EMPLOYMENT

502 Help Wanted Dental-Medical

RN'S/LPN'S WE NEED YOU! LPN'S earn up to $20/hour. RN'S earn up to $40/hour. Home Care Staff Relief. FAMILY HOME CARE (313) 420-0677 (313) 229-[illegible] (313) 455-[illegible]

SOCIAL WORKER (MSW)
To join progressive physical therapy & rehab agency. Part-time. Excellent salary/benefit plan. Interested candidates call Jane Rafferty. (810) 557-6440 Or send resume to: PHYSICIAN'S PHYSICAL THERAPY SERVICES 24011 Greenfield Rd. Southfield, MI. 48075

Staffing
SERVICE COORDINATOR
Full-Time
National supplemental staffing agency seeks outgoing assertive individual to match needs of clients with those of nurses in West Bloomfield office. QUALIFICATIONS: Experience in any area of temporary staffing industry preferred. Excellent telephone communication skills, computer experience, strong organizational skills and steady work history. Competitive salary and benefits included. If qualified, call Susan Manfredi at 1-800-678-3450, M-F between 10am-5pm or fax resume to 313-383-[illegible]

FAVORITE NURSES
West Bloomfield, MI [illegible]

YOU CAN MAKE A DIFFERENCE
A full time para-optometric position has just become available in our progressive 4 Doctor practice. If you have the right attitude & are interested in a rewarding career, please leave a message for Kathy including your name phone number & best time to call. 810-433-4800 6161 Box 6874

504 Help Wanted Office-Clerical

A BIRMINGHAM Architectural/Engineering firm has openings for part-time & full-time receptionists. Good phone skills & proficiency in WordPerfect are a must. Send resume with references to: P.O. Box 906, Birmingham, MI 48012

PAYABLE/RECEIVABLE CLERK
Needed for a growing property management firm in Troy. Must be [illegible]

[illegible]

VALASSIS INSERTS

[illegible]

ACCOUNTING CLERKS BOOKKEEPERS

[illegible]

O/E Management Services-RF

[illegible]

ACCOUNTING POSITIONS

[illegible]

ACCOUNTING

[illegible]

354-2410
ACCOUNTANTS ONE

Accounting Clerk $18,200
Purchasing department position with a busy distributor. Lots of interesting variety here. Hurry! Call Service. 464-0909 SNELLING PERSONNEL SERVICES

ACCOUNTING DEPT. - Livonia automotive supplier. Immediate opening in Accounting Dept. Recent Associates Degree in Accounting. Excellent benefit package, profit sharing. Call Chet 525-0100

★ ACCOUNTING - property management company is seeking a person for accounts receivable & general accounting tasks. Lotus & WordPerfect a plus. Attractive salary & benefit package. Send resume to: Contractor, 29442 Southfield Rd. #200, Southfield, MI 48076 or fax to 810-557-6442

ACCOUNTING/SECRETARY
Team player needed to support accounting and construction departments. Construction/Word Processing experience required. Basic accounting skills a plus. Send resume to: Western Waterproofing Co., 13800 Eckles, Livonia MI 48150

ACCOUNTS CLERK - D.E.C.S. seeks an organized part-time person to perform the following tasks. Data entry, accounts payable, accounts receivable and maintaining cash books. Must be computer literate with working knowledge of Lotus and Wordperfect. Previous administrative experience required. Please FAX resume and salary history to. 810-362-2941

ACCOUNTS PAYABLE/Data Entry
Property management company in Farmington Hills. Spread sheet knowledge a plus, minimum 3 years experience required. Excellent benefits. Fax resume to: Controller 810-737-1457

ACCOUNTS PAYABLE CLERK
Busy Dearborn office has immediate opening for detail oriented person with some experience in handling accounts payable functions. Diversified, good typing skills required. Please send resume to: A H I, PO Box 217, Dearborn, MI 48121-0217

ACCOUNTS PAYABLE
Immediate openings. Fast growing specialty retailer based in Troy seeking full Accounts Payable Clerks. Computer experience & 10-key proficiency necessary. $8.50/hr. plus benefits. Send resume to: Mr. [illegible]

[illegible]

ACCOUNTS PAYABLE CLERK

[illegible]

METROSTAFF

[illegible]

Accounts Receivable/ Payable Clerk

[illegible]

ADMINISTRATIVE

[illegible]

OFFICETEAM

[illegible]

Administrative Assistant
Full-time. Word Perfect proficiency a must, accounting background preferred, organizational skills & ability to work with the public. Salary commensurate with experience. Resume & references to: PO Box 7573, Bloomfield Hills, MI 48302

ADMINISTRATIVE ASSISTANT
Distributor seeks well rounded office oriented individual for part time position. Tasks include data entry, clerical & customer service responsibilities. Should be organized & possess reasonable computer skills. Hours flexible, mornings are preferred. Please send resume & earnings history to: Controller, 13336 Farmington Rd, Livonia, MI 48150

ADMINISTRATIVE ASSISTANT/ OFFICE MANAGER
Needed full-time for small Real Estate Builder/Developer. General secretarial, phone & computer skills, working knowledge of Bookkeeping (accounts receivable, accounts payable), good Grammar/Writing skills, good organizational skills. Applicants must be self-motivated and independent workers when given general directions. Flexible hours available. Please send resume & salary requirements to: 31153 Plymouth Rd., #104 Livonia, MI 48150

ADMINISTRATIVE ASSISTANT
Acorn Window Systems is a leading manufacturer of aluminum & vinyl windows & steel case doors. Due to our continued growth we have the need for an Administrative Assistant in our sales & marketing department. This new position requires a self-motivated person that has excellent oral & written communication skills. Candidate must have at least 3 years office experience including customer relations, PC literacy & experience in project starting [illegible]

[illegible]

ASSEMBLY LIGHT PACKAGING

[illegible]

UNIFORCE SERVICES

ASSISTANT TO PROJECT MANAGER

[illegible]

SECRETARY

[illegible]

UNIFORCE SERVICES

[illegible]

BRANCH SECRETARY

[illegible]

BARTECH
Recruiting for
BIG THREE
Positions available for experienced office support.
- WordPerfect/Windows
- Excel
- Harvard Graphics
- Lotus
- Powerpoint
- All locations

Best benefit package available.

271-5454

An Equal Opportunity Employer

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

BILLING CLERK
Part time, for attorney. Using the time slip computer program. Can be done in my office, your office or own home. 810-786-[illegible]/810-442-2784

BOOKKEEPER
Full charge - responsible for accounts payable, accounts receivable, bank reconciliations, data entry, general ledger account analysis. Need WordPerfect, Lotus, computer expertise. Full benefits. Mail or fax resume to C. Kraimer: 810-933-1214 Harper Associates, 29870 Middlebelt Farmington Hills, MI 48334

BOOKKEEPER/INSIDE SALES/ General office. Computer input: sales of commercial building products. Send resume to: 33174 Capitol, Livonia, MI 48150.

[illegible]

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

[illegible]

CLERICAL ASSISTANT

[illegible]

CLERICAL ASSISTANT

[illegible]

BARTECH PERSONNEL SERVICES 271-5454

[illegible]

CLERICAL HELP needed for growing law office. Computer familiarity & 60 wpm typing needed. Will train. Call Sandy for appt. 810-380-8400

CLERICAL help wanted 28 hrs. per week. Office managing, bookkeeping, computer skills, excellent grammar & self-motivated. Office located in Westland. Send resumes to: 11332 Barton Dr., Whitmore Lake, MI. 48189.

CLERICAL RECEPTIONIST
We have an opening for a full or part time person with the following qualifications: an outgoing pleasant personality, likes to meet & greet the public, enthusiasm, high efficiency, phone experience, computer experience, excellent typing skills, able to handle multiple functions simultaneously. For immediate consideration send resume to: Patricia S. Irvig, AIS Continental, 56644 Pontiac Trail, New Hudson, MI 48165.

CLERICAL SUPPORT
Olde Discount Corporation, a large Detroit based stockbrokerage firm needs self motivated, hard working individuals for entry level positions. Applicants will have general office experience and type 40 WPM. Advancement opportunities for the ideal candidate. Please send resume and salary requirements to:

OLDE DISCOUNT CORPORATION HUMAN RESOURCES 751 GRISWOLD ST. DETROIT, MI. 48226

An Equal Opportunity Employer

CLERK/RECEPTIONIST
Part time for Endochronology Research clinic. Must possess computer, typing, and phone skills. Competitive wages. Send resume to: Kathy Rice, 161 A, Southfield & Outer Dr., Allen Park, MI 48101

CLERK TYPIST

[illegible]

COMPUTER OPERATOR
Part-Time

[illegible]

NOW HIRING! ALL SHIFTS
CUSTOMER SERVICE
25 DATA ENTRY
COMPUTER OPERATOR

[illegible]

INTERIM PERSONNEL

[illegible]

Customer Service

[illegible]

KELLY Services

[illegible]

CUSTOMER SERVICE

[illegible]

CUSTOMER SERVICE REPS SALES ASSOCIATES
Pick your location - Livonia, Garden City, Canton, Plymouth, Allen Park. Exciting career opportunities await you in all these areas. Hourly pay plus bonus. Flexible hours. Call Lynne today 810-361-7061 or send resume to Checks & Balances, P.O. Box 9033, Walled Lake, MI 48390
An Equal Opportunity Employer

CUSTOMER SERVICE/SALES REP
For growing State Farm Insurance agency in Plymouth. Full or part time. 455-0100
An Equal Opportunity Employer

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 646-7664
UNIFORCE SERVICES

CUSTOMER SERVICE/ DATA ENTRY
Major company seeks excellent verbal skills and light typing. Will provide information to customers and use company's data base. Flexible hours.
Diversified Recruiters Co.
344-6700 FAX 344-6704

CUSTOMER SERVICE
Big three marketing group has has immediate long term needs. Qualified candidates must have:
- Excellent people skills
- Commitment to long term assignment
- Light computer skills

Thorough training. To $7.50/hour. Call Cathy 473-2934
UNIFORCE SERVICES

CUSTOMER SERVICE REPRESENTATIVES

[illegible]

Telemarketers

[illegible]

Guardian Alarm Ms. Hana Source 20800 Southfield Road Southfield, MI 48075 (810) 423-1000 E.O.E.

[illegible]

CUSTOMER SERVICE $7.00/HR.

[illegible]

DATA ENTRY

[illegible]

DATA ENTRY Immediate Opportunity
- Temp to fill time
- Numeric
- Keego Harbor area

ET SERVICES & SYSTEMS, INC.

DATA ENTRY OPERATORS NEEDED ALL SHIFTS - LIVONIA

[illegible]

CUSTOMER SERVICE
Computer Help Desk in Troy office taking incoming calls and diagnosing hardware problems. Excellent phone manner, analytical skills and some computer experience a must. Daytime hours, 6 months to permanent. Sharp candidates call today!
Oakland Employment Services
810-488-0464 810-377-4070

✓ DATA ENTRY CLERK temporary, full time, for busy Southfield law firm for 3-4 months. Send resume to Administrator, 4000 Town Center, Ste. 909, Southfield, MI. 48075

★ **DATA ENTRY**
- Keystokes of 8000 plus
- 2nd & 3rd shifts available
- Dependable with reliable transportation
- Special project requiring 4-6 weeks commitment
- Livonia area

Dynamic People
464-6500

Data Entry Clerk
National Health Laboratories Incorporated is seeking production focused Data Entry Clerks to work part-time, midnights. The ideal candidate will be accurate, dependable and detail-oriented as well as an all-around team player. A minimum of 1-3 years data entry experience, the ability to key 10,000 strokes per hour and medical terminology background are preferred. As one of the largest clinical laboratories in the nation, NHL can offer a competitive salary & generous shift differential.

[illegible]

DATA ENTRY WALLED LAKE AREA DAY SHIFT

[illegible]

MAY DAY SERVICES 827-1163

[illegible]

DISPATCHER TRAINEE

[illegible]

EXECUTIVE ASSISTANT

[illegible]

EXECUTIVE SECRETARY

[illegible]

FILING/ TELEPHONE

[illegible]

DATA ENTRY/SECRETARY
Plymouth office needs person for light office duties. NO EXPERIENCE NECESSARY. $6-$10/hr. Call: 313-803-2130

DATA ENTRY
Suburban financial firm has long term temp to perm positions. Excellent salary and benefits for thoughtful productive candidates. Call Dena 646-7663
UNIFORCE SERVICES

FILE CLERK
Dynamic progressive firm is seeking a full time File Clerk. Duties will include: heavy filing and light clerical duties. Excellent benefits and growth potential for the right person.
Please send your resume to: Attn: Administrative Supervisor 32520 Northwestern Hwy. Farmington Hills, MI 48334
An Equal Opportunity Employer

EXECUTIVE SECRETARY Immediate Opportunity
- Temp to full time
- Word processing
- Keego Harbor area

ET SERVICES & SYSTEMS, INC. (810) 546-[illegible]

FAST PACED Farmington Hills office needs mature individual w/secretarial, word processing skills. Flexible, accurate, self-directed. Call Janet Curtee at: Pension Consultants 810-656-6310

FILE CLERK - Student or other person for general office & phone work. 25 hrs. per week. $5 an hour. Apply in person to: Atlas Oil Co., 24760 Lahser, Southfield. Ask for Carrie. Or call: 810-368-2067 Ext. 118

FINANCIAL PLANNING ASSISTANT/Executive Secretary for CFP in Southfield Town Center area. 30-40 hrs. per wk. Word processing, clerical/organizational skills needed. Interesting & challenging support position. Non smoking office. Call 9am-1pm: 948-7900

FULL TIME Office Administrator wanted for computer software company. strong organizational & secretarial skills. Knowledge of Microsoft Word for Windows, Excel & Powerpoint helpful.
Sharpe Corporation 810-636-0060, Ext. 200 FAX 810-636-1821

GENERAL CLERICAL POSITION
Apply within: RJ Leede 13424 Michigan Ave. Dearborn, MI 48126

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 [illegible]

[illegible]

IMMEDIATE OPENINGS FOR
- Data Entry
- Receptionist
- Clerk
- Word Processor

[illegible]

ADIA Personnel Services 525-0330

[illegible]

GENERAL OFFICE
Busy Livonia company needs mature, well organized person with good clerical skills for full time position. Call: between 2 & 6 Mon-Fri. 313 261-[illegible]

GENERAL SECRETARIAL
Fast-paced rep firm Office Manager needs assistant. Good administrative skills & proficiency of Word Perfect 5.1 needed. Must take directions & assume responsibility for many daily duties. Punctuality & good attendance needed. Position open in September. Please send resume & salary requirements to: 320 E. Maple Ste #274, Birmingham, MI 48009, Attn. Tami.

HEAT TREAT SERVICE CO.
Now hiring experienced RECEPTIONIST/TYPIST. Please send resume to: 21580 Ryan Rd. Warren MI 48091

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial CSR's to $36K
Part Time Positions to $10/Hr.
Commercial Assistants to $34K
CONCORD PERSONNEL 478-2200

INSURANCE OFFICE
Commercial lines experience. Salary negotiable. 525-8080

INSURANCE Receptionist for Southfield agency with general office skills. Typing & computer experience. Insurance knowledge helpful. Ask for Jean or Mary. 810-357-2130

★ 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 [illegible]

[illegible]

EXCELLENT OPPORTUNITY!
Dependable experienced Legal Secretary needed for 2 great attorneys. Very diversified work! Advancement Send resume to: 808 S. Washington Ste. 500 Royal Oak, MI 48067

★ LEGAL SECRETARY
For Personal Injury law firm in Southfield. Must have 3-5 years experience in medical malpractice, products liability & auto negligence. Proficient in WordPerfect 5.1, with excellent organizational skills. Call 552-1000

LEGAL
TEMP/PERM
Recruiting for experienced, dependable legal temps. Assignments in Detroit, Ann Arbor and Suburbs.
TOP RATES
Call today ... interview tomorrow ... jobs and offers to follow.
PERSONNEL AT LAW
3000 Town Center, Suite 2540 Southfield, Michigan 48075
Call (313) THE TEMP
Fax 358-0235 Southfield 358-0060

LEGAL ASSISTANT - sought for leading Troy personal injury firm. Individual should be bright & aggressive, with a college degree or equivalent experience. Salary commensurate with experience. Send resume to: P.O. Box 4728, Troy, MI 48099.

LEGAL
Prestigious law firm seeks
- Secretary for Partner
- Human Resources Secretary
- Receptionist/Switchboard

Top benefits with 3 weeks vacation.
Diversified Recruiters Co.
344-6700 FAX 344-6704

LEGAL RECEPTIONIST
Full time. Excellent phone skills necessary. WordPerfect preferred. Opportunity for advancement. Send resume & salary history to:
F&F, 26500 Northwestern Highway, Suite 310, Southfield, MI 48076 (or fax) 810-351-7967

LEGAL SECRETARY - Experienced in WordPerfect, family law and personal injury. Small firm, pleasant atmosphere. Fax resume: 851-8138 Or send: 31275 Northwestern Hwy., Ste. 103, Farmington Hills, MI 48334

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
755 W. BIG BEAVER SUITE 309, TROY, MI 48084
810-362-3430
Fax 810-362-4881

LEGAL SECRETARY/ OFFICE MANAGER
Downtown Birmingham. Small general practice firm seeks qualified computer proficient person. Salary commensurate with experience.
810-433-4800 6161 Box 6711

ADMINISTRATIVE SECRETARY
Guardian Industries, a dynamic international corporation, relocating to a new world headquarters facility in Auburn Hills later in 1994, has an opening for an enthusiastic degreed professional to join its Human Resources team.

Responsibilities are diverse and include secretarial and administrative projects in a progressive H.R. environment. We are looking for an individual who goes above and beyond the call of duty. A person who can initiate ideas and projects and follow them through to completion. Outstanding secretarial, organizational and interpersonal skills are required. Proficiency in WordPerfect is a must. Experience with Lotus and graphic applications is preferred. For a creative, highly motivated individual this position offers excellent opportunities for personal development and growth. Interested applicants should forward a resume and salary requirements to: Guardian Industries, Shelly Pharo, Human Resource Department, 43043 W. Nine Mile Rd., Northville, MI 48167. Equal Opportunity Employer

GUARDIAN
A Company of Vision

Office Manager
Numatech Inc., a Midwest Oakland County manufacturer, is accepting applications for an experienced administrative person for a key position. PC knowledge utilizing WordPerfect and Lotus 123 with windows a must. Please send resume, complete with salary history, to:

Numatech Inc.
1450 N. Milford Rd.
Highland, MI 48357-4560
Attn: L.A. Strause

Equal Opportunity Employer

Flint Ink — Accounts Payable Clerk/Receptionist
Flint Ink Corporation, the industry's largest American-owned printing ink manufacturer with headquarters located near Schoolcraft (I-96) and Telegraph Roads, has the following full-time position available: Accounts Payable Clerk/Receptionist.
Responsibilities include: data entry, switchboard relief, mail room, miscellaneous clerical duties. Switchboard experience, good typing skills and basic computer knowledge a must.
We provide a comprehensive range of benefit programs, including profit sharing. Applicants for this position may call 459-7500 ext. 10 and an application will be mailed. You can pick-up an application (include a resume with your response) or send a resume to the office below:
FLINT INK CORPORATION
25108 Schoolcraft Road-Livonia, MI 48150-1604
Attn: Human Resources Department
Equal Opportunity Employer