502 Help Wanted Dental-Medical

RADIOGRAPHER - Part time for Sundays, 1-4PM. Walk-in clinic, Redford area. Salary negotiable. Contact Teresa, Mon-Fri before 4PM 539-3800 ext. 35

READ NO FURTHER
Salaries from $12,480 - $39,000 All fees paid by Company. Medical positions. Full or part time located throughout the Metro area. All you need is experience in medical billing assisting, X-ray or Optiamology Tech or as an RN. Don't wait, call now! 399-3450
SWELLING PERSONNEL SERVICES

EXPANDING QUALITY DENTAL Office seeks experienced, full time assistant & receptionist. Excellent pay, benefits, and bonuses. Southfield, 355-9800

RECEPTIONIST
Part-time for front office of chemical dependency program. Mature, enthusiastic & experience person required. Call Betsey, 421-3737

RECEPTIONIST/BILLER
ALSO MEDICAL ASSISTANT
Full Time. Monday through Friday, every other Saturday morning. Good salary & benefits.
Ask for Alice 547-8223

RECEPTIONIST
Bright, ambitious, full time wanted for growing allergy practice w/ excellent West Bloomfield location. MUS computer experience helpful. Excellent salary and benefits for the right applicant. Call 932-0015

RECEPTIONIST/MEDICAL ASSISTANT (part time) Internist in Troy (estimated with Beaumont) 2 days/week, 25 per hour. Beautiful office. Call Mike Monforte 932-1170
HARPER ASSOCIATES
29870 Middlebelt
Farmington Hills, MI 48334

RESIDENT ASSESSMENT COORDINATOR
RN/LPN
Multi-facility corporation seeks RN/LPN candidates to conduct comprehensive resident assessments for long term care. Individuals will become part of a multi-disciplinary team establishing a plan of care. Pre-admission visits in the community will be required. Strong knowledge of reimbursement & marketing skills required. Experienced candidates should send resume to

International Health Care Mgmt
Attn: Deborah Hudson, RN, BSN
P.O Box 6626
Ann Arbor, MI 48107
An Equal Opportunity Employer

RN - CLINICAL MANAGER
Needed for an expanding Internal Medicine Practice with specialty in GI, oncology, cardiology and pulmonary medicine. Previous experience in management preferred. BSN required. Please send resume to
IMCG
28080 Grand river, Ste 306,
Farmington Hills, MI, 48336

RN
DIRECTOR OF PROFESSIONAL SERVICES -
Your Career Awaits You

Olsten Health Care Services, a leading provider of temporary health care in seeking a dynamic, broad-based professional committed to maintaining our high standards of service. We offer competitive professional Services position. We require 1-2 years of acute/home care experience. REHAB background a plus. BSN preferred.

If you're looking for a challenging career with a future of growth send your resume in confidence:

Director
Olsten Health Care
Services
29548 Southfield Rd #100B
Southfield, Mi. 48075
An Equal Opportunity Employer

RN/LPN
Part time. Allergist office, 3 areas Farmington Hills, Livonia, & Brighton. Training available. 851-6657

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

502 Help Wanted Dental-Medical

RN - FULL/PART TIME.
Day position (Mon-Fri) available with a growing multi-specialty Internal Medicine private practice. Previous experience in adult Internal Medicine nursing with pulmonary nursing preferred. Please send resume to IMCG
28080 Grand River, Ste #306
Farmington Hills, MI 48336

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 LPN, MA's
Full time, day and afternoon shifts Urgent Care setting or out-patient experience preferred. We pay competitive wages and benefits. Send resume to Box 478, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN OR LPN
FULL TIME
AFTERNOON SHIFT
Apply in person
Mayfield Manor, 15475 Middlebelt
Livonia, MI, 48154
427-9175

RN - PART-TIME
needed for weekend coverage

RN/LPN
Full-time 3p.m. - 11p.m. position available

RESTORATIVE AIDE
PART-TIME
Must be state certified. Ability to work independently.

For any of the above positions, please apply
BEDFORD VILLA
16240 W. 12 MILE RD
SOUTHFIELD, MI 48076
An Equal Opportunity Employer

RN'S - DIPLOMA OR DEGREE
For international home visiting Good teaching & assessment skills needed. Make your schedule. $30-$40 per visit. American Home Health Care 644-8555

RN's & LPNs
Need skilled care Coordinator for progressive nursing facility. Call Jackie 538-0345

RN's, LPN's, NURSE AIDES
• Competitive Salary
• Sign Up/Referral Bonus
• Free State Certification
• 1 yr. reimbursement required
PROFESSIONAL HEALTH CARE PERSONNEL
357-3650

RN
STAFF
RN
Cranbrook Hospice Care
Cranbrook

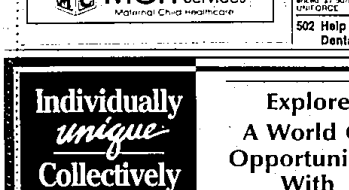
Amicare Hospice Services is seeking full time Staff RNs who desire an environment to match a real difference in the lives of their patients and families.

You will be responsible for care management of patient care with the concept of interdisciplinary team approach. Current licensure and recent acute care or home care experience required. Hospice experience preferred. Position includes on-call duties.

Amicare can match your skills with a competitive salary and benefits package. For immediate consideration, call (313) 643-8555 or send your resume to

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

PEDIATRIC RNs



Our little ones deserve the best. You do, too. At MCH we provide it.

MCH provides the best healthcare possible for children in the home environment.

If you are a Pediatric RN and enjoy working at home, consider working with the children at MCH Services.

We offer a $250 sign-on bonus, top salaries, health insurance, paid vacation, longevity raises and more. For immediate consideration, contact MCH Services at (313) 528-9060, 201 Big Beaver, Suite 1050, Troy, MI 48084, EOE.

MCH Services
Maternal Child Healthcare

502 Help Wanted Dental-Medical

RN-S for 12 HOUR SHIFT
If you enjoy having extra time off, this is for you. Work 3 day, 12 hour shift, and earn 40 hour pay. Excellent wages and benefits. Call
Director of Nursing, 338-0345

RNs-LPNs-CNs
Medical/Surgical or gynecological office practice with research facility is in need of qualified RNs, LPNs, & CNs for immediate openings. Full & part time. Sterling Heights/Clinton Twp area. Please send resume to:
Box 508, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 Folasak, RN. 522-1444

RN'S, LPN'S & GPN'S We need caring nurses who possess an interest in geriatrics, full & part positions available. Salary commensurate with experience. Apply: St. Vincent Nursing Center, 26715 Greenfield, (between 10 - 11 Mi.)

RN'S, LPN'S & MA'S
National company Dialysis Mated in Southfield has immediate openings for medical history case workers. Processing medical information by phone & mail. Medical terminology a must. Office experience helpful. Call Carleen or Marianne at 351-8567

RNs & LPNs
Seeking caring knowledgeable Nurses for all shifts. Every other weekend off. Salary & benefits. Call Director of Nursing, 336-0345

SCHEDULER/RECEPTIONIST
Full time position in large cardiology practice. Experience with computerized hospital-related procedures (cath/angio/echo) preferred. Salary commensurate with experience. Apply: Mr. Jack Bernstein, Cardiac Scheduler/Receptionist
Northwestern Heart Center
2575 Woodward - Suite 300
Berkley, MI 48072

TEAM LEADER
HENRY FORD
HOME HEALTH CARE
BSN with 1 year CHN experience in home care. Knowledge regarding 3rd party reimbursement required. Good leadership, organization, communication & problem solving skills. Please contact Helen E. Lynch, MSN, RN, 358-6787 - Southfield Office

TEAM LEADER
CHRONIC NURSE
COMMUNITY HEALTH NURSE
For Henry Ford home health care. Work from home. Flexible hours. One-to-one patient contact for health teaching. Full or part time. Tuition assistance & on site BSN completion program. Excellent personal & professional benefits. If you are an RN, consider the benefits of home health care. Please contact Helen E. Lynch, MSN, RN, South-field Office 358-6787

WORD processing secretary needed by teaching hospital. Multimate and medical terminology a plus. Up to $10/hr. Call Trudie at UNIFORCE 646-7662

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE
Immediate opening, individual must have minimum of 2 yrs. Accounts Payable experience, be a high school graduate and have strong communication skills. Experience with Lotus & Data Entry a plus. Excellent working environment and benefits. Non smoking office. Send resume to A/P, P. O Box 40505, Detroit, MI 48240

ACCOUNTS Payable/Receivable Clerk for fast-paced Construction Co. in Detroit. No degree required. Send resume & salary expectations to 4403 Reidy Dr., Troy, MI 48098 EOE AAE

ACCOUNTS PAYABLE CLERK
for computerized accounting system. Fast growing company. Duties include reconciliations, postings, vendor contacts & month end closings. Some experience necessary. Send resume to N.M.H., 21510 Greenfield, Suite 345, Farmington Hills, MI 48335

Accounts Payable/Receptionist
Employer conveniently located in Novi has immediate opening for a PBX Operator/Receptionist. The successful candidate will have pleasant telephone voice & good clerical skills for accounts payable duties that will be required.
Interview, please send resume to
CADILLAC ASPHALT PAVING CO
PO Box 817, Novi 48376-0817
Care of Office Manager
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT/CONFIDENTIAL SECRETARY
For President of a national leasing and finance company in Farmington Hills. Experience required, legal secretarial background helpful. Word Perfect knowledge and good communication skills necessary. Full time. Salary commensurate with ability. Send resume to
Federated Financial
Attention: President
P.O. Box 9066, Farmington Hills MI 48333-9066

ADVERTISING agency requires word processing secretary. Day hrs preferred. Will cross train if experienced $7.50/hr Call Sheet at UNIFORCE 646-8500

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
The person we are looking for:
• Will work in our corporate Accounting department
• Be an energetic self starter with a good attitude for hard work
• Will have duties that include filing, typing & data entry
• Previous accounts payable & Lotus experience

Apply in person, 8am-5:30pm

FITNESS MANAGEMENT CORP.
7091 Orchard Lake Rd., Suite 300
West Bloomfield

ACCOUNTS PAYABLE/
PAYROLL CLERK
Plymouth manufacturing firm seeks detail-oriented accounts payable/payroll clerk with at least two years prior experience in preparing/processing ADP payroll and calculating/posting payroll transactions. Must be able to work accurately in a fast paced environment and be proficient in Lotus 123. Other computer skills a plus.

NO PHONE CALLS PLEASE
Send resume and salary history to
First Technology Safety Systems
P.O. Box 319
Plymouth, Mi. 48170
Attn: Mary Meyhugh

An Equal Opportunity Employer

ADMINISTRATIVE secretary required for sales office of computer manufacturer. Decmate, Lotus and Harvard II software needed. Up to $8.50/hr. Call Pauline at UNIFORCE 473-2932

ADMINISTRATIVE ASSISTANT
For pleasant Farmington Hills office. Applicant must have 5 to 8 years + or - on-hands experience, good people skills & ability to deal with customers - Excellent benefits - $7 start. For interview call Mike 535-0810

ASSISTANT/RECEPTIONIST
Is needed for a Wayne manufacturer. Macintosh experience a must. Full time position. 728-8897

ANNIE'S HOUSE
RECEPTIONIST/TYPIST - heavy phones with word processing experience a must. Salary commensurate with experience. Send resume to Annie's House, 2100 E. Maple Road, #300, Birmingham, Mi. 48009, Attn. Carol Dewey.

ANSWERING TELEPHONE, knowledge of Word Perfect. Will be to enhance grammar from handwritten or dictaphone notes. Full time position available for motivated person willing to work for a growing and busy office. Salary negotiable. Benefit package available. Send resume to 12884 Farmington Road, Livonia, Mi. 48150

Attention

SEPARATE YOURSELF FROM THE MASSES

By choosing Future Force as your employer, you will be choosing yourself from the "other" services. Make your next part of our winning team by allowing us to place you in a fast growing clerical position in virtually any area in Metro Detroit. You will be dealt with in an open and professional manner with important facts kept confidential. Whether your skills fall somewhere between secretarial or administrative assistant, we have a place for you! Call now for more information. "Talk about our benefits!"

528-8454

FUTURE FORCE
TEMPORARY SERVICES
NEVER A FEE

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

IMMEDIATE OPENINGS FOR
• Telemarketers
• Word Processors

• Bloomfield Hills & Plymouth Area
• Evening hours are available in Southfield
• Pleasant environment
• Long term assignments
• Weekly pay
• Call for details

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

BECOME A
TEMPORARY HERO
Join Personnel Pool
• Secretaries
• Word Processors
• Data Entry

Exciting opportunities
Challenging positions
Top Pay

LIVONIA 261-3830
SOUTHFIELD 353-4420
PONTIAC 682-4510

PERSONNEL POOL
Never a Fee

BI-LINGUAL
(Japanese)
Secretarial duties. Word processing a plus. Generous salary. Benefits

PERSONNEL SYSTEMS 459-1166

BILLING CLERK
Professional corporation has an opening for a full time billing clerk with experience in record keeping, posting accounts & processing insurance. Preference will be given to persons with degree in accounting or accounting and maintenance Must be proficient in Microsoft Word, WordPerfect & Lotus. To qualify candidate should have 2-4 yrs professional experience in accounting or bookkeeping. Excellent starting salary and fully paid benefit package. Interested applicants should send resume and salary history to: Box 450 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, Michigan 48150

BILLING/Corrections/Data Entry
Medical office has openings for people with experience in billing, corrections or data entry. Must be professional, dependable and a team player. Please call Barbara Mark, Mon-Fri 9-5 549-2337
An Equal Opportunity Employer

FULL CHANGE Bookkeeper Office Manager for an automotive aftermarket company in Ferndale. Send resume to P. O. Box 23463 Detroit, MI 48223

BOOKKEEPER/Accounts Clerk
Available immediately - Accounts payable/receivable. 40 key. Excellent benefits! 881-3332

BOOKKEEPER
Experienced for small law office. Computer experience. Call Mary 827-4300

BOOKKEEPER
Large metro dealer needs detail oriented secretary/bookkeeper position. Dealership Accounting/Billing required. EOE Call Ann Campbell at 593-3900

BOOKKEEPER - PART TIME
Experienced. Two days per week for Livonia dental office. Call 591-3616

BOOKKEEPER: Real Estate Company in Novi is looking for someone Must be able to work independently in fast paced environment. Computer experience required. Send resumes to: Salary requirements to 380 N. Woodward, Ste 250 Birmingham, MI 48009 Attention: Personnel

CAPABLE MATURE person for small office. 3 months full time, then 3 days per week. Must know Word Perfect. Call Joyce (section 9-5, Mon-Fri) 1137 Dunlap Northville

504 Help Wanted Office-Clerical

BOOKKEEPER - Real Estate Developer position. Experience property management, accounting through G.L. Computers. Tenant leasing, collections & negotiations. Send resume to Leads Development, 6650 W. Maple Rd., Sterling Hts., MI 48314 313-739-5210
An Equal Opportunity Employer

BOOKKEEPER/RECORDKEEPER/
GENERAL OFFICE for small factory in Walled Lake. Must be detail oriented and well organized, with at least 3 years experience. Send resume or letter of introduction to: Designs Unlimited, 3149 B Haggerty Rd., Walled Lake

BOOKKEEPER - Temporary (6 months) full time. Immediate opening for Farmington Hills Management Co. Some computer experience a must. Salary commensurate with experience 851-5111

BOOKKEEPER With at least 3 yrs experience. General ledger and trial balance, manual and computer background. Send resume to Box 434 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING ASSISTANT
Southfield location has immediate opening for professional who is familiar with bank reconciliations, spread sheets, computer data entry & balancing of journals. We are looking for a person who has organizational skills & the ability to handle varied projects. Salary plus benefits. Call Ms Green, between 2-5pm 827-4050

CAREERS!!
RECEPTIONIST $13,000
Typing & word processing

CUSTOMER SERVICE $14,000
Data entry, good communication skills, pleasant telephone customer service

GENERAL OFFICE $16,000
Lotus, WordPerfect & typing of 60

CONFIDENTIAL SECRETARY $22,000
Multimate, Lotus, work for plant manager

GROUP SERVICE REP $28,000
Insurance background, associates degree in Nursing, Cobra Good public speaking skills

Evening appointments available
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-3750
Southfield 552-9060
Livonia 591-2221
Troy 585-2720
An Equal Opportunity Employer

CASHIERS
FINANCIAL SERVICES

Part time positions available. Must be available weekdays, weekends and holidays.

Qualifications include: 35 wpm accurate typing and 1 year related experience in a health care, retail, or cashiering environment or related business position. Additional experience with various health insurance plans preferred.

Candidates with qualifications can apply. Mon-Thurs., 8am-12noon. Typing test will be given prior to completing application.

PROVIDENCE
Hospital Medical Centers
15001 W. Nine Mile
Southfield, Mi. 48075
An Equal Opportunity Employer

LEADING mortgage banker in Oakland County seeking full time receptionist. No typing skills necessary. If interested, call Tony for interview at 540-8000

CLERICAL - PART TIME. Opportunity with Manufacturer's Rep office in Farmington/Livonia area. Light typing, phone, ½ days or flexible. Send resume to: Box 492 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITION part time at clinic in Livonia. Must have prior office experience. Opportunity to learn medical billing. Excellent salary & benefits. Contact Supervisor at 591-0457

CLERICAL/RECEPTIONIST - non smoker for small Farmington Hills sales office. Good communication skills, typing, & some computer knowledge necessary 476-1300

CLERICAL/SECRETARIAL
If you thrive in a fast paced, energetic work environment, you're going to love this opportunity, we're looking for an outgoing team player with typing (70wpm) & word processing skills. Medical experience would be a plus. In return you'll get a competitive salary, excellent benefits & an office that is truly fun to work in. Send resume to: Personnel, McCann/SAS, 30 W. Big Beaver, Suite 500, Troy, MI 48084

CLERICAL SUPPORT
Detroit financial company seeks an efficient clerical support individual for 4 fast paced accounting department. Candidate must be able to work accurately under pressure, be able to work with little supervision, & have hands-on WordStar &/or WordPerfect experience. This position is for a motivated hard worker who is willing to do clerical duties. Position provides for a complete salary & benefits package. Qualified candidates forward resume in confidence to Clerical Support, P.O. Box 779, Detroit, MI 48231

CLERICAL
To $16,000
Our clients seek your clerical skills for various temporary and permanent positions. Excellent benefits and advancement opportunities. Send resume or call
DIVERSIFIED BROKERS CO
27780 Novi Road, Suite 106
P. O. Box 491
Novi, MI 48377-3427
All Fees Co Pay 344-6700

COMPUTER OFFICE EXPANDING
In Birmingham area. Data Entry, Telemarketing & Customer Service positions. Call Janet at 626-3443

CREATIVE atmosphere in suburban advertising agency requires experienced word processor with Office Director experience. Call Vicki at UNIFORCE 357-0644

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate attention to detail. Word processor. Send resume to: Customer Service, NEXUS of Mich. & Ontario, 27150 W. 8 Mile Southfield, MI 48034

DATA ENTRY CLERK
Full time position for person to enter data into our computer. Candidate must have excellent typing skills. Other duties will include phone & general office. Salary based on ability. Send resume to Data Entry Clerk, P.O. Box 7046, Troy, MI 48007-7046

DATA ENTRY CLERK
Interrad Service organization seeks a full time individual who possesses good communication skills and at ease with computers. Word processing experience preferred. We offer an excellent benefit package and opportunity for career growth. Apply in person or submit resume to

Guardian Alarm
27000 Northwestern
Southfield MI 48075

CUSTOMER SERVICE
$6.50 per Hour
High earnings working in our West Bloomfield area diversifies with the latest computer technology. Must have your own communication skills & ability to organize & process correspondence to assist you in working with our clients.

With a minimum of 6 months clerical office experience you could take advantage of this exciting local opportunity. WORD PROCESSING SKILLS A MUST!

Attractive benefits include life & health insurance, paid holidays & vacation, tuition reimbursement, complimentary spa membership & much more.

Submit your resume by March 29, 1991 to

FITNESS USA HEALTH SPA
7001 Orchard Lake Rd. Suite 220
West Bloomfield MI 48322
Attention: R. Eisch

504 Help Wanted Office-Clerical

COLLECTIONS CLERK
Detroit firm seeks motivated individual to work in credit & collections dept. Candidates should possess good math skills, good verbal skills with customers, & record keeping experience. This full time position includes full benefits package. Qualified candidates please send resume in confidence to
Collections Clerk
P.O. Box 779
Detroit MI 48231

CUSTOMER SERVICE Dept. Troy based international company seeking party seeks highly motivated individual. Must have solid background in customer client relations, outstanding phone & organizational skills. Ability to make solid decisions in high pressure environment. Will work closely with sales staff & customer service dept. Degree preferred. Please forward resume to PO Box #7030C, Troy, MI 48084
An Equal Opportunity Employer

DATA ENTRY
Now based company is seeking a Data Input Clerk. Must be very reliable, detail oriented, and possess a good communication skills Lotus 1-2-3 experience preferred. Salary and 9am-5pm Mon thru Fri and some overtime required. Please send resume with salary requirements to Knight Enterprises/Delta Fuels, 40600 Grand River, Novi, MI., 48375, Attn Shirley Trombetta

DATA ENTRY
OPERATORS
Manpower has immediate DB data entry operators. Must be able to do 12,000 keystrokes per hr. 3 shifts involved Call for appt

MANPOWER
Temporary Services
(313) 462-0024

DATA ENTRY
2 immediate openings in downtown Farmington. 1 year experience Call Sandy
Senco Temporary Services
278-8367

DATA PROCESSING ANALYST
Familiar with C, Fortran and Unix System V required. Salary based on exp/research background required. Send resume and salary history and comprehensive benefits package

KEY PUNCH SPECIALISTS
2 positions available in N W suburban. Hrs: 8:30-5:30 Mon-Fri 40 hours/hour. Excellent salary & benefits. Professional environment.
Call Pam Janson for initial interview
AMERICAN PERSONNEL
Affirmative Employer

DENTAL ASSISTANT
Experience Preferred
Person. Some experience necessary. Full and Part-Time
Call 624-9110 or 454-1070

DESK TOP
PUBLISHING
Progressive Southfield corporate area needs to fill several temp to perm positions. Must have strong word processing & typing skills & be proficient with spread sheets & graphics. Top pay, benefits & more.
Call Now for an Interview

TEMPORARY
RESOURCES
737-1711
Livonia - Farmington Hills
Ann Arbor 769-0424
Southfield 552-0319
Troy 688-9210
An Equal Opportunity Employer

DYNAMIC telecommunication multi-office needs experienced receptionist/switchboard operator. Perm position. $7/hr. Call Mike at UNIFORCE 646-6501

DYNAMIC telecommunication multi-office needs experienced receptionist/switchboard operator. Perm position. $7/hr. Call Mike at UNIFORCE 646-6501

EXCUTIVE
ASSISTANT
TO $20,800
Highly visible position, heavy client contact. Excellent opportunity to learn $1 a plus Professional appearance. Full benefits package. Call
SWELLING PERSONNEL SERVICES

EXECUTIVE ASSISTANT & SECRETARY to corporation Officers must have strong skills, accounts payable experience, computer and word processing knowledge and experience 565-5600

EXECUTIVE SECRETARY
Non smoking Southfield service company seeks mature, bright, hard working individual to assist president. Career oriented candidate willing to commit hours as required. Quality typing and skills required. Qualified candidate must be experienced in all office duties, hours, be self motivated and organized, with attention to detail. Send resume to
Executive Secretary
P.O. Box 300
Southfield, Mi. 48037

EXECUTIVE SECRETARY
Auburn Hills based telecommunication's leading independent supplier of cellular phones, is looking for someone to join in the President's office of its Ann Arbor based firm for an executive secretary.

Apply only if you possess

• Extremely professional appearance and demeanor
• 3-5+ years secretarial experience in supporting a president or vice president of service company
• Assertive attitude and enthusiasm
• The ability to work under pressure
• Superior communication, organizational and interpersonal skills
• Excellent secretarial skills

You will enjoy working in an exciting and fast paced environment, performing a variety of secretarial duties, special projects and personnel duties. Salary is dependent on qualifications and experience. Excellent Mon-Fri benefit insurance and profit sharing plan.

Contact Robin at Auburn Enterprises
(313)853-6466
Fax resume an appointment date
Attn: Employment Screening Auburn Hills based firm for an executive secretary

Apply only if you possess

• Extremely professional appearance and demeanor
• 3-5+ years secretarial experience in supporting a president or vice president of service company
• Assertive attitude and enthusiasm
• The ability to work under pressure
• Superior communication, organizational and interpersonal skills
• Excellent secretarial skills

You will enjoy working in an exciting and fast paced environment, performing a variety of secretarial duties, special projects and personnel duties. Salary is dependent on qualifications and experience. Excellent Mon-Fri benefit insurance and profit sharing plan.

Contact Robin at Auburn Enterprises
(313)853-6466
Fax resume an appointment date
Attn: Employment Screening, Ann Arbor based firm for an executive secretary

EXPANDING high tech sales office needs receptionist/word processor. $7/hr. Call Ralph at UNIFORCE 646-6768

FINANCIAL CLERK
Experienced, good with figures. Sel. Medicare. Medicaid. Southfield law firm, send resume to: Mary 3000 Town Center Southfield, MI 48075

FOUR DAY - 40 hour week assistant in small marketing company in Mt Vernon Southfield area Mon thru Thurs 7:30am-6:30pm. Frequent raises. No health benefits. 540-7000

GENERAL OFFICE
Experienced, good typing skills. Medical office. Southfield law firm, send resume to: Mary 3000 Town Center Southfield, MI 48075

GENERAL OFFICE
For busy Manufacturer's Agency in Troy. Pleasant mature person with good communication skills to assist in all office duties. Computer literate required. Reference, salary requirements to: Box 1000, Troy, MI 48099

GENERAL OFFICE
Nine hours per week necessary. Flexible hours. Call Janice 477-8735

GENERAL OFFICE DUTIES
Mature, responsible person preferred. Good typing skills a must. $5.50 per hour
Interviews at 353-7280

GENERAL OFFICE - duties include answering telephone, manual bookkeeping, some typing. Salary and benefits. Send resumes to P.O. Box 1330, Brighton MI 48116

INSURANCE - Southfield Agency needs Person experienced in Medicare Claims. Excellent Working Conditions. Salary 358-5387 Fax 948-9747

504 Help Wanted Office-Clerical

GENERAL OFFICE
Birmingham, 9-3, filing, typing, phones $7.00 per hour.
TempStaff 645-0900

GENERAL OFFICE
Permanent position for mature, dependable person to work in accounting department of a large retail chain. 8 Mile/Lahser area. Call Mr. Cain 353-0180, ext. 471

GENERAL OFFICE - Seeking a full time, highly motivated person, to handle phones & some general office responsibilities for a 1 person office in Redford $5/hr. to start. Apply in person at: 26150 Five Mile, Ste 38 Mon-Tues., 11am-5pm.

IMMEDIATE
POSITIONS
Looking for Secretaries, Receptionists and Word Processors seeking employment in today's competitive market! Call today!

ENTECH
SERVICES, INC.
737-1744

INSURANCE
SECRETARY
$18,000 FEE PAID
Busy suburban insurance company needs your expertise. Variety of duties including customer service. Must have word processing. Full benefits & paid vacation. 649-5900
SWELLING PERSONNEL SERVICES
TROY

JR. ADMINISTRATIVE
ASSISTANT
$20,000 FEE PAID
Young, growing international Fortune 500 company has better than big 3 benefits, loads of variety, advancement and plush brand new offices. All you need is 2 years secretarial experience, word processing (Word Perfect) and a degree. This could be in the Presidents office! Call Joan at 851-3960
SWELLING PERSONNEL SERVICES
FARMINGTON HILLS

LAW FIRM LITIGATION
SECRETARY
If you would like to begin the Spring Season with a job, offering growth and the appreciation you deserve, this prestigious Detroit firm could hold the key. Exceptional benefits include dental, 401K, pension and much more. Strong word processing and litigation required. Call or send resume to Nancy Barr & Associates, 29815 Telegraph, Southfield, MI 48034 352-2810

LEADING MORTGAGE BANKER in Oakland County has an immediate opening in closing department. Experience in closing conventional single family loans a must. If interested, call Sal Bax 559-1000 ext. 2000

LEGAL EXECUTIVE SECRETARY
For medium-size S.W. Oakland County Law Firm. Position requiring must possess strong organizational skills, accurate typing, transcription, & strong word processing abilities. Knowledge of WordPerfect 5.1 helpful. Litigation & corporate experience a must. Call Ann at 948-0300

LEGAL SECRETARY, experienced Medical malpractice/product liability. Approximately July 1 to Dec 31 full time. Please submit resumes to Carolyn L. Mc Neilage, P. O. Box 2207, Southfield, MI 48037-2207

LEGAL SECRETARY - Experienced WordPerfect 5.0. PI & domestic. Salary negotiable. Call 8-30-3000 Farmington Hills 851-8787

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

LEGAL SECRETARIES
a full and part time needed for Bloomfield Hills law firm. Minimum of 2 years legal experience necessary. Corporate and litigation WordPerfect 5.0 or 5.1 preferred. Salary commensurate with experience. Please call 645-9500

LEGAL SECRETARY
Part time 5-8 pm. Excellent typing skills 9:30 am - 1:00 pm Mon - Fri
Westland office 422-4868

LEGAL SECRETARY - for 2 associates in Troy Law Firm 8:30-5:00. Minimum of 2 yrs experience in litigation Office Manager 649-1330

LEGAL SECRETARY
Part time, 2-3 days per week for Southfield law firm. Personal injury experience necessary 557-3080

LEGAL SECRETARY
Prestigious, medium-size, Birmingham law firm seeks experienced Legal Secretary. Excellent salary & fringe benefits 540-4300

LEGAL SECRETARY
Experienced word processor/Perfect 5.0 & 5.1. Accounting background helpful. Must have excellent speaking & grammar. Flexible hours 11 Mile/Woodward area Call 544-7999

LEGAL SECRETARY
For small Birmingham law firm, emphasis on real estate and litigation. Must have at least 3 yrs experience. Must know WordPerfect 644-4442

LEGAL SECRETARY
With at least 2 years experience for Farmington Hills personal injury law firm. Computer experience with WordPerfect required 932-2080

LEGAL SECRETARY needed for busy law firm. Good communication, secretarial & word processing skills needed. Legal experience helpful 624-5500

LEGAL SECRETARY - TO $25,000
Corporate litigation or medical malpractice experience needed. Excellent opportunity to advance. Full benefits Fee paid 772-6750
CHELLINO PERSONNEL SERVICES

LEGAL SECRETARY
Experienced, non smoker for defense litigation firm. Wang experience preferred. Please respond to: P.O. Box 3040, Farmington Hills, MI 48333-3040

LEGAL SECRETARY
CORPORATE/LITIGATION
Prominent law firm seeks secretary with superior skills and outgoing personality. Excellent salary and excellent benefits. Send resume to Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield MI 48075
or call 355-4140

LEGAL SECRETARY
Long term temp assignment. Troy, typing, shorthand & good secretarial experience. Fee paid

WORD PERFECT 5.1 TRAINING
• One on one
• Hourly/advanced
• Resume Service Available

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

MACHINING INDUSTRY needs individual familiar with the industry (aerospace/automotive) professional and have pleasant personality. Required skills to include phone accounts receivable, organizational skills & PC. Respond to Box 488 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, Michigan 48150

MANUFACTURING assistant production control and D Base III programming. Good data entry. Farmington Hills $21,000/year to start Call Amy at UNIFORCE 473-2933

MARKETING COORDINATOR
An established environmental and engineering consulting firm is looking for a conscientious person to coordinate preparation of proposals and other documents. Duties word processing (Microsoft Word preferred) document production data base & file maintenance, coordination of marketing activities. Successful candidate will type at least 50-60 wpm, have strong proofreading, organizational, & interpersonal skills High school diploma. Associate degree preferred. Send resume and introductory letter to Marketing Coordinator, Wade Service, Inc., 39209 W. Six Mile Rd Suite 110 Livonia MI 48152

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Progressive Northern Oakland County company is in search of an efficient, self-motivated, experienced Secretary. Legal experience is preferred. Must be an accurate typist with good organizational skills. Shorthand essential, proficient use of Word Perfect.

Qualified candidates send resume or apply in person to

PERRY DRUG STORES, INC
Attn: Beth Brown
5400 Corporate Drive
P.O. Box 436021
Pontiac, MI 48343-6021

LEGAL SECRETARY for small company! Southfield law office. Computer W.P. experience required. Good salary & benefits. Send resume, references & salary expectations to: Office Manager, 19783 W. 12 Mile Rd., Ste 281, Southfield MI 48076 Confidentiality maintained

LEGAL SECRETARY
Troy law firm seeks (no less than 5 years) experience in general practice & litigation with WordPerfect 5.1 & excellent dictation skills. Salary negotiable. Fax resume attention: Office Manager, 801 W. Big Beaver, Suite 500 Troy MI 48084

LEGAL SECRETARY
CHALLENGING POSITION
Major law firm seeks secretary with 1+ years experience for highly visible and challenging position. Word Perfect required. Send resume to: Arthur Thomas Executive Search, 3000 Town Center, Suite 2333, Southfield, MI 48075 or call 355-4140

LEGAL
SECRETARY
17 Mile/Hoover Insurance Group has an excellent opportunity for an experienced Legal Secretary to handle workers' compensation defense work. Ability, transcribe and prepare memos, letters, reports, deposition and medical summaries and other requested documents. Additionally, you will correspond to insureds and claim departments, communicate with courts to schedule trials, maintain attorneys calendars, open and close files and handle mail and telephones

To qualify, you'll need a minimum of 2 years experience with a strong Work Comp background and knowledge of Liability, typing 100 wpm, good spelling and grammar, knowledge of medical and legal terminology helpful. Word processing experience and transcriber experience is required. We offer with a pleasant telephone personality.

In return, we offer a highly competitive salary and benefits that are hard to beat. Please mail resume to:

Lisa DiBattista
Administrative &
Personnel Assistant
3250 West Big Beaver Road
P O Box 3001
Troy, MI 48007
649-4700

ITT HARTFORD
Equal Opportunity Employer M/F

MEDICAL
RECORDS
COORDINATOR
Focus Home Care, an affiliate of Horizon Health Systems, providing home health services in tri-county area, has an immediate opening for a Medical Records Coordinator. Duties include patient medical records, billing, referrals, audit patient records. Individual must have exceptional telephone communication skills and ability to type 60 wpm. Business or equivalent in healthcare preferred

Focus Home Care offers an attractive wage and benefit package. Please contact Doreen Corey, Ills Admr Director

548-9800
Between 8-4pm

FOCUS
HOME CARE
28657 Woodward
Suite 100
Huntington Woods MI 48070
An Equal Opportunity Employer

Medical
Transcriptionist
Laboratory
Full time, day shift position in Southfield. Medical transcriptionist. We include clerical duties as well as transcribing various reports and consultations

Accurate typing speed of 50wpm required. Prefer completion of medical transcription course and additional experience. Typ medical sec. Medical experience required. Ideal candidate will be organized, self motivated, and a team player.

Interested individuals possessing above qualifications may apply Mon thru Thurs. 8am-12noon. Typing test will be given prior to application

PROVIDENCE
Hospital Medical Centers
15001 W. Nine Mile
Southfield, Mich. 48075
An Equal Opportunity Employer

OFFICE ADMINISTRATOR
Farmington Hills manufacturing firm has opening for an experienced person with good manufacturing background. Experience with both production control and inventory control. Position is responsible for all customer contact useful. Benefits package. Salary commensurate with background. Call Ann at 476-6110

ONE PERSON OFFICE Duties include light typing, filing, approximately 40 wpm. Using computer. Call Ann at 476-6110

OPTOMETRIC ASSISTANT RECEPTIONIST - Experienced full time position. Bloomfield area. Send resume to Box 486 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, Michigan 48150

PART TIME Position 3 days a week typing, filing and phone answering. Farmington Hills. Call between 9-12 noon 851-1240

Part Time Receptionist

Plymouth manufacturing firm seeks receptionist for part time position (1-6pm) position approximately 25 hours per week. Typing, calculator and possess the following skills: Type 45 wpm, good organiz