EMPLOYMENT

500 Help Wanted

TRAVEL/TOUR SALES

We are seeking mature, responsible person to join an exciting, upbeat industry. Full training provided. Salary plus commission plus benefits. Apply in person to: CAN-AM Travel Co., 3000 Town Center, Suite 2100.

TRUCK TIRE - service person. Some experience necessary, good driving record, benefits. Warm area. contact Mr. Carlson, 348-9699

TV & VCR TECHS needed for shop and in-home service. Can make over $50,000 a year. Full or part-time hours available. Based on experience, plus commission. Apply at: Maintenance One, 8537 Honda Dr. Canton. 455-0966

THRESETER/CUSTOMER - Service - Mechnish experience needed. Variety of duties: assembling, customer service, computer order entry, design & sewing using Machelon equipment. Excellent benefits. Pleasant non smoking environment. Send resume to: Johnson's Press, 24300 Meadowbrook, Novi, 48375

WAITSTAFF, & RANGERS needed full & part time. Apply at Meadow Hills Golf Course, ask for Judy or Nick 453-7047

WANTED - CDL CLASS A DRIVERS to work on small production facility. Work in a variety of production & material handling. Second position available CDL Class B. Must be drug free. Capable of loading & unloading trucks. Night or days available. Must have knowledge of area. Hourly rate. Starting wage $7/hour with steady advancement opportunity. Call after 3:pm to serve as part of an 8 man dispatch team. Reply to: Box #8 Applications submitted at: 34039 Schoolcraft, Livonia, MI 1-96 & I-275 area.

WAREHOUSE/DELIVERY - Experienced, reliable, starter, good driving record needed for carpet warehouse & installation company. 348-2900

WAREHOUSE HELP Part time, 7 days a week available. Must have own transportation. Call Steve's Service & Social security card required. Apply in person Mon-Fri., 24525 Grandville (between Schoolcraft & Plymouth off Stark Rd.) Livonia

WAREHOUSEMEN - OPENINGS ALL SHIFTS AVAILABLE $5/per hr. and up. Long-short - term assignments. 421-0410

ARBOR TEMPS 459-1166

WELDER/FABRICATOR - steel treat manufacturer is seeking an experienced Welder/Fabricator. This is a permanent position. The successful person will have a challenge. Full time days. Overtime available. Some lifting & overtime. Complete benefits package. If you are a competitive wage. Apply at J. L. Becker Co. 35850 Industrial Rd. Livonia. 8 job % of Wayne & Ecorse. No phone calls.

An Equal Opportunity Employer

WELDERS

for light gauge sheet metal metal shop. Mig, Tig, Arc & 2 yrs experience required. Good pay & benefits 272-5301

WORD PROCESSOR

Join the Troy office of Geraghty & Miller, Inc., a rapidly growing, nationwide leader in the environmental service industry. We are currently seeking a self-motivated, professional individual possessing excellent typing (60 WPM) and grammatical skills. Must provide variety of duties. Extensive knowledge of WordPerfect 5.1 and Lotus 1-2-3 required.

We offer an excellent starting salary and comprehensive benefits in a fast paced environment. Please send for immediate consideration, please send your resume and salary requirements, in complete confidence to:

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

WYNDHAM GARDEN HOTELS Joins the welcome mat at Wyndham Our hotel hotel has immediate openings for aggressive, energetic individuals in the following positions:

- DINNER SERVERS
- LINE COOKS (Full & Part time)
- UTILITY PERSONS (Full & Part time)

Bring your resume to Human Resources, Lexington Blvd. Novi, MI

HAIRSTYLIST & NAIL TECH needed for busy Canton location. Experience preferred. Southwest Quadrant location. Income potential 563-3848

BANK-ROBBERS

- Full time - Full time after break
- Full time - Evening
- Customer Service/Sales
- $6.00 base salary
- Car/Van Pool

Livonia 442-9270
Northwest 253-8174
Westland 253-9410
Plymouth 927-2801

502 Help Wanted Dental-Medical

ASSISTANT ACTIVITY DIRECTOR(S)

Full Time

Liberty Nursing Center is seeking an organized and highly energetic person with to join our busy activities department. MUST have experience with new OBRA documentation requirements including the MDS and care plans. Excellent salary and benefits. 45100 Schoenherr just N. of 94 Sky Park Leasing Mgr. (313) 546-1100

ASSISTANT/RECEPTIONIST Dental office, part time/18-20 hrs a week. If you are enthusiastic, enjoy people & are willing to learn, we would like to talk to you. Our team Livonia Center 464-3400

BEHAVIORAL HEALTH Company in Livonia seeks a full time clerical support person. Must have strong interpersonal & typing skills necessary. Medical experience preferred. Quality benefits package. Send resume to: Box 8 Applications will be accepted until 4/20/92

BILLER/RECEPTIONIST If this sounds like you, you have strong talent! Please consider this position. Full time, Mon-Fri, 8-5 pm. Salary commensurate. Fringe benefits. Call Mrs. Lee 362-4300

DENTAL ASSIST. Experienced or not. Interested in joining Medicare (DPS). Dental insurance & training for complete clinical, essential assisting equipment. $5 & DPHO. Reviews, continuing education, insurance, paid holidays, good math aptitude. Please call Mrs. Lee 362-4300 or stop by: Jack Jensen Family Service, 34103 Emerald Rd., Southwest MI 48150

CERTIFIED NURSING ASSISTANTS needed for a new long term facility. Full & part time. E.O.E. 4427 Venoy, Wayne 729-4438

LICENSED NURSING ASSISTANT NIGHTS AVAILABLE

Are you beginning to think your State Certification does not bring the recognition and pay you deserve? Do you feel that your Supervisors don't respond or care about your problems & do not listen? Charter Care will give you a unique opportunity to be part of a participative decision making team. Premium wage and benefit package. Isn't it time you work for the best? Contact Nora Sipes 477-2000

CERTIFIED NURSE AIDES needed for all shifts. Benefits include attendance bonus and partially paid health insurance. Apply in person Mon - Fri., 8-1 or 2-4 PM. Genesis, 15100 Ann Arbor Trail, Livonia

DENTAL ASSISTANT - Dentistry for children in Farmington Hills. Experience preferred. Job sharing hours. Salary & fringe benefits 553-3260

502 Help Wanted Dental-Medical

DENTAL SURGICAL ASSISTANT

Experienced, for high quality specialty practice. In Southwest/Northern area. Exceptional salary and working conditions. Call 357-3181

EXPERIENCED MEDICAL BILLER

Southfield Internist office. MBA experience preferred. No Saturdays. Ask for Sherry. 356-5110

BUSY- W. Bloomfield dental office looking for front desk person with assisting skills. Dedication/teamwork/experience preferred. Full time, full benefits. 661-4000

FULL TIME - Assistant for Podiatrist office in North Woodward area. Prefer experience. Clerical duties also. Call Dean 399-1838

HOME HEALTH AIDES & COMPANIONS - EXPERIENCED Eligible for benefits • Competitive pay • Mileage (with transportation) For home care agency serving west with Wayne county suburbs. Must have experience working with the elderly, disabled or elderly. Demonstrated ability, sense of commitment & own transportation a MUST! To apply call Sherry 981-8829

UNITED HOME CARE

HOME HEALTH AIDES Certified preferred. Experienced and pay and benefits

FAMILY HOME CARE (313) 229-5643 (313) 455-5463 (313) 620-8877

HOME HEALTH CARE AIDES Full or part time hours, flexible shifts, 24 hr. break assignments in private homes & retirement residences located in Western Wayne & Oakland Counties. Great starting pay with regular merit reviews, incentives & transportation allowance Call Ann 455-1061

LIFECARE INTERNATIONAL INC. A respiratory equipment manufacturer & home health care provider is seeking an RN Licensed Respiratory Therapist (Invasive & Non-invasive) experience helpful. Competitive salary and benefits package. Send resume in confidence to Lifecare Inc. Detroit Metro Airport, P.O. Box 918 Farmington Hills Livonia MI 48150

LPN/STAFF TECHNICIAN AIDES, MIDNIGHT SHIFTS

Sea Mirs Marlin NIGHTENGALE WEST 8365 Newburgh Rd. Westland, Near Joy Rd. An Equal Opportunity Employer

MAMMOGRAPHY - TECHNICIAN - for pleasant suburban women's clinic must be registered, salary & benefits competitive. Reply to box #818 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL ASSISTANT - Experienced. Part or full time. Must have a valid 3272 W Drivers License. Bu. 141, Livonia, MI, 48152

MEDICAL ASSISTANT Needed for recently expanded practice. Experience preferred as will train applicant with back-office background. Resume P. O. Box 8509, Westland, MI 48185

MEDICAL ASSISTANT Full time position available with offices in Southfield and West Bloomfield. Must be cross trained in EKG or some ophthalmologic experience preferred. Please send resume to: Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL ASSISTANT/Receptionist Wanted for busy pediatric practice. Hours office Weekdays & ½ day Sat. Flexible shift. Salary DOE. 348-3620

MEDICAL ASSISTANT, Part time, Livonia area. At least 1 yr experience. Fax resume to: AMCARE HOS. PICE SERVICES, INC., Paul Doerfler, Business Mgr. 1206 Airport Blvd., Ann Arbor, MI 48108

Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer.

OPTICAL DISPENSER Full time, experienced. We need someone with a career-oriented enjoys working with people, and has strong sales capabilities. Send resume to:

FIRST OPTOMETRY 15540 Northland Drive, Livonia, MI 48154 Attention Beverly

OPTICAL DISPENSER An established optometric practice in Commerce Twp. is seeking an experienced, career-minded dispensing optician in our newly built facility. Call 360-0121

ORTHOPEDICS TECHNICIAN

Full-time position for LPN with 2 years surgical experience. Orthopedic experience preferred. Send resumes to S. Gladstone, M.D.

DMC Health Care Centers 23341 W. 8 Mile Rd Detroit, MI 48219

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

PART-TIME - Medical Assistant & Receptionist positions available for busy internal medicine practice. Grand River/Orchard Lake Rd. Call 477-0100

PHYSICAL THERAPISTS Paragon & Assoc. 820 E. Lincoln, Birmingham, MI 48009 647-2880

BUSY SOUTHFIELD Internal Medicine practice, looking for experienced receptionist. Very pleasant work atmosphere. 355-8880

RECEPTIONIST - Pediatrician's Office Friendly Helpful Experienced in medical billing. Typing required. Salary Attractive salary 437-3836

Radiology

Applications and resumes will be accepted for the following positions:

CT. TECHNICIAN. Casual afternoon weekend position - Experience required

X-RAY TECHNICIAN. Part-time, Monday-Friday, 4 PM - 8 PM. Mammography experience required. Excellent position for student nurse. Fringe benefits. Temporary positions (full-time) for 2 months.

RADIOLOGY TRANSCRIPTIONIST Midnight file in position (HOT, full time) Computer skills and minimum of 65 WPM typing and 2 years' experience required.

Call Barbara Gogola, Human Resources at 471-8658 or send resume to

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933

An Equal Opportunity Employer

RN CLINICAL SUPERVISOR PRIVATE duty

Immediate position available on our private duty case load. Responsible for Adult/Pediatric Vent and Non-Vent cases. Competitive salary & benefit package. Call for appointment, ask for Nancy 313-277-7900

◇ Medical Transcriptionist for Farmington Hills Radiology office. Experienced only should apply. Full time days, pleasant surroundings with liberal benefit package. Call for appointment, ask for Peggy. 853-4700

MULTI SPECIALITY & Diagnostic Center in Rochester seeking full or part time employees for Medical Receptionist, EPH, Holter Scanner, Nuclear Technician, Medical Assistant, Transcriptionist

Send resumes to:
Human Resources
610 Michigan St.
Rochester, MI 48307

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT

Two full-time positions available in Internal Medicine. Three years active practice in office setting required. Send resume to G. Giacalone or apply at:

DMC Health Care Centers 22261 W 8 Mile Rd Detroit, MI, 48219

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

MEDICAL RECEPTIONIST For busy office. Experience preferred. Part time evenings. Livonia. Part time days. Farmington area. Contact Administrator: 981-0569

MEDICAL SECRETARY Full time, experienced in typing transcriptions & computer billing for GI-GYN office in Southfield. Call Mon-Fri. 8-4pm. 832-0784

MEDICAL TECHNOLOGIST - Part time for busy clinic in Redford 538-3800, extention 29

NURSE AIDE Private home care experienced only. References required. 363 9631

NURSE AIDES

Growing home care agency is seeking qualified experienced personnel (health care The Woodlands) serving Oakland County. Choice of Days & Hours. Call between 10am - 3pm Monday thru Friday

NURSING UNLIMITED
540-2360

NURSE CLINICIAN We are looking for a motivated self starter. Experienced only for cardiology dept. 30-40 hrs/wk. Mon thru Fri

MEDICAL BILLER Minimum 1yr experience. Knowledge of Diagnostic system helpful. Full time, Mon. thru Fri.

TREADMILL TECH 1yr experience minimum. Farmington area. Full/part time. Mon - Fri. Contact Administrator Dept. 553-0692

nursing

AMICARE HOSPICE SERVICES

Opportunities in Hospice Care Hospice of Washtenaw and Hospice of Monroe

STAFF RNS

Amicare Hospice Services, Inc., sponsored by the Sisters of Mercy, is seeking contingent Staff RNs who desire an opportunity to make a real difference in the lives of their patients and families

You will be responsible for case management of assigned patients, the concept of interdisciplinary team approach. Home care experience or one or more years of hematology/oncology experience is required, with hospice experience preferred.

Amicare offers a flexible schedule. Work on-call relief, after hours or weekends. Work a minimum of 30 days a month, which over your personal schedule allows. Amicare offers a competitive salary based on your skills. To apply, please send your resume to: AMICARE HOSPICE SERVICES, INC., Paul Doerfler, Business Mgr. 1206 Airport Blvd., Ann Arbor, MI 48108

Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer.

OPTICAL DISPENSER Full time, experienced. We need someone with a career-oriented enjoys working with people, and has strong sales capabilities. Send resume to:

FIRST OPTOMETRY 15540 Northland Drive, Livonia, MI 48154 Attention Beverly

OPTICAL DISPENSER

An established optometric practice in Commerce Twp. is seeking an experienced, career-minded dispensing optician in our newly built facility. Call 360-0121

PROGRESSIVE dental practice seeking enthusiastic, organized professional team member for front desk. Must possess excellent communication skills & ability to prioritize in office setting required. Interest in dentistry & some computer experience preferred. Full time. Mon. thru Fri. 8:30-5. If you are interested in joining our quality, upscale team where your participation make a difference - call Darlene at Dr. Blanda's office between 8-30-4 ? 647-3434

QUALITY ASSURANCE MEDICAL RECORDS

RRA or ART to join Quality Assurance/Medical Record Department. Duties have working knowledge of OBRA regulations and state guidelines. Experience in long-term care setting preferred. Competitive salary & plus Call Dee for interview at: (313) 326-5000

Quality Management Specialist

Mercy Physicians/Hospital Organization has an immediate opening for a Quality Management Specialist at St. Joseph Mercy Hospital-Pontiac.

Primary responsibilities for this position include: experienced in prioritization, concurrent review, case management, tracking and trending, monitoring activities to ensure & promote the delivery of high quality care, & to facilitate communication as well have strong interpersonal skills & facilitate communication and decision making among physicians, medical staff, nursing personnel, hospital staff and ancillaries.

Candidates must possess a valid state RN license, a Bachelor's degree in nursing desired. At least five years of work experience including a minimum of two years experience in quality assurance/utilization review required. Work experience in a managed environment is essential

We offer highly competitive salaries and comprehensive benefits. For consideration please send your resume to:

MERCY HEALTH SERVICES

Corporate Office
Human Resources Services
31605 Grand River Ave.
Farmington Hills, MI 48331-3221

Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer

RADIOLOGIC TECHNOLOGIST Hospital in Western Oakland County is currently seeking a Radiologic Technologist i.e. work full time days Sun. weekends & holidays must be ARRT registry eligible and/or have experience as a radiologic technologist. Competitive wage & benefit package is interested, please contact Linda Mahoney at 300-3311, or submit resume or application to Human Resources Department

HURON VALLEY HOSPITAL 1601 E. Commerce Rd. Milford, MI 48367

A member of Huron Valley Medical Center, affiliated with the School of Medicine, Wayne State University

RN

- Hospice Home Care Director. Career opportunity to grow with new hospice organization. Director of home care. Licensure required. Experience in home care. Excellent pay & benefits package. Send resumes to Box 453 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RN, LPN OR MEDICAL ASSISTANT Internal Medicine practice. Part time Plymouth - Ann Arbor area. Call Norma 996-8783

RN OR LPN For busy pediatrician's office. 2 Saturdays a month. Call 455-0900

RNS HAWTHORN CENTER 18471 Haggerty Rd. Northville Full time afternoons. To qualify, you must enjoy working with children, be able to work in a creative & informal treatment setting, be a participant in a well defined, multi disciplinary treatment program for emotionally impaired children, be committed to program & continuing in-service training for all staff. State Civil Service, fringe benefits. Call Barbara 349-3700, ext. 550

RN S/PN S/PN S/NS Part time positions available in a fast paced Dermatology setting Canton Twp. Resume to: Box 8 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RN S/PN S WE NEED YOUR LPN S from 7:30 to 3:15 pm RN S earn up to $20/hour. Home Care Staffing Service FAMILY HOME CARE (313) 229-5643 (313) 455-5463

RN S/PN S

With long term care experience. Competitive wages and benefits DE shift, differential and weekend bonus. If you enjoy working as part of a team in a pleasant working environment, call Dee for an appointment at: (313) 326-5000

SECRETARY/RECEPTIONIST Out Patient System Rehab Center in Canton - full time. Experience preferred. Call 397-1018

SOCIAL WORKER The Arnold Home Inc., 389 bed continuing care retirement community seeks a person with experience working with elderly preferably in a nursing home setting. The successful applicant will have excellent assessment & counseling skills, the ability to write clear & concise progress notes. If you are an enthusiastic person, who enjoys working in a team oriented environment, then we want to speak to you

Send resume to:

Mary Cobeka
Director of Admissions
& Social Services
18529 W. 7 Mile
Detroit, MI 48219

Social Worker

Medical Social Worker

We're a 330 bed acute care facility, teaching, teaching hospital. We're seeking an MSW for a casual, 16 hrs per week position. Duties include full-time hours during the summer.

Applicants must have a master's in social work and 2 years' experience as a medical social worker in an acute care hospital setting. Random experience is preferred. Applicants will be expected to know and emergency department areas.

Our progressive programs make Botsford Hospital an enjoyable place to work. Send resume to Human Resources

Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933

An Equal Opportunity Employer

SUBSTANCE ABUSE THERAPIST Needed for expanding clinic. No experience necessary, will train. BA Degree preferred. Please submit resume to: 5640 West Maple, Suite 203 West Bloomfield, MI 48322

SURGERY BILLER - Orthopedic experience preferred. Orthopedic surgeon's office, starting full time. West Bloomfield 855-1407

502 Help Wanted Dental-Medical

ULTRASOUND TECH

- 6 week, full-time, starting assignment at local hospital
- Prostate & Abdominal Ultrasound experience
- Top pay & $100 hiring bonus

TEMPORARY HEALTH CARE 354-8230

X-RAY TECHNICIAN needed full time experience preferred but not required. Livonia area. Please call 425-5200

X-RAY TECHNOLOGIST Part time including weekends. Average 20 hours per week. Redford Clinic. Call then ask for location of interview appointment. Tues thru Fri. 9am-3pm 538-3800 ext 23

504 Help Wanted Office-Clerical

ACCOUNTANT

Entry level accounting position available at a rapidly growing Troy based company. Qualifications include an accounting degree or equivalency with LOTUS, organization skills, attention to detail to meet deadlines. At least one year of relatedexperience. Salary commensurate. Please send salary requirements and resume to, Chief Financial Officer, P.O. Box 41042, Troy, MI 48099

ACCOUNTING CLERK - Needed with experience in payables & inventory. Full time, $6.00 hr. Call Mrs. Lee at office Resume Office Manager 28189 Joy Rd. Westland, MI 48185

ACCOUNTING CLERK Local Government needs a set up person for accounts payable, general ledger entries and knowledge of payroll. Must have experience with accounting software. Salary and benefits. Non smoker only. Send resume to: Patrick Sullivan, Village Clerk, 31735 Maple, Chesterfield Township, Twelve Mile Road, Beverly Hills, MI 48025

ACCOUNTS PAYABLE CLERK Part time, flexible hours. Bookman & Lotus experience preferred. Send resume to: 7100 Northwestern, Suite 180, Bloomfield Hills, MI 48304

ACCOUNTS PAYABLE 3 yrs experience minimum. 2/yrs college accounting required. Computer skills preferred. Excellent benefits including profit sharing non smoker, apply in person with resume & salary requirements between 9am-3pm. Walmart Building Waterford 3630 Van Born, Wayne, MI 48184

ACCOUNTS PAYABLE

Company located in Van Buren Twp has immediate full time opening for individual with good math, typing & computer skills. Starting rate to commensurate with experience. Health & life insurance. Please send complete resume in confidence to Box 456 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia, MI 48150

ACCOUNTS PAYABLE person needed in Birmingham area. Experience with computerized accounting is must. Heavy office clerical backup. Must be organized, able to handle day-to-day challenges of running the business of a busy office. Salary commensurate with experience. Call Sally 333-2400

CHOOSE CIGNA PART-TIME

Cigna Corporation, a leading provider of insurance and related financial services to businesses and individuals worldwide, currently have the following part-time positions available in our work site in prosperity 17 hours a week, from 8 AM - 12 noon PM. 12 noon - 4 PM

PROCESSING/ FILE CLERK

Office experience and 50 wpm typing REQUIRED. Responsibilities include entering and calling up data on a CRT. Computer experience desirable. Alpha and numeric filing

RECEPTION SWITCHBOARD/ FILE CLERK

Requires effective phone skills, experience on high volume phone system, strong verbal communication skills and the ability to handle a high degree of diplomacy and discretion. Data entry experience preferred. Alpha and numeric filing

Interested candidates should send resumes to

Valerie Kanney

CIGNA COMPANIES
27777 Franklin Rd
P.O. Box 5013
Southfield, MI, 48086-5013

Equal Opportunity Employer
M/F/H/V

QUALITY JOBS for dependable people. Auburn Hills area. 3 months full time. Afternoon & evening hours. $5.15-$5.25 Call 849-6764

Norrell Services, Inc.
TEMPORARY EMPLOYMENT. NEVER A FEE.

CLERICAL CAREER PLACEMENT. • Secretary • Receptionist • Bookkeeper • Data Entry • Clerk Typist • Computer Operator. Companies pay our fee. Call for an appointment 30521 Schoenherr Rd., Warren 558-9531

CLERICAL - If you have some experience on DOS, Word Perfect 5.1 & good command of English composition - some data entry knowledge helpful. If you're dependable, honest, self motivated but able to take direction - pay attention to details & have a desire to grow in a new business - want part time to start - then send resume & one paragraph in your own handwriting explaining why your job aspirations fit. P.O. Box 71162, Madison Heights, MI 48071

CLOSING DEPT
Livonia based time company looking for experienced individual 464-4171

- CLERICAL
- JOB OPENINGS

Accepting applications for full or part time positions for experienced clerical personnel. Currently need:

- Telemarketers
- Executive secretaries
- Shorthand 80 wpm
- Medical secretaries
- Word Processors

Call now for more information

528-8454
Future Force
TEMPORARY SERVICES NEVER A FEE

CLERK TYPIST Detroit based firm seeks entry level clerk typist. Candidate should possess a minimum typing speed of 35 wpm, good math aptitude & general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. For consideration please forward resume to

CLERK TYPIST
P.O. Box 729
Detroit, MI 48231

CLERK TYPIST/RECEPTIONIST with some computer experience. Benefits Apply:
Ernest Industries, 10125 Capital Ave, Oak Park 543-9222

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT - needed with some related office experience. Good phone etiquette, knowledge of word processing & data base knowledge. Immediate openings in Troy publishing company. Mail resume with salary requirements to: PO Box #7030, Dept H, Troy, MI 48084

An Equal Opportunity Employer

ADMINISTRATIVE OPPORTUNITIES

Call for temporary appointment
Secretaries . . . . . to $10/hr
Graphics & plus . . . . . to $11/hr
Word processing . . . . . to $8.50/hr
Data entry . . . . . to $8/hr
Jr. secretaries . . . . . to $7.50/hr
UNIFORCE TEMPORARY SERVICE SOUTHFIELD 357-0057

AUTO DEALER LOOKING for full time, experienced person with light clerical & computer data entry skills. Send resume to PO Box 530356, Livonia, MI 48153

BIRMINGHAM - real estate office, part time flexible hrs. License preferred, pleasant office duties. Ask for Al Burdick 646-6000

BOOKKEEPER Commercial floor covering company, approx. 24-32 hours per week. Salary negotiable. Please write to 1445 Atwell, Suite D, Troy, 48084 NO PHONE CALLS PLEASE

BOOKKEEPER
Large Southfield based property management company seeks full time detail-oriented Bookkeeper. Send resume to: Bookkeeper, P.O. Box 5071, Southfield, MI, 48086

BOOKKEEPER PAYROLL

Temporary position available in Royal Oak/Troy area for someone with high volume payroll experience. good PC skills, knowledge of accounting functions. This position may go permanent. Call Jeanette

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

354-2410

BOOKKEEPER - PART TIME Familiar with computerized programs, knowledge of accounts payable, accounts receivable required. 569-6040

BOOKKEEPER With experience in billing, accounts receivable & accounts payable. Computer skills a plus. Full time position including benefits. Please respond with resume & a variety of tasks requiring excellent typing, grammar, transcribing and calculating skills, ability to use office equipment and the ability to deal with people. Salary commensurate. General minimum requirements for this position are a graduation from high school and a minimum of 4 years clerical experience. Prior experience in employee registration, benefit work, and clerk's office activities is a plus. 1812 Joslyn Court, Lake Orion 620-3232 with an excellent fringe benefit package. Applications will be accepted until 4pm Monday, April 27, 1992 in the Personnel Department, 4550 Walnut Lake Blvd. Box 250130, West Bloomfield, MI 48324

An Equal Opportunity Employer

CLERK TYPIST To work in the Insurance & payroll department of large non-profit organization. Must have good communications skills, typing 50 wpm, dictaphone & some word processing experience. Salary $15,000-$18,000 depending on experience. Please send resume to: Dept. P.O. Box 2030, Bloomfield Hills, MI 48303-2030

CLOSING SECRETARY Full time, must be experienced in preparing real estate closing documents. Call Ann 641-1540

CUSTOMER SERVICE Friendly manner and good phone voice. Pleasant Southwest Quadrant company. To 35/hr. Call Gloria at UNIFORCE 473-2931

CUSTOMER SERVICE Fortune 500 company needs one Excellent verbal and written skills To 37/hr. Call Ginger at UNIFORCE 473-2931

CUSTOMER SERVICE Fortune 500 company needs one Excellent verbal and written skills To 37/hr. Call Ginger at UNIFORCE 473-2931

DATA ENTRY - part time hourly position. Flexible daytime hours Farmington area. Experience in legal & patent matters. Duties include assistance in maintenance of patent & trademark portfolio, and handling annuity fees using Computer software. Excellent benefits. Salary commensurate with experience. Send resumes to Human Resources Dept., 915 West Maple Rd., Troy, MI 48084 We are an Equal Opportunity Affirmative Action Employer

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For positions in Southfield, Downtown, Troy, Livonia or permanent, register now with
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8180

LEGAL SECRETARIES
Experienced, for permanent & temporary positions. Call today.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY for Troy insurance defense firm. Must have 2 years defense litigation experience. Perfect Office Manager. 649-1330

LEGAL SECRETARY Full time, experienced in insurance subrogation law office in Southfield. Non smoking only. Salary commensurate. 352-2332

LEGAL SECRETARY Experienced for busy Southfield office. Must be self starter. Salary negotiable. Call Carol 358-4400

LEGAL SECRETARY Experienced in Workers' Compensation & personal injury firm. Need at least 3 yrs experience and excellent skills. Minimum typing speed 8 & 2 college graduate. Excellent salary & benefits. Fax resume to Laurel Gunter 26555 Evergreen Ste 1530, Southfield MI 48076

LEGAL SECRETARY Farmington Hills law firm has opening for legal secretary with 3-5 years experience. Must be self starter, have word processing skills. Salary commensurate with experience & education, please submit resume Office Manager 29341 Orchard Lake Rd. Farmington Hills, MI 48334

LEGAL SECRETARY Livonia law firm. Legal experience word processing & excellent skills necessary. Benefits. Salary commensurate with experience. Contact M. Slater 281-2400

LEGAL SECRETARY - with minimum 2 years of Southfield personal injury experience. Salary commensurate. Fax resume to Ron Carlin law firm, High school graduate preferred. Legal administrator, between 2pm & 5pm 313-358-8300

LEGAL SECRETARY - for small civil practice firm. Requires solid Word Perfect skills. Experience in general litigation & knowledge of calendaring. Send resume & salary to Mike Hart, 100 W Big Beaver, Ste 660, Troy, MI 48084-5283

LEGAL SECRETARY needed for busy personal injury firm in Farmington Hills 1-3 years experience necessary. Must hands on experience with Word Perfect 5.1. Send resume & salary requirements to: Human Resources, 30300 Northwestern Hwy., Ste 250 Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

GENERAL CLERICAL/MAIL CLERK Part-time position involving variety of duties. Flexible hours and excellent work environment. Please send resume to: D.N., P.O. Box 9044, Farmington Hills, MI 48333-9004

GENERAL OFFICE & Receptionist Part-time, 20-30 hrs per wk. Previous work experience with word processing & data entry required. Please send resume & salary requirements to Controller, P.O. Box 253000, Franklin, MI. 48025

GENERAL OFFICE Part Time 12-30 - 5pm. Must be flexible on hrs & days 8-5 to start. Apply at: 8021 N Hagerty, Canton. Mon-Fri or call for further information 459-9900

GENERAL OFFICE/DATA ENTRY Energetic office is looking for individual to join their winning team. This is a full time position in a non-smoking environment with benefits & good hours. After training the pay is 12pm to 3:30pm Monday. Apply in person at Carpets DMA, 31960 Schoolcraft, Livonia, off Farmington. S of I-96

GENERAL OFFICE CLERKS

Advertising Service Firm in Farmington Hills has immediate openings for individual to join their growing office personnel. Please respond if you possess the following:

- High school diploma
- Good phone communication skills
- Strong verbal and math skills
- Data entry experience
- Salary $5.50 per hour
- Hours - part & full time 8am - 5pm
- Good written and verbal communication skills

If you have these qualifications, contact (313) 488-3422 Between 10am & 4pm Mon thru Fri

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LEGAL SECRETARY Full time, experienced in insurance subrogation law office in Southfield. Non smoking only. Salary commensurate. 352-2332

LEGAL SECRETARY Experienced for busy Southfield office. Must be self starter. Salary negotiable. Call Carol 358-4400

LEGAL SECRETARY Experienced in Workers' Compensation & personal injury firm. Need at least 3 yrs experience and excellent skills. Minimum typing speed 8 & 2 college graduate. Excellent salary & benefits. Fax resume to Laurel Gunter 26555 Evergreen Ste 1530, Southfield MI 48076

LEGAL SECRETARY Farmington Hills law firm has opening for legal secretary with 3-5 years experience. Must be self starter, have word processing skills. Salary commensurate with experience & education, please submit resume Office Manager 29341 Orchard Lake Rd. Farmington Hills, MI 48334

LEGAL SECRETARY Livonia law firm. Legal experience word processing & excellent skills necessary. Benefits. Salary commensurate with experience. Contact M. Slater 281-2400

LEGAL SECRETARY - with minimum 2 years of Southfield personal injury firm. Salary commensurate. Fax resume to Ron Carlin law firm. High school graduate preferred. Legal administrator, between 2pm & 5pm 313-358-8300

LEGAL SECRETARY - for small civil practice firm. Requires solid Word Perfect skills. Experience in general litigation & knowledge of calendaring. Send resume & salary to Mike Hart, 100 W Big Beaver, Ste 660, Troy, MI 48084-5283

LEGAL SECRETARY needed for busy personal injury firm in Farmington Hills 1-3 years experience necessary. Must hands on experience with Word Perfect 5.1. Send resume & salary requirements to: Human Resources, 30300 Northwestern Hwy., Ste 250 Farmington Hills, MI 48334