EMPLOYMENT

502 Help Wanted Dental-Medical

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

MEDICAL ASSISTANT
For Livonia OB-GYN. Part time, Mon, Tues, Thurs, 10-4. Must know venapuncture & sterile technique. Non-smoker. Respond with resume & salary requirements to Box 596: Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL BILLERS
Set your own hours. Pick your location. Competitive wages. Temporary positions only.
• 5 yrs. Experience.
• MBS Knowledge
• Management Skills.
MSP, 29290 Franklin Rd. Southfield, MI. 48034.

MEDICAL TRANSCRIPTIONIST
Immediate part-time opening in Farmington area. Qualified applicant must have minimum 1 year work experience and be able to type 80 wpm. To schedule an appointment please call: TEMPEXCHANGE 557-5600

NURSE AIDES
FOR PRIVATE DUTY HOME CARE
Join the growing field of home care with a quality agency serving western Wayne county suburbs. Must have experience working with the ill, elderly or disabled. Must have reliable transportation. To apply, call: 981-8629 UNITED HOME CARE SERVICES

NURSE CONSULTANT
CorVel, a progressive rehabilitation & cost containment company is looking for a registered nurse. If you are comfortable interacting with physicians, employers & injured workers, contact us at 560 Kirts Blvd., Ste. #106, Troy, MI., 48084.

Requirements include 2-3 yrs. hospital nursing experience in ortho, neuro, previous case management experience is a must.

NURSE/PHYSICIANS ASSISTANT
to review medical records for Southfield law firm. Computer literate, some legal preferred. Call Mrs. Raven 552-8500

NURSES AIDES CERTIFIED ALL SHIFTS
See Mrs. Saxton NIGHTENGALE WEST 8365 Newburgh Rd. Westland, near Joy Rd. An Equal Opportunity Employer

NURSES AIDE - to assist with female, willing to work weekends & do fill ins, 24-32 hours. Rochester area. 650-0537

NURSES AIDS- Hiring certified nurses aids for a Farmington Hills senior apartment complex. 489-8988

NURSES NEEDED STAT!
Variety of assignments immediately available throughout the local area. High demand for PEDIATRIC & ventilator skills. Differentials for weekend & midnight shifts. Choose your own cases, set your own hrs. No min. number of hrs. or long distance travel required. Call Today! VISITING CARE 344-0234

Nursing
CASE MANAGER
HealthCare COMPARE, the largest independent managed care provider in the country, has an immediate opening for a Case Manager in our Livonia office.

The successful candidate will be an RN with experience in managed health care and a minimum of 3 years clinical experience. A BSN is preferred. Excellent communication and organizational skills are essential. Case management experience and clinical experience in Med/Surg, Medical Intensive Care, Rehab, Occupational Medicine, or Home Care is preferred.

We offer a competitive salary and benefits package. For confidential consideration, send your resume to: John Alexander, HealthCare COMPARE, Dept. CM, 750 Riverpoint Drive, West Sacramento, CA 95605. EOE.

HealthCare COMPARE Corp.

NURSING STUDENTS CNA's/HHA's
Plan ahead for summer employment. Join the experts in home health care - VISITING CARE. Work 1 on 1 with patients in their own home. Experience or certification necessary. Flexible schedules. Immediate openings. Call today! VISITING CARE 344-0234

NURSING SUPERVISORS
Multi-specialty group practice with four 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:

Recruiter/Nursing Supervisor DMC Health Care Centers 41935 W. 12 Mile Rd. Novi, MI., 48377

A member of The Detroit Medical Center and affiliated with Wayne State University. An Equal Opportunity Employer

OFFICE MANAGERS $22-$27,000
Confidential searches for cardiology, ophthalmology, orthopedic, physician offices. Need medical billing & office management expertise with great personality! Call or send resume to Diane Detter, 932-1170 Harper Associates, 29870 Middlebelt Farmington Hills, 48334

OPENINGS FOR EXPERIENCED MA For Southfield location. X-ray experience preferred. Please call Annette, Mon thru Fri, 10-1pm, at 313-357-0700, Ext. 8

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 610, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ORAL SURGERY ASSISTANT Full time. Experienced, for busy oral surgery practice, Birmingham area, salaried, Mon.-Fri. 642-2115

PART-TIME: Experienced Dental Assistant needed for patient centered; Farmington Hills Office. Mon & Wed, 5-9pm. 1 Saturday per mo. Call DR. PARISE, 313-851-2816

PERSONAL CARE AIDES & HOME HEALTH AIDES to work with special population in Canton area. Please send resumes: HGS, P.O. Box 15414, Ann Arbor, MI 48106. 572-7234

RAPIDLY GROWING Medical Review Co. has several openings. Experienced CPT & ICD codes desired. Medical terminology and computer skills helpful. Salary based on experience. SEND RESUMES & salary requirements to Personnel Dept. PO Box 83, Northville, MI. 48167.

ORAL SURGERY Assistant for North suburbs, full-time, with excellent fringe benefits. Experience in dental preferred. 547-8836

PART TIME FILE CLERK Computer and phone experience helpful. Farmington area. 474-1790

PHYSICAL THERAPIST For home care visits. Full time available. Excellent pay & benefits. FAMILY NURSE CARE 313-229-0300

PHYSICAL THERAPIST position available part-time in Southfield area. Call after 7 pm 641-6171

QUALIFIED ACTIVITY DIRECTOR Needed for small facility. Care plans, MBS, documentation, supervisory & motivational skills are essential. Benefits packages available. Apply between 9am-2:30pm weekdays: West Trail Nursing Home, 395 W. Ann Arbor Trail. Ask for Ann.

RADIOGRAPHER - Registered, part time, 2 days per week, mammography experience preferred. Contact Joe or Denise: 561-8794

BUSY W Bloomfield Allergy office needs experienced Receptionist with billing experience. Call between 1pm-4pm except Wed. 539-3366

RECEPTIONIST, part-time available in our fast paced Livonia office. Dental knowledge & excellent communication skills a must. Computer experience helpful. Call 591-3636

RECEPTIONIST for front desk at physicians office in Birmingham with knowledge of medicare & Blue Shield. 647-5850

RECEPTIONIST Full time for fast paced multi-doctor ophthalmology practice in Livonia. Experience a plus. Call Barb at: 464-7900

RECEPTIONIST - PART TIME Busy Livonia family practice, flexible hours, no experience necessary, but helpful. 425-0209

RECEPTIONIST/ASSISTANT/BILLER For podiatry office in Canton, part time. 455-2400

RECEPTIONIST- Friendly receptionist needed for Ferndale chiropractor. Call: 540-4432

RECEPTIONIST SCHEDULER For Livonia Physical Therapy facility, full time, Mon. thru Fri. 1 year Physical Therapy experience required. Computer experience preferred. Mary 779-8222

RECEPTIONIST
Immediate full time position available for front desk/receptionist for busy radiology office in Livonia. Experience necessary. 462-3232

RECEPTIONIST
Wanted for a busy ophthalmologist office in Livonia. We stress dedicated professionals with compassionate caring of patients. Must have good typing & phone ability. Experience preferred. Send resume history & salary to: Box 614 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RESIDENT AIDE full or part time, 7am-3:30pm for assisted living facility in Plymouth. call 451-0700

RN AFTERNOON SUPERVISOR Mon. - Fri., salary negotiable. Contact Crystal Subotich at 522-1444.

RN - FULL TIME DAY SHIFT Apply at or call Mrs. Martin, DON, 261-5300 NIGHTENGALE WEST 8365 Newburgh Rd. Westland, near Joy Rd. An Equal Opportunity Employer

A RN/LPN For midnight shift. Full or part time. Call Director of Nursing for interview, Southfield 354-3222

RN/LPN with Hi Tech Pediatrics experience, Rochester area. Part-time days & afternoons. Call Visiting Nurse Home Support Services at 354-0501

RN'S - IN SERVICE DIRECTOR Full time, for long term care facility, excellent salary. Please call: Shirley St.Souver at 255-8450

RNS - LPNS ALL SHIFTS AVAILABLE Wages negotiable. Contact Crystal Subotich at 522-1444.

RN's/LPN's
Part-time for a 55 bed Catholic nursing home. Apply in person: Marycrest Manor 15475 Middlebelt Livonia, Michigan 427-9175

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

SWITCHBOARD OPERATOR For busy cardiology office in Farmington Hills. Experience preferred. Send resume to: Cardiovascular Clincal Associates PC, 28080 Grand River, Suite 306 North, Farmington Hills, MI 48336, Attn Mary Ellen.

TELEPHONE INTAKE WORKER Full time. Needed for a fast paced OPC clinic. Must have basic knowledge of computers and previous experience in patient intake/insurance verification.

MEDICAL TYPIST/PART TIME Temporary. 50 w.p.m. Must have experience with transcription, dictation, basic computer knowledge and familiar with WordPerfect 5.1. Contact Vivien at 489-1550

X-RAY TECH - Licensed X-ray tech with minimum of 2 years experience for high volume internal medicine practice. Call Virginia 851-8141

X-RAY TECHNICIAN - Full time days. Mammography & flouroscopic experience necessary. Garden City or Dearborn area. 422-7484

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - for non-smoking office. Landscape nursery, Orchard Lake/Telegraph area. Full time w/benefits. Must have experience in computer use w/accounts receivable & payable, billing, general ledger thru trial balance, posting & bank recs. EXPERIENCE NECESSARY. Send resume w/salary requirements & experience to: Box 582, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ACCOUNTS RECEIVABLE CLERK Must have strong organizational and computer skills. Property management experience preferred. Send resume with salary history to: P.O. Box 2480 Farmington Hills, MI 48333

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 RECEIVABLE/PAYABLE
Clerk needed for full-time position. Must have computer experience, filing, typing, phones & general office skills. To set an appointment, call: (313)522-9817

ACCOUNTANT - 32 hr./wk. Thru trial balance for Plymouth area subcontractor. Construction and payroll experience required. Lotus and construction manager software experience helpful. Resume with salary request and references to: 45211 Helm St., Plymouth, MI 48170

ACCOUNTING CLERK Southfield company seeks non-smoking individual to perform basic accounting tasks. Bank deposits, filing, accounts payable, computer input and other misc. office tasks. WordPerfect and Lotus skills helpful. Please send resume to: 200 Franklin Center, 29100 Northwestern Hwy., Southfield, MI 48034.

ACCOUNTING/CLERICAL Growing fast paced company looking for upbeat, work oriented dedicated individuals to fill 2 full time office positions. Good phone presence, computer experience, organizational skills necessary. Accounting experience a plus for our Accounts Receivable position. Word processing experience preferred for Receptionist/Secretary position. Salary commensurate with experience. Benefit package available. Call between 8am-4pm, Mon. thru Fri. (ask for Mrs. Black): 261-2100, ext. 100
Yale Materials Handling-MI, Inc. 11844 Hubbard Livonia, MI., 48150

ACCOUNT PAYABLE
DATA ENTRY KEEGO HARBOR 10am to 7pm. (flexible) ET SERVICES & SYSTEMS CALL, 589-8428

ACCOUNTS PAYABLE ADMINISTRATOR
Immediate opening for A/P Administrator in Madison Hts. Qualified candidate will possess a business degree with 5 yrs. A/P must be familiar with Lotus spread sheets, have good communication, word processing & management skills. Will be expected to interface with vendors & management. We offer competitive salary, benefits, & 401 K. Send resume to: Box #632 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ADIA NEEDS Experienced Office Personnel
• Receptionists • Typists • Word Processors • Data Entry 313-722-9050 or 313-382-2342

ADMINISTRATIVE ASSISTANT. Part time for successful insurance agent in Farmington Hills. Word processing, set up phone appointments, insurance experience a plus. Send resume to: Mr. Stuart, P. O. Box 20310, Ferndale, MI., 48220.

ADMINISTRATIVE ASSISTANT Prestigious hospital needs word processing experience for administrative offices. Medical terminology a plus. Call Melanie 357-0030 Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT Top pay for experienced candidates with growing Farmington Hills corporation. Macword experience a plus. Call Susan 473-2932 Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT - full, part time, flexible hrs. Excellent working conditions, insurance & investment services industry. Send resume to: M. Casey, 26211 Central Park Blvd. #300, Southfield, MI 48076

ADMINISTRATIVE ASSISTANT/SECRETARY for busy W Bloomfield executive office. If you are people oriented, with expertise in WordPerfect, send a resume to: Lonnie George, 6016 W. Maple Rd., Su. 700, W Bloomfield, MI 48322.

ADMINISTRATIVE ASSISTANT Duties include billing, typing & general administration. Bookkeeping, computer experience & strong communication skills are required. Respond with resume & salary history to: Continental Computer, 31600 Northwestern Hwy., Farmington Hills, 48334

ADMINISTRATIVE ASSISTANT Experienced, well-organized assistant to handle daily activities of a small insurance office. Position requires phone contact with current & potential clients. Telephone, typing, & computer skills required. Must be able to handle a fast-paced, business environment. Send resume to: Lowell M. Plotkin, 2701 Troy Center Drive, Suite 300, Troy, MI 48084

ADMINISTRATIVE ASSISTANT Well established Southfield professional engineering services company needs full time permanent Administrative Assistant for busy office. Must have excellent telephone skills, friendly, outgoing personality, professional appearance. Word processing and spreadsheet experience required, accurate typing necessary. Must have demonstrated ability to assume increasing responsibility and handle multiple demands, as well as highly confidential information. Send resume, salary history & recent references to: Box 592 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ADMINISTRATIVE ASSISTANT Fast growing Southfield based automotive services firm seeks an experienced professional to work for its Executive Vice-President. People, computer and shorthand skills required. Excellent compensation and benefits. Immediate opening. Call Tom Wilson at American Personnel at 553-2444 or fax at 553-7861

ADMINISTRATIVE ASSISTANT
Progressive home inspection firm needs office assistant in Plymouth office to work afternoons. Requires work ethic, WP5.1 proficiency, good phone voice & smiles. Resume & salary requirements to: 1220 Palmer Plymouth, MI 48170 An Equal Opportunity Employer

ADMINISTRATIVE/CLERICAL
Life insurance company has an immediate opening in the Marketing Department for an individual with PC skills in database, spreadsheet and word processing, typing speed 55-60 wpm and strong written & oral communication skills. Please contact the Personnel Department at:
MUTUAL OF DETROIT INSURANCE COMPANY 333 Plymouth Rd. Plymouth, MI. 48170 (313) 453-8300

AN UNIQUE JOB! Tourist Railroad Telephone reservations and in-person sales. Fun, interesting office. 960-8440

APARTMENT LEASING AGENTS Flexible part-time, ideal for college students. Must be ambitious with an out-going personality, excellent telephone, filing, typing skills. Send resume with salary requirements to: P. O. Box 99647, Troy, MI 48099

ARBOR NEEDS:
SECRETARIES WORD PROCESSORS $8-$10/HR. Executive • Legal Accounting • Engineering
ARBOR TEMPS 459-1166

AUTO BILLER Dodge dealer looking for experienced car biller. Good benefits. Call Cheryl for appointment. 474-8760. TOWN & COUNTRY DODGE, INC. 8 Mile & Grand River

BIRMINGHAM INVESTMENT Firm is seeking individual with excellent word processing skills. Must type at least 70wpm, WordStar knowledge a plus. Resumes to: Attn: Word Processor, P.O.Box 3043, Birmingham, 48012-3043

ADVERTISING MATERIALS Coordinator for advertising department. Must be able to maintain organized files & assist advertising coordinators in processing & proofing advertisements. Job requires self-starter, good communication skills, and an eye for detail. Send a letter & resume to: Tom Grimes, Scott Publications, 30595 Eight Mile Rd., Livonia, MI. 48152-1798. NO telephone calls!

ALL FEES COMPANY PAID
• Secretaries • Bookkeepers • Word Processing • Receptionists • General Office
PERMANENT STAFF Farmington Hills 737-5750 Troy 585-2720

AUTO DEALER Needs body shop office help. Computer experience preferred, must be very organized. Contact Jake Fakhoury at Red Holman Pontiac, 35300 Ford Road, Westland, 721-1144 E.O.E.

AUTO DEALER needs experienced bookkeeper to collect insurance receivables for large volume body shop. Full time including benefit package. Please send resume to Art Moran Pontiac, GMC Inc, 29300 Telegraph Rd, Southfield, MI 48034

BIRMINGHAM INVESTMENT Firm is seeking detail oriented individual with securities experience. Figure aptitude, communication & computer skills a must. Resumes to: Attn: Trade Clearing, P.O. Box 3043, Birmingham, MI. 48012-3043.

BOOKKEEPER Adding machine experience with speed and accuracy. Good handwriting, some computer experience. Wholesale food distributor. References. 6:30AM starting. 8634 Fenkell, Detroit. 864-4457

BOOKKEEPER Entry level opportunity for professional individual to work in our Birmingham law firm. Must be good with numbers & detail oriented. Please call Raisa. 642-0333

BOOKKEEPER - for property & apartment management company. Experienced in Accounts Payable, Accounts Receivable & computers. Strong accounting background, verbal & written skills a must. Send resume to P.O. Box 85899, Westland, MI. 48185.

BOOKKEEPER for property management office, must have working knowledge of computer (Skyline program preferable). Collections & legal aspects. Professional appearance & attitude required. Minimum 1/yr experience. Competitive salary & benefits. Apply in person at The Crossings at Canton, 8375 Honeytree Blvd., Canton

BOOKKEEPER/FULL CHARGE Major growing suburban firm with modern computerized system has immediate long term opening. Speed writing or shorthand a plus. Open salary. Call Brittany 357-0644 Uniforce Temporary Services

BOOKKEEPER - full time for general contractor. Must have computer experience. Construction knowledge a plus. Send resume to: Bookkeeper Position, 37752 Hills Tech Dr., Farmington Hills, MI 48331

BOOKKEEPER-Full Charge/SECRETARY for Builder-Real Estate-Property Management Co. Birmingham area. Good typing skills, shorthand, administrative abilities and record keeping capability. Call Mr. Schatz 645-9800

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

BOOKKEEPER/SECRETARY for Southfield gallery, part time, experienced, flexible hours. Call 356-6454

Bookkeeper/Secretary
Full charge bookkeeper for small property management firm in Southfield. Full responsibility for payroll, accounts payable & general ledger. Must be familiar with PC-based accounting systems. WordPerfect a plus. Job requires 4 days per wk. Blue Cross, paid holidays & vacations included. Send resume to: Schein & Co., 17117 W. 9 Mile Rd., Ste. 1535, Southfield MI 48075

BOOKKEEPER
Southfield company needs Bookkeeper with 0-2 years experience in accounts payables or receivables, payroll & some general ledger. $18K-$20K plus benefits.
EXPRESS SERVICES 843-8590 Not an Agency Never a Fee

BOOKKEEPING/Accounting Clerk Seeking a self-motivated individual, neat in appearance with organizational & accuracy skills, proficient in math, accounting, computer & phone etiquette and able to handle a variety of office duties. Call Cathy, 9AM-1PM, Mon.-Fri., 827-7500, or fax resume to: 827-7505

CHURCH SECRETARY Needs computer skills and knowledge of WordPerfect or WordStar. 30 hours per week, shorter summer hours and competitive wages. Send resume to: 205 N. Main, Clawson, MI 48017.

CLERICAL ASSISTANT - temporary part time, flexible hours days, & some Sat. Typing a must. Apply at: Burton Plumbing, 34224 Michigan Ave., Wayne. 722-4170

CLERICAL/BOOKKEEPING Full time entry level for Southfield offices. Lotus & word processing experience desired. Call Mon.-Fri. 1-4pm. 352-2015 An Equal Opportunity Employer

CLERICAL/BOOKKEEPER Livonia Sales Office needs an order processor-bookkeeper with excellent communication skills. Must be a fast learner and computer experienced, Lotus helpful. Non Smoking Office. $18,000-$20,000. Send resume with coverletter and salary requirements to: Box 624, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

CLERICAL Builder/developer in Farmington Hills seeks clerical help. Must have Microsoft Word Experience. Send resume to: The Selective Group, 27555 Middlebelt, Farmington Hills, MI 48334 Attn: PERSONNEL. No phone calls, please.

CLERICAL Busy West Bloomfield real estate office seeks part-time receptionist for weekends. Experienced in multi-line phone system & light typing required. Call Joan: 626-8800

CLERICAL - FLEXIBLE PART TIME filing, light typing, good with phone. Ideal for homemaker interested in renewing office skills. Northwestern/Middlebelt location. 855-2727

CLERICAL - Full time general office work for Southfield property management company. Computer experience desired. Call Mon.-Fri. 1-4pm. 352-4043 An Equal Opportunity Employer

CLERICAL, Part Time, flexible hours, 12-20 hrs. per week, light bookkeeping & typing. Resume only: Precision Spindle Service Co., 838 Woodward Hts., Ferndale, MI 48220

clerical
OPEN HOUSE O/E Management Services will be accepting applications on Sat., Mar. 20 at our Troy Office from 9:30-3pm. Various clerical positions are available. Office located at 1717 Stephenson Hwy., just N. of Maple. All shifts available. Call: 528-8100

CLERICAL positions in Ann Arbor area with growing mortgage banking firm. Related experience a plus, full time with benefits. Send resume to: Personnel Director, 315 E. Eisenhower, Ste. 12, Ann Arbor, MI 48108

CLERICAL
Assignments throughout the Metro area for experienced:
• SECRETARIES
• SWITCHBOARD OPERATORS
• RECEPTIONISTS
• DATA ENTRY OPERATORS
• WORD PROCESSORS
Call for an appointment: TEMPEXCHANGE 557-5600

clerical
HOW SOON CAN YOU START?
DATA ENTRY OPERATORS
• Must be able to key 10,000 KPH+
• 8 hour shifts for days or afternoons
• 4 hour shifts for days or afternoons
• Long and short term assignments available

RECEPTIONIST/SWITCHBOARD OPERATOR
You must have the following:
• 6 months recent experience handling multiple lines (phone or switchboard)
• typing abilities

Long and short-term assignments in Livonia and Redford

Call today for an appointment!

Livonia . . . . 522-4020 29125 Buckingham Suite 4

Westland . . . . 326-6590 896 Wayne Road S. of Cherryhill

KELLY TEMPORARY SERVICES Equal Opportunity Employer M/F/D

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 Dept. at: METRO MEDICAL GROUP 1800 TUXEDO DETROIT, MI. 48206 An Equal Opportunity Employer

CLERICAL POSITION Filing clerk for Birmingham law firm. Some office experience necessary. Please call Raisa. 642-0333

CLERICAL RECEPTIONIST - duties include payroll, accounts payable & data entry, experience required, Full/part time. Send resume to BRUNER EMPLOYMENT 8040 Allen Rd. Allen Park, MI 48101. Attn Chuck

CLERICAL SUPPORT Person, permanent part time, to work 37 hrs. Summer/20 hrs. Winter, to handle various assignments. Typing skills & computer knowledge necessary. Send resume: Human Resources, P.O. Box 2970, Livonia, MI 48151

CLERICAL - Typing a must. Good phone voice. Hours: 9-3. Oak Park area. Call 542-4737

COMPUTER OPERATOR ENTRY LEVEL
Excellent opportunity for individual with good organizational skills to work in a fast-paced environment. Must be a team player & committed to getting the job done. Excellent benefit package. Send resume including salary history to: P.O. Box 530335 Livonia, MI 48153-0335

COMPUTER TECHNICIAN PC distributor has openings in Technical Dept. Experience in PC and networking products. Good communication skills. Send resume to: NIMAX, 32713 Schoolcraft, Livonia, MI 48150.

CONSULTANT Popular Town Center personnel agency seeks an "Apprentice Consultant" with above average people & communication skills. Must be organized, energetic & sales motivated. Ideal spot for an eager, bright beginner looking for a career path. Mail your resume in complete confidence to: Box 626, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

CUSTOMER SERVICE National marketing firm has immediate openings. Candidates need excellent reading skills, clear voice and light computer experience. Full or part time. Salary plus bonus. Call Claire 357-0648 Uniforce Temporary Service

CUSTOMER SERVICE REPRESENTATIVE for Southfield property management company. Requires excellent communication skills and ability to work with residents and sub-contractors. Familiarity with computers helpful. For an interview please call Jay at 352-8550

DATA ENTRY
A rapidly growing Farmington Hills company has an immediate opening for full time Data Entry person. Typing speed of 50wpm using alpha & numeric keys required. Fast paced and non-smoking work environment. Benefits package offered. Please send resume & salary requirements to: Personnel, 28237 Orchard Lake Rd., Farmington Hills, MI 48334 Attention: Data Entry

DATA ENTRY CLERK Part-time position, 10-15 hrs./wk. for company located at 13 & Telegraph. Should be able to type 50 wpm, be self motivated and organized. Data entry & computer experience required. Send RESUME TO Box 674: Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

DATA ENTRY CLERK, full time, with benefits, day shift, for Southfield office. Please send resume and salary requirements to: Data Processing Supervisor, 20755 Greenfield, Ste. 903, Southfield, MI 48075

DATA ENTRY - full & part time positions available in Livonia. Experience necessary. Call 464-7078 ETD Temporary Service An Equal Opportunity Employer

DATA ENTRY PLYMOUTH AREA A large national corporation needs data entry clerks for indefinite temporary positions. Part & full time. Afternoons, evenings & weekends available.
ARBOR TEMPS 459-1166

DATA ENTRY positions open. Looking for sharp, dependable, motivated individuals. Must be between 18-21 years old and live in Wayne County (not Detroit). Call 464-1560 An Equal Opportunity Employer

CUSTOMER SERVICE REP for corporate office delivery department. Full time position. Must be available evenings & weekends. Excellent benefit package. Mature person only need apply at: Scott Shuptrine Furniture 977 E. Fourteen Mile Troy, MI., 48083

DATA ENTRY - customer service, answer phones, general office skills, part time, non smoker preferred. Troy. Call after 5pm. 879-3024

DATA ENTRY Highest pay for your attention to detail for alpha and numeric input with national service firm. Call Darlene 473-2933 Uniforce Temporary Services

DATA ENTRY Long term openings available for your 8,000 keystrokes level experience. Accounts payable/receivable a +. Call Dana 646-8500 Uniforce Temporary Services

DATA ENTRY OPERATOR 2 yrs. experience, part-time evenings & weekends. Southfield area. Ask for Marcia. 827-4023

DATA ENTRY - WordPerfect experience necessary. Assistant to corporate officers. Excellent opportunity for right applicant. 565-5600

DATA ENTRY $13,000/YR. Livonia area. Fee paid by employer. Full benefits. 5 day week. Employment Center Inc. Agency. 569-1636

DENTAL ASSISTANT, Experience required. Mon.-Tues. & alternate Sat. AM, for small, friendly office in Berkley. 541-5510 or 542-4668

COME WORK WITH US!
Part-Time Data Entry 20-30 hrs. per week.
We Offer Competitive Wages Flexible Hours Frequent Wage Reviews No Phone Calls Please
Apply: U-Haul Co. of Detroit 29800 Michigan Ave. Inkster, MI. 48141
U-HAUL An Equal Opportunity Employer

ENERGETIC PEOPLE PERSON for a little bit of everything in Bloomfield Hills office. Part time eves. & Sat. Call 332-5756

EXECUTIVE ASSISTANT Fortune 500 company has challenging position for experienced secretary. MS Word & Excel helpful. Call Sally at 646-7661 Uniforce Temporary Services

EXECUTIVE SECRETARY With excellent typing skills, for Northwest suburban office of an International company. Able to use IBM Wheelwriter 70 and dictaphone. Must have pleasant telephone manner. Duties include typing for seven salesmen, talking customer orders over the phone, filing, paying bills, purchasing office supplies. Full benefits package, including 401 (k) offered. Salary commensurate with abilities. Phone 851-7800.

EXECUTIVE SECRETARY Major health care organization needs experienced secretaries. Top pay, WP 5.1 or Macintosh a plus. Call Martha 646-7862 Uniforce Temporary Services

FARMINGTON HILLS Real estate office in need of Receptionist. Must be WordPerfect 5.1 proficient, have excellent phone etiquette & be able to work in a fast paced atmosphere. Experience a must. Contact Katey at: 313-737-3800

FILE CLERK-RECEPTIONIST For Southfield law office. Mature, methodical and conscientious applicants only, for part time position Mon-Fri, 1-5pm. 353-2880

FINANCIAL SERVICES firm seeks responsible person for administrative and customer-service duties. Excellent communication skills required. Must be personable, a self-starter, well organized, and accurate with details. Please respond by resume to: BOX 548, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150 An Equal Opportunity Employer

GENERAL CONSTRUCTION Contractors looking for part time secretary. Hours 2pm-6pm, 5 days. Knowledge of computers, typing & good telephone skills. Please send resume to: Davenport Brothers Construction, 301 Davis, Belleville, 48111

GENERAL OFFICE work for sales office located in Birmingham. Experience required, Mon-Fri., 8:30am-5:00pm. Send resume to: P. O. Box 1295, Birmingham, MI 48012

GENERAL OFFICE Multiple positions available with rapidly expanding major Farmington Hills firm. Experience preferred. Call Renee 473-2934 Uniforce Temporary Service

GENERAL OFFICE
Expanding Oakland County human resources company seeks General Office personnel. Send resume to: 1900 W. Big Beaver, #220 Troy MI 48084

GENERAL OFFICE Varied duties. Professional demeanor. Good phone & keyboard skills. Temp-to-perm.
ARBOR TEMPS 459-1166

GENERAL OFFICE Typing, Filing, Phones Full time. $9 per hour, W Bloomfield Call 851-8018

GENERAL OFFICE - Part Time. Typing, filing and answering phones, daytime hours. $5 per hour, Farmington area. 478-6850

GENERAL OFFICE/RECEPTIONIST Main duties: answer phone, filing, light typing, full time. $6.50 an hour to start. Farmington Hills. 477-1650 An Equal Opportunity Employer

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

LEGAL SECRETARY/Receptionist for busy Southfield litigation firm. 1 year experience with WordPerfect 5.1. Resumes only to: Mrs. Smith, Suite 2200, 20500 Civic Center Dr., Southfield, MI 48076

LEGAL SECRETARY needed for non smoking law firm. 1-5 years experience in litigation. Type 70-80 wpm. Computer skills necessary. Send resume to: Barb, 2550 Telegraph Rd., Suite 250, Bloomfield Hills MI 48302

LEGAL SECRETARY for 12 attorney firm in Bloomfield Hills. Litigation experience required. Salary based on ability. Send resume & salary requirements to: Office Manager, 300 E. Long Lake Rd., Ste. 200, Bloomfield Hills, MI 48304

LEGAL SECRETARY Permanent part time, 10-15 hrs./week, downtown Birmingham. WordPerfect 5.1, non smoking. 642-6616

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

LEGAL SECRETARY: Small Law Firm seeking secretary with 1-2 yrs. legal experience. Must be proficient in WordPerfect 5.0. Bankruptcy Knowledge a plus! Non smoking office. SEND RESUME TO: 31275 Northwestern Highway, Ste. 225, Farmington Hills MI. 48334. Salary Commensurate/Experience

LEGAL SECRETARY needed for 2 attorney office in Southfield. Professional demeanor a must. Three plus years of litigation experience & computer knowledge helpful. Send resume to: Box 578 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

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Extremely busy 2 attorney law firm seeks an experienced full time legal secretary to serve as secretary and office administrator. Must have excellent grammar, typing, and WordPerfect 5.1 for Windows. Network knowledge helpful. 3 years of litigation, divorce and corporate experience needed. Self motivation is a must. Salary commensurate with experience. Send resume to: Carolyn, 30400 Telegraph Rd., Ste. 435, Bingham Farms, MI 48025

LEGAL SECRETARY wanted for downtown law firm. 5 years litigation experience, WordPerfect 5.1. Excellent salary/benefits. Send resume to: Personnel Director, 2200 Buhl Bldg., Detroit, MI 48226

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

LEGAL SECRETARY for Farmington Hills law firm. Full-time position. Minimum 5 years current legal experience with strong computer skills. Salary plus full benefit program. We are committed to equal employment opportunity. Call Administrator: 851-4111

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LEGAL SECRETARY/PART TIME For small general practice law firm in Farmington Hills. Flexible daytime hours. Legal experience preferred, but not required. Salary negotiable. Send resume to: Office Manager 7348 Deep Run Bloomfield Hills, MI 48301

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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 Southfield law office, minimum 2 years experience. Must know workmen's comp, computer literate, have excellent office skills. Salary commensurate with experience. Send letter with resume to Box 604 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

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MORTAGAGE LOAN PROCESSORS For our Rochester Hills office. Experience preferred. Salary commensurate with experience. Please call 375-2626

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RECEPTIONIST/TYPIST full-time for small downtown Birmingham office. Call Kathy: 540-8262

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RECEPTIONIST/Secretary - strong telephone & computer skills, accurate typing, well-organized, mature, non-smoker. Apply 2-4 pm at 1300 N. Woodward, Royal Oak, 645-6780

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Full time, experienced only. High-energy, detail-oriented. WordPerfect & switchboard a plus. Call Toni: 591-4555

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