502 Help Wanted Dental-Medical

RECEPTIONIST
Mature person needed for busy oral surgery practice in Southfield. Experience helpful, but not necessary. Please call Mon.-Fri. 9-5 559-6190

RECEPTIONIST - part time for busy Southfield cardiology office. Experienced only. Call 9am-11am only. 569-1942

REGISTERED Medical Technologist full/part time. Grand River/Orchard Lake area. Pediatric experience preferred. 477-0100

RN
BONE & MINERAL CLINICAL RESEARCH NURSE

Highly motivated nurse needed for nationally prominent research program. Will coordinate innovative project based in Bone & Mineral Division and focused on Paget's Disease of Bone. Involves coordination with Otolaryngology and Radiology.

Michigan licensed RN with two to three years of clinical experience is required. Research or related clinical experience is desirable. Full-time days.

If interested, please send resume to:

HENRY FORD HEALTH SYSTEM
Employment Division, Dept. DT
600 Fisher Building
Detroit, MI 48202

An Equal Opportunity/ Affirmative Action Employer M/F/H.

RN/BSN - STAFF NURSE
We currently have an opening for an RN or BSN in our residential teen mother & infant parenting program. This is a part time position which involves providing health maintenance & education to teen mothers & their infants. Because we are a private not for profit social service agency our pay is not competitive ($11/hr.) but we do offer flexible hours, a pleasant work environment & a competent professional staff of child care workers & social workers. If you are looking for a different type of nursing experience, why not consider this opportunity. Send resume to: St. Vincent & Sarah Fisher Center, 27400 W 12 Mile, Farmington Hills, MI 48334-4200
An Equal Opportunity Employer

RN - DAY SHIFT
Full time. See Mrs. Martin, Nightingale West, 8365 Newburgh Rd., Westland, MI., near Joy Rd.

RN for busy pediatric office in West Bloomfield, part time. Pleasant working conditions. Call Nancy 855-7510

RN
Pediatric office, Farmington. Part time evenings. Call ask for Chris. 477-0654

RN's-LPN's WE NEED YOU!
LPN's earn up to $20/hr. RN's earn up to $30/hr. Home care/staff relief.
FAMILY HOME CARE
455-8883 or 229-5883

RN, BUSY SOUTHFIELD GYN office needs part time RN. Experience preferred. Call Mrs. Geyer or Sally. 354-8330

R.N. - PART TIME - CLINICAL SUPERVISOR
National home health care agency with Medicare & JCAHO certification seeking highly motivated RN with excellent clinical skills, quality assurance & supervisory ability. Home care experience & knowledge of Medicare required.
Linda Powe, RN.
UPJOHN HEALTHCARE SERVICES
313-356-1310
Equal Opportunity Employer M/F

SOCIAL WORKER
University Convalescent Center is interested in speaking with Social Workers who are experienced in working with the geriatric population. Responsibilities include discharge planning, care planning and social/emotional interventions. We are seeking Bachelor prepared individuals, for both part time and full time positions. As part of the Health Care & Retirement Corp., we offer excellent compensation and benefits. Please submit resume to:
Renee B. December
University Convalescent Center
28550-5 Mile Rd., Livonia, MI 48154
An Equal Opportunity Employer

SURGICAL ASSISTANT NEEDED
for busy oral surgery practice in Southfield. Experience helpful, but not necessary. Please call Mon.-Fri. 9-5. 559-6190

TRAINING POSITION - computer software company, Mt. Clemens, experienced medical biller, some travel, benefits, call Laura 465-7600

X-RAY TECHNICIAN - Energetic individual for busy ear, nose & throat practice. Medical assisting a plus. Full/part time. 477-7465

X-RAY TECHS
- Immediate Assignments
- Hospitals & Clinics
- Top Pay

Temporary Health Care Services
354-6230

Nursing & Medical Opportunities

Henry Ford Health System is a world-class multi-specialty system of inpatient, outpatient, and community health services. With a 937-bed teaching hospital, 33 outpatient centers, and more, we can offer diverse career opportunities in virtually every specialty. We currently have openings available in the following areas:

Henry Ford Hospital

RN Hematology/Oncology
Full-time day position. Please send resume to: Dept. DT

Clinical Nurse Specialist
RN and MSN degrees required. Full-time day position. Please send resume to: Dept. DH

Medical Centers

Clinical Nurse Specialist-Pediatrics
West Bloomfield-MS Degree with pediatric experience. Full-time day position. Please send resume to: Dept. JK

Crisis Intervention Specialist
Emergency Room-West Bloomfield
2 years experience in a hospital based program. Master's Degree in Social Work, Nursing or Psychology required. Please send resume to: Dept. JK

With numerous educational opportunities, excellent benefits and one of the three highest nursing salaries in the area, you should take a look at Henry Ford Health System. If interested, please contact the appropriate department at: **Employment Division, Henry Ford Health System, 600 Fisher Building, Detroit, MI 48202.** An Equal Opportunity/ Affirmative Action Employer M/F/H.

Henry Ford Health System

502 Help Wanted Dental-Medical

ROBISON DENTAL IS GROWING!
CHAIRSIDE ASSISTANT
Do you relate well with people? Do you work effectively as a team member? Do you see yourself in a health profession? If so, we want to talk with you. Please phone to arrange a confidential interview.
453-6320 341-3648

SUPERVISOR CLINICAL SERVICES

Full-time position available for an RN with Nursing Supervisory experience. Will be responsible for the Nursing Services, Radiology, and Lab. Prefer candidate with Quality Assurance experience. Please send resumes to: Human Resources Department.

DMC HEALTH CARE CENTERS
WOODLAND
41935 W. 12 Mile Rd.
Novi, MI., 48337

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

$ LPN'S $
- Immediate placement
- Oakland Country hospitals and nursing homes
- Top pay and bonuses

Temporary Health Care Services
354-6230

504 Help Wanted Office-Clerical

RAPIDLY GROWING automotive industry supplier seeks a Credit - Accounts Receivable support staff person. Knowledge of basic accounting principles, cash application experience, 10 key by touch, & strong analytical & communication skills required. Need detail-oriented individual. $1400-$1500 monthly. Ask for Ken Okamura at: 356-1000 or FAX resume to: 356-1520

ACCOUNT ADMINISTRATOR
Experienced in Accounting, reporting, statistic, PC data entry. Must excel in people skills, organizational skills, decision making, follow through. Send resume or contact:
ADISTRA CORPORATION
101 Union
Plymouth MI 48170
Attn: Randy Ochel
313-425-2600, ext. 2281

ACCOUNTING/ADMINISTRATIVE ASSISTANT
Farmington Hills engineering firm seeks individual with a general accounting and administrative background. Experience with accounting software, accounts payable and general administrative duties required. Knowledge of cost accounting preferred. Excellent salary and benefits. Please send resume with salary requirements to ASL, Personnel, 27200 Haggerty Rd., Suite B12, Farmington Hills, MI 48331.
An Equal Opportunity Employer

ACCOUNTING ASSISTANT
for property manangement firm in Farmington Hills. Send resume with salary requirements to: D. Paciotti, 31000 Northwestern Hwy, #110, Farmington Hills, 48334

ACCOUNTING CLERK - part time, accounts receivable/payable, bank reconciliation. Send resume with salary requirements to: Box 614, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING CLERKS
We need your experience. Temporary full time positions available while you seek the right permanent job. Computer experience a must. Lotus a plus.

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

ACCOUNTS PAYABLE CLERK
Immediate opening. Manual bookkeeper & PC experience necessary. Plymouth location.
Call Dolores. 453-1620

ACCOUNTS PAYABLE CLERK
Furniture Retailer has entry level position in our accounts payable dept. Computer experience and basic accounting knowledge necessary. Contact John 334-6756

ACCOUNTS PAYABLE PERSON needed for a growing Southfield management & construction company. Computer experience preferred. Please send resume and salary requirements to: Box 818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE - Order entry, billing, cash receipts. Experienced only. Apply in person at: 32301 Edward, Madison Hts., off 14.

ACCOUNTS RECEIVABLE/Payroll Clerk. Manufacturing Company is looking for an accounts receivable & payroll clerk. Position requires 24 hrs a week. Flexible schedule in hours. Previous manufacturing & computer experience helpful but not required. Send resume with salary requirements to: Controller, P.O. Box 2452, Dearborn, MI 48123

504 Help Wanted Office-Clerical

ACCURATE & fast person sought, part or full time, for misc. clerical work. Includes data base entry, sorting mail & answering phones. Adams & 15 Mile. Send resume stating rate desired to: Clerical Position, PO Box #970, Birmingham, 48012

AD AGENCY RECEPTIONIST
a bright future lies ahead for a true professional. Excellent phone skills required. PC experience helpful. Send resume & salary history to: Agency Pro, 29655 Northwestern Hwy., Suite 626, Southfield, MI 48034

RAPIDLY GROWING automotive industry supplier seeks General Administration Assistant. Knowledge of basic accounting principles, minimum 2 years experience in office administration/supervision. Data processing experience required. 50wpm typing required. Strong organizational, analytical & communication skills required. Looking for team player with stable employment history. $1850-$2000 per month. Ask for Ken Okamura at: 356-1000 or FAX resume to: 356-1520

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
needed full time for luxury apartments in downtown Northville. Knowledge of WordPerfect helpful. Call Kelli at 347-6611

ADMINISTRATIVE ASSISTANT - part time, possible full time position in Livonia/Plymouth. Handling varied tasks. Must have word perfect 5.1 experience & excellent communication skills. Call Mary at 462-2260

ADMINISTRATIVE ASSISTANT
Prestigious large office needs Microsoft Word. To $9.50/hour. Call Mary at UNIFORCE. 646-7662

ADMINISTRATIVE ASSISTANT
Troy office has an immediate opening for a professional individual with excellent typing & clerical skills. Must possess strong organizational, communication & computer skills. Candidates should be detail oriented. Wordperfect and Q&A helpful. Salary upper teens. Send resume to: Box 644, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADVERTISING AGENCY
SECETARY/GENERAL OFFICE
For busy ad agency in Farmington Hills. Must be personable with excellent typing and word processing skills. Salary commensurate with experience. Call Sandy Obert 737-7077

ADVERTISING CO-OP COORDINATOR - TROY AREA
Must be able to proofread and edit with excellent written and oral communication skills. Associates Degree or equivalent work experience. Must be detail oriented and able to follow through. Previous telemarketing or sales experience and advertising experience, especially co-op beneficial. PC and word processing skills required. Send resume to: ADV, P.O. Box 306, Troy, MI, 48083.

ASSISTANCE for accounting department. Accounts receivable knowledge required, weekdays, Livonia area. Ask for Beverly. 462-8115

ATTENTION
50 SENIOR TYPISTS NEEDED IMMEDIATELY

We are looking to fill long and short term assignments in the metro Detroit area. Professional and enthusiastic individuals who possess strong office skills and minimum typing speed of 50wpm should call today for an appointment.
FOSTER-DAVIS
Temporary Personnel, Inc.
559-2700

AUTO DEALERSHIP
Looking for individual with some dealership experience for cashier's office. ADP computer system. Non-smoking office. Apply at Joe Panian Chevrolet, 28111 Telegraph, Southfield 355-1000

AUTO DEALERSHIP, TROY
looking for full time Cashier/Switchboard. Good benefits, experienced only. Call Adrienne,
Suburban Nissan, 649-2300

BACK TO SCHOOL
BACK TO WORK
TOP WAGES FOR YOUR SKILLS

Office positions available for all of the following areas:

SECRETARIES/TYPISTS
WORD PROCESSORS
CLERKS
RECEPTIONISTS
DATA ENTRY OPERATORS

OVERTIME PAY, HOLIDAY PAY, BONUSES, TEMP-MED INSURANCE

Livonia 464-2100
Southfield 352-1300

SNELLING TEMPORARIES
NEVER A FEE

BLOOMFIELD HILLS 1 person agency needs Personal Lines CSR, experience necessary. Benefits. Start immediately. 334-0584

BOOKKEEPER
Large property management company located in Southfield has opening for accurate detail-oriented Bookkeeper. Please send resume to: Bookkeeper, P. O. Box 5071, Southfield, MI, 48086.

CLERICAL-Full time general office work for Southfield Apartment complex. Call Mon.-Fri. 9am-5pm. 353-9617
An Equal Opportunity Employer

CLERICAL, part time, for Dental Laboratory. Good organizational skills, pleasant telephone voice, nice working environment. 855-5533

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for a fast-paced working environment. Candidate must be able to work accurately under pressure, able to work with little supervision, & have hands-on WordStar &/or Word Perfect experience. This position is for a motivated hard worker who is willing to accept challenges. Position provides for a complete salary & benefits package. Qualified candidates forward resume in complete confidence to:
CLERICAL SUPPORT
P.O. Box 779
Detroit, MI 48231

504 Help Wanted Office-Clerical

BOOKKEEPER
Full time for manufacturing company. 2 years accounting and data entry experience needed. Lotus 123 required. Benefits. EEO Employer. Send resume to: PO Box 8, Wayne, MI 48184, att: Human Resources.

BOOKKEEPER
Part time. Restaurant experience very helpful. Flexible hrs. Send Resume to: 271 Oak Lane, Rochester Hills, MI., 48306.

BOOKKEEPER - Southfield CPA firm seeking bookkeeper, experienced in PC accounting, payroll tax preparation and bank reconciliations. Send resume to: Davis & Dawle CPA, 29100 Northwestern, Southfield, MI 48034.

CLAIMS SERVICE CLERK
Entry Level position available in Southfield company. Must have good organizational skills and pleasant phone manner. Send resume to: Claims Service Clerk, P.O. Box 300, Southfield, MI., 48037.

BOOKKEEPER - Full time, busy real estate office in Farmington Hills.
Ask for Ann 851-6700

CLERICAL
Hospital & Health Services Credit Union has an opening for a clerk in the credit adjustment department. Excellent benefit & salary package. Please submit resume to: V.P. of Lending Services, P.O. Box 130080, Ann Arbor, MI, 48113-0080
An Equal Opportunity Employer

CLERICAL
Part-Time
Energetic and detail oriented person needed for immediate part-time opening at a dynamic cellular communications company. Responsibilities will include clerical duties, customer analysis reports and telephone activity. Must enjoy working with numbers. Apply in person or send your resume to:

CELLNET Communications, Inc.
Attn: Laurie Shaina
31075 John R
P.O. Box 71043
Madison Heights, MI 48071
(Just N. of 13 Mile Rd.)

NO PHONE CALLS PLEASE!

CLERICAL/SALES ASSISTANT
Full time in Troy. Should be comfortable with numbers & keyboard. Entry level or 2 years of experience. Please call 643-6025

CLERK TYPIST
Birmingham Real Estate Development firm needs individual for typing, filing, answering phones, errands, etc. Must have good transportation. Experience preferred. $4-6 per hour. Please send resume with cover letter to: Ms. Gordon, 250 Martin St, Suite 201, Birmingham, MI 48009-3383

CLERK/TYPIST
Troy real estate office needs non smoker for typing, filing, answering phones, etc. Computer experience helpful. 362-4666

CLERK WORK ORDER
Permanent part time Mon. thru Fri., 1-6pm for fast paced Clawson office. Good communication/organizational/office experience skills required. Typing 45 WPM. Extensive phone usage/typing. $6/Hour, Call Judy, Mon.-Fri., 11am-noon: 583-2945

CUSTOMER SERVICE CLERK
Entry Level position available in Southfield company. Must have good organizational skills and pleasant phone manner. Send resume to: Customer Service Clerk, P.O. Box 300, Southfield, MI, 48037.

Customer Service
Novi business systems dealership is looking for a customer service associate to add to our service support department. Excellent telephone technique, typing skills and data entry are a must. Benefits. Please send resume: Attn. Office Manager, 41180 Bridge St., Novi, MI. 48375

CUSTOMER SERVICE
Data entry for insurance biller. Southfield. 9,000 key strokes. $7/hr. Call Dena at UNIFORCE. 357-0037

CUSTOMER SERVICE REP
Detroit based information management firm is seeking a mature individual with at least 2 years experience in customer service and/or sales. Salary, plus incentive, car allowance and good benefit package. Send salary requirements and resume to: P. O. Box 9049, Detroit, MI., 48202.

DATA ENTRY CLERK
Position for small company located at 13 & Telegraph. Flexible hours, successful candidate will be able to type 50 wpm., be self-motivated and organized. Will train. Call Barb between 2-4 PM. 642-5050

DATA ENTRY OPERATORS
12-15,000 keystrokes, Alpha & Numeric. All shifts available.
MGM Services 689-9660

DATA ENTRY OPERATOR
Major Novi clinic, 8,000 key strokes. To $7.50/hour. Call Martha at UNIFORCE. 473-2933

DATA ENTRY OPERATORS
Leading market research firm needs skilled data entry operators to enter questionnaire data and verbatim responses, as well as writing configuration files and other misc. data processing tasks.
- Hours 8am-4:30pm
- Must Key a minimum of 12,000 strokes per hour
- .05% Error rate or less
- Good spelling skills required

Applicants will be required to take a keypunch test as well as typing test. Send resume to Director of Human Resources, MOR-PACE, 31700 Middlebelt Rd., Farmington Hills, MI 48334. 737-3242
An Equal Opportunity Employer

DATA PROCESSING
High tech CPA firm offers opportunity for person with accurate typing skills. Experience with mini/micro computers, WORDPERFECT, LOTUS required. Bookkeeping skills desirable. Flexible hours. Excellent compensation & benefit package & work environment. Please send resume along with salary requirements to the attention of:

Data Processing Supervisor
SCHMALTZ & COMPANY, P.C.
27777 Franklin Rd., #950
Southfield, MI 48034

EXPANDING CANTON DENTAL OFFICE

We are looking for 2 TEAM MEMBERS to compliment our growing practice.

DENTAL ASSISTANT
Our busy office is seeking a bright, energetic person with chairside experience. Must be willing to accept some front desk responsibilities.

DENTAL HYGIENIST
Our patient oriented practice is seeking a quality hygienist. Enthusiasm, motivation and good verbal skills a must.

Career oriented persons please call:

981-0707

CYTOLOGY

SmithKline Beecham Clinical Laboratories has immediate career opportunities available in our Cytology Department.

CYTOLOGY SUPERVISOR
- 4 years cytology experience
- 1 year of supervision preferred

CYTO-TECHNOLOGIST
- 1 year cyto-tech experience

Excellent benefit package. Salary commensurate with experience. Send resume and salary history to:

Personnel Manager CO
SmithKline Beecham
Clinical Laboratories
24469 Indoplex Circle
Farmington Hills, MI 48335
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

DATA ENTRY/CLERICAL FULL TIME

Energetic and detail oriented person needed to work for a dynamic cellular communications firm. Data Entry/Typing skills a must including some filing, word processing and clerical duties. If you possess the above qualities, don't miss this opportunity to become part of the cellular revolution. Send resume with salary history to:

Mr. Joseph Gauthier
P.O. Box 71043
Madison Heights, MI 48071

DATA ENTRY
Permanent, full time position for Executive Office at 12 Mile & Northwestern. Light typing, data entry & good math skills required. Mon. thru Fri., 8am-4:30pm. Livonia & More. Mr. Pavlenio 353-0404

DATA ENTRY POSITION
with automotive supplier. Starting salary $14,000 and benefits. Send resume to: MCP Sales Inc., 16076 Swathmore Ct. N., Livonia, 48154.

DATA ENTRY $$$$
Excellent opportunities for experienced data entry clerks. Minimum of 35 wpm typing. Long-term assignments in Livonia, Plymouth, and Farmington Hills.
ARBOR TEMPS 459-1166

DATA PROCESSING
Full time, temporary entry level position in Auburn Hills. Must be available to work shifts. Excellent driving record required. Benefits and shift premiums. Apply in person or send resume to: Personnel, Securedata Corp., 1060 W. Entrance Dr., Auburn Hills, 48326. eoe.

DENTAL ASSISTANT - congenial, experienced person, enthusiastic about commitment to growing practice in Livonia. 464-1827

DENTAL ASSISTANT Wanted
Will train the right people oriented person, Monday thru Thursday and some Saturdays. 626-6810

DON'T MISS OUT!!!

Word Processors Secretaries

Long and short term assignments as well as temporary to permanent positions are currently available for dependable people throughout the metro Detroit area. Experience as well as strong verbal and written skills required. Call today for an appointment!

CORPORATE PERSONNEL SERVICES
Berkley: 398-8960
Livonia: 261-1120
EOE NO FEE

ENTRY LEVEL - Full time position. $5/hr. Must have some computer/typing/construction service experience. Call Cindy, 1-4pm. 427-4520

EXECUTIVE ASSISTANT
International auto manufacturer requires excellent secretarial skills & word processing. To $23,000/year. Call Sloane at UNIFORCE. 357-0036

EXECUTIVE SECRETARY
Farmington company looking for top-notch secretary with solid work history. If interested call Lori at: Adia Personnel Services 442-7803

EXECUTIVE SECRETARY To $30,000
Career opportunity for experienced secretary with top notch skills. Shorthand a plus. Immediate opening. Benefits. Temporary to permanent.
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY
Southfield service company seeks mature, bright, hardworking, individual to assist president. Career oriented candidate willing to commit hours as required. Excellent secretarial skills. Qualified candidate must be energetic, willing to work flexible hours, be self motivated and organized with attention to details. Send resume to:
Executive Secretary
P.O. Box 300
Southfield, MI., 48037

EXECUTIVE SECRETARY
Advertising agency. $7.50/hr.
WP 5.1 or DW IV. Call Rene at UNIFORCE. 646-4501

FARMINGTON HILLS insurance agency seeking part time Personal Lines clerical help. Entry level position. Send resume to: P.O. Box 2999, Farmington Hills 48333-2999

FARMINGTON HILLS area. 1 person office, must be mature, reliable person for clerical, bookkeeping, payroll, experience preferred, paid holidays. No medical benefits, $9/hr. Send resume to: 4066 Newland Dr. West. W. Bloomfield, MI. 48323

FORECLOSURE CLERK
Full time position in Birmingham lawfirm for mature individual to monitor foreclosures. Word Perfect 5.0 a plus. Nonsmoking office. Call Debbie 10am-4pm. 540-7701

FRONT DESK RECEPTIONIST
Plush Southfield office.
To $8/hour. Call Rita at UNIFORCE. 357-0648

GENERAL OFFICE - 1½ days, light typing & phone, W. Bloomfield area.
Call Ellen 661-0464

GENERAL OFFICE - Phones/clerical duties. Full time with advancement opportunity. Resumes only: Personnel, 8203 Ronda, Canton, MI 48187

GENERAL OFFICE work in non smoking office in Birmingham. Approximately 25 hrs. per week. Computer experience helpful but not required, $6, per hr. If interested call Deb at 644-0444

GENERAL OFFICE
Part time evenings & weekends.
Office worker needed approximately 25 hours weekly. Typing 60 wpm. Computer experience helpful. Apply: Robinson Furniture, 24425 Plymouth Rd., Redford, MI

GENERAL OFFICE
Mature person for full time General Office position with an Engineering firm. Must be people oriented, responsible, organized, maintain a good driving record and not afraid to get involved. Flexible hours include some evenings and Saturdays. Send resume to: Mike Refall, 34405 W. 12 Mile Rd., Suite 300, Farmington Hills, MI., 48331

INSURANCE AGENCY seeking experienced Receptionist/Typist. Send resume to: P.O. Box 2999, Farmington Hills 48333-2999

INSURANCE AGENCY in W. Bloomfield seeks full and part time, non-smoker to handle personal lines. Must have extensive, independent agency experience. Call, 851-2663

INSURANCE CUSTOMER REPRESENTATIVE
Experienced Personal and Commercial Casualty. Full time 626-9735

LAW CLERK (part time) & Legal Assistant Trainee (full time) needed for Troy law firm. Non smoking office. Call Barb 641-7800

LEGAL CAREER OPENINGS
- Corporate Legal Departments
- Temporary - Long or Short Term
- Permanent Positions
- Temporary to Permanent

PERSONNEL AT LAW
UPTOWN 358-0060
DOWNTOWN 964-2909

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430

LEGAL SECRETARY. Experience required for 1-2 attorney office in Walled Lake. Must have Word Processing skills, call for appt. 624-4101

504 Help Wanted Office-Clerical

AUTOMOTIVE SUPPLIER
Seeks temporary help. Microsoft Word & Lotus 1-2-3 experience helpful. Southfield & Troy.

LEGAL PLACEMENT
Temporary & Permanent openings
LEGAL SECRETARY: Estate planning, Troy. Excellent firm. Great benefits. Up to $26K.
PROBATE LITIGATION Secretary with Wang experience for Southfield firm. $22K-$24K.

CROSSMATCH PERSONNEL
352-7866
All Fees Employer Paid

LEGAL ASSISTANT PART TIME
Needed for general practice law firm. Must be energetic & personable. No experience needed. Will train. Evenings & Saturdays. Send resume to: Hiring Partner, 23846-48 Michigan Ave., Dearborn, MI 48124

LEGAL EXECUTIVE SECRETARY
wanted for partner of Novi/Northville law firm. Individual applying must possess strong organizational skills, accurate typing, transcription & shorthand/speedwriting ability. Litigation/corporate experience helpful as well as knowledge of word perfect 5.1. Call Ann, 349-3960

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188 OR 961-9415

LEGAL SECRETARY
Partner of newly formed Bloomfield Hills firm requires experienced, organized individual, preferably with advanced Word Perfect skills & other computer experience, to assist with corporate practice, some litigation, & firm organization. Salary commensurate with skills and experience. Call 647-4440

LEGAL SECRETARY
Must know WordPerfect. Experienced only. Immediate opening in business law firm. 644-4443

LEGAL SECRETARY
for 1 attorney. Southfield. Must have excellent typing & computer skills, WordPerfect 5.0. Call 353-3200

LEGAL SECRETARY - Immediate opening for small Southfield office. WordPerfect experience a plus.
Call Nick 356-6696 or 350-8720

LEGAL SECRETARY needed for partner in Southfield personal injury firm; at least 5 years experience. Call Mrs. Raven at: 552-8500

LEGAL SECRETARIES NEEDED
3 Positions: experienced/trainee/full & part Time. Troy law firm, non smoking. Call Barb: 641-7800

LEGAL SECRETARY/Experienced
Must know WordPerfect. Personal injury litigation firm, non-smoker. Ask for Mark. 737-8400

LEGAL SECRETARY
Part time. Must know WordPerfect. Able to prioritize & work independently. Some flexibility in hours.
Call Ann: 433-1803

LEGAL SECRETARY
Experienced for Farmington Hills law firm. Pleasant working conditions for non-smoker. Must have experience in word processing. Salary based on experience. 489-1444

LEGAL SECRETARY - Must have at least 5 yrs. legal experience for 6 lawyer firm. Medical insurance. Farmington Hills location in full service building on Northwestern Highway. Call Suzanne: 855-1206

LEGAL SECRETARY for growing medium size Farmington Hills, civil litigation & business law firm. Four years litigation experience for quality practice & environment. Wordperfect, non-smoking. Excellent salary and benefits. 626-5000

LEGAL SECRETARY - Dependable, dedicated, probate/corporate secretary, minimum 5 yrs. experience needed for busy Troy law firm. WordPerfect 5.0 preferred; Must be non-smoker who enjoys responsibility; Pleasant office. Salary commensurate with experience. 641-0500

LEGAL SECRETARY
Responsible, dependable and dedicated. Real estate, estate planning secretary with strong skills and experience needed for busy Farmington Law Firm. Pleasant office. Salary commensurate with experience.
Call Donna 478-5609

LEGAL SECRETARY - Legal experience, micro-soft word processing required. 258-0600

LEGAL SECRETARY
Needed for very busy Birmingham domestic relations law firm.
Minimum 3 yrs. experience.
WordPerfect. Must be able to work well under pressure. 647-7900

LEGAL SECRETARY
With excellent skills and a minimum of 5 years experience to work for senior partner of Southfield personal injury firm. WordPerfect 5.1 required. Salary commensurate with ability. Contact Cindy 353-7575

LEGAL SECRETARY
Wanted for Troy sole practitioner specializing in Medical Malpractice, Personal Injury, Employment Discrimination. Previous legal experience required, Word processing and bookkeeping experience helpful. Pleasant working atmosphere with a number of varied duties. Send Resume with salary requirements to:
Chris Coon
2855 Coolidge Hwy., Suite 109
Troy, MI 48084

MACHINE OPERATORS

At Johnson Controls, innovation comes from listening to new ideas & new approaches. Our Plastic Container Division is leading U.S. supplier of high-quality soft drink bottles and innovative packaging for a wide variety of markets. We start right from concept and design through prototype phases, mold design, manufacturing, and delivery. At every state, the flexibility to accept new solutions has kept us at the forefront of the industry. We are now accepting applications for Machine Operators.

Qualified individual must be capable of exercising judgement & making mechanical adjustments of machinery used in production.

A comprehensive benefits program plus commitment to employee involvement add to the advantages of being a Fortune 200 company with worldwide facilities. Please forward your resume to:

JOHNSON CONTROLS, INC.
43700 Gen-Mar Drive
Novi, MI 48375

No phone calls please.

We are an Equal Opportunity Employer.

MARKET RESEARCH ANALYST

Excellent opportunity for a marketing professional to coordinate research programs in the Consumer Product Development area. Bachelors degree in marketing or equivalent, 1 year of market research experience & personal computer experience required. Competitive compensation & benefits.
Send resume to:

Human Resources
FTO
29200 Northwestern
Southfield, MI. 48034

Equal Opportunity Employer

Mortgage Clerical
Rapidly growing Mortgage Company seeking organized clerical person to work in Closing/Funding Department. Experience a plus but will train. Must be good with numbers and computer keyboard. Send resume to
S. Clark
Republic Bancorp Mortgage, Inc.
P.O. Box 2718
Farmington Hills, MI., 48333
An Equal Opportunity Employer

OFFICE ASSISTANT
Small plant needs an assistant. Duties include phones, invoicing, purchasing, filing & learning computer skills for manufacturing. Call 9-3 Mon thru Fri. 565-7800

504 Help Wanted Office-Clerical

MAIL ROOM/SUPPLY CLERK
Non-smoking company seeks mail/supply clerk. Applicant must be energetic, responsible & maintain a good driving record. Full time with flexible hours including some evenings & Saturdays. Send resume to: Supply Clerk, P.O. Box 300, Southfield, MI., 48037.

MERCHANDISER/CLERICAL
Person wanted for Southfield based manufacturers rep. company. Experience helpful. Call Cindy/Lori for appt. 350-2260

NEW HOME SECRETARIAL
As part-time assistant to model home sales agent in popular Livonia development to perform duties as hostess to customers, help buyers with color and material selections, make construction modifications, typing. Hours: 1-6 daily and some evenings, Monday, Tuesday, Wednesday, 12-6 Saturday and Sunday. We will train you. Must be willing to apply and obtain Real Estates Sales License. An exciting, educating and interesting hourly position. The Prudential Harry S. Wolfe, Realtors New Home Division. 421-5660

OCCASIONAL TYPING.

Clerical work, 6pm-9pm. P.O. Box 380, Walled Lake, MI 48390

OFFICE ASSISTANT
For commercial real estate company. Good phone skills, knowledge of Wordperfect. Non-smoker, must be highly organized and able to handle multiple tasks. 30 hours per week. Farmington Hills. 858-6676

OFFICE HELP - PART TIME
Bloomfield Hills area. Light bookkeeping, perfect for co-op high school student. 626-8873

OFFICE STAFFING

3 Receptionists with typing (50wpm)
2 General Secretarial (60wpm)
1 Clerk Typist/Filing
Long & short term available

MGM Services 689-9660

OFFICE SYSTEMS MANAGER
with accounting background. Established furniture business, in Royal, Immediate opportunity. Call for appointment, 541-0943

PART TIME position available in West Bloomfield area. Must have typing and basic computer skills. Experience with Word Perfect helpful. Call for interview, 669-5600

PERMANENT full time positions with expanding Michigan corporation. Excellent work conditions, profit sharing, production bonuses & management training. Must be a minimum of 20 yrs. old, high school grad and available to start immediately. Phone Diversified Industries, 11 am till 5pm only 574-0901

COMPUTER SOFTWARE company, in Southfield, seeks receptionist with a pleasant telephone voice & good attitude. Must be able to handle calls efficiently and in a professional manner. Call 559-5955

PART TIME RECEPTIONIST
Beautiful Bloomfield Hills law firm.
Call Ruth at 643-8590
EXPRESS PERSONNEL

RECEPTIONIST
Immediate opportunity with southeastern Michigan's largest supplier of hightech telecommunications equipment. Full company provided benefits - Medical, Dental & Optical insurance.
Starting wage based on experience.
Experience is helpful. Call
Bob Olsen at 489-0148, ext. 356 to arrange an interview.

RECEPTIONIST
4pm - 8pm, Mon. - Fri., typing & PC experience required. Must work well with the public. Apply in person: Peachwood Inn, 3500 W. South Blvd., Rochester Hills.

RECEPTIONIST/SECRETARY - strong communication & typing skills, high school grad or equivalent, small office, N.W. Detroit, $6/hr. plus insurance. Reply to box #602, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
Manufacturing company in Westside Suburb needs experienced receptionist & typist. 326-1601

RECEPTIONIST Full time, Excellent communication skills. Data entry/accounting helpful. Send resume:
8521 Lyndon, Detroit MI 48238

RECEPTIONIST
Part time.
Computer helpful.
422-2255

RECEPTIONIST
For Dental Office. 5 mornings.
Birmingham/Bloomfield area.
626-2104

RECEPTIONIST/CLERK
Birmingham distributor seeks energetic person with computer & phone skills. Call Bill 644-5352

RECEPTIONIST/TYPIST: 12-5pm. For electronic manufacturer, $6 an hour. ADCO Circuits, Rochester Hills. Contact Mona: 853-6620
An Equal Opportunity Employer

RECEPTIONIST - Exciting position in veterinary hospital for bright and cheery person. Full time. Apply in person: Village Animal Clinic, 34415 Grand River, Farmington.

RECEPTIONIST
Mature, reliable person. Light typing, filing. Will train. Starting pay $4.75/hr. Apply in person: Aneon Mold, 7779 Market St., Canton.

RECEPTIONIST PART TIME
With experience & good phone skills. Hours: 10am-3pm, Mon. - Fri., Send resume to: Attention DLK, K J Law Engineers, Inc. 42300 W 9 Mile, Novi, MI 48375 EOE

RECEPTIONIST with accounting experience for property manangement firm in Farmington Hills. Send resume with salary requirements to: D. Paciotti, 31000 Northwestern Hwy. #110, Farmington Hills, 48334

RECEPTIONIST
for Bloomfield Hills architectural firm. Duties include telephone, general office. Word processing a must. Send resume to: Personnel Manager, 838 W. Long Lake Rd., Suite #250, Bloomfield Hills, MI., 48302.

• RECEPTIONIST •
For D.O.C Optical Center in W. Bloomfield, 9:30am-6pm, Mon & Wed. Excellent communication, telephone & organizational skills with outgoing, energetic personality. 626-0200

RECEPTIONIST
National microcomputer manufacturer seeks to fill 2 Receptionist/ Administrative positions. Excellent communication skills, PC knowledge a must. Resume to: Receptionist, P O Box 317, Novi, Mich. 48376

RECEPTIONIST/SECRETARIAL
Farmington Hills based computer company has immediate opening for a permanent, part- time person to work 2-3 days per week, 8:30am-5pm answering telephones and typing. Word processing helpful. Call Susan at 478-8400

RECEPTIONIST/SECRETARY

Seeking a well organized, conscientious self-starter for immediate position as receptionist / secretary. Must possess superb communication skills and a pleasant, professional phone manner. Word Processing/Computer experience with the Apple Macintosh A MUST: (MacWriter/MacDraw/Excel softwares). Please submit resume in confidence to:

Personnel Manager
30600 Telegraph, Suite 3380
Bingham Farms, MI 48025

RECEPTIONIST
Must have previous phone experience for a very busy Troy office. Typing, professional appearance and good grammar a must. Full time with benefits. Please send resume to:

PO Box 4537
Troy, MI 48099-4537

RECEPTIONIST

Full-time position available at our Detroit office. must possess excellent telephone and interpersonal skills. Previous data entry and strong clerical skills are necessary. Excellent benefits. Please call:
748-8454

CONTRACT INTERIORS/CARSON

504 Help Wanted Office-Clerical

RECEPTIONIST wanted part time for busy Farmington Hills real estate office. Experience on multi-line phone system helpful. Must type 40 wpm., evenings and weekends available. Ralph Manuel Assoc. West. Contact Danielle Bulbuk. 851-6172

RECEPTIONIST

We currently have a long-term receptionist position available in our office. 1 year experience a must! Benefits available. Call Karen for an appointment at:

ENTECH SERVICES, INC.
737-1744

RECEPTIONIST
Southfield based company seeking Receptionist to handle multi-line phone system. Must have minimum 1 year switchboard experience, WordPerfect knowledge, Harvard Graphics preferred and typing skills of 55 words per minute accurately. Competitive salary/benefits package offered. Contact:
Community Home Care
Recruiter
978-7484
An Equal Opportunity Employer

RECEPTIONIST, full-time
Tennis & fitness club. Rotating hours. W. Bloomfield area.
Please call Debbie at: 626-9880

RECEPTIONIST
Fortune 500. Rolm experience. To $7.50/hour to start. Call Ruth at UNIFORCE. 646-7664

RECEPTIONIST for construction management company in Southfield. Typing essential, bookkeeping & computer skills helpful. 355-5811

RECEPTIONIST - Evenings and weekends for busy Real Estate office in Farmington Hills.
Ask for Ann 851-6700

RECEPTIONIST; Duties include professional answering of phones, greeting of customers & some computer work. Experienced only. Troy location. Call Ron at 643-4350

RECEPTIONIST/TYPIST
Part time. Knowledge of word perfect, must be accurate. Send resume to: PO Box 3022, Birmingham, MI 48012

RECEPTIONIST
Professional Southfield firm seeks full time Receptionist. Good telephone manner & experience with office procedures required.
552-0550

RECEPTIONIST - Great opportunity to work in delightful environment. Looking for mature, responsible person for part time position to answer phone & set up appointments for busy nail salon. 626-2467

RECEPTIONIST - part time for busy front office. Must have good communication & organizational skills. Filing & light typing required. Hours 10am-2pm daily. Send resume to: Prentis Federation Apts., 15100 W. 10 Mile Rd., Oak Park, MI 48237, attention: Administrator

RECEPTIONIST
(PART TIME)
Immediate opening in Livonia construction company, excellent phone skills, light typing, professional appearance required. Hours 8am-1pm. Call 478-7212

RECEPTIONIST
Dorvin Nursing Center is seeking an energetic self-starter to fill the position of receptionist in our nursing facility. The successful individual will be able to work 30 hours per week, complete light typing assignments and handle the phone professionally. Please apply at
DORVIN NURSING CENTER
29270 Morlock
Livonia, MI 48152

RECEPTIONIST/ OFFICE ASSISTANT
growing computer graphics company seeks self motivated person to handle general office clerical responsibilities. Light bookkeeping, telephone reception. PC experience helpful. Hourly plus health benefits. Excellent growth opportunity. Send resume & salary history to: Mr. Thompson, Competition Graphics, 31800 W. 12 Mile Rd., Suite 4, Farmington Hills, MI 48334

SALES ASSISTANT - Part time for growing Rochester business forms & printing company. General office, phone & computer experience necessary. Positive attitude a must. Flexible hours. Salary commensurate with experience. Call Linda at: 651-4468

504 Help Wanted Office-Clerical

RECEPTIONIST - wanted for busy office. Must be self-starter who can work independently. Strong clerical skills & bookkeeping background. Knowledge of manual journal entries a plus. Excellent starting salary & benefit package. Send resume or apply in person to: Office Manager, United Paint, 24871 Telegraph Rd., Southfield, MI 48034. No telephone inquires.

RECEPTIONIST
Full time for growing Plymouth company. Responsibilities include telephone, typing, filing, computer data entry & billing. Previous office experience a must. Pay commensurate with qualifications. Send resume or apply in person. 453-2300
LOCPAC
201 Industrial Dr.
Plymouth, MI 48170
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Livonia office looking for full time person to handle busy phone & perform regular secretarial duties including data entry. Call between 9am-4pm, 427-8990

RECEPTIONIST/ CUSTOMER SERVICE
Computer services company in Livonia seeking experienced multi-line receptionist to act as alternate for main receptionist and also play key role in our telemarketing/customer service area. Must have professional appearance, excellent phone voice and personality and 1-2 years previous receptionist experience. Good pay and benefits await qualified candidate. For more information, please call: 261-8220

RUNNER/FILE CLERK for Birmingham law firm. Must have own car. Filing experience necessary. Full time 9-5pm. Excellent benefits. Ask for Personnel Dept. 540-8282

SALES SECRETARY
Non smoking company seeks sharp individual with initiative and good secretarial skills to work flexible hours. Typing 40 wpm. and ability to work well with others a must! Send resume to: Sales Secretary, P.O Box 300, Southfield, MI., 48037.

SALES SECRETARY
For Fortune 100 Food Manufacturing Co. located in Troy. Customer Service experience, WordPerfect and Lotus required. For more information call 641-0790

SALES SUPPORT SECRETARY.
For manufacturer's reps office. Part time, flex, 1 person office. Must be dependable take-charge person w/ good phone voice. Some computer experience desired. Rochester area. For interview call 852-4830.

SMALL TROY CPA firm looking for Secretary with light bookkeeping experience. 20-25 hours per week. Send resume in confidence to: 1287 Kinlock, Troy, MI., 48098.

CONSTRUCTION ENGINEERING Company requires full time secretary. Must be computer literate.
Call 622-8254

MATURE SECRETARY, (part time) for Farmington Hills law office. Prior experience preferred, willing to train. 553-9077

GROWING COMPUTER software company, in Rochester Hills seeks a bright, enthusiastic individual for our Secretary/Receptionist position. Must have pleasant phone manner & be willing to learn. Lotus & Word perfect experience a plus. Send resume with salary requirements to Maureen M. 2935 Waterview Dr Rochester Hills, MI., 48309

SECRETARIAL COORDINATOR for 3 managers. Must have good organizational & communication skills. Typing, filing, computer knowledge. 542-9500, ext 103

SECRETARY

Northwest Technical Society seeks a non-smoking secretary for its certification department. Position demands a highly motivated, self-starter, who is capable of assuming a wide variety of responsibilities within deadlines. Requirements include: 3-5 yrs. secretarial experience, typing 60wpm, PC experience, (WordPerfect preferable), dictaphone, excellent communication (oral & written), grammar/spelling skills. Send resume & salary requirements to:

Personnel Coordinator-SEC
P.O. Box 19346, Detroit, MI., 48219

SECRETARY - part time, 3 days - Mon., Tues. & Fri. Troy, experienced secretary/word processor, Word Perfect 5.1 a must, Lotus a plus, quality position in professional surroundings. Call Rosemary or Carol 680-6601

SECRETARY

Cray Research, Inc., the world leader in powerful, high speed supercomputers has an immediate opening for an experienced secretary in our Southfield office. Responsibilities will include providing secretarial support to sales and service personnel, answering busy phones, assisting in the preparation of proposals and slide presentations, making travel and meeting arrangements, maintaining office library, updating mailing lists and handling large volume mailings.

The ideal candidate will have 2-5 years related experience including demonstrated proficiency using a Macintosh PC and Word Perfect. Experience with Excel and Powerpoint a plus. Excellent communication skills are essential. We will reward your skills and talents with an exceptional compensation plan that includes profit sharing and a competitive benefits package.

For immediate consideration, please send your resume and salary requirements to:

Attn: Americas & Asia Pacific
Group Human Resources
CRAY RESEARCH INCORPORATED
1440 Northland Drive
Mendota Heights, MI 55120

[illegible]

ACCOUNTS PAYABLE

Growing retail organization office needs accounts payable clerk with experience to handle corporate accounts payable responsibilities. Duties to include main office administration, accounts payable invoicing, mortgage and utility payments, with working knowledge of computerized accounting and Lotus 123. Nice benefit package. Please call:

Schostak Brothers & Company, Inc.
357-6187

TELCORP

Administrative Assistant

TELCORP is expanding our activities in our Michigan Division and is seeking an experienced Administrative Assistant.

TELCORP designs, installs and maintains sophisticated call processing-voice mail and video conferencing systems which enhance our customers ability to be more responsive and productive.

The successful candidate will enjoy varied responsibilities including general office management, administrative support for sales and operations activities and assorted customer support activities. Excellent communication and organization skills are a must for this busy office. Diverse PC background a definite advantage. Word processing experience is required, knowledge of graphics packages helpful - Wordperfect and CorelDraw a plus!

Sound interesting? If you are challenged by a fast paced environment and are looking for an excellent compensation and benefits program, send your resume, with earnings history to

TELCORP
32255 Northwestern Highway
Suite 75
Farmington Hills, Michigan 48334
Attn: Tricia Frazer