EMPLOYMENT

504 Help Wanted Office-Clerical

CLERICAL
Busy title insurance company has immediate opening for clerical personnel with strong office skills, filing, general computer knowledge, WordPerfect and/or microfilm experience. Send resume or apply to:
J. AUSTIN
1850 W. BIG BEAVER
TROY, MI 48084

CLERICAL/ENTRY LEVEL - office positions available at 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: 818 N. Woodward, Royal Oak, between 12 & 5pm., Mon. thru Fri.

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 POSITION. Various duties include some accounting knowledge, good typing & math skills. Full time. Auburn Hills office.
Call Mrs. Sawyer: 377-0600

CLERICAL/RENTAL agent for full time position in Oak Park. Mature, dependable person who enjoys meeting people. Call Mon.-Fri., 9am-4pm: 968-1965

CLERICAL WITH A TWIST
Accurate filing & data entry along with copying, operating fax, answering phones required from a self-motivated, non-smoker who is looking for part-time flexible hours Mon.-Fri., with potential of full-time. Salary depends on experience & attitude. Send resume to:
P.O. Box 9082
Livonia, MI. 48151

CLERK/DATA ENTRY
- Afternoon & Midnight Shifts
- Bank Teller 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

CLIENT REPRESENTATIVE position, full time, good telephone and organizational skills a must. Knowledge of medical billing for problem solving, also mailing.
Call Ms. Ashwood, between 1-3pm for an appointment at 313-569-5144
An Equal Opportunity Employer

CLOSING SECRETARY
Full time position available preparing real estate closing packages for national title insurance company in Troy. Mortgage, real estate or title insurance experience necessary. Full benefits. 362-1311

CHA INSURANCE has a full time secretarial position available in our major group sales area requiring the following qualifications:
- Typing speed of 55wpm
- Knowledge of WordPerfect including tables
- Dictaphone experience
- New telephone skills

To schedule an immediate interview call Charles Edwards at 351-6025 or send resume to:
CHA Insurance Co., P. O. Box 5159, Southfield, MI 48086

COMPUTER OPERATOR
For data entry along with office skills as person Friday. Must know microsoft; Windows, Word, Excel. Send resume only to:
Universal Automotive Services
26001 Grand River
Farmington Hills, MI 48336
Attn: Ronald Moore

CORPORATE PERSONNEL SERVICES

JOB FAIR OPEN HOUSE

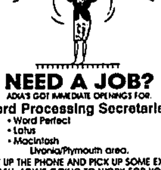
Wednesday, September 2, 1993
9:00 a.m. to 2:00 p.m.
at: 755 W. Big Beaver, Suite 122
(off I-75, top of Troy bldg.)

JOBS AVAILABLE:

CLERKS
DATA ENTRY
WORD PROCESSORS
RECEPTIONIST

Permanent Positions Available
362-9698
NO FEE EOE

COUNTER SALES/CLERICAL for a graphic company in Farmington Hills. This is an entry level temp-to-perm position for someone eager to learn, with hustle & spirit of adventure. Call 464-7070
ETD Temporary Service
An Equal Opportunity Employer



NEED A JOB?
ADIA'S GOT IMMEDIATE OPENINGS FOR.
Word Processing Secretaries!
- Word Perfect
- Lotus
- Macintosh

Livonia/Plymouth area.
PICK UP THE PHONE AND PICK UP SOME EXTRA CASH. ADIA'S GOING TO WORK FOR YOU.
ADIA 525-0330

SourceOne Mortgage Services Corporation

JOB OPPORTUNITIES

We have excellent opportunities for individuals to enter the ever changing field of mortgage banking. Candidates should be self-motivated, team oriented & have the ability to learn quickly.

We are looking for people with any or all of the following:
- Prep/Production background
- Data Entry Skills
- Mail Processing
- Telephone Skills
- Basic Accounting

We offer a competitive benefit package.

Qualified candidates should send a resume or apply Mon.-Fri. 9 am-4 pm.
Please call our job hotline for other available positions

(313) 488-7JOB
If you are hearing impaired please call 1-800-649-3777 for assistance

Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd. • Farmington Hills, MI 48335
Equal Opportunity Employer M/F/D

CLERKS
General office clerks needed for Birmingham, Bloomfield, Southfield, Troy and Warren areas. Must have basic office skills. Salary is $5.50 to $7.50 to start. These are full time positions with benefits after probationary period. No fees charged.
EXPRESS SERVICES
Troy 643-8590 Farmington Hills 474-5000

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

CORPORATE PERSONNEL SERVICES
Troy: 362-9698
Livonia: 462-3900
NO FEE EOE

COMPUTER LITERATE, secretarial experience, editing skills, organizational ability, motivated to help others, willing to learn new skills & grow with the company. Holistic, metaphysical, human potential background helpful. Part-time, $10/hr. to start with possibility of full-time. If you have most or all 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

CUSTOMER SERVICE REP
If you are a customer service professional and would like to join the exciting industry of cable television, send your resume to:
OMNICOM CABLEVISION
Attn: Hideko J. Mills
8465 Ronda Dr.
Canton, MI 48187
Equal Opportunity Employer
Minority/Female/Handicapped/Vet
(Benefits Available)

CUSTOMER SERVICE
Suburban financial firm has openings for your communications skills. Flexible hours. Computer experience a plus. Ideal for college students. Call Cora, 473-2934
Uniforce Temporary Services

CUSTOMER SERVICE needed for Farmington Hills. This is a long-term possibly temp-to-perm. Friendly personality with a willingness to help customers. Some computer experience. 464-7078
ETD Temporary Service
An Equal Opportunity Employer

CUSTOMER SERVICE oriented individual for order processing. Need excellent phone skills and attention to detail. Also good people skills, decision making and follow thru, plus CRT experience. Full time, with benefits. Plymouth area. Call between 3-5PM, John Kepshire, 455-1770

CUSTOMER SERVICE
Fast paced professional office looking for dependable person with customer service background for entry level position. Must have excellent communication & organizational skills. Please apply in person Mon.-Fri. at:
Home Protection One
30785 Grand River
Farmington Hills, MI.
478-7030

CUSTOMER SERVICE

TEMP TO PERM

Immediate opportunity for qualified applicants to work at growing company in western suburb. Good communication skills & some data entry a must. $7-$9/hr. Benefits.

CALL TODAY!

WESTERN TEMPORARY SERVICES
615-0660

CUSTOMER SERVICE

Full and part time positions available for local company. Must have excellent computer, grammar, and proof reading skills. Polished phone manner and problem solving ability necessary. Recent related experience 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
Suburban marketing firm has openings for your communications skills. Early evening hours. Typing 30 wpm. Will train.
Call Cora, 646-7664, 357-0641
Uniforce Temporary Services

CUSTOMER SERVICE
$7.00 Per Hour

Minimum 6 months clerical/office experience needed to join our National organization located in West Bloomfield.

Must possess:
- Excellent telephone and written communication skills
- High energy level
- Experience handling customer service inquiries
- Problem solving ability
- Computer skills

Excellent benefits include life and health care coverage, paid holidays and vacation, tuition reimbursement.

Send complete resume to Box 204
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RAPIDLY EXPANDING managed care pharmacy PPO seeking qualified persons to fill full time data entry positions. Duties include Alpha & Numeric, data entry of prescription claims & pharmacy submissions. Applicants must have data entry experience, ability to meet production level, 10 key pad experience, high level of concentration. We offer $5.25 an hr. plus full benefits. Please send resume with salary history to: Human Resources-DE, 1825 S. Woodward, Suite 200, Bloomfield Hills MI 48302. E.O.E.

DATA ENTRY
A major credit information company has 2 immediate full time openings for Data Entry people. Type 50wpm; Previous work experience with credit reports helpful. Pleasant work environment & nonsmoking office. 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
Banking institution in Livonia. Basic data entry skills needed. Afternoon and evening hours. Need excellent clerical skills, banking experience a plus. Must be available for long term openings. Great second job. Pay varies according to job.
Norrell Services
953-9742

DATA ENTRY CLERKS
Needed in Troy & Royal Oak to work all shifts, days & evenings.

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/Customer Service Position available immediately. Must test at 10,000 key strokes per hour, experience required, contact with members & servicers. Please send resume to: Amoco Motor Club, 30230 Orchard Lake Rd., Ste 135, Farmington Hills, MI 48334, Attn: Beth-Ann Ebeling, Customer Service Manager. No phone calls.

DATA ENTRY/ CUSTOMER SERVICE

Long term assignments. Must have accuracy & good communication skills. AM & PM shifts available.

CONTEMPRA
583-9500 - Madison Hgts.
563-5900 - Dearborn

DATA ENTRY
Full time entry level position.
Must have previous office experience. Excellent math ability & 10 key calculator skills required. Send resume to P. O. Box 5091, Southfield, MI., 48086.

DATA ENTRY
Knowledge of Lotus 1-2-3 & good speed on 10-key required. Some accounting experience helpful. Requires flexibility for post office & banking duties. Full time/benefits. Call 433-4400

DATA ENTRY OPERATORS

We have long and short term positions available in the Warren, Madison Heights, Detroit, Southfield areas. Call today for an appointment.

CORPORATE PERSONNEL SERVICES
362-9698
NO FEE EOE

DATA ENTRY POSITION
With automotive supplier. Starting salary $15,000 & benefits. Send resumes to: MCP Sales, Inc., 37000 Grand River Ave., Ste 384, Farmington Hills, MI 48335.

DATA ENTRY
$75 BONUS
(work 120 hrs. to receive)
- 10,000 + KSP
- Low Error Rate
- Top Pay - Holiday Pay
- Vacation Pay

737-1711
TEMPORARY RESOURCES

DIVISION SECRETARY - for specialty health care benefits company in Southfield. Type 50wpm, medical terminology. Resume to: Box 760547, Lathrup Village, 48076.

DATA ENTRY
8,000 plus key strokes needed for immediate assignments in Livonia & surrounding areas. Day & evening positions available on a full & part time basis. To set appointment - call Monday:
591-1100
Acro Service Corp.
Never A Fee

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 office experience required. Call 9am-4pm for appointment.
METROSTAFF
Temporary Personnel Services
569-8700
425-8368
NO FEE EOE

EXECUTIVE SECRETARY
NW suburban headquarters has long term opportunities. Full/part-time. WP 5.1 necessary. Salary based on experience. Sue 473-2931
Uniforce Temporary Services

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. Typing, 10-key and CRT experience required. For consideration please call 932-2730 Monday, Aug. 30th 2-5pm or Tuesday, Aug. 31st 9:30am-11:30am or send resume with salary requirements to:

Director of Human Resources
VILLAGE GREEN MANAGEMENT A/R
30833 Northwestern Hwy.
Suite 300
Farmington Hills, MI. 48334
An Equal Opportunity Employer

DATA ENTRY/ KEYPUNCH OPERATORS
Needed for our Livonia office. 12,000 KPH & accuracy a must.
- Full & part-time, midnight positions
- Additional openings for Friday midnights & Monday, 2nd shift.

For appointment, call 9am-noon only: 525-4587

EXECUTIVE SECRETARY
($22-$25K)

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

ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY
$28-$32,000
Work for CEO of international firm. WordPerfect, Lotus and Harvard Graphics needed plus good job stability. Friendly work environment, excellent benefits including tuition reimbursement. Suburbs. 772-6760.
SNELLING PERSONNEL SERVICES

EXECUTIVE SECRETARIES
Microsoft Word

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

CORPORATE PERSONNEL SERVICES
362-9698
NO FEE EOE

EXECUTIVE SECRETARIES
MICROSOFT WORD
MICROSOFT WORD W/WINDOWS
WORD PERFECT

JOB FAIR OPEN HOUSE

Tuesday, September 1, 1993
9:00 a.m. to 2:00 p.m.
at: 755 W. Big Beaver, Suite 122
(off I-75, top of Troy bldg.)

Long and short term positions available for a Fortune 100 Company in Troy

CORPORATE PERSONNEL SERVICES
362-9698
NO FEE EOE

FARMINGTON HILLS office has an immediate full time opening for a General Office position. Computer skills a plus, good customer phone skills required. Call Christine, Mon-Thurs, 9am-4pm. 471-5400

FRONT DESK/BILLER
Needed for busy E.N.T. office, Southfield area. 569-6985

FRONT DESK RECEPTIONIST

Long term assignment. Light typing, filing, etc. Computer experience helpful, but not necessary.

CONTEMPRA
583-9500 - Madison Hgts
563-5900 - Dearborn

GENERAL CLERICAL
$14,560-$16,640
FEE PAID BY COMPANY
Any human resources experience a big plus! Typing and WordPerfect a must. This company is very employee oriented. Terrific opportunity. Call 644-4800.
SNELLING PERSONNEL SERVICES

GENERAL OFFICE
Experienced. Light bookkeeping, 1 person office. 2 days weekly. Southfield 352-2550

GENERAL OFFICE
Detail oriented person needed for responsible, diversified clerical position in fast paced N. W. Detroit real estate office. Real estate mortgage or title experience preferred. 537-6800

GENERAL OFFICE
Clerical, heavy phone dispatching, filing & misc. responsibilities. Pete Wood Plumbing. 525-5248

GENERAL OFFICE
NW Suburban real estate appraisal company needs person with computer experience. 646-1140

GENERAL OFFICE help for busy manufacturing plant. Requires excellent phone skills, typing 55 wpm & computer experience. Apply in person at: 10725 Capital, Oak Park, N. of 8 Mile, E. of Coolidge.

GENERAL OFFICE - PART TIME
Must have some computer experience in Accounts Receivable & Payable. Call 8-11am, 453-7200
B&F Auto, 1100 Starkweather
Plymouth, MI 48170

GENERAL OFFICE CLERK
Leading national down river firm has unique need for your all around skills and recent experience.
Call Rona 357-0644
Uniforce Temporary Services

HOUSEKEEPER/SECRETARY
mature, pleasant in home office. Phones, typing, housekeeping. 855-4411

Immediate openings
RECEPTIONIST
GENERAL OFFICE
SWITCHBOARD
- long & short term
- temp to perm
- best pay & benefits
- three shifts

Birmingham	646-7663
Livonia	473-2933
Southfield	357-0641

Uniforce Temporary Services

IMMEDIATE OPENINGS CLERICAL PERSONNEL

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

WORD PROCESSORS
RECEPTIONISTS
DATA ENTRY
TYPISTS
SWITCHBOARD OPERATORS
FILE CLERKS
TELEMARKETS

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

SNELLING PERSONNEL SERVICES
NEVER A FEE

KEY PUNCH/KEY TAPE Operators
Days & Afternoons
Tartan System, Farmington area. 474-1136

GENERAL OFFICE: Part-time, 3 days a week. Duties include answering phones, typing & filing. Some computer knowledge helpful.
Send resume to:
RE AX Detroit Metro, Inc.
Attn: Jeanette Schneider
30 Oak Hollow, Suite 320
Southfield, MI. 48034

GENERAL OFFICE - Southfield manufacturer/distributor seeks qualified candidate: accurate typist, excellent phone skills, some experience with IBM System 36 & Apple Macintosh, minimum high school diploma required. Apply in person: Advance Watch Co. Ltd., 26400 W. 8 Mile Rd., Southfield.
An Equal Opportunity Employer

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

Home Health Company located in Northwest Detroit is seeking a full time office receptionist with good clerical skills. Must have reliable transportation. Call Ken Mon. thru Fri. from 1:30-4:30pm at 271-6420

IMMEDIATE OPENING

Company in Southfield seeking an Administrative Services Rep.

Ideal candidates:
- BA or Associates Degree in Public Relations or Communication.
- Computer literate.
- Excellent verbal & written skills

Call today for more details about this long term position!

TODAYS TEMPORARY
649-4455
EOE

COMMERCIAL INSURANCE Customer Service Representative - Minimum of 2 yrs. multi-line/multi-company experience. Benefits. 971-1000 Eves: 429-9222

INSURANCE SECRETARY
Insurance agent, in Livonia, needs person part or full time for general office work. Experience preferred but not necessary. Non-smoking office. Call for app't., 425-3880

KIDS IN SCHOOL??

Kelly Temporary Services is now hiring for the following areas:

RECEPTIONISTS/ CUSTOMER SERVICE REPRESENTATIVES

- Recent experience with multiple line phones required

DATA ENTRY OPERATORS

- High production operators needed for full and part-time shifts.

WORD PROCESSING SECRETARIES

- A minimum of 6 months' recent experience required for these short, long and Temp-to-full-time positions.

- All software needed especially WordPerfect, LOTUS, and Word for Windows

Call today to schedule an appointment!

Livonia 522-4020
Westland 326-5590

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

LEASE ABSTRACT ADMINISTRATOR for real estate office in Southfield area. The candidate must possess excellent math, computer and organizational skills, be able to take initiative and analyze lease documents. Prefer 3-5 years commercial real estate experience. Nice benefit package. Please send resume and salary requirements to:

Ms. K. Coulter
P.O. Box 267
Southfield, MI 48037

HIGHLY SKILLED legal secretary needed for full time position in busy law firm in Birmingham area which practices all areas of law. WordPerfect & dictaphone required. Occasional overtime required, benefits & profit sharing. Salary commensurate with experience. Reply to Box # 180
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL ASSISTANT, $25,000
Degree. Corporate or estate planning experience a must. Beautiful new offices, benefits. 772-6760.
SNELLING PERSONNEL SERVICES

LEGAL
Recruiting: Legal Secretaries with WordPerfect & Windows, Paralegals & Receptionists
- PREMIUM ASSIGNMENTS
- TOP RATES

Call or FAX your resume today:

PERSONNEL AT LAW
358-0080 (fax) 358-0233
3000 Town Center, Ste. 2580
Southfield, MI 48075

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

LEGAL SECRETARY TRAINEE
for non smoking law firm. Must type 50wpm. Computer skills necessary.
Send resume to: B. Hill,
2550 Telegraph Rd., Suite 250,
Bloomfield Hills, MI 48302

LEGAL SECRETARY with litigation experience & good computer skills. Full time position. Farmington Hills location. 855-0770

LEGAL SECRETARY TRAINEE
Full or part time. Will train good typist. Start $220. Downtown Detroit. 963-7755

LEGAL SECRETARY
North suburban law firm seeks an experienced legal secretary. Must have previous experience working for a real estate/corporate attorney (litigation experience not required). Must be proficient in Word Perfect and have previous experience using dictaphone equipment. Verbal and written communication skills a must. We offer an outstanding work environment and salary commensurate with experience. Send resume and cover letter to:
Box 804
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY with general practice & medical malpractice experience for Southfield lawfirm. WordPerfect experience needed. 353-3600

LEGAL SECRETARY - TROY
Permanent part-time for experienced legal secretary. Grammar & spelling important. Flexible schedule possible. Non smoking office. Call: 528-1611

LEGAL SECRETARY
With litigation experience, knowledge of WordPerfect 5.1. Send resume and salary requirements to:
Potter, Carniak, & Anderson
Attn: Office Manager
2701 University, Suite 223
Auburn Hills, MI 48326

LEGAL SECRETARY - General business law. Non smoking office. WordPerfect 5.1 required. Must be dependable, efficient & able to work well independently. Salary commensurate w/experience. Send resume to: G. Segatti, 1225 E. 11 Mile, Royal Oak, MI 48067-2049

LEGAL SECRETARY
Part time, permanent, 10-20 hours per week. Our Farmington Hills firm needs your Word Perfect skills, corporate and estate planning experience, and good attitude for this job share position. Work in a team environment with pleasant people and attractive offices. Send resume to: JM, P.O. Box 9057, Farmington Hills, MI 48333

LEGAL SECRETARY for collection firm. Experience required. Must be aggressive, intelligent & hard working. Able to work well independently. 353-4600

LEGAL SECRETARY
Southfield defense litigation firm. Must have high skills & word processing experience. Fine working conditions, salary commensurate. 354-6644

LEGAL SECRETARY - with at least 2-3 yrs. litigation and WordPerfect experience. Send resume and salary requirements to: Office Manager, 33 Bloomfield Hills Parkway, Suite 100, Bloomfield Hills, MI 48304.

LEGAL SECRETARY, $27,000
Plush Oakland County firm. Corporate experience. Challenging and diversified duties. Opportunity to advance, full benefits. Call 772-6760.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
2-6 YRS.
Major corp. seeks litigation experience for legal/administrative duties. 10th comp benefits. Call or send resume: Arthur Thomas, 3000 Town Center, Ste. 2333, Southfield, MI 48075, 355-4140

LEGAL SECRETARY for Troy law firm. Litigation experience and Word Perfect knowledge necessary. Send resume and salary requirements to Box 208
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Southfield sole practitioner seeking take charge Legal Secretary for fast paced & challenging position. Experienced & excellent skills a must. Please send resume & salary requirements to: Jeffrey L. Fried, 29800 Telegraph, Southfield, MI 48034 or fax to 355-2141

LEGAL SECRETARY
Full time, 2 years experience, typing 65 wpm, dictaphone, WordPerfect 5.1 experience required, knowledge of bankruptcy helpful, small Birmingham office, salary based upon experience, benefits. If interested, please send resume to:
Box 862
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LIVONIA BASED Medical Company seeking full time responsible individual for medical billing, posting and collections. Must be computer literate and assist with "Rollins" D.M.E. software implementation. Computer billing, ICD-9 coding, WordPerfect & Windows knowledge preferred. Candidate must be detail oriented, self-motivated and organized. Benefits package available. Qualified applicants only. Send resume with salary history to:
Metro Medical Equipment, Inc.
12985 Wayne Rd.
Livonia, MI 48150

No Phone Calls or Walk-ins Please

MARKET RESEARCH interviewers needed. No experience necessary. Will train. Full or part-time. Must like talking to people. Westland Mall. Call 513-5040

MEDICAL BILLER
TO $18,000 FEE PAID
Busy position, benefits and suburban location. Experience with posting and computerized billing. Benefits. Immediate opening. Call 649-2330 or FAX resume to: 649-FAX-2.
M. BOOKSPAN & ASSOC.

MEDICAL OFFICE MANAGER - BILLER wanted, mature person, call after 5pm 373-7589

MEDICAL SECRETARIES
MEDICAL BILLERS
Immediate openings at major medical facilities for qualified candidates
- Top pay
- Temp to perm
- Long & short term

Birmingham - 646-7664
Southfield - 357-0641
Uniforce Temporary Services

MEDICAL TRANSCRIPTIONIST/TYPIST needed, part-time, 20-25 hours per week. Must type 60 WPM, computer skills mandatory, PC & Mainframe. Excellent proofreading, grammar and spelling skills. Knowledge of medical terminology helpful. Please apply in person at:

RehabPlans
400 Galleria Officentre
Suite 101
Southfield, MI. 48034
EOE/MFHV

MORTGAGE BANKING
Southfield based mortgage company seeking experienced accounting clerk with knowledge of secondary market, general ledger, accounts receivable and payable, and speed on 10 key calculator. Please call Mrs. Chrysler at: 353-5700, ext 131

MORTGAGE

- Processors
- Clerks
- Data Entry

Call Today
WOLVERINE STAFFING
Southfield 358-4270
Troy 879-9070

OFFICE ASSISTANT
Organized person with typing & word processing experience. Apply in person: Westhaven Manor Retirement Community, 34601 Elmwood Ave., Westland. 729-3890
An Equal Opportunity Employer

OFFICE ASSISTANT
WordPerfect 5.1. Type 60 +.
Please send resume to:
BOX 172
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE/CLERICAL

Retail company in Livonia has Clerical Positions available in cash, accounts payable & inventory control departments. Math & analytical skills helpful. Most job functions done on AS400 computer. Send resume or letter of qualifications to:
Box 194
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE CLERK
Entry level, self-motivated, full-time, non-smoker needed for retail office. General duties: filing, typing & answering phones. Basic computer experience in accounting & inventory control areas helpful. Organized & dependable individual need only apply. Submit resume with salary requirements to: O.C., 24345 Hathaway, Farmington Hills, MI 48335.

OFFICE HELP/TRAINEE Required
Must be high school graduate. If you need to build up your career in real estate, need part or full time job, call Ray. 352-1430
Or mail your resume to:
Office Manager, Raye Appraisal Inc.
29777 Telegraph Rd., Ste. 2500
Southfield, MI. 48034

NOW ACCEPTING applications for General Office, Data Entry, Word Processing & Receptionists. Entry level and skilled positions available. E.O.E. Pantera 548-2100

OFFICE ASSISTANT - MUST be mature, energetic, organized and detail oriented. Wide-range of clerical duties including fax, photocopy, kitchen, switchboard relief, mail, conference set-up/clean-up, and light typing for multiple companies. Would consider job share/part-time situation. Word Processing a plus. Excellent people skills and pleasant personality a MUST.
Please send resume to: 2000 Town Center, Suite 1900, Southfield, MI 48075. Attn: Operations Manager

OFFICE/CLERICAL

Associates Commercial Corporation a major national financial institution specializing in heavy-duty truck financing, leasing and insurance, is currently seeking a person to fill a clerical position. Duties could include, payment processing, insurance and title follow up, floor plan record keeping, word processing and filing. Word Perfect and Lotus 1-2-3 would be a plus. Good comprehensive benefit package.

Send resume to:
James Tyler
Associates Commercial Corporation
P. O. Box 250396
W. Bloomfield, MI., 48322
NO PHONE CALLS

Equal Opportunity Employer M/F

OFFICE CLERICAL

Opportunities are available for entry level individuals. Positions are located in Troy. Days, afternoons and midnight shifts are open. This is a very professional working environment.
Please call for more information and a schedule an interview:

SPENCER PERSONNEL, INC.
559-0110
E.O.E. Never a fee.

OFFICE CLERK - Southfield law firm seeks person for court filing, deliveries & misc. office work. 35-40 hours per week.
Call Mr. Winer at: 948-0000

OFFICE HELP wanted. Wixom Manufacturer needs dynamic person to assist sales & marketing. Word Processing a must. Spread sheet & Data Base to your advantage. Please apply at: Hoffmann Filter Corporation, 46968 Liberty Dr., Wixom, MI. 960-3010

OFFICE MANAGER needed for medical facility. Must have at least 1 year manager/supervisory experience & be highly motivated.

FITNESS CENTER looking for highly motivated person for weekend Receptionist position.
Call Dawn at: 459-1800

OFFICE MANAGER
Seeking motivated & reliable individual for 1 person office. Duties include: phones, billing, light bookkeeping & all other general office duties. Good computer skills necessary. Bloomfield Hills location. Reply with salary history to: Box 158,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE MANAGER/SECRETARY
Desired by small downtown Birmingham firm. Full time career opportunity for the take charge individual. Phones, filing, light bookkeeping, payroll & most administrative: "Your own boss". Experienced preferred but will train an honest organized & motivated person. Good personality a must for this friendly nonsmoking office environment.
$17,000 SALARY
Fax resumes to: 644-3738 or mail to: B.R.C, PO Box 2277, Birmingham MI., 48012.

OFFICE MESSENGER
To $13,000
Office messenger sought for legal firm. Must be able to lift 50 lbs. Full benefits. Call Arthur Thomas, 355-4140

ORDER ENTRY CLERK - Southfield manufacturer/distributor seeks qualified candidate: accurate typist, good phone skills, some computer experience, minimum high school diploma required. Apply in person: Advance Watch Co. Ltd., 26400 W. 8 Mile Rd., Southfield.
An Equal Opportunity Employer

ORDER ENTRY CLERK

A Novi-based communications firm is seeking an Order Entry Clerk. Excellent salary and benefits. Must type at least 60 WPM. Previous experience a plus. Send resume and salary history to:

M. Sue Croteau
Personal Manager
Clover Communications, Inc.
P.O. Box 40
Novi, MI. 48376

EOE

PART TIME general office person needed, insurance office. 25-30 hrs. per wk. Light typing & good phone skills required. phone 624-4742

PART TIME office clerk. Birmingham law firm. Running errands, filing, copying, must have own transportation. $5.50 per hr. Call Debbie or Mark between 9-Noon. 647-6000

PART TIME POSITIONS
Available immediately for our locations in Bloomfield. Experienced Front Desk Person must possess excellent people skills & have professional phone manner. Position includes other general office duties. Please call. 354-6290

PERMANENT full time position for 12 Mile/Northwestern location. Accounts Payable Dept. for data entry and light typing. Mon-Fri. 8-4:30pm. Call Mr. Tonkovich 353-0404

PHONE ORDER TAKER/SALES
Part time flexible hours, days and/or evenings. Handle incoming calls to assist customers, sell up, etc. $8-$10 + per hour. Send resume, P. O. Box 29-P, Birmingham, MI., 48012.

REAL ESTATE
CLOSING SECRETARY
Must be experienced and familiar with the processing and preparation of closing documents. For confidential interview call Doug Hardy.
CENTURY 21 TODAY 855-2000

RECEPTIONIST
Part-Time
Needed for busy Troy Real Estate office. Multi-line telephone a plus. Must type 40wpm. Must be dependable, personable & flexible. Call Melissa between 9-2pm, Mon.-Fri. at: 641-5300

RECEPTIONISTS
Temp to perm positions. Must be able to work for a variety of people, greet visitors, answer 8 incoming lines, handle typing & mail. Must have experience. $7-$8 per hour. Troy & Dearborn areas.
583-1919
NO FEES E.O.E. M/F/H
EmploymentGroup

RECEPTIONIST
W Bloomfield Country Club has part time position available for mature individual with basic office skills, evenings and weekends. Send resume to: S.H., or apply at 5050 W Maple, W Bloomfield, MI 48322.

RECEPTIONIST
Experienced receptionist/dispatcher required for busy Southfield property management company. WordPerfect & Lotus experience preferred. Attractive salary & benefit package. FAX or mail resume to: Property Manager, 29548 Southfield Rd., #200, Southfield, MI 48076. FAX: 557-6442

PURCHASING AGENT with computer experience for manufacturing company in Sterling Heights. Benefits. Resumes with salary requirement to: Personnel, P.O. Box 8020, Sterling Heights, MI. 48311-8020

RECEPTIONIST needed in Madison Heights & Westland areas optical offices. Office experience required. Good phone voice, mature person, full time. 261-8914

RECEPTIONIST
Full time for fast paced real estate company in Southfield requires excellent phone skills, light typing and general office skills. Respond to: P. O. Box 158, Southfield, MI 48037

RECEPTIONIST-Farmington Hills Insurance Agency. Must have good telephone & word processing skills. Good benefits. Salary commensurate with experience. Call Lori: 851-3066

RECEPTIONIST/SECRETARY
Needed for busy Southfield law firm. WordPerfect a must. Experience necessary. Send resume to:
Vice President, 32700 Balmoral Knoll, Farmington Hills, 48334.

RECEPTIONIST/ COMMUNICATIONS
For local CPA firm. Familiar w/digital phones switchboard and WordPerfect. Will work 7½ hr. days to answer phones, type, handle FAX machine correspondence and voice mail messages. Must be mature and responsible. SEnd resume or qualifications to: L. Arena, 3155 W. Big Beaver, Ste 260, Troy, MI 48084

RECEPTIONIST/SECRETARY
For part-time/job share position to answer multiple line phone, greet clients, prepare correspondence, file, etc. for suite of 3 professional businesses. WordPerfect required. $7.50/hr. Hrs. negotiable. Send resume & letter of introducation to:
Cunningham Group, 30100 Telegraph Rd., Ste. 450, Bingham Farms, MI. 48025.

RECEPTIONIST/ SWITCHBOARD OPERATOR
(TEMPORARY)

Seeking a professional, service-oriented receptionist to handle VERY BUSY switchboard and reception area. Must have previous experience with Rolm System 8000, be able to greet clients, accept packages, etc. with the utmost professionalism. Temporary position (3 months). May lead to full time. Hours are Mon-Fri 9am-6pm. Please call or send resume to:

HOLTZMAN & SILVERMAN
30833 Northwestern Hwy.
Farmington Hills, MI. 48334
(313)932-2742
An Equal Opportunity Employer

RECEPTIONIST - PART TIME
for non-smoking Southfield law office. Experienced only. 358-0111

RECEPTIONIST
Plymouth area. Telephone skills, word processing helpful. Full time with benefits. Call between 3-5PM, Helen Gierman 455-1770

RECEPTIONIST
Part-time for busy Birmingham salon. Applicant MUST be mature. Student O.K. Computer terminal & typing skills. 645-2767

RECEPTIONIST
Experienced, outgoing, personable, with good phone manner. Some office experience also required. Full time. Excellent benefits. 326-6666

RECEPTIONISTS - Part or full time. Busy, non-smoking office. Must be friendly, efficient and organized, type 30wpm, $6.50 per hour. Send resume to: P.O. Box 252102, W Bloomfield, MI 48325.

RECEPTIONIST
Full time duties include: Telephone & word processing. Excellent phone manner & clerical skills required. Medical benefits. Mail resume to: 38963 Amrhein, Livonia, MI. 48150.

RECEPTIONIST part time, personable individual with good phone skills, congenial atmosphere. (Mon-Thur, 7am-12:15pm; Fri 8am-12:15pm). Mail resume to: Personnel, c/o Temple Israel, 5725 Walnut Lake Rd., W. Bloomfield, MI 48323

RECEPTIONIST/SECRETARY
needed full time for law office. Must have good typing skills & WordPerfect 5.1 experience. Please send resume to Office Administrator at 35 W. Huron St., Ste. #902, Pontiac, MI., 48342.

RECEPTIONIST NEEDED for immediate full time opening with Auburn Hills distributor. Responsibilities would include telephone answering, greeting customers, some word processing and clerical duties. Professional appearance and manner required. Send resume & letter of interest to: Personnel Dept., 1295 N. Opdyke Rd., Auburn Hills, MI 48326.

RECEPTIONIST
Engineering firm looking for full-time receptionist. Friendly outgoing personality who must possess professional telephone skills, typing ability and computer (Microsoft) knowledge. Benefits package.

Mail or Fax resume to:
Defiance-STB
5859 Executive Drive
Westland, MI. 48185
Attn: Personnel

Fax: 313-326-0367
(No Phone Inquires Accepted)

RECEPTIONISTS

Company looking for someone with strong Front Lobby Receptionist skills.

Ideal candidate:
- Knowledge of computers a must.
- Quick learner.
- Backround in reception for coporate accounts.

Immediate Openings

Call today for more details about this long term position!

TODAYS TEMPORARY
649-4455
EOE

RECEPTIONIST/TYPIST Full Time. Personable w/WordPerfect 5.1 preferred. DeskTop Publishing experience required. Call Renee 334-1255

RECORDS CLERK applications now being accepted for a full time opening in our Worker's Compensation Claims Dept. located in Farmington Hills. Must have high school education with previous general office experience - in records dept. preferred. Continuing education helpful. Position offers: competitive salary & benefits package. Qualified candidates may call, 616-6000, Extension 4254 for consideration.
D. Horst, Amerisure Companies, 26777 Halsted Road, Farmington Hills MI 48331

RENTAL AGENT/CLERICAL
Knowledge of Sec. 8 necessary. Apply in person or send resume to: Oakbrook Villa, 15001 Brandt, Romulus, MI 48174

SALES ASSISTANT
$18,700
A challenging position with an international company. Overseas import documentation and computer experienced needed.
Call Bernice, 464-0909.
SNELLING PERSONNEL SERVICES

SALES SECRETARY
$22,000 FEE PAID
Troy area, great benefits and nice boss! WordPerfect, good organizational and upbeat. Personality needed. Call Mark at 649-3330 or FAX resume 649-FAX-2.
M. BOOKSPAN & ASSOC.

RECEPTIONIST

Livonia/Plymouth area. Multi-lines. Good communication skills. Upbeat personality. Good opportunity. Could become permanent.

ARBOR TEMPS 459-1166

RECEPTIONIST
Full or Part-time. Fast paced, busy switchboard needs individual with pleasant phone voice. Some light clerical duties. Excellent work environment and benefits package. Up to $7 an hour. Please send resume to T.H., P.O. Box 9066, Farmington Hills, MI 48333.

RECEPTIONIST
Short & long term assignments available in Livonia & surrounding areas. Immediately temp-perm assignments available in Plymouth for right candidate. Qualified candidates must have the following:
- Excellent communication skills
- Typing 45wpm
- Experience working in fast paced office
- Experience answering multi-line phone system

For immediate appointment call Monday:
591-1100
Acro Service Corp.
Never A Fee

SALES SECRETARY
Fast-paced support position for (4) salespeople. Must be friendly with positive attitude, know WordPerfect, advanced features & type 70+ wpm. Responsibilities include, order expediting, customer service & general office. Plymouth. FAX resume & requirements to: 313-453-4726

SECRETARIAL - part time, flexible hours. Knowledge of WordPerfect 5.1, cordial phone manner, Birmingham Troy area. 643-8330

SECRETARIAL POSITION open for Redford painting contractor. Bookkeeping background helpful. Full time. Pay & benefits commensurate with experience. 538-1955

Secretary

ADMINISTRATIVE SECRETARY

If you're looking for the strengths and benefits of an industry leader as well as a supportive and friendly environment, look to Caremark's Healthcare Services Division, a leader in high tech homecare services.

As an Administrative Secretary, you would be responsible for typing correspondence, contracts & proposals; assisting in presentation preparation; & coordinating travel arrangements for the Branch Manager, Director of Sales & Sales staff. Other duties include various monthly/quarterly reports, meeting coordination, project work & miscellaneous clerical activities.

Ideal candidate will possess excellent organizational and interpersonal skills, demonstrated word processing skills (Wordperfect) & a minimum 2-3 years secretarial experience. Ability to work independently in a fast paced environment & familiarity with Harvard Graphics & Lotus required. Caremark offers a comprehensive benefit package & salary commensurate with experience. Qualified applicants please send resume or letter to: Caremark Inc., Attn: Director of Sales, 45801 Mast, Plymouth, MI 48170. EOE. Pre-Employment Drug Screening Required. Non-Smoking Environment.

CAREMARK

SECRETARY

Company looking for someone with strong Secretarial skills.

Ideal candidate:
- Experience WordPerfect 5.1
- Quick learner
- Backround in workers comp helpful.

Call today for more details about this long term position!

TODAYS TEMPORARY
649-4455
EOE

SECRETARY/DATA ENTRY CLERK
Looking for a mature responsible person for busy Novi office. Microsoft Word & Lotus 123 are required & some telephone experience is helpful. Full time position, immediate opening. Good benefits.
Call 737-8800

SECRETARY/DICTAPHONE typist required for busy law office.
Please call: 559-3830

SECRETARY
Established property management company seeking well-organized individual. Pleasant phone manner, good typing skills & WordPerfect required. Send resume to:
100 Galleria, Office Center,
#400, Southfield, MI 48034

SECRETARY for Dearborn law office. Typing & dictaphone experience necessary. Salary commensurate with experience. 581-1821

SECRETARY for private high school in Oakland County. Strong organizational skills, pleasant phone manner, some typing. 649-2925

SECRETARY for non smoking Manufacturers Rep office. Typing, computer, phones, customer service. 8:30-5pm. Call Julie 851-5460

SECRETARY - for sales management. Word processing. Excell. Send resume - Attn: Manager Sales Administrator, 2000 Town Center, Ste. 450, Southfield, MI 48075

SECRETARY- For retirement residents chain. Dictation required, light bookkeeping. Salary open/benefits. Resume: American House, 4050 W. Maple, Ste. 108, Bloomfield Hills, MI. 48301. Phone: 642-8850

SECRETARY - Full time. Experience necessary. Bookkeeping, WordPerfect, legal, filing. Send resume to: 29905 8 Mile, Livonia, MI 48152

SECRETARY - Mature, dependable person for busy office. Answer phones, shipping, WordPerfect for Windows. 38 hours. 532-8801

SECRETARY
Major financial institution with multiple locations has immediate short and long-term openings. WordPerfect 5.1, Windows and Lotus a plus. Call Sheila 646-7662
Uniforce Temporary Services

SECRETARY NEEDED full time for busy Livonia sales office. Must have excellent phone & organizational skills. $7.00 per hour. Call 425-8633

SECRETARY - northern suburbs, good typing, WordPerfect 5.1, or Microsoft with Windows, experienced, to $20,000. Fee paid

RECEPTIONIST - good personality, appearance, typing 45 wpm, some word processing, $8/hr

LOIS RAY PERSONNEL
SOUTHFIELD 559-0580

SECRETARY-PART TIME
For Southfield company. Must have computer and minor bookkeeping skills. Call 351-4066

SECRETARY. Part time. Job assignment includes data entry & direct mail. Hours, 8-5pm, Mon.-Thurs. & floating Friday hours. Call Mitch McCann for interview: 433-6635