502 Help Wanted Dental-Medical

OPHTHALMIC TECHNICIAN
COA, COT, or COMT needed for busy medical surgical & refractive surgery practice. Experience a must. Immediate full or part time position available for enthusiastic hardworking candidate. Must be willing to Travel between W Bloomfield & Brighton offices. Good Salary with optional benefits. Call Linda 313-227-2136: or send resume to: MEG, 8728 Whitmore Lake Rd. Brighton, MI 48116.

PHARMACIST
FULL TIME
PART TIME
Grace Hospital, a modern 550-bed community based hospital which is part of the Detroit Medical Center has several openings for full time and part time Pharmacists (hours vary).
Must be degreed in Pharmacy, Michigan registered, or eligible for licensure by examination or reciprocity.
Apply or send resume in confidence to:
GRACE HOSPITAL
Human Resources-Recruiter (P)
6071 W. Outer Drive
Detroit, 48235.
A member of The Detroit Medical Center. Affiliated with The Wayne State University School of Medicine.
An Equal Opportunity Employer

PHYSICAL THERAPIST - Full time or part time. 3-5 evenings to 7:00. Outpatient orthopedic clinic in W. Bloomfield. 313-855-7411

RECEPTIONIST
For woman's health facility. Call Toni 443-0239

REGISTERED NURSES
Full & part time positions, variety of schedules available for ambulatory healthcare center. Interested candidate please send resume to: Medical Administrator 5050 Schaefer, Dearborn, MI 48126
All Replies Confidential

REGISTERED NURSE
Excellent professional opportunity. Nurse clinician or R.N. wishing training & responsibility. Well established Internal Medicine, Infectious Disease Subspecialty practice. Education is part of this position. Research on-going in practice. Growth portential. References needed. Call 540-0132

REGISTERED NURSE
For W. Bloomfield allergy office, 3½ days/wk. Please call: 851-5454

REGISTERED PHARMACIST
Part time. No evenings or weekends. Contact Joe Dunsmore 858-1452

REGISTERED X-RAY TECHNOLOGIST
A part time position is available for a Registered X-Ray Technologist on the day shift in a progressive department. We offer an excellent salary and benefit package. Interested applicants should call 591-2821.
ST. MARY HOSPITAL
36475 W. Five Mile Rd.
Livonia, MI., 48154
An Equal Opportunity Employer

REIMBURSEMENT SPECIALIST
Position available for experienced Reimbursement Specialist. Responsible for monitoring reimbursement in Pediatrics by ensuring diagnosis and procedure coding. Will work with patient services and patient accounting to analyze problems and implement corrective action. BSN, Bachelor's degree in Business Administration, Health Care or Finance preferred with a minimum of 3 years reimbursement experience. Please send resume to:
Recruiter/Reimbursement
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

RN (HOMECARE)
Amicare Home Healthcare an affiliate of St. Joseph Mercy Hospital has a contingent position for an RN to complete follow-up visits for our private duty clients. Two years hospital, one year homecare experience preferred. For more information contact, Clinical Coordinator
1-800-852-3638
An Equal Opportunity Employer

RN IN-SERVICE DIRECTOR
Seeking in-service director for long term care facility. Requires Train the Trainer certification. Experience preferred. Good wages & benefit package available. Call Director of Nursing for appointment. 354-3222

RN, LPN or MEDICAL ASSISTANT
Ann Arbor/Plymouth Dermatology office. Full time. Benefits. Experience preferred. Call Norma: 996-8783

RN/LPN
Our inpatient CARF accredited rehabilitation facility located in Romulus is offering you a challenging opportunity to work in a supportive atmosphere featuring professional team work and collaboration. We need you to complete our team. Please call Human Resources at 941-1142
Equal Opportunity Employer M/F

RN, QA SUPERVISOR for home care agency in Brighton. Excellent communication & home care skills required. Salary commensurate with experience. Excellent pay & benefits. Family Nurse Care. 229-5683

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. 357-7060
Dearborn. 563-0056
Ann Arbor. 747-8070

RN'S/LPN'S WE NEED YOU!
LPN'S earn up to $20/hour.
RN'S earn up to $40/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(313) 229-5683 (313) 455-5683

SOCIAL WORKER
WORKER SENIOR
CONTINGENT
Grace Hospital, a modern 550-bed community based, acute care hospital which is part of the Detroit Medical Center has an excellent opening for a MSW to work in our Emergency Department.
Must provide counseling, psychotherapeutic support and intervention to Emergency Department patients and their families. A Master Degree in Social Work, 1-2 years hospital experience and Michigan Social Work licensure is required.
Please apply or send resume in confidence to:
GRACE HOSPITAL
Human Resources-E.D.Recruiter
6071 W. Outer Drive
Detroit, 48235.
A member of The Detroit Medical Center. Affiliated with The Wayne State University School of Medicine.
An Equal Opportunity Employer

SUPERVISOR OF MEDICAL BILLING
Candidate must be experienced in collections, billing & 3rd party reimbursement for multi-specialty clinic. Must have good typing and computer skills, min. 10 yrs. experience. Excellent opportunity. All replies confidential. Please send resume to: Box 498, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

502 Help Wanted Dental-Medical

RN's/LPN's CHARGE NURSE
Make A Difference!
Full & part time oportunties available on all shifts for RN's/LPN's with leadership abilities. Make a difference in the lives of the elderly.
Apply to: Cambridge South, 18200 13 Mile Road, Beverly Hills, MI 48025.
An Equal Opportunity Employer

RNS/LPNS
Full/Part-time positions available. New facility/newly remodeled. Supervision/continuity skills preferred. Apply at: Wayne Total Living Center, 4427 Venoy (middle building), Wayne, MI.

RN'S & LPN's
★ Full & part time, midnights & afternoon shifts. Competitive salary & benefits. Apply: Marywood Nursing Care Center, 36975 W. Five Mile, Livonia. 464-0600

RN's/LPN's
HENRY FORD EXTENDED CARE
• Adult, Pediatric, High tech private duty.
• Orientation and continuing education program
• Competitive pay/pension plan
• Flexible scheduling Tri-county assignments
• Professional team approach JCAHO accredited
1-800-542-1194
EEO/AAE

SECRETARY
Family medicine department needs Secretary, typing skills, 50 wpm., filing, good phone skills, previous office experience required. Must be familiar with Microsoft Word 5.0. Send resume to: J. Biniends, Grace Hospital, Department of Family Practice, 6071 W. Outer Dr., Detroit, MI., 48235.

SOCIAL WORK ASSISTANT
Needed for a subacute/long term care facility. BSW required, responsibilties will include: daily contact with residents and families, care planning, and discharge planning. A wonderful opportunity to join a progressive inter-disciplinary team. Please send resume to: Westland Convalescent Center., 36137 W. Warren, Westland, MI., 48185

SOCIAL WORKER
B.S.W. needed for a down river nursing facility. Must have previous nursing home experience. Knowledge of OBRA, advance directives and the ability to establish an excellent resident/family rapport a must. Excellent wage and benefit package. Send resumes to:
SOCIAL WORKER
31720 Van Born Rd.
Wayne, MI 48184

504 Help Wanted Office-Clerical

ACCCOUNTING/CLERICAL - A fortune 500 company in Livonia has immediate openings for full & part time accounting/clerical positions. Successful candidates must possess exceptional interpersonal skills. General accounting & PC skills are a must. Lotus experience & general ledger knowledge is a plus. Qualified, professional, flexible, personable candidates ONLY. Send resume AND salary requirements to: Box 510, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150
An Equal Opportunity Employer

ACCOUNTING/BOOKKEEPING Strong computer skills - Lotus. Experience. 30-40 hrs./wk. Fox Hills Country Club, Plymouth. 453-7272

ACCOUNTING CLERK Major responsibilities include accounts payable and general journal data entry, filing and Lotus 1-2-3 spreadsheet input. Keyboard accuracy very important. Automated accounting system and Lotus 1-2-3 experience preferred. Full time position with excellent benefits. Apply in person or send resume to: JARC, 28366 Franklin Rd., Southfield, MI 48034.
An Equal Opportunity Employer

ACCOUNTING CLERK
Great opportunity with established and growing company. Diverse work including accounts receivables & payables and other various accounting and general office responsibilities. Requires a personable, mature, detail oriented person with sufficient computer skills. System 34 or 36 experience a plus. Competitive salary & benefits package. Congenial staff. Please send resume in confidence to: Accounting, Box 496, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

ACCOUNTS PAYABLE CLERK For construction company in West Bloomfield. Must have a minimum 2 years experience in accounts payable & data entry. Full time. Permanent position. Good benefits. Immediate openings. Call: 737-8600

Act Now
OPEN HOUSE
Sat., June 19
9am-Noon
• DATA ENTRY
• WORD PROCESSING
• SECRETARIAL
• RECEPTIONISTS
• TELEMARKETING
Join Us for Coffee & Doughnuts
Apply for a Position with our Clerical Division Temporary and Permanent Positions Available
TEMPORARY RESOURCES
26200 Orchard Lake #102 Farmington Hills, MI 737-1711
850 Stephenson Hwy. #303 Troy, MI 588-9210

ADIA NEEDS CLERICAL APPLICANTS
With experience in 1 or more of the following
• Data Entry
• WordPerfect
• Lotus 1,2,3
• Microsoft Word.
Call for an appointment.
313-722-9060 or 313-362-2342

ADMINISTRATIVE ASSISTANTS 60+ on WordPerfect 5.1. Independent but team worker. Full time in Troy & Southfield. No fee. TEMPSTAFF 645-0900

ADMINISTRATIVE ASSISTANT Executive level - IBM, MS Word/ Windows. Excellent pay. ARBOR TEMPS 459-1166 9433 Haggerty, Plymouth, MI.

ADISTRA IS IN NEED OF THE FOLLOWING:
TYPIST/SECRETARY
Accounting dept. is in need of an organized, detail-oriented, professional. Must be able to type 50/60 wpm.
ADMINISTRATOR
Client Services dept. is in need of an individual for order processing, typing, data entry, customer contact. Will also be handling money and invoicing. Must be very detail-conscious and adaptable.
CUSTOMER SERVICE ADMINISTRATOR
Client Services dept. is in need of an individual for customer service calls, assisting clients, order processing, administration of reports. Must have leadership skills as well as good communication skills, excellent phone manner, CRT/PC experience. Must be able to rotate shifts between 11:00am to 8:00 pm or 8:00 am to 5:00pm.
All positions include full benefit package. Please forward resume to:
ADISTRA CORP.
101 Union
Plymouth, MI 48170
Attn: Randy Shaffer
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

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 COORDINATOR - we are a health care provider located in Western Wayne County with an immediate opening for an experienced accounts receivable coordinator. 4 yr. automated system experience including facility & professional billing. Supervisory experience. Mental health & substance abuse billing a plus. Full benefits. Send resume to: Miss Foster, Hegira Programs Inc., 1378 Inkster Rd., Inkster, MI 48141. EOE.

ADMINISTRATIVE SECRETARY
Excellent opportunities with NW suburb headquarters location. Short and long term assignments for candidates with Word Perfect 5.1. Lotus a plus. Call Sue 473-2931 Uniforce Temporary Services

ADMINISTRATIVE SECRETARY
To $25,000
Growing company seeks secretary to work for sales executive. Excellent communications to interface with important clients. WordPerfect experience required.
Diversified Recruiters Co.
344-6700 FAX 344-6704

ADMINISTRATIVE ASSISTANT/ RECEPTIONIST
Plymouth manufacturing firm seeks an administrative assistant/receptionist. The successful candidate will have excellent telephone skills, typing experience and be computer literate. High school diploma or GED equivalent is required.
NO PHONE CALLS PLEASE
Send resume and salary history to:
Human Resource Department
P.O. Box 319
Plymouth, MI 48170
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
FT & PT. Must have good cheer, type 65, be Word Perfect 51 & DOS proficient. Hard worker. To be considered must send resume, salary history & salary expectations to: 477 S. Main Street, Plymouth, 48170
An Equal Opportunity Employer

Administrative Assistant
Needed to prepare correspondence using Chinese and English language for Detroit engineering firm. Must be fluent in Taiwan dialect. Full time temporary position also requires use of WordPerfect or Microsfot Word, graphic and data base skills. Excellent salary and benefits available. Call us today!
ENTECH SERVICES, INC.
528-8092

Advanced Word Processors
$10+/Per Hour
Call us for the perfect match to your skills. Choose your schedule & work close to home. Wide variety of assignments.
TEMP-TO-PERM
Farmington, Novi, Southfield, Livonia areas
CALL TODAY!!!
615-0660
WESTERN TEMPORARY SERVICES
39289 GRAND RIVER
FARMINGTON HILLS, MI 48335

ADVERTISING SECRETARY
National advertising agency needs experienced WP 5.1 candidates. Top pay. Call Sharon 357-0037 Uniforce Temporary Services

ARBOR NEEDS:
ADVANCED WORD PROCESSORS
$10/HR. +
• WordPerfect • MS Word • Lotus • Excel • D-Base
ARBOR TEMPS 459-1166

ATTENTION WORD PROCESSORS
With WordPerfect 5.1. Excellent long term assignment in western suburb. Knowledge of French or Spanish a plus. Call for personal interview.
OLSTEN STAFFING SERVICE
525-1244

AUTO AUCTION - Full time. Typing skills required. Apply in person. Michigan Auto Auction, 33640 Michigan Ave (btwn. Wayne & Merriman Rds). 326-6400

AUTOMOTIVE BILLER
Rapidly growing suburban Ford dealership has an immediate opening for biller. Dealership experience required applicants must be familiar with duties, including secretary title forms. Full time wonderful career opportunity for individual who likes working with a winning team! Excellent health benefits and 401K plan. No phone calls! Send resume with recent references to:
Ms. Donna Davis
MEL FARR FORD
24750 GREENFIELD ROAD
OAK PARK, MI. 48237
An Equal Opportunity Employer

AUTO PAYROLL CLERK
Needed in GM dealership, excellent pay/benefits, ERA system experience helpful. Send resume to: P.O. 700737, Plymouth, MI 41870

FARMINGTON DEALER is in need of an experienced new/used car biller. Excellent benefit package available. Apply in person at Bob Saks Motor Mall, 35200 Grand River, Farmington Hills.

BILINGUAL (Japanese) Administrative Assistant
Career position for person with good communication & word processing skills. MS Word, Excel helpful.
ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI

BILLING MANAGER
Strong communication & computer skills, experienced only. 565-5600

BOOKKEEPER
Accounting Department Manager for consulting engineering firm. Responsible for accounts receivables/payables, payroll, etc. Working knowledge of Dbase and Lotus necessary. Respond to CTI & Associates, 24684 Hathaway, Farmington Hills, MI 48335, Attn. Director of Operations
An Equal Opportunity Employer

BOOKKEEPER/Controller - Local wholesale company requires full time, full charge Bookkeeper with some experience in accounting and computer processing. Send resume and salary requirements: Personnel, 20021 Exeter, Detroit, MI 48203.

BOOKKEEPER - FULL-CHARGE
For Troy-based firm. Computer knowledge a must. Send resume to: Personnel, 660 Kirts Blvd., Suite 101B, Troy, MI 48084

BOOKKEEPER FULL CHARGE
Great opportunity with established and growing manufacturer in the I-275 corridor. Required diverse accounting background and G/L experience thru trial balance. Sufficient computer experience desirable. Competitive salary and benefits package. Please send resume to: Bookkeeper, Box 495, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

504 Help Wanted Office-Clerical

BOOKKEEPER
Full charge, part-time, for N. Southfield retailer. Resume to: Box 506
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Local distributor needs full charge bookkeeper through trial balance and quarterly reports. Must be organized, computer literate and have at least 5 years experience. Full time, permanent position with benefits. Send resume: AmSyn Cleaning Systems, 12110 Hubbard, Livonia, MI 48150, Attention Paul Bortell.

BOOKKEEPER - OFFICE PERSON
part-full time for new Roman Terrace II restaurant, Farmington Hills. For interview call 553-0080

BOOKKEEPER/OFFICE MANAGER
1 Person office, job shop. Minimum 8 yrs. experience needed. Lotus. Blue Cross/Blue Shield & 401K. Call 425-4114

BOOKKEEPER - part time, computer accounting for luxury apartments. flexible hours. Fax resume. 412-788-1787

BOOKKEEPER-PART TIME
Some computer & bookkeeping necessary. Southfield area. Mr. Thompson, 569-4880

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

BOOKKEEPER/SECRETARY - Must have 3-5 yrs. experience w/internal retail store co. Start at $18,000; to $36,500. Office 5 miles from metro airport. Call Randy for appointment Mon.-Fri., 10am-5pm: 326-6460

BOOKKEEPER
Successful Livonia distributor seeks self-motivated individual to handle *the day-to-day* bookkeeping functions. Ideal candidate will be extremely organized & possess 3-5 years of computerized bookkeeping experience thru trial balance. Strong computer skills a must. Experience with Solomon a plus. Generous salary offered. If interested please send resume to:
36281 Schoolcraft, Unit A, Livonia, MI 48150

BOOKKEEPER (6-Haggerty)
Part-time, 20 hrs. Computer experience thru Trial Balance. Ask for Frank D'Angelo 464-6400

BOOKKEEPING - Full charge through financial statement, copmuter background helpful. Contact Mrs. Devio, 476-7800

BOOKKEEPING & SECRETARIAL EXPERIENCED
Salary commensurate with experience. Farmington Hills. 489-3900

CAREER CLIMBING OPPORTUNITY
If you are searching for professional fulfillment, are a high energy person possessing strong secretarial and word processing skills, you can make a worthwhile contribution to this performance oriented company. Put your talent to work ...
Call OFFICETEAM today.
Phone 356-0222 Fax 358-0941
28588 Northwestern Hwy #250
Southfield, MI 48034
524-3100 524-3115
201 W. Big Beaver Rd., #310
Troy, MI 48084
Vacation and Holiday Pay
Health Care Benefits/EOE

CAREER COUNSELOR Looking to Staff
• Medical Assistant
• Machine operator
• Secretary
Mail resumes to 1990 Union Lake Rd., Commerce, MI., 48382

CLERICAL - PART TIME
Seeking mature, dependable clerical support person for busy insurance agency in Northville. Duties include word processing, phones, filing and general clerical duties. Send resume to: Lincoln Financial Group of Michigan, Att: Marlene, 2855 Coolidge Hwy., Su. 208, Troy, MI, 48084.
An Equal Opportunity Employer

CLERICAL
Part-time person wanted for payroll and accounts payable processing. Must have computer experience. Send resume to: Accounting, P. O. Box 9031, Walled Lake, MI., 48390.

CLERICAL PERSON NEEDED
For part-time/full-time, flexible day shift. This person must be able to answer phones, type 45 wpm or better, file, know word processing & Lotus 1-2-3. Must be a quick learner, dependable with a pleasant personality. $7 per hr. Send resume to:
Human Resources Manager
P.O. Box 9063
Livonia, MI. 48150

CLERICAL POSITION
KROGER COMPANY IN LIVONIA
Entry level. Full time position. Computer literate, WordPerfect, Lotus 1-2-3, spreadsheets, phone skills. Resumes only: Kroger Company, Attention: Human Resources, P.O. Box 4444, Livonia 48151-3084

CLERICAL SUPPORT
National discount stockbroker has full time clerical opening for branch office located in Troy. Applicants should possess strong communication and organizational skills and a willingness to take on new responsibilty. Position offers $1000 monthly and a benefit packagr. Qualified candidates forward resume to:
Dan Katzman
Olde Discount Corp.
751 Griswold Street
Detroit, MI 48226

CLERICAL - Type 45 words per minute & know Word Perfect 5.1. Enjoy working with the public. Apply at: Canton Twp. Assessors Office, corner of Cherry Hill & Canton Center.

CLERK TYPIST
A major supermarket chain has an opening in their personnel area for a clerk typist. The proper candidate should have good organizational skills & be able to work independently. The proficient of a calculator, PC & good typing skills is a must. A competitive salary & comprehensive benefit package will be offered. Qualified candidates are invited to respond with a detailed resume to
Personnel Director
P O Box 33446
Detroit, MI 48232-5448
An Equal Opportunity Employer

CLERK TYPIST/PART TIME
20 hrs/week. Flexible, may include evenings & Saturdays. Duties include: typing 50wpm accurately, answering phones, receipting payments, filing. High school diploma required. Send resume to: Director of Programs, 8012 Merriman, Garden City, MI 48125. EOE.

College Students Needed
• Word Processing/Clerical
• Technical • General Labor
ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI

CONSUMER RESEARCH
Suburban market opinion firm has openings. Candidates are expected to have phone skills and light computer experience. Flexible hours. Call Colleen 357-0641 Uniforce Temporary Services

CUSTOMER SERVICE. Expanding company is seeking hardworking individual with pleasant phone voice and good attitude to problem solve lease documentation. Extensive phone work and customer interaction. Great working environment. Please send resume to: T.H., P.O. Box 9066, Farmington Hills, MI 4833r

CUSTOMER SERVICE REP - Multi skilled & highly organized individual needed for all areas of office duties. Call from 10am to 2pm. 788-2005

DATA ENTRY/BILLER for DME Company. Experience preferred. Please call for interview. Ask for Linda. 261-2988

DATA ENTRY/CLERICAL, part time, some experience in payrolls necessary. Southfield area. Mr. Thompson, 569-4880

DATA ENTRY
Fortune 500 firm needs your 10,000 keystrokes and recent experience. Call Diane 357-0644 Uniforce Temporary Services

504 Help Wanted Office-Clerical

COMPUTER OPERATOR
Part time. Life insurance Company located in Plymouth, MI has immediate opening for Computer Operator with IBM Mainframe experience. Approximately 3 hrs. daily, mid to late afternoon. Excellent working conditions. Please submit resume to:
Personnel Department
Mutual Of Detroit Insurance Co.
333 Plymouth Rd.
Plymouth, MI 48170

CUSTOMER SERVICE
Immediate openings with national marketing firm for your clear voice and light computer experience. Flexible hours. Call Claire: 646-7664 Uniforce Temporary Service

CUSTOMER SERVICE CLERK
Permanent part time. highly energetic person with good communication skills. Fast paced office. Hours 12-6pm Mon.-Fri. Send resume to: 850 S. Edwin, Westland, MI 48185, Attn: Customer Service.

DATA ENTRY
Highest pay for your attention to detail for alpha & numeric input with major financial firm. Call Darlene: 473-2933 Uniforce Temporary Services

DATA ENTRY OPERATORS
Days & afternoons.
Tartan System, Farmington area. 474-1136

DATA ENTRY OPERATORS
Computer services company in Livonia seeking experienced data entry operators with a proven history of speed & accuracy. Full time day & afternoon shift positions available. Good pay & benefits await qualified candidates. For more information please call after 2pm at: 261-8220

Data Entry Operators
Needed for long term assignment in the Livonia area. 12,000 minimum keystrokes, midnight shift. Benefits available • Excellent pay! Call us today!
ENTECH SERVICES, INC.
336-8888

DATA ENTRY
1 year experience. Lotus 1,2,3. Systems back-up helpful. Full-time. Hourly and benefits. Non-smoking. Resume to: Manager, 27150 W. 8 Mile Rd., Southfield, MI 48034

DENTAL ASSISTANT - Full time for progressive dental office in Livonia. Experience necessary. Salary commensurate with ability. 525-1200

DIVISION SECRETARY for specialty health care benefits company in Southfield. Resume to: P.O. Box 760547, Lathrup Village, MI 48076.

ENTRY LEVEL Receptionist position, computer experience helpful, accurate typing skills required. Full time with benefits, no calls please. Send resume A.N.A., 18911 W. 10 Mile, Ste. 103, Southfield, MI 48075.

ENTRY-LEVEL, Livonia insurance agency. Need positive attitude! Typing, clerical skills. Computer - insurance experience helpful. Full time only. 313-559-1650

EXECUTIVE/ADMINISTRATIVE Assistant - Bloomfield/Farmington area. Immediate placement.
Box 382
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE ASSISTANT - Birmingham office, computer skills, typing 60 wpm minimum, record keeping, customer service, send resume & qualifications to Box #392
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
International service company headquarters has immediate openings for your skills. AMI Pro helpful. Call Susan. 646-7661 Uniforce Temporary Services

EXECUTIVE SECRETARY
Come join the fast pace of the world's largest specialty retailer. We are currently accepting applications for an Executive Secretary position in our regional office in Canton. Applicants must possess skill with WordPerfect, typing at 60 w.p.m., dictation. Along with these responsibilties this individual will be responsible for administrative duties of travel and event planning and must possess strong interpersonal, professional and customer service skills. Our benefit package includes medical and dental, 401K, profit sharing and stock options. Please submit a resume to:
Toys R Us, 7900 Haggerty Rd., Canton, MI 48187.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Temporary, for summer employment through September. Call Ed McDonnell 273-7374

EXECUTIVE SECRETARY
Major suburban firm needs your 5 years strong secretarial skills. Typing, shorthand & word processing. Graphics & legal a plus. Salary mid $20's. Top benefits & location. Fee Paid.
PERMANENT STAFF 737-5750

EXECUTIVE SECRETARY
We're a fast paced progressive Troy based advertising/incentive corporation now seeking an accomplished individual who is self-motivated & has extensive secretarial experience. Organizational & communication skills a must. The selected candidate will work on projects involving independent judgement, initiative & tact. Salary/benefits. Send resume & salary requirements to: Box #502,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FRONT DESK/SECRETARY
Temp-to-perm. Good pay. Phones. Some computer background & upbeat personality required.
ARBOR TEMPS 459-1166

FULL/PART-TIME Receptionist & clerical duties. Farmington area. Call 478-8888

GENERAL OFFICE WORK
JAX Kar Wash, Inc., Southfield, is looking for the right person to handle a busy office. Duties include answering phones, word processing, data entry, filing. Full-time position. Computer experience helpful. Call Sue or Sharon at: 353-4700

GENERAL OFFICE - mature person with P&C insurance & telephone skills for small agency. flexible hrs. Farmington Hills area. 932-4850

GENERAL OFFICE - Extensive data entry & telephone. Computer literate. Entry level. Call 458-8544

GENERAL OFFICE RECEPTIONISTS SECRETARIES
$12,480 to $19,720. All fees paid by companies. Our suburban client companies are interviewing immediately for various positions. Many offer fully paid benefits including major medical & dental. If you have stable office experience with strong computer skills, call us today:
399-3450
SNELLING PERSONNEL SERVICES

HUMAN RESOURCES SECRETARY
Opportunity to join major corporation & work for Director of Personnel. Must have WordPerfect & shorthand. HR experience is required.
Diversified Recruiters Co.
344-6700 FAX 344-6704

HEAT UP YOUR EARNINGS!
Experienced switchboard operators needed in the Livonia, Plymouth and Canton areas.
Must have recent experience in the following:
• handling 30 or more incoming lines
• typing ability a plus
Call today for an appointment!
Livonia 522-4020
Westland 326-8590
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

504 Help Wanted Office-Clerical

GENERAL OFFICE HELPER
Small printing company looking for general office help, part time days. Able to assist in light shopwork. Typesetting/computer experience a plus. Plymouth area. 459-2900

GRINDER HANDS BENCH HANDS
Experience in precision carbide dies. 624-1156

IMMEDIATE Full time Office/Sales Support. Excellent typing & phone skills. IBM Dos 6.0, dBase III Plus, Lotus, WordPerfect background required. Accounting & payroll. Excellent attention to detail. Must be able to work without supervision. Salary & excellent benefits. Send resume & salary requirements to Kathleen, PO Box 2849, Farmington Hills, MI 48333.

IMMMEDIATE OPENINGS!
• File Clerks
• Receptionists
• Typist
• Data Entry
Many positions, day shift, long & short term, some permanent.
SSI, 932-5834

INTAKE/CERTIFICATION
Person must be detail oriented and enjoy working with public. Madison Heights location. EOE ADA. Send resume: Serco, 26711 Woodward, Suite 205, Huntington Woods, MI 48070, Attn: Jean.

INVENTORY CLERKS
Large manufacturing company in the Plymouth area is seeking candidates to work on a long-term temporary basis. Must have some clerical background and be able and willing to do lifting in a warehouse environment. Candidates must have a proven track record of attendance. Shifts vary and must be able to work 50-55 hours per week. Reliable transportation is a must.
Call Maureen for an appointment.
Livonia 522-4020
29125 Buckingham
Suite 4
KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

KEY DISC/KEY PUNCH
Experienced data entry operators. Day & afternoon shifts, full/part time. Miss Perry, 581-5151

LEGAL SECRETARY: Family Law & General Practice. Full-time, experienced. Must have good phone & interpersonal skills, Wordperfect 5.0 & 5.1 necessary, Quicken helpful. Non-smoking, friendly quality office. Telegraph/13 Mile. Profit Sharing.
CALL TERRY: 313-644-2633

Legal
FILE CLERK - Fast paced law firm seeks an organized individual to perform clerical duties. Must have excellent telephone skills and be detailed oriented. Previous experience preferred. Please send resume to: Bernstein & Bernstein, Att: Office Manager, 3000 Town Center, Su. 1601, Southfield, MI 48075.

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

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
Full or part time. Experienced in personal injury. Birmingham area. 258-6282

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

LEGAL SECRETARY for Southfield personal injury firm. 3 years experience. Word Perfect required. Must be highly organized & college graduate. Excellent salary & benefits. Send resume to: Cindy Ball, Gurstein, Wigod, Kohonow & Falzon, 26555 Evergreen, Ste 1530, Southfield, 48076 or fax to 313-353-4504

LEGAL SECRETARY
With 1-3 years experience for Bloomfield Hills law firm. Word processing experience necessary. Contact Marcy at: 858-2443

LEGAL SECRETARY - For Southfield personal injury law firm. Experience & knowledge of WordPerfect 5.1 required. Call 358-0100

LEGAL SECRETARY - Experienced, for insurance defense firm. Non smoker. Salary commensurate with experience. Send resume to: Lynn, 380 N. Main, Clawson, MI 48017

LEGAL SECRETARY for small Troy law firm, experienced in corporate and estate planning. Good telephone skills & word processing. Call Jan 643-7460

LEGAL SECRETARY
Farmington Hills area. Skills needed: advanced WordPerfect 5.1, good phone skills, litigation experience. Express Personnel Services. 313-615-9836: 313-643-8590

LEGAL SECRETARY, experienced with general liability/worker's compensation background for law firm in the Rochester/Auburn Hills area. Send resume to: Office Manager, 2701 University, Suite 223, Auburn Hills, MI 48326.

LEGAL SECRETARY for Farmington Hills law firm. Very experienced in insurance, civil litigation & business law. Heavy workload, WordPerfect, IBM, non-smoker. Excellent compensation package. Send resume, with salary requirements, to: P.O. Box 37251, Detroit, MI 48237.

LEGAL SECRETARY - small Birmingham personal injury law firm seeks experienced Secretary with knowledge of personal injury. Must know WordPerfect 5.0 and be able to work independently. Full benefits including paid parking. Salary commensurate with experience. Call Hans at, 642-1300

LEGAL SECRETARY ASSISTANT
Birmingham lawfirm seeks top notch person to work with senior partner. Candidate must be experienced self starter, fully aquainted with WordPerfect & Lotus. Competitive salary. Promotion opportunity. Send resume to box 642
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY - Bloomfield Hills Attorney seeks mature person with positive attitude. Experienced in Labor & Domestic Law with litigation background. Must work without constant supervision, like a challenge, possess good organizational/listening skills & be proficient in Word Perfect 5.1. Excellent salary & work environment. Send resume: 3005 Venice, Highland, MI 48356

LEGAL SECRETARY
With 2-4 years experience in litigation for Ren Cen law firm. Excellent typing, communication & organizational skills required. WordPerfect 5.1 required. Call Administrator, 12noon - 5:30pm at: 313-259-8300

LEGAL SECRETARY, Troy law firm seeking Legal Secretary with litigation experience. Position requires working knowledge of Word Perfect 5.1, along with excellent typing, proofreading and communication skills. Applicant must be well organized, flexible and able to meet deadlines. Please send resume and salary requirements to: P.O. Box 2501, Troy, MI 48007-2501

504 Help Wanted Office-Clerical

LEGAL
Recruiting for ABA 4 yr. Paralegals, experienced WordPerfect Legal Secretaries & Legal Receptionists. FAX, mail or call today!
PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 · Phone: 358-0080

LEGAL SECRETARY - to Senior Partner of 7 attorney Troy law firm. Minimum of 3 years legal experience necessary. WordPerfect 5.1 experience desired, as well as computer network skills. The successful candidate will be highly organized, have an excellent phone manner & will be eager to assist other staff members. The firm offers a pleasant work environment & excellent fringe benefit package. Please send resume & salary requirements to: Barlow & Lange, 3290 W. Big Beaver, Ste. 310, Troy, MI. 48084, Attn: Kellie.

LEGAL SECRETARY
Work in Bloomfield Hills business law office. Must have great English skills. After 7pm 626-6471

LEGAL SECRETARY-Experienced, wanted for expanding Southfield law firm. Word processing experience required. Salary commensurate with experience. Contact Linda at 569-7700

LEGAL SECRETARY
Bloomfield Hills business law firm seeks an experienced Legal Secretary for corporate & real estate attorney. Some litigation experience preferred. Candidates must demonstrate minimum 80wpm WordPerfect proficiency, dictaphone experience, oral & written communication skills & an ability to work in a team environment. Non-smoking office, salary commensurate with experience. Send resume to: Administrator, 1533 N. Woodward, Su. 250, Bloomfield Hills, MI 48304.

LITIGATION PARA-LEGAL
for unique plaintiffs personal injury lawfirm. Minimum 3.5 average after 4 years of college. Salary commensurate with ability. Send resume to: *Cindy Ball, Gurstein, Wigod, Kohonow, Falzon,* 26555 Evergreen, Ste 1530, Southfield, MI. 48076 or fax to 313-353-4504

LOAN PROCESSOR
Greentree acceptance is looking for an individual. Must be enthusiastic & self motivated. Loan processing experience helpful. Apply in person or send resume to: 38705 7 Mile Rd.,Ste 160, Livonia, MI 48152

MAIL/FILE/COPY CLERK
needed full time 9am-6pm for busy office. Duties include maintaining files, mail organization & copying various documents. Some driving may be involved. Must be flexible. Experience preferred but not necessary. Call Julie at 355-5565

MAINTENANCE PERSON needed full-time, on-sight, for luxury Ann Arbor apartment complex. Send resume & references to: Box 348
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICAL BILLERS
Independent Laboratory affiliated with one of SE Michigan's Largest Health Care Systems is looking for personable, motivated individuals to work in their Patient Accounting Department. Qualified candidates will have strong typing skills. High School diploma required. Direct inquiries to:
Personnel Department
DRCL
2345 Merriman
Westland, MI 48185

SMALL growing company needs MIS Manager to achieve computerization goals for six locations. PC Programmer, R:BASE Version II & Later, Novell & Procon Script fluency required. Strong math background needed. Send resume to: Rodney Leigh, 18100 W. 8 Mile Rd., Southfield, MI., 48075. Good compensation and benefit package.

NIGHT LINE COOKS
Apply at: The Moose Preserve Bar & Grill, 2395 Woodward Ave. Bloomfield Hills
PLEASANT STAFF and WORKING ENVIRONMENT

NORTHERN MICHIGAN RESORT currently seeking part-time Secretary to work in Metro-Detroit sales office; Monday-Friday; 5 hrs. a day. Person must have a minimum of 2-3 yrs. experience on Macintosh system; Micro-Soft Word. Interviews to be conducted in Metro-Detroit area. Qualified applicants send resume and salary history to: Box #434
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISTANT
Full time entry level position. Southfield location. Must have minimum 3-5 years previous office experience, good math ability and 10-key calculator skills required. Must have excellent communication and organizational skills. Salary commensurate with experience. Send resume including salary requirement: P.O. Box 5091, Southfield, MI 48086

OFFICE ASSISTANT - Real estate license preferred but not mandatory. Please call Leslie Friedman, Cranbrook Realtors, 626-8700

OFFICE ASSISTANT
Livonia computer firm seeks part-time Mon. thru Fri. office Assistant. Entry level position requiring excellent English, phone & communication skills. Must be a good listener & eager to learn. Please send a brief letter stating why you feel you would be the right candidate to:
DTI
Attn: Ms. Malani
31835 8 Mile Rd.
Livonia, MI., 48152

OFFICE CLERICAL
Northwest suburban firm seeks a dependable individual for an entry level position. Qualified candidate must be courteous and business-like with excellent telephone skills. Computer knowledge, Lotus 1-2-3 and WordPerfect required. Excellent working conditions with good benefit package. Send resume to: Office/Clerical, P O Box 413, Farmington, MI 48332-0413. We promote a drug free environment. Substance abuse testing is part of the pre-employment process.
An Equal Opportunity Employer

OFFICE CLERK needed for permanent part-time position, 15 hrs./wk. for Meadowbrook Village Mall offices. Excellent telephone manner, light typing & positive attitude required. Contact Pat: 375-9451

OFFICE CLERK - Part-time days. Approximately 30 hrs. a wk. Good organizational skills required. Contact Supervisor. 591-0647

OFFICE MANAGER/LEASING CONSULTANT - Positive person needed for Senior Citizen community in N. Oakland County. Marketing skills a must, computer skills preferred. Call 334-6262

OFFICE SECRETARY
needed for W. Bloomfield synagogue. Knowledge of Mac & Page Maker essential. Send resume to P. O. Box 582, Southfield, MI., 48034-0582.

PAYROLL ASSISTANT
ADP experience a must for 300. Includes salaried, commissioned & hourly employees, position lasts up to 6 months, in Farmington.
#1 Temporaries
274-4230

PAYROLL CLERK
Seeking computer literate person to assist in the preparation of weekly payroll. Experience desirable, but not required. Salary position with benefits. Located in Troy. Send resume to: Payroll Supervisor, PO Box 248, Troy, MI 48099

PERMANENT PART TIME Clerical Support. 5 hours daily, 5 days a week. Busy life insurance office, Prudential Town Center. Duties include answering phones, typing, computer skills, process quotes, photocopying, ordering supplies, filing. Send resume to: P.O. Box 450, Southfield MI 48037-0450.
Affirmative Action Employer

PLYMOUTH BUSINESS has opening for Part-Time Receptionist. Must have experience with multi line phone system & possess excellent phone presence. Also be required to perform misc. duties. Send resume to: Gerri Forworthy, P.O. Box 701383, Plymouth, MI. 48170.

504 Help Wanted Office-Clerical

OFFICE EMPLOYMENT
PART-TIME
Company will train on computer tasks. Qualified applicants must be dependable with a friendly disposition and possess excellent phone answering skills. All shifts available. Contact Lynn Gorzelski at:
GUARDIAN ALARM CO.
20800 SOUTHFIELD RD.
SOUTHFIELD, MI 48075
423-1000

AMATEUR PHOTOGRAPHERS
Tradin' Times Publication is now hiring full/part time. Excellent fringe, medical benefits, profit shifting, life & disability insurances. You must have 35mm, sales aptitude, + reliable, economical transportation. Will train the right people. 478-7355

WEEKEND RECEPTIONIST
Needed for busy Farmington Hills real estate office. Call Larry Harwin at:
CENTURY 21 MJL CORPORATE TRANSFEREE SERVICE 851-8700

MANUFACTURING COMPANY in Farmington Hills has an immediate opening for a Receptionist. This individual must possess excellent telephone skills, an outgoing personality, be mature, responsible, dependable, and possess a professional appearance. Experience with a multi-line switchboard is required. Word processing experience (WordPerfect 5.1 preferred) is a plus.
We offer a competitive pay rate and an excellent benefit package. Qualified applicants please send letter & resume to:
P.O. Box 530997
Livonia, MI. 48153-0997
Attention: Human Resources/RE
An Equal Opportunity Employer

RECEPTIONIST
Plymouth company desires experienced receptionist handling multi-line phone system. This position requires good communication & office skills. Experience in using 20/20, WordPerfect, & good computer skills are helpful. Send resume to: Celex Corp., 377 Amelia, Plymouth, MI 48170, attn: Human Resources.

RECEPTIONIST/TYPIST
Southfield Town Center law office. Phone answering. WordPerfect experience, 1-2 years legal experience preferred. Call JoAnne, 356-4545

RECEPTIONIST- Small office. Part-time. 20-25 hrs. a wk. Computer experience required. Resume to: 350 S. Harvey, Plymouth, MI. 48170

RECEPTIONIST
Answering 7 Lines. Professional appearance, pleasant. Benefits. Bloomfield. ASI Services 569-3830

RECEPTIONIST
Front desk position with national insurance corporation. Word processing a plus. Call Gilda 357-0036 Uniforce Temporary Services

RECEPTIONIST
Long term opening for your friendly personality and experience on Executone or Rolm. Call Ruth 646-6158 Uniforce Temporary Services

RECEPTIONIST - EXPERIENCED articulate Receptionist. Must have WordPerfect experience. Applications being taken 9 AM.-Noon only. Mon.-Fri. 25505 W. 12 Mile, #4300, Southfield, MI., 48034. 353-9404.

RECEPTIONIST
Full and part-time individual needed for energetic 5 line property management firm. WordPerfect and Lotus will be helpful for non-smoking office. Send resume to: 5395 Putnam, W. Bloomfield, MI 48323

RECEPTIONIST - for large wholesale distributor. Must be experienced with multi line phones and have pleasant phone personality. Located in Medical Center area. Send resume to: Receptionist CH, 3909 Woodward Ave, Detroit, MI 48201.

RECEPTIONIST
Friendly, articulate person needed for firm in the medical industry. Position icludes light typing & billing responsibilities. Experience preferred. Send resume to:
FORDSON HEALTH CARE,
15120 Michigan Ave, Dearborn, MI, 48126, attn. Colleen Killen.

RECEPTIONIST - Fast paced professional office looking for full-time energetic person who has experience on a multi-line switchboard & can type 55-60wpm. Excellent company benefits. Apply in person between 9-5pm, Mon-Fri at: 30785 Grand River, Farmington Hills.
Call: 476-7030

RECEPTIONIST
Switchboard or multi-line phone experience. Light typing or data entry a plus. We offer: Top pay, Holiday pay, Paid Holidays, Temp-Med insurance, and bonuses. Call for an appointment today!
LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500
SNELLING PERSONNEL SERVICES
NEVER A FEE

RECEPTIONIST/SECRETARY
Novi automotive supplier has an immediate opening for an experienced receptionist/secretary. Successful candidate must be a mature, personable individual who projects a very professional image with great phone etiquette, Merlin II phone system, WordPerfect, and Lotus experience needed. Must be well organized, a self-starter, and a good communicator. Pleasant, non-smoking office environment. We offer an excellent salary and benefits package with growth potential. Send resume and salary history to:
ARGENT AUTOMOTIVE SYSTEMS
Attn: Receptionist
41131 Vincenti Ct.
Novi, MI 48375

RECEPTIONIST for Birmingham hair salon. Part time, afternoons. Good phone & typing skills required. 1148 Grant. Call: 645-2787

RECEPTIONIST & General Office Work. Full-time for Novi office. Will consider student. Please contact Mrs. Devio: 476-7800

RECEPTIONIST
Opening for Receptionist in P.C. distribution center. Send resume to: Nimax Midwest, 32713 Schoolcraft, Livonia, MI 48150

504 Help Wanted Office-Clerical

RECEPTIONIST - PART TIME
Immediate opening for two shifts: Mon thru Fri 7:00am - 12:00pm & 12:00pm - 5:00pm. Professional, mature individual desired for smoke free, drug free Corporation. Duties to include answering phones, word processing, data entry, mail sorting and cash receipts. Hourly rate to $6.50 offered to start. Send resume to: Linda Kellogg.
P.O. Box 1, Southfield, MI 48034

RECEPTIONIST/EXPERIENCED
With knowledge of WordPerfect, for part time position. Send resume to: PO Box 906, Birmingham, MI 48012

RECEPTIONIST - experienced for busy salon & spa. Full time. Also Secretary - experience with computer & typing. Full or part time. 356-5729

RECEPTIONIST position at veterinary hospital, Southfield area. Must be people & pet friendly. Office skills including computer a plus. $5.50 per hour to start w/benefits. 358-7380

RECEPTIONIST/CLERICAL
position available. Part time to start. Tues. & Wed., 8am to 6pm. Excellent summer position for students. Will train. Send resume to, Attn Office Administrator, P.O. Box 360, Novi, MI 48376.

RECEPTIONIST/TELEPHONE Operator-Troy based company seeks pleasant, mature person for full-time position. Good communication & typing skills required. Fringe benefits offered. Call for an appointment: 280-0900, Ext. 219.

RECEPTIONIST/SECRETARY
Entry level position in fast-paced office. Professional phone skills a must. Typing & computer skills a plus. Unlimited potential for promotion & raises for the right candidate. Please send resumes to: 4296 Crystal, West Bloomfield, MI 48323

RECEPTIONIST
Sales Secretary, full or part-time position for wholesale distributor. Must have multi-line phone experience, be pleasant, detail-oriented, and hard-working. Good potential for growth. Send resume to: P.O. Box 9007, Livonia, MI. 48151.

RECEPTIONIST/TYPIST - Bloomfield Hills based marketing firm seeks professional individual to handle busy multi-line phone system and light clerical duties. Excellent communication skills and WordPerfect experience required. Position is full time with benefits. Hours 9am to 6pm. Call Dawn at 253-7408

RECEPTIONIST/FILE CLERK
Law Firm seeking Mr./Ms. congeniality with the brain of a rocket scientist, good common sense & interested in being a full time receptionist for life. Send resume to:
J. Hartnett, Kramer, Mellen PC
3000 Town Center, Ste. 1700
Southfield, MI. 48075-1277

RECEPTIONIST/TYPIST
PART TIME
For a consulting engineering firm in Farmington Hills. Must have good communication skills. Accurate typing skills is a must & experience with WordPerfect is preferred.
Please call CTI & Associates at:
1-800-458-7499, extention 237
An Equal Opportunity Employer

RECEPTIONIST-FULL TIME
SOUTHFIELD OFFICE LOCATION
Ambitious & energetic person to be responsible for Multi-line phone system in NON-SMOKING office. Prior experience required. Other responsibilities include typing, filing and general clerical duties. Must be organized and have the ability to assist & support several individuals at a time in our busy paced office. Mail resume in confidence to OFFICE MANAGER, Suite 306, 21415 Civic Center Drive, Southfield, MI 48076

RECEPTIONIST
Full time position available at our Farmington Hills office. The successful candidate must possess strong telephone skills and be capable of handling a large volume of calls. Good typing with a minimum of 40wpm and good math skills also required to handle a variety of misc office procedures. Knowledge of word processing helpful. Starting wage is $6.50/hr. Excellent health/benefit package. Only qualified applicants need apply 8:30am-12:30pm, Mon. thru Fri. or send resume including salary history to:
MELODY FARMS
31111 Industrial Road
Livonia, MI 48150
Equal Opportunity Employer M/F/H

Receptionist
Due to our growth and continued success in Michigan, Tokos Clinical Services, the pioneer and leader in comprehensive maternity risk management services, currently has an opening for a Receptionist. You must be able to handle many incoming calls and have a strong desire to provide excellent customer service. Additionally, you will be responsible for typing and inputting data into the CRT, and some filing.
Excellent phone, interpersonal communication and strong organizational skills are required to allow you to handle many duties simultaneously for this fast paced office. Previous receptionist or secretarial experience with WordPerfect is required preferably in a medical office environment.
We offer an excellent benefit package including immediate medical, dental and life insurance coverage. For consideration, please send your resume, including your salary history to: Tokos Clinical Services, ATTN: Office Administrator, 34405 W. 12 Mile Road, Suite 245, Farmington Hills, MI. 48331-5627.
An Equal Opportunity Employer

RN NEEDED
for family physician located in Livonia. Part time. Call, 484-9200

SALES/Engineering Secretary
for rapidly growing, small instrumentation & measurement company. Send resumes: P.O. Box 2956, Farmington Hills, MI 48333-2956.

SCOTT SHUPTRINE FURNITURE, in Novi, is expanding its Office Staff. If you are an exceptional, detail oriented individual desiring competitive wages & a pleasant working environment apply in person at: 43606 W. Oaks Dr.

OPEN HOUSE
TEMPORARIES NEEDED
Temporary placement company welcomes you to an OPEN HOUSE Tuesday, June 22 and Thursday, June 24, from 11:00 a.m. to 2:00 p.m. at our Troy location. No fees attached. **Seeking candidates with experience for the following positions:**
• Data Entry • Mail Room Clerk
• Secretary • Switchboard Operator
• Receptionist • Executive Secretary
• Accounting Clerk • Word Processing Secretary
COME JOIN US!!
O/E MANAGEMENT SERVICES
1717 Stephenson Hwy.
Troy, MI 48083
North of 15 Mile Rd, on west side of Stephenson
Equal Opportunity Employer

SECRETARIES
Ross Roy, Inc., Michigan's largest independent marketing communications company, is currently recruiting for support staff positions.
Qualifications include one to three years of secretarial or administrative experience. Must have thorough knowledge of Wordperfect 5.1 and be able to test with a typing speed of 55 wpm. Part time or full time hours available.
Open your doors to the future by gaining valuable experience in our high volume, creative, service oriented environment. Ross Roy, Inc. offers a competitive compensation and benefit package. If you would like to be part of our growing, progressive team, please send resume and salary history to:
Ross Roy, Inc.
Attn: CM-HR-SEC
100 Bloomfield Hls. Pkwy.
Bloomfield Hls., MI 48304
An affirmative action, non-discriminatory employer