EMPLOYMENT

502 Help Wanted Dental-Medical

OPTOMETRIC TECHNICIAN/
DISPENSING TECHNICIAN
(Full or part

MEDICAL BILLER (Part Time)
These positions available for busy optometrist in the Oxford-Orion area. Send resume to Box 317 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

PHYSICAL THERAPY AIDE
Our Livonia clinic has a part-time position (may become full-time).
• Health care experience preferred
• Monday, Wednesday, Friday
• Days
If interested please call or send resume to Winston Boutros Assoc. 900 Auburn Ave. Ypsilanti, MI 48197 313-483-3333

PHYSICAL THERAPY AIDE
needed full or part time. Experience preferred. Flexible hours. Location. Send resume to Box 318 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

PODIATRY ASSISTANT/
RECEPTIONIST
Experienced preferred, will train mature person. Plymouth/Westland area. Part time. 455-3066

PODIATRY RECEPTIONIST/FILE CLERK • 30m to 7:30pm, Mon. thru Thur. 8:30am to 2pm on Sat. 547-5320

RECEPTIONIST - part-time for Plymouth chiropractic office. Experience preferred. Call mornings 455-2149

RECEPTIONIST
Aggressive individual needed for busy Urgent Care Center, Hoyt at Gratiot area. Must be dependable & have some medical billing knowledge. Weekend & evening hours. Call Office Manager, 268-5500

RECEPTIONIST/SECRETARY
part-time, position available Wed. & Thurs., 3:30-7:30pm; & Fri. 8am-1pm. Must possess strong phone skills, professional manner, good typing skills and general knowledge of office procedures. NO BEGINNERS PHONE CALLS PLEASE. Resume to: Dr. Phillip Chatfield Clinics, 19855 W. Outer Drive, Suite 20W, Dearborn, MI 48124

RECEPTIONIST/
TRANSCRIPTIONIST
with knowledge of medical terminology needed for national medical costs containment company. Must possess excellent typing skills, organizational skills and knowledge of Microsoft Windows. Knowledge of Worker's Compensation background helpful. Competitive salary & benefits package. Send resume to: KRS Kirts, Suite 106, Troy, MI 48084, Attn. Office Mgr.

REGISTERED NURSES
Full & part time positions available for ambulatory surgery, pre-op, post-op, recovery, & general surgery. Call Mon. thru Fri. 8:30am & 12:30pm only.
Sinai-Grace Hospital
5050 Schaefer, Dearborn, MI 48126
All Replies Confidential

REGISTERED NURSE

Full-time position in Large Cardiology Practice. Skills preferred. 2 yrs. Cardiac Nursing experience required. Responsibilities include patient assessment, education, treatment and management of care. Send resume to:
Northwestern HEART CENTER
Attn: Personnel and Nurse
2575 Woodward • Ste. 300
Berkley, MI 48072

RESIDENT AIDE
Full or part time, 7am-3:30pm, for assisted-living facility in Livonia. Call 9am-5pm at: 451-0700

RESIDENTIAL ASSISTANT
Part-time position available in pediatric & adult group homes. High school diploma, valid Michigan drivers license required. Call Total Therapy Management, Inc. at: 459-8660

RN
FULL TIME DAYS
Contact Mrs. Carlton, DON
NIGHTINGALE WEST
6355 Newburgh, Westland, 48185

RN & LPN
Full and part-time day and afternoon shifts available. Family Home Care Health Care Staff. 476-6300

RN/LPN
Full time and part time midnights. Part time afternoons. Strong clinical and managerial skills in long term care.

SUPERVISOR
Looking for dynamic RN or LPN. Strong leadership and clinical skills. Experience in long term care, full time days/nights.

Interested candidates please call Lahser Hills. 354-3222

RN/LPN/MA
Rochester Pediatrician
Part time
Ask for Sherry, 652-2929

RN, LPN or MEDICAL ASSISTANT
Mature & conscientious. Full time for W Bloomfield allergy practice. Excellent salary & benefits. Send resume to: Box 168 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RN/LPN
Part-time weekend coverage positions available. Must have long term care experience. Please call Kathy at 976-2280.
Cherrywood Nursing Center
2372 15 Mile
Sterling Heights, MI. 48310
An Affiliate of Beaumont Hospital

RN - MANAGEMENT/
PUBLIC RELATIONS
For home care agency in Brighton with multiple locations. Career opportunity for person with excellent administrative & communicative abilities. Excellent pay & benefits.
FAMILY HOME CARE 229-5583

RN, QA SUPERVISOR
For home care agency in Brighton. Excellent communication & home care skills required. Salary commensurate with experience. Excellent pay & benefits.
Family Home Care 229-5583

RNS/LPNS
Positions available for part-time or on-call nurses. Must have long term care experience. Interested individuals may contact:
WAYNE LIVING CENTER
4429 Venoy Rd. (3rd Building)
Wayne, MI 48184
Or call 313-326-6426

RN's • LPN's

VISITING CARE, the experts in home health care, are looking for caring professionals to work 1-3 with a variety of cases. No min. number of hrs., weekend or off-shifts required. Many of cases are in an autonomous, flexible setting, call us TODAY!

RNS & LPS
Full & part time all shifts. Benefits available. For a 50 bed nursing home. Apply: Wayne Total Care Center, 4427 Venoy (middle building), Wayne.
An Equal Opportunity Employer

TECHNICIANS NEEDED
Ultra sound, echo, vascular for multi site company. Good benefits. Car provided. Please call 563-4458

SOCIAL SERVICE/
ACTIVITY DIRECTOR
For a skilled nursing home, less than 100 beds. Benefits available. Long term care experience. Full time. BSW required. Send resume to:
Wayne Total Care Center
4427 Venoy
Wayne, MI 48184
Equal Opportunity Employer

OFFICE BUSINESS MANAGER
for medical equipment com. Immediate position. Must have computer, medical/insurance billing & minimum 3 years management experience preferred. Excellent salary & benefits. Send resume and references to:
Medical Office Manager
P.O. Box 2519
Southfield, MI 48037

502 Help Wanted Dental-Medical

RN'S
all specialty areas
All shifts
RN's/LPN's/CNA's
Nursing Homes & Private Duty
Live in Assignments
Health Care Professionals
Southfield 357-7080
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) 229-5653 (313) 455-5693

SERVICE COORDINATOR
To schedule care for busy home care agency in Plymouth. Excellent communication & clerical skills required.
FAMILY HOME CARE
229-5653 455-5693

504 Help Wanted Office-Clerical

Receptionist/Switchboard Operator. Full time, benefits. Send resume to: Attention: Joann, P.O. Box 1154, Troy, MI 48099

DOWNTOWN LAW FIRM seeks Accounting Clerk/Data Entry person with a minimum of 2 years accounting and computer experience. Lotus 1-2-3 a plus. We offer a competitive salary & benefits. Send resume & salary history to: Director of Administration, Berry, Moorman, King & Cudhea, 600 Woodward Ave., Detroit, MI 48226 No phone calls please.

ACCOUNTING - Bookkeeper with management capabilities. Send resume to, 29205 Airport Dr, Romulus MI 48174.

ACCOUNTING
Busy, fast paced construction office seeks experienced individual for Accounts Payable, Payroll, Payroll Taxes, Cash Analysis, candidate should possess strong computer skills, LOTUS 1-2-3, and have at least one year experience in construction industry. Send resume and salary requirements to: P.O. Box, 530950, Livonia, MI 48153-0950.

ACCOUNTING CLERK - must have experience with general ledger, accounts receivable/payable and payroll. College preferred. Interested candidates send cover letter to: Attn. Controller, Office, Travel Charter, 1120 E. Long Lake, Troy, MI 48085

ACCOUNTING CLERK
Full time accounts receivable credit clerk position. Qualified applicants must have at least 1 year Accounts Receivable experience. Accounts Receivable collection experience a plus. Responsibilities will also include misc clerical duties. Excellent health/benefits package. Applicants apply Mon-Fri between 8:30am & 12:30pm only.

MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

Account Secretary
Medical Administrator
Bookkeeper
Receptionist
Data Entry
Word Processor
Temporary Assignments
Call Carol
Bookkeeping Plus
Farmington Hills
477-8000

ACCOUNTS PAYABLE/Receivable clerks & Purchasing Agent needed. Only experienced applicants need apply. Send resume only to: G.B. Corp., 7650 Chrysler Dr. Detroit, MI 48211

ACCOUNTS PAYABLE CLERK - Accurate, detail oriented. Individual for accounts payable. Data entry & word processing experience. Full time position with benefits.
Send resume with salary history to: P.O. Box #180, Novi, MI 48376

ACCOUNTS PAYABLE CLERK
Growing Distribution company, full time Accounts Payable Clerk. Experience and ability 10 learn computer system necessary. Also includes other general office duties. Send resume and cover letter to:
Bookkeeper, P.O. Box 20310, Ferndale, MI 48220

ACCOUNTS PAYABLE
CLERK
For home builder developer in Bloomfield Hills to handle all aspects of accounts payable & job cost reports. Must have degree or experience in Timberline Software a plus. Must be well organized & responsible. Send resume to: Accounts Payable Clerk, 3153 W. Big Beaver, Suite 300, Troy, MI 48084

ACCOUNTS RECEIVABLE/ACCOUNTS Payable, full time for management company in Troy. Send resume to Terri, 990 South Blvd. E., Ste. 100, Troy, MI. 48098.

ADMINISTRATIVE Assistant for real estate in Southfield. Organized, detail-minded person. Accounting & computer skills a plus. 559-4580

ADMINISTRATIVE ASSISTANT
Good phone voice, 60+ wpm, shorthand. Windows, excellent spelling, $18,000 + . Send resume to: Marble Life, Attn: Barb Coffee, P.O. Box 87706, Canton, MI. 48187-0706.

ADMINISTRATIVE-RECEPTIONIST
for CPA firm. Part time in summer & fall, full time balance of year. Must have word processing experience. Send resume to: M Watson, 26535 Evergreen Rd., Ste 1500, Southfield MI, 48076

ADMINISTRATIVE ASSISTANT - Lead fast paced, Bloomfield office. Responsibilities include data entry, word perfect typing, etc. Upbeat phone personality helpful. Hours: 1-9 daily (flexible), some overtime. Salary $18-$28,000. Send resume to: Box 29-E, Birmingham, MI., 48012.

ADMINISTRATIVE ASSISTANT
Needed Part time at Senior Adult Center. Coordinating senior volunteers, letter writing/editing skills required for monthly publications and press releases. Experience with WordPerfect 5.1. Send resumes to: V.L. Yost, 24350 Civic Center Drive, Southfield, MI 48034

ADMINISTRATIVE ASSISTANT
Local training & consulting company looking to fill immediate opening for full time Administrative Assistant to support three executives.

Must have 5 yrs. office administration with proficient use of various Macintosh software. Attention to detail, dedication & initiative are a must. Responsibilities include general support, assisting with corporate functions and direct customer contact. Resumes only:
Administrative Assistant Position
37000 Grand River Avenue
Suite #230
Farmington Hills, MI., 48335
No phone calls will be taken.

ADMINISTRATIVE ASSISTANT in Warren. Must have strong Lotus skills. Some accounting experience. Temp-to-perm. Call 484-7078
ETD Temp Service

ADMINISTRATIVE ASSOCIATE
with previous customer service and sales support experience required for 9-5 position in Southfield. Computer/typing experience required. Call 552-1888

ADMINISTRATIVE ASSISTANT
Southfield, Full time, Mon-Fri, 8:30-5:30. Light typing, phone, filing, mail. Call Cora 948-7664 or 799-3948
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT
Michigan's largest hospice is seeking applicants for this full-time position with our Finance Team at our Southfield office. A detailed-oriented secretary, with strong organizational and interpersonal skills a must. Expertise in word processing, spreadsheet software and knowledge of basic accounting required. Experienced with windows applications, handling business insurance and bank accounts desirable. Apply in writing to:
HOSPICE OF
SOUTHEASTERN MICH.
18250 Northland, #212
Southfield, MI 48075
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ADIA
HAS IMMEDIATE
OPENINGS FOR
TEMPORARY AND
PERMANENT POSITIONS
• Secretarial
• Receptionist
• Word Processors
• Customer Service
Call today for immediate interview.
442-7800

ADMINISTRATIVE
ASSISTANT
Immediate openings for your experience, flexibility proving invaluable to both short and long term needs. WordPerfect or MultiMate a plus. Call Susan 799-3945 or 646-6188
Uniforce Temporary Services

ADMINISTRATIVE ASSISTANT/
SALES REP
Mature, friendly, outgoing. Excellent phone & typing skills. Must be looking for a long term career commitment. Part or full time.
Novi Office. (313)349-4330
Michigan Relocation Services, Inc.

ADMINISTRATIVE
ASSISTANT
Wanted for Senior Highrise Apartment in Wayne. Must have a pleasant personality, some typing & phone experience. Opportunities for advancement. Send resume & salary requirements to:
Apartment 32
29777 Telegraph Rd., Ste. 2100
Southfield, MI 48034

ADMINISTRATIVE
SALES ASSISTANT
for national Water Company. Must be able to work well under pressure, be very organized & have a positive outlook. Send resume with salary requirements to:
Patty Darby
600 Renaissance Center
Suite 1900
Detroit, MI. 48243
An Equal Opportunity Employer

ADVERTISING AGENCY
SECRETARY
Account management department needs you for WordPerfect and spreadsheet accounts.
Call Sue Hamilton 645-7662
Uniforce Temporary Services

ADVISOR - OPERATIONS
Full & part-time positions available, evenings & weekends. Good base pay plus medical & fringe benefits. Also 100% tuition reimbursement available. Will train the right people.
478-7533

ALARM RESPONSE OPERATOR
Duties are dispatching, police & fire departments & monitoring clients alarm systems in our computerized central station. Positions are for the afternoon shift, full time with benefits. Call Ray at 669-2206

ALL
SECRETARIES
WORD PROCESSORS
TO $10/HR.
• WordPerfect • M3 Word
• Excel • Lotus • D-Base
ARBOR TEMPS 459-1166

APPRAISER NEEDS clerical person with desire for data entry. Author/Title area. Call 370-8822

ASSISTANT Office Administrator for busy Troy insurance agency. Filing, typing, computer, customer service. Call Bruce Smith: 876-5106

ASSISTANT OFFICE MANAGER
Good communication skills for small business in Birmingham.
Call: 334-6323

ASSISTANT TO BUYER
Your professionalism, secretarial & math skills will be utilized in this exciting position. 3 plus years experience, WordPerfect, Great opportunity with suburban firm.
CORPORATE PAYROLL
PERMANENT STAFF
585-2720 FAX: 585-2725

ASSISTANT
to Office Manager. Typing, filing, phones, benefits. Send resume to: 13800 Tyler, Detroit, MI 48227.

ATTENTION
CLERKS
Needed in the Madison Heights area for a fast growing company. As potential candidates, call today for an appointment,
CORPORATE
PERSONNEL
SERVICES
362-9696
NO FEE EOE

ATTENTION
MOMS
WE NEED
YOU!!
If you can run an adding machine and type we have a part time position for you. Call Ocie at
462-3890
CORPORATE
PERSONNEL
SERVICES EOE
NO FEE

AUTO DEALERSHIP
BILLER
Large auto dealership looking for experienced biller. Please send resume to: P.O. Box 700737, Plymouth, MI 48170

BOOKKEEPER Full/part time Secretary. Typing 65 plus, WordPerfect 5.1, helpful, pleasant, multi-task fast paced office. Call Kay 847-7960

BOOKKEEPER-Experienced bookkeeper for challenging position in one-person office. Resume to: P.O. Box 31209 Schoolcraft, Livonia, 48150

BOOKKEEPER
EXPERIENCED
32 hrs. per week, full charge for property management firm in Bloomfield Hills. Must be computer literate. Non smoking office.
Call Maryann at. 645-2111

BOOKKEEPER - full time, full charge. Westside residential building. Computer literacy a must. Salary open. Send resume: Mr. Kay, 3265 McCormick, Waterford, MI. 48328.

BOOKKEEPER, FULL TIME
Needed for 33 bed nursing facility. Long term care experience in billing Medicaid, Medicare billing experience a plus. Competitive wage and benefit package. Send resume to: Call Shirley, Wayne Convalescent Center, 34500 Van Born Rd., Wayne MI 48184 313-721-0740

BOOKKEEPER: Full-time position using a computerized accounting system in a Farmington Hills firm. Duties include accounts payable, accounts receivable, general ledger and bank reconciliations. A minimum of 3 years experience with Platinum or other PC-based accounting systems software required. Salary commensurate with skills and experience. Send resume and salary history to: HRC-Controller, 31700 Middlebelt Rd., Ste. 140, Farmington Hills, MI 48334

BOOKKEEPER
Manufacturing firm seeks an enthusiastic person to handle Accounts Payable and Accounts Receivable, as well as various office duties. Excellent starting salary & benefits. Apply at: 35841 Metro Court, Sterling Heights (5 side of 16 Mile, E of Mound, off the Service Dr.).
Phone 264-4856 FAX 264-9303

BOOKKEEPER/SECRETARY
For Southfield property management company. Must be computer literate with knowledge of WordPerfect & Lotus. Libre software a plus. Resumes to: 32783 Middlebelt, Farmington Hills, MI 48334, Attn: Jeff.

504 Help Wanted Office-Clerical

FAST PACED insurance agency desires entry-level Bookkeeping Clerk. Primary duty will be processing of company payables. Computer experience required. Salary & benefits negotiable. Send salary requirements along with resume to: P.O. Box 2929, Farmington Hills, MI, 48333-2999.

BOOKKEEPER for Troy law firm. 20-30 hours week. Must have prior manual bookkeeping experience up to trial balance. Salary commensurate with ability. Ask for Diane at:

BOOKKEEPER - Full time. Must be versatile & motivated. Salary commensurate with experience. Benefits. Send resume in confidence to: Huron Corb, Attn: Controller, 1100 Industrial Rd., Lincoln Park, MI 48150
NO PHONE CALLS PLEASE

BOOKKEEPER - Immediate opening for a full/part time experienced bookkeeper. Must have 5 years of financial statement & payroll experience. Lotus 1-2-3 a must. Call: 559-7430 or FAX resume to: 559-8070

BOOKKEEPER
Part-time bookkeeper needed in small CPA firm in Farmington. 15-20 hrs./wk. For interview, 933-5807

BOOKKEEPER/SECRETARY
Minimum 5 years experience.
Bookkeeping thru trial balance. Strong typist with excellent organization & communication skills. Non smoker. Troy & Livonia area. Send resume to: Box entry level company in Troy. Call for an appointment.
317 Park St., Troy MI 48083

BOOKKEEPER
Temp to Perm part-time position in northern suburb for full charge bookkeeper. Lotus 1-2-3 WordPerfect required. Great Plains a plus. Salary up to $15.00 hourly. Call today.

354-2410
ACCOUNTANTS ONE
Agency Free Fee

BRIGHT ENERGETIC person to work for Garden City medical office. Experience preferred but willing to train. Ask for Nita or Carol 425-6660

BUSCA TRABAJO
PART TIME?
Presidencia Hispanoamericana busca part-time secretary para su oficina en Southfield.
Debe tener experiencia en uso de procesadora de palabras. Tener que hablar español e inglés perfectamente.
Contactar a Patricia (DE 9 A 12 HS)
TRIPOR HEALTH
2 Penn Plaza
Dearborn
Southfield, MI 48034-6339
EEO/AA M/F Attn: Data Systems

DATA ENTRY
Attention to detail and flexibility are needed for immediate openings, short-term assignments. Call today.
Uniforce Temporary Services

DATA ENTRY CLERK
Full time afternoon position with medical billing experience. Previous experience preferred. Benefits. Apply in person or send resume to: Citation Clinical Lab, 23775 Northwestern Hwy., Southfield, MI. 48075

DATA ENTRY CLERK
computer experience required
661-1515

DATA ENTRY CLERK
for Southfield laboratory. Full time afternoons. Will train. Experienced preferred. Call Karen 647-1011

DATA ENTRY CLERK
Full time position for company located at 13 Mile & Telegraph. Must be able to type 50 wpm, be self motivated & organized. Data entry & computer experience required. Call Barb between 1-4pm. 645-6050

DATA ENTRY CLERK
Immediate full time opening in production control department. Must be organized minimum one year experience, proficiency in 10 key, 35 wpm typing skills. Full time position with excellent benefits. Apply in person Monday-Friday, 8:30 a.m. - 4:30 p.m., or send resume with salary requirements to: JANN, 30500 Bela Dearborn Rd., Ste. 500, Troy, MI. 48084.
An Equal Opportunity Employer

DATA ENTRY/TYPING CLERK
Growing company has an entry-level position for someone with 1 yr. office experience. Must have the ability to quickly learn our procedures. Some computer skills helpful. Excellent 50wpm typing skills required. Salary commensurate with experience. Excellent benefits offered. Call for interview.
DATA ENTRY
OPERATORS
Needed for the Plymouth area. We have many positions available. Call for an appointment.
CORPORATE
PERSONNEL
SERVICES
362-9696
NO FEE EOE

DATA ENTRY OPERATOR
Entry level position in Farmington Southfield location. Must be available for overtime & Saturdays if required. Previous office experience preferred. Excellent math & 10-key calculator skills needed. Send resume to: P.O. Box 5091, Southfield, MI. 48086.

DATA INPUT, Full-time, days & part-time evening positions available. Send resume to: P.O. Box 2000, Marketplace, P.C., 6445 Corporate Dr., Suite 185, Troy, MI 48098.

DENTAL BUSINESS ASSISTANT
Our 15 Mile/Telegraph dental office is seeking an outgoing, detail oriented person with outstanding people skills. Responsibilities include: Insurance processing for this 4 day/wk. position. If you are interested in joining a quality, ethical team where your participation makes a difference call 645-3141, between 9-7pm, & leave a message.

EXECUTIVE SECRETARY
($22-$25K)
Career opportunity. Requires proficiency in WordPerfect, Lotus 1-2-3. Fee paid.
ARBOR TEMPS 459-1166

FARMINGTON HILLS LAW OFFICE
Seeking people typist to train as Legal Secretary. WordPerfect experience preferred. Call 355-1555

FINANCIAL
SALES CLERK
PART TIME
Challenging part time clerical positions available in Birmingham, professional environment. Experience in a bank related area, such as accounting, teller, or other borrowing activities preferred. Outstanding telephone etiquette, keyboard skills, and accurate math aptitude required. Hours: 8 A.M. - 12 Noon, Thru Fri. Compensation is $7.73 per hour to start. Send resume to:
FORD MOTOR CREDIT CO.,
Attn: Brian Griffin,
The American Road, P. O. Box 7004
Dearborn, MI., 48121-1732

GALA & ASSOCIATES, INC.
is an A/E firm with an opening for a part time Receptionist. Good phone skills & food manners are important. We are a must. Send resume, with references, to: 31333 Southfield Rd., Beverly Hills, MI 48025-5412.

GENERAL CLERK
PART-TIME
Livonia based company looking for a reliable self-starter for a part-time position (4 hours, five days a week). Some light lifting involved. Retirees welcome. Please contact Jane at 261-2950

504 Help Wanted Office-Clerical

Excellent earnings
SECRETARY
Openings for experienced word processors. Candidates must have WP 5.1 and Lotus. Long/short term assignments. Call Shana 473-2934
Uniforce Temporary Services

EXECUTIVE ASSISTANT
Downtown Birmingham consulting firm seeks experienced professional person with excellent communication & organizational skills. Requires 5-7 years experience as an executive assistant, degree & plus Word Perfect for Windows, shorthand & proofreading experience. Free enclosed parking.
Salary commensurate.
Please call Mary Dech at 540-0254

EXECUTIVE SECRETARY
NW suburban headquarters has long term opportunities. Full/part time. WP 5.1 necessary. Salary based on experience. Call 472-2931
Uniforce Temporary Services

EXECUTIVE SECRETARY
Full time, immediate opening in the office of a successful attorney/individual. Word processing experience, organizational skills, and excellent phone etiquette a must. Please call Julia Carr for appointment, at 799-8000

EXECUTIVE
SECRETARIES
Microsoft Word
With/without Windows
Immediate long and short, full and part time positions available for secretaries with advanced skills in Microsoft Word for a growing company in Troy. Call for an appointment.
CORPORATE
PERSONNEL
SERVICES
362-9696
NO FEE EOE

GENERAL OFFICE CLERK
Law firm in Southfield has an immediate opening for your all around skills and related experience.
Call Ilona 799-3948
Uniforce Temporary Services

GENERAL OFFICE HELP
Typing, computer entry, phones, cashiering a must. Farmington Hills area. Ready to work #282.
Observer & Eccentric Newspaper
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE
DRIGHT Self starter needed for manufacturing office in Farmington Hills, prefer person with some experience in purchasing, inventory control or bookkeeping. Must have record manufacturing background. Benefits, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel Dept., 30037 W. 8 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-3 473-6305

GENERAL OFFICE HELP
Including shipping & accounts receivable. Full or part-time.
Call: 326-5444

GENERAL OFFICE work for dental lab. Billing, shipping, Receiving and Answering Phones. No typing or shorthand necessary.
Call Jerry Dental Lab 271-9110

GIRL FRIDAY for telephone answering, deliveries, filing for Southfield Engineering Firm. Excellent benefits, hours negotiable. Interested applicants please call 557-2300 ext. 22
An Equal Opportunity Employer

HIGH SCHOOL or college student Fridays for filing & typing. Flexible Afternoon hours. Farmington area.
Call Ilona 799-3948
Uniforce Temporary Services

JUNIOR SECRETARY
Suburban office needs your all around experience and desire to learn. Call Gretchen 799-3947
Uniforce Temporary Services

LEGAL ASSISTANT/SECRETARY
For Troy Law Firm. Seeks experienced, mature, self-starter, computer literate. Please send resume to: Legal Assistant, 2001 W. Big Beaver Rd., Ste. 500, Troy, MI. 48084.

LEGAL
• Corporate Legal Departments
• Temporary • Long or Short Term
• Full or Part-time
• Temp to Perm
Fax, Mail or Call
PERSONNEL
AT LAW
358-0050 (Fax) 358-0235
3000 Town Center, Suite 2580
Southfield, Michigan 48075

LEGAL
SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
Legal Personnel
362-5430; Fax 362-4681

504 Help Wanted Office-Clerical

INSURANCE • Personal Lines Customer Service Rep - minimum 2 years independent agency experience.
Ann Arbor, 971-1000

JOIN OUR TEAM
IMMEDIATE OPENINGS
• 10-KEY OPERATORS
• GENERAL CLERKS
CALL FOR DETAILS
SPENCER
PERSONNEL, INC.
559-0110
E.O.E. Never a fee.

KIDS IN
SCHOOL??
Kelly Temporary Services is now hiring for the following areas:
RECEPTIONISTS/
CUSTOMER SERVICE
REPRESENTATIVES
• Recent experience with multiple line phones required
WORD PROCESSING
SECRETARIES
• A minimum of 5 months' recent experience required for these short, long and Temp-to-full-time positions
Call today to schedule an appointment.
Livonia 522-4020
Westland 326-5590
KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer M/F/D

LEGAL SECRETARY needed full or part time for Southfield law firm. Experience & knowledge of WordPerfect necessary. Non-smoker.
Please Fax resume to: 658-8700

LEGAL SECRETARY
Town Center Personal Injury firm seeks top notch secretary for medical/practice attorney. Must have WordPerfect experience. Excellent communication and clerical skills, minimum 2 years litigation required. Competitive starting salary with benefit package.
Call 553-2000
Voice Mail # 7286

LEGAL SECRETARY/TROY
Minimum 2 yrs. experience. Must have knowledge of WordPerfect. If interested, please send resume to Amy 2301 W. Big Beaver Rd., Ste. 777, Troy, MI 48084.

LEGAL SECRETARY-Experienced for Plymouth law office. Full-time. Call for interview. 459-0062

LEGAL SECRETARY-2 years Probate experience required. Fax resume & cover letter to: Fax 645-1003

LEGAL SECRETARY
For busy Southfield law firm. Experienced in probate, estates, and trusts. Salary negotiable. Carol 358-4400

LEGAL SECRETARY experienced, needed for defense firm. Non smoker, salary commensurate with experience. Send resume to: Lynn, 380 N. Main, Clawson, MI 48017.

LEGAL SECRETARY
needed for Birmingham law firm. Must have excellent grammar, typing, transcription and be highly organized. Must have 3 yrs. of corporate litigation & estate planning experience. Competitive salary & benefits. Send resume to: Personnel Dept., 380 N. Woodward, Suite, 300, Birmingham MI 48009.

LEGAL SECRETARY
Bloomfield Hills law firm seeks responsible individual to assist senior partner in all facets of busy, fast paced practice. Requires excellent administrative & secretarial skills, good organizational abilities, excellent command of the English language & ability to manage multiple projects simultaneously. Shorthand preferred. Secretarial skills will be tested. Very pleasant H.T. Ideal legal environment. Competitive salary & benefits.
Call Personnel: 258-8700

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 806
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

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.
FEE EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
626-8188

LEGAL SECRETARY - full time for good practioner attorney in Southfield. Salary commensurate with experience. Send resume to: Mark Teicher, 24124 Lahser, Suite 201, Southfield, MI 48033

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

LEGAL SECRETARY
Part time for W. Bloomfield attorney. Litigation experience and WordPerfect skills required. Please send resume to: Philip G. Meyer, 5783 W Maple Rd., Ste. 100, W Bloomfield, MI 48322

LEGAL SECRETARY for 8 attorney Troy law firm. Minimum of 3 years legal experience necessary. WordPerfect 5.1 experience desired, as well as computer literate skills. The successful candidate will be highly organized, detail oriented, have a firm manner & will be eager to assist other staff in a busy office. We offer a pleasant work environment & excellent fringe benefit package. Please send resume & salary requirements to: 3290 W. Big Beaver, Rd., Suite 319, Troy, MI 48084

LEGAL SECRETARY - Birmingham patent law firm, secretarial experience necessary. Full-time, entry level. Must know WordPerfect 5.1. Call Jan, Kathy, Debbie, Marilyn, between 9-12noon. 647-6000

LEGAL
SECRETARY
Part/full-time. WordPerfect 5.1 & transcription skills necessary. Non-smoking environment. Call Ann, 559-9600

LEGAL SECRETARY/Receptionist-Entry level-for an extremely busy law firm in Southfield. Must have legal experience, be mature, dependable & professional in manner. Please send resume to: 25411 Northwestern Hwy., Suite 740, Southfield, MI 48075

LEGAL SECRETARY
Legal Secretary wanted for a general law office (non-smoking). Word Perfect 5.1 is required with Word-Perfect Windows a plus. Salary commensurate with experience. Dress Dept. Responsibilities include client interviews and casework. Immediate opening. Contact Sandra Sabaj & benefit package. Resume to:
Attn: Pamela Restle, 1000 Town Center, Ste. 500, Southfield, MI 48075.

PART-TIME - Computerize accounts payable & receivable, misc. office duties. Hours: Mon. and Fri., 8:30 to 5. Wed., 12 to 5. Call 645-5007

PART TIME - Office Assistant. Light typing & good phone skills required. Forward resume to: Box 1000, Dept. P.O. Box 40062, Redford MI 48240.

PART TIME
OFFICE

Gorman's Furniture in Southfield has a part time position with opportunity for student or person returning to the workforce. Flexible work studies. Phone and customer contact. Out-going personality a must. Hours: Mon. & Tues. 9-6; Wed. 9-8; Sun. 12-5. All or part of the schedule.
Apply in person or resume at 12 Mile & Telegraph, Southfield.

PERSON FRIDAY
Non-smoker needed for small office, full-time. Diversified duties to include: Payroll, light bookkeeping, accounts payable, phone work, 20-30wpm typing. Salary negotiable. Excellent benefits. Apply in person at: Hydro-Craft, 1831 Rochester Industrial Dr. (Rochester Hills, (2 blks. W. of Livernois, N. off Hamlin).

PERSON needed to run office in growing telecommunications business in Plymouth. Computer experience mandatory. Leave name and phone number at: 313-453-0407

PHONE RECEPTIONIST for fast paced office in Oak Park. Must be bilingual (Spanish) at least a 15-hour phone, taking messages & have a pleasant telephone voice. Clerical experience helpful. Full time. Full benefits. A non smoking office. Call before 10am at: 398-4500

PHONE RECEPTIONIST
Flexible hours. $5+ hourly. Pleasant working conditions. Livonia.
Call: 422-8224

PROOF OPERATOR
4pm-8pm shift at prominent Southfield-based law firm. Call H R Management Services. 649-0609

504 Help Wanted Office-Clerical

LIFE & DISABILITY Insurance Co. Computer experience required for Sales Assistant position. Should also have strong typing abilities & excellent communications skills. Send resume to: PO Box 819, Bloomfield Hills, MI 48304-0819

MAIL CLERK • part time position involving light clerical duties and mail processing. Flexible hours. Up to $5.00 an hour. Send work history to: B.H., P.O. Box 9068, Farmington Hills, MI 48333

new openings
RECEPTIONIST
GENERAL OFFICE
SWITCHBOARD
• long & short term
• temp to perm
• best pay & benefits
• three shifts
Birmingham 645-7584
Livonia 473-2933
Southfield 799-3949
Uniforce Temporary Services

OFFICE CLERK - Growing distributor seeks full time mature Office Clerk. Responsibility includes phone answering, data entry, filing and other office tasks. Apply in person and send resume to: Office Clerk, P.O. Box 20310, Ferndale, MI 48220.

OFFICE HELP - PART TIME
General office position. Need good communicative skills. Mon.-Fri., 1pm-5PM. Downtown Birmingham area. Please send resume to:
13100 Eastern, Detroit, MI 48227.

OFFICE MANAGER • Organization skills. WordPerfect 6.1. Type 55+, organized, detail oriented. Box 172
Observer & Eccentric Newspaper
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE POSITION - Typing skills & 10 key a must. Must like working with people. Walled Lake - W. Bloomfield area. Call between 9-11am, 1-4pm. 624-8022

OPERATIONS CLERK - For national construction company based in Warren. Assist with daily processing of accounts payable, subcontractor maintenance, typing of letters & secretarial/clerical duties as needed. Construction experience helpful but not required. Entry level position. Starting salary, $232/week. Benefits include after 90 days. Medical, optical & dental. Send resume with salary history to: 30400 Stephen Ave. Ste. 111, Warren, MI 48091

ORDER ENTRY/Customer Service ASSISTANT - part time for a health care furniture distributor. Possible full time employment may be required in the future. Data entry & customer service experience preferred. Knowledge of word processing experience required. Send resume to: CRC, 24061 Research Dr., Farmington Hills, MI 48335-2600
An Equal Opportunity Employer

PARALEGAL for Town Center Plaintiff P.I. firm with experience. Dress Dept. Responsibilities include client interviews and casework. Immediate opening. Contact Sandra Sabaj & benefit package. Resume to:
Attn: Pamela Restle, 1000 Town Center, Ste. 500, Southfield, MI 48075.

PART-TIME • Computerize accounts payable & receivable, misc. office duties. Hours: Mon. and Fri., 8:30 to 5. Wed., 12 to 5. Call 645-5007

PART TIME • Office Assistant. Light typing & good phone skills required. Forward resume to: Box 1000, Dept. P.O. Box 40062, Redford MI 48240.

PART TIME
OFFICE

Gorman's Furniture in Southfield has a part position with opportunity for student or person returning to the workforce. Flexible work studies. Phone and customer contact. Out-going personality a must. Hours: Mon. & Tues. 9-6; Wed. 9-8; Sun. 12-5. All or part of the schedule.
Apply in person or resume at 12 Mile & Telegraph, Southfield.

PERSON FRIDAY
Non-smoker needed for small office, full-time. Diversified duties to include: Payroll, light bookkeeping, accounts payable, phone work, 20-30wpm typing. Salary negotiable. Excellent benefits. Apply in person at: Hydro-Craft, 1831 Rochester Industrial Dr. (Rochester Hills, (2 blks. W. of Livernois, N. off Hamlin).

PERSON needed to run office in growing telecommunications business in Plymouth. Computer experience mandatory. Leave name and phone number at: 313-453-0407

PHONE RECEPTIONIST for fast paced office in Oak Park. Must be bilingual (Spanish) at least a 15-hour phone, taking messages & have a pleasant