502 Help Wanted Dental-Medical

DENTAL FRONT DESK
Must have recent experience & knowledge of computers. Looking for the best. Willing to pay for it! Benefits. Near Park Ave. Ask for Yvonne. 548-1777

DENTAL HYGIENIST
for friendly office in Livonia. Mon-Thursdays all day & every other Saturday morning. 476-4300

DENTAL RECEPTIONIST - Assist and needed for Farmington & Milford specialty office. Career opportunity. Willing to train. 737-2131

DENTAL RECEPTIONIST
We want the best and are willing to pay for it. We offer a position that is motivating and rewarding. Personality is required. Ref. Bloomfield 661-1440

DENTAL RECEPTIONIST
Professional & friendly knowledge a must! Full time - benefits. Dearborn-Lincoln Park area. 274-8400

DENTAL-TECHNICIAN - wanted full time for denture dept. in a large quality orientated practice. Full time job, excellent benefits, knowledge of denture set-ups, knowledge of attachments helpful, but not necessary, salary commensurate with experience, full benefits. Ask for Sue. 525-4330

DERMATOLOGIST ASSISTANT - Dermatologist seeking experienced assistant. RN, LPN, MA invited to apply. The person hired must position will have good communication skills, be self-motivated, and attentive to details. Strong dedication to service and their needs is essential. Flexibility in working environment makes submit resume, whether will be treated with utmost confidentiality, to Michael J Redmond M.D. 16236 Farmington Rd. Livonia, MI 48154

DIETARY AIDE
Garden Nursing Center, is currently seeking ambitious, reliable, dependable people to work in our Dietary department.
If you can work days or afternoons (full or part time) and are willing to be trained, we would like to speak with you about joining Donnell Center of Care! This is a difficult, but rewarding position so hard workers only need apply!
Please apply at
DONWN NURSING CENTER
29270 Morlock
Livonia, MI 48152
(313) 476-0550

DIETARY COOK & DIETARY AIDE
Apply at Four Chaplains Nursing Home, Westland. 261-9500

EXECUTIVE ADMINISTRATIVE ASSISTANT with capability to do medical billing. Full time position. $25-30K depending on experience. Southfield area. Fax resume to: R.B. Sachen D.D., 28595 Orchard Lake, Suite 201, Farmington, MI 48334

EXERCISE PHYSIOLOGIST - ACSM certified. Mon-Fri days, part time no weekends. Reside hours. Call Brenda 433-3600

FRONT DESK
Part time for physician's office in Birmingham. 2 days per week
649-8550

HEALTH CARE BILLING Professionals
A growing medical being computerized seeks experienced billers with a hardworking, belief professional with experience in billing and collections. This is a growth position and a challenging opportunity. Experience will be helpful. Send resume & salary requirements to Box 908
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

HOME CARE AIDE
light housework, light cooking, every other weekend 48 hours. 375-9142

HOME CARE
RN SUPERVISOR
For Pediatric Care
Dearborn Based Agency
Position involves
• Public Relations/Marketing
• Home Care Q.A. Visits
• Aide Supervisory Visits
• Aide Orientations
• Developing Aide Groups in Services
• Aide Skills Testing for State Certification
• Monday thru Friday 9am-3pm
• Liability & Auto Insurance
• Mileage Reimbursement
Call Kathleen Hoover
Mayo Home
Health Care Plans inc
3200 Greenfield Rd
Dearborn, MI 48120
271-6230

HOME HEALTH AIDE
Certified and Experienced. Excellent pay and benefits.
FAMILY HOME CARE
(313)229-5687
(313)455-5683 (313)620-6477

HOME HEALTH AIDES
(Minimum one year experience)
Home Health Aide for private duty case. All shifts available. Bloomfield area. Must have car and references. Call Mayo Home Health Care Plans 271-6230

LIVE IN NURSE GUIDE
WEEKENDS ONLY
Certified Home Aide needed to live in with stroke patient - Clarkston Neighborhood. Sat 6:00 PM to Sun. After 9pm. 729-1433

502 Help Wanted Dental-Medical

HOME HEALTH AIDES & COMPANIONS - EXPERIENCED
• Eligible for benefits
• Competitive pay
• Mileage reimbursement
For home care agency serving western Wayne county suburbs. Must have experience working with the ill, disabled or elderly. Demonstrated reliability, sense of compassion & own transportation a MUST! To apply call Marilyn * 981-8829
UNITED HOME CARE

HOME HEALTH AIDES
NURSING STUDENTS
Interested in gaining experience relevant to your career? Join the only list of all home health care affiliated agency. VISITING CARE. If you have completed your first medical-surgical course, call us today to schedule an interview.
Northwest 313-344-0234
Ann Arbor 313-930-0050
Brighton 313-227-0199

LPN & A PHYSICIANS ASSISTANT
Needed for substance abuse clinic. Send resumes to: P.O. Box 37258, Oak Park MI 48237

LPN
Full time midnights. Ask for Debbie or Personnel at 483-5423

LPN/RNA
Busy adult & Pediatric office. Applicants must have 4 years Experience required. Call after 10am Northwest Troy 689-1150

LPN -
Part-time position available in medical office. Pediatrics experience. Please send resume to: 4348 Grand River Suite 103, Howell, MI 48843

MEDICAL RECEPTIONIST
Full time. For busy dermatology office in South field. Approximately 45 hrs/wk. Includes Mon evening. Pts average 4 Dr. Receptionist are actually appointments. Hourly & typing. Computer experience preferred. Benefits include health insurance. 569-1958

MEDICAL RECEPTIONIST
Expanding for busy ophthalmology group. Computer insurance knowledge. Detail-oriented. Full time West Bloomfield 855-7407

MEDICAL RECEPTIONIST
Full time position in ophthalmologist office located in Southfield area. Ophthalmology experience helpful but will train motivated person the right person. Competitive salary & benefits package. Call Medical Center Consultants, 29829 Telegraph, Suite 201, Southfield MI 48034

MEDICAL SECRETARY
Progressive medical supply headquarters requires confident secretary with medical terminology experience. To $9.50/hr. Call Medical Unlimited 645-7662

MEDICAL TRANSCRIPTIONISTS - 2
1) Hospital experience required. Shifts are in Farmington, Livonia, Garden City areas. Must have excellent standard & typing skills, telephone transcriber/computer literate.
MEDICAL TRANSCRIPTIONIST
- Radiology Clinic
- Full or Part time
Hours are 8-4 or 9-5
Call Ann 471-8510

MEDICAL TRANSCRIPTIONIST
Position with Sole Plymouth transcription service. Evening and mid-shifts available. Must have an excellent attitude. Call Ann at 459-7900 or 1-800-521-3 helpful. Send resume to
Transcription
9357 General Drive Suite 121
Plymouth, MI 48170

NUCLEAR MEDICINE Technician needed. Good benefits & working condition. Knowledge of computer aided cardiac testing helpful. Call Bethesda 313-464-3390

NURSE AIDES

Growing home care agency is seeking qualified experienced personnel for Oakland County. Choice of Days & Hours. Full-time between 10am - 4pm Monday thru Friday

NURSING UNLIMITED
540-2360

NURSE AIDES
Beverly Hills Nursing Center
Weekends Only, all shifts
Live experience? 288-6610 for info

NURSING ASSISTANT (CERTIFIED)
Full & part time positions available. Apply in person
Hope Nursing Center
1844 Orchard Lake
Westland, MI 48185

NURSING ASSISTANTS
We are taking applications for our next Certified Nursing Assistant training class. Call today and let us know when what it takes to be a great nursing assistant. Apply in person
Alexander & Mercy Living Center
718 West Fourth Street
Royal Oak, MI 48067

Clinical Coordinator

Ann Arbor Home Healthcare is currently seeking a qualified individual for the position of Clinical Coordinator for our Ann Arbor Branch.

In this position you will be responsible for hiring, assessing, planning, and follow up visits, assessing ongoing satisfaction with services, assessing client's available existing and potential problem areas, needs and resources of clients to set priorities in collecting data and developing a Plan of Care ensure that proper documentation is completed and compliance with third party regulations is being met and participate in the recruitment, interviewing, and orientation of non-professional staff.

The successful candidate will have a current license to practice as a Registered Nurse from the State of Michigan and a minimum of one or more years of professional nursing experience required. Medical surgical, intensive care or home health rehabilitation experience desirable. Current Home Health Nursing experience preferred. Current Public Health Nurse experience and available vehicle to travel to client residences required. Full time, 40 hrs/wk. Please send your resume to: Branch Manager, Ann Arbor Home Healthcare, Warren & Airport Road - Ann Arbor, MI 48108. An Affirmative Workplace Diversity Through Affirmative Action/Equal Opportunity Employer

DENTIST - Part time position. Hrs preferred. 1 day per wk and recall hygienist. Call Mon-Fri. 652-9110

OCCUPATIONAL THERAPIST Assistant - Part time, weekends full time, alternate Fridays. Salary & benefits. Also physical therapist & occupational therapist aides. Call between 10-4pm 313-676-5096

OCCUPATIONAL THERAPIST
Registered - needed part time. Flexible hours. Metro Detroit area. Call after 5pm 537-8792

OPHTHALMIC TECH
Full time position available in office located in Southfield. Experience as an Ophthalmic Tech necessary. We offer a competitive wage and benefits package and an opportunity to use 15 year experience. Please send resume to:
Michigan Clinical Consultants
29829 Telegraph Suite 201
Southfield MI 48034

OPTICIAN
If you are certified and motivated to do your best this could be for you. Good benefits & compensation package. Home Vis. Birmingham Area 313 645-2220

OPTOMETRIC TECHNICIAN
Full or part time for patient oriented optometric practice in Livonia. Employee benefits. Training & Opportunity. 421-5454

502 Help Wanted Dental-Medical

OFFICE
MANAGER/ADMINISTRATOR
Are you tired of the same old drudgery of working for an hourly wage or a salary without room for incentive to go the extra mile? If that describes your situation, call me and let's talk about a serious future for both of us.
Call Jeanette 626-3106

OFFICE MANAGERS
Dermatology Offices $32-$35k
Family Practice $30-$31k
Out Patient Psych. to $25,000
Internal Medicine to $30,000
All positions need medical billing experience, ability to motivate & direct staff & good communication skills.
Patty Reichelt
Harper Associates
29870 Middlebelt
Farmington Hills, MI 48334

OPHTHALMIC ASSISTANT - well trained, some medical experience helpful. Call Dr. Bumbaugh's office, Farmington Hrs. 649-3535

OPHTHALMIC ASSISTANT
Experienced
Part time position. Livonia area
464-2631

ORTHODONTIC LAB Technician. Full time. Good pay. Experience in models and/or ortho appliances is necessary. Part time considered for full time. West Bloomfield location. Call Jeanette 855-5515

PEDIATRIC OFFICE - seeking experienced RN or LPN for full or part time employment. Please send resume to: 990 W. Ann Arbor Tr., Suite 210, Plymouth MI 48170 attention Mary Lou

PHLEBOTOMIST/EKG TECHNICIAN
Part-time position available. 1 year Phlebotomy experience required. Please send resume to Lab Supervisor or apply at
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI 48375
Located at W. 12 Mile & Novi Rd.
An Affiliate with the Detroit Medical Center. An Equal Opportunity Employer

PODIATRIC ASSISTANT needed part time with computer training & medical assistant. Call Dr. Bernard 548-6719

QUALITY DENTAL PRACTICE
Seeks Experienced Dental Assistant
Full-time, excellent pay, benefits & bonus program. Call 455-0900

RECEPTIONIST - for busy OB/GYN office. Must be experienced. Flexible hours. Mon-Fri. Every other Saturday included. Call between 12-2pm 353-8465

RECEPTIONIST needed for busy MD's Oak Park office. Must be experienced & hardworking. Should have typing & 10 key. 547-3323

RECEPTIONIST
needed full time for Oak Park medical office. Computer and typing experience 548-6719

RECEPTIONIST/CLINICAL ASSIST.
OGHS Ob/Gyn Dearborn office. Experience preferred in any medical specialty. 15 hour/week. Call Kathy at 849-6719

RECEPTIONIST
(Mon. thru Fri. gives 1 Saturday out). Light typing helpful. Write to: 1340 Stephenson Hwy. Troy 740-9100

REGISTERED NURSE

Full time position in large cardiology practice. Both preferred 2 yrs cardiology experience required. Responsibilities include patient assessment education, treatment and management of care
SEND RESUME TO

R.N.
Northpointe Heart Center,
2575 Woodward South,
Berkley, MI 48072

RESIDENTS AIDE needed for home for the aged. Also dietary aide. Please apply in person Mon thru Fri 10 to 4 30330 W 12 Mile

RN - CARDIOLOGY -
For leading cardiology practice in Lakeshore. Must have 2 yrs cardiology experience. Send resume, salary requirements & benefits. Hours Mon-Fri, no evenings. Excellent salary, benefits.
Harper Associates
29870 Middlebelt
Farmington Hills, MI 48334

RN
Hospice Home Care Director
Career opportunity to join growth oriented home care agency. Requires experienced RN to develop new hospice. Home care or hospice experience helpful. Send resume & salary requirements to Box 452
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RN/LPN
Full time midnight and day position available. Based positions for weekends. If interested please apply at 28715 Grand River, Southfield (Between I-96 - 11 Mile)

RN/LPN
PRACTY DOCTOR TRAINED CO-WORKERS
What's job something new everyday. Partime work available Apply in person

RN, LPN or Medical Assistant for dermatology office. Require at least 1 year medical office experience. Plymouth/Ann Arbor area. 30-40 hours weekly. Call Home 996-8783

RN Director of Nursing position for established out patient surgical clinic. Experience in knowledge to supervise OR, policies & procedures. Should have management skills. 35 hrs wk. Mon thru Fri. Call 967-4140 or send resume to: Nancy Hoffman, Director of Nursing, 2000 Greenfield Oak Park MI 48237

RN'S

Are you interested in an exciting home management position? Berkley Health Care Facilities are having applications for our Director of Nursing position. Call Monday-Friday, 9am-5pm 541-4200
BERKLEY HEALTH CARE
CH WEST BLOOMFIELD

FULL TIME DAYSHIFT NURSE
See Mrs. Martin
NIGHTENGALE WEST
8365 Newburgh Rd
Westland, MI 48185
An Equal Opportunity Employer

RN'S/LPN'S

Full time 7 am - 3 pm and part time 3pm - 11pm shifts. Need 2 years hospital experience. Want to learn the other side of nursing? Nursing home experience is a plus. Cambridge West 18653 Beech Daly, Redford 255-1310
An Equal Opportunity Employer

RN'S & LPN'S

Needed for an active & small newly opened long term care facility in Wayne.
An Equal Opportunity Employer

RN & LPN'S NEEDED
LPN'S earn up to $17/hour
RN'S earn up to $20/hour
Home Care Staff Relief
HOME CARE PLUS
(313) 729-5683 (313) 455-5683

RN OFFICE LOOKING
for aggressive nurse to work with patients & take vitals. Well trained. Southfield 30 hrs/wk. 557-9150

TRANSCRIPTIONIST
Part time days. Southfield Cardiology office experience preferred. Call Sue 569-4232

TRANSCRIPTIONIST for radiology clinic, in Southfield afternoon shift. Part time days. Call Ann 559-8400

WESTLAND DENTAL OFFICE
Looking for business office staff. Full or part time. Computer skills helpful. Call Ann or Joann. 728-5960

X-RAY TECHNOLOGIST
Registered or registry eligible. Full time or part time position available. Per diem X-ray consultant. Must be professional in all aspects & be able to work with people. Call Mary Ann
Cardiac Diagnostic
Stat Site 712 Troy 362-4411

502 Help Wanted Dental-Medical

X-RAY TECH - Immediate opening. Full time contingent needed for busy Dearborn area. Call between 9-3pm. 348-1930

X-RAY TECHNICIAN NEEDED
Oncologist Benefits & working condition. Call Bethesda 313-464-3390

504 Help Wanted Office-Clerical

ACCOUNTANT/OFFICE MANAGER
Looking for experienced part time (3-4 days) person for a small office setting. Must have strong accounting background. Knowledge of DAC Easy as well as a solid accounting background. Word Perfect & Lotus a plus. Responsibilities include setting up all facets of company's financial records, long term as well as monthly financials, year end closing, all state & federal filing as well as general duties of running a small wholesale office environment. For confidential consideration fax resume to:
Mr. Jeff Gound, Manager, Institute Lunch, 20 S. Sheldon Court, Ann Arbor MI 48106

★ ACCOUNTING CLERKS

Break the "I'll wait get out your couch and get started" up BEFORE YOUR MOVING!
WORK AS A TEAMS.
Carry pay scale $6.00 - $7.50 per hour, depending on recent experience.
Apply in person during resumes Monday - Friday, 9am-3pm.
ACCOUNTANTS ONE
24133 Northwestern Hwy. Suite 202
Southfield, MI 48075
354-2410

ACCOUNTING CLERK
Experienced in Payroll/Receivables/Payables. Computer experience a plus. Long term assignment in Farmington Hills

ARBOR TEMPS 459-1166

ACCOUNT PAYABLE CLERK
Full time. Minimum 2 years accounting experience necessary. Lotus WordPerfect & dBase desired. Full benefit package included. Salary commensurate. Forward resume to Box 826
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTS PAYABLE CLERK
Experienced in accounts payable. Knowledge of computerized environment necessary. Typing required. Send resume to: Box 10-Q
Observer & Eccentric Newspapers
24435 Halstead Rd. Farmington Hills, MI 48335
An Equal Opportunity Employer

Accounts Payable Clerk
Full time position. Flexible hours per week. Send resume & salary requirements to: P.O. Box 40642 Redford MI 48239
An Equal Opportunity Employer

ACCOUNTS PAYABLE
5 yrs accounts payable exp. 2 yrs college accounting required. Computer experience. Excellent benefits including profit sharing. Salary commensurate. Please apply in person with resume and salary requirements, between 8am & 3pm. Kimberly Building Materials, 36340 Van Born, Wayne MI 48184

ACCOUNTS PAYABLE CLERK
Full time with experience. Send resume to: ITAS DMK PO Box 20047, Redford MI 48239

ACCOUNTS PAYABLE CLERK
A major supermarket chain based in Detroit is seeking an individual with recent experience in a computerized accounting environment. Must have computer experience. A must. A degree from a business school is desired. The qualified candidate should have good organizational skills. Candidate must be able to spend 80% a detailed resume & salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTS RECEIVABLE
& GENERAL LEDGER CLERK
5 yrs experience or minimum 2 yrs college accounting required. Computer experience. Excellent benefits including profit sharing. Salary commensurate. Please apply in person with resume and salary requirements, between 8am & 3pm. Kimberly Building Materials, 36340 Van Born, Wayne MI 48184

ACCOUNTS RECEIVABLE CLERK
Typing being familiar with data entry, able to do calculations. Full time. Apply: Three Oaks Downtown Office, 1249 Broadway
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
WordPerfect and Lotus required for take charge person with other responsibilities. Salary commensurate. Graphics a plus. Call Sharon Cat Services, Inc. UNIFORCE 473-9932

ADMINISTRATIVE ASSIST
Organization skills a must. Duties include an accounts receivable, payroll, and general office support. $10 full time position. EXPERIENCE ONLY. Call between 8am-12 noon. Mon-Fri. 313-382-3461

ADMINISTRATIVE
ASSISTANT/SECRETARY
Computer software company is seeking an organized dedicated individual to work in a professional service free environment! Must have excellent skills in word processing, typing, and phone manner. Send resumes to: Angel Technologies, Association, 3000 Grand Rd. Ste 216, Troy MI 48084

ADMINISTRATIVE
SECRETARY/ASSISTANT
is needed for a busy Southfield based company. Experience is necessary. Must be good at processing a lot of paperwork. Knowledge of Word Shorthand helpful. Great work environment and benefits. Please send salary requirements and resume to:
Director of Human Resources
PO Box 1243
Dearborn, MI 48120

ADMINISTRATIVE SUPPORT
COORDINATOR
With over 50 years of solid success behind us, it is the accomplishments that our people are among the best in their fields. If you're looking for a new situation to enhance your professional outlook and are an experienced administrative support coordinator consider this excellent position with a leader in the electronic marketing and shipping industry. Excellent salary.
You will be responsible for administrative support of the sales and marketing areas within the branch. Qualified candidate should have at least 5 years in a greater office environment, excellent typing skills, numerical ability, some computer and strong attendance in a team office would be helpful.
For immediate consideration send your resume or contact one to:
Helen Au ext. 39430 Grand River Ave. 5th fl. Novi MI 48375

ADMINISTRATIVE ASSISTANT for transportation real estate office. Located in W. Bloomfield area. Knowledge of Lotus & property management helpful. 737-7060

AGGRESSIVE, mature self-motivated Collections, medical & dental billing. Full time Southfield.
557-9150

AGGRESSIVE, receptionist wanted for Southfield management company. Must be people oriented, on the phone typing & dependable 352-8550

ATTENTION ALL
HELEN HUNTS
SHIPPING OPERATIONS
We need you for your 2nd day shipping operations. Top pay, excellent benefits, no nights, no weekends, no hassles. Call today for an interview.
425-9190
BENCHMARK
Temporary Help

BOOKKEEPER
Computer software company is seeking an organized dedicated individual to work in a professional services free environment. Payable, Receivable, payroll & general ledger. Job distribution & billing. Budget & royalty contracts. Office Manager. Send resume to Angel Technologies, Association, 3000 Grand Rd. Ste 216, Troy MI 48084

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
needed. Must have computer knowledge, bookkeeping experience. Must be good with people. Call for interview. Ask for Greg Marx 356-7500

ADMINISTRATION/OFFICE
Payables, telephone, very fast paced high volume. Immediate opening. Apply in person at Independence Village of Farmington, Office Corner of Grand River & Halstead WITTE ON SITE.

ASSISTANT TO ADMINISTRATOR
Able to write/compose procedures, documentations, memos, with good grammar skills. Responsibilities include maintaining department records (computerized), meetings, answering phones, filing, typing 50 wpm. Minimum 6 months Word Processing experience. Full benefits package. Salary based on time. Data Processing P.O. Box 200 Southfield MI 48037

AUTO DEALER
Seeks experienced Accounts Receivable/Payable clerk. Ability in confidence a. Plymouth area. Resumes to Box 866.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150
Equal Opportunity Employer M/F/H

DATA ENTRY
Hand growing national service firm needs your experience and attention to detail To $6.50/hr.
Call Darlene at UNIFORCE 473-2932

DATA ENTRY - WordPerfect 5.1
Assistant to corporate executive. Accounts payable, receivable. Excellent benefits. 565-5600

EXECUTIVE ASSISTANT
Immediate opening for experienced administrative with marketing background. Leading national company. Southfield. Up to $10/hr. Call Sarah at UNIFORCE 357-0035

EXECUTIVE ASSISTANT
Immediate opening for well organized detail oriented person for fast paced Troy firm. Responsibilities include word processing & misc. administrative tasks. Knowledge of Word Perfect a plus. Call Christine 828-3290 ext 457

EXECUTIVE SECRETARY for Prestigious Farmington Hills corporate headquarters. Please send resume, references & salary requirements to Box 896.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

EXECUTIVE SECRETARY
Certified rehabilitation agency seeks full time assistant. Must have typing & benefits. Send resume to
O Box 30974 Livonia MI 48150-0974 or call 473-1450

EXPERIENCED RECEPTIONIST!
For busy Downtown Detroit law firm. Pleasant working conditions. Top salary. Medical insurance and other benefits. Send resume to Box 910
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

FULL TIME Southfield/Operator needed for wholesale distributor of plumbing materials. Previous experience plus a pleasant professional telephone manner a must. Good benefits. Apply between 9am-12 at Mansion Mahogany Inc
C&A Showroom
29800 Northwestern Hwy. between 14 & 15 Mile Rd. E of Mound Rd

GENERAL OFFICE - Wayne County manufacturer has an opening for a hard working individual with good math skills. Duties include: Accounts receivable, Computer experience preferred. Full time. Send resume to: Office Manager, P.O. Box 994 Wayne MI 48184

HELP WANTED - Full time position available. Duties include: including light bookkeeping, computer data entry, with emphasis on retail sales. Good pay & benefits. Excellent opportunity. Contact Bernadean Gribble 476-8020 for interview. 258-5000

JUNIOR SECRETARY
Major automotive company needs just enthusiasm, willingness to learn. To $7/hr. Call Christine at UNIFORCE 646-8164

MID SIZE law firm in Southfield now hiring Legal Secretary. Experienced preferred but will train. Call Ann at WordPerfect Professional positions and administrative positions. Box 902
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

504 Help Wanted Office-Clerical

CUSTOMER SERVICE REP
Full time - position. 38.75/hr. and small direct mail company. Must have good computer skills & be capable of working multiple tasks with minimal supervision. Send resume/salary history to: Customer Service Rep. 28427 Orchard Lake Rd., #215, Farmington Hills MI 48334

Customer Service Rep
Part Time
Entry level Customer Service Rep position. Flexible hours (approximately 20-30 hrs/wk) which includes Saturdays and some holidays. Position requires typing and 10 key pad proficiency for order entry. Pleasant phone manner and customer contact experience a must. Interested applicants apply Monday through Friday 8:30am-12:30pm only.
MELODY FARMS
31111 Industrial Rd
Livonia, MI 48150
Equal Opportunity Employer M/F/H

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Hand growing national service firm needs your experience and attention to detail To $6.50/hr.
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Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

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: P.O. Box 9068, Farmington Hills, MI 48333.

GENERAL CLERK - part time after school hours. Must have driving record. General office duties required $5.50/hour. Judge 827-7700

GENERAL OFFICE CLERK
Must be accurate with figures & detail oriented. Knowledge of a plus to handle orders & service on phone and fax lines. Bennett Furniture 15950 Woodward, Livonia 525-0030

GENERAL OFFICE-SECRETARY
for 2 person Food brokerage office. Type 40wpm. Self motivated people person that would eventually move into sales. $12-$15K. Send resume to 21003 Farmington Rd., Farmington Hills MI 48336

INSURANCE SECRETARY
Part time, mature person to help hospital agency. Call George at 533-8778

KEYPUNCH OPERATORS
WE are a computer scanning association for full time positions. Positions at our Livonia office. Please call between 9-3 for an appointment. Indata Corp 422-8002

LEGAL

Corporate Legal Secretaries
• Temporary • Long or Short Term
• Permanent Positions
Call for an appointment

PERSONNEL AT LAW

Mail or fax your resume
in confidence to
3000 Town Center Ste 2580
Southfield MI 48075
FAX # (313) 358-0235
UPTOWN 358-0060
DOWNTOWN 964-2909

LEGAL SECRETARIES

Experienced for permanent & temporary assignments. Call today.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3400, Fax 362-4881

LEGAL SECRETARY for small Troy law firm. Previous experience and knowledge of WordPerfect required. Send resume with salary requirements to: Office Manager, 6621 E Big Beaver, Ste 101, Troy, MI 48083

MODELS NEEDED
For adult pantyhose catalog. Make a fortune. Ages 18 & over 557-0635

MORTGAGE PROCESSOR
Must be experienced, great salary. Call Joe, confidential 877-7015

OFFICE CLERICAL - part time. Volunteer tutor firm seeks organized, detail oriented person to assist business director in administrative duties. Typing, word processing skills required. Send resume to: P.O. Box 55030, Livonia MI 48153

OFFICE PERSONNEL
COLLECTIONS
We are accepting applications for the following office positions

WORD PROCESSORS
RECEPTIONISTS/SWITCHBOARD
TELEMARKETING & PHONES
DATA ENTRY/CLERICAL
SECRETARIES/TYPIST
MEDICAL RECEPTIONIST
Call today for an appointment

TOP PAY, OVERTIME PAY
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LEGAL SECRETARY needed by medium sized Southfield law firm to work predominantly on tax & litigation matters. Must have at least one year of legal experience, excellent typing skills, and strong attention to detail. Salary commensurate with experience, Liberal fringe benefits. Please send resume to: Box 888
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY - Experienced only, for senior partner of Bloomfield Hills law firm, immediate opening. Call Mrs. Gilbert at 645-1450

LOAN INTERVIEWER
Growing credit union seeks self motivated person with strong communication & organizational skills. Ideal candidate will be fast paced loan department. Lending experience preferred. Good typing & salary requirements to
Loan Manager, 27961 Farmington Rd Farmington Mi 48336

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Harvard Graphics a plus for this exciting opportunity. To $9.50/hr. Call Shirley at UNIFORCE 646-7664

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A fast paced office that will be people & detail oriented. Full time. Benefits. Call Mr. Bryant at 100 Mark at 356-2300

MONTGOMERY SECRETARY
Leading law firm in Troy has opening for experience with Microsoft Word on a Mac. To 35/hr. Call Sara at 689-7300

MEDICAL BILLING
Expanding multi state medical billing company seeks a person to perform: Patient billing position in our Bloomfield office (Telegraph & Square Lake Rd. area). Candidate must be self motivated & detailed to be able to use computer keyboard & 10 key pad at 55 wpm. With attractive salary & benefits package. Send resume to: PMB, P.O. Box 607 Farmington, MI 48332

LEGAL SECRETARY - for partner of Bloomfield Hills law firm. Divorce, family law, corporate business. Practice involves some litigation. Excellent typist. Non-smoking. Excellent compensation package. 626-5000

LEGAL SECRETARY
for Troy law firm. Must have 2 yrs experience in litigation. Salary commensurate with experience. Call 649-4211

LEGAL SECRETARY - for Southfield solo practitioner specializing in personal injury litigation. Must have 1 year legal experience. Call 569-4211

LEGAL SECRETARY - experienced in real estate, mortgages, title insurance. Salary commensurate with experience.

LEGAL SECRETARY/PARALEGAL
Established Bloomfield Hills law firm has immediate full time position in Estate Planning Dept. Prerequisite for candidate: strong attitude. Must be organized and a team player. Salary commensurate with experience. Fax resume to: 645-3044

LEGAL SECRETARY needed for Birmingham law firm. Litigation experience preferred. Word Perfect. Send resume to P.O. Box 1899 Birmingham, MI 48012-1899

LEGAL SECRETARY/PARALEGAL
Established Bloomfield Hills law firm has immediate full time position in Estate Planning Dept. Prerequisite for candidate: strong attitude. Must be organized and a team player. Salary commensurate with experience. Fax resume to: 645-3044

LEGAL SECRETARY
Major Detroit area law firm seeks experienced secretary for litigation department. Word Perfect 5.1 preferred. Salary commensurate with experience. Call Ann at 559-9100

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Immediate Openings for summer clerical & data entry positions. Call Carey & Data entry positions. Call Carey at 569-8100

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CUSTOMER SERVICE Representative for cable television company located in Birmingham. Looking for people who has some computer knowledge and good telephone manner. Position is full time. Starting wage $5.75 an hour. Ask for Robin at 540-8110 EOE. Please reply by May 29, 1992. Reference #53

DATA ENTRY - Detroit area whole sale needs a sharp person with fast typing skills and a detail type person. Must be touch, letter sales and computer literate. Must have good phone skills. Must have good typing skills, and numerical data entry. Contact Sandy Bell at (313) 883-1180

DATA ENTRY
Fast - paced Farmington office needs 10,000 key strokes for new accounts daily on Tricy Automatic Plus to 7/hr. Call Darlene at UNIFORCE 644-8400

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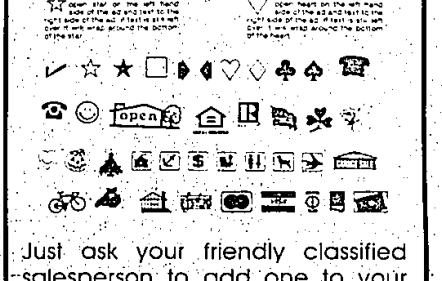

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