EMPLOYMENT

502 Help Wanted Dental-Medical

PART TIME Assistant for Bloomfield Hills OB/GYN office. Tues thru Fri, 3PM-6PM and all day Sat. Please call 3PM-6PM: 858-2377

PART TIME Dental Assistant wanted for Farmington Office. Preferred trained, but will train if meet qualifications. Resume required. Call 474-5421

PART TIME MEDICAL HELP
Registered Med Tech or Lab Tech, registered X-ray Tech, Medical Receptionist w/experience in Blue Cross billing. W. Bloomfield. 855-1441

PATIENT ACCOUNT
Full time position (Mon-Fri) with a multi discipline internal medicine practice. Experienced in third party coding, billing and status inquiry mandatory. Send resume to Internal Medicine Clinical Group, 28080 Grand River, Ste. 306, Farmington Hills, MI 48024

PSYCHOLOGISTS
SOCIAL WORKERS
PSYCHIATRISTS
OPC in Birmingham area with Blue Cross, Blue Shield plus HMO affiliation has positions available only for practitioners with 3 or more years experience in private practice. Full time affiliation preferable. Some referrals available. Send resume to: P.O. Box 334, Birmingham, Mi. 48012.

RECEPTIONIST for dental specialist office in Livonia/Farmington. Part time weekdays, no evenings. Call 522-7313

RECEPTIONIST
Dental experience with typing required. No evenings. Benefits available. Recent references. 10 Mile, John Lodge area. Days 354-4344 Eves 626-2681

RECEPTIONIST - full time - for busy Detroit Doctor's clinic. Previous Doctors office experience necessary. 437-3504

RECEPTIONIST/INSURANCE position at busy chiropractic center in Redford Twp. Must be health-conscious & have sound clerical & people skills. High energy, challenge-oriented, enjoy working with people. Salary based on skills. Part time Mon, Wed, Fri, 1:30-9pm. Contact Sue. 537-4680 532-6545

RN - Afternoon supervisor for skilled facility. Call Mon. thru Fri. 9am-3pm 585-7010
An Equal Opportunity Employer

RN/ASSOCIATE DIRECTOR
HOME CARE
DEVELOPMENT

Exciting career opportunity exist in Southfield branch of national home care chain for energetic RN with previous home health care experience. Position involves patient assessment, client/customer relations, in-service education in addition to marketing responsibilities. Position requires previous home health/community health experience and a strong working knowledge of the Medicare guidlines for reimbursement. Competitive salary with complete fringe benefit package. Interested applicants please call toll free 1-800-255-5018
An Equal Opportunity Employer

RN
in service director for skilled facility. Call Mon thru Fri. 9am-3pm 585-7010
An Equal Opportunity Employer

RN - LPN
Small basic nursing home in Plymouth seeks part time and RELIEF NURSES. Enjoy nursing with us. Call 453-3983.

RN
PART TIME,3-11
PART TIME, 11-7
Please call Mrs. Ferguson for appointment at 261-5300.

RN's
Large suburban nursing home seeking RN's for afternoon shift. Full and part-time. Excellent benefit package. Contact, Joanne Neu, Ass't DON, at
477-7400

RN'S - LPN'S
Experienced for skilled facility, call Mon. thru Fri. 9-3. 585-7010
An Equal Opportunity Employer

RN's - LPN's
NURSE AIDES - LIVE INS
Needed for home care agency. One year experience required. Transportation necessary. Excellent salary & benefits. Mid West Home Care 335-4844

RN'S
needed for doctor's office in Birmingham. Please send resume to 503 Pierce, Birmingham 48009 or call. 646-8100

RN'S
Work close to home, flexible schedules, top dollar, bonus program in effect. NICU, ICU, CCU, Med surge
PRO CARE ONE 433-6500

TROY SURGEONS office. Part time. Experienced in Medical Transcription and routine office procedures. 649-5910

ULTRASOUND AND
ECHO TECHNICIAN
For appointment call 278-4060

ULTRASOUND TECH with X-ray experience. Registered or registry elegible. Full or part time. Salary & benefits negotiable. Farmington. 851-3800

X-RAY TECHNICIAN needed for orthopedic office. Plymouth area. Flexible hours. Send handwritten cover letter and typewritten resume to: Orthopedic Surgery, 990 W. Ann Arbor Trail, Suite 203, Plymouth, Mich., 48170.

X-RAY TECHNICIAN, registered, part time, Sat. mornings to include some weekdays for diagnostic X-ray clinic. Redford area. 937-8155

504 Help Wanted Office-Clerical

ACCOUNT EXECUTIVE
ADVO SYSTEM INC., the nation's leader in Direct Mail Advertising, currently has a need for aggressive self-starters who want to become Account Executives. You must have a discipline for detail, handling heavy paper flow, good communication skills and educational background. Customer service oriented background helpful but not necessary. Please send resumes to:
Laurie Merray, 12052 Merriman Rd., Livonia, MI 48150

ACCOUNTS RECEIVABLE
Position now available for national payroll company. Ideal candidate will have strong accounts receivable/bookkeeping background and customer service experience. Salary commensurate with experience. Full benefit package. Please call Mrs. Bisconnette, for an appointment 855-6600

7 SECRETARIES - to work 3 days per week for Fortune 500 company in Troy, type 65, good communication skills, top dollar, continuous assignment

RECEPTIONIST - with Dimension, Rolm or Horizon for local TV station, must be poised & able to work with local TV personalities

CUSTOMER - relations secretary, must enjoy challange & busy office, type 45 WPM. Temporary to go permanent. Salary $14,000

14 DATA ENTRY - operators for 5 locations, Southfield, Troy, Birmingham, Oak Park & Detroit, 12 mo. assignment

TEACHERS & students for telemarketing project, start immediately in Birmingham, top dollar

SECRETARY - receptionist for Fortune 500 company in Bloomfield Hills. Horizon or Rolm experience a plus. Temporary to go permanent, salary 16,000

TYPISTS - accounting clerks & file clerks, needed immediately.

Student & teachers needed now

NEVER A FEE

Paid Vacations & Bonuses

UNIFORCE
TEMPORARY SERVICES
S'THFLD 357-0034
B'HAM 646-7660

ACCOUNTING - BOOKKEEPING & GENERAL OFFICE
Word processing skills required, good typist. Experienced. Approximately 30 hours per week. $8. per hour. MPS Financial Services, Plymouth. 459-3103

ACCOUNTING CLERK
Immediate need in Southfield corporate office for an experienced, mature individual with background in bank reconciliations, accounts payable. General ledger account analysis. Salary commensurate with experience. Excellent benefits. Submit resume, including current salary, to: Box 558Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Accounting
Clerk
Expanding health care provider located in Western Wayne County has immediate full-time opening for experienced individual. Excellent opportunity for person interested in diversified position working with automated accounting systems. Must have computer experience and working knowledge of payroll and accounts payable processing. Good typing skills and math aptitude important. Competitive wages and benefits. Qualified applicants call Ms Josey at 565-7577
An Equal Opportunity Employer

Accounting Clerk
We have an immediate opening for a clerk in our Accounts Payable Department. The successful candidate will have at least 1-2 years experience in clerical accounting or banking function, be team oriented, attentive to detail, have experience meeting daily deadlines, have a strong numerical aptitude, and will perform light typing. To be considered for this position, please send your resume or apply in person to:
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
Attn: Employment Asst.
851-9400
Equal Opportunity Employer M/F/H

ACCOUNTING CLERK. Payroll & insurance experience preferred. Full time, 40 hours, Mon thru Fri. Start immediately. For appointment: 682-2622

ACCOUNTS PAYABLE CLERK
Experienced fast-paced Accounts Payable Bookkeeper desired. Typing 40 WPM, Good math aptitude required. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037.
Attn: ACT/EC

ACCOUNTS PAYABLE
To $15,000. Our client, a growing service company, with corporate offices in Birmingham will interview this week for an individual with at least 2 years experience in computerized payables. Company offers excellent growth potential and full benefit package. Call 585-4200. Company always pays fee. Management Recruiters of Troy.

Administrative Secretary
Challenge! Diversity! Responsibility! If these are the keys to what you desire and you have excellent typing and shorthand skills, call Ginny now for this fee paid position. $18,000 plus.
SNELLING & SNELLING
353-2090

ADMINISTRATIVE ASSISTANT
Large Insurance Company seeking mature individual to fill part time (30 Hours per Week) position of Administrative Assistant, with future full time possibilities. Strong typing skills & a willingness to work independently without supervision are required. Word processing experience helpful. Interested applicants please send resume to:

L.A. Dituhary
EQUITABLE
FINANCIAL
SERVICES
30300 Telegraph Rd.
Suite 250
Birmingham, Mich. 48010
No Phone Calls Accepted
An Equal Opportunity Employer

AMBITIOUS Person wanted for Westland Insurance sales office. Telephone & office skills desired. Call 525-2233 after 6PM.

AMBITIOUS SECRETARY
Person Friday in publishing sales office, Southfield Rd./12 Mile area. Magazine publishing experience preferred. 60 WPM typing, dictation, filing, light bookkeeping skills. College experience required. Salary commensurate with experience. Benefits. Send resume to: Box 560, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

APPLICATIONS being accepted for a clerical position for a Southfield based company. Full time position with benefits. Job involves telephone answering, some typing & customer orders. Please call 569-4772

APPLICATIONS ARE now being accepted for nursing home admissions secretary. Must be mature & able to relate well with the public. Typing skills required. Call for appointment 647-6500

APPLY TODAY
Clerk Typists
(45-50wpm)
Senior Typists
(65wpm)
Switchboard
(Dimension)
(Horizon)
Our service has immediate temporary openings in the Livonia, Farmington Hills and Southfield areas. Must have 6 months experience. Call immediately for an appointment.

Somebody
Sometime
Temporary Help
Livonia 477-0900
Madison Hts. 545-1700
Southfield 272-8500

ARE YOU INTERESTED in putting your secretarial skills to work 4½ hours a day? We have positions open in our sales office in Troy for 2 part time secretaries to help type, file, answer the telephone & handle parts & service accounts. Excellent typing required; no shorthand necessary. To apply call: Sharon at 373-5705

ASSIGNMENTS AVAILABLE
We need experienced:
- Sr. Clerks
- Typists
- Receptionists
- Secretaries
- Telemarketers
- CRT Operators
- Word Processing Oprs.

TOP PAY
BONUSES
BENEFITS
NO FEE
TROY 362-4650
DETROIT 962-9651
LIVONIA 464-9490
S'FLD 354-0555

OLSTEN
Temporary Service
An Equal Opportunity Employer

ATTENTION: KEYPUNCH Operator needed for Order Entry Department. Some phone answering. Medical benefits, profit sharing available. Start immediately. Send resume: Acorn Building Components, 12620 Westwood, Detroit, MI 48223, Attention Dave Rodd

Attention:
- Typists
- Word Processors
- PBX
- Secretaries
- Data Entry

Put your skills to work now, our assignments could lead to the job you've been looking for. Sharpen your skills and gain the exposure you need. Call now.

525-0330

- Bonus Plan
- NO FEE

Supplemental Staffing, Inc.
The Temporary Help People

ASSISTANT OFFICE MANAGER
TROY
Looking for creative, innovative person who can grow in abilities with a sales - marketing leader (5 year average growth - 40%). W. Jay Mincka, Co., manufacturer's representatives for major corporations. Please send resumes to P. O. Box 13111, Birmingham, MI 48012

ATTENTION:
TYPIST
Major corporation in Birmingham needs a typist for a long term temporary assignment. Job duties include typing (60wpm) & mail room distribution. Working hours 3pm - 11:30pm. Call today for an appointment.

Somebody
Sometime
Temporary Help
Southfield 272-8500

AUTOMOTIVE Rustproofing Shop looking for energetic person. Typing necessary, sales helpful. 353-8450

BOOKKEEPER
Accounts Receivable, Payable, General Office, Computer. Experienced Only. Dearborn Area. Non-smoker preferred. 584-6201

BOOKKEEPER
Experienced (minimum 5 years). Computer knowledge helpful. Position available immediately. Send resume with salary expected to: Office Manager, Perfection Automotive Products, 13445 Levan, livonia, 48150.

BOOKKEEPER, experienced through trial balance, 20 hours per week, Oak Park location. 399-0680

BOOKKEEPER
Experienced in Accounts Receivable, Accounts Payable. Oak Park area. Ask for Eugene, 398-2222

BOOKKEEPER - Full time for growing, dynamic, Birmingham firm. Must be a flexible person experienced in payables, receivables & invoicing with computer experience. 642-6535

BOOKKEEPER, part time, 4 days, for Auburn Hills Contractor. Some computer experience preferred but not necessary. 373-2400
An Equal Opportunity Employer

BOOKKEEPER -PAYROLL CLERK
Seasonal part time for Golf Course. Able to enter data on IBM PC. Fox Hills CC, Plymouth. 453-7272

BOOKKEEPER RECEPTIONIST
Must have legible penmanship, good with figures, 9-4:30PM, Mon thru Fri. Will train. 532-6344

BOOKKEEPER/RECEPTIONIST
Experienced, write-up thru bank reconciliation, typing helpful. 2 - 2½ days per week. W. Bloomfield area 851-0664

BOOKKEEPER - seasonal position, experienced in payroll, accounts payable & bank reconciliation helpfu. Utica. 739-5863

BOOKKEEPER/SECRETARY - For Clinton Twp. furniture and design studio. Must have knowledge of furniture business. Salary commensurate with experience. Ask for Kathy, 286-6687

BOOKKEEPER/SECRETARY
Seeking bright individual for diversified duties including posting general ledger, bank reconciliations, payroll, accounts payable, typing and file maintenance. Experienced or will train. Hospitalization. Southfield location. Resume to: Personnel, P.O. Box 5041, Southfield, Mich., 48070-5041

BOOKKEEPER - Temporary position for a small clinic in Farmington. Experience necessary. Call Pat at 474-0240

BOOKKEEPER/TYPIST
Needed for Farmington Hills office. Experience thru trial balance required. Please send resume & salary requirements to: P. O. Box 3142, Farmington Hills, Mich. 48018

BOOKKEEPER/TYPIST
Experience necessary.
Northwest area. Good benefits.
527-6314

BOOKKEEPER. Experienced individual to assume control of bookkeeping office. Multi-state retail operation. Excellent opportunity for advancement. Headquartered at Square Lake & Telegraph Rds. Send resume to Teitel Assoc., Inc., 2075 Franklin Rd., Bloomfield Hills, MI 48013

BOOKKEEPER - 10 to 15 yrs. experience, part time, for Southfield Accountant's office. Computer knowledge necessary. Resume only: 4640 Laurel Club Circle, W. Bloomfield, MI., 48033.

BUSY Medical Clinic in Livonia looking for part time employee. Experience as receptionist & Blue Cross/ Blue Shield important. Also will perform general office duties. Call 591-0440 ask for Sheryl.

CDI
Assignments available in your area for:
CLERKS
TYPISTS
SWITCHBOARD OPERATORS
SECRETARIES
WORD PROCESSORS
Call CDI the "Can Do It" company now and register. Call 559-6868 or 352-1005

CLERICAL
Bloomfield Mortgage Corp. is seeking individuals for immediate clerical openings. Good math aptitude & typing required. Salary commensurate with experience. Excellent benefit package included. Send resume to: Attention Personnel: Bloomfield Mortgage Corp., P. O. Box 12200, Birmingham, Mich. 48012 -or call for appt: 356-2900
An Equal Opportunity Employer

CLERICAL HELP wanted. Must have good typing & receptionist skills. Experience in bookkeeping & data entry desirable. Apply in person at 11800 Market St. in Livonia.

CLERICAL/PART TIME
Typing and filing skills required, no other experience necessary. Minimum 4 hours per day. $5.15 hour. Apply in person between 9 & noon to:
INDUSTRIAL & AUTOMOTIVE FASTENERS
3200 W. 14 Mile, Royal Oak

CLERICAL
Part time, Mon. - Fri., 9-2:30 PM. Light clerical. Must type 40 wpm., experienced. Health club, W. Bloomfield area. 661-1000, Ext. 277

CLERICAL position, small office, Plymouth area, must type. Ideal for recent high school graduate. Pay open. Ask for J. McMahon. 455-4242

CLERICAL RECEPTIONIST
Detroit area manufacturing plant - clerical receptionist to answer phones, type & make up shipping documents, good benefits. Send resume to Box 496, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL/SECRETARIAL
Busy front office position now available for national payroll company located in Farmington Hills. We require full time availability, good typing skills, excellent telephone skills & customer service background. Previous office experience a must. Please send resume with salary history to: Paychex, Inc.,
30777 Northwestern Highway,
Farmington Hills, MI 48018.
Attention: Mrs. Bisconnette
No calls or walk-ins accepted.

CLERICAL - Seeking part time person with light typing, filing, proof reading skills for general clerical position in Southfield location. Hours 10am/2pm 5 days. Write R. O'Brien, Central Credit Union of Michigan, P. O. Box 5210, Detroit, MI 48235

CLERK TYPIST I
General office with public contact. Good typing and filing skills required. Some office experience preferred. $12,025 to $13,713 per year. City of Farmington Hills, 31555 W. 11 Mile Rd., at Orchard Lake Rd.
Equal Opportunity Employer M/F/H

Clerk Typist
Pyrotronics is a leading manufacturer of electronic protection systems. We have a diversified clerical opportunity in our sales office location in Livonia.

We require a minimum of 2 years general office experience, figure aptitude, typing of 50wpm and a pleasant phone manner.

We offer an excellent salary, a full range of benefits and a congenial atmosphere. If interested call for appointment, Karen Crilly (313) 261-4005, Pyrotronics, 12842 Farmington Rd., Livonia, MI 48150. An Equal Opportunity Employer, M/F/H.

PYROTRONICS

Clerk-Typists
Immediate openings are available to work in our main office in Downtown Detroit. Candidates must type accurately minimum 50 WPM and have the ability to deal effectively with the public over the phone. Must have good math skills and be familiar with business machines and office procedures. Apply in person 10am-3pm, Mon.-Fri., main office, Personnel Dept., 5th floor.
First Federal
of Michigan
1001 Woodward
Detroit, MI 48226
An Equal Opportunity Employer

Closing Secretary
For Leading Title Firm
EXPANDING STAFF
Experience in real estate closings or mortgage closings required. Birmingham area. Call before 11am
540-1633

COLLECTION PERSON
Experienced. Must be able to handle collection and follow-up. Resume with salary requirements to: Box 506, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COMPUTER HARDWARE Dealer in Farmington Hills looking for traffic control person. Some experience preferred in either operations Or Inventory control. Send resume to: P.O. Box 3142, Farmington Hills, Mich. 48018.

COMPUTER OPERATIONS
for local CPA firm. Must know bookkeeping. Experience required. Call Jan. 353-3250

CRT OPERATORS - Part Time
Excellent typing skills required. Call between 8:30am - 5pm, Mon. thru Fri. ask for Ken: 968-3233

CUSTOMER SERVICE REP. for a cable TV firm. With typing, phone skills & scheduling experience. Send Resume to: P. O. Box #1013, Troy, MI., 48084.

CUSTOMER SERVICE REPRESENTATIVE, team oriented dept. needs an individual with inside telephone experience. Job involves processing phone-in orders, follow ups & problem solving. Knowledge of med surge products a plus. Learn computer inquiries, growth company ESOP.
Send resume to Mr. Hill, CN3333 Livonia, MI 48151.

DATA CLERK
12 midnight to 6 am shift. HP-3000 series 44 experience preferred. Reply to: P.O. Box 39283, Redford, MI. 48239.

DATA ENTRY
PART-TIME
There is a part-time opening for a Data Entry Operator who can key a minimum of 12,000 KPH and who is able to work approximately 20 hours a week. This person will also work to cover vacations, holidays, and absences as needed. Experience on an IBM 5280 System is desirable. To be considered, please contact Employment assistant
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
851-9400
An Equal Opportunity Employer

DATA PROCESSING - position open for order/data entry clerk with 1 to 2 yrs experience, various types of entry which requires problem solving & interaction with other depts. IBM system 38, growth company, ESOP. Send resume to Mr. Hill, CN3333, Livonia, MI. 48151

DETROIT BASED service company has immediate opening for bookkeeper/acounting clerk. Data processing experience a definite plus. This is a full time position offering a competitive salary and fringe benefits program. Send resume in confidence to: Box 554 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Non smoker, Shorthand & 3 years minimum experience. Resume & salary to: Mr. Peter, 27777 Franklin Rd., Suite 600, Southfield, MI 48034

Executive Secretary
To $18,700
A well known suburban company offers an attractive package including retirement benefits. Your good skills and executive level experience will be appreciated here. Hurry for this fee paid position. Call Bernice now!
SNELLING & SNELLING
353-2090

EXECUTIVE SECRETARY - work available in beautiful offices for large corporation for individual with executive secretarial background. Shorthand helpful, but not necessary.

WORD PROCESSOR - If you have any training and/or experience on any of the following equipment, we have both long and short term assignments available. IBM PC, IBM Display Writer, IBM 5520, Wang, Lanier, Decmate, Xerox, NBI or Four Phase.

TYPIST - long term assignment with individual with typing of 50+ WPM. May be trained on computer at large corporation.

SECRETARY - long and short term assignments for individuals with good secretarial training and/or background.

Call us Today for your personal interview and see why we're 'Ahead of the Rest.' NEVER A FEE!

ENTECH
SERVICES, LTD.
999 Chicago Rd., Troy
332-4350 588-5610

EXECUTIVE SECRETARY
Exciting RenCen communications company seeking professional self starting mature individual with terrific organizational skills. Good shorthand a plus. Send resume to Maritz Communications Company, 600 Renaissance Center Suite 1700, Detroit, MI. 48243

EXECUTIVE SECRETARY
For Canton Township Supervisor. Typing minimum 65 WPM, shorthand minimum 60 WPM. $18,000 year, (up to $20,000 in 3 years) plus excellent pension & medical plan. Prefer Canton resident. Apply: Personnel Department, Canton Township, 1150 S. Canton Center Rd., Canton, MI 48188.
An Equal Opportunity Employer

EXPERIENCED, full time receptionist for busy law firm. Typing required, Southfield area. Ask for Linda 644-5410

EXPERIENCED Legal Secretary
Word processing a must. Dearborn area. Call after 9AM: 584-4930

FILE CLERK
for litigation division, Bloomfield Hills legal firm. Typing required. 643-0333

FILE CLERK
Permanent part time position with Troy lawfirm. Flexible hours. Send resume including salary requirements to Office Manager, 755 W Big beaver, Ste 1800 Troy, Michigan 48084

FRONT OFFICE PERSON
for busy pediatric office in Southfield, experienced. 358-0420

FINANCIAL Services Organization in Troy is seeking an experienced secretary with excellent shorthand and typing skills. Must be capable of organizing work flow, handling clients inquires and typing proper business letters and proposals. Pleasant office environment. Salary commensurate with experience and ability. Call 649-6000 for interview.

FLEX HOURS
Strong organizational skills plus ability to handle confidential material a must for area firm. Flex schedule offered for this Sec'y. spot.
FEE PAID. 649-4144
HARRIET SORGE PERSONNEL

FULL TIME POSITION available for a responsible person with pleasant telephone personality & good clerical skills. Call Denise 358-0170

FULL TIME SECRETARIAL position with rehabilitation company, Oak Park/Southfield area. Position offers a variety of duties & requires good organizational skills, dictaphone skills, typing 60 WPM. Salary commensurate with experience. Call 967-4455

FURNITURE STORE CLERK
Weekends and weeknights. Experience preferred, but not necessary. Apply in person at Lasky Furniture,
19055 Plymouth Rd., Livonia

GENERAL OFFICE
Data collection in Southfield office for business publication. Need clear phone voice, neat printing, good spelling. Will train. Call Helene, 9-11 AM, 357-0714

GENERAL OFFICE - Full/Part-time. Typing a must. Farmington area. Call after 2pm. 478-8850

GENERAL OFFICE - 2 days per week, experienced in accounts payable helpful, processing invoices, adding & extending. Call Donna between 11am-3pm. Farmington Hills. 626-6898

GENERAL OFFICE- Consulting engineering firm seeks experienced person in all phases of office work. IBM PC background a plus. Call Nowak & Fraus Corp. 399-0888

GENERAL OFFICE
Typing, filing, CRT experience helpful. Must be good at detail work. Applications being accepted between 10am and noon only at:
24901 Northwestern Hwy.
Suite 712, Southfield

GENERAL OFFICE
General office position with Southfield company. Accounting background preferred with good secretarial skills. Typing 50 wpm. Able to deal with public and work with minimum supervision. Send resume to: Personnel, P.O. Box 300, Southfield, MI. 48037, att: GA/EC.

GENERAL OFFICE work in Southfield. Must have 2 years experience in front desk position. Good telephone & typing skills (45wpm). Salary approximately $200 week. Call Fri. 2:30pm-7pm & Sat 9am-12noon. 478-6098

GENERAL OFFICE - small business needs an all around person for various duties including payroll, bookkeeping, typing, telephone. Hrs. 8:30am - 2:30pm. No health benefits. Apply 34040 Glendale, corner Stark, Livonia

GENERAL OFFICE - PART TIME
Mature person, must be experienced in office procedures, fast & accurate typist. 20 hours per week based on 4 hours per day. May lead to full time. Send resume to:
PETER BLOM INDUSTRIAL SALES
29226 Orchard Lake Rd., Ste. 100
Farmington Hills. 48018

HALF TIME Legal Secretary for Southfield Law Office.
Call 356-1400

IMMEDIATE OPENING - Part time, in growing office, for an individual who is flexible in hours. Must be able to handle deadlines. Good typing and calculator skills a necessity. Apply in person, Mon.-Fri., 9AM-4PM, at 38334 Plymouth Rd., Livonia.

INDIVIDUAL WITH Insurance Claims background to work in non smoking law office. Ask for Linda. Southfield area. 644-5410

PROMINENT BLOOMFIELD Hills Insurance Agency seeks Commercial C.S.R. Successful candidate will possess the following skills and experience: 3 years Agency or Company multiple lines experience, strong communicative skills, bright professional personality, non-smoker preferred. Full benefits. Salary commensurate with experience. Send resume, with salary requirement, to Mr. Connors, P.O. Box 1394, Bloomfield Hills, MI 48303

INSURANCE AGENCY needs experienced, permanent full time typist in Southfield Area. Ask for Dorothy 354-3150

INSURANCE - Assistant to commercial account executive. Must know property/casualty coverages. Light typing and CRT input knowledge helpful. Southfield agency. Call Mr. Sadow: 358-1100

INSURANCE - Commercial lines package or fire rater. Farmington Hills area. Salary negotiable. 855-3600

INSURANCE - Full time. Personal Lines Secretary for general insurance agency in Southfield area. Minimum 1 year experience, accurate typist. Call Bill Halbert or Bob Wolf, 357-3130

INSURANCE OFFICE
Needs Full Time Secretary
Insurance background preferred. Farmington Hills Area. Call Leahy Mon. thru Fri., 9am-3pm.
553-9540

INSURANCE SECRETARY
Experienced in Rating of Small Group Health Plans. (1) Girl office requires variety of responsibilities. Salary - $13,000. to $15,600. Southfield location. Call 9am-5pm, 356-7033

INSURANCE
SECRETARY
Birmingham Bingham Farms agency needs all around secretary. Dictation not necessary.
TO MANAGE
PERSONAL LINES DEPT.
IBM computer knowledge helpful. Excellent salary to party with ability and experience. Full employee benefits.
Position available June 1, 1985
Call: Paul John Cooley, President
COOPER AGENCY INC.
30100 Telegraph Rd.
(North of 12 Mile)
645-5100

INSURANCE
Southfield agency has opening in personal lines department to service accounts alphabetically. Agency experience preferred. Knowledge of coverages & ratings required. 355-4400

KEYPUNCH OPERATOR
Small service bureau needs part time experienced Operators. Redford area. 937-1180

LEGAL
SECRETARIES
Experienced, for tri-county area. Permanent & temporary positions available. All fees employer paid.
PEG LEI CONSULTING
& EMPLOYMENT SERVICES
258-5118

LEGAL
SECRETARIES
For professional job placement services, temporary or permanent. Register now and put our experience and contacts to work for you.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
626-8188

LEGAL SECRETARY - 3 years experience needed for small litigation firm in Southfield. 353-8620

LEGAL SECRETARY
Experience necessary - for downtown law firm. Good typing skills required. Send resume to: F.M. & B. 2216 Penobscot Bldg., Detroit, Mich. 48226.

LEGAL SECRETARY position open in the Bingham Farms office complex for three lawyer firm. Prior law office experience required. Word processing background preferable with typing of at least 80wpm. Salary & benefits commensurate with experience. 646-4133

LEGAL SECRETARY - experienced in general practice, shorthand required, excellent benefits, Farmington Hills area. Call Linda Widrig 851-8500

LEGAL SECRETARY - experienced on IBM display writer, good typing & dictaphone required. excellent benefits, Farmington Hills area.
Call Linda Widrig 851-8500

LEGAL
SECRETARIES
WE ARE IN OUR BUSIEST SEASON
Job orders are streaming in for experienced temporary & permanent legal secretaries. ALL qualified candidates are invited to call or write:
JOANNE
MANSFIELD
LEGAL
PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 209
Troy, MI 48084
Days, Eves & Weekends (313)362-3430
ALL FEES EMPLOYER PAID

LEGAL SECRETARY, some experience required, must be able to handle volume typing. Send resume and salary requirements to Rice, Rice & Gilbert, 3444 Penobscot Bldg, Detroit, MI 48226

LEGAL SECRETARY
Need excellent plaintiffs' legal secretary, Troy Office primarily. Personal injury work. Please send resume and salary requirements to: Legal Secretary, P.O. Box 83064, Troy, MI 48084.

LEGAL SECRETARY, experienced. Bookkeeping skills required. References. Apply: Mr. Gordon 358-1440

LEGAL SECRETARY needed for general practice firm, 2 to 3 years experience required, pleasant surroundings. Call 353-4600

LEGAL SECRETARY - Experienced in litigation. Word processing experience preferred - Word Star would be a plus. Liberal benefits, salary open. Please call in confidence, Mrs. Gillis, 540-1080

LEGAL SECRETARY for Farmington Hills attorney. 30+ hours. Experience necessary. Resume to 31731 Northwestern, Suite 244, Farmington Hills, MI. 48018. Excellent starting salary.

LEGAL SECRETARY - for Southfield law firm to work on word processor. Word processing experience preferred but we will train. If you have good legal background. Call 353-1000

LEGAL SECRETARY
Farmington Hills personal injury firm desires experienced secretary. Excellent typing & dictaphone. Word processing skills helpful. Salary commensurate with experience. Call Nancy: 553-3440

LEGAL SECRETARY - litigation experience necessary, word processing experience desirable, Birmingham location, salary commensurate with experience. Send resume & salary history to PO Box 12078, Birmingham, Mich. 48012

LEGAL SECRETARY
Challenging position available in Southfield law firm for experienced Legal Secretary with managerial expertise. Excellent typist at 65 wpm., knowledge of word processing helpful. Salary range $18,000/$22,000. Position available immediately. Send resume to: P.O. Box 5069, Southfield, MI. 48086-5069.

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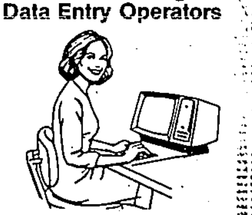

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