EMPLOYMENT

502 Help Wanted Dental-Medical

RN's and LPN's NEEDED STAT!!
ALL PHASES available for a variety of home care assignments throughout the tri-county area. High demand for Holiday, Bipap and/or IV skills. Work the schedule at YOUR choice - we maintain maximum hours or part-time shifts required. Make a difference with your skills and expertise. Call VISITING CARE today!

344-0234 677-0030 276-0320

UTILIZATION REVIEW COORDINATOR
Must have knowledge of various insurance plans, PPO's, HMO's & procedures as well as ICD9 & ZP7 4 Coding. Must have ability to process treatment/authorization forms & have good communication skills. Min. 3 yrs. LPN & data entry experience. Please send all resumes to:
Medical Administrator
5050 Schaefer
Dearborn, MI 48126

VETERINARY practice seeking energetic person with excellent interpersonal and organizational skills. Computer experience a must. Part-time/Full-time.
644-3380

X-RAY TECH - FULL TIME
Certified for doctor's office in Westland. Salary negotiable. 721-0011

X-RAY TECHNICIAN with CT background for Wednesday night for us as a 1.NRT./Competitive starting wage. Michele. 364-5411

$ RN'S $
UP TO $30/HR.
• MEDICAL/SURGICAL
• STEP DOWN
• ICU
• LABOR & DELIVERY
–ALL GEOGRAPHIC AREAS
• PERMANENT
• VACATION/INTERIM/ PRN/DAYS
CALL TODAY-WORK TOMORROW
ARCADIA HEALTH CARE
(810) 354-6230
EOE
$1,000 BONUS!
RN's/LPN's

ARE YOU A NIGHT OWL?

If so, we'd like you to join our team as a nurse on the midnight shift! Full and part-time positions are available. Positions come with competitive salary and benefit package including tuition reimbursement and a retirement option.

If you are a dedicated nurse who thrives on challenge, please call (313) 336-7151, Ext. 13 for more information or apply in person at:

ORCHARD HILLS
A MERCY LIVING CENTER
633 Orchard Lake Road
Pontiac, MI 48341

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
A large Farmington Hills distributor needs entry level Accounting Clerk with 2 years of accounting. Must know Lotus 1, Word Perfect & some general office skills. Excellent benefit package. Send resume to: Human Resources, PO Box 3358, Livonia, MI 48151

Accounting/Finance
Entry level position for individual with good communication skills. BS or BA required. Livonia area. Call (313)927-0733

ACCOUNTING
TEMP-TO-PERM positions:
• Staff Accountant, 3-4 years experience hands-on all phases, manufacturing, Rochester Hills, bachelors degree, to $33K
• Jr. Accountant, Livonia, fast growing distributor, to $23K
• Bookkeeper - Trial Balance, downtown property management firm, salary to $25K

TEMP POSITIONS: We are recruiting Accounts Payable, Accounts Receivable and Data Entry Clerks for weekside and Ann Arbor area assignments. When you work for us as a Temp, you receive priority attention for permanent openings.

354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy., Ste 200
Southfield, MI 48075
agency fee paid

SALES ASSISTANT
The Sales Department of our healthcare computer services company has an immediate opening for a full-time Sales Assistant with advanced wordprocessing skills (including macros, tables, & merges) to prepare quotes, contracts and proposals, coordinate meetings and travel arrangements, and provide secretarial support for the Sales staff. Candidates must have two or more years of experience, preferably in a fast-paced sales environment, excellent wordprocessing, organizational and interpersonal skills, and the flexibility to respond to quickly changing work demands. Work hours are 9:30 am to 6:00 pm. We are a rapidly growing company, offering comprehensive benefits and a team-oriented atmosphere. Please send resume to: CSC Healthcare Systems, 34505 W. 12 Mile Rd., Suite 300, Farmington Hills, MI 48331.
Smoke-free environment
Equal Opportunity Employer M/F/D/V

SERVICE COORDINATOR
Cerberus Pyrotronics, a leading manufacturer of electronic life safety systems, has an immediate career opportunity for a Service Coordinator in our busy Farmington Hills sales office.
Responsibilities include typing, filing, maintaining department records, providing telephone support, order processing and dispatching of service technicians. Additional responsibilities include providing the service department with general support functions as necessary.
Qualified candidates must possess a high school diploma (or GED) and formal business school training supported by two years of general office experience and one year of customer service experience. Experience with personal computers and an understanding of word processing and spreadsheet software (WordPerfect and Lotus) are also required. Additional responsibilities include excellent organizational and communication skills, as well as the ability to handle multiple tasks at once.
Interested candidates must send a resume including salary requirements to: CERBERUS PYROTRONICS, 27240 Haggerty Road, Suite C-2, Farmington Hills, MI, 48331, ATTN: Michael Philpott. NO AGENCY CALLS ACCEPTED. Equal Opportunity Employer M/F/H/V.
CERBERUS PYROTRONICS

504 Help Wanted Office-Clerical

ACCOUNT CLERK PART-TIME
The Charter Township of West Bloomfield is seeking qualified applications for the position of Account Clerk part-time in the Treasurer's Office. Under the supervision of the Treasurer, processes payments for taxes and services through a basic register. Answers public inquiries regarding payment amounts and procedures. Enters information to the computer system accounting and general clerical tasks. Applicants must possess good clerical skills, experience with data processing input procedures, proficiency in working with numbers and the ability to work well with the public. Minimum requirements for this position are graduation from high school or its equivalent with courses in typing, bookkeeping or accounting and a minimum of one year clerical experience. This is a part-time position with a schedule of Monday through Friday and hours of work will be from 4-30pm. 1994 salary range is $8.84 per hour to $13.08 per hour. Applications must be placed up in the Personnel Department, 4550 Walnut Lake Rd., West Bloomfield, MI, and returned by Friday, June 14, 1994.
An Equal Opportunity Employer

ACCOUNTING CLERK
Builder/Developer/Property Management company is seeking an experienced accounting clerk for busy office. Minimum 3 yrs. accounting and 1 yr. computer experience required. Summer season, full time.

Send cover letter stating SALARY REQUIREMENTS and resume to: Personnel, P.O. Box 1720, Birmingham, MI 48012-1720

ADMINISTRATIVE ASSISTANT
Please send resumes to Chrysler Industries Inc., 14707 Keel, Plymouth 48170 or Fax 451-8484

"ADMINISTRATIVE ASSISTANT" needed for Birmingham sales agency. Must be self-motivated, computer literate (Word Perfect, email, fast-paced office. Call Carol 540-8006

ADMINISTRATIVE ASSISTANT/2 MORTGAGE PROCESSORS for Bloomfield Mortgage Company, entry level with benefits. Computer/secretarial experience needed.
Call Kim, 335-0280

ACCOUNTS RECEIVABLE CLERK
There is a need for an entry level Accounts Receivable Clerk. This quality and detail-oriented person will be handling all invoicing of furniture, including but not limited to data input, verification, debourisement, monitoring of open accounts, filing and word processing. Organizational skills and a positive attitude a must! Send resume to: (Accounts Receivable Clerk)

CUSTOMER SERVICE
Positive and organized person needed for customer service position. The person will answer phones, handle customer orders and shippers, invoices and files. Must be friendly, dependable, organized. Must have accurate data input, word processing and typing skills and be able to multi-process. Entry work load and attitude are more important than experience.

OFFICE MANAGER
This innovative, creative person will set up, run, and maintain a small union office. Duties will include all aspects of marketing, including but not limited to, accounting and invoicing, typing letters and reports, keeping track of contracts, PC experience essential. Microsoft Word, Excel for Windows preferable. Chemistry/Biology terminology helpful but not necessary. We offer an excellent benefit and retirement package to an organized and positive person. Send resume and salary history to: (Office Manager/BPT)

PO Box 588, Hazel Park, MI 48030

ADMINISTRATIVE ASSISTANT
Work either full or short term in the plush atmosphere of suburban finance firm. Excellent salary and benefits for your secretarial skills & experience. Call Sue at 646-7861
Uniforce Temporary Services

Administrative Assistants
Several suburban openings in school settings, both offices, bonefide clerical & computer skills required/Word/Windows & great personality! Contact Cindy Kramer
8 10-852-1170, or fax 810-852-1214
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

COST ACCOUNTANT
(temp To Perm Opportunity)
Previous estimating experience in print shop desired. Computer literate. Good communication skills. Call to schedule interview:
(313) 995-8367

Accountemps was rated best 8 to 1 as having the most qualified temporaries in a recent independent survey. Be represented by the best! EOE

accountemps
777 E. Eisenhower Parkway
Suite 120
Ann Arbor, MI 48108

ACCOUNTING CLERK: Part-time, 3 days per week. Flexible hours for a Downtown Ann Arbor Landlord multi state required. Financial or accounting major preferred. Send resume & salary history to:
Office Administrator
Berry, Moorman, King & Hudson
600 Westbridge Place
Detroit, MI 48202
No phone calls please.

ACCOUNTING CLERK
Architectural firm seeks full-time employee with bookkeeping experience. Duties to assist in accounting functions & general office work. Proficiency with WordPerfect 6.0 & familiarity with software a required. Send letter of interest & resume to: Gunvor Behnke & Associates, Inc.
292 Harrison Street
Birmingham, MI 48009
An Equal Opportunity Employer

ACCOUNTS PAYABLE
Established Property Management Company seeks experienced individual for vendor payables, bank reconciliation and general ledger. Computer experience necessary and Lotus a plus.
Send resume to:
100 Galleria Officentre
Suite 655
Southfield, MI 48034

ACCOUNTS PAYABLE ASSOCIATE
Cadillac Plastic & Chemical Co., located in Troy, MI, has an immediate opening for an Accounts Payable Associate, responsible for preparing and processing vendor invoices, researching debit/credit memos, and maintaining positive vendor relations. Successful candidate will be a high school graduate with at least 2 yrs. A/P experience and possess good data entry skills. Experience with D & B system a plus. We offer a competitive salary and benefit package. Interested applicants should forward resume including both salary history and requirements to:
Ms. Debbie Bennett
A/P, A/R MANAGER
CADILLAC PLASTIC
CHEMICAL CO.
143 Industrial
Troy, MI 48083
Principles only
No phone calls please
Smoking is restricted
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

ACCOUNTS PAYABLE - FREIGHT: Southfield company seeking qualified individual for this position. Must have excellent math skills. Please send resume to
Bud Industries, Inc. PO Box 330, Southfield, MI 48037

ADMINISTRATIVE ASSISTANT
Rochester manufacturer is seeking organized self-sufficient individual for immediate full-time position. Firm offers competitive wages, tremendous growth potential, and a non-smoking work environment. Must type at least 50-wpm and have fluent knowledge of Word, Microsoft Excel and Excel. Please fax resumes to Lisa at (810) 852-0887 or call (810)852-0891

ADMINISTRATIVE ASSISTANT
Growing Livonia based company seeks individual with a minimum of 3 years experience supporting high level executives in a fast-paced environment. Candidates must have solid organizational skills & a complete working knowledge of WordPerfect 5.1, Lotus version 2.3. Strong full benefits & a salary commensurate to skills & experience. Send or fax resume to:
ACRO SERVICE CORP
Human Resource Director
17197 North Laurel Park Drive,
Suite 153, Livonia, MI 48152
(fax) 313-591-1217

ADMINISTRATIVE ASSISTANT
to do clerical work & light bookkeeping. Part-time. Send resume to: Andrews Drugs, 29436 Ford Rd., Garden City, MI 48135

ANSWERING TELEPHONES and light office work. Will train. Must have good telephone skills and pleasant personality. Farmington Hills. 626-0016

APARTMENT MANAGEMENT company, full charge A/R, A/P person, management experience, knowledge of computers, salary. Send resume to 3221 W. Big Beaver, #106, Troy, MI 48084

APARTMENT SEARCH
Dearborn-Full Time Marketing Associate (Receptionist)
Requires highly organized, enthusiastic, energetic and dependable person. Computer experience and excellent phone skills a must! Call Sheri between 9am & 3pm at 313-271-4020
An Equal Opportunity Employer

ARE YOU UNHAPPY and looking for a fun place to work? Southfield personal injury law firm seeks paralegal secretary with strong litigation background. Basic word processing skills required. Call 810-358-5820

ATTENTION COLLEGE STUDENTS
OVER 18
TELESURVEYING/ DATA ENTRY
Positions are now available for Summer Employment with a top market research company.

Days, evenings & weekends available.
Candidates MUST have good communication skills & clear articulation.*
CALL NOW AND EARN $6.25/hr!
ADIA
The Employment People
442-7800

BOOKKEEPER FOR small retail business. Responsible for monthly and quarterly statements/general accounting duties. Computer experience necessary. Flexible hrs. available. 810-334-3633

BOOKKEEPER
Full-time. Well organized. Accounting & data entry experience required with working knowledge of Lotus & word processing. Send resume to: PO Box 40195, Redford, MI 48240

BOOKKEEPER - Non-smoking Farmington CPA firm. General ledger & computer experience preferred. Compensation commensurate. Fax resume. 810-851-8808

BOOKKEEPER
Oakland County, religious organization seeks Full Charge Bookkeeper for small office environment. Experience in all aspects of computerized accounting environment required. Word experience desirable. Send resume & salary requirements to: Bookkeeper, PO Box 3406, Farmington Hills, MI 48333

BOOKKEEPER: Part-time, must have applicable experience with spreadsheet & payroll program. Some general office duties. Send resume to: Cherry Burrell, 31731 Northwestern Hwy., Suite 257W, Farmington Hills, MI 48334

BOOKKEEPER/RECEPTIONIST
With Lotus experience, Word Perfect knowledge preferred. Full time with benefits. P.O. Box 1002, Royal Oak MI 48068

504 Help Wanted Office-Clerical

ASSISTANT MANAGER
Wanted for busy Farmington Estate office. Must have real estate license. Great place to work with great compensation package. Personal interview required. Call Mel, Pete at: 553-7170
Home Marketing Specialists, Inc.

ASSISTANT PROJECT MANAGER
A Growing Livonia company seeking individual immediately. Must be very organized & detail oriented with strong negotiating skills. Must be a team player and have strong interpersonal attitude. A mature, responsible person willing to work long hours when needed. Bonus compensation commensurate with experience & ability. Computer experience a must. Send resume to: Asst. Project Manager, 13345 Stark Rd., Livonia, MI 48150. No walk-ins. No phone calls.

AVAILABLE THIS SUMMER!
Office Clerks, Data Entry, Receptionists, Word Processors, Secretaries (all levels)

ARBOR TEMPS 459-1166

BOOKKEEPER
Temporary position starting immediately for Bloomfield area real estate units on rotational basis. Position requires good computer skills, through middle of October, 1994. We are an international leader in the design, import, export & distribution of a variety of products, principally wallpaper. 3-5 years of all accounts payable, bank reconciliation & general ledger. Computerized accounting systems experience required. Lotus experience desirable & 1 or 2 years of bookkeeping training beyond high school. Salary commensurate with exp.
Please send resume to:

Nissen Trading Corp. UBA
Attn: Human Resources Dept.
3000 Town Center, Suite 1200
Southfield, MI 48075

No phone calls please

BOOKKEEPING/SECRETARY
Local CPA firm looking for person experienced with Peachtree P.L.S. bookkeeping. Must be very accurate, detailed, organized & able to type numbers. Send resume to:
18 Harrison, 23800 W. 10 Mile Rd., #270, Southfield, MI, 48034.

BUSY AUTOMOTIVE sales office in Troy has a full-time Administrative Position available. Strong people skills required. 643-9540

BUSY insurance service needs part-time office help. Ideal for student or homemaker. Also need part-time driver. Call 641-3000

BUSY REAL ESTATE AGENT seeks Assistant with good office skills including computer. Call for Karla: 851-4400

CLAIMS REP
Suburban office of national insurance company needs your personal touch and your PC skills. Medical claims center immediate hire. Temp to perm. Candidate needs light computer and excellent people skills. Call Carolyn 313-459-2633
Uniforce Temporary Services

CLERICAL ASSISTANT
Experienced in computer skills. Dependable, energetic self-starter for growing manufacturer. 261-4580

CLERICAL ASSISTANT
Immediate opening for a reputable insurance company. Duties include answering phones, light typing, filing & unpacking supplies. Applicants must have high school & 2 yrs. experience as well as outstanding organizational, communication & interpersonal skills. Send resume, references and salary history to: Jasmin Jagmohan, 30 Oak Hollow, Ste. 345, Southfield, MI 48034.

CLERICAL ASSOCIATE
Michigan's Largest Canon Dealer, Michigan's Largest Canon Dealer, Uses in their front office. We are looking for a professional individual with prior office experience, good customer relations skills and typing speed of 40-wpm. Full benefits package. If interested in this opportunity, please send your resume and cover letter to:

Office Manager
Job Description #J-036
HOVINGA Business Systems, Inc.
Novi, MI 48375
An Equal Opportunity Employer

CLERICAL, for novi construction company. Includes: filing, typing, light bookkeeping, phone. Call Mary at Berkshire, An Equal Opportunity Employer.
Send resume to 714 Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

CLERICAL for small livonia office, ability to work with people, & data entry knowledge. Call 464-0040

CLERICAL HELP needed in my Northville home, some Domestic duties. Must have typing & clerical experience helpful. Daytime, 10-20 hours 420-3063

CLERICAL
Major corporation has an entry level opening in its Human Resourcing group. This office support position has varied duties that include data entry, correspondence, etc. Great potential for career growth. Company paid tuition.
Diversified Recruiters Co.
344-9700 FAX 344-9704

CLERICAL/PART-TIME
With computer experience for non smoking West Bloomfield office. Call Gerry 851-2943

CLERICAL STAFF
A variety of job openings to utilize your clerical skills, you have WordPerfect or Lotus plus organizational skills & a word processing experience, call us to discuss opportunities at our downtown Birmingham office.
PRO THERAPY OF AMERICA
810-646-1180c

CLERKS
Afternoon positions available in Royal Oak.
Call today, work right away!

TODAYS TEMPORARY
649-4455
EOE

10 FULL TIME OPENINGS
Customer Service Reps
Telephone Customer Service positions, you will work with a team of the art computer network for a growing Farmington company. Our hours are 7 AM-10 PM, Mon-Fri., Sat 9-4 and Sun 12-6. Reps must be able to handle a high volume of calls and respond to customer needs. We have a professional atmosphere and a lot of positive energy. If you enjoy customers, are comfortable with computers, can type at least 35 WPM and have a pleasant, clear phone, you will love this job. Great opportunity for those interested in marketing or information industry. Full time reps receive paid health benefits after a waiting period. No telemarketing is involved. Call or write:

CMA, Director of Employment
8301 West Big Beaver, Suite 411
Troy, MI 48084
810-637-1034

504 Help Wanted Office-Clerical

CLERICAL POSITION • FULL TIME for busy Farmington Hills office. Hours in Weekend. Accounts payable & order entry. 738-0230

COLLEGE STUDENT - General pay for temp immediately thru end of August. Phone answering, collating, or computer input, light bookkeeping. West Bloomfield area. 932-5123

COLLEGE STUDENTS!
• Secretaries
• Word Processors
• Clerical
$9-$13 Hr.
Dependable, motivated people needed for long/short term assignments. Flexible hours, choose your schedules, close to home locations. Call TODAY!
Farmington Hills . . . (810)615-0880
Madison Heights . . . (810)545-2580
Western TEMPORARY SERVICES

COPY CENTER CLERK
needed for long-term position for bindery & distribution of copies from copy bank. Responsibilities include: copying, collating, and handling forms. Top pay and benefits.
Call today!!

CORPORATE PERSONNEL SERVICES
362-9696
NO FEE EOE

CUSTOMER Relations Coordinator position. Must have supervisory experience/Lotus a must. Full time. Competitive salary. Send resume to: TYLE, 36867 Schoolcraft, Livonia, MI 48150

CUSTOMER SERVICE REP & GENERAL CLERICAL - full time. Apply within, Art Van Furniture, 22584 Gratiot, Southeast.

CUSTOMER SERVICE - Part-time. Growing printing distributor has immediate opening for perfect 1 & self-starter. As a Client Services Specialist for our Livonia branch office, you will be responsible for order invoice, order processing, forms design, and general clerical duties. At least two years prior experience in a customer service or sales support capacity required. Starting salary is $4.00 per hour depending on qualifications. Send resume to: Client Services, P.O. Box 16186, Lansing, MI 48901-8186

CUSTOMER SERVICE/ DATA ENTRY
FULL TIME/ENTRY LEVEL
Dynamic cellular communications company looking for energetic, detail oriented person who can work in a busy department. Must maintain a sunny disposition, and has good grammar and penmanship. Typing 40wpm, knowledge of excel and data entry experience. This full time position offers an excellent opportunity for a team player.

Send resume and salary requirements to:

Communications Manager
P.O. Box 71043
Madison Heights, MI 48071-0043

CUSTOMER SERVICE
Accounts receivable, take orders, assist customers. Will train. 56/hr. + benefits. Apply at 1 Ford Place, Detroit, Lisha Merriman & Farmington Rd. N. of Plymouth Rd.

CUSTOMER SERVICE
Southfield Company seeks entry level opening. Good communication skills. Flexible hours. Must have computer experience a plus. Will train. Call Ms. Ann 799-3947
Uniforce Temporary Services

Customer Service
Work with Fortune 500 companies, large accounts, team openings. Troy and Rochester Hills locations. Temp to perm opportunity. Train on variety of assignments. 1-97-DATA-1, Call Cathy, 548-7884
Uniforce Temporary Services

CUSTOMER SERVICE
Part-Time
Entry level position, flexible shifts between 8am & 6pm (approximately 24-32 hrs. per week) which includes weekdays and some holidays. Position requires typing and 10 key calculator. Ideal candidate has a pleasant phone manner & customer contact experience a must. Interested candidates may apply in person between 8:30am & 12:30pm only.

MELODY FARMS
31111 Northwestern Road
Livonia, MI 48150

An Equal Opportunity Employer

CUSTOMER TELEPHONE RELATIONS
$16,000 + Bonus
(of up to $2,000 per year)
Seeking a self-motivated, assertive and confident individual who is enthusiastic and anxious to join our dynamic and office staff in West Bloomfield

High visibility position requires:
• Minimum 1 year customer service experience with emphasis on telephone contact
• Excellent problem solving skills.
• Enjoy working with people.
• Ability to handle people tasks.
• Computer experience.

Call J. Berry today!
FITNESS MANAGEMENT CORP.
737-7300

DATA ENTRY OPERATORS
ALL SHIFTS
Computer services company in Livonia has several full and part-time openings for our Day, Afternoon and Midnight shifts for skilled Data Entry Operators. Qualifications include a minimum of 8,000 keystroke and position 10-key ability. This temporary project could lead to permanent positions within our company. To schedule an appointment, please call between 10:00 a.m. - 6:00 p.m. at 261-8220

DATA ENTRY PERSON needed for growing Medical Billing Company, full or part time working. Full time, with benefits. Send resume to: Medical Billing, 17 Mile, Sterling & Royal Oak, MI 48067

DATA ENTRY
High production operators needed for a long-term basis in Livonia.
• 4-8 hour shifts DAYS or AFTERNOONS
• Some SATURDAY hours are available.
Call today! 522-4020
KELLY Services
Equal Opportunity Employer M/F/D

Data Entry/Production
High volume order entry department is looking for self-motivated, reliable individual. Must type 50 wpm accurately and possess 10 key skills. Prior data entry experience preferred, experience 8 plus, 30-50/hr, based on experience. Work hours, Tues., May 31 and Thurs., June 2, from 10am-3pm or evenings and weekends. Ann Arbor area. 80209 Dixie Center Drive, Suite 2075, Southfield, MI 48075

504 Help Wanted Office-Clerical

DATA ENTRY
CUSTOMER SERVICE
GENERAL OFFICE
Immediate openings for temporary assignments. Earn top $$ for your skills & experience.

CALL NOW
SNELLING PERSONNEL SERVICES
Livonia 464-3100
Southfield 353-1300
Auburn Hills 373-7200
Taylor 292-6777

DATA ENTRY
Environmental Consulting firm has immediate openings for full-time & part-time data entry people. Requirements include: data entry & experience with Windows, Microsoft & Microsoft Word skills. Must be organized with attention to detail. Send resumes to E. Upton, DE, 22345 Rosedale Court, Suite 400, MI 48076 No phone calls.
EE/AAE/M/F/H/V

DATA ENTRY
FULL/PART TIME, Immediate openings for data entry operators, long term positions. Two shifts available, 8-12 & 1-5. Call 473-2622
Uniforce Temporary Services

Data Entry, Word Processors, Receptionists, Clerks
ALL CLERICAL POSITIONS
Long & short term assignments
PEOPLEMARK
CALL 478-1000

DATA INPUT PERSON, needed for inventory department of southfield based company. Must be detail oriented, have an eye for accuracy, an even aptitude, excellent salary & benefits. Please call Jim for interview at 353-0000

DEARBORN HEIGHTS Substance Abuse Clinic seeks part time clerical. Typing and computer literate. 277-2293

Dependable, reliable person needed to do filing, typing, and general office duties. Must be able to lift. Apply in person to: 1847 Inkster Rd, Garden City.

EMERGETIC person with general office skills to work inside agent's Sales & Service office. Call Ann at Southfield. Part time.
Fax resume to: 810-424-4800
6161 Bow 7196

ENGINEERING COORDINATOR
Well organized, detail oriented individual needed to keep things from falling through the cracks". Must be detail oriented, with the ability to handle 5 "must-have" position requirements. Ideal candidate: Microsoft Works experience a plus. Please send resume to:
Molmec-Reynard Tessner Co
Attn: Ms Gabbard
309 I Research Dr
Rochester Hills, MI 48309

★ **LEGAL TEMP/PERM**
RECRUITING FOR
all legal personnel. Top rates and benefits.
• All Tri-County Law Firms
• Excellent Temp to Perm Opportunities

Call us today ... interview tomorrow ... jobs & offers to follow!
PERSONNEL AT LAW
30001 Cloverlay, Suite 350
Southfield, MI 48075
Fax 358-0233 358-0090

LEGAL SECRETARY
✔ Birmingham law firm. Word-Perfect 5.1 required. Legal experience preferred. 80 wpm. Competitive salary/benefits. 758-1100

LEGAL ASSISTANT
Paralegal or clerk representative. Minimum 3 years experience in litigation. Word Perfect 5.1 preferred. Computer trained WordPerfect & 1-2-3. Pay commensurate with salary. Town Center, Southfield.
Send resume and salary to: Box 584
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY
Full time for large suburban defense firm. 3-5 years litigation experience. Send resume and salary requirements to: P.O. Box 3046, Farmington Hills, MI 48333.

LEGAL SECRETARY for Troy insurance defense firm. Minimum 3 yrs. experience in insurance defense litigation. Office Manager 649-1330

LEGAL SECRETARY
Fast-paced North Oakland County law firm seeking experienced full-time legal secretary with knowledge of WordPerfect, litigation and bankruptcy. Salary DOE, with us. We're busy but happy. Send your resume to: Office Manager, 1760 S Telegraph, Ste 300, Bloomfield Hills, MI 48302-0183 or fax it to us at: (313)335-3348

LEGAL SECRETARY
Full time 3 + years experience, type 60 wpm. WordPerfect 5.1, non smoker, Birmingham law firm. Good pay/benefits. Call Jeff at 540-3340

LEGAL SECRETARY - Southfield, defense litigation firm, must have high skills & word processing experience, fitness management center, salary commensurate. 354-8644

LEGAL SECRETARY - Experienced in WordPerfect, family law and personal injury. Small firm, pleasant environment. Call Ann at 644-4136 Or send 31275 Northwestern Hwy., Ste. 100, Farmington Hills, MI 48334

LEGAL SECRETARY
Full time for small Farmington Hills general practice office. Experience preferred. Accurate typing, grammar & spelling, knowledge of Word Perfect 5.1. Submit resume to Box 746
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY - wanted for Troy law firm with pleasant working conditions. Must have 3-4 yrs. legal experience, excellent typing, grammar & proof reading skills as well as professional appearance and ability to relate well to people. Must be proficient in WordPerfect 5.1. Salary commensurate with ability. Send resume to: Debra M. Grant, Finch & Finkel, 3001 W. Big Beaver, Suite 600, Troy, MI 48084.

LEGAL SECRETARY
Large public company seek motivated Legal Secretary with proven litigation experience. Must have excellent organizational skills, type 60 wpm, & WordPerfect 5.1 knowledge. Competitive salary & benefits offered. Brighton area.
Send resume to: Box 586
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY
WordPerfect 5.1. Flex hours, 4 days, 30 hours a week. Pleasant Birmingham law suite. 644-1881

LEGAL SECRETARY needed for non-smoking law firm in Bloomfield Hills. 1-2 years experience preferred, type 60-80wpm, dictaphone as time necessary. Send resume to: Personnel, 2930 Telegraph Rd., #250, Bloomfield Hills, MI 48302

LEGAL SECRETARY
With 5 years of litigation experience. Must know WordPerfect. Please send resumes and references to: Box 752
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

Entry Level Sales Secretary
position available in benefit & casualty insurance firm. Perfect for recent high school graduate. Part time now, full time after graduation. Fast paced, intriguing one full time. Does require flex. hrs. Experience in general office, typing, 10 key, & computer helpful, preferable. Send resume: Box 722, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE
Environmental firm seeks organized, organized, detail-oriented person with strong communication skills & knowledge of general office procedures. Duties include: filing, typing, data entry (Microsoft Word), phone/fax experience a plus. Office Manager position, training provided. Salary negotiable. Please call Monday, Lab Products, 37911 W. 12 Mile Rd., Farmington Hills, MI 48334-1662

GENERAL OFFICE HELP
Part-time, could change to full-time. Some computer knowledge helpful. 533-1115

GROWING CHEVROLET Dealership in need of an office coordinator for the Body Shop. Excellent compensation & people skills needed. Clearly a full time position. Great pay & benefit package. Contact Mr. Hasak, Gordon Chevrolet, 981-4000

INSURANCE - Customer Service Representative. Minimum of 3 years insurance experience in a customer/mass/multi-company agency. Customer knowledge required. Bonus. Ms. Ann Arbor.
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Environmental Analysis firm has immediate openings for laboratory technicians in the sample log-in and data entry department. Qualified duties must have a garnet science background and be detail oriented. Computer experience a plus. Send resume to: P.O. Box 2004, Northville, MI 48167. No phone calls.
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Full time for large suburban defense firm. 3-5 years litigation experience. Send resume and salary requirements to: P.O. Box 3046, Farmington Hills, MI 48333.

LEGAL SECRETARY for Troy insurance defense firm. Minimum 3 yrs. experience in insurance defense litigation. Office Manager 649-1330

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Fast-paced North Oakland County law firm seeking experienced full-time legal secretary with knowledge of WordPerfect, litigation and bankruptcy. Salary DOE, with us. We're busy but happy. Send your resume to: Office Manager, 1760 S Telegraph, Ste 300, Bloomfield Hills, MI 48302-0183 or fax it to us at: (313)335-3348

LEGAL SECRETARY
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LEGAL SECRETARY - Southfield, defense litigation firm, must have high skills & word processing experience, fitness management center, salary commensurate. 354-8644

LEGAL SECRETARY - Experienced in WordPerfect, family law and personal injury. Small firm, pleasant environment. Call Ann at 644-4136 Or send 31275 Northwestern Hwy., Ste. 100, Farmington Hills, MI 48334

LEGAL SECRETARY
Full time for small Farmington Hills general practice office. Experience preferred. Accurate typing, grammar & spelling, knowledge of Word Perfect 5.1. Submit resume to Box 746
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LEGAL SECRETARY - wanted for Troy law firm with pleasant working conditions. Must have 3-4 yrs. legal experience, excellent typing, grammar & proof reading skills as well as professional appearance and ability to relate well to people. Must be proficient in WordPerfect 5.1. Salary commensurate with ability. Send resume to: Debra M. Grant, Finch & Finkel, 3001 W. Big Beaver, Suite 600, Troy, MI 48084.

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Large public company seek motivated Legal Secretary with proven litigation experience. Must have excellent organizational skills, type 60 wpm, & WordPerfect 5.1 knowledge. Competitive salary & benefits offered. Brighton area.
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