary requirements (no phone calls, please), in confidence to:

Johnson Controls, Inc.
Automotive Systems Group
Attn: TP-037
P. O. Box 2010
Plymouth, MI 48170

Equal Opportunity Employer
Minority/Female/Handicapped/Vet.

CLERICAL - no experience is required for our Farmington Hills office, mornings. Livonia & Farmington. Leave message 442-8400

A FEW GOOD
secretaries needed for an expanding staffing company. Must be able to work experience, be computer literate (prefer Word Perfect) have accurate typing of 50 wpm. Will have open forum registered with Kelly Services. Call Kathleen Legler Hall - 1815 Rochester Rd. (corner 12 Mile) Royal Oak or send resume to: Manager, 645 Griswold, #2150, Detroit, MI 48226

CLERICAL
OPPORTUNITIES
ARE WAITING FOR
YOU AT ADIA
Must have at least 1-2 yrs. office experience. Good communication & organizational skills are necessary.
Call for appointment at:
313-722-9000 or 313-342-2342

CLERICAL, PART-TIME
Position available immediately. We are looking for a responsible, dependable & hardworking person. Evenings & weekends required.
Apply in person:
SCOTT SOUTHFIELD
41110 Telegraph, Bloomfield Hills.

CLERICAL POSITION AVAILABLE
Two Southfield insurance agency. Typing skills required. Please call Sandy at 948-5715

CLERICAL POSITION available part time. Flexible hours. Clerical experience & customer service. Please send resume or apply in person between 8am-5pm to: 12711 Farmington Rd., Livonia. 427-4350

CLERICAL

Source One has provided mortgage loans to millions of people for almost 30 years. We are looking for employees with 70 locations nationwide. Our growth has created a need for individuals with any or all of the following skills:
- Clerical/Receptionist experience
- Data entry skills
- 10 key calculator
- Alpha/numeric filing
- Math skills

Starting rate will range from $5.50 to $7.50 per hour. We offer a salary commensurate with experience and a comprehensive benefit package. Qualified candidates should apply Mon-Fri 9am-4pm.

SOURCE ONE MORTGAGE
SERVICES CORPORATION
27555 Farmington Rd.
(Corner of 12 Mile Rd.)
Farmington Hills, MI 48334

Equal Opportunity Employer M/F/D

CLERK TYPIST I
Canton Township is accepting applications for the position of full time Clerk Typist I. Minimum 45 wpm. An Eligibility List, Minimum 45 wpm, $17,000/yr. Applications must be picked up at the Canton Township Personnel Division, 1150 S. Canton Center Rd., Canton, MI 48188 or send a self-addressed stamped envelope to the above address to request application form. Job description will be posted in the Canton Township Administration Building. Last date for filing completed applications is June 18, 1993 at 4pm. No phone calls please. The Charter Township of Canton is an equal opportunity employer of race, color, national origin, sex, religion, age or disability in employment or the provision of services. An Equal Opportunity Employer.

CLERK TYPIST
Our Southfield insurance office is looking for a multi-talented individual to perform select duties including filing, light typing, mail, some computer operations, maintaining data entry & WordPerfect. Good typing skills required. Fax a brief resume to: Judith,
Heritage Health, P.O. Box 2804,
Farmington Hills, MI 48333-2804.

College Students Needed

ARBOR NEEDS:
- Word Processing/Clerical
- Technical • General Labor

ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI

504 Help Wanted Office-Clerical

Clerical
SUMMER JOBS!

Are you looking for a summer job that will give you experience in an office environment? We have openings at temporary clerical positions available for entry-level, self-motivated individuals. These positions are full time (temporary) and will involve performing various clerical functions. Starting rate is $6 per hour.

These are IMMEDIATE OPENINGS please apply today! We want to insure to indicate on the application that you are looking for Clerical Temporary Employment and what your available dates are (Start date - Finish date).

Human Resources
SOURCE ONE MORTGAGE
SERVICES CORPORATION
27555 Farmington Rd.
(Corner of 12 Mile Rd.)
Farmington Hills, MI. 48334

Equal Opportunity Employer M/F/D

CLERICAL SUPPORT
National discount stockbroker has immediate openings for temporary office in located in Troy. Applicants should possess strong computer, telephone and organizational skills and a willingness to take ownership and responsibility. Positions offers $1000 stipend and a benefit package. Qualified candidates forward resume to:
Dan Katzman
Olde Discount Corp.
751 Griswold
Detroit, MI 48226

CLERK
(Part-time)

Individual must be a team player, be proficient with the 10-key (calculator/CRT/PC), have high attention to detail, and possess solid organizational skills. Responsibilities will include opening/sorting in-house mail, entering data into on-line cash system, balancing cash adds and microfilming/encoding checks.

Hours will be Mon-Fri 8:15 am to 4:45pm, approximately 2 weeks out of every month. Some overtime will be required. Qualified candidates should apply Mon-Fri 9am-4pm.

SOURCE ONE MORTGAGE
SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48334
Equal Opportunity Employer M/F/D

CLERK/RECEPTIONIST
Multi task oriented person with pleasant personality & excellent phone skills to answer 8 line phone system, open mail, mail & data entry for Birmingham law/tax firm. Nonsmoking office. Call Mon-Fri, 11am-4pm. 540-7701

COMMUNITY OUTREACH
FOR HANDICAPPED
Diversified entry level position provides diverse support to staff in our Community Relations. Opportunity for advancement. Ideal candidate must possess at minimum one year butler system, WordPerfect 5.1, spreadsheets, & Desktop Publishing. Must have degree or experience in marketing/communications. To apply, send resume to Box 414
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

COMPUTER OPERATOR
Part time, 2nd shift position currently located in Plymouth, MI has immediate opening for Computer Operator with IBM Mainframe experience. Approximately 3 hrs. daily, mid to late afternoon. Excellent working conditions. Please submit resume to:
Personnel Department
Mail Stop 07 Detroit Insurance Co.
332 Phoenix Rd.
Plymouth, MI 48170

Consumer Paper Products Co. relocating to Bloomfield Hills seeks experienced clerical person to take order or phone contact, order entry and customer service. Must have the skills & Word Perfect required. Send resume to: Personnel Dept., Aziz Paperboard Corp., 4111 E Andover Dr., Bloomfield Hills, MI 48302

CUSTOMER SERVICE REP
Suburban market opinion firm has openings. Candidates are expected to have phone skills and high computer experience. Flexible hours. Call Colleen 357-0641
Uniforce Temporary Services

Credit Assistant

Part time entry level position available at Birmingham Main Office. Computer knowledge and accurate typing and math skills a must.
Call 9 a.m. - 1 p.m.-Spm negotiable. Please call 644-5300, ext. 351

Erb LUMBER CO.

CUSTOMER SERVICE. Expanding company is seeking hardworking individual with good phone voice and good attitude to problem solve sales orders, customer service, phone work and customer interaction. Great pay, benefits, environment. Please send resume to:
T.H., P.O. Box 9066, Farmington Hills, MI 48333

CUSTOMER SERVICE
National marketing firm has immediate openings for part time evening and light computer experience. Flexible hours. Call Ms. Sandy at
Uniforce Temporary Service

CUSTOMER SERVICE
A Walled Lake/Wixom car service company has an entry level opening in its Customer Service Dept. Some computer experience helpful but not required. Good communication skills, dependable and pleasant personality. Call Personnel 347-3689

CUSTOMER SERVICE REP
We are a courier company with high customer standards. Must be energetic, organized & have ability to deal with people effectively via the phone. Prior customer service & PC experience helpful. Send resume to: Administration, PO Box 700204, Plymouth, MI 48170.

DATA CONTROL CLERK
Our data systems department is looking for a detail oriented organizational individual. Responsiblities include: Data entry, typing, general office duties.
We offer a competitive wage & benefit package. Best hours, and a professional, non smoking environment. Please submit resume to:
FIRST OFFICE
25505 W. 12 Mile Rd., Suite 3000
Southfield, MI 48034-8339
Attn: Ann Marie
EEO/AA M/F

DATA ENTRY CLERK - entry level, good typing skills, $4.25 hr. Must be well organized, dependable & amiable. Troy area. Reply to Box 290, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY CLERK - DAY SHIFT
Rapidly expanding company seeks an experienced individual for our data entry department. Must type 35wpm. Knowledge of PC/PC applications a plus! Applicants will be tested. Send your resume and salary history to: MIS Director, 20300 Civic Center, #207, Southfield, MI 48076 or Fax to 948-4122

DATA ENTRY

Detail oriented person needed for a busy office located in Southfield & Troy. General office duties & light typing required. Long term assignment.

CONTEMPRA
583-9500 563-5900

DATA ENTRY
Full time entry level position. Southfield location, must have previous office experience, speed: match a 10 key calculator skills necessary. Send resume, including salary requirements to: PO Box #3091, Southfield, MI 48086

504 Help Wanted Office-Clerical

CUSTOMER SERVICE WORD PROCESSOR

Immediate opportunity if you have a diversified word processing background and are very comfortable doing many things at once - we want you. Must have secretarial experience, must-drive phone or entry board experience, WP 5.1 and graphics. Excellent pay and benefits. Call today.
ENTECH SERVICES, INC.
528-6092

CUSTOMER SERVICE REPS
Club Cars, Inc. has full & part-time positions available. We need friendly, outgoing, ambitious individuals who seek generous earning potential to join our customer service team inside Waterford, Farmington Hills, Westland, Taylor, Sterling Heights, Ypsilanti and Utica PACE Membership Warehouses. Great job for those looking for limited hours or supplemental income. Interested individuals may obtain an application from the CLUB CARS BOOTH inside PACE or call 1-313-454-4664

DATA ENTRY
Fortune 500 firm needs your 10,000 keys per hour recent experience. To $7/hr. Call Diane 357-0644
Uniforce Temporary Services

DATA ENTRY

- Full Time/Temporary
- Good keystrokes a must!
- Metro Detroit area

WOLVERINE STAFFING
Southfield: 358-4270
Troy: 879-9070

DATA ENTRY
Highest pay rate in Detroit! Position to detail for alpha & numeric input/major financial firm. Call Darlene 646-8300
Uniforce Temporary Services

DATA ENTRY
Numeric, right hand keyed, must have 10,000/hr. Call Diane 357-0644

CREDIT/COLLECTIONS
Hospital environment. Light data entry plus. Temporary to permanent. HW Detroit.
TEMPORARY RESOURCES
737-1711

DATA ENTRY
1 year experience. Lotus 1,2,3. Systems Plus Software. Full-time Hourly and benefits. Non-smoking office. Manager. P.O Box 40722, Detroit, MI 48240

DENTAL OFFICE: Seeking an Exceptional Team Player! Experienced preferred, but will train. Call dental office producing including billing. Pleasant personality and excellent communication skills a plus!
PLEASE CALL 313-722-5630

DEPENDABLE - mature person needed to do filing, typing & general office work. Please apply in person: 1647 Indian Rd. Clarkston

ENTRY LEVEL Livonia insurance agency. Need positive attitude! Type 35wpm. Clerical skills. Computer/Insurance experience helpful. Full time only 558-1450

EXECUTIVE/ADMINISTRATIVE
Assistant - Bloomfield/Farmington area. Immediate placement.
Box 382
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE ASSISTANT - Farmington/Livonia. Excellent salary, benefits, 60 wpm minimum, record keeping, customer service, telemarketing experience. Send resume to Box #362
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Headquarters for international service firm needs your organizational skills. Word Perfect a plus. Call Susan 646-7681
Uniforce Temporary Services

FARMINGTON HILLS
Pulaski Company has an opening for a full time person to take over general office duties in addition to a non-smoking office. Duties include assisting the staff with management, and general office duties. The individual selected must be energetic, have good organizational skills, general computer knowledge, a good phone presence, and good typing skills. Compensation based on experience and capability.
Send Resume or Call
Dynamic Duo Business Inc.
Thomas L. Hartman
32823 W. 12 Mile, Ste. 118
Farmington Hills, MI 48334
An Equal Opportunity Employer

FILE CLERK
Novi company needs file clerk; duties include filing, mail and general office duties. Excellent benefits. Excellent fringe benefits. Call Judy Gustein, Wigod, Kottorov & Felson, 26555 Evergreen, Ste 1530, Southfield, 48076 or fax to 313-353-4504

FRONT DESK/SECRETARY
Temp-to-perm. Good pay. Phones. Some computer background, accounting helpful. Call Diane 357-0644
ARBOR TEMPS 459-1166

GENERAL OFFICE/CLERICAL
Immediate opening for self-motivated individual. Qualified candidate must have typing & business skills with excellent telephone skills.
Call 355-2000 ext. 2. Flexible hours. Apply in person to:
Ann Arbor Transfer
467 Auburn Ave., Pontiac, MI.

GENERAL OFFICE - Part time, 30 hours/week. Experienced, benefits. Apply in person: Engineered Heat Treat Inc., 31271 Stephenson Highway, Farmington Hills.

General Office Clerical
Rochester Engineering firm has an opening for a self-starter. Duties include, accounting, general office, filing & general office activities. Opportunity for growth in a good working atmosphere. Basic clerical skills required. Knowledge of Word Processing & Spreadsheet programs required. Windows experience & high school bookkeeping desirable. Competitive Salary & Benefits. Send resume & salary requirements in strictest confidence to: Lorna Stolz, 445 S. Livernois, Ste 202, Rochester Hills, MI 48307.

HELP WANTED
Part-time, Monday - Weekend hours. Livonia Real Estate company needs a receptionist with light typing skills. Call Jeanette at 421-7000. Pleasant phone voice. 29 hours per week.
The Prudential
Wolfe Realty
Independently Owned and Operated

Human Resources
Senior Secretary

Immediate opening for an energetic, self-motivated individual with typing with a minimum of 3-8 years experience to join our international service organization. Duties include providing secretarial support for the Human Resource Director, dealing with confidential matters, processing new hire/terminations, assisting maintaining personnel files and heavy phone interaction with people at all levels. Qualified candidates include typing 60wpm, shorthand or dictation, knowledge of computer/PC experience (WordPerfect and Lotus preferred), strong communication skills, professional presence, and the ability to function well in fast-paced environment. Previous experience in Human Resources required. Includes complete benefits package. Please submit cover letter and resume, including salary requirements to:
HUMAN RESOURCES SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI 48037

504 Help Wanted Office-Clerical

GENERAL OFFICE
Full time, dependable, excellent phone skills, WordPerfect 5.0, ten key experience, benefits. Royal Oak. Call 9am-1pm, Mon-Thurs. 549-8117

GENERAL
OFFICE
Running Copies
Troy Locations
$5 Per Hour
Call Today!!
SPENCER
PERSONNEL, INC.
559-0110
E.O.E. Never a fee.

HEAT UP
YOUR EARNINGS!
Experienced switchboard operators needed in the Livonia, Plymouth and Canton areas.
Must have recent experience in the following:
- handling 30 or more incoming lines
- typing ability a plus

Call today for an appointment!
Livonia 522-4020
Westland 326-5590

KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer M/F/D

HOUSEKEEPER/SECRETARY
Mature, full-time, in-home office. Bloomfield Twp. 855-6411

FILING/CLERICAL PERSON
Insurance office in Bloomfield Hills. Must be dependable, honest & have experience helpful. Carol 647-2133

INSURANCE AGENCY looking for a Commercial Insurance Typing Input person. Accounting experience helpful. Send resume to Attn: Carol, Gelb Assoc., 4750 W. Maple Road, 200, Bloomfield Hills, MI 48031

INSURANCE - agency in West Bloomfield seeking full time EXPERIENCED Personal Lines Customer Service Rep. We offer competitive training and an above average salary and benefit package. Call
McDonnell Agency, Inc.
561-4360

JOB FAIR

For Experienced Word Processors
- WORDPERFECT 5.0 & 5.1
- EXCEL
- MACINTOSH
- WINDOWS
- TYPING 45WPM MINIMUM

TUES. JUNE 8TH 9:00 - 4PM
AMERICENTER OF LIVONIA
31411 Plymouth Rd. LIVONIA
FOSTER DAVIS
Temporary Personnel, Inc.

KEYPUNCH OPERATORS
Experienced, volume operators needed for day shift. Full or part time hours. Excellent benefits. 478-8111

LEGAL SECRETARY - experienced, for insurance defense firm. Non smoker. Salary commensurate with experience. Send resume to Lynn, 380 N. Main, Clawson, MI 48017

LEGAL SECRETARY with experienced Plaintiff Law Office. Minimum 2 years experience in workman's compensation. We are looking for an excellent office skills. Salary commensurate with experience. Send letter with resume to: EOX 370
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - Immediate personal injury firm seeking full time legal secretary, experience.
Farmington Hills. 555-1555

LEGAL SECRETARY
Full or part time. Experienced personal injury. Farmington area. 258-6262

LEGAL SECRETARY for small Troy firm with experience in corporate and estate planning. Good Typing skills & word processing. Call Jan 643-7440

LEGAL SECRETARY - Experienced, WordPerfect 5.1, personal injury & family law. Salary DOE. Send Resume: 30833 Northwestern Hwy., Suite 100, Farmington, MI 48334

LEGAL SECRETARY for Southfield personal injury firm. 3 years experience. Word Perfect 5.1 preferred. Must be highly organized & college graduate preferred. Salary DOE + benefits. Send resume to: Cindy Gatt, Gurstein, Wigod, Kottorov & Felson, 26555 Evergreen, Ste 1530, Southfield, 48076 or fax to 313-353-4504

LEGAL SECRETARY
Troy law firm looking for conscientious detailed oriented Secretary. Candidate must have 3-5 years experience and much know WordPerfect. Apply in person: Computer Knowledge of Indianfriendly law helpful. Please send resume to:
Office Manager, 2301 W. Big Beaver, Suite 222, Troy, MI., 48084.

LEGAL SECRETARY
Immediate opening available in our Worker's Comp Dept. Must have excellent word processing skills & legal secretarial experience required. Worker's Comp experience highly desirable. Must be well organized and able to handle heavy workload. Worker's Comp. Law is a comprehensive benefit package in an outstanding work environment. Send detailed resume to: Human Resources, 1000 Lucky, Lucky, Miller, 1000 Woodbridge St., Detroit, MI 48207.
An Equal Opportunity Employer

LEGAL SECRETARY

Excellent career opportunity for an experienced Legal Secretary to join a Southfield based law firm. Must have a professional demeanor, strong typing, WordPerfect 5.1 and organizational skills for this fast paced office. Excellent starting salary, benefits. Send resume & Salary requirements in strictest confidence to:
Attention TH
Follmer, Rudzewicz & Co.
26200 American Dr., Ste. 500
Southfield, MI 48034-5349
An Equal Opportunity Employer

LIBRARY CLERK
Scheduled 20 hours per week, may include day, evening and weekend hours. Qualifications: High School equivalency, must be at ease with computers, positive public service orientation. Typing 50 wpm and knowledge of word processing software desirable. Salary: $6.74, immediate openings, apply in person during regular hours: Mon. thru Thursday 10-8, Friday 10-5:
Plymouth District Library, 223 S. Main, Plymouth, MI. 48170. Written test required. Application deadline: Friday, June 18, 1993.

LIGHT BOOKKEEPING &
GENERAL OFFICE DUTIES
Permanent part time Mon-Fri, 10-2
Light bookkeeping and general office duties. Previous reception work and computer experience helpful. Please call or FAX resume:
BAKER, KNAPP & TUESS
1700 Bu