EMPLOYMENT

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT
★ Experienced only. Part-time, 3 days. Orthodontic surgeons Southfield office. 557-1472

MEDICAL ASSISTANT
Part time. Experienced only. Family practice. Garden City area. Send resume to: P.O. Box 253, Garden City, MI 48135

MEDICAL ASSISTANT

Needed for medical office in Southfield (4 days/10 hours). Must be proficient with Xrays, EKG's, Venipuncture, & lab work. Competitive benefit package. Competitive salary. Send resume to: Key Employee Leasing, 400 Galleria Office Ctr, #215, Southfield, MI 48034-2164

MEDICAL ASSISTANT-2 days, EKG, X-ray, injections a must. Experience necessary. Busy Birmingham internist. Sharon: 646-9130

MEDICAL ASSISTANT EXPERIENCED
Full-time. Rochester. Call after 6:00pm. 656-3107

MEDICAL ASSISTANTS (2) - full time, experienced for friendly pediatric office in Southfield. FRONT & BACK office. Ms. Lester 358-0420

MEDICAL ASSISTANT/part time. Large Internist office. Every other Saturdays. Some experience necessary. Livonia. 464-3222

MEDICAL ASSISTANT/
RECEPTIONIST
Fast-paced family practice specializing in weight loss. Must be dependable. Call 11-4pm: 422-8040

MEDICAL ASSISTANT

If you are a motivated dependable with a desire to learn new office skills, we need you for our busy Westland practice. Recent experience or background required. P.O. Box 9024-MA, Westland, MI 48185

MEDICAL ASSISTANT & RECEPTIONIST for family practice in Livonia. Experienced & motivated, able to work in busy 3-doctor, 20-staff office. Full time with benefits. Send resume with qualifications & position desired to Box 894, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MEDICAL BILLER/
Customer Service

DME Company has immediate position for Medical Biller, minimum of 2 yrs. experience required. Computer knowledge, with Robins Healthcare Data System experience preferred. Please send resume & salary requirements to:
MEDICAL BILLER
P.O. Box 2519
Southfield, MI 48037

MEDICAL BILLERS

Many new openings for physician office billers (cardiology, family practice, internist, oncology, & ophthalmology practice). Need Medic, SOM or diversified expertise. DMEPI division billers with a variety of corporate office locations. Terrific salary package, great benefits! Send resume or call for details.
Diane Detter: 932-1970
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

MEDICAL BILLING SPECIALIST
For busy cardiology practice in the Detroit Medical Center. Must have at least 3 years billing experience, up experience. Excellent pay with benefits. Mail resume to:
Affiliated Cardiologists PC, 4160 John R., Ste. 515, Detroit, MI 48201.

MEDICAL RECEPTIONIST
EXPERIENCED.
Call Mrs. Harrison at:
656-3107

MEDICAL RECEPTIONIST
Outpatient radiology clinic looking for part time, experienced, experienced individuals with flexible hours, should have knowledge of medical. Michigan Resonance Imaging, 2340 Crooks Rd., Suite 400, Rochester Hills, MI 48309

MEDICAL RECEPTIONIST
Experience preferred. Bloomfield Hills. Call 9am-3pm. 333-3900

MEDICAL TECHNOLOGIST MT or MLT ASCP needed for Livonia physicians office. Must have experience. Part time. Call 464-8200

NURSES
LPNS & RNS
and
CERTIFIED
NURSING
ASSISTANTS

- All shifts
- Full and part-time
- Benefits package with full-time

Positions are available in our long-term care nursing facility, which is part of Oakbrook's 3 levels of care. There are a limited number of openings. Apply now.

MONDAY - FRIDAY
10 AM. - 12 NOON

Independent Living Building

We offer a competitive salary and excellent benefits package that includes medical, dental and life insurance, tuition reimbursement, and a retirement savings plan.
OAKBROOK COMMON, Human Resources Department, 15351 Rotunda Dr., Dearborn, MI 48120.
An Equal Opportunity Employer

OAKBROOK
COMMON
A subsidiary of
Oakwood Health Services

504 Help Wanted Office-Clerical

HUMAN RESOURCES SECRETARY

Flint Ink Corporation
the industry's largest American-owned printing ink manufacturer, has an immediate opportunity for a Human Resources Secretary at our Livonia Office.

Requirements include 60-80 wpm typing, WordPerfect 5.1 and Lotus. Previous Human Resources experience including HRIS helpful.

A comprehensive benefits package including profit sharing and a competitive starting salary is being offered. Qualified applicants should send resume to:

FLINT INK CORPORATION
33105 Schoolcraft Road
Livonia, MI 48150-1604

Equal Opportunity Employer

502 Help Wanted Dental-Medical

MEDICAL
SECRETARY

LONG-TERM position available in Southfield.
- Knowledge of WordStar 6.0 or WordPerfect 5.1
- Medical terminology or medical billing a must.
- Type 50 wpm

DON'T MISS THIS OPPORTUNITY!

TODAYS
TEMPORARY
649-4455
EOE

MEDICAL TECHNICIAN
OB/GYN Office. Experience required in blood pressure, roboto-tomy, etc. Not area. 347-6101

NURSES ASSISTANTS for senior citizen home. No experience necessary. Top wages. Apply before 4pm. 14265 Middlebelt, Livonia.

OPHTHALMIC ASSISTANT
TECHNICIAN. Full time. Medical experience required. Troy & Farmington offices. 649-3535

OPHTHALMIC ASSISTANT
Experienced. Full/part-time. Detroit & Bloomfield Hills offices.
322-4544

OPTICAL DISPENSER
Part-time position in a patient oriented practice. Livonia area. If you are a skilled dispenser, you take pride in the quality of your work & enjoy the people you take care of, you will like being a part of our team. Please call Val. 421-5454

ORTHODONTIC
ASSISTANT

Experienced, enthusiastic, team oriented people person for our busy Livonia office. Outstanding benefits & bonus package. Salary commensurate with experience. 471-1553

PATIENT
REGISTRARS

Our rapidly growing health care network has part-time & contingent positions available at Providence Park in Novi. Schedules may include weekends, holidays & all shifts.

Qualifications include: 1 yr. clerical experience in a medical setting to have included medical terminology, required 35WPM Accurate typing speed, &/or proficiency on computer. Full benefits. Previous patient registration, ICD-9 & CPT-4 coding/insurance experience highly preferred.

Individuals meeting requirements may submit a detailed resume indicating availability or apply Mon-Thurs., 8am-12noon.

PROVIDENCE
Hospital and Medical Centers

EMPLOYMENT SERVICES
22255 Greenfield, Ste. 310
Southfield, MI 48075
An Equal Opportunity Employer

PEDIATRIC
NURSES

MCH SERVICES, the leader in Pediatric Home Health Care, has immediate openings:

All Shifts & Locations
Full Time Or Part Time

Minimum Starting Salary:
LPN $29,000
RN $35,000

CALL MCH SERVICES
1-800-258-0710

POSITION AVAILABLE, full or part-time, at an established Cardiothoracic Surgeon practice in North Oakland County. Must have experience in billing Surgery, Medicare/Medicaid plus. Please send resume & letter to:
G.W. Flake
1638 Rochester
Rochester Hills, MI 48309

PRESBYTERIAN VILLAGE of Redford seeks RN's LPN's & CNA's to apply for current full time & part time positions on all shifts as part of our health care team. You will enjoy competitive wages & excellent benefit package and a safe & pleasant working environment. Apply in person to Marilyn in Medical Records, 17383 Garfield. 531-6874, ext. 34.

RECEPTIONIST/BILLER
For allergy practice, part time to start, full time within 6 months. Livonia-Farmington Hills location. MBS experience preferred. Call Mon-Fri., 3pm-5pm 851-6657

REGISTERED NURSE
Needed for administrative part time position. Provide medical training & administrative support up to 5 hrs./week. Competitive rate available. Must be registered with the state. Interested candidate should send resume or apply in person: PTI, 33300 5 Mile Rd., Ste. 201, Livonia, MI 48154. 261-9101Fax 261-9480

RESIDENT AIDE
Full time. 11pm to 7am for assisted living facility in Plymouth. 451-0700

RN'S/LPN'S
Progressive pediatric practice is looking for motivated staff nurse to work part-time. This position is perfect for someone who enjoys working with children but needs a flexible schedule. Please send resume and short cover letter explaining why you are interested to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

502 Help Wanted Dental-Medical

BINAI AMBULATORY Services Division is seeking an experienced Receptionist/Biller for our West Bloomfield Internal Medicine practice. Prior MBS billing system experience and a minimum of two years experience in a busy office practice. We are offering a competitive salary and benefits package. All those qualified please apply in person at 27704 Franklin Rd., Southfield, MI, 48034 or call Marsha Roberts at 313-799-4335.

RECEPTIONIST
Part-time for OB-GYN Office in Bloomfield. Experienced only. Call after 6pm 979-0070 or 643-7710

REGISTERED NURSE with BSN needed for busy OB-GYN office in Southfield. Full-part time, Mon. thru Fri., no weekends. Excellent pay with benefits. Please send resume with salary requirements to:
22250 Providence Dr., Ste. 305
Southfield, MI 48075

RN's, LPN's & CNA's
EXPERIENCED CODE
Small nursing home in beautiful Northville location now hiring. Full & part time, afternoons & midnights. Call 349-4290

RN's & LPN's
HOME HEALTH AIDES

VISITING CARE, the expert in home health care is looking for caring professionals to work 11/2 in a variety of client homes. We provide flexibility and diversity. Call for an interview TODAY!

344-0234

RN's & Registered Physical Therapists with at least 1 yr. experience in home health care needed in Livonia, Downriver, Livonia, Westland, N.W. Suburbs & downtown Detroit. Call Family Care Choice & Services for further details. 559-9064

R.N. part-time for Farmington Hills Allergy Office. Non-smoker. Send resume to: P.O. Box 3122
Farmington Hills, MI 48333

TELEMARKETER
Experienced in pharmaceutical sales. Great opportunity.
Ask for Mel or Jay at: 674-1100

X-RAY TECH
32-40 hrs per week for private radiology office in Livonia. Mammo experience required. 464-7200

504 Help Wanted Office-Clerical

ACCOUNTANT
Fast growing corporation based in Troy has 2 entry levels openings for accounting clerk. Right candidates should have 1 to 3 years experience, speaks fluent English, payroll, A/R, A/P, etc. Associates degree required. Call Cheryl,
858-0436

ACCOUNTING CLERKS
ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
DATA ENTRY
FULL CHARGE BOOKKEEPERS
Temporary

Use our temporary opportunities to be introduced to the fine companies we represent. Many of our clients use the opportunity of temporary placement to find permanent employment.
Call the office nearest you for an appointment.

Southfield — 357-8367
28588 Northwestern Hwy. #250
Southfield MI 48034

Troy — 524-9050
201 W. Big Beaver #310
Troy MI 48084

Vacation & Holiday Pay
Health Care Benefits Available, EOE

ACCOUNTING

General office with accounting/phone/data entry duties. Some accounting experience helpful. Good pay required. Plymouth area. Long term.

ARBOR TEMPS 459-1166

ACCOUNTING
TEMP & PERM

We need your EXPERIENCE for temporary assignments, some leading to permanent. If you have payables, receivables, or payroll experience, and good computer skills, why not work for an agency which gives free counseling on resumes, testing, interviews techniques, and arranges permanent interviews for you.

CALL TODAY:
Get started earning Holiday money!

354-2410
ACCOUNTANTS ONE

ACCOUNTS PAYABLE/Payroll Clerk full time, flexible opening. Experience necessary. Fast paced office. Resumes only to:
Metro Transport Inc., 30069 Wixom Rd., Wixom, MI 48393

ACCOUNTS PAYABLE/
SECRETARY

Needed for fast paced construction & property management company. Ideal candidate should be well organized, self motivated & able to work independently. Duties include data entry, word processing, filing & other general office duties. Accounts payable & computer experience required. Shorthand a Speedwriting experience desired. Send resume to:
KEL P.O. BOX 2033
SOUTHFIELD, MI 48037

ACCOUNTS PAYABLE CLERK
needed for established residential Builder/Developer. Computer experience preferred, not required. Send resume to:
Box 768
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE CLERK
National company seeking an energetic person with at least 1 year experience in accounts receivable. Applicants should possess strong communication & organizational skills & a willingness to take on new responsibility. Good salary & medical benefits; 401K included. Send resume to:
Accounts Receivable Clerk
3800 18th st, Detroit, MI 48208

ASSISTANT
For land developer in Plymouth Twp. Must have good memory & communication skills. Knowledge of real estate closings helpful.
Fax resume to: 489-9556

★ ADMINISTRATIVE
ASSISTANT
Needed full-time for Southfield office. Strong bookkeeping skills, WordPerfect 5.1 & Quattro Pro knowledge desired. Fax resume to: 948-1847 or call: 948-1880

ADMINISTRATIVE ASSISTANT
TO $24,000

Immediate opening in stable firm for person with Lotus, MS Word for Windows & Dbase. Generous salary & benefits.

PERSONNEL SYSTEMS
459-1166

ADMINISTRATIVE
ASSISTANTS
- WORD PERFECT
- MICROSOFT WORD
- MACINTOSH
- WINDOWS

If you are looking for a career in a professional field, WE NEED YOU! Many opportunities available.
CALL TODAY!
SYNERGY STAFFING
313-489-0700

504 Help Wanted Office-Clerical

ACT NOW!!!
Growing suburban company seeks all ground persons to add to their staff. Good computer abilities, math aptitude and typing of 50 wpm required. Variety spot. To 5$ hourly
Dorothy Day Personnel
962-0565 or fax 962-2571

ADMINISTRATIVE
ASSISTANT
Farmington Hills office seeks full-time, experienced individual with clerical skills to include WordPerfect 5.1, some accounting & telephone skills. Contact:
476-3204

Administrative Asst./Receptionist Part time. Professional communication skills & ability to work independently. Must have office & wordprocessing experience.
Responsibilities include general office & various projects relating to investment management company. $7-8/hr per hour. Call 358-3232

OUTSTANDING PART TIME
Administrative position available in friendly, fast paced, family oriented environment in Southfield.
Call Wendy 352-3477

ADMINISTRATIVE ASSISTANT
Stock & Bond firm in Bloomfield Hills seeks Administrative Assistant. College degree helpful, some accounting knowledge required. Computer skills needed. Non-smoker. Send resume to: Box 341 Bloomfield Hills, MI 48303-0341

ADMINISTRATIVE
ASSISTANT

Major Industrial Distributor with multiple locations has immediate short & long term positions available. Call Ann at 645-9050.
7602 or 799-3948
Unforce Temporary Services

ADMINISTRATIVE
ASSISTANT

Fast paced manufacturer seeking individual with strong Word Processing & organizational skills. Previous Travel experience necessary. Some phone coverage required. Advancement opportunity available. Send resume to: Admin. Assistant, P.O. Box 5455, Troy, MI 48170.

ADMINISTRATIVE
ASSISTANT

Your valuable secretarial administrative background pays off. Client needs Word Perfect 5.1, Microsoft Works & Lotus skills for long term assignment. Dictation a plus.
Call for appointment today

FUTURE FORCE
353-6300

ADMINISTRATIVE CLERK
Position available with our health care agency. Must start in January. Minimum 1 year experience for assistance with processing/billing. Knowledge of Enable software helpful. Answer phone & misc clerical duties. Include salary history. Respond with resume by Dec. 15th.
Empi-Care, Department PS,
550 Forest, Suite 18
Plymouth, MI 48170
(No Phone Calls Please!)

ADMINISTRATIVE ASSISTANT
needed for fast paced, growing computer development company. Seeking an aggressive, self-motivated, quick learner for various office duties to include word processing, WP 5.1 features, answering phones, maintaining filing system, plus various other duties as needed. Salary plus full benefits! Highly organized personnel need apply. Send salary requirements to Box #856
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ADVANCED CLERICAL - Farmington Hills. The right candidate for this position would have several years of office experience using WordPerfect 5.1 or 6.0 and Lotus. Strong secretarial background, excellent grammar, proofreading skills, & dictaphone dictation. We offer benefits, good starting pay, paid vacation, sick days. Send resume with salary requirements to: Box 696,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

FAST PACED, Fun, Full time. Energetic personality, phones, word processing. Experience preferred but willing to train. Accounting helpful. Ann Arbor, Canton. 454-5403

ALL
SECRETARIES
WORD PROCESSORS
TO $10/HR.

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

ARBOR TEMPS 459-1166

APPLY
TODAY

- Data Entry
- WordPerfect
- Lotus 1-2-3
- Switchboard
- Microsoft Word

ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060
(313) 382-2342

APPOINTMENT SCHEDULING
outgoing take charge person needed for doctors office. Medical office experience helpful. If you are a person with positive & a sense of humor, please call 477-7230

AREA/WIDE - Immediate openings. Livonia, Farmington, Hartland, Perry - clerical positions. Must be analytical and able to lift packages up to 70#'s. Part time, between 10am & 10pm. $5.50 to $6 to start. Call Norrell Services,953-8749

ASSISTANT MANAGER
for large rental community. Must have leasing and marketing ability. Full time, salaried live-on position. Call for date and time. 729-8027

ATTENTION!

MAIL CLERKS
FILE CLERKS
CLERK/TYPISTS

CALL TODAY- ALL AREAS
SYNERGY STAFFING
313-489-0700

ATTENTION!!
We Have 10 DATA ENTRY openings for the Plymouth area!!

CALL ELYSA TODAY!!
CORPORATE
PERSONNEL SERVICES
953-4190
NO FEE E.O.E.

AUTOMOTIVE BILLER experienced with state regulations. Some accounting preferred, inventory maintenance a plus. Excellent pay, benefits & paid vacation. Apply in person: Ferndale Honda, 21930 Woodward Ave., Ferndale.

AUTOMOTIVE BILLER
Ford dealer looking for an experienced and reliable Salary commensurate with experience. Paid vacation, insurance, pension plan. 8 days/week. Long term employment. Opportunity for advancement in sales or office. Apply in person: Fairlane Ford, M-59 & Airport Rd. Waterford. See Carol or Cris. 674-4781

504 Help Wanted Office-Clerical

BILLING PERSON - Must have computer skills. Capable of handling 400 accounts. Must know accounts receivable & payable. Send resume: PO Box 531117, Livonia, MI 48153

FULL CHARGE BOOKKEEPER/
ACCOUNTANT - PART-TIME
Established law firm located in Bloomfield Hills requires a conscientious, aggressive and knowledge employee for key position as Full Charge Bookkeeper/Accountant on part time basis (approx. 20 hrs/wk week). Must be experienced in operating an internal accounting (general ledger, accounts receivable, financial statements, bank reconciliation, etc.) and related functions (including payroll tax returns) of the firm's internal accounting records on a computerized accounting software system. Must have the desire to meet the daily challenges of handling the financial transactions of a medium sized law firm. Compensation commensurate with ability. Send resume with salary history and hourly rate requested to: Personnel, 2550 Telegraph Road, Suite 250, Bloomfield Hills, MI, 48302.

INSURANCE AGENCY needs experienced, full time bookkeeper. Implied computer system knowledge required. Must be able to handle all phases of insurance bookkeeping. Insurance helpful. Salary commensurate with experience. Call Frank Hand Agency, 476-1177

BOOKKEEPER
Experienced through trial balance and financial statements. Birmingham area. Public accounting firm. Flex hours available. 644-1040

BOOKKEEPER - Full time. Experience required. 20411 W. Twelve Mile Suite 201, Southfield.
call Mark Abramson at 352-5520

BOOKKEEPER - full charge thru financial statements, full time position for well established manufacturing company. Recent experience required. Salary commensurate with ability. Send resume to David Grindel, 30230 Orchard Lake, #250, Farmington Hills, MI 48334

BOOKKEEPER
Experienced through trial balance and financial statements. Birmingham area. Public accounting firm. Flex hours available. 644-1040

BOOKKEEPER - Full time, Experience required. 20411 W. Twelve Mile Suite 201, Southfield.
call Mark Abramson at 352-5520

BOOKKEEPER - full charge thru financial statements, full time position for well established manufacturing company. Recent experience required. Salary commensurate with ability. Send resume to David Grindel, 30230 Orchard Lake, #250, Farmington Hills, MI 48334

full charge for Southfield law firm. Call Renee Tues, Thur, or Fri at: 353-7750

BOOKKEEPER
Full charge - handle financial statements, payroll, taxes, computer expertise. Part time. Flexible hours. Beautiful offices in Farmington Hills area. Resumes to: Ben Schwartz
Harper Associates,29870 Middlebelt
Farmington Hills, MI 48334

BOOKKEEPER & GENERAL OFFICE
for small office company. Part time, approximately 20 hours per week, experienced only. Call 8:30am to 3pm, Mon. thru Fri. 427-4243

BOOKKEEPER.
Insurance agency in Southfield has opening for bookkeeping person. Full charge position including all accounting functions. Full time position. Opportunity for right person. 355-4400

BOOKKEEPER/PART-TIME
Multi-line insurance bookkeeper. Responsible for Accounts Receivable & Payable, payroll, Macintosh experience. Non-smoker. Call 615-4444

BOOKKEEPER. Part-time for busy Southfield Law Office. Must have bookkeeping, typing & billing experience. 2-4 days depending on qualifications. Send resume to:
Office Administrator
P.O. Box 215
Southfield, MI. 48037

BOOKKEEPER/STAFF ASSISTANT
Bloomfield Hills firm seeks full time bookkeeper/staff assistant. Non-smoker. Job requires computer literacy, pleasant environment. Fax resume to: 258-3812 or mail to: Box 341 Bloomfield Hills, MI 48303-0341

CALL NOW
DATA ENTRY
OPERATORS
Part-Time & Full-Time.
Flexible hours. $7 pay.
Temporary to Permanent.
Call ADIA
525-0330

CHALLENGING & UNIQUE - opportunity with busy limousine service. Answer phones, book runs, dispatch, and minor secretarial duties. Must be pleasant and enjoy working. Send resume to: 27777 Tara Ct., W. Bloomfield, MI 48323.

CHURCH SECRETARY
Shorthand, typing and computer skills. Livonia area. Contact:
Father Pierson at 422-0010

CLERICAL ASSISTANT
PART-TIME
Small office with high standards seeks smart, hard working, detail minded individual for computer data entry, telephone coverage, light word processing & misc. projects. Respond: 30425, PO Box 795, Bloomfield Hills, MI 48303

CLERICAL/DATA ENTRY
$6-$8/hr. temporary positions in Pontiac, Auburn Hills & Livonia. Flexible hours. Must have data entry experience helpful.
IT Employment Group 583-1919
Never a Fee eeo/mh

CLERICAL HELP NEEDED for Farmington Hills property management company. Good job and benefits. Multi-line phones. Computer experience helpful. Send resume and salary history to: P.O. Box 2480, Farmington Hills, MI 48333

CLERICAL NEEDED
For large Southfield Office.
Typing & computer skills required.
Call 353-5800 Ext. 5175

CLERICAL PERSON for accounting department in fast paced growing Troy international corporation. In addition to high school diploma, the entry level position requires excellent organization & communication skills. Work experience preferred & ability to perform multiple tasks. Call Dawn 828-0436

CLERICAL
We are looking for a detailed oriented individual to use our Macintosh computer for word processing & spreadsheet applications. Position is for a self-motivated person who will interact with sales reps. Must have excellent telephone, strong word processing skills and ability to handle multiple responsibilities. Send resume & salary requirements to:
REACH MAGAZINE
28100 Northwestern, #250
Livonia, MI 48150

CLERK
Troy CPA firm seeks a clerk to help coordinate tax processing fees for clients. Must have high energy level and able to work a lot of overtime. Call 649-0909

CUSTOUER SERVICE/
GENERAL OFFICE
Local company opening in the metro area is looking for enthusiastic, money motivated individuals looking for a growth minded opportunity. Must enjoy phone work and people contact. Advancement potential. Salary + commission, paid holidays, vacations and benefits.
Must resume to Mr. Thompson, #9785 13 Mile Road, #290, Southfield, MI 48075

CUSTOMER SERVICE

Busy office in NW suburbs requires conscientious customer service person to maintain daily contact with customers taking orders, pricing, purchasing & expediting. Good telephone rapport is must for our order desk. Excellent working conditions & good benefit package. Send resume to Customer Service, P O Box 486, Farmington, MI 48332-0486

We promote a drug-free environment. Substance abuse testing is part of the pre-employment process. E.O.E.

DATA ENTRY BOOKKEEPER
Part time needed for A/R A/P, and misc. office duties. In a small informal office. Flexible 25 to 30 hours a week between 9 AM-5 PM, Mon. - Fri. experience helpful $6/hr. Apply in person at: 13042 Fairlane Livonia, MI 261-5988

504 Help Wanted Office-Clerical

CLERK TYPIST

Needed for fast-paced office in Southfield. Good typing skills, phone etiquette, filing, & general office skills. 60wpm. Send resume to: Office Manager, PO Box 2040, Southfield, MI 48037-2040

CUSTOMER SERVICE
Full/part time, long term opportunities with prestigious Troy and Auburn Hills firm. Light typing & phone experience. Two shift opportunities. Call Claire 646-7666
Unforce Temporary Services

ATTENTION
★ DATA ENTRY
- Day shift, Mon.-Fri.
- $7-8/hr.

442-2255

DATA ENTRY CLERK

Large company located in Troy seeking individual with good alpha/numeric skills. Great pay and benefits.

CONTEMPRA
583-9500

DATA ENTRY
Evenings & Saturdays. Speed & accuracy required. Start immediately. Livonia. 425-6592

DATA ENTRY
Excellent opportunity for individual with 5000 + keystrokes with Lotus/Symphony. Start $7.50/hr.

Call OFFICETEAM today.
Phone Fax
358-0222 358-0941
28588 Northwestern Hwy.
Southfield, MI 48034
Vacation/Holiday Pay
Health Care Benefits/EOE.

DATA ENTRY
Local CPA firm has opening for Data Entry person for bookkeeping dept. Must have experience with Word Perfect 5.1 & Lotus. Knowledge of Quattro a plus. Send resume to: Ann Arbor Tax, 2568 W. Stadium Blvd. Ste. 10 ml. Ste. 220, Southfield 48074

DATA ENTRY
Major suburban corporation has immediate opportunities for needs experienced data entry operators with 10-key skills & attention to detail. Excellent earning potential. Call Dorothy Day Personnel 645-7700
Unforce Temporary Services

DATA
ENTRY OPERATOR/
BILLING CLERK
AFTERNOON SHIFT, 3-11:30PM.
Westland area.
Call for appointment.

ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060

DATA ENTRY/RECEPTIONIST
Persons wanted full or part time for receptionist duties/data entry/filing. Will train on our computer/phone system. Pay between $5.65 & $11/hour. Call Sam 305-6847

DOCKET CLERK to work in New Center area law firm. Experience with computer data entry, filing, typing of 40 WPM, filing/records background. Strong work ethic and attitude required. Send resume and salary history to: Karen Hurley, 1900 Guardian Bldg, 1001 W. Grand Blvd., Detroit, MI 48202.

DOWNTOWN LAW FIRM. Seeks Accounts Receivable Clerk. Must work with a minimum of 2 year accounting & computer experience. Lotus 1-2-3 a plus. Send resume & salary history to: Human Resources Coordinator, Berry Moorman, King & Hudson 600 Woodward Bldg, Detroit, MI., 48226. No phone calls please

DO YOU LOVE WEDDINGS!
Good communication & telephone skills needed for busy bridal office position. Data entry experience helpful
258-1581

ENTRY LEVEL POSITION
For Accounts Payable/Utility Clerk for fast-paced property management company. Lotus and 10 key required. Starting salary $5.00/hr. Send resume to: S. A. P. O. Box 2360, Farmington Hills, MI., 48333.

EXECUTIVE SECRETARY
Suburban location. Growing company seeks individual with strong background for this super spot. Must have Word perfect and Lotus or Excel.
Prior shorthand & typing experience needed. To $32K
Dorothy Day Personnel
962-0565 or fax 962-2571

EXECUTIVE SECRETARY
To $26,000

International corporation seeks executive assistant with top notch skills for its corporate officer. Shorthand required. Strong interface with top level management. Automotive or legal experience a plus.
Diversified Employment
344-6700 FAX 344-6704

EXECUTIVE SECRETARY
Opening with a national company in Northwest suburb. Requires a minimum of 2 years WordPerfect, shorthand. Prior secretarial experience. Excellent telephone and organizational skills required. Competitive salary & benefits package. Resumes to: Box 880
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Supply opportunity in western suburbs for flexible, detail oriented professional with excellent computer and interpersonal skills.

Call OFFICETEAM today!
Phone Fax
358-0222 358-0941
28588 Northwestern, #250,
Southfield, MI 48034
Vacation/Holiday Pay
Health Care Benefits/EOE

Experienced Legal Secretary, Real Estate, Southfield.
WordPerfect, light bookkeeping & payroll. Kathy 353-5060

FILE CLERK/MESSENGER for Southfield law firm. Full time position. Reliable transportation. Send resume to: Human Resources, Kohn & Rolls, Maccabees Center, 5th Floor, 25800 Northwestern Highway, Southfield, Michigan 48037-0187

GENERAL OFFICE
POSITION
Flexible, short-time position available, 10am-3pm, 4 days per week. Windows experience a major plus. Some benefits available. Send a brief letter of interest or resume to: Retirement Funding Trust, 30100 Telegraph Site #170, Bingham Farms, MI 48025

GENERAL OFFICE - Oak Park company looking for person full time. Answer phones, file and general office work. $5.50 to start, full benefits. Send replies to: Box 820
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

HELP!!!
We have immediate positions for:
- EXECUTIVE SECRETARY
- BOOKKEEPER
- FREIGHT BILLER
- PAYROLL/ACCOUNTS PAYABLE

All positions are permanent and are in Livonia!!
CALL ELYSA TODAY!!
CORPORATE
PERSONNEL SERVICES
953-4190
NO FEE E.O.E. EOE

504 Help Wanted Office-Clerical

FRONT DESK
Interact with clients in this fast paced professional position. Qualified candidates will answer phones, greet guests and perform a variety of clerical duties. We need your current experience and high energy. Vacations plus holidays.
Call Rona 473-2933
Unforce Temporary Services

GENERAL OFFICE
BRIGHT Self starter needed for manufacturing office in Farmington Hills, prefer person with some experience in purchasing, inventory control or helpful. Must have general 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 A.M. - 3 P.M. 473-8025

GENERAL OFFICE
Small business in Plymouth seeking reliable, full-time person to assume general office duties, including phones, typing, filing, some bookkeeping.
454-0999

GENERAL OFFICE
Creative area of advertising agency needs person with some office experience, high energy level and computer skills. Call Sandra 799-3948
Unforce Temporary Services

GENERAL OFFICE
Personable secretarial with excellent organization skills for our contract department. Good telephone skills & computer involving experience essential. Send resume with salary desire to: Personnel Director, 17199 Farmington Rd., Livonia, MI. 48152. FAX: 477-1227.

GENERAL
SECRETARY

International company offers interesting variety of word processing. Good salary. Main ability needed here. $17,000 plus good benefits. Call Joan at 464-2000 Ext. 10
SNELLING PERSONNEL SERVICES

HIRING EVENT
Large company in Livonia is looking for various clerical positions. If you qualify for any of the following positions, please attend our hiring event at the Northville Hampton Inn located at: 20600 Haggerty Rd. (8 Mile at I-275) on Nov. 30th from 10 to 2 p.m. Positions are:
CHECK PROCESSING CLERKS
- Experience necessary

PAYMENT CLERKS
- Light math skills with knowledge of 10 key

RECONCILEMENT CLERK
- Knowledge of debits & credits, along with strong analytical ability.

DATA ENTRY OPERATORS
- 8,000 key stroke - per hour.

If additional information is needed, please contact:
SNELLING PERSONNEL
652-9008

HIRING NOW!
WordProcessors: $8-$12
Receptionists: $6-$8
Data Entry Clerks: $6-$8
Short & long term assignments

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

Immediate openings!!

DATA ENTRY
both part/full time. Answer 3 line call to use your 9000+ key strokes and attention to detail focusing into long term assignment with expanding firm. If you are looking for excellent hourly pay call Dora 648-8064
Unforce Temporary Services

INSURANCE agency in West Dearborn seeking full time Customer Service Rep. Homeowner & Auto experience a must. Property & Casualty licensed a plus. Must have strong above average salary and benefits package. Please phone
INSURANCE ONE
501-4360

INSURANCE
A growing Farmington Hills agency is seeking a full time, experienced commercial lines C.S.R. Call Don or Lynn at 553-7333

KEYPUNCH OPERATORS
Experienced only. 14,000 keystroke minimum. Days & afternoons available. Top Pay for quality operators Farmington. 474-1138

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TO EARN
HOLIDAY CASH!

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TELEMARKETERS
CUSTOMER SERVICE

CALL TODAY!
ONLY 6 WEEKS TILL CHRISTMAS
SYNERGY STAFFING
313-489-0700

LEGAL ASSISTANT
needed for non-smoking law firm. Looking for recent graduate with top academic credentials. Send resume to: Personnel, 2550 Telegraph Road, Suite #250, Bloomfield Hills, MI, 48302.

LEGAL SECRETARY
Full time, 2 years experience. Typing 45wpm, dictaphone, knowledge of 5.1 experience required. Knowledge of bankruptcy helpful. Small Birmingham office. Salary based upon experience, benefits. If interested please send resume to: Box 802,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Suburban law firm seeks full time player to assist busy attorneys. Must have excellent secretarial skills, including WordPerfect 5.1 & shorthand, plus strong administrative & organizational abilities. Competitive salary & benefits. Resumes to:
L. Carlson, 2290 W. Maple Road Ave., Ste 350, Bloomfield Hills, 48304

LEGAL SECRETARY, PART TIME
needed for Southfield law office. Must have previous experience. Criminal law background preferred. Good typing skills including proficiency with WordPerfect required. Contact Terri at 353-8300

LEGAL SECRETARY: Experienced. Small Southfield Firm. Strong W.P. 5.1 able to perform minimal bookkeeping and accounting. 354-0380

LEGAL SECRETARY wanted for Southfield personal injury firm. Word Perfect 5.1 experience necessary. 354-6644

LET YOUR
EXPERIENCE WORK
FOR YOU
If you have experience in these areas please call immediately.

- Word Processors
- Data Entry Operators
- Receptionists/Switchboard Operators
- Clerks

TODAYS
TEMPORARY
649-4455

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Two attorney office; some experience required; duties include Word Processing, filing, billing & other general office duties; good typing skills required.
Please send resumes to: Box 834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY

Progressive Northern Oakland County company is in search of an efficient, self motivated, experienced Secretary. Legal experience is preferred. Must be an accurate typist with good organizational skills. Proficient use of WordPerfect a must.

Qualified candidates send resume and salary requirements to:

PERRY DRUG STORES, INC.
ATTN: Human Resources
2400 Perry Drive
P.O. Box 430001
Pontiac, MI 48343-0021

LEGAL SECRETARY, part time, experienced. Computer literate, 5.1. Southfield Brit Mem. Mon., Wed. & Fri. Mail resume to: Box 872
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY/PART TIME
Southfield lawyer wants mature, flexible, experienced person to work approximately 20 hours per week. WordPerfect 5.1. Send resume to: Box 742
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARIES
needed for plan sponsor law firm. Trainee Secretary - recent high school graduate. Secretary with high academic skills.
Experienced Secretary - 3-5 years experience preferred. Both need have computer skills & type 60-80 wpm. Send resume to: Dept. 250, Telegraph Rd., Suite 250, Bloomfield Hills MI 48302

LEGAL SECRETARY
Bright, independent, excellent skills; 2 years legal & WordPerfect; non smoking; Call Karen. 645-1003

LEGAL SECRETARY
For Birmingham law firm. Minimum 3 yrs. litigation experience. WordPerfect experience necessary. Salary commensurate with experience. Please call: 539-1234

LEGAL SECRETARY needed for law office in Troy/Birmingham area. Litigation practice experience preferred. Must be proficient on WordPerfect. Call Mark: 649-5330

LEGAL SECRETARY
Prestigious firm seeks experienced legal secretary for this busy spot. Minimum 2+ yrs experience as a legal secretary, good computer skills, typing 70+ wpm, excellent communication skills. To $26K
Dorothy Day Personnel
962-0565 or fax 962-2571

LEGAL
SECRETARY
TO $26,000

Rare opportunity with major firm. Challenging & diversified duties. Work for two attorneys. 2-3 yrs. legal experience. Good organizational skills