502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Willing to train hardworking caring person, but experience beneficial. Starting salary $7.25 & higher for the right person. Excellent benefits. Livonia - Novi area. 478-4838

MEDICAL ASSISTANT-Full time back office for 7 Mile & Middlebelt Dermatology office. 1-2 years recent medical office experience required. Some benefits include health insurance, vacation/holiday pay, profit sharing. Call Anna. 477-7022

MEDICAL ASSISTANT
Needed for three doctor family practice in Livonia. Team player attitude with excellent people-oriented skills a must. Full time position with flexible hours & benefits.
Send resume to: Box 158
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL ASSISTANT - full time needed for busy practice. X-ray experience preferred. Westland area. Call 728-2130

MEDICAL ASSISTANT - part time, experienced in pediatrics billing preferred. Troy area. Please call after 5pm 333-2848

MEDICAL ASSISTANT part time, for Bloomfield Hills Urgent Care Center. Must be experienced in X-ray, EKG & venipuncture. 334-6850

MEDICAL ASSISTANT
needed in an internal medicine office at the Detroit Medical Center, 30 hrs. per wk. Experience necessary. Call Mrs. Surakomol Tues & Thurs, 10am-4:00pm 832-1113

MEDICAL ASSISTANT - Livonia Doctors office. Afternoons Mon, Tues, Wed & Fri. Saturdays 8am-2pm. Experience necessary - Venipuncture, EKG & X-ray. Please call Pat before 2pm at 427-9222

MEDICAL ASSISTANT
3-4 days/week, some eves. Front and back office. 1-2 yrs. clinical experience required. X-ray experience preferred. Send resume to: MA 24100 Drake Farmington MI 48335

MEDICAL BILLER & SECRETARY
Experienced only. References a must. Competitive salary, excellent benefits. Southfield area. 557-2325

MEDICAL BILLER PART TIME
Need some experience or training for busy pediatric office in Garden City. 313-421-5377

MEDICAL BILLER Receptionist
Part time flexible hours
Livonia area
522-7176

MEDICAL BILLER - Experienced & mature for Southfield Podiatry office. Full time, self starter with good people skills. 559-5959

MEDICAL BILLER
Experienced, willing to train on MBS system. Permanent. $10-$12. Send resume or call Judy Orthans, Medical Staff Placement, 29299 Franklin, Southfield MI 48034

MEDICAL BILLER
Growing Receivables Management firm has immediate opening for experienced medical biller. Both hospital & professional components required. Please call Kathy 451-9640

MEDICAL BILLER
Needed for busy doctor's office. Experience necessary, full time. Garden City area. 427-7222

MEDICAL BILLER needed full time for busy family practice clinic in Redford. MBS experience NECESSARY. Call Joyce 937-1190

MEDICAL BILLERS
with either facility or physician billing. Must have computer and 1 year plus experience. Several positions. $1400-$1650 per mo. Call Brenda, Tempro Medical 443-5590

MEDICAL INSURANCE ASSISTANT
Full time, 2 years recent experience. Must be familiar with all areas of insurance billing, status and posting. Computer experience necessary. Call Anna 477-7022

Medical Office Manager to $25,000
Contact Diane Detter 932-1170
Harper Associates 29870 Middlebelt Farmington Hills MI 48334

MEDICAL PERSONNEL wanted to perform insurance physical on as-needed basis. Set your own hours and area of coverage. Venipuncture experience necessary. Send resume to: Attn: P. Greenen RN P.O. Box 286 Southfield MI 48037-0286
Equal Opportunity Employer M/F

Medical Receptionist/Secretary - Full time for fast paced dermatologist's office in Royal Oak. Experience preferred. Benefits. Salary commensurate with experience. Please call Cheryl 549-1388

MEDICAL RECEPTIONIST
Full time. Knowledge of medical insurance & peg board. Hours 8:30-5pm. Livonia area. Call 261-1740

MEDICAL RECEPTIONIST - Experienced, full or part time, wanted for busy family practice in Novi. Ask for Judy 347-4290

MEDICAL RECEPTIONIST
Experience necessary. Good typing skills required, good salary & good benefits. Detroit Medical Center Area. Call Mrs. Surakomol Tues & Thurs. 10am-4pm 832-1113

MEDICAL RECEPTIONIST Permanent full time position in Radiology clinic in northwest suburbs. Experience, particularly in radiology desirable. Must have excellent interpersonal skills and telephone etiquette. Call in p.m. 855-8325

MEDICAL RECEPTIONIST
Rochester Hills orthopedic surgery office. Computer experience preferred. 3 days per week.
Send resume to Box 4250
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL RECEPTIONIST
Beautiful suburban multi physician office needs personable, friendly front desk person to handle heavy appointment scheduling via computer. Excellent benefits & perks. Contact Patty Reibl 546-6475
J.R. WOODS ASSOC
4015 Lafayette Royal Oak 48067

Medical Receptionists Assistants - Looking for a new opportunity? Need great personality, high energy level for new openings in physician offices. Must have 1-2 yrs. medical experience. $7-$9/hr. plus benefits. Contact Diane Detter 932-1170
Harper Associates 29870 Middlebelt Farmington Hills MI 48334

MEDICAL RECORDS
Contingent 3-4 months. Experienced medical records clerks needed to assist in scanning conversion for major specialty clinic. Contact Patty Reibl 546-6475
J.R. WOODS ASSOC
4015 Lafayette Royal Oak 48067

MEDICAL SECRETARY - For group practice in Farmington Hills. Receptionist, word processing & filing responsibilities. 30 hrs./wk. 647-7280

MEDICAL SECRETARY
Progressive medical insurance headquarters requires medical terminology experience. To $9.50/hr. Call Mary at UNIFORCE 646-7662

MEDICAL SECRETARY
in Redford. Tues., Wed. & Fri. 8:30am-3:30pm. $6.50/hr. Good typing skills, billing, collections, computer knowledge. Please send resume to: Dermatology Center 25110 Plymouth Rd. Redford MI 48239

MEDICAL TRANSCRIPTIONIST
Dearborn area. On site only. Excellent money making opportunity for experienced & intelligent transcriptionist. Send resume to: Po Box 123 Dearborn Hts MI 48127-0123

MEDICAL TRANSCRIPTIONIST
For those interested in earning more money and full benefits with at least 2 yrs. experience typing O.R.D.S. We also offer flex hrs. bonus, pleasant environment, guaranteed income. 382-5282

MEDICAL THANSCRIPTIONIST Part time for Westland Physical Therapy Clinic. Must be able to prove typing ability of 60 wpm and work well with people. Experience with WordPerfect and physical therapy transcription desirable. Send resumes to: 8810 Beech Daly, Redford MI 48239
An Equal Opportunity Employer

NURSING ASSISTANTS - Full time, certified preferred. Come work with us. We work to make our facility a pleasant place for you and our residents. Combined with a good salary and benefits, we're a winning team. Apply Mon-Fri 9-4 St. Jude Convalescent Ctr. 34350 Ann Arbor Tr. Livonia 261-4800

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
Part-time, 2 days per week in internal Medicine at our Livonia facility. Family practice or Urgent care experience desired. Please send resume to:
Recruiter/Medical Assistant
Internal Medicine
DMC Health Care Centers
41935 W. 12 Mile Rd
Novi, MI., 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

CHARGE NURSE/AFTERNOONS
Needed for small nursing home in Plymouth. Strong emphasis on quality patient care. Call 453-3989

NURSE AIDES
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday
NURSING UNLIMITED
540-2360

NURSES AIDES CERTIFIED
ALL SHIFTS. See Mrs Baxton
NIGHTINGALE WEST
8365 Newburgh Rd
Westland near Joy Rd
An Equal Opportunity Employer

OPHTHALMIC ASSISTANT
Experienced. Part time. 2 offices Birmingham & Farmington Hills 649-3535

OPHTHALMIC TECHNICIAN
Full-time or part time position for two physician opthalmic practice. Must be C.O.T., (or C.O.T. eligible) with refractometry and pressure testing experience and willing to travel to 2 locations. Please send resume to:
Box 232
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OPTICAL TECHNICIAN
Full or part-time for surface room. Days only, 9-5pm. Garden City area. Ask for John at 525-1704

OUR CANTON OFFICE is looking for someone who loves to talk on the phone setting up appointments for our patients. Tues & Wed evenings from 5PM-8:30PM. Please call 459-5370

PATIENT ACCOUNT REPRESENTATIVE
Part time for our Livonia Center. Must have medical accounts receivables or collections experience. Please send resume to:
Recruiter/Account Rep
DMC Health Care Centers
41935 W. 12 Mile Rd
Novi, MI., 48377
Affiliated with The Detroit Medical Center. An Equal Opportunity Employer

PATIENT ATTENDANTS/SITTERS
Hospital/Home Care
Experience required
Health Care Professionals
Dearborn 563-0056
Ann Arbor 747-6070
Southfield 357-7080

PHARMACIST ASSISTANT for small independent pharmacy. Experience preferred. Call Dick. 532-5920

PHARMACY AIDE
Metro Medical Group, a division of Health Alliance Plan, has immediate on-call positions available at our Livonia Medical Center. Individuals with computer skills, previous pharmacy experience and the ability to type 40wpm should send resume to the Human Resources Dept at
METRO MEDICAL GROUP
35200 SCHOOLCRAFT
LIVONIA, MI. 48150
An Equal Opportunity Employer

PHARMACY TECH - All shifts. Good pay. Nice atmosphere. Apply in person at Andrew Drugs 29438 Ford Rd., Garden City

Phlebotomists 5 AM. - 8 AM.
Positions are available for experienced Phlebotomists on our morning blood draw team. You will work 3-4 days per week from 5 AM - 8 AM, with some fill-in coverage available. Full-time training is required on the day shift. A minimum of 6 months blood draw experience is required. If qualified, please send RESUMES ONLY TO: Cathy Seccia, Human Resources
Botsford General Hospital
28050 Grand River
Farmington Hills MI 48336-5933
An Equal Opportunity Employer

PHYSICAL THERAPIST
For home care visits. Full time available. Excellent pay & benefits.
FAMILY NURSE CARE
229-5683 348-5683

PHYSICAL THERAPIST ASSISTANT
2 year degree for busy home care agency. Excellent pay & benefits.
FAMILY NURSE CARE
229-5683

PHYSICAL THERAPY ASSISTANT
Canton. Full or part time. For out patient physical therapy clinic. Must be graduate from accredited program. For interview appointment call 981-2100

PHYSICAL THERAPIST - Progressive rehab agency needs full-time temporary contingent therapist to cover Northeastern Oakland County home care patients for 3 mo. Excellent salary. Call Angela Allen, 557-5440 or resume to: Physicians Physical Therapy Services, 24011 Greenfield, Southfield 48075

Physician Biller
Our rapidly expanding clinical services allows us to accept resumes from experienced Physician Billers. A minimum of one year of previous experience working in a computerized physician office as a biller representative is required. The position will be on the day shift, full-time. If qualified, please send RESUMES ONLY to: Cathy Seccia
Human Resources
Botsford General Hospital
28050 Grand River
Farmington Hills MI 48336-5933
An Equal Opportunity Employer

PLACEMENT COORDINATOR
Home for the aged in Wayne. Full time position. Experience in WordPerfect. Apply 10-4pm at 31720 Van Born Rd., Wayne

RECEPTIONIST/BILLER
Part time. OB/GYN office. Experience necessary. Telegraph & 13 Mile area. Thelma 646-3111

RECEPTIONIST/PART TIME for doctors office. Medical billing experience preferred. Typing necessary. Redford area 937-8155

RESIDENT AIDE
part time, 7am to 3:30 pm, for assisted living facility in Plymouth. Call Mon. thru Fri. 451-0700

RECEPTIONIST or Medical Assistant with experience or knowledge of both for busy family practice in Dearborn Hts. Full or part time. Experience with X-ray a plus. Call 9-5pm Mon thru Fri 274-8181

RN HOSPICE HOME CARE DIRECTOR
Career opportunity to grow with new hospice organization. Growing home care agency requires experienced home care RN to develop new hospice home care program. Excellent pay & benefits. Send resume & salary requirements to:
FAMILY NURSE CARE, Inc.
9880 E. Grand River. Suite 110
Brighton, MI 48116

502 Help Wanted Dental-Medical

RADIOLOGIC TECHNOLOGISTS
to join our tempro pool. Flexibility, good pay, accrued bonuses and vacation pay. Moonlighters accepted/needed. Call Mrs. Roth, Tempro Medical, 443-5590

DENTAL OFFICE in Canton looking for person to work Mon-Tues-Thurs, approximately 30 hours week, to handle Office Recall and Reception. Experience preferred. 981-1226

RECEPTIONIST/MEDICAL
Busy adult & pediatrics office 25-30 hrs/wk. Phones & filing. Experience with multiple phone lines. Northeast Troy. Call after 10am 689-1130

RN CASE MANAGERS
HCR/CNI national partners in health care innovations have a full time RN Case Manager, position available on the afternoon shift in our 14 Bed Transitional Care Unit, located in Livonia. Part-time & contingent positions are also available on most shifts. Our Rn Case Managers enjoy the opportunity to utilize both their management & clinical expertise in our high touch, low tech, sub/acute care setting. Contact or forward resume to: Judy Griffin, Rn Unit Manager, Transitional Care Unit, University Health Care Center, 28550 8 Mi. Rd. Livonia, Mi 48154 313-477-3578
An Equal Opportunity Employer

RN IN-SERVICE DIRECTOR
Experienced In-Service Director wanted. Certified in clinical skills observer preferred. Excellent wage and benefits. Salary commensurate with experience. Call or apply:
Cambridge South
18200 13 Mile Road
Beverly Hills, MI
647-6500
An Equal Opportunity Employer

RN/LPN FOR IN-HOME CARE
For Dearborn area. Experience a must. Call 277-6888
DEPENDABLE HEALTH CARE

RN/LPN
Nurses wanted for quality care. Part-time midnight shift and contingent afternoon every other weekend. Want to learn the other side of patient care? Call Linda Marcy, or apply: Cambridge West, 18633 Beech Daly, Redford
255-1010
An Equal Opportunity Employer

RN NEEDED
for busy GYN office in Southfield. Call Joan or Sally (Mon. thru Thurs.) 354-9330

RN OR LPN - needed for 50 bed assisted living facility in Farmington Hills. 3 evenings a week, 4:30 to 8:30pm, includes every other weekend. Excellent opportunity for a retired nurse looking for a slow paced job without stress of skill procedures. Call Mrs. McQuad, 737-4830

RN or LPN
Part Time - Afternoon Shift 3-11pm
Apply in person
Marycrest Manor
15475 Middlebelt
Livonia, MI 48154
427-9175

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

SECRETARY for medical equipment company. Marketing skills & self-motivation. Full time. M.E.R.L. P.O. Box 7006, Novi, MI 48376

SERVICE COORDINATOR to schedule cases for busy home care agency in Plymouth. Excellent communication & clerical skills required.
FAMILY HOME CARE
(313) 229-5683

TRAINER
Apply only if possess the following qualifications:
- Medical Billing
- Medical office management
- Computer operation knowledge
- Demonstrated ability to train

SEND RESUME
30400 Telegraph, Suite 383
Bingham Farms, MI 48025

TYPIST/RECEPTIONIST
Management Co. is seeking full-time employee. Accurate typing skills, (minimum 45 wpm) and excellent phone PR mandatory. Medical office, computer experience desirable. Call, between 11-1pm. 258-4835

ULTRASOUND TECH. registered. Permanent part-time am's, no OB. Radiology clinic northwest suburbs. Call in p.m. 855-8325

ULTRASOUND TECH $14-$16/HR. Certified. No weekends. Call or send resume to Diane Detter, 932-1170 Harper Associates 29870 Middlebelt Farmington Hills MI 48334

WARD CLERK
Home for the aged in Wayne. Must have good penmanship, good communication skills, medical background helpful. Temporary position. No weekends. Apply 10-4pm at 31720 Van Born Rd., Wayne

X-RAY DARKROOM & clerical position in Radiology clinic in northwest suburbs. Permanent part-time position mornings. Experience in darkroom helpful. Call in p.m. 855-8325

X-RAY TECHNICIAN
Preferably with medical assistant skills for 1 physician office. Full time. Birmingham Area 647-7280

X-RAY TECHNOLOGIST
Registered or registry eligible. Full or part time afternoon/day position available for mobile X-ray company. Must be professional in all aspects & be able to work without supervision. Call Ray Dunn at 358-4411

504 Help Wanted Office-Clerical

ACCEPTING APPLICATIONS FOR THE FOLLOWING POSITIONS
- General Clerical
- Receptionist
- Word Processors

Full & part time positions available
DYNAMIC PEOPLE
464-6500

ACCOUNTS PAYABLE/RECEIVABLE - expanding suburban company has immediate opening for experience with sales tax and job costing. Fast and accurate data entry. $8/hr. Call Darlene at UNIFORCE 646-7664

ACCOUNTS PAYABLE PLUS
Great opportunity with stable, growing company in I275 corridor. Handle payables & other diverse administrative/clerical duty. Competitive salary, great benefits, congenial staff. Please send resume to:
Accounts Payable, Box 240
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTS PAYABLE CLERK
For data entry. Part time only, flexible hours. Computer skills, accounting background helpful. Reply to box 248
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ACCOUNTS RECEIVABLE
Experienced or Trainee. Position open for aggressive college educated individual. Job is in the Accounts Receivable Department of a Detroit area property management company. 4 year degree in any field required. Also required, is a desire to learn and accuracy with accounting procedures. Knowledge of the property management field helpful, but not necessary. Send resume to: Edward Rose & Sons, Accounting Supervisor, P.O. Box 9154, Farmington Hills, MI., 48333

ADMINISTRATIVE ASSISTANT
Good opportunity for someone experienced in bookkeeping and computers. Call 9:30-5. 425-5200

ESTABLISHED BIRMINGHAM
Law Firm seeks individual with experience in corporate credit to fill administrative position in its commercial collection practice. Good writing and negotiating skills essential. Benefits include HC-BS, SEP, group life & disability. Send resume w/salary requirements to: Box 272.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADMINISTRATIVE ASSISTANT/OFFICE MANAGER
Needed for international sales office located in Southfield. Full time, excellent benefits including tuition reimbursement. Must have experience with Lotus, Harvard Graphics, Multimate/WordPerfect. Call for immediate consideration. 354-6555

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
A major supermarket chain based in Detroit is seeking an individual with recent experience in a computerized accounting system. Calculator and computer experience a must. Experience preferred. The qualified candidate should have good organizational skills. Candidates are invited to respond with a detailed resume and salary history to Box 270
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

ADIA has IMMEDIATE OPENINGS FOR
- DATA ENTRY
- RECEPTIONISTS
- SWITCHBOARD OPERATORS
- WORD PROCESSORS (with WordPerfect & Lotus)

Farmington Hills area
We can work around your schedule!
442-7800
ADIA
The Employment People
No Fee

ADMINISTRATIVE ASSISTANT
Prestigious manufacturer needs experience for long term growth position. Graphics a plus. $10/hr. to start. Call Sara at UNIFORCE 646-7661

ADMINISTRATIVE CLERKS FULL TIME
Advertising Service Firm in Farmington Hills seeks administrative clerks. Please respond if you possess the following:
- High School Diploma
- Minimum 2 yrs. bookkeeping or banking experience

Salary $14,500 per year
Benefits
If you have these qualifications, send resume to:
H. R. Department
P. O. Box 2487 (MA9)
Farmington Hills, MI., 48331-3261

ADMINISTRATIVE ASSISTANT
A growing computer software company is looking for an Administrative Assistant to the President and Sales Department. Must have a college degree, 80 wpm typing, dictation & word processing experience. Organizational skills are critical in this fast paced environment. Non-smoking office. Please send resume & salary history to: 37000 Grand River Ave., Ste. 200, Farmington Hills, MI 48335. Attention Personnel

ADMINISTRATIVE ASSISTANT
Does your background include customer service and computer skills? (Lotus, WordPerfect, and Symphony preferred, but not required). Are you an energetic, enthusiastic team player? These qualities are needed for an exciting, long-term assignment in west suburban company. Top pay for the polished professional. Call today for an interview.
425-9090
BENCHMARK
Temporary Help

ADMINISTRATIVE ASSISTANT
Birmingham Real Estate Development firm offers challenging opportunity for experienced individual with strong administrative skills & perseverance to achieve. Must retain excellent WordPerfect & dictaphone skills. Strong organizational aptitude & attention to detail a must. Growth potential with Property Manager responsibilities. Salary starting at $28K w/benefits. Send resume stating professional goals & available commencement date to: Ms. Thomas, 250 Martin Street, Suite 201, Birmingham, MI 48009-3383

ADVERTISING SECRETARY
Advertising agency has challenging position. Harvard Graphics, NBI or Officewriter a plus. To $9.50/hr. Call Shirley at UNIFORCE 357-0036

ADVISOR
Handling a large volume of incoming calls, data processing, light record keeping. Must have good typing skills and like to work with the public. Full and part time positions available. Will train the right people. Nice local office 476-7355

AGGRESSIVE ADMINISTRATIVE ASSISTANT
Must possess good typing skills, general bookkeeping and ability to deal in high volume office with multiple task capacity. Salary negotiable. Call for a confidential interview. 258-9898

ALL FEES COMPANY PAID
Specializing In:
- Secretaries • Legal
- Bookkeepers
- Word Processing
- Receptionists
- General Office
- Data Entry • Typists

Call or send resumes to
PERMANENT STAFF
28200 Orchard Lake Rd
Farmington Hills, MI 48334
737-5750
850 Stephenson Hwy., Ste. 303
Troy, MI 48083
585-2720

AMBITIOUS INDIVIDUAL needed for full time position in busy Livonia office. General office background, accounting and computer knowledge necessary. Retail experience a plus. Travel required. 31693 8 Mile, Livonia, between Merriman and Farmington.

AN EXPANDING FINANCIAL Services Co. is seeking an entry level position for an office clerk. Computer experience preferred. CONTACT 258-5490

A Secretarial Bonanza
3 great suburban openings for the experienced secretary working with multiple software packages. Shorthand a plus. To mid $20's. Call or send resume
962-0565
DOROTHY DAY PERSONNEL
2150 Penobscot Bldg
Detroit, MI 48226
Serving Detroit & Suburbs Since 1953

AUTO DEALER. New car stock clerk. Some accounting background necessary. Please call Sandy at, 585-4000, for an appointment

AUTOMOBILE FLEET ADMINISTRATOR needed to assume responsibility for 200 car fleet of Livonia based manufacturers representative. Excellent organizational skills, accuracy & initiative required. Good people skills will help in dealing with lease companies, insurance agents, maintenance companies & drivers in 6 branches. Basic accounting knowledge & computer skills helpful. Send resume to: TPC, P.O. Box 3304, Livonia, MI, 48151, Att: Controller
An Equal Opportunity Employer

AUTOMOTIVE BOOKKEEPER
Must be experienced. Cashiering experience helpful. Apply at 24350 W. 12 Mile, Southfield

BACK TO SCHOOL! BACK TO WORK!
Immediate full and part time openings in all locations for the following skills:
LOAN PROCESSORS (Temp-Perm)
WORD PROCESSORS (ALL SOFTWARE)
LEGAL SECRETARIES
DATA ENTRY CLERKS (AM & PM)
RECEPTIONIST/SWITCHBOARD
FILE CLERKS
TELEMARKETERS, AM/PM Shifts
We offer Top pay, holiday pay, bonuses, temp-med insurance. Call today for an appointment!
LIVONIA, 464-2100
SOUTHFIELD, 352-1300
AUBURN HILLS, 373-7500
NEVER A FEE
SNELLING TEMPORARIES

504 Help Wanted Office-Clerical

ARBOR TEMPS NEEDS:
- SECRETARIES
- RECEPTIONISTS
- DATA ENTRY
- WORD PROCESSORS (Microsoft Word) (Peachtree) (Spreadsheets D-base)

Short or long term assignments
TEMP to PERM
Call or send resumes to:
ARBOR TEMPORARIES
9433 Haggerty Rd
Plymouth, MI., 48170
459-1166

FALL BACK!
Back to work, that is now that the kids are back to school. Currently seeking the following skills:
- Data Entry
- Phone board experience
- Word Processors
- Typist (50wpm)

Call today for an interview
REMEDY TEMPORARY SERVICES
26200 Town Center Dr., Su. 270
Novi, MI 48375 ... 313-380-0900
An Equal Opportunity Employer

LOOKING FOR part time Bookkeeper, approximately 30 hours per month. $300. Must have Deceasy experience in all modules. Send resume to: 24600 Joy Rd., Lot 123, Redford, MI 48239

FULL CHARGE BOOKKEEPER
Mandatory computer experience, preferably with Creative Solutions or comparable software. Position will include compilation of general ledger bookkeeping functions as well as other strategic office duties. Send resume for screening to: Shindel, Scheuer & Rock, 30230 Orchard Lake rd. Farmington, MI 48334

BOOKKEEPER - full time, computer experience, building trade. Some Saturdays, benefits. Livonia. Reply to Box #252
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER/General Office
Small Birmingham firm has immediate opening. Experience with computer accounting required. Excellent benefits. Call between 9am-4pm 645-2050

BOOKKEEPER
Looking for intelligent individual with great personality, accounting background and accounting education. Must have knowledge in WordPerfect 5.0 and Lotus 123. Responsibilities include accounts payable/receivable, typing and general office duties. Excellent benefits, great salary to start, room for advancement. Mail resume to: 36845 Metro Ct., Sterling Heights, MI 48312
FAX 264-0303

BOOKKEEPER PAYROLL
Full function including union & quarterly reports. Long term temporary downriver.
354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy
Suite 202
Southfield, MI 48075

BOOKKEEPER/RECEPTIONIST
Experienced full charge bookkeeper for Birmingham interior design firm. Must have excellent computer skills as well as complete knowledge of payables, receivables, cash flow/budgeting & related payroll taxes. Receptionist duties also a high priority. Bring resume to 211 N Woodward Ave, Birmingham, Mich on Fri, Oct 2nd-1992, 10AM. Interview will be conducted between 10am-5pm on this day

BOOKKEEPER'S ASSISTANT
Small manufacturing company near downtown Pontiac. Typing, filing, 10 key, data entry. Non-smoking office. Reply to Box 226
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPING - computerized payroll, multi state. 40 hrs. plus benefits. Plymouth. Ask for Tina. 313-459-4313

REPUBLIC BANCORP MORTGAGE has a Clerical position. A pleasant phone voice a must & good typing skills. Send resume to: 32316 Five Mile Rd., Ste. 3, Livonia, MI 48154 Attention: T. Hanaughan

CLERICAL ASSISTANTS
Auburn Hills corporation has 2 part time openings for Clerical Assistants. Tasks include filing, light data entry, and some receptional duties. Please send letter of interest to:
Personnel
1285 N. Opdyke Rd
Auburn Hills MI 48326

CLERICAL ASSISTANT
Troy real estate appraisal firm needs dependable clerical assistant. Typing, computer, and good telephone skills required. Real estate knowledge preferred. Full time preferred but will consider part time. Contact Office Supervisor mornings
680-1580

CLERICAL DATA ENTRY
Collection experience helpful. Plymouth area. Full time.
451-1177

Clerical Opportunities
Metro Medical Group, a division of Health Alliance Plan, has immediate openings for individuals interested in on-call and part-time clerical positions. The select candidates must type 40wpm and have one year clerical experience, interested candidates may send resume to the Human Resources Department at
METRO MEDICAL GROUP
35200 SCHOOLCRAFT
LIVONIA, MI. 48150
An Equal Opportunity Employer

CLERICAL Part-time, filing, light typing, answering phones. Some computer knowledge helpful. Southfield location. Call 355-3858

CLERICAL WORK/PART TIME
in Farmington Hills for manufacturer. Computer & phone skills. Non-smoking office. 478-9713

CLERK/TYPIST - for law office. Part time, 12-15 hours per week.
Call Vicky, 352-1100

clerical
PRODUCTION CLERK
UNIVERSAL UNDERWRITERS GROUP has an excellent opportunity for an individual with a strong clerical and customer service background to join the staff of our Southfield Office.

Qualified applicants will possess a minimum of 2 years of general office experience, basic typing skills (minimum 35wpm), excellent oral and written communication skills, the ability to work with others and a desire to learn the insurance industry. Applicants for this position must have a high school diploma.

UNIVERSAL UNDERWRITERS GROUP offers an excellent working environment, and an outstanding benefit program, including major medical, dental, paid life insurance, paid retirement, tuition reimbursement and a 401(k) thrift plan. For immediate consideration, please send a resume to: UNIVERSAL UNDERWRITERS GROUP, 400 Galleria Officentre, Suite 217, Southfield MI 48034 eoe m/f

UNIVERSAL UNDERWRITERS GROUP

CLERK NEEDED full time to perform various office duties, to assist staff accountant & materials/purchasing manager. Basic computer skills (WordPerfect 5.1, Symphony) & minimal bookkeeping experience needed. Please send resume to:
Box 254
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150
An Equal Opportunity Employer

CLERKS
Temporary clerical assignments near your home
- Long & short term
- Health coverage available
- Paid holidays
- Bonus plan

Call for an appointment 583-1919
EmploymentGroup Since 1958
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

FARMINGTON HILLS sales office is looking for entry level Clerical Assistant with min. 2 yrs. experience. Accounts payable/accounts receivable & general computer experience helpful. Career opportunity. Send resume with salary requirements to: Mid-Com Communications, 37464 Enterprise Ct., Farmington Hills 48331, Attention Clerical Position

CLERICAL
Hovinga Business Systems has an immediate full time opening. This position requires data entry and clerical skills, detail orientation, and good communication skills. Send resume to: Hovinga Business Systems 41180 Bridge St., Novi, MI 48375, Attn Mary

CLERICAL
Livonia firm seeks mature dependable individual for General Office clerical support. Responsibilities include processing mail, filing, switchboard relief, light typing, faxing & special projects. Computer experience a plus. Send resume in confidence with background & salary expectations to Box #244
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

CLERICAL MESSENGER
Immediate opening for dependable person 18 or older to work part-time weekdays as a General Office Clerk & Messenger. Ideal for college student. Work a minimum of 20 hrs. per wk. Mon-Fri. Must have reliable car with proof of insurance & good driving record. $5 per hr. + 34¢ per mile. 11 Mile/Inkster Rd. area. Call Nancy at 352-3300

CLERICAL SUPPORT
Detroit financial corporation 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 and have hands-on WordStar and/or WordPerfect experience. The position is for a motivated hardworker who is willing to accept challenges. Position provides for a complete salary and benefits package. Qualified candidates forward resume in confidence to
P. O. Box 778
Detroit MI 48231

Clerical
WE $ ARE $ HIRING
IMMEDIATE POSITIONS
Corporate Personnel is accepting applications from dependable people with reliable transportation for the following positions:
COLLECTION CLERKS
CUSTOMER SERVICE REPS
GENERAL CLERKS
DATA ENTRY OPERATORS
KEY PUNCH OPERATORS
RECEPTIONISTS
SECRETARIES
WORD PROCESSORS
(Mcintosh a plus)
Minimum of 6 mo. experience required. Long and short term assignments as well as temporary to permanent positions.
CALL TODAY FOR APPOINTMENT
CORPORATE PERSONNEL SERVICES
Livonia. 261-1120
Berkley. 398-8960
NEVER A FEE EOE

CLERK-DATA ENTRY
OFFICETEAM seeks sharp data entry clerk for excellent temporary opportunities. Positions require good interpersonal skills, experience with WordPerfect, WordStar or Microsoft Word. Call for immediate interview.
OFFICETEAM
Troy 524-3110
Ask for Lisa
Southfield 358-0222
Ask for Maureen
Health Care Benefits Available By Appointment
An Equal Opportunity Employer
201 W. Big Beaver, Suite 310, Troy

CLERK/TYPIST Part-time
Good spelling and typing skills, 55 wpm, plus computer terminal experience helpful. Ability to communicate and deal with customers and advertising salespeople. 5 afternoons, 1:00 p.m. to 6:00 p.m. Monday thru Friday. If this sounds like your kind of job, applications accepted.
The Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia, MI 48150
An Equal Opportunity Employer

COMPUTER INPUT
International firm has need for your 10,000 keystrokes, and recent experience. $7.50/hr. Call Doris at UNIFORCE 357-0641

COMPUTER OPERATOR & ACCOUNTS PAYABLE
Manufacturing firm located in Oak Park, seeking Clerk for computerized payables, job costing. Must be familiar with computer applications and possess good typing skills. Experience preferred. Excellent fringe benefits. Send resume & salary requirements to Box 258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

CONCIERGE - Part time position, must work every other weekend. Experience working with senior citizens, capable of handling emergency procedures, office type work. Send resume to Box #236
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

CUSTOMER SERVICE
Major corporation needs team players with people skills. If you enjoy challenge and are flexible for overtime and weekends please call. College a plus. $8/hr. Call Carrol at UNIFORCE 357-0641

DATA ENTRY CLERK
Expanding Farmington Hills corporation. Experience at 6,000 minimum keystrokes. 2 shifts. Call Donna at UNIFORCE 473-2932

DATA ENTRY/CLERICAL POSITION available. Experience with Lotus and PFS required, also word processing. Full time. Competitive wages & benefits. Galaxy Precision Machining Co. 41150 Joy Rd. Plymouth 313-459-5600

DATA ENTRY CLERK
Livonia firm seeks dependable and detail oriented individual for Alpha/Numeric Data Entry on IBM AS/400. Must be a quick learner with ability to handle changing priorities & high volume work load. Send resume in confidence with background & salary expectations to Box #244
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

DATA ENTRY
Rapidly growing company requires your attention to detail & flexibility. $7.50/hr. Call Dana at UNIFORCE 646-8500

DATA ENTRY CLERK
A fast paced Farmington Hills service organization seeks a sharp energetic individual for a data entry position. IBM System 38 or AS400 experience preferred. This is a full time entry level position within our Accounting Dept. We offer a competitive benefit package and a great working environment. Applicants will be tested. Please send resume with salary requirements to: DEC/Human Resources, P.O. Box 9072, Farmington Hills, MI 48333-9072
An Equal Opportunity Employer

DATA ENTRY OPERATOR
Full time position. Southfield location. Must have minimum 3 years data entry experience. Excellent math ability and 10 key pad by touch required. Salary to commensurate with experience. Send resume to: P.O. Box 5061 Southfield MI 48086

DATA ENTRY
Temporary assignments available for both alpha & numeric
- Long & short term
- Health coverage available
- Paid holidays
- Bonus plan

Call for an appointment 583-1919
EmploymentGroup Since 1958
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

CUSTOMER SERVICE REP PART TIME
Entry level position, flexible hours (approximately 20-30 hours per week) which include Saturdays and some Holidays. Position requires typing and 10 key pad production for order entry, pleasant phone manner, and customer contact experience a must. Interested applicants apply Mon.-Fri., 8:30am & 12:30pm only.
MELODY FARMS
31111 INDUSTRIAL RD.
LIVONIA, MI 48150
Equal Opportunity Employer M/F/H

Data Entry Clerk
Village Green Management Company, a leading national property management firm headquartered in Farmington Hills has an opportunity for a Data Entry Clerk at the Accounts Receivable Dept. Typing, 10-key and CRT experience required. For consideration please send resume to:
Director of Human Resources
Village Green Management-A/R
30833 Northwestern Hwy.
Suite 300
Farmington Hills, MI 48334
An Equal Opportunity Employer

DATA ENTRY CLERK
National Health Laboratories Incorporated is seeking production focused Data Entry Clerks to work part-time, midnights. The ideal candidate will be accurate, dependable and detail oriented as well as an all-around team player. A minimum of 1-2 years data entry experience, the ability to key 10,000 strokes per hour and medical terminology background are preferred. As one of the largest clinical laboratories in the nation, NHL can offer a competitive salary and a generous shift differential.

Interested and qualified candidates can apply in person or by sending a resume to:
NATIONAL HEALTH LABORATORIES INCORPORATED
13250 Northend,
Oak Park, MI 48237
An Equal Opportunity Employer M/F/D/V

Data Entry Clerk
Full time needed at Corporate Office in Birmingham. Individual must be able to key 12,000 KPH. Offer excellent benefits. Call 644-5300 ext 351
Erb LUMBER CO.

DATA ENTRY
Troy area company seeks persons with fast & accurate keyboard skills. Part time & full time evening positions. Pay based on performance. Can earn up to $8 an hour. Call O/E Management at 528-6100

DATA ENTRY $18,000
Busy, accounting related position in stable congenial environment. Excellent benefits including profit sharing & dental. Call 358-2180
DAVIDSON LAIRD & ASSOC

DEARBORN SECRETARY
Typing, computer, phones & customer service. 3 yrs secretarial experience. $20,800
All fees employer paid
#1 Personnel Place
274-4230

DEVELOPMENT ASSISTANT
Part time afternoons. Must use WordPerfect and make data entries. Short resume to: P.O. Box 51373, Livonia, MI 48151-5373

DEVELOPMENT SECRETARY
Clerical secretary for private school development office. Word processing (Macintosh experience necessary), bulk mail, phone and organizational skills. Wonderful work environment. If interested please forward resume and cover to: Director of Development, ACADEMY OF THE SACRED HEART, 1250 Kensington Rd., Box 813, Bloomfield Hills, MI 48304

ENERGETIC Service Coordinator, with light typing skills, computer work etc. Good phone personality a must! Call 522-7186

EXCELLENT OPPORTUNITY
National company seeks ambitious individual with excellent communication skills to work in our Westland office. Ideal candidate will screen & interview job applicants & perform general clerical duties. If you have good organizational skills & enjoy working with people please forward resume to:
ADIA
The Employment People
201 N. Wayne Rd
Westland MI 48185

EXECUTIVE SECRETARY
Detroit environmental firm needs experienced secretary. Word processing and shorthand. $13/hr. Call Sandra at UNIFORCE 357-0037

EXECUTIVE SECRETARY/WORD PROCESSORS
OFFICETEAM offers top pay for your professional experience & excellent skills. We have temporary assignments & permanent positions with top companies. If you have 1+ years experience with
WORDPERFECT
MULTIMATE
MICROSOFT WORD
WORDSTAR
Please call for an appointment
OFFICETEAM
Troy 524-3110
Ask for Lisa
Southfield 358-0222
Ask for Maureen
Health Care Benefits Available By Appointment
An Equal Opportunity Employer
201 W. Big Beaver, Suite 310, Troy

EXPANDING service company seeks reliable office clerk, typist. Typing, bookkeeping & computer skills helpful. More info 538-2093

FAST GROWING DETROIT Area Steel Company looking for a Receptionist with data input experience, to grow with our Co. RESUMES TO Box 214
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

FILE CLERK - Part time. Must be very detail oriented, excellent writing skills. Send resume to Box 206
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

FILE CLERK/RECEPTIONIST
For Town Center law firm. Must learn quickly and be versatile with copy machines, printers, switchboard and filing. Full time only. Send resume to: J. Hartnett, 3000 Town Center, Suite 1700, Southfield MI., 48075-1277

FRONT DESK CLERICAL
Part time for some evenings, Saturdays and every other Sunday. Should have some knowledge of computer. Reliable, detail oriented, pleasant personality a must. Apply Newton Furniture. 15850 Middlebelt, Livonia

GENERAL OFFICE person for sales office. Self starter, full time, phones, word processor. Math aptitude. Must work independently. 478-6700

GENERAL OFFICE
Permanent part-time position for a person to assist in sales dept. of Westland warehouse. Must possess good typing, math, & grammar skills and be able to work independently. Computer knowledge desirable. Call 729-3700

IMMEDIATE FULL TIME OPENING
For individual with excellent phone manner for heavy customer communication. This non smoking individual must be service oriented with good math aptitude & typing skills. Growth position. Send resumes to: 24470 Indoplex Circle, Farmington Hills, MI 48331, Attn: Laura

INSURANCE
Farmington Hills insurance agency looking for commercial CSR with 2-3 years insurance experience. Salary to low $20's. Send resume to: 33726 W. 12 Mile Rd., Suite 257, Farmington Hills, MI 48334

504 Help Wanted Office-Clerical

FRONT DESK
Marketing division of leading international ad agency has position for receptionist. To $7/hr.
Call Ruth at UNIFORCE 357-0641

GENERAL OFFICE
Established Birmingham firm needs flexible skills. $7/hr. Call Gloria at UNIFORCE 646-7664

GENERAL OFFICE DUTIES, light typing, pleasant working environment. Send work history to: E.E.C., 49515 Maple, Plymouth, MI 48170

GENERAL OFFICE
Fast-growing Packaging Co. looking for part time help. Must be experienced with computers. Will require other light office & phone work. Flexible hours. Scott. 661-2256

HUMAN RESOURCES ASSISTANT PART TIME (20 Hrs. Wk.)
Needed for Dearborn location. Responsibilities include: personnel filing, assisting with event planning, scheduling interviews and meetings. Must have 3-6 months clerical experience. Ability to clearly communicate verbally and in writing. Well developed organizational skills. Some college preferred.

Salary commensurate with experience. No benefits. Must be dependable, presentable and a team player.

Please forward resume to:
The Genis Group
6225 Auto Club Drive
Dearborn, MI 48126
Attn. Ms. K. Gray

INSURANCE, PART-TIME SALES ASSISTANT
Immediate opening for an aggressive, self starting individual for fast paced group life & health sales office to perform a variety of sales support functions. Functions will include answering the phone, typing, filing & correspondence. This position requires accuracy & attention to detail as well as excellent communication skills. Experience with computers to include word processing & Lotus 1-2-3. Knowledge of group life & health plans is helpful.
Please send resume to:
Allmerica Employee Benefit Services
550 Stephenson Hwy., Ste. 108
Troy, MI 48083
NO WALK INS

KEYPUNCH/KEYTAPE Operators GENV/TARTAN Systems. Days and afternoons available. Farmington area 474-1136

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Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
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HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY - Full time, 5 years experience. Computer experience required. WordPerfect, Southfield law firm. Contact Mrs. Macleen at 353-3410

LEGAL SECRETARY - Experienced WordPerfect 5.0, P.I. & domestic. Salary negotiable. Call 9:30AM-3PM. Farmington Hills 851-7054

LEGAL SECRETARY - Immediate openings. Word Perfect a must. Mail resume and salary requirements to Amanda Bush, 1 Kennedy Square, Suite 1800, Detroit, Mich 48226

LEGAL SECRETARY needed part time, downtown Birmingham law firm. Litigation experience needed. WordPerfect 5.1. Send resume to: P.O. Box 1899, Birmingham, MI 48012-1899

LEGAL SECRETARY
Full time position and temporary assignment available 3+ years experience in divorce & family law. WordPerfect required. Excellent salary. Contact Lee. 855-5770

LEGAL SECRETARY - Part time, experienced. 20-30 hours per week. Send resume to: 3000 Town Center, Suite 2390, Southfield, MI 48075

LEGAL SECRETARY
Experienced, part time, 2 to 3 days per week. Farmington Hills 489-8787

LEGAL SECRETARY - experienced, non smoking litigation secretary needed for busy Troy law firm. Salary commensurate with experience. 641-0500

LEGAL SECRETARY - Full Time WordPerfect required. Min. 2 yrs. experience. Send resume & salary requirements to: Law Offices, 24740 Michigan Ave., Dearborn, MI 48124

LEGAL SECRETARY/Receptionist for small Troy litigation firm. Experience required. Send resume to: Office Manager, Sandor M. Gelman, P.C., 3001 West Big Beaver, Suite 324, Troy, Michigan 48084

LEGAL SECRETARY For small busy Southfield firm, handling plaintiff personal injury, non smoker. Experienced. Please send resume in confidence to: MR. ACKER, 26588 Northwestern Highway, Suite 444, Southfield, MI 48034

LEGAL SECRETARY
Growing, prestigious Troy law firm searching for a secretary with strong typing, grammar & spelling skills. Desire corporate and/or insurance experience. Will train but prefer experience. Competitive salary/benefits. Send resume and salary requirement to: Box 224
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY/BOOKKEEPER for small litigation firm. Must have legal, WP 5.1, & type 60 wpm. Fax salary requirement & resume to K.C. at 358-2200

LEGAL SECRETARY needed for non smoking law firm located in Bloomfield Hills. Must have at least one year experience in litigation. Send resume to: B. Hill, 2550 Telegraph Rd., Ste. 250, Bloomfield Hills, MI 48302

LEGAL SECRETARY
Small Troy litigation firm. Pleasant and congenial non smoking working environment. Secretary must have some experience, be competent & willing to be a part of a cohesive team. Salary commensurate with experience. Send resume to: P.O. Box 4726, Troy, MI 48099

Mailroom Coordinator
Full time needed at Corporate Office in Birmingham. Individual must have excellent organizational and phone skills. Detail oriented. Some knowledge of Lotus and WordPerfect. Offer excellent benefits.
Call 644-5300 ext. 351
Erb LUMBER CO.

504 Help Wanted Office-Clerical

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Fee paid, exclusives, no charge resume service 9-5 gets you $95.00
PERSONNEL AT LAW
3000 Town Center, Ste. 2380
Southfield, MI 48075
FAX 358-0235 Phone: 358-0080

LEGAL SECRETARY
Legal department for Southfield based company has a position available for an experienced legal secretary with excellent skills. Personal injury defense background helpful. If you are interested in both a friendly and challenging work environment & would like to work for a progressive company that offers outstanding benefits, please send resume to:
LEGAL DEPARTMENT
PO BOX 2223
SOUTHFIELD, MI 48037-2223

LEGAL SECRETARY/Receptionist - part time for Birmingham plaintiff litigation firm. Requires pleasant phone voice & manner, typing & WordPerfect 5.1 skills. Pleasant work environment. Experience required. Please call 644-4529

LEGAL SECRETARY
With 2 years experience in corporate law for Ren Cen law firm. Excellent typing, communication, and organizational skills required. WordPerfect 5.1 required. Call Administrator between 3:30-5:30pm at (313) 259-8300

MARKETING/ADMINISTRATIVE ASSISTANT
For commercial real estate firm. Computer, telephone, secretarial skills a must. Mon.-Fri 9-5 353-8494

MARKETING SECRETARY
Your experience with WordPerfect 5.1, Harvard Graphics are needed by international technology firm. To $10/hr. Call Sophia at UNIFORCE 357-0037

MATURE PERSON, part time afternoons for busy leasing office. Flexible hours, occasional weekend. Pleasant personality & typing a must. Starting pay, $5/hr. Call between 9-12 Mon.-Fri. 456-1713

MEDICAL BILLERS
Immediate openings for experience in this fast paced insurance environment. To $7/hr. Call Melanie at UNIFORCE 646-6166

MEDICAL EQUIPMENT & SUPPLY CO. seeking full time candidate for computer medical billing. Experience preferred but not necessary. Will train self motivated, detail oriented person with excellent organizational skills. Must have good attitude & work well with people. Benefit package available. Send resume with salary history to: Metro Medical Equipment Inc. 37650 Schoolcraft Rd. Livonia, MI 48150
No phone calls please

MEMBERSHIP RENEWAL DATA ENTRY CLERK
Dependable self starter for NW Detroit organization. Duties include processing membership renewals, daily balancing, data entry & occasional release at switchboard. Requires 3 years clerical experience & aptitude for math, accurate typing, grammar & adding machine skills, & pleasant phone manner. Position is annual from Oct 1 - March 15 including seasonal summer work. Contact Mary Lou 532-2800 ext 252

MORTGAGE PROCESSORS & UNDERWRITERS - 1 yr. banking or mortgage background. Good customer service. Growth potential. Low $20's to $30's. Call Brenda at UNIFORCE 357-0644

M G R & ASSOCIATES
Merchandise/clerical person wanted for Southfield based manufacturers Rep Company. Call Lori for an appointment. 350-2260
Experience in HBA field necessary

NEED WORD PROCESSING SKILLS?
We prepare you for secretarial and clerical positions by offering:
- Hands-on training
- Free resume & cover letter
- Free job placement assistance

This service is FREE to those who qualify. You must be between 18-21 years old and a resident of Western Wayne County (not Detroit). Call for more information. 464-1660
An Equal Opportunity Employer

OFFICE ASSISTANCE
A nice place to work. Novi area. Full time, excellent benefits. Ask for Mr Green. 313-348-5640

OFFICE ASSISTANT
Troy residential builder offers full time position for highly motivated dependable individual in non-smoking office. Duties include answering phones, word processing, filing, errands, etc. Minimum 2 years college degree a must. $6 an hour with growth potential. Send resume to: P.O. Box 153, Birmingham, MI., 48012-0153

OFFICE CLERK
A&W Restaurants Inc. has an immediate position available for an office clerk. Responsibilities include office administration & basic clerical duties.
We require:
- 1 yr. prior Human Resource experience
- Professional demeanor
- Detail oriented individual
- Exceptional communication skills
- Ability to transport materials weighing up to 50lbs
- Associate degree in Business Administration a plus

All interested candidates, please send resume with salary requirements to:
A&W RESTAURANTS, INC
Attn: Human Resources Department
17197 N. Laurel Park Dr. #500
Livonia, MI 48152
An Equal Opportunity Employer

OFFICE CLERK needed, pleasant phone etiquette & cheerful personality a must. Duties include filing, phones, errands & other misc. duties. 20 hrs. wk. Southfield 358-5880

OFFICE CLERK - Steel broker seeking experienced clerk. Qualifications include good math aptitude, cheerful phone voice, computer background, light typing, general office procedures, detail oriented. Some college accounting courses helpful or equivalent experience. Prefer person familiar with bulk metals. Immediate full time opening in attractive non-smoking office. Benefits. Send resume with salary requirements to: Office Manager, Crown Steel Co. 7031 Orchard Lake Rd., Ste. 302 W. Bloomfield, MI 48322 or FAX to 313-737-4427

OFFICE POSITIONS AVAILABLE
Fast growing specialty retailer based in Troy is looking for entry level clerical and/or data entry full time employees for permanent positions. Excellent career growth opportunities. Competitive salary & benefits. Experience in computers necessary. Send resume to: Personnel Manager, Mr. Bulky Treat & Gifts, 755 W. Big Beaver, Suite 1600, Troy MI 48084-4903

SECRETARY

Pizza Hut, a division of PepsiCo., Inc. the world's largest company owned and operated restaurant chain, has an opening for a Secretary in the Livonia Office. This is a part-time position with the possibility of becoming full-time in '93.

A Market Secretary with a minimum of 2-3 years secretarial experience, preferably in a highly interactive customer environment. Strong organizational, interpersonal, and MAC word processing skills required. This position reports to the Director of Operations and responsibilities include input, tracking and analysis of operations data, along with significant customer and management interaction.

Please send resume with recent salary history to:

Pizza Hut, Inc.
Attention: D.O.P.
38705 7 Mile Road, Suite #205
Livonia, MI 48152
Equal Opportunity Employer M/F/H