EMPLOYMENT

502 Help Wanted Dental-Medical

DENTAL ASSISTANTS
Positions available at University Health Center located in Detroit Receiving Hospital. One year chairside experience needed; CDA preferred. Will assist students, residents and staff dentists; expose, process and mount radiographs. Mon-Fri: 8:30 A.M. - 5 P.M. Benefits include FREE TUITION. Send resume to: University of Detroit Mercy, Human Resources, 4001 W. McNichols, P.O. Box #19900, Detroit, MI 48219-0900
EEO/AAE

DENTAL HYGIENIST - For growing practice, career oriented. Full or part time, excellent salary, pleasant atmosphere in exchange for your skills & motivation. Send resume for a confidential interview to Box 502
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DENTAL HYGIENIST
A caring, gentle person with excellent clinical skills wanted.
Call: 278-8410 or eves. 659-6928

DENTAL HYGIENIST NEEDED
Full time position.
Telegraph near 8 Mile area, benefits offered. 661-4123

DENTAL HYGIENIST
Full time/part time, no evenings, modern equipped Bloomfield office. Call Tina, 642-6476

DENTAL HYGIENIST
2-3 days a wk. Excellent salary in ultra modern Harbortown, Detroit. 259-2410

DENTAL HYGIENIST
For part time position in downtown Plymouth office. Must be personable & enthusiastic. 453-1190

DENTAL OFFICE ADMINISTRATOR
Are you enthusiastic, caring, dependable & career minded? Would you enjoy an opportunity to work in a dental office that truly appreciates & respects it's staff? If so, we are seeking an exceptional team person for a full-time position begining mid April in our solo, non-computerized, Walled Lake office. Previous dental front desk experience is required. Send resume & cover letter to:
Box 418
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Livonia MI 48150

DENTAL RECEPTIONIST, experienced, full time, for high quality Southfield office. Excellent pay, benefits & bonuses. 355-9800

DENTAL RECEPTIONIST - part-time. Experience preferred but not necessary. Farmington Hills area. 473-8822

DENTAL RECEPTIONIST
Our Troy dental practice needs an experienced person who likes working with people, is motivated, and is an expert at details. Mon-Thur. 879-7240

DENTAL RECEPTIONIST/Assistant Full/part-time for modern Madison Heights office. Great benefits. Great staff. 545-1900

DENTAL RECEPTIONIST - Full time, experience necessary in pegboard, general accounting, insurance, appointment book, front office, Rochester, 650-9050

DENTAL RECEPTIONIST
Looking to add an enthusiastic and detail oriented person to our busy Wayne dental office staff. Dental experience necessary. Full time position with benefits available. Call 728-1700

DENTAL HYGIENIST - Part time. Experience preferred but not necessary. Farmingotn Hills area. Please call 473-8822

DERMATOLOGY OFFICE looking for back office person, medical experience needed. Send resume to Dr. Kerwin, 6330 Orchard Lake, #120 W. Bloomfield, MI 48322

DIRECTOR OF NURSING
Wayne Convalescent Center, a 52-bed nursing facility, is currently in search of a knowledgeable and responsible licensed R.N. to motivate, guide and support our nursing personnel in the delivery of quality care. We require knowledge of State and Federal regulations, experience in nursing supervision and "Train the Trainer" certificate is a plus. We offer an excellent salary, competitive benefits and opportunity for advancement.

If you are interested in setting new standards of excellence, please send resume or call for an interview:
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34330 Van Born Road
Wayne, MI 48184
(313) 721-0740

FILE CLERK
for busy Southfield physicians office. Experience preferred. Call Donna. 358-2310

FULL TIME/PART TIME help wanted in a dental office in Southfield. Knowledge of computers a necessity. Friendly office with excellent benefits. Please call 356-0359

HOME HEALTH AIDES
Start immediately! Experienced. FULL & part time-all shifts. Competitive wages. Bonus program includes annual, attendance, flexibility, & holiday bonuses. Vacation pay. Transportation allowance. We take pride in hiring dedicated, caring people to provide unsurpassed client care & case management.
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Certified and/or experienced
Excellent pay & benefits
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(313) 455-5683 (313) 620-6877

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Currently seeking caring aides with a minimum of 1 year experience. Certification a plus or will provide certification training for the right people. Top compensation for top quality care givers.
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for W. Bloomfield medical practice. Previous experience mandatory. Excellent salary & benefits for the right person. Send resume to: Box 444,
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Livonia MI 48150

INSURANCE FOLLOW-UP CLERK
for busy allergist office in Farmington Hills. Full time. MBS experience required. Send resume to: Box 182,
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36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
For Birmingham law office. Must possess good organizational skills and have 2 years legal and WordPerfect 5.1 experience. Call Judy between 3-5:30, at 645-1700

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needs caring people to act as:
Certified Nursing Assistant,
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Apply in person:
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AFTERNOON AND MIDNIGHT
Call Mrs. Martin, 261-5300
NIGHTENGALE WEST
8365 Newburgh Rd.
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LPN - part time for assisted living facility in Plymouth.
Call Mon. thru Fri. 9-5 481-0700

LPN'S WANTED
For long term catastrophic home care cases. Please call:
days: 271-8420 eves: 553-3481

MEDICAL ASSISTANT - Part time. Motivated, experienced, not afraid of hardwork and busy days. Farmington HillsLynda 478-9818

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Busy, W. Bloomfield family practice, full-time, Mon.-Fri. Experienced in computers, posting & billing. Great job for the right person. 855-2291

LPN/RN
Full time midnights available. If interested in caring for elderly apply at 26715 Greenfield, between 10-11 Mile.

PART-TIME
MEDICAL RECEPTIONIST - Westland Podiatry office has immediate opening for experienced person. Knowledge of medical insurance a plus. Must be a self motivator & detail oriented. Send resume to: P.O. Box 85097, Westland, MI 48185

MEDICAL ASSISTANT
Cardiology experience necessary. Part time. Southfield. Call Laura 552-9858

MEDICAL ASSISTANT Experienced, part time, 2 days, for pediatric, back office in Southfield. Flexible hours. Call Mrs. Lester 358-0420

MEDICAL ASSISTANT
Part time, Westland office.
Send resume to:
34725 Palmer, Westland, MI 48185

Medical Assistant full time, family practice in Westland. Must be mature & dependable. 2-3 yrs. experience desired. Call between 5-10pm, leave name/number. 348-1480

MEDICAL ASSISTANTS - at least 1 yr. experience hospital or clinic. Full or part time work available, immediate needs. $1200-$1400 per month. Melinda, Tempro Medical, 443-5594

MEDICAL ASSISTANTS - at least 1 yr. experience outpatient clinics. A number of openings in Troy, Down River, Dearborn, Southfield, and Livonia. Very busy, full or part time. Martha, Tempro Medical, 443-5591

MEDICAL ASSISTANT
Needed for Novi urology practice. Part time. Must have experience. Call Mon-Thurs, 9:30-4:30, 380-6360

MEDICAL ASSISTANT
with 3-5 yrs. pediatric experience needed in my Redford office, part or full time. Call, 626-6754

MEDICAL ASSISTANT
Full time, experience preferred. EKG Vene Puncture & Lab procedures. Southfield area. 352-4880

MEDICAL ASSISTANT - part time, experienced medical assistant, 2 days per week for surgeons office in Southfield. 352-6281

MEDICAL ASSISTANT
For Pediatric office, part time. Front office experience preferred. Livonia/Southfield. 591-0220

MEDICAL ASSISTANT OR LPN needed for family physician, Canton. Full or part time. Inquiries between 4pm-6pm. 483-4698

Medical Assistant & Medical Receptionist, experienced, needed for busy new family practice center. Call (ask for Mary) 647-8223

MEDICAL ASSISTANT
Looking for top-of-the-line assistant for active practice. Must be hard-working individual. Experience preferred. Salary $8.50 depending on experience. Full or part-time. Novi/Livonia areas. 478-4639

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Immediate openings in Auburn Hills for Blue Shield, Medicare and Medicaid experience. $8/hr.
Call Mary 646-8500
Uniforce Temporary Service

MEDICAL BILLER - hospital or physician. Medicare, Medicaid or Blue Cross experience. Must have at least 2 yrs. experience and computer knowledge. Southfield location, 2 shifts available. Resume only, Tempro Medical, 24100 Southfield, Suite 315, Southfield, MI 48075.

MEDICAL BILLER - experienced. Needed part time. Computer experience. Novi urologists. Call Mon.-Thurs., 9:30-4:30 380-6360

MEDICAL BILLER/EXPERIENCED
Immediate opening in Birmingham/Southfield outpatient mental health clinic. Psychiatric experience preferred. Contact Pam. 647-5320

MEDICAL HOSPITAL BILLER - must have 1-2 yrs experience in any of the following: in-patient or out-patient, medicare, medicaid or Blue Cross. Excellent opportunity, several locations, full or part time available. Call Tempro Medical, Beth, 443-5592

MEDICAL LAB ASSISTANT
Approximately 30-35 hours per week, Birmingham area. Call for appointment. 647-4425

MEDICAL PERSONNEL
Looking for a new opportunity? We represent many physician offices & home care companies looking for the very best staff!
OFFICE MANAGER
$25-$29,000
Supervise reimbursement billers for expanding home care company. IV infusion billing expertise.
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$10-$12/hr.
Must have infusion billing expertise for home care company.
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Dermatology, general practice, ophthalmology, orthopedic offices need your expertise!
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Harper Associates, 29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL RECEPTIONIST
Experienced. Multi-specialty medical office. Familiar with various insurances, computer, excellent phone skills. Benefits.
W. Bloomfield. 855-7407

MEDICAL RECEPTIONIST
Pediatric office in Farmington Hills. MBS experience preferred. 20+ flexible hours/week. 855-9163

MEDICAL RECEPTIONIST
Full time for busy family practice in Plymouth. Must have medical office experience. Good pay and benefits. Call Debbie 455-2970

MEDICAL RECEPTIONIST needed, full time, for busy office in Garden City. Must be dependable, medical experience a must. $5 per hour to start. 261-0630

Medical Receptionist - EXPERIENCED ONLY. Full benefits. 40 hr. week, alternate Saturdays. Send resume: Dr. E.T. Hunter, 2909 E. Big Beaver, Troy, 48083.

MEDICAL RECEPTIONISTS - 1-2 yrs. experience. Must be able to type on computers, must know MBS or will train qualified. Full time, 4 positions, Livonia, Southfield, Farmington, Bloomfield. $14,700 to $16,800 depending on experience. Renee, Tempro Medical, 443-5593

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Full time, Southfield area.
Experienced only, benefits.
Call betw. 10am-12 noon, 353-7140

MEDICAL RECEPTIONIST/BILLING CLERK wanted for chiropractic office in West Bloomfield area.
Call for appointment. 626-3030

MEDICAL RECEPTIONIST
Must have 1 year experience in medical or podiatry office. Phone skills and good patient communication a plus. Knowledge of health insurance required. Must be hard worker and dependable. Excellent salary for hardworking individual. 478-4636

MEDICAL TRANSCRIPTIONIST
Sub contractor, minimum 3 years experience. Free pick-up and delivery. 792-5778

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Interim Healthcare has immediate openings for all shifts in area nursing homes.
EARN UP TO $7.25/HOUR!!
Bonus paid after 10 shifts worked!
Call Now!
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MEDICAL BILLER, full-time position for physical medicine & rehab practice. Must be familiar with computerized processing with WC, auto & adversed in all aspects of billing third party payor. Send resume with salary history in confidence to:
Office Administrator, LMT Rehab, 3535 W. 13 Mile Rd., Ste. 437
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MEDICAL TRANSCRIPTIONIST
Part-time, day shift position available to work as a Transcriptionist in Medical Records at our Novi location.

1 year medical transcription experience & 50 wpm typing speed required.

Interested candidates should send resume to: Ann Boerkoel, Coordinator-Human Resources.

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To apply, call:
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Nursing Homes - Home Care

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Hospitals

HEALTH CARE PROFESSIONALS
357-7080

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ALL SHIFTS. See Mrs. Saxton
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Contingent position available to work as needed in a variety of clinical areas. Qualified candidates must have 6 months recent Nursing Assistant experience in an acute care hospital setting or be enrolled in an RN Program & have completed a clinical rotation.

Apply Mon-Thurs. 8am-12noon.

PROVIDENCE
Hospital & Medical Centers

EMPLOYMENT SERVICES
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Southfield, MI. 48075
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NURSING HOME OPPORTUNITIES
RN's - LPN's - CNA's
HEALTH CARE PROFESSIONALS
357-7080

NURSING OPPORTUNITY
Four Chaplains Convalescent Center looking for full & part time midnight nurse. LPN's, RN's & GPN's. Apply 28349 Joy Rd. Westland. 261-9500

nursing

RNs
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Full-Time, On-Call and Contingent Positions

If you're looking for a rewarding career opportunity, explore a position with Amicare Hospice Services, Inc. sponsored by the Sisters of Mercy. Our commitment to unparalleled hospice care for our patients has resulted not only in superior care, but a solid and growing future for our organization. It's the ideal environment to utilize your professional skills and experience both personal and professional satisfaction.

The successful candidates will have a current RN license or permit from the State Board of Nursing, and two or more years of current professional hospice nursing or acute care, oncology or radiation oncology experience.

To learn more about our growing organization contact us today at: Cranbrook Hospital, Jane Fox, RSM, 261 Enterprise Dr., Suite 300, Bloomfield Hills, MI 48302.
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Nursing Supervisors
Multi-specialty group practice with 4 metropolitan clinics is seeking Nursing Supervisors for the departments of Surgery, Internal Medicine, OB/GYN and Pediatrics. Responsibilities will include general supervision of clinical support staff for multiple locations. RN (BSN preferred) with related specialty and minimum of 2 years supervisory experience. Please send resume to:

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A member of The Detroit Medical Center and affiliated with Wayne State University.
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OPTICAL TECHNICIAN
Experienced person needed for independent office, full time, 9AM-5:30PM, Mon.-Fri.
Call Cindy at 227-9268

ORAL SURGERY ASSISTANT
Mature and experienced, for busy oral surgery practice, Birmingham area, salaried, Mon.-Fri. 642-2115

OPTICIAN/CONTACT LENS ASSISTANT
Henry Ford Health System is seeking an Optician/Contact Lens Assistant. Requires ABO certification and two years retail experience. Contact lens dispensing and optical field experience preferred. Computer experience is desirable.
We offer a competitive wage and outstanding benefits.
Qualified candidates should send their resume to:
Henry Ford Health System
Employment Division, Dept. JK
600 Fisher Building
Detroit, MI. 48202
An Affirmative Action/Equal Opportunity Employer M/F/D/V

PHYSICAL THERAPIST
Dynamic growing department needs therapist experienced in geriatric rehab. Send resume to:
Director of Physical Therapy
Glacier Hills Nursing Center
1200 Earhart Road
Ann Arbor, MI 48105

PHYSICAL THERAPIST
Full/part time, sub-contractual position available for N.W. suburb clinic. Please send resume to: Box 318
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Livonia MI 48150

OPHTHALMIC ASSISTANT
for busy ophthalmologists with offices in Southfield & W. Bloomfield. Need someone mature, responsible, full time. COA or some ophthalmic experience necessary. Send resume to: Box 348,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OPHTHALMIC TECHNICIAN
For corneal specialist located in Southfield. Optometric or ophthalmic experience necessary. Salary commensurate with experience. Please call: 350-1130
or send resume to: Michigan Cornea Consultant, 29829 Telegraph, Suite 201, Southfield, MI 48034

OPTICAL - JOIN A WINNER!
First Optometry has exciting career opportunities. If you are a motivated, individual with a "can-do" attitude, we want you! Optical experience a strong plus, but we will train the right people. Positions are available at many locations. Please send your resume to:
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For home care visits. Full time available. Excellent pay & benefits.
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Rehab World, one of the nation's largest providers of outpatient rehabilitation, has immediate openings for both clinical & management degree Physical Therapists with Michigan Licenses. Experience in neuro/ortho rehab &(or) interest in industrial programming preferred.
Call Marcy Bristol: 313-680-6740
or forward resume to:
Rehab World, 1950 East Wattles, Troy, MI 48098

PHYSICIAN: PHYSICIANS Assistants, Physical Therapist & Nurses. Lucrative positions available for the above. Please send resume to Tom Adams C/O T.J. Adams & Associates: 100 Renaissance Center Suite 2070, Detroit, MI. 48243
Or Call, 313-835-0203

PLYMOUTH GROUP DENTAL practice seeking a pleasant highly motivated person to fill a newly created Clinical Assistant position. Will train the right candidate. Evenings and Saturdays. Call 420-2326

FRONT DESK RECEPTIONIST
Experienced, with knowledge of Medicare & Blue Cross for physician's office in Birmingham.
647-5850

WANTED - ALIVE RECEPTIONIST
Who has experience managing dental capitation insurance plan, feels comfortable on a Macintosh computer; and is smart, personable and conscientious. Please send resume to: P.O. Box 531092, Livonia, MI 48153-1092.

RECEPTIONIST: Duties also include typing from dictaphone, filing, etc. Out patient Mental Health Clinic. Mature person. Hrs. Mon thru Thurs, 1pm to 7:30pm, Sat. 8:45 to 2pm. CALL PAM, 647-5320

RECEPTIONIST/Transcriptionist - Part time, 2 days/wk. for Southfield diagnostic facility. WordPerfect experience a must. Sandy: 354-5511

REGISTERED NURSE
Wayne Community Living Services, Inc. a progressive, highly acclaimed program seeks RN to provide consultative services to persons with developmental disabilities in community residences. RN license required. We offer excellent benefits and competitive wages.
Send resume or call: Lynn Pierce, 313-455-6880, Ext. 208.
W.C.L.S., Inc., 15480 Sheldon Rd., Northville MI 48167
An Equal Opportunity Employer

RN
A full time position on day shift available. Need to fill this slot with a caring individual interested in geriatrics. Apply at: 26715 Greenfield, between 10-11 Mile.

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

RN - Full time position for busy Rochester Hills OB/Gyn office, 8am-4pm three days per week, one midday to evening. For interview, please call: 313-656-2022

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Career opportunity to grow with new hospice organization. Growing home care agency requires experienced hospice/oncology home care RN to work in new hospice home care program. Excellent pay & benefits.
Family Hospice Care 313-229-0300

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Cases available in White Lake Twp., W. Bloomfield area. Excellent pay!
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For home care agency in Brighton. Excellent communication & home care skills required. Salary commensurate with experience. Excellent pay & benefits.
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Part-time for a 53 bed Catholic nursing home. Apply in person:
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427-9175

RN'S/LPN'S WE NEED YOU!
LPN'S earn up to $17/hour,
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Home Care Staff Relief.
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Busy pediatric office, Farmington Hills, 40 hours, benefits. 855-9163

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Full or part time. Immediate opening with major hospital for your medical transcription & shorthand experience. $11+/hr.
Call Martha at 646-7661
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SECRETARY
Minimum one year medical experience for an OPC. Insurance knowledge & Word Processing experience preferred. Mon, Tues, Thur, & Fri, 1-9 pm & Sat. Send resume to: Administrator, Cruz Clinic, 17177 N. Laurel Park, Suite 131, Livonia, MI. 48152. No phone calls please.

SOUTHFIELD DENTAL OFFICE
Team oriented practice needs front desk or assistant. 443-5110

SOUTHFIELD DENTAL OFFICE
seeking qualified Office Manager. Must have knowledge of dental insurance & claims processing. Must also possess good phone and organizational skills. Full time, benefits available. Call Debbie 9AM-6PM 557-2618 or after 6PM 542-0548

STATE CERTIFIED Nursing Assistant, full time, days & afternoons. Apply Four Chaplains, 28349 Joy Rd. Westland, between 8am-3pm
261-9500

SURGICAL ASSISTANT needed for Dearborn Oral Surgeon's group. Will train mature, reliable person. Full-time/benefits. 562-5800

TRANSCRIPTION POSITIONS
Medical transcription company looking for full & part time Transcriptionists for all shifts. Competitive pay plus great benefit package. Send resume & cover letter to Director of Operations, PO Box 15381, Ann Arbor, MI 48106

TECHNICIAN
For Holter Scanning. Resumes to:
Mrs. Harrison, 610 Main St.
Rochester, MI. 48307.

TMJ OFFICE needs full time assistant. Help with X rays, other office duties, some dental experience helpful. Southfield 557-9150

ULTRA SOUND TECHNICIAN
(part time) to do Carotid studies in Southfield neurological office
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A Secretaries Choice
Out Your Options
Dept. Secretary - suburban location, strong 5.1 & Lotus experience required. To $25k + benefits. Legal Secretary - 4 spots available, (1-corporate, 2-litigation, 1-pension). Good 5.1 required. To $33k and excellent benefits
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The ONLY agency with 40+ years of service

DYNAMIC, HI-TECH International company, located in Wixom, MI., needs a part-time Accounting Clerk to perform accounts payable/receivable functions including data entry. The candidate should be detail oriented, familiar with basic accounting principles, computer data bases, spreadsheets & word processors. Please mail resumes to: P.O. Box 1015, Novi, MI. 48375-1015.

ACCOUNTING ASSISTANT
needed to prepare bank reconciliations, month and inventory reconciliations, help with month end closing and special projects. Some college course work desired, experience a plus but not required. Please send resume & salary history to: Box 434,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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

ACCOUNTING CLERK
Taking applications for an accounting clerk to meet the following requirements: must be able to handle receivables, backup to payables and payroll; must have all around office experience - phones, filing & typing. Computer experience, Lotus & word processing. Please send resume, with salary requirements, to: Total Armor Car, 457 Selden, Att: David Solcum, Detroit, MI 48201.

ACCOUNTING CLERK
PART TIME
Needed at Corporate Office in Birmingham. Individual must type 60 wpm, computer experience with knowledge of Lotus, 2 yrs. accounting background thru trial balance. Flexible hours.
Call 644-5300, ext. 295
Erb LUMBER CO.

ACCOUNTING POSITION
for retail home furnishings store. 12-18 Hrs. per week. Individual must be self-motivated with strong computer & organizational skills. Experience in accounts payable, payroll, sales tax, budgets & spreadsheets through trial balance required. Quickbooks knowledge a plus. Please submit resume by Fri., Feb. 26, 9pm.: Country Charm, 322 S. Main St., Plymouth, MI., 48170.

ACCOUNTING
We are seeking people with various levels of accounting experience who are interested in working Temp assignments while we help with the permanent job search. Assignments available now & coming in daily.

We offer: Temp - Med insurance, over time pay, resume & interview counseling.

CALL NOW!
354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ACCOUNTS PAYABLE CLERK - accounts payable position available with fast paced Southfield company. Excellent math skills required. Previous AP experience & computer familiarity a must. Send resume & salary requirements to AP Clerk, P.O. Box 300, Southfield, MI 48037.

ACCOUNTS PAYABLE CLERK
Full time days. Manual or computer experience required. Call Monday-Friday, 9am-11am. 648-1150
An Equal Opportunity Employer

ACCOUNTS PAYABLE & RECEIVABLE
Client in Oakland County needs a professional with phone skills, accounts payable experience, data entry & Word Perfect. Call as soon as possible for appointment

Future Force
528-8454

ACCOUNTS PAYABLE ASSOCIATE
Applications are being accepted for the full time position of Accounts Payable Associate. Applicants must have one year experience in accounts payable or related field, successful completion of Principles of Accounting 201 & 202 (or equivalent), proficiency with personal computers, spreadsheets and data entry. Knowledge and experience with computerized accounting system. Please call: 313 462-4400, Extension 5003, for application. Completed applications, resumes and copies of transcripts must be received in the Personnel Office by no later than March 10, 1993.
Affirmative Action Equal Opportunity Employer, Schoolcraft College, 18600 Haggerty Rd., Livonia MI 48152

ACCOUNTS RECEIVABLE CLERK
For property management company located in Troy. Office experience necessary. Send resume to: 900 S. Blvd. E., Suite 100, Troy, MI., 48098, Attn. Terri.

ACCOUNTS RECEIVABLE
Novi company needs an Accounts Receivable Clerk. Responsibilities include: posting and balancing cash receipts, customer contact, filing and other general office duties.
Prior bookkeeping experience desirable. Excellent fringe benefits.
Call Polly at 313-478-9700
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Familiar with all aspects of accounting and information flow of a receivable from transaction to month-end. Must have experience using computerized processing. Willing to exert extra effort/time when necessary, pro-active thinker, problem solver, team player. Experience in trucking industry a plus. Please send resume to: Whiteline Express, 9135 General Court, Plymouth, MI, 48170.
455-4700, Ex. 260
Equal Opportunity Employer M/F

ADMINISTRATIVE ASSISTANT
Your valuable secretarial administrative background pays off. Client needs WordPerfect 5.1, MicroSoft works & Lotus skills for long term assignment, dictation a plus.
Call for appointment today

Future Force
528-8454

ADMINISTRATIVE ASSISTANT
Needed to assist busy Vice President of Mortgage Company in opening new branches and act as liaison between branches and corporate office. General clerical skills, word processing & mortgage experience. Send resume to:
Robert V. Drury, Vice President
Community Branches
Republic Bancorp Mortgage Inc.
37209 W. 12 Mile, Ste. 100
Farmington Hills, MI, 48331

ACCOUNTS RECEIVABLE CLERK
with computer experience for fast paced property management firm to grow with the company. Send resume & salary requirements to:
4738 Pickering, Bloomfield Hills, MI 48301

ACT NOW!!
CUSTOMER SERVICE $14,500
Excellent comunication skills, customer service and computer experience
MARKETING ASSISTANT $16,000
Good math aptitude, computer entry plus phone experience
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills: 737-5750
Troy: 585-2720

LIVONIA COMPANY seeks Administrative Assistant for our Sales Department, 5 years experience including customer correspondence, billing and general office duties. Send resume with cover letter and salary history in confidence to: Box 452,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE ASSISTANT
Fortune 500 company has challenging position for experienced secretary. Word Perfect 5.1. $9/hr.
Call Sally at 646-7661
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Innovative training & development company has immediate opening for individual to provide administrative support to the sales and marketing department. Successful candidate will possess excellent typing skills, proficiency with MicroSoft Word, MicroSoft Windows, PageMaker, and Excel, speed writing or dictation, and experience with Siemens phone system. Must be extremely flexible, able to work in fast paced environment, a self-starter, and need little training. Full benefit package and competitive salary. Please send confidential resume to:
TARA KURTZ
39819 PLYMOUTH RD.
PLYMOUTH, MI 48170-4290
No phone calls please

ADMINISTRATIVE ASSISTANT
20-30 hours weekly. Take-charge person. Typing, computer, people skills. Telegraph-13 Mile.
Call Ms. Schneider at 540-3037

ADMINISTRATIVE ASSISTANT/Marketing Assistant. Part time. 3-4 days a week. Very flexible hours. Will pay competitive wages. Office located in Troy. Contact Kevin or Karen between 12-2pm at,
352-2220 Ext. 2262

ADVERTISING AGENCY
SECRETARY - Major advertising agency has challenging position for experienced secretary. Harvard Graphics a plus. $9/hr.
Call Sally at 646-7661
Uniforce Temporary Services

ADVERTISING AGENCY
SECRETARY - Plush office of suburban firm needs your recent word processing experience and ability to interact with clients. $9.50/hr.
Call Sophie 357-0641
Uniforce Temporary Services

ADVISORS
Part-time, evenings, some weekends. Must type 35-40 wpm, have excellent phone skills. Could lead to full-time. Great for students. Will train the right people. 478-7355

ALL FEES COMPANY PAID
- Secretaries
- Bookkeepers
- Word Processing
- Receptionists
- General Office

PERMANENT STAFF
Farmington Hills 737-5750
Troy 585-2720

EXPANDING DEALERSHIP
Looking for all office positions.
Auto dealership experience a must.
Apply within:
Don Massey Cadillac
40475 Ann Arbor Rd.
Plymouth

AUTO DEALER
Redford Dodge dealer needs experienced individual to answer switchboard; type dealer trades and perform other bookeeping duties. Benefit package available. Call for appointment 538-1500.

BIRMINGHAM BASED CORPORATION is seeking a dependable Full Time Clerical for their past paced HR Department. Good typing skills required, 55 wpm, knowledge of Lotus and WordPerfect. Must possess excellent phone etiquette and organizational skills. Offer excellent benefits. Call 644-5300, ext. 295
Erb LUMBER CO.

BIRMINGHAM/MICHIGAN AREA
ACCOUNTING CLERK/SECRETARY. Small old-line Birmingham investment firm looking for person with accounting background and secretarial experience in finance, banking, billing or brokerage. The successful candidate will be a self-starter, team-oriented and enthusiastic. Business school or associate degree required and 3 to 5 years work experience. Excellent verbal and written communications skills, excellent word processing 5.1 skills, typing minimum 60 wpm., excellent organizational skills with good attention to detail, excellent computer skills (DOS and Lotus). Interact with professionals. Competitive salary. Professional appearance and personal intuitive important. Non-smoking office. To apply for this local position call: 1-800-654-5943.

BOOKKEEPER-Closing Secretary
Novi real estate office wants dependable person for 20-25 hours per week. Real estate experience preferred. Call Jon Ruud 349-9175

BOOKKEEPER/ FULL CHARGE
Thru trial balance for large developer, Lotus and real estate management experience a must. Independent organized self-starter. Send resume and salary history and requirements to:
Att: Accounting, P. O. Box 2300, Farmington Hills MI., 48333.

BOOKKEEPER FULL CHARGE
Established employee benefit administrator in Birmingham area seeks full-time position for individual capable in both manual & computerized accrual accounting through general ledger. Knowledge of Federal & State tax reporting & investment trust statements desirable. Starting salary $23-$24K with good benefits package. Send resume to: Personnel Manager, P.O. Box 3039, Birmingham, MI. 48025-3039

BOOKKEEPER/SECRETARY
Long established construction company looking for part time individual who is experienced in bookkeeping, shorthand and is computer literate. Contact Mr. Olson, Kaftan Enterprises, between 1 and 5 at 352-3800

BOOKKEEPER SECRETARY
with great typing & computer skills, needed full time, for brand new skating entertainment complex in W Bloomfield. Please call Pam or Denise 661-4200

BOOKKEEPING POSITION
Full time. Must have computerized accounting experience in accounts payables, accounts receivables. Send resumes to:
Hahn Elastomer Corporation
14557 Keel Street
Plymouth, MI 48170
Attn: Accounting Dept.

BOOKKEEPING SECRETARY
Computerized bookkeeping thru trial balance, word processing, speedwriting or shorthand are needed for this major suburban firm, open on money.
Call Brittany 357-0034
Uniforce Temporary Service

BOOKKEEPER/Full charge. Computer accounting system. Good typist, self-directed, problem solver. $9/hr. start. Resume: Marvin, 15241 Northend, Oak Park, MI 48237

BOOKKEEPER PART-TIME
Farmington Hills Real Estate Development and Property Management Firm has opening for experienced Bookkeeper to assist with Multi-property portfolio including accounts receivable, accounts payable, payroll & financial statements. We are fully computerized and use WordPerfect, Lotus and LIBRA. If you want to work hard and still have fun at the office, send resume to:
CERTIFIED REALTY, INC.
Attn: Ronald Boraks
38345 West 10 Mile Rd., Ste. 300
Farmington Hills, MI. 48335

CALLING ALL EXPERIENCED
Data Entry
Receptionists
Word Processors
SIGN UP AND WIN!
Your skills can land you an exciting, well paying position and a chance to enter our "SHOPPING SPREE" CONTEST. Don't delay, contest ends March 31st. Call the office nearest you for more information.

SOUTHFIELD 557-7444
LIVONIA 261-3830
PONTIAC/TROY 682-4510

INTERIM PERSONNEL
Contestants must qualify to win.
Never a Fee EOE

CHURCH SECRETARY - part time. Must know WordPerfect. General office experience required. Send resume only to: R.J. Patterson, 749 W 14 mile, Clawson, MI. 48017

MORTGAGE COMPANY in Southfield seeking hardworking, enthusiastic individual for their government insuring department. Experience a plus. Salary negotiable. Call Jeannette 313-353-2130

RAPIDLY EXPANDING Detroit based corporation has an opening for an assistant to our Branch Office Facilities Coordinator. High visibility job involves assisting with:

- Branch office layout and furnishing
- Working with staff and outside contractors
- Purchasing and importing of furnishings
- Coordinating auto fleet
- Some travel to branch locations

Candidates must be aggressive, diligent, and hard working, and possess good organizational and communication skills. College degree preferred. For consideration, send resume in confidence to:
Human Resources
P.O. Box 779
Detroit, MI 48231

CLERICAL
Growing Troy Company seeks promotable assistant with thorough knowledge of WordPerfect. 1 year minimum office experience required. Send resume or call:
Diversified Recruiters Co.
344-6700 FAX 344-6704

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

CLERICAL/PART-TIME
20-30 hrs. per week. Non-smoker, must type. Send resume to P.O. Box 942, Novi, MI 48376.

CLERICAL PART TIME
Needed at Corporate office in Birmingham. Individual must have some computer experience, type 40 wpm., flexible hours.
Call 644-5300, ext. 295
Erb LUMBER CO.

CLERICAL PERSON - Experienced. 20 Hr./Wk. Includes 2 evenings. Send resume to: Bettie Burnette, 23400 Michigan Ave, Ste. P24, Dearborn, MI 48124

CLERICAL POSITIONS
Now available at ADIA
- RECEPTIONISTS
- TYPISTS
- WORD PROCESSORS
- DATA ENTRY
313-722-9080 or 313-382-2342

CLERICAL POSITION
Answer phones, computer data entry & various other clerical duties. Good organizational skills. Salary plus benefits. Send resume to: Personnel, P.O. Box 938, Troy, MI 48099.

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

CLERICAL/TELEPHONE SALES
Rapidly expanding national company needs an aggressive individual with strong organizational & telephone skills. Clerical & computer knowledge important. Hourly + great commission package. Full or part time, Call Jeff: 539-3480

CLERICAL/TELEMARKETING
Entry-level position in marketing department of computer software company. Applicant must have good phone & clerical skills & be well-organized. Some typing & filing required. Submit resume to: Attention Marketing Department, 33031 Schoolcraft, Livonia, MI 48150

CUSTOMER SERVICE/Purchasing Assistant - Part time, for industrial distributor, Tuesdays & Thursdays, 8am-5pm. Send resume to:
Po Box 2827, Livonia, MI 48151

CUSTOMER/VENDOR SERVICE
Expanding company is seeking energetic, hardworking individual with pleasant phone voice and good attitude to problem solve issues documentation. Extensive phone work. Great working environment. Please send resume to T.H., P.O. Box 9066, Farmington Hills, MI 48333.

DATA ENTRY
full time temporary position in Southfield beginning Mar. 1. Hours from 11:30am-8pm. Customer service background a plus. Please submit resume to: P.O. Box 2020, Southfield 48037-2020
An Equal Opportunity Employer

DATA ENTRY
Immediate long term opening for your attention to detail and 8000 keystrokes. Accounts payable/receivable a plus. To $7.50/hr. to start. Call Dana at 646-8500
Uniforce Temporary Services

DATA ENTRY
Night shift, 9pm-6am. Skills required: Word Processing, proofreading, 40 wpm, good spelling. Macintosh PageMaker knowledge helpful. Knowledge of vehicle terminology a plus. Send resume & wage history to:
P.O. Box 580
Farmington, MI. 48332-0580
Attention: Tina Farr
Data Entry Position

CLERICAL
10am-3pm, MON.-FRI.
Light bookkeeping, word processing utilizing WordPerfect 5.1, phone answering, etc. Send resume to: Personnel, 28525 Orchard Lake Rd., Farmington Hills, MI 48334

CLERKS
Expanding Southfield area company has openings for mail, data entry & 10 key clerks. Call O/E Management: 525-8100. Experience preferred but not necessary

COMPUTER SKILLS WANTED
For an automated payroll system. Need a motivated, energetic self-starter for part-time work through the end of April. Payroll knowledge helpful but not necessary, computer input skills a must. 462-2605

CREDIT & COLLECTIONS
Self motivated, phone oriented multi-talented individual. Excellent benefits and salary. Send resume to: Laura Basilaco, Fordson Health Care, 15044 Michigan Ave., Dearborn, MI 48126

DATA ENTRY/ CUSTOMER SERVICE
Farmington Hills, MI

A leading industrial goods manufacturer currently has an opening in its Regional Sales Office located in Farmington Hills, Michigan.

The successful candidate must have a minimum of one year experience in a customer service/data entry role, possess a pleasant phone manner and have the ability to work well with customers. Position responsibilities include: extensive phone work, stock checks, working with distributors, expediting back orders and order placement.

We offer a salary commensurate with experience, excellent fringe benefits and the opportunity to work with an industry leader.

Interested candidates should forward resume along with salary history to:
BOX 422
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

DATA ENTRY - eager, enthusiastic person with strong data entry skills. Also filing and answering phones. Send resume to: AFR, P.O. Box 967, Southfield 48037

DATA ENTRY POSITION
Available with small publishing company - 24 hours per week. Flexible schedule, 60 day assignment. We're looking for a positive, detail-oriented person with good typing skills. Pleasant, non-smoking office.
$7 per hour. 981-4600

DOWNTOWN DETROIT business law firm seeks paralegal with 2 yrs. or more experience in litigation & collections for part-time, 5 day a week position or possible full-time. Experience essential. Send resume to: Director of Administration, Berry, Moorman, King & Hudson, 600 Woodbridge Place, Detroit, MI. 48226. No phone calls please.

ESTABLISHED PROPERTY management firm is seeking a well organized individual for fast paced office in Southfield. Pleasant phone manner & good typing skills required. WordPerfect experience a BIG PLUS. Forward resume to
100 Galleria Officenter #400 Southfield, MI 48034

EXECUTIVE ASSISTANT
International Farmington Hills corporation needs your Word Perfect experience. To $10/hr.
Call Susan at 473-2932
Uniforce Temporary Services

EXECUTIVE SECRETARY
Prestigious hospital needs word processing experience for administrative offices. Medical terminology a +, $10/hr. Call Melanie 357-0037
Uniforce Temporary Services

EXPERIENCED PART TIME Receptionist with people skills required for our busy office. Apply in person Fri. Feb. 26, between 12-3: 23077 Greenfield, Ste. 157, Southfield.
An Equal Opportunity Employer

FILING CLERK: W. Bloomfield area. Part-time. 25 to 30 hrs. Evenings. Accuracy & speed important. Typing a plus! Call, 545-6811

FINANCIAL SECRETARY
Immediate opening for highly skilled word processing secretary for vice president of International company. $10/hr. Call Sally at 646-7661
Uniforce Temporary Services

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

FREE TRAINING & JOB PLACEMENT
We give you hands-on instruction in using computers in an office environment! You must be between 17-21 years old and a resident of Western Wayne County (not Detroit).
Call to register today! 464-1660
An Equal Opportunity Employer

FRONT DESK RECEPTIONIST/ WORD PROCESSOR
Prestigious management consulting firm-Troy. 60 plus wpm, advanced Word Perfect 5.1. Front desk appearance and warm, enthusiastic interpersonal skills. Strong organizational ability and on the job confidentiality a must! Prefer 12-18 mo. office experience. If you are a team player & not afraid of hard work, send your resume to:
N. Larke, 5505 Corporate Dr., Suite 100, Troy, MI. 48098.
An Equal Opportunity Employer

FULL CHARGE BOOKKEEPER/ OFFICE MANAGER
Needed for downtown Birmingham gift shop. Extensive experience preferred. Call: 258-8574

GENERAL OFFICE/Part Time
Busy law firm in Troy needs person to answer phones, run errands and to perform general office duties.
Call 649-7200

GENERAL OFFICE - part time help. Typing & filing required. Apply at: Ecco Tool Co. 42525 W. 11 Mile, Rd., Novi.

GENERAL OFFICE
For commercial real estate company in Southfield. Computer, typing, phone experience. Word Perfect, Windows necessary. Call 9-5 PM. 353-9494

GENERAL OFFICE
Receptionist position available for responsible, qualified individual. Previous office experience required. Responsibilities include managing switchboard, typing, & WordPerfect 5.1 background helpful. Very pleasant working conditions. Please send resume to: P. O. Box 530456, Livonia, MI., 48153.

GENERAL OFFICE WORK
Part time, noon 'til 5pm, Mon thru Fri. Bloomfield Hills area. Computer skills necessary. References required. 313-540-4800

GENERAL OFFICE - Hours 9-4. Typing, phone answering, filing & miscellaneous errands. Must have reliable transportation & some computer knowledge helpful. Send resume to: P.O. Box 810, Southfield, MI. 48037.

INSIDE SALES
Entry level position for self starting, enthusiastic person to learn how to take and process purchase orders from our customers. A good phone voice and legible handwriting a must. Exposure to machine shop work or blueprint reading would be helpful. Excellent benefit package. Mail resume and salary requirements to: Mr. Duquet, Moeller Mfg. Company, 43938 Plymouth Oaks Blvd., Plymouth, MI 48170.

JUNIOR SECRETARY
Leading national marketing firm has unique need for your all around skills & recent experience. To $7/hr.
Call Rona at 357-0641
Uniforce Temporary Services

FULL TIME RECEPTIONIST

Are you enthusiastic? Can you handle multiple projects in a busy environment and would you be the best person for our Company's first contact with Fortune 500 clients?

If so, we would like to hear from you. We are a Livonia team-oriented company, good growth potential. Position requires enthusiasm, business like, professional individual to answer multi-line phone, interact with employees and Fortune 500 company contacts, typing. WordPerfect a plus. Hours 8:30AM to 5:30PM required, Monday through Friday. Full package of benefits. Salary commensurate with experience.

Send resume to:
MPACT EDI SYSTEMS, INC.
17197 N Laurel Park Dr. Su. 201
Livonia, MI 48152
ATTN: Human Resources 090

GENERAL OFFICE
Bright, self-starter needed for manufacturing office in Farmington Hills. Prefer person with some experience in purchasing, inventory control & budgeting. Must have recent manufacturing background.
Benefits, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel Dept. 30057 W. 8 Mile, Livonia, MI 48152 or call Mon. thru Thurs. between 9-3
473-9305

KEYDISC/KEYPUNCH
Experienced data entry operators. Day & afternoon shifts. Full or steady part time. Good operators make $300-$400 per wk. Call Ms. Hardman. 681-6151

KEYPUNCH OPERATORS
Indata Corp. is now accepting applications for experienced operators at our Livonia office. We are specially looking for full time afternoon, midnight shift position. Call us between 9-2 for an appointment. 422-8002

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
382-3430; Fax 382-4881

LEGAL SECRETARY for Troy Law firm. Mature person experienced in litigation with WordPerfect 5.1. Full-time with some flexibility. Send resume to: Office Manager, 801 W Big Beaver Rd. Ste. 500, Troy, MI 48084

LEGAL SECRETARY - Part time afternoons. WP 5.1, 60 wpm, 2+ years legal experience necessary. Forward resume to 30400 Telegraph Rd., Suite 435, Bingham Farms, MI 48025

LEGAL SECRETARY
Part time, 2 days per week, (Mon. & Tues.) for busy law firm in Birmingham which practices all areas of law. IBM PC, WordPerfect 5.1 and dictaphone preferred. Salary commensurate with experience. Send resume to Box 364:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - Experienced. WordPerfect 5.1, personal injury & family law. Salary/hrs. negotiable. Resume: 30833 Northwestern Hwy., Suite 100, Farmington, MI 48334

LEGAL SECRETARIES
Our reputation for integrity has opened the doors to many of the best law firms in the area. For permanent and temporary placement. Register now with THE agency for Legal Secretaries.
FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY: For small Birmingham office. Must know Wordperfect. No Benefits.
Contact Karen. 258-1100

LEGAL SECRETARY Trainee, full or part-time for Downtown Detroit law firm. Will train bright individual with good typing skills. 963-7755

LEGAL SECRETARY
Small, unique office looking for right person to fill big shoes. Bookkeeping & litigation experience required. This is that opportunity! 353-4800

LEGAL SECRETARY
Well known small southfield firm. Experience in plaintiff medical malpractice/personal injury. WordPerfect 5.1. Non-smoking office. Call 355-1727

LEGAL SECRETARY
for professional busy Personal Injury firm. 5 years experience required. Microsoft Word preferred. Send resume to: 200 N Center, Northville, MI. 48167.

LEGAL SECRETARY
Wanted for personal injury office in Farmington Hills. 1-3 years experience, good typing skills, and knowledge of WordPerfect 5.1 required.
Call Pam 313-737-8000

LEGAL SECRETARY
Workers compensation insurance defense. Word Perfect required. Legal experience preferred. Send resume to: Galbraith & Booms, Attn: Pamela, 29777 Telegraph, Ste. 1460, Southfield, MI 48034

LEGAL SECRETARY
Experienced, for small, pleasant personal injury firm in Southfield. Full time, good salary opportunities. Knowledge of WordPerfect, excellent typing skills, general office skills and prior experience in personal injury practice required.

Please send resume to:
LAW OFFICE
PO BOX 760428
LATHRUP VILLAGE, MI 48076

LEGAL SECRETARY
Part or full time for Birmingham law firm. Personal injury work. 236-8292

LEGAL SECRETARY
Fast-paced North Oakland County law firm seeking experienced full time Legal Secretary with knowledge of WordPerfect and litigation to keep up with us. We're busy but happy. Send your resume to:
Office Manager, 1760 S. Telegraph Suite 300, Bloomfield Hills, MI 48302-0183 or fax it to us at
313-335-3341

LEGAL SECRETARY
Needed for Birmingham law firm. Must have excellent grammer, typing, transcription, WordPerfect, and be highly organized. Minimum 7 years of corporate, estate planning and litigation experience. Competitive salary and benefits.
Send resume to:
PERSONNEL DEPT.
380 N. WOODWARD, SUITE 300
BIRMINGHAM, MI 48009

LEGAL SECRETARY - Entry level for downtown law firm specializing in debtor-creditor law, including bankruptcy and related areas. 1-2 years office experience preferred. WordPerfect required. Salary commensurate with experience; health and life insurance offered. Send resume, including grade point average achieved (good grades required) during education to:
Office Manager, 2600 Buhl Bldg. 535 Griswold, Detroit, MI 48226.

LOOKING FOR WORK?
Do you have clerical skills? We have long term, temporary positions in several companies in the western suburban area. Let us turn your skills into money. Call today for an interview appointment.
473-2111
N S SERVICES