## 502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST -experienced, full time for advanced pediatrics office. Must be organized & dependable, experienced in insurance, must be willing to travel. Please call Susan 557-6500

NUCLEAR MEDICINE TECHNICIAN

Full or part-time position available for A.R.R.T., or C.N.M.T. registered Technologist.

RADIOLOGY TECHNICIAN
2 Part-Time Openings

1 day shift and 1 temporary evening (11-8 PM) position available. Must be A.R.R.T. registered. Mammography experience required.

Please contact Ted Petyna at 347-8220 or send resume to:

DMC Health Care Centers
41835 W. 12 Mile Rd.
Novi, MI. 48377
Located at W. 12 Mile & Novi Rd.

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

## NURSE AIDES

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

NURSING UNLIMITED

540-2360

NURSING ASSISTANTS
Immediate positions, All Shifts

- Obtain Certification as a Nursing Assistant
- No previous experience needed
- Receive pay while you train

Certified Nursing Assistants also needed. Will pay for experience. Kind, caring individuals may apply at Westland Convalescent Center, 36137 W. Warren, Westland, MI., or call 728-6100, Ext. 130

OPTHALMOLOGY - Glaucoma Center of Michigan. We are in need of an Ophthalmic Technician. Experience required. Call Sandra. 356-0088

PEDIATRIC OFFICE seeks full time person for Medical Assistant position as business office includes computer billing & collections. Great benefits. Call Myrna 642-7701

RECEPTIONIST/EXPERIENCED
For growing family practice office. Please call Alison at 347-4290

RECEPTIONIST NEEDED
For medical/dental office. Full time, Benefits. Send resume to:
Office Manager, 1000 Port B1.,
Lincoln Park, MI 48146

RECEPTIONIST/ADMINISTRATIVE ASSISTANT
Growing medical practice seeks for fast paced medical office. Excellent communication skills required with strong ability to prioritize. Modern facility, excellent compensation and benefits package.
Medical Management Group
32841 Middlebelt Road
Farmington Hills, MI 48332
Attn: Pam 518-525-0320

RESIDENT AIDE
part time, 3-11pm for assisted living facility in Plymouth Call Mon thru Fri 451-0700

RN/IV INFUSION
Patient Care Coordinator
Expanding home care company
Mon-Fri, day hours, need infusion experience. Call or send resume to:
Diane Detter, 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

## RN - LPN

Beverly Hills Nursing Center has positions available on our PM & MIDNIGHT shifts. We offer a friendly challenging work environment. Flexible scheduling. Call 626-8410

RECEPTIONIST - Midnight shift, 4 nights per week for small nursing facility in Livonia. Priority for the right person salary. Bished to provide quality care. Call ask Excellent benefits package, pointment or apply Mon-Fri, 9-4. St. Jude Convalescent Ctr., 34350 Ann Arbor Trail.

RN/LPN'S
Nurse needed for the following positions. Part time days, full time afternoons and full time midnights. We offer flexible scheduling. Call Mary Stego for appt at 557-0050

RN/X-RAY TECH
FULL TIME CHANGE NURSE
See Mrs. Martin
NIGHTINGALE NURSING HOME
8365 Newburgh Rd.
Westland, Near Joy Rd.
An Equal Opportunity Employer

## RN's/LPN's HOME HEALTH AIDES

Join the leaders in home health care - VISITING NURSE ASSOCIATION of staffs available in your local area. Certification/insurance or experience required. Flexible hours, good hourly/bonus rate. Call Today!
Northville 313-344-6234
Ann Arbor 313-930-5030
Brighton 313-229-5530

RN'S/LPN'S WE NEED YOU!
LPN $ earn up to $17/hour.
RN $ earn up to $20/hour.
Home Care Staff Relief
PAYLIS HOUSE CARE
(313) 229-5683 (313) 455-5683

## RN

Tired of the hospital scene? Want to learn the other side of patient care? Park-side day staff, every other week-end availability required.
Call or apply:
Cambridge South
18200 Mark Road
Beverly Hills, MI
847-8300
An Equal Opportunity Employer

AIDES NEEDED
DAYS & LIVE-INS
Home care aides needed to assist elderly, must have own car, phone & transportation. Good pay & insurance available Areas needed.
- Troy
- Birmingham
- Sterling Heights
- Utica
- Mt. Clemens

EXCELLACARE, INC.
740-9050

SOCIAL WORKER - Immediate opening for non profit agency. BSW to work in care management program for the elderly. Community based day work program. Bilingual preferred. Car required. Resume to P.O. Box 3140, Warren, MI 48184

WORK CLOSE TO HOME
Immediate openings for experienced home health Aides. Private duty. All shifts. Live-ins. Call Cheryl at Visiting Nurse Home Support Services. 313-534-0663

X-RAY TECHNOLOGIST
Registered or registry eligible, part time days for outpatient diagnostic imaging center in Madison Heights. Career opportunity exists. Appealing benefits package. Call Carol, Radiology Dept., Mon-Fri, 9-3pm, 23241 Grand River, Redford, MI 48240. 313-538-3800 ext 25

## 502 Help Wanted Dental-Medical

RN-STAFF DEVELOPMENT
Teaching position available in progressive long term care facility.
- Prefer certified Trauma trained.
- Comfortable with teaching and coordinating skills as well as
- Self-directed, organized and motivated.
- Monday-Friday, flexible hours.

Salary negotiable. Please call Ellen Bassett at
Westland Convalescent Center
728-6100

TMJ OFFICE looking for aggressive person to work with patients and take X-rays. Well trained 30-35 hours. Southfield 557-8120

X-RAY TECH - CERTIFIED
for busy internist office. No evenings or weekends. Resume & references required. 559-2030

X-RAY TECHNICIAN
Part time. Please send resumes to: Oncology Assoc., 27211 Lahser, Southfield, MI 48034

X-RAY TECH
Part time for busy Livonia office
261-3290

## 504 Help Wanted Office-Clerical

ACCOUNTING CLERK for Bloomfield Hills CPA firm. Part-time, flexible hrs. Computer/data entry experience preferred. Please send resume with salary requirements to: Accounting Clerk, P. O. Box 725, Bloomfield Hills, MI., 48303-0725

ACCOUNTING SECRETARY
Troy automotive company is seeking an energetic, experienced person to work in a computerized accounts payable position. Full job cost environment. Other responsibilities will include inventory, accounting functions, secretarial duties, typing correspondence & filing. Type 50 wpm & word communication skills are a plus. Excellent salary & benefits. Please send resume & salary requirements to Personnel Dept. 1401 Lakemont, Troy MI 48083-1909

ACCOUNTS PAYABLE person with experience & computer background needed. Good benefits, full time. Only qualified & experienced need apply. Send resume to 41555 Koppernick, Canton, MI 48187

ACCOUNTS PAYABLE/Accounts receivable. All receivables current. Small friendly mail-strong company. Non-smoking office at Southfield & Mi 8 30-5, Mon-Fri. Salaried. No health benefits. 840-9010

ACCOUNTS RECEIVABLE

Novi company needs an Accounts Receivable Clerk. Responsibilities include customer contact, posting & balancing cash receipts, filing & other general office duties. Prior Accounts Receivable experience desirable. Excellent fringe benefits. Call Judy at 313-478-8700

S.E.C. Donohue, Inc a leading environmental consulting engineering firm, is seeking an experienced Administrative Assistant for our Livonia office. The successful candidate will be responsible for a broad range of duties, including proposals & report preparation, operation of a computer based Management information System, monthly invoices & general project support using WordPerfect & Lotus software. Interested candidates will have at minimum 2 years clerical/administrative experience. Excellent verbal & written communications, organizational skills & ability to work on a confidential level are required. S.E.C. Donohue offers competitive compensation & full flexible benefits program & the opportunity to work in a stimulating professional environment. If you are an enthusiastic candidate, anxious to join a growing team, please submit resume to:
S.E.C. DONOHUE, INC.
17250 Newburgh Rd.
Livonia, MI 48152
Equal Opportunity Employer M/F/H

ADMINISTRATIVE ASSISTANT Real estate non-smoking office, W. Bloomfield. Light bookkeeping. Knowledge BOTUS helpful. 737-7040

ADMINISTRATION ASSISTANT
Major Farmington Hills firm has opening for experienced professional. To $8/hr. Call Susan at
UNIFORCE 472-2931

ADMINISTRATIVE ASSISTANT
Bloomfield Hills law firm has opening for experienced professional. Call Susan at
UNIFORCE 472-2931

BOOKKEEPER/SECRETARY for small construction company in Westland/Redford area. Handle all aspects of bookkeeping, payroll & general ledger. Computer experience helpful but willing to train. Full time. Send resume to 835 B Main, Su. 1, Plymouth, MI 48170

BOOKKEEPERS
Several excellent career opportunities are currently available for experienced full charge bookkeepers throughout the metro district area, including Auburn Hills, Troy & Farmington Hills. Positions are full time, for all industries including manufacturing, service & construction. Must have excellent bookkeeping & computer skills. If interested, please respond in confidence to:
Jim Hunter
JPR, Fulltimer, Rudtenz & Co
26200 Evergreen Dr., Ste. 500
P.O. Box 5004
Southfield, MI 48085-5004
355-1108

BOOKKEEPING
Fast growing company has need for individuals with light accounting, A/R and ACH experience. To $8.50/hr. Call Betty at UNIFORCE 337-0841

CLERICAL - GENERAL OFFICE
full time positions available consisting of general office and clerical duties. Customer oriented position with good telephone skills a must, some typing required. Call Bonnie or Joan, Mon & Tues 9-4pm at 820 Orchard Ferndale

CLERICAL HELP needed. Must be experienced. Excellent computer, typing & phone skills. Pleasant, energetic people oriented. Salary DOE. Call between 8-10am only 354-5683

CLERICAL JOBS AVAILABLE NOW!
Temporary/Long Term assignments
Call EmploymentGroup 583-1919
An Equal Opportunity Employer

## CLERICAL/ RECEPTIONIST PART-TIME

A sharp person is needed part-time immediately to work in the Livonia office of our national television production company.

You must be a fast-charge individual who is willing to learn our methods.

We will be happy to teach you if you want the opportunity to work in the fast moving company.

Good starting salary, frequent raises and other company benefits.

Call for appointment.
(313) 356-3030
800-727-2425

CLERICAL SUPPORT
Detroit financial institution seeks an efficient clerical support individual for a fast paced working environment. Candidate must be able to work accurately under pressure, able to work with little supervision & have hands-on WordStar and/or WordPerfect experience. This position is for a motivated hard worker who is willing to accept challenging position provided for a company salary & benefits package. Qualified candidates forward resume in confidence to:
CLERICAL SUPPORT
P.O. Box 779
Detroit, MI 48231

CLERK TYPIST - challenging part time clerical position in a mental health/substance abuse clinic in Western Wayne County. 20 hrs per week, excellent organizational and secretarial skills. Typing at 60 wpm. Telephone and insurance experience helpful. Minimum $7.07 per hour. Call Sue Kaiser, 7am to noon, 721-8105

CLERK TYPIST & SECRETARIAL
Part & full time in family service agency. Duties include filing, data entry, some bookkeeping, reception. High school diploma or equivalent. Send resume to Director of Programs, 8012 Merriman, Garden City, MI 48135
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

ADMINISTRATIVE COORDINATOR
For Sales and Marketing Department of professional training and development company. If you have experience organizing, presenting using MS Word 5.5, strong organizational and communication skills and a commitment to quality, you would be a great addition to our team. Knowledge of Excel and Pagemaker is desired. Please send resume with salary requirements to:
Director of Marketing
Human Synergistics, Inc.
39819 Plymouth Rd.
Plymouth, MI 48170-4290
We offer a competitive wage and benefit package.
No phone calls please

# ATTENTION: Administrative Assistants

Kelly Services has an immediate need for Administrative Assistants! Qualified candidates must have recent experience using the following software packages:

- Word Perfect
- Macintosh Word
- Word for Windows
- Lotus
- Excel

Also needed to fill assignments are candidates with recent experience in:

- Data Entry Operators
- Switchboard Operators
- Receptionists with 40 + wpm typing

Call today for an appointment:

Southfield . . . . . 352-5220
Farmington . . . . . 471-2050

# KELLY SERVICES

Equal Opportunity Employer M/F/H

Attention

CLERICAL JOB OPENINGS
In Wayne, Oakland & Macomb Counties for experienced clerical personnel. Long & short term assignments - both full & part time positions. Some assignments lead to permanent positions.
Currently need:

- Telemarketers
- Word Processors
- Receptionists - typing 50 wpm

Call now for more information
528-8454
Future Force
TEMPORARY HELP SERVICE
NEVER A FEE

FULL CHARGE BOOKKEEPER
Experienced for construction accounting (payroll, unions, etc) for Troy based CPA firm. Duties include generating monthly computerized reports with knowledge of time sheets. Send resume & salary requirements to 6DP, 1301 W Long Lake Rd ste 210, Troy, MI 48098

BOOKKEEPER/CLERICAL ASSISTANT - part time, flexible hrs $5.50/hr. Send letter of application to MassMoneyManagement, Inc. 27780 Northfield #100 Novi, MI 48377

BOOKKEEPER/Computer Billing for Southfield ad agency. Computer and accounting experience required, degree helpful. Please send resume to Sally Ford
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER
Plymouth area company looking for bookkeeper, 12-25 hours per week. Solomon experience a plus. Good benefits. Call today for the right person. Send resume to Box 396
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER/SECRETARY for small construction company in Westland/Redford area. Handle all aspects of bookkeeping, payroll & general ledger. Computer experience helpful but willing to train. Full time. Send resume to 835 B Main, Su. 1, Plymouth, MI 48170

BOOKKEEPERS
Several excellent career opportunities are currently available for experienced full charge bookkeepers throughout the metro district area, including Auburn Hills, Troy & Farmington Hills. Positions are full time, for all industries including manufacturing, service & construction. Must have excellent bookkeeping & computer skills. If interested, please respond in confidence to:
Jim Hunter
JPR, Fulltimer, Rudtenz & Co
26200 Evergreen Dr., Ste. 500
P.O. Box 5004
Southfield, MI 48085-5004
355-1108

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Good starting salary, frequent raises and other company benefits.

Call for appointment.
(313) 356-3030
800-727-2425

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CLERICAL SUPPORT
P.O. Box 779
Detroit, MI 48231

CLERK TYPIST - challenging part time clerical position in a mental health/substance abuse clinic in Western Wayne County. 20 hrs per week, excellent organizational and secretarial skills. Typing at 60 wpm. Telephone and insurance experience helpful. Minimum $7.07 per hour. Call Sue Kaiser, 7am to noon, 721-8105

CLERK TYPIST & SECRETARIAL
Part & full time in family service agency. Duties include filing, data entry, some bookkeeping, reception. High school diploma or equivalent. Send resume to Director of Programs, 8012 Merriman, Garden City, MI 48135
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

BUYER & ASSISTANT - Part Time. Duty description. Needed varied assistance. Must be proficient on Macintosh. Apply: 32523 Stephenson Hwy. 8 or 14 Mile, Madison Hts.

CLERICAL/ASSISTANT TO ADMINISTRATOR
Full time in Southfield/Lake Hills. Pay range $5 - $6.25 & benefits. Skills or criteria to be posted:
Word Perfect, Good telephone skills, Reliable Transportation.
853-1525

CLERICAL JOBS!

Full and part time office positions available in all locations. If you have any of the following skills call today to schedule an interview:

IN-LINGUAL JAPANESE SECRY
INSURANCE SECRETARIES
ACCOUNTANTS
WORD PROCESSORS
(All positions)
SECRETARY/TYPIST
RECEPTIONISTS/SWITCHBOARD
DATA ENTRY CLERKS
MEDICAL TRANSCRIPTIONIST
LEGAL SECRETARIES
TELEMARKETERS (PM & AM HRS)

TOP PAY, OVERTIME PAY,
HOLIDAY PAY,
TEMP-MED INSURANCE

Livonia, 464-2100
Southfield, 352-1300

SNELLING TEMPORARIES
NEVER A FEE

clerical

# MAKE THE SWITCH TO KELLY

Kelly Temporary Services has immediate assignments for the following

## DATA ENTRY OPERATORS

- High production
- Keypunch/data entry style keyboarding
- As shifts available
- Long term assignments in Livonia

For more details, call Diane or Peggy at 522-4020 for an appointment

# KELLY TEMPORARY SERVICES

Equal Opportunity Employer M/F/H

CLERICAL
Receptionist, office experience, typing, filing, posting & cashier clerk. Must have transportation. Contact: P.O. Box 430, Dearborn, MI 48126

CLERK GENERAL: Part-time position, (20-30 hrs. per wk.) in automotive supplier organization. Varied clerical/accounting & General office experience required. Send resume to:
PERSONNEL ENGINEERING
35300 Stellantis, Livonia, MI 48150.
Attention: ROBERT SHERMAN

CLERK - PART TIME, 1.30-5.30pm daily, for leasing in Birmingham Retail/Residential. Will include maintenance, reception coverage, as well as general office duties. Call Ann 258-3232

COMPUTER ENTRY
National service firm requires your attention to detail for alpha and numeric input. To $7/hr.
Call Debbie at UNIFORCE 473-2933

COURIER CLERK - full time for 8 months. Temporary entry level position with good potential second job. Hours must be available to work shifts Tuesday through Friday required. Benefits & shift premium. Apply in person or send resume to Personnel, Secure Data Corporation, 2800 Livernois, Bldg. 2, Suite 200, Hills Mk 48326, or PO Box 217002, Auburn Hills, MI 48321

DATA ENTRY CLERK/ASSISTANT
For small mark/ing company located at Southland/I-75 M-59 fast paced work-load environment. Must be organized, detail oriented & familiar with computers & word processing. Non-smoking office. Call Margaret 543-5000

DATA ENTRY
Fast paced department needs 10,000 keystrokes for new opportunity. To $7/hr. Call Diane at UNIFORCE 846-8500

DATA ENTRY
Immediate opportunity for 10,000 keystrokes and 2 yrs experience. To $7.50/hr. Call Dee at UNIFORCE 357-0037

DATA ENTRY
Plymouth area manufacturer seeks individual with 2 yrs. of numeric data entry experience. Must be detail oriented, accurate & able to work with minimal supervision. Prior office/clerical experience helpful. Competitive Send resume to HR/DEC, P.O. Box 5545, Plymouth, MI 48170

## DESIGN SECRETARY

Excel Industries, Inc. is seeking an experienced Secretary for the Director of Design Secretary. The successful candidate must be a self-starter, capable of handling multiple tasks and possessing good communication skills for this position in our Plymouth office.
We offer a competitive wage and comprehensive fringe benefit program.
To apply in confidence, send a resume with your wage requirements to:

EXCEL INDUSTRIES
Attn Patty
30800 Telegraph Rd, Suite 4875
Birmingham, MI 48025

ENTRY LEVEL POSITION available at busy Southfield area Insurance agency. Must have excellent typing ability. Workers comp experience helpful. Salary commensurate with exp. Contact Deborah 353-5800, ext 3839
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
Highly skilled experienced secretary needed by Troy manufacturer of furniture. To $10/hr. Call Barbara at UNIFORCE 948-7861

EXECUTIVE SECRETARY
Computer Service Bureau looking for experienced full time Agent. Must have excellent typing ability, familiar with MS/PC software. Must have excellent communication skills. Medical data entry also, please send resume to 1184 Cambermere Rd, Troy, MI 48083

EXPERIENCED SECRETARY - Part time 10am-2pm. Light typing, reception, Phones, typing, filing etc. Birmingham area. Call Joyce 644-4340

## EXECUTIVE SECRETARY

To $24,000
Work directly for president of major firm. Excellent benefits. Interviews for sharp individual with WordPerfect & top notch skills. Bookkeeping background required. Benefits.
Diversified Recruiters Co.
244-6700 FAX 344-0704

EXECUTIVE SECRETARY
PART-TIME
Excellent WordPerfect & dictaphone skills needed for busy Birmingham Real Estate office. Approximately 20 hrs. Weekend & evening hours. Please send resume & salary requirements to Personnel Manager, 250 Martin St., Suite 201, Birmingham MI 48009-3383

FRONT OFFICE ASSISTANT
Busy 3 M D practice seeks full time Front Office Assistant. Must have excellent phone manner, skills and make good first impression. Skills needed include filing, typing, database entry, and computer. Interpersonal skills a must. Multiple responsibilities. Prior health care experience helpful but not necessary. Reply to Practice Administrator, 30100 Telegraph, Suite 4346, Birmingham, MI 48025

GENERAL CLERK
Southfield company needs person for filing, typing, copying 20 hrs hours/wk. Minimum wage. 827-8449
An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

EDUCATIONAL COORDINATOR
TROY AREA
Completes and directs clerical/technical processes for operation of off-campus academic program. Education or experience equivalent to Associate's degree & 3 years quality typing experience, including excellent interpersonal skills. Must be strong & demonstrated ability to deal with the public. Prior previous supervisory experience. Personal Computer experience required. Minimum $9.11 per hour. Excellent benefits. Send cover letter and resume to:
OCC
Central Michigan University
755 W. Big Beaver Rd. Ste 222
Troy, MI 48084
Attn: Pat Kryder
CMU (UAA/CE Institution)
NO PHONE CALLS
Encourage diversity. It resolves to provide equal opportunity regardless of race, sex, handicap, sexual orientation or other irrelevant criteria.

ENTRY-LEVEL POSITION
with real estate management firm in Birmingham. Bookkeeping, filing, data/recipientout duties. We offer an hourly rate to team player with sense & dependability a must. $7-$8 hour to start. Benefits. 40 hrs/wk. 3pm. Monday - Friday. 258-5181

EXECUTIVE SECRETARY
Professional, confidential, non-smoker. Must be computer literate & have excellent organization & written communication skills. Lotus & WordPerfect skills necessary. Reply with resume & salary requirements to Executive Secretary, 40 Corporate Woods, Suite 400, 48170-4742. No phone calls please.

GENERAL OFFICE - for Accountant. Employer taxes, bookkeeping, typing, etc. - 15-25 hrs/week - flexible. Full time. Experienced preferred. Call after 3pm. Linda 444-3880

HARD WORKING, friendly individual to do phone work. The person will be including customer service, good on customer base. No experience required will train. Pleasant phone attitude is necessary. Send resume to: Mr. Hoppy, Jackson Computer Exchange, 24166 Haggerty Rd., Farmington Hills, MI 48335

GARDEN CITY company agency looking for part or full time service oriented person. Phone, word processing, computer input skills a plus. Contact: Bob. 427-3000

KEY PUNCH
Experienced data keypunch operators needed for day shift. Full or part time. Call Jim at 478-5111

## LEGAL

- Corporate Legal Departments
- Temporary - Long or Short Term
- Permanent Positions
- Temporary to Permanent

# PERSONNEL AT LAW

Must or Fax your resume
In confidence to:
3000 Town Center, Ste. 2540
Southfield, MI 48075
FAX # (313) 358-0233

UPTOWN 358-0060
DOWNTOWN 964-2909

LEGAL SECRETARY
needed for non-smoking law firm. 1-5 yrs. experience required. Type 70-80wpm. Computer skills necessary. Word Perfect 5.1. Fax resume 2550 Telegraph Rd. Suite 250, Bloomfield Hills, 48302

LEGAL SECRETARY - DOWNTOWN
Mid-size firm, for 2 attorneys Mostly defense litigation. Need self-starter, organizer, organization, 3+ yrs. experience. Salary $21K+. Call 313/962-2314.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY - with insurance defense background needed for small Oakland County firm. Word Perfect preferred. Salary commensurate with experience. Call 332-1800

LEGAL SECRETARY for 12 attorney firm in Bloomfield Hills. Litigation experience required. Salary based on ability. Send resume & salary requirements to Office Manager, 3000 E. Long Lake Rd., Suite 200, Bloomfield Hills, 48304

LEGAL SECRETARY for small Troy firm. Resume sold WordPerfect 5.1 preferred. 3 yrs experience in general litigation & salary commensurate. Send resume to Mr. Harper, 100 W. Big Beaver, Ste 660, Troy, Mich 48084-3263

LEGAL SECRETARY - For two Lawyer Bloomfield Hills office. Full time, long term. WordPerfect and 4 years litigation experience. Must and some personal experience & plus. Salary commensurate with experience. Ask for Susan.

LEGAL SECRETARY, experienced, for law firm located in the Town Center area. Working in corporate commercial practice. Occasional litigation, excellent telephone & organizational skills required. Salary commensurate with experience. Send resume to: Personnel Manager, Town Center, #2690, Southfield MI 48075

LEGAL SECRETARY experienced, part time for Bloomfield Hills office. May, must be skilled in Word Perfect 5.1 Call Ed Bomberry 335-5000

LEGAL SECRETARY - Part time, 2 yrs experience. WordPerfect 5.1, fast paced, high volume, 2-3 yrs experience, apply 37000 Grand River #260, Farmington

LEGAL SECRETARY - Part time, Mon-Wed, 8-5:30 hours weekly, permanent position. WordPerfect 5.1 Call Ed Bomberry 851-7234

LEGAL SECRETARY - Part time, 9:30am-1:30pm, Mon-Fri. Experienced preferred. Call 87-88 per hour. Send resume to: Larry S. Bazer, 31150 Northwestern Hwy., Suite 102, Westland, MI 48185

LEGAL SECRETARY
4 years litigation or corporate experience. Farmington Hills quality firm offers competitive salary & benefits. IBM Non-smoking. Excellent salary. Full benefits. 626-5000

LEGAL SECRETARY
needed for partner of Bloomfield Hills law firm. Litigation experience, well started, Word Perfect 5.1. Salary commensurate with experience.
847-4440

LEGAL SECRETARY
Southfield area law firm seeks legal secretary with litigation & corporate experience in litigation. Must be proficient at WordPerfect 5.1 & Excellent salary & benefits package. Please send resume to: Dale Pierson, 30300 Telegraph, Suite 100, Birmingham, MI 48025

## LEGAL SECRETARY

For Southfield law firm. Experience in corporate law & civil litigation. Position requires poised & articulate self-starter for managing partner & associates. Excellent salary, commensurate with ability. Call Kim - 358-2090

## LEGAL SECRETARIES

Let our 30 years of service and experience work for you. Temporary, seasonal placement services, temporary or permanent, register now with The agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-6188

LITIGATION SECRETARY
Experienced for Southfield law firm. We consider two part time secretaries. Please call 313-350-2933

LIBRARY CLERK
- Flexible hours/part time
- Data entry
- Library experience a plus
- $8 per hour

PO Box 32432-A
Detroit, MI 48232
An Equal Opportunity Employer

OFFICE/ACCOUNTING CLERK
Part time. Must have experience with office procedures, people. Must have good telephone skills & have familiarity with basic typing, PC skills a plus. Reasonable hours, Downtown Green Apts in exchange for hours worked as a requirement.
313-442-3700

OFFICE ASSISTANT. House of Bindle is looking for an organized, energetic individual. Must have customer service background. Excellent phone skills & order processing experience. Bookkeeping experience helpful but not necessary. Full time, 8 till 5, Mon. thru. Fri. $18K plus benefits. Call Deborah 357-4710

## 504 Help Wanted Office-Clerical

LEGAL SECRETARY
Full time is administrative assistant with 3 yrs. legal experience in real estate, corporate business law and some litigation for small busy law firm. Computer, document drafting and organizational skills essential. Excellent salary and performance bonuses. Call Ms. Ann, 851-7474, Northwestern Hwy., Farmington Hills, MI 48334

LEGAL SECRETARY
Partner in small Birmingham area law firm seeks person to "cross-train the crop" legal secretary - a dynamic performer who utilizes excellent skills (min. 65 wpm) & knowledge of WP51 with full knowledge of court procedure and transcription. Ideal candidate desired with at least 5 years experience in heavy litigation. Non-smoking. Please call to schedule an interview. 644-4434

# LEGAL SECRETARIES

Experienced, for permanent & temporary positions in Metro area.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4681

MARKETING SECRETARY
Leading advertising company has opening for experience in meeting with people. 557-3037
Call Sylvia at UNIFORCE 357-0037

OFFICE CLERICAL HELP NEEDED
Part time, evenings. Apply to person. Dodge Bookmobile Lab, 23933 Freeway Park Drive, Farmington Hills, (10 Mile/Grand River area).

OFFICE CLERK
A plastic container manufacturer is seeking an individual with minimum of 1 year office experience. Must have good entry skills & basic computer skills. Billing experience helpful. We offer a good wage & benefit package. Please send resume to:
1331 Hot Blood, Westland, MI 48185

## OFFICE MANAGER

One person office. Responsibilities include accounts payables, invoicing & all other aspects for a job shop operation. Job salary & benefits negotiable. Call Sue 544-2470

OFFICE PERSON - with take charge personality to coordinate office activities for small manufacturing company. Knowledge of spreadsheet & data base knowledge required. Knowledge of accounts payables & purchasing helpful, good pay & benefits. Apply to Hoffman Engineering, 48868 Lapeer, Wixom, MI 48393

Or call 960-3010

OPERATIONS SECRETARY
A global telecommunications company is seeking a dynamic, friendly, energetic & well organized team player for our Southfield office. Must PC experience with WordPerfect 5.1 & Lotus. Call Ms. Ann at Rad Sys, 26 Southfield, MI 48034.

PARALEGAL - Southfield insurance company seeks experienced professional individual with good attitude to work with corporate council. Involvement in all aspects of litigation paralegal, working closely with executive management. Minimum typing of 60 wpm. Send resume with salary requirements to: Personnel, P.O. Box 300, Southfield, MI 48037

PART-TIME BOOKKEEPER
Executive Search Consultant Agency, Farmington Hills area. Please send resumes to Box 290
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

AUTOMOBILE DEALER
Large volume suburban Ford Dealership seeks a self-motivated individual for the position of Payroll Clerk. Must have 1 year of Payroll experience. Ford Motor Company Dealership experience required. Excellent benefits package. Starting salary negotiable, great opportunity for the right individual. Call Ronald for resume to Box 243
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

PERSONNEL CLERK
Farmington Hills based company seeks individual with computer skills, call for entry level clerical position. Knowledge of Word, Lotus, dBase/Lan Lotus preferable. Must be detail oriented, and flexible. Competitive salary and benefits package. Call Ann. Please send resume to: Human Resources Director P.O. Box 8053, Farmington Hills, MI 48333-9053
An Equal Opportunity Employer

RECEPTIONIST
needed for non smoking law firm. Courteous & professional. Hours are 9 to 5. Mon-Fri. Salary $150 Telegraph Rd. - Suite 250. Bloomfield Hills 48302

RECEPTIONIST
Full time entry level position. Livonia location. Minimum 1 year office experience required. Good communication skills needed, good salary. Send resume including salary requirements to: P.O. Box 3061, Southfield, MI 48086

RECEPTIONIST - Aggressive individual needed for growing management company, full time. Typing, 35 wpm. Phone experience. Phone skills. For interview call 352-8350

RECEPTIONIST
Your people skills and two years experience are wanted for this plush environment. 87/hr. Call Ruth at UNIFORCE 851-7234

RECEPTIONIST, Full or part-time. We need a very polished individual who enjoys a challenging busy office and a variety of client needs. Previous telephone experience considered an asset. 476-3700

RECEPTIONIST - General Office
Full time for Farmington Hills accounting firm. Light typing, bookkeeping, computer knowledge a plus. Send resume to
Stuart M. Schram & Assoc., 31275 Northwestern Hwy., Suite 275, Farmington Hills, MI 48334, Attn: Holly

RECEPTIONIST
Northwest Detroit health agency is seeking a dependable mature person, organized, self-starter and office skills for a full time position. Word Processing skills & ability to communicate effectively. Send resume to: Sweet Home Health, 20 Schoolcraft Rd., Livonia, MI 48150
An Equal Opportunity Employer

RECEPTIONIST - for small Farmington Hills law firm. Light typing. Mature reasonable and pleasant personality. Ability to learn computer work, and filing in a professional atmosphere. Top salary. Please send resume & salary requirements to: Box 340,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - full or part time, send resume to Westland Veterinary Hospital, 1119 N. Wayne Rd Westland, MI 48185

RECEPTIONIST - Real estate office. Pleasant phone voice. Typing & light bookkeeping & flexible weekend hrs Farmington/Hills 473-1200

RECEPTIONIST/
ASST. SALES SECRETARY
Our plush Automotive firm wants to meet you if you possess excellent phone manner, organizational ability, and proficient word processing skills. We offer attractive benefits, competitive salary, and a pleasant environment. Please indicate typing speed plus own salary.
Office Manager
5750 Northwestern Hwy., Ste 100
Troy, MI 48098

RECEPTIONIST
For Human Resources Agency Mon-Friday location. Send resume to:
Human Resources-10
P.O. Box 443, Salem, MI
48176-0443
An Equal Opportunity Employer

RECEPTIONIST
Datta Environmental Consultants, Inc., located in Farmington Hills area has a part time Receptionist position available. Mon thru Fri 8am-5pm. Must be reliable and have excellent phone etiquette. Duties include - phone, light typing, copying. For more information call 9 to 4 - 489-3003

RECEPTIONIST - Small Bloomfield Hills law firm seeking competent, part time assistant for receptionist and light secretarial duties. Dictation, Word WordPerfect, 60-80wpm, 3 days a week. Salary commensurate with qualifications. Send resume to Ms L. Gordon, 1780 S Telegraph Rd, Ste 300, Bloomfield Hills, MI 48302-0183

## 504 Help Wanted Office-Clerical

PRICING COORDINATOR FOR Purchasing/Advertising Depts. AB Industrial Supply Company, a subsidiary of Kennametal Inc. is located in Livonia, is looking for Pricing Coordinator for their Purchasing and Advertising Depts. Qualified candidate must have strong math skills, knowledge of computer data entry abilities, able to type 45-50 wpm, have problem-solving and communication skills, be accurate, dependable and self-motivated. Salary range is negotiable. Contact P.O. Box 3358, Livonia, MI 48151

RECEPTIONIST/SWITCHBOARD
Interact with clients in the creative atmosphere of this major advertising agency. Experience necessary. To $7.50/hr. Call Pete at UNIFORCE 648-8327

RECEPTIONIST - Energetic, enthusiastic receptionist needed for a fast paced professional office. Typing, data entry & general clerical support. Apply in person between 10am-4pm. Call Rebecca at UNIFORCE 473-2933

TEMPORARY OFFICE POSITION
Experienced person with good people/receivables background. Knowledge of Lotus 1-2-3 helpful. Send resume to: Personnel Manager, 21404 Industrial, Farmington Hills, MI 48335

## TYPIST

Statistical Typist wanted for Southfield CPA office. Recent work experience in Word Perfect 5.1 is a requirement. Must be able to work overtime when necessary. Full time permanent position. Reply to: Box 374,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

WORD PROCESSING
Fortune 500 company has choice position for experienced word processor. Harvard Graphics a plus. $10/hr. Call Barbara at UNIFORCE 646-7843

REMOVE TEMPORARY SERVICES

HIGH POWERED SECRETARY
For busy health care office. Good pay & benefits. Must be self-starter, good phone manner, willing to learn. Career position. Apply in person O'Connor Medical Center, Inc. 16771 Middlebelt, Livonia, Fri., July 3, 10am-12 noon, 2pm-5pm. Sat., July 4, 10am-12 Noon
PLEASE DO NOT PHONE

TROY ADVERTISING agency is seeking a professional & highly computer literate secretary to work in their Sales Dept. Responsible for being an expert user of Word & other software packages & PC troubleshooting. WordPerfect 5.1, Quattro Pro, ASAS (v1.4) Knowledge of sales must possess strong organizational skills, communication skills and an ability to handle multiple tasks at once. Benefits & profit sharing. Please send salary requirements to:
Observer