EMPLOYMENT

502 Help Wanted - Dental-Medical

Pharmacist

PHARMACY SUPERVISOR

Owen Healthcare, Inc. is looking for an individual to fill a Pharmacy Supervisor position at Crittenden Hospital in Rochester, MI.

Owen offers competitive compensation and excellent benefits. For more information, call or fax:

Dave Olson, DOP
(810) 652-5303
FAX: (810) 652-5768

EOE/M/F/V/AA

Phlebotomist
PHLEBOTOMIST CONTINGENT

Our 330 bed teaching hospital has an position available in the phlebotomy night shift. You will work as an "as needed" basis (every 2 weeks) and part time scheduled. A minimum of 6 months Phlebotomy experience is required.

If qualified for the above, please send resume to: Cathy Bacon, Human Resources

BOTSFORD GENERAL HOSPITAL
28050 Grand River
Farmington Hills, MI 48336

An Equal Opportunity Employer

PHYSICAL THERAPISTS NEEDED IMMEDIATELY

In the Wayne & Southern Oakland County areas. Current Michigan physical therapy license required. One year work experience as a registered physical therapist, preferred but will consider a recent graduate. Competitive wage and rates. Call VISITING CARE, this expert's after hours pager, 313-459-1000 and leave your name, phone number and specialty.

METRO MEDICAL GROUP
1800 TUXEDO AVE.
DETROIT, MI. 48206
An Equal Opportunity Employer

RN'S & LPN'S

Full & part time, all shifts, excellent benefit package and tuition reimbursement program.

BORTZ HEALTH CARE ON GREEN LAKE
Call Mon-Fri, 8am-5pm
(810) 363-4121

PT'S, OT'S, MSW'S, LPN'S, HHA'S
Contingent Staffing

The Medical Team, a certified home health agency located in Southfield, is seeking physical & occupational therapists, medical social workers, LPNs & Home Health Aides for N. Oakland suburbs to make home visits. We offer competitive pay rates, flexible hrs. to meet your needs. Call Mon.-Fri. for an interview. 810-358-2280

RECEPTIONIST

Data entry & misc. duties. Part-time for orthopedic practice. Computer experience preferred. Must be organized, accurate & detail oriented. Jackie's area. 313-953-7244

RECEPTIONIST

needed for busy GYN office in Southfield. Good working knowledge. Experience preferred. Light billing. MAS / medical assistant if considered phone skills required. Salaried position. Fax resume to: Attn: Office Manager, 313 Tilden, Detroit, MI 48341.

REGISTERED NURSE

OPERATING ROOM

Full-time, afternoon shift position for an experienced BC/BE Nurse to work with our team of surgeons in all specialties. Requirements are current license in the state of MI, 2 yrs. of recent experience scrubbing. Preop/Recovery/Endo experience is preferred. Salary is open and DOE.

Qualified candidates may apply Mon-Thurs., 8am-12noon or send a detailed resume to:

PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22250 Greenfield, Ste. 230
Southfield, MI 48075
An Equal Opportunity Employer

RESIDENT AIDE - part time, 7am-3:30pm for assisted living facility in Plymouth. Call Mary, Mon-Fri, 8-5 313-453-4700

RN/LPN/CNA's

★ Full & part time all shifts. Newly acquired comparative Michigan facility. Glenwood Nursing Care Center, 28475 W. Five Mile, Livonia

RN's LPN's & CNA'S
part & full time. Apply in person Presbyterian Village, 17325 Beech Daly, Redford. Or call Marilyn at 531-0574, ext 24.

RN's & LPN's

Full time positions with benefits available on the night shift. Benefits include health, life, dental, & holidays & paid vacation days. Call Westside Medical Center Michigan training facility of 1st, experienced preferred but will train the right candidate. Job sharing is now available. Competitive salary. Apply in person at 36745 Ann Arbor Trail, Westland. Ask for Patricia Hall.

HEALTH CARE PROFESSIONALS

RECEPTIONIST - Part time. Busy out-patient clinic, in Farmington Hills, looking for mature, enthusiastic individual for morning/afternoon hours, Mon.-Fri. Must have previous medical experience. Will train on phone system in a fast paced office setting. Only experienced need apply. Starting $7 plus. Qualified candidates call 810-489-0140 Ext. 308

REHABILITATION ASSISTANT II
To work with a quadriplegic brain injured Professional in a home based setting. Cognitive remediation & Physical therapy required. 2 shifts. Excellent wage & benefit package. Send resume to:
33304 Farmington Road
Farmington Hills, MI. 48334
Call Heather 810-473-3336
An Equal Opportunity Employer

Resident Aides - $5.00/Hr.

Great Beginning Assisted Living Center, near Maple & Drake, has the most desirable openings on both day and afternoon shifts for Resident Aides. There are both full and part-time positions. $5.00/hour with benefits, and you must apply in person at 5400 W. Maple Rd., West Bloomfield between 9am-6pm. For details please call Mary Manfredo at 810-661-1900

RESIDENT AIDE, midnight shift. Full-time. Mature individual, loves the elderly. Trinity Point Nursing Home 248 10 8 Mile, Livonia. 313-464-3772

RN - LIVONIA
PART-TIME/AFTERNOONS

Metro Medical Group has an immediate part-time opening available on PM in work in our Medi-Call Program. The selected candidate must have a current Michigan RN license & minimum of 2 yrs. experience. Critical care/emergency care experience is plus. Basic keyboard knowledge strongly preferred. Interested candidates should send a resume to the Human Resources Dept. at:

METRO MEDICAL GROUP
1800 TUXEDO AVE.
DETROIT, MI. 48206
An Equal Opportunity Employer

RN'S & LPN'S

Full & part time, all shifts, excellent benefit package and tuition reimbursement program.

BORTZ HEALTH CARE ON GREEN LAKE
Call Mon-Fri, 8am-5pm
(810) 363-4121

OPHTHALMIC TECH
Experienced preferred. Full time, 2 offices, Troy & Farmington Hills.
810-646-3730

TELLERS
PART-TIME

You must have excellent customer service skills, previous cash handling & some typing & calculator experience. We offer competitive salary & benefits. Applicants receive 3 wks. paid training. Hours include evenings & weekends. Must be able to work flexible schedule at the following locations:
Grand Lake, N. of Outer Dr.
Garden City, Ford/W. of Middlebelt
Redford, Grand River at 7 Mile
Ann Arbor, Washtenaw/E. of US 23
Wyndham, Highland/Cincinnati Lake
Howe, Nove Rd. & 10 Mile Rd.
If interested, please call:

810-569-4620
Ext. 400

Veterinary Technicians
The Pet Practice is seeking full-time and part-time LVTs or experienced technicians to become part of our professional team at our practices in Garden City & Canton. Must have good people skills & be a team player. Excellent salary & benefits package. For a personal interview call Dr. Martyn Vosker at 810-532-9100

X-RAY/EKG.
Medical Assistant, 18 hrs/wk
Dequindre area. 810-979-0050

X-RAY TECHNICIAN
For private medical office located in Southfield Call 810-356-0011

XRAY TECH, Ultrasound Tech and CT Tech needed for busy diagnostic office. Experience required. Part time. Call 810-656-8680

504 Help Wanted Office-Clerical

Accounting Assistant
Need full-time accounts receivable/payable and general accounting experience for busy law office. Minimum 3 years experience required in Westland area. Salary commensurate with experience. Competitive benefits included. Fax resume to Personnel Manager, DJP, 401 E. Woodward, Ste. 400, Detroit, MI 48226

ACCOUNT EXECUTIVE

Fast-paced Troy newsletter publisher needs full-time account executive to handle incoming customer calls and requests. Looking for enthusiastic person who enjoys helping customers. Must be detail oriented, organized, and enjoy extensive phone work. Hourly position, no selling, no cold calls. Excellent benefits. Hours 10-6. Excellent benefits, career work environment.

810-643-1449

ACCOUNTING CLERK
Use your excellent communication skills, customer service, phone skills, collections and general bookkeeping experience. Computer experience a must. 810-357-7088
HEALTH CARE PROFESSIONALS

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
Computer experience
Send resume to:
21544 Heslip
Farmington Hills, MI. 48336

ACCOUNTANT/BOOKKEEPER
Part to full time Full Charge bookkeeper experienced accountant (computer). Call Beth 810-353-4410

ACCOUNTANT
Livonia CPA firm having full time position available with 1-3 years experience. Candidate should have bar experience in the areas of sales, corporate, partnership & individual. Computer experience should include Excel, Creative Solutions, Lotus & other MS based packages. Salary requirements to: PO Box 51708, Livonia MI 48151-6708.

ACCOUNTING

Accounts Payable
Analysts
Billing Clerks

Dependable people needed for contract assignments. Good varied skills, knowledge of spreadsheets, some data entry experience. Excellent benefits, many jobs are "Full-Time".

Farmington Hills . . . (810)615-0880
Metcalf Heights . . . (810)645-2540
Rochester Hills . . . (810)650-5680

WESTERN STAFF SERVICES
"servicing business since 1948"

ACCOUNTING CLERK
$7/HOUR

Part time in-house client needed assistance to help with accounts payable & payroll. Must be detail oriented, have strong math skills, have keyboard knowledge strongly preferred. Interested candidates should send a resume to the Human Resources Dept. at:

METRO MEDICAL GROUP
1800 TUXEDO AVE.
DETROIT, MI. 48206
An Equal Opportunity Employer

RN'S & LPN'S

Full & part time, all shifts, excellent benefit package and tuition reimbursement program.

BORTZ HEALTH CARE ON GREEN LAKE
Call Mon-Fri, 8am-5pm
(810) 363-4121

ACCOUNTING CLERKS
BOOKKEEPERS
SR. & JR. ACCOUNTANTS

WE HAVE JOB OPPORTUNITIES!!!

Because so many of the employees we've placed have been hired by our clients, we are in need of stable accounting professionals with the home bank long and short term temp and temp-to-perm positions available for accounts payable/receivable professionals at various levels.

We will contact the person search while you sleep.

We are working with some of the area's finest companies. Let us be your CONNECTION to the job opportunity you've been looking for. Recent college graduates are always welcome!

Health care benefits and vacation pay are available.

Accountants Connection
(313) 557-7800

ACCOUNTING
SIGN UP BONUS
We are recruiting Accounting Clerks and Bookkeepers to replace Temps who have left permanent jobs for the new year. If you have accounts payable, accounts receivable, billing, data entry, payroll or data entry skills, you may be eligible for our "Sign Up Bonus". As a Accounting Specialist from One Temp, you will receive priority consideration for our permanent process. Call for details.

(810) 354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy. Ste 202
Southfield, MI 48075
agency hrs paid

ACCOUNTS RECEIVABLE
Quick learning, computer literate individual. Call Sharon 810-960-7300 or fax resume to 810-960-7308

ACCOUNTS RECEIVABLE ADMINISTRATOR

Michigan's leading Steel/Service furniture dealership is seeking an experienced individual experienced in sedamental receivables. Responsibilities include data entry and customer relations. Must be detail oriented, self-starter with computer skills (Microsoft Word/Excel). Full-time with benefits. Salary commensurate with experience and salary requirements to:

Contact Interiors
Attn: Human Resources Dept.
30 Oak Hill Rd.
Southfield, MI. 48034

Equal Opportunity Employer

★ **ADMINISTRATIVE ASSISTANT**

This full service entertainment agency seeks a professional candidate with excellent communication skills. Position will interface with celebrities and coordinate functions for our clients. Candidate should have typing and light accounting.

Diversified Recruiters
810-644-8799 FAX 644-8784

ADMINISTRATIVE ASSISTANT
to work in busy Farmington Hills law office. Non-smoker. Ask for Linda at 810-737-6600

504 Help Wanted Office-Clerical

Accounts Payable
$18,000 plus Benefits
The ideal candidate has related and five job in years. Lotus is a plus.
Call 810-355-2440
THE KPM GROUP

ACCOUNTS PAYABLE

National Property Management firm headquartered in Troy is looking for an accounts payable specialist. The ideal candidate will have a minimum three years accounts payable experience. Lotus Notes and Lotus 123 are a plus. The candidate must be a team player with good written and oral communication skills. Non-smoking environment. Competitive salary and benefits package. Fax resume to: The Hayman Company, Attn: Controller, P.O. Box 7777, Troy, MI 48007.

No phone calls accepted.

ACCOUNTS PAYABLE/Purchasing Assistant position for a growth oriented firm. Must have working knowledge of Lotus & Paradox & 3 years experience. Send resume to:
Human Resources Manager
44809 Helen
Plymouth, MI. 48170
An Equal Opportunity Employer

ACT NOW!
Temp & temp-to-perm openings.

Receptionists to $6/hr.
Data Entry to $7/hr.
General office to $6.50/hr.
Administrative Assistant to $10/hr.
Executive Secretarial to $12/hr.

ARBOR TEMPS 459-1156

ADMINISTRATIVE SECRETARY
For a growing church. 5-8 hours per day/5 days a week. Candidate need be computer literate, detail oriented, self motivated, & possess good communication skills. Must be able to type 45 wpm & have 1047 W. Big Beaver Rd., Troy, MI 48084.

ADMINISTRATIVE ASSISTANT

Southfield based Power Products Distributor (Subsidiary of Ford Motor Company) has an immediate opportunity for a Sales/Marketing Department Assistant. The successful candidate will have excellent PC skills - Microsoft Word, Powerpoint, Excel, 123, Excel, Pivot is a plus. Excellent oral and written communication skills are a pre-requisite.

Full-time CAREER opportunity. Salaried position with full Health/Dental Package, including 401K and Profit-sharing plan. Qualified candidates may CONTACT: Sue Ferguson at: 313-730-2932 or fax resumes to 313-730-2658

Power Products Division
29333 Telegraph Road
Suite 110
Southfield, MI 48034

ADMINISTRATIVE ASSISTANT
Southfield Real Estate office. Organized, detail oriented, knowledge of computer skills. 810-568-4440

ADMINISTRATIVE SECRETARY
Southfield Law firm seeks organized, knowledgeable communication/customer relation skills, excellent phone skills, typing skills a must. 1-800-237-3485

Fax resume or call number 264 for interviews & receive mailing address.

ADMINISTRATIVE ASSISTANT
Professional Farmington Hills Company for Administrative Assistant. Must have good typing skills, be detail oriented, willing to grow with company. For resume: fax Advanced 10-848-3474 or call for appointment.
810-851-4066

ADMINISTRATIVE ASSISTANT
to PURCHASING MANAGER. Long term contract position (3-6 yrs.) in downtown Detroit. Strong clerical background, with 2-3 years purchasing experience. Lotus, Word, Perfect and Lotus. Speed writing/shorthand helpful. Fax resume to: 810-569-7089

ADMINISTRATIVE ASSISTANT

Build your executive assistant career in one of Metro Detroit's finest. Your prior secretarial experience is needed for either short or long term assignments. Temp to perm available. Starting $8.00 to $10.00/hr. Call Sandy 646-7961

UNIFORCE SERVICES

ADMINISTRATIVE ASSISTANT

Farmington Hills headquarters of major medical facility has immediate openings for both full and part time secretarial positions. Candidates need a plus or will train. Excellent salary & benefits package.
Call Sandy 810-473-2931

UNIFORCE SERVICES

ADMINISTRATOR - TROY
Your business etiquette and professional image are important to this staff. Computer literate.
Dorothy Day Personnel of Troy
810-649-6707
FAX 810-649-2496

DAY

A FAST-paced office. Full time. Phones. Receptionist. Microsoft Word. Excel. Hiring immediately. 313-464-5404 & Ann Arbor.

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT - Multi-priority & leaning manager in local mark Detroit getting Publication, Clerical & reception responsibilities, computer knowledge a plus, but strong skills a must. Salary equal to experience. Full benefits & paid parking. Resume to Rita 810-355-1010. Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Requires office & computer experience. Construction background preferred. Duties include: data entry, preparing bids & invoices, Accounts Receivable, Accounts Payable & Payroll. Full time, Mon-Fri.
Please send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT NEEDED!!

Troy based Fortune 100 company seeks an individual
• Hours 8-4:30
• Must know Microsoft Word (DOS or Windows. We can train!)

CALL TODAY FOR AN IMMEDIATE INTERVIEW

CORPORATE PERSONNEL SERVICES
(810) 362-9606
EOE NO FEE

ADMINISTRATIVE ASSISTANT

ACRO SERVICE CORP., a leader in providing engineering and computer consultants to the Ford Motor Co., has immediate need for creative professional with B.A., big 10 Ford/Corporate support. Require priority management, organization and communication skills. Duties include:

• DOCUMENT PROCESSING
Excellent Word/Perfect 6.1; ability to handle large, complex projects; strong grammar and writing skills
• SPREADSHEETS/STATISTICS
Excellent Lotus, charting, graphics

Resume to: SS-AA
ACRO SERVICE CORP.
17197 N. Laurel Park Drive
Suite 410
Livonia, MI 48152
FAX (313)591-1217

ASSISTANT MARKETING REPRESENTATIVE

Needed for Southfield TPA. Good salary & benefits. Ideal candidate will have 2 years exp. in health care industry. Excellent oral and written communication skills are a pre-requisite.

Full-time CAREER opportunity. Salaried position with full Health/Dental Package, including 401K and Profit-sharing plan. Qualified candidates may CONTACT: Sue Ferguson at:
313-730-2932
or fax resumes to 313-730-2658

Power Products Division
29333 Telegraph Road
Suite 110
Southfield, MI 48034

ASSISTANT OFFICE MANAGER

Large Detroit area law firm for highly motivated person. Must be organized & independent worker. Job will involve accounts receivable, accounts payable & payroll, related accounts & statistics. Hours, $18,000-20,000 per year. Send resume to: Office Manager, Trader, 48600 12 mile, Wixom, MI. 48393.

AUTO DEALER in suburbs needs Accounting Clerk. To qualify, you must have a basic knowledge of accounting, general ledger & P.C. experience helpful. Excellent benefits package. Call Mr. Lee at Lee Chevrolet, 810-624-4400 Dryer Volvo-Subaru, 810-624-4400

AUTO DEALER

Large suburban auto dealer will interview for a Cashing Clerk. Prior experience in handling sales transactions. Dealership experience preferred. Excellent salary and benefits & bonus program.
Call Sandy 313-646-5000

AUTO DEALERSHIP - ACCOUNTING OFFICE - HINES PARK LINCOLN MERCURY considering applicants for all FULL TIME office positions. Send resume to: Attn: Office Manager, P.O. Box 1000, Plymouth, MI 48170 EOE. NO PHONE CALLS ACCEPTED. Full benefits package. Must be capable of multi-tasking. Ability to work in a fast paced environment. Salary commensurate with experience. Wonderful working environment. Send resume to: 31666 Schoolcraft Rd. Livonia, MI. 48150 Fax:810-953-7258

AUTO DEALER SHIP

Part Time Cashier/Gatekeeper Operator wanted for Southfield area. Approximately 30 hrs per week, 8-3 Monday thru Friday, with occasional Saturday AM. Apply in person to: Marilyn at Lincoln Mercury Sebring 24801 Plymouth Rd. Livonia

BANKRUPTCY ASSISTANT

Needed for Law firm in Oakland County law firm. Solid computer, word processing, and organizational skills required. Competitive salary & benefits. Send resume to:
Bankruptcy Assistant
Dept. Speck & McKenna P.C.
Suite 110, Troy, MI 48098

BOOKKEEPER

Experienced in accounts receivable & general accounting duties needed. Good communication skills. Good benefits. Plymouth area. Send resume, salary requirements to 31666 Edgewood Ct. North, Novi, MI 48172

BOOKKEEPER - FULL CHARGE

Part-time, 24 days a week. Knowledge of payables/receivables/bank reconciliation & general ledger. Call Anne. 810-349-3960

BOOKKEEPER - Part time, experience necessary. Call 911 W 12 Mile, Ste. 301, Southfield. Call Kashet Accounting. 810-352-4420

BOOKKEEPER

Full-charge Bookkeeper for Detroit business area credit union. Responsibilities include general ledger entry, bank reconciliation & payroll. Full-time, benefits. Send resume to:
F/T Bookkeeper, 300 W. Lafayette Blvd., Detroit, MI. 48226
NO PHONE INQUIRIES.

BOOKKEEPER

Meal ticket to perm opportunity with development developers at major high end commercial developer. Experience and separation nature essential. Salary negotiable.
Call Betty at 810-646-4188

UNIFORCE SERVICES

BOOKKEEPER

Real estate builder/developer seeking individual with substantial real estate accounting experience. Send resume to: Bookkeeper, P.O. Box 51868 W. 14 Mile Rd. Suite 161, Farmington Hills, MI., 48334.

BUDDY'S PIZZA
Now hiring for our Farmington Hills office

CLERK/SECRETARY

You need to type 75 wpm., great phone skills, proficient with computers and perform general clerical duties. Wages based on experience, benefits available.
Please mail resume to:
BUDDY'S PIZZA 31680 Northwestern Hwy. Suite 203A, Farmington Hills, MI., 48334.

BUSY LAW FIRM seeks office assistant/CLERK with substantial work variety of duties. Minor lab work & light MS experience. EXCELLENT PHONE SKILLS A MUST. Full-time, $6.50 per hour to start. Bring-in after 10 Dave. 810-968-0934

CALL NOW!
Long term Detroit temp to perm positions available immediately. Bonus payment available. Insurance & benefits fully transferred & paid.
EMPLOYERS
Temporary Services
810-353-7080
An Equal Opportunity Employer

CHURCH RESIDENT
PART TIME
Duties weekly. Background and Employment check required. 810-646-6944

504 Help Wanted Office-Clerical

CALLING ALL CLERICAL PERSONNEL

We are in need of RECEPTIONISTS, DATA ENTRY/KEY PUNCHERS, WORD PROCESSORS, SECRETARIES, EXECUTIVE SECRETARIES & GENERAL CLERICAL for positions we have available in FARMINGTON, FARMINGTON HILLS, DEARBORN & LIVONIA. Pay ranges from $6.00 - $10.00/hr. D.O.E.
CALL TODAY-WORK TOMORROW
810-474-5000
EXPRESS PERSONNEL SERVICES

BOOKKEEPER - needed part-time, 10-25 hrs/wk. Must be friendly, detail oriented, have math skills. Apply Telegraph, Suite 6140, Bingham Farms, MI 48025.

BUYERS ASSISTANT

An interesting clerical position with a dynamic consumer products company. General MS Word experience and good math. Or a service a plus. Call 810-354-0900.
SHELLING PERSONNEL SERVICES

CASHIER

Auto dealership has expressive career oriented cashier. Must be neat in appearance & possess excellent phone skills. Competitive pay & benefits. Apply in person:
Bob Sellers Pontiac, 36000 Grand River, Farmington Hills

CHECK PROCESSING POSITIONS

Comerica, Inc. has immediate openings for part-time, entry-level Check Processing positions available on the second shift in the Livonia Corporate Center. Work schedule is 20-24 hours per week and will include weekends. Candidates will receive paid training.

Candidates must demonstrate data entry skills of 6,500 keystrokes at the time of the interview.

We offer a comprehensive salary plus shift premium, health insurance at group rates and fully paid life insurance. Interested candidates should contact Lori Trak, 1-800-723-4389.

Comerica Incorporated supports a drug-free environment. Drug testing is required as part of the employment process. Equal Opportunity Employer. M/F/D/V.

Clerical

ADMINISTRATIVE ASSISTANT

At Countrywide, our success and growth can lead to exceptional opportunity for the right person, and this is your chance to be part of our team. Our Administrative Assistant is our Administrative Assistant and to assist our Regional office located in Southfield.

The selected candidate will assist our Regional Vice President with the day to day operations, recruitment, personnel, problem solving, and various administrative duties. This position requires excellent interpersonal and communication skills, Microsoft Word preferred. Mortgage background a plus.

We offer a competitive salary and comprehensive company-sponsored benefits package.

For consideration, please submit a resume with salary history to:
Countrywide, 26100 American Drive, Suite 310, Southfield, MI 48034. 24-Hour FAX 810-262-8549 No phone calls, please. Principals only.

COUNTRYWIDE
Home Mortgage Loans

EOE M/F/D/V

CLERICAL ASSISTANT

Attention reader, part time clerical assistant, phone & computer skills necessary. Call 541-8300

CLERICAL ASSISTANT
PART TIME

Possible hours, part job for working parent in busy academic setting to assist with administrative duties 27 per hour. Send resume to: JJPS, 119 W. 9 Mile, Suite 73, Southfield, MI 48075, Attn: Beverly

CLERICAL
Entry Level Position.
Call Dan at DPC
810-489-0000, ext 202

CLERICAL
Full time, entry level. Looking for pleasant phone voice for our growing company. Duties include filing, typing, data entry, 10 key 245 wpm and working with general office duties. Computer experience helpful. Salary commensurate with experience. Wonderful working environment. Call 313-595-6400 Or fax resume to: 313-595-0146. Weatherd area.

CLERICAL
Immediate position, must be dependable & professional in appearance. Light data entry skills preferred. $5.00/hr. full-time. Benefits. HR Clerical, P.O. Box 250870, Franklin, MI. 48025 Fax:810-353-7258

CLERICAL OPEN HOUSE

Immediate openings for the following positions:

• CLERKS
• RECEPTIONISTS
• DATA ENTRY OPERATORS
• WORD PROCESSORS

To fill out an application, join us between 9 a.m. and 3 p.m. at
3551 Hamlin Road
Suite 103
Auburn Hills, MI 48326

Professional attire required
Proper I.D. required
for I-9 verification

Entech Personnel
810-377-4980

CLERICAL - PART TIME
Clerical position. WordPerfect and Lotus 123 required. Hours and salary requirement to:
Executive Director, P.O. Box 546, Plymouth, MI 48170

CLERICAL part time days. Apply in person. Detroit Sky-Football Lab, 33966 Freeway Park Dr., Farmington Hills. Tim Mc/Donnell/Ron Wolf.

DATA ENTRY part time evenings. Call Dana after PM 810-471-4111

CLERICAL - Part time positions. Entry level. Answering dept. Must be organized and have data entry experience. Central office skills. Apply to: BELLANCA, 30961 Oakland Ct., Harrisville, (off Harrisville Rd., N. of Stephen Mile Rd.)

CLERICAL POSITION for Farmington Hills law firm. Excellent typing, typing, 1 yr. experience preferred. Call 810-626-6636

CLERICAL POSITION - Full time for busy well smoking office. Minimum 1 years clerical & filing. WordPerfect 5.1, Lotus & telephone. Send resume & salary requirements to P.O. Box 1868, Troy, MI 48099.

COMMERCIAL SERVICE
For insurance agency located in downtown Birmingham. Must have excellent P & C knowledge & good with computers. Excellent salary & benefits. Send resume to: 300 E. Maple, Birmingham, MI 48009. Attn: Sandy

504 Help Wanted Office-Clerical

CLERICAL POSITION

Requires experience in IBM Word Processing & Spreadsheet, record keeping, handling multiple priorities & short deadlines, ability to work independently, skills in dealing the public & working with a team. $10.75/hr. Livonia Adult Education, Call Kathy Park (313) 523-8250

CLERICAL/RECEPTIONIST
Immediate full time opening for a friendly and organized individual. Must have good phone skills plus data entry & Word Perfect experience. Call Inett's Carbondale for interview. 313-446-7778

CLERICAL
Wholesale food distributor position available for full time clerical position. Competitive wages & fringe benefits. Apply in person at: 23075 Research Dr., Farmington Hills, E of Haggerty, S of Ten Mile.

CONTEMPRA

is seeking highly motivated & dependable people with various skills.

• Secretaries . . . $5-$13
• Word Processors $5-$10
• Switchboard . . . $5-$8
• Receptionists . . $5-$8
• Data Entry Clerks $5-$8
• Customer Service $5-$8
• File Clerks . . . . $5-$6

We offer:
• Vacation pay
• Holiday pay
• Medical insurance
• Referral bonus

Please call for an appointment today!

(810)583-9500
Madison Hgts

(313)563-5900
Dearborn

ROCHESTER HILLS OFFICE OPENING SOON!!

CREDIT CLERK

Multi-client steel service center needs an individual to handle customer credit duties within department. Duties include: account analysis, credit & bank reference inquiries, and correspondence. Customer service calls. Fast paced environment requires an organized, detail oriented person with good communication and clerical skills. Apply in person: Contractors Steel Co., 34625 Ann Arbor (near Lewan) Livonia

CUSTOMER SERVICE - Work full time, clerical duties, customer service, full time. Excellent pay. Entry level, some office experience necessary. Call Mon-Fri, 9-11am. 810-348-8000

CUSTOMER SERVICE

Plymouth area rotator seeks energetic and dependable set up and new accounts. H R Management.
810-981-7210

CUSTOMER SERVICE/SECRETARY
3 years experience, good office skills. Lease is must. Suburbs. Call Barbara. 810-772-6780.
SHELLING PERSONNEL SERVICES

CUSTOMER SERVICE!

Research department of national corporation has opening for an energetic, highly motivated people, who possess excellent phone skills plus excellent writing potential for solvers. Thorough training.
Call Jim 810-473-2934
UNIFORCE SERVICES

CUSTOMER SERVICE!
FULL TIME/PART TIME

Immediate opportunities in Southfield & Troy for data entry and computer skills. No sales involved. Temp to perm opportunity with training leading to outstanding benefits and financial rewards. Very rewarding. Starting salary is $7.50/hr. Call Clare now 810-723-4208
UNIFORCE SERVICES

CUSTOMER SERVICE

25 Customer Service Positions available now for a growth company is seeking a General Clerk to schedule service calls. Ideal candidate need data will have at least one year of general office experience, strong communication skills, the typing skills and be able to work independently. Knowledge of Lotus Spreadsheet is desirable. Computer experience preferred. $5 & up depending on benefit package. Send resume to:

340 E. Big Beaver Rd., Ste. 250
Troy, MI 48083
EOE/ADM

GENERAL OFFICE/Accounts Payable. Light typing. 20 hour. Experience helpful but not necessary. 313-729-0795

GENERAL OFFICE
Full time, data entry experienced helpful. Southfield area.
Call Sue. 810-352-1466

GENERAL OFFICE
Real Estate Office in need of an energetic person. Interested in working for our office on Saturdays, 9-4 & Sundays, 10-5. Paid expenses is not required but would be appreciated. Call Marilyn Ross, 810-646-6000

GREAT OPPORTUNITY

Positions immediately available with experience in any one of the listed skills.

• WordPerfect/Windows
• Excel
• Harvard Graphics
• Lotus
• Powerpoint

At Locations
Best benefit package available
Interviews available Eve. & Sat.

BARTECH PERSONNEL SERVICES
313-271-5454
An Equal Opportunity Employer

Immediate Openings

• Office Assistant for a fast paced firm. WordPerfect 6.1, Lotus experience required. Incoming phone line, general clerical. $5.50/hour. Temp to perm.

• Receptionists. Part and full time. Some word processing required. Starting at $7.50/hour.

• Customer service. Days, some evenings, weekends. Call Mary or Sandy.

OAKTEC EMPLOYMENT SERVICES
Farmington Hills
810-851-0464
Auburn Hills 810-377-0070

Insurance - Experienced Only

AGENCY POSITIONS
IMMEDIATE OPENINGS
Clerical Support Clerk's to $3.6K
Part Time Positions to $10/hr.
Commercial Insurance to $24K
CONCORD PERSONNEL
478-2200

LARGE METRO Ford Dealer seeking sales and billing, accounts receivable clerk & warranty administrator. Experience preferred. Excellent benefits, 401K, Auto allowance. Beach Motors West, 24780 W. 7 Mile, Detroit, MI. 362-19

Apply in person at 10-6 Mon-Fri. Bring resume, salary requirements, and work experience.

LEGAL SECRETARY
★ Positions available for experienced personal injury firm in Southfield. Experienced in areas of auto negotiations, medical malpractice, and/or work-men's comp. Fax resume and salary requirements to WordPerfect 5.1. Call, 810-968-1000

504 Help Wanted Office-Clerical

DATA ENTRY

Interim Personnel now has 15 Data Entry positions available in Northwest Detroit. These are mornings & afternoon shifts at $7/hr. We also have drop-in-perm & temporary-to-perm Livonia positions available.

LIVONIA 313-591-1200
LATHRUP VILLAGE (810) 557-7444
PONTIAC (810) 682-4510

Employment Opportunities

Secretaries . . . . . $10-$13/hr
Word Processors . . . . $8-$10/hr
Receptionists . . . . . $7-$8/hr
Data Entry . . . . . $7-$8/hr
Office Clerks . . . . . $6+/hr
Assist. Rec/Pay . . . . . $6+/hr

NO FEE!
LONG/SHORT TERM
TEMPORARY
BENEFITS!

Farmington Hills . . . (810)615-0880
Metcalf Heights . . . (810)645-2540
Rochester Hills . . . (810)650-5680

WESTERN STAFF SERVICES
"servicing business since 1948"

DATA ENTRY

We need your accurate 8,000 key strokes, attention to detail and record keeping for our Farmington Hills and Plymouth client. Starting salary is $6.50/hr. Call Donna

810-473-2933
UNIFORCE SERVICES

DEVELOPER/PROPERTY Manager. Livonia based Real Estate Developer. Diversified position involves word processing, shorthand, telephone, travel arrangements and property management. Excellent organizational and comprehensive benefits available. Please fax resumes and salary history to: 810-553-2937

EXECUTIVE ASSISTANT
$19,000
FEE PAID BY COMPANY

Right hand to Executive. Offers unlimited career opportunity, good communication skills and professional manner a must. Call for more information. 810-540-7000
SHELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
High-volume Farmington corporation seeking experienced executive secretary for corporate offices. Candidate must possess excellent verbal and written communication skills, superior administrative and organization skills and the ability to work independently. Responsible for numerous functions in support of corporate management staff. Computer literacy is mandatory, strong background in word processing and word-processing applications. Macintosh experience preferred. Send resume and salary history to:
Executive Secretary
P.O. Box #760431
Lathrup Village, MI 48076

EXECUTIVE SUPPORT PERSONNEL
• Administrative Assistant
• Secretary
Temp & Perm. $20K-$40K
Temptrust No Fee 810-645-0600

FINANCIAL/INSURANCE Coordinator. Southfield based Insurance Brokerage. Full/Part time. Bookkeeping experience helpful. Call Tues. or Thurs. 810-477-7848

GENERAL OFFICE/COMPANY
Looking for talented Sales/Marketing Assistant. Must have good computer skills & wages. Please send resume to: Dearborn Sales, 24771 Hampton, Dearborn MI 48120. Or stop by and fill out application. Starting time 8 3/4 or 7am. Two immediate openings.
313-943-5375

FREIGHT/CLAIMS ASSISTANT
Full time, Southfield location. Previous freight/claims experience required. Excellent math ability & 10-key calculator skills needed. Background in Payroll helpful. Send resume including salary requirements to: P. O. Box 5061, Southfield, MI., 48086.

GENERAL CLERK
TROY LOCATION

Expanding home care agency is seeking a General Clerk to schedule service calls. Ideal candidate need data will have at least one year of general office experience, strong communication skills, the typing skills and be able to work independently. Knowledge of Lotus Spreadsheet is desirable. Computer experience preferred. $5 & up depending on benefit package. Send resume to:

340 E. Big Beaver Rd., Ste. 250
Troy, MI 48083
EOE/ADM

GENERAL OFFICE/Accounts Payable. Light typing. 20 hour. Experience helpful but not necessary. 313-729-0795

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Full time, data entry experienced helpful. Southfield area.
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