502 Help Wanted Dental-Medical

RN/LPN's
PART-TIME
Apply in person:
Marywood Manor
14475 Middlebelt
Livonia, Mi., 48154
(313) 427-8175

TRANSCRIPTIONIST/FRONT DESK [illegible]

WARD CLERK - entry level part time position [illegible] 810-553-3631 or call 810-553-3636

X-RAY TECH
Orthopedic group needs part-time Tech. Prefer ARRT, but not necessary. Convenient Novi location. Competitive salary. Call Chris at MedMatch (810)261-0652

504 Help Wanted Office-Clerical

ACCOUNTANTS BOOKKEEPERS CLERKS

JOBS! JOBS! JOBS!
We have a variety of Perm Temp and Temp-to-Perm positions available at all levels and more coming in steadily.
IMMEDIATELY AVAILABLE
TEMP-TO-PERM
Payables Clerk: Farmington Hills
Perm: In-house
TEMP
Accountant thru Trial Balance
Macintosh experience needed
Livonia, 6-8 weeks
PERM
Accountant thru Trial Balance
Taylor, Perm to mid 20's
Accountants Connection
(313) 513-7800

ACCOUNTING ASSISTANT

Part-time position at Novi location. Computer based accounting applications, data entry and 1 year payroll experience required. GENESYS experience preferred. Qualified applicants should send resume to:
Recruiter/Accounting Assistant
DMC Health Care Centers
17540 Farmington Road
Livonia, MI 48152
A member of Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

ACCOUNTING
BOOKKEEPERS
[illegible]

accountemps
[illegible]

ACCOUNTING CLERK [illegible]

ACCOUNTING CLERK [illegible]

ACCOUNTING CLERK-Full time position. Strong background required in receivables, payables or payroll for computerized system. Send resume to Controller, Meadowbrook Country Club, 40941 W. 8 Mile Rd., Northville, MI 48167. No phone calls

Accounts Payable Clerk
Computer experience necessary. Resume to: 30100 Telegraph, Suite 218, Bingham Farms, MI 48025

ACCOUNTING CLERK - Farmington Hills company is seeking a person with 1-3 yrs. accounts payable or data entry experience for full time position. Computer experience necessary. Lotus 123 or Excel a plus. Send resume to: Accounting Supervisor, P.O. Box 2864, Southfield MI 48037-2864.

ACCOUNTING/DATA ENTRY CLERK
Professional office in Birmingham seeks a data entry clerk with a strong accounting background. The ideal candidate will have a complete understanding of computerized accounting systems, FIFO accounting principles, cost accounting and be highly accurate. Benefits include competitive salary, paid medical, dental, life & disability insurance. Qualified applicants are invited to send their resume and salary history to Box 194.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING

PERMANENT POSITIONS:
- Several openings with west side client for people with third party medical billing, collections & reimbursements. All levels, from clerical to top management.
- Accounting/General office Clerk, downtown professional firm: Accounts Receivable, Accounts Payable, data entry, lite typing, some reception duties, special projects, lots of variety. Salary to $22K, plus benefits.

TEMP ASSIGNMENT:
- CPA/CIA - Plymouth, with recent experience to manage audit.

TEMP POSITIONS-LONG TERM:
- Accounts Receivable clerk, Southfield
- Bookkeeper - Ann Arbor
- Controller - Downtown Detroit, non profit experience

TEMP TO PERM:
- Accounts Payable Clerk, Farmington Hills, Livonia
- Accounting Assistant - Troy, Accounts Receivable, Accounts Payable, data entry, inventory
- Cashier - Plymouth - with lite accounting background

If you have computerized bookkeeping/accounting experience and are unemployed, please call to register for Temp as well as Permanent placement. New assignments coming in daily.

354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy. Ste 203
Southfield, MI 48075
agency fee paid

ACCOUNT REPRESENTATIVE - Immediate opening for insurance office in W. Bloomfield. Good phone & typing skills. Full time. Non smoker. 626-2662

ACCOUNTS PAYABLE/General office. Computerized. [illegible] SNELLING PERSONNEL

ACCOUNTS PAYABLE/RECEIVABLE
[illegible] Uniforce Temporary Services

ACCOUNTS PAYABLE [illegible]

ACCOUNT SPECIALIST
[illegible] Diversified Recruiters Co. 344-6700 FAX 344-6704

ADMINISTRATIVE ASSISTANT
Professional self-starter needed for fast paced Livonia corporation. PC knowledge a must. Speed writing or shorthand preferred. Call 953-4100

COMPUWARE CORPORATION
GROWTH OPPORTUNITIES

Compuware, an international software and professional computer software company, has immediate employment opportunities for someone just like you:
Payroll minimum 1 year experience with payroll tax, spreadsheets, word processing; PC payroll experience preferred.
Accounts Receivable minimum 1 year experience in computerized environment with collections, general ledger, accounts receivable, cash application, and spreadsheet knowledge.
Find your niche in our special culture today. Send your resume to Compuware Corporation, 31440 Northwestern Highway, Farmington Hills, MI 48334; fax: 810/737-7676.
COMPUWARE.
AN EQUAL OPPORTUNITY EMPLOYER

COMPUWARE CORPORATION
RECEPTIONIST & ADMINISTRATIVE ASSISTANT OPPORTUNITIES

Compuware, a growing international software and services company, has immediate opportunities for Receptionists and Administrative Assistants.
- Word processing & spreadsheet experience
- Good telephone customer relations skills
- Enthusiastic, people-oriented
- High energy to meet demands of a busy, growing corporate environment
- Attentive to detail

Find your niche in our special culture today. Send your resume to Compuware Corporation, 31440 Northwestern Highway, Farmington Hills, MI 48334; fax: 810/737-7676.
COMPUWARE.
AN EQUAL OPPORTUNITY EMPLOYER

Join OfficeTeam and Work with the Best!
Earn top dollars on challenging short & long-term assignments with the best companies in town!
Executive Secretaries • Word Processors • Administrative Assistants •
and all other office support positions.
Certified Professional Secretary (CPS) rating a plus!
Don't delay, call today! EOE
(810) 358-0222
28588 Northwestern #250
Southfield, MI 48034
OFFICETEAM
Specialized Administrative Staffing
Working together to provide the highest quality administrative professionals.

ACCOUNTS RECEIVABLE
Southfield management firm has an immediate opening for a qualified individual in the Accounts Receivable Dept. Experience with property management, HUD and computers a must. Benefits included. Send your resume to: A.R., Box 792:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
Must be experienced with Big 3 receivable collections. Other responsibilities will include maintenance of dome inventory records and misc. office tasks. Suburban location, benefits, etc. Please send resume to: Somax Electrostatic, Inc., 11996 Merriman Rd., Livonia, MI 48150, Attn: Mrs. Williams

ACCOUNTS Receivable-Part time
To make collection calls and misc. accounts receivable functions. Collection experience a plus. Send resume with pay history to: Accounts Receivable, Yale Materials Handling, 11944 Hubbard, Livonia, MI 48150. Fax 313-427-1886

ACCOUNTS RECEIVABLES TO $23,000
Well established company offers a chance to use your strong Lotus skills to monitor receivables. Must have solid experience and good phone ability. Call Diane 464-0909
SNELLING PERSONNEL SERVICES

ACT FAST
DATA ENTRY
- Immediate openings
- Afternoon & midnight shifts
- 8000 keystrokes required
Call now
SOMEBODY SOMETIME
18330 Middlebelt
477-1262

Ad Agency Secretary To $21,000
Use your good skills and experience assisting V.P. responsible for major account. Great atmosphere, interesting people. Good word processing skills a must. MAC a plus. Hurry! Call Bernice at 464-0909
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
experienced, with good organizational skills & flexibility needed for multi located real estate investment firm. Must have Microsoft Word & Electronic Spreadsheets. Please send resume & salary requirements to: Personnel Director, Atlantic Associates, 36700 Grand River Avenue, Farmington Hills, MI 48335.

ADMINISTRATIVE ASSISTANT
Needed for Dearborn location. Must be proficient in Microsoft Word and Excel, strong communication skills, competitive salary + benefits. Call Frank O'Neill, Engineering Technologies Ltd. 810-486-4012

ADMINISTRATIVE SUPPORT [illegible]

ADMINISTRATIVE ASSISTANT
[illegible] Uniforce Temporary Services 473-2931

ADMINISTRATIVE ASSISTANT
Immediate opening for Sterling Heights company. Must be proficient with WordPerfect 6.1, typing correspondence and proposals, some data entry. Temp to full time position.
ET SERVICES & SYSTEMS, INC. 569-6429

ADMINISTRATIVE ASSISTANT
For corporate office. Assist with Accounts Payable and Purchasing, plus general office duties. Office experience a must. Accounting & Purchasing a plus. We offer a competitive wage for this full time position. For consideration, please send resume & salary history to: Tool Warehouse, 3310 W. Big Beaver Rd., #134, Troy, MI 48084.
An Equal Opportunity Employer

ADMINISTRATIVE SECRETARY
Farmington Hills corporation seeks individual with strong computer skills to include WordPerfect and Lotus. Right individual will possess excellent telephone and organizational skills. Top benefits include paid tuition.
Diversified Recruiters Co.
344-6700 FAX 344-6704

ADMINISTRATIVE OFFICE SUPPORT POSITIONS
SUBURBAN FIRMS
- ADMINISTRATIVE ASSISTANT
- CUSTOMER SERVICE
- FILE CLERK
- PART-TIME SECRETARY
- PART-TIME DATA ENTRY
- TELEMARKETERS
CALL TEMPEXCHANGE
810-332-8000

ANSWERING SERVICE needs telephone operators in Southfield. Computer experience helpful. 810 569-0630

ARBOR TEMPS NEEDS:
- Receptionists/Office Clerks
- Data Entry Operators
- Customer Service Reps
- Production/Warehouse Workers
For immediate interview call:
459-1166

ADMINISTRATIVE SECRETARY
Growing automotive supplier seeking a full time secretary/sales correspondent for Troy Corporate/Sales office.
Duties include administrative and clerical support for the staff and support to customers on behalf of program managers.
The following qualifications are required: strong computer skills with solid proficiency in Word Perfect and Lotus, multi-line telephone skills; accomplished verbal and written skills and three years experience. Please submit resume and salary requirements to Box 906:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
NovaCare, the nation's premier rehabilitation services company, has an immediate vacancy available in its Southfield office for a highly motivated Administrative Assistant. [illegible]
NovaCare provides an excellent benefits and competitive compensation package. For immediate consideration, please forward resume with salary history to: Human Resources Manager, NovaCare, Inc., 26777 Telegraph Rd., Ste. 2651, Southfield, MI 48034.
An Equal Opportunity Employer

BARTECH
Recruiting for
BIG THREE
Positions available for experienced office support.
- WordPerfect/Windows
- Excel
- Harvard Graphics
- Lotus
- Powerpoint
- All Windows
Great benefit package available.
271-5454
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
$26,000 TO $30,000
All fees paid by companies. Fabulous, posh companies located throughout the Metro area need top notch individuals to fill various positions. Call for immediate appointment.
569-5446
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT/RECEPTIONIST
Canton based Software company with large corporate clientele has immediate full time opening for an enthusiastic, highly organized, excellent communicator with a professional image. Duties require telephone & computer skills, WordPerfect a plus. Must be a motivated team player. Call 454-7303

ADMINISTRATIVE ASSISTANT/ASSISTANT PROPERTY MANAGER
Excellent opportunity for Administrative Assistant with WordPerfect and transcription experience. Growth potential to Property Manager. Salary starting at $27K. Please send resume stating professional goals and available starting date to: Ms. Peterson, 300 E. Brown, Suite 101, Birmingham, MI 48009.

ADMINISTRATIVE ASSISTANT
Position open for an experienced person. Excellent typing & word processing skills (WordPerfect 6.1 for Windows). Able to work well under time constraints & handle a variety of duties. Salary commensurate with experience. Excellent benefits. Send resume to: Human Resource Department, 1675 W Maple Road, Troy, MI 48084
An Equal Opportunity Employer

ADMINISTRATIVE/SECRETARIAL
Two positions available; Market Development and training/publications departments at major publishing company in Troy. Word Perfect and Lotus experience necessary. Ability to work independently and follow through on projects. Must be detail and multi-task oriented. Temp to permanent opportunity. Call now for interview
MANPOWER - 740-5430

ADMINISTRATIVE ASSISTANT/SECRETARY
Large company in Troy looking for individual with advanced skills in WordPerfect 6.0 with Windows & Lotus 1-2-3. Long term assignment. Great pay & benefits.

CONTEMPRA
583-9500

ADMINISTRATIVE ASSISTANT
Promotable opportunities with established recruiting firm for skilled/talented individual to assist President and Secretary/Treasurer. Qualified candidate needs to be organized, have experience in fast-paced office, have working knowledge of Microsoft Word, WordPerfect, Excel and capable of handling multiple projects. Send resume to: Human Resources, PO Box 250572, West Bloomfield, MI 48322-0572 (or fax) 848-4119

Attention!
SECRETARY
Growing marketing firm needs all around skills for major long term project. Work with key executives. Windows software. Growth opportunity. Call Sarah 796-3646
Uniforce Temporary Services

BILLING ASSISTANT
Full time for detail-oriented individual who enjoys working with numbers. Bookkeeping, 10 key & computer experience required. Must be friendly with an excellent phone voice. Good salary & benefits. Send resume: Mid Coast Studio, 2616 Industrial Row, Troy, MI 48084

DIAMOND CASTLE is looking for a full time Salesperson. Some experience. Wages plus benefits. Call 442-2440

BOOKKEEPER ASSISTANT
Full time to assist Bookkeeper with accounts receivable, accounts payable & misc. office duties. Light typing required. Send resume:
Box 932,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Computer experience helpful
Excellent benefits
Call Dawn: 941-6300

BOOKKEEPER - Full or part time position available for experienced bookkeeper with computer skills. Rochester Hills label manufacturing company. Call 9AM-5PM, ask for Cindy. 810-853-7977

BOOKKEEPER
Full-charge bookkeeper for Farmington Hills CPA firm. Accounting firm experience preferable. Send resume to: Mr. Rock, 30230 Orchard Lake Rd., Suite 250, Farmington Hills, MI 48334.

BOOKKEEPER - Full charge. Part time. Accounts receivable & payable, general ledger, computer skills necessary. Mail/Business Sense helpful. Send resume & references to: Box 196
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Metro suburban company seeks individual to be responsible for computerized receivables, payables, and weekly payroll. Qualified candidate must have a minimum of 2 yrs. experience. This is a temporary position with the possibility of permanent employment. Flexible hours a must. E.O.E.
accountemps
(810) 357-8367 Fax 356-0941
29646 Northwestern #250
Southfield, MI 48034

BOOKKEEPER - Part time - CPA firm. Computer and payroll tax experience required. Send resume to: ESC, 6660 Orchard Lake Rd., Suite 204, W. Bloomfield, MI 48322

BOOKKEEPER/PART-TIME
for Troy law office. Full charge thru trial balance, including payroll & billing. Knowledge of time slips helpful. Call Suzanne, Tues-Weds-Thurs: 362-4747

BOOKKEEPER
Part-time. Full charge through Trial Balance for private career school. Travel agency experience helpful. Call Sue 569-6822

BOOKKEEPER - Property management company. Full charge thru financial statements. Computerized general ledger experience necessary. Non-smoking environment. Send resume to: Employment, 77 E. Long Lake Rd., Bloomfield Hills, MI 48304.

BOOKKEEPING/SECRETARIAL
Find out all under classification #513. Call Miss Miriam, 810-646-1110

BUBBLY RECEPTIONIST
$7 to $8/HR
ARBOR TEMPS: 459-1166

BUSINESS PRODUCT SALES
TRAVEL
Ten immediate openings for motivated & enthusiastic persons 18 & over. Must be free to travel East Coast, West Coast. Expenses paid. High salary & commission. All transportation furnished. No experience necessary. Paid on job training. Call Mr. Singer, 11am-5pm, 368-6600 Ext 121.

BUSY SMALL BUSINESS - needs person to answer phones, data entry (D base), general office work. Mon.-Fri., 8-5. Send complete resume to: Box 126,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Claims Adjuster - $26,000
Telephone homeowner claims experience. Call THE KPM GROUP
1-800-PICK-KPM

CLAIMS PROCESSOR
NOW
Medical background helpful. Insurance billing & workers comp. Temp to Perm. 737-1711
TEMPORARY RESOURCES

CLERICAL
Alert, reliable person needed to handle general office duties. Part time position, eves. & weekends. Pleasant working conditions. Apply in person: New York Carpet World, 20500 Plymouth Rd., Livonia.

BOOKKEEPER
(Temporary Position)
A commercial services company located in Southfield has a temporary position for a bookkeeper. The position requires availability through December 1994. The successful candidate will have 3-5 years of accounts payable, bank reconciliation, and general ledger account analysis experience. Computerized accounting system and basic Lotus experience is required, knowledge of MAS 90 system desired. If interested, send resume and salary requirements to: Mr. T. Green, 29800 Southfield Rd., Suite 100, Southfield MI 48076.
An Equal Opportunity Employer

CAREER POSITION
Two mature career minded individuals needed. Must be dependable with an accounting background, computer experience helpful, benefits and excellent working environment. Call for interview ask for Marie 810-669-9400

CHURCH SECRETARY
500 member United Methodist Church, suburban community. 34 hours per week. 610-626-9606

CLERICAL ASSISTANT
Birmingham property management company seeking bright enthusiastic person to handle all phases of clerical duties, i.e., phones, typing, filing and errands. Excellent opportunity to grow with company. Send resume and salary requirements to: Dover Development, 33400 Telegraph, Suite 202, Bingham Farms, MI 48025 or fax to 810-643-8744

CLERICAL
Dealership experience preferred.
Stu Evans Lincoln Mercury.
Ask for Dawn 425-4300

CLERICAL
ENTRY LEVEL
We are a Wixom/Novi based service company looking for "team players" to join our clerical staff. Customer Service, Receivables and Sales Support are featured. You should be organized, ambitious and possess a pleasant personality. Call Personnel 347-3669

CLERICAL
Entry-level, clerical career opportunity with Southeastern Michigan's largest AT&T VAR. Competitive salary plus a 401K plan, profit sharing, and full medical, dental, optical insurance. Apply: 26450 Haggerty Road, Farmington Hills or call for an appointment: 489-0000 ext 202

CLERICAL - Full time general office work for Southfield property management company. Computer experience desired. Call Mon.-Fri. 9am-5pm, 353-4043
An Equal Opportunity Employer

CLERICAL - NOVI AREA
Entry level position. Typing skills, phone answering. 810-348-8150

CLERICAL PERSON - typing, computer & office skills required. Good pay & benefits. West side. Resume to: P.O. Box 700864, Plymouth, MI 48170.

CLERICAL POSITION - part time available immediately. Weekends are a must. Apply in person. Scott Shuptrine, 4110 Telegraph Rd., Bloomfield Hills, MI 48302.

CLERICAL/RECEPTIONIST. Psychologist's office, experienced WordPerfect 6.0, Self Directed, independent, small pleasant work environment. Full time. 8am-4:30pm. Resume to: Office Manager, 6450 Farmington Rd., #101, W. Bloomfield MI 48322-4458

Clerical Support Needed!
Fast Paced Fortune 500 Co.
in Farmington Hills
Phones, WP 5.1, Typing,
General Office
Must have Top Skills in:
- Customer Service
- Grammar/Vocabulary
$8.00 - $9.00/hr
If You've got the INITIATIVE
CALL TODAY!
810-474-5000
EXPRESS PERSONNEL SERVICES

CLERICAL
Troy law firm seeks full time entry level typist with experience in WordPerfect. Applicant must be meticulous, dependable, organized, self motivated, and possess good grammar, spelling, punctuation skills & type 60 plus WPM. Send resume to: Law Offices, 1721 Crooks Rd., Su. 101, Troy, MI 48084.

Clerical
WE ARE an international professional society headquartered in the Dearborn area and are currently looking for candidates to fill the following positions within our internal temporary pool.

DATA ENTRY CLERKS
Responsibilities include answering phones, taking orders and assisting customers. Candidates must have professional telephone skills, and type 50wpm.

WORD PROCESSING SECRETARY
Will provide clerical support, filling various internal temporary assignments. Flexible schedule, 20-40 hours/week. Candidate must possess WordPerfect experience, minimum typing speed of 60wpm, excellent grammar, spelling and communication skills.

Please send resume, salary requirements, and indication of position applying for to:
Human Resources/VS
P.O. Box 930
Dearborn, MI 48121
An Equal Opportunity Employer

CLERK - part time, 30-34 hrs. for Southfield law office. Must be organized. Non smoking office. 350-3250.

COMPUTERIZED ACCOUNTING TECHNICIAN TRAINING
(College Credits)
Laid off workers and unemployed, low income persons may qualify for FREE computerized accounting technician training and job placement assistance. High School Diploma or GED required.
Call Amy at: 845-6667
Henry Ford Community College
Office of Corporate Training

CONTEMPRA
is seeking highly motivated & dependable people with various skills.
- Word Processors $8-12/hr.
- Switchboard Operators $6-$8
- Secretaries $8-$12
- Receptionists $6-$8
- Data Entry Clerks $6-$8
- Customer Service $8

Short & long term & temporary to permanent positions.

CONTEMPRA
583-9500 - Madison Hgts
563-5900 - Dearborn

NATION'S LARGEST SANITARY supply distributor looking for a motivated individual to fill full time Customer Service/Data Entry position in Romulus, MI. Send resume to: Chris Kasha, P.O. Box 514, Toledo, OH 43600

CUSTOMER SERVICE
Troy based specialty advertising company has immediate openings in customer service. Duties include taking phone orders, and performing customer service follow-up. Successful candidate must type 40-50 wpm, have excellent written & oral communication skills and be people oriented. Salary/benefits. Send resume to:
Customer Service
P.O. Box 7846, Troy, MI 48007-7846.

CUSTOMER SERVICE TEMP TO PERM, MGM
Flexible Staffing Services
MGM is seeking professional individuals with excellent verbal & written communication skills & the ability to type 30-45 wpm.
Immediate openings available in the Farmington Hills & Southfield area.
If you meet the above requirements, have a valid driver's license or State I.D. & your own car, please call us today for an appointment.
MGM
Flexible Staffing Services
(810) 474-7780

COMPUTER Literate, phone friendly, self starter wanted for receptionist/secretarial position in small office, W. Bloomfield. 737-6230

NOW HIRING!
ALL SHIFTS
25 CUSTOMER SERVICE
25 DATA ENTRY
(8,000 KPH)
COLLECTIONS
FULL & PART-TIME
LIVONIA
29240 Buckingham Ave., #8
Off Middlebelt, N. of I-96
INTERIM PERSONNEL

NOVI DISTRIBUTION company is taking applications for Customer Service position, full time. Apply in person Mon-Fri, 8am-4pm. 22475 Venture Dr., Novi, located off 9 Mile, betw. Meadowbrook & Novi Rd

CUSTOMER SERVICE
Outgoing, friendly self-starter to work in an established fast growing company. Experience preferred, but will train. Send resume and salary requirement to:
21530 Southfield Rd.
Beverly Hills, MI 48025
Attn: Michelle Perry

CUSTOMER SERVICE/order desk for busy high tech repair service. Friendly, organized, self-starter with computer, typing, phone & general office experience. Full-time. Excellent benefits. Westland. 326-6666

CUSTOMER SERVICE
Rochester based 15 year old telecommunication firm seeks a detail oriented individual with strong communications & organizational skills. Call 853-3070 ext. 150

CUSTOMER SERVICE
Immediate positions available in Farmington Hills for computer literate individuals with excellent oral & written communication skills. Bachelors Degree Preferred. EOE. Anna, Foster-Davis (810) 799-8000

CUSTOMER SERVICE/SALES REP
Outgoing, personable, reliable person needed full time for insurance agent's office in Westland. Experience preferred, but not required. Call Karen or Lisa 722-2007

CUSTOMER SERVICE/OFFICE ASSISTANT
Livonia distributor seeks self motivated individual to support office and sales staff. Excellent phone skills a must, experience with Microsoft Office a plus. Willing to train the right person. Call 953-6680

CUSTOMER SERVICE
Multi-project openings to work with Fortune 500 companies for both experienced and new candidates. Training in both Troy and Rochester Hills locations. Temp to perm opportunity. Pay for experience. Call Claire 646-7964
Uniforce Temporary Services

CUSTOMER SERVICE
Suburban insurance headquarters has immediate needs. Qualified candidates must have:
- Excellent people skills
- Commitment to long term assignment
- Light computer skills
Thorough training will be provided. $7.50/hour. Call Cathy 473-2934
Uniforce Temporary Services

CUSTOMER SERVICE REPRESENTATIVE
Wanted for distributor of electric motors and related products. We offer a competitive compensation package and benefits. Please send resume to: Box 218
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CUSTOMER SERVICE
Company located in Detroit suburb has an opening in it's customer service department. Applicant must have both automotive supplier customer service and computer experience. Good starting salary and fringe benefits. Send resume to:
Box 234
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Customer Service
1st-2nd SHIFTS
Full or Part Time
Several dependable people needed for assignment in the Farmington Hills area. Good communication skills, light data entry needed. Possible temp-to-perm. Good pay, benefits.
(810)615-0660
WESTERN STAFFING SERVICES

CUSTOMER SERVICE
$7.00/HR.
Join our West Bloomfield Headquarters in an exciting, fast paced, high visibility position in our Member Services Department.
WE OFFER:
- Complete training
- Excellent benefits, including life and health care coverage
- Paid holidays and vacation
- Tuition reimbursement
- Health Spa membership

YOU NEED:
- Telephone and written communication skills
- Experience in customer service
- To enjoy helping the members of our nationwide chain of Health Spas
- 6 months clerical/office experience

Call Ms Shamoun Immediately!
FITNESS USA HEALTH SPAS
737-7200

CUSTOMER SUPPORT
Suburban marketing firm has new openings. Good communications skills. Flexible hours. Some computer experience a plus, will train. Call Carol 796-3647
Uniforce Temporary Services

TEMPORARY, full time, Data Entry Clerk for busy Southfield law firm for 3-4 months. Send resume to Administrator, 4000 Town Center, Ste. 909, Southfield, MI. 48075

DATA ENTRY CLERKS
Immediate positions in Plymouth, Livonia, Westland and Novi. Flexible schedules. Weekends and evenings available. E.O.E. Call Anna Foster-Davis (810) 799-8000

DATA ENTRY - long term, full time, 3 shifts available. Call 464-7079
ETD Temporary Service
An Equal Opportunity Employer

CUSTOMER SERVICE PROGRAM SPECIALIST
Auburn Hills based automotive group is seeking a professional, responsible individual for the position of Customer Service Program Specialist. A minimum of 3 years automotive experience required. High school diploma required, some college preferred. [illegible]
We offer an excellent working environment, competitive salary, comprehensive company paid/supported benefits program. Send resume with salary history and DAYTIME telephone number in confidence to:
BOX 212
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

DATA ENTRY
Keego Harbor location. Accuracy important, strong communication skills needed. Temp to full time, immediate opening.
ET SERVICES & SYSTEMS, INC. 569-6429

CUSTOMER SERVICE
This Bloomfield Hills marketing firm needs your expertise. The ideal candidate will have the following qualifications:
- College student or graduate
- Computer proficiency
- Customer Service experience.

Day & evening shifts available
CALL SPENCER PERSONNEL
559-0110
E.O.E. NEVER A FEE

CUSTOMER SERVICE
Sharp Customer Service Reps wanted at our Farmington Hills office to fill in for several employees on family leave! Dynamic progressive firm looking for special individuals who can work in a fast paced environment, maintain a sunny disposition, who are detail oriented, and possess good grammar skills and penmanship. Previous office & computer experience preferred. Excellent opportunity for team players who enjoy helping others. These positions will be temporary full-time positions beginning in July. Temporary work may run thru December. Position could turn into permanent full-time for the right person.
Send resume with salary requirements to:
CORPORATE OFFICE MANAGER
P.O. Box 71043
Madison Heights, MI 48071-0043

DATA ENTRY
FULL/PART TIME. Immediate openings for long term opportunity. Temp to perm. Flexible schedule. Three shifts available. To $7.50/hr. to start. Excellent benefits.
Call Darlene 473-2932
Uniforce Temporary Services

DATA ENTRY
START IMMEDIATELY!!
Must have minimum of 7,000 key strokes or more. Call Today!
BARTECH PERSONNEL
271-5454
An Equal Opportunity Employer

DATA ENTRY
Suburban financial firm has long term temp to perm positions. Excellent salary and benefits for thoughtful productive candidates. Call Dana 646-7963
Uniforce Temporary Services

DATA ENTRY
Typing required. Part time. Evenings & weekends. Apply in person: Art Van, 4331 Woodward, Royal Oak.

DEPUTY CLERK/PROBATION SECRETARY
Basic typing skills, computer knowledge and office experience required. Full/part time positions. Submit resume to: Chief Judge, 17th District Court, 15111 Beech Daly, Redford, MI 48239
No later than July 20. EOE.

DISPATCHER/OFFICE
Dearborn Heights heating & cooling company looking for self-motivated person to fill dispatcher/office position. Call Pat at: 730-9600

EXECUTIVE SECRETARY
needed for president and chairman of the board of major supermarket chain. Take-charge person with excellent organizational skills. Must be able to take dictation. Legal background helpful. Salary commensurate with experience.
Send resume to Box 923
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Ad agency-experienced professional (5 yrs.) in bookkeeping, computer skills, is detailed & organized. Call 851-4600 or fax resume 851-3472

EXECUTIVE SECRETARY - For small construction business. Must type 65 wpm, have good telephone skills, operate dictation equipment, be knowledgeable in word processing & other computer programs helpful. Salary plus benefits. Resume to: Secretary 23780 Elmira Ste 201 Redford, 48239 E.O.E.

EXECUTIVE SECRETARY
WordPerfect 5.1 and/or Windows, Lotus W/heavy spreadsheets. Temp to Perm. Mail resume: P O Box 2279, Farmington Hills, MI 48333-2279 or Fax: 737-6466

EXECUTIVE SECRETARY
Must have Microsoft Word for Windows, strong communication skills, Keego Harbor location. Temp to full time.
ET SERVICES & SYSTEMS, INC. 569-6429

EXECUTIVE SECRETARY
Growing suburban company seeks skilled secretary for newly created position. Must be proficient in WordPerfect 5.1 and knowledge of other software. Benefits. To $34K
962-0565 or fax 962-2571
Dorothy Day Personnel

EXECUTIVE SECRETARY
Confidential search for prestigious client in Birmingham area. Must have excellent clerical skills, polished image & dynamic personality. Call Cindy Krainen: 810-932-1170
Fax resume: 932-1214 (24 hours)
Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

EXECUTIVE SECRETARY
Executive offices of major international firm needs experienced administrative assistant. Windows software. Harvard Graphics a plus. Excellent earning potential. Call Shelly 646-7962
Uniforce Temporary Services

FAST GROWING publishing company seeks data entry person for our Seminar Dept., full time with benefits. Send resume to: BNP, P.O. Box 2600, Troy, MI 48007, Attn. TJP.

GENERAL OFFICE - Full/part time. Salary/commission. 1 person office, Redford area. Accounts receivable. Also sales/telemarketing. 534-2500

GENERAL OFFICE
Permanent part-time. Experience with Word Processing. Send resume with salary requirement to: 27476 W. 8 Mile, Livonia, MI 48154

GENERAL OFFICE
Manufacturing firm needs energetic person with pleasant phone manner, secretarial skills and entry level accounting. Send resume with salary requirements to: 24200 Link, Southfield MI 48034.

GENERAL OFFICE
with experience in floor covering. Full or part time, benefits, non-smoking environment. Call Robert Harter 458-6040

GENERAL OFFICE - must be computer literate and type 40 wpm. This is a long term possibly temp-to-perm assignment. Call 464-7079
ETD Temporary Service
An Equal Opportunity Employer

GENERAL OFFICE HELP
Full or Part time. Have fun just setting appointments. No sales. Opportunity to earn $14/hr. Management opportunity available, $30,000+ a year. Call 425-4744 EOE

GENERAL OFFICE
Variety and growth are the keys in this entry level spot! Front desk position. Accurate typing a must $7.50 per hour plus benefits.
Call Diane, 464-0909
SNELLING PERSONNEL SERVICES

INSIDE SALES
$38K base, Dearborn manufacturer & supplier to aerospace nuclear & son related technologies seeks inside sales person with pleasant personality, good phone skills, Word Perfect, Lotus. Experience in this area preferred a plus. Full benefits. Call Dave 810-471-6630

GENERAL OFFICE
Looking for sharp individuals to join our clerical team in Southfield to perform general clerical duties. Benefits include, 100% college tuition refund program, liberal vacations and holidays. $250.00 per week. Please send resume to:
Personnel Department
METROPOLITAN LIFE
[illegible]
Detroit, MI [illegible]
An Equal Opportunity Employer

FRONT DESK RECEPTIONIST
Individual needed for company in Troy. Good verbal & communication skills plus general office duties. Competitive pay & benefits.

CONTEMPRA
583-9500

GENERAL OFFICE/SECRETARIAL
Real estate experience a plus. Must have articulate telephone, typing, computer (WordPerfect 6.0 & Microsoft Windows) experience. We need a dependable, take initiative/good with people person. Send resume only with salary requirements to Dolores at LaKritz Weber & Co., 26606 W. 12 Mile, Ste. 4300, Southfield, MI 48034.

GENERAL OFFICE - a national video distributor seeks a multi talented individual for a part time office/clerical position at their Livonia facility. Flexible daytime hours. Potential for full time. Competitive wages. Windows knowledge & computer skills a plus. Send resume & salary history to: Box 172,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
EOE

IMMEDIATE POSITIONS
Several suburban firms need your accounts payable, receivable & excellent phone skills. Salaries $14-16,000. Call now!
COMPANY PAID FEE
PERMANENT STAFF
Troy: 585-2720
Farmington Hills: 737-6790

INSURANCE AGENCY needs experienced Customer Service Rep to work in nonsmoking Farmington Hills office. Benefits. Part time arrangement possible. 478-4800

INSURANCE CLERK
New business clerk with some basic insurance/investment background for a Southfield financial firm. Send Resumes to: Box 184
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial CSR's to $38K
Part Time Positions to $10/hr.
Commercial Assistants to $24K
CONCORD PERSONNEL
478-2200

Insurance
RATER
Michigan based property and casualty insurer is seeking a multi-line Commercial Rater. Computer rating experience required. Individual must be reliant and willing to learn other duties. Send resume and salary requirements to:
Ms. Patricia Pinter, CPS
Lake States Insurance Co.
P.O. Box 530089
Livonia, MI 48153-0089
An Equal Opportunity Employer

INSURANCE - State Farm Agency has immediate opening for full time personal lines CSR with at least 1 yr. experience. Must type accurate for computer entry. Non smokers only. Mail resume to: Jim Bezaire, 31251 Schoolcraft, Livonia, MI 48150

KNOPPOWS NOW HIRING responsible person for busy order desk. Taking incoming calls. $5 an hr. Afternoon. Evening hours & some Saturdays. 843-3501 ext. 5

LEASING AGENT, large apartment community in Mt. Clemens area. Professional attitude and appearance with proven skills. Experienced only. Please call Donna Douglas-Hinds, 810-783-3900

LEGAL SECRETARY
For senior partner, Southfield personal injury firm seeks professional, skilled secretary. Must know WordPerfect. Minimum 3 years litigation experience required. Competitive starting salary with benefit package. Immediate opening. Call 945-0000 or Fax resume to 945-6484

LEGAL SECRETARY
Full time for managing share holder of 12 attorney Bloomfield Hills law firm. Must have litigation experience. Firm uses WordPerfect 5.1 Network with each secretary using own Laser Printer. Looking for a quality person who can deal with business & insurance clients. Call Barbara 810-330-6450

LEGAL SECRETARY - Experienced in WordPerfect, family law and personal injury. Small firm, pleasant atmosphere. Fax resume: 851-8136 Or send: 31275 Northwestern Hwy., Ste. 103, Farmington Hills, MI 48334

LEGAL SECRETARY
Experienced & WordPerfect. Birmingham. Flexible hours. Send resume to: Box 112
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - for medium size Troy insurance defense firm. Minimum 2 yrs. experience in litigation. Call Office Manager 649-1330

LEGAL SECRETARY - for Southfield law firm. 2 top positions open, litigation & corporate. Must have minimum of 8 yrs. experience and excellent skills. Please call Office Administrator. 354-4030.

LEGAL SECRETARY: 3-5 years litigation experience required & WordPerfect 5.1. Salary commensurate with experience. Mitzi: 358-0060

LEGAL SECRETARY for Southfield law firm. Experience desired but not required. Good typing skills required. 810-948-1022

LEGAL SECRETARY
No prior legal experience necessary. WordPerfect required. Send resume to: David A. Gaeb, P.C., P.O. Box 157, New Boston, MI. 48164.

LEGAL SECRETARIES
$100/day Assignments. Windows experience a plus. Temp to Perm to $31K. Call THE KPM GROUP
1-800-PICK-KPM

LEGAL SECRETARY/Office Coordinator. Plaintiff PI sole practitioner. Minimum of 5 yrs. PI experience, WordPerfect 5.1, pleasant personality. Farmington Hills office. Nice atmosphere. Call Stuart at 932-3503

LEGAL SECRETARY
3 LONG TERM TEMPS
We are seeking legal experience for 3 long term assignments. Professional office environment. Call Arthur Thomas. 358-4140

LEGAL SECRETARY for attorney in Redford. Must be proficient in WordPerfect & able to work from dictating equipment. Submit resume only to: Michael McCarthy, 26001 5 Mile Rd., Redford, MI 48239.

LEGAL SECRETARY - Southfield personal injury law firm. 2 years minimum legal experience. WordPerfect 5.1. Salary commensurate with ability. Submit resume to:
Box 180
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
CORPORATE
We seek legal experience for corporate position. Excellent writing skills sought. Ability to work independently. Pension, dental, vision, medical. Call or send resume to: Arthur Thomas, 3000 Town Center, Suite 2253, Southfield 48075, 358-4140

LEGAL WORD PROCESSOR
Plush Oakland Cty. firm. 1-3 years experience. Immediate opening. Full benefits. $22,000. Call April. 773-6780 SNELLING PERSONNEL

LEGAL SECRETARY
3 Attorney Troy corporate law firm in full service building with pleasant working conditions seeks secretary with strong secretarial skills & knowledge of WordPerfect for Senior Partner. Legal experience beneficial but not required. Salary commensurate with ability.
Contact Diana at:
649-1100

LEGAL SECRETARY TO $30,000
This senior partner needs your corporate experience plus good organizational skills. Friendly atmosphere, immediate opening. Full benefits. Call Danielle.
773-6780 SNELLING PERSONNEL

LEGAL! LEGAL! LEGAL!
2 positions available for prestigious firms in downtown. Strong experience and skills with good WordPerfect 5.1. To $32K
Dorothy Day Personnel
962-0565 or fax 962-2571

LEGAL SECRETARY
Partner in downtown defense firm seeks secretary with experience in medical malpractice defense cases. Must have WordPerfect knowledge and excellent skills. Competitive salary/benefits plus travel allowance. If you qualify please send resume to: Office Administrator, 1700 Penobscot Bldg., Detroit, MI 48226.

LEGAL SECRETARY
TO $27,000
Prominent Oakland County firm. Medical malpractice experience. WordPerfect 5.1. Busy department. Benefits include medical, dental, optical, prescription, profit sharing, 401-K, dependent coverage, 12 personal days. Call Kathy at:
773-6780 SNELLING PERSONNEL

LEGAL SECRETARY - Immediate position available in business/corporate area; minimum 5 yrs legal experience required; excellent typing skills/speed required, working knowledge of WordPerfect 5.1, overtime required, excellent pay & benefits for qualified applicants. Please forward resume to: Laura Combs, Howard & Howard Attorneys, 1400 N. Woodward Ave, Suite 250, Bloomfield Hills, MI 48304.

LEGAL SECRETARY TO $30,500
Challenging and diversified position with this national firm. Defense litigation. Environmental a plus, but not a must. Interesting case load. Opportunity to advance. Great benefits. Call Donna.
773-6780 SNELLING PERSONNEL

LEGAL SECRETARY
Birmingham law firm is currently recruiting for future openings. Secretaries with 1-3 years experience in real estate transaction and corporate insolvency work. If you are a professional who thrives in a fast paced environment, send your resume, salary history and requirements to: Director of Finance, Carson Fischer & Potts, 300 E. Maple Rd., Birmingham, MI 48009
No phone calls will be accepted, principals only.

LEGAL SECRETARY
Long-Term position available in Troy.
- WordPerfect 5.1
- 5 mos. litigation experience
- IMMEDIATE OPENING

TODAYS
649-4455

LIGHT INDUSTRIAL WORKERS
20 IMMEDIATE OPENINGS
For company in Canton area offering industry, competitive wages and benefits. Must be dedicated worker with good employment history.
APPLY IN PERSON: On July 12, 1994 at the Red Roof Inn, I-94 north service drive at Belleville Rd., exit 190 between 9am-1pm.
EOE

LIVONIA INSURANCE AGENCY
seeks mature individual for mail clerk/clerical position. Good organization skills & typing required for this fast paced position. Send resume to: Personnel Dept., P.O. Box 530306, Livonia MI 48153-0306.

Managing Partner - Farmington Hills firm seeks highly organized non-smoking LEGAL SECRETARY with extensive experience in family law. Applicant must be computer literate, experienced in Word Perfect. Type 60 wpm. Time Slips, & Quicken helpful. Call 932-3500 ext 221 or Fax resume: 932-3631

MARKETING DIRECTOR
Needed for dynamic, established real estate management/development company. Challenging position requires relevant real estate experience. Strong communication and office administrative skills important. Send resume and salary requirements to: Mr. Eccles.
100 Galleria Officentre, #400 Southfield, MI 48034

MasterStaff
QUALITY POSITIONS for QUALITY PERSONNEL
Currently hiring for -
- Customer Service Representatives
- Market Research Surveyors
- Telemarketers

Must possess following qualities:
- Dependable, own transportation
- Professional presentation
- Proper grammar and verbal skills
- Motivated with positive attitude

A DEFINITE PLUS:
- College Background
- Sales Experience
- Typing 35+ wpm
- Data Entry
- Proofreading
- Computer Knowledge

$6.50 and up.
Benefits Included
Call Now for Appointment.
MasterStaff
442-2255

OFFICE ADMINISTRATOR
Office administrator needed for Farmington sales office of successful Fortune 500 computer graphics company. You must have at least two years experience working in a dynamic sales environment supporting sales people and sales management. You must have strong organizational and communication skills and experience using word processing, spreadsheet, database, and order entry programs. You must be a creative problem solver and be able to work somewhat flexible hours on short notice.
We offer an excellent salary and benefits package and are an equal opportunity employer. Please send your resume (no phone calls, please) to Human Resources Manager, Silicon Graphics, Inc., 24155 Drake Road, Farmington, Michigan 48335-3169.

OFFICE ASSISTANT
PART TIME
Minimum of 15-20 hours per week. Must have at least 2 years office experience & be computer competent. No benefits. Non-smoker. Please send resume to: Martin Bahl, 8080 Whitehall, Westland, MI 48185

OFFICE ASSISTANT
Retail furniture company seeks dependable individual for immediate full time office/clerical position. Requires motivated self-starter, strong organizational ability and some experience in basic office skills. Some weekend work is required. We offer a competitive rate and an extensive benefits package with retirement plan. Apply in person or call:
LA-Z-BOY SHOWCASE SHOPPE
27784 NOVI RD.
348-3700

OFFICE - CLERICAL
Growing manufacturing company has an immediate opening for career minded individual. Good telephone & data entry skills a must. Send resume & salary requirements to:
Fletline
P O Box 438
Farmington, MI 48332-0438

OFFICE HELP
Experienced. Excellent phone skills. Good benefits, Livonia. 261-0449

OFFICE HELP - Part-time. Computer knowledge a must. Hours flexible. Call btwn. 9-5pm, Monday-Friday. 473-4422

OFFICE HELP NEEDED
Efficient, organized person with pleasant personality to answer phone, do data entry, filing, and some cashier work. Dave's Auto Care, 807 Calvary Dr., in Northville Industrial Park. 349-6119

OFFICE HELP
$6 to start
Canton area
Call 453-5833