EMPLOYMENT

502 Help Wanted Dental-Medical

RN - LPN
Allergy office needs nurse for Saturday mornings offices in Livonia & Farmington Hills Call 851-6657

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

RN/LPN
Nurses wanted for quality care Part-time needed today and contingent afternoon every other week and Want to learn the other side of patient care? Call Linda Macey, or apply Farmington Medical Plaza, 18633 Beech Daly, embassy
255-1010
An Equal Opportunity Employer

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

RN OR LPN
Contingent positions available in Urgent Care at our Novi Center ER Experience preferred Industrial clinic experience preferred
Recruiter/RN-LPN
DMC Health Care Centers
41935 W 12 Mile Road
Novi MI 48377
Affiliated with The Detroit Medical Center an Equal Opportunity Employer

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

SOUTHFIELD OFFICE NEEDS part time Ultrasound Technician to cover maternity leave beginning Jan 4 Must be registered in OB/GYN & abdomen Please contact Maggie
569-8452

STAFF COORDINATOR

Ancare Home Healthcare an affiliate of St Joseph Mercy Hospital is looking for a full time position available for Staffing Coordinator Responsibilities include
- Process referrals
- Caregiver scheduling
- Recruiting/Hiring

Qualified candidate must possess 2 years post high school education Customer service (Work) experience scheduling experience preferred Must possess excellent interpersonal skills Competitive benefits Send resume to
ANCARE HOME HEALTHCARE
2555 Crooks Rd
Troy MI 48084
Attn L Bauer
An Equal Opportunity Employer

ULTRASOUND TECH registered Permanent part-time am's no OB Pleasant clinic northwest suburbs Call 851-4700
851-4700

ULTRASOUND TECHS $16-$18/HR Call text 30 weekends Several positions Call Lynne Hospital 332-1100
Walter Maxwell Associates 29870 Middlebelt Farmington Hills MI 48334

X-RAY DARKROOM & clerical position in Oncology office in northwest suburbs Permanent part-time position Experience in clerical or darkroom helpful Calling 851-4700

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

X-RAY TECHNOLOGIST
Registered or registry eligible Full or Part time afternoon/day position available for an experienced technologist Must be professional in all aspects & be able to work without supervision Call Ray Dunn at 358-4411

504 Help Wanted Office-Clerical

RIGHT TIME help needed for private school business office Light accounting general office duties Hours negotiable Send resume to business Manager Cranbrook Kingswood Hebrew 7250 Washington Rd Bloomfield Hills MI 48301

ACCOUNTING Office Manager
Handle all accounting - general ledger financial statement job costs payroll Ltd to 2-3 Full time Salary $20 000 Send resume to Employment PO Box 7025 Bloomfield Hills MI 48303-0725

AGE QUIT ASSISTANT for large insurance agency Some typing down flow Birmingham Must have at least 3 years office experience knowledge computer knowledge & clerical skills Experience in Estate Planning a plus Fax Send resume to P O Box 1300 Birmingham MI 48012-1300

Accounting Clerks

Individuals with strong accounts payable background needed for long term assignments Candidates must have the following skills
- General accounting/accounts payable
- Computer spreadsheet knowledge
- Strong communication/telephone skills
- Clerical experience helpful

Call for appointment
591-1100
ACRO SERVICE CORP

ACCOUNTS PAYABLE CLERK

A major supermarket chain based in Detroit is seeking an individual with required experience with a computerized accounting system Calculator and computer experience helpful The qualified candidate should have good organizational skills Candidates must be willing to respond with a detailed resume and salary history
Call 746-7010
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150
An Equal Opportunity Employer

ACCOUNTS PAYABLE/RECEIVABLE - expanding suburban company seeks individual with 2 years experience with sales tax and job costing $9 hr Call Deanne at UNIFORCE 348-7664

ACCOUNTS RECEIVABLE
Experienced or Trainee Position open for a detail oriented self starter and individual Jobs in the Accounts Receivable department of a Detroit area property management company Pay is very competitive and benefits are good 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

504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT - data entry, Peachtree software, Lotus 1 2 3, typing 50 wpm, detail oriented, $18 000/Fee paid

SECRETARY - well versed in Microsoft Word for Windows 2 0, transcription & phones, salary open Fee paid

Excellent long & short term assignments available
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ACCOUNTING CLERK
Hard working capable person who is willing to learn is needed to fill a position in our Accounting Dept Familiarity with Lotus 1-2-3 a plus Interested individuals should send resumes with salary history to Controller P O Box 2191 Southfield MI 48037

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

ACCOUNTS PAYABLE CLERK
Entry level position 10-key & Lotus required Send resume to Accounts Payable P O Box 7360, Farmington Hills MI 48333 or Fax to 851-4744

ACCOUNTS PAYABLE

Seeking organized individuals with good problem solving skills
Accounts Payable experience a plus A full time position in a professional fast paced environment Contact Personnel
CALL 351-8700

ACCOUNTS RECEIVABLE/SECRETARY
Immediate opening Part time position for responsible person Must be fast learner and computer experienced 50 words/min
398-7000

ADIA has IMMEDIATE OPENINGS for Word Processing Secretaries & Data Entry Operators

Full & Part-Time day positions available in the Livonia/Plymouth area For interview call 525-0330

ADIA has IMMEDIATE OPENINGS FOR

- DATA ENTRY
- RECEPTIONISTS
- SWITCHBOARD OPERATORS
- WORD PROCESSORS (with WordPerfect & Lotus)

Farmington Hills area
We can solve your staffing needs
442-7800
ADIA
The Employment People
No Fee

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 354-6553

ADMINISTRATIVE ASSISTANT
A growth oriented air freight company is looking for an Administrative Assistant to the Marketing 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 31000 Grand River Avenue Suite 200 Farmington Hills MI 48335 Attention Personnel

ADMINISTRATIVE ASSISTANT/Part time General Office skills Resumes Empire Security Co 28819 Franklin Rd Site 100 Southfield, MI 48034

ADMINISTRATIVE ASSISTANT
Prestigious manufacturer needs experience for long term growth position Graduate a plus $10/hr to start Call Sara at UNIFORCE
848-7561

ADMINISTRATIVE ASSISTANT
Southfield property management firm has an immediate opening for a self motivated individual Must have general office skills & be experienced with WordPerfect & Lotus 1 2 3 For appt call 569-3180

ADMINISTRATIVE ASSISTANT
Outstanding opportunity with fun, fast paced family oriented automotive manufacturer Help form an Southfield Sensing energetic self motivated person with excellent WordProcessing/Spread Sheet skills Outstanding organizational skills and ability to work well under pressure are essential General Statistical knowledge a plus $10/hr to start Call Sara at UNIFORCE
848-7561

ADMINISTRATIVE ASSISTANT
Growing wholesale distributor has immediate opening for an Administrative Assistant Qualified candidates must have strong secretarial computer organizational & communication skills Area of experience requiring emphasis on typing spread sheet & knowledge of Word Processing Medical Exterior/Orthotic Hair area Send resume to Zakar Novelty Administrative Assistant Dr 1909 Woodward Detroit MI 48201

ADMINISTRATIVE ASSISTANT/Receptionist - Southfield area
A dynamic & growing company located in suburban Detroit The qualified candidate will be articulate, professional, well organized & able to interact with others The duties will include phone data entry bookkeeping Long Term Position with computers including Lotus 1 2 3 is preferred Interested candidates should send their resume in confidence to box 290
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150
An Equal Opportunity Employer

ARBOR NEEDS:
Part time clerical support in our office. Is ideal for experienced people who want part-time involves front desk, phones some people experience Plymouth location Excellent working conditions

ARBOR TEMPS 459-1166

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Birmingham Real Estate Development firm offers challenging opportunity for experienced individual with strong administrative skills & personalities to achieve Must retain excellent WordPerfect & dictaphone skills, strong organizational aptitude & attention to detail a must Growth potential with Property Manager Knowledge of commercial Salary starting at $28K w/benefits Send resume stating professional goals & available commencement date to Ms Bennett, 230 Martin Street, Suite 201, Birmingham, MI 48009-3383

ADMINISTRATIVE ASSISTANT/SALES SUPPORT
Excellent opportunity for a creative, hard working, ambitious & management person to do secretarial tasks, sales support & occasional computer tasks involving research & customer relations Tremendous advancement potential Send resume to
YAMAZEN INC.
25183 DEQUINDRE RD.
MADISON HTS MI 48071
ATTN: MR. GORDON NORR
No Phone calls Please

ADMINISTRATIVE ASSISTANT

$18,000 TO $20,000
Your stable secretarial background and typing skills plus computer experience for fast paced Southfield office Microsoft and dictaphone a plus Excellent benefits in beautiful surroundings
Call Now - Interviews Tomorrow
ALL ELSE COMPANY PAID
PERMANENT STAFF
West Suburbs 737-5750
East Suburbs 585-2720

ADVERTISING SECRETARY
Advertising agency has challenging position requiring Secretarial Office experience plus To $9 50/hr
Call Shelley at UNIFORCE 537-0036

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

AUDITING CLERK
Expanding corporate retail chain seeks organized individual for audit store sales checkout Ability to work in high volume environment Office Must be accurate with figures Full time/benefits Non-smokers call
489-0553

AUTO DEALER
Full time sales trainee to service a major fleet account No experience necessary Apply in person only
Sea Ivory Peddows at Troy Ford
777 John R Troy

AUTO DEALERSHIP
needs Switchboard Cashier, full time Experience necessary
No Fee

AUTO DEALERSHIP BOOKKEEPER Ford - Lincoln Mercury seeks person & many more duties Salary commensurate with experience
Call Ms Jackie Newburgh
AUTOMOBILE FLEET ADMINISTRATOR needed to assume responsibility for 700 car fleet of Lease based manufacturers representative Ideal candidate will have accuracy & initiative required Good people skills are a must Ability to assess companies insurance agencies insurance companies & drivers & branches Basic accounting knowledge & computer skills helpful Send resume to TFF, P O Box 3304, Livonia, MI 48151 Att Controlling

An Equal Opportunity Employer

AUTOMOTIVE BOOKKEEPER
Must be experienced Cashiering experience helpful Apply at 24330 W 12 Mile Southfield

FULL CHANGE BOOKKEEPER
Mandatory computer experience, preferably with Creative Solutions or comparable software Position will include completion of general ledger Sales keeping functions as well as other strategic office duties Send resume for consideration to
Shindel Scheuer & Rocco, 30230 Orchard Lake rd Farmington, MI 48334

BOOKKEEPER
For downtown Redford firm Individual must be highly motivated and enthusiastic Candidate should possess knowledge of general accounting including financial statements and payroll tax Send resume to Comprehensive Business Service 30095 Street Rochester, MI 48307, Attn Sherby

BOOKKEEPER - full time computer experience, building trade Some Saturdays, benefits Livonia
Reply to Box 247
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER - FULL CHARGE

PPA located near Telegraph & 12 Mile Rd seeks Full-Charge Bookkeeper for full-time position Monday - Fri 9 30-4 30pm Must have underpaying department experience Minimum 3 plus years work experience as a Full-Charge Bookkeeper Starting salary $22K with excellent benefit package Please send resume to
PERSONNEL MANAGER
30700 Telegraph Rd, Site 4501
Bloomfield Hills MI 48025

CLERICAL
Days full or part time
41999 Ann Arbor Rd Plymouth
455-7950

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

CLERICAL

Assistant needed for fast paced Birmingham real estate office with excellent computer skills (WordPerfect, Mailmerge, Database, etc) & ability to learn quickly & function at a high level Good phone manner required Potential for advancement & growth Tues Sat work week Please send resume stating salary requirements to Mr Baker, 250 Martin Street, Suite 201, Birmingham MI 48009-3383

CLERICAL HELP for Auto Service Department Being Looking for individual with automotive background & Typing/Crt experience for busy office Excellent speaking & organizational skills a must Good pay & benefits Apply in person to
Crestwood Dodge 32850 Ford Rd.
Garden City

CLERICAL-PART TIME
Livonia office looking for front desk receptionist Phone & word processing skills a must
Weekdays 9-3 (flexible)
Call Janice week days between 8-12 noon 525-1735

Clerical
WE ARE HIRING!!!
We have immediate temporary to permanent positions in Dearborn for
TYPISTS (SOUNDEX)
COLLECTION CLERKS
DATA ENTRY CLERKS
CUSTOMER SERVICE REPS
We will be accepting applications on Tuesday, September 29, 1992 from 1 00pm - 4 00pm at
32115 Plymouth Road
(Between Merriman & Farmington)
CORPORATE PERSONNEL SERVICES
261-1120
SILVER TAPE EOE

504 Help Wanted Office-Clerical

BOOKKEEPER
Looking for intelligent individual with great personality, accounting background or equivalent education Must have knowledge in Word-Perfect 5 0 and Lotus 2 0 Responsibilities include accounts payable/receivable, typing, and other office duties Excellent benefits, great salary to start, room for advancement Must commute to 30845 Merrill Sterling Heights, MI 48312
Call Ms Bennett FAX 284-9303

BOOKKEEPER - Part or Full Time
Woodward/11 Mile area Very interesting & well paid position Working conditions for person experienced with computerized bookkeeping Call 313 548-0880

BOOKKEEPER/RECEPTIONIST
Small fast paced office seeks person for Birmingham interior design firm Must have knowledge of computer skills as well as complete knowledge of payroll, receivables, cash flow/budgeting & related payroll taxes Receptionist duties also a high priority Bring resume to 151 E Maple Woodward Ave, Birmingham, Mich Fri, Oct 2nd from 10-3 Total knowledge will be conducted between 10am-3pm on this day

BOOKKEEPERS

If you have experience with ANY of the following please call We may have work for you
PEACHTREE PEGBOARD
SOLOMON SWITCHBOARD
PLATINUM DATA ENTRY
DATA EASY FIELD ANALYSIS
QUATRO PRO LOTUS
354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy
Lincoln Plaza
Southfield, MI 48075

BUSY REAL ESTATE office in Farmington Hills seeks a friendly person who likes to work with people in a fast paced environment Excellent telephone skills a must Good word processing background preferred Looking for someone from 10am-2pm Mon thru Fri with occasional extra hours Call Ruth 855-5360

CLERICAL - part time for growing public relations agency Must have pleasant telephone manner Word Processing & general office experience Send resume to Miss Haley 30833 Northwestern Hwy, Suite 124, Farmington Hills, MI 48334

CLERICAL WORK - PART TIME
West Bloomfield Some filing and typing Flexible hours
626-4933

CLERK NEEDED full time to perform various office duties In addition staff accountant & assistant office manager Basic computer skills WordPerfect 5 1 Dynamic work environment Interesting experience needed Please send resume to
Box 254
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150
An Equal Opportunity Employer

CLERK, PART-TIME
Needed to perform filing, typing & other office duties Knowledge of accounting helpful Customer Service background helpful Must have computer skills & ability to handle multiple tasks Send resume to
WALCH COLLEGE
3800 Livernois Rd
Troy, MI 48083
An Equal Opportunity Employer

CLERK/TYPIST - - Attorneys in Farmington Hills area Share their office Typing & speaking skills essential Experience not required $6 00 starting wage $4 50 per hour with regular increases 855-5360

CLERK/TYPIST/SALES SUPPORT
Part - Time

If you've been contemplating a part time job, we're open from 1pm to 6 pm Monday thru Friday, and Saturday mornings We offer a friendly and pleasant atmosphere in a beautiful store, the opportunity to experience a boutique operation that's on the move You'll need
- Good grammatical & typing skills
- Good telephone manner & voice
- Ability to do mailing and shipping of sales packages

Send resume or apply
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

An Equal Opportunity Employer

COMPUTER INPUT
International firm has need for your talents Full time position Starting at $7 50 hr Call Doris at UNIFORCE 537-0641

COMPUTER OPERATOR & ACCOUNTS PAYABLE
Manufacturing firm located in Oak Park, seeking Clerk for computerized accounts payable job Must be familiar with computer applications and possess good typing skills Experience in accounts payable helpful Benefits Send resume & salary requirements to box 258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

COMPUTER/REGISTERED PERSONNEL
Part Time position Must have knowledge of word processing & spreadsheets Accepting resumes with salary requirements Send to Mrs Baquil 9185 General Court Plymouth MI 48170

CURRENTLY OUR ORGANIZATION has an available opening for secretary Job responsibilities include word processing, data entry, and other office duties The qualified candidate must possess good written and verbal communication skills with excellent typing skills A strong PC background is required Minimum knowledge of WordPerfect 5 1 Ability to learn other software is a plus Must be familiar with computer applications and possess good typing skills Experience in accounts payable helpful Benefits Send resume & salary requirements to box 259
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

COMPUTER/REGISTERED PERSONNEL
Part Time position Must have knowledge of word processing & spreadsheets Accepting resumes with salary requirements Send to Mrs Baquil 9185 General Court Plymouth MI 48170

CURRENTLY OUR ORGANIZATION has an available opening for secretary Job responsibilities include word processing, data entry, and other office duties The qualified candidate must possess good written and verbal communication skills with excellent typing skills A strong PC background is required Minimum knowledge of WordPerfect 5 1 Ability to learn other software is a plus Must be familiar with computer applications and possess good typing skills Experience in accounts payable helpful Benefits Send resume & salary requirements to box 260
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

HIRING NOW!

DATA ENTRY CLERKS
Immediate suburban openings $6-$8 per hour
CALL BARB
CONTEMPRA
583-9500
NO FEE BENEFITS

DATA ENTRY CLERK - experienced Hats low turn requires a time & benefits Approximately 25 hrs per week $8 per hour Please send resume to Office Manager Hertz Schram & Saltzman 1760 S Telegraph Suite 300 Bloomfield Hills, MI 48302 On bus line 435-3348

DATA ENTRY/CLERICAL
Several positions available in data entry & clerical areas $ 500 per month required Must be dependable & willing to make a long term commitment Pleasant environment for part time evening hours Stable work history required $6 38 $7 35/hr
NORRELL SERVICES 953-9748

DATA ENTRY CLERK
Full time position available in our busy financial department for Data Entry Clerk Qualified candidate must be dependable, organized, type 50-60wpm, possess excellent verbal & written communication skills Knowledge of Lotus & 5 0 software and experience with accounts receivable preferred Excellent salary & benefits Send resume & salary history to Lisa Fuchsman, Vice President, Sterling Inc 30100 Telegraph Rd., Site 408 Bingham Farms MI 48025

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Major corporation needs your people skills If you enjoy challenge & the satisfaction of a job well done, please call College a plus $8/hr Call Carol at UNIFORCE 537-0641

CUSTOMER SERVICE
Growing electronics company in Livonia is looking for full time customer service rep Duties shall include expediting order follow up with direct customer contact Computer experience very helpful Call Bob Bennett at 225-1133 ext 206

DATA ENTRY CLERK
A fast paced Farmington Hills service organization seek a sharp energetic individual for a data entry position IBM System 38 or AS400 experience preferred This is a full time position with room to follow up Accounting Dept We offer a competitive benefit package and a great team atmosphere If interested, please call Ms Bennett at 661-0500 or DEC Human Resources, P O Box 9072 Farmington Hills MI 48333-9072
An Equal Opportunity Employer

DATA ENTRY CLERK
Expanding Southfield corporation Experience at 6 000 min required Call Donna at UNIFORCE 473-2933

DATA ENTRY

D O C Optics has immediate opening for Data Entry Clerk Must possess accurate typing skills, good and excellent wage and benefit package Call Mae at 354-7100 ext 2275

DATA ENTRY
KEYPUNCH OPERATORS

Marketing services company in Livonia seeking experience data entry and keypunch operators to fill full-time day and afternoon positions Must possess good attitude and accuracy a must Good pay and benefits exist qualified candidates To set up an appointment to test please call 261-9220

DATA ENTRY OPERATOR
Full time position Data Entry Position Must have minimum 3 years data entry experience Excellent math ability and 10 key pad Expected salary $6 00 hr Send resume with experience Send resume to P O Box 5091, Southfield MI 48086

DATA ENTRY
Rapidly growing company requires your attention to detail Salary to $7 50/hr Call Dana at UNIFORCE
645-5300

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

DIVERSIFIED

Outstanding Clerical/Accounting secretarial positions available Long term & possible permanent
General Secretaries with WordPerfect 5 1 and hi typing
Spreadsheet experience 510 - per hour

Word Processor with FREE LANCE - heavy spread sheet experience & good organizational skills in Livonia $10 - per hour

CALL FOR DETAILS
TEMPORARY RESOURCES
West Side: 737-1711

DYNAMIC BUILDING FIRM IN W. BLOOMFIELD

is looking for part time and possible full time position to start ASAP with
- Good office skills
- Creative ability to organize & follow up detail work
- Good communication skills
- Capability to handle projects with minimal supervision

Ideal candidate would be related industry experience but we certainly consider an individual with other backgrounds Call Mr Bob
851-0630
BROKERS ASSOCIATES

ENERGETIC Service Coordinator with light typing skills computer work etc Good phone personality a must Call 522-7166

EXCELLENT OPPORTUNITY

National company seeks ambitious individual to work in our Westland location sales to work in our Westland office Ideal candidate will have 2 years office experience Call today for an interview job applicants & training on clerical duties If you have some good organizational sales & enjoy working with people please forward resume to
ADIA
The Employment People
20216 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

$20 000 - $22 000
Service charge paid by company Friendly suburban company has top wage, bonus, and benefits to keep him organized & on schedule Ideal candidate will have 5 years exp & have experience
Call 446-6600
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
ADMINISTRATIVE ASSISTANT
Southfield area
Need two professionals experienced (minimum 5 yrs) individual with superior communication skills (Pick up phone) skills Must possess excellent organizational skills Must be able schedule required Send resume to TFF Personnel P O Box 5545 Plymouth MI 48170
An Equal Opportunity Employer

EXECUTIVE SECRETARY
ADMINISTRATIVE ASSISTANT
Southfield area
Need two professionals experienced (minimum 5 yrs) individual with superior communication skills (Pick up phone) skills Must possess excellent organizational skills Must be able schedule required Send resume to TFF Personnel P O Box 5545 Plymouth MI 48170
An Equal Opportunity Employer

LEGAL SECRETARY
$23,000
Two suburban positions available Large firm Great benefits Medical insurance deductible experience Word Perfect 5 1 35 hours week Excellent benefits
Call 352-6760
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
To $25,000
Two to three years - corporate experience Lots of administrative responsibilities Word Perfect 5 1 Associate Opportunity to advance benefits and Christmas bonus Brand new offices
Call 352-6760
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
$25,000
Well known Oakland Co firm commercial & business law Background with litigation experience friendly professional atmosphere 35 hour week Benefits include medical dental life insurance paid holidays deferred compensation & more
Call 352-6760
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY/ TROY
$21,500 FEE PAID
Great location lots of variety Must have strong knowledge Word processing and shorthand required Call Mary at 649-5900 or FAX resume to 313-737-4627

SNELLING PERSONNEL SERVICES OF TROY

LEGAL SECRETARY/PARALEGAL
Well established Bloomfield Hills law firm has an immediate full time position in estate planning department Prerequisite for interview Strong secretarial skills extensive experience with trust agreements, thorough knowledge of probate & tax planning Must be well organized & a team player Send resume to
Box 1 Eng Law & Pol Bldg Site 110
Bloomfield Hills MI 48304
Attn Personnel

504 Help Wanted Office-Clerical

FAST GROWING DETROIT Area Bank Company looking for a Receptionist with data input experience, to work in our Ann Arbor RESUMES To Box 214
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

FILE CLERK - Part time Must be very detail oriented, excellent written & verbal skills Send resume to Box 208
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

FRONT DESK
Marketing division of international airport has position for receptionist To $7/hr
Call Sally at UNIFORCE 357-0641

FULL TIME - for busy veterinarian practice Must be people and animal lover Computer experience helpful Apply at Mutt's 1925 South Woodward Birmingham Hwy Mich 48009 Send resume

GENERAL OFFICE
Fast paced Farmington Hills marketing and advertising firm Part time general office position 10 hrs per week 30pm-5pm Monday-Friday or 8 30-12 30 Apply in person at Circulo Drive 32900 Capitol Livonia Off Farmington Rd

GENERAL OFFICE
Established Birmingham firm needs a self starter $7 hr Call Carol at UNIFORCE 645-7664

GROWING 10 year old software company in Farmington Hills needs an on-site office assistant to help with sales & customer accounts and order processing Competitive wages based on experience plus full time benefits Ideal candidate will be self motivated Send resume to Administrative Assistant 31 Blind St Rochester Hills MI 48309

IMMEDIATE OPENINGS!
WORD PROCESSING SECRETARIES
with or without Lotus
- WordPerfect 5 0/5 1
- Lotus 1-2-3
- Dbase/Paradox 3 & 4

Long & short term assignments available
CONTEMPRA
583-9500
BENEFITS NO FEE

J & L INDUSTRIAL SUPPLY Co a subsidiary of Kennametal Inc. Livonia in Livonia is looking for a clerk for their sales department Light typing required Must have computer knowledge Typing skills data entry skills a pleasant speaking voice Hours are Monday thru Friday 8 00 AM to 5 00 PM
Please send resume to
Mr Bob Rouse PO Box 3359 Livonia MI 48151

JUNIOR SECRETARY
Suburban Detroit law firm seeking assistant to learn and 50 + typing experience Call Ann Earl Greenhaus at UNIFORCE 473-2934

KEYPUNCH/KEYPADE Operators
Data entry experience Days and afternoons available
Farmington area 474-1138

LEGAL SECRETARY - Experienced WordPerfect 5 0 P/T & Domestic Salary negotiable Call 9 30AM-3PM 851-7034 Ask for Sally Pattison

LEGAL SECRETARY - experienced non smoking litigation secretary Salary commensurate with experience
Call 645-7010

LEGAL SECRETARY/Receptionist for small Troy litigation firm Experience required Send resume to Law Office Manager Sandor M Gelman 1001 Ford Building Detroit, Suite 324 Trolley Mich 48264

LEGAL SECRETARY/BOOKKEEPER for small litigation firm Must have excellent educational background, math, filing skills, requirement & transcription skills Salary commensurate with experience

LEGAL SECRETARY needed for non smoking law firm located in Farmington Hills Must have at least one year experience in litigation Call 851-7810 Fax resume to 851-2550 Telegraph Rd Site 250 Bloomfield Hills MI 48302

LEGAL SECRETARY Part time/full part time for Birmingham practice in litigation firm Requires excellent typing skills Knowledge of WordPerfect 5 1 skills Preferred salary commensurate with experience
Call Peggy 644-4523

LEGAL SECRETARY
Litigation firm and Wordperfect Birmingham Free parking Medical insurance Call Lori for an appointment 352-7560

LEGAL SECRETARY for Farmington Hills location Word processing experience necessary Salary based on experience 855-0770

LEGAL SECRETARY - 4 yrs minimum litigation Real Estate Litigation firm Quality oriented Word-Perfect 5 1 Non smoking Excellent salary & benefits 626-8000

LEGAL SECRETARY - Full Time Wordperfect required Min 2 yrs Excellent benefits & salary requirements to Law Offices 24240 Gratiot Detroit 48240 Attn Ms Gulfield

LEGAL SECRETARY for midsized Troy law firm 3-5 yrs experience Word Perfect 5 1 Mail resume & salary requirements to 1900 N Big Beaver Site 550 Troy 48084

LEGAL SECRETARY
for non smoking 1 attorney office Word Perfect 5 1 Minimum 2 years and excellent telephone skills required Salary based on experience Call Helpful Send resume & salary requirements to Box 257
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MAIL CLERK
Livonia insurance agency seeks mature individual for full time clerical position Good organizational skills Ability to multi-task for the fast paced position Send resume to Personnel Dept 29777 Telegraph Suite 2250 Southfield MI 48034
Fax # 313 932-3550

OFFICE/CLERICAL
Looking for long-term responsibilities for person with strong computer experience a must learn customer service Word Perfect Lotus helpful Hours 8 to 5 P O Box 40629 Redford MI 48240

OFFICE CLERK - Steel broker seeking experienced clerk Qualifications include good math skills, ability to full phone voice computer background light typing general office procedures Detail oriented Prefer college accounting courses helpful Ideal candidate would be a person familiar with bulk metals industry Full time position Ideal for live non-smoking office Benefits include medical, dental, life, 401K Send resume to Office Manager, Crown Steel Co 7031 Orchard Lake Rd Suite 302 W Bloomfield MI 48324 or FAX to 313-737-4627

OFFICE HELP/RENANDS
Part time for a busy real estate office Should possess clerical skills, must have basic math skills Hours should be familiar with the Birmingham/Bloomfield area Ideal for high school/college student $5/hour
646-5370 after 6pm 540-4327

OFFICE MANAGER SECRETARY
Well established Detroit based oriented person with computer, word processing accounting & customer service Plymouth Call 420-3568

ORDER DESK
Inside sales Farmington Hills manufacturer has opening for bright & alert person with excellent telephone & computer skills Must be able to communicate with customers Recent experience in manufacturing office helpful Salary commensurate with experience plus holidays & vacations & benefits Call Mon thru Thurs between 8-3
475-8905

ORDER ENTRY
for ad specialty sales Fast paced programs Troy location advertising an incentive awards company has an immediate opening for a reliable person who is self motivated and has excellent written & oral skills Duties include order input and vendor follow up Successful candidate will be organized, work well against deadlines and be able to type 45-50wpm Salary/benefits Send resume to Order Entry, P O Box 7046, Troy, MI 48007-7046

504 Help Wanted Office-Clerical

LEGAL SECRETARY
With 3 years experience in corporate law for Pen Can law firm Excellent benefits, compensation, and congenial atmosphere required Word-Perfect 5 1 Send resume to Call Administrator between 3 30-5 30pm
(313) 259-8300
81

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

LEGAL SECRETARY
for Partner in corporate department of large Southfield law firm with 2 years of corporate experience a must Excellent benefits Salary commensurate with experience
Ask for Cheri
251-2519

LEGAL SECRETARY
Exclusive legal group seeks 2+ years litigation Professionalism and flexibility skills a must Excellent benefits Comprehensive benefits
Call Arthur Lewis 355-4140

LEGAL SECRETARY
CORPORATE/REAL ESTATE
Outstanding opportunity for highly skilled secretary with 3 + years experience Word Perfect 5 1 required position Work environment, salary & benefits are exemplary
Call Bonnie
355-4140

LEGAL SECRETARY

Partner of major firm seeks motivated person with great experience Word Perfect must have excellent typing skills Top benefits
Dinsmore Westbrook Rautiers Co.
344-6700 FAX 344-6704

LEGAL SECRETARY
$23,000 FEE PAID

Litigation spot offering exceptional benefits and office atmosphere 35 hours Call Mary at 649-5900 or FAX resume to 313-737-4627
SNELLING PERSONNEL SERVICES OF TROY

MAILROOM SUPPORT
Corporation located in Troy has immediate opening for a hard working and dependable full time person in the mailroom department This position interacts daily with all departments of the company No experience necessary Please forward resume to
P O Box 778
Troy, MI 48231

MARKETING SECRETARY
Your experience with WordPerfect 5 1 Harvard Graphics are needed Experimental technology firm
To $10 hr Call Sophie at UNIFORCE 357-0037

Market Research

Applications are now being accepted for positions in Ehrenberg Bass Must have excellent reading and communication skills Great pay No benefits
EXPRESS SERVICES
643-8590
Not an Agency Never A Fee

MATURE LADY Gregg shorthand computer and light bookkeeping skills Hours 9-3 30 Low Farmington area Northwest and Producer For appointment Call
313-855-8780

MATURE SECRETARY/Bookkeeper, computer literate, benefits, salary negotiable 30833 W 10 Mile Farmington, 48336

MEDICAL BILLERS
Immediate full time position for experience in this fast paced insurance environment To $7/hr Call Meadowbrook Insurance
645-6168

MEDICAL DATA ENTRY
Suburban MHO needs light experienced data entry person
Call Martha at UNIFORCE 357-0644

MEDICAL EQUIPMENT & SUPPLY
Large Livonia Medical Supply seeks computer medical billing Experience preferred but not necessary Must be W/ Train self motivated detail oriented Salary based on experience Medical benefits Mail resume with salary requirements to Box 298
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MGR & ASSOCIATES
Manchester clerical person wanted for Southfield based Medical Insurance Help Company Call Lori for an appointment 350-7560
Experience in HBA field necessary

NON HUNG
OFFICE PERSONNEL

Immediate full and part-time positions in all locations for the following skills

Loan Processors (temp-Perm)
Word Processors (any software)
Data Entry Clerks ($4 5-$5 25/hr)
Receptionists (Switchboard Five Clerks
Medical/Legal Secretaries

We offer Top Hourly Pay, Paid Holidays, Medical Insurance Call for an appointment

SNELLING TEMPORARIES
NILVERA FYE

LIVONIA 464-2100
SOUTHFIELD 350-1300
AUBURN HILLS 373-7500

OFFICE CLERICAL
Farmington Hills CPA firm seeks person for part-time permanent position Duties include answering phones/ data entry & filing Word processing knowledge a plus Hours are negotiable Salary requirements to
MARK S FREEDMAN
30800 Northwestern Hwy Ste 110
Farmington Hills MI 48334
Fax # 313 932-3550

OFFICE/CLERICAL
Looking for long-term responsibilities for person with strong computer experience a must learn customer service Word Perfect Lotus helpful Hours 8 to 5 P O Box 40629 Redford MI 48240

OFFICE CLERK - Steel broker seeking experienced clerk Qualifications include good math skills, ability to full phone voice computer background light typing general office procedures Detail oriented Prefer college accounting courses helpful Ideal candidate would be a person familiar with bulk metals industry Full time position Ideal for live non-smoking office Benefits include medical, dental, life, 401K Send resume to Office Manager, Crown Steel Co 7031 Orchard Lake Rd Suite 302 W Bloomfield MI 48324 or FAX to 313-737-4627

OFFICE HELP/RENANDS
Part time for a busy real estate office Should possess clerical skills, must have basic math skills Hours should be familiar with the Birmingham/Bloomfield area Ideal for high school/college student $5/hour
646-5370 after 6pm 540-4327

OFFICE MANAGER SECRETARY
Well established Detroit based oriented person with computer, word processing accounting & customer service Plymouth Call 420-3568

ORDER DESK
Inside sales