## 502 Help Wanted Dental-Medical

**Registered Nurses**
(PART-TIME)
Needed at Northville Regional Psychiatric Hospital. Shifts are 7am to 3:30pm; 3pm to 11:30pm; And 11:15pm to 7:15am. These may be adjusted on an individual basis. Pay rate up to $23.00 an hr. Please contact Mrs. Hall, Director of Nursing at 349-1800, Ext. 2231 Northville Regional Psychiatric Hospital, 41001 7 Mile Rd., Northville, MI 48167
An Equal Opportunity Employer

REGISTERED NURSES
Child-Adolescent programs. We have new openings for RN's, including charge positions, on the midnight shift, in our child and adolescent programs. Havenwyck Hospital is a modern 120 bed facility conveniently situated in a scenic location in Auburn Hills. We are closer than you think, 15-30min to downtown Birmingham, W Bloomfield, & Farmington Hills, easily accessed from I75 expressway. We offer a competitive wage package including an excellent shift and weekend premium. Call for an appointment to discuss the nursing opportunities we have in our children and adolescent programs, and ask us about our sign-on bonus for full and part time positions. Contact Sue Chran, Human Resources Dept., Havenwyck Hospital, 1525 University Dr., Auburn Hills, MI 48057 373-9200 ext 277
An Equal Opportunity Employer

REHABILITATION NURSE
Position available in established rehab consulting firm in Southfield. R.N. and minimum 2yrs insurance rehabilitation experience required. CIRS preferred. Salary and car program commensurate with education/experience. Benefits available. Send resume in confidence to: Sandy Yangouyian, 27041 Southfield Rd., Ste 200, Lathrup Village 48076

**RN**
FULL OR PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTENGALE WEST
8365 Newburgh Rd
Westland, near Joy Rd
An Equal Opportunity Employer

**RNS & LPNS**

One of the most important decisions in your nursing career will be the organization and the area in which you choose to practice.

At Plymouth Court, we are dedicated to providing the highest quality in long-term care and we have established certain levels of excellence which have set us apart from other long-term providers.

We are currently recruiting for RNs and LPNs who possess the genuine desire to work with the elderly. In turn we offer: competitive compensation, advancement opportunities, a complete insurance package, job satisfaction and innovative surroundings.

Respond by calling for an appointment.

Plymouth Court
105 Haggerty Road
Plymouth, MI 48170
(313) 455-0510

An Equal Opportunity Employer

**RN's & LPN'S**
Part time all shifts. Apply at Mercy Bellbrook, 873 W. Avon Rd., Rochester Hills, MI 48063 656-3239
An Equal Opportunity Employer

RN
With an infusion background in pain management, TPN, enteral & chemotherapy. To work for a Hi-Tech Infusion Co. Position offers part-time flexible schedule. Includes patient & account Teaching/Training. For those interested in bringing the knowledge of hi-tech infusion therapy to both the professional & lay community. Please send resume Box 540 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SLEEP TECHNICIAN
Part time and full time positions open for sleep technicians at the Henry Ford Hospital Sleep Disorders Center. High School grad with college courses in the sciences required. Patient care experience a plus. Evening and night shift only. 8pm-12am or 8pm-8am. $8.45/hr. Send resume and college transcripts to Sleep Center, Henry Ford Hospital, 2921 W. Grand Blvd., Detroit, MI 48202, Attn Mr. Fortier

X-RAY TECH/MAMMO TECH
Must be registered, wanted full time in Medical Clinic in Northville
Call Kathy or Sue at 349-1100

## 502 Help Wanted Dental-Medical

SOCIAL WORKER for 210 bed Long term care facility located in Western suburb. Nursing home experience preferred. Degree in social work required. Salary commensurate with experience. For appointment, call 326-6600

X-RAY TECHNICIAN
DMC WOODLAND
HEALTH CARE CENTER
Detroit & Novi
Call Ron, 538-4700, Ext 579
Affiliated with the
Detroit Medical Center
An Equal Opportunity Employer

X-RAY TECHNOLOGIST needed full time. Must be registered or registry eligible to service nursing homes with mobile X-ray company. Call Mon.-Fri., 9am-2pm. 358-4414

## 504 Help Wanted Office-Clerical

**ACCOUNTANT/SR.!**
**FEE PAID - $28-$32,000**
A newly created position. Will need at least 3-4 yrs. experience in wholesale, distribution or a manufacturing area. A good general accounting background is valuable. Great benefits include dependents.
649-6797 or 967-0565
**DOROTHY DAY PERSONNEL, INC.**

ACCOUNTING CLERK - hotel accounting background preferable. Please send resume to Clarion Hotel, Attn Ron Avard, 31525 12 Mile Rd., Farmington Hills, 48018

ACCOUNTING/PART TIME
Position available in Rochester area. Must have computerized accounting experience through financial statements 656-1881

**ACCOUNTING CLERK**

Amicare Services, Inc. is a multichain home health organization sponsored by the Sisters of Mercy Health Corporation. We are now looking for an Accounting Clerk.

This position includes preparing and processing of accounts payable and cash deposits. Matching receiving slips to purchase orders and invoices, reconciliation of bank statements, entering A/P vouchers into the computer, and preparing cash reports and intercompany billings are key responsibilities of this position. One year experience in a related area is required. An educational related background is preferred.

Please send your resume to:

Human Resources Manager
**Amicare Services Inc.**
34605 Twelve Mile Road
Farmington Hills, MI 48331-3221

An Equal Opportunity Employer

**ACCOUNTING/ GENERAL OFFICE CLERK**
Highland Superstores has an immediate opening for an Accounting/General Office Clerk in our General Accounting Dept. Requirements include a working knowledge of Lotus 1-2-3 & general office background. Knowledge of basic accounting (i.e. Debits & Credits) & experience operating a 10 Key Calculator, a Plus. We offer a competitive salary & benefit package. Please send your resume or apply in person to
**Highland Superstores**
Human Resources Dept.-A.C.
909 N. Sheldon Rd
Plymouth, MI 48170
An Equal Opportunity Employer

ACCOUNTS PAYABLE & RECEIVABLE CLERKS
Due to expansion we have entry level positions & need dependable, responsible, motivated individuals who are seeking long-term employment, possess the ability to work well with others, & possess necessary common sense to perform a variety of tasks in our Accounts Payable or our Accounts Receivable Dept. We will train the individuals who have these qualities. Apply in person, week days, 9am-4pm.
HANDLEMAN COMPANY
500 Kirts Blvd., Troy
(first stop light N. of 15 Mile)
(West of Livernois)
An Equal Opportunity Employer

ACCOUNTS Payable/Receivable PLYMOUTH - Computerized, manufacturing background dealing with "Big 3" in accounting. Some college. $17K range. Benefits. Fee Paid
**B. HAMIL PERSONNEL**
**424-8470**

## 504 Help Wanted Office-Clerical

**ACCOUNT CLERK**
CITY OF TROY
Requires high school graduate or GED with courses in accounting, bookkeeping, typing & business machines. 1 year experience in bookkeeping or accounting preferred. Salary $16,898 per year to start. Apply before Nov. 6, 1989 to Personnel, 500 W. Big Beaver, Troy.
An Equal Opportunity Employer

ACCOUNTING ASSISTANT
Excellent career opportunity with growing Financial Services company - for self-starter, motivated candidate. Should have 2-3 yrs. experience with A/P, G/L, preparation of Accounting reports, Financial Statements. Good references, a Must. Send resume with salary history, to Controller, MCA, 560 Kirts, Ste. 120, Troy, MI 48084

ACCOUNTING DEPT of large Real Estate Company needs bright individual eager to learn and train as assistant in receivables, payables and other accounting functions. Prior education or training helpful. Send resume to P.O. Box 8149, West Bloomfield, Mich 48304-8149

ACCOUNTS PAYABLE
Computer input-office clerical. Full time or part time, Novi area. Please send letter or resume with wages expected to P.O. Box 605, Novi, Mich. 48050
An Equal Opportunity Employer

ACCOUNTS PAYABLE, switchboard, insurance administration. Full benefits. Send resume to
C. K., PO Box 92,
Royal Oak, MI 48067-0092.

ACCOUNTS PAYABLE
CONSTRUCTION - DEARBORN
Lotus 123, full charge bookkeeper familiar with lien laws. $22K minimum range. Benefits. Fee Paid
**B. HAMIL PERSONNEL**
**424-8470**

ACCOUNTS PAYABLE Secretarial Position. Excellent benefit package. Some computer knowledge helpful but willing to train. Salary commensurate with experience. Please submit resume to Dunn Blue Print Co., 20390 W. 8 Mile Rd., Southfield, MI., 48075, attention Sharon Lessard.

*ACCOUNTS PAYABLE CLERK*
computer company is looking for a person with 1 yr. experience using a computerized accounts payable system. Knowledge of cash receipts & order entry also desireable. Please respond with salary requirements to Box 516 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE

For national headquarters offices. PC, calculator and math skills necessary. Good benefits. Rate dependent upon experience and ability. Submit resume or contact Mr. Zee, Lifetime Doors, 30700 Northwestern Highway, Farmington Hills, MI 48018 851-7700

ACCOUNTS PAYABLE. Position available in Downtown Advertising Agency. Candidate must possess good communication skills. 1 to 2 yrs related experience in accounting preferred. Knowledge of advertising and computers a plus. Salary commensurate with experience. Send resume to B.K.M.M. Inc. 130 S. First St. Ann Arbor, 48104. Attention Kathy. No phone call please

**ACCOUNTS PAYABLE**
**$16,000**
BENEFITS PLUS DENTAL. USE YOUR COMPUTER SKILLS FOR FRIENDLY FARMINGTON FIRM. FEE PAID. CALL TODAY.
**PERMANENT STAFF**
SOUTHFIELD 353-0505
FARMINGTON HILLS 737-5750
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK

Arbor Drugs, Inc. has an opening for a full time accounts payable clerk at our Troy corporate office. At least 1 year experience helpful. We offer a fully paid, competitive benefits package featuring personal, medical, dental & life insurance, as well as paid vacation & holidays. Submit resume with salary expectation to:

Accounts Payable Clerk
Human Resources Dep't
P.O. Box 7034
Troy, MI., 48007-7034
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
Livonia area. Detailed-oriented person with strong math aptitude & good organizational skills. Should be able to work with minimum of supervision. Accuracy, a Must! Computer experience perferred. Send resume to Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

## 504 Help Wanted Office-Clerical

ACCOUNTING CLERK
Livonia area. Entry-level position for detail-oriented individual. Candidate must have experience in billing, credit & collections. Typing required. Send resume & salary requirements to: Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE CLERK, billing and record keeping. Experience in WordPerfect, data base usage. Apply in person at: Fenner, Merstrom & Dooling, CPA's. 313-377-0900

**Accounts Receivable Clerk**

The growth of our international company has created an opening in our Accounting Dept. 1-2 years accounts receivable experience preferred including handling lock box deposits, posting cash receipts & closing & balancing to General Ledger. Data entry & 10-key calculator skills required. PLease send resume WITH SALARY REQUIREMENTS or apply in person between 9am-4pm at

Personnel Department

**AMERICAN YAZAKI CORPORATION**

6700 Haggerty Road
Canton, MI 48187

NO Phone Calls Please

An Equal Opportunity Employer

ACCOUNTS RECEIVABLE
OAK PARK - Credit and collection $16K range. Benefits. Fee Paid.
**B. HAMIL PERSONNEL**
**424-8470**

ACCOUNTS RECEIVABLE & Order Entry person needed for eastside company. Must have computer experience and general bookkeeping knowledge. 40 hours, full benefits. Contact Diane Hutton, 759-0600

**ACCOUNTS RECEIVABLE/PAYABLE SPOT**
Word processing a plus. To $16,000. Friendly people and good benefits. Fee paid. 399-3450.
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANTS - for major manufacturing & advertising company in Oakland County. Word Perfect, Display Write 4 or Lotus helpful (6 mos.) $10/hr. Call Lucy at Uniforce 357-0034

ACCOUNTS RECEIVABLE CLERK
Immediate opening for person in Accounts Receivable Department. Prior accounting & data entry experience desirable. Excellent salary with liberal fully company paid fringe benefits. Send resume with prior salary history to or apply at:
MICHIGAN CAT
24800 Novi Rd
Novi, MI., 48050
An Equal Opportunity Employer

**ADMINISTRATIVE ASSISTANT TO VP**
Successful, expanding design/build/development organization seeks high quality administrative assistant to Vice President of Development. Challenging, fast paced position requires professional individual with excellent interpersonal and customer relation skills, word processing (70 wpm) and dictaphone skills and at least 2 years office experience. We offer competitive salary and benefit package. Qualified candidate may forward resume and salary requirements to:
Human Resources
R. A. DeMattia Co.
45501 Helm St
Plymouth, MI 48170
An Equal Opportunity Employer

**ADMINISTRATIVE ASSISTANTS EXECUTIVE SECRETARIES**
TSI can give you the foot in the door to major corporations in Farmington Hills and Southfield locations. We are accepting resumes and personal interviews for professionals interested in these positions. Competitive wages & benefits given. Word Processing background necessary. We offer free training for individuals with typing speed of 40-50 wpm.
**TSI**
OFFICE SERVICES, INC.
489-8990
Farmington Hills

## 504 Help Wanted Office-Clerical

**Accounting Clerks**

Vlasic Foods, Inc. currently has openings available for Sales Accounting Clerks. To qualify, you need a high school diploma, with some college accounting courses desirable. Other requirements include 2-3 years accounting experience, ten-key calculator proficiency, and an attention to detail. Strong organizational and communication skills would be a plus. We offer competitive pay and benefits. For consideration, please submit your resume with salary requirements to:

**Vlasic Foods, Inc.**
Human Resources Dept. 117-89
26777 Halsted Rd
Farmington Hills, MI 48331

Applications will also be accepted between 9am and 3pm (No Phone Calls Please)

An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Full time position available in small manufacturing firm. Must have accounting experience and be able to handle large volume of paper work, good communication skills essential. Apply in person: Moeller Mfg. 47725 Michigan Ave, Canton or call between 8:30-3pm. 482-8383

ACCOUNTS RECEIVABLE
Well established organization is looking for a dynamic individual to join our accounts receivable team. 1 yr. collection experience is necessary. CRT knowledge a plus. Send resume with salary requirements to Mr. Carlson at P.O. Box CN 3335, Livonia, MI 48150

ADMINISTRATIVE ASSISTANT/ BOOKKEEPER, for construction & property management office. Must have experience. Send resume & salary requirements to:
32400 Telegraph Rd. #205, Birmingham, MI 48010

**ADMINISTRATIVE SECRETARY**
*$18,000, fee paid.* Good benefits. Growing suburban firm, variety spot, some accounting, word processing and general office. 399-3450.
SNELLING & SNELLING

ADMINISTRATIVE ASSISTANT
Birmingham office. Administrative, bookkeeping, secretarial responsibilities with new financial institution. Macintosh computer experience, word processing and database preferred. Opportunity to grow with company. Competitive compensation package.
Great Lakes BIDCO
180 Oakland Avenue
Suite 250
Birmingham, MI 48009

**ADMINISTRATIVE ASSISTANT**
**$16,640 FEE PAID**
This subsidiary of a major corporation needs your good communication and organizational skills to assist the account manager in all areas. This job has much to offer - better than Big 3 benefit package, advancement potential and a great working environment. If you are in search of a great job with excellent benefits and type 50 wpm., call Julie, 851-3660. Evening appointments available.
**SNELLING & SNELLING FARMINGTON HILLS**

ADMINISTRATIVE SECRETARY
Position available for individual who is organized, detail oriented, and is looking for a challenge. Knowledge of Multimate, Lotus 1-2-3, D Base & Graphwriter, record keeping, travel arrangements & general secretarial duties. Ventura Desktop publishing a plus. International company expanding to Detroit area, I-275-7 Mile location. Excellent opportunity to expand your horizons with an excellent wage. Call today for personal interview.

**MGM**
Office Services, Inc.

**474-7766**

AD-VISOR position, handling large volume of incoming/outbound phone calls. Excellent position for experienced customer service representatives & sales people. Above average salary + good commissions. Medical/fringe benefits & profit sharing with 100% tuition reimbursement program. Nice local office. Call for directions 478-7355

## 504 Help Wanted Office-Clerical

ADIA

**Receptionists**

Permanent opportunities available in Bloomfield Hills & Farmington Hills. Excellent telephone/communication skills required along with light typing. Good salaries with full benefit package.

Call Barl 855-8910

**ADIA**
The Employment People
EOE NO FEES, NO CONTRACTS

ADMINISTRATIVE ASSISTANT
Rapidly growing plastic materials company needs administrative assistant with knowledge of office procedures, computer skills, accounts receivable, inventory and misc. Call for interview Mr Wilson 559-5300

A RECEPTIONIST - for major Troy manufacturer, 3-6 mos experience on Dimension, Executone, Merlin or Rolm. $14,700. Call Sally at Uniforce 646-7664

Amicare Home Health Services, a multi-chain home health organization sponsored by the Sisters of Mercy Health Corporation, is now looking for people to share in our growth.

**Claims Reviewer**

This individual resolves outstanding claims which involves working with Medicare on claim rejections and follow up on unpaid claims. Medical billing and collections experience is required. Home health care billing experience preferred.

**Data Processor**

Duties for this position include entering medical data, transmitting claims to Medicare and generating claim reports. One to two years data entry experience is required. Medical terminology and LOTUS experience is a plus.

**Clerical Support**

Duties include creating and maintaining the system, copying and performing general clerical duties.

We'll match your skills with a competitive salary and excellent benefits. To apply, please send your resume to:

Human Resources Manager
**Amicare Home Health Service Inc.**
34605 Twelve Mile Rd
Farmington Hills, MI 48331-3221

An Equal Opportunity Employer

ASSISTANT OFFICE MANAGER
West suburban firm has immediate opening for assistant office manager. Must type 50 wpm minimum plus CRT data entry experience. Salary commensurate with experience. Send resume including salary history to Department 1166, P.O. Box 39114, Redford, MI 48239

## 504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
to director of regional marketing center of major corporation. Fast-paced position for career oriented professional with strong communication and secretarial skills. Management ability. Good word processing skills. Benefit package. Salary negotiable. Resumes only: Larry Degenfelder, 38555 Hills Tech Dr., Ste. 200, Farmington Hills, MI 48018

**ADMINISTRATIVE/ ASSISTANT**
Dearborn employer pays our fee & $16,500 for your typing of 60 wpm & word processing skills. A variety of duties includes phones, faxing, xeroxing & filing.
**#1 Personnel Place**
**274-4230**

ADMINISTRATIVE ASSISTANT
Immediate opening exists for an experienced administrative assistant for an engineering support center in Southfield. Successful candidate must exhibit a great deal of initiative and professionalism with an ability to work independently. This is a very visible position which also requires excellent secretarial and communication skills, involving a variety of responsibilities and an opportunity for growth and advancement. Salary is commensurate with experience. Please send resumes with salary requirements to: Dassault Systems USA, 4000 Town Center, Ste 655, Southfield, MI 48075 Equal Opportunity Employer M/F

**ADMINISTRATIVE ASSISTANT**
**$7.00 Per Hour To Start**

High earnings working in our West Bloomfield executive Offices with the latest in computer terminal equipment.

Your ability to organize and process detailed reports will enable you to take advantage of this exceptional opportunity.

Attractive benefits include life & health care coverage, paid holidays, vacations, complimentary spa membership and much more.

Call D. Levey between 9am and 12 noon for a telephone interview which may lead to a personal interview.

**737-7888**

A WORD processing administrative assistant for international corp. in Oakland County. 3-5 yrs experience on Display Write 4, type 70 wpm, will work in sales area. $18-$22,000. Call Maxine at Uniforce 646-7663

BOOKKEEPER - Full charge for Farmington Hills firm. Send resume to: PO Box 40 Southfield Mi. 48075. 737-9352

**BILLING CLERK**

This position requires 1-2 years clerical accounting experience, with some college level accounting courses desirable. Strong verbal and written communication skills are necessary along with 10-key proficiency and an attention to detail. We offer competitive pay and benefits. For consideration, please submit your resume to:

**Vlasic Foods, Inc.**
Human Resources Dept. 149-89
26777 Halsted Rd
Farmington Hills, MI 48331

An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

A & W RESTAURANTS, INC. is seeking a self motivated, professional individual to perform secretarial duties at our corporate headquarters. Requirements include:

- Excellent typing skills (60 wpm)
- Superior written & verbal communication skills
- 2 yrs. secretarial experience
- IBM PC WordPerfect experience a plus

A & W offers excellent working conditions, a competitive salary & benefits package. Qualified candidates please apply to:
A & W Restaurant, Inc.
Attn: Human Resources Department
17197 N. Laurel Park Dr.
Suite 500
Livonia, MI., 48152

BANK TELLERS

Michigan National Bank is accepting applications for Customer Service positions for our many conveniently located offices. Cash or figure work experience required. We offer competitive pay, benefits and growth opportunities. All successful candidates will be tested for substance abuse. Applications are accepted Tuesdays - Thursdays, 10am-2pm at our Farmington Hills Corporate Headquarters, 27777 Inkster between 10-12 Mile Roads. (Enter last doorway on front of building.)
An Equal Opportunity Employer

BOOKKEEPER - EXPERIENCED
No smoking. Send resume to Mrs. S. at Jober, Inc., 27150 W. 8 Mile, Southfield, MI 48034.

BOOKKEEPER. For an Accountants office. Experienced on computer, payroll taxes, bank reconciliations, some typing. Only qualified persons need apply. Salary based on experience. Farmington Hills.
Call 553-2979

BOOKKEEPER
Experienced double entry Bookkeeper is needed for property management company. Computerized accounting experience is necessary, preferably with a multi-company format. Work hours are 9-6 Mon-Fri. If you are interested in working in a busy office & meet our qualifications, send your resume to:
McKINLEY PROPERTIES
Bookkeeper Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

BOOKKEEPER-Full time with growing company. Accounting knowledge a must. $200 wkly. Call Carol between 9-6pm, 458-5010

BOOKKEEPER-Full charge through financial for contracting firm. Computer experience required. Job available 12-4-89. Resume to 25255 Glendale, Redford MI 48239

BOOKKEEPER - FULL CHARGE
for fast paced growing Birmingham office. Accounts Receivable/Payable, Payroll and General Ledger background required. Must have computer knowledge and experience. Medical billing background and Lotus software knowledge a plus. Send resume & salary requirements to: Personnel Office, 3911 Rochester Rd., Troy, MI., 48083

## 504 Help Wanted Office-Clerical

**BIG THREE AUTOMAKER**

- TOP PAY (To $11 an hour. Every Friday
- HOLIDAY PAY
- LONG TERM ASSIGNMENTS
- FREE TRAINING

WE need experienced.

- WORD PROCESSORS
  Displaywrite IV
  NBI
  WANG
  WORDPERFECT
  DECMATE
- ACCOUNTING CLERKS
- SECRETARIES
- LEGAL SECRETARIES
- TYPISTS (55 wpm)

**SNELLING TEMPORARIES**

CALL TODAY
Troy 528-5122 Detroit 871-2700

BOOKKEEPER, full time, Southfield. accounts receivable/payables, filing & misc. administration. Will consider training right person. Call, 352-1568

**BOOKKEEPER FULL CHARGE**
North suburban doctor's office looking for computerized bookkeeper thru financial statements. Health care experience including 3rd party insurance necessary. Multiple sets of books a big plus. Supervises 2. Excellent opportunity! To 25K.

**HALF**
Robert Half of Michigan, Inc
26568 Northwestern Hwy., #250
Southfield, MI 48034
**358-2300**
All Fees Company Paid
Part of World's Largest
Financial Placement Network

**BOOKKEEPER**
Large property management company located in Southfield has opening for accurate, detail-oriented individual to handle accounts receivable. Typing skills and computer knowledge helpful. Send resume to: Bookkeeper, P.O. Box 5071, Southfield, MI., 48086

**BOOKKEEPER**
Local furniture retailer seeks a detailed self-starter with strong organizational skills to work in their corporate office. Experience with computerized accounting system and three years work experience a must. Competitive salary and benefit package offered. For consideration, send resume and salary history to
La-Z-Boy Showcase Shoppes
23350 Commerce Dr.
Farmington Hills, MI 48024
474-1341

**ADMINISTRATIVE ASSISTANT**
**EXECUTIVE SECRETARY**
National printing ink manufacturer requires an Administrative Assistant/Executive Secretary for its Redford headquarters' staff. Qualifications include typing of 70 wpm, dictaphone, knowledge of IBM, PC, accounting and/or financial background.

Send resume to:

Flint Ink Corporation
**Flint Ink Corporation**
**25111 Glendale Ave.**
**Redford, MI 48239**
*An Equal Opportunity Employer*

**JUST CALL...**

Bartech Temporary Services for QUALITY assignments!

- Office Automation
- Stenographic
- Accounting
- Secretarial
- Data Entry
- Clerical

Long and Short Term Assignments Available Great Benefits

**JUST CALL...484-1370**
ASK FOR DEANNA

**Bartech Temporary Services**

# HOME & SERVICE GUIDE

**DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION**

## 05 Hauling

A-1 HAULING - Moving. Scrap metal, Cleaning basements, Garages, stores, etc. Lowest prices in town. Quick service. Free Est. Serving Wayne & Oakland Counties. Central location. 547-2764 or 559-8138

FOR A LOAD OFF YOUR MIND
Call Take-A-Way Trash Service
334-2379 or 332-1247
We specialize in 1 time pick-ups. Prompt service to Birmingham - Bloomfield areas

ONE-TON TRUCK & DRIVER
Local & Over-the-road
Anywhere - Anytime
Leave message Paul, 729-6267

WEE-HAUL
Garage, basement, yard clean-up. Residential or contractor site clean-up. Light demolition, fair prices. 363-9250

## 108 Heating & Cooling

AIR SYSTEMS
CUSTOM INSTALLATION
All Furnace Repairs
Discount Prices. 471-0887

FALL SPECIAL! - Res/Comm.
Clean & Safety Check!
Gas Furnace - $38.50 Oil - $52.50
Franklyn-Aire - Lic 355-1810

HEATING - AC - HUMIDIFIERS
Sales, Installation, Service
Low Prices. Work Guaranteed
Licensed 937-0785

## 110 Housecleaning

A-1 CLEANING
Reliable & efficient. Good reasonable rates, weekly & bi weekly. Call Julie 331-6089

**HOUSECLEANING**
Experienced, Reasonable Rates. References. Bobbie 421-2326

MAID SERVICE
Experienced in cleaning homes professionally for 9 yrs. Offering complete general cleaning, laundry, etc. We provide bonded, mature personnel. For old fashioned results, contact: SUSIE'S HOME SERVICE 8am-8pm 563-6321

## 123 Janitorial

ATTENTION BUSINESS OWNERS
Maint Matters Inc. Complete janitorial comm'l serv. Family owned. 354-8167, 775-0898 927-5908

CAROLYN'S JANITORIAL SERVICE
Home & Office Cleaning.
We also do Windows.
Call: 582-8940

WE CLEAN your home, office, anywhere. We paint at very low prices. Crystal Clear Clean. Serv. For info call 835-5927, or beeper #430-4276

## 129 Landscaping

ADMIRE YOUR YARD
Complete new & renew Landscaping
Sodding - Schrubs
Underground sprinkler systems installed & serviced. Trenching, downspout burial, drain tile work.
Grading - Trucking - Decks
HACKER SERVICES 474-6914
QUALITY SINCE 1946

FALL CLEAN UP
Soding/reseeding/shrub removal.
Drainage Problems Repair
Leave message, Paul. 729-6267

IRON HORSE ENTERPRISES, INC.
Bull Dozing & Tractor Work
Topsoil & grading, weed cutting, ... 261-1547

## 129 Landscaping

**Apple Landscaping & Diversified Services**
- Landscape Design & Installation
- Sod & Seed ● Clean-ups
- Tree & Shrub Maint. & Removal
- Concrete ● Gravel Drives
- Snowplowing & Salting

Thanks to our Customers, we have expanded our services to better fit your needs. Free Est. 535-6066

**IT'S NEVER TOO EARLY**
To have a professional landscape design service turn your ordinary yard into a showcase environment. We have 16 years of professional experience and specialize in patios, blue stone, carousel stone and clay brick. Retaining walls, plantings and sprinkling systems. Call
**Grow Rite Design Service**
Free Estimates. 683-4270

LaCOURE LANDSCAPING
Sprinkler systems blown out. Trees, shrubs planted. Snowplowing, salting Comm'l Ind. 354-3213, 489-5955

**NOBLE'S LANDSCAPE SUPPLIES**
**BOULDERS**
- Decorative & Driveway stone
- Topsoil ● Peat-Topsoil Mix
- Shred Bark ● Wall Stone
- Interlocking Pavers ● Patio Blocks ● Landscape Timbers
Pick-up or Delivery
**474-4922**

Q & Q GRADING
Back filling, loading & hauling
Top soil & gravel
477-2805

STEVES GARDEN SERVICE
14 Yrs. excellent service. 20x30' garden rototilled, $24. Fall Special. $2 off with this ad! 531-4002

## 135 Lawn Maintenance

AAA MICALLEF'S LAWN SERIVCE
Fall Clean-up. Shrubs trimmed. Snow removal. Free Estimates.
Call. 358-1656

ABSOLUTE BEST LAWN CARE
Will cut lawns, rake leaves & fall clean-up. Reasonable rates.
Call Vic, 261-9707

FALL CLEAN UP
AND GUTTER CLEANING

CALL: 532-1857

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MARKS LAWN CARE
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