502 Help Wanted Dental-Medical

IV CHEMO NURSE-Rochester oncology office. Part time. Experienced with chemo and office procedures. Ask for Carol 651-4700

LPN

Full-time LPN pediatric position available in a suburban setting. Prefer one year pediatric experience. Benefits. Please send resume to L. Brindley

DMC HEALTH CARE CENTERS
29320 Plymouth
Livonia, MI 48150

Affiliated with the Detroit Medical Center, an Equal Opportunity Employer.

LPN'S

Immediate need for 24 hr. adult ventilator cases in Rochester & White Lake

Call for more info!
LIFJOHN
HEALTHCARE SERVICE
JCAHO Accredited
313-624-8000
1-800-462-6603
Equal Opportunity Employer M/F

MEDICAL BILLER

For busy three Doctor office. Experienced X-ray knowledge is essential. Medicare is a plus. Call 398-7300

MEDICAL ASSISTANT needed part time for Livonia internist. Must be experienced and dependable with good vers. punctuate skills. Submit resume & salary requirements to Box 402 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL ASSISTANT

For ophthalmologist. Personality and knowledge of Medicare helpful for energetic person. Will train. Troy area. Call 649-3335

MEDICAL ASSISTANTS

At least 1 year experience for hospital-based, hospital-affiliated Oakland & Macomb locations available full time or part time, when you want to. Call Ann, Tempro-Medical 443-5590

MEDICAL ASSISTANT

Full time in Lake Shore Medical office in Farmington Hills. Must have at least 1 year medical office experience or training. Call 553-2900

MEDICAL BILLER - OB/GYN office. 12 flexible hours/week. Medicare coverage. Experienced only. Fax resume and salary reqs. 652-9180

MEDICAL billing and coding for expanding Novi clinic. 6 mos. experience. 47hr. Call Mary at UNIFORCE 473-2932

MEDICAL RECEPTIONIST/BILLER

Experienced, full or part time position. Prefer MBS computer training. Patty, Mon-Fri, 9am-5pm. 855-7530

MEDICAL RECEPTIONIST-medical OB-GYN clinic in Troy. Must know medical billing, good in typing, computer & pleasant personality. 273-2721

MEDICAL RECEPTIONIST

Industrial Clinic, hours 8am-5pm. 3 jobs available. Call Ann at UNIFORCE. Call Mon Fri 8am-4pm 425-4600

MEDICAL RECEPTIONIST - experience needed for internal medicine office, part time afternoons. 474-3850

MEDICAL RECEPTIONIST

Experience necessary. Cosmetic surgeon's office in Birmingham. Top salary and benefits. Call Contact Fran Peters 737-7111

MEDICAL RECEPTIONIST/

Detroit/Livonia area. Full time, experience preferred but not required. Good salary and desired salary to Ms Dunbar, 29777 Telegraph Rd. Orchard Lake, MI. 48324

MEDICAL RECORDS CLERK.

Three (3) full time positions available. Experience required. Interested applicants may send resume or come in and complete an application at

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

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

MEDICAL TECHNOLOGISTS
• Medical Laboratory Technicians
• Phlebotomists
SSJOIN ADD-A-TECH
Contingency Positions Available
Full & Part Time
(313) 722-2727

502 Help Wanted Dental-Medical

MEDICAL ASSISTANT - will train, looking for mature, bright person with transportation & flexible hours. Please send resume to Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MEDICAL BILLER

35-40 hours. Busy adult & pediatrics office. Insurance billing experience required. Computer experience preferred. Long Lake at Rochester Rd. 549-2900

MEDICAL BILLERS

Hospital or physician 2-3 years experience. All phases. Computer experience helpful. Part time or full time. $1,400 to $1,850 per month. Call Beth, Tempro-Medical 443-5590

MEDICAL BILLERS

Experienced for permanent positions and long or short term temporary assignments. Please call

DAVIS-SMITH
MEDICAL PERSONNEL SERVICE
354-4100

MEDICAL RECEPTIONISTS

Great benefits, good income, friendly staff in Farmington Hills & W. Bloomfield. Must have 1 yr. medical office experience. 37-587e. Call Mike, Harper Assoc. 932-1170

MEDICAL RECEPTIONIST

EXPERIENCED

Full time. Willing to go the extra mile? Looking for dynamic, enthusiastic individual to fill Medical Receptionist position in busy OB/GYN office in West Bloomfield. Computer experience preferred. Call Michelle, Mon.-Fri., 9-5. 855-5630

MEDICAL TRANSCRIPTION

Independent contractor. Must have IBM compatible. Plymouth/Canton area 981-5080

MEDICAL TRANSCRIPTIONISTS

EXPERIENCED

Transcriptions Ltd. seeks qualified medical transcriptionists. Must be highly skilled in all phases (OR, DS, CDH, Cardiology dictation) with 2 or more years recent experience. Farmington 471-6896

Medical Transcriptionist

Full time position is available in Medical Records to work afternoon shift. Sunday thru Thursday. Responsibilities include 50 wpm accurate typing speed and completion of a medical transcriptionist course preferred. 1 yr. experience as a Medical Secretary is required for individuals without completion of the course.

Excellent benefits and salary offered to include incentive pay. Qualified interested candidates possessing above may apply. Monday-thru Thursday 8am-12noon at

Employment Services

PROVIDENCE
Hospital and Medical Centers
15001 W. Nine Mile
Southfield, MI
An Equal Opportunity Employer

MIDNIGHT SUPERVISOR

Sub-acute. Highly skilled facility is seeking a Registered Nurse professional dedicated to providing supportive to our residents and willing to supervise our excellent Midnight staff. Salary commensurate with experience. Mon.-Fri. position with 1 weekend per month requirement. Call Ellen Batman DON at Westland Convalescent Center for interview. 728-8100

NOVI clinic needs data entry operator. 8000 keystrokes. To $7.50/hr. Call Marina at UNIFORCE 473-2923

NURSE

11pm-7am shift. LTC facility that is known for providing quality care. Experience preferred. Must be able to accept responsibility and manage a nursing unit. Benefits

Call Diane or Sue 852-7800

OFFICE ASSISTANT & DIETRICIAN (Nutritionist)

Part time needed in a medical specialist office. Experience required. Biomedical Weight Control Center. Some Evenings & Saturdays required. Call 334-6850

RECEPTIONIST for doctor's office. Westland area. Experienced Medical assistant with receptionist duties or Medical Assistant willing to work as receptionist. Must be able to work evenings, weekends and holidays. Full and part time positions available. Do not apply unless you meet above requirements. Please call Mrs Mattox at 282-8858 Ext 18

502 Help Wanted Dental-Medical

NURSING ASSISTANTS - Full time PM & midnight shifts. Must be certified. Excellent wage/benefit package. Apply in person Mon-Fri 9-5pm. St. Jude Convalescent Ctr. 34350 Ann Arbor Tr., Livonia

OPTICIAN

Henry Ford Health System, Detroit Center, announces an exciting full time career opportunity for an Optician.

The qualified applicant for this position will be ABO certified, have a minimum of two years of retail dispensing experience and enjoy active contact lens experience.

If you wish to join one of the most progressive and aggressive health systems in Michigan, please submit resume to

HENRY FORD HEALTH SYSTEM
800 Fisher Building
Employment Division Dept JK
Detroit, MI 48202

An Equal Opportunity/Affirmative Action Employer, M/F/H

OPTICIAN, PART TIME, ophthalmology practice. Southfield area. Experience necessary, knowledge & insurance preferred. 352-3439

ORTHODONTIC RECEPTIONIST, pleasant personality, phone work. Tues.-Thurs.-Fri. Friendly, confident person, phone experience. Will train for ortho. Nice job with benefits. 477-5585

Part time - on call

Due to expansion of our business, NMC Home Care is seeking a Pharmacist to work part time. On call Responsibilities include rotating on call weekends & vacation coverage. Interested candidates please contact Director of Pharmacy, NMC Home Care, 13600 Merriman, Livonia, MI 48150. 313-261-0482

PERSONAL CARE/SUPPORT
HOME HEALTH AIDE

Amcare Home Healthcare is currently recruiting qualified individuals for the above. Assignments available in immediate area

- Competitive pay
- Flexible schedules
- Benefits

Interviews will be held in your area. For more information call

Shelly or Bobbie at
AMCARE HOME HEALTHCARE
313-677-0610
Affiliated with
Catherine McCauley Health Centers
An Equal Opportunity Employer

PHARMACIST

Business opportunity for independent pharmacist. Salary & profit sharing based on qualifications. Call 841-1870, ext. 140

PHYSICAL THERAPISTS

Out patient clinic in Dearborn, Warren, St. Clair Shores, Farmington Hills. Full/part time. Excellent salary. Global Therapy Options.
313-963-0668 or 1-800-732-0324

RECEPTIONIST/Bookkeeper Assistant

Must be powerful, responsible & a quick learner. We will train $9.50 to start 669-4126

RECEPTIONIST - FULL TIME

for busy radiology office. Experienced preferred but not necessary. 462-3232

RECEPTIONIST/BILLER

Exclusive in-house internal medicine office. Southfield/Warren. Benefits. Salary DOE. 352-7600

An Equal Opportunity Employer

RECEPTIONIST/BILLER - for chiropractic office. People oriented, type well, medical insurance experience preferred, but will train. Secure permanent position 855-0350

RECEPTIONIST for busy physical therapy department, full time, 11am-7pm. Responsibilities include scheduling, typing, experience necessary. W. Bloomfield. 855-7411

RECEPTIONIST - Full time, for medical office in Livonia. Medical billing experience preferred. Call Dr. Bowes Days, 464-8000 Eves 313-663-4668

RECEPTIONIST - Full-time, with some billing experience, for Biomedical Weight Control Center. Some Evenings & Saturdays required. Call 334-6850

RECEPTIONIST for doctor's office. Westland area. Experienced Medical assistant with receptionist duties or Medical Assistant willing to work as receptionist. Must be able to work evenings, weekends and holidays. Full and part time positions available. Do not apply unless you meet above requirements. Please call Mrs Mattox at 282-8858 Ext 18

502 Help Wanted Dental-Medical

PHYSICIANS BILLER - - internal medicine & outpatient, all payors. Computers 2-3 yrs. experience. Southfield hospital clinic. $18,000-$21000. Benefits. Call Lisa, Tempro Medical 442-5590

RECEPTIONIST

Part time. Dental office experience required. Send resume to W. E. McMaster, DDS, 36180 5 Mile Rd., Livonia, MI. 48154

REGISTERED MEDICAL Technologist with experience needed full time for short, 11a.m.-7p.m. at Bilzin Hospital, Southfield. Contact Chief Medical Technologist at Bilzin Hospital, Mon.-Fri. 357-3380, ext. 192

REGISTERED NURSE

Full time position in large cardiology practice (SGH preferred) 2 yrs. cardiac nursing experience required. Responsibilities include patient assessment, education, treatment and management of care. Send resume to R.N., Northpointe Heart Center, 25175 Woodward, Ave Berkley, MI 48072

Registered Nurse

Emergency Department

We have current opportunities in our Emergency Department which include Days and Evenings and Weekends and flexible scheduling. One year of emergency, or 2 years critical experience and/or BLS certification preferred

Botsford General Hospital offers an excellent benefit package and competitive salaries. Our progressive nursing program makes Botsford the choice of many. For more information, call Joan Harrison at 471-8653 or forward resume to Human Resources Department

BOTSFORD GENERAL HOSPITAL
28050 Grand River
Farmington Hills, MI. 48336-5933

An Equal Opportunity Employer

REGISTERED NURSE
BEST OF BOTH WORLDS

Medical Personnel Pool is seeking an outgoing Registered Nurse for a full time Home Care Supervisory position. Responsibilities include patient and employee supervision, in-service training, case management, and Community Service involvement. Supervisory and 3 years nursing experience required. Medical Personnel Pool is a nationwide professional and quality-driven nursing service that offers excellent pay and competitive benefits

Please call for an appointment or interview today.

Jennifer Lemieux RN-BHCS
26720 Southfield Rd
Lathrup Village, MI 48076
313-569-4100

TEMPORARY HEROES®

Medical Personnel Pool

Home Care and Staffing Services
Since 1966
With over 300 offices
An Equal Opportunity Employer
©Copyright 1991
Personnel Pool of America
AN H & R BLOCK® Company

REGISTERED X-RAY Technologist part time for Rheumatology practice. Birmingham area

Call 647-4425

RN/LPN

All shifts. Full time, part time, and contingent shifts available. Please contact Ann Lapham RN, DON at 697-8051

An Equal Opportunity Employer

RN &
HOSPITAL BASED
HOME HEALTH EVALUATOR

Uzionis is a JCAHO & Medicare certified home health agency seeking qualified RNs with discharge planning or community health experience for this unusual & challenging position. Must have Medicare knowledge. Please call

Sharon Hudec R.N., BSN
Uzionis Health Care Services
Farmington
313-358-1310 or 1-800-462-6603
Equal Opportunity Employer M/F

502 Help Wanted Dental-Medical

RN - CHEMO NURSE needed for busy Oncology office. Please send resume to 41199 Ordonnance, Suite 615, Troy, MI 48098

RN-ER

Henry Ford Health System currently has a full-time Emergency Room RN position available at Ke West Bloomfield Medical Center.

Full-time, mornings, 4-day work week. Shifts offered are 7a-7p. Ideal preceptor orientation. RN requires with previous critical care, ER, ICU or Step-Down experience preferred.

We offer competitive salaries and outstanding benefits. Qualified applicants should forward resumes to

HENRY FORD HEALTH SYSTEM
Employment Division Dept JR
800 Fisher Building
Detroit, MI 48202

An Equal Opportunity/Affirmative Action Employer M/F/H.

RN

Full-time position available in Oncology. Oncology experience not necessary. Monday-Friday, 9-5. Interested applicants call 538-8120

DMC HEALTH CARE CENTERS
WOODLAND
(W. 8 Mile Rd. near Lahser Rd)

Affiliated with the Detroit Medical Center, an Equal Opportunity Employer

RN-S HOME CARE
UPJOHN NEEDS YOU NOW!

We are seeking quality oriented RNs with strong clinical skills to join our Upjohn Team. We are a JCAHO & Medicare certified home health agency seeking RNs to handle assessment & medicare visits. Have access to your own car. Oakland & Macomb counties. You will receive competitive visit rate with mileage, paid orientation, bonus program, flexible schedule & optional health insurance. Qualified candidates call Sharon Hudec, RN, BSN at Upjohn Health Care Services between 8-4pm (313) 356-1310 1-800-462-6603

Equal Opportunity Employer M/F

SEEKING QUALIFIED RN Knowledgable with OBRA guidelines & MDS. Flexible hours, salary commensurate with experience. Apply at Westland Nursing Center, 26115 Ford, Westland, between 10 - 11 weekdays.

STAFF RNS

Opportunities in Hospice Care
Hospice Homes
Hospice of Michigan

Amicare Hospice Services, sponsored by the Sisters of Mercy, is seeking compassionate and dynamic RNs for its Monroe and Washtenaw branches. This is an excellent opportunity to "Hospice" and make a real difference in the lives of terminally ill patients.

You will be responsible for case management of patient care with the concept of interdisciplinary team approach. Current or previous one or more years of hematology/oncology experience required, with hospice experience preferred.

Amicare offers a competitive salary to match your skills. To apply, please send your resume to:

Amicare Hospice Services, Inc.
Human Resources
2010 Hogback Rd
Suite 1
Ann Arbor, MI 48105

Achieving Workforce Diversity through Equal Opportunity/Affirmative Action Employer

ROBISON DENTAL IS GROWING!

CHAIRSIDE ASSISTANT

Do you want to be part of a team? Do you want to be recognized for your work effectively as a team member? Do you see yourself in a health profession? If so, we want to talk with you. Please phone to arrange a confidential interview 453-8320

502 Help Wanted Dental-Medical

WANTED Full or part time. Tired of the hospital scene? Want to leap the other side of patient care? Call Charlie Consoline, RN at Gambrinus West Nursing Center, 18633 Beech Daly, Redford 255-1010 1 FRIDDIT, WEEKEND, FULL WOULD, TOO

An Equal Opportunity Employer

RNs & LPNs - Full time positions for 3-11 and 11pm-7am available at Specialty Excellent Home Weekend Differential. Call Director of Nursing, at 261-8800 or apply Mon-Fri 9-5pm at 51 Joule Convalescent Ctr., 34350 Ann Arbor Tr., Livonia

RNS - LPNS - QMHS

Are you seeking a professionally challenging work environment? Westland Convalescent Center, known for excellence in nursing care, has a full time position available on the Afternoon & Midnight shift. Part time coverage and bonus schedule also available. Salary commensurate with experience. Contact E. Basmajian, RN, DON, at 728-6100

RN's
MEDICAL ASSISTANTS

For multi-specialty ambulatory care center. Min. 2 yrs. experience, must have good clinical skills. Salary and benefits commensurate w/experience. Please send resume to: Linda Lee, 422 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN- TRIAGE/
PATIENT INQUIRY

Full-time patient advocacy position available. Good written and verbal communication skills required. Interested candidates should send resumes to L. Brindley

DMC Health Care Centers
29320 Plymouth
Livonia, MI 48150

Affiliated with the Detroit Medical Center, an Equal Opportunity Employer

SOCIAL WORKER

Opportunities in Hospice Care
Hospice Homes
Hospice of Monroe

Amicare Hospice Services, sponsored by the Sisters of Mercy, is seeking compassionate and dynamic Social Workers for its Monroe and Washtenaw branches. This is an excellent opportunity to "Hospice" and make a real difference in the lives of terminally ill patients.

You will be responsible for assessing and documenting patient/family needs and participating in interdisciplinary group conference. A Master's degree in Social Work and at least two years of experience in a hospice setting is required.

Amicare offers a competitive salary and an excellent benefit package to match your skills. Please send your resume to: Human Resources Lathrup, Amicare Hospice Services, 2010 Hogback Rd, Suite 1, Ann Arbor, MI 48105. Achieving Workforce Diversity through Equal Opportunity/Affirmative Action Employer

SPEECH/LANGUAGE PATHOLOGIST

Full time at outpatient pediatric center. Must have experience with communication disorders in children, developmental delays, learning disabilities, cerebral palsy and other neurological disorders. CCC preferred, will consider CFY. Send resume to

Detroit Institute for Children
5447 Woodward
Detroit, MI 48202
Or call 875-8100 ext 231
An Equal Opportunity Employer

TECHNICIAN ASSISTANT

Southfield medical company seeking individuals with strong skills and basic xray technicians. Full time. Will train. Pleasant work environment. Apply at: The Nursing Home Company, 21700 Telegraph Rd (Between 9 & 10 Mile Rds.)

TRANSCRIPTIONIST

Experienced in cardiology/radiology, partial time, Farmington area. 737-9350

X-RAY/CAST TECH

PART TIME

For Orthopedic office. Some computer knowledge helpful. Call Dr. Bowes 28700 West Eight Mile Rd., Farmington Hills 464-8000

X-RAY TECHNICIAN & NUCLEAR TECHNICIAN

Part time days, Mon. - Fri. Novi area. 473-8510

502 Help Wanted Dental-Medical

X-RAY TECHNICIAN

Registered, part time to do 24 hours of Mammo. Call ahead/noon, ask for Dianne L. 475-5200

XRAY TECHNICIANS

Xray company in Southfield seeking registered or registry eligible technicians. Students welcome. Good salary, medical & dental benefits. Contact Bud at 353-1155

XRAY TECHNICIANS

REGISTERED & NOT REGISTERED

Full time or work when you want to. Top dollar for your skills. A number of work sites available. Call Theresa Tempro-Medical 443-5590

504 Help Wanted Office-Clerical

ACCOUNTANT, JUNIOR

needed for temporary position in Southfield. Accounting degree or experience, strong computer experience and LOTUS required.

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

ACCOUNTANTS BOOKKEEPERS CLERICAL ENTRY

PART TIME FULL TIME

Call Accountemps Wk. 56,000 professionals did it 1990

ACCOUNTEMPS
Southfield 557-8383
Troy 524-3100

ACCOUNTING AIDE - Full time entry level position requires general office skills and excellent math. $7.00 per hour plus benefits. Send resume to Attn: PR, 27780 Novi Rd., Suite 250, Novi, MI. 48377.

ACCOUNTS PAYABLE

Computer entry/assistant. Detailed, neat and willing to work with a high volume paper flow. Excellent benefits and salary. Send resume and salary requirements to:
Office Manager, 1 Corporate Dr., Dept. 51
Plymouth 48170-6098

ACCOUNTS PAYABLE/
BOOKKEEPER

With Personal computer experience. Call Dave 453-1620

ACCOUNTS RECEIVABLE CLERK

Residential experience preferred. Downtown location. Experience with computerized Accounting. Call Lenore or Michele 362-3333

Accounts Receivable Clerk

The growth of our international company has created an opening in our Finance Dept. 1-2 years experience preferred including balancing lock box deposits, posting cash receipts and invoices and balancing to General Ledger. Data entry and 10-key calculator skills required. Please send resume WITH SALARY REQUIREMENTS or apply in person between 9am-5pm.

Human Resources Department

AMERICAN YAZAKI CORPORATION

6700 Haggerty Road
Canton, MI 48187

No Phone Calls Please

An Equal Opportunity Employer

ACTIVE office needs sales assistant. Word processing. $17,500/yr to start. Call Sara at UNIFORCE 646-7844

ADMINISTRATIVE ASSISTANT

We are one of Southeast Michigan's largest local accounting firms looking for an Administrative Assistant for our 50 person office. The applicant should have two years office experience, exceptional typing & organizational skills, shorthand & proficient on WordPerfect. Salary commensurate with experience. Qualified candidates should send their resume to Personnel Dept., MSW, 28580 Orchard Lake Rd., Site 200, Farmington Hills, MI 48334

ADMINISTRATIVE ASSISTANT for Wholesale distributor. Word processing and Lotus. Up to $8.50/hr. Call Sheila at UNIFORCE 473-2931

ADMINISTRATIVE ASSISTANT

Growing health care firm seeks and organized person. Must have computer and secretarial skills. Medical, dental benefits and plus. Send resume to: Administrative Assistant, 37557 Schoolcraft, Livonia, 48150

504 Help Wanted Office-Clerical

ADMINISTRATIVE assistant for leading international auto manufacturer. Excellent secretarial skills & word processing. Recent grade computer to $23,000/year. Call Mrs. Stamp at UNIFORCE 357-0644

ADMINISTRATIVE ASSISTANT

Learn with Woodwardian. Good basic entry & light clerical duties. Part time. Flexible hours. Call Ann Chrisler, Agro Service Corp., 17187 N Laurel Park Dr., #163, Livonia, MI 48152.

ADMINISTRATIVE ASSISTANT

Experienced with phones, data entry, typing, and clerical/general office support. Send resume and salary requirements to: W. Ging, 2318 Franklin Rd., Bloomfield Hills, MI 48302

ADMINISTRATIVE ASSISTANT

Proficient in WordPerfect 5.1, 55wpm, highly developed oral/written communication, organizational skills & must. Minimum 3 years administrative experience. Fast paced environment, 1 year customer service 2 years college or equivalent

ASSISTANT DATA ENTRY

SUPERVISOR

Immediate opening in Livonia. Duties include input/presentation, data entry, quality control and the supervision thereof. This position supervises approximately from 3-30 Midnight from February through April. 15 Hours (Weekdays 3-7pm and sometimes flexible. Good hourly rate. Successful supervisory experience and data entry experience and typing speed of 55 wpm required. Fax resume to Attention: Dept. 227 525-4774

AUTO DEALER - Clerical/Data entry position. Full time. Apply in person only. See Marty. Troy Ford, 777 John R. Troy

AUTO DEALERSHIP - Experienced New Car Receptionist. Full time Fri. 8AM-5PM. Benefits - health dental, retirement benefits. Apply Sales Manager, Mr. Hines, Hines Lincoln Mercury, 40601 Ann Arbor Rd., Plymouth, MI 48170

AUTO DEALERSHIP

Looking for recent high school graduate or student to assist in a fast paced office. Must have some data entry knowledge. Part time position. Please apply at Joe Parson Chevrolet 28111 Telegraph, Southfield 355-1000

BE A MEMBER of a dynamic team & grow to your fullest potential!

Immediate opening in Troy firm for Secretary looking for growth opportunities in an excellent work environment. Minimum 1 yr. experience. Word processing skills. Fax resume to publishing skills a + Well rounded skills are a definite advantage. Fax resume to 362-8320

BILLER/ACCOUNTING

Import dealer seeking experienced accounting person. Full time. Salary. Apply in person at Autobahn Motors Inc., 1765 Telegraph Rd. Bloomfield Hills, MI. 48302

BILLER - needed for Livonia internist practice. Must know medicare, major insurance, knowledge of insurance billing a plus. Resume required. Please provide salary requirements. Ask for Regina 425-4070

An Equal Opportunity Employer

FULL CHARGE BOOKKEEPER (Int. trial balance & financial statements PC computer experience required. Immediate opening with property management company. Contact Mary Northwestern Call Debbie 851-0858

BOOKKEEPER, full charge, needed for Northville manufacturing company. Must have 5 years recent experience required. Knowledge of Great Plains software a definite plus. Resume to: Accountant, 23917 Cass Farmington, 476-8020

BOOKKEEPER

For leading manufacturer in general ledger, payroll, taxes, and more. Salary $15,000-$18,000. Send resume to S.W.S., 21415 Civic Center Dr., Suite 37 Southfield, MI. 48076

BOOKKEEPER

Manufacturing company has immediate opening for Clerk with experience for individual to handle all bookkeeping through financial statement preparation. Must have full cycle bookkeeping & computer skills and no number aversion. Please Send resume & salary requirements to

DCK
Mr. Lamb
3927 Fourteen Mile Rd
Warren, MI. 48184

BOOKKEEPER - West Bloomfield CPA firm needs experienced through general ledger, payroll taxes, monthly office duties. Jane 626-0755

CARD BILLER & PAYROLL CLERK

Part time. Experienced individuals. Excellent benefit package. Apply at 31300 Grand River Ave Farmington Hills

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
TO $27,000

Great opportunity with a prestigious consulting firm. Experience including word processing and computer knowledge. Call Ann Marie Hurley Call Lynn 464-0906

SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT

Suburban direct marketing agency seeks self-organized, efficient and detail-oriented individual with administrative assistant position. Must be a self-starter and have good interpersonal, written and verbal communication skills, direct marketing knowledge a plus. Proficiency with WordPerfect 5.1 required for heavily clerical and project management support for senior management. Labor, client relations and overtime required. Excellent wage and benefit package. Send resume to Box 430 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT DATA ENTRY

SUPERVISOR

Immediate opening in Livonia. Duties include input/presentation, data entry, quality control and the supervision thereof. This position supervises approximately from 3-30 Midnight from February through April. 15 Hours (Weekdays 3-7pm and sometimes flexible. Good hourly rate. Successful supervisory experience and data entry experience and typing speed of 55 wpm required. Fax resume to Attention: Dept. 227 525-4774

AUTO DEALER - Clerical/Data entry position. Full time. Apply in person only. See Marty. Troy Ford, 777 John R. Troy

AUTO DEALERSHIP - Experienced New Car Receptionist. Full time Fri. 8AM-5PM. Benefits - health dental, retirement benefits. Apply Sales Manager, Mr. Hines, Hines Lincoln Mercury, 40601 Ann Arbor Rd., Plymouth, MI 48170

AUTO DEALERSHIP

Looking for recent high school graduate or student to assist in a fast paced office. Must have some data entry knowledge. Part time position. Please apply at Joe Parson Chevrolet 28111 Telegraph, Southfield 355-1000

BE A MEMBER of a dynamic team & grow to your fullest potential!

Immediate opening in Troy firm for Secretary looking for growth opportunities in an excellent work environment. Minimum 1 yr. experience. Word processing skills. Fax resume to publishing skills a + Well rounded skills are a definite advantage. Fax resume to 362-8320

BILLER/ACCOUNTING

Import dealer seeking experienced accounting person. Full time. Salary. Apply in person at Autobahn Motors Inc., 1765 Telegraph Rd. Bloomfield Hills, MI. 48302

BILLER - needed for Livonia internist practice. Must know medicare, major insurance, knowledge of insurance billing a plus. Resume required. Please provide salary requirements. Ask for Regina 425-4070

An Equal Opportunity Employer

FULL CHARGE BOOKKEEPER (Int. trial balance & financial statements PC computer experience required. Immediate opening with property management company. Contact Mary Northwestern Call Debbie 851-0858

BOOKKEEPER, full charge, needed for Northville manufacturing company. Must have 5 years recent experience required. Knowledge of Great Plains software a definite plus. Resume to: Accountant, 23917 Cass Farmington, 476-8020

BOOKKEEPER

For leading manufacturer in general ledger, payroll, taxes, and more. Salary $15,000-$18,000. Send resume to S.W.S., 21415 Civic Center Dr., Suite 37 Southfield, MI. 48076

BOOKKEEPER

Manufacturing company has immediate opening for Clerk with experience for individual to handle all bookkeeping through financial statement preparation. Must have full cycle bookkeeping & computer skills and no number aversion. Please Send resume & salary requirements to

DCK
Mr. Lamb
3927 Fourteen Mile Rd
Warren, MI. 48184

BOOKKEEPER - West Bloomfield CPA firm needs experienced through general ledger, payroll taxes, monthly office duties. Jane 626-0755

CARD BILLER & PAYROLL CLERK

Part time. Experienced individuals. Excellent benefit package. Apply at 31300 Grand River Ave Farmington Hills

HOME & SERVICE GUIDE

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION — TO PLACE YOUR AD CALL 591-0900

110 Housecleaning

MOTHER DAUGHTER TEAM
Reliable, good housecleaning. Very transportation & references. Available upon request 528-1928

SECRETARIES

Troy Temporaries is seeking recently experienced word processors. Call Jayne or Barbara 649-9330

123 Janitorial

ADVANCE JANITORIAL
Home Office & All Purpose Cleaning. Very reasonable Rate. Bonded & Insured 351-4437

129 Landscaping

AA - ACE LANDSCAPING
Experienced Gardeners
Complete Yard Cleanup
Weeding, Trimming Experts
Shrub & Sod Specialists
Transplanting & Fertilizing
533-8684

ADMIRE YOUR YARD
Complete lawn & home landscaping
Weeding & seeding. Shrubs & Trees
Landscaping buildings. Underground sprinkler systems installed. Time saver. Work Trenching. Downspout & Sump Pump drainage. Brick & block laying. Backhoe work. Tractor work. Dump truck hauling. BIG OR SMALL
HACKER SERVICES
DAILY SERVICE SINCE 1946

Affordable Landscaping By LaCount
Custom new landscaping. Old landscaping renovations. Decks & shrubs installed. Custom designed beds. Decorative Stone. Retaining walls. Retaining Walls. Brick walks. Patios & Patio Soldiers. Decorating & hardscaping. Low foundations repaired. Tree trimming & clean up work. Landscape Architect on staff. Commercial grounds maint. Commercial Irrigation Systems 354-3233

AFFORDABLE & PROFESSIONAL
Landscaping, sod, trees, shrubs, bark, stone, retaining walls, etc. All work guaranteed by
NORDIC LANDSCAPE 553-8119

ANGELO'S SUPPLIES
SUMMER SALE!
Hardwood Bark Nuggets $28.
Cedar Mulch
Wood Chips
Delivery & Decorating Stone
Play, Pool, Sling & Fill Sand
Railroad Ties & Railroad Ties
Pickup or Delivery - Open 7 Days
(Mon-Fri 8-6, Sat. Sun. 9-5)
Piggins Rockford, U Haul Center
478-1729

Apple Landscaping & Diversified Services
Landscape Design & Installation
Harrow Dirt Landscaping
Sod & Seed Clean Ups
Trees & Shrub Maint. & Planting
Retaining Walls & Grading
Privacy Fences & Wood Decks
Concrete & Paver Drives
Thanks for your business 535-6066

ARTISTS Greenery Landscaping
New & old landscapes. Lawn installation, sod, seeding, yard clean-up. Great prices. Fast and Dave 464-8614

COMPLETE LANDSCAPING
Final grading, weed mowing, backhoe work, gravel, driveways, lawn mowing. Call Matt 348-7419

LANDSCAPES
Design & Installation
Brick Patios
Decks & Ponds
GREENTHUMB LANDSCAPES
352-1835
FREE ESTIMATES

129 Landscaping

CASSONE'S LANDSCAPING & TRASH REMOVAL
Cut lawns, rototilling, sodding & much more more. Free Estimates. Low Rates. Call Jim 937-8050 397-5518 or Beeper 780-1883

H.L. RENAS LANDSCAPING
Since 1969. Complete landscaping construction & design.
425-9777

MN SHOVEL LANDSCAPING
Spring & Summer Clean Up
Shrub Removal - Retaining Walls
Sod - HYDROSEEDING - Grading
Drainage - Lime Balance Repairs
Free Estimates - Quality Work
Leave Message - Paul 729-6287

NOBLE'S
LANDSCAPE SUPPLIES
BOULDERS
Decorative & Driveway Stone
Topsoil Peat Top Soil Mix
Shred Bark & Wood Chips
Interlocking Pavers & Patio
Bricks & Landscape Timbers
Pick up or Delivery
474-4922

O&G GRADING
Backhoe & Top Soil
Dozer & Demo Work 477-2605

PROFESSIONAL LANDSCAPING
Trimming, Bed Work, Installations, Clean-Ups and Gutter Cleaning. Call after 6pm, ask for Jerry. 347-1371

TOPSOIL
★Special★
Triple Screened Top Soil Del $65
Planting, Grading Tractor Work
Randal Landscape
Farm & Development Area
855-7005

TOPSOIL
42750 Grand River - N.E. of Nov Rd
JACK ANGLIN 349-8500

135 Lawn Maintenance

AFFORDABLE & PROFESSIONAL
Reliable weekly lawn service. Low rates. Both residential & commercial. Free trimming. Free Estimate
NORDIC LANDSCAPE 553-8119

BRANDON'S
LAWN & HOME CARE
Lawn Maintenance, landscaping, tree & shrub trimming 453-1508

LAWN CUTTING
& SHRUB TRIMMING
Free estimates
ZUPINS LAWN SERVICE 737-7059

H & H LAWN CARE
Weekly Mowing, Shrub Trimming & Fertilizing. Detailing. Seeding. Dial Rate 535-7756, 538-1370

RE SERVICE CORP
Complete lawn care
Sprinklers installed, repaired, & winterized 421-4129

150 Moving & Storage

EXODUS MOVING LINE
Office Residential
Storage Summer Special $42/mth
752-4321 or 1-800-875-Get Moze

INDEPENDENT MOVING
Free Estimates Insured
Local or DIAMOND 1 rate
Courteous Careful & Competent
LOW RATES 548-0125

150 Moving & Storage

BOS MOVING & SERVICE INC
Any Size Job - Reasonable Rates
Local & Long Distance
Free Estimate - Insured 682-0172

D & J MOVING & HAULING
Home & Office Moving. Garage & Debris Removal. Quick, Efficient & Reliable. Free Est. 454-0650

MOVING???
Need assistance in packing?? Complete preparation for moving. Expert, professional, 19 yrs. exp. $20/hr. Free est. Call 425-8752 Mary & Moving Assistance

152 Mirrors

CUSTOM MIRRORED WALLS
Bi-fold doors and glass table tops
Insulated glass - Discount prices
492-8910 559-1309

MIRRORS & WINDOW REPAIR
Tub enclosures
Dismantled while you wait
WOODWARD GLASS 532-4148

165 Painting/Decorating

AA ALUMINUM SIDING
• Refinishing • Pressure Cleaning
• Exterior Paint • All Minor Repairs
945-5939

A BETTER JOB
... REASONABLE RATES
SHUR PAINTING
Interior - Exterior Staining
Plaster Repair & drywall
Spray textured ceilings
Paper hanging & removal
Aluminum Siding Refinishing
Your Satisfaction guaranteed
with a 3 year written warranty
Free Appraisal 421-2241

ABSOLUTELY
THE BEST
INTERIOR PAINTING SPECIALIST
Journeyman with 20 yrs. experience
Drywall Plaster repair
Your satisfaction guaranteed
DIRECT PAYMENT
Average room from $50
All Work Done By Me
IVAN 531-3445

ALEX'S PAINTING
Interior / Exterior 15 yrs. experience. Free Est. 647-5208

ALL TYPES OF PAINTING
And wallpaper removal. Drywall repair. Aluminum siding painted. Insured. Free estimates. 399-2737

ANDY'S CUSTOM PAINTING
Comm. Indus. Res. Int/Ext. Alum. siding refinished. Power washing. Spring Since 1975 421-1203

A-1 PAINTING
Any size garage painted $75
Satisfaction guaranteed
638-8843

BOB'S CUSTOM PAINTING
INTERIOR & EXTERIOR
QUALITY WORK
N. FARM LIVONIA 522-1991

CALO'S
Custom Painting Company Inc.
We are in it not just a job!
Our Reputation Speaks For itself
Call Now - Set Up Appointment
For Custom Stain & Varnish
Ask Us About Our Unique
478-4398

165 Painting/Decorating

BOURQUE PAINTING
FATHER & SON
INT/EXT. Over 30 years exp. Quality work. Reasonable rates. Free estimates. Call anytime 427-7332

BRUSH PAINTING CO.
Int./Ext. Wallpapering
Free Est. 348-1704
Visa/Master Cards accepted

CUSTOM PAINTING & STAINING
1990 prices - 1991 quality
Free price & times