502 Help Wanted Dental-Medical

MEDICAL ASSISTANT

Full-time position available in Oncology. Experience preferred. Interested applicants should call: 347-8182

DMC HEALTH CARE CENTERS
WOODLAND - HOVI
(W. 12 Mile Rd. near Novi Rd.)

Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

MEDICAL BILLER/
COLLECTIONS SPECIALIST

Rapidly growing medical clinic located in Pontiac requires an experienced Medical Biller to join the billing accounts receivable team. Prior experience in Medicare, Medicaid, commercial insurance billing in a outpatient setting is required. Position requires initiative and problem solving skills. Send resume in confidence to Box #222, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Experienced. Medical billing experience necessary.
Call 532-6905

MEDICAL RECEPTIONIST/BILLER
This busy OB/GYN office in Southfield is looking for an outgoing individual to join our staff. Experience on computers and medical billing a must. Full time with benefits. Send resume to:

Amy Thomas
22250 Providence Dr. Suite 305
Southfield, MI 48075

MEDICAL SECRETARY
A position exists for a full time medical secretary in a busy cardiovascular department. Eligible candidate must have medical terminology, Type 55-60wpm, Be able to transcribe cardiac catherization and angiographic reports from dictation; Be proficient in wordprocessing including Microsoft Word; Data Base spread sheets. Photo hand/dictation is desirable. This self-motivated individual must possess strong organizational skills, including telephone communication and be able to prepare material for conferences and statistical reports. We offer an excellent salary range and attractive benefit package. Interested applicants should call 591-2930

ST. MARY HOSPITAL
36475 W. 5 Mile
Livonia, MI 48154

MEDICAL TRANSCRIPTIONIST
Must be experienced in H&P, OS's & OR's, part time & full time needed Northville area Call 344-4408

MEDICAL TRANSCRIPTIONIST
Full time immediate opening. Experienced, for busy internal medicine office in Troy. Type 60 wpm. Excellent benefits. Call Melodie 362-2787

MEDICAL TRANSCRIPTIONIST position available with busy transcription service. Experience a must. W.P. helpful. Mon-Fri 8-1:00pm 455-7730

MEDICAL
TRANSCRIPTIONIST
A full time medical position on the day shift exists for a Medical Transcriptionist in a busy cardiovascular department. Knowledge of cardiac terminology is helpful. Interested applicants should call 591-2930

ST. MARY HOSPITAL
36475 W. 5 Mile
Livonia, MI 48154

NURSE AIDE/CHILD CARE
for disabled mother and children Dearborn Heights. Excellent pay and benefits EMPA-CARE 455-1061

NURSE
AIDES

NEEDED NOW FOR HOME CARE & NURSING HOME STAFFING. MACOMB & OAKLAND COUNTIES

- Top pay
- Flexible scheduling
- Certificate required for nursing home placement

TEMPORARY
HEALTH CARE
SERVICES
354-6230

OPTICAL DISPENSER wanted for franchise office. Experience necessary. Call 455-3190 or 455-6868

OPHTHALMIC TECHNICIAN
We need a caring and friendly patient-person with good technical skills. Please send resume to
Henry J. Spiro, MD
3003 Woodward, Berkley, MI. 48072. Attn Sandra London

PART TIME, Office help 12-5pm, Mon-Fri. Filing, typing, computer experience helpful. Farmington Hills. Reply to Box 338 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME, office help 12-5pm, Mon-Fri. Medical and computer experience helpful. Farmington Hills. Reply to Box 336 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

MODERN ORTHODONTIC office in Southfield requires experienced assistant full or part time. Good communication skills a plus 258-9090

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 full or part time for allergist office. Send resume to: Allergy & Asthma Center of Rochester, 811 Oakwood, Rochester, MI 48307

ORAL SURGERY ASSISTANT/RECEPTIONIST - For busy Oak side Excellent fringe benefits. Experience in dental preferred. 547-6838

PART or full time word processing secretary required by expanding medical clinic. Up to $10/hr. Call Trudy at UNIFORCE 646-7662

PHYSICAL THERAPY aide position in a Redford clinic. No previous experience required. Mon., Wed. & Fri. morning 937-2001

PLYMOUTH - RN/LPN
Dermatology practice located in Plymouth is interviewing nurses for part time employment. Offering on the job training & competitive compensation. For further information please call Michelle

737-7111

PRESTIGIOUS leading hospital requires dependable word processor/transcriptionist. Up to $11/hr. Call Daisy at UNIFORCE 357-0037

RECEPTIONIST - Experienced for part time position, approximately 25-30 hours per week, in busy doctor's office in Dearborn. Computer knowledge helpful. Jean, 582-2079

REGISTERED PHYSICAL Therapist & Physical Therapy Assistant with Associates degree needed in Westland. Call Charlene, 728-2130

RESIDENTIAL CARE WORKER
Full & part time positions working with closed head injured in a long term residential setting. Requires high school diploma. Prefer 2 years experience in human services. Competitive salary & benefits. Send reply to: Sylvia Gleason, PO Box 725468, Berkley, MI. 48072-5468

RN ASSISTANT
DIRECTOR OF NURSING
Progressive nursing center seeking a caring and knowledgeable assistant nursing director with previous nursing home experience. Must be highly motivated and have proven management ability. Salary and benefits commensurate with experience. Call B.O.N. 338-0345

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

RN/LPN
Day & Afternoon weekend positions available. Call Franklin Manor (Southfield) 352-7390

RN - LPN
We are looking for someone, who has a love and understanding of the elderly, to work in our 87 bed facility. Full or part time position available on our afternoon shift. For more information call 349-2640
Whitehall Convalescent Home
43455 W. 10 Mile, Novi

RN or LPN
Full time for small nursing facility in Plymouth. Significant opportunity for experienced caring professional. Call Mr. Adams at 352-4280

RN - PART TIME
Apply in person
Maryrest Manor, 15475 Middlebelt
Livonia, MI. 48154
427-9175

RN - PART TIME
for busy pediatric office in W. Bloomfield Call Nancy 855-7510

RN - PART TIME
Oral surgery office, Birmingham/Troy area 2-5 mornings a week. Call 10AM-3PM at 647-2181

RN PATIENT CARE MANAGER
Dynamic RN ready for a challenge to assist with exciting new programs on our 63 bed skilled nursing unit. Full time day position. Must be able to motivate and organize the team effort. 2 years of supervisory experience necessary. Excellent oral and written communication. Computer experience helpful. Willing to be accountable for excellent resident care. Salary commensurate with experience. Call Westland Convalescent Center 728-6100. Ellen Basinger, RN, DON for an interview.

SOCIAL WORKER
Licensed. Part time. Resthaven Clinic, in Redford. Send resume to: Physical Therapy, 27580 Arlington Ct., Southfield, MI 48076

502 Help Wanted Dental-Medical

RN'S HIGH TECH
HOIT has openings for RN's to work on a per diem basis throughout Southeastern Michigan and NE Ohio. We are seeking RN's with excellent clinical IV and communication skills, to provide home IV therapy to our patients. Competitive compensation package. Qualified applicants may call 373-3030 or send resume to: Health Quest Infusion Therapy, 2795 Oakland, Suite 108F, Auburn Hills, MI 48326. Attn: Colleen

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, LPN's, NURSE AIDES
- Competitive Salary
- Sign Up/Referral Bonus
- Free State Certification
- 1 yr. experience, phone & car required

PROFESSIONAL HEALTH CARE
PERSONNEL
357-3550

STAFF
RN
Cranbrook Hospice Care, Troy, MI

Amicare Hospice Services is seeking part time 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 can match your skills with a competitive salary. For immediate consideration call (313) 643-8855 or send your resume to

Penny Murphy
AMICARE HOSPICE
SERVICES, INC.
2555 Crooks Rd
Troy, MI 48084

An Equal Opportunity Employer

RN SUPERVISOR
Seeking caring, knowledgable nurses for all shifts. Salary & benefit package. Call B.O.N. 338-0345

TIRED PLUS high quality dental specialty office has opening for accurate, efficient, personable individual for general typing & telephone communication. Good written & verbal skills are essential. Full time, benefits 357-3165

WE NEED PROFESIONAL RTA Specialists (MT's, MLTs) experience is necessary. Call for interviews, 855-7700, for full or part time temporary positions. 722-2727 or send resume, 3139 S. Wayne Rd., Wayne, MI 48184

X-RAY TECHICIAN - part time, 2 mornings per week, flexible hrs. New office, great staff, good pay. Digestive Disease Clinic 476-5100

2 MEDICAL ASSISTANTS 1 full, 1 part experience in OB/GYN for busy office in Livonia. Salary & benefits negotiable. Call Barbara 476-4900

504 Help Wanted Office-Clerical

ACCEPTING APPLICATIONS
Immediate openings for the following positions
- Hill Word processors
- Data Entry Operators
- Executive Secretaries
- Telemarketers with minimum 2 yrs experience

DYNAMIC
TEMPORARY SERVICES
LIVONIA AREA 464-6500
SOUTHFIELD AREA 569-2000
TROY AREA 680-9760

ACCOUNTING ASSISTANT For small, growing engineering consulting firm. Must have a basic knowledge of bookkeeping and a high entry level experience with a personal computer. Ideal candidate should be detail oriented, organized and able to use a ten key calculator. Immediate Opening. Non-smoking office. Send resume and salary requirements to Box 242 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

ACCOUNTING CLERK experienced in ADP payroll, sales reports on Lotus, misc duties, casual office. Call Ellen at 261-2626 or Fax resume to Karen 261-5607

ACCOUNTS PAYABLE/Receivable Clerk Part time. Resthaven Nursing Center 559-7430

ACCOUNTS RECEIVABLE PERSON for Southfield office. Only mature & experienced need to apply. Send resume to Box 356 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE assistant of major corporation must have demonstrative word processors. 55 plus. Call Lisy at UNIFORCE 357-0036

ADVERTISING agency needs experienced word processor with Office Writer or WordStar. Call Violet at UNIFORCE 357-0644

ADMINISTRATIVE - secretary Birmingham excellent typing, computer skills, self organized, good writing ability & experience. Benefits $22,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

APPOINTMENT CLERKS
Company in Livonia in need of file clerk/data & Phone Person 2 days, 10-4, 3-9. Excellent opportunity for qualified persons. Quick Advancement, company well train. 525-5210 Union Ct., Southfield, MI 48076

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE - Entry level, full time, for computer oriented system. Will train. Computer & accounting experience a plus. Bloomfield Hills area. Contact John, 333-3400

ADMINISTRATIVE ASSISTANT for busy office. Well organized, typing, good phone manner and people oriented personality a must. Real estate knowledge helpful, but not necessary. Call Sharon 349-1212

ADMINISTRATIVE SECRETARY
Headquarters of leading national multi-plant company. Requires experience & excellence in word processing, personal computers, correspondence, organizational & auditing skills, confidentiality & ability to perform various tasks for executive group. Competitive compensation package. Send resume & salary requirements to: Mgmt. Liaison, P.O. Box 30100, Livonia, Michigan 48150

ATTENTION!
STUDENTS,
RETIREES,
SINGLE PARENTS
AND WOMEN
RE-ENTERING
THE JOB-MARKET

IMMEDIATE OPENINGS FOR
- Customer Service
- Telemarketers
- Word Processors
- Bloomfield Hills & Plymouth Area
- Evenings positions available in Southfield
- Professional environment
- Long term assignments
- Weekly pay
- Call for details

OLSTEN
TEMPORARY
SERVICES
Southfield Troy
Detroit Dearborn
Ann Arbor
354-0555
NO FEE - EOE

AUTO SWAPPER is currently hiring Customer Service Representatives to staff its Farmington Hills office. Responsibilities include answering incoming phone calls, answering customer inquiries solving customer problems, entering advertising information & setting appointments. Good phone voice a must. Apply in person at 32615 Folsom Rd., Farmington Hills Or call Kevin Lewis 474-3310 ext 57

BILLING CLERK 56 wpm. Filing Experience. Must be Familiar with a Word Processor
Ask for Diane 946-7663

BILLS TO PAY?
Long & short term assignment available for people experienced in
- Computerized accounting $7-8 hr
- Typing/Word Processing $6-7 hr
- Word Perfect 5.0/5.1, Lotus 123
- Switchboard Operator $6-7 hr

Call today for an appointment

TEMPORARY
RESOURCES
737-1711
Livonia - Farmington Hills

Southfield 352-0319
Troy 649-3225
An Equal Opportunity Employer

PART TIME BOOKKEEPER
Must have 2 years experience. Apply Evans Automotive 35915 Clinton Wayne near Michigan Ave.

BOOKKEEPER - In charge, manufacturing company in Troy. Computer experience in payroll, payable & receivable. 3-5 years experience. Full bookkeeping, permanent position. Competitive salary & benefits. Send resume to Box #330, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Minimum 3 yrs experience in manual and computerized payroll, payables, general ledger and financial statement preparation. Lotus skills a plus. Salary commensurate with experience. Respond in writing to D.M. Harvey, 7400 Telegraph Rd., Birmingham 48010

BUSY PEDIATRIC firm looking for clerical help with very flexible schedule, part time. Resume to Central 23917 Cass Farmington 477-4535

CALL ADIA TODAY!
International firm looking for word processing, accounting, clerical, data entry specialists. Benefits
An Equal Opportunity Employer

358-8890

CAREERS!!
If you are working & interested in a CHANGE, call for an APPOINTMENT either Wed. or Thurs 11-7 pm

TELECENTER $13,000
Data entry & good communication skills 2 years experience in customer service & telephones

GENERAL OFFICE SERTAFF
($18,000)
3 years secretarial experience Word Perfect & Lotus

CUSTOMER RELATIONS
($25,000)
Demanding management position. Lights in customer satisfaction. Degree a plus

LEGAL SECRETARY $25,000
5 years litigation. Knowledge of trial, discovery and pleadings

ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 562-9060
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BOOKKEEPER
Custom design company located in Wayne County has immediate opening for experienced F/C Bookkeeper to handle all bookkeeping functions thru financial statement preparation. Must have computer experience. Lotus experience a plus. Excellent starting salary & benefits in interesting, pleasant surroundings. Send resume and salary requirements to C.D.C.
FOLLMER RUDZEWICZ & CO.
26200 American Drive - #500
Southfield, MI. 48037
Recruiting for an equal opportunity employer

BOOKKEEPER/DATA ENTRY
Growth oriented advertising agency in Troy seeks individual to run auto department. Responsibilities include payment. Job entails data entry as well as bookkeeping. Send resume & salary requirements to
J. Huston, Denham & Co. 189 E. Big Beaver Rd. Troy, MI. 48083

BOOKKEEPER
Full Charge. Mature person for full nature labor. Experience and computer. Excellent salary. Send resume to Box #221 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER part time, immediate opening, thru trial balance. Resume required. Computer knowledge for future. Call starter pay commensurate to ability. Send resume
PO Box 871 Union Lake MI 48387

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 in these top opportunities as a TEMP
LOTUS A PLUS

Send resume to Betty
ACCOUNTANTS ON
24153 Northwestern Hwy., Suite 202
Southfield MI 48075
354-2410
Employment Agency Fee Paid

CAREER OPPORTUNITIES
COMPANIES PAYS FEE

Site secretary	$15hr
Receptionist	to $17hr
Accounting clerks	to $18hr

DOROTHY DAY OF TROY
TROY 649-6797
DOWNTOWN . . . 962-0565

Career Opportunities
Galore
ALL FEES PAID

Receptionist	$21,840
Office Assistant	$15,000
Legal Secretary	$21,840
Order Processor	$13,800
IBM 34 or 36	$21,840
Secretary Receptionist	$17,520
Customer Service	$15,600
Legal Secretary	$21,840

Want more money, better benefits, greater advancement potential? Contact us. We have many long & short time openings than applicants. Typing 55 Call for appointment
851-3660
SHELLING PERSONNEL SERVICES
FARMINGTON

CLERICAL-CUSTOMER RELATIONS position available a mature individual with good communication and telephone personality, typing, processing, phones and filing. Call Carol at Central Communications 541-2626

CLERICAL
$5 Per Hour To Start
Flexible hours, comprehensive training, health, life & accident insurance. West Bloomfield corporate headquarters with modern facility. Fast paced, hard working, enjoy working with detailed, organized, self starter. In a place, this opportunity is for you. Call Ann at 737-2400

FITNESS MANAGEMENT CORP.
737-7200

CLERICAL
John Hancock Insurance Agency has a full time position available. Good typing & excellent math skills required. Pleasant personality, people skills & experience. Excellent benefits. Call between 10am-2pm
559-9600

CLERICAL
Non smoking Southfield insurance seeks Telemarketers evening shift. Hourly rate plus bonus. Minimum $6.00 an hr plus commission. Call Carol Ann for time days, night, Saturday. Apply in person. Mon-Fri 10-4 Southfield Plaza
22322 Greenfield 559-1000

CLERICAL
Part time Saturday for dental office. Will train. Call Mrs. Martin, 476-4900

CLERICAL
Bookkeeper with 2 years experience to assist with bank deposits, data entry, filing. Design, type and maintain spreadsheets. Call 477-4535

CLERICAL RECEPTIONIST
Part time, needed 20-30 hrs a week. Flexible hours. Call Mrs. Martin, 476-4900

CLERICAL SUPPORT
Data Entry & Clerical Position with Farmington Hills based wholesale distributor. Candidate must be self-starter, detail oriented, able to work with little supervision, and have good math skills. An additional requirement: The position involves some light lifting (up to 25 lbs.) and requires the ability to climb ladders. Salary commensurate with experience. Send resume to: Personnel Department, 27000 Hallmark, Farmington Hills, MI 48331

CLERICAL
Fast paced health care agency has full time position for an hourly wage. Great benefits & strong work atmosphere. Please send resume to the attention of Linda Gunter, 34505 Lakeland Blvd. Eastlake Dr., Eastlake, Novi, MI. 48376

CLERICAL
Entry level position available. Requires high school diploma, math aptitude, quick learner and good typing & filing skills. Call Mr. Jones at 261-2945 Livonia area

504 Help Wanted Office-Clerical

CLERICAL STAFFING
MGM HAS BEEN
AWARDED A LARGE
CLERICAL ACCOUNT
IN THE TROY AREA
TO STAFF WITH
Temporary Clerical
2 Accounting Clerks
3 Data Entry Operators
2 Receptionists
3 Executive Secretaries
4 Word processors
(Expand Opportunity)
TO START IN MARCH
689-9660
MGM SERVICE INC
NO FEE NO CONTRACT

CLERK with office experience. Filing & Clerical a must. Full time days, benefits. Call Jerry
582-9440

CREATIVE advertising agency needs word processing secretary. Multi-mate preferred. Will cross train. Salary $12-$15/hr. Call Joan at UNIFORCE 646-8500

CREDIT SECRETARY/
INVESTIGATOR
Farmington Hills leasing company seeks organized, energetic person for light secretarial work and entry level credit investigation. Word processor experience helpful, but will train to train. Salary $20K+
LAC, 30615 Northwestern Hwy
Suite 300 Farmington Hills MI
48334 John Mark

DATA ENTRY
New Center area. Dental Specialties seeks experienced typing 50 with ability to work well with others. Resume only. Send to Box 1000 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia Michigan 48150

DATA ENTRY OPERATORS needed for day shift in Livonia. Positions are temporary to perm. Apply anytime or call 525-4747 for appointment call

DATA ENTRY OPERATOR. Part time evenings. Southfield location. Light keyboard calculator skills. Call Lawrence at 355-8257

DATA ENTRY
Nine Company needs an experienced Data Entry Operator. Full time, 40 hours. Salary $4-$10hr. Excellent entry level benefits. Equal Opportunity Employer. Apply at
Jobmaster
313/478-2190

DATA ENTRY
OPERATOR
A progressive medical dental care based company has a position available for a Data Entry Operator at its corporate of Southfield. Qualified candidate must have 2 years data entry skills with speed & accuracy. Strong resume data interpretation skills are a plus.

An excellent wage & benefit package is offered. Send your resume with salary requirements to: Data Entry Operator, Box 376 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY
Southfield Dental Specialist needs full time data entry person to enter new patients. Previous office experience helpful. Starting salary $4.50 an hour. Send resume to Box 1000 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

DATA ENTRY
TELEMARKETER
Southfield Dental Specialist needs full time data entry person to enter new patients. Previous office experience helpful. Starting salary $4.50 an hour. Send resume to Box 1000 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

DENTAL RECEPTIONIST part time needed for morning hours, Monday, Tuesday, Thursday. Call Carol
476-8787

DESK RECEPTIONIST part time needed for morning hours, Monday, Tuesday, Thursday & Friday
Call 591-1512

DO YOU NEED
A JOB
WITH BENEFITS?
Then call Future Force and take advantage. We have more jobs than people right now. Temporary assignments. Apply today & be placed immediately. Top paying clerical position

EAST SIDE - 526-8454
WEST SIDE - 481-8760
FUTURE FORCE

EXECUTIVE
SECRETARY

Box 346

FAST PACED
GENERAL OFFICE
$14,500 - FEE PAID
Light typing, phones, filing, data entry. Will train on computer. Call Ann at 557-3600

FEBRUARY 1991
OPENINGS

FINANCIAL AIDE
Entry level position available. Requires high school diploma, math aptitude, quick learner and good typing & filing skills. Call Mr. Jones at 261-2945 Livonia area

504 Help Wanted Office-Clerical

ENGINEERING SECRETARY
Immediate position available at this commercial property insurance company. Requires excellent word processing and communication skills, the ability to organize workload and work with deadlines. Please send resume and salary requirements to PMIC, 17199 Laurel Park Drive North, Suite 300, Livonia MI 48152

Executive Secretary

Plymouth manufacturing firm needs executive secretary for office of the President. Position will have important administrative duties. Qualified candidate will possess the following skills: proficient at WP 5.1, excellent verbal and written communication skills, the ability to prioritize and work accurately in a fast pace, high energy environment

Send resume and salary history to
Total Plastics, Inc.
Attn: Sally Stephen
P.O. Box 319
Plymouth, MI 48170
Attn: Mary Mayhugh
An Equal Opportunity Employer

EXECUTIVE
SECRETARY
$24,000 UP
Key position with a suburban manufacturer. Enjoy the responsibility of working independently. Good typing & experience needed. Call 353-2090

SHELLING PERSONNEL SERVICES
EXPERIENCED SECRETARY. For CPA office. Wages & benefits Competitive. Call 10 to 6:00 PM Only. Send resume to OFFICE MANAGER 17313 Southfield Rd Lathrup Village MI 48076

FARMINGTON HILLS OFFICE seeks a person for light typing and evening shift 2-8 Mon. Fri. 30 hours work $6 per hour plus commission
Point Cold Care. Full time days available. Call Ann at 851-7000 ext 1 Hour. Apply in person Mon - Fri 28244 Ford Rd., Garden City or call 522-5678

JTPA FUNDED

FILE CLERK
Full time position in Southfield law firm. Experience helpful but not required. Must have reliable transportation. Call Ms. Allen 351-5151

FRONT DESK
FEE PAID
Great Suburban location. Lots of variety training on the word processor. Will train on Word Perfect. Pleasant personality a must. Salary $12,480 starting salary
Call 649-7400
Shelling Personnel Services, Please call Electronic Service Institute
Southfield, Southfield MI

FINANCIAL AIDE
OFFICE ADMINISTRATOR
Private vocational campus offers a full time position with good opportunity in a small school environment. Salary commensurate with experience. Benefits package. Please call Electronic Service Institute
557-4130 Southfield MI

FULL TIME PART TIME
Typing & Computer skills helpful
Call 476-5240

FULL-TIME PART-TIME
Receptionist for Real Estate office. Light typing, phones. Use your own car. Pay range $4.50 - $5.50. Please call 331-5023

GOOD secretary/typist for Word Processing Assistant. Excellent phone skills, organized, detail oriented. Call Ann at 557-7000

GENERAL OFFICE - Full time Payroll experience required. Telephone and cashier duties. Livonia area Call 425-8000

GENERAL OFFICE full time in West Livonia. Real estate experience required for the processing of property appraisals. Attention to detail and the ability to deal with customers in a pleasant manner. Salary DOE. Eight computer. Call Janice at
462-2664

Great Opportunities
IMMEDIATE OPENINGS

SECRETARIES
WORD PROCESSORS
WITH PERFECT 5.0
WANG
WORD PERFECT
MULTI MATE

SOUTHFIELD 353-4420
PONTIAC 682-4510

Personnel Pool

"HOT LIST"

SNELLING
TEMPORARIES
TROY DETROIT
528-5122 871-2700

HUMAN
RESOURCE
ASSISTANT

INCREASE YOUR SALARY
POTENTIAL RAPIDLY
$13,500 - FEE PAID
Light typing, phones, filing, needs a pleasant voice personality a lot of phone contact. Will train on Word Perfect. Then you are ready to move up. Call Ann at 557-3600

SHELLING PERSONNEL SERVICES
FARMINGTON HILLS

PROPERTY CASUALTY INSURANCE company office person with insurance experience. Will train. Salary $13,000 - $15,000
Call 535-3200

SECRETARY - (2) years commercial experience required. Word Perfect 5.0 preferred. Call Ann at 477-3600

LEGAL EXECUTIVE SECRETARY
Litigation, seeks full time legal secretary with 5 to 10 yrs experience. Word Perfect, Lotus & Westlaw preferred. Excellent typing skills required. Ability to work under pressure. Competitive salary and benefits package. Send resume and salary history to:
Personnel
P.O. Box 02208
Detroit, MI 48202
An Equal Opportunity Employer

LEGAL SECRETARY
Experienced. Word Perfect. Send resume to: Box 288 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

KEYPUNCH - Experienced keypunch operators. Full/part time, day/afternoon shifts. Good pay for good operators. Ms. Allen 351-5151

LEADING international engineering firm requires word processor with Word Star and Word Perfect. $9/hr. Call Jennifer at UNIFORCE 646-7664

LEADING technology company needs experienced receptionist/switchboard operators. $7/hr. Call Marge at UNIFORCE 645-8501

LEGAL SECRETARY - Top notch with minimum 3 yrs experienced for busy Farmington Hills litigation practice. Excellent growth potential. Salary negotiable Liz 737-4747

LEGAL SECRETARY
For Troy litigation firm. Must have 2 years experience. Contact Office Manager 649-3330

LEGAL SECRETARY - Experienced. Wordperfect 5.0. Int. & diversity. Salary negotiable. Call 476-7000 Farmington Hills

LEGAL SECRETARY
Small Southfield law firm needs Secretary with 2-3 years experience. Word Perfect knowledge helpful. Call Kathy 646-4346

LEGAL SECRETARY - Experienced to manage new 2 lawyer office in Farmington Hills. Word processing skills necessary. Send resume to Linda Sherman, 1956 E. Jefferson, Suite 48 Detroit MI 48207

LEGAL SECRETARY for Bloomfield law firm. Word Perfect 5.0 preferred. Plus excellent salary & benefit package. Send resume to Box 8353 Bloomfield Hills MI 48302

LEGAL SECRETARY - experienced paralegal for small Farmington Hills litigation firm. Word processor WP 5.1 a plus. Call Mary at 851-7900

LEGAL SECRETARY
$25,000 FEE PAID
Troy law firm needs good experience in word processing. Great location & benefits. Call 649-5740
Sheila Ogilvie Personnel

LEGAL SECRETARY
For small attorney firm in Farmington. Excellent communication with ability. Send resume to: Box 1000 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Farmington Hills law practice seeks experienced paralegal. Must be proficient in Word processing, knowledge of court procedures, excellent communication skills, ability to handle multiple assignments. Call 737-7777

LEGAL SECRETARY - experienced for Lawyer in Southfield. Word processing, knowledge of Word Perfect 5.0 a must. Salary commensurate with experience. Excellent benefits. Send resume to: Box 1000 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Bloomfield Hills law firm seeks experienced Secretary. Word Perfect 5.0 preferred. Salary commensurate with experience. Call Ann at 851-7900

LEGAL TEMPS
Part time, full time, temporary assignments. Word processing, typing, data entry, filing. Call Ann at 557-7000

LEGAL
SECRETARIES
APPLY TODAY!
EXCELLENT
JOB OPPORTUNITIES
Experienced legal secretaries and word processors are needed for short & long term assignments in Southfield & Troy. Call Kathy at
CORPORATE
PERSONNEL
SERVICES
261-1120

MAJOR suburban advertising agency needs executive with 5 year background. Salary up to $10,500+ Call Rae at UNIFORCE 357-0037

OFFICE ADMINISTRATOR
Individual to manage 2 law firms. Experience necessary including Word Perfect. Full time. Send resume to: Town Center, Suite 2231, Southfield MI 48075 or call 354-4144

LEGAL SECRETARY
For Troy law firm. Word processing and at least 3-4 yrs. legal experience (corporate, estate planning) required. Salary commensurate. Send resume to: Human Resources, P.O. Box 95484 Troy, MI. 48084

LEGAL SECRETARY for partner A/P Troy law firm. Word Perfect 5.1. Experience necessary including Word Perfect. Full time. Send resume to: Office Manager, 33 Bloomfield Hills Parkway, Suite 100, Birmingham MI 48009

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Major firm has openings for secretaries with excellent skills and attitude. Litigation, corporate, estate planning. Send resume to: Amy Jones, Human Resources Director, Suite 2231, Southfield MI 48075 or call 354-4144

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Busy Oncology office seeks an organized, self motivated individual. Computer skills a must.
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Immediate full time position available with third party administrator. Business office experience required. Medical terminology a plus. Excellent benefits package. Send resume to: Human Resources, 30555 Northwestern Hwy., Farmington Hills, MI 48018

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Medical assistant or medical secretary. Call Ann at 557-7000

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OFFICE ADMINISTRATOR

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Individual to manage 2 law firm. Experience necessary including Word Perfect. Full time. Send resume to: Human Resources, P.O. Box 95484 Troy, MI. 48084

PAYROLL CLERK/ACCOUNTING ASSISTANT

COMPUTER PROGRAMMER ANALYST

VA Medical Center, Allen Park, Michigan is seeking a Computer Programmer Analyst.

Professional experience required, applicants must have program experience in MUMPS.

Please send resume to:

U.S. Department of Veterans Affairs Medical Center

Personnel Service (05B)
VA Medical Center
Allen Park, MI 48101
Attn: C. Adams

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SUPERVISORY SOCIAL WORKER

VA Medical Center, Allen Park, Michigan is seeking a Supervisory Social Worker to join our Health Care Team.

Master's degree in Social Work and professional experience required.

Please send your resume to:

U.S. Department of Veterans Affairs Medical Center

Personnel Service (05B)
VA Medical Center
Allen Park, MI 48101
Attn: C. Adams

Equal Opportunity Employer

COMPUTER ASSISTANT

VA Medical Center, Allen Park, Michigan is seeking a Computer Assistant. (3:30-midnight shift).

Professional experience required, applicants must have program experience in DEC VAX.

Please send resume to:

U.S. Department of Veterans Affairs Medical Center

Personnel Service (05B)
VA Medical Center
Allen Park, MI 48101
Attn: C. Adams

Equal Opportunity Employer

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