502 Help Wanted Dental-Medical

DENTAL HYGIENIST PART TIME
Union Lake Area. 363-2000

DENTAL HYGIENIST
For part time in Canton family practice. Call Mon-Thur., 10-5.455-8844

DENTAL HYGIENIST
needed for busy Livonia office, 2 days per week. Call, 261-2730

DENTAL HYGIENIST - one day per week, Monday or Tuesday. Hours: 9-5pm. Progressive Southfield practice using laser. Call Lisa: 443-2300

DENTAL HYGIENIST desired for full time position. Garden City area. Seeking professional team member who can work flexible hours. Call: 427-2984

DENTAL OFFICE IN CANTON
Has opening for mature person with dental experience. Call Mon-Thurs., 10-5pm. 455-8844

DENTAL RECEPTIONIST: Wanted for busy Canton Practice. Computer experience preferred. Full-time. Benefits. Call, 313-981-0707

DENTAL RECEPTIONIST, experienced, full time, for high quality Southfield office. Excellent pay, benefits & bonuses. 355-8600

DENTAL RECEPTIONIST- full/part time, experienced in insurance & pegboard system. Dental background helpful. Message. 800-1135

DENTAL RECEPTIONIST: Our team is searching for the right person, to join us. Part-time, in Plymouth. If you have excellent communication skills & experience. Call, 455-2880

DENTAL RECEPTIONIST
Full time. Experience a must for 1-dentist office. Southfield area. Call Linda 569-0170;

DENTAL RECEPTIONIST
Garden City area, flexible hrs., experienced, computer helpful. Call: 427-2894

DENTAL RECEPTIONIST
Fantastic opportunity for an organized enthusiastic people-person, who is creative & detail-oriented. Experience needed. Call: 474-0224

DENTAL RECEPTIONIST
Rochester area - Busy 2-doctor practice. Full time, benefits & good salary. Call Mon-Thurs. 10-1. 651-8495

DENTAL RECEPTIONIST
Full time for Livonia specialty practice. Previous experience in all front desk operations helpful including dental insurance & computer work. Jan: 261-7802

DENTAL TECHNICIAN
For denture lab. Two articulate, pour models, etc. Great opportunity. Call 9am-5pm. 589-2550

Dentist Assistant
If you have experience, are quality oriented, & looking for a positive change, call us. We offer:
- Medical Benefits
- Paid Vacation
- Paid Sick Days & Holidays
- Bonuses
- Profit Sharing

Southfield, 558-8818

DIRECTOR OF NURSING
Qualified RN candidates will supervise and direct all aspects of nursing administration. OBRA knowledge, supervisory experience, and strong patient assessment skills a must. Competitive salary and benefits provided. Call or send resume to Sally Schaden, Executive Director, Cambridge West, 18633 Beech Daly, Redford, MI 48240
313-255-1010
An Equal Opportunity Employer

EASTSIDE oncology clinic is looking for REGISTERED X-RAY TECHNICIAN willing to be trained in radiation therapy. Excellent opportunity for the right person. Ask for Janice 776-4821

EKG TECH
Contingent position for candidate with minimum of one year of EKG hospital experience required. Flexible shifts. Competitive salary. Please apply in person Monday through Friday between 8:30 am to 4pm.
Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933
An Equal Opportunity Employer

EXPERIENCED FOR Endo office in Plymouth & Livonia. Part & full-time front office & assisting. Accepting resumes contact: 459-4844

EXPERIENCED RECEPTIONIST needed for specialty practice in Rochester. No weekends, good benefits. 652-0552

FRONT DESK
Mature, self-directed person needed for growing Livonia dental practice. 35 hours per week. Box 822
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FRONT DESK - PART TIME
Needed for OB-GYN office in Bloomfield Twp. Must have experience on phones, scheduling appointments, all aspects of front desk work. Please call Chris 879-0070

GPN - LPN
Westland Convalescent Center needs sharp, professional nurses who will be well compensated for their skills. Retirement and moving to other shifts has opened a few part time and full time positions on afternoons & midnights. If interested in a day position, we have weekends available or contingent with only 1 weekend per month commitment. Call today, E. Basmaji, RN, DON, 728-6100

GYN RECEPTIONIST/Secretary - Experienced in billing & transcription. Flexible hours. Birmingham. 540-7744

HOME HEALTH AIDES
Certified and/or experienced
Excellent pay & benefits
FAMILY HOME CARE
(313) 229-5683
(313) 455-5663 (313) 620-6877

HOME HEALTH AIDES NURSING ASSISTANTS
Immediate assignments throughout the local area. Experience or certification necessary. Nursing students welcome.
Call VISITING CARE Today
344-0234

HOME HEALTH CARE COORDINATOR
Schedule, coordinate & supervise, 24 hr./7 day week care giving staff, in multi-client senior residential facility. Minimum of 2 yrs. clinical experience in nursing home or equivalent multi-client care setting. Proven ability to motivate & supervise staff in positive manner. Submit resume & salary requirements to: Box #880
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

HYGIENE HEROS
We need flexible, friendly & caring Hygienists. Pick & choose your days. Work at your convenience. Great for homemakers. Top pay. Close to home. Peak Performers Inc. EOE. EASTSIDE. 856-6833 WESTSIDE. 477-6777

INSURANCE/ BILLING COORDINATOR
Team-oriented Bloomfield Hills dental practice. Full-time. Strong organizational skills, computer & insurance knowledge desired. 332-6108

LPNs/Tms
"Try Private Duty For a Change"
Work the schedule of your choice on Private Duty Cases in Royal Oak, Pontiac, Farmington, Adult & Pediatric experience needed. Vent & spinal cord injury experience helpful, will train.
BINSON'S ASSISTED CARE
755-0570 288-8833
1-800-922-6628

LPNS/RNS
Wayne Living Center is a 80 bed geriatric center. Our progressive new owner is committed to quality patient care.

Our recently revised salary & benefit package includes health, dental and life insurance. LPN salary $12.75/hr. to start; RN salary $16.16/hr. For more information please call or apply in person:
WAYNE LIVING CENTER
4429 VENOY
WAYNE, MI 48184
313-326-6424
An Equal Opportunity Employer

HOME HEALTH AIDES COMPANIONS HOMEMAKERS LIVE-INS
Field staff for private duty home care agency in Canton for cases in Wayne, Oakland, Washtenaw and Livingston counties. Experience working with the ill, elderly or disabled preferred. Must be available for work at least 20 hours per week. To apply, call
(313) 981-8829
UNITED HOME CARE SERVICES
2200 Canton Center Rd., #230
Canton, MI 48187

HOME MEDICAL company seeking responsible individual for in-home preventive equipment maintenance and customer/patient relations. Send resume to Box 784
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

INSURANCE CLAIMS ANALYST
Several positions available with a large national TPA. Currently expanding operations in the Detroit Metro area. We require 2 yrs. experience in processing group health, medical, dental & vision claims. Excellent starting salary, production bonus & benefits available.
Call 1-800-572-2323, ext. 5713 or send resume to: PO Box 5007, Southfield, MI 48086-5007.
Human Resource Dept.
An Equal Opportunity Employer

LIVE-IN
Part-time. Personal care, meal preparation, light housekeeping, weekly pay. Will train. Stay with an elderly person 2-7 days per wk. Immediate positions. Canton, Dearborn Heights, Farmington Hls, Plymouth, Rochester, Sterling Heights, West Bloomfield. Call 680-8601
ALL CALLS RETURNED

LPN - small skilled nursing home has full time, midnight position for dynamic, experienced nurse. Good supervisory skills a must. Excellent wage & benefit package. Call for appt. Advanced Nursing Center 278-7272

MANAGER/RECEPTIONIST - Oral surgery office is looking for an energetic, friendly and enthusiastic person who enjoys people. Experience and responsibility a must. Call Martyn 462-0660

RECEPTIONIST
for front desk at physicians office in Birmingham. Computer experience helpful. 647-5850

MEDICAL ASSISTANT - Full time, to work front and back, for Southfield pediatric office. Experienced only. Call Ms Lester 358-0420

MEDICAL ASSISTANT AND RECEPTIONIST
Garden City. Both full time, experienced only, for busy office.522-3770

MEDICAL ASSISTANTS & LPNs work in a pleasant suburban clinic setting. No Sun, nights or holidays. Full/part time positions available. Excellent pay & benefits. 353-8448

MEDICAL ASSISSTANT/receptionist needed. Part-time 20-25 hrs. per week. Experience required. Call 354-0057

MEDICAL ASSISTANT
Part Time. To travel between 2 offices. Experience preferred. 471-3312

MEDICAL ASSISTANT
Immediate opening in small, pleasant, Southfield office. Dependable person for X-ray, EKG and desk work. Call mornings, 354-0732

MEDICAL ASSISTANT/ RECEPTIONIST
Needed to work in busy family practice in Troy. Full time. Call Tammy at 689-3445

MEDICAL ASSISTANTS - Family practice in nephrology offices, Southfield. To $8.25/hr, great benefits. Contact Diane Detter, 932-1170 Harper Associates,29670 Middlebelt Farmington Hills, MI 48334

MEDICAL BILLER/RECEPTIONIST experienced, dependable for computerized family practice in Canton. After 7pm 682-2688

MEDICAL BILLER
Full-time, position for Troy Beaumont Cardiology practise. Experienced in hospital billing, statusing & posting payments for all types of insurances. Computer experience helpful. RESUME TO: Dr. Office. 44199 Dequindre Ste. 106. Troy, MI, 48098. ATTN. SANDRA ELAINE

MEDICAL BILLER
Progressive employer needs experienced Medical Billers versed in all aspects of billing third party payors. Experience in emergency room, OB YN, and anesthesia billing a definite plus. Liberal fringe benefit package with annual bonus incentives. Only those enthusiastic individuals who are willing to work within a team oriented environment need apply. Please send resume to Box 844:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLERS
Sports Medicine/Physical Therapy Posh practice in N. suburbs needs insurance billers. $11-$12/hr. (full time), plus monthly bonus. Paid medical/dental benefits. Contact Diane Detter, 932-1170 Harper Associates,29670 Middlebelt Farmington Hills, MI 48334

MEDICAL BILLING COORDINATOR
Part time, 30 hrs week, afternoons & evenings. Previous mental health billing preferred. Salary based on previous experience. Letter of intent and resume to: Dr. Amy Dennis, 74 W Long Lake, Su. 104, Bloomfield Hills, MI 48304-2770.

MEDICAL OFFICE ASSISTANT/RECEPTIONIST
Clerical & patient interaction skills, Southfield. 353-3388

MEDICAL RECEPTIONIST needed full time for downtown Rochester ENT office. Candidate must have knowledge of medical billing & transcription. Salary & benefits negotiable. Please call 313 651-5051

MEDICAL RECEPTIONIST - EXPERIENCED for busy orthopedic office. Approx. 25 hrs. Computer, appointments, busy phones, insurance knowledge. W. Bloomfield 855-7407

MEDICAL RECEPTIONIST/Biller, Part time. Bloomfield area. Experience preferred. 647-1200

MEDICAL Receptionist/Assistant
Full time, dermatology office. Computer experience helpful. Send resume to: Dermatology Center, 25510 Plymouth Road, Redford, MI 48239.

MEDICAL RECEPTIONIST
Experienced only. Family practice office. Full time. Computer experience helpful. Good pay, benefits, etc. 652-1316

OPHTHALMIC ASSISTANT - part time. Medical office experience preferred but will train for chair side assistant. $8/hr. Call, 352-8332

NURSING ASSISTANTS CERTIFIED
Full & part time positions exist for Certified or eligible Nursing Assistants. All shifts available. Interested individuals may contact:
Wayne Living Center,
4429 Venoy Road, Wayne, MI 48184
An Equal Opportunity Employer

OPHTHALMIC TECHNICIAN/ ASSISTANT
Two physician practice. COT by JCAHPO (or eligible) with refractometry and pressure testing experience. Will travel to 2 locations.

PATIENT ACCOUNT REPRESENTATIVE
Part time at our Livonia center. At least 1 year billing or collections experience preferred.

MEDICAL BILLER
Full time at our Livonia Center. Minimum of two years Medicare billing experience required.

If interested please send resume to:
Recruiter
DMC Health Care Centers
41935 W. 12 Mile Road
Novi, MI 48377

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

MEDICAL ASSISTANTS - needed. At least 1-2 yrs experience. Outpatient clinics and medical facility. A number of positions in Oakland and Wayne counties. $1230 to $1420/mo. Call Melinda Tempro Medical 443-5384

MEDICAL RECEPTIONIST
Westland office has immediate part time position available. Must be experienced & have medical insurance knowledge. Send resume to: 33210 Nankin Blvd., Suite 301, Westland, MI 48185

MEDICAL TRANSCRIPTIONIST
Westland office has immediate opening part time position with flex hrs. Must be experienced & medical terminology is a must. Please send resume to: 33210 Nankin Blvd., Suite 301, Westland, MI 48185

MICROBIOLOGIST
MICHIGAN HEALTH CARE CORPORATION

The Department of Laboratory Services is seeking an experienced full-time Microbiologist for the Day Shift in our Medical Surgical Hospital.

BS in Microbiology of Medical Technology, registered MT (ASCP) or equivalent required. A min. of 1 yr. experience in a hospital including but not limited to Quality Control, data management and proficiency surveys a plus.

Qualified applicants may forward resumes or applications may be completed in the Personnel Department.

MICHIGAN HEALTH CARE CORP.
7430 Second Ave. - Suite 515
Detroit, MI 48202

An Equal Opportunity Employer

NURSE AIDES
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

NURSING UNLIMITED
540-2360

NURSES AIDES
For developmentally disabled in small setting. $5.50/hour to start.
375-8950.....588-0590
752-4813.....790-8110

ORAL SURGERY ASSISTANT
for North suburbs. Full-time, with excellent fringe benefits. Experience in dental preferred. 547-6836

ORAL SURGERY ASSISTANT needed full time for west side offices. Experience preferred. For interview, please call: 478-0801

ORTHODONTIC ASSISTANT
Bloomfield Hills orthodontic practice seeking full time experienced orthodontic assistant. 647-0698

OTR for extended care, suburban Detroit & Howell. Premium pay, immediate need, full time, benefits, also part time. Call 313-676-5096

OUR orthodontic practice is searching for an orthodontic assistant to join our team. If you are an enthusiastic & highly motivated person with orthodontic experience & interested in personal growth, this is a unique career opportunity. Full and Part-time positions available. Please call 344-8400

PART TIME Medical Assistant/Receptionist needed for livonia podiatry office, approx 15-20/wk. Medical office experience preferred, typing required. Call 9-4, Mon-Fri., 662-6064

PERIODONTAL OFFICE in Livonia is seeking enthusiastic & energetic assistant for full-time position. Minimum 2 years chair side experience. One evening, no week-ends. Benefits available. Please call 522-7314

PERSONAL CARE ATTENDANTS
Assisted living facility is seeking to fill both full time & part-time positions at Fleischman Residence in West Bloomfield. Benefits included. Experience preferred. PLEASE CALL LOIS AT 661-2999, MON - FRI, 10AM-4PM
An Equal Opportunity Employer

PHARMACY TECH
approximately 30 hours per week. No nights or holidays. Must be experienced in insurance & computer billing. 557-8240

PHARMACY TECH
Experienced with order entry - hospital or retail experience preferred. Good typing & data entry skills. Send resume or letter of application to: 33510 Schoolcraft, Livonia MI 48150, Attn: Human Resources

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

PHYSICAL THERAPY AIDE
Full time position. Varied case load with orthopedic emphasis. Experience in health care setting preferred. Send resume to:
Recruiter/P.T.
DMC Health Care Centers
41935 W. 12 Mile Road
Novi, MI 48377

PHYSIOTHERAPIST
part time. Familiar with soap notes. Contact Kit 8am-4pm, Mon.-Fri. at, 258-3933

PODIATRY ASSISTANT - part-time to work in geriatric nursing home. Flexible hours. Willing to travel. Call 548-8833 or apply at 13740 W. 9 Mile Rd., Oak Park.

RECEPTIONIST
Full time. Pleasant Southfield ophthalmology office. Experience preferred. Call Sharon 358-3937

RECEPTIONIST/Insurance Biller, full-time. Also, part time Receptionist, for busy Birmingham pediatrician's office.
Please call Carol or Jan. 645-1740

REGISTERED DIETICIAN
Part time, flexible hours.
Northville
380-1340

REGISTERED NURSE
Mature & board certified w/BSN for busy internal medicine/infectious disease practice. Many educational opportunities. For interview call Christy 540-0132

RN - BSN in areas of OB, ICU, Nursing Home, Oncology, to review medical records & act as expert witness in legal proceedings. Contractual basis. Must be licensed & working in your specialty. Send resume to: 28091 Dequindre, Ste 301, Madison Hts, MI. 48071

RN - Experienced in home care. Full time position to provide home care. Excellent pay & benefits. Family Nurse Care 313-229-0300

RN - INFECTION CONTROL
Looking for RN familiar with OBRA infection control policies. Full time position. Salary and benefits commensurate with experience. Send resume to: Infection Control, PO Box 3392, Farmington Hills, MI 48024.

RN - LPN - skilled nursing facility taking applications for day positions. Assessment & documentation skills necessary. Competitive wage & benefit package. Call for appt. Advanced Nursing Center 278-7272

RN - MATURE
for Farmington Hills allergy office. Part time, flexible hours, non-smoker. Send typed resume to: PO Box 3102, Farmington Hills, 48333

RN's
All areas of practice
Per Diem & Contract

LPN's/CNA's
Nursing Homes/Private Duty

Patient Attendants
Hospitals/Home Care

Live In's

HEALTH CARE PROFESSIONALS
Southfield. 357-7080
Dearborn. 563-0058
Ann Arbor. 747-8070

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) 455-5663

RN OR LPN
Two positions available for departments of ENT and Internal Medicine. Experience required. If interested please send resume to:
Recruiter/RN/LPN
DMC Health Care Centers
41935 W. 12 Mile Road
Novi, MI 48377

RNOA SUPERVISOR
For home care agency in Brighton. Excellent communication & home care skills required. Salary commensurate with experience. Excellent pay & benefits.
Family Nurse Care 313-229-5683

RN's/LPN's
Part-time for a 65 bed Catholic nursing home. Apply in person:
Marycrest Manor
15475 Middlebelt
Livonia, Michigan
427-9175

RN's & LPN's
Pediatric Nurses needed immediately to work with a variety of patients throughout the local area. All shifts available, set your own schedule. No min. number of hrs. required. High demand for midnight shift. Other assignments also available. Call VISITING CARE today!
344-0234

RNS
Needed for our inpatient CARF accredited neuro-rehabilitation program located in Romulus. We are offering you a challenging opportunity to work in a friendly, supportive atmosphere featuring professional team work and collaboration. We need you to complete our afternoon and midnight team. Call Bonnie Adamski, Director of Nursing Services at 941-1142
Equal Opportunity Employer M/F

RNS
Pays $15-$16 an hour, plus Attractive $1000 BONUS. Please Contact: Crystal Subotich, Camelot Hall Convalescent Center, Livonia. 522-1444.

SECRETARIES TRANSCRIPTION BILLERS
Temporary assignments available in numerous medical facilities throughout Metro area. Qualified applicants must have previous work experience and excellent skills. To schedule an appointment call:
TEMPEXCHANGE
557-5600

SECRETARY WANTED for busy Southfield internist office. Some computer, phones & medical experience preferred. Benefits. Laurie McCullough: 352-7000

SERVICE COORDINATOR
To schedule cases for busy home care agency. Excellent communication & clerical skills required.
FAMILY HOME CARE
Brighton: (313) 229-5683
Clarkston: (313) 620-6877

SPEECH THERAPIST
To visit home care cases
Excellent pay
FAMILY NURSE CARE
313-229-5683

STAFFING COORDINATOR
Growing nursing agency requires coordinator with prior agency experience to handle scheduling and related office duties. Excellent phone manners and interpersonal skills are essential. Send resumes to Box 187, Southfield, MI 48037

STAFFING COORDINATOR
Full time 40 hrs. per week on call at other times. Will schedule all nursing staff, address attendance concerns and conduct first interview for certified nursing assistant position. Clerical, math & computer skills required. Must enjoy a diverse group of people helping and handling staffing needs as they arise and enthusiastically approach this new position with assertiveness & creativity. Apply at Westland Convalescent Center, 36137 W. Warren Rd., Westland.

ULTRA SOUND TECH - RDMS registered. Echo cardiography experience preferred. 1-2 days per week. Send resume to: Box 824,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

VASCULAR Tech to do non-invasive testing in Vascular Surgeon's office, 2 days a week. Experience preferred. Southfield, 353-2166

X-RAY TECH - ARRT registered. 2-3 days per week. Mammography experience preferred. Call Joe, 561-6794

504 Help Wanted Office-Clerical

ACCOUNTANT - BOOKKEEPER
Experience in computers, closing statements for retail business. Full time. Full benefits including retirement program. Send resume including salary requirements to: Ben, 2184 Telegraph, Bloomfield Hills, MI 48302

ACCOUNTING CLERK - great opportunity for person with experience processing large volumes of payables or receivables. Pleasant work environment at this distribution center. Computer experience a must. Competitive salary & benefit package. Send resume in confidence to: Box 862,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTING CLERK/Financial Services Representative for American Express Travel Agency - Birmingham, full time. Aggressive, goal-oriented individual to service Amex Cardmembers. Bank teller experience helpful. Accounting, clerical duties involved. Excellent customer service skills a must. Competitive salary/benefits. Fax resume to Manager, 642-8580, no phone calls please. eoe/aap

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

ACCOUNT MANAGER
Farmington Hills Apartment Community, seeks person to handle 424 apartment accounts. Must be detail oriented, organized and personable. Computer & 10 Key experience required. Skyline Knowledge preferred but will train. Appy by FAX, 474-1998 or in person to the GATEWAYS: 12 Mile & Middlebelt.

ACCOUNTS PAYABLE
Entry level clerk, computer experience. New company. Full time, Benefits, M.A. Wagner 833-8980

ACCOUNTS PAYABLE CLERK - Full-time. Experienced on computerized system with multiple companies. Send resume & salary requirements to: 43211 Helm, Ste C, Plymouth Twp., MI 48170

ACCOUNTS RECEIVABLE CLERK ORDER ENTRY CLERK
Both full-time positions. Previous computer accounting skills. Will train on our software. Shipping, purchasing, telephone skills. Send Resume to: PG Inc, PO Box 700880, Plymouth, MI 48170

ACCOUNTS RECEIVABLE ADMINISTRATOR
Looking for mature person with computer experience. Job involves posting & reconciliation of all YMCA accounts, flexible hours, up to 25 hours per week. Salary to $7.00 per hour. Apply at Farmington YMCA, 28100 Farmington Rd., ¼ Mile N. of 12 Mile.

ACCOUNTS RECEIVABLE
Manufacturing Co. needs person with customer service experience to handle credit & collections. Must be able to work independently/professionally.

ARBOR TEMPS 459-1166

ACCEPTING APPLICATIONS
For Long Term Positions
Available Immediately!
- General Office/Clerical
- Receptionist
- Data Entry

CALL DYNAMIC PEOPLE
464-6503

ACCOUNTING CLERK
Butler Paper a Georgia Pacific company is seeking an Accounting/Credit Clerk for on-line cash application as well as other accounting functions. Must have min. 2 yrs. accounting degree, data entry experience along w/good communication and organizational skills. Professional telephone manor is also required. Work experience is a plus. We offer a competitive salary and excellent benefits. Send resume & salary requirements in confidence to:
BUTLER PAPER
Attn: Credit Manager
P. O. Box CN5360
Livonia, MI 48150

An Equal Opportunity Employer

ACCOUNTS PAYABLE
Experience with computerized system and data entry required for long term opportunity.
Call Diane 848-8501
Uniforce Temporary Service

ACCOUNTS RECEIVABLE BILLING CLERK
Needed for medium size Romulus service company. Previous data processing experience on IBM system required. Must demonstrate ability to work with detailed information for billing. Accounting background preferred. Send resume to Box 870
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Full time position available for expanding international and domestic distributor. Seeking person with computer and telecommunication skills. Oak Park area. 542-6530

ADMINISTRATIVE ASSISTANT
Prestigious hospital needs word processing experience for administrative offices. Medical terminology a plus. Call Melanie 357-0034
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Top pay for experienced candidates with expanding Novi corporation. Word Perfect 5.1 and Lotus. Harvard Graphics or Draw Perfect a plus. Call Susan at 473-2932
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Expanding sales co. seeking energetic individual w/data entry, phone, & clerical skills for entry level, full-time, diversified position. Benefits. Send resume w/salary history to:
KingAlarm
37735 Enterprise Ct., Suite 500
Farmington Hills, MI 48331

ADMINISTRATIVE ASSISTANT - must be personable & professional, excellent phone skills, bookkeeping & computer knowledge a must. Apply in person - Lyon Manufacturing Inc. 13017 Newburgh, Livonia

ADMINISTRATIVE ASSISTANT
Part time, for Southfield office, WordPerfect & Lotus experience required. Send resume to: Sunburst Properties, 17340 West 12 Mile, Suite 200, Southfield, MI 48076

ADMINISTRATIVE ASSISTANT
Executive level. Long term assignment. Excellent organization/communication skills, good with people. Professional image. Proficient on WordPerfect 5.1.

ARBOR TEMPS 459-1166

ADMINISTRATIVE ASSISTANT
Local real estate firm requires administrative assistant to fill position created by expansion. Duties will include answering phones, typing and filing. Candidates should possess pleasant phone skills, 55wpm, WordPerfect 5.1 and professional decorum. Please call Tina, Monday-Wednesday between 3-5pm at 356-8200
An Equal Opportunity Employer

ADMINISTRATIVE - assistant, Livonia, good typing, computer knowledge, shorthand preferred, creative writing & composition skills, benefits - $25,000. Fee paid

EXECUTIVE - secretary, Rochester Hills, excellent skills, shorthand helpful, computer experience, appearance & personality important, benefits. To $30,000. Fee paid

RECEPTIONIST - secretary, Southfield, good phone skills, excellent on computer, executing proposals, reports, letters. $19,000. Fee paid

SECRETARY - receptionist, Ren Cen area. Typing 65 wpm, WordPerfect 5.0. Dictaphone helpful. Front office appearance - $16,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ADVERTISING AGENCY seeks clerical help. Macintosh experience a plus. Full time. Call Maxine at 557-8980

ARBOR NEEDS:
ALL WORD PROCESSORS
$10/HR. +
Northwest Suburbs
Plymouth/Ann Arbor
ARBOR TEMPS 459-1166

A/R CLERK - experienced Accounts Receivable Clerk wanted, must have data entry & customer invoicing procedure experience & be willing to learn other accounting duties. If you are detail oriented, take pride in your work & would like full time seasonal employment with a busy construction contractor send resume to: The T & M Companies, Attn: Personnel, 4755 Old Plank Rd. Milford MI, 48381
An Equal Opportunity Employer

ASSISTANT BOOKKEEPER
Livonia Insurance Agency. Experience a must. Send resume to: Bookkeeper, P. O. Box 2748, Livonia, MI., 48151.

ASSISTANT PAYROLL DATA ENTRY CLERK
Detail oriented entry level operations clerk possessing skills in accuracy, organization & communication. Proficient in math, data entry, knowledge in computers a plus, associate degree preferred. Send resume to: Personnel, P.O. Box 360, Novi, MI, 48376-0360.

A TROY based insurance agency is seeking candidates to assume client service, clerical & reception duties. Full benefits and attractive hours. Resumes only to: Terry Mister, c Wilson Companies Inc. 800 Wilshire Dr. Ste 302, Troy, MI 48084.

AUTO BILLER
For Westside GM dealership. ADP knowledge & auto billing experience a plus. Call 525-0900.

AUTO DEALER needs Bookkeeper. Must have recent big 3 franchise experience through computerized financials. Resume to: P.O. Box 530082, Livonia, 48153-0082

BILLING CLERK, PART TIME
Mon-Fri. Will train. Send resume to: P.O. Box 580, Farmington, MI. 48332-0580. Attn: A.R. Manager.

FULL CHARGE BOOKKEEPER
For downtown Birmingham retail store. Part time preferred. Computer skills a must. Call: 258-8674

BOOKKEEPER
full time position, experience helpful for apt. complex in Southfield. Call between 10-4 557-0810

BOOKKEEPER
Full or part time. Experienced only. Bloomfield Hills Law Firm. Call Lorena: 646-1450

BOOKKEEPER
Home health care company has an immediate position available for a Full Charge Bookkeeper. Computerized accounting and LOTUS 1-2-3 experience a must. High energy level needed to work in a fast paced environment. Position will also involve working on special projects. Please send resume and salary requirements to: BOX 846
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BARTECH JOB FAIR
April 17, 1993
Put your skills to work.
- Word Perfect Secretaries
- Customer Service
- Data Entry

Meet your service representatives! 8am-1pm
1 Parklane Blvd.
Ste. 104 West
Dearborn, MI
Btwn. Michigan & Ford Rd.
271-5454

BOOKKEEPER
An organized self-starter with good people skills to do payroll, general ledger, etc., for a small management company 2 miles from The Palace. Send resume and salary requirements to:
Nob Hill Associates
1291 Circle Dr.
Pontiac, MI 48340
Attn: S.K. Bovel

BOOKKEEPER, FULL CHARGE
With current PC accounting experience needed by perfectionist Birmingham builder/developer. Non-smoking applicants must be self-motivated, mature & accurate. Word processing experience a definite plus. Fax resume to Mr. Ismail at: (313) 540-6047

BOOKKEEPER
Looking for computer literate Bookkeeper familiar with quicken for Windows or willing to learn. Initially part-time with full time potential. $8-$10/hr.704-1070

BOOKKEEPER/SECRETARY
Long established construction company looking for full time individual who is experienced in bookkeeping and is computer literate. Shorthand or speedwriting a plus. Contact: Mr. Olson, Kaftan Enterprises. 1-5pm. 352-3800

BOOKKEEPERS
Several excellent career opportunities are currently available for experienced Full Charge Bookkeepers throughout the Metro Detroit area including Fraser, Livonia & Warren. Positions are in a variety of industries. Candidates must have excellent bookkeeping & computer skills. If interested, please send complete work & salary history in strictest confidence to:
Attention: Bookkeeper
Follmer, Rudzewicz & Co.
26200 American Dr., Ste. 500
Box 5004
Southfield, MI. 48086-5004

BOOKKEEPER WANTED for dynamic manufacturing company. Full accounting background, S.B.T., & Excel experience required. Resume only: Att. Norah Yaldo, 3182 Martin Rd., Walled Lake, MI 48390.

BOOKKEEPING Accounting Clerk
Seeking a self-motivated individual, neat in appearance, with organizational & accuracy skills, proficient in math, accounting, computers & phone etiquette, able to handle a variety of office duties. Call Cathy, 8am-1pm, Mon.-Fri. 827-7500 or Fax resume to: 827-7505

CATERING ASSISTANT
Outstanding opportunity for a well organized, motivated individual. Phone, typing and computer experience a must. Restaurant-Sales experience a plus. Send resume to:
THE RATTLESNAKE CLUB
Marge Garcia
300 River Place
Detroit, MI 48207

CHURCH'S LUMBER
needs Contractor Sales Coordinator, Lumber & computer knowledge helpful, clerical skills required. Apply at: 31243 W 8 Mile, Livonia.

PART TIME, 11-5, Troy. Various clerical & telephone. Apply in writing: PO Box 394, Troy, MI 48099

CLERICAL - part time. Immediate opening, 10am to 2pm, Mon. thru Fri. Experience required. Send resume to: Melco Engraving Inc., 1809 Rochester Industrial Dr., Rochester Hills MI 48309.

CLERICAL, PART-TIME
Position available immediately. We are looking for responsible, dependable & hardworking person. Evenings & weekends required. Apply in person: Scott Shuptrine, 41110 Telegraph, Bloomfield Hills, MI. 48302

CLERICAL POSITION
A full-time, entry-level clerical position is open at our Troy corporate headquarters requiring excellent telephone etiquette and basic filing, 10-key and light typing duties. We offer a competitive benefit package. Respond by submitting a resume with wage expectation to:
Box 848
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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clerical

SPRING INTO A KELLY JOB
No matter what the season, Kelly Services has plenty of jobs to offer:

DATA ENTRY OPERATORS
- Must key 10,000 KPH or higher
- 8 hour shifts for days
- 4 hour shifts for am or pm
- 8-10 hour shifts for evenings (8pm-6am)

RECEPTIONISTS
- 6 months recent experience handling multiple line phones
- Typing ability required

WORD PROCESSING SECRETARIES
- 6 months recent experience
- Experience on any of the following software packages:
  Microsoft Word for Windows
  Excel
  WordPerfect

Call today for an appointment!
Livonia 522-4020

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Equal Opportunity Employer M/F/D

CLERICAL - 2 days per week for very fast paced business office. Exceptional multi line telephone & people skills, word processing & accounting background helpful. Apply in person Mon-Fri 8am-4pm or send resume to: Westland Convalescent Center, 36137 W. Warren, Westland

Clerical

WE CAN KEEP YOU BUSY
Immediate openings for Office Professionals who have a minimum of 3 months experience in Microsoft Word 5.0.

WE OFFER TOP INCENTIVES:
- Cash
- Cars
- Trips
- Good Pay
- 2 Weeks Vacation Pay
- Holiday Pay
- Computer Training

Come in on Friday, April 16 from 8:30am-1pm to apply.

TODAYS TEMPORARY
2301 W. Big Beaver Rd.
(1 blk. E. of Coolidge)
Ste. 103
Troy
649-2936
An Equal Opportunity Employer

COMPTROLLER & PARALEGAL
Birmingham small law office. Will train. Good job for Law student. Ask for John: 642-8700

CLERICAL ASSISTANT
Clerical Assistant needed for busy Purchasing Department. Basic duties include maintaining departmental spreadsheets, filing, mailings, and letters. Will also assist buyers with P.O.'s, vendor and affiliate contact. Qualified candidate will possess extensive PC knowledge, typing skills, with good business writing skills. Will need to know PC packages such as Wordperfect, Lotus 1-2-3, and Quattro Pro. Please send resume WITH SALARY REQUIREMENTS or submit a completed application to:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

CLERICAL part time. Mon./Wed./Fri. 8:30am-5pm. Typing, filing, WordPerfect necessary. Self-starter, able to work without supervision for small friendly office. Resume to: Ann Gaines, O/M Ctl., 3785 E. 15 Mile Rd., Sterling Heights, 48310

CLERK-TYPIST to assist manager, Answering Service Inc. General office duties. Basic day hours, above scale while training, benefits available for 32 hours/week. Call 10am-3pm, Mon.-Fri.: 353-5890

WORD PROCESSORS
Needed temporary & permanent, full & part time in the Westland, Wayne, Belleville & other areas.
Call ADIA at:
313-722-9060 or 313-582-2342

CUSTOMER SERVICE
National marketing firm has immediate openings for your clear voice and light computer experience. Full or part time. Call Claire 357-0641
Uniforce Temporary Service

CUSTOMER SERVICE. Upbeat individual needed for member service position at Great Expectations, world's largest video dating service. Full time includes some weekends & eves. hours. Fun & rewarding work! $6.35 per hr. Please contact Kris after 12pm weekdays: 354-3210

CUSTOMER SERVICE
Join growing company. Data entry experience and excellent phone skills needed for this promotable position.
Diversified Recruiters Co.
344-6700 FAX 344-6704

CUSTOMER SERVICE
Sharp Customer Service Representatives Wanted to fill in for several employees on family leave! Dynamic progressive firm looking for special individuals who can work in a fast paced environment, maintain a sunny disposition, who are detail oriented and possess good grammar skills and penmanship. Previous office & computer experience preferred. Excellent opportunity for team players who enjoy helping others. These positions will be temporary full-time positions, beginning in May. Temporary work may run through October.

Send resume with salary requirements to:

CUSTOMER SERVICE MANAGER
P.O. Box 71043
Madison Heights, MI 48071-1043

CUSTOMER SERVICE REPRESENTATIVE needed for busy headquarters office of multi plant manufacturer. Must have excellent mathematic ability, phone manners and computer skills. Must also pay attention to details, be well organized and be able to handle multiple tasks at once. Previous office or clerical experience required. Day and afternoon shifts available (8:00-4:30) or 12:00-8:30). Non-smoking office. Send resume stating time preference to:
CUSTOMER SERVICE
Unique Fabricating, Inc.
1601 W. Hamlin
Rochester Hills, MI. 48309

SCOTT SHUPTRINE furniture in Novi is seeking an experienced DATA ENTRY CLERK. Part-time, evenings & weekends. Speed & accuracy a must. Apply in person: 43606 W. Oaks Dr., Novi.

DATA ENTRY/ACCOUNTING
Livonia based Manufacturer/Distributor has immediate opening for individual w/strong data entry & accounting skills. Additional duties include: answering telephones, typing & misc. clerical. Candidate must be well organized w/ability to work in very busy environment. BC/BS + quarterly bonus program provided. Send resume to: Jaimes Industries, 12658 Richfield Ct., Livonia, MI 48150. Attn: John Schiffeneder

DATA ENTRY CLERKS: Immediate openings in all locations. We offer: Top Pay, Paid Holidays, Cash Bonuses, Temp-Med Insurance. Call today for an appointment!
SNELLING TEMPORARIES
NEVER A FEE
LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500

DATA ENTRY CLERK
Part time position, 10-15 hrs./week for company located at 13 & Telegraph. Should be able to type 50wpm, be self-motivated & organized, data entry & computer experience required. Call Barb between 1-4pm, 642-5050

DATA ENTRY
full & part time temporary positions in Southfield, Hrs between 11:30am & 8pm. Customer service background a plus. Excellent working conditions. Please submit resume to: Data Entry Supervisor, PO Box 2020, Southfield, 48037-2020
An Equal Opportunity Employer

DATA ENTRY
Immediate openings available for your 12,000 keystrokes experience. 2 shifts. Top pay. Dana 848-8500
Uniforce Temporary Services

DATA ENTRY OPERATORS
Needed temporary & permanent, full & part time in the Westland, Wayne, Belleville & other areas.
Call ADIA at:
313-722-9060 or 313-582-2342

DATA ENTRY OPERATORS
All shifts. Full and part time. Minimum 1 year experience a must. Full benefits. Utica area. For appointment call 254-1910

DATA ENTRY OPERATOR
Part-time day shift. Entry level. Southfield location. Must have previous office experience. Excellent math ability & 10-key calculator skills required. Send resume to: P O Box 5081, Southfield, MI 48086

DATA PROCESSOR/ COMPUTER OPERATOR
Livonia Insurance Agency. Experience a must. Send resume to: Data Processor, P. O. Box 2748, Livonia, MI., 48151.

DO YOU KNOW WORDPERFECT 5.1?
National TechTeam, Inc., a leading provider of training, support, and systems integration services has immediate openings for 50+ experienced WordPerfect 5.1 users. This TEAM will be responsible for providing telephone assistance to callers worldwide on WordPerfect 5.1.

We are looking for professional, articulate, friendly individuals interested in a career in computer support operations, the largest growing segment of the computer services market!

If you are ready to interview, please send or fax your resume TODAY! Also, include a description of your WordPerfect 5.1 and DOS skills.

National TechTeam, Inc.
Attn: Computer Support Careers
22000 Garrison Ave.
Dearborn, MI 48124
Fax: (313) 277-6409

ENTRY LEVEL POSITION
Various openings. People-oriented person. Must have typing, math, proof reading skills & be computer literate. Apply in person on 4-19-93 from 9am-4pm, Sanse Temporary Services, 5215 Michigan Ave., 1 block E. of Wyoming. E.O.E.

DATA ENTRY - Part-time. Eager, enthusiastic person with strong data entry skills, also filing & answering phones. Send resume to: AFR, PO Box 967, Southfield, MI 48037

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
$7/hr. for accurate typist. Full time days. Long term. Excellent working conditions. N.W. Suburbs.

ARBOR TEMPS 459-1166

DATA ENTRY
9pm-5am, Mon., Tues. & Fri. only. Permanent part-time. Excellent base wage. 476-7355

data processing
PC - AS/400. Growing mortgage company seeks PC Specialist. Ideal candidate will possess:
- Token Ring LAN, DOS, OS/2
- AS/400 PC Support
- PC modem communication
- Windows & Windows Program

Send resume & salary requirements to: Personnel Administrator, 315 E. Eisenhower, Suite 12, Ann Arbor, MI 48108

DICTAPHONE TYPIST needed for fast paced Birmingham law firm. Full time, good benefits. Call Mike Muller 645-2440

ENTER THE exciting world of plumbing & heating. We are looking for a person with EXCELLENT phone & keyboarding skills. To $15K per year with an excellent benefit package. Call 522-1350
BERGSTROMS, INC.

EXECUTIVE ASSISTANT
Needed to perform administrative & clerical tasks for 2 management staff. Schedule meetings & appointments, prepare meeting agendas, assist in organizing commencement program & other special events. Create & maintain data management system. Assist with department budgeting. Must know WordPerfect 5.1, additional computer skills preferred. Ability to work some overtime. Send resume to:
Executive Assistant
Walsh College
3838 Livernois Rd.
Troy, MI 48083
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Prestigious foundation has opening for experienced secretary. Proficiency on MS Word and Excel helpful. Call Sara 848-7661
Uniforce Temporary Services

EXECUTIVE SECRETARY
Major health care organization needs experienced secretaries. Top pay, WP 5.1 or Macintosh. Call Martha 646-7661
Uniforce Temporary Services

EXECUTIVE SECRETARY
$25,000
Opportunity to join a major world wide firm and work for a partner. Advanced WordPerfect skills and excellent typing. Top benefits.
Diversified Recruiters Co.
344-6700 FAX 344-6704

EXECUTIVE SECRETARY
With full charge bookkeeping experience needed by perfectionist Birmingham builder/developer. Non-smoking applicants must be self-motivated, extremely accurate, have strong grammar skills and be advanced Microsoft Word 2.0 and Excel 4.0 for Windows users. Fax resume to Mr. Ismail: (313) 540-6047

EXPANDING publishing company in Livonia needs part time office help in Accounting Dept. Some bookkeeping experience necessary. Call Carrie 477-6650

GENERAL CLERICAL for expanding Rochester Hills based development company. Skills required: 50wpm, strong organizational & grammar skills, ability to work independently. Salary $14,000. Please send resume to: Barbara Z., 1900 Northfield Dr., Rochester Hills, MI 48309.
An Equal Opportunity Employer

GENERAL OFFICE DUTIES
Full time. Previous experience required. Mail resume to: Personnel Manager, 18155 W 12 Mile Rd., Southfield, MI 48076.

GENERAL OFFICE & COLLECTORS
Local auto financing company has several openings, full & part time, flexible hours. Apply in person, 9am-5pm, at 21301 Civic Center Drive, Southfield.

GENERAL OFFICE
Multiple positions available with rapidly expanding Farmington Hills firm. Typing and some computer experience preferred.
Call Renee at 473-2933
Uniforce Temporary Service

GENERAL OFFICE - Duties include answering phones, typing, filing, etc. Non-smoker, Novi area. Send resume to:
Box 830Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE help, part time, typing, filing, accounts receivables/payables, posting, bookkeeping. Farmington Hills area. 478-3346

GENERAL OFFICE
Computer data entry, switchboard & cashiering experience desired. Contact Harry Miller Flowers, 541-2328

GENERAL OFFICE - Customer service, telephone, light typing/pc. About 30 hrs./week. Livonia, Schoolcraft & Levan area. 953-0861

GENERAL OFFICE HELP WANTED
Full time. Casual office work includes: Computerized billing, answering phones and customer service. Knowledge in desk top publishing a plus. Must be organized, have an eye for detail and a sense of humor. Apply in person at: 26211 W. 7 Mile Rd., Redford.

GENERAL OFFICE CLERK
Busy steel service center is looking for an ambitious person to fill a full time position doing filing, data entry, answering multi line telephone system, typing & other misc. office duties. Excellent benefit package. Apply in person only.
CONTRACTORS STEEL COMPANY
36565 Amrhein Road
(near Levan) Livonia

INSURANCE - part-time. Must have property/casualty, agency experience. Call 647-7803

HUMAN RESOURCES
ADMINISTRATIVE ASSISTANT
Needed for consulting firm. Duties will include handling employee benefits, publishing company newsletters and policies, and coordinating orientation and career development programs. Word processing and spreadsheet skills a plus, as well as a college degree or related experience. Send resume with salary requirements to:
ANATEC
Attention: Tony
30300 Telegraph, Ste. 200
Bingham Farms, MI 48025

KEYDISC/KEYPUNCH
Experienced Data Entry Operators. Day afternoon shifts, full or part time. Miss Hartman, 561-6161

EXPERIENCED legal secretary 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, P.O. Box 780428, Lathrup Village, MI 48076

JOBS!
- $5 - $10 Per Hour
- Long & Short Term
- Light Industrial
- Word Processors
- Data Entry/Clerical

NO FEES EOE/M/F/H
EmploymentGroup 583-1818

JUNIOR SECRETARY
National insurance agency needs your office experience. Word processing a plus. Call Gada 337-0037
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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 - Experienced. WordPerfect 5.1, personal injury & family law. Salary/hrs. negotiable. Resume: 30833 Northwestern Hwy., Suite 100, Farmington, MI 48334

LEGAL SECRETARY
with minimum of 5 years experience with Southfield firm. Litigation experience with excellent secretarial skills necessary. Applicant must be professional & poised. Benefits include health, life, disability, profit sharing & 401(k). Salary commensurate with experience. Send resume, in confidence to BOX 790:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - full time for western suburban law office. Experienced. Send resumes to: 14100 Stark Rd., Livonia, MI 48154

LEGAL SECRETARY
for Southfield law firm. Personal Injury/Medical Malpractice experience & knowledge of WordPerfect 5.1 required. Call:
Fleger, Fleger & Schwartz 355-5555

LEGAL SECRETARY wanted for offices in 12 Mile/Woodward area. Some bookkeeping and phone answering involved. Litigation experience, thorough knowledge of WordPerfect and references required. Call between 3PM-5PM, 548-1588

LEGAL SECRETARY for BUSY IMMIGRATION LAW OFFICE. Word processing skills essential. Must be able to work quickly and accurately. $10 an hour. Send resume to Office Manager, 4000 Livernois, Suite 110, Troy, MI, 48098, Fax/313-680-0627.

LEGAL SECRETARY
Experienced only. Must know WordPerfect 5.1. Must be familiar with all aspects of law office operation and management. Salary commensurate with experience.
Please call 851-4300

LEGAL SECRETARY
For Troy law firm. WordPerfect & 3-4 years legal experience required. Smoke-free office. Send resume to:
Box 796
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY for Southfield law firm. Word processing skills required. Social Security experience a plus. Compensation commensurate with experience. Call. 350-1000
Or send resume to:
Weisberg & Walkon, P.C.
21550 W. 11 Mile Rd., Ste. 202
Southfield, MI. 48076

LEGAL SECRETARIES
Various temporary assignments available throughout Metro area. Must have word processing and previous work experience in legal environment. To schedule an appointment call:
TEMPEXCHANGE
557-5600

LEGAL SECRETARY
"Happy Secretary's Day"... a special salute for your dedicated efforts on our ranks this past year.

PERSONNEL AT LAW
Fax 358-0235, Phone: 358-0060

LEGAL SECRETARY
With litigation experience for N. Woodward firm. Must be mature, well organized & have good communication skills. WordPerfect experience preferred. Excellent benefit package. Please send resume to:
BOX 838
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Non-smoking Bloomfield Hills law firm. Minimum 2 years experience as Legal Secretary or equivalent. WordPerfect 5.1, 70 w.p.m. dictation equipment. Familiarity with general legal and litigation forms helpful. Good writing/speaking skills and analytic ability required. Competitive salary and benefits. Call
Chris weekdays, 1pm-5pm 644-2800

LEGAL SECRETARIES
Various temporary assignments available throughout Metro area. Must have word processing and previous work experience in legal environment. To schedule an appointment call:
TEMPEXCHANGE
557-5600
Bloomfield Hills Office

LEGAL SECRETARY
Troy law firm seeks highly motivated legal secretary with a working knowledge of litigation defense. 70 wpm typing. Word Processing knowledge. Dictation equipment. Working for two attorneys in a fast paced office.

Excellent benefits. Paid vacations, holidays, sick-time. Salary commensurate with experience. Non-smoking environment.

Phone: 641-1800 Ext. 3002 between 9am & 11am to schedule appointment. Or send resume to: Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098.

LEGAL SECRETARY
Some legal experience required, proficient in WordPerfect 5.1. Salary commensurate w/experience. Novi location. 344-1482

LEGAL SECRETARY
For Birmingham law office. Must possess good organizational skills, be self-motivated, have 2 yrs. legal in WordPerfect 5.1 experience. Call Judy between 3-5:30pm 645-1709

LEGAL SECRETARY - Expanding downtown law firm seeks a professional experienced Legal Secretary with an eye for detail. Salary commensurate with ability. Send resume: Personnel, 1370 Penobscot Building, Detroit, MI 48226.

SECRETARY TO PRESIDENT
Newspaper publishing company located in Livonia seeks an experienced and confidential executive secretary, with minimum 5 years' experience including Wordperfect 5.1 and Lotus systems. Ideal candidate will have a proven record in office administration and supervision of work flow. Maturity, poise and strong interpersonal skills essential. Candidates must be non-smokers. We offer an excellent working environment, competitive salary, and comprehensive benefit program.

Please mail confidential resume, including salary requirement and references to: Human Resources Department, Suburban Communications Corporation, 36251 Schoolcraft Road, Livonia, MI 48150. (no phone inquiries)

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