EMPLOYMENT

502 Help Wanted Dental-Medical

RECEPTIONIST - PART TIME
Canton location. 20 hours per week, may expand to full time. Must be proficient in WordPerfect 5.1, type 50 p.m., and have 2 years medical/dental health office experience.
Send resume:
J. Gillis, 2044 Hogback Rd. #16
Ann Arbor, MI 48105

REGISTERED NURSE
Part-time, weekend hours for OB-GYN Office. Downtown Birmingham.
Call 645-9011

REGISTERED NURSES
Full and part-time positions in multi-specialty clinic. Flexible schedules available. 3 years minimum experience. Interested candidates please send resume to:
MEDNOW ADMINISTRATOR
5050 Schaefer
Dearborn, MI 48126

RN for busy but pleasant OB-GYN office in Birmingham. Experience preferred. Part time hours. Please call 647-5660

RN
HOME CARE SUPERVISOR
Interim Healthcare is seeking a full time RN for its Homecare Supervisory position. 3 years nursing experience with home care experience preferred. Excellent benefits. Call or send resume to:
INTERIM HEALTHCARE
Attn: CATHERINE PETERSON, RN
26720 SOUTHFIELD RD.
LATHRUP VILLAGE, MI 48076
560-4600
An Equal Opportunity Employer

RN/LPN
PART-TIME
Apply in person:
Maybrynt Manor
1515 Middlebelt
Livonia
427-9175

RN - MANAGER
We are seeking a dynamic RN with strong supervisory skills to oversee and rate the activities of a busy OB-GYN clinic, as well as interfacing with clinical care of the patients. We offer competitive salary. All replies confidential. Please send resume to Box 116:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RN, part-time, flexible hours and/or week-ends. CNA's, full-time, part-time, all shifts. Beautiful Northview area.
349-4290

RNCA SUPERVISOR
For home care agency in Brighton. Excellent benefits package. Home care skills required. Salary commensurate with experience. Send resume and salary requirements to:
Family Health Care, Inc.
313-229-5863

RN's Day Shift-$18.00/Hr.
West Bloomfield Nursing Center, near Maple & Drake, has immediate openings for RN's on weekends and night shift. $17.00/hour, or $18.00 without benefits. For details, call Mrs. Mancuso, 661-1000

RN's, LPN's, NA's & HHA's needed for Home Health Care Agency. Please send applications to:
P.O. Box 530049, Livonia, MI. 48153-0049

RN'S/LPN'S WE NEED YOU!
LPN'S $9 hour
RN'S earn up to $20/hour.
Home Care Staffing
1-800-968-0732
HOME CARE
(313) 229-5683 (313) 455-5683

SECRETARY/Receptionist For OB-GYN Office. Must have medical experience in typing, billing, computer & transcription. Call 852-0786

SUPERVISOR/MEDICAL TECHNICIAN for medical lab in Farmington Hills. Please call after 3pm: 335-8982

X-RAY TECHNICIAN
Licensed, Multi-specialty group, experience for high volume internal medicine practice. Beautiful Ann Arbor area.
355-2569

X-RAY Technician needed for surgeon's office area. Full-time. Please call:
474-5603

504 Help Wanted Office-Clerical

ACCOUNTANT: Fast growing corporation based in Troy, has an entry level opening for a person to assist our accounting division. Right candidate should have 4-5 yrs. experience in general accounting, including accounts receivable etc. Bachelors Degree in Accounting is desirable. Call.
828-0453

ACCOUNTING CLERK
Entry level position. 1 year office experience or accounting associates degree. Send letter or resume to: 7250 Dixie Highway Lake Rd. Ste 108, Farmington, MI. 48334, attention Personnel.

ACCOUNTING/PAYROLL
Our payroll dept. is looking for a full time person to assist payroll & other accounting related functions. Payroll or accounting experience helpful, but computer experience also a plus. Excellent salary plus benefits. Send resume to DEE KAY Enterprises, 400 Galleria, #400, Southfield, MI 48034. Attn. Patty or fax to
313-351-9013

ACCOUNTS PAYABLE
with some general office. Full time for Wixom area office. Send resume to: Box 908,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE ASSISTANT
Full time, entry level position available. Solid office experience. Must have minimum 2-3 years accounts payable experience. Excellent math ability and attention to detail required. Send resume including salary requirements to:
PO Box 5091
Southfield, MI 48086

ADMINISTRATIVE ASSISTANT
Birmingham investment firm is seeking an experienced individual with excellent secretarial & communication skills to assist portfolio manager. Light accounting & security experience required. Resume to: P.O. Box 3043, Birmingham, MI 48012-3043.

ADMINISTRATIVE ASSISTANT
Birmingham investment firm is seeking an experienced individual with excellent secretarial & communication skills to assist portfolio manager. Light accounting & security experience required. Resume to: P.O. Box 3043, Birmingham, MI 48012-3043.

ADMINISTRATIVE ASSISTANT
Farmington Hills Development firm offers challenging opportunity for experienced individual 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. Pleasant salary $28K with benefits. Send resume stating professional qualifications & salary requirements date to: Ms. Anderson, 250 Merrill St., Ste. 201, Birmingham, MI. 48009-5353.

ADMINISTRATIVE ASSISTANT
Birmingham investment firm is seeking an experienced individual with excellent secretarial & communication skills to assist portfolio manager. Light accounting & security experience required. Resume to: P.O. Box 3043, Birmingham, MI 48012-3043.

ADMINISTRATIVE ASSISTANT
Clerical - aggressive, fast-paced and structure-free position for self-directed individual to manage major automotive account including customer service, accounts receivable/payable, degree or equivalent experience necessary. Full benefits. Send resume to: Marilyn, P.O. Box 354, Farmington, MI 48332

CLERICAL/BOOKKEEPING
Bookkeeping experience necessary, light typing, filing and phone skills. 3 days a week, 9-1. Send resume to: 1787 Avon Industrial Dr., Building 12, Rochester Hills, MI, 48309.

504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Long term growth opportunity with fast growing video production firm. Must have computer skills, accounts payable/receivables experience. $10,000/yr to start.
Call Cathy
646-8500
Uniforce Temporary Services

ACCOUNTING
We are seeking people with various levels of accounting experience who are interested in working long term assignments while we help with the permanent job search. Assignments available now & coming in daily.
CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ADMINISTRATIVE ASSISTANT/Data Entry Clerk - part-time, for law office in Birmingham area. Call.
644-0600

ADMINISTRATIVE ASSISTANT
World renowned engineering research firm in Auburn Hills has need for confident secretary. 89/hr.
Call Betty
645-7661
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Choice opportunity with International, growth oriented company. MS Windows, Lotus a plus. To $10/hr. Call Sheila at
646-1660
Uniforce Temporary Services

ADMINISTRATIVE COORDINATOR
for fast paced Southfield firm. Proficient in word processing; Microsoft Windows preferred. General office duties. $7-$11 per hour commensurate with skills and experience.
645-0909

ADMINISTRATIVE SECRETARY/OFFICE MANAGER for Dearborn company. Strong communication & secretarial skills, knowledge of PC, dispatching & invoicing necessary. Benefits available. Send resume to: Secretary, 752 Sandra, Dearborn Heights, MI 48127

ADMINISTRATIVE ASSISTANT
Established service company needs assertive person for secretarial functions, office supplies ordering & distributing & customer relation duties. Must have good typing skills, salary organized & like people. $300/wk. starting + benefit package. If you resume with earnings history to: P.O. Box 48734, Oak Park, MI. 48237.

Administrative Assistant/Secretary
Position available for Administrative Assistant with 2-4 yrs. experience.
• Computer proficient - WP 5.1, Lotus, DOS, Paradox a plus.
• Secretarial skills required - min. 60wpm
• Detail oriented, some bookkeeping knowledge
Benefits & competitive salary. Please send resume to: P.O. Box 804, Southfield, MI 48034

ADMINISTRATIVE ASSISTANT
Kidder, Peabody is conducting interviews for Administrative Assistant to the Branch Manager. Duties include: hiring, training & managing of sales assistants, phone systems supervision, compliance & correspondence. A minimum of 5 yrs experience in the securities industry is essential. Salary is very competitive, full benefits included. Respond by letter or resume to: Peter M Martin, Senior Vice President, Kidder, Peabody & Co., 2000 W Big Beaver Rd., Ste 400, Troy, MI 48084

ADMINISTRATIVE ASSISTANT
A leading supplier of computer systems is seeking an Administrative Assistant to work in the administrative office of its Troy headquarters. Provide administrative support to the Vice President of Development, Systems Engineering Division. This will require confidentiality, strong organizational & 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:
3M/Attention
Human Resources
3081 Schoolcraft Rd.
Livonia, MI 48150
EOE M/F/D/V

ALARM MONITOR
With clerical skills. Part time possible to full time. Oak Park area. Hours flexible.
543-0000

ALL FEES COMPANY PAID
Specializing In:
• Secretaries • Legal
• Bookkeepers
• Word Processing
• Receptionists
• General Office
• Data Entry • Typists
Call or send resume to:
PERMANENT STAFF
28200 Orchard Lake Rd.
Farmington Hills, MI 48334
737-5750
&
850 Stephenson Hwy., Ste. 303
Troy, MI 48083
585-2720

BOOKKEEPER, full charge, computer, Rochester location. Construction experience a plus. Resume and salary required to: Box 908,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER/SECRETARY
Full Charge. Must be computer literate for growing sales distributor.
Respond to: Box 166
Observer & Eccentric Newspapers
3081 Schoolcraft Rd.
Livonia MI 48150

CAR BILLER - Full time for Westside dealership. Experience preferred, but will train right individual.
534-7200

BOOKKEEPING FRICE MANAGER
For one person office. Applicants must know data entry and have excellent bookkeeping skills including accounts receivable and accounts payable. Salary and benefits based on qualifications. Send resume to: BOX 190,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL - aggressive, fast-paced and structure-free position for self-directed individual to manage major automotive account including customer service, accounts receivable/payable, degree or equivalent experience necessary. Full benefits. Send resume to: Marilyn, P.O. Box 354, Farmington, MI 48332

CLERICAL/BOOKKEEPING
Bookkeeping experience necessary, light typing, filing and phone skills. 3 days a week, 9-1. Send resume to: 1787 Avon Industrial Dr., Building 12, Rochester Hills, MI, 48309.

504 Help Wanted Office-Clerical

ART VAN FURNITURE
is looking for qualified clerical personnel. Customer service experience preferred. Excellent benefit package. Apply in person Mon.- Fri. 9am - 5pm, 22332 Greenfield, Southfield, MI 48075.

BOOKKEEPER NEEDED for busy Huntington Woods Dr. Pleasant & smokeless working environment. Permanent part time position, 2-3 days per week. Please send resume and salary expectations to: Box 100, Lowery CPA PC, 422 E. Main St., Northville, MI 48167-1626

BOOKKEEPER - Part-time, work hours Tues., Thurs. Sat. 8:30am-5pm. Woodward/11 Mile area. Very interesting work w/excellent pay & working conditions for person experienced w/computerized bookkeeping. Send resume & wage requirements to P.O. Box 85, Royal Oak, MI. 48068

CLERICAL ASSISTANT who can handle phones & light maintenance. This is a full time position at a senior citizens apartment located in Dearborn.
Call 842-0024

CLERICAL/LIGHT PACKAGING
Immediate opening for part time clerical in Livonia. Duties include data entry, auditing of paperwork, light packaging & related tasks. Computer familiarity helpful. Available shifts are 7:00 - 10:30 Fri. 7-11 am or Mon. thru Fri. 12:30-4:30 pm. Call for interview or resume to:
Send resume with related job experience & salary requirements to:
P.O. Box 51340 Livonia MI 48150

CLERICAL
Long term temporary positions in the Bloomfield Hills & Troy areas. $5.25-$7.50. Call for appointment
583-1919
NO FEES C.O.E. M/F/H
Employment Group

CLERICAL OPENING for Southfield law firm. Duties include xerox copying and light filing. Salary commensurate, etc. Full time. Some office experience helpful. Immediate opening.
442-0000

CLERICAL, PART TIME
Ford Wixom area. Mature person needed. Some experience. Send resume to: P.O. Box 208, New Hudson, MI 48165

CLERICAL/PART TIME entry level, part time position available Mon-Fri. 8am-12pm. Good typing, organizational & filing skills a must. Possibility of becoming full time position. Southfield. Call Toys
827-4300

CLERICAL PART TIME wanted. Typing, filing, phone. Manufacturer's rep. Approx. 18 hrs./wk., afternoons. Call Betty.
475-6332

CLERICAL POSITIONS available. Funded work experience program. Must live in Oakland County & meet income guidelines. Call
334-9167

CLERICAL- Support position available for Northwestern, well motivated individual. Applications accepted Mon. thru Fri. 9-5. 14500 W. 9 Mile Rd., Oak Park.
An Equal Opportunity Employer

CLERICAL
TempExchange has expanded! Because of high demand we have a new office in Downtown Hills.
CLERICAL:
General office skills,
light typing & filing.
For appt. please call:
TEMPEXCHANGE
332-8000

CLERICAL-TYPIST
Southfield based property management firm, seeking an experienced clerical typist. Send qualifications to:
Property Mgmt., PO Box 721176, Berkley, MI 48237

CLERK/TYPIST - attorneys in Farmington Hills will train for their office. Typing & spelling skills essential. Experience not required. Salary wage. $4.50/hr. with regular increases.
855-6562

CLERK-TYPIST
CITY OF TROY
Must be a high school graduate or have GED. Must type 40wpm, proficient with computer skills preferred. $17,856 per year to start. Applications available now until 4pm, Jan 29, 1993 at Personnel, 500 W. Big Beaver, Troy.
An Equal Opportunity Employer

CLERK TYPIST, full time, good communication skills. Wayne State area. Send resume: Personnel, Box 4870 Cass Ave., Detroit, MI 48201

CLERK/TYPIST, 30 hrs./wk. for mortgage department. 50 WPM, knowledge of real estate helpful. $7.67/hr. to start. Send resume to: Telcom Credit Union, 21100 Northwestern Highway, Southfield, MI. 48075.

CLOSING COORDINATOR - career training for right individual to process real estate closings. Strong people/problem solving skills, detail oriented, typing 45 wpm, benefits. Cheryl Bielak,
353-1600
An Equal Opportunity Employer

COMPUTER ENTRY
Attention to detail and 6,000 keystroke are needed for immediate openings with this health care headquarters. $7/hr. to start.
Call Dave
646-6500
Uniforce Temporary Services

CONTINUOUS
Service corporation seeks hard-working, self-motivated clerk to assist Credit Manager. Excellent math skills & data entry. Experience preferred. Salary commensurate with experience & ability. Send resume to:
Sandee Horsch
P. O. Box 4100
Southfield, MI. 48037

CUSTOMER SERVICE ASSISTANT
Needed for established Windows and Dos company located in Southfield. Data entry experience necessary. Accounting/collection & accounts payable and typing skills of 50 wpm a must. Good pay and benefits. Please forward resume to 27204 West Eight Mile Road, Southfield, MI 48034.
No telephone inquiries please.

Customer Service Rep
Part Time
Entry level position, flexible hours, (approximately 20-30 hours per week) including Saturdays and some holidays. This fast paced, ever changing position requires at least 2 years office experience, phone experience, pleasant phone manner, typing and library skills. Knowledge of order entry. Applicants may apply Mon-Fri between 8:30am & 12:30pm only.
MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
Equal Opportunity Employer M/F/H

CUSTOMER SERVICE
Busy Farmington Hills office needs detail oriented customer service rep. Must be good dealing with people, have accurate typing & professional appearance. Hours Mon-Fri. 12noon-5pm, Sat. 10-4:30pm. Call Linda, 12 noon - 5pm 476-2981

DATA ENTRY CLERK
Troy based computer company looking for a person with excellent data entry skills. Must also have good written & verbal communication skills. Prior data entry a plus. Send resume to: Attn: Data Entry Clerk, Box 990,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY CLERK
Specialist to enter medical/treatment orders into computer systems. Full time position with benefits. Hours are 8:30 am to 5 pm.
• Minimum 1 year office experience
• One year medical terminology and ICD-9 coding experience preferred
• Computer knowledge mandatory
• Ability to type accurately 60-65wpm
To apply, send resume to:
United Home Health services
Data Entry Position
2200 Canton Center Rd., #250
Canton, MI 48187

504 Help Wanted Office-Clerical

COORDINATOR
PART-TIME
Interim HealthCare has a part time client coordinator position (8am-5pm, 7pm-1pm) available for a quick thinking, self motivated, organized and people oriented person to coordinate the scheduled nurses, patients and clients. Excellent phone etiquette, some general office and computer skills helpful. Previous home health care coordinator experience a plus. Call or send resume to:
INTERIM HEALTHCARE
KIM NOSIS
26720 SOUTHFIELD RD.
LATHRUP VILLAGE, MI 48076
559-4600
An Equal Opportunity Employer

CUSTOMER SERVICE
Accounts receivable, light typing, some computer knowledge. Good starting salary. Send resume:
G. Island, P.O. Box 2996, Farmington Hills, MI 48333.

CUSTOMER SERVICE
Long term part-time positions needed to assist our accounts major bank. Must have experience on HOGAN. For more information please call
TEMPORARY RESOURCES
737-1711

CUSTOMER SERVICE/RECEPTIONIST
($16,000 to Start)

THE POSITION:
Enthusiastic, businesslike, professional telephone skills (excellent with clients) the ability to handle busy multi-line telephone system.

THE CANDIDATE:
A fast paced office environment requires excellent written communication skills and telephone manner to assist our members. Must have customer service experience and knowledge of word processing.

THE COMPANY:
Fitness USA Health Spas Executive Offices are looking for the right person in the fitness industry for over 35 years.

THE REWARDS:
Excellent compensation, monthly bonus based on performance, life and health insurance, 401(k) after 90 days and vacations, spa membership, tuition reimbursement and much more.

Call 737-7200

FITNESS USA HEALTH SPASS
7091 Orchard Lake Road, Suite 500
(between 14 & 15 Mile Road)
West Bloomfield

DATA ENTRY
Entry level position. Farmington Hills office is looking for a dependable part time data entry clerk with some general office experience. Knowledge and WordPerfect 5.1 knowledge helpful. Accuracy and speed are key to a full time position. $6.50 per hour. Call Michele for an appointment at
553-0411

DATA ENTRY
Expanding Farmington Hills corporation has openings for 6,500 minimum keystrokes. $7/hr.
Call Deanna
473-2933
Uniforce Temporary Services

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

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

DATA ENTRY
CLERK
We need you NOW! We are working with several corporations to assist them with their long-term temporary needs. Position open in Farmington Hills, Westland, Oak Park and Troy. Typing, 10-key and numeric data entry skills into a top dollar opportunity. Call today for an interview appointment
473-2111
N S SERVICES

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 - service organization has openings for experienced freight billing clerks and data entry clerks. Call Ann or Sue.
Freeland Staffing
525-4567

EXECUTIVE SECRETARY
For automotive component sales office in Farmington. Strong communication & organizational skills. Must have experience in sales support. WordPerfect & Lotus Ability to work well under pressure.
Send resume to: Box #956
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
International technology firm needs your Macintosh skills. $9/hr. to start.
Call Deidre
473-2933
Uniforce Temporary Services

EXECUTIVE SECRETARY - national health care financial consulting firm has full time position for executive secretary in Bloomfield Hills area. Strong Apple computer & page maker skills. Prior health care experience preferred. Competitive salary & benefits. Resumes to: Box 126
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY - national health care financial consulting firm has full time position for executive secretary in Bloomfield Hills area. Strong Apple computer & page maker skills. Prior health care experience preferred. Competitive salary & benefits. Resumes to: Box 126
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Four month assignment at large Ann Arbor Bank reporting to Chief administrative Officer. Dealing with top level executives. Requires excellent skills, professionalism, discretion. Call Ann Arbor for Windows (IBM/Mouse) Lotus.
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY
For non profit organization. Profit in all office procedures and secretarial skills including shorthand and word processing. Salary Based/ negotiable. Good organizational ability. Send resume to: American Diabetes Association, Clausen Building, N. Unit, Suite 400, 23100 Providence Dr., Southfield Michigan, 48075, by January 25, 1993 or call 313-557-2480.

HELP!
We recently signed several contracts with local banks that are in need of full time File Clerks from us. If you can file, great customers and answer phones, we want to talk to you. Areas of need include:
Dearborn, Livonia, Troy, Madison Heights, Auburn Hills and Wixom. Please call the Troy office immediately.
643-8590
EXPRESS SERVICES
Not an Agency Never a Fee

504 Help Wanted Office-Clerical

DISCOVER THE ADIA ADVANTAGE
Accounting Applications now.
• Receptionist
• Typist
• Word Processor
• Data Entry
313-352-8060, or 313-382-2342

EXECUTIVE ASSISTANT
Rapidly expanding suburban credit union has immediate opening for secretary with WordPerfect and Lotus experience. To $8/hr.
Call Stacey
357-0036
Uniforce Temporary Services

EXECUTIVE SECRETARY
Immediate opening for an executive secretary to the marketing & financial officers of a commercial/industrial firm. Successful candidate will possess excellent technical skills including shorthand, word processing (Word Perfect 5.1), letter composition & statistical word processing. Position requires handling of confidential subject matter. Excellent salary for competent individual including health benefits, 401K & much more. Only qualified candidates need apply. Send resume with cover letter & salary history to:
V.P. OPERATIONS
P O Box 71043
Madison Heights, MI 48071-1907

EXECUTIVE SECRETARY
Large medical office seeks an individual with experience capable of working with directors and independently. Job duties include: correspondence, minutes, dictaphone transcription, computer literacy with knowledge of word processing, spreadsheet and form. Salary commensurate w/experience. Send resume to: 23747 W 12 Mile Rd., Farmington Hills, MI, 48331
(or call)
489-1100

EXECUTIVE SECRETARY
Experienced, full time, for defense litigation firm. Wang experience preferred. Excellent benefits package. Send resume to: Kohl, Secrest, P.O. Box 3040, Farmington Hills, MI 48333

EXECUTIVE SECRETARY - Experienced in civil litigation & commercial law for Southfield firm. Word Perfect experience. Pleasant surroundings & good benefits. Salary commensurate with experience. Send resume to Box 908
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
needed for Birmingham law firm. Must have excellent typing, dictaphone, transcription, Word Perfect, Wang & the right attitude. Min. 3 years secretarial, litigation & corporate experience. Competitive salary and benefits. Send resume to:
Personnel Dept., 380 N. Woodward, Suite 300, Birmingham 48009

LEGAL SECRETARY
Downtown Birmingham law firm has immediate opening for a Legal Secretary with 2 years litigation experience. Candidate must have excellent secretarial skills, the ability to organize multiple priorities and possess a strong communication/interpersonal skills. WordPerfect 5.1 proficiency and knowledge of litigation preferred. Candidates should send resume and salary requirements to:
Director of Personnel
c/o Renaissance Center Post Office
PO Box 43171
Detroit, MI 48243
An Equal Opportunity Employer

MARKETING SECRETARY
Suburban advertising agency needs your energetic personality and sound skills. Harvard Graphics a plus. To $6/hr. Call Sylvia at
357-0036
Uniforce Temporary Services

MEDICAL SECRETARY
Executive headquarters of major hospital needs candidate with Macintosh experience, good typing, typing & plus. To $9.50/hr.
Call Margie
646-7664
Uniforce Temporary Services

MEDICAL SECRETARY
Part time, assistance to top executive of Medical Specialist 2 days/wk. Medical transcription and shorthand & filing.
Call Mary at
646-7681
Uniforce Temporary Services

MEDICAL SECRETARY
Major medical facility has need for your secretarial skills. Medical office is expected to be proficient in Word Perfect, Shorthand a plus. $11/hr.
Call Marie at
357-0036
Uniforce Temporary Services

NEEDED IMMEDIATELY
Accounting clerks, data entry, typing & outgoing personalities to do telephone surveys. HOT A TELEMARKETING POSITION. Day & evening hours available. Call
DYNAMIC PEOPLE
464-6500

OFFICE ASSISTANT for small, non-profit agency in Plymouth. Part-time mornings, Mon.-Fri. Must have excellent organizational skills, typing & filing required. Good with people skills a must. $5.50/hr. to start. Call Community Mental Health Services to schedule an interview.
474-9600
An Equal Opportunity Employer

OFFICE ASSISTANT-PART TIME
REGION SALES OFFICE
A major Michigan Consumer Products Manufacturer is seeking a part time office assistant for our Region Office in Farmington Hills. Responsibilities include: Light typing, filing, answering telephones, filing, copying and light bookkeeping. Hours 15 to 20 hours per week (week days with some flexibility in hours). Ideal candidate has typing skills, light typing, and good communication skills. Pay is $5.50/hr. hourly wage is offered. Send resume to: Box 126
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISTANT
Part time for self-motivated individual with good math, typing & computer skills in Wixom/Novi area. Must have 2-3 computers, must have excellent communication skills both in person & on the phone and be capable of handling multi Company/Industries, 1/7 responsibility for the accounting & independent contractor position. Call 540-3093 Mon. Days or 338-0958 evenings or Send Resume to:
Box 908
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISTANT-Part time (primarily mornings) for small medical office. Computer data entry, typing, phone work. Excellent starting pay. Maple/Adams area. Send resume to: PO Box 29-K, Birmingham, 48012

OFFICE HELP needed, part time. Temporary position, 3 days a wk. Good organizational skills required. Call 591-0847

OFFICE CLERK
Part-Time
A research services division of Cambridge Corporation is seeking a mature individual to perform a variety of clerical duties. You will work 10 to 30 hours per week, during the daytime. You must be a people-oriented office experience, light typing or data entry skills, a pleasant phone manner, and good organizational skills. To learn more call:
591-6044
Livonia, MI
An affirmative action employer

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Experienced, for permanent & temporary positions. Call
FEE PAID EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-4330; Fax 362-4881

LEGAL SECRETARY - experienced for expanding Southfield law firm. Word Perfect 5.1 preferred. Salary commensurate with experience. Contact Gail 568-7700

LEGAL SECRETARY/Word Processor for Birmingham law firm with a minimum of 2 yrs. experience. Must be self starter who is able to accept responsibility and who wants to be integral part of a professional team. Excellent skills required. Call Linda at
647-1127

LEGAL SECRETARY
A Full Service Agency
for the professional legal community
TEMP ... TEMP TO PERM ... PERM
Fee paid, exclusives, no charge resume service. 9-6 gets you $95.00
PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 356-0235 Phone:356-0080

LEGAL SECRETARY
Experienced, for small law firm. Word Perfect experience, full time. 642-1555

LEGAL SECRETARY
Experience required. WordPerfect 5.1. Full time hours. Southfield area practitioner.
357-7778

LEGAL SECRETARY for Southfield law firm. Word Perfect preferred. Immediate doctor. Excellent & expanding opportunity. Call Lisa Schafer 358-0100

LEGAL SECRETARY - Medical malpractice, litigation. Word Perfect experience, must know WordPerfect 5.1 for interview. Floyer, Floyer & Schwartz
353-5555

LEGAL SECRETARY
Wall Street firm in Southfield firm. Experience in plaintiff medical malpractice/personal injury. Word Perfect 5.1. Non-smoking office. Call
355-1727

LEGAL SECRETARY
needed for N. Royal Oak law firm. Experience required. WordPerfect 5.1. Call John Wilson at
435-3333

LEGAL SECRETARY PART-TIME
For small Farmington Hills general practice law firm. Legal experience preferred. Word Processing and dictaphone skills required. Salary negotiable. Call
JOEL KAUFMAN at 851-2660
For An Appointment

LEGAL SECRETARY/OFFICE ADMINISTRATOR for small firm in Bloomfield Hills. 10+ years experience in litigation. WordPerfect 5.1, bookkeeping and payroll/tax experience necessary. Challenging, fast paced, very congenial environment. Benefits and excellent salary.
Call Jan
355-9432

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
FEES EMPLOYER PAID
HILLS LEGAL PROFESSIONS AGENCY, INC.
626-8188

LEGAL SECRETARY - Troy law firm seeks experienced mature Legal Secretary for days per week. Flexible hours. Send resume to:
Office Manager, 601 W. Big Beaver Rd. Ste 500, Troy, 48084

LEGAL SECRETARY
Part time 25-30 hours per week. Must know WordPerfect. Flexible hours. Send resume to: Medical Arts & Angiplex PC, 29777 Telegraph, Suite 2200, Southfield MI 48034-1304. No calls please.

LEGAL SECRETARY part time wanted for small law firm/Motion law firm. Min. 2 yrs. experience. Must know WordPerfect 5.1. Hrs. of work flexible. Salary commensurate. Resume to: P. O. Box 711, Birmingham, MI 48012

LEGAL SECRETARY - FULL TIME, for commercial practice with emphasis on real estate. Knowledge of real estate & estate planning. High energy, detail oriented individual. Competitive salary, benefits, 401K & much more. Only qualified candidates need apply. Send resume with cover letter & salary history to:
V.P. OPERATIONS
P O Box 71043
Madison Heights, MI 48071-1907

LEGAL SECRETARY - Experienced, litigation firm. Wang experience preferred. Excellent benefits. Send resume to: 23747 W 12 Mile Rd., Farmington Hills, MI, 48331
(or call)
489-1100

PART TIME CLERK
Local college needs clerk on part time, flexible basis with the possibility of future early evening hours. Duties include data entry, filing, light typing, office work & phones. Some computer literacy & prior work experience preferred. Interested applicants please send resume to: Walsh College, PO Box 7006, Troy, MI 48007-7006

Part-time secretary for growing church in Novi. 5 days/wk., 29 hrs., flexible hours. Call
349-5560

PAYROLL/CUSTOMER SERVICE
National payroll company headquartered in Royal Oak is interested in discussing employment opportunities with motivated individuals desiring to work in payroll data entry and customer service. Must have a team approach. Practical experience with payroll and personal computers preferred. Send resume to P.O. Box 154, Royal Oak, MI 48067

POSITION OPEN with interstate transportation company. Track ground in general office, insurance, fuel, bonds & permits required. Computer, typing, filing, and phones required. Call Mr. Bennett, Mr. Clark in Canton. Send resume with salary requirements to P.O. Box 182
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPTOMETRIC OFFICE
Energetic, efficient "people person" wanted for Receptionist position. Patient service, telephone, clerical responsibilities. Some experience in optometric office or professional office a plus. Full time. Private office in Farmington.
477-1668

RECEPTIONIST, full time, with enthusiasm and experience to work for busy professional office. Applications taken Mon.-Fri. 9am-4pm, 30785 Grand River, Farmington Hills
478-7030

RECEPTIONIST
Week ends-Mon-Fri
851-6700

RECEPTIONIST: 3-5 years experience. Typing skills required. Word-Perfect 5.1 helpful. Call Jeanette.
CAMPBELL/MANIX INC.
21500 Greenfield Rd.
Southfield, MI 48034
Attn: President

RECEPTIONIST - Small office in Plymouth, light accounting. Lotus 1-2-3, typing 50 wpm. PO Box 701358, Plymouth, MI 48170

RECEPTIONIST/SALES
Must have accounts receivable/sales backlog experience. 3 or part time.
326-5444

RECEPTIONIST TYPIST
Livonia area. Mon-Sun. Salary $15,000. Computer experience, typing 50 wpm.
427-7200

RECEPTIONIST
Join the creative atmosphere of this fast growing advertising agency. $7/hr. Call Ruth at
646-4158
Uniforce Temporary Services

RECEPTIONIST/CLERK
Fast-paced law firm seeks full time Receptionist/Clerk to assume phone, typing & light paralegal various office duties. Call 473-0243.

RECEPTIONIST
Must have good typing skills, word processing & enjoy answering the telephone. Immediate full time.
Telegraph Rd. Suite #300,
Birmingham, MI 48009

RECEPTIONIST
Your people skills and two years experience in a fast paced office are key to your success in this position. To $7/hr. Call Renee at
557-9648
Uniforce Temporary Services

RECEPTIONIST - FULL TIME. Excellent phone manner, accurate typing, light bookkeeping, good benefits package, salary open, excellent benefits. Apply in person at Michigan Dialysis, 29 Telegraph Rd., Southfield, 48034

RECEPTIONIST: Needed for Farmington Hills CPA firm. Hrs 1-5pm. Good phone skills a must! Light filing & photo copying. Resume & salary requirements to: Box 1, Yaklin CPA, 29812 Orchard Lk. Rd. Farmington Hills, MI. 48334.

RECEPTIONIST
Insurance agency is looking for experienced individual able to handle a multi-line phone system and a busy office. Accurate typing a plus. Full time. Excellent benefit package. Salary negot.
332-1155

RECEPTIONIST - Immediate opening for experienced receptionist. Duties include: answering phones, typing, filing & other office duties. Must be good typist. Apply in person 8am-5pm at The Monarch Press, 41730 Michigan (Ford) Plymouth.
397-5035

RECEPTIONIST - busy Southfield based office seeks individual with pleasant phone and WordPerfect skills. Position requires working 4 days a week plus one afternoon every month. Reply to: Box 908, P.O. Box 760267, Lathrup Village, MI 48076

RECEPTIONIST - PART TIME
Mon., & Thurs. evenings & Sundays, for Farmington Hills office. Real estate & computer experience preferred. $6/hr.
653-6570

RECEPTIONIST
Michigan's largest volume Ford Dealership is looking for an enthusiastic, people-oriented individual to greet customers and answer sales department phones. Contact: John McLaughlin, Variety Ford, 3480 Jackson Ave. Ann Arbor. 996-2300 x219
An Equal Opportunity Employer

RECEPTIONIST
SECRETARY
Entry level position in Troy. Phones, mail filing, light word processing, greeting people, switchboard relief for breaks.

ET SERVICES & SYSTEMS
(313) 585-8428

504 Help Wanted Office-Clerical

RECEPTIONIST/SWITCHBOARD
Part-time, for Troy office. Experienced, mature front desk person for multi-line phone system. Must possess excellent people skills and have professional phone manner. Some typing and other general office duties. Hours Mon-Fri. 12-6. Please call Ann
520-4870

RECEPTIONIST
Experienced, front desk for CPA office. Excellent professional telephone skills, strong inter-personal skills, word processing, type 50wpm, computer data entry, general office duties. Non-smoker. Salary commensurate with experience. Send resume to: Personnel Manager, P.O. Box 701422, Plymouth, MI 48170

RECEPTIONIST
Automotive publication company located in Dearborn is seeking a professional, reliable individual to perform receptionist duties. Main responsibilities include answering phone, greeting clients and typing. Reply to P.O. Box 2444, Dearborn, MI 48124, Attn: Account Support.

RECEPTIONIST/SECRETARY
Experienced in answering multi-line telephone and Word Perfect. Must be dependable and possess pleasant verbal skills. Busy office located in Farmington area. Salary DOE. Benefits. Non-smoker. Send resume to: Box 1, 29812 Orchard Dartmoor, Farmington Hills, 48331.

RECEPTIONIST/SECRETARY
National real estate firm seeks highly motivated individual interested in fast paced office. Must be proficient in Word Perfect 5.1, typing 50 wpm, 65 wpm accuracy, 2-3 years secretarial experience. Pleasant appearance a must. Send resume to: Kelli Duke, Adams, 2000 Town Center, Suite 2200, Southfield, MI 48075.
An Equal Opportunity Employer

RECEPTIONIST
Republic Bancorp Mortgage Inc. is seeking a pleasant voice and to be main office in Farmington Hills. The person we are looking for must have experience on a busy switchboard and be able to multi-task you. We offer an excellent benefit package. Please send resume to:
P. Goldman