502 Help Wanted Dental-Medical

PHYSICIANS BALLER - needed at our main clinic located in Southfield, Livonia and Oak Park. Full & part time positions available. $1,300 to $1,400/month. Kim at Temporary Plus 443-5590

PRACTICE COORDINATOR - busy 4 physician Farmington Hills surgery practice is looking for a Practice Coordinator/Manager. The successful candidate will have managed a previous business, supervised a staff of 9 people, computer skills knowledge of marketing as applied to medicine, and oral & written communication skills. We offer a competitive salary, environment, excellent salary & benefits.
Send resume with salary history to: Coordinator, 30700 Telegraph Rd. #1586, Birmingham, MI. 48010

FULL TIME experienced Receptionist for Podiatrist office in 11 Mile/Greenfield area. Call after 1. Ms. Marlson. 559-8620

RECEPTIONIST - Hot OB/GYN clinic, previous OB/GYN experience preferred, full time, Mon. Thru Fri., Benefits. Contact Linda at 471-0950

RECEPTIONIST
For busy medical office. Experience necessary, full time, excellent benefits. Call 474-5575

RECEPTIONIST to answer phones and file charts. Medical knowledge and good phone skills required. Call Pauline 647-0012

RECEPTIONIST for busy allergy clinic. Must have medical billing/computer experience. Full or part time. Contact Sheila at (248) 851-8100

RESPIRATORY TECHNICIAN
Certified. To work for expanding Home Health Company in Patient Care Department. Qualified individual must possess Michigan drivers license & good driving record. Individual must be willing to work all necessary hours required. Qualified applicants only contact: Linda or Mike, Mon-Fri, 8am-5pm. 644-2525

RN, ADON IN-SERVICE DIRECTOR
Northwest Detroit, Church related nursing home expansion. Seeking Director, Clinical certification preferred. Teaching experience a plus. Excellent salary and benefits. Send resume to: Box 548, Observer & Eccentric, Home Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN
FULL-TIME/PART TIME
DAY SHIFT
Or Weekends
NIGHTSHIFT
8363 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN NURSING SUPERVISOR Needed 8:30am-4:30pm, 101 bed nursing home, Jewish Home & Aged, 3510 W. Commerce, Milford or contact Donna Deebe between 8:30am-3:30pm at. 685-1400

RN OR LPN For Deye or Midnights. Full time. Please call or inquire at Hope Nursing Care Center, 38410 Cherry Hill, Westland, MI. 48185.

RN'S-LPN'S
• Excellent rates
• Bonuses
Health Care Professionals
Southfield - 357-7080
Harper Woods - 884-8400
Dearborn - 563-0056

RNS-LPNS-GPNS
Skilled nursing facility in Livonia seeking full and part time Nurses. All shifts. Competitive wages & benefits. Flexible hours. Call for appointment. Martha Felosak, RN. 522-1444

RN's - $19/Hour
"Dietetics training gives me more of a chance to be a decision maker." "The is what nursing is all about." "Our facility specializes in very skilled, high-tech patients, directly from hospitals." These are just some of the reasons our Nurses enjoy working at Hillcrest Care Center. We have just increased our wage package for RN's ready to meet the challenges provided by our Rehabilitation, Subacute Skilled, Long Term Care, Alternative Care units. Hours are from $17.25 to $19 per hour. Call Mrs. Mahoney or Mrs. Subotich at 561-1800 or apply in person at 6445 W. Maple, West Bloomfield.

SPEECH PATHOLOGIST
$20 hour. Part time, Work with treatment team in growing head injury program. Call 721-2700

STAFF RNS
Cranbrook Hospice Care, Troy, MI.

Amicare Hospice Services is seeking qualified and contingent Staff RNs who desire an opportunity to make a real difference in the lives of their patients and families.

You will be responsible for case management of patient care with the concept of interdisciplinary team approach. Current licensure and one or more years of hematology-oncology experience is required, with hospice experience preferred.

Amicare has an improved salary and an outstanding benefits package to match your skills. Call (313) 643-8453 or send resume to:

Penny Murphy
Amicare Hospice Services, Inc.
2555 Crooks Rd.
Troy, MI. 48084
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RN'S/LPN'S
Our small basic and skilled nursing facility is looking for part-time or full-time RN's/LPN's. Call Bedford Villa Monday - Friday before 3:30pm and ask for Director of Nursing at 557-3333
An Equal Opportunity Employer

RN'S. Positions available for experienced LTC professionals. Seeking director, afternoon, supervisor and RN for medicare unit. New wages & benefit package. We are seeking individuals with a strong commitment to providing excellent patient care. Please apply at: Mt. Vernon Nursing Center, 29715 Greenfield between 12 & 11 Mile

SPEECH PATHOLOGIST
Full time for pediatric outpatient rehabilitation facility. Evaluation and treatment of communication disorders. Send resume to P. Harkiewicz or L. Adler, Detroit Institute for Children, 6447 Woodward, Detroit, MI. 48202 or call 833-1100
An Equal Opportunity Employer

TRAINED MEDICAL Assistant needed - part time or full time. Must be experienced in Venipuncture & injections. Call daytime. 476-2722

TROY AFLAC is current Dental experience in computerized office. Willing to learn billing. Call Lois or Marilyn. 828-8084

X-RAY TECH NEEDED
PART-TIME: For Family Physician's Office. Located in Livonia. Call 464-8200

504 Help Wanted Office-Clerical

ABSOLUTELY PERFECT
Administrative Assistant $17,000
High level position supporting V. P. offering growth potential. Handling customer service, confidential matters & assisting sales staff utilizing your 2 years etiquette experience & good clerical skills. Suburban company offers good benefits.

Sales Secretary $22,500
Expanding suburban firm needs your 3 years stable secretarial background utilizing WordPerfect, dictation & Lotus 1-2-3. Work for a super team that offers top benefits.

We have represented quality secretaries & firms for 25 years & take your career needs seriously.
ALL FEE PLACEMENT PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9060
An Equal Opportunity Employer

ACCOUNTING ASSISTANT
Payroll, Data Entry & Light Accounting. Entry level. Available immediately. Call Sue 540-5330

ACCOUNTING CLERK — experienced. Must have knowledge of Payroll, Bookkeeping, Microtech preferred. $8 per hr. Livonia area. Call Delores. 462-0770

ACCOUNTING CLERK
Experience with computerized accounting is preferred. Data entry & general duties. Non smoker. Livonia area. For interview, 462-2997

ACCOUNTING DEPT. has clerical opening for number oriented person with excellent 10 key and typing skills. Data entry experience helpful. Send resume to: M.Davis, First Security Savings Bank, 2600 Telegraph, Bloomfield Hills, MI. 48302.

ACCOUNTING - Permanent position for mature, dependable person to work in Accounting Department of large retail chain. Call Mr. Stein, 353-0100 Ext. 471

ACCOUNTS PAYABLE CLERK
Accounts Payable Clerk is needed for national Property Management Company located in Ann Arbor. Experience with computerized accounting is preferred. Must be able to type 30-40 wpm and use 10 key calculator proficiently. If you are interested in a challenging position with a growing company, please send your resume and salary requirements to:
Personnel Department
Acctg. Clerk
P.O. Box 8990
Ann Arbor, MI 48107-8649

ACCOUNTS RECEIVABLE CLERK
Full time for large apartment complex in Farmington Hills. The individual hired must be professional in appearance, good with math, have a pleasant phone voice & be an accelerated computer user. Please send all resumes to: Independence Green, 28700 Grand River, Farmington Hills, MI. 48335, Attn: Ann Grube.

ACCOUNTS RECEIVABLE/Collections Person wanted, must be reliable, neat & dependable, career opportunity, basic computer skills required. West Bloomfield 658-5600

ACCOUNTS RECEIVABLE/Accounts Payable. Accounting clerk with A/R and/or A/P experience needed for a division of a major corporation. Lotus experience helpful. Benefits. Send resume with salary requirements to: Controller, 2445 Brown, Orion MI 48359

ADMINISTRATIVE ASSISTANT for development office, child care agency, part time, 16-20 hrs. per week, $8/hr. Computer skills necessary, word processing preferred. Send resume to Patricia R. Hudson, Youth Living Centers, 30,000 Hivery, Novi, MI. 48151

ADVERTISING AGENCY - Southfield. Terrific opportunity for secretary in fast paced office. Good grammar & punctuation skills. Computer experience (WordPerfect and/or Lotus). Independent self starter, organized & dependable. Non smoker. Excellent salary & benefits package. Send resume to Box 444, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ALL FEES PAID
CLERICAL OPPORTUNITIES
• Legal Secretaries
• Executive Secretaries
• Word Processors
• General Office
• Typists & Receptionists
CONCORD CLERICALS
Livonia 478-2200

502 Help Wanted Dental-Medical

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Must be good with people on phone, organized, efficient & assertive. Need computer & typing skills. Full or part time available. Farmington Hills. Call Terry 661-2533

ADMINISTRATIVE AIDE
This temporary part time position requires an experienced, independent, self starter with excellent organizational & organizational skills. Word processing a must. High school diploma or equivalent. $7/hour. Call BET 334-9167

ADMINISTRATIVE ASSISTANT
HOSPITALITY INDUSTRY
We work directly for vice president of marketing & research firm. Lots of variety, dynamic personality, knowledge of word processing & adapting industry. Varied duties. Call or send resume to: Sabotka Kelley, Harper Assoc. 29870 Middlebelt, Farmington Hills, Michigan, 48334. 932-1170

ADMINISTRATIVE
Growing downtown real estate investment firm needs to expand. Seeking full charge bookkeeper assistant. Fast moving, pleasant atmosphere. Computer experience a plus for non smoking office. Send resume to: Accounting Supervisor, P.O. Box 62, Birmingham, MI 48009

BOOKKEEPER - mature person, part time, with computerized bookkeeping background. Prefer some experience in the Excalibur Software. Must be detail & people oriented & able to work well with public. Send resume or apply in person to: Attn. Manager, 32920 Northwestern Hwy. Farmington Hills, MI. 48018

BOOKKEEPERS & SECRETARIES
All levels of positions. Permanent positions in Southfield, Livonia and Farmington Hills. Send resume to:
DIVERSIFIED SOLUTIONS CO.
27780 NOVI RD., SUITE 100
Novi, MI 48377-3418
All fees Co. paid 344-6700

BOOKKEEPERS
We need your experience...Temporary full time positions available in accounts payable, accounts receivable, payroll & data entry.

While seeking the right permanent job, showcase your skills to new opportunities as a TEMP.

Computer experience a plus.

Call or send resume to Noreen:
Accountants One
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
(313) 354-2410

Employment Agency Fee Paid

BOOKKEEPING ASSISTANT
for payroll & accounts payable duties. Detroit area construction company. Apply to: 4403 Realty Dr., Troy MI 48098

BOOKKEEPING ASSISTANT
Part time. Must have working knowledge of basic accounting principles. Must be organized and detail-oriented. Typing skills necessary. Located downtown near Lodge and I-75. Resume to: Bookkeeping Assistant, 2630 Book Tower, Detroit, MI. 48226.

BOOKKEEPING/Insurance Specialist for busy dental specialty office. Excellent salary & benefits. Call: 357-3165

CAREER MOVES
Your career path starts with you! Call Entech for opportunities such as assembly, word processor or receptionist with prestigious companies in the Farmington area. We offer training, paid holidays and other great perks to qualified individuals. Call for more information!

ENTECH
SERVICES, INC.
737-1744

ENTRY LEVEL CLERK - full time position available in Redford township, typing required, 50-90 wpm and experience with 10 key calculator. $5.25 per hr. Dawn at 532-8700 ext. 218

CLERICAL
Medical Accounts Office located in Canton wishes to hire bright individual for an entry level clerical position. Function is include posting receivables and some collections. For interview call Ann at 313-454-1202

CLERICAL OFFICE of leather wholesale co. seeks full time person for general office duties. Answer phone. Word processing. Call 557-8900

CLERICAL/PHONE RECEPTIONIST
Mon.-Fri., 1pm-5pm daily.
Oak Park Area. (off 696).
Call 967-6900

Clerical

READY TO WORK??? CALL KELLY TODAY!!!
Kelly Services can put you to work immediately and you'll earn good pay and benefits. We now have openings for:

Word Processors
Light Industrial
Clerical

Call Kelly today to find out about these assignments!

Farmington Hills 471-2050

KELLY Temporary Services
Equal Opportunity Employer M/F/H

CLERICALS
Many culture and backgrounds contribute to a diverse work force at the University of Michigan. As an employer, we are continually seeking individuals who can enrich our environment. If you're looking for a rewarding clerical job in an environment that appreciates your unique qualities and encourages your advancement, join us at the University of Michigan.

We currently have full, part-time and 9-month openings in offices such as our Law School, Department of Social Work, Literary College, School of Architecture, Natural Resources and a variety of others. To qualify, you need 2 years' clerical experience and typing speed of 50 wpm, in addition to good pay, you'll also get:

• Paid week off at Christmas
• Vacation pay
• Health insurance
• Retirement plan
• Tuition refund for U of M and other School
• Paid holidays & time off
• Sick time benefits

Discover the great opportunities that await you. For immediate consideration, call 764-7297 for an application packet or apply in person at: 501 Personnel Center, 930 E. State St., Ann Arbor, MI. 48109-1382. Refer to job #COAAD. A non-discriminatory, Affirmative Action Employer.

CLERK - Immediate full time opening in Foreclosure Dept. of Birmingham law firm for an individual with good typing & telephone skills. Will train in foreclosure work. Call Lynn, Mon-Fri, 9-5 at 540-7737

CLERK TYPIST
Part time, afternoon hours 1-5pm. Call between 3-5pm. 353-5388

CLERK/TYPIST - Part time, computer experience helpful, transportation necessary. Call: 352-7660

504 Help Wanted Office-Clerical

BOOKKEEPER/
ACCOUNTS PAYABLE
For construction company. Construction draws, etc. Salary to $25K. No tax.
B. HAMIL PERSONNEL
424-8470

BOOKKEEPER/BILLER needed for Wholesale Electrical Merchandise Company. Must have experience computer skills. Call 855-9450

BOOKKEEPER - Full time for Canton manufacturer. Computer experience essential. Send resume w/ salary requirements to: Controller, 44001 Ford, #000-D Ponda, Canton, MI. 48187.

BOOKKEEPER - Full charge, take charge person, through trial period, time considered. Computer experience with Peachtree helpful. Varied and detail. Call or send resume to: Tupper Associates, P.O. Box 158 Farmington 48332 or call - 477-0600

BOOKKEEPER
Growing downtown real estate investment firm needs to expand. Seeking full charge bookkeeper assistant. Fast moving, pleasant atmosphere. Computer experience a plus for non smoking office. Send resume to: Accounting Supervisor, P.O. Box 62, Birmingham, MI 48009

BOOKKEEPER - mature person, part time, with computerized bookkeeping background. Prefer some experience in the Excalibur Software. Must be detail & people oriented & able to work well with public. Send resume or apply in person to: Attn. Manager, 32920 Northwestern Hwy. Farmington Hills, MI. 48018

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All levels of positions. Permanent positions in Southfield, Livonia and Farmington Hills. Send resume to:
DIVERSIFIED SOLUTIONS CO.
27780 NOVI RD., SUITE 100
Novi, MI 48377-3418
All fees Co. paid 344-6700

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Call or send resume to Noreen:
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24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
(313) 354-2410

Employment Agency Fee Paid

BOOKKEEPING ASSISTANT
for payroll & accounts payable duties. Detroit area construction company. Apply to: 4403 Realty Dr., Troy MI 48098

BOOKKEEPING ASSISTANT
Part time. Must have working knowledge of basic accounting principles. Must be organized and detail-oriented. Typing skills necessary. Located downtown near Lodge and I-75. Resume to: Bookkeeping Assistant, 2630 Book Tower, Detroit, MI. 48226.

BOOKKEEPING/Insurance Specialist for busy dental specialty office. Excellent salary & benefits. Call: 357-3165

CAREER MOVES
Your career path starts with you! Call Entech for opportunities such as assembly, word processor or receptionist with prestigious companies in the Farmington area. We offer training, paid holidays and other great perks to qualified individuals. Call for more information!

ENTECH
SERVICES, INC.
737-1744

ENTRY LEVEL CLERK - full time position available in Redford township, typing required, 50-90 wpm and experience with 10 key calculator. $5.25 per hr. Dawn at 532-8700 ext. 218

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CLERICAL/PHONE RECEPTIONIST
Mon.-Fri., 1pm-5pm daily.
Oak Park Area. (off 696).
Call 967-6900

Clerical

READY TO WORK??? CALL KELLY TODAY!!!
Kelly Services can put you to work immediately and you'll earn good pay and benefits. We now have openings for:

Word Processors
Light Industrial
Clerical

Call Kelly today to find out about these assignments!

Farmington Hills 471-2050

KELLY Temporary Services
Equal Opportunity Employer M/F/H

CLERICALS
Many culture and backgrounds contribute to a diverse work force at the University of Michigan. As an employer, we are continually seeking individuals who can enrich our environment. If you're looking for a rewarding clerical job in an environment that appreciates your unique qualities and encourages your advancement, join us at the University of Michigan.

We currently have full, part-time and 9-month openings in offices such as our Law School, Department of Social Work, Literary College, School of Architecture, Natural Resources and a variety of others. To qualify, you need 2 years' clerical experience and typing speed of 50 wpm, in addition to good pay, you'll also get:

• Paid week off at Christmas
• Vacation pay
• Health insurance
• Retirement plan
• Tuition refund for U of M and other School
• Paid holidays & time off
• Sick time benefits

Discover the great opportunities that await you. For immediate consideration, call 764-7297 for an application packet or apply in person at: 501 Personnel Center, 930 E. State St., Ann Arbor, MI. 48109-1382. Refer to job #COAAD. A non-discriminatory, Affirmative Action Employer.

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CLERK TYPIST
Part time, afternoon hours 1-5pm. Call between 3-5pm. 353-5388

CLERK/TYPIST - Part time, computer experience helpful, transportation necessary. Call: 352-7660

504 Help Wanted Office-Clerical

ENTRY-LEVEL CLERICAL
Full-time (days, 8 to 5), entry-level position for a general office clerk to open at our Troy headquarters. We offer an excellent benefits package, competitive pay and advancement opportunities in this stable, much-seen office setting. Respond by submitting a resume with salary expectation.

General Office Clerk - Purchasing
P.O. Box 70
Troy, MI 48007-7034
An Equal Opportunity Employer

CLERICAL
Adult Career Training is in need of an outgoing, energetic individual to interface with our Marketing Dept. Flexibility is the key to this position. The ideal candidate should have knowledge of word processing and excellent phone skills. Full benefits including a company supported 401K plan. Please send resume to: Pat Bailey, Fax 17380 W. 8 Mile Rd., Southfield, MI 48075. Attention: Cheryle Mack

CLERICAL
PART TIME
Position available in our Plymouth headquarters for detail oriented individual with some office work experience. Must have excellent clerical skills & figure aptitude. Work 20 hrs. per wk., Mon.-Fri., 11am-3pm.

We offer employee benefits and merchandise discount. Call Mrs. Mira. Gilbert at: 451-5227

Winkelman's
Equal Opportunity Employer

CLERICAL/CUSTOMER SERVICE - Large volume tire star Dodge Dealer is accepting applications for all positions. We offer pleasant working conditions, competitive wages, growth potential and benefits, much more. Join our team of customer service representatives. Apply in person at Crestwood Dodge Service Dept. 32850 Ford Rd., Garden City.
No phone calls please.

CLERICAL
Yazaki EDS Engineering, Inc., has an entry level clerical position open. Applicant should type 50wpm, possess good phone manners, enjoy working with people, filing, copying, and have basic letter writing skills. Accurate 10 key skills are a plus in this position. Please send resume with salary expectations to:
HUMAN RESOURCES DEPT.
YAZAKI EDS ENGINEERING CORP.
6800 Haggerty Rd., Canton, 48187
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

CLERK/TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Candidate should possess a min. typing speed of 40wpm, good phone skills & general clerical knowledge. Excellent advancement opportunity. This position is in Plymouth area.
Please send resume to:

Clerk Typist
P.O. Box 1179
Detroit, MI 48226

CLERK/TYPIST - 20 HRS. per week. Send a reply with phone number to: Box #632, Dearborn, MI 48121.

COMMUNICATIONS OPERATOR
Immediate position available for a well-organized individual with general typing & telephone skills.

Job responsibilities will include processing incoming and outgoing fax messages and misc. clerical work.

Please send resume WITH SALARY REQUIREMENTS or apply in person at:

Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

COMPUTER TYPIST REQUIRES: Highly motivated individual for computer installation, trouble shooting, & LAN support. Must have experience. Detroit area. 965-0400

CREATIVE Merchandiser/Clerical position available for Southfield based HBA fitter representative. Must have knowledge of fitting & retail. Contact Lori at MGR & Assoc. 356-2200

CREDIT/COLLECTIONS CLERK
Long term assignment for Southfield customer. Requires light typing, Lotus 1-2-3, knowledge of AR, detail oriented, own car. Employers Temporary Service 353-7050

CUSTOMER SERVICE - Southfield medical advancement opportunity. Call Sherry at Uniforce 357-0648

CUSTOMER SERVICE/telemarketing. Expressway to success. Whom manufacturer. $16-$18,000/yr.
Call Ann Dolezal 473-2032

CUSTOMER SERVICE REP. experienced, to write up and track purchase orders. Proficient with Word Perfect & data entry on IBM. Light general office duties. Send resume including salary desired to: Box 32300 Northwestern Hwy., Suite 110, Farmington Hills, MI 48334

CUSTOMER SERVICE REP
A high energy level, mature individual is needed for our rapidly growing Southfield service organization. Must be self motivated, organized and have excellent communication skills. Office and phone experience necessary including typing skills. Full time position available with benefits - day hours. Pleasant, non-smoking office. Willing to train. Call Rose, 9am-noon 353-1938

CUSTOMER Service Rep with personality. Versatile, able to deal with clients. Filing, research, etc. Non smoking office. 288-4900

Customer Service
(Part-Time)
We have excellent growth opportunities for individuals with excellent bar/written communication skills & previous telephone experience. Responsibilities involve corresponding to over 100 telephone inquiries per day. We offer several different schedules. They are as follows:

Mon., Thurs., Fri. 10am-6:45pm
(23.25 hours)

Mon-Fri. 10am-4pm
(30 hours)

Delinquency Reporting Dept.
Mon.-Fri. Flex hours between 8:15a-4:55pm
Salary negotiable

These positions offer you the opportunity to work for a large corporation. Starting at $7.50/hour & receiving a competitive benefit package. Qualified candidates should apply Mon-Fri, 9am.-4pm.
Human Resources
FIRSTMARK FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

DATA ENTRY Computer Operator For busy distribution company. Experienced, accurate, attention to details; no smoking. Send resume to Data Entry Jobber, Inc. 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY
Experience necessary
Call 464-7076
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY/insurance claims. Non-healthcare. $8/hr. Call Beverly at Uniforce 473-2932

DATA PROCESSING
Entry level data processing position available for national microcomputer manufacturer. Data entry experience a must. Send resume to: Microtab, 23976 Freeway Park Dr., Farmington Hills, MI. 48335.

DOWNTOWN LEGAL
FEE PAID - $23-$25,000
Asking for at least 8 yrs. experience in corporate or real estate areas. Should have good organizational as well as secretarial skills. Excellent opportunity! 649-8797 or 962-0565
DOROTHY DAY
PERSONNEL, INC.

504 Help Wanted Office-Clerical

DATA ENTRY
OPERATOR
We are seeking a dependable individual with at least 2 years data experience on the Nixdorf 800 Series Terminal. Knowledge of Query Data Entry Dept. Individual must be able to handle pressure and be detail oriented. Qualified candidate must be experienced in alpha/numeric keying. Position will be on the day shift. Possible overtime is required. A competitive benefit package is offered. Qualified candidates should apply Mon-Fri, 9am-4pm.
Human Resources
FIRSTMARK FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

DATA ENTRY
$7 PER HOUR
Immediate openings. Long/short term assignments.
ARBOR TEMPS, 459-1166

DENTAL RECEPTIONIST - part time 2 to 3 days for busy W. Bloomfield practice. Experience preferred. 737-2090

DISCOURAGED?
If hunting for a job has got you down
CALL US UP!
Opportunities in:
• Word Processing
• Data entry
• Secretarial

Victor Interim Services
261-3830
Equal Opportunity Employer M/F

ENERGETIC mail room clerk, exploding company, $5/hr. Call Mark at Uniforce 357-0644

ENGINEERING ASS'T
Yazaki EDS Engineering, Inc. has an entry level position open for an Engineering Assistant. Applicant should have good drafting experience, some CAD experience is also helpful. Please send resume with salary requirements to:
HUMAN RESOURCES DEPT.
YAZAKI EDS ENGINEERING CORP.
6800 Haggerty Rd., Canton, 48187
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

ENTRY LEVEL
Clerical desk for a Financial Planning firm in Southfield has great opportunity for the right beginner. Typing 35 wpm, 10 key, Lotus, Word Perfect, Computer literate. Covered parking. Good benefits. Salary $18K. Excellent typing skills, grammar and phone skills. Computer experience a plus.
Phone Ann, 354-0450

EXECUTIVE
RECEPTIONIST
TO $18,000 FEE PAID
Suburban firm offers much better than average benefits package, modern, ultra-modern plush surroundings and a pleasant boss. If you have 1 year office experience answering busy phones and type 55 wpm, call Shirley today. Hurry, this one will go fast! 471-3400
SNELLING & SNELLING
FARMINGTON HILLS

EXECUTIVE secretary - to Nov 1st. Light typing, bookkeeper, $23-$25,000. Call Lynn at Uniforce 473-2932

EXECUTIVE SECRETARY
NATIONAL COMPUTER
Mature, experienced secretary, with excellent word processing, dictation, phone proficiency, ability to work under pressure. Real estate background helpful but not required. Must be all applicants with qualities specified. Suburban location, excellent salary & benefits package. Send resume, with salary requirements to: Box #520, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Our broadcasting company which leads the way in cable television is seeking an experienced person to work with President/Chief Operating Officer & Vice President of Finance. Requirements include: typing 55wpm, word processing knowledge, organizational skills & the ability to work independently. Qualified applicants send resume & salary history to: Arlene Dehart, Fetch & Broadcasting Co., 1333 N. Woodward, Suite 240, Bloomfield Hills, MI. 48304

EXECUTIVE SECRETARY: $20-24K. Major downtown bank. Day 1 benefits! Call Ruth 643-8590
EXPRESS PERSONNEL SERVICE

EXECUTIVE SECRETARY
TO $25K
Central firm in Livonia needs a secretary with WordPerfect & Lotus 1-2-3 experience to run their sales office. Full benefits.
Personnel Systems 459-1166

EXECUTIVE
SECRETARY
To work directly with the president & corporate controller. Computer, typing, organizational & some bookkeeping skills required. Salary is negotiable. Exciting opportunity in growing health care industry. Salary commensurate with ability.
Call Ms. Mahler, 852-7800

EXECUTIVE SECRETARY

Southfield service company seeks bright, hard-working individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be willing to work flexible hours, be self-motivated, and organized with attention details. Please resume to: Executive Secretary, P.O. Box 300, Southfield, MI. 48037.

FILE CLERK - Entry level position, 5-10 hours per week. Could lead to more hours and advancement. 452-1097

FILE CLERK - FULL TIME
for busy Doctor's office. Must be good spoken & able to type. Medical office experience preferred. & Mile, E. of Middlebelt, Farmington Hills 474-1870

FILE CLERK/GENERAL OFFICE
2 part time positions available from 8-12:30 and 12:30 - 5, Mon. - Fri., Filing Clerk 22, Call 255.

SMALL BUSINESS owner requires non smoking mature person for general office in Troy. Duties include: light bookkeeping, typing, phone & some errands. Reliable vehicle a must. 4 hours per week. Call Karen between 9-5pm. 851-6444

FREE
WORD PROCESSING
SECRETARIAL
TRAINING
• Vacation pay - 10 days
• Holiday pay
• Group insurance
• "Answerline".
• Great jobs...
Qualified individuals interested in temporary secretarial positions can receive free training on Wordperfect, DW 4, Multimate, Lotus, etc.

Must type 50 + wpm & be professional, friendly & articulate. No previous secretarial experience required.

START A NEW CAREER!
CALL FOR AN APPOINTMENT
NORRELL SERVICES
553-5861

GENERAL CLERK
Required immediately. Working knowledge of data entry and accounts receivable. Salary negotiable. 981-3344 after 3pm 981-2325

GENERAL office clerk, Southfield, $5-$6/hr. Call Ellen at Uniforce 357-0648

504 Help Wanted Office-Clerical

EXECUTIVE - secretary, N.W. suburbs, good secretarial background, Word Perfect & international experience, benefits. To $30,000. Fee paid

JAPANESE - speaking secretary, good typing. Display Write IV experience, working for top executives, long term assignment. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE SECRETARY
EXPERIENCE
• Shorthand (80 WPM +),
typing (63 WPM Minimum), light bookkeeping experience desired.
• Southfield area experience working for executive.
• Assertive, self-motivated and team player.
• Salary commensurate with experience.
• Employee health insurance program.

Written Resumes Only:

Mr. David Nelson
The Nelson Companies
Post Office Box 487
Franklin, MI. 48025

FINITE ELEMENT
ANALYST
DRAFTER
• ANALYST - 2 yrs. experience working on ANSYS, ABAQUS, ANSYS, PATRAN & FORTRAN
• DRAFTER - Min. 1 yr. mechanical drafting experience on ANVIL, CADD for transmissions, axles, brakes & engine components

Please Send or Fax resume to:

PERSONNEL UNLIMITED
30 Wilson Mall, Suite 208
Warren, MI 48089
751-5008 Fax 751-8815

GENERAL OFFICE HELP
Heavy typing. Call for application Mon-Thurs., 10-3.
Phone & Lotus a plus. Hrs. 8-4
591-2325

GENERAL OFFICE - part time, word processing, data entry, Lotus, Call Alice at Uniforce 648-7564

GENERAL OFFICE - word processing knowledge, Bloomfield Hills $1350/mo. Call Lisa at Uniforce 646-7561

GENERAL OFFICE
PART TIME
Positions open for qualified persons with good clerical skills. Interesting, varied, fast paced duties. National firm in Southfield area. Call 352-5000
An Equal Opportunity Employer

GENERAL OFFICE
Part time, Mon.-Fri., 4-8PM evenings and Sat. 9AM-4PM. Must be reliable. Livonia area. 261-4000

GENERAL OFFICE work with Bookkeeping knowledge, full time, Farmington area. 476-3350

GENERAL OFFICE - part time, Tues. & Thurs., 1-7:30pm, Sat., 9-2pm. No telephone. Bloomfield Township area. Call Sandra: 737-3937

GENERAL OFFICE
FEE PAID - $15,600
MADISON HTS.: Returning to work? Here's a good place for you. Typing, filing and phones. Rush!
649-8797 or 962-0565
DOROTHY DAY
PERSONNEL, INC.

General Office
MATURE, ACCURATE individual with experience in accts. receivable, receivable collections & payroll on a computerized system, needed for American sales manufacturing firm. Must have manufacturing experience. Excellent benefits package, permanent subject to drug screen. Send resume to: Box 444, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
POSITIONS
From $11,000 - $20,000. All Service Charges Paid by Company. All positions have paid vacation, paid or offer Tuition Reimbursement and/or dependent coverage. A wide variety of skills will be demonstrated, but all require typing. Word Processing a definite plus. Call today!
SNELLING & SNELLING

GENERAL SALES/OFFICE HELPER
Must work well with public and have good phone skills. Benefits and benefits for right person.
Call... 353-5779

GROUP BENEFITS
ADMINISTRATOR
Position requires various clerical & organizational skills. Ability to communicate with people is essential. group benefits knowledge necessary. Send resume & compensation requirements to: 1300 Northwestern Hwy., Farmington Hills, MI 48334

HEALTH INSURANCE- Secretary/Administrator. Independent broker reflects the best! Salary plus performance incentives. Become a part of our group. Must be people, computer, & insurance smart. Plymouth, Northville area. Resume for confidential interview to: Box 444, 45807 Helm St. Plymouth, MI 48170

IMMEDIATE OPENING - entry level accounting position available. Accounting, software experience a plus. Salary $14-$17,000 plus benefits. Send resumes to: Ray Harris, 2311 E. Woodward, Ste 218, Birmingham 48009.

INSURANCE AGENCY in Northville needs personal lines person with type. Experience helpful. Ask for Jan. 349-2000

INSURANCE OFFICE
In Garden City, seeks dependable, receptionist for full time duties. Consists of answering phone, light typing & clerical duties.
Experience preferred. Please send resume to: P. O. Box 632, Garden City, MI 48135

INSURANCE
SECRETARY
$20,000 PLUS
Be the Administrative Assistant to a top producing Life Agent. Your skills in typing, shorthand, word processing, spreadsheet, & telephone will be generously rewarded. Call 353-2090.
SNELLING & SNELLING

JOB FAIR
ALL FEES PAID
• Legal Secretary. $24,000
• Receptionist $17,000
• Sales Secretary. $12,480
• Billing Clerk $16,000
• Accounts Payable . . . $18,000
• Insurance Secretary . . . $18,000

Want more money, better benefits, greater advancement potential? Look no further, we have more full time openings than applicants. Typing of 50 please. Call for appointment. 851-3600.
SNELLING & SNELLING
FARMINGTON HILLS

JOHNS CASABLANCAS - modeling & career center, secretary/receptist, must have computer & typing skills, exciting, glamorous work, from 1-9pm. Plymouth. 455-0700

LEGAL SECRETARY for Birmingham office. Must be starter, experienced, salary commensurate with experience. 540-1332

LEGAL SECRETARY for Troy law firm. Word processing & shorthand required. 1-2 yrs. experience, legal background preferred. Non-smoker. Send resume to:
Secretarial Committee, P.O. Box 99484, Troy, MI 48084-3328

LEGAL SECRETARY, experienced, for Bloomfield Township personal injury firm. Word processing & excellent skills necessary. Salary commensurate with experience. Excellent benefits. Send resume to: Hadley J. Rudman, P.O. Box 2207, Southfield MI 48037-2207. All Replies confidential.

LEGAL SECRETARY WANTED for Birmingham business & corporate law firm. 2 years experience desired. Word processing helpful. 540-4100

LEGAL SECRETARY
Needed for Birmingham Law Firm. Workers' Compensation experience preferred. Salary commensurate with experience. 540-0333

504 Help Wanted Office-Clerical

LEGAL SECRETARY
3 yrs. experience. Permanent part-time: 10-20 hrs. per wk. 559-8100

LEGAL SECRETARY - with executive skills wanted for principal of medium size professional practice. Word Perfect, multi-line phone, organizational skills, shorthand, speechwriting typing & transcription helpful. Hours works well under pressure.
Call Ann, 349-3980

LEGAL SECRETARY for senior partner. Excellent salary. Personal injury experience preferred. Southfield area. 354-2900

LEGAL SECRETARY
experienced, part time, for Birmingham firm. Ask for Linda 644-8360

LEGAL SECRETARY
3 days/wk. Small office, Greenfield & 13 Mile location. Some legal experience required. 569-0352

LEGAL SECRETARY-TEMPORARY
Expected, probable, starting 1-6 week assignment, Southfield. Send resume for Mary, 3000 Town Center, Ste. 2600, Southfield, MI. 48075.

LEGAL SECRETARY wanted for new Farmington Hills office. Experience necessary. Word Perfect preferred. Must have good phone skills. Call Bob 932-4000

LEGAL SECRETARY
With 1-3 years experience wanted for Bloomfield Hills law firm. Word processing experience necessary. Phone Denise at 858-2442

LEGAL SECRETARY
Southfield Law Firm. Minimum 1 to 2 yrs. legal experience in general practice, personal injury. Word Perf