502 Help Wanted Dental-Medical

RN/LPN
Our newly remodeled nursing care center is actively recruiting for RN/LPN positions. Also seeking a full-time RN night supervisor, experience a plus. Excellent wages and new benefit package effective 10-1-89. Come work where you can enjoy working. Please call or apply at: Bedford Villa, ask for Director of Nursing, 16240 W. 12 Mile Road (between Southfield & Greenfield), E. of Pierce), Southfield, MI 48076.
557-3333
An Equal Opportunity Employer

RN'S
One 16 hour weekly shift and one for call-in position. Must have current RN license by State of Michigan with substance abuse experience desired. Send resume/apply:
BRIGHTON HOSPITAL
12851 E. Grand River
Brighton, MI 48116
(313) 227-1211
An Equal Opportunity Employer

SCHEDULER
for private patients in home care agency. Mature person with medical office background. Ability to handle change in an organized manner. Approx. 40hrs/wk. Basic computer knowledge needed. UHC 439-5141
An Equal Opportunity Employer

TYPIST/OFFICE ASSISTANT
Southfield surgery office. Type 50 wpm, 23-30 hr per week. Mon., Tues., Thurs & Fri 354-1154

X-RAY TECH & Medical Assistant, experienced, needed Tuesdays & Wednesdays 1-5:30pm in Novi office. $75 bonus to renew. 624-2115

X-RAY TECHNICIAN
Part-time registered or eligible, 3 or 4 evenings. 4-9pm. Doctors office in Woodward area Berkley 543-2340

X-RAY TECHNICIAN
CMOH, INC.
HEALTH CARE CENTER
Detroit & Novi
Call Hon. 538-7200, Ext. 579
Affiliated with the
Detroit Medical Center
An Equal Opportunity Employer

X-RAY TECHNOLOGIST part time days, every other weekend. Perfect for some mamo experience but will train. 352-7600

X-RAY TECHNOLOGIST needed full time. Must be registered or registry eligible to service nursing homes with modern equipment. Call Mon.-Fri., 8am-2pm. 358-4414

X-RAY TECH
Registered, full or part time, days, Mon. thru Fri. Call Jill 561-8794

504 Help Wanted Office-Clerical

ACCOUNTANT/OFFICE MANAGER
Growing suburban service contractor has opening in 2 get offices. Good benefits, computer system. Send resume and salary needs to: Personnel, 30230 Orchard Lake Rd., Ste. 200, Farmington Hills, MI. 48018.

ACCOUNTANT/OFFICE MANAGER
Full time. A small Plymouth based construction firm looking for a mature, dependable person with a strong accounting background. Secretarial skills and computer knowledge a must! Must have 3-5 yrs. experience. Send resume with salary requirements to: P.O. Box 831, Plymouth, Mi., 48170

ACCOUNTING
ASST./RECEPTIONIST
Full time position that combines light entry level accounting position with T-Ts, front desk receptionist duties. Prefer experience as front desk receptionist & accounting background. Computer knowledge helpful. Telegraph - 12 Mile area.
Health Care Professionals, Ltd.
357-7000

ACCOUNTING CLERK
Experienced only need computerized general ledger. Southfield area. Resume to Box 340 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

ACCOUNTING CLERK-Reception-ist. Good figure aptitude, WordPerfect and Lotus skills required.
537-3725

ACCOUNTING CLERK
Responsible for all A/P & A/R for busy distributor. Minimum 3 years experience in A/P & A/R. Good communication skills & computer experience required. Send resume to J.L.H. 23350 Hagerty Rd., Farmington, MI 48024, Attn: Mr. Fehlas

ACCOUNTING CLERKS
Accounts Receivable Opportunities
Highland Superstores is one of the largest Electronics & Appliance Retailers in the Nation. Within our expanding corporate accounting area, we have immediate openings for Accounts Receivable Clerks. Previous experience preferred.

We offer a competitive salary & excellent benefit package. Send your resume or apply in person to:
Highland Superstores
Human Resources Dept.-AC
909 N. Sheldon Rd.
Plymouth, MI. 48170
An Equal Opportunity Employer

ACCOUNTING
Suburban company has 2 positions available. Accounting background and computer experience or recent college work force, with good math skills and detail oriented. Salary, $13,000-$14,500. Plus great benefits. Call Mary at 464-0069.
SNELLING & SNELLING

ACCOUNTS PAYABLE/
INVENTORY CLERK
Experienced. Computer background required. Full time. Non smoking office. Send resume to Controller, Gelco Corp., 377 Amelia Dr., Plymouth, Mi. 48170

ACCOUNTS PAYABLE
Troy based firm seeks an experienced full time accounts payable clerk. Experience with calculator and 10 key required. Familiar with computer. Excellent benefits, pleasant work environment. Start immediately. Send resume to: Personnel, P.O. Box 1288, Troy MI 48099-1288

ACCOUNTS PAYABLE/PAYROLL
Person - immediate full time opening. Experience necessary. Wide variety of duties. Good benefits. Salary negotiable based on experience. For interview call M. Nickel
353-1155

ACCOUNTS PAYABLE
CONSTRUCTION - DEARBORN
Lotus 123, full charge bookkeeper familiar with sub trade. $225 minimum range Benefits. Fee Paid.
B. HAMILI PERSONNEL
424-8470

ACCOUNTS PAYABLE CLERK
Full time Accounts Payable position available with fast paced Southfield company. Excellent math skills required. Previous experience and computer familiarity a plus! Send resume to: P.O. Box 300, Southfield, Mi., 48037

504 Help Wanted Office-Clerical

ACCOUNTS Payable/Receivable
PLYMOUTH - Concentrated experience, manufacturing background a plus and "big 3" background a plus! Some college. $17K range. Full benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

ACCOUNTS PAYABLE CLERK
Growing rental chain seeks hard working, well organized individual with excellent follow up skills.
• We will Train You in Accounting & Bookkeeping Skills
• Experience of 1 year minimum required
• Excellent Benefits Package and working environment
Join the team of Michigan Rent-To-Own by calling 313-354-7440 or send a resume & salary requirements to 21655 Telegraph, Southfield, MI 48034

ACCOUNTS PAYABLE
CLERK
Successful restaurant chain headquartered in Farmington Hills has an immediate full time opening for an experienced Accounts Payable Clerk. Individual must be energetic, good with figures, and have computer experience. Good starting pay rate. If interested please send resume and salary requirements to: CR
Fresh Breeze, Inc. Dept. A Co.
26200 Telegraph Drive
Suite 500
Southfield, Mi., 48034 •

ACCOUNTS RECEIVABLE
Livonia area. This job requires a detail oriented individual with a strong math aptitude and good organizational skills. Should be familiar with a minimum of supervision, accuracy is a must, computer experience preferred. Send resume to Box 326, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE
DAK PARK - Credit and collection $16K range. Benefits. Fee Paid.
B. HAMILI PERSONNEL
424-8470

ACCOUNTS RECEIVABLE CLERK
Full time position with Redford Township. Previous experience preferred. Experience with 10 key calculator, CRT, typewriter required. Excellent benefits. Call Accounts Receivable Supervisor, Extension 239. 537-8700

ADMINISTRATIVE ASSISTANT
Person with good manager. Must be experienced in employee interviewing & screening with strong secretarial & communications skills. Send resume to: Gelco Corp., 377 Amelia Dr., Plymouth, Mi. 48170

ACCOUNTS RECEIVABLE/
COLLECTION CLERK
Well established Westland firm is seeking assertive accounting clerk to handle collections of industrial accounts. Highly responsible position; some experience preferred. Individual must have good communication skills, be a quick learner working with good typing. We provide excellent benefits & a competitive salary structure. Please submit resume, stating salary required to Box 408, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACT NOW
SECRETARY $18,000
Excellent opportunity! Prestigious Detroit Type firm. Computer & shorthand a plus. Great benefits.

RECEPTIONIST $14-$18,000
Front desk plus suburban offices. Fast paced. Room switchboard. Full benefits.

TYPIST $15,600
Directione typist in legal department of major firm. Full benefits.

For these & other openings
CALL TODAY
ALL FEES PAID BY COMPANY
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 353-0505
An Equal Opportunity Employer

ADIA
NO EXPERIENCE
NEEDED.
Adia has Data Entry Jobs available in Livonia. Light typing and some computer knowledge helpful. 2 shifts, 8am-4pm and 4pm-12am. For more information, please call to set-up an appointment:
525-0330
ADIA
Personnel Services
EOE NEVER A FEE

504 Help Wanted Office-Clerical

ACCOUNT ADMINISTRATOR - Southfield, typing 60 wpm, good organizer, insurance background, working with clients and large corporate accounts, benefits, $20,800 plus. Fee paid

EXECUTIVE - secretary, Bloomfield Hills, excellent typing, word processing, organizing, insurance industry experience, benefits, $23,000. Fee paid

JR. SECRETARY - Bloomfield Hills, good typing, Word Perfect, Word Data, Lotus 1,2,3, 3 yrs. experience, benefits $18,000. Fee paid

RECEPTIONIST - Southfield, Robin switchboard experience, typing 50 wpm, ability to handle busy board, typing 50 wpm, benefits, $18,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

ACCOUNTING CLERK
need detailed, responsible person with good math aptitude for an expanding, Payroll, & computer input. Must be detail-oriented & accurate. Excellent benefits. Apply in person: Alternate Acceptance, Inc., 12001 Levan Rd., Livonia
An Equal Opportunity Employer

ACCOUNTS PAYABLES/
RECEIVABLES
ENTRY LEVEL
A Novi/Wixom area manufacturing company is looking for a sharp and ambitious person to fill the Accounts Receivables Dept. This is a full time position with a small company environment for advancement. Call 347-3689

ACCOUNTS PAYABLE
We are seeking a full time accounts payable clerk for our Southfield office. Must have atleast 2 yrs. experience. Mature attitude a plus. Please send resume and salary requirements to: Box 412 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCTG. CLERK
FEE PAID - $15-$18,000
TROY, 2 yr. accounting degree nice but not required. Pleasant job position can lead to management. Look for large pool of applicants. Experience. Will work with A/R, audit, computer and more. Best benefits.
248-362-0063 or 689-6797
DOROTHY DAY
PERSONNEL, INC.

ADMINISTRATIVE ASSISTANT
Defined nursing facility, located in Wayne, is seeking an outgoing individual with experience in a health care environment. Skills required: excellent typing, computer knowledge, bookkeeping and other office procedures. Competitive salary and benefits. Please call Hee Sinatural
326-6600

ADMINISTRATIVE ASSISTANT
Fast paced, growth oriented executive in busy Birmingham office. This interesting & varied position requires an organized, assertive person with an outgoing personality. Knowledge of Real Estate terminology, math skills, editing skills & ability to handle pressure on a project with little supervision needed.
Call Mary 646-7701

ADMINISTRATIVE ASSISTANT
Property Management firm needs sharp individual. Salary and benefits commensurate with ability and experience. Must have good clerical skills. Purchasing background a plus. Salary commensurate with experience and ability. Excellent benefits package. Please send resume with cover letter to:
CARSON BUSINESS INTERIORS
29355 Northwestern Highway
Suite 400
Southfield, MI., 48034
Attn.: Human Resources Manager

ALL AROUND PERSON, part time, leading to full time for Construction Co., Redford. Must have 3 yrs relevant experience. Good typing & phone manner. Good wages, now to 535-7606

ANSWER TELEPHONES in our Westland office, full time, 8 am to 5 pm. $3.50 hour, mature person preferred. No experience necessary. Apply: 987 Manufacturers Dr., S. of Cherry Hill, E. of Newburgh.

A take charge front desk person needed for orthodontic practice. Livonia-Westland area. Please call 399-3825

504 Help Wanted Office-Clerical

ADMINISTRATIVE
SECRETARY
$19,000
An automotive supplier sales office offers security and a pleasant environment. Good benefits. fee paid. Hurryt Call Bernice at 353-2090.
SNELLING & SNELLING

ADMINISTRATIVE
OPPORTUNITIES!
Our clients are top quality companies who offer outstanding opportunities. Partial listing of our current openings:
Secretary/Clerical To $25K
Word Processors To $20K
Customer Service To $22K
Inventory Control To $17K
Send resume or call:
TSI Clerical
DIVERSIFIED RECRUITERS CO.
27790 Novi Rd. Suite 345
Novi, MI 48050 All Fees Co. Paid

ADMINISTRATIVE
ASSISTANTS
EXECUTIVE
SECRETARIES
TSI can give you the foot in the door you need to succeed. Our reputation Hits and Southwind locations. We demand excellence and provide an environment for professionals interested in their future. Competitive wages & benefits given. Word Processing background necessary. We offer free training, free benefits, and with typing speed of 40-50 wpm.
TSI
OFFICE SERVICES, INC.
489-8990
Farmington Hills

Administrative
Secretary
HUMAN RESOURCES
Amicare Home Health Services is a rapidly expanding multi-chain home health company affiliated with the Sisters of Mercy Health Corporation. Our fast paced environment requires a talented, well organized individual with good typing & computer knowledge. Desirable experience & pluS. Apply in person: McDonald Ford, 550 W. 7 Mile Rd., Northville

AUTOMOBILE DEALERSHIP
Immediate opening for a full-time clerical position in the general office. Job requires typing, filing, phones. Mon. and Thursday evenings until 9 pm as the above mentioned days off. Excellent benefits available. Apply in person at Jack Casey Chevrolet 7020 Orchard Lake Rd., West Bloomfield, Michigan

AVAILABLE, HOSPITAL, receptionist wanted, experience preferred, maturity, outgoing personality, a team player, must like pets & people, animal welfare most important. Much satisfaction. Competitive salary & benefits. Send resume to: Morris Animal Clinic, 25664 Grand River, Redford, Mich 48240 Attn: Carrie

A RECEPTIONIST for Fortune 500 company in Birmingham. Responsible on Rolm, Dimension or Executone. $14,700. Call Leslie at Uniforce
646-1662

ASSISTANT BOOKKEEPER
part time, some experience preferred. Assist in invoicing, A/P adjustments. Excellent communication skills. Typing a plus. Call. 827-3280

ASSISTANT SECRETARY
$235/week to start No Fee
Entry level opportunity with major Troy corporation. Top benefits including tuition! Advancement potential after 6 mos. 45 wpm, typing and good English skills.
EMPLOYMENT CENTER 540-4130

ATTENTION
CAREER ORIENTED
CANDIDATES
RECEPTIONIST
$15,000
Successful candidate should have 2 years experience, excellent communication skills & good typing
Call Jim Bullock at
ADMINISTRATIVE
ASSISTANT
$14,500
Great opportunity for a secretary wishing to run a small office
Word processing a must, excellent communication skills & typing are also required. Super job for a quick learner. Call today
ALL FEES PAID COMPANY PAID
PERMANENT STAFF
Livonia 591-2221
Troy 585-2720
An Equal Opportunity Employer

AUTO DEALER in Northville has immediate opening for a Secretary/Receptionist and other entry level positions
Ideal candidate will have computer knowledge. Dealership experience a plus. Apply in person: McDonald Ford, 550 W. 7 Mile Rd., Northville

AUTOMOBILE DEALERSHIP
Immediate opening for a full-time clerical position in the general office. Job requires typing, filing, phones. Mon. and Thursday evenings until 9 pm as the above mentioned days off. Excellent benefits available. Apply in person at Jack Casey Chevrolet 7020 Orchard Lake Rd., West Bloomfield, Michigan

AVAILABLE IMMEDIATELY, for major Farmington Hills corp. Word Perfect, 12 yrs experience, $18,900
Call Cecile at 851-9000 646-7663

BIG 3
AUTOMAKER
• TOP PAY (To $11 an hour)
• Full Benefits
• HOLIDAY PAY
• LONG TERM ASSIGNMENTS
• FREE TRAINING

WE need experienced:
• WORD PROCESSORS
Displaywrite IV
NBI
WANG
WORDPERFECT
MICROSOFT
• ACCOUNTS PAYABLE CLERK
• SECRETARIES
• LEGAL SECRETARIES
• TYPISTS (55 wpm)

SNELLING
TEMPORARIES
CALL TODAY
Troy Detroit
528-5122 871-2700

BILLER for Major Nursing Home Distributor. Experience with Medicare, Medicaid, Blue Cross and Insurance Livonia Area. Full time. Benefits. Send resume and wage requirements to: Ann Brooks, P.O. Box CH3323, Livonia, Mi. 48151

BOOKKEEPER
Experienced person for Accounts Receivable & to assist the Controller. Typing & computer experience necessary. Hours 1-2-3 Berkley Duty Southfield office Call Chris at 356-4410 or send resume to 3000 Town Center, Suite 2900, Southfield, MI. 48075

504 Help Wanted Office-Clerical

AUDIT CLERK
Part time needed at corporate office. Entry level. Must have some experience in bookkeeping and auditing. Please call - 644-5300, ext 351
ERB LUMBER
An Equal Opportunity Employer

BILLING CLERK
Full time position available in Accounting department. Must have accounting, CRT/PC skills and be detail oriented. Qualified candidates send resume or call:
ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
An Equal Opportunity Employer

BIRMINGHAM LAW FIRM
Needs part time word processor. Saturdays only. NBI 4000.
Call Kathy 642-2000

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

BOOKKEEPER for N.W. suburban public accounting firm, must have minimum 1yr experience/bank reconciliations, payroll taxes, journal entries, general ledger, heavy phones. PO Box #3238, Southfield, MI 48037

BOOKKEEPER, Full time, full charge bookkeeper for construction company, Pontiac area. 332-9115

BOOKKEEPER Full charge Experienced, knowledgeable, computer literate hooks. Knowledge of Lotus 123 helpful. Send resume with salary requirements to: Box 326060 Detroit Lakes, Michigan 48326

BOOKKEEPER
Immediate Opening. Pay negotiable
Full time Shell Auto Care, Farmington Hills.
553-2262

BOOKKEEPER-Part time position, 5 days per week for Southfield advertising agency. Handle billing and accounts payable. 356-4191

BOOKKEEPER - part time. Self motivated, full charge bookkeeper in general ledger, payroll & financial statements. Knowledge of Lotus. Salary negotiable. Call Mrs. Ross, Bookkeeper, 29250 W. 10 Mile Rd., Farmington Hills, MI. 48024

BOOKKEEPER - Part time Payroll, accounts receivable & payable. Experienced person. Flexible hours. Benefits are required. Dak Park 544-6444

BOOKKEEPER/
SECRETARY
Successful Rochester organization seeks a professional, self-motivated individual to provide bookkeeping and secretarial support for a one person office. Ideal candidates will be well organized, have excellent secretarial skills and 3-5 years of computerized bookkeeping experience through general ledger. Generous salary and benefits if interested, please send resume and salary requirements to: Ms. Wilson, P. O. Box 651, Southfield, MI 48037

Paste & Mortar Recruiter An Equal Opportunity Employer

Bookkeeping
Partial Listing of positions

ACCOUNTS PAYABLE - N. Suburban company seeks clerk with minimum 2 yrs experience with high volume computer related invoicing. Non smoking atmosphere, good benefits.

STAFF BOOKKEEPER - Local corporate office has opening for person with excellent general ledger skills. Must have good knowledge of Lotus. Very responsible position.

BILLING BOOKKEEPERS - We have several companies looking for bookkeepers with experience in billing. Mfg. background a plus. One position open due to growth.

HALF
Robert Half of Michigan, Inc.
26555 Northwestern Hwy. • #250
Southfield, MI 48034
358-2300
All Fees Company Paid
Part of Western Largest
Financial Placement Network

BUSY BIRMINGHAM OFFICE looking for Receptionist, full & part time. Call Sheri 642-1030

504 Help Wanted Office-Clerical

BOOKKEEPER - full charge for small but growing real estate management Co. Must have accounting & well organized. BDM PC & Lotus experience required, through financial statements, college degree preferred. Send resume to: Bookkeeper, 25664 Grand River, Redford, Mich 48240 Attn: Carrie

BOOKKEEPER - FULL CHARGE
Strong rental chain seeks a self motivated and very organized individual with a minimum of 2 years full charge bookkeeping experience.
• Must be experienced with computerized accounting systems
• Supervising small staff of Accounts Payable & Payroll
• Excellent benefits package
and work environment
Join the team of Michigan Rent-To-Own by sending your resume and salary requirements to 21655 Telegraph, Southfield, MI 48034

BOOKKEEPER
Large property management company located in Southfield is 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 - EXPERIENCED
Tax accounting firm in Livonia CPA is seeking people for long term employment in non smoking office environment. Full charge bookkeeping needed. Skills must include, payroll taxes, general ledger, heavy bookkeeping on a computerized system. Flexible schedule to fit people needs. Only solid, organized individuals need apply. 261-0110

BOOKKEEPER PAYROLL
& Employee Benefit Administrator needed for a progressive medical office. Send resume to: Lisa Lumbrazo, Human Resources Director, 30200 Telegraph Rd., Suite 400, Bloomfield Hills, MI 48025

BOOKKEEPER
Immediate full time position available in our Plymouth office. Must have accounting experience. Call Kathy 347-2700

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

BOOKKEEPER for N.W. suburban public accounting firm, must have minimum 1yr experience/bank reconciliations, payroll taxes, journal entries, general ledger, heavy phones. PO Box #3238, Southfield, MI 48037

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HALF
Robert Half of Michigan, Inc.
26555 Northwestern Hwy. • #250
Southfield, MI 48034
358-2300
All Fees Company Paid
Part of Western Largest
Financial Placement Network

BUSY BIRMINGHAM OFFICE looking for Receptionist, full & part time. Call Sheri 642-1030

504 Help Wanted Office-Clerical

BOOKKEEPER
Prepare monthly financial statements for multi division distributor. Experience through adjusted financial statements, heavy computer experience including A/R & A/P experience. Associates Degree or equivalent education required. Send resume to Hector Co., 23350 Hagerty Rd., Farmington, MI 48024.

BOOKKEEPER with computer proficiental. 2 days per week. Salary negotiable. Maple/Telegraph area. Call anytime 737-7883

BUSY SPOT
For Data Entry person. Excellent working conditions. People skills needed. To $14,500. Benefits. Fee paid. Call 399-3450.
SNELLING & SNELLING

CAREER OPPORTUNITIES
Michigan based export firm has career opportunities open in the following areas: Supply Order Clerk, Service Dispatcher, Sales Secretary. These positions require a detail oriented person with excellent typing, phone & clerical skills. Please send resume to: Personnel Director, Dept. Items, 23684 Research Drive, Farmington Hills, MI 48024, or call 474-0200

CASH ANALYST (2) and Billing/Collection Analyst (1) Accounts receivable systems. Flexible schedule to fit people individuals with 2 - 3 yrs. billing experience and computer skills. Must be familiar with computerized billing systems and have good oral and writing communications skills. Submit resume with salary requirements to P. O. Box 390 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLERICAL
General duties. Excellent benefits. Some college required. Contact Dennis Jones at 626-5900

CLERICAL HELP-PART TIME
Farmington Hills Co. seeks part-time secretary to work afternoons 15-20 hours/week. Call for an interview, Mon. - Fri. 8-5 at 851-7100

CLERICAL - Immediately available ambitious pleasant person for Livonia office. Typing a must. Phone Mr. Buckley 427-9444

CLERICAL OFFICE Position for Troy based retail/wholesale company. Reports from retail locations & preparing for computer input. Previous clerical experience desirable. Call 362-8100

CLERICAL/RECEPTIONIST
OLDE Discount Corporation seeks an Entry Level Clerical Position for our Detroit Office. Duties include typing and word processing, light bookkeeping, phones & some customer contact. Bookkeeping background helpful. Candidate will have the potential for advancement in the bookkeeping department. Company offers excellent benefits. Qualified candidates should send resume to:
National Sales Dept
751 Greenfield
Detroit, MI 48228

CLERICAL
Temporary Full-time Opportunities
Immediate openings are available full-time Temporary Work Assignments available at its corporate offices in Troy. Candidates currently have Office Clerical, Secretarial & Data Entry assignments available. Previous office experience preferred. Knowledge of WordPerfect or Lotus 1-2-3, a Plus. Please send your resume or apply in person to
Highland Superstores
Human Resources Dept.-T
909 N. Sheldon Rd.
Plymouth, MI. 48170
An Equal Opportunity Employer

CLERKS
DATA ENTRY
WE NEED YOU!
We have openings in the Livonia & Southfield areas ideal for homemakers & students. Full shifts available for these long term temporary positions. Hurry call today for an appointment

CORPORATE
PERSONNEL
SERVICES
LIVONIA 478-1010
NO FEE EOE

504 Help Wanted Office-Clerical

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Detroit, MI 48228

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Highland Superstores
Human Resources Dept.-T
909 N. Sheldon Rd.
Plymouth, MI. 48170
An Equal Opportunity Employer

CLERKS
DATA ENTRY
WE NEED YOU!
We have openings in the Livonia & Southfield areas ideal for homemakers & students. Full shifts available for these long term temporary positions. Hurry call today for an appointment

CORPORATE
PERSONNEL
SERVICES
LIVONIA 478-1010
NO FEE EOE

HOME & SERVICE GUIDE

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

6 Aluminum Cleaning

ALUMINUM or VINYL CLEANING
Waxing, paint and stain stripping
471-2600

ALUMINUM SIDING
Cleaned and waxed
Brick and painted Surfaces
525-0300

NORTH AMERICAN Water Blasting
Aluminum & brick cleaning.
Chemically or sand blast.
Call: 427-7977

9 Aluminum Siding

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