502 Help Wanted Dental-Medical

EXPERIENCED DENTAL office manager/Receptionist. Great staff, excellent salary. 455-5452

HEALTH CARE MANAGER
Mental health/substance abuse clinic seeks experienced Manager of front office staff. Strong people skills. Experience with personnel area, JCAHO and MDH preferred. Send resume to: P. O. Box 1092, Southfield, MI 48037.

HOME HEALTH AIDES
Certified or no experience. Free training. Excellent pay & benefits. Family Home Care. 313-455-5663

HOME HEALTH AIDES
Needed for variety of positions in Canton, Farmington & surrounding areas. Relevant experience or certification required. Call Visiting Care today.
313-344-0234 313-229-0330
313-630-0050

HYGIENIST needed for friendly Farmington Hills office. Saturdays, excellent pay. 553-4660

HYGIENIST. Tuesdays, Thursdays. Cochrane Family practice. 455-7270

LIVE ON 1 bedroom apartment as chaperone/live-in companion for teenager for extra. Non smoker, own transportation. Maternity & professional, experience must, references. Call between 9-5 : 266-9055

LPN - Contingent, part time. For busy Livonia urgent care center. For summer information call Debra 261-3891

LPN
Full time position available in Internal-Medical/Cardiology. Interested parties should send resumes to: N. Kelsey

DMC HEALTH CARE CENTERS
WOODLAND
27207 Lahser
Novi, MI., 48034

Affiliated with The Detroit Medical Center, an Equal Opportunity employer

LPN
full time with experience. Dearborn 562-9128

LPN/MEDICAL ASSISTANT
for busy Wayne County Radiology practice. Excellent clinical skills required. Full time. Benefits. Send resume to: P.O. Box 87375, Canton, MI 48187.

LPN OR MEDICAL ASSISTANT - part time, OB/GYN office in Southfield. Experience in venepuncture & injections. Call between 9-11am and 1-3pm at 559-4842

LPN
Part time, Pediatric Office will include Tues. evening and every other Sat. 12 Mile/Southfield area. Ask for Ms Marston. 559-6620

LPN
Part-time 3 - 11 p.m. shift. Tired of the hassle? Want to be happy? Try the other side of patient care? Call Ms. Linda Murphy at Centerpoint Medical Center, 18633 Beech Daly, Redford. 531-0700
I TRIED IT, IT LOVE IT!! I FEEL YOU WILL TOO

An Equal Opportunity Employer

MANAGER
PATIENT ADVOCATE/
CUSTOMER RELATIONS
OUTPATIENT CLINICS

Responsible for recruiting and maintaining customer service standards and customer service systems including patient appointments, inquiries and complaints for a major outpatient clinic network in the Southeastern Michigan. Will review responses to patient complaints, monitor customer service compliment of operations, and ensure quality of service. Requires college degree, training. Minimum of three years experience in managing customer service standards required.
Please reply to:

BOX 908
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia,
Michigan 48150

NOVI-Specialist's office needs experienced full time receptionist, 4 hrs per week - Wed. Patient contact, set up charts, Medical & lab test. Ask for Sandy 569-1770 841-9092

LIVONIA DERMATOLOGY office needs full time Medical Assistant. Benefits including health insurance, paid holidays & vacations. Experience necessary. Send resume to: 29200 Vassar, #330, Livonia, MI 48152, or call 477-7022

RECEPTIONIST/SECRETARY
Out-patient physical therapy office in Canton. Starting part time, progress to full time. Typing skills required. Medical billing experience preferred. Call - 454-8065

MEDICAL ASSISTANT
Family practice in Farmington Hills. Experience required. Excellent salary & benefits. Contact administrator. 591-0569

MEDICAL ASSISTANT &
MEDICAL RECEPTIONIST
Full-time, experienced only, benefits. Southfield area. 353-7140

MEDICAL ASSISTANT - part time, 2 days a week. OB/GYN office in Livonia. Be a must. Write: Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT Needed Part Time. Must be able to draw blood and give injections. Reliable, friendly and kind are. 681-2777

MEDICAL ASSISTANT -
Experienced. Birmingham area. Mon., Wed. & Fri. Call for appointment 647-4425

MEDICAL ASSISTANT, part time needed for busy Dearborn cardiologist office. Experience in EKG, venipuncture preferred. 561-8445

MEDICAL ASSISTANT
4 days a wk, experienced in Phlebotomy, EKG, injections and some physical type of billing. Call. 775-8831

MEDICAL ASSISTANT
Part time experience preferred, but not necessary. Call Mary between 10am-5pm at 553-4648

MEDICAL ASSISTANT - Experience preferred. Part time, Mon., Wed., Fri. 9am-5pm. Rochester Hills Area. Jackpower 852-9140

MEDICAL ASSISTANT
For a busy Troy dermatology practice. Full time. Experience preferred. Call 649-1404, or send resume to N. Wilder, 2999 E. Big Beaver, Troy, MI 48083

MEDICAL BILLER/CASHIER
Experienced in CPT codes, ICD 9, all types of insurance & collections for multi-specialty clinic. Must have good typing and computer skills. Min. 3 yrs. experienCE. All replies kept confidential. Please send resume to Medical Administrator, 5050 Schoeler, Dearborn, MI 48126

MEDICAL BILLER - hospital or physicians office computer. Some station wagon or follow up Oakland & Wayne county hospitals. Part or full time. Hourly + incentive $18-$22,000 per yr. Berk, Tempro Medical. 443-5590

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT wanted for busy family practice office in northwest Taylor. 1 year plus experience. Excellent salary & benefits. Send resume to: MA Position, 21725 Van Born, Taylor, Mich 48180

MEDICAL ASSISTANT
Permanent part-time. Certification preferred. For Pediatric office in 12 Mile/Southfield area. Call Ms. Marston 559-8420

MEDICAL ASSISTANT with experience for family practice in Bloomfield Hills. No weekends, excellent opportunity for right person. 977-5322

MEDICAL ASSISTANT - needed for busy 2 doctor office. Duties include, venipuncture, injections, EKG, X-rays, etc. Experience only.
Marilyn, 476-3280

MEDICAL ASSISTANT - part time (16 - 20 hrs.) Cardiology. Must have minimum 2 years experience. Southfield. 352-9658

MEDICAL BILLER
Experienced, doctor's office. Send resume to: P.O. Box # 1061, Garden City, MI 48135

medical opportunities

NURSING ASSISTANTS

Part time and contingent positions available. Qualified candidates must have 8 months recent Nursing Assistant experience in an acute care hospital setting or be enrolled in an RN program and have completed a clinical rotation.

MEDICAL ASSISTANTS

Part time and contingent positions available. Schedules may include days or afternoon shifts and Saturdays. Qualified candidates must have 1 yr. Medical Assistant experience or an internship completed at one of our medical facilities as part of a formal Medical Assistant Program. Certification preferred.

Apply at Employment Services Mon. thru Thurs., 8am-12noon.

PROVIDENCE
Hospital & Medical Centers
16001 W. 9 Mile Road
Southfield, MI., 48075

or

12:30pm - 4pm Mon., Wed., Fri. at Providence Medical Center - Novi, 10 Mile and Haggerty.

An Equal Opportunity Employer

MEDICAL RECEPTIONIST
Full time for busy Livonia Dermatology office. Must be experienced. Computer experience an added plus! Call Anne 477-7022

MEDICAL RECEPTIONIST and MEDICAL ASSISTANT needed part time for Rochester physician's office. Experience preferred. Call Kathy 656-0177

MEDICAL RECEPTIONIST
Looking for a challenge? Must be enthusiastic, bright person to work front desk at busy doctor's office in Livonia, Call 477-7344

MEDICAL RECEPTIONIST/DILLER
Full time. Experienced.
Livonia Area.
Call 532-7176

MEDICAL RECEPTIONIST, experienced, full time, for OB/GYN office in West Bloomfield. Must have benefits and computer skills. Call Michelle, Mon-Fri, 9-5, 855-5630

MEDICAL RECEPTIONIST
For immediate full time position in busy Westland office. Must have medical insurance background & be self motivated. Please send resume to: PO Box 97, Westland, MI 48185

MEDICAL RECEPTIONIST
Ambitious, mature, full time wanted for busy Allergy practice in West Bloomfield. Computer experience desirable. Excellent salary and benefits. Resume to: Box 918 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL SECRETARY - Part time Bloomfield Hills, Medical billing & front desk experience required. Good clerical skills & pleasant phone manner. Send resume to NSH, 400 Galleria Office Center, Suite 215, Southfield MI 48034. 356-1972

MEDICAL Secretary/Receptionist: Experienced for OB/GYN office in Rochester. Please send resume to: box 928 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL TRANSCRIPTIONISTS
1-3 yrs. experience. All specialties needed including pathology. 2 positions with major clinics. 2 with hospital part or full time. Tracy, Tempro Medical, 443-5590

NURSE AIDE
Do you have a love and understanding of the elderly? If you do, then we have just the job for you. Full time positions available. We offer an excellent training program towards becoming a Certified Nurse Aide. For information please 348-7640 or come in and fill out an application.
Whitehall Convalescent Home
43455 W. 10 Mile, Novi

NURSE AIDES

Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday

NURSING UNLIMITED
540-2360

NURSE LPN/RN For part time afternoon position, 2 days per week, small private nursing home 18106 West 12 Mile, Southfield

NURSE AIDES
Beautiful, private skilled home looking for a few warm hearts and soft touches to complement our dedicated staff. Must be certified. $6.15 per hour.

WINDEMERE
6950 Farmington Road
Livonia, MI 48150
(313) 661-1700

OPTICAL DISPENSER
Wanted for Optometrist practice, part time, possible future full time. Southfield Call Barbara 569-0110

OVAL SURGERY ASSISTANT
Full time. Excellent fringe benefits. Experience in dental preferred.
547-8838

PHYSICAL THERAPIST
ASSISTANT & AIDE
Full or part time. Excellent salary & benefits. Livonia/Farmington Hills. Call Mon., Wed., Fri., 473-1650

Dietary

Quality Care rehabilitation - oriented 137 bed extended care facility has the following available positions:

- Cooks
- Swing cooks
- Dietary Aides and Porters

Offering competitive wages and benefits. Interested applicants should apply in person between 8 am-5 pm Mon. thru Fri. at:

GREENERY
EXTENDED CARE CENTER
34225 GRAND RIVER
FARMINGTON, MI 48335
(Between Farmington & Drake Roads)

Equal Opportunity Employer

502 Help Wanted Dental-Medical

ORAL SURGERY ASSISTANT
Part time. Needed immediately for Dearborn Area. Some experience preferred.
ORTHODONTIC OFFICE - NOVI
Orthodontic Assistant needed.
Experience preferred.
Call evenings. 620-0884

PART TIME LPN/Medical Assistant
Mon/Sat/Sunday. Hills practice. Must be people person and self-motivated. Immediate! 476-8616

PATIENT ACCOUNT
REPRESENTATIVES

2 full-time and 2 part-time (5-8 PM) positions available. 1-3 years medical claims experience required. Interested parties should send resumes to: L. Kurth,

DMC HEALTH CARE CENTERS
WOODLAND
29325 Plymouth
Livonia, MI., 48150

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

PHLEBOTOMISTS
Needed for upscale expanding lab, experience necessary. Federated Medical Lab at 13331 Reeck, Southgate/Taylor. 246-8400

PHYSICAL THERAPY ASSISTANT
FULL TIME/PART TIME

SHELBY NURSING CENTER, A new Genesis nursing facility, is seeking a Physical Therapy Assistant to complete their therapy staff and department. MUST have Associates Degree as Physical Therapy Assistant. Enjoy a great job in a great location and earn a great salary! Please call Vicki Cicone, for more details, at 566-1100

PHYSICAL THERAPIST

Be part of a team that prides itself on excellence of care. This is your opportunity to be the leader in one of the area's leading skilled care facilities. Part or full time position available. Geriatric experience preferred. Please send resume to:

Director of
Physical Therapy Dept.
Glacier Hills Nursing Center
1200 Earhart Rd.
Ann Arbor, MI 48105
(313) 769-0177

PHYSICAL THERAPIST
Progressive ortho private practice needs experienced PT, full time, exceptional salary. Great atmosphere. New Troy facility. 831-6111

PRIVATE PSYCHIATRIC HOSPITAL
Has one position available Radiology technician for active adolescent unit. Call Cindy, Ardmore Center, 474-3500

RADIOLOGY TECHNOLOGIST

RADIOLOGY FILE CLERK

Accepting applications for mammographer, Radiology Technician, Technicians. Two positions available, part time days, in Novi, and full-time position in Detroit. Also, full-time night position available in Detroit. Please apply at:

DMC HEALTH CARE CENTERS
WOODLAND
41930 W. 12 Mile
Novi, MI., 48377
547-8220
or 22341 W. 8 Mile Rd.
Detroit, MI., 48219

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

RECALL/RECEPTIONIST needed for Canton & Belleville dental offices, part time, afternoon hours. Call 981-1228

RECEPTIONIST
Full time with experience. Dearborn 562-9128

RECEPTIONIST/BILLER
Full time. Dental office. Medical office in Farmington Hills. Excellent benefits. 477-7485

RECEPTIONISTS-BILLERS
Full & part time positions now open for experienced medical receptionists & billers. Call or send resume to: Patty Roberts,
Harder Associates, 29870 Middlebelt, Farmington Hills, MI 48334

RESTORATIVE AIDE
Part time, we will train.

RN
Part-time days/eves
Please apply in person:
Bedford Villa Nursing Care
16340 West 12 Mile Road
Southfield, MI 48076
An Equal Opportunity Employer

RN-BSA or diploma - for home health care. Make your own schedule. $30 per visit/incentives.

HOME HEALTH AIDES - Full or part time. $7.50/hr. part time.

AMERICAN HOME HEALTH CARE
644-8555 261-1982

RN - DAY SHIFT
Full time. See Mrs Martin, Nightingale Nursing Home, 35000 Plymouth Rd., Westland, MI., near Joy Rd

RN, LPN or Medical Assistant for Livonia weight loss clinic. Approximately 20 hours per week. Call 651-6637

RNs/LPNs
How about a career in Dermatology? No stress, wonderful atmosphere, great pay and much more. Approximately 20 hr. wk. If interested, please call Ruth Collins, RN, ADON 459-8100 or 557-7800

RN'S & LPN'S
PART TIME
AFTERNOONS ONLY
Apply: Franklin Manor, 26900 Franklin Rd., Southfield (behind the Holiday Inn of Southfield).

RN's LPN's

Variety of case management home care visits available in your local area. Adults, pediatrics, OB & IV. Flexible scheduling, top pay. Experienced nurses should apply today!
VISITING CARE
Ann Arbor 313-930-0050
Brighton 313-229-0330
Northville 313-344-0234

RN- TRIAGE/
PATIENT INQUIRY

Full-time patient advocacy position available. Good written and verbal communication skills required. Interested parties should send resumes to: N. Kelly,

DMC HEALTH CARE CENTERS
WOODLAND
27207 Lahser
Novi, MI., 48034

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

SUPERVISOR
UTILIZATION MANAGEMENT

Ambulatory care center seeking an experienced supervisor for QA & UR. Excellent opportunity for the right candidate. Accountable for supervising good communication, utilization management, precertification, pre-admission review. Must have good communication & analytical skills. Excellent salary/benefits package. All replies confidential, please send resume to: Box 748 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

VERIFICATION ASSISTANTS

2 part-time afternoon (5-8 PM) positions available. 1year medical billing experience desired. Interested parties should send resumes to L. Kurth

DMC HEALTH CARE CENTERS
WOODLAND
29325 Plymouth
Livonia, MI., 48150

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

X-RAY TECHNICIAN
Part-time for physicians office, experience required
548-9660

X-RAY TECHNICIAN
Immediate opening for part time technician in suburban private office. Excellent fringe benefits.
Please send resume to: Southfield Radiology, 15901 W. 9 Mile Road, Suite 110, Southfield, MI. 48075.

502 Help Wanted Dental-Medical

BRECA LANGUAGE Pathologist needed for a group home in Novi to work with Closed Head Injured Residents. Part or per session. Flexible hours...part time. 473-1139

TRANSCRIPTIONIST
Part time afternoons, for busy Redford physical therapy clinic. Must have experience in typing, spelling, and transcription. 937-2001

XRAY TECHNICIANS
Full time positions available in Xray Technician. Bilingual eligible students welcome. We offer a competitive salary and benefits package. Call Gloria at 533-1155

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT
Must be experienced in the following areas: A/R, General Ledger, Reconciliations, Journal Entry and Accruals. Computer experience is a must. Send resume to: Box 1-A, 36251 Schoolcraft Rd. W. 12 Mile Rd. Southfield, MI. 48076

ACCOUNTING CLERK
Accounts Payable, Payroll, Job Costing for Walled Lake sub-contractor. Computer knowledge required. Construction experience helpful preferred. Non smoking office. Part time position. Call Marlene 624-8820

ADMINISTRATIVE ASSISTANT
Full time position for Walled Lake Ford Dealership. Experience in Accounts Payable, Accounts Receivable, accounting functions, knowledge of computer, tenacity negotiation & collection. Must have communication skills and be self motivated. Send resume to: P.O. Box 180784, Utica, MI 48318

An Equal Opportunity Employer

BOOKKEEPER/
Dearborn based national company is seeking individuals with strong analytical abilities, organizational skills, PC knowledge & books keeping experience for immediate openings. Great work environment & benefits. Call Lisa between 8am-11am at 277-8711, ext. 21

An Equal Opportunity Employer

BOOKKEEPER/SECRETARY
Part time position. Good pay commensurate with experience. In Westland. Call 9AM-5PM 326-3640

BOOKKEEPER
Wanted for engineering firm. Must be self motivated. Starts. Full benefits. Apply in person:
DYNALOGIC ENGINEERING
3283 Mike Collins Dr. Suite 108
Walled Lake, MI

ENTRY LEVEL Clerical Position. Typing a plus in shipping department of mortgage company. Apply in person or send resume to: Marathon Mortgage Corp., 25899 W. 12 Mile Rd. Suite 200, Southfield, MI 48034, Attn T. Haines.

CLERICAL
Dearborn based national company immediate full time openings. Must type 45 wpm & have 10 key knowledge. Great work environments. For an appointment Call Debbie, 8am-12noon, 277-0671 ext 214.

An Equal Opportunity Employer

CLERICAL
full time, benefits, some typing & computer experience necessary.
Livonia. Please call — 476-9009

CLERICAL POSITION
A national company is looking for an individual who is a self-starter and possesses outstanding skills in position fit its premium finance company. Interested candidates must have good clerical skills, good typing and be able to use a 10-key adding machine, PC computer experience a plus; in addition the position will be busy marketing to promote the premium finance business. Excellent employee benefits. Call Jerry W.: 354-0208

CLERICAL
Medical supply company in Canton seeks qualified candidates for the position of order entry clerk. Experience preferred but not required. This is a full time position with full benefits. Interested parties should contact Valerie at 313-454-1202

CLERICAL - office manager assistant. Must have strong typing & office functions. Redford.
Contact Pam. 538-6720

CLERICAL - PART TIME
for small company. Computer knowledge helpful but not necessary. Please send resume to Powerhouse Technology, 37120 Enterprise Dr., Westland, MI. 48185.

CLERICAL POSITION, full time. WordPerfect & Lotus skills a plus. Must have office experience and be detailed oriented. Call 569-5320

CLERICAL RECRUITER
Large Detroit area personnel service recruiter to handle clerical placement, will interview & screen candidates. Excellent client contact. Beautiful private office
Send resumes to: Ben Schwartz, Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

CLERICAL SUPPORT
$6.50 Per Hour to Start

Your excellent organizational skills will be put to use in this job that is necessary to join our team.

We seek a full-time, clerical assistant to work for our Bloomfield Corporate Headquarters

Call for a telephone interview.
Ms. Gach: 855-0782
NATIONAL CHECKING CORPORATION

CLERICAL SUPPORT
Detroit financial corporation seeks an efficient clerical support individual for a fast-paced working environment. Must have strong clerical skills, be work accurately under pressure, able to multitask assignments and have hands-on Word Star 5for Word Perfect experience. This position is for a motivated, hard working who is willing to accept challenges. Position provides for a competitive salary & benefit package. Qualified candidates send forward resume in confidence to:
Clerical Support,
P.O. Box 79,
Detroit, MI 48231

COST
ACCOUNTANT
3 to 5 years experience in manufacturing environment. Excellent computer knowledge & degree preferred. Top salary & benefits.

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

Agency Fee Paid

COST ACCOUNTING CLERK
This position needs individual with 2 to 3 years cost accounting experience. Exposure to installed job costing and physical inventory reconciliation preferred. Computer knowledge required. Minimum of 10 key. Call P. Petty, Unistrut Corp., 777 E. Big Beaver Parkway, Suite 800, Ann Arbor, MI 48108

An Equal Opportunity Employer

COURT REPORTING
A PROFESSION

We are searching for a qualified person to record and transcribe legal depositions in the Metropolitan Detroit area. Stenography not required

AS AN EMPLOYEE you will receive comprehensive training, variety filled work (half of which can be done in your home), excellent earning potential, and the opportunity to become a State certified court recorder.

WE REQUIRE a professional approach and attention to detail. TYPING SKILLS OF 75+ WPM. Intelligence, self-discipline, ability to work full time, and willingness to travel in a 90-70 mile radius

If interested, please call Mary Thompson at
1-800-748-0142, between 9-5, September 16-20

NETWORK REPORTING
CORPORATION
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BILLING CLERK/EXPERIENCED
For manufacturing firm in Sterling Heights. Job duties include preparing shipping lists, computerized order entry and invoicing. Customer contact. Excellent benefits.

BOOKKEEPER: Accounting computer knowledge and Lotus skills required. Minimum 45 WPM. Exceptional opportunity. Call Judy Monday thru Friday between 11am & noon 643-2948

COMPUTER OPERATORS
New & growing company. Responsibilities include full/part time. Apply: Door to Door, 1240 W. 14 Mile, Ferndale, MI 48220 398-3631

CUSTOMER SERVICE
REPRESENTATIVE
Pagenet, the largest independent paging company in the nation, continues to experience dramatic growth. We're searching for a Customer Service Representative to join our team. This fast paced position includes direct customer contact, telephone sales, and data entry with sales. Excellent communication skills are and attention to detail are a must. Send resume and salary history to:

Pagenet
23330 Telegraph, Suite 100
Southfield, MI 48034
Attn: Customer Service Manager
An Equal Opportunity Employer

CUSTOMER SERVICE/
Administrative Assistant Manager, Southfield insurance rental & sales. Positive, detailed energetic person needed. Apply in person: 557-1900

CUSTOMER SERVICE REP
Automotive supplier. Experience required. Detailed oriented. Some required. Medical/dental benefits. Send resume to: RHEE, 1902 Robbins Parkway, Detroit Dr., Rochester Hills, MI 48309

DATA ENTRY
Attention to detail and top notch key strokes are needed for fast paced environment. To $7/hr. Call Dede today at UNIFORCE 357-0844

DATA ENTRY - CLERK
for small office. Part time, full time, 2-3 years minimum accounting/computer experience. Send resumes to: P.O. Box 230611, Bloomfield Hills, MI., 48303-3081

DATA ENTRY
Growing computer firm, immediate openings for professional, proficient data entry operators. Must live in downtown Detroit. Call 528-8100

DATA ENTRY
Livonia employer needs your data entry skills for a 6 week assignment. $7/hr. 261-3930

#1 Temporaries
274-4230

DATA ENTRY OPERATOR
Part Time Afternoons.
10,000 square feet office with Metro Airport area. Please call to arrange for interview 941-4200

DATA/RESOURCE/SECRETARY
Energetic, full time Data Processor/Secretary wanted for busy law firm. Must have Word Perfect 5.1 and typing essential. Call Sharon 443-8557

DATA PROCESSOR - Environmental-laboratory firm seeks person for input-data processor. Position requires accurate typing, word processing and grammatical skills. Applicant must be self-motivated, organized and detail oriented. Computer experience helpful. Send resume to: Ms C. Wright, 23355 Commerce Drive, Farmington Hills, MI 48335.

Equal Opportunity Employer
J/Hunority/Female/Handicapped/Vet

DESK TOP
PUBLISHER
TO $24,900

An opportunity for someone who has experience with Ventura software applications. This position can open the door to a career in writing and training benefits. Call Lynn at 461-0606

SHELLAND PERSONNEL SERVICES

DO YOU WORK WELL
WITH PEOPLE?

If so, Gardner White Furniture is looking for a bright, motivated, enthusiastic Service Representative to work in our Customer Service department. Duties will include: checking in & out service men, taking service requests, customer service, dealing with manufacturers, & other duties as assigned. Apply at 21100 West 8 Mile, Southfield, (8 Mile, between Evergreen & Lahser).

EXECUTIVE ASSISTANT
Marketing corporation seeks professional with word processing experience. To $9.50/hr.
Call Susan at UNIFORCE 473-2933

EXECUTIVE ASSISTANT
Choice opportunity. Prestigious firm requires office experience and excellent word processing skills. To $8.75/hr. Call Sheila at UNIFORCE 357-0036

EXECUTIVE SECRETARIES
We are a growing temporary service specializing in Word Processing Secretaries with Shorthand, Word Processing, Lotus Long, short, and temp-perm assignments.
810 Temporary Service 464-7078

EXECUTIVE SECRETARY
Prestigious International Southfield firm. Professional experience needed. Up to $10/hr. Call Susan at UNIFORCE 357-7663

FARMINGTON - CPA firm needs individual for telephone, secretarial & light bookkeeping duties. Part time hours, non-smoker. 851-0770

FILE CLERK - We are seeking a high school graduate with 1 year of clerical responsibilities include pulling & replacing files or documents & maintaining files. Must have experience necessary. Farmers Insurance offers a competitive salary & benefit package including a smoke free environment. Please send resume to: Box 806, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL Secretary, Bloomfield Hills attorney. Immediate opening. Word Perfect 5.1 preferred. Call 352-7900

GENERAL CLERICAL/MAIL CLERK
Part time or full time position. Variety of duties. Flexible hours available. Call Ann Marie at 559-5600 ext 3 or send resume to P.O. Box 9068, Farmington Hills, MI 48333-9068

Great Opportunity

Customer Service Representatives needed for a well-known Livonia company. Applicants must be outgoing, dependable, and able to work under pressure. 20-30 hour work week. Call for details

ENTECH
SERVICES, INC.
(313) 336-8888

GUY OR GAL FRIDAY
Telephone, reception, filing, computer data entry, general office duties. Good organizational skills a must. Knowledge of Word PC, Lotus 1,2,3 and like working with numbers. Blueprint reading a plus. Salary commensurate. Call Mon-Fri, dental benefits. Resume & cover letter must be received by Sept 21, 1991. Mail to: Human Resource Dept., P.O. Box 189, Southfield, MI 48034-0189

An Equal Opportunity Employer

BOOKKEEPER/ACCOUNTANT
Thru Tribal Balance, Payroll, Taxes, computer literate. Southfield area. Accounting office. After 1pm 353-4347

BOOKKEEPER ASSISTANT
Part Time 20-30 hours / week. Tax/Tee Pegboard system, light typing. Send resume to: TAP, P.O. Box 217, Farmington Hills, 48333

BOOKKEEPER/ACCOUNTANT
A service company located in Oakland County, seeks full time person capable of preparing financial statements & payroll. Working knowledge of computers is essential. Send to: Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/ADMINISTRATIVE
ASSISTANT
Experience required. Thru DL, word processing (50wpm), reconciliations, spreadsheets, and database. Communication skills. Full time. Salary $18-22K DOE. Benefits. Resume to: Accountant, 35528 Grand River, Suite 100, Farmington, MI 48335.

504 Help Wanted Office-Clerical

GENERAL CLERK - Transmentics Title Insurance Co. has full time position available working in the Farmington Hills area Mon.-Fri., 8-5pm. Call Debra Lorenzo between the hours of 9-11am for interview. 473-2502
Equal Opportunity Employer M/F

GENERAL OFFICE - Full time position for sharp individual with experience in filing, typing, phone communications and general office skills. Excellent benefits. Small medical supplier. Good pay + benefits. For interview appointment call Ms. PCS Management, 661-0500

HELP!
Growing fast paced property management firm seeks Southfield area, knowledgeable with WordPerfect 5.1 and Lotus 1-2-3, experience with commercial leases a plus. Seeking energetic and motivated individual to grow with company. Send resume & salary requirements to: P. O. Box 2480, Farmington Hills, MI 48333

INSURANCE CUSTOMER SERVICE
Representative agency seeking for experienced commercial CSR. Call 353-5850

INSURANCE
Large Troy agency seeks customer service rep. Must have knowledge auto-and homeowners experience. Salary and benefits. Fax resume to: Carol Ann David Bolton 641-0900

LEGAL Secretary, experienced for small busy law office. Will train. Challenge for self motivated individual, opportunity for sense of achievement. Salary commensurate. Resume to: Attorney C/O: Kates, 31874 Northwestern Hwy., Farmington Hills, 48334

LEGAL
• Corporate Legal Secretaries
• Temporary - Long or Short Term
• Temporary Assistants
• Temporary to Permanent

PERSONNEL
AT LAW
UPTOWN: 358-0060
DOWNTOWN: 964-2909

LEGAL
SECRETARIES
Let our 30 years of service and experience work for you. For professional Permanent Positions. Temporary or permanent, register now with The agency that cares. Call recorded ALL FEES EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
620-8188 OR 961-9415

LEGAL
SECRETARIES
Experienced, for permanent & temporary positions. Call recorded ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
Legal Personnel
362-3430

LEGAL SECRETARY
Experienced, part time, Farmington area. Salary negotiable.
Call 9am-3pm, 851-8787

LEGAL SECRETARY - Experienced for Farmington Hills general practitioner. Salary commensurate with experience. 737-8000

LEGAL SECRETARY - Small downtown Birmingham law firm has immediate opening. Worldperfect experience preferred. Salary commensurate with experience. 642-1330

LEGAL SECRETARY
For Southfield Workers Compensation defense firm. Must have wordperfect experience. Send resume to:
Office Manager, 26400 Lahser, Site. 110, Southfield, MI 48034

LEGAL SECRETARY
Troy, Litigation. Experienced. Word Perfect 5.1 preferred. Call Ann Mugerian, Esquire, 755 - W Big Beaver Rd. Site 1112, Troy, MI 48084
362-0808

LEGAL SECRETARY
Southfield law firm needs secretary with excellent skills, experienced in general practice, including litigation. Good salary/good benefits.
Call 358-0090

LEGAL SECRETARY for Troy law firm. Word processing and at least 2 yrs. experience in probate, real estate, estate planning/probate. Non-smoker. Salary commensurate. Resume, P.O. Box 99484, Troy, MI., 48099

LEGAL SECRETARY for growing medium size Farmington Hills litigation & business law firm. Four years litigation experience for sixty practice & plush environment. Worldperfect, Lotus, Excellent salary and benefits 626-5000

LEGAL SECRETARY to head Litigation attorney. Excellent benefits and salary commensurate with experience. Work will be challenging and exciting for the right person. A career opportunity for someone who is organized, has good clerical skills, and can manage people.
Call Ray 643-9494

LEGAL SECRETARY - Experience preferred. Word Perfect 5.1 Send resume to: Personnel Dept 27000 Vassar, Site 830, Livonia, MI 48152

LEGAL SECRETARY TRAINEE
Full time. Entry level.
Non smoking. Call Barb
641-7800

LEGAL SECRETARY
for general practitioner located in Bingham Farms Full time, 1-2 years legal experience preferred. Ask for Kim 433-1600

LEGAL SECRETARY for small civil practice firm. Required: Solid Word Perfect skills, experience in litigations, probate, real estate, collection and appeals Send resumes and salary requirements to: Box 1-A, 36251 Schoolcraft Rd. W. 12 Mile Rd. Southfield, MI. 48076

LEGAL SECRETARY
for Southfield law firm. Injury defense firm. Must have 3 years experience in litigation. Must be able to computer experience helpful We offer good salary & full benefit package including life, health & dental insurance, savings program & pension plan. Send resume to James P. Montagne, 40 Oak Hollow, Suite 330, Southfield, MI 48034

An Equal Opportunity Employer

MAIL ROOM CLERK
Major advertising firm needs experienced, personable candidate. Unique opportunity for energetic team player. 14 Mile/Telegraph
Call Gloria at UNIFORCE 357-0037

MAIL ROOM/SUPPLY CLERK
Non-smoke mail company seek mail/supply clerk. Applicant must be energetic, dependable, able to lift & good driving record. Full time with benefits. Hours include evenings & Saturdays. Send resume to: Supply Clerk, P.O. Box 300, Southfield, MI., 48037

MORTGAGE Accounting/Investor reporting department seeks person experienced in FNMA & Lease FHLMC, 308 reporting. Send resume, in confidence, with salary requirements to First Security Savings Bank, P. O. Box 8354, Bloomfield Hills, MI 48302. Attention Investor Reporting Manager

An Equal Opportunity Employer

OFFICE ASSISTANT/PART TIME
Pleasant phone voice, people person. Some data entry, typing, word processing experience helpful. Will train Call Dan,
332-8050

OFFICE RECEPTIONIST

Troy company seeks a part time employee who possesses the ability to handle morning switchboard duties and more administrative office functions.

OFFICE MANAGER
P. O. Box 4507
Troy, MI 48099-4507

OUR CLIENT needs person with an around general office skills, typing 40-55 wpm, previous computer experience helpful, good customer service skills Livonia area
Call Dynamic People 464-6500

504 Help Wanted Office-Clerical

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Livonia, 464-2100
Southfield, 352-1300

SNELLING
TEMPORARIES

OFFICE POSITION - Part time 18-20 hrs./wk., $5.00/hr. to start. Must be neat appearance and have good math skills. Apply at Lasky Furniture 29051 Plymouth Rd., Livonia
No Phone call please!

PART TIME Paralegal for Birmingham law firm. Must have WordPerfect experience. Call: Jean 645-0100

PART TIME SECRETARY
Typing, telephone, computer in-put, 4 hrs/day. Reliable hrs. Location, 8 Mile/Telegraph area. 281-7877

PAYROLL CLERK - Part-time. Prior ADP payroll experience required. N.W. suburban Oakland County location. Potential for full time. Excellent working conditions. Submit resume to Personnel Office, P.O. Box 964, Novi, MI. 48377.

PHONE SURVEYERS - Needed for day shifts. Must have experience in telemarketing or related field.
Hourly salary.
Call Dynamic People: 464-6500

PRODUCTION CONTROL
SCHEDULER
Suburban west median sized manufacturer needs person to head Material Control Department. We supply components directly to the automotive industry. Must have minimum experience. Permanent position. Good benefits. Non smoker. Send resume with salary history to: Box 904, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PUBLIC RELATIONS SECRETARY
Your excellent skills in organization are needed in this plush creative atmosphere. To $8.50/hr. Call Stephanie at UNIFORCE 357-0641

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

RECEPTIONIST. Needed, full-time, relief receptionist. Apply at Farmington Hills Beauty Salon. 626-8020

RECEPTIONIST
Full time, 8am-5pm, Mon thru Fri., PC experience required $6.50 / hr. Call Susan after 2pm, 484-4110

RECEPTIONIST - Typing 40 wpm. Experience required. Pleasant phone, professional. Good pay.
ETD Temporary Service 464-7078

RECEPTIONIST/CLERICAL
Part time, afternoons weekly. Mon-Fri 10-3. I/II Lab, Livonia. 422-8000

RECEPTIONIST/SECRETARY
Full time, light typing, filing and phone skills. Benefits
1-800-821-8969

RECEPTIONIST/Engineering Secretary, pleasant, neat appearance & good Word Processing skills a must. Fast paced Farmington Hills Contact Sandee Brosch 442-0200

RECEPTIONIST/CLERICAL needed for downtown law office. Light or full time. Send resumes to 3963 S. Livernois, Detroit, Dearborn Heights, Mich., Attention Office Manager

RECEPTIONIST for multi line very busy switchboard, various duties including mail, deposits and cash receipts. Must be bondable. Previous experience preferred.
667-0521 ext. 228

RECEPTION