502 Help Wanted Dental-Medical

RN - FULL TIME
DAY SHIFT
See Ms. Martin
NIGHTENGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN/LPN - Full time position, Novi/Farmington Hills area. Excellent clinical skills required. Salary commensurate with experience. Benefits provided. Call 473-8440

RN/LPN
Nurses wanted for quality care. Full time every other week-end, day shift. Want to learn the other side of patient care? Call Linda Murray, or apply Cambridge West, 18633 Beech Daly, Redford. (313)255-1010
An Equal Opportunity Employer

RN/LPN's HOME HEALTH AIDES NURSING STUDENTS
Needed - STAT. Nurses for a trached infant in the Westland area, night nurses for an elderly woman in Wixom; Home Health aides for on-going visits/shifts. Call today to inquire.
VISITING CARE
NORTHVILLE (313)344-0234
BRIGHTON (313) 229-0320
ANN ARBOR (313) 930-0050

RN OR LPN
Part time position available at our Northwest Detroit Center for an RN or LPN with Pediatric experience. Please send resume to:
Recruiter/Reimbursement
DMC Health Care Centers
41935 W. 12 Mile Road
Novi, MI., 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

VERY PRESENTABLE part time medical receptionist needed for OB/GYN office in Southfield. MBS computer knowledge an advantage. References required. Call between 9am-5pm. 313-948-6900

WESTLAND PODIATRY/Surgical office expanding. We have immediate positions available for experienced part time Medical Assistant, Medical Receptionist, Medical Transcriptionist. You must possess self motivation excellent communication skills & ability to work as a team player. Hours have some flexibility. Pay commensurate with experience. Send resume to: PO Box 85097, Westland Mi. 48185.

504 Help Wanted Office-Clerical

STAFF ACCOUNTANT
for construction company in West Bloomfield. Minimum of 1 year accounting experience. Accounting education and/or degree helpful. Accounts receivable & spreadsheet skills necessary. Excellent benefits. Call: 737-8800

ACCOUNTANT: Fast growing corporation based in Troy, has an immediate opening, for an accountant, in our accounting division. Right candidate should have 4-5 yrs. experience in general accounting, payrol, accounts receivable etc. Bachelors Degree in Accounting is desirable. Call, 828-0453

ACCOUNTING ASSISTANT
1-2 years bookkeeping experience or Associates Degree in accounting. Must type 45 WPM for data entry. Call C. Brown 583-8000

ACCOUNTING CLERK
Long term growth opportunity with fast growing video producer. Accounts payable/receivables experience. $7/hr. Call Carla 646-8500
Uniforce Temporary Services

ACCOUNTS PAYABLE $7 & UP
Long term assignments in Pontiac. Computer experience necessary. Call immediately for appointment.
ACRO SERVICE CORP.
591-1100

ACT NOW!!
• DATA ENTRY
• PHONE SURVEYORS
(Phone experience required)
We have long and short term positions in western suburbs.
Call today for appointment.
CORPORATE PERSONNEL SERVICES
Berkley: 398-8960
Livonia: 261-1120
NO FEE EOE

ADISTRA CORPORATION IS IN NEED OF THE FOLLOWING
CLERICAL - Customer service oriented experienced individual skilled in math, report writing, statistics, phone work, PC data entry necessary. Highly organized, decision making and follow thru required.
PERSONAL COMPUTER - data entry secretary. Responsibilities include maintaining & updating word processing & database files. Must have accurate typing speed of no less than 60wpm. Knowledge of software programs & equipment essential.
TELESERVICES Representatives - temporary & full time. Flexible hours. We are seeking several experienced teleservice representatives with strong background in inbound & outbound surveys. Typing helpful, attention to detail, excellent phone protocol & professional demeanor required.
All full time positions include full benefits package.
Please forward resume to: Adistra Corporation, 101 Union, Plymouth, MI., 48170.
Att: Randy Shaffer.
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT/ ANALYST TRAINEE
Administrative experience with good organizational skills needed for multi-faceted real estate investment firm. Must have MicroSoft Word & Lotus 123. Opportunity to expand in area of real estate investment analysis. Please send resume:
Personnel Director,
34700 Grand River Ave.,
Farmington Hills, MI 48335

ACCOUNTING CLERK
Village Green Management Company, a leading national property management firm headquartered in Farmington Hills has an opportunity for a Accounting Clerk in the Accounts Receivable Department. Emphasis in collections, customer services, Lotus 1-2-3, clerical background helpful. Excellent organization, communication and written skills required. For immediate consideration please call and/or send resume to:
M. Weingarden--A/R Supervisor
Village Green Management-A/R
30833 Northwestern Hwy
Suite 300
Farmington Hills, MI. 48334
932-2730
An Equal Opportunity Employer

ACCOUNTING/CLERK
Browning Ferris Industries of Michigan seeking a motivated individual for a mid-level position in our Accounting Department. Qualified applicant must be:
• Proficient on IBM keyboard.
• Experienced with Lotus worksheets.
• 10 Key calculator.
For immediate consideration present resume between Jan. 11-13 to:
BFI WASTE SYSTEMS
5400 Cogswell Rd.
Wayne, MI 48184

ADMINISTRATIVE COORDINATOR
Full & part-time positions, typing, computer, people skills, professional consulting firm. Telegraph/13 mile. Call Ms. Schneider 540-3037

ADMINISTRATIVE ASSISTANT, Part Time. Max & Erma's, Livonia location looking for weekend office help. Bookkeeping & computer experience a plus. Apply within at; Laurel Park Place Mall, 6 Mile & Newburgh, Mon.-Thurs., between 2-4PM if possible

ADMINISTRATIVE ASSISTANT FINANCIAL
Must have experience and computer skills in WordPerfect and Lotus 123 or Q&A. Will maintain accounting records, financial reports and clerical support for non-profit, fund raising organization. Must be motivated, accurate and have ability to work well with others. Full time position with benefits. No phone calls. Please send resume to: N Kellow, 20300 Civic Center Dr., Su. 304, Southfield, MI 48076.

ADMINISTRATIVE ASSISTANT
World renowned engineering research firm in Auburn Hills has need for confident secretary. $9/hr. Call Sally 646-7661
Uniforce Temporary Services

ADMINISTRATIVE SECRETARY $21,000
A nice opportunity for you if you enjoy diversified responsibility. Good word processing skills needed for this. Call 464-0909.
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE PERSON
We are seeking an individual with some accounting experience for a part-time position. Applicant will be responsible for some bookkeeping & various other duties. Send resume to: Store Manager, Globe Furniture Rentals, 26960 Lahser Rd., Southfield, MI. 48034.

ADMINISTRATIVE ASSISTANT $18,000
Exciting/challenging position in public relations type firm. WordPerfect & 55+ wpm required. Terrific opportunity. Great benefits.
ALL FEES COMPANY PAID
PERMANENT STAFF
Troy: 585-2720
Farmington Hills: 737-5750

ADMINISTRATIVE ASSISTANT $27,000 AND UP
FEE PAID BY COMPANY
Top notch people skills and ability to handle whatever needs to be done will help land this position. Outstanding opportunity.
Call 644-4600.
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT PERMANENT PART-TIME
Farmington Hills. Administrative Assistance or Executive Secretary with dictaphone, Windows and WordPerfect 5.1 & 5.0 experience a must. Typing 60wpm. Light bookkeeping & shorthand. Self-starter able to work without supervision. 20 hours, days negotiable. Resume and salary requirements to: Box 932,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANTS
UP TO $11/HR.
• Macintosh
• MicroSoft Word
• WordPerfect 5.1
Call Today!
WOLVERINE STAFFING
358-4270

Aggressive, dependable person for part-time telemarketing for Redford insurance agency. Evenings & Saturdays. Call 533-8789

AUTO MECHANICS WANTED
Immediate openings for 2nd shift. Must have Ford or Lincoln Mercury experience. Apply in person at: Jack Demmer Ford, 37300 Michigan Ave.,Wayne, MI. Larry Puz or Phil Smith 595-8990, ext. 255

AN EXCELLENT career opportunity is available in our Farmington Hills sales office. Must have 3-5 yrs. min. clerical experience with excellent typing & communication skills. Experience in computer order entry/purchasing helpful. Send resume to: Midcom Communications, 37894 Enterprise Ct., Farmington Hills 48331, Attn: Clerical

ATTENTION!!
Word Processors Needed
• Immediate Openings
• Temporary & Permanent
• Positions Open
• Pay up to $10/hr.
Call today for appointment
CORPORATE PERSONNEL SERVICES
Berkley: 398-8960
Livonia: 261-1120
No Fee EOE

ACCOUNTS PAYABLE CLERK
Immediate opening in our Finance Department for an Accounts Payable Clerk.
Requirements include previous hospital Accounts Payable experience, computer background (preferably SMS Harmony System and Lotus), experience with invoice, purchase order and receiver matching.
SEND RESUMES TO
TO EMPLOYMENT OFFICE - APC
SINAI HOSPITAL
6767 W. Outer Drive
Detroit, MI 48235
Equal Opportunity Employer M/F

ADMINISTRATIVE ASSISTANT
A leading supplier of computer systems is seeking an Administrative Assistant to work in the administrative offices. This individual will provide administrative support to the Vice President of Development, Systems Engineering Division. This will require confidentiality, strong follow-up and status reporting. Requirements include: 3 to 5 years administrative/secretary experience, 65 wpm, excellent verbal and written communications skills and be detail oriented. If you would like to join a dynamic team and a progressive organization we would like to hear from you. We offer a highly competitive salary and exceptional benefit package. Send resume to:
3PM/McKesson
Human Resources
30881 Schoolcraft Rd.
Livonia, MI 48150
EOE M/F/D/V

APPLY NOW WORD PROCESSORS
• WordPerfect
• Display Write
• Lotus 1-2-3
Benefits package offered. Call now for an appointment.
ADIA PERSONNEL SERVICES
722-9060 or 382-2342

BILINGUAL (Japanese/English) Assistant - Part-time or full-time position open for assistant to the president of our manufacturing firm. Good clerical and phone skills essential. Send salary requirements and resume to: AWTEC
14920 Keel
Plymouth, MI 48170
Attn: Human Resource Manager

BILLER for Automobile Dealership
Full time; need experience with new/used car billing.
Call: 534-7200

BILLING CLERK - In medical field, clerical & computer experience required. Knowledge of diagnosis codes helpful. Call Mon. thru Fri. 9am to 11am. 646-1150.
An Equal Opportunity Employer

BILLING, some accounting, customer contact, Peachtree knowledge a plus. Resume/salary history to: ROY, 25319 Dequindre, Madison Heights, MI 48071.

FULL CHARGE BOOKKEEPER
Through trial balance. Experience with computer & Lotus 123 a must. Supervise small staff. Reconcile banks, prepare sales taxes. Wholesale distributor. Send resume: Attention Personnel, 27150 W. 8 Mile, Southfield, MI 48034

BOOKKEEPER/ADMINISTRATIVE ASSISTANT
for Southfield property management firm. Must have M.S.H.D.A. experience. Ask for Kris 948-7030

BOOKKEEPER - ARA SERVICES
needs qualified person for full time position. Computerized bookkeeping knowledge required. Apply within 1:30-4pm. at: Compuware, 31440 Northwestern Hwy, Farmington Hills, ask for the cafeteria.

BOOKKEEPER CUSTOMER SERVICE
Be that indispensable person Friday in a small friendly non-smoking office. $17,000 first year includes Bonus, plus generous pension, profit sharing plan. Call 464-0909.
SNELLING PERSONNEL SERVICES

BOOKKEEPER
Experienced individual needed to maintain books of several small corporations. Some training provided. Excellent benefit package available. Apply in person at Box Saks Motor Mall, 35200 Grand River, Farmington Hills.

BOOKKEEPER/FULL CHARGE
Must be organized, with experience in computerized accounting. Knowledge of ACCPAC BPI accounting a plus. Benefits. Send resume to: 580 Ajax Dr., Madison Hghts, MI 48071

BOOKKEEPER, full charge, computer literate. Rochester location. Construction experience a plus. Resume c/o Fenner, Malstrom & Dooling, CPA's, 591 N. Squirrel, Ste. #250, Auburn Hills, MI., 48326.

BOOKKEEPER, Full Charge through trial balance & payroll tax return. Temporary assignment, up to 6 mos, Troy area. Computer oriented.
Send resume to: BRC Financial
P.O. Box 1319
Troy, MI. 48099-1319

BOOKKEEPER FULL CHARGE $20,000
Like working on your own? Immediate opportunity for a well experienced Bookkeeper. Total responsibility to year end audit. One person office. Some Typing.
Call Bernice 464-0909.
SNELLING PERSONNEL SERVICES

BOOKKEEPER, PART TIME
experienced in bank reconciliation, preparation of payroll taxes, posting of cash receipts & cash disbursement journals, sales tax returns, posting & balancing of general ledger thru trial balance. 644-6565

BOOKKEEPING/ACCOUNTING
Familiar w/One/Write System.
Send resume to: Fitness Things
827 S. Main St.
Plymouth, MI 48170

BROKERAGE OPERATIONS/Bookkeeping. Experience in brokerage business is a must. Send resume & salary requirements to: PO Box 1038 Bloomfield Hills, MI 48303

Part-time positions available for energetic, personable, self-motivated person. General office and extensive phone skills required for Farmington Hills or Troy real estate office. Call Robin at 737-6816

CLERICAL ASSISTANT - Excellent opportunity with regional financial services company. Must have excellent clerical skills and attention to detail, Word Perfect 5.1 and Lotus 123 a plus. Send resume w/salary requirements to: C. Swain, 550 Kirts Blvd., Suite 120, Troy, MI 48084

CLERICAL - Full time person needed for distribution company. Apply in person: Diamond Comic Distribution, 27587 Schoolcraft, Livonia.

CLERICAL
Needed for large Southfield office. Typing & math skills necessary. Call between 2-4pm, Mon-Fri. 353-5800, extention 5650 or send resume to: PO Box 5007, Southfield, MI 48086-5007, Human Resource Department
An Equal Opportunity Employer

CLERICAL OPPORTUNITIES
Metro Medical Group, a division of Health Alliance Plan, has several on-call openings available at our Livonia Medical Center. These positions are ideal for individuals who require a flexible schedule and an opportunity for growth. The chosen candidates must be able to type 40wpm and be computer literate. Previous experience in a medical/pharmacy environment is a plus. Interested applicants please send resume to the Human Resources Department at:
METRO MEDICAL GROUP
1800 TUXEDO
DETROIT, MI. 48206
An Equal Opportunity Employer

CAN WE "TEMP" YOU?
We are in need of skilled personnel willing to work temporary assignments. Our clients, a Fortune 100 company, is in need of qualified personnel for short & long term positions. We want to talk to you if you are dependable, motivated & skilled at any of the following:
• MultiMate
• WordPerfect
• MS Word
• Microsoft Excel
• Receptionist
Call for appointment
TEMPORARY RESOURCES
737-1711

CLERICAL/Customer Service
Expansion of our circulation department. Full-time opportunity. Pleasant phone manner, well organized, data entry skills. A real "people" person. Entry level. Attractive compensation/benefits package. Please send qualifications to: Marianne B. Taylor, Business Manager, The Jewish News/Style Magazine, 27676 Franklin Rd., Southfield, MI. 48034.
An Equal Opportunity Employer

CLERICAL
Large electronics distributor is looking for a full time Customer Service Representative. Excellent benefit package, Mon.-Fri. work week. Prior computer experience a must. Apply in person: R3 Electronics, 34443 Schoolcraft, Livonia, MI 48150.

CLERICAL position with group insurance company, 30 Hrs. a week to start. Word processing (WordPerfect 5.1 a +), filing, helping with quotes. People skills a plus with long term growth in the position. Resumes to: Mary Ann McGraw, 2701 Troy Center Dr., Ste. #300, Troy, MI., 48084.

CLERICAL POSITION for small office in Wayne. Typing and phone skills needed, computer work available. Call 729-8133

CLERICAL
Regional office of major Michigan law firm located in Oakland County has an immediate opening for a Print Clerk. The successful candidate will possess 2 years clerical background plus typing of 35 w.p.m. required. Responsibilities include maintaining printers and sending and receiving telecopies. If you qualify, please send resume with salary history to:
HUMAN RESOURCES
DYKEMA GOSSETT
505 N. Woodward Ave., Suite 3000
Bloomfield Hills, MI 48304
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HELP US - HELP YOU
FIND THAT JUST RIGHT JOB
LONG & SHORT TERM
TOP PAY & BENEFITS
261-3830
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CLERK/TYPIST - attorneys in Farmington Hills will train for their office. Typing & spelling skills essential. Experience not required. Starting wage, $4.50/hr. with regular increases. 855-6562

CLOSING COORDINATOR - career training for right individual to process real estate closings. Strong people/problem solving skills, detail oriented, typing 45 wpm., benefits. Cheryl Betsel, 353-1800.
An Equal Opportunity Employer

COLLECTIONS CLERK
Major International company has immediate opportunity. Computer skills and experience necessary. Outstanding benefits. $17,300 to start. Call Dave. 464-0909.
SNELLING PERSONNEL SERVICES

COMPUTER ENTRY
Attention to detail and 8,000 keystrokes are needed for immediate openings with this health care headquarters. $7/hr. to start.
Call Dana 646-8500
Uniforce Temporary Services

COMPUTER OPERATOR
Ideal candidate must be detail oriented & have 2-3 yrs. Unix experience, previous maintenance operations experience necessary. Full time. $8-$9/hr. Non-smoking office. Call 489-0555

Computer Programmer Analyst
• Temporary to Permanent
• 2 years CICS/DB2 experience
• Excellent Dearborn Company
• Top Pay
SNELLING TEMPORARIES
Detroit 871-2700
Troy 362-5090

CONTRACT CLERK
Service corporation seeks hard-working, self-motivated clerk to audit contract records. Excellent math skills & data entry. Experience preferred, computer or word processing experience a plus. Send resumes to:
Sandee Horsch
P. O. Box #300
Southfield, MI., 48037

DATA ENTRY/ACCOUNTING ASSISTANT - permanent/part-time, 30/wk. Lotus 123, Peachtree Accounting or other accounting software experience, good math skills & 60wpm typing required. Hard worker, $9/hr. Send resume to:
3000 Town Center, Ste. 2645
Southfield, MI 48075
Attn: Ms. Lyght

DATA ENTRY CLERK
National home health care company has a full-time position in a busy office. Seeking a self motivated individual who is able to work well under pressure.
MUST:
• Type 50 wpm.
• Have working knowledge of medical terminology, & - have excellent organizational skills.
Complete benefit package & bonus program.
OLSTEN HEALTHCARE
(313) 356-1310

DATA ENTRY
Expanding Farmington Hills corporation has openings for 8,500 minimum keystrokes. $7/hr.
Call Doreen at 473-2933
Uniforce Temporary Services

DATA ENTRY
Growing company seeks Clerks with excellent typing skills to work in north & west suburbs. Call O/E Management: 478-5340 or 526-8100
Excellent pay

DATA ENTRY OPERATORS
Special project requires extra operators for next 6 wks. Part-time, full-time, anytime. Experienced operators only. Dearborn area. Call anytime after Tues., Jan. 12, after 1pm. 441-1820

DATA ENTRY
Several operators needed for long term temporary positions in west suburban marketing firm. Top Pay! You must have alpha and numeric experience at production speed and proficiency (minimum of 10,000 keystrokes per hour). Don't miss this exciting opportunity. Call for an interview appointment today.
473-2111
N S SERVICES

CUSTOMER SERVICE POSITION
For Troy manufacturer, 2 years experience. Excellent verbal and written communication skills required. Data entry background helpful. Nonsmoking office. Submit resume with salary requirements to:
PO Box 1058
Troy, MI 48099-1058

DATA ENTRY
Immediate permanent positions in major company. Minimum 1 year office experience. Flexible hours. Opportunity for advancement.
Diversified Recruiters Co.
344-6700 FAX 344-6704

DATA ENTRY
International client needs your 10,000 keystrokes and recent experience for fast paced position. To $7/hr. Call Deidre 357-0644
Uniforce Temporary Services

DATA ENTRY
No types just great jobs available. Afternoon shifts. Minimum 7,000 keystrokes. Call now for an appointment.
ADIA PERSONNEL SERVICES
722-9060 or 382-2342

DATA ENTRY PLYMOUTH AREA
A large national corporation needs data entry clerk for indefinite temporary position. $7/Hr. for accurate typist.
ARBOR TEMPS 459-1166

DATA ENTRY - Type 35wpm accurately. WordPerfect, Lotus & D-base knowledge. Clerical support duties, good phone skills. Self starter with positive attitude. 19 hours per week. $7 per hour. Send resume to Southfield Employment & Training, 26000 Evergreen, PO Box 2055, Southfield, MI 48037-2055

DATA ENTRY
With some general office. Full time for Westland office. Computer experience required. Lotus 123 experience preferred. Send resume to: Box 908,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY
10,000 Key Strokes
Full/Part-Time
Long Term Positions
Call Today!!
SPENCER PERSONNEL, INC.
559-0110
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DIRECTOR OF ADMISSIONS
Become a part of the I-CARE Team. Now interviewing individuals who have experience in nursing home admissions. Excellent organizational & communication skills.
Apply in person:
Hope Nursing Care Center
38410 Cherry Hill Rd.
Westland, MI., 48185

ENTRY-LEVEL CLERICAL - positions available, looking for sharp, motivated and dependable people to fill various openings. Light typing, exposure to computers and organizational skills a plus. If you are between 18-21 years old and a resident of Wayne County (not Detroit) call for an appt 464-1660
An Equal Opportunity Employer

EXECUTIVE ASSISTANT
Rapidly expanding suburban credit union has opening for executive secretary with WordPerfect and Lotus experience. To $9/hr.
Call Stacey 357-0036
Uniforce Temporary Services

EXECUTIVE SECRETARY for property management office in Southfield area. The candidate must possess excellent communication and organizational skills, be able to take initiative and work with flexibility. Typing at 55wpm, Lotus and Word Perfect experience required. Benefits included. Please send resume and salary to: Ms. V. Schooner, P.O. Box 267, Southfield, MI 48037

EXECUTIVE SECRETARY
International technology firm needs your Macintosh skills with Excel and Powerpoint. $9/hr. to start.
Call Sophie 473-2932
Uniforce Temporary Services

EXECUTIVE SECRETARY
TO $33,000 - Major suburban firm. Marketing degree a plus. Word perfect experience. Excellent opportunity. Call Barb. 772-6760.
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARY
Major International advertising agency in Detroit has immediate opening for experienced candidate. WP 5.1. $10/hr. Call Sheila 646-7663
Uniforce Temporary Services

EXECUTIVE SECRETARY for large international firm in Ann Arbor. Requires top notch skills. WordPerfect AND XYWrite.
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY
For automotive component sales office in Canton, with excellent communication & organizational skills. Must have experience in shorthand, WordPerfect & Lotus. Ability to work well under pressure.
Send resumes to: Box #956
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Four month assignment at large Ann Arbor Bank reporting to Chief Administrative Officer interacting with top level executives. Requires excellent skills, professionalism. Proficient on Word for Windows (IBM/Mouse) Excel.
ARBOR TEMPS 459-1166

FILE CLERK
Part time, computer experience helpful. Southfield area. Must have transportation. 354-2500

FILE CLERK: With good phone manners. Excellent References required. Reliable, own transportation. Flexible hrs. Salary $5/hr. 313-648-1171

FINANCIAL Background Desired for part time position. Accounts receivable/payable experience or related degree preferred.
Send resume or call;
HOSPICE SERVICES
127 S. MAIN ST.
PLYMOUTH, MI 48170
OR CALL 459-0548

FREE COMPUTER/OFFICE TRAINING & JOB PLACEMENT!
You must be between 17-21 years old and a resident of Western County (not Detroit). Call for more information 464-1660
An Equal Opportunity Employer

OPTOMETRIST OFFICE SEEKING general office person. Part time. Optical experience a plus. Will train. Call Barbara. 422-0700

GENERAL HELP
Local company has several permanent full time openings for men & women to start immediately. Excellent earnings. Call for interview: 721-2015

GENERAL OFFICE/PART TIME
Evening & weekend hours.
Sterling Furniture. 261-9890

GENERAL OFFICE
Typist - Cashier - File Clerks
Those interested in full time positions, send resume to: G.C.I., PO Box 225A, Royal Oak, MI 48068

GENERAL OFFICE PERSON for Farmington Hills medical supply company. Duties include: phones, typing, shipping & receiving. Word & Excel experience required. 350-0106

GENERAL OFFICE - Need person to manage north suburban church office 20 hours per week minimum. Good secretarial, computer & people skills. Send resume to: Office Manager, c/o SFCAT, P.O. Box 760082, Lathrup Village, MI 48076

GENERAL OFFICE - Part time for sales office. Typing, filing, phones & pricing experience. Call between 8:30am-4pm. 557-9686

FULL TIME SECRETARY
Do you have excellent communication skills and can you handle multiple projects? Are you a team oriented individual? Position requires enthusiastic, business like, professional individual that can interact with employees and Fortune 500 company contacts. Microsoft Word and Graphic Package experience; Macintosh experience preferred. Hours are 8:00 a.m. to 5:00 p.m. required, Monday through Friday. Full package of benefits including tuition reimbursement. Salary commensurate with experience.
Send resume to:
IMPACT EDI Systems, Inc.
17197 N. Laurel Park Dr. Suite 201
Livonia, MI 48152
ATTN: Human Resource 010

GENERAL OFFICE DUTIES
Cheerful attitude and good phone skills a must. Computer knowledge helpful. Oak Park area. 542-5530

GENERAL OFFICE - Furniture store. Computer experience needed. Full-time. Apply: House of Maple, 32098 Plymouth, Livonia.

GENERAL OFFICE/SECRETARY
For Real Estate Office, Livonia area. Please call, 478-3400, ask for Sue.

GENERAL OFFICE, M/F, permanent position, full time, non-smoker, phone answering, light typing/computer, shipping/receiving, ordering. Applications Wed. only: 934-8990

GENERAL OFFICE
Permanent position for person to do various office functions. Must be well organized and good with figures. Eight Mile/Lahser area. Mr. Carn 353-0160 Ex.471

GENERAL OFFICE - part time
Some evenings, Sat. & every other Sun. Should have some knowledge of computer. Reliable, detail oriented. Pleasant personality a must. Newton Furniture, 15950 Middlebelt, Livonia.

GENERAL OFFICE Full-Time
Energetic person needed for busy Farmington Hills office. Duties include lots of filing, very busy phones, interviewing and employment placement. Send resume to:
HUMAN RESOURCES
21111 Middlebelt
Farmington Hills, MI 48336

GENERAL OFFICE
Opening in Farmington Hills corporate office for general office position. Duties include: Inventory management of store room, operating supplies and training materials, shipping & receiving. Some filing, etc. Must be detail-oriented and have good record keeping skills. Excellent benefit package. Please call Molly, 10-4 PM. 661-9000
An Equal Opportunity Employer

HERE'S THE position you have dreamed of, have the best of both worlds. Young busy office looking for a part-time Legal Secretary (3 days per week) to time share a position with "working mom". Experience & knowledge of WordPerfect a must. Respond by letter to: Office Manager, 1760 S. Telegraph, Ste. 300, Bloomfield Hills, MI. 48302-0183 or by fax: 313-335-3346

HUMAN RESOURCES SUPPORT
Downtown Detroit company needs a full-time support individual for the human resources department. Candidates should be hard-workers, self starters with accurate typing skills (45wpm) and a previous word processing experience. We are willing to train the right individual in personnel administrative duties. This is an entry level position. Position offers complete salary and benefits package. For consideration forward resume in confidence to:
Human Resources Support
P.O. Box 779
Detroit, MI 48231

IN-HOME Livonia office has an immediate full time opening for Clerical position. WordPerfect, telephones and general office duties. Grammatical and composition skills required. Send resume to: P. O. Box 2412, Livonia, MI., 48151.

INSURANCE AGENCY in Southfield looking for full time Secretarial Support. Insurance experience in life, health and/or disability desired. Knowledge of Microsoft Windows a must. Benefits offered. Send resume with coverletter and salary requirement to: BOX 948, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

INSURANCE BILLER with Chiropractic experience for Royal Oak office. Send resume only to: Facca Chiropractic Clinic, 2715 Webster, Royal Oak, Mi 48073

INSURANCE
National Troy agency seeks in-house personal lines sales. Property/Casualty experience required. Salary, benefits. L. Kruse 641-0900

IN 1993 OPPORTUNITY KNOCKS!
Put your experience to work and earn top pay:
• Word Processors
• Secretaries
• Legal Secretaries
• Data Entry Operators
• Typists (50wpm)
SNELLING TEMPORARIES
DETROIT 871-2700
TROY 362-5090

KEY PUNCH OPERATORS
Experienced operators familiar with Inforex keyboard needed for day shift. Full or part time. Flex hours, benefits. 478-5111

LEGAL SECRETARY - Flexible hours. WordPerfect 5.1, personal injury & family law. Resume, salary, & hours to 30833 Northwestern Hwy., #214, Farmington Hills, MI. 48334

LEGAL SECRETARY
Full or part time. Personal injury experience. Salary commensurate with experience. 258-6262

LEGAL SECRETARY/Receptionist
Light typing, some computer skills useful, will train, small, relaxed office. Call Robert 537-5291

LEGAL SECRETARY/ASSISTANT
must know Word Perfect 5.1. Farmington area. Send resumes to: PO Box 826, Novi, MI. 48376-0828

LEGAL SECRETARY
Experienced, for Farmington Hills law firm, knowledge of WordPerfect is required, please contact Kim at: 442-0510

LEGAL SECRETARY
Needed for Bingham Farms law firm. Must have at least 5 years of legal experience preferably in the securities and/or litigation field, with typing skills of at least 90 w.p.m., dictating transcription experience and good organizational skills. Please contact: Barb Jester at: 642-6000

LEGAL SECRETARY
Experienced legal secretary with excellent word processing and grammatical skills needed for Farmington Hills personal injury law firm. Please send resume to:
Office Manager
31700 Middlebelt Road, Suite 240
Farmington Hills, MI 48334

LEGAL SECRETARY
Bloomfield Hills law firm seeks an experienced Legal Secretary. Candidate must demonstrate min. 80 wpm accurate typing. WordPerfect proficiency, dictaphone experience, effective oral & written communication skills and an ability to work in a team environment. Non-smoking office, salary commensurate with experience. Send resumes to: Hiring Coordinator, 1533 N. Woodward, Suite 250, Bloomfield Hills, MI 48304.

LEGAL SECRETARY
for Southfield defense firm. Full time. 1-3 years experience. Excellent surroundings. 355-4141

LEGAL SECRETARY - experienced for expanding Southfield law firm. Word processing experience required. Salary commensurate with experience. Contact Gail 569-7700

LEGAL SECRETARY
well known small Southfield firm. Experience in plaintiff medical malpractice/personal injury, Word Perfect 5.1. Call 355-1727

LEGAL SECRETARY-Part time
For Westland law office
1-5pm, Mon. thru Fri.
Excellent typing skills required
422-4668

LEGAL SECRETARY - Temporary position to cover for maternity leave. Must possess good organizational skills & have WordPerfect 5.1 experience (80wpm). Call Judy between 3:30-5:30pm at 645-1700

LEGAL SECRETARY
Fast paced Farmington Hills law firm requires an experienced Legal Secretary with knowledge of WordPerfect, some litigation backround & attention to detail. Salary commensurate with skills. Please contact Cindy at: 855-8808

LEGAL SECRETARY
Bloomfield Hills, experienced probate, general. Send resume: Phyllis Hudeck, 1760 S Telegraph, Ste 301, Bloomfield Hills, MI 48302

LEGAL SECRETARY
experience required, WP 5.1, flexible hrs. Southfield sole practitioner. 357-7778

LEGAL SECRETARY
Established Bloomfield Hills lawfirm has immediate opening for experienced secretary with business & probate background. Must be organized & a team player, good benefits, salary commensurate with experience. Send resume to: 200 E Long Lake Rd. Ste. 110, Bloomfield Hills, 48304, Attention Personnel.

LEGAL SECRETARY
Available for a medical malpractice Bloomfield Hills law firm. Must be familiar with drafting & filing of all types of pleadings including Court of Appeals. Send resume to: Donna Winnie, c/o 3883 Telegraph Rd., Ste. 103, Bloomfield Hills, MI 48302. Only experienced legal secretaries need apply.

LEGAL SECRETARY TO $28,000
Outstanding opportunity with prestigious firm. Defense litigation experience (Product Liability a plus). Work for Sr. partner. Interesting case load. Opportunity to advance. Benefits include dependent coverage. 772-6760.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY LITIGATION MICHIGAN CORPORATION
Our client seeks 2 years litigation experience for key position. Strong administrative skills required. Comprehensive benefits. Salary based on experience. Send resume to: Arthur Thomas, 3000 Town Center, Suite 2333, Southfield 48075 or call, 355-4140

LEGAL SECRETARY
Growing prestigious Troy law firm searching for an entry level legal secretary. Must have typing skills of 60-70 wpm, with strong grammar & spelling skills. WordPerfect 5.1 experience preferred but not required. No legal experience necessary, will train. Competitive salary/benefits. Send resume & salary requirements to: Box 954,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LOAN SERVICING SUPERVISOR FULL TIME
Our main office downtown is looking for an "working" supervisor with minimum 2 yrs. supervision experience. Thorough knowledge of mortgage servicing & escrow functions, assumptions, payoffs & various loan documents required. Good typing skills & computer experience necessary.

SENIOR LOAN CLERK FULL TIME
Prior experience in loan servicing with exposure to escrow analysis, ARM loans, and the ability to analyze loan documents. Good typing skills and computer experience necessary. WordPerfect 5.1 helpful.

Positions offer excellent compensation and benefit package, including 401-K & paid parking. For immediate consideration send resume to the address below. No telephone call please!
Detroit Savings Bank
Attn: Human Resource Dept.
511 Woodward Ave.
Detroit, MI., 48226
E.O.E

MARKETING SECRETARY
Suburban advertising agency needs your word processing and all around skills. Harvard Graphics a plus. To $10/hr. Call Sylvia at 357-0037
Uniforce Temporary Services

MAYFLOWER HOTEL
Front desk Receptionist, part or full time, excellent wage and benefit package. Experienced on Micros or similar reservations system necessary. Call Marie, at 459-1776.

MEDICAL RECEPTIONIST - Permanent part position for Tues. & Thurs. Must enjoy working with people & have good typing skills & phone etiquette. Near Ford Rd. & Middlebelt. No experience necessary. Call Tues. & Thurs.: 278-3050

MEDICAL SECRETARY
Executive headquarters of major hospital corporation. Experience required. Medical terminology a plus. To $9.50/hr. Call Meredith 646-7664
Uniforce Temporary Services

MEDICAL SECRETARY
Medical facility has need for your recent experience. Candidate is expected to be proficient in Word Perfect. Shorthand a plus. $11/hr.
Call Marie at 357-0036
Uniforce Temporary Services

NATIONAL LEASING company seeking energetic, hardworking individual for lease documentation processing and general clerical duties. Please send resume to T.H., P.O. Box 9066, Farmington Hills, MI 48333-9066

NEED energetic & enthusiastic replacement person with strong sales experience for temporary employment agency. Salary + commission. Call PM Temporary Personnel. 981-4250

OFFICE ASSISTANT
Part time good organizational & communication skills.
525-7870

OFFICE - FULL-TIME
Must be mature, reliable, motivated and have good office skills. Insurance background a plus. $17K-18K. Send resume and references to: Murdock, 24600 Northwestern Highway, Southfield, Mi. 48075. No phone calls or walk-ins.

OFFICE HELP/ERRANDS, part time, for busy real estate office. Should possess clerical skills. Must have own car for errands and should be familar with the Birmingham Bloomfield area. Great for high school/college student. Please send resume to: Ms. Ingle, 23920 Trailwood Ct., Franklin, MI 48025

OFFICE MANAGER for growing construction company. Construction background preferred. Send resume to: 26135 Plymouth Rd. Ste 200, Redford, MI. 48239.

Office person needed for automotive repair center. Accounting & ledger skills necessary plus customer write-up skills. For information call Dave 273-5022

ON CALL CLERICAL
Continental Baking Company is looking for a call-in clerical employee at its Detroit operation. Qualified applicants should be proficient in the use of a 10-key calculator and in data input. Willingness to work all shifts is a must. Interested individuals should send their resume in confidence to: Continental Baking Company, 1100 Oakman Blvd. Detroit, MI 48238, Attention: Personnel Manager
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

Part-time secretary for growing church in Novi. 5 days/wk. 29 hrs., flexible. Please call 349-5666

PAYROLL CLERK
Our Novi/Wixom based service company is searching for team player to join our Payroll Dept. Previous knowledge or experience helpful. Call Mr. Keith, 347-2390

PAYROLL CLERK - International Troy based company seeks individual with 2 years minimum payroll experience. Knowledge of ADT helpful. Send resume to: PO Box 7030, Dept P, Troy, MI. 48084
An Equal Opportunity Employer

PSYCHOLOGISTS seek person with outgoing personality for 25 to 30 flexible hours weekly. Must have experience in computer insurance billing. WordPerfect & be efficient at office management & client telephone contacts. Send resume to: Office Manager, 31584 Schoolcraft, Livonia, MI 48150

WEST BLOOMFIELD Country Club has part time position available for mature individual with basic office skills as Receptionist evenings & weekends. Send resume to: B. H., 5050 W. Maple Rd., W. Bloomfield, MI 48322

PART-TIME RECEPTIONIST
For busy Farmington Hills salon. $5 an hr. Must have good phone personality & people skills. 855-1050

SOUTHFIELD AUTO DEALER
seeks part time office help. Flexible schedule, some afternoons. A little entry level accounting preferred but will train. Pleasant working environment. Call Carol or Julie at 353-0910.

PAYROLL CLERK
Ann Arbor based Health Care Management Company is currently in need of a Payroll Clerk. Candidates must have 2 years experience or related duties. College level classes helpful. Excellent keypunch skills and ability to process high volume of data accurately are highly desirable. Good starting salary and fringe benefits. Send resume and salary requirements to:
Human Resources/RR
P.O. Box 8626
Ann Arbor, MI 48107

RECEPTIONIST
For busy Livonia insurance office. Strong typing skills needed.
471-3500

RECEPTIONIST/GENERAL OFFICE
Full time until April 15. 3 days in Farmington, 3 days in S. Lyon. Non smoker. 473-0101

RECEPTIONIST wanted for Farmington Hills insurance agency. Good benefits. Salary commensurate with experience. Call Lori 851-3068

RECEPTIONIST
For Bloomfield Hills law firm. Requires general secretarial skills. Opportunity to train as legal secretary. Contact Marcy at 656-2443

RECEPTIONIST - experienced for multi line phone system. Filing & some basic computer work. Apply 9am-5pm, 35245 S Schoolcraft, between Levan & Stark, Livonia.

RECEPTIONIST - 3-5 days per week depending on office need. Some typing, good telephone skills & manners are a requirement.
Birmingham 645-0740

RECEPTIONIST NEEDED for busy law firm. Light typing, filing & light accounting, professional atmosphere. Send resumes to: 200 N. Center St., Northville, MI 48167

RECEPTIONIST
Experienced, Mature, reliable. Good telephone skills. Non smoker. Send resume to: Receptionist, Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034

RECEPTIONIST/ PART TIME
Multi office real estate company in Bloomfield Hills looking for mature, experienced receptionist to work 3 days a week, 8.30am to 5pm. Typing necessary, accounting abilities a plus. Multi line phone system. Send resume to: Mrs. Bette Pachebula, 1800 Woodward Ave. Suite 101, Bloomfield Hills, MI 48304.

RECEPTIONIST
Busy front office position in Troy/Auburn Hills area
• 20+ Incoming Lines
• Good Grammar & Appearance a must!!
ET SERVICES & SYSTEMS
(313)589-8428

RECEPTIONIST EXPERIENCED
Regional office, of major Michigan law firm, located in Oakland County has an immediate opening for a Receptionist. The successful candidate will possess 2 years of solid receptionist experience in a professional atmosphere plus typing of 35 w.p.m. Professional attitude and front desk personality. If you qualify, please send resume with salary requirements to:
HUMAN RESOURCES
DYKEMA GOSSETT
505 N. Woodward Ave., Suite 3000
Bloomfield Hills, MI 48304
An Equal Opportunity Employer

RECEPTIONIST Switchboard
Novi office has immediate opening for experienced receptionist to manage busy switchboard and handle receptionist duties. Requirements include a professional, pleasant telephone manner, outstanding people skills, and basic clerical skills. Science background a plus. Generous benefits package. Send resume with salary history in confidence to: Mr. N. Berlanga, Clayton Environmental Consultants
22345 Roethel Drive,
Novi, MI. 48375
Equal Opportunity Employer
Minority/Female/Handicapped/Vet
Affirmative Action Employer

RECEPTIONIST/SECRETARY - full time. IBM PC, typing, phone duties, bookkeeping, etc. Outgoing, self motivated & poised. 594-1851

RECEPTIONIST - for Bloomfield Hills law firm. Send resume to Terri, 2555 S Telegraph Rd. Ste 450, Bloomfield Hills, MI, 48302

RECEPTIONIST NEEDED
Must be cheerful. $5 an hour to start. Full time. Southfield area.
354-0447

RECEPTIONIST
Bookkeeping & typing skills. Front desk Southfield dental office. Excellent opportunity. 353-5010

RECEPTIONIST - For Birmingham law office, no prior experience necessary. Call Office Manager, 258-9400

RECEPTIONIST
For executive suite in W. Bloomfield. Part-time 8:30-1:30 or 1:30-5:30pm. 45 wpm. 932-4172

RECEPTIONIST
International high-tech firm needs experienced receptionist, $7/hr.
Call Ronna 646-8168
Uniforce Temporary Services

RECEPTIONIST - Permanent, part time. Afternoons, 1-5:30pm. Prestigious, friendly Birmingham law office. Excellent salary. Non-smoker, Call Gloria 9am-1pm 644-2833

RECEPTIONIST NEEDED
with computer skills & shipping knowledge. Please send resume to: Attention Lila, PO Box 161, Troy, MI, 48099

RECEPTIONIST/SECRETARY
Part-time 4 to 5 days a week, approximately 20-30 hrs. weekly. Willing to work around schedule. Plymouth Twp. Call Mary or Nicki before noon at 454-1350

RECEPTIONIST/PART TIME
5pm-8pm. Mon-Fri. $6/hour.
Mail reply to: Box #940
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Your people skills and two years experience on multiple line phone system are needed for this position. To $7/hr. Call Rene at 357-0648
Uniforce Temporary Services

RECEPTIONIST with secretarial experience for para-medical office across from Wonderland Shopping Center, Livonia. Send resume to: Mr. Iwanow, 21261 Kelly Rd., Eastpointe, MI 48021

RECEPTIONIST/BILLING CLERK for property managment/law firm. Duties include answering phones, front desk reception, billing & posting payments. Computer experience necessary. Southfield. 358-5980

RECEPTIONIST, full time, with enthusiasm and experience, needed for busy professional office. Applications being taken Mon-Fri, 1pm-4pm, 30785 Grand River, Farmington Hills 478-7030

RECEPTIONISTS needed for the Livonia area. Must have previous experience. We offer long, short and temp-to-perm assignments with excellent pay. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY $15,000-$17,000
Ultra professional firm seeking individual with 1+ yrs. experience, outgoing personality, top clerical skills. Advancement/benefits. Call: Arthur Thomas. 355-4140

RECEPTIONIST
needed for busy Southfield property managemt firm. Must have excellent typing skills. Word processing experience would be helpful. Call between 6pm & 8 pm, ask for Lena: 347-4115

RECEPTIONIST - $14,000
Busy front desk. Typing 60wpm, plush environment, benefits, perks.
ALL FEES COMPANY PAID
PERMANENT STAFF
Troy: 585-2720
Farmington Hills: 737-5750

EXPANDING TROY/Birmingham area law office seeks personable, motivated & reliable person for Reception, phone & light secretarial duties. Candidates must be seeking work in a busy, professional small office setting and be willing to expand job description. Please send resume to Mary at: 1111 W. Long Lake, Suite 201, Troy, MI 48098

RECEPTIONIST/SECRETARY - Part time for property management company. Mature, responsible person; answer phones, typing, some computer, tenant relations. Possible full time in near future. Resume and letter to: Box 900
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/TYPIST
Executive search firm based in Farmington Hills seeks a professional to manage front desk during afternoon. This part-time position requires some typing and good people skills. Immediate opening.
Call for more details 853-2444

RECEPTIONIST
Position available for engineering firm, Microsoft Word & Lotus a plus. Send resume and salary requirements to: Engineering Service Group, 34405 W. 12 mile Rd., Farmington Hills, MI 48331-5628

RECEPTIONIST: For busy Investment Management Firm. Self motivated person with excellent telephone skills and WordPerfect 5.1 experience. In non Smoking office. Resumes Only To.. Flexible Plan Investment: 3883 Telegraph Rd. Ste. 100, Bloomfield Hills, 48302.

RECEPTIONIST/SECRETARY
Downtown Birmingham CPA firm needs Receptionist/Secretary to answer phones and to perform general office duties. Strong typing skills required. Good benefits to qualified candidate. Call Deborah at Metzler Locricchio & Company. 642-6651

RECEPTIONIST/TYPIST
Perfect opportunity for college student. Livonia based health food company needs a part-time Receptionist with experience answering multiple phone lines and data entry. Morning hours preferred. Call, 421-7320

RECEPTIONIST
For busy veterinary clinic. Experience preferred, will train right person. Must be cheerful & have excellent phone skills. Resumes to: Westcott Veterinary Care Center, 24429 Grand River, Detroit, MI 48219

RECEPTIONIST/SECRETARY
Experienced in answering multi-line telephone and Word Perfect. Must be dependable and possess good verbal skills. Busy office located in Farmington Hills area. Full time position. Non-smoker. Send resume to: Anne Downey, 36998 Dartmoor, Farmington Hills, 48331.

RECEPTIONIST
Michigan's largest volume Ford dealership is looking for an ambitious, people-oriented individual to greet customers and answer sales department phones. Contact: John McLellan, Varsity Ford, 3480 Jackson Ave., Ann Arbor, 996-2300 x215
An Equal Opportunity Employer

RECEPTIONIST
Growing prestigious Troy law firm searching for a full time receptionist. Must have strong telephone skills and pleasant, professional manner. Prefer WordPerfect 5.1 & some typing skills although not required. Competitive salary/benefits. Resume & salary requirements to:
Box 954,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONISTS
Immediate openings
• Temporary to permanent
• Dearborn, Troy & Detroit
• AT&T System 75
• Dimension
• Horizon
• Rolm
• Other Modern Systems
Call today & work tomorrow!
SNELLING TEMPORARIES
Detroit 871-2700
Troy 362-5090

SALES SECRETARY- To assist outside sales people & to counsel their customers for being transferred to and from various cities in the United States. Excellent opportunity to learn an interesting business. Call for appointment after 8.30a.m. 471-4000. Corrigan Moving Systems, 23923 Research Dr., Farmington Hills (10 mile/Haggerty area).

Secretarial

Secretary Full-time/Part Time
Johnson Controls, Inc., Automotive Systems Group, in Plymouth has openings for full-time and part-time Secretaries.
Qualified candidates must have WordPerfect and Lotus 1-2-3, and excellent telephone and organizational skills. A high school diploma and one to four years secretarial experience is required.
If you are interested and possess the above qualifications, please send your resume with salary requirements to:
Johnson Controls, Inc.
Automotive Systems Group
Attn: AC-001
P.O. Box 8010
Plymouth, MI 48170
An Equal Opportunity Employer M/F/D/V

SECRETARIAL TRAINING For General Office or Medical Positions
Oakland Community College is currently accepting applications from laid-off workers for full scholarships to attend our:
12-week college credit
Hospital Ward Clerk program
or
10-week college credit
WordPrcessing/Clerical program
Classes begin next week. Call today!! Job placement assistance is provided upon graduation.
Call 340-6787 for more information on this great opportunity!
Supported through the DOC and GPAC service delivery areas. Oakland Community College is an affirmative action/equal opportunity institution.

SECRETARY/ASSISTANT
Property management firm seeks enthusiastic, dependable, self motivated person with strong secretarial, organizational, and communication skills. Proficiency with WordPerfect 5.0 and Lotus required. Send resume to:
31500 Northwestern Hwy. Suite 199
Farmington Hills, MI 48334

SECRETARY
Experience & computer input required. Birmingham CPA firm.
Call 433-3777

SECRETARY/ FLOATER
Guardian Industries, located Northville, is seeking a part-time, floating Secretary to provide on-call secretarial support to various departments within the corporate headquarters. Position will fill-in for regular secretaries during times of absence, on a daily or weekly basis. The successful candidate will be proficient in WordPerfect 5.1, possess excellent oral and written communication skills, be able to meet deadlines under pressure, and be available to report to work on short notice. Please forward a resume with salary history to:
Cindy Webb
GUARDIAN INUDSTIRES
43043 W. 9 Mile Rd.
Northville, MI., 48167

OFFICE MANAGER
Teledial America, Inc., is a leading provider of commercial telecommunications services in the mid-west. During the past four consecutive years we have been recognized as one of the top 100 fastest growing privately held companies in Michigan. Our corporate office is in Grand Rapids, Michigan, with ten other office locations throughout Michigan, Ohio and Indiana.
We have an immediate opening for an Office Manager in our Southfield, Michigan sales office. For a job description, and to apply, call 1-800-695-4560, which is an electronic job application system, and to provide the information requested. You may apply 24 hours a day, 7 days a week. Apply no later than January 22, 1993.
Teledial offers a competitive wage of 18 to 24k per year; plus, a comprehensive benefits package that includes a company matched 401(k) savings and retirement plan.
Teledial America, Inc. is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin or disability.