502 Help Wanted Dental-Medical

NURSE AIDES

There are now 4 part time Nurse Aide positions available at our nursing home in West Bloomfield. Hours 4pm to 8pm. Must have reliable transportation. For interview, call Mon-Fri, 9am to 4pm 363-4121

Nursing

PART TIME STAFF NURSES

Reproductive Medicine

Oakwood Hospital is currently seeking a part-time Staff Nurse in the Reproductive Medicine Department. You will be working at both the main hospital and the Medical Services Building. The position is a day shift and includes alternating weekends and holidays.

The ideal candidate will be an RN with experience or interest in OB/GYN or Reproductive Medicine. This is an excellent opportunity for you to gain experience in a setting that has ough training in Reproductive Medicine techniques, including Invitro fertilization.

Please submit resume to OAKWOOD HOSPITAL Human Resources, Attn: N P., 23400 Michigan Ave., Suite 111, Dearborn, MI., 48124

An Equal Opportunity Employer

OAKWOOD HOSPITAL

A subsidiary of Oakwood Health Services

WHITTON, BOUTROS & Associates has openings for Medical Office Assistant & Certified Athletic Trainer. Unless cards. Please send resume to 900 Auburn Rd., Suite 101, Pontiac, MI 48342, Attn: Gem

PHYSICAL THERAPIST

FULL OR PART TIME

Join a progressive home care agency in suburban western Wayne county. Competitive pay, immediate assignments. To apply call the clinical director at:

981-8820

UNITED HOME HEALTH SERVICES

PROVIDER RELATIONS CONSULTANT

CIGNA Companies of Southeast Michigan is looking for a temporary full-time position, minimum 6 mos., for an individual to assist in the development/enhancement of a physician network in the Southeast Michigan area. This individual will spend 100% of his/her time in the field.

The ideal candidate will have a BS degree with strong interpersonal and negotiating skills and be a proficient oral and written communicator, able to interpret information in the healthcare industry required.

Send resume to the Human Resources Coordinator, CIGNA Companies of Southeast Michigan, 27777 Franklin Rd., Suite 900, Southfield, MI 48034

An Equal Opportunity Employer

Secretary/ Receptionist

For High-Tech Medical Management Office

You'll enjoy interesting and diversified duties as well as the special satisfaction of knowing you're doing important work with the nation's premier provider of home infusion therapies.

Your responsibilities will include telephone communications, greeting visitors, mail distribution, helping in nutrition patient records, typing and diversified administrative duties.

Requirements include High School Diploma or equivalent, at least one year of business/office experience, typing at a competitive speed, basic Data entry experience and knowledge of WordPerfect preferred. Medical insurance claims experience helpful.

We offer a highly competitive salary and a comprehensive package of fully paid core benefits, plus flexible benefits, a 401(k) savings plan, and stock purchase plan.

For immediate consideration, please FAX or mail your resume to:

Home Nutritional Services, Inc.
27200 Haggerty Road, Suite B-1
Farmington Hills, MI 48331
FAX (313) 489-8643

An Equal Opportunity Employer

HNS

Home Nutritional Services

REGISTERED NURSE

C.
Full-time position available. 1 year medical/surgical experience required. Please send your resume to S. Gleasione at

DMC Health Care Centers
7234 Linwood
Detroit, MI. 48210
Located at W. 8 Mile & Lahser Rd.
FAX (313) 469-8643

Affiated with the Detroit Medical Center. An Equal Opportunity Employer

REGISTERED/NURSE AIDE

For days/evenings/nights
Shift varied. $6.11 to start
731-2700

RN
HOME CARE

Certified Home Care agency is seeking experienced RN's to supervise nurses for part time intermittent skilled visits (60% paperwork) with a minimum of one year home care required. Supervisory experience preferred. For further information, call MS Mikel, Mon thru Fri.

357-3650

HOME HEALTH PLUS
An Equal Opportunity Employer

RN - LPN, full/part time positions available in fast growing dermatology practice, excellent salary and benefits. Plymouth & Redford locations, please call Beth Collins, Assistant Director of Nursing 459-8100

RN/LPN
Looking for part time nurses to fill the following positions
2 - 11.30 weekends only
2 - 8pm weekends only
If interested apply at 26715 Greenfield, Southfield and Northwestern Hwy.

MANAGEMENT TRAINEE
MUST BE REGISTERED NURSE

Are you interested in an opportunity to train in a nursing home as a ADON? For further information call the DON, Mon. 10am-4pm at 313-563-4121

RN SUPERVISOR

Peachwood Inn of Rochester Hills is seeking an RN with geriatric and supervisory experience. We have both Base and Shelled care. If you're willing to accept a challenge and responsibility, call Diane at 852-7800

502 Help Wanted Dental-Medical

LET US FIT YOUR BUSY SCHEDULE!
Donvin Nursing Center, a 132 bed skilled nursing facility is offering the perfect position for a special RN who requires a flexible schedule.

If you take pride in your work and genuinely enjoy geriatric nursing, we can offer you the convenience of 4 day shifts, flexible schedules, a state-of-the-art facility and the respect you deserve as a professional.

For more information, please contact:

DONVIN NURSING CENTER
29270 Meridock
Livonia, MI 48152
(313) 476-0530

RN or LPN
Two days a week in Pediatrics.

MEDICAL ASSISTANT
Full-time position. Three years experience required.

Please call E. Horst at 458-9402 or send resume to:

DeCoud Health Care Centers
29320 Plymouth Rd.
Livonia, MI., 48150

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

RNS/DAY SHIFT
FULL TIME CHARGE NURSE
See Mrs. Martin
NIGHTINGALE WEST
6365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RNS/LPNS

With Medi-Surg, and some ICU experience. Oakwood Nursing Services now having contingent staff for supplemental work in area hospitals and nursing homes. Schedule a month in advance for the day you want to work. Excellent wages. Call for details 335-6940

Medical

Secretary/ Receptionist

For High-Tech Medical Management Office

You'll enjoy interesting and diversified duties as well as the special satisfaction of knowing you're doing important work with the nation's premier provider of home infusion therapies.

Your responsibilities will include telephone communications, greeting visitors, mail distribution, helping in nutrition patient records, typing and diversified administrative duties.

Requirements include High School Diploma or equivalent, at least one year of business/office experience, typing at a competitive speed, basic Data entry experience and knowledge of WordPerfect preferred. Medical insurance claims experience helpful.

We offer a highly competitive salary and a comprehensive package of fully paid core benefits, plus flexible benefits, a 401(k) savings plan, and stock purchase plan.

For immediate consideration, please FAX or mail your resume to:

Home Nutritional Services, Inc.
27200 Haggerty Road, Suite B-1
Farmington Hills, MI 48331
FAX (313) 489-8643

An Equal Opportunity Employer

HNS

Home Nutritional Services

SENIOR SURGICAL
Full time, Medical Biller
For busy ENT office. MGS experience preferred. Full benefits. FAX resume to 477-2440 or call Rita or Sara at 477-7020

Social Worker

Newly certified rehabilitation agency seeking full time
Medical Social Worker
Excellent salary, full benefits. Call 473-1150 or send resume to ARC 31450 W 7 Mile, Livonia 48152

TYPIST for busy Southfield doctors office. Experienced in Word Processing & dictaphone a must. Full time. Ask for Phyllis 424-8334

WE'RE LOOKING FOR a mature, experienced Chamber Assistant to join our dental team, state of the art working environment, convenient, located in Canton area. Good opportunity to unload some of your clerical skills, this full time position offers benefits. Call Carrie 326-2010

X-RAY TECH
Full Time. Richard Hills area
Doctor office setting 658-3515
An Equal Opportunity Employer

X-RAY TECHNOLOGIST
Part time, flexible hours. Quality medical office. Mammography experience preferred. 464-1300

X-RAY TECHS

Requires certification and a minimum of 1 year experience. Flexible hours and days. Top performers earn top pay. Call DPR. 443-0511

RN's and GN's
THE DEPARTMENT OF VETERANS AFFAIRS
ALLEN PARK, MICHIGAN

Has positions available for experienced RN's in the following areas:

- Long Term Care
- Nursing Home Care Unit
- Triage
- Hemodialysis
- ICU (Red-Surg)
- IV Therapy
- Radiation/Oncology Nurse Coordinator
- Psychiatric Day Treatment Coordinator
- Psychiatric Research Nurse

RN/GN positions available in Acute Med/Surg
Also available: Part-time Weekend Supervisor
Part-time OR Nurse

Contact the Nurse Recruiter Camille McFadden, R.N., at 562-6000, extension 3620, Monday thru Friday.

An Equal Opportunity Employer

Celebrate
Nurses Week and a New Beginning!

Our nationally recognized company is looking for home care nurses to work with our special patients

If you are interested in a flexible schedule, with a variety of good assignments, and want to work one-on-one with your patients, call us today!

Southfield OR Ann Arbor
(313) 569-4600 (313) 677-3066
Temporary Heaven

Medical Personnel Pool
Home Care and Staffing Services

©Copyright 1992 Interpersonal Systems Corporation
An HRB Block® Company. TOEUF

504 Help Wanted Office-Clerical

ACCOUNTANTS CLERICAL PART TIME
DATA ENTRY FULL TIME
Call Accountemps - the $6,000 professional job at 1990!

ACCOUNTEMPS
Southfield
357-8387
Troy 524-3300

★ ACCOUNTANTS BOOKKEEPERS FULL CHARGE

If you have accounting or bookkeeping experience and knowledge of any one of the following software, we need your help for temporary positions:

- Solomon
- Great Plains
- Skyline
- Peachtree

Call

ACCOUNTANTS ONE
24133 Northwestern Highway, Suite 202
Southfield, MI 48075

354-2410

ACCOUNTING CLERK needed for fast paced, property management firm. Must be personable, conscientious, detail oriented, and computer knowledgeable. Property management experience preferred. Send resume & salary requirements to: P. O. Box 2480, Farmington Hills MI. 48333

ACCOUNTING/CLERK

We are looking for an individual to work on our corporate accounting department.

The person we are looking for:

- Will be people oriented, self starter with a good aptitude for math.
- Will have previous books keeping and Lotus 123 experience.
- Will be eligible for our benefit package which includes tuition reimbursement.
- Will be paid $13,000 to $18,000 - based on experience.

Applications can be submitted with current resume to:

STACY WOLFE
Fitness Management
7091 Orchard Lake Rd., Suite 300
West Bloomfield, MI 48322

ACCOUNTS PAYABLE/Computer Entry/Experienced. Detailed, neat & willing to work with a high volume paper flow. Excellent benefits. Send resume and salary requirements to: Office Manager, 17101 Cleat, Plymouth, MI 48170.

ACCOUNTS PAYABLE
Full time person needed for small accounting office near I-94 & Woodward. 2-3 years experience required. Benefits included. Send resume to: Box # 782
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE CLERK
Part time nights, Sunday-Tuesday, phone, Macintosh questions, experience preferred. Please call Mary, after 4pm 474-2214

ACCOUNTS RECEIVABLE/COLLECTIONS, experience preferred, general office, knowledge of 10 key a plus. Full benefits. Call Phyllis 728-1900

ACCOUNTS RECEIVABLE REP
for large management company in Troy. Accounts Receivable, Lotus & dBase experience required. Excellent benefits package. Salary & salary requirements to:

Fabrican & Stein
620 Kerry Blvd.
Ste. #100
Troy, MI 48084
Attn: Jane

ACCOUNTS RECEIVABLE/GENERAL OFFICE - PART TIME
Light bookkeeping, typing, computer/communication skills. Contact Linda, Knapp & Tubbs. 649-6750

ADMINISTRATIVE/ASSISTANT/RECEPTIONIST, excellent telephone skills, typing 50 wpm, Computer experience required. Ability to work well under pressure and handle multiple priorities. Mail resume to Medical Manager, 26000 Evergreen, 32841 Middlebelt, #411, Farmington Hills, MI 48334 Attn: Joanne

ADMINISTRATIVE ASSISTANT part time 4-5 days 10-4pm. Light bookkeeping, Typing, etc. Send resume to: Education Center-MSU, 811 W. Square Lake Rd., Troy, MI 48084 MSU is an affirmative action - equal opportunity employer

BOOKKEEPER
Computer experience. Career opportunity. Excellent salary to start plus benefits. Full time. Looking for the best, and will pay for the best. Mail resume or apply at: 36845 Metro Court, Sterling Hts, MI 48312 Southfield at 18 Mile, between Van Dyke & Mound, off service drive. Fax resume to 264-9303 Or call 264-4654

BOOKKEEPER - full charge/computer skills, Mac/Dos Laser, Inc. Distributor of Construction Survey Instruments. Fax resume to 852-7255 Beck Rd. North MI 48374-1348

BOOKKEEPER - FULL CHARGE
Needed part time for construction company in Livonia. Hours negotiable, weekly. Salary negotiable. Some experience required. Reliable. Please send resumes to: BOX 768, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

BOOKKEEPER - FULL CHARGE
Financial statements & payroll for a multi-company firm. Waterford. Reply to box 4774
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/FULL CHARGE/EXECUTIVE SECRETARY.
Experienced. Resume 1-2 person office. Salary commensurate/information/development firm. Send resume to 800 S. Washington Ave. Suite 200, Birmingham, MI 48009.

BOOKKEEPER

Large Southfield based property management firm seeks experienced, detail oriented, Bookkeeper. Salary commensurate with experience. Call Ms. Carol Sherman, Dir. Fin. Box 5071, Southfield, MI. 48086

BOOKKEEPER - PART TIME
Busy, exciting, challenging, & computerized Engineering firm has an immediate opening for a bookkeeper. Responsibilities include accounts receivable, accounts payable, payroll, general ledger, & history & salary requirements in confidence to: Mr. Dave Hall, Data Base Associates, Consulting Engineers, 6975 Rochester Rd, Ste 300, Troy, MI 48098

An Equal Opportunity Employer

BRIGHT RECEPTIONIST - Fun, permanent position. $15,000/YR.

PSI 459-1166

CALLING ALL SECRETARIES

Long & short-term positions to begin in May for secretaries experienced in:

- Word Perfect 5.1
- Lotus
- Typing 65 wpm

Please call for an appt
To temp-to-perm
528-8454

Future Force

TEMPORARY HELP SERVICE
NEVER A FEE

CASE RECORDS CLERK
Full time, high school diploma, minimum 2 years experience, detail oriented, typing 40 wpm. EEO/AAE. Resumes only:
Grand Road Counseling Center
2000 Green Rd. Suite 250
Ann Arbor, MI 48105

CHILDREN IN SCHOOL? Part time shareware assistant needed to process Real Estate inventory. Experience necessary. Strong people & telephone skills. Flexible hours, typing 50wpm. Assists president of 80 person company. Flexible hours. Call Pam 353-3000

An Equal Opportunity Employer

CLERICAL
Mature person needed for clerical position in the Redford area. Light accounting, typing, customer relations & data entry. Computer familiarity required. Written replies only to: Personnel Dept. Commercial Printing System, 15441 Dale St., Detroit MI 48223

504 Help Wanted Office-Clerical

ADMINISTRATIVE OPPORTUNITIES
- Call for immediate appointment
- Secretaries to $ 1/hr
- Graphics & plus, to $ 11/hr
- Word Processors to $ 8.50/hr
- Data Entry to $ 8/hr
- Call Bette - UNIFORCE Temporary Services 357-0036

★ ADMINISTRATIVE CO-ORDINATOR

National Market Research firm has immediate opening for detail-oriented professional, to assume a high degree of responsibility in co-ordinating activities for our sales dept. Will handle a variety of administrative activities including budget planning and monitoring, expense reports plus travel arrangements.

We require an experienced table charge person with excellent interpersonal, communication, time management, & typing 55 & PC Skills. Degree highly preferred.

This excellent career opportunity offers competitive salary and full benefits.

Submit resume, stating salary requirements in confidence to:

Sales Manager, Dept. 1-WWW
Automated Marketing Systems, Inc.
26533 Evergreen, Suite 600
Southfield, MI. 48075
FAX 352-8267

Equal Opportunity Employer

All Office Skills Needed

Receptionists
Secretaries
Word Processors

Your skills are urgently needed for a variety of assignments. Top pay, paid vacation. Call our office for more information.

261-3830

Personnel Pool

of Livonia
Attention ...

SPRING ROUND UP

Companies are now seeking spring/summer help. We have jobs available in the following areas: Farmington, Southfield, Livonia, Novi & Plymouth.

SWITCHBOARD ATTENDANT

Must be experienced with hacking several hundred calls per day. Good vocabulary.

DATA ENTRY/ CUSTOMER SERVICE

Deal directly with customers via phone, answering questions, graphs, etc. Have a minimum of 10,000 keystroke per hour. Good communication/language skills

WORD PROCESSORS

Typing 65 wpm, WordPerfect 5.1 & Lotus

Must have previous office experience. Need reliable transportation. Resumes required

OLSTEN Temporary Services (313) 354-0555

EOE • m/f/h/v

MATURE PERSON for light bookkeeping & general office. Knowledge of Interior remodeling necessary. Accepting inquiries thru Aug. 851-3688

BOOKKEEPER/ACCOUNTING
Full time position available
Experience necessary
Ask for Pat. 355-1660

BOOKKEEPER/ ADMINISTRATIVE ASSISTANT.
All accounting functions, from trial balances thru statement preparation. Process payments & payroll. Good quantitative & verbal skills. Detail oriented, multi-task oriented. Degree preferred. Knowledge of Lotus, 123 & WordPerfect a plus. Salary commensurate with experience. Send resumes to: Box 768, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Computer experience. Career opportunity. Excellent salary to start plus benefits. Full time. Looking for the best, and will pay for the best. Mail resume or apply at: 36845 Metro Court, Sterling Hts, MI 48312 Southfield at 18 Mile, between Van Dyke & Mound, off service drive. Fax resume to 264-9303 Or call 264-4654

BOOKKEEPER - full charge/computer skills, Mac/Dos Laser, Inc. Distributor of Construction Survey Instruments. Fax resume to 852-7255 Beck Rd. North MI 48374-1348

BOOKKEEPER - FULL CHARGE
Needed part time for construction company in Livonia. Hours negotiable, weekly. Salary negotiable. Some experience required. Reliable. Please send resumes to: BOX 768, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER - PART TIME
Busy, exciting, challenging, & computerized Engineering firm has an immediate opening for a bookkeeper. Responsibilities include accounts receivable, accounts payable, payroll, general ledger, & history & salary requirements in confidence to: Mr. Dave Hall, Data Base Associates, Consulting Engineers, 6975 Rochester Rd, Ste 300, Troy, MI 48098

An Equal Opportunity Employer

BRIGHT RECEPTIONIST - Fun, permanent position. $15,000/YR.

PSI 459-1166

CALLING ALL SECRETARIES

Long & short-term positions to begin in May for secretaries experienced in:

- Word Perfect 5.1
- Lotus
- Typing 65 wpm

Please call for an appt
To temp-to-perm
528-8454

Future Force

TEMPORARY HELP SERVICE
NEVER A FEE

CASE RECORDS CLERK
Full time, high school diploma, minimum 2 years experience, detail oriented, typing 40 wpm. EEO/AAE. Resumes only:
Grand Road Counseling Center
2000 Green Rd. Suite 250
Ann Arbor, MI 48105

CHILDREN IN SCHOOL? Part time shareware assistant needed to process Real Estate inventory. Experience necessary. Strong people & telephone skills. Flexible hours, typing 50wpm. Assists president of 80 person company. Flexible hours. Call Pam 353-3000

An Equal Opportunity Employer

CLERICAL
Mature person needed for clerical position in the Redford area. Light accounting, typing, customer relations & data entry. Computer familiarity required. Written replies only to: Personnel Dept. Commercial Printing System, 15441 Dale St., Detroit MI 48223

504 Help Wanted Office-Clerical

BOOKKEEPER - PART TIME
Ideal opportunity for 2-3 days/week. Experience and flexibility necessary. Call Belinda at UNIFORCE 646-7864

BOOKKEEPER

Position available immediately for a detail oriented individual in our Bloomfield Hills residential builder & property management firm. Light charge bookkeeping thru trial balance with good working knowledge. Prior experience in general ledger analysis. Send resume with salary requirements to Donald A. Pickus & Company Corp., 1800 Woodward, Suite 250, Bloomfield Hills, MI 48304, Attention Marsha.

An Equal Opportunity Employer

PLEASANT PERSON needed for handling incoming & outgoing mail. Will train. Full time days. Apply at: 25215 Glendale, Redford.

- CLERICAL JOB
- Temporary Short term assignment
- Call Employment Group 583-1919
- EEO/M/F/H

CLERICAL
PART TIME

Company located in Livonia has an opening for a part-time clerical person in its sales department. A minimum of 20 hours work a week is required. Send resume to: Box 706 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL POSITIONS
For Montgomery Ward Service Center. Part time, summer help, local and college students. Good pay, some benefits. Apply in person:
37770 Amrhein, Livonia
An Equal Opportunity Employer

CLERICAL
RECEPTIONIST

We are a fast growing, multi-location company seeking clerical/receptionist persons. Typing a must. Computer knowledge helpful. Must enjoy working with the public and have good communication skills. Excellent wages/benefit package.

HENDERSON GLASS, INC.
24053 W. Nine Mile Rd.
Southfield, MI 48034
Attn: John Shartz

- CLERICAL SKILLS

Immediate positions available
Southfield/Downtown Detroit. Top pay, benefits

- WORD PROCESSORS
- RECEPTIONISTS
- TYPISTS
- GENERAL CLERICAL

CALL FOR APPOINTMENT

646-4393

STAFFING SOURCE

Temporary Services

CLERK RECEPTIONIST
Part-time. Variable hours include attitude, aptitude, typing, filing, cash drawer, customer relations. Pleasant home makeup a must. Apply: Arnold Home Inc.
18520 W. 7 Mile, Mon-Fri, 9-4PM

CLERK TYPIST - Immediate opening for light typing & other duties. Typing & spelling skills essential. Excellent benefits. Minimum 3 general clerical knowledge. Excellent opportunity. This job position is full time with complete benefit package. For consideration please forward resume to:

CLERK TYPIST
P.O. Box 779
Detroit, MI 48231

CLERK/TYPIST

Starting Height based office is looking for a clerk/Typist with accurate typing skills of 55 wpm. Computer experience helpful. Minimum 5.1 knowledge preferred. Applicant must be detail oriented, have good organizational skills. Position available immediately. $7.15/hr. with benefit package offered.

Contact Recruiter
2151 Hilsen Blvd
Troy, MI 48083-4310
An Equal Opportunity Employer

COMPUTER OPERATOR
needed at Mr. Coffee, located in Plymouth. Canton area to manage computer system for small office. Experience necessary. Must be proficient in PC troubleshooting, organized & detail oriented. Minimum 30 hours weekly. Lotus & Word Perfect knowledge helpful. Send resume & salary requirements to 1498 S Sheldon, Canton, MI 48188

CREDIT INVESTIGATOR
Leasing company looking for experienced credit investigator. Credit investigation. Finance related experience helpful but willing to train. Send resume to P.O. Box 9086, Farmington Hills, MI 48333.

CUSTOMER SERVICE

You will enjoy the upbeat exciting atmosphere this position offers. Responsibility. Good customer service and computer skills required. Knowledge plus excellent benefits. Call 464-0909

DATA ENTRY CLERK needed for Auburn Hills company. Phone experience, some Digital Dec/Lexis experience helpful, main focus PC a plus. Send resume to 2610 Auburn Rd, Auburn Hills, MI 48326

DATA ENTRY CLERK

Village Green Management Company, a leading national property management firm, headquartered in Farmington Hills has an opportunity for an entry level Data Entry Clerk. Responsibilities include, data entry, checking invoices, loading bills, filing, & special projects.

Typing 10 to 5 of 7 experience required. Call 932-2731 Mon-Fri, 2pm-5pm to schedule an interview

DATA ENTRY
Leading national service firm needs your experience, accuracy and pro-ductivity. Top $ $ 50hr.
Call Darlene at UNIFORCE 473-2932

DATA ENTRY - non-smoking South-land company seeks detail oriented individual. Must enjoy working with numbers, good typing, math and organizational skills necessary. 10 key and/or 5 years experience preferred. Data Entry, Auditing Department. P.O. Box 300, Southfield MI 48037

DATA ENTRY/ACCOUNTING
Immediate openings with major marketing firm in Detroit. Long term assignments. Excellent benefits. Excellent work experience. Production oriented minimum 10,000 KSPH required. To schedule an interview call:

TEMPEKCHANGE
357-5600

DATA ENTRY PERSON - full time Entry of orders - invoicing - posting $5-$6 per hour. Call Karen at Grate Company, 45100 W. 12 Mile, Novi 349-7600

An Equal Opportunity Employer

DATA PROCESSOR
Minimum 4 years experience. Input data, generate reports, working knowledge LOTUS 1-2-3 & Word. Perfect, must type 55 wpm. EEO/AAE. Resumes only:
Grand Road Counseling Center
2000 Green Rd. Suite 250
Ann Arbor, MI 48105

EXECUTIVE SECRETARY - clerical & financial analysis. Send resume to Personnel, 1750 S. Telegraph, Bloomfield Hills, MI 48302

EXECUTIVE SECRETARY - Tiny, elegant company, shoulder to wheel, experience with Fortune 500 company, knowledge of Lotus 123 a plus. Call Bonny, Interbrand 540-2400

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

EXECUTIVE SECRETARY
NLB Corp is seeking an experienced person. Excellent phone & communication skills are an absolute requirement. The qualified person must have 5 years secretarial experience & be familiar with Lotus 123 & other word processing skills. We offer a competitive salary & benefits package. Send resume & salary requirements to NLB Corp 26630 Beck Rd. Wilson, MI 48393-2824. Attention Vice Pres. /General Manager.

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

DEPARTMENT SECRETARY
$22,500
One of the areas finest companies seeks experienced secretary with top skills. Min. 5-6 years. Typing 60 hand & plus. Call Patti 646-2010
Call Ann at UNIFORCE 473-2932

DO YOU HAVE good secretarial/word processing skills and want to return to good work? Let us help you. We are a growing temporary help firm in need of people for long-term assignments with excellent pay. Call Ann at 476-7078
ETD Temporary Service
An Equal Opportunity Employer

ENTRY LEVEL WORD PROCESSOR
$8.50 hr. No Fee
Top Troy Company! Excellent benefits include tuition! Friendly people! Advancement! Need 65 wpm typing.
RBS ASSOCIATES AGY. 540-4130

EXECUTIVE SECRETARY PART-TIME

Excellent WordPerfect & dictaphone skills needed for busy Birmingham Real Estate Development firm. Weekends & evenings only. Please send resume and salary requirements to: Office Manager, 250 Martin St., Suite 201, Birmingham, MI 48009-3383

EXECUTIVE SECRETARY
Major Bloomfield Hills management needs your sales charge experience. Financial experience helpful. Salary to $17,000+inc. Call Sharon at UNIFORCE 646-7661

EXECUTIVE SECRETARY
$25,000 +

Automotive Supplier seeks Rep firm offers an outstanding opportunity. Strong word processing experience including graphics necessary. Hurry! Call Bernice 464-0909.
SHELLING PERSONNEL SERVICES

EXECUTIVE SECRETARIES

Temporary positions leading to full-time at Plymouth for an auto supplier. Must have experience with WordPerfect 5.1, Lotus 1,2,3 and Harvard Graphics. Call Sherry at:

ENTECH SERVICES, INC.
336-8888

EXECUTIVE SECRETARY

Top producer in Financial Services Firm has immediate opening for experienced individual with excellent skills and the ability to work in a fast paced environment. Knowledge of Lotus 123 and WordPerfect 5.1 a must. Excellent benefits package and salary commensurate with experience. Send resumes to: Jeanne Snyder
AMERICAN FIDELITY ASSURANCE & FINANCIAL SERVICES
2000 Talbot Parkway
Suite 405, Franklin Center Bldg
29100 Northwestern Hwy.
Southfield, MI 48034

- FORECLOSURE TECHNICIAN
- Full time position for foreclosure department of Birmingham Law firm for a dependable person. Knowledge of mortgage foreclosure. Will train in foreclosure processing. Non smoking office. Call Linda, Mon-thru Fri 9 to 5pm 540-7701

- FULL CHANGE
- BOOKKEEPER - Educational setting
- One person office. Strong accounting background. Knowledge of Computer Construction office experience helpful. Salary & salary commensurate. Send resumes to 1407 Allen Drive, Suite F, Troy, MI 48083

FULL CHARGE BOOKKEEPER
Part time position for busy Birmingham, ad agency. Must have good math skills. Call Ann 644-7680

LIVONIA PROFESSIONAL OFFICE
Seeking mature, reliable person for general office duties. Full time, Call Fairlane, benefits. Call S. Conley 477-7272

GENERAL OFFICE - Typing, bookkeeping, answering phone. Recent graduate. Part time for office in Troy. Hours negotiable. Call Ann 557-4630

GENERAL OFFICE

Clerical help needed for Farmington Hills Medical Company. Typing helpful. Full time with benefits. 737-4608

GENERAL OFFICE
Part time, Mon-Fri, 8-12, light typing, office of Novi. Accepting calls between 2-pm only 477-5000

GENERAL OFFICE
Major Advertising agency needs your enthusiasm and energy. Call Ann Arbor at To $7/hr. Call Gretchen at UNIFORCE 646-8168

GENERAL OFFICE
$8/hr. 25 hrs/wk. No Fee
Great opportunity for homemaker. Light typing, filing, phones. Must have good data entry & good math skills.
RBS ASSOCIATES AGY. 540-4130

GENERAL OFFICE
Secretarial/organizational skills required for busy Birmingham law office. Must have 2-3 years office experience. Self starter who can work with people, knowledgeable of paystubs & plus, for professional, responsible person. Salary commensurate. Fax resume to 3000 Town Center, Su 1780, Southfield, MI 48075

GUY OR GAL FRIDAY needed for Troy law firm. Full time position. $5.50 an hour. Excellent benefits & chance for advancement. Must have transportation. Duties to include mail, copies, light secretarial. Call Sandy. Send resume school transcripts & recommendations to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

- INSIDE SALES COORDINATOR
- Secretarial background helpful. Sales needed. Our Park place. Send resume:
- Observer & Eccentric Newspapers
- 36251 Schoolcraft Rd.
- Livonia MI 48150

INSURANCE
Need minimum 2 years commercial experience. Livonia/Northville area. 532-7000

LEGAL SECRETARY
3 plus years divorce and family law. Excellent salary and benefits. Family law practice in Farmington. 653-3710

LEGAL SECRETARY - for partner of Farmington Hills law firm. Civil litigation/corporate/business practice. Minimum 3 years experience. Word-Perfect 5.1 required. Salary & compensation package 626-5000

LEGAL SECRETARY, full time for partner of Bloomfield Hills firm. Litigation experience critical. Labor law experience helpful. Word Perfect 5.1. Benefits package.
Send resume to: Diane Pearson, 30300 Telegraph, Suite 100, Bloomfield, MI. 48010

LEGAL SECRETARY - Experience needed, pleasant personality, flexible time. Send resume to Phyllis Hunter, 1750 S. Telegraph, Bloomfield Hills MI 48302

LEGAL SECRETARY - Downtown Bloomfield Hills firm looking for highly organized person for Personal Injury firm. 3-4 years experience. Word Perfect 5.1 preferred. Commercial litigation experience. Call 647-6464

LEGAL SECRETARY
for Southfield personal injury firm. Must have at least 2 yrs personal injury experience and WordPerfect experience. Top salary & benefits. Call 352-7777

LEGAL SECRETARY - self starter with substantial litigation experience. Excellent salary and benefits package. Excellent typing and organizational skills required for busy plaintiff personal injury firm. Farmington Hills law firm, offering benefits & excellent working conditions. 855-8300

LEGAL SECRETARY - with Micro Soft Word and/or WordPerfect 5.1 Lotus 123 helpful. Will consider temp-to-perm assignments. Call today to interview for an exciting assignment with E/G Temporary Services. 644-7078

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

JUNIOR SECRETARY
RECEPTIONIST, Major Farmington manufacturing headquarters needs you with typing, general office experience. To $7/hr.
Call Gloria at UNIFORCE 473-2931

LEGAL SECRETARY for Troy department. Must have 2 yrs in insurance in litigation. Med-mal background helpful. $8/hr-13/hr

LEGAL SECRETARY - Full time, Southfield. Minimum 2 years legal experience. Word Perfect 5.1 Perfect. Ask for Mary. 827-4100

LEGAL SECRETARY - for Southfield law firm, WordPerfect 5.1 legal experience needed, non smoking office. Call 358-3440 No Fee

LEGAL SECRETARY
Part time for 2 attorney office in Southfield. Must have legal and WordPerfect experience. Call Mr. Alpert 354-6400

LEGAL SECRETARY/RECEPTIONIST
Good typing. Experience in dictaphone and WordPerfect required.
Call 358-3440

LEGAL SECRETARY
Part time.
For Livonia office
427-0190

LEGAL SECRETARY
3 POSITIONS
Major Michigan firm has 3 positions available for polished professionals with 2-5 years litigation background. Top salaries required. Medical, dental, optical, 401K. Call Arthur Thomas, 355-4140

LEGAL SECRETARY - Troy labor law firm seeks an experienced legal secretary. Excellent typing & organizational skills needed. WordPerfect 5.1 knowledge preferred. Excellent benefits package. Salary to $25,000 plus. Please send resume to:
Office Manager, 3290 W. Big Beaver Rd., Site 318, Troy, MI 48084

★ LEGAL SECRETARY

Dynamic law firm in Northville needs your Microsoft 5.5 skills. Add 6 months experience in litigation, billing, and this exciting Summer position can be yours. Call Sally:

ARBOR TEMPS 459-1166

LEGAL SECRETARY
$25,000 FEE PAID

Be right hand to busy attorney in computerized law firm. Litigation and proven track record required. This is more than just a typing position. For more specs, call Mark at 642-5900, or FAX resume to 649-3319
SHELLING PERSONNEL SERVICES OF TROY

LEGAL SECRETARY, $28-$30,000
Top legal position with major firm. Corporate experience needed
LEGAL SECRETARY, $27,000
Plush Bloomfield Hills firm, 3-5 years litigation experience
LEGAL SECRETARY TO $26,000
Northwest Suburban law firm seeks legal assistance. Work for Senior partner.
LEGAL SECRETARY, $15,000
Prestigious Oakland County firm. Medical malpractice experience
All Fees Company Paid 772-6700
SHELLING PERSONNEL SERVICES

MARKETING SECRETARY
Dynamic personalities. Marketer needed for a fast paced marketing department in the food service industry. Candidate will report to the Marketing Manager and must be able to function independently. The lower candidate will have at least 2 years secretarial experience and be a Lotus or WordPerfect 5.1 expert. Salary negotiable. Call Ann at Interbrand 540-2400 for more details or send resume & salary requirements to Box 764
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

An Equal Opportunity Employer

MARKETING SECRETARY
Harvard Graphics a plus for this advertising agency position
To $9 hr. Call Shirley at UNIFORCE 646-7664

MCINTOSH SECRETARY
Unique executive support opportunity with leading advertising agency for Macintosh Word and Mac. To $8/hr. Call Sharie at UNIFORCE 646-8462

SMALL COMPANY - looking for full time personable office person with light secretarial skills to answer phone, greet visitors and type 55 wpm. Call 355-2000

OFFICE HELP - Full time, pleasant phone manner, will train. Apply at: 21300 Haggerty Rd. between 8 & 9 Mile Rd. Northville

OPTICAL RECEPTIONIST

Experienced in optical dispensing & sales. Part time for office in Troy. 362-8000

PARALEGAL - Southfield insurance firm, 1-5 years, excellent typing, detailed, career motivated individual to work with professional counsel on voices research, preparation, court pleadings, working closely with executive management. Excellent typing of 60 wpm. Send resume with salary requirements to: Box 4773
P.O. Box 300, Southfield, MI 48037

PAYROLL CLERK
Detroit based company seeks a capable, emotional individual for payroll position. Previous experience preferable. Excellent opportunity for the right individual. Compensation commensurate. Call Bernice for an interview or send resume to:

PAYROLL CLERK
P.O. Box 779
Detroit, MI 48231

PAYROLL CLERK

Individual with a minimum of 2 years payroll experience. Must be a self starter with a degree, however we will hire plus. Forward resume with salary requirements to MGI, 22765 Haslip Dr., Novi, MI 48375

SCHOOLS OUT? CALL KELLY

Bring your clerical skills to Kelly Temporary Services. Let us find you secure summer employment. We offer:

WORD PROCESSING OPERATORS
DATA ENTRY OPERATORS
RECEPTIONISTS/TYPISTS
COMPUTERIZED ACCOUNTING CLERKS
GENERAL CLERICAL

If you have at least 6 months experience in any of these areas, please call for an appointment.

Livonia 522-4020
1-96 Dfk center
32133 Schoolcraft

KELLY TEMPORARY SERVICES

Equal Opportunity Employer M/F/H

REAL ESTATE office looking for Bloomfield/Birmingham area. Some real estate experience and knowledge of computers helpful. Has-been-there Call ERA Allen at Dare Dwelers 421-7040

BORED? WANT TO return to work part time? Southfield law firm is looking for a part time, experienced Word Processor/Legal