CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

BUY IT. SELL IT. FIND IT.

CLASSIFIED DIRECTORY

SECTION	
Auto For Sale	C,H
Help Wanted	C,G
Home & Service Directory	C
Merchandise For Sale	C
Real Estate	E,F,G
Rentals	E,F,G

MORE CLASSIFIEDS ON PAGES
This classification continued from Page 8G.

502 Help Wanted Dental-Medical

MEDICAL TRANSCRIPTIONIST needed for major Detroit research hospital. Ask staff, Pathology or cardiology. Competitive needed. Pay to $1650 per month. Call Therese, Tempro Medical, 443-5590

NURSE AIDES
Enjoy a full-filling career with United Home Care Inc. Home health care agency in suburban western Wayne county.
- Flexible hours
- Competitive pay
- Transportation allowance
- Benefits package eligibility
- Supportive management

If you have experience please call
981-8829

OCCUPATIONAL THERAPIST
If you like children, call us!
Focus on multi-disciplinary intervention for neurologically and developmentally disabled children and their families. Excellent pay/benefit package.
Call 852-1100 or send resume to:
Barb Silberschein
Detroit Institute for Children
5447 Woodward
Detroit, MI 48202
An Equal Opportunity Employer

OPTICAL-JOIN A WINNER!
First Optometry has exciting career opportunities for Optical Staff. Ideal field for Dispensers and Managers. Experience preferred. Will train right individual. Positions open throughout Southeast Michigan. If you're energetic, highly motivated with a winning attitude call us. Mon-Fri. between 2-4pm 296-7800

ORAL SURGERY RECEPTIONIST
Full time. Excellent benefits. Experience in dental required.
547-8838

PRESBYTERIAN VILLAGE is accepting applications for certified nursing assistants for the afternoon & midnight shifts. Apply in person at: Presbyterian Village, 17363 Garfield. For information contact: Mrs. Robinson, 531-7200

RECEPTIONIST - for medical office. Must have 1 yr. medical experience, type 45-50 wpm and some word processing. Billing & coding helpful but not necessary. Southfield or Farmington Hills location. $1300 to $1400 per month. Call Rhonda, 443-6590
Or send resume to: Recruitment Resources, 24100 Southfield Rd., Suite 315, Southfield, MI 48075

RESPIRATORY THERAPIST
Growing Home Care Company is currently looking for a Certified Respiratory Therapy Technician to work in our patient care department. Qualified candidate must possess a valid drivers license with clean driving record. For more information contact Linda or Mike at: 459-3115

RN-CHANGE NURSE
The Advance Nursing Center has a part time position on the day shift open for an experienced candidate. The candidate will possess excellent clinical and supervisory skills. We offer a competitive wage and benefit package. Call for an appointment: Advance Nursing Center, 218-7273

502 Help Wanted Dental-Medical

ORTHODONTIC PRACTICE with well established office seeks front desk and clinical staff. Part/full time. Please send resume: Dental Practice, PO Box 295 Clarkston, MI 48347

PHLEBOTOMIST
Unique opportunity for Phlebotomist in nationally accredited ambulatory outpatient medical practice. Full or part time position. Mon. thru Fri. Call (313) 973-1155. Ask for: Scott Madden.

POSITION AVAILABLE: 1-2 days per wk. plus vacation relief, for Pediatric Nurse, in a pleasant Southfield office. Would consider an experienced MA. Call 352-1901

RECEPTIONIST - Full time or part time for busy pediatrics office in Birmingham. Light typing. No medical experience necessary. Apply or send resume to: NWEBB, 511 Pierce, Birmingham, MI 48009

RECEPTIONIST for Orthodontic practice. Must be an energetic, enthusiastic people person, with dental office experience, including typing. 3½ days. 13 Mile & Telegraph area. 645-5340

REGISTERED X-RAY TECHNICIAN Part or full time. Birmingham area. No weekends. Call: 647-4425

RN
FULL-TIME/PART TIME
DAY SHIFT
New starting rate & benefits
See Mrs. Martin
Director of Nursing
291-5300
NIGHTINGALE WEST
8363 Nevada Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN - LIVONIA
Metro Medical Group, a division of Health Alliance Plan has an immediate 20 hour per week position available for an experienced RN to work in our Urgent Care area. Must have a current Michigan RN license & previous ER and/or ICU/CCU background preferred. BCLS required; ACLS preferred. We offer an excellent starting salary & prorated benefits. Interested applicants should send a resume or contact the Human Resource Dept. at:
313-591-9400
METRO MEDICAL GROUP
35200 SCHOOLCRAFT
LIVONIA, MI 48150
An Equal Opportunity Employer

RN/LPN
Farmington allergy office. Part time, varied responsibilities. 478-6302

RN/LPN
Full time Day Shift position available immediately.
Franklin Manor Convalescent Center, Southfield.
352-7390

RN's, LPN's & NURSE AIDES
- Competitive Salary
- Bigs Up/Retro at Bonus
- Free State Certification
- 1 yr. experience, phone & car required

PROFESSIONAL HEALTH CARE PERSONNEL
357-3650

R.N. - part time, Farmington Hills pediatric office. 855-4145

R.N., 8:15-5:20 HOUR
Part time flexible, (8-10 hours week)
Head Injury program.
721-2700

SWITCHBOARD Position Available. Part time, Mon-Fri. with a multi-specialty internal medicine practice. Candidate must have good telephone skills and knowledge in medical terminology and pharmacology. Previous experience in IMGS, 29080 Grand River, Suite 306, Farmington Hills, MI 48023.

502 Help Wanted Dental-Medical

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504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK. Energetic person with strong accounts payable experience needed. Accounting, P.O. Box 9284, Livonia, MI 48151

Accounts Receivables Clerk
Full time needed at Corporate Office in Birmingham. Must have 1 year experience in data entry, billing and knowledge of Word. Offer excellent benefits. Call 644-5300, ext. 351

Erb LUMBER
An Equal Opportunity Employer

NOW HIRING
ONE GREAT PERSONALITY!
Warbach Furniture is looking for an energetic and motivated individual. Light typing and computer skills a plus, but willing to train. Apply in person or send resume to:
Clarion Inter & Executive Suites
31525 W 12 Mile Rd.
Farmington Hills, MI 48334
An Equal Opportunity Employer

No phone calls please.

ADMINISTRATIVE ASSISTANT
Part time/afternoons, Birmingham. Executive Search firm needs individual to perform multiple general office duties, including Word Processing on IBM/PC compatible, MS DOS environment, helpful. Nonsmoking office. $7.50 hr. to start. Call 644-5508

ADVERTISING AGENCY - word processor assignments, will train DW IV or WP 5.0. $7.50/hr.
Call Jean at UNIFORCE 646-7681

AN EXCELLENT career opportunity is awaiting one detail oriented Bloomfield Hills sales office. Order entry & inventory control experience is plus. Must have minimum 3 years clerical experience. Non smokers only please. 553-8000

ASSISTANT MANAGER position for busy executive office group. Must be personable, self motivated, experienced support staff providing word processing / computer related services, prepare monthly billing & reports. Must have WP 5.0, Harvard graphic experience. Good salary & benefits. Send resume with salary requirements to: M. Laine, Executive Group Offices, 28911 Northern Hwy. #300, Southfield, MI 48034

AUDITING CLERK
High volume office seeks person to audit daily sales & receipts from our retail stores. Will also perform other office duties. Full time plus benefits. Non smoker. 459-0557

AUTO DEALER
In Northville has immediate opening for Switchboard/Cashier. Duties include: typing & data entry. Must be a self-starter with excellent attendance record. Ford Motor Parts Facility helpful. Apply at: McDonald Ford, 17000 Northville Road, Northville

AUTO DEALERSHIP CLERICAL
Switchboard Operator needed. Experience preferred. Please apply at Don Massey Cadillac, 40475 Ann Arbor Rd. Plymouth MI.

BIRMINGHAM REAL ESTATE OFFICE seeking an experienced clerical secretary, must be knowledgeable in closing procedures, documents & bookkeeping. Call Carol 645-5800

BOOKKEEPER-DATA ENTRY
Growing Insurance Firm, Suite 32100 Telegraph Rd., Suite 210, Birmingham, MI 48010 or call 647-9550

BOOKKEEPER, experienced, general accounting & computer skills, full time, $12,000 - $14,000. Excellent benefits. Resume to: C. Lewis, 607 Shelby, Suite 500, Detroit MI 48226

BOOKKEEPER
Full time. Knowledge of Peachtree accounting a preferred. Western Wayne County. Call 451-7200

BOOKKEEPER/OFFICE Worker - 1 day or 2 half days. Near Maple & Birmingham office. Minimum 2 years experience. 642-9787

BOOKKEEPER
Part time position, 24-30 hrs /wk. Experience required. Starting pay $7.00/hr.
684-6383

BOOKKEEPERS
Accounting Clerks
Full Charge thru General Ledger,
Payroll Experienced
Accounts Payable/Receivable
Data Entry/Spreadsheets
Credit/Collections
and more!
Temporary Permanent
We need professionals like you!
Southfield 357-8361
Troy 524-3100
Ann Arbor 995-0827
accounTemps/
Robert Half

504 Help Wanted Office-Clerical

SOUTHFIELD AREA MORTGAGE banker seeks person for position in accounting department. Data entry experience & typing skills required. Knowledge of basic accounting necessary. For confidential interview call 358-2341

ACCOUNTANT & Accountant Assistant needed for multi company accounting firm. Lotus 1,2,3 and Wordperfect a must. Send resume & salary requirements to: P.O. Box 447, Northville, MI 48167

ACCOUNTING OFFICE Bookkeeper Telecopier/12 Mile area. Public accounting experience preferred. Flexible hours available. 356-9220

ACCOUNTS PAYABLE/PAYROLL Mon., Wed. & Fri., 8:30am-1:30pm. 28 an Rd. 10 Mile/Telegraph area. Resume to: Lulu's Lingerie, 3615 W. Maple, Birmingham, MI 48010

ACCOUNTS PAYABLE
Full time bookkeeper/accounts clerk needed. Input invoices, reconcile vendor accounts, check runs, computer experience. Send resume and salary history to: Personnel, 12326 Stark Rd., Livonia, MI 48150

ACCOUNTS PAYABLE/Data Input. Excellent math aptitude and organizational skills required. Full time position with good starting pay, plus benefits. Apply in person at:
2205 Holland, Birmingham, between 8AM-5PM.

ACCURATE data entry for growth company. Approx. $7/hr.
Call Laurel at UNIFORCE 357-0036

ADMINISTRATIVE word processing secretary. Southfield area. Will train to $20,000/yr. Call Chris at UNIFORCE 357-0037

ADMINISTRATIVE ASSISTANT
$27,000 PLUS
Responsible position with a prominent service organization. Executive level secretarial experience and degree will be well rewarded here. Call 553-2090.
SNELLING & SNELLING

Administrative Assistant
Fantastic opportunity in Southfield with corporate headquarters of worldwide company. Must have typing. Wordperfect/Lotus 123 is required. Outgoing personality, polished image. $19,000 to $21,000 commensurate. Generous benefit package. Contact Mitke Monforte 932-1170
HARPER ASSOCIATES
29870 Middlebelt
Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT
National merchandising firm needs Administrative Assistant with the desire to learn & grow within our company. Must possess PC & MAC experience, excellent clerical & organizational skills, and the ability to handle multiple projects simultaneously. Minimum 2 years office experience. Non-smoking Birmingham office. Mail resume to start plus benefits, send resume to: Retail Detail, Inc., 132 N. Woodward, Birmingham MI 48009, Attn: L. G.

ADMINISTRATIVE ASSISTANT
Needed for a fast-paced office in Troy. Excellent phone skills and typing skills are a must. Computer skills added plus. Ask for:
Yvonne Stahn-12 Noon 244-8770

502 Help Wanted Dental-Medical

RADIOLOGIC TECHNOLOGIST
Department of Veterans Affairs, Allen Park, Michigan, is seeking a Diagnostic Radiologic Technologist to join our team at this large medical and surgical teaching hospital.

Part-time position available for Saturday and Sunday only from 4:00 p.m. to 12:00 midnight.

We offer competitive salary rates.

Please send resume to: **Personnel Service VA Medical Center Allen Park, MI 48101 Attn: C. Adams**

U.S. Department of Veterans Affairs Medical Center

Equal Opportunity Employer

BILLING OFFICE SUPERVISOR
SINAI HEALTH CARE SYSTEM has an immediate opening for a full-time Billing Supervisor in our Department of Medicine multi-physician practice.
This is a challenging opportunity for a candidate who has in-depth knowledge of physician fee billing and third party reimbursement regulations along with a proven track record of accounts receivable statusing and collections.
Qualified applicants must have 5-7 years recent computerized IMBS preferred physician billing experience with 2 years at a supervisory level, ability to train support staff at multiple locations, and excellent inter-personal and analytical skills.
We offer a highly competitive salary/benefits package and the opportunity for growth in a supportive environment. Please respond with resume and salary history to:
Employment Office BOS
SINAI HOSPITAL
6767 W. Outer Dr.
Detroit, MI 48235
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

BOOKKEEPER/SECRETARY - part time, 1 day per week for Novi manufacturer. Prepare journals, cash & disbursements, and word perfect. Send resume to: P O Box 3053, Birmingham, MI 48012

BOOKKEEPER/TAX PREPARER
Permanent position, full time, lots of overtime. Must know 1040's and Schedule C. Send resume to:
Kay Accounting Inc., 21745 West Warren, Dearborn Hts., MI 48127. No phone calls please.

BOOKKEEPER. Southfield law office has experience with computer accounting software. Good pay & benefits. 948-1231

CLERICAL/ACCOUNTS Receivable
Fast paced, non smoking office has position available for a conscientious, detail oriented individual with stable work history. Position involves computer data entry & billing. Please send resume to: Pagenet, 23300 Haggerty Rd. 100, Southfield, MI 48034. Attention: Accounting Manager. 945-3277

CLERICAL -
ADMINISTRATIVE ASSISTANT
Warbach Furniture is looking for a part time clerical person. Flexible hours, 15-25 hours/week. Job duties are: Paperwork analysis, Simple sales ledgers, Responsible for cash receipts, Phone assistance, Ordering office supplies. If interested, please call Rita Sopanski 645-3277

CLERICAL/ADMINISTRATIVE
Full-time. Engineering environment, PC computer experience. Wordperfect, accounting & organizational skills. Send resume to: CAEnet, *830 Stephenson Highway, Ste. 110,* Troy, MI 48083

CLERICAL ASSISTANT
Needed for company in Romulus area. Typing 50 wpm, answer phones, accounts payable/receivable a plus. Temp to perm. Good pay, benefits. Start immediately. Call 464-7078
ETD Temporary Service

CLERICAL PART-TIME
Medium size Company located in the Livonia area is interviewing for a part-time office help. 24-32 hours a week. Typing 50 wpm required. Experience required. Must be flexible and willing to learn. Please send resume to: Box 772, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
Permanent position for mature, dependable person to join us in the accounting department of a large retail chain. 8 Mile/Lahser area.
Mr. Clark 353-0160, ext 471

CLERICAL POSITION
Entry Level position, Southfield based manufacturer. No clerical experience helpful but not necessary. Good math and writing skills required. Typing 40 wpm. Send resume to: Clerical Position, P.O. Box 300, Southfield, MI, 48037.

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for a fast paced working environment. Candidate must be able to work accurately under pressure, able to work with little supervision, and have hands-on Word Star &/or Word Perfect experience. This position is for a motivated hard worker who is willing to accept challenges. Position provides for a complete salary & benefit package. Qualified candidates forward resume in confidence to:
Clerical Support
P.O. Box 779
Detroit, MI 48226

CLERICAL with computer skills for a building contractor, in Troy.
643-8890
An Equal Opportunity Employer

CLERK PART-TIME
busy retail Bloomfield Hills office seeking part-time Clerk to work 3 afternoons wk. + Sat. Must type accurately 35 wpm, have organized office skills & ability to deal effectively w/the public. Marilyn 358-2727

CLERKS
• DATA ENTRY CLERKS
• GENERAL OFFICE CLERKS
Assignments available in Southfield, Farmington and Troy. We have long and short term assignments. We offer a good pay and an excellent benefit package. Call today for a personal interview.

TSI
Office Services
589-7088

CLERK/TYPIST
Attorney, in Farmington Hills, will train for his office, typing & spelling skills essential. Experience helpful required. Starting wage $4.25 per hr. with regular increases. 855-6562

CLERK/TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Candidate should possess a fast typing speed of 40wpm, good phone skills & general office knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. Please send resume to:
Clerk Typist
P. O. Box 779
Detroit, MI 48231

COMPUTER CO. In Southfield, seeks an entry level secretary, with minimum 2 yrs. of college, knowledge of word processor. No benefits $6 per hr. Full-time permanent. Call, 443-2221, or send resume to P O. Box 1169
Birmingham, MI 48012

COPY CENTER OPERATOR
Bloomfield Hills Law Firm needs person to operate large copy center and handle various clerical tasks. Excellent benefits 258-3018
An Equal Opportunity Employer

DATA ENTRY CLERK
busy CPA firm located in Southfield has an immediate opening for an experienced Data Entry Clerk. Applicants must be detail oriented and be able to work well as a fast paced environment. Seasonal overtime required. If interested, please call between 8am-12Noon, Mon. thru Fri. (313)-557-1129
FOLLMER, RUDZEWICZ & CO.
An Equal Opportunity Employer

DATA ENTRY - top pay, pleasant Birmingham firm. $7/hr.
Call Mary Jo at UNIFORCE 646-7664

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

DATA ENTRY
$7.00 per hour
EXCELLENT BENEFITS INCLUDING TUITION REIMBURSEMENT. Professional dress & appearance. College background a plus. Full time position, 3-5 years experience. Attractive environment in Farmington Hills area. Send resume or call
PERSONNEL DIRECTOR
P.O. BOX 2909
FARMINGTON HILLS, MI 48333
553-8535
Equal Opportunity Employer

EXCELLENT OPPORTUNITY for computer operator. Expanding Southfield technical AS 36 or AS 400. Call Alice at UNIFORCE 357-0036

EXECUTIVE LEGAL SECRETARY for three attorney general practice of fast paced Farmington Hills law firm. Experienced, articulate, educated, professional. Administrative responsibilities. Corporate and civil litigation. Word Perfect. Excellent salary. Call Administrator 626-5000

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume to: Customer Service, NEXXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY Computer Operator
For busy distribution company. Experienced, accurate, detail-oriented, no smoking. Send resume to Data Entry, 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY/GENERAL
Small Farmington Hills location. 65 wpm +, PC literate, familiar with word processing and general office duties a plus. Dynamic - expanding company.
Send resume to: Personnel Manager 20300 Civic Center Dr., Suite 205, Southfield, MI 48076 or fax to:
313-948-0152

DO YOU LIKE PEOPLE? If so, Dacher White is the place for you. Job includes cashier, scheduling deliveries, taking service calls and filing. For interview call 357-1380

ENERGETIC OFFICE ASSISTANT for small life insurance office in Birmingham area. Call between 8.30am-5pm. 646-9070

ENGINEERING ASSIST
Our Product Engineering Dept. has an immediate opening for a bright, organized self starter. Job responsibilities include: Engineering data control, issuing engineering documents, maintenance of CAD computer files and filing system.
Accurate typing and computer skills are a must. Send resume WITH SALARY REQUIREMENTS or apply in person:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Part time for Northville insurance agency. Typing and word processing skills required. 348-5878

EXPERIENCED receptionist/switchboard operators. Exploding Northland/Computer company. 569-8187
Call Margie at Uniforce 646-8501

FAST PACED Birmingham law firm needs dictaphone typist/clerk, good clerical skills required. Good pay with excellent benefits. Call Steve Muller, 645-2440

FILE CLERK - permanent part time weekend in the Birmingham area. Flexible daytime hours. Will train. Send resume to: Armstrong, P.O. Box 525, Southfield, MI 48037

FINANCIAL CLERK
Experienced in payroll, A/R, Medicare, Medicaid (Bloomfield law firm. Send resume to: Mary, 3000 Cotton Center, Suite 2060, Southfield, MI, 48075.

FISCAL CLERKS
Part Time
Oakland General Hospital, a 261-bed teaching facility, has immediate part time staff pool positions available for Fiscal Clerks.
To qualify you must have third party billing experience, be detail oriented, have ideal candidate will also have medical/medicaid billing experience.
Please apply at the Information Desk or contact Human Resources office at (313)967-7555
OAKLAND GENERAL HOSPITAL
2355 Dequindre
Madison Heights, MI 48071
An Equal Opportunity Employer

FOR EXPERIENCED order takers/data entry operators for a fast paced international distributor. Ideal for students. Up to $7/hr. Call Jane at UNIFORCE 357-0036

FRONT DESK
Interesting variety with a Fortune 500 company in Southfield. Benefits. Interaction with people, word processing and light bookkeeping. $15,600 to start. Call 353-2090
SNELLING & SNELLING

FULL and part time Receptionist and Medical Assistant needed, experience necessary. Royal Oak area. Call 258-5000

FULL TIME secretary for Tamarack Camps. Excellent typing skills, word processing, pleasant phone manner. Call Carol 661-0600

GENERAL OFFICE
Dependable person needed, pay-roll, telephone, and secretarial. Math skills a plus. Send resume & salary requirements to: Box 772, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - Full time
Typing, phone & filing. Computer experience helpful. No nights.
Call 255-3601

GENERAL OFFICE-Small Canton office, flexible hrs., computer skills helpful but not required. Will train. Ideal for homemakers. Call between 8am & 3:30pm 451-2940

GENERAL OFFICE
Southfield firm has immediate opening for organized, pleasant, individual. General office experience required. Full-Time. Call 557-0585

GENERAL OFFICE PERSON
Position requires some typing, a self-starter who is well-organized and willing to learn, nursing home billing and/or admissions. Please apply in person:
Hope Nursing Care Center
38410 Cherry Hill Rd
Westland

GENERAL OPPORTUNITIES
Entry level and experienced personnel needed immediately for long and short term assignments in Livonia, Southfield, Troy, Madison Heights, and Ann Arbor areas.
Word Processors/Secretaries
Data Entry Operators
Receptionists/Switchboard Opts
Clerks/Typists
Medical/Legal Transcriptionists

Also seeking personnel with insurance background, including life, casualty, workman's compensation and liability.

SUPER BENEFITS PACKAGE!!!
HOLIDAY PAY, TEMPORARY INSURANCE, OVERTIME PAY, CASH BONUSES!!!
Livonia, 464-7100
Southfield, 352-7200
SNELLING TEMPORARIES
NEVER A FEE

GLASS CO. in Troy, looking for a part-time, experienced person, in accounts receivable & payables. Typing required. Must have detail oriented. Wages based on experience. Call Troy Auto Glass 649-3110

HEATING & Air conditioning firm in Farmington Hills has 2 positions available.
SALES ASSISTANT
To provide internal support to Technical Salespeople, ability to communicate clearly with customers required. Some typing involved.
SECRETARIAL
Word processing and general office skills required.
For more information, please call Kathy Davis, 477-0500.

504 Help Wanted Office-Clerical

GENERAL SECRETARIAL
Excellent secretarial position (including word processing (WordPerfect) required. Life insurance background helpful as will train to do annuity quotes on computer. Excellent opportunity. 13 Mile/Telegraph location. Please send resume with salary requirements to: Personnel Dept., Suite 167, 26877 W. 12 Mile Rd., Southfield, MI 48034

IMMEDIATE OPENINGS - Afternoon shift. Livonia area. Data Entry using keyboard, analytical skills and experience with a mouse helpful. CALL TODAY FOR AN INTERVIEW!!!!!!!!
Manpower A Automotive Division
332-9525

JOB OPPORTUNITY
Accounting Clerk
Must have WordPerfect 5.0 experience, worked in accountants or bookkeepers office. Minimum 2 years experience. Knowledge of general office and clerical duties.
Send resume: Personnel Manager, 20300 Civic Center Dr., Suite 205, Southfield, MI 48076 or fax to:
313-948-0152

KEY DISC KEYPUNCH
Experienced Data Entry Operators. Day & Afternoon shifts. Full or part time. Good benefits. We make $300-$400 per wk. Call Ms Hardman:
581-5163

KEYPUNCH OPERATORS
Experience operators needed for the afternoon shift at our Livonia office. Please call between 9-5pm and ask for:
Indela Corp 422-8002

BUSY Farmington Hills litigation practice seeks top notch Legal Secretary with minimum of 3 years experience. Excellent growth potential. Salary negotiable. Fax 737-4747

LEGAL ASSISTANT
15-20 hrs. for Southfield Attorney. Some experience required.
357-7778

LEGAL CORPORATE
Temporary and temp-to-perm openings. Large Detroit firm has 3 Legal Secretary openings. $19,000-$23,000
CROSSMATCH PERSONNEL
25100 Evergreen, Ste 212
Southfield, MI 48075
357-7555
All fees employer paid

LEGAL SECRETARIES
Let our 30 years of service and exclusive work for you. For permanent placement services, temporary assignments, registration with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY
General practice law firm. Computer skills and experience essential. Liberal benefits. Call 557-4422

LEGAL SECRETARY for 2 attorneys. Bloomfield area. Word Perfect. Send resume to: 3221 W Big Beaver, Ste. 222, Troy, MI 48084

LEGAL SECRETARY
Downtown Birmingham law firm needs a legal secretary. Full or part time. Word processing/billing.
Salary commensurate with ability. Call 258-5222

LEGAL SECRETARY
Mon. Wed. Fri. for one person law office in Southfield.
LEGAL SECRETARY - Plaintiff Litigation, minimum 2 years experience, excellent benefits, paid weekly, WordPerfect helpful. Contact Sandy Sherman 335-9266

LEGAL SECRETARY for small, Farmington Hills firm. WordPerfect 5.0 a plus. Top salary commensurate with experience. $5-$10 per hour. No smokers. Call Mike 553-9100

LEGAL SECRETARY - Experienced for new Birmingham branch office of established law firm. Must be ambitious, responsible, litigation experience preferred. Call 647-9300

LEGAL SECRETARY
3 attorney law firm in pleasant Farmington Hills office park. Requires mature person w/60 + wpm, word processing ability, benefits $7.50-$8.50 per hr. 553-8010

LEGAL SECRETARIES
$11 PER HOUR
Short & long term assignments. Sign-up bonus & benefits available
EXPRESS SERVICES
643-8590

LEGAL SECRETARIES
WORD PROCESSORS
Full time, permanent positions available. Top salary, excellent benefits. Call Mary Ann Christianson for a confidential interview.
347-3050
COLDWELL BANKER
SCHWEITZER REAL ESTATE

RECEPTIONIST/SECRETARY
Progressive Northville CPA firm seeks individual experienced in all aspects of office reception and secretarial responsibilities. Word processing experience a must. Prior public accounting experience helpful. Please send resume and salary requirements to:
Scott Lowery, CPA, PC
18900 Northville Rd., Suite 100
Northville, MI 48167-1842

RECEPTIONIST
Immediate opening for a person with 1-2 yrs of experience in a professional office for the front desk of an engineering consulting firm in Southfield. Seeking an energetic, well groomed individual with a pleasant telephone manner and professional appearance. Duties include, answering phone, mail, light typing, filing. Entry level position for ambitious individual seeking a fast paced & challenging position. Preferred candidate needed now. Excellent benefits. Call Gina Worth, 557-7768

RECEPTIONISTS
We have immediate part-time & contingent positions available for medical receptionists at our Livonia location. Must be able to type 40-50wpm and have excellent communication skills. The selected candidates must also be able to work Flexible Hours. We offer excellent starting salaries & pro-rated benefits. Interested applicants should send a resume to:
Human Resources
METRO MEDICAL GROUP
35200 SCHOOLCRAFT
LIVONIA, MI 48150
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
For Livonia Health Food Company. Must be professional. Experience helpful. Call Jerry, 421-7320

RECEPTIONIST/switchboard/data entry. Expanding Wixom manufacturer. $6-$6.50/hr to start. Call Molly at UNIFORCE 473-2934

RECEPTIONIST/DIRMINGHAM
Knowledge of an insurance agency, telephone voice & typing skills necessary. Non-smoker 648-6657

RECEPTIONIST/TYPIST
Mature, responsible individual for busy law position. Please call for appointment. 534-7258

RECEPTIONIST
Must have 1 year experience as receptionist. Handling big accounts, phones, professional attitude & appearance. Call Bridget 591-1100

RECEPTIONIST, SECRETARY - part time for evening hours and weekends in busy real estate office. Good typing and phone skills necessary, people person. Ask for Sherry,
459-6000

RECEPTIONIST
Livonia CPA firm seek a experienced receptionist/secretary. Typing/word processing and general office experience preferred. Send resume to Box #648, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Professional firm located in Farmington Hills is seeking a receptionist. Outstanding opportunities for energetic & outgoing individual. Excellent salary & benefits program. Send resume in confidence to: Human Resources Director, The Bloomfield Group, 32605 W. 12 Mile Rd., Suite 350, Farmington Hills, MI 48334 or call 488-8400

SALES SECRETARY - Bloomfield Hills Manufacturing Co requires experienced individual with excellent secretarial skills & strong emphasis on customer. Applicant must be a mover with Data & Word Processing. Permanent full time position with full benefit package. Salary commensurate with experience. Interested applicants should send resume to: 2023 Franklin Rd., Bloomfield Hills, MI 48307, attn: Sharon Morand

504 Help Wanted Office-Clerical

NIGHT WORDPROCESSOR
For Bloomfield Hills Law Firm. Must have legal experience and wordperfect. Hours: 5pm-Midnight.
Call 258-3014
An Equal Opportunity Employer

OFFICE ASSISTANT
Full time entry level Southfield location. Responsibilities include switchboard, filing & light bookkeeping. Excellent math ability & 10 key calculator skills necessary. Must have minimum 1 year previous office experience. Call before 11am 352-0038

PAYROLL CLERK
Part time entry level needed at Corporate Office in Birmingham. Must have knowledge of time card computation and data entry. At least 1 year experience required. Please call 644-5300, ext. 351.
Erb LUMBER CO.

PERSONNEL
Interviewer/Supervisor
Growing temporary service firm, interview, coordinate temporary assignments, customer service. Bilingual a plus.
ARBOR TEMPS
459-1166 761-5252

RECEPTIONIST: Needed for Law Firm in Troy. Experience necessary with one years office.
Call Barb, 641-7800

RECEPTIONIST
Full time for Farmington Hills CPA Firm. Light typing & office experience required. Competitive salary & benefits. Send resume to: Box #784,Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Growing Northville manufacturing firm has full time Receptionist position available. Duties include: operation of switchboard, greeting visitors, sorting and distribution of mail, use of business machines and other office duties. Experience preferred. Apply in person at: Accuweld, Inc., 1001 Doherty Ct., Northville

RECEPTIONIST
Full time, for busy contractor in Auburn Hills. Competitive compensation and benefits. Marty, 377-2600

RECEPTIONIST-Light typing and general office duties for CPA firm. Needed through April 30th. 13 Mile & Telegraph. 540-6714

RECEPTIONIST with strong telephone skills for Southfield law firm. Wordperfect & lotus skills a must. Excellent working conditions. Contact Lizzy 737-1700

RECEPTIONIST - part time/full time for Farmington Hills CPA Firm. Must have pleasant phone manner and light office skills. For interviewer ask for Sue Leach. 661-3000

RECEPTIONIST/Closing Secretary
Southfield area, full-time. Experience preferred. Call 262-8151 for great opportunity in a busy real estate office. Call Joe 353-7170

RECEPTIONIST
Person with good phone & typing skills. Computer literate. Perfect background helpful. Send resume to Vanloonen System, 12864 Farmington Rd. Livonia, MI 48150

RECEPTIONIST/SECRETARY
Full time 5 yrs. or more experience. Auto dealer. Very active phone, answering phones, good math skills and typing 45 wpm. Benefits are helpful. 36 hr. or more depending on experience. Full benefits after 90 days. Send resume to 3333 West Grand River, Howell, MI 48843 for job opening in Plymouth area.
EOE M/F/H/V

RECEPTIONIST
Busy real estate company in Northville has entry level position available. Ideal candidate will have excellent phone manners required. Individual should be organized and able to multi-task. Call Mrs. Christianson for a confidential interview.
347-3050
COLDWELL BANKER
SCHWEITZER REAL ESTATE

RECEPTIONIST/SECRETARY
Progressive Northville CPA firm seeks individual experienced in all aspects of office reception and secretarial responsibilities. Word processing experience a must. Prior public accounting experience helpful. Please send resume and salary requirements to:
Scott Lowery, CPA, PC
18900 Northville Rd., Suite 100
Northville, MI 48167-1842

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