502 Help Wanted Dental-Medical

DENTAL RECEPTIONIST for orthodontic office in Farmington Hills. Full time, experience in medical/dental desired not necessary. Must have knowledge of computers, excellent typing skills, good with people, excellent salary, medical & other benefits. Mature person desiring long term employment in a caring, pleasant office should apply by calling:
Mon., Tues., Thurs., Fri., 8-5 only.
DENTAL
Wanted motivated team player, willing to join our office staff, for a front desk position. Needs to be meticulous, people oriented & willing to take on challenges. Typing skills necessary, benefits include, continuing education & free dental care. Dr. Bador, Union Lake. 360-2171

Home Health Aides
Amicare Services is currently recruiting qualified caregivers for Royal Oak, Birmingham, West Bloomfield.
• Long terms assignments
• Flexible hours
• Sign on bonus.
• Health insurance available.
858-7735
Amicare Services, Inc.
St. Joseph Mercy Hospital
An Equal Opportunity Employer

HOME HEALTH CARE
The experts in home health care are expanding our Livonia neighborhoods. Work for the only University of Michigan affiliated home care agency — VISITING CARE. Our new Northville office is now open. Applications are pouring in, other accepted RN's, LPN's & Home Health Aides. We accept only the most qualified candidates. Call for an appointment.
313-344-0234

Live-Ins
Home Is Where The Heart Is
Home Health Aides and Companions needed for Livonia clients/homes in Birmingham & Bloomfield Hills.
• Long term assignments
• Flexible schedules
• Competitive wages
• Hire on bonus!
Call today
858-7733
Amicare Services
An Equal Opportunity Employer

MEDICAL ASSISTANT
Full or part time, Livonia/Novi Area. Must enjoy working with people. Excellent salary + benefits. Call 478-4629

MEDICAL ASSISTANT
Full time for 3 doctor family practice. Fast growing office looking for compassionate, flexible, hard working person to join our team. Benefits. Please send resume to Box 842 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANTS
Experienced. Full time, doctor's office. 873-8180

MEDICAL ASSISTANT
Part time, experience helpful but will train. Livonia. 522-7676

MEDICAL ASSISTANT - Full or part time. Experience necessary. X-ray, Venepuncture, injections. Plymouth. Call 459-2253

MEDICAL ASSISTANT
Part time. Livonia/Farmington. Experience must! Will train for EKG & X-Ray. 525-8180

MEDICAL ASSISTANT
Part time, experience helpful. Farmington Hills. Call Ms. Sue at 476-0500

MEDICAL ASSISTANT
Needed immediately for busy Southfield Medical Practice. Venepuncture, EKG, X-rays. Full time position. Call after 4pm. 559-5300

MEDICAL ASSISTANTS - urgently needed. Experienced to work at medical clinics and private practices. Also need help with full time & part time positions in Livonia, Novi, Farmington, Plymouth. Call Kelly Services at 477-8020

MEDICAL ASSISTANT
Experienced. Full time, Monday-Friday. Pleasant Farmington Hills office. Call Ann at UNIFORCE 644-8501

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

RECEPTIONIST - Medical Assistant for Farmington Hills pediatric office. Part time, 20 + hours. M&S experience preferred. 855-4145

RECEPTIONIST - (part time)
Orthodontic office in Livonia, experience is a must & references required. Southfield area. 652-0228

RECEPTIONIST: Days, Mon, Tues, Wed, Fri, 8:30am-3pm. Every other Sat. Bentley/Grand River/I-96. Livonia Dr's office. Experience necessary. 437-9222

RECEPTIONIST/BILLER
Busy OB/GYN office in Warren seeks polished professional. 1 yr. medical experience required. $5.50 to $7.00 hr. Call Julie Salant. 932-1170

HAPER ASSOCIATES
29870 Middlebelt
Farmington Hills, MI 48334

RN - CLINICAL MANAGER
An expanding Internal Medicine Practice with specialties in GI, oncology, cardiology and pulmonary medicine is seeking a highly motivated individual for the management of its clinical practice. Previous experience in management preferred. BSN required. Please send resume to: IMCO
28080 Grand River, Ste 306
Farmington Hills, MI 48336

RN for pediatric in home care. Assignment in some settings, good pay. If you are loving & well qualified, Please send your resume & recent references to: PO Box 2282, Birmingham, MI 48012

MEDICAL OFFICE RECEPTIONIST
Rochester Area. Medical/Dental helpful. Send resume & references to: Box 480 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL RECEPTIONIST
Part time, 4 days/wk. Please send resume to: Family Medicine, 15901 W 9 Mile, Suite 818, Southfield, MI 48075

MEDICAL RECEPTIONIST/BILLER
Busy ENT office in Farmington Hills needs a full time experienced person with computer (MBS) billing knowledge & good phone skills. Call Carol between 8-5. 477-7485

MEDICAL RECEPTIONIST
needed for Livonia Physicians office. Full time/weekends. Experience preferred. Call 464-8200

MEDICAL RECEPTIONIST
Part time, Livonia/N.W. Oakland Area.
Experienced & dependable.
Call 9am-12noon 464-4518

MODEL PERSON experienced, needed for professional dental studio in Livonia. Excellent wage & benefits for the right person. If interested, call 464-8300

PRESBYTERIAN Village is currently accepting applications for full time Nursing positions, night shift. For further information contact:
Pat Peter, RN, ... 531-6474

502 Help Wanted Dental-Medical

MARKETING REPRESENTATIVE
Do not apply unless you possess one of the following qualifications:
• Medical Office Management
• Computer Knowhow
• Marketing Experience
• Sales Experience
Send resume: 30400 Telegraph, Suite 383, Birmingham, MI. 48010.

MEDICAL RECEPTIONIST needed for Livonia Podiatry office. Mature & responsible person with good secretarial & typing skills. Full time. Mon-Fri, some eves.. Call Mon-Wed. 981-3514

MEDICAL TRANSCRIPTIONIST
Part time, afternoons position available with a private multi-specialty practice. Hours flexible. Please send resume to: IMCO 28080 Grand River #306, Farmington Hills, MI 48336

MEDICAL TRANSCRIPTIONIST
and people person for Southfield seeks dynamic individual with medical terminology, 55 + wpm & X-Ray experienced. $5-8 hr. Call or send resume to Julie Salant. 932-1170
HAPER ASSOCIATES
29870 Middlebelt
Farmington Hills, MI 48334

NURSE AIDES & ORDERLIES

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

NURSE ASSISTANT - Presbyterian Village now accepting applications for the PM & midnight shift. Full & part time positions available. For information contact Marilyn. 531-7200

NURSING ASSISTANT
Four Chaplains Convalescent Center is accepting applications for certified nursing assistant. Competitive wages, & benefits. Please apply in person. Bentley at: 28345 Grand River, Westland. 261-9500

NURSING ASSISTANTS
Experienced. Part time, weekends, days & afternoons. Apply in person Fairlane Manor, 20600 Fairlane Rd., Southfield (behind the Holiday Inn of Southfield).

NURSING ASSISTANT - full time, small privately owned nursing facility. $4.20/hour to start. Excellent benefits. Apply in person: Apply Mon-Fri, 9-4, St. Jude Convalescent Ctr., 34350 Ann Arbor Tr., Livonia.

DD-GYN OFFICE
Experienced mature person for all phases of insurance billing & other office procedures. Nice atmosphere, flexible hours. 424-8040

ORAL SURGERY ASSISTANT
Full time, for busy W. Bloomfield & Southfield practice. Experience preferred, but not necessary. We will train. Call Mon-Fri, 9-5pm. 539-8190

ORTHODONTIC ASSISTANT
needed for our Farmington Hills office. Experience necessary. 30-40 hrs. per week. Please call 661-5900

ORTHODONTIC ASSISTANT
Experienced for Birmingham practice. 3½ days per week.
645-5340

PART TIME EXPERIENCED Receptionist for busy Internist Office in Rochester. Computer experience desirable. Non smoker. 24 to 30 hours per week. No weekends. Some evenings. 651-1210

PART TIME PATIENT CO-ORDINATOR
For children's eye doctor in Troy. Mon., Tues., 8:30am-8pm, Fri., 7:30am-3pm. Duties include: patient moving, filing, light typing, appointment confirmation, chart preparation. Immediate opening. 362-4262

PHLEBOTOMISTS
Positions for blood-drawers available at Oakland Medical Laboratories. Experience desirable. Excellent driving record and pleasant personality a must. Incentive packages offered. Call 737-0040, ext. 4147

PHYSICAL THERAPIST
Needed for contingent or contractual home care assignments. Please call:
Fidelity Nursing Systems
313-425-3123 or 800-656-7789

PROGRESSIVE medical center has opening for secretary with Word Perfect 5.1. Medical background preferred. Up to $9.50/hr.
Call Erin at UNIFORCE 644-8501

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

RECEPTIONIST - Medical Assistant for Farmington Hills pediatric office. Part time, 20 + hours. M&S experience preferred. 855-4145

RECEPTIONIST - (part time)
Orthodontic office in Livonia, experience is a must & references required. Southfield area. 652-0228

RECEPTIONIST: Days, Mon, Tues, Wed, Fri, 8:30am-3pm. Every other Sat. Bentley/Grand River/I-96. Livonia Dr's office. Experience necessary. 437-9222

RECEPTIONIST/BILLER
Busy OB/GYN office in Warren seeks polished professional. 1 yr. medical experience required. $5.50 to $7.00 hr. Call Julie Salant. 932-1170
HAPER ASSOCIATES
29870 Middlebelt
Farmington Hills, MI 48334

RN - CLINICAL MANAGER
An expanding Internal Medicine Practice with specialties in GI, oncology, cardiology and pulmonary medicine is seeking a highly motivated individual for the management of its clinical practice. Previous experience in management preferred. BSN required. Please send resume to: IMCO
28080 Grand River, Ste 306
Farmington Hills, MI 48336

RN for pediatric in home care. Assignment in some settings, good pay. If you are loving & well qualified. Please send your resume & recent references to: PO Box 2282, Birmingham, MI 48012

RN - full or part time, day shift position. Privately owned nursing facility. Excellent working conditions. Competitive pay scale. Call 281-1800 or apply Mon-Fri, 9-4, St. Jude Convalescent Ctr., 34350 Ann Arbor Tr., Livonia.

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 cardio/pulmonary specialty preferred. Please send resume to: IMCO
28080 Grand River, Ste #306
Farmington Hills, MI 48336

RN, LPN, CNA'S WANTED for busy Farmington Hills pediatric office. Sat., 8:30-1:30pm + fill in for vacations, etc.. 855-4145

RN/LPN
Full time position available on 11pm-7am shift for licensed Nurse at University Convalescent Center. Become part of a team that is proud of the care they provide. Call 427-8270 to schedule an interview or stop by 28350 Five Mile Rd., Livonia, and fill in an application.

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

Due to our increasing patient volume, we are recruiting:

Certified Medical Assistants
Receptionists/Secretaries
LPN's

For our four physician office specializing in family practice. Full and part time positions available. We offer flexible hours, days and evenings, competitive salaries and benefits.

Please send resume to:
Administrator
39575 Ten Mile Road, Suite 205
Novi, MI 48375

502 Help Wanted Dental-Medical

RESTORATIVE AIDE
Part time positions available

NURSE AIDE
Full-time positions available 3-11 p.m. Must be certified.

PART TIME MAINTENANCE
16 hours per week, maintenance position available.

Please Apply:
BEDFORD VILLA
18240 West 12 Mile
Southfield MI 48076
An Equal Opportunity Employer

RN
Immediate need for Utilization Review Nurse. Permanent position. Long and short term assignments available.
DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
354-4100

RN - ONCOLOGY
Full-time position available. Oncology experience preferred. Interested applicants may call 538-4100.

DMC HEALTH CARE CENTERS
Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

RN OR LPN
Part time, Allergist office, 2 areas Farmington Hills, Livonia, & Brighton. Training provided. 851-0657

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

RN - PART TIME FOR OB/GYN
Immediate opening in Southfield. Medical Center in the Southfield area. 852-0766

RN - PART TIME. Downtown Birmingham pediatric clinic, 4-8 nights per month, 8PM-10PM. Ask for Bobbie after 5PM. 258-2282

RNS
For an established & growing Hospital providing home care to terminally ill patients in suburban Wayne County. Flexible hours are: current scanes & reliable transportation.
Respond to:
HOSPICE
OF SOUTHEASTERN MICHIGAN
16250 Northland Drive, Ste. 212
Southfield, MI 48075

RNs/LPNs
Do you remember why you wanted to become a Nurse?
At Dovon Nursing Center, our professional nursing staff is able to provide the special kind of physical & emotional care that has made nursing such a noble profession.
Our nurses enjoy close patient/provider relationships, skills and innovation atmosphere which promotes professional growth and development.
We offer excellent wages, flexible scheduling & unmatched benefits including pension & educational assistance.
So if you feel lost in the hectic pace of a large hospital, or are looking for an opportunity to come back to the profession you love, join us at Dovon Nursing Center & we will remind you what nursing is all about!
Contact: Penny Dovon MSN, dir.
DOVON HEALTH CENTER
29270 Montock,
Livonia, MI 48152
476-0555

RN'S/LPN'S
FULL OR PART TIME
• Competitive wages
• Excellent fringe benefits
Please call Debra Hegerty at:
BORTZ HEALTH CARE OF YPSILANTI
483-2220

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

UNIQUE opportunity for medical office in prestigious medical center. To $8.50/hr. Call Clementine at UNIFORCE 357-0641

XRAY TECHNOLOGIST
Part time, registered, clinic setting, days. Southfield area. 352-7600

504 Help Wanted Office-Clerical

ACCOUNTANT NEEDS - General office experience. Fast paced dealership, 30-50 hrs. tax season 30-40 hrs/wk. Bookkeeping experience preferred. BSN required. Please send resume to: IMCO
28080 Grand River, Ste. 306,
Farmington Hills, MI 48336

ACCOUNTS PAYABLE
$18,000 Livonia
Some previous experience matching invoices & posting to expense accounts.
Large Northville company, full benefit package, company paid fee.
Allen Resource Group. 525-7670

ACCOUNTS RECEIVABLE Clerk for Architectural firm. Credit and collections experience preferred, but not necessary. $5.75 per hr. Contact Steel Crete Co. 313-349-7800
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE - mature, experienced, accuracy a must. Southfield area. Send resume to Box 678 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT/Secretary for Southfield CPA firm. CPA firm experience preferred. Diversified position, many benefits. Salary commensurate with experience. Send resume to: PO Box 2282, Birmingham, MI 48012

ADMINISTRATIVE ASSISTANT
Light typing & general clerical duties for a growth oriented company in Livonia. 427-2701

CLERK/TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Individual should possess a minimum typing speed of 40wpm, good phone skills, & general clerical duties. Excellent benefits package opportunities. This position is full time with Monday-Friday work pace. Please send resume to
Cores Technology
P O Box 779
Detroit, MI 48231

Collections
Our company has an immediate opening for a self motivated, result oriented to perform collections for Chrysler accounts. The individual candidate should have experience with word processing, accounting and a 10-key calculator. College degree preferred. Competitive salary plus excellent benefits package. Please send resume WITH SALARY REQUIREMENTS to: Human Resources Department

Human Resources Department

AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187

No Phone Calls Please

An Equal Opportunity Employer

COMPUTER Inventory Specialist for furniture company. Basic accounting knowledge with detailed orientation and the ability to work with sales personnel and customer service. Multi-task individual required. For spot call 541-9643

504 Help Wanted Office-Clerical

ATTENTION
WORD PROCESSORS
Numerous positions available immediately. All ranges of skills needed. Pay based on experience.
MORE EXPERIENCE — MORE $
Call now to set up an interview for the following:
• WordPerfect: 5.1
• AutoCAD
•• Display Write
• Microsoft Word
• Lotus
528-8454

FUTURE FORCE
TEMPORARY HELP SERVICES

AUTO DEALERSHIP needs full time Receptionist. Must have good typing & phone manner. Apply in person at Holiday Chevrolet, 30250 Grand River, Farmington Hills.

A MATURE person for Nursing home, typing, billing, payroll knowledge. Sta M.J. Berger, 8385 Newburg Rd., Westland.

BOOKKEEPER
For Bloomfield Hills law firm.
Fax resume to 645-7880

BOOKKEEPER thru trial balance, computer experience necessary. Benefits. Livonia. Call after 10am, 422-7110, ext.21

BOOKKEEPER/TYPIST With bookkeeping & typing experience. Salary commensurate with skills. References required. Call Marie at Fried & Levitt P.C. Birmingham 645-1003

BOOKKEEPER
Well established, real estate development/construction company has immediate opening for an experienced F/C Bookkeeper to assume total responsibility for in house accounting functions of company. Must have strong bookkeeping and computer skills, as well as well excellent communication skills and organizational degree a plus. Excellent starting salary and benefits package. If interested, please send complete work and salary history in strictest confidence to: P.O.M.
FOLLMER, RUDZEWICZ & CO.
2800 Livernois, Suite 200
Southfield, Mich., 48034
Recruiting for an equal opportunity employer

BOOKKEEPING Assistant, part time, experienced. Light typing. Southfield. 356-5815

CAREERS!!

TELEMARKETER $13,000
Dental knowledge & data entry experience.

RECEPTIONIST $14,000
Strong receptionist experience. Minimum 2 yrs. computer skills and good typing.

COLLECTION CLERK $15,000
Large volume collection background and accounting.

GENERAL OFFICE $18,000
Accounts Receivable experience a plus!

FULL CHARGER BKPR $20,000
Property Management & automated accounting.

PAYROLL ADMIN $20,000
Computerized payroll & knowledge of ADP or Control Data. Payroll for large number of employees.

ADMIN SECRETARY $22,000
Shorthand. WordPerfect a must! Automotive plus!

Additional positions available. Evening appointments available
CALL EDUCATIONAL STAFF
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9060
Livonia 591-2227
585-2720
An Equal Opportunity Employer

CLERICAL
ACCOUNTING CLERK
Payable/Receivables, General. To $17K Benefits

DEPT. SECRETARY
International firm.
To $27K Benefits

NO FEE
PERSONNEL RESOURCES 459-1166

CLERICAL ASSISTANT to insurance producer in well established company. Typing, computer knowledge, client service, pleasant personality.
Fax resume to 313-464-5909
An Equal Opportunity Employer

CLERICAL ASSISTANT
$250 week No fee
Modern Southfield offices. Great benefits! Generous raises! Need one more years office experience.
RGS ASSOCIATES 646-8020

CLERICAL
Entry level customer service opportunity. Computer skills and business experience a plus.
Send resume or call
ACCOUNTING CLERKS CO.
27780 Novi Road, Ste 106
Novi, MI 48377-3427
All Fees Co Paid. 348-7700

CLERICAL
Great opportunity for an individual to join our worldwide headquarters based in Southfield. Candidate will have a professional telephone manner, typing skills, 35 wpm, detail & possess strong organizational skills. Word processing experience desirable. Excellent benefits package & pleasant work environment. Reply to
CLERICAL
P O Box 7027
SOUTHFIELD, MI 48037

CLERICAL OPPORTUNITIES
Entry level positions available for individuals seeking full time, part time, or temporary work for major wholesale distributor. Ideal candidates should be skilled in one or more of the following areas: Typing 45-50wpm, data entry, phone communication, word processing or filing. Full, if interested and qualified apply at our office, 8 Corporate Park, 8-10 30am-4pm or send resume to:
Human Resources Department
12717 Universal Drive
Livonia, MI. 48150

CLERICAL/PART TIME
12-5pm. Phones, filing, typing. Ability Good opportunity with growing company in Livonia. 427-2701

CLERK/TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Individual should possess a minimum typing speed of 40wpm, good phone skills, & general clerical duties. Excellent benefits package opportunities. This position is full time with Monday-Friday work pace. Please send resume to
Cores Technology
P O Box 779
Detroit, MI 48231

504 Help Wanted Office-Clerical

CLERICAL - part-time, experienced person who wants to supplement their income on their own hours for large apartment community in Farmington Hills. The individual hired must live on-site. Please call Mon-Fri, 9-1 or 4-6pm or mail your resume to 36700 Grand River, Farmington Hills, 48335.

CLERICAL SUPPORT
Detroit financial corporation seeks an individual with clerical experience for a fast paced working environment. Candidate must be able to work independently under pressure, able to work with little supervision, & have hands-on WordCalc & Word WordPerfect experience. This position is for a motivated hard worker who is willing to accept challenges. Position is open for a competitive salary & benefits package. Qualified candidates forward resume in confidence to: Social Services, P.O. Box 779, Detroit, MI 48231

CLERICAL - Westside office seeking for experienced clerical person, part time. Promotion opportunity. 455-2886

CLERICAL - $8-$8.50/HR
Will train
Call Today 557-1200
Fee $95.00 JHI Agency

CLERK/RECEPTIONIST needed for Troy insurance agency. Pleasant voice, good typing & general office skills. Knowledge of computers helpful. Full benefits, salary negotiable. PART TIME Clerical also needed. Fax resume to Box 100, Box 100, Bloomfield Hills, MI 48303

COMMUNICATIONS CLERK
For operations and general clerical duties for a great suburban company. You need good math for this. To $12,500 to start. Call Bernice at 464-0909.
SKILLING PERSONNEL SERVICES

CONSUMER PACKAGING
Rochester/Auburn Hills
35 NEEDED
Real Fast Money
Packaging small products, some light assembly, first & second shifts.
MGM SERVICES 689-9660

CREDIT CLERK
PART TIME
Work Mon., Tue., 5-8:15pm, 8 hours on Saturday & occasional Sundays in our Plymouth headquarters.
Candidate should have an outstanding communication skills with some computer & data entry experience helpful.
Interested applicants should call
313-5225
Winkelman's
An Equal Opportunity Employer

CUSTOMER SERVICE REP
For busy Wallcovering Distributor. Experience, knowledge, good communications. Secretarial skills with computer helpful. Competitive salary. Berkley, 8:30-5pm. Benefits.
543-2340

CUSTOMER SERVICE/CLERICAL
ENTRY LEVEL
A NowOwen area service company is seeking a "Team Player" to join its Customer Service/Clerical team. Candidate must be organized, ambitious and possess a pleasant personality. Experience a plus. Call 347-3689

CUSTOMER SERVICE SECRETARY
Suburban firm with pleasant working environment seeks person with typing skills, good math aptitude, at image, good typing and computer abilities. Salary to $18K, plus excellent benefits package. Call Nancy Barr & Assoc., 29836 Telegraph Rd., Southfield. 352-2810
Or call Rita Roeder at: 352-2810

NOVI BASED company is seeking a Data Input Clerk. Must be fast, reliable, detail-oriented & possess good communication skills.
Hours 1-2-3 experience & plus. Mon-Fri, 8:30-5:30, Sundays & Saturdays, 8am-Noon. Send resume with salary requirements to:
Fuel Enterprises/Delta Fuels,
40600 Grand River, Novi, MI 48375,
Attention: Stacey Sampson

DATA ENTRY CLERK & Receptionist needed. Full time with benefits. Experience required. Apply in person: 35245 Schoolcraft, Livonia.

DATA ENTRY Computer Operator for busy auto parts distributor. Experienced, accurate, attention to details a must. Call Human Resources Data Entry, 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY
Experience necessary. Long or short term.
Call 464-7078
ETO Temporary Service

DATA PROCESSING, Novell Supervisor. Program market research surveys including spread sheets and PC hardware supports. WR train. Jamming helpful.
Heather, 540-5338

DISPATCHER/SERVICE Secretary. For office machine company. Dependability, organization and good customer service required.
Ask for Mr. Donald. 356-2300

DIVERSIFIED utility requires word processing operator. Must be experienced. $9.40/hr. Call Elizabeth at UNIFORCE 646-8166

ENERGETIC person with phone, typing & computer skills for fast paced construction office. Redford. For information call 937-3800

ESCROW ASSISTANT for Southfield mortgage company. We provide training. Mortgage knowledge applicants may be subjected to testing.
Call 557-5300

EXECUTIVE legal secretary, very experienced; non smoking; for sole practitioner in medical malpractice, Farmington Hills law firm. Administrative & supervisory skills required. Business & corporate law. People skills, motivated, college degree, hard working & some writing skills necessary. WordPerfect, excellent salary & benefits. Fax 626-5000

EXECUTIVE SECRETARY
For long term assignment or temp to perm.
Call 644-7078
ETO Temporary Service

EXECUTIVE SECRETARY
WORD PROCESSOR
Salary to $25K
MGM SERVICES 689-9660

EXECUTIVE SECRETARY - sales manager for Division of Furse USA company needs energetic, responsible person to work in a fast paced, exciting environment. Competitive salary, excellent benefits, location & office near Fairlane. Knowledge of Macintosh word processing experience helpful. Excellent interpersonal skills & willingness to work paid overtime required. Call or send resume to Human Factors, 17697 W. 10 Mile Rd. Southfield, MI 48075
or call 557-0554

Company paid fee

EXPENSE AUDITOR
For major Southfield firm. Top notch professional. Long term. $9
TempStaff 645-0900

FAST PACED advertising agency needs executive assistant. DW IV, Harvard Graphics, Lotus 1-2-3 plus. Up to $10,500/year. Call Eileen at UNIFORCE 646-7561

FILE CLERK/RUNNER
Full time position for busy law firm in Birmingham. Must have own transportation. Call Judy 540-8283

FRONT DESK receptionist for prestigious Southfield office. Room. 96 50-8750. Call Sabina at UNIFORCE 357-0036

GENERAL OFFICE/SECRETARIAL
Downtown Rochester or area realtors management company requires organized, dependable person for general office assistance. Flexible duties to include light bookkeeping, typing, phones, filing. Word processing helpful. Strong customer contact. Call 850-9010

GENERAL OFFICE
Southfield/Birmingham firm seek a full-time, self-motivated person with skills including phone, typing, record keeping, advertising, or printing background very helpful. Non-smoker. 646-3231

GENERAL OFFICE - part time assistant secretary, busy executive office needs bright, enthusiastic individual to assist in daily to day operations. Great opportunity to enter into the business arena. Flexible schedule at $5/hr. Send resume to American Development Corp. 28555 Evergreen, #1333, Southfield, MI 48076. Attn. Personnel

504 Help Wanted Office-Clerical

GENERAL OFFICE
Immediate opening for full-time File Clerk. Individual should have professional appearance, light typing ability, be well organized & outgoing. Competitive salary & benefits. Send resume to: Personnel Manager, CPAs, Attention: Pam Hours, 3000 Town Center, Ste. 1100, Southfield, MI. 48075

GENERAL OFFICE, part time/full time. Permanent. Flexible hours. Good phone skills needed.
Livonia - Redford area. Call
Linda 533-8300

GENERAL OFFICE - Farmington Manufacturer needs self-reliant office employee. Sales received are: typing, telephone, record keeping, personal contact, and good telephone manner. Please reply by resume:
Controller, 5503 Winterset Lane
Dearborn Hts, MI 48127

GENERAL OFFICE
Part time openings.
Livonia accounting firm.
Call after 5pm 427-7100

GENERAL OFFICE EXPERIENCE
Computer & Accounts Receivable helpful. Will train. Apply:
27223 Plymouth Rd., Redford.

GENERAL OFFICE CLERK NEEDED for high volume auto dealership. Must have good math aptitude, fits. Knowledge of switchboard, accounts receivable, data entry, telephone, but not necessary. However, dealership experience a must. Send resume to Box 678 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GROWTH opportunity for secretary with Multimate and/or Word Perfect. International corporation.
Call Elise at UNIFORCE 646-8500

INSURANCE AGENCY looking for key person. Commercial lines, computer experience & some accounting helpful. Call 459-8020
Farmington Hills area. 477-0001

INSURANCE AGENCY NEEDS part time experienced help. Livonia area. Resume to: Box 840, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE CUSTOMER SERVICE Representative experienced, needed for Farmington Hills insurance agency. Knowledge of property insurance for commercial clients. Commercial lines insurance experience preferred but not necessary, but must have 3 years personal lines experience. Health & dental available. Salary commensurate with ability. Leave message after 5pm. 553-2780

INTERNATIONAL SECRETARY
$22,000 FEE PAID
This Fortune 500 company offers better than Big 3 benefits package. Loads of advancement and lots of opportunity. All you need is a foot in the chance of a life time opportunity and your relationship skills and fast shorthand. Hurry, this one will go fast! Call Sheryl, 851-3488.
SKILLING PERSONNEL SERVICES
FARMINGTON

LEADING computer consulting agency needs experienced word processor. Call Colleen at UNIFORCE
357-0564

LEGAL EXECUTIVE SECRETARY
For medium-size S.W. Oakland County law firm. Responsibilities including must possess strong organizational skills, accurate typing, transcription, & shorthand-speedwriting (preferred). Word Perfect 5.1 & Lotus 3.1 helpful. Litigation & corporate experience a must. Call Anne at:
348-3990

LEGAL SECRETARY-Birmingham area. Worker's compensation experience preferred. Salary commensurate with experience.
540-0333

LEGAL SECRETARY - Experienced, bilingual (Spanish/English) bookkeeper temporary for secretary on maternity leave, possibility of becoming permanent. Non smoker 350-3258

LEGAL SECRETARY
Established Farmington Hills law firm in need of experienced litigation secretary. Must possess good skills and work well in a team environment. WordPerfect 5.1 a plus, they offer attractive offices, a friendly environment and excellent benefits. Send resume and salary history to:
J.M., Box 9057
Farmington Hills, MI 48333

LEGAL SECRETARY for Southfield law firm. 3 yrs. or more P.I. experience. WordPerfect 5.0. Calendaring. Call Judy
557-1155

LEGAL SECRETARY
For small Southfield Farmington office. 1 yr. experience. Excellent typing skills, word processing and phone manners required.
647-7871

LEGAL SECRETARY/ASSISTANT
Experienced, Word Perfect 5.0, personable, self starter, able to negotiate. 30 hrs minimum. Call 9-3-3, Farmington Hills 851-8127

LEGAL SECRETARY: with excellent word processing skills - Wang preferred, 4-5 years of real estate, corporate & litigation experience. Bloomfield area. 334-4000

LEGAL SECRETARY - 2-3 days per week. Must know WordPerfect. Resume & salary history to: Box 100, high-rise office complex. Non-smoking office. Call Pat. 355-5300

LEGAL SECRETARY/RECEPTIONIST
For Southfield law firm. Personal injury, medical malpractice, general litigation. Word processing experience required. Salary commensurate with experience. 557-3800

LEGAL SECRETARY
For a sole practitioner, Farmington area. $250 per wk./4 days. Hours & days flexible. Beginning Apr 29. Some experience required but will train
471-1944

LEGAL SECRETARY
Experienced medical Malpractice Personal injury Firm. Salary commensurate with ability. Send resume to: Box 1000, Wattsburg, 24680 Swanson, Southfield, MI 48034

LEGAL SECRETARY who wants to work 6 months or month, to make dynamite product that pays for itself first 6 months. No nights or weekends. Need guts and self discipline. I train you to be successful. 620-2122

LEGAL SECRETARIES
$20,000-$24,000
Take advantage of some outstanding opportunities with outstanding firms! It's time to capitalize on your skills and experience. Call Sheryl, 851-3488.
SKILLING PERSONNEL SERVICES

MATURE INDIVIDUAL. Needed for 1210 Michigan. Part time. Must be able to type and be willing to learn. Call 10 to 4pm. 322-4061

LEGAL SECRETARY
$24,000 FEE PAID
N. suburban law firm has immediate need for your corporate and litigation experience. Word processing needed. Call 649-5900 or
FAX 649-3326
SKILLING PERSONNEL SERVICES

LEGAL SECRETARY, $27,000
Your medical malpractice experience will be rewarded with this opportunity you will work known Oakland County firm. Excellent opportunity
LEGAL SECRETARY, TO $24,000
Litigation experience required. Outgoing personality needed. Nice office. Opportunity to advance. Call Beverly 772-6760

LEGAL SECRETARIES PAID
SKILLING PERSONNEL SERVICES

LEGAL
WORD PROCESSOR
$21,000 FEE PAID
Suburban law firm has immediate need. Word processing experience desired. Excellent benefits and location. Call 649-5900 or
FAX 649-3326
SKILLING PERSONNEL SERVICES OF TROY

MORTGAGE PAYMENT CLERK
Needed full time for fast paced service oriented Mortgage Company. Payment posting and/or Mortgage experience preferred. Must have excellent math aptitude and be familiar with all office equipment. Fast calculator skills a must! Excellent benefits. Send resume to: K. Metz
Republic Bancorp Mortgage, Inc.
P O Box 3086
Farmington Hills, MI 48333

504 Help Wanted Office-Clerical

LEGAL SECRETARY TRAINEE
Farmington attorney will train administrative assistant to operate word processor. Liberal starting salary. Full or part time employment by appointment only 477-0638

LEGAL SECRETARY Bloomfield Hills law firm, seeks experienced secretary for busy estate planning practice. Accurate typing & word processing, benefits, salary commensurate with experience.
645-9400

LEGAL SECRETARY, part time. Busy Farmington Hills law firm. Word Perfect 5.0. Experience. Fax resume to Box 706, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Respected firm seeks Secretary with 2 plus years experience in litigation/general law. Outstanding salary, benefits package. Preference required. Blue Cross/Pension/Long term disability. Call Arthur Thomas Executive Search.
855-4140

LEGAL SECRETARY
With proven ability in North Oakland administrative legal secretarial skills for busy small law office. Salary, fringe benefits, plus performance bonus. Resume to: Karla, 31874 Northwestern Hwy., Farmington Hills, MI. 48334.

LEGAL SECRETARY
For small congenial Southfield law firm. Prior legal and word processing experience required. Salary and benefits commensurate with experience and ability. Send resume, references and salary expectations to:
Office Manager, 18785 W. 12 Mile Rd., #291, Southfield, MI. 48076
Confidentiality Maintained

MANAGER SECRETARY
Self motivated person with management, accounting & bookkeeping experience. Must have Word Perfect 5.0 skills. Salary to $1,400. Call Goldsmith, Plymouth, MI. 48170

MORTGAGE PROCESSOR
$20,000
Immediate opening with a well established company. Work with real estate brokers. Knowledge your expertise will be appreciated.
Call Bernice 464-0909
SKILLING PERSONNEL SERVICES

NEEDED IMMEDIATELY
15 DATA ENTRY OPERATORS
We are seeking bright, energetic operators. You must have at least 6 mos. experience, type 40-50wpm accurately to produce a high volume of output. Call today for appointment.
FOSTER-DAVIS
Temporary Personnel Inc.
558-1962

OFFICE ASSISTANT
Full time - Southfield location.
Must have previous office experience. Word Perfect 5.1 helpful. Excellent salary & benefits. Ask for Dorothy. 348-5640

OFFICE/CLERICAL
Radford manufacturer firm seeking energetic person, with pleasant phone personality, for full time clerical position. Individual must be dependable, well organized & have accurate typing skills. Call for interview.
531-1200

OFFICE MANAGER
person with strong supervisory background needed for CPA firm, previous managerial & computer experience necessary. Send resume to: Burnstein, Morris & Brown PC, 26877 Northwestern Hwy. #200, Southfield, MI. 48034

OPERATOR/RECEPTIONIST
Switchboard Operator/Receptionist position available for Michigan's #1 major electronic distributor. Looking for a mature, motivated & experienced person with good communication skills. Responsibilities include health, dental, vision & profit sharing benefits. Salary DOE. Call Mon. - Fri at:
Pioneer Standard Electronics
13485 Stamford, Livonia.
An Equal Opportunity Employer

ORDER CLERK
Local manufacturing company has an opening for an order clerk. This position is responsible for the accurate maintenance of customer orders, released & order changes. Responsible close contact with sales department, production & shipping. Attention to detail & good organizational skills required. Math skills. Automotive background desirable. Send resume with salary history to: P.O. Box 235, Inkster