502 Help Wanted Dental-Medical

FRONT DESK Coordinator/Biller Experienced in Podiatry. Southfield 258-0001

FULL TIME
Experienced Receptionist for Pediatric office in 12 Mile/ Southfield area. Please call Mrs. Marston after 1PM 559-6620

HOSPITAL medical center requires experienced secretary/transcriptionist. Up to $11/hr. Call Gloria at UNIFORCE 357-0037

JOBS - JOBS - JOBS
We offer a State Certified Training Program along with immediate employment upon certification. Classes on-going. Come in and apply today. Bortz Health Care of Ypsilanti, 28 S Prospect St., 483-2220

LPN

For all shifts. Instant pay, revised pay for 1991. Call now for immediate work.

TIMELY NURSING
557-2988

LPN
PART TIME
Afternoon Shift
Now Starting Rate
NIGHTENGALE WEST
8365 Newburgh Rd
Westland, near Joy Rd
An Equal Opportunity Employer

LPN/RN

AFTERNOON/MIDNIGHTS
Why be responsible for more patients than you can handle? Why work in a sub-standard environment? Visit Cherrywood and experience a quality long term care facility at its best. Cherrywood, located in Sterling Heights is a luxurious facility that offers you great wages, benefits and working conditions. LPN's start at $12/hr. RN's $15/hr. Call Pat Grayson, ADON at 978-2280. Affiliate of Beaumont Hospital

LPN/RN
Westwood Nursing Center, a long term care facility has openings for LPN's and RN's on the day and afternoon shift. Possible applicants must have at least 1 year experience in longterm care.
An excellent wage and benefit package is being offered which includes weekend shift premiums and vacation after 6 months of employment.
If you would like to work in a facility that has an excellent reputation for quality care call Miss Wells 345-5000

LPN's/NA's

• Immediate openings
• Competitive wages & bonuses
• Paid Vacations
• Weekend incentives
Call Health Partners
1-800-969-7723

LPN'S

Need dependable loyal and conscientious LPN's with supervisory experience for basic nursing home. $11.00/hr. for those who qualify. Leave name & phone at 758-7852

MEDICAL ASSISTANT or LPN for part time, experience preferred, Southfield area. Call Beth at 569-4842

MEDICAL ASSISTANT to fill in for a maternity leave. 2 days per week, mid April thru end of August. Salary negotiable. Call 645-2450

MEDICAL ASSISTANT
Experienced. Excellent opportunity. Farmington area. Vision, ethics & personality 474-5618

MEDICAL ASSISTANT
Full time. Busy family practice. Flexible hours. Experience preferred but willing to train 425-8780

MEDICAL ASSISTANT
Experienced only please. Cardiology experience preferred. Southfield. Ask for Laura 569-7188

MEDICAL ASSISTANT
MEDICAL RECEPTIONIST
1 year experience needed for east-side suburbs. Permanent openings and temporary assignments available.

DAVIS-SMITH
MEDICAL PERSONNEL SERV CT
354-4100

MEDICAL BILLER/Receptionist for busy allergist. Part time and full time positions available. MBS experience preferred. Send resume to PAC 27970 Orchard Lake Rd., Farmington Hills, MI 48334

MEDICAL BILLER - experience a must, flexible schedule, suburban medical center. Up to $9/hr. Call Pat at UNIFORCE 357-0641

MEDICAL BILLER

• Benefits
• Experience needed
Call Kathy
358-4270

MEDICAL CLINIC needs medical assistant part time. 32 hours per week. Salary negotiable. Reply to P O Box 87945, Canton, MI 48187

MEDICAL OPENINGS

For Billers, Receptionists & Medical Assistants. Must be dynamic, self-starters with minimum 1 yr. medical office experience. Let us assist you in your search for a challenging new position. Suburban locations, variety of settings. Excellent salaries, paid benefits & perks. Call or send resume to: Millie Monforte 932-1170
HARPER ASSOCIATES
29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL RECEPTIONIST
Part time, 2-3 days per week. Will teach insurance billing.
Call Mon. thru Sat. 656-6177

MEDICAL RECEPTIONIST - For Ophthalmology office in Royal Oak. Full time. Good typist. Experience preferred 549-6600

MEDICAL RECEPTIONIST needed. OB-GYN billing experience preferred. Please call Mercy Care, Inc. at 858-6150
An Equal Opportunity Employer

MEDICAL RECEPTIONIST/BILLER Experienced with Medicare and Blue Cross. Must be organized, good with people, phone skills and some data entry. Call Gail 474-5555

MEDICAL RECEPTIONIST & Assistant for busy family practice in Livonia. Full time, benefits. Must be experienced. Send resume to Box 262 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY/RECEPTIONIST experienced part time. Accurate typing, front desk experience desirable. Rochester 651-5051

MEDICAL ASSISTANT Who enjoys working with people for established practice in Plymouth/Canton area. Experience required. 4 days/week, 2 Sat.'s per mo. $7-$8.50 hr. Insurance benefits & pension plan. Reply to box 150 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST part time, mature pleasant, good person to person contact. Previous experience is preferred, also computer knowledge is helpful but will train. Send resumes to box 248 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST - Part time days Mon. - Fri., 8-1pm for occupational/urgent care facility in Farmington Hills. Experience required. Data entry a plus.
Contact Administrator 591-0453

MEDICAL RECEPTIONIST
Are you an enthusiastic, well-motivated worker? Then we would like you to join our team. Front desk duties, computer knowledge, medical office experience necessary. Full time. Monday thru Friday, good benefits. Send resume to:
Garden City Orthopedic
Att: Linda
6755 N. Inkster
Garden City, MI 48135

MEDICAL Transcriptionist/Secretary - Beaumont, Royal Oak office, full time Mon. thru Fri., typing & billing experience helpful. Call Mon. thru Fri., 9am-3:30pm at 288-0406

MEDICAL TRANSCRIPTIONIST
Full time. Immediate opening. Experienced, for busy internal medicine office in Troy. Type 60 wpm. Excellent benefits. Call Malinda 362-2797

NURSE AIDES & ORDERLIES

Full and part time openings available on all shifts. $5 to start plus benefits. Will train. Apply in person: Camelot Hall Convalescent Center, 35100 Ann Arbor Trail, Livonia, 522-1444.

NURSE PRACTITIONER/
PHYSICIAN ASSISTANT OB/GYN
Excellent growth opportunity. Suburban setting. Competitive salary and benefits package. Send resumes to:
DMC HEALTH CARE CENTERS
WOODLAND - NOVI
Attn: Mary Greulich
41935 W. 12 Mile Rd
Novi, MI., 48377
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer

NURSES AIDES - Full Time

Part time - flex hours available. Experience not necessary. Will train. [illegible] See Carol Brown
NIGHTENGALE WEST
8365 Newburgh Rd
Westland, near Joy Rd
An Equal Opportunity Employer

NURSING POSITIONS available at area hospitals and health care facilities. Attend Nursing Job Opportunities Day at Schoolcraft College on Friday, February 8. Call the College's Nursing Office at 462-4400, Ext. 5148

OCCUPATIONAL THERAPY AIDE
Full time position available in Birmingham. Excellent salary & benefits. Call Ann Devane, Total Rehabilitation Inc 645-2140

OFFICE HELP Insurance Billing. Experience preferred. Part time (Tues. Thurs. & [illegible]). Applications accepted on these days, 10am-noon & 3-5pm at 13592 Merriman, Livonia

Operating Room

RNs

You'll enjoy our excellent location, work environment and compensation programs that include a certification bonus and a higher wage scale with all benefits.

Current openings include full-time 11-7 shifts. For more information, please call Barbara Gorgen, Human Resources Department at 471-8556.

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336
An Equal Opportunity Employer

OPTICAL DISPENSER needed part time for Ophthalmic practice. Must be flexible & dependable. Canton area 459-0660

Optometric Assistant
To work with doctor in various locations during patient work up, pre-test, and with contact lenses. Must be able to work 6 days, Monday thru Saturday. Need superstar personality. Experience helpful but will train. Call Mon. - Fri. (313) 256-7800

ORAL SURGERY ASSISTANT/RECEPTIONIST - For Royal Oak area. Excellent wage, benefits. Experience in dental preferred 547-4836

ORAL SURGERY ASSISTANT
For busy Southfield practice. Experience desired but not necessary. Apply Mon. thru Fri. [illegible]

ORAL SURGERY OFFICE
Surgical assistant. Full/part time. Experience preferred. Plymouth/Canton area [illegible]

ORTHOPEDIC MEDICAL Assistant
Full time, casting experience. Multi-specialty group benefits.
W. Bloomfield [illegible]

[illegible]

RECEPTIONIST/SECRETARY
For busy family oriented dental office in Troy. Phone skills and typing skills necessary, and must be a people oriented person. Hours & Pay [illegible] 879-7240

RECEPTIONIST
Orthopedic Surgery office. Experience desired. Send resume with salary requirements to:
Office Manager, 4000 Town Center, Suite 275, Southfield, MI 48075

RECEPTIONIST
Full time. Bright, ambitious, for growing allergy practice in beautiful W. Bloomfield area. MD's computer experience helpful. Excellent salary & benefits for right applicant. Send resume to Allergy Associates, 6330 Orchard Lake Rd., Suite 110, W. Bloomfield, MI 48322

PART TIME - Registered Echo Doppler/Vascular Technician. Experienced in cardiac, carotid & extremity Doppler exams. 32 hrs. per week. 541-2512

PHLEBOTOMIST
NHL is seeking a phlebotomist with minimum 1 yr. experience for a full time temporary position. Must be reliable and able to work independently. Draw station is located in Wayne, near Annapolis Hospital. NHL is a leading company that offers an excellent salary.
Send resume or apply at
NATIONAL HEALTH LABORTORIES
13250 Northend
Oak Park, MI 48237
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

Phlebotomist

PART-TIME 5 AM. - 8 AM.
We are currently accepting applications or resumes from experienced Phlebotomists for available part-time and casual (fill-in for all shifts) positions.

The qualified applicant will have a minimum of one year of blood drawing experience (preferably in a hospital setting). Previous experience in a computerized laboratory and clerical skills are desirable.

Interested candidates should send resume to Cathy Seccia, Human Resources Department

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336
An Equal Opportunity Employer

PROGRESSIVE DENTAL OFFICE in Southfield, seeks motivated, part time person for office assistant. Call 353-7440

RECEPTIONIST for busy Birmingham orthodontic practice. Must be an energetic, enthusiastic people person. 3 1/2 days/week. 645-5340

RECEPTIONIST
For chiropractic office, part time, some insurance work. Experience preferred. Novi area 553-4029

REGISTERED NURSES

Don't pass this ad by!!
We are looking for you, an energetic RN, keenly aware of geriatrics & desiring a management position that offers salary, benefits, good working conditions & the choice of career advancement.

Please contact
DIANE PHYSLAK, D.O.N.
Jewish Home for Aged, Borman Hall
19100 W. 7 Mile Rd
Detroit, MI 48219
532-7112, ext. 272
An Equal Opportunity Employer

REHAB WORKS

REHAB NURSE CONSULTANT
Creative, challenging and flexible position, full or part time available. Prefer BSN or RN with rehab experience. Requires self motivated RN. Excellent salary & benefits. Contact Jean Beaudoin at 1-800-443-1329 or send resume to: Rehab Works, 32985 Hamilton Ct., Suite 1000A, Farmington Hills, MI 48334

[illegible] MEDICAL SERVICES, INC.
RN's, LPN's, CNA's
Flexible Choice Assignments
CALL 585-2056

Afternoon RN's - $20/HOUR

West Bloomfield Nursing and Convalescent Center, near Maple & Drake, has immediate openings for RN's on the afternoon shift. $19.00/hour or $20.00 without benefits. For details, call Mrs. Mancuso or Mrs. Subotich, 661-1600

RN
Full time afternoons. Adolescent unit. Psychiatric experience preferred. Contact Cindy at Arbor Center, Livonia 474-3500

RN

FULL-TIME/PART-TIME
DAY SHIFT
New starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTENGALE WEST
8365 Newburgh Rd
Westland, near Joy Rd
An Equal Opportunity Employer

RN - PART TIME

Apply in person
Marycrest Manor, 15475 Middlebelt
Livonia, Mi. 48154
427-9175

RN'S AND LPN'S
For Senior Citizen accredited program. Full & part time available. Contact Carol Morse [illegible]

RN'S - Choose your own schedule, [illegible] Home Health Care, $30-$40 per visit. [illegible] Home Health Care 644-[illegible]

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

[illegible]

504 Help Wanted Office-Clerical

ACCEPTING APPLICATIONS [illegible]
• Data Entry Operators
• Typists
• Receptionists
• Secretaries
• PC Operators
• [illegible]

CALL TODAY!
DYNAMIC
Temporary Services
Livonia 464-6500
Troy 680-9760
Southfield 569-2000

ACCOUNTING CLERK [illegible]

ACT NOW

[illegible]

GENERAL OFFICE [illegible]

SECRETARY [illegible]

ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9060
An Equal Opportunity Employer

ACCOUNTANT-BOOKKEEPER
If you are a highly organized, detail oriented person with experience in running a computerized accounting system thru trial balance, this job's for you! We're a small, friendly, Farmington Hills business looking for an up beat person who gets along well with others to join our non-smoking office. If this sounds good to you, please send your resume and salary requirements to 32750 Northwestern Hwy., Farmington Hills, MI 48334

ACCOUNTING CLERK
Troy area real estate developer/manager seeks experienced, computer-friendly individual to process accounts payable, maintain general ledger, and provide typing and general office assistance to controller's assistant. Competitive salary and benefits. Excellent opportunity for right individual. Send resume to:
Ms. Cole
Suite 104, 2025 W. Long Lake
Troy, MI 48098
An Equal Opportunity Employer

ACCOUNTING/DATA ENTRY
A Redford manufacturing firm requires a conscientious individual to handle multi plant accounts payables and receivables, bank reconciliations, and other misc. accounting functions. Please send resume to: Personnel Director, P.O. Box 39220, Redford, MI 48239

ACCOUNTS PAYABLE/PAYROLL Department - Progressive Dearborn distributor looking for experienced & energetic self starter for this accounts payable/payroll position. Basic computer skills helpful. Call 584-6150

ACCOUNTS RECEIVABLE CLERK
Southfield based property management firm seeks full time detail oriented accounts receivable clerk. Computer & Lotus 1-2-3 experience required. Good benefits. Send resume to: E. Hason, P.O. Box 35425, 7 Oaks Station, Detroit, MI 48235

ADMINISTRATIVE ASSISTANT
For Certified Financial Planner in Southfield Civic Center area. Full time. Requires personable, efficient, mature individual. Computer and investment knowledge desirable. Approximately $20,000 per year. Non smoking office. Call 9am-4pm 948-7900

ADMINISTRATIVE ASSISTANT
Opportunity for experienced individual with excellent secretarial skills, high corporate communication skills, an ability to write and a desire to learn and be responsible for internal operations. Unlimited opportunity if qualified and willing to work. Salary commensurate with ability and performance. Send resume to: Administrative Assistant, P.O. Box 308, Southfield, MI 48037

ADMINISTRATIVE ASSISTANT
TO AD AGENCY V.P.
Beautiful corporate headquarters of prestigious firm. Desire polished, outgoing personality, typing 60wpm, strong organizational ability. Shorthand a plus. $19,000-$21,000. Tuition reimbursement, bonus program & great benefits! Contact Millie Monforte 932-1170
HARPER ASSOCIATES
29870 Middlebelt
Farmington Hills, MI 48334

ADMINISTRATIVE assistant, Southfield, 20+ hrs. per week, billing, word processing, Lotus 1-2-3, dictating machine, good figure aptitude. Will train. $10/hr. Fee paid

MANAGER - Birmingham. [illegible] marketing skills, [illegible] personality. $20,000. Fee paid

DEGREED [illegible] engineer [illegible] positions [illegible] Fee paid

[illegible]

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

ADVERTISING agency requires WordPerfect [illegible] for secretary. Cross train. If experienced [illegible] Call Jenn at UNIFORCE 646-[illegible]

ARE YOU BEING PAID WHAT YOU'RE WORTH?

[illegible]

YPSILANTI - 481-8760
WESTLAND - 728-6770

FUTURE FORCE
[illegible]

AUTO [illegible]

ATTENTION NEEDED IMMEDIATELY

[illegible]

AUTO ACCOUNTS RECEIVABLE
[illegible]

BEGIN YOUR CAREER
[illegible]

BE OUR VALENTINE

[illegible]

TEMPORARY RESOURCES

737-1711

[illegible]

BOOKKEEPER
[illegible]

Billing Analyst

Immediate full time opening for a Billing Analyst with a North Woodward multi-national service company. Successful candidate must have basic accounting background, 1 year general office experience, good math aptitude, CRT skills and proficiency on 10 key calculator. Send resume and salary history to Corporate Financial Analyst, P.O. Box 811ph, Bloomfield Hills, MI 48303
Equal Opportunity Employer M/F/H

LAW FIRM BOOKKEEPER needed full time for 6 months and part time there after. Requires knowledge of personal injury law and general accounting. Must be proficient in computer operations, knowledge of McIntosh a plus. Send resume/salary requirements to Office Manager, 260 East Brown St., Suite 260, Birmingham, MI 48009

BOOKKEEPER

Busy Southfield based property management company needs bright detail-oriented Bookkeeper. Send resume to: Bookkeeper, P.O. Box 5071, Southfield, MI., 48086

BOOKKEEPER
For Southfield Real Estate Management firm. Some typing skills. 35 hours, $350 per week. 559-7220 or 642-5008

BOOKKEEPER - Full time or part time assistant. Birmingham location. Payroll tax prep required, computer experience helpful. Submit resume, with salary requirements and position applying for, P.O. Box 90411, Birmingham, MI., 48009

BOOKKEEPER/FULL CHARGE thru financial statements, minimum associates degree, experience in payroll including payroll taxes & sales taxes, strong data processing with spread sheet & data base experience. Medical Instrument/Supply distributor. Send resume to PO Box #7027, Bloomfield Hills, MI 48302

BOOKKEEPER - FULL CHARGE
Prestigious Westside firm. Strong computer skills. Great benefits. To $22,000. Fee paid. June 772-6760
SNELLING PERSONNEL SERVICES

BOOKKEEPER - FULL CHARGE through trial balance. Computer knowledge required. Hotel industry experience preferred, but not necessary. Send resume to:
William W. Katzman, CPA
Ernst & Co., PC
3000 Town Center Suite 3200,
Southfield, MI 48075

BOOKKEEPER Full charge

Through financial statement. Strong computer experience. Northern Oakland county location. Salary to $26,000.
Call Terry
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

BOOKKEEPER/ GENERAL OFFICE

Telegraph-9 Mile machine shop has opening for a high caliber, take-charge person. Call for particulars 356-4204

BOOKKEEPER PART TIME
Export trading company in Farmington Hills has opening for experienced bookkeeper, flexible hours. Applicant should be familiar with PC and Peachtree software. Send resume to:
P.O. Box 47432, Detroit, MI 48242

BOOKKEEPER Receptionist - Mature well-organized person experienced in Accounts Receivables & Payables for full time position. Computer knowledge helpful 474-4433

BOOKKEEPER/SECRETARY
Part time, mature detail person, self starter, computer oriented, responsible for payroll & bookkeeping. Call Livonia Big Boy, ask for Don or Judy 421-4349

CCH COMPUTAX in Livonia has the following openings, full & part time seasonal:
• General Clerical, days & midnight shift
• Data Entry, day & evening, must type 55 wpm accurately
• Computer operator, part time afternoon shift. DOS/VSE experience helpful
• Typist, to be trained for PC data entry, 55 wpm.
All positions are temporary thru mid April & require some weekends. For an appointment, call 525-4774

CLERICAL HELP needed full time. Phone, typing and filing skills necessary. Please respond: D. Jazenski, P.O. Box 670, Southfield, MI 48037

CLERICAL POSITION
Entry level position. Southfield based Insurance Co. Previous 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
WORD PROCESSOR

As the most respected leader in the Property Casualty insurance industry, Citizens recognizes people as its most valuable asset.

We currently have an opening for a word processor with a minimum of 2 years experience, professional appearance, is detail oriented and has the ability to type accurately a minimum of 50wpm.

We offer a competitive starting salary, comprehensive benefit package and the opportunity to grow both personally and professionally. Interested applicants should forward their resumes to:
[illegible]

Clerical

[illegible]

CONFIDENTIAL SECRETARY
$24,000 PLUS
[illegible]

CUSTOMER SERVICE - FARMINGTON -
[illegible]

CLERICAL

Yazaki EDS Engineering, Inc has an opening for an experienced Clerical person. Applicants must type at least 50 wpm and have a good grammar understanding + proofreading is a must. Applicants must enjoy working with people, copying, filing, answering phones, and working on a computer. Please send resume With Salary Requirements to:
HUMAN RESOURCES DEPT
YAZAKI EDS ENGINEERING, INC
6800 HAGGERTY ROAD
CANTON, MI 48187
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

CLERK/MESSENGER
Birmingham law firm needs a dependable clerk. Varied duties include court filings, errands, and clerical tasks. Must have reliable transportation. Full or part time 433-1414

CLERK TYPIST - Position available for high school graduate with previous clerical experience. Ability to type 45 wpm and work on word processor. Excellent benefits offered. Submit resume to: Director of Human Resources, American Red Cross, P.O. Box 33351, Detroit, MI 48232. Affirmative Action Employer
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

IMMEDIATE OPENING for part time Data Entry/Customer Service position. Hours 8am-12 Noon. Must be able to operate 10 key numeric keyboard. Please send your resume to: P.O. Box 2144, Livonia, MI 48151
An Equal Opportunity Employer

DATA ENTRY CLERK
Needed in billing for Southfield law firm. Accuracy a must. Part time short term 355-4141

DATA ENTRY CLERK
Data entry, entry level for health care office in Bloomfield hills, also filing and typing. Full time. Send resume to: Data Entry, P.O. Box 1092, Bloomfield Hills, MI 48033

DATA ENTRY - experience necessary, assignments in Western Wayne County and Oakland County. Call for an interview today 464-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY
Immediate opening, must be able to type 65 wpm. Wordperfect a plus. Call 946-9820

DATA ENTRY - large plastic manufacturer is seeking team oriented data entry person for its headquarters in Plymouth. This fast paced, high volume office requires previous data entry experience. We offer a competitive benefit package.
Please send resume & salary history to: Accounting Manager, PO Box #2500c, Plymouth, MI 48170

Data Entry Operators
Looking for choice assignments with flexible scheduling & top pay, then join our team!

Victor Interim Services

261-3830
Equal Opportunity Employer M/F

DATA ENTRY OPERATOR

Highland Superstores is seeking an experienced individual to work at our Corporate office in Plymouth. Requirements for this position include excellent Data Entry Skills (both alpha & numeric) with proven speed & accuracy, background in a high volume data input production environment, experience meeting weekly deadlines & excellent organizational skills.

We offer a competitive wage & excellent benefits package in a dynamic, fast paced environment. Please send your resume or apply in person to:

Highland Superstores
Corporate Human Resources DI
909 N. Sheldon Rd
Plymouth, MI 48170
Equal Opportunity Employer

DATA ENTRY - 6000 key strokes, industry leader. $6/hr. to start. Call Sue at UNIFORCE 357-0648

EARN $67 - $97
(2 days work) Food shows, grand openings, couponing, food demonstrations, hostessing. 540-2020

ENERGETIC outgoing person answering phones, light clerical work. Good communication skills required. Beverly Hills [illegible] 9-5pm $5-6 [illegible] 524-3840

ENTRY level general office. Flexible duties. 40-45 wpm. 4 hour day, up to $7.50/hr. Call Jane at UNIFORCE 646-6168

EXECUTIVE LEGAL SECRETARY
With excellent typing, shorthand/speedwriting and transcription skills wanted for medium size professional practice. Novi-Northville area. Knowledge of WordPerfect helpful. Organization, dedication, confidentiality a must. Call 349-3980

EXECUTIVE SECRETARY
Southfield service company seeks mature, bright, hard working individual to assist president. Career orientated candidate willing to commit hours as required. Excellent secretarial skills required. Duties will be diversified and challenging. Qualified candidates must be energetic, willing to work flexible hours, be self motivated and organized with attention to details. Non smokers only. Send resume to: Executive Secretary, P.O. Box 100, Southfield, MI 48037

EXECUTIVE SECRETARY needed for temp to permanent or long term assignment. Call today for an interview. 464-7078
ETD Temporary Service
An Equal Opportunity Employer

EXECUTIVE SECRETARY

$18,000
[illegible]

EXPERIENCED LEASING AGENT
Dearborn Heights & Southfield area. [illegible]

[illegible]

FEBRUARY 1991 OPENINGS

[illegible]

ALL FEES COMPANY PAID
PERMANENT STAFF
Troy 585-2720
Livonia 591-2221
An Equal Opportunity Employer

[illegible]

EXECUTIVE SECRETARY

TO $24,000
Corporate Retail Executive seeks Administrative Assistant with excellent communication skills. Typing 65 wpm. Top benefits. Send resume or call
DIVERSIFIED RECRUITERS CO
27780 Novi Rd., Ste. 106
Novi, MI 48377-3427
All fees Co. paid 344-6700

EXECUTIVE SECRETARY
Full-time position available for an Executive Assistant to provide secretarial support for Chief Financial Officer and others, responsible for special projects. Should have at least one year of college or formal secretarial/business training and minimum of 3 years of experience in senior secretarial position. Knowledge of Lotus 1-2-3 and shorthand desirable, good typing and editing skills. Interested applicants should send resumes to:
DMC HEALTH CARE CENTERS
WOODLAND-NOVI
41935 W. 12 Mile Rd
Novi, MI., 48377
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer

EXPERIENCED ATTORNEY
Requires secretary with legal experience, preferably in Real Estate, Corporate, Business and Probate, to take charge of busy office. An above-going salary. Benefits and Bonus Incentives. Resume care of Katie, 31874 Northwestern, Farmington Hills 48334

FORECLOSURE CLERKS
Immediate full time openings in Foreclosure Department of Birmingham Law Firm. Monitoring & tracking foreclosure files. Good typing & telephone skills required. WordPerfect 5.0 a plus. Call Mon.-Fri., 9am-5pm 540-7701

FRONT DESK Receptionist/secretary for busy human services agency in Westland. Typing, word processing, telephone. Mon-Fri 8:15am to 4:15pm. $6/hr. 721-2700

FRONT DESK RECEPTIONIST

FEE PAID
Great starter position in nice suburban firm. Outgoing personality. Light typing and organizational abilities needed. Full benefits. Company starts you at $6/hour. Call 649-5900
SNELLING PERSONNEL SERVICES OF TROY

FRONT OFFICE ASSISTANT
Challenging opportunity for energetic, outgoing individual to provide support in a day to day operation of this multi-faceted company. Must type 55wpm, word processing experience, pleasant phone manner & ability to interface with a variety of clientele. $15,000-$16,500. Company paid benefits, plush new office. Call or send resume Lisa 932-1170
HARPER ASSOCIATES
29870 Middlebelt
Farmington Hills, MI 48334

GENERAL OFFICE - answering phones, waiting on patients, filing, front office. Will train. Farmington Hills. Call Sandra at 737-3937

GENERAL office/data entry clerk. 9-3 daily. Growing manufacturer. $6.25/hr. Call Lee at UNIFORCE 473-7932

GENERAL OFFICE
Mature person who likes numbers and people. Birmingham Office. Call Vince 258-5789

GENERAL OFFICE PERSON - Mon-Fri. 4pm-7pm. Some office experience helpful. Apply in person: Livonia Family Y, 14255 Stark Rd.

GENERAL OFFICE PART TIME
Real estate office in Farmington Hills. License helpful.
Call 855-0000

GENERAL OFFICE - DATA ENTRY
With industrial distributor. Excellent fringe benefits. Apply to Box 2687 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Great opportunity for a mature experienced individual to join our corporate office in Northville. Must have professional telephone personality, type accurately and organizational skills. Some computer experience helpful. Pleasant work environment. Send resume to: General Office, P.O. Box 835, Northville, Mi. 48167

GENERAL OFFICE

$865
($5 per hour)
Typing, filing and answering phones. Benefits, plus excellent working conditions. Apply 9-11 at Post Products, 2565 Franklin Road (1 Mile N. of Square Lake Road) 858-7283

GENERAL SECRETARY

$18,000 FEE PAID
Busy Anson Suburban office needs sharp Secretary with solid word processing and office skills. Employer desires good past stability and fast accurate skills. Full benefits.
Call 649-5900
SNELLING PERSONNEL SERVICES OF TROY

GROWING Wixom manufacturer requires telemarketing/customer service. 1-2 years inside experience necessary. $7.50 hr to start.
Call Debbie at UNIFORCE 473-2931

"HOT LIST"
BIG 3 AUTOMAKER
& OTHER TOP COMPANIES
• Word Processors
• Secretaries
• Data Entry
• Typists (45 wpm)
• Accounting
We Pay
• WEEKLY PAY
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SNELLING TEMPORARIES

TROY 528-5122
DETROIT 871-2700

HURRY IN

IMMEDIATE OPENINGS
Switchboard - Southfield
General Office - Dearborn
Data Entry - All Areas
Word Processors - All Areas
WordPerfect 5.0 - Canton
Wang - Troy
Displaywrite - Detroit

[illegible]

SOUTHFIELD 353-4420
PONTIAC 682-4510

Personnel Pool

IMMEDIATE OPENINGS
[illegible]

GLOBAL SERVICES

[illegible]

INSURANCE AGENCY needs Commercial Service Rep. [illegible]

INSURANCE AGENCY [illegible] 477-0881

INSURANCE OFFICE [illegible] 626-2652

LEGAL SECRETARY [illegible] 737-4742

LEGAL SECRETARY experienced. For pleasant Southfield Personal Injury firm. Word processing & WordPerfect skills necessary. Salary commensurate with experience. Excellent benefits. Send resume to [illegible]

INSURANCE AGENCY
seeks Personal Lines Technical Assistant. Insurance & computer background preferable. Duties will also include backup on switchboard. Send resume to: Administrative Manager, P.O. Box 3027, Birmingham, Michigan, 48012-3027

LEASING AGENT/Office Clerical
Full time. Southfield highrise apartments. Call Monday thru Friday 559-4020

LEGAL SECRETARY
For seven attorney firm in Birmingham. Collection/litigation experience required. Salary commensurate with ability. Send resume and salary requirements to:
Office Manager, 6895 Telegraph, Suite 1, Birmingham, MI 48010

LEGAL SECRETARY
For Troy litigation firm. Must have 2 years experience. Contact Office Manager 649-1330

LEGAL SECRETARY
For Birmingham solo practitioner. Schedule can be flexible.
642-1241

LEGAL SECRETARY - PART TIME
For office in Farmington Hills. Plush surroundings. Word Perfect 5.1
737-5010

LEGAL SECRETARY
Part time position, 25-30 hours per week. Experience necessary.
Call days or evenings 851-2280

LEGAL SECRETARY
needed for Troy general practice firm. Word processing & legal experience required. Salary commensurate with experience 643-4515

LEGAL SECRETARY for partner & 2 associates in Bloomfield Hills firm. Experience necessary including WordPerfect. Full time. Send resume to Office Manager, 33 Bloomfield Hills Parkway, Ste. 100, Bloomfield, Mi. 48304

LEGAL SECRETARY needed for at least 30 hrs. per week. Some secretarial experience required. Livonia 525-9093

LEGAL SECRETARY
for Bloomfield Hills Attorney. Minimum 3 years experience. Flexible hours available 335-5220

LEGAL SECRETARY
Small Troy personal injury firm needs Secretary with 2-3 years experience & WordPerfect knowledge. Send resume/salary requirements to: Administrator, 3155 W. Big Beaver, Ste. 117, Troy, Mi 48084

LEGAL SECRETARY

$23,000
Beautiful offices and a really great group of people to work with. Your good skills will be appreciated here. Call Jeff 353-2090
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
TO $22K
[illegible] experience to work for [illegible] with WordPerfect and a professional image. Excellent benefits. Call or send resume to: Mastantuono Associates, 24901 Northwestern Hwy., #424, Southfield, MI 48075
Fee Paid

LEGAL SECRETARY

$23,000
Beautiful offices and a really great group of people to work with. Your good skills will be appreciated here. Call Jeff, 353-2090
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
PARTNER POSITION
Major firm seeks highly professional secretary with solid background in real estate corporate law. Exceptional skills including shorthand required. Salary up to $26,500. Full benefits. Send resume to Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48075 or call [illegible]

LEGAL SECRETARIES

$22,000 - $26,000
Positions available in Southfield, Bloomfield, Troy, Ren Cen. Litigation or medical malpractice experience needed. Full benefits. All fees company paid. Call 772-6760 or fax resume 772-5611
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY

Would you like real "Legal"? We have a company that wants your experience and offers advancement opportunity. $20-$21,000. Fee paid by company. Call 644-4660
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
UP TO $25,000
Major Michigan corporation desires extremely organized litigation secretary with 2+ years experience for daytime position. Afternoon shift also available. Excellent skills required. [illegible] Send resume to: Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48075 or call [illegible]

LEGAL SECRETARY

$25,000 FEE PAID
Small suburban law firm has immediate position for 5 year experienced know-how and word processing skills. Full benefits. Busy position, lots of variety. Litigation and Word Perfect desired. Call Carol at 649-5900 or fax resume 649-3546
SNELLING PERSONNEL SERVICES OF TROY

LIBRARY CLERK TYPIST
[illegible]

LIVONIA COMMERCIAL [illegible]

LOCAL FLOOR COVERING [illegible]

OFFICE ASSISTANT [illegible]

OFFICE SALES ASSISTANT
[illegible]

MACINTOSH LITERATE PERSON
duties include word processing, page layouts, graphics, computer filing, etc. Fax or send resume (no calls please) Caloric, 1270 Rankin, Suite F, Troy, 48083 Attn: Projects Coordinator, fax 588-7244

MAILROOM COORDINATOR
Part time, $6/hr. 1-5pm, Mon.-Fri. Responsibilities: taking mail to Post Office, using fax, postage & copier. Call for interview, 335-6200, ext 345

MAJOR suburban advertising agency needs executive secretary with WP 5.1 and Lotus proficiency. Up to $10.50/hr. Call Sue at UNIFORCE 646-7661

MARKETING CLERK
Prior office experience required including typing, telemarketing and customer service. Organizational skills a must. Computer experience helpful. Call Rich at USA Today, Mon-Wed 11am-3pm 473-0000

OFFICE WORK
Looking for mature responsible person for filing, mailing and light work on the computer. Flexible night hours. Experience necessary. Ask for Laura 476-1975

OLSTEN PERFORMS FOR YOU!
We Need
Customer Service Reps
Telemarketers/
Word Processors
• Bloomfield Hills and Plymouth Areas
• Professional Environment
• Long Term Assignments
• Weekly pay
• Call for details

We're in tune with your needs

OLSTEN TEMPORARY SERVICES

Southfield Troy
Detroit Dearborn
Ann Arbor
354-0555
NOVI
[illegible]

OPEN HOUSE

Feb. 4-8
ALL FEES PAID

Front Desk	[illegible]
Legal	[illegible]
Receptionist	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
[illegible]	[illegible]
Secretary	[illegible]

[illegible]
SNELLING PERSONNEL SERVICES OF FARMS

[illegible]

RECEPTIONIST

[illegible]

RECEPTIONIST

[illegible]

SUPERVISOR MEDICAL CLAIMS REVIEW

Intracorp, the largest provider of health care cost containment services, seeks an experienced manager to supervise large growing department of professionals.

This position requires a task oriented, high achiever who can respond independently to the decision making process with flexibility and versatility. College degree in Data Management with prior health care experience is desired or commensurate field experience required. The chosen candidate will have "STRONG" human relation skills with an equally strong customer service orientation.

We offer a broad and exciting challenge with top compensation and full benefits. If you're the type of individual interested in joining a team that delivers the quality of services our customers have come to expect, send your resume to:

INTRACORP
26211 Central Park Blvd. - Suite 500
Southfield, MI 48076
Attention: Susan Whall
Equal Opportunity Employer

CLERK/TYPIST

National printing ink manufacturer located at I-96 and Farmington Roads requires a versatile individual with excellent typing skills for the Human Resources Department. Pleasant working conditions and complete benefits.

Send resume or pick up an application between 9 a.m. and 4 p.m.

Flint Ink Corporation
33105 Schoolcraft Road
Livonia, MI 48150-1604
ATTN: Human Resources Department

Equal Opportunity Employer