502 Help Wanted Dental-Medical

PART-TIME RECEPTIONIST
With Prosthodontic experience for busy specialty office. Southfield area. Call 559-2150

PEDIATRIC NURSE PRACTITIONER
Ann Arbor - dynamic fourth addition group have immediate opening for a full time P.N.P. Primary responsibilities include: hospital rounds, office health maintenance visits, phone triage, & patient education. Current Michigan License, certification for advanced practice required. Excellent salary and benefits.
Call Janet Williams: 1-313-434-3000

PHYSICAL THERAPY AIDE
Has immediate opening
Westland Clinic
728-2150

PHYSICAL THERAPY AIDE AND PTA
For busy W. Bloomfield clinic. Send resumes: 6600 Orchard Lk., ILON, W. Bloomfield, 48322 855-7411

PSYCHIATRIC RN
Part-time, Mon thru Fri, Adolescent Unit, Clonlara Cindy, 474-3500.
ADMORE Ctr. Livonia. 474-3500

RECEPTIONIST NEEDED for Livonia physician office. Full time or part time. Call 464-8200

RECEPTIONIST needed for pediatric office in Southfield. Full or part time, call Diane 353-3357

RECEPTIONIST - full & part time position. Experienced in all phases of busy medical office. Call after noon ask for Diane L. 425-5440

RECEPTIONIST needed for busy OB/GYN office. Medical Billing service experience helpfully. Birmingham. 647-9384

RN - CONTINGENT
Mon-Fri for out-patient dept. at Straith Hospital, Southfield. Flexible scheduling between 8am-5pm. Call out-patient dept. 357-3380

RN, DIRECTOR of Nursing Services. Our management team is seeking a professional Nurse, who has the ability to lead and to inspire the nursing team. The qualified candidate must possess excellent organizational and management skills, communication skills, a strong quality- program and to effect change for the improvement of our residents care. Long term care experience desired. Our long term care facilities and long term care organization, you will be compensated with an excellent salary and benefit package. Send resume, in confidence, to Box 874, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN for PEDIATRIC OFFICE
In West Bloomfield. Good benefits. Call Nancy. 855-7310

RN, LPN or Medical Assistant for Internal Medicine. Training provided. Approximately 20 hours per week. Call ... 851-6657

RN/MEDICAL ASSISTANT
Rochester. Experienced, pediatrics, part time. Some Saturdays. Call Sherry. 852-2929

RN'S & LPN'S
FULL & PART TIME
DAYS & WEEKENDS
Apply: Franklin Manor, 29900 Franklin Rd., Southfield (behind the Holiday Inn of Southfield).

RN/LPN
How about a career in Dermatology? No stress, wonderful atmosphere, good pay and much more. Approximately 20 hr. wk. If interested, please call Kathy at Dermatology PRI, ADMIN, 459-8100 or 557-7800

RN's LPN's

Variety of case management home care visits available in your local area--Adults, pediatrics, OB & IV. Flexible schedule. Mileage paid. Experienced nurses should apply today!

VISITING CARE
Ann Arbor 313-930-0050
Brighton 313-229-0330
Northville 313-348-0234

RN's - $20.50/HOUR
West Bloomfield Nursing and Convalescent Center, near Maple & Drake: Has immediate opening for RN's on afternoon shift. $19.50/hour for $20.50 without benefits. For details, call Mrs. Mancuso or Mr. Sibotich at 661-1600

RN- TRIAGE/
PATIENT INQUIRY

Full-time patient advocacy position available. Good written and verbal communication skills required. Interested parties should send resume to: L. Brinkley.

DMC HEALTH CARE CENTERS
WOODLAND
29320 Schoolcraft
Livonia, MI., 48150

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

SOCIAL WORKER/Activities Director - Full Time position in 60 bed nursing home in the Livonia area. Must have degree in social work and skills in planning/organizing activities program for elderly residents. Send resume to: Box 872, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD Orthopedic office seek a hyperbaric tech.
X-ray experience a must.
Call Ewa. 855-4338

SURGICAL SCHEDULAR
Needed to coordinate all aspects of surgery scheduling for orthemologist located in Southfield. Experienced in booking with hospitals preferred. Salary commensurate with experience. Please call Mrs. Wright at 352-9300.
Or send resume to: Michigan Consultants, 25925 Telegraph, Suite 201, Southfield, MI 48034

TRANSCRIPTIONIST NEEDED
Experienced in cardiology & neurology. Part/full time, permanent shifts. 737-9330

X-RAY TECHNICIAN
Part-time/weekends. Technician needed for suburban office practice. Apply: Dr. Jeffrey Rubenstein, 15801 W. 9 Mile Rd., Suite 110, Southfield, MI 48075

X-RAY TECHNICIAN, preferably with medical assistant skills for 1 physician office, full time, Birmingham area. 647-7280

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Sales audit position for busy retail office. Highly organized, detail oriented, 1-2 yrs. of computer experience preferred. 32-40 hours per week. Salary commensurate.
The Claymore Shops, 722 N Woodward, Birmingham, MI., 48009.
Attn: Margaret. 642-7755

ACCOUNTS PAYABLE
CLERK
Duties include data entry of Accounts Payable batches, invoice processing, account reconciliation, misc. Clerical duties. Knowledge of Payable & Data Entry experience a must. Send resume to: Box 877, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

TOP MEDICAL GROUP ADMINISTRATOR

Expanding medical practice with several locations in the Metropolitan Detroit area has an immediate opening for a take-charge, individual with excellent operations, finance & personnel skills. MBA, MHA or CPA with 5 or more years of diversified health care experience, including medical group practice, preferred. Competitive salary & fringe benefits. Send resume, including salary history to:

Box 812
Observer & Eccentric
36251 Schoolcraft
Livonia, MI 48150

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Full time position with retailing company. Birmingham area. Requires knowledge of general office duties, typing, data entry, telephone skills. Benefits include Blue Cross, dental and life insurance. For appointment call 458-8858

ACCOUNTS PAYABLE CLERK
Fast-paced W. Bloomfield property management company seeks Accounts Payable Clerk with the following qualifications. 3 years experience, good organizational skills, knowledge Lotus System, typing 50 wpm. Send resume and salary requirements to: Box 786, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS
PAYABLE CLERKS
Needed for permanent & temporary positions. Full function experience preferred. Knowledge of computer systems a must. Lotus a plus. Call or send resume to:

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

ADSTRA CORPORATION
is in need of
TELESERVICE REPRESENTATIVES
DO YOU NEED FLEXIBLE HOURS?
Adstra Communications Services Corporation is seeking several experienced Teleservice Representatives (telephone) hours vary. Typing helpful, attention to detail, excellent phone protocol & professional demeanor required. Qualified candidates send resume or apply in person:

XEROX OPERATOR
Operate 5090 Xerox. Knowledge of paper, copier experience, knowledge pasts up. Fill work orders, some bindery & finishing work. Hours, Mon. thru Fri., 4pm - 12 midnight. Full benefits.

ESTIMATOR
Must understand cost accounting, best auditing procedures. Must be able to translate elements from one unit measure to another. Excellent math skills and previous estimating experience a plus. Good communication skills and ability to work well with others. CRT or PC experience needed. Full time, excellent package including 401K. Please send resume.

BILINGUAL
CLERICAL/ADMINISTRATOR
Fluent in Spanish/English to write and speak both extremely well. Experience in bilingual accounting, reports, statistics, PC data entry. Required excellent people skills, organizational skills, decision making, follow-thru. Full benefit package including 401K. Please send resume.
ADISTRA CORPORATION
10 Lower
Plymouth MI 48170
Attn: Randy Dotal
An Equal Opportunity Employer

Administrative
Assistants
Word Processors

CAREER DAY

ENTECH
SERVICES, INC.

Saturday
September 14, 1991
9 a.m. - 1 p.m.

Join us to discuss CAREER OPPORTUNITIES with the "BIG 3" in Detroit. We will be accepting applications and conducting personal interviews. Bring your resume!
2 years experience in the above fields required.

100 Renaissance Center
Suite 2160
Detroit, Michigan

ADMINISTRATIVE ASSISTANT
Fortune 500 manufacturer seeks part-time assistant. Macintosh with Word experience necessary. Nov. Up to $9/hour. Call Sarah
UNIFORCE. 473-2931

ADVERTISING SECRETARY
Part time. Flexible 20 hours per week. Entry level. Duties include statistical typing, mailing lists and updates, good organizational skills, and dependable. Send resume in confidence to:
Office Manager
21415 Civic Center, Suite 306
Southfield, MI 48076
(No calls, please.)

ADVERTISING SECRETARY
Creative environment for qualified candidate with word processing experience. Typ. 55 SC/hour to start. Call Sally, UNIFORCE. 648-8500

ANSWERING SERVICE
Help Wanted part time. Experience preferred. Call 1pm-3pm. 356-1100

APPRENTICE TELEPHONE
Gorsaty & Miller, Inc. Telephone, the most recognized name in secretarial recruiting is seeking seasoned but motivated sales minded dynamic individuals. An exceptional career opportunity at desire for higher income, salary, commissions, benefits, and full training. Call Sherry, 553-1060.
SNELLING PERSONNEL SERVICE
FARMINGTON HILLS

CLERICAL/MARKETING
A national company is looking for an outgoing, self-starter who preferably has good telephone skills to fill a position in its Southfield finance company. Insurance experience preferred.
Must have good clerical skills, good typing and be able to handle a fast sliding machine. PC computer experience a plus. In addition this position will be doing telemarketing to insurance companies from finance business. Excellent employee benefits.
Call Jerry W. 354-0294

CLERICAL/SECRETARIAL position
Good phone skills, WordStar, Southfield.
352-9940

CLERK TYPIST - Attorney's office Farmington Hills will train for their office. Typing & spelling skills essential. Knowledge of word processing a plus. Starting wage $4.50 per hr. with regular increases.
855-5563

CLERK/TYPIST

Assertive, energetic, self-starting individual needed for Health Care Agency located in the Oakland/Macomb area.

Two years office experience preferred with Word-Perfect knowledge and typing skills of 55 words per minute accurately. Switchboard and light bookkeeping knowledge a plus. Competitive salary/benefit package offered.

Send resume and salary history to:
P. O. Box 760207
Lathrup Village, MI 48076

CLERK TYPIST
Very busy office needs a Clerk Typist with computer background $12,000 to $15,000 Benefits include Life & Dental. Call Mr. Bell, Telegraph, Southfield 355-1000.

BOOKKEEPER: Accounting computer knowledge and Lotus skills desirable. Accounts payable & payroll. Excellent benefits package, hospitalization, Dental, Vacation. Non smoker. Westacker. No resume accepted without salary requirements. Send resumes to Box 802, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full time bookkeeper needed for Apple Inc. Duties include accounts payable, bank rec with computerized accounting system. Benefits included. Send salary requirements and resume to: Attn: Patricia, Box 848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Growing Hort area insurance/medical review company desires bookkeeper. Proven experience and knowledge of basic accounting skills. Two year college degree and computer experience preferred. PACIS or Peachtree Accounting System a plus. Send resume to: Managability, Inc., Attn: Controller, 39255 Orchard Hill Place Dr., Suite 400, Novi, MI., 48378.

BOOKKEEPER
Manufacturing company in Wayne needs an experienced bookkeeper. Competitive compensation with an established company.
Call 8-3CAM-5PM, weekdays, for an appointment. 326-1601

BOOKKEEPER/Secretary, Full time with excellent skills, maturity and friendly personality. 10 work for Construction & Management Co. CALL: 626-1940

504 Help Wanted Office-Clerical

BIRMINGHAM COMPANY has full time clerical position for retailing individual. Applicant must have general office & good math skills. 1-2 years experience helpful but will train. Call between 9am-4pm 645-0630

BOOKKEEPER/Computer Operator
For YMCA business office. Minimum 2 years experience. Must have prior experience in business related bookkeeping, knowledge of computer operation & knowledge of Lotus 123 is required. $13,000/annually with full benefits. Apply at: 29100 Farmington Road, in Niche N. of 12 Mile

BOOKKEEPER - CPA firm seeking applicant for a position located in Oakland County. Please send resume to: BB & D, 1411 S. Woodward, Suite 110, Bloomfield Hills, MI., 48302.

BOOKKEEPER - EXPERIENCED, 15 hours per week, $10 an hour. Send resume to: Bookkeeper, Box 840, Observer & Eccentric Newspapers, 29250 Southfield Rd., Suite 20, Southfield, MI 48076

BOOKKEEPER
FULL TIME
Take charge job for small Southfield area credit union. Familiarity with Library 2000 software desirable. Responsible for data entries & balancing of ACH, ATM, VISA, Direct Deposits. Central, or Free Figure a Credit Union Accounts, etc. Excellent benefit package. Send resume to: Credit Union, P.O. Box 2977, Southfield, MI 48037-0227.

BOOKKEEPER needed full charge, computer experience required. Send resume to Bookkeeper, 15200 Leslie, Oak Park, Mich 48237

BOOKKEEPER
with computer skills needed full time.
BEST WESTERN GREENFIELD INN
I-94 at Oakwood Blvd. (Exit 206-A)

CAREER
OPPORTUNITIES
GALORE!
ALL FEES PAID

Accounts Rec. Clerk	$14,000
Accounts Payable Clerk	$20,000
Customer Service	$18,000
Receptionist	$15,000
Insurance Agent	$25,000
Insurance Clerk	$25,000
Receptionist	$13,000
Secretary	$18,700

If you want more money, better benefits and growth potential based on merit, call now, 851-3660. Typing of 50 wpm required.
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

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

CLERICAL ASSISTANT needed for fast paced warehouse office. Part time, 20-25 hours weekly. Typing & telephone experience required, will train. Computer experience helpful. Excellent driving record and good reputation required a must. Please send resume to: M. Martin, 19240 W. 8 Mile Rd., Southfield, MI. 48075.

CLERICAL CAREERS

Join the Troy office of Geraghty & Miller, Inc., a rapidly growing, nationwide leader in environmental services community. We are currently seeking resourceful, career-minded individuals for the following full time opportunities:

Word Processor
Self-motivated, detail-oriented professional possessing a fast Electronic typing (60 W/PM) and grammatical skills to handle a wide variety of duties. Extensive knowledge of Word Perfect 5.1 and Lotus 1-2-3 is essential.

Receptionist
Required a minimum of one year's experience, a pleasant telephone manner and the ability to handle a variety of general office duties.

We offer an excellent starting salary and comprehensive benefits in a fast-paced, congenial environment. For immediate consideration, please send your resume stating position of interest, in complete confidence.

Gorsaghy & Miller, Inc.
50 West Big Beaver Road, Suite 245
Troy, MI 48084
Equal Opportunity Employer M/F

CLERICAL
Dearborn based national company has immediate full time openings. Must type 45 wpm & have 10 key knowledge. Great working conditions, 401 k plan, Blue Cross, dental life, 9am-12 noon. 277-6671 ext 314
An Equal Opportunity Employer

CLERICAL
EMPLOYMENT
COUNSELOR
Snelling Personnel Service, the most recognized name in secretarial recruiting is seeking seasoned but motivated sales minded dynamic individuals. An exceptional career opportunity at desire for higher income, salary, commissions, benefits, and full training. Call Sherry, 553-1060.
SNELLING PERSONNEL SERVICE
FARMINGTON HILLS

CLERICAL/MARKETING
A national company is looking for an outgoing, self-starter who preferably has good telephone skills to fill a position in its Southfield finance company. Insurance experience preferred.
Must have good clerical skills, good typing and be able to handle a fast sliding machine. PC computer experience a plus. In addition this position will be doing telemarketing to insurance companies from finance business. Excellent employee benefits.
Call Jerry W. 354-0294

CLERICAL/SECRETARIAL position
Good phone skills, WordStar, Southfield.
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CLERK TYPIST - Attorney's office Farmington Hills will train for their office. Typing & spelling skills essential. Knowledge of word processing a plus. Starting wage $4.50 per hr. with regular increases.
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CLERK/TYPIST

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Two years office experience preferred with Word-Perfect knowledge and typing skills of 55 words per minute accurately. Switchboard and light bookkeeping knowledge a plus. Competitive salary/benefit package offered.

Send resume and salary history to:
P. O. Box 760207
Lathrup Village, MI 48076

CLERK TYPIST
Very busy office needs a Clerk Typist with computer background $12,000 to $15,000 Benefits include Life & Dental. Call Mr. Bell, Telegraph, Southfield 355-1000.

COMPUTER Order Entry Person needed by mail order firm. Computer/typing experience a must. Fax qualification to: Cash 12pm 487-7270

COLLEGE STUDENT. Flexible afternoon & evening hours, some weekends. Pleasant in excellent working conditions in newer office near 8 Mile & Farmington. We need an upbeat personality, reasonable typist, good thinker, able responsibility, lives phone interaction, call now for interview. Sandy 473-5500

CONSULTING FIRM seeking an individual for diversified duties: General office, basic errands and clerical duties. Full time with benefits. Fax credit/data and references to:
313-380-5879

CUSTOMER SERVICE representative needed in West area. Flexible hours. Previous experience as cashier helpful. Good telephone skills and computer knowledge a plus. Must be between 18-21 years old and live in Wayne County (not Detroit). Call for appt. 464-1660
An Equal Opportunity Employer

CUSTOMER SERVICE REP
Automotive supplier. Experience preferred. Excellent telephone skills required. Medical/dental benefits. Send resume to: RHEE, 1902 Rochester Industrial Dr., Rochester Hills, MI 48309

504 Help Wanted Office-Clerical

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support person for a fast paced office environment. Candidates must be able to handle a heavy data entry workload, able to work with little supervision, & have hands-on Word Star &/or Word Perfect experience. This position is for a motivated, hard worker who is willing to accept challenges. Position provides full benefits and competitive salary package. Qualified candidates forward resume in confidence to:
Clerical Support
P.O. Box 779
Detroit, MI 48231

CLERK TYPIST
Birmingham Real Estate Development firm needs individual for typing, filing, answering phones, errands, etc. Must have good transportation. Experience preferred. $4-5 per hour. Please send resume with cover letter to Ms. Gordon at 250 Merrill, Suite 201, Birmingham, MI. 48009-3383.

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

20 DATA ENTRY CLERKS
WORD PROCESSORS
Needed immediately for short and long term assignments. Data entry clerks must key 12,000 keystrokes per hour and word processors must possess knowledge of Display/Write 4, Microsoft Word or Wordstar typing 55wpm. Call now and schedule an appointment today.
FOSTER-DAVIS
Temporary Personnel, Inc.
559-2700

DATA ENTRY
Entry level, will train. Typing, phone, light bookkeeping. Detroit area. Send resume to Box 8796, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY/
KEYPUNCH OPERATORS

Marketing services company in Livonia seeking experienced data entry/keypunch operators to fill full-time day and afternoon positions. Must type 40 wpm with 10 key accuracy a must. Good pay and benefits for qualified candidates. To set up an appointment to test, please call: 261-6220

Data Entry Processors
Immediate openings for full and part time Data Entry Processors for Dynamic high growth Southfield based dental plan. Previous typing/data 50 wpm, previous 10 key a plus. We are looking for accuracy and speed. If you are qualified and are looking for a new opportunity, please forward resume and salary history to: Data Entry/Personnel, 3000 Town Center, Suite 2200, Southfield, MI., 48075.
Please specify if applying for full or part time position.
An Equal Opportunity Employer

DATA ENTRY
Wordperfect experience only. Assistant to corporate controller. Excellent career opportunity. 565-5800

DATA ENTRY
$ $ $ $
Excellent opportunities for experienced data entry clerks. Minimum of 40 wpm. Long or short term assignments in Livonia, Plymouth, and Farmington Hills.
ARBOR TEMPS 459-1166

DATA PROCESSING
SHIPPING TYPIST
Full time position needed for small computer company. Duties include: typing shippers, data entry, and various computer work. Knowledge of Lotus & Word Processing helpful. Some phone duty on occasion. Ideal candidate must be reliable. Apply in person at:
Color Custom Labels, 38700 Plymouth Rd., West of Newburgh

DESK RECEPTIONIST - Full or part time position available in Southfield health club. Start at $4.50/hr.
Call 351-7122

DISPLAYWRITE
Executive secretary for prestigious international Southfield firm. Up to $10/hr. Call Susan at
UNIFORCE. 646-7662

DO YOU TYPE 50 wpm but need to supplement your salary? Free lancers is available to you! Low income Oakland County residents, call to see if you qualify. 691-8437

EXECUTIVE ASSISTANT
Marketing services firm seeks professional with word processing experience. To $9/hour.
Call Susan, UNIFORCE. 473-2933

EXECUTIVE ASSISTANT
Immediate opening for highly skilled experienced secretary with marketing division of leading national company. Word perfect a plus. Send resume. To $10.00/hour. Call Gary, UNIFORCE. 357-0036

EXECUTIVE SECRETARIES - we are a growing temporary service (equity), top pay for top secretarial/executive with shorthand, word processing, Lotus 1-2-3, dbase, word perfect, mac. Long, short and temp-perm assignments. Call Pat at 454-7078

ETI Temporary Services

EXECUTIVE SECRETARY
For non-profit agency with corporate headquarters in Farmington. Must have at least 3 years of secretarial experience with good organizational & typing skills. Word Processing &/or computer experience preferred. Please forward resume to:
Personnel Office
117 Park Street
Plymouth, MI 48170
An Equal Opportunity Employer

EXECUTIVE secretary. Secretarial position available for corporate office in Troy. Applicant must be experienced, motivated & skilled secretary with strong verbal & written skills. Minimum 2 yrs solid executive secretarial experience with a college degree or equivalent. Ideal candidate will be required, typing 50wpm, word processing, calculating skills, & maturity to handle special projects preferred. Excellent salary & benefit package provided, send resume with salary history to: Box 851, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FRONT OFFICE RECEPTIONIST
Rolms experience. Plush office. To $7.50/hour to start. Call Nancy
UNIFORCE. 646-7614

FAST PACED northwest suburban firm is looking for all around, self-starter. Must have well rounded Excellent communication skills, ability to work independently, organized, with some computer knowledge helpful. Salary negotiable. 348-5330

GENERAL OFFICE HELP WANTED
One day per week. Bloomfield Hills. Must be familiar with computers. Call 338-9110

HELP DESK representatives needed in Livonia. Must have good telephone skills and basic typing ability. Exposure to IBM PC's a plus. If you are a mature, self-starter call Mary at in Wayne County (not Detroit), call for appt. 464-1660
An Equal Opportunity Employer

HELP!
Growing fast growth property management firm needs qualified individual. Knowledge of computers helpful. 1 and Lotus 1 - 2 - 3 experience with commercial leases a plus. Seeking an energetic and motivated individual to grow with company. Send resume & salary requirements to: P. O. Box 2480, Farmington Hills, MI 48333

Inventory Control
Order Processing Clerk

Experienced individual required for data entry, order expediting and order processing responsibilities in a high-volume purchasing environment.

The individual selected has good communication skills, is organized and accurate. Previous experience on an IBM PC is a must.

We offer a competitive starting salary, excellent fringe benefits and regular compensation incentives based on performance.

If you are qualified and wish to join a profitable, growth oriented company, send resume including salary history to:

ASSISTANT VICE PRESIDENT
FITNESS MANAGEMENT CORP.
P.O. BOX 2159
FARMINGTON HILLS, MI 48333

504 Help Wanted Office-Clerical

GENERAL OFFICE helper needed. Full & part time, required typing 40 wpm. Knowledge of computers helpful. Send wage & resume to Box 87109 Canton MI 48187-1096

GENERAL OFFICE/CLERICAL
Varied duties, full time. Comfortable with IBM PC, DOS, WP 5.1, Lotus 1,2,3, & telephone. Pleasant office. Approx. $6.00/hr. Send resume to: P. O. Box 80, Milford, MI 48381

GENERAL OFFICE
FULL TIME
Busy Livonia office needs someone to answer phones, light office duties & typewriting. PREFERRED: weekends. Apply between 9am - 1 pm, Thurs. & Fri. or call 421-6200

HELP NEEDED
Great rate! Work for Manpower - The World's Largest Temporary Service. Gain valuable work experience while earning money & maintain flexible schedule.
Positions available:
• Word processing secretaries
• Typists
• Data entry operators
• Receptionist, light typing
Must be able to work in Farmington, Southfield or Troy areas.
Call Ann Arbor 761-7400
MANPOWER
TEMPORARY SERVICE
471-1870

INSURANCE CLAIMS SERVICE
Representative, Southfield agency looking for experienced computer data entry clerk. 353-6850

INSURANCE - Experienced, casualty, customer service representative wanted for large Southfield insurance agency. Salary open. Send resume to: P. O. Box 100, Bloomfield Hills, MI 48303.

LAW OFFICE
Part time flexible hours. Typist plus, depending on ability. Must be able to think. 355-5255

LEGAL ASSISTANT
PART TIME
Needed for busy practice law firm. Must be energetic & personable. No experience needed. Training. Evenings & Saturdays. Send resume to: Hang Partner, 23400 Michigan Ave., Dearborn, MI 48124.

LEGAL ASSISTANT for 2 attorney law firm in pleasant Farmington Hills office area. Requires excellent typing skills. Word Processing 6.1, $15K plus benefits. Call Don at 553-8010

LEGAL
• Corporate Legal Secretaries
• Temporary - Long or Short Term
• Temporary Assignments
• Temporary to Permanent
PERSONNEL
AT LAW
UPTOWN: 356-0060
DOWNTOWN: 964-2909

LEGAL SECRETARY needed for Bloomfield law firm. Must have experience in litigation. Knowledge of Wordperfect helpful. Call Judy: 540-8282

LEGAL SECRETARY for Troy law firm. Word processing and at least 1-2 years legal experience (corporate, estate planning) required. Non-smoker. Send resume to: Office Manager, P.O. Box 99484, Troy, MI., 48099.

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 961-0415

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

LEGAL SECRETARY
Experienced, part time, Farmington Hills. Salary negotiable.
Call Karen. 851-8787

LEGAL SECRETARY
If you are an experienced Legal Secretary looking for a challenging job with a growing Farmington Hills law firm please call. 851-8080

LEGAL SECRETARY - Small downtown Birmingham law firm has immediate opening. Wordperfect a plus. Salary commensurate with experience. 642-1330

LEGAL SECRETARY
Experienced, for Farmington Hills general practice. Part time. Salary commensurate with experience. 489-7070

LEGAL SECRETARY for small civil litigation firm. Minimum one year Perfect 5.1, experience in litigation preferred. Duties include pleadings & appeals. Send resume & salary to: Ms. Harper, 540-8811

LEGAL SECRETARY
Farmington Hills attorney with general practice and emphasis on collection matters. Looking for a self-starter knowledge of court procedures and ability to handle office management.
737-7170

LEGAL SECRETARY
For general practice law firm. Challenging position for experienced individual with Wordperfect 5.1 knowledge. Send resume & salary expectation to: Hafey, Birmingham & Chadwick, 37000 Grand River, Suite 340, Farmington Hills, MI 48335.
NO PHONE CALLS PLEASE

LEGAL SECRETARY
For Troy law firm. Experience necessary. Must know Wordperfect and be familiar with Lotus. Salary commensurate with experience. 643-8400

LEGAL SECRETARY - Minimum 5 years experience. Knowledge of Word-Perfect 5.1. Bloomfield Hills office. Call Mike at 647-8460

LEGAL SECRETARY
For Mid Mall Department. Fast paced Secretary with excellent typing, spelling & grammar skills. Must know Word Perfect 5.1. Salary negotiable with full benefits. Call 848-0000

LEGAL SECRETARY
Full time position, small Southfield firm. Minimum 1 yr. minimum experience in litigation and WordPerfect 5.1, 80 + wpm. Excellent good location and organizational skills. Submit salary requirements and resume to: Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MARKETING SECRETARY
Leading national corporation needs word processing skills. Perfect candidate for creative atmosphere. To $9.00/hour. Call Sara at
UNIFORCE 357-0641

MEDICAL BILLER
Small "Boutique" practice seeks a person with good typing, filing & phone skills, to work with computer & insurance. Medical benefits available. Send resume to Medical Biller, P.O. Box 838, Troy, MI 48099

OFFICE CLERICAL PART TIME.
1 - 5:30pm. Good typing skills. Apply in person, 13340 Merriman Road, Livonia.

OFFICE ASSISTANT
For small sales office. General office duties. Apple/Mac experience helpful. Good math skills and organizational skills essential. Send resume and salary requirements to:
DESIGN INCENTIVES
24845 W. Warren
Dearborn Hts, MI 48127

OFFICE CLERICAL - Full time position for experienced individual with excellent clerical skills (typing, data entry, reception/switchboard). Forward resume and salary requirements to:
PERSONNEL MANAGER
P.O Box 2000
Bloomfield Hills, MI 48303-2000
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARY - Experienced, for 1 person office in Bloomfield Hills. Must be organized, self-starter, personable, motivated and have good humor. WordPerfect. Salary commensurate with experience. Resume to: Box 842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MAIL ROOM/SUPPLY CLERK
Non-smoking company seeks, meticulous, self-starter with high degree of integrity, responsibility & maintain a good working environment. Great benefits package including some evenings & Saturdays. Send resume to: Supplies, P.O. Box 300, Southfield, MI., 48037.

New Home
Specialists
As part-time assistant to model home sales agent in popular Livonia development. Duties include greeting hostess to customers, help buyers with color & material selections, data construction modifications, typing. Hours: 1-6 Monday, Tuesday, Wednesday, Saturday, some evenings. We will train you. Must be willing to learn and obtain Real Estate Sales license. An exciting, educational & rewarding opportunity. The Prudential Henry B. Wolfe, Realtors New Home Division. 437-1880

OFFICE assistant to Bloomfield bud busy Manufacturing Co. Diversified duties: word processing, 6 months experience, typing 45 wpm. General office procedures & computer experience required. Great pay & insurance package. Resume to: WHEELSBURG, 33150 Industrial Rd. Livonia, 48150

OFFICE CLERK
Barton Malow, Michigan's second largest private construction firm has an immediate opening for a office clerk. Candidates must have excellent general office skills. We offer a competitive salary and benefit package. Send resume in confidence to: Barton Malow Co., Attention Human Resources, 27777 Inkster Rd., Suite 800, Southfield, MI. 48034.

OFFICE/DATA PROCESSING
Northwest Detroit Manufacturer has immediate opening for a person to multi task. Experience in data entry, light typing skills, excellent general office skills. We offer a competitive salary and benefit package. Send resume in confidence to: Barton Malow Co., Attention Human Resources, 27777 Inkster Rd., Suite 800, Southfield, MI. 48034.

OFFICE PERFORMANCE - Part time, high degree of speed and accuracy. Good pay and benefits. Should possess typing & good phone skills. Must have own car for errands & should be familiar with the Birmingham, Bloomfield area. Great for high school/college student. $5. Hr.. Call Mrs. Vincent & Company at: St. Vincent & Sarah Fisher Center, 27400 W. 12 Mile Rd., Farmington Hills, MI 48334.
An Equal Opportunity Employer
No Phone Calls

RECEPTIONIST/FILE CLERK
Farmington Hills office. Good communication skills & must. Call Ann Baron. 478-7282

RECEPTIONIST
Doctor's office, Tuesday & Thursday. Light typing. Garden City area. 278-3050

RECEPTIONIST/CLERK - Pleasant voice with telephone. Typing, filing. 8am-5pm. No weekends. Call for appointment 546-9440

RECEPTIONIST SECRETARY - experienced in Smart word processing helpful. Farmington Hills area. 855-8181

RECEPTIONIST for busy fast-paced law office. Send resume and salary requirements to: M. Hancock, 3000 Town Center, Suite 2230, Southfield, MI., 48075.

RECEPTIONIST/TYPIST
Good math & typing skills. Excellent communication, organized, with professional appearance. Full time, benefits. 852-0200

RECEPTIONIST/SECRETARY
for progressive title insurance company in Farmington Hills. The insurance and computer experience helpful. Send resume to: Metropolitan Title Co., Attn: A. Kipley, 622 E. Grand River, Howell, MI 48843.

RECEPTIONIST - PART TIME
for busy real estate office. Answer phones, make appointments, light typing. Friendly atmosphere. Must enjoy working with people.
Mon-Fri, 9am-2pm.
Call Sue 540-3650

RECEPTIONIST
Will learn all aspects of a small business including payroll, accounts, inventory control, purchasing and light bookkeeping. Health, dental insurance. Non-smoking office.
SYSTEM CONTROLS: 464-3393

RECEPTIONIST - Troy based manufacturer seeks a receptionist/typist with ability to handle multiple phone lines, do some data entry & word processing. Stable company, excellent growth potential. Send resume with salary history to Box 844 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Wanted for physical therapy rehabilitation clinic in Troy. Must have pleasant phone skills, proper telephone etiquette and 50wpm accurately. Computer skills a plus I'd include training. Medical clinic & pleasant atmosphere. Previous patient scheduling experienced also a plus. Full time, benefits, salary commensurate. 524-2650
An Equal Opportunity Employer

RECEPTIONISTS

DATA ENTRY
WORD PROCESSORS
• Positions available in Suburbs
• Experience required
• Weekly Pay
• Call for appointment
OLSTEN
Temporary
Services
Ann Arbor Troy
Detroit Dearborn
Southfield
354-0555
no fee ece

RESPONSIBLE person needed to answer telephone and handle light clerical duties. Hours, 4 PM - Midnight, Mon - Fri. Bookkeeping experience preferred. Typing speed 50 wpm, minimum. Southfield. 353-4310

SALES ASSISTANT
Experience with large sales staff or field staff required. Knowledge of Apple and a good typing speed are necessary. Send resume to
C. Homes, 21800 Greenfield Bldg., Detroit, MI 48202

SALES
SECRETARY
Duty sales office is seeking a Secretary with excellent typing composition, and organizational skills. Word processing and telephone experience helpful.
For an interview, call
Mary Cleveland at 474-0900

Receptionist

Amicare Home Healthcare, a multi-site home health organization sponsored by the Sisters of Mercy Corporation, is seeking a full time receptionist for its Farmington Hills location.

Responsibilities will include receiving incoming phone calls and handling them to appropriate personnel, recording and distributing telephone messages, operating and screening visitors and directing them to appropriate personnel, sorting mail and other clerical duties as needed.

Qualified candidates will possess a high school diploma or GED, one to two years of current office experience preferred. Excellent organizational and interpersonal skills are required.

We'll match your skills with a competitive salary and excellent benefits. To apply, please send resume to:

Amicare Home
Healthcare
Human Resources Manager
29800 Orchard Lake Rd.
Farmington Hills, MI 48334-3221

Achieving Workforce Diversity through Affirmative Action!

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY/
Full time position needed for busy Southfield office. Must be experienced with good phone skills, typing and WordPerfect, Microsoft & Lotus preferred. We offer competitive salary & benefits. Send resume with desired salary to: PO Box 5082, Southfield, MI 48034.

RECEPTIONIST

Detail-oriented, highly organized individual to assist in basic clerical duties in our sales office located in Troy. Good typing and communication skills required for this diversified position.

(313) -362-9020

SALES SECRETARY
Non smoking Southfield sales shop individual with initiative and good secretarial skills to work flexible hours. Typing 40 wpm, and ability to work well with others a must! Salary commensurate with experience. P.O. Box 300, Southfield, MI., 48037.

SALES SECRETARY
Application process completed for an experienced sales and general office person for a growing Southfield company. Required skills include typing 50 wpm, 10 key, familiarity with computers & word processing software, excellent telephone manners & a dedication to customer service. Mail resume to: Box 873, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, MI 48152

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