## 502 Help Wanted Dental-Medical

ONE PERSON OFFICE
Must have medical office experience and references. Full time, Mon.-Thurs. Call Marilyn 544-4044

PERIODONTAL office in Livonia is looking for a full-time receptionist. Prefer someone with a minimum of 2 years dental experience. 522-7314

RECEPTIONIST
For busy multi-physician orthopedic practice. Full time. Farmington Hills. 474-1790

REGISTERED NURSE

Full-time position in large cardiology practice. BSN preferred, 2 yrs. cardiac nursing experience required. Responsibilities include patient assessment, education, treatment and management of care.
Send resume to:
NORTHPOINTE HEART CENTER
Registered Nurse
2575 Woodward - Suite 300
Berkley, MI 48072

RESIDENT AIDE
Full or part-time, 7am-1:30pm, for assisted-living facility in Plymouth. Call Sarah Mon. - Fri. 451-0700

RN AND LPN - all shifts, salaried unit, tuition reimbursement. Four Chaplains Condominiums. 28349 Joy Rd., Westland, MI 48185. 261-9300

RN FOR busy Pediatrics Office in W. Bloomfield. Mon. & Wed. 4-8; every other Saturday 8-2. 661-1660

RN
FULL TIME DAYS
Contact Mrs. Dion
NIGHTINGALE WEST
8363 Newburgh, Westland, 48185

RN
HOME CARE
CASE MANAGER

Our rapid growth has created the need for a full time RN to provide field case management. Must be Medicare certified Clinician. Excellent clinical assessment, communication skills and home care experience preferred.

- Excellent salary & benefits
- Incentive bonus program
- 401(K)
- Tuition reimbursement

For more information contact
PRISCILLA PHELPEY
Grosse Pointe (313)777-4744
Southfield (313) 352-5434

HOME HEALTH PLUS
An Equal Opportunity Employer

RN HOSPICE CARE - Experienced to provide Hospice Home Care. Excellent pay & benefits. Family Nurse Care 313-229-5683

RN & OTHER MANAGER for Dermatologist in Northwestern Suburbs. Excellent personable individuals. Salary commensurate with skills/experience. Please send resume/salary expectations: 7450 Haddenshire Ct., Bloomfield, MI 48301

RN OR LPN'S needed for 50 bed assisted living facility in Farmington Hills. 2-3 evenings per week. Hours includes every other weekend. Excellent opportunity for retired nurse looking for a slow-paced job without stress. For more information call Mrs. McQuiad at: 737-8830

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

RN'S
AND
LPN'S

Excellent hourly rates with overtime available. Flexible Full-time/Part-time Schedule now for O.R., I.C.U., C.C.U., E.R., Home Care, etc. 4 to 40 hours per week.

Join an experienced team with a sense of humor and a sense of purpose.

Nurse Managed. Nurse owned since 1977.

NURSE TO NURSE. Lets talk about our future today!

Nancy A. Kisacik, R.N.

PLEASE PHONE:

313-286-1141

RN'S-LPN'S
☆ All 3 shifts. Looking for the best. New pay scale as of Aug. 1993. Experienced only please! Please call Mrs. Mancuso or Mrs. Hoisen at 661-1600

RN's • LPN's
HOME HEALTH AIDES

Join the experts in Home Health Care! Flexible scheduling, no min. number of hrs. of off shifts required. We'll work around your schedule! Use a other obligations. Cases available in Western Wayne & Oakland counties. Call today!

313-344-0234

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

RNS & LPS
Full & part-time, all shifts. Benefits available. Pay is a 50 bed nursing home. Apply: Wayne Total Living Center, 1427 Venoy (middle building), Wayne.
An Equal Opportunity Employer

RN's
MS/MICU/CCU/CCU
LD/NICU/Med ICU
ER/OR/PACU
All Shifts
Per Diem & Contract
LPN's/CNA's
Nursing Homes & Private Duty
Live in Assistants
HEALTH CARE
PROFESSIONALS
SOUTHFIELD 357-7080
DEARBORN 563-0056
ANN ARBOR 747-8526

SERVICE COORDINATOR to schedule cases for busy home care agency in Clarkston. Excellent communication & phone skills required.
FAMILY HOME CARE
(313) 625-5683

ULTRASONOGRAPHER
Registered abdomen OB/GYN vascular with experience. Direct setting, days. Southfield area.
352-7600, ext. 6080.

UNDERGROUND TECHNICIAN
Full time position available for medical company in Southfield. Competitive salary & excellent benefits. No weekends. Please call Sue 353-1155

X-RAY TECH
Needed on an "on-call" basis for busy orthopedic office in Farmington Hills. 474-1790

X-RAY TECHNICIAN NEEDED
Part or full-time for Northville doctor's office.
Call Laura at 380-1340

Mortgage Loan Processors

Livonia based full-service mortgage company is expanding its loan processing staff. If you're a processor in the residential mortgage business we want to talk to you. We offer great benefits, generous pay structures and opportunities for advancement.

Call (313) 953-4000

## 502 Help Wanted Dental-Medical

WARD SECRETARY
If you have experience in long term care and would like to be a new member of our growing profession-al team, please call for an interview. In-Service Director. Leisel Hills, 354-3222

## 504 Help Wanted Office-Clerical

ACCOUNTANT
ASSISTANT

Individual needed to assist in Accounting Dept. Duties include data entry & management, light bookkeeping. Full time. Start immediately. Send resume to TEA, 23200 Coolidge, Oak Park, MI 48237

ACCOUNTING ASSISTANT
THE COMMUNITY HOUSE
Full time position. Knowledge of accounting & accounting software necessary. Initiative, confidence with computer very important. Resume to: Ann Marie D. Baker, Birmingham, MI 48009

ACCOUNTING
CLERK
TO $20,000

Accounts receivable and customer service responsibility with successful consumer products distributor. Hurry! Call 454-0999.
SHELLING PERSONNEL SERVICES

ACCOUNTING CLERK
Computer marketing services company in Livonia seeking highly motivated individual to fill entry level accounting position. Responsibilities will include billing, receipts, bank collections in addition to assisting in numerous other accounting areas. Previous accounting experience a must & knowledge of accounting preferred. Good pay, benefits & advancement opportunities await qualified candidate. Please submit resume in confidence to:
PACSOFT INTERNATIONAL INC.
11801 FARMINGTON RD.
LIVONIA, MI 48150
ATTN: D. KEIER

ACCOUNTING
Want a Permanent Job?

Look at this option:
The temporary assignment trend shows an increase in "Temp to Perm" placements.

Include this opportunity in your job search. Your Quality Investment is your time. Call for details.

354-2410
ACCOUNTANTS ONE
Agency Fee Paid

ACCOUNTS PAYABLE/RECEIVABLE
Friendly campus atmosphere needs your experience on computerized system. Call Doris 546-5501
Uniforce Temporary Services

ACCOUNTS PAYABLE/
RECEIVABLE CLERK
needed full time as soon as possible. Call 313-227-4668

ACCOUNTS PAYABLE POSITION
Requires good communication skills, and good people marketing skills. Good salary. Salary commensurate with experience. Excellent pay & benefits.
Family Nurse Care 229-5683

ACCOUNTS
PAYABLE

Ann Arbor based management company is currently in need of an Accounts Payable Clerk. Two years experience in Accounts Payable or related area required. Large level of paperwork preferred. Data entry and organizational skills are a must. Good starting salary and fringe benefits offered. Send resume to: Human Resources/AL, P.O. Box 8368, Ann Arbor, MI 48107
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE/
CREDIT MANAGER
Experienced manager with ability to establish credit criteria & authorization for continuous shipments, collecting on active accounts. Wholesale food distribution business. High volume. Resume required to:
P O Box 251001
West Bloomfield, MI 48235-1001

ACCOUNTS RECEIVABLE
Self motivated individual with computer experience for Farmington Hills property management company. Excellent benefits. Resume must state salary requirements.
PERSONNEL
P O BOX 2480
FARMINGTON HILLS, MI 48333

ACCOUNTS RECEIVABLE/
COLLECTIONS
A local wholesale distributor is in need of an individual with some experience in collections. Excellent telephone skills required. This is a permanent position that could lead to full time for the right person. Please call for consideration.
313-292-1550

ADMINISTRATIVE CLERK
Position available for an extremely organized & detail minded individual with word processing, telephone & customer relation skills. Professional appearance a must. Reply to
Box 104,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE
ASSISTANT

Rapidly growing Auburn Hills/Troy company has immediate short and long term, Multi Mate & +/- Experience necessary. Susan 646-1661
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT/
SECRETARY
For small Southfield CPA firm. Minimum 2 years experience required, preferably in accounting industry. WordPerfect and calculator experience required, knowledge of Lotus a plus. Position requires strong communication and organizational skills. This person must be comfortable handling multiple tasks at once. Excellent salary and benefits. Send resume to Box 136,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADMINISTRATIVE SECRETARY

Local developer seeks secretary with strong clerical and word processing skills. Ability to interact and communicate on a professional level. Your chance for involvement.
OFFICETEAM

Phone FAX
358-0222 358-0941
26338 Northwestern, #250
Southfield, MI 48034

524-3118 524-3118
201 W. Big Beaver #310
Troy, MI 48084
Vacation and Holiday Pay
Health Care Benefits/EOE

ADMINISTRATIVE ASSISTANT
Career opportunity to assist professional executive. Must be mature & experienced. Will work with existing clients, prospect new business & assist in seminars. 835-2534

## 504 Help Wanted Office-Clerical

CHRYSAN INDUSTRIES - a manufacturer of metal working lubricants supplying the automotive industry. We are currently looking to fill an administrative position with strong computer skills and some knowledge of accounting procedures. Please send resume to: Sue-Lynn Kuhn, 14707 Keel St., Plymouth MI 48170.

ADMINISTRATIVE ASSISTANT
Full time for busy Troy sales organization. Inside sales, customer service, office management skills required. Computer experience a plus. Non-smoker. Call 528-5040

ADMINISTRATIVE
ASSISTANT-SALES

We are a fast-paced, progressive Troy based incentive/advertising company. Now seeking an accomplished individual with strong computer & typing capabilities. The ideal candidate will have strong administrative and organizational abilities and be able to work effectively with clients and coordinate internal resources. Salary/benefits. Please send resume to:
Administrative Assistant-Sales
P.O. Box 7048
Troy, MI 48007-7048

ADMINISTRATIVE ASSISTANT
Part-time opening in a 17 year old telecom company located in Rochester. Call 652-3070 ext. 112

ADMINISTRATIVE ASSISTANT
Needed part time for Farmington Hills Music Production House. The ideal candidate's experience includes:
- Word Processing (Microsoft Word preferred)
- Great organizational skills
- Light bookkeeping
- Good telephone skills

Call Laura at, 313-553-4044

ADMINISTRATIVE ASSISTANT
Wholesale distributor seeks self-motivated individual with need for guidance, able to handle a variety of duties, including in office & out of office support. Duties include customer relations skills helpful. FAX resume to: 827-7305 or mail to: The Accessories, 19785 W. 12 Mile Rd., Box 537, Southfield, MI 48076

Advertising Secretary
Exciting atmosphere of national agency has opening for your Mac experience. Good communications skills a must. Call Shirley, 644-7660
Uniforce Temporary Services

AGENCY ADMINISTRATOR
Global Financial Services, a financial planning firm, has an immediate opening for a strong, energetic, multi-talented person. Qualified candidate will have excellent knowledge in word processing, data-base software, customer service, managing time, long term and secretarial duties, along with good communication skills. For consideration please forward your resume, along with salary requirements, to:
GLOBAL FINANCIAL SERVICES
2625 W. Central Park Blvd. Su.300
Southfield, MI 48076

ALL
SECRETARIES
WORD PROCESSORS
TO $10/HR.

• WordPerfect • MS Word
• Excel • Lotus • D-Base

ARBOR TEMPS 459-1166

ARTMENT SEARCH
Southfield/Troy area apartment locators seeks (RECEPTIONIST). Requires highly organized, enthusiastic, articulate and ambitious person. Word processing and excellent phone skills a must. Call Lindsey between 9 & 4 at 1-800-777-5616
An Equal Opportunity Employer

ASSISTANT ADMINISTRATOR
Fast paced Sales Department seeks individual with strong typing skills, proficient in Lotus, WordPerfect & Page Maker. Send resume with salary requirements to: Sales Dept., Handy Home Products, 6400 E. 11 Mile Rd., Warren, MI 48091.
Attention: Brenda G.

ASSISTANT TO DIRECTOR
Creative Art Center. Qualified candidate must possess excellent secretarial skills, be familiar with payroll & bookkeeping procedures and be able to assist in management of small art gallery. Knowledge of 1/4 Compatible a must. Send resume to Creative Arts Center, 47 William St., Pontiac, MI 48341

ATTENTION
WORD PROCESSORS

We have several long and short term positions available in Troy and Southfield areas. Call today for appointment

CORPORATE
PERSONNEL
SERVICES
352-9696
EOE NO FEE

AUTO DEALER CLERICAL
Full & part time positions available. Competitive pay & benefits. Send resume to: Box 134
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

AUTO DEALERSHIP
Immediate opening for Cashier/Receptionist. Hours are Mon.-Fri. 9-6, Tues., Wed., & Fri 8-6; Mon & Thurs. 9-8. Starts at $7.00/hour or more based on experience, plus full benefit package. Dealership experience helpful. Call Mary, 453-2424.
HINES PARK LINCOLN-MERCURY

EXPERIENCED SECRETARY/
SECRETARY - 1 (choice of person) position, for property management/real estate/construction. Computer literate, bondable, Farmington Hills location. Good management support experience helpful. Fax #449-3902 or phone, 489-3900

BOOKKEEPER
Construction experience required. Send resume to: Arbor Contracting Co., 30100 Auburn Road, Auburn Hills, MI 48326
An Equal Opportunity Employer

BOOKKEEPER/EXPERIENCED
1-3 P.M. Daily. Computer skills, immediate opening. Send resume to:
BOX 136
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER-Bank trained, have excellent organization & writing skills. Full time position. Fashion area.
352-5220

BOOKKEEPER/SECRETARY - experienced in public accounting for accounts payable & receivable. Bookkeeping experience helpful. Send resume & salary requirements to: Box 134, Observer & Eccentric

BUSY NORTHVILLE insurance office needs part time secretary, typing, computer skills a plus, salary negotiable 344-2580

CASHIER needed for Amoco Food Shop & full service. Part time, nights or weekends. Apply in person at the S Mile & Middlebelt Amoco Station.

CLERICAL, PART TIME
Light office duties, hours noon-3pm, Mon-Fri. $8/hour to start. Call American Catering 525-3458

Clerical assistant to Sales Manager & Sales Staff needed to help in various administrative & clerical tasks. Full time, typing skills are a +.
JAGUAR-$AAA OF TROY 643-8803

CLERICAL - ENTRY LEVEL Position with customer contact. Full time benefits. Lou Lahrke Chevrolet-Geo-Subaru, Sharon Prest 453-4600

CLERICAL/ENTRY LEVEL - office positions available for our Royal Oak & Birmingham stores. Full & part time, some nights & weekends, experience preferred but not necessary, $5.50 an hour. Apply in person for both locations at: 918 N. Woodward, Royal Oak, between 12 & 5pm., Mon. thru Fri.

CLERICAL
Olde Discount Stockbrokers has immediate opening in our West Bloomfield office. Candidates should have good phone manner, strong organizational skills, and general clerical knowledge. Position offers $1000 monthly, and a full benefit package. Forward resume to:
Attention:
Human Resources
Olde Discount Corp.
751 Griswold
Detroit, MI 48226

CLERICAL/PACKAGING
Full and/or part time. Must have good public relations skills. Bloom. Send title and

## 504 Help Wanted Office-Clerical

CLAIMS CLERK - National insurance company is seeking entry level person. Must have high school diploma. Must type 50 wpm. We provide excellent salary & benefits package & promotional opportunities. Please send resume & salary requirements to: P.O. Box 938, Bloomfield Hills, MI 48303-0938.
An Equal Opportunity Employer

BUSY Livonia contractor needs additional clerical help. Computer & phone skills necessary. Immediate opening. Excellent opportunity for advancement. Send resume or salary requirements to Mazzara Construction, 32950 Schoolcraft Rd., Livonia, MI., 48154. No phone calls.

CLERICAL ASSISTANT
Farmington Hills co. seeking partime, possible full-time clerk. Computer experience necessary. Professional appearance & phone skills. Ideal candidate will have strong administrative and organizational abilities and be able to work efficiently with clients and coordinate internal resources. Salary/benefits. Please send resume to:
Box 108
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL
Full time position available immediately. Experienced in manufacturing environment required. Must have good organizational skills. Ability to work with minimum direction. Computer experience preferred. Good starting salary. Call for
appointment. (313)349-2644

CLERICAL/RENTAL agent for full time position in Oak Park, Mature, dependable, pleasant, fast paced meeting people. Call Mon.-Fri., 9am-4pm. 968-1963

CLERICAL SUPPORT
Olde Discount Stockbrokers seeks clerical support for our Troy office. Candidate must be able to work accurately under pressure, able to work with little supervision and have hands-on WordPerfect experience. This position is for a hands-on person, hardworker who is willing to accept challenges. Position provides for a complete benefit package. Qualified candidates forward salary requirements and resumes to:
Attention:
Human Resources
Olde Discount Corp.
751 Griswold
Detroit, MI 48226

CLERICAL WITH A TWIST
Accurate file & data entry along with computing, operating fax, answering phones and mixed from a self-motivated, non-smoker who is looking for part-time flexible hours Mon.-Fri., with some Saturdays. Salary depends on experience & attitude. Send resume to:
P.O. Box 9043
Livonia, MI. 48151

CLERICAL
WORKERS

We have several openings for long-term temporary secretaries to work in Troy, Southfield, and Livonia. Ideal candidates have experience with WordPerfect 5.1, Dataentry/Inquiry, Lotus 123, Wang, or Multimate but we will train the right clerical candidate. Either machine transcription or Windows experience is a big plus. Positions are also available for typists for secretaries, data entry operators and receptionists. Call today for an interview appointment.

N S SECRETARIES
473-2111

CLERK/DATA ENTRY
• Afternoon & Midnight Shifts
• Bank Transaction experience helpful
• Accounting Experience Helpful
• Long Term Assignment
• $6-$7.50 Per Hour
• Livonia/Farmington Areas
583-1919
NO FEES E.O.E. M/F/H

EmploymentGroup

CLERK
Full time, 8-4:30pm. Mon. thru Fri. Must be dependable, have good telephone manner, good math skills, typing, minimum 35wpm, some data entry knowledge. Salary negotiable. Call Carol at 525-5481

CLERK, Full-time
Immediate opening for general office clerk. Must have good filing & telephone skills with computer knowledge of computers. Benefits include health, dental, pension & more. Apply in person. Dorothy Friday-Jack Frost Farms, 12 Michigan Ave., corner of Newburgh.

CLERK
Immediate opening for full time Clerk in Pathway Review Systems, located in Plymouth. Word Processing experience necessary. Interested applicants should contact Mary Bartus, RN, Manager of Client Services at: (313)459-2997

CLERKS/

- Long and short term positions
- Warren, Madison Heights
- Livonia, and Southfield area
- Call today for an appointment

CORPORATE
PERSONNEL
SERVICES
Troy: 362-9696
Livonia: 462-3990
NO FEE EOE

CLERK
We have several openings for individuals who are available and can work in the Troy area. Day shift, full time hours. Starting pay $5-$5.50 an hour.
CALL TODAY! 589-8428.
ET SERVICES & SYSTEMS

CLERK REPRESENTATIVE position, full time, good math and organizational skills a must. Knowledge of medical billing for medical scoring, also mailing.
Call Ms. Jackson, between 1-3pm for an appointment at 313-589-5144
An Equal Opportunity Employer

CNA INSURANCE has a full time position available in our Troy office. We offer a major group sales area requiring the following skills and abilities:

- Typing speed of 53wpm
- Knowledge of Word Perfect including tables
- Insurance experience
- New telephone skills

To schedule an immediate interview call Cheryl Kaczor at 351-8023 or send resume to:
CNA Insurance Co., P. O. Box 8159, Southfield, MI 48086

COMMERCIAL
ACCOUNTS RECEIVABLE
Southfield management firm has an immediate opening for an accounts receivable clerk. Experience in commercial property is a plus. Contact Bend your resume to: Commercial Accounts Receivable, P. O. Box 30k, Southfield, MI 48037-0308

COMMITTED INDIVIDUAL, full-time, near Farmington Hills, providing administrative support by answering telephones, filing, mailing, photocopying, working with volunteers. Must have computer knowledge. Send resume & salary requirements to: Right to Life of Michigan
Attn: Elections
P.O. Box 901
Grand Rapids, MI 49508-0901

CREDIT &
COLLECTIONS CLERK
Some experience preferred, but not necessary. Call Lakeshore Chevrolet-Oldsmobile-Buick, Inc. 42700 W. 12 Mile, in Novi. 348-7800

CUSTOMER SERVICE/CLERICAL
Livonia distributor has full time permanent position. Order entry, invoicing, receipts, and other duties. Must have high school education & typing skills. Apply in person Mon.-Fri., 8am-12, Ambyn Cleaning Systems, 12110 Hubbard, Livonia, bet. N. of Plymouth Rd.-S. of Farmington

Customer Service Rep
Part Time
Entry level position, flexible hours, (approximately 24-32 hours per week) including every other weekend, some holidays. The first period, ever changing position requires a fast paced pace, customer service experience, pleasant phone manner, typing and ability to accurately enter order entry. Applicants meeting these qualifications may apply Monday thru Friday between 8:30am & 12:30pm only.

MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
Equal Opportunity Employer M/F

## 504 Help Wanted Office-Clerical

COMPUTER LITERATE, secretarial experience, editing skills, organizational skills, motivated to help others, willing to learn new skills & grow with the company. Holistic, metaphysical, human potential back-ground helpful. Part-time, $10/hr. to start with possibility of full-time. If you have some of these qualifications & are interested in a job with a growing new age business send your resume to:
Vision Publication
29209 Northwestern Hwy., Ste. 592
Southfield, MI 48034

COMPUTER OPERATOR
For data entry during office clerk duties as well as (part-time) assist microsoft: Windows, Word, Excel. Send resume and fax to:
Universal Automotive Services
29001 Grand River
Farmington Hills, MI 48336
Attn: Richard

COURIER/CLERK
Birmingham firm has part-time position for retiree or student. Must have dependable vehicle. 645-3483

CUSTOMER SERVICE
Suburban marketing firm has openings for your communications skills. Ability to multitask, type 40 wpm, Will train.
Call Cora, 646-7664, 357-0641
Uniforce Temporary Services

CUSTOMER SERVICE

Sharp Customer service Reps. wanted. Dynamic progressive firm looking for a self motivated detail oriented person in a fast paced environment, maintain a sunny disposition, have a detail orientated and has good grammar and penmanship skills. Previous customer service helpful. The full time position is an excellent opportunity for a team player who enjoys helping others.
Send your resume with salary requirements to:
Corporate Office Manager
P.O. Box 70143
Madison Heights, MI 48071-0043

CUSTOMER
SERVICE

Full and part time positions available for local company. Must have knowledge of computers, data entry, proof reading skills. Polished phone manner and problem solving ability necessary. Recent graduates welcome and college degree a plus.

SNELLING PERSONNEL
SERVICES
NEVER A FEE

LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500
TAYLOR 284-0777

CUSTOMER SERVICE REP
If you are a customer service professional and would like a job that is exciting industry of cable television, send your resume to:
DIMENSION CABLEVISION
Attn: Human Resources
8463 Ronda Dr.
Canton, MI 48187
Equal Opportunity Employer
Minority/Female/Handicapped/Vet
(Benefits Available)

DATA ENTRY
A major credit information company has 2 immediate full time openings for Data Entry people. Type 50wpm, 10-key proficiency a must. Credit Reports helpful. Pleasant work environment, good starting wage. Benefits package offered.
Please send resume & salary requirements to:
GENERAL MANAGER
30600 Telegraph Rd. Ste 4135
Bingham Farms, Michigan 48025
An Equal Opportunity Employer

DATA ENTRY - Birmingham area securities broker looking for part-time computer operator for data entry & word processing. Must have basic computer skills & be willing to learn. Recent graduates can fit this. Mon-Fri 9-5 at 433-6581

DATA ENTRY
CLERKS

Needed in Royal Oak to work all shifts.

These long term positions are available immediately.

Ask about our end of assignment BONUSES!

Call today for this great opportunity.

TODAYS
TEMPORARY
649-4455
EOE

DATA ENTRY
CLERK

Village Green Management Company, a leading national property management firm headquartered in Farmington Hills has an opportunity for a Data Entry Clerk in the Accounts Receivable Department. Ideal candidate will possess strong clerical skills. Prior experience preferred. Interested candidates call 932-2730 Monday, Aug. 30th & Tuesday, August 31st, 8:30-noon, 11:30am or send resume with salary requirements to:
Director of Human Resources
VILLAGE GREEN
MANAGEMENT CO.
30833 Northwestern Hwy.
Suite 300
Farmington Hills, MI 48334
An Equal Opportunity Employer

DATA ENTRY/Customer Service Position available immediately. Must test at 10,000 key strokes per hour, accurate typing skills. Pleasant with members & services. Please send resume to: Attn: Pat, Human Resources, Lotus Lake Rd., Ste 133, Farmington Hills, MI 48334, Attn: Sandra Dow Director of Member Service Manager. No phone calls.

DATA ENTRY/
KEYPUNCH OPERATORS

Knowledge of Lotus 1-2-3 & good speed on 10-key required. Some accounting experience helpful. Must qualify Facilitator for post office & Banking duties. Full time/Daytime only.
Call 455-4400

DATA ENTRY
OPERATORS

Experienced only need apply. All shifts. Great benefits, advancement opportunities. Call for appointment. Lilica Inc.
224-1910

DATA ENTRY
OPERATORS

Assignment in Detroit I-96 and Grand River area. Must have excellent Alpha and Numeric skills. Call today for an appointment.

CORPORATE
PERSONNEL
SERVICES
Troy: 362-9696
Livonia: 462-3990
NO FEE EOE

DATA ENTRY OPERATORS
Marketing services company in Livonia seeking experienced data entry operators to fill full time day & afternoon positions. High degree of speed & accuracy a must. Good pay & benefits commensurate with abilities. To set up an appointment to test, please call after 2pm, 261-6220

DATA ENTRY/TYPISTS
Typing speeds of 60 wpm. plus. Previous experience preferred, but not necessary. 4-6 month temporary assignment in large downtown Detroit law firm. Starting $6.13-$6. 84 per hour. Send or FAX resume to:
David Kyman, 2290 First National Building, Detroit, MI., 48226.
FAX 313-965-1889

## 504 Help Wanted Office-Clerical

RAPIDLY EXPANDING managed care (Pharmacy) PPO seeking individuals to fill full time data entry positions. Duties include Alpha & Numeric data entry of pharmacy claims & pharmacy submissions. Requires 2 to 5 years data entry experience, ability to meet production goals, & good communication skills. Entry level of concentration. We offer $6.25 an hr. plus full benefits. Please send resume or call for interviews to: Human Resources-DE, 1825 B. Woodward, Suite 200, Bloomfield Hills MI 48302. E.O.E.

DATA ENTRY
OPERATOR (ADVANCED)
Looking for professional individual with Ford/Chrysler background, strong clerical skills, and experience in invoicing. Requirements are 1-3 years inventory reconciliation experience on 386 computer, maintenance. Long term assignment and very competitive pay. Send resume to:
MANPOWER
37625 Ann Arbor Rd., Suite 109
Livonia, MI 48150
or call 462-0024. Manpower offers Life & Health insurance, holiday and vacation pay, and more!

DATA ENTRY TYPIST
With data entry experience. Starting salary $15,000 & benefits. Send resumes to: SKP Sales Inc., 37000 Grand River, Suite 344, Farmington Hills, MI 48335.

DATA ENTRY Position - part-time 20 hrs/week. Must be familiar with IBM compatible PC system. Lotus & Word Perfect helpful. Personal. Flexible hours. Reply to: Mary Ann Cohen, 29800 Northwestern Hwy., Ste. 080, Southfield, MI. 48075.

DATA ENTRY - WordPerfect 5.1, Quickpen experience helpful. Must be organized. Accounts payable & receivable, payroll. Only qualified candidates. 540-3300

DIVISION SECRETARY - for specialty health care benefits company in Southfield. Must have knowledge of terminology. Resume to: Box 750514, Dallas, Texas 75275.

ENERGETIC young company seeks part time person to handle overflow in Troy office. Telephone skills, general office duties & word for Windows desktop required. Send resume to: Office Administrator, PO Box 99471, Troy, MI 48099

EXECUTIVE SECRETARY
For 3 department heads. Must have WordPerfect 5.1 & Lotus. Busy office, fast paced environment. Uniforce Hills. Staffing Services of MI LTD
EOE

EXECUTIVE - CPA Firm
Executive Secretary to work full or part time. CPA firm experience & computer skills required. Send resume or letter of qualifications to:
Box 134
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE
SECRETARIAL
WORD PROCESSORS

MICROSOFT
WORDPERFECT 5.1

Openings in Downtown Detroit, Southfield and suburbs. MUST type 45-55 wpm, have on-the-job word processing experience, excellent communication skills. PREVIOUS COMPANY EXPERIENCE. Call 9am-4pm for appointment.
METROSTAFF
Temporary Personnel Services
569-8100
NO FEE 425-5368 EOE

EXECUTIVE SECRETARY down-town Birmingham location. Health benefits. WordPerfect 5.1 helpful. Call 433-0600/fax resume 433-0610

EXECUTIVE SECRETARY
NW suburban headquarters has long term opportunity. Full and part-time. WP 5.1 necessary. Top salary & benefits. 473-2931
Uniforce Temporary Services

EXECUTIVE SECRETARY
for Southfield office of Microsoft Word, Lotus & Desk Top Publishing required. Organization & communication skills a must. Please send a salary requirements to: K. Lapey, 24409 W 12 mile Rd. Suite 300, Farmington Hills, MI 48331.

EXECUTIVE
SECRETARIES
Microsoft Word

Immediate long and short term openings for secretaries with advanced skills in microsoft word for a Fortune 100 company in Troy. Call today for an appointment.

CORPORATE
PERSONNEL
SERVICES
362-9696
NO FEE EOE

EXECUTIVE SECRETARY
($22-$25K)

Career opportunity. Requires professional image, WordPerfect, Lotus 1-2-3. Fee paid.

ARBOR TEMPS 459-1166

FAST-PACED COMPANY looking for the right individual with strong general office duties. Experience helpful. Fax or mail your resume & salary requirements to: 39500 Orchard Hills Dr., Novi, Dr., Suite 205, Novi, MI 48375.

FILE CLERK/Entry Level Secretary - Law offices. WordPerfect 5.1 helpful. Minimum 1 year legal. Call Cheryl or Kathy: 932-2100

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Unique position in a fast paced environment with international division of major health care corp. needs your front desk experience. Rohm & plus. Call Pat, 473-2632
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GENERAL OFFICE
Answering telephone, data entry, full time. Start immediately.
644-0020

GENERAL OFFICE - Part time. Some bookkeeping preferred. Flexible hours. Apply: Troy Sound Center, 33 W. Big Beaver, Troy.

GENERAL OFFICE HELP
Typing, filing, computer experience helpful. Part time, flexible hours, starting in area. Livonia office.
Resume to: Technical Group Inc., Att: Mr. Burmeister, 12911 Farmington, Livonia, MI 48150

GENERAL OFFICE
Experienced. Light bookkeeping, typing. Person office. 2 days week.
Southfield 352-2550

GENERAL OFFICE
Detail oriented person needed for general office. Perfect clerical position in fast paced N. W. Detroit real estate company. Must have mortgage or title experience preferred.
537-4800

GENERAL OFFICE
Work in mail room and to do various other office functions for large retailer. 8 Mile/Lahser area.
Call Cheryl or Kathy:
332-2100

GENERAL OFFICE
Immediate openings for receptionist, data entry, word processing, typing, 10-key, filing, mailing, photocopying, working with volunteers. Must have computer knowledge. Send resume & salary requirements to:
Right to Life of Michigan
Attn: Elections
P.O. Box 901
Grand Rapids, MI 49508-0901

GENERAL OFFICE
Knowledge of Lotus 1-2-3 & good speed on 10-key required. Some accounting experience helpful. Must qualify Facilitator for post office & Banking duties. Full time/Daytime only.
Call 455-4400

GENERAL OFFICE
Immediate openings for receptionist, data entry, word processing, typing, 10-key, filing, mailing, photocopying, working with volunteers. Must have computer knowledge. Send resume & salary requirements to:
Right to Life of Michigan
Attn: Elections
P.O. Box 901
Grand Rapids, MI 49508-0901

GENERAL OFFICE
Typing speed of 50 wpm. Data entry, 10-key, WordPerfect, Accounting Applications. Call: 425-1050

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GENERAL OFFICE
SWITCHBOARD
• long & short term
• temp to perm
• paid days & benefits

Birmingham . . . . . 646-7863
Livonia . . . . . 473-2933
Southfield . . . . . 352-2641
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INFORMATION CAREER
Growing Central Detroit law firm has immediate clerical opening. Will train for support position on our in-house information team. Library experience a plus. Great benefits. Call KEN 357-3660

## 504 Help Wanted Office-Clerical

FULL TIME/part time entry level for a gift ware wholesaler in Troy. Will train to do either office work or simple craft work & other business functions. $6 per hr. to start.
Call 643-0026

GENERAL OFFICE PART-TIME
Farmington hills area. Mondays & Thursday, 10am-9pm, Saturday 9am-1pm. Good telephone skills, typing, general office duties.
D & H PROFESTEEL 737-4002

GENERAL OFFICE - Part time, Tue. & Thurs. afternoons & Sat. mornings possibly other days. Experience in medical billing helpful but not necessary. Reference 646-1171

GENERAL OFFICE
BRIGHT Self starter needed for manufacturing office in Farmington Hills, prior person with some experience in purchasing, inventory control, shipping, bookkeeping, computer, manufacturing background. Benefits, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel, P.O. Box 9001 & Mile, Livonia, MI 48152. Or call Mon. Shirl Wed. 8-3 473-6303

GRINDERS
Immediate openings with Detroit area manufacturer for production grinders (ID, OD, surface). Ideal candidates will have min. 5 years experience. Must be able to read prints, set-up, operate, hold tolerances to +/-0.0001. Experience in milling, cams, exotic material is preferred. Good mechanical skills. Direct position on afternoon shift. Excellent pay, benefits offered. Please call 537-5800 or send/fax resume to:
TempExchange
24421 Southfield Rd.
Southfield, MI 48075
313-443-0527

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Work when and where you want. We offer TOP PAY, TEMP-MED INSURANCE, WEEKLY PAY, OVERTIME PAY! Call for an appointment today.

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TYPISTS
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SOUTHFIELD 352-1300
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COMMERCIAL INSURANCE Customer Service Representative - Minimum of 2 yrs. multi-line insurance company experience. Benefits. 971-1000 Exec. 426-2223

INSURANCE CLERKS
Large national insurance agency is looking for mature individuals to work in our busy recreational vehicle dept. 1-7 pm. Previous office experience required. Must have good written & verbal skills & be able to type 40wpm. Previous insurance experience is preferred. We offer a competitive salary & excellent benefits including paid parking. Interesting candidates please send resume & salary history to: Human Resources, 700 Tower Center, Detroit, MI 48202. No phone calls please.
An Equal Opportunity Employer

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Tarian System, Farmington area.
474-1100

KEYPUNCH OPERATORS
Full time experienced operators needed for day & afternoon shifts at our Livonia facility. Health, dental & 401k available. Call today for an appointment:
422-8202 Indata Corp

LEGAL SKILLED level secretary needed for full time position in busy law firm in Birmingham area which practices real estate law. Must be proficient & dictaphone required. Occasional overtime required. Non-smoking, profit sharing. Salary commensurate with experience. Send resume to Box 8 180
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

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- Temporary - Long or Short Term
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Southfield, Michigan 48075

LEGAL SECRETARY - Experienced for insurance defense firm, non smoker, salary commensurate with