## 502 Help Wanted Dental-Medical

MANAGER-Busy Eastside medical practice. Experienced in all phases of insurance billing & ICD-9 coding. Personnel management skills, ability to lead office team & work closely w/physician. Personality, enjoyed working with people. 591-3600

MEDICAL BILLERS/Filing Clerks Accepting resumes for personnel who thrive on a challenge and welcome changes. Must have at least 1 year billing experience. We are a stable DMB company which offers competitive salary and benefits. Please send resume & references to: Fordson Health Care, 16044 Trinkner, Detroit, MI, 48126. Attn: Jean Clevenger.

MEDICAL RECEPTIONIST with experience, afternoons, 90 + 25 hrs. Farmington. 474-3850

MEDICAL RECEPTIONIST & MEDICAL ASSISTANT Experienced. Needed for busy pediatricians office in Westland. Call 326-6333

MEDICAL RECEPTIONIST/ASSISTANT, Mon., Wed., Fri., occasional Sat. Computer skills helpful but will train qualified person, pleasant Birmingham atmosphere. 540-3100

MEDICAL RECEPTIONIST Must have 1 yr. experience in clinical setting or equivalent. Join our busy established practice, good benefits, 35 hrs. M-F & Coverage, $15,000 to $17,000 annually. For more information call Leslie at Recruitment Resources, 443-1880

MEDICAL SECRETARY Metro Medical Group, a division of Health Alliance Plan, has an immediate full time opening for a Medical Secretary. The position is full time and must be a high school graduate, have at least 2 years experience, preferably in a medical setting, be able to type a minimum of 60wpm. We offer an excellent starting salary & fully paid benefit package. Interested applicants please send resume to:
HUMAN RESOURCES DEPT.
METRO MEDICAL GROUP
33200 SCHOOLCRAFT
LIVONIA, MI 48150
An Equal Opportunity Employer

MEDICAL SECRETARY - growing medical center. 64-5th/hr. Call Mary at 476-2533

MEDICAL SECRETARIES - and transcriptionists. Major health care institutions. $8/hr. Call Lynn at Uniforce 646-6188

MEDICAL transcriptionist. Experience Medical. Major medical center. Up to $11/hr. Call Pat at Uniforce 357-0648

NURSE AIDE/Child Care for disabled twins, after school. Detailed Hrs. Excellent pay & benefits. Empc Cars.

NURSE AIDE NEEDED at home for the aged. Part time days. Will train. Good benefits. Call Mrs. Wolf. 644-4L

## NURSE AIDES

Up to $7.50. Experience required. Home Care, private duty, staffing. (live ins, $55/$64/day.)
Health Care Professionals
25499 W. 12 Mile, #280
Southfield, Mon & Fri.
10-12 or 2-4 p.m.
Village Plaza, 6100 I, Dearborn
Mon., Wed., Fri.
19904 Harper, Harper Woods
Mon. & Thurs. 9-3pm

NURSE AIDES. We need caring individuals who enjoy working with the elderly, experienced or will train. Apply between 10-4, Mon. thru. Fri. at 26715 Greenfield, Oak Park. 10 - 11 Mile.

NURSE'S AIDE Taking applications for full & part time positions. Apply in person at Valescent Center, 29900 Franklin Rd., Southfield, MI. 48034

NURSE, RN INDEPENDENT CONTRACTORS Part Time/No Nights/No Weekends. ICU/Medical Surgery and/or Chart Review Experience. We need sharp, responsive nurses to audit hospital bills for a national company service the health insurance industry. Limited travel in regional area required. Send resume with cover letter highlighting qualifications to: CHOICE HEALTH OUTCOMES EVALUATION INC.
1415 W. 22nd Street, Suite 270
Oakbrook, IL 60521
Attn: Midwest Regional Manager.

NURSES/NURSE AIDES Top Wages. Bonuses. Flexible Hours. Leading temporary help agency seeks certified aides and nurses. Healthy Hearts Associates 421-7493

## 502 Help Wanted Dental-Medical

NATIONAL COMPANY looking for LPN or RN to work for private company. Duties: office work, insurance exams & marketing. Located in Southfield. Experience preferred. Call 351-8804

## NURSE AIDES & ORDERLIES

Full and part time openings available on all shifts. $4.55 to start plus benefits. Will train. Apply in person:
Camelot Hall Convalescent Center, 35100 Ann Arbor Trail, Livonia. 522-1444.

## NURSES AIDES - Full Time

Part time - flex hours available. Experience not necessary. Will train. See Carol Brown.
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, MI 48185
An Equal Opportunity Employer

NURSES NEEDED
Residential substance abuse. Clarkston, MI. Weekend 3-11PM. Midnight on-call positions available. Call Sue Buettner 313-625-0400 or 1-800-441-5063

NURSING ASSISTANT Hiring full time nursing assistant on all shifts. Must have nursing home experience. Contact Beverly Wachowiak, RN, assistant director of nursing, Pointe Manor, 852-2336
An Equal Opportunity Employer

NURSING ASSISTANTS EXPERIENCED
Bellaweood Continuing Care Center is seeking full and part time experienced nursing assistants. All shifts available. State certification classes available to those interested in becoming assistant. Career advancement available. For more information, call Karen Schubert at: 997-8051

Nursing

## RNs

Discover your opportunities!

Full and part-time positions are available for qualified candidates in Home Care.

We offer:
- Outstanding benefits and salary structure.
- One-on-one orientation
- On-site child care
- Flexible scheduling options
- Excellent advertisement opportunities

Please call Joan Harrison, Nurse Recruiter at 471-8655 or send resume to:

Botsford General Hospital
Home Care
28050 Grand River
Farmington Hills, MI 48336

An Equal Opportunity Employer

OCCUPATIONAL THERAPIST Part time, Pediatric/Waterford area. Skilled nursing home. Excellent pay. 788-1400

ORAL SURGERY Assistant - For Royal Oak area. Full time with excellent fringe benefits. Experienced in dental preferred. 547-8836

PARTIAL WAXER, experienced, part time for Garden City area. If interested call Perry. 525-4330

PART TIME office position for Physical Therapy office. Call between 2-4. 657-8562

PHYSICAL THERAPY AIDES- Full & part time positions available in an outpatient orthopedic office. Experience helpful but will train. Contact between 2-4pm. 557-8882

PHYSICAL THERAPIST Part time, Livonia area, Skilled nursing home. Excellent pay. 788-1400

PHYSICAL THERAPIST AIDE To work in a dynamic out-patient facility on-the-job modality training is available, but experience is preferred. 756-1003

PHYSICIAN'S ASSISTANT needed for busy multi physicians orthopedic practice in Ann Arbor area. Hospital and office responsibilities. Excellent salary and benefit package. Send resume with salary requirements to: Box 680, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

## 502 Help Wanted Dental-Medical

PHLEBOTOMIST - Lab Assistant Full time position (Mon-Fri) available with a multi-specialist group in Livonia. Previous experience in phlebotomy preferred. M.A.'s welcome to apply. Please send resume to: Individual Medical, 29195 Ford River, Suite 306, Farmington Hills, 48336

OUT-PATIENT mental health clinic seeks part time receptionist. Afternoons, Mon. thru Thurs. Send resume to: Box 2801 N. Woodward, Suite #200, Royal Oak, MI 48073

RECEPTIONIST - Clerical duties, part time. Must be dependable, organized. Call Mon.-Fri. AM only. Rochester area 651-4518

RECEPTIONIST Front office help needed, part time to possibly full time. Southfield doctor office. 352-4911

RECEPTIONIST FULL time, computer experience helpful but will train for busy GYN office Troy Beaumont Medical Building. 828-3324

RECEPTIONIST Needed for medical billing office. Typing 45 wpm, perior phones, and filing. Hours 8am-4:30pm Mon.-Fri. Auburn Hills location. Call for appointment, 373-0434

RECEPTIONIST for busy West Bloomfield allergy office. Must have medical terms and computer experience. Full or part time. Contact Sheila at 626-6313

RECEPTIONIST - Please call as soon as possible if you have medical office experience and want to work for a 1 doctor office. Duties include front desk and computer/MEDI lab and patient days. 557-7207, 862-4262

RECEPTIONIST/BILLER Full time, for Orchard Lake podiatry office. Experience preferred. Please call 9am-4pm 682-6664

RECEPTIONIST/FRONT DESK Perfect for bright, W. Bloomfield internist. Experienced with Peg Board, Blue Cross & Medicare Forms. Part-time. Call 855-1441

RECEPTIONIST Ophthalmology office. $7.50-$8 per hour. Paid Empec. No fee.
B. HAMIL PERSONNEL
424-8470

RECEPTIONIST - We are a team oriented professional staff in Rochester. We need a "People Person" to take charge of our busy front desk communications duties - full time benefits. Call Mon. thru Fri., 8am-1pm. 651-8491

## REGISTERED NURSES

Metro Medical Group has immediate part-time positions available for experienced RN's. Must have a current Michigan RN license, 3 years experience with triage background & phone. We offer an excellent starting salary & pro-rated benefits. Interested applicants should send a resume to the Human Resources Dept. at:
METRO MEDICAL GROUP
35200 SCHOOLCRAFT
LIVONIA, MI. 48150
An Equal Opportunity Employer

## Registered Vascular Technologist

The University of Michigan Medical Center

The University of Michigan Medical Center is seeking candidates for a position in the Diagnostic Vascular Lab. Qualified candidates will have a Bachelor's degree, 2 years of experience, and be a Registered Vascular Technologist. Applicants should be proficient with various Vascular Unit equipment needed to conduct arterial and venous studies. Lab consists of orthopedic office, Experience helpful but will train. Contact between 2-4pm. 557-8882

PHYSICAL THERAPIST Part time, Livonia area, Skilled nursing home. Excellent pay. 788-1400

PHYSICAL THERAPIST AIDE To work in a dynamic out-patient facility on-the-job modality training is available, but experience is preferred. 756-1003

PHYSICIAN'S ASSISTANT needed for busy multi physicians orthopedic practice in Ann Arbor area. Hospital and office responsibilities. Excellent salary and benefit package. Send resume with salary requirements to: Box 680, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

## 502 Help Wanted Dental-Medical

RESPIRATORY TECHNICIAN Certified. To work for expanding Home Care Company in Pontiac. Care Department. Qualified individual will possess valid Michigan drivers license & good driving record. Individual must be willing to work as necessary hours required. Qualified applicants call Mrs. Hall and Mike, Mon.-Fri. 9am-4pm. 456-3115

## RN

DIRECTOR OF NURSING
For 120 bed skilled facility in beautiful Petoskey overlooking the bay. Must have geriatrics experience. Send resume and compensation to Bortz Healthcare of Petoskey, 1500 Spring St., Petoskey, MI 49770. 616-347-5500

RN for OB-GYN office, in Farmington Hills, 1 to 2 days per week. 626-0971

## RN

FULL-TIME/PART TIME
WESTLAND
Good starting rate & benefits
See Ann
Director of Nursing
261-3300
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, MI 48185
An Equal Opportunity Employer

## RN

Lung Health Study

Henry Ford Health Systems, with an international reputation for excellence and innovation in health care, currently has an opening for an RN for its Lung Health Study.

The successful candidate will coordinate the Lung Health Study, conduct research and follow patients with participants. A BSN is required along with previous research experience.

We offer a competitive salary and benefits package. If interested, please send resume to:

Henry Ford Health System
Nursing Employment
Clara Ford Pavilion, Dept. 1 Floor
2799 W. Grand Blvd.
Detroit, MI 48202

An Equal Opportunity/
Affirmative Action Employer

RN OR LPN

Full time position available in the Pediatrics Department for an RN or LPN. Please call 261-9300.

DMC HEALTH CARE CENTERS
WOODLAND
28320 Orchard Rd.
Livonia, MI. 48150
Phone: 261-9300

Affiliated with The Detroit Medical Center. An Equal Opportunity Employer.

RN'S
Come Join our staff at our progressive skilled nursing center in Western Wayne county. Excellent wages and benefits offered. Full & part time available. For more information call: 697-0051 ext.33

RN'S-LPN'S
- Excellent rates
- Bonuses

Health Care Professionals
Southfield - 557-7046
Harper Woods - 882-0400
Dearborn - 563-0056

## RNS-LPNS-GPNS

Skilled nursing facility in Livonia seeking full and part time Nurses. All shifts. Competitive wages & benefits. Flexible hours. Call for appointment. Martha Feloesk, RN. 522-1444

RN SUPERVISOR
Looking for a committed clinically skilled nurse for full time supervised care day shift. We are a skilled nursing home located in Southfield with excellent salary & benefits package. As well as a quality care program. Supervisory experience preferred. Call director of nursing between 9-4.
Prentis Manor, 352-2336
An Equal Opportunity Employer

## 502 Help Wanted Dental-Medical

RN/LPN CHARGE NURSE - Part-time positions available for privately owned nursing facility. Excellent working conditions, competitive pay scale. Apply St Jude Convalescent Center, 34350 Ann Arbor Trail, Livonia or call 261-4800

RN/LPN
Full time RN or LPN staff nurse for day shift. We are a skilled nursing home located in Southfield with excellent salary & benefit package, as well as an incentive program. Call Director of Nursing, between 9-4. Prentis Manor, 352-2336
An Equal Opportunity Employer

## RNs

FULL/PART TIME
MED SURG
Up to $27 Hour

IMMEDIATE OPENINGS
ALL SHIFTS
FOR SPECIAL PROJECT
IN PROMINENT
DETROIT AREA HOSPITAL

- Pleasant environment
- Regular schedules (if desired)
- No rotations

Call Leslie or Tina weekdays.

METROSTAFF
557-8700

RN'S Positions available for experienced LTC psychiatric nurse, admission director, afternoon Supervisor and RN for medical unit, flexible wage & benefit package. We are seeking individuals with a strong commitment to providing excellent care. Please apply at:
Ft. Wayne Retirement Center, 26715 Greenfield between 10 & 11 Mile

SECRETARY - medical terminology/word processor. Butterworth Hospital. $300-$400/wk. Call Colleen at Uniforce 357-0648

SOCIAL WORKER
MSW for adult Psychiatric Substance Abuse program. Call Judy, Ardmore Center, Livonia 474-3500 ext 222

SOCIAL WORKER
Must have BSW or MSW. Full time position available in a long-term care facility. Good wages and benefits. Lahser Hills Nursing Center 354-3222

SPEECH PATHOLOGIST
$20 hour. Part/full time. Work with treatment team in growing head injury program. Call 721-2700

STATE CERTIFIED AIDES and or Orderlys. $4.75 per hr. Call Mrs. Harding at 255-6450

SWITCHBOARD OPERATOR

Contingent position available for a Switchboard Operator. Must have strong schedule flexibility when needed. Shifts may include holidays, weekends or midnight. Please call 347-8200.

DMC HEALTH CARE CENTERS
WOODLAND-NOVI
41935 W. 12 Mile Rd.
Novi, MI, 48377

Affiliated with The Detroit Medical Center. An Equal Opportunity Employer.

X-RAY TECHNOLOGIST
Part time contingent. Registered. Cardiac setting. Prefer someone with experience but will train.
352-7600, ext. 8080

## $$ CAREER OPPORTUNITY $$

MEDICAL STAFFING SPECIALIST

Must be experienced in placing temporary medical personnel.

- Profit Sharing
- Bonuses

Excellent base salary. Send resume and salary history to: P.O. Box 814, Southfield, MI., 48034.

## 502 Help Wanted Office-Clerical

ACCOUNT ADMINISTRATOR
Livonia food broker seeking Account Administrator. Duties to include processing orders, completing and mailing trade bulletins, customer and manufacturer contact and all around following. Should type 45wpm, possess strong, organized and accurate individual. Previous Business experience required. Send resume to: TPC, P.O. Box 3304, Livonia, MI., 48150, Attn: J.B.

ACCOUNTING CLERK
Full time position for wholesale distributor. Must be detail minded, have experience in accounts payables, and be well organized. Computer experience a must. Pleasant work atmosphere and excellent benefit package. Send resume in confidence with salary expectations and background experience to: Box 496, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTING DEPARTMENT
Growing Livonia based service company, looking for an entry level position in accounting department. Candidate must have experience with computerized accounting systems and preferably knowledge of Fringe Benefits including 401(K) Plan.
Send resume with salary requirements to Personnel Dept, Box 692: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNT PAYABLE SPECIALIST - Southfield corporate offices. 20 hours a week minimum. Data entry, computer literate, previous experience necessary. Judy at 356-5535.

ACCOUNTS PAYABLE - Data Entry, some Microsoft Knowledge preferred. Part time - Flexible hours. 13 Mile/Northwestern. Reply to: Box 682, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS RECEIVABLE CLERK
Experience preferred. Excellent pay & benefits. Apply within: Stark Hospital Supply, 29100 Stark, Livonia
An Equal Opportunity Employer

ACCOUNTS RECEIVABLE CLERK
Computerized system. 2 years experience. Send resume to:
Wolf Engineering, 5433 Miller Rd., Dearborn, MI., 48126.

ADMINISTRATIVE word processing specialist. Flexible position. Call Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

AUTO DEALER OFFICE Personnel, Switchboard Operator, Receptionist, Bookkeeping, Accounting Transfer. Typing 35 wpm. Benefits. Salary paid & benefits. 5 days. 255-2700

ADMINISTRATIVE ASSISTANT/SECRETARY
for real estate department of large public company. Good math, word processing (WordPerfect 6.0), initiative, careful attention to details and organizational skills required. Advocacy a must! Experience and/or interior design education preferred. Send resume to: Development Department, 123 W. Maple, Birmingham, MI 48009

ADMINISTRATIVE ASSISTANT TO THE CITY MANAGER
The City of Birmingham is seeking qualified applicants for the position of Administrative Assistant. Reporting to the City Manager, the successful applicant will perform research, prepare reports, make presentations and work on a wide variety of special projects. Technical assistance, guidance, O.A. or B.S. in Public Administration or closely related fields. Desirable, with 1 to 2 years of administrative experience in a municipal or related environment. Excellent communication skills and hands on experience in data processing applications required. Salary range: $15,734.16 to $28,800.00 with a comprehensive fringe benefit program. Applications must be received by 5:00pm, November 2, 1990 at the Personnel Department, 151 Martin St., Birmingham, 48009.
An Equal Opportunity Employer

ASSISTANT TO SALES
REPRESENTATIVE
Farmington area business forms distributor is seeking individual for sales service. Strong emphasis on telephone customer service, organizational and clerical skills. Industry experience is plus, but will train the right person. Full time. Salary plus benefits. For interview call Mr. Grant 478-5620

## 504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE SECRETARY
$18,000. Service Charge Paid By Company. Friendly, pleasant and stimulating environment. Diversified duties. Will train if you have accounting or bookkeeping background.
Call 644-4000
SNELLING & SNELLING

## Accounts Receivable/Cash Applications

Amicare Home Health Resources, a durable medical equipment company sponsored by the Sisters of Mercy, is currently seeking an Accounts Receivable Cash Application staff member for its fast-paced Billing Department.

Responsibilities include applying payments and transactions to accounts receivable; balancing transactions via bank process; producing statistical data for reports; and performing related duties as required.

The qualified candidate will have a high school diploma, 1-2 year relevant data processing experience and applications experience preferred.

We'll match your skills with a competitive salary and an excellent benefits package. Interested candidates should send a resume to:

Human Resources Manager
Amicare Home Health Resources
34605 Twelve Mile Rd.
Farmington Hills, MI. 48331-3286

An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT
Dynamic, motivated individual with office experience. Full time and good benefits. Flexible hours. Excellent pay & benefits. Apply within: Stark Hospital Supply, 29100 Stark, Livonia

## AUTOMOTIVE OPPORTUNITIES

Several exciting positions available for top-notch clerical & administrative personnel. Immediate assignments available working on-site at major automotive companies. Good benefits for top-notch clerical & administrative personnel.

General Office/Clerical
Data Entry
Executive Secretaries
General Office
Receptionists
●Word Processors

●Special need for individuals with knowledge of Microsoft Word, Fox Lance, Excell software. Long and short-term assignments available. Generous wages/benefits. Please call:

TECHNICAL ENGINEERING CONSULTANTS
THE EMPLOYMENT CONNECTION
483-3900

## Bilingual Secretary

Manufacturers Bank has an immediate opening for a BILINGUAL SECRETARY in the International Banking Department. This position represents an excellent opportunity to enter the fast-paced, challenging and professional environment of a growing financial institution.

QUALIFICATIONS: Typing 55-60 wpm required, shorthand skill desirable. Proficiency in a major language (i.e. Spanish, French, German, or Japanese), and one to two years previous secretarial experience required. Good verbal and written communication skills required.

Competitive salary, flexible benefits package and opportunities for career growth are available to the successful candidate. Please call 222-8548 for an appointment or send resume in confidence to: Tina Howard, Human Resources, Manufacturers National, 411 W. Lafayette, Detroit, MI., 48226.

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

## 504 Help Wanted Office-Clerical

ATTENTION SECRETARY
CUSTOMER SERVICE
$17,000
GROW WITH SUBURBAN FIRMS
We need people with good secretarial skills, positive personality, customer service, knowledge of WordPerfect & Lotus a plus. Great benefits with friendly professionals.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9060
An Equal Opportunity Employer

BILINGUAL SECRETARY - German Must have technical German, 70 + typing; all in your German word processing a plus! Salary to $20K. Corporate benefits.
B. HAMIL PERSONNEL
424-8470

BILINGUALS
(JAPANESE)
TRANSLATORS/INTERPRETORS
Technical experience. To $30K. Excellent benefits.
CLERICAL
To $25K. Excellent benefits.
Personnel Systems 459-1166

BILLING COORDINATOR-Full time position in growing medical specialism company. Responsibilities include developing and following patient referrals and verifying and submitting insurance claims. Experience with Part B preferred. Send resume and salary requirements to: Box 8594, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BILLING SUPERVISOR - step up to a rewarding opportunity as the Billing Supervisor for D.M.E. Co. in Plymouth. Great benefits. 459-3115

BOOKKEEPER/Business Manager, good people skills, computer literate. Excellent pay & benefits. Apply within: Black Hickey Ford, Grand River at 12

BOOKKEEPER experienced, accounts receivable & payable, financial statements, computer literate. Several openings area. 534-2864

BOOKKEEPER for CPA. Full charge including experience in payroll taxes & computerized accounting thru financial statements. Word processing & computer literate a plus. Full or part time. Birmingham area. Non smoking office. Marilyn 642-8474

BOOKKEEPER - Full charge for small accounting business to implement new system on Macintosh computer. Excellent growth potential, competitive salary & benefits. Send resume to: P.O. Box 3538, Southfield, 48037

BOOKKEEPER - Full time with computer experience required. Word Perfect or Novi area. Call between 9-4pm, Mon.-Fri. 824-0444

BOOKKEEPER
Minimum 2 years experience with manual accounting system including: journal entries, posting ledgers, thru trial balance & preparation of statement, as well as, payroll & payables. Calculator & spread sheets/computer literate. Must know knowledge of Lotus helpful but not necessary. Salary commensurate with experience. Benefits included. Send resume: Mrs. Harvey 7400 Telegraph Rd., Birmingham, MI. 48010

## BOOKKEEPERS

We need your experience. Temporary assignments available. Accounts payable, accounts receivable, payroll & data entry.

While seeking the right permanent job, showcase your skills to new opportunities as a TEMP.

Computer experience a plus.

Call or send resume to Noreen:
ACCOUNTANTS ONE
24133 Michigan Ave., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

BOOKKEEPER TRAINEE
Experience preferred but will train qualified person. Good math ability required. Permanent position, interesting & diversified work, pleasant atmosphere, good benefits. Apply Farmington Hills. Starting salary $410 per month plus monthly incentive plan after training. For interview call 478-9148

## 504 Help Wanted Office-Clerical

BOOKKEEPER FULL TIME
Farmington Hills Real Estate/Property Management firm needs Full Charge Bookkeeper with 3-5 yrs. experience, must be experienced in computerized accounting and automated bookkeeping. Please send resume and salary requirements to:
CERTIFIED REALTY, INC.
Bookkeeping Position
38345 West 10 Mile
Suite 300
Farmington Hills, MI. 48335

BOOKKEEPER - mature person, part time, with computer & basic bookkeeping background. Prefer some experience in the Excalibur Premier System. Must be service oriented & able to work well with public. Send resume or apply in person to: Attn. Manager, 32520 Northwestern Hwy. Farmington Hills, MI. 48018

BOOKKEEPER - Part Time
Full charge thru trial balance, P/R tax, bank recs, A/P, payroll, computer thru G/L. Pontiac area, 3 days per week. Knowledge helpful. Send resume to: Bookkeeper, 25300 Weyoross, Southfield, MI. 48034

BOOKKEEPER PART TIME
For well established construction contractor in Southfield. One girl office. Must be experienced with Lotus. 2-3 days or after business hours 851-1809

BOOKKEEPING ASSISTANTS
Opportunity for part time to busy Southfield property management company. Experience in computer knowledge preferred. Competitive salary.
Call Gabrielle, 352-7150

BOOKKEEPING ASSISTANT: For fast paced Birmingham Law Firm. Part time, 15-20 hrs. per week. Call Mrs Rose at 645-2483

BOOKKEEPING/Insurance Specialist-Provide bookkeeping support office. Excellent salary & benefits. Call: 357-3165

CHRYSLER CREDIT CORP.
SWITCHBOARD OPERATOR
Experience preferred, but will train. Good communication skills. Apply in person: 30 Oak Hollow, Suite 155, Southfield.

CHURCH SECRETARY - Part Time $6.25/hr. 4 days. 4 hrs. Typing, telephone. Call Forest Park Baptist Church. 478-0080, Claude

CLERICAL - Full time. Computer literate, light typing, filing, mailing. Pulaski Company in Livonia. Reply to: Box 675, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

## CLERICAL OPEN HOUSE

Entech Services Invites You To Attend

Tuesday, October 23, 12-7pm

We will answer questions and conduct interviews for positions in the Farmington area.

SECRETARIAL
CLERICAL
TELEMARKETING

As a leader in the temporary help industry, we offer competitive pay, training and benefits to qualified applicants. Please bring your driver's license and social security card

## ENTECH SERVICES, INC.

Farmington Hills Office
32255 Northwestern Hwy., Ste. 295
737-1744

CLERICAL POSITION: Part-time Mostly filing and typing 45 wpm $4.75/hr. Flexible hours. Send brief resume to:
HOLIDAY PARK, 34850 Fountain Blvd. Westland, MI. 48185.

CLERK
ACCOUNTS RECEIVABLE

Assertive, energetic, self-starter needed for Health Care Agency located in Southfield and Sterling Heights. Seeking person to assist Credit Manager with Accounts Receivable and collection calls.

One year experience in Accounts Receivable including collection calls preferred. Will train. Employer's experience a plus. Competitive salary/benefit package. Contact Gail at:
COMMUNITY HOME CARE
978-7445

# HOME & SERVICE GUIDE

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

## 9 Aluminum Siding

AAAA ALUM/VINYL SIDING
Trim, Gutters, Shutters, Windows. 20 Yrs. Exp. Free Est. Lic. Ins. Oakland Cty area, Albana Enterprises 547-5738

AAAA ALUM./VINYL SIDING
Trim, gutters, replacement windows, doors, decks, garages, repairs. Lic./Ins. Free Est. Ken 431-3618

AAAFORDABLE IMPROVEMENTS
PROVEN QUALITY
RELIABLE SERVICE
Call Now & Save Thousands!
On aluminum & vinyl siding, gutters, top quality wood & vinyl replacement windows, doors. Insured. Licensed • Insured • References
D.T.L. ENTERPRISES
425-8608

ALUMINUM & VINYL SIDING
Trim & seamless gutters. Replacement windows, licensed
MANNING CONST. 427-0748

ALUMINUM & VINYL SIDING
Replacement windows & doors
Licensed & Insured
Jerry 425-5087 or 885-0366

Aluminum & Vinyl
Siding, Trim & Gutters
All Work Guaranteed
• Fully Insured & References
• Licensed Builder
Crestwood Construction
553-2520

VINYL & Alum. siding, Gutters, trim, enclosures, soffit & related work.
471-2600

## 12 Appliance Service

QUALITY APPLIANCE SERVICE
•Washers, •Dryers, •Dishwashers, •garbage disposals
Tony at: 863-3450 or 464-1229

## 15 Asphalt

American Asphalt
Paving Co.
"Demand the Professionals"
Residential/Commercial
Free Est./Winter Rates
Call Now & Save $$$
435-6928

DOMINO CONST. CO., INC.
ASPHALT PAVING
Since 1946
Residential & Commercial
- Free Estimates -
626-1222 863-2112

PAVEMASTERS
Special this Nov. Quality since 1960. Best resurfacing, new construction, sealcoating, repairs. Call the best before the rest. 534-8025

## 24 Basement Waterproofing

ALL TYPES OF WATERPROOFING
Guaranteed
Free Estimates
Peter Maloff - 478-1546

WET BASEMENT PROBLEMS?
NATIONWIDE SINCE 1958
FULLY WARRANTED
LICENSED & INSURED
B-DRY SYSTEMS
878-6277 981-6270 644-4858
MACOMB — WAYNE — OAKLAND

## 24 Basement Waterproofing

A-1 WATERPROOFING
15 years experience. Free estimate. Reasonable rates. All work guar.
291-7332 534-6388

BASEMENT LEAKS REPAIRED
Drains & Sump pumps repaired
30 YEARS EXPERIENCE
Earl H. Jensen 474-8224

## 27 Brick, Block, Cement

AAA A CUSTOM BRICK WORK
Specializing in all masonry needs & new construction brick sidewalks, all chimney & porch repairs, brick additions & glass block. Free Est. Call Kevin 477-9673

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