502 Help Wanted Dental-Medical

RN - IV NURSE CLINICIAN
We are recruiting a special person to act as liaison and teacher with ambulatory therapy program. This person will work independently, yet with our professional staff to instruct, supervise and perform the various techniques of infusion therapy. This position will required a minimum of 3 years recent hospital types of IV therapy. Excellent clinical teaching skills. Experience in peripherals skills a must. A background in a critical care setting would be beneficial. There will be some travel involved & use of a private office. Division is included along with a very competitive wage. Reply to Box 834,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RN OR LPN
Part time position available in busy office. Pediatric experience preferred. Please call Pediatrics Hospital 458-9400 ext. 3

DMC Heart Care Centers
21210 Plymouth Road
Livonia, MI

Affiliated with The Detroit Medical Center. An Equal Opportunity Employer

RN
We are looking for a dedicated person to work part time, mid afternoon shift. Must be able to work some weekends every other week and be able to cover for some vacations. Call 349-7640 for more information or come in and fill out an application.
Wyndham Extended Care
43455 West Ten Mile

SALES MANAGER-Timeshare/Vacation Rental product. Must have experience in hotel/motel. Equivalent experience acceptable. Salary plus commission. Send resume to:
Mark Bazzoni, Director of Marketing
Sales Manager, 7337 N. Haggerty Rd., Canton, MI 48187

DENTAL Appointment Secretary. Experienced for computerized Northwestern office. Must be pleasant. Flexible hours/benefits. Call 652-7172

UNIT TECHNICIAN

Part time position available at our Nine (Emergency) to every other weekend. Must have minimum of 2 years of acute care experience. Apply in person or fax resume to:
Wed. & Fri.

PROVIDENCE
MEDICAL CENTER - NOVI
47601 Grand River
Novi, MI
An Equal Opportunity Employer

X-RAY TECHNICIAN NEEDED
Good benefits. Modern Clinic.
Call between 9-1pm 981-1660

X-RAY TECHNICIAN with minimum of 2 years experience. Full time position. Benefits. Call Dr. Bernstein 533-7477

502 Help Wanted Dental-Medical

RN SUPPLEMENTS NEEDED YOU
Life's earning up to $21/hour
Life's earning up to $20/hour
Home Care Staff Relief
FAULT PHONE CALL
(313) 459-5683 (313) 455-5683

THERAPISTS
Contractual therapists needed to conduct assessment and treatment for mental health and substance abuse populations. Requirements required include: Master's Degree in mental health or assessed field with appropriate state licensure. Experience in brief psychotherapy and family intervention preferred. Experience in consultation with children, families and chemical dependency. Helpful Locations in Downtown and Livonia. Send resumes to:
Double Lake Corporation
1750 South Telegraph, Suite 200
Bloomfield Hills, MI 48302
(313) 338 0382

TRANSCRIPTIONIST for radiology group in Southfield, allowed to work part time position. Call Ray Dorr at 354-8411

TRANSCRIPTIONIST
Part time days. Southfield Cardiology. Experience preferred. 557-2882

FULL TECHNICIAN/FULL TIME
Experienced medical records clerk for office in Southfield. Ask for Cindy. 424-9355

X-RAY TECHNOLOGIST
Registered or registry eligible. Full time or full time position available. Apply in person or send resume to: Attention Supervisor
Carl Pain Department 259-4411

X-RAY TECHNOLOGIST
If you are looking for a change, we may have the ideal position for you. Sundays No Weekends. Great Benefits
Call Linda 855-4700

504 Help Wanted Office-Clerical

ADJUSTMENT CLERK
Position available with large manufacturing company. Prior experience with a financial institution is preferred. Duties include: Processing customer requests, balancing and reconciliation of accounts, balancing with the ability to operate adding machine and 10 key pad. Adjustment Department. Excellent benefits package. Apply in person or send resume with salary requirements to:
Human Resources Department
Lear Siegler, Inc.
21250 Hallwood Ct.
Farmington Hills, MI 48335
An Equal Opportunity Employer

ADMINISTRATION OFFICE
Administrative assistant for busy office. Must have computer experience & knowledge of word processing, mailing lists, & general office duties. Salary commensurate with experience. Send resume to: Administrator, P.O. Box 6070 Plymouth, MI 48170

ASSISTANT PAYROLL POSITION
Must have computer experience & knowledge of reporting requirements. Payroll experience preferred. Send resume to: Personnel, P.O. Box 6070 Plymouth, MI 48170

AUTO BROKER
Opening for experienced Accounts Receivable Clerk. Apply at Hometown Buick
Hometown Buick
30500 Northwestern Hwy
Farmington Hills, MI

AUTO DEALERSHIP
Immediate opening for experienced person with knowledge of computer system. Apply at Hometown Buick
Hometown Buick
30500 Northwestern Hwy
Farmington Hills, MI

A/P CLERK
Accounts payable experienced person for busy office. Apply at Hometown Buick
Hometown Buick
30500 Northwestern Hwy
Farmington Hills, MI

504 Help Wanted Office-Clerical

ACCOUNTING CLERK with ADP payroll, bank reconciliation experience, other misc duties, full time for busy office. Resume OR 29181 Joy No. Westland, MI 48185

ACCOUNTING CLERK
Major heat rate Livonia facility requires prior experience and 10 key skills. To apply contact Carl Davis at UNITHERM 473-2932

ACCOUNTS RECEIVABLE
Sun Sanitary Co needs full time with experience. Hardworking with pleasant images required. Call for appointment 442-7234

Active
OPEN HOUSE
TUES. JUNE 2
WED. JUNE 3
10am - 7pm
We are the largest privately owned agency specializing in permanent and temporary secretarial positions. If you have recent office experience and would like to work for us, we invite you to attend our open house. Call for an appointment with our professional staff. Bring your resume and a list of positions available.

PERMANENT POSITIONS
Receptionist Secretary
Lotus - WordPerfect
Secretary $18,000
WordPerfect - Lotus
Secretary $21,000
Mac/Word
Legal Secretary $24,000
PERMANENT STAFF
Troy 585-2720
870 Stephenson Hwy. Suite 303
Farmington Hills 737-7510
28200 Orchard Lake Rd.

TEMPORARY POSITIONS
Executive Secretary $12+
Word Processor $10+
Technical Writer $10+
Apply at
TEMPORARY RESOURCES
28200 Orchard Lake Rd.
737-7711
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT for non-smoking real estate office. Located in N. Bloomfield area. Knowledge of Lotus & proficiency in word processing.
737-7242

ASSISTANT PAYROLL POSITION
Must have computer experience & knowledge of reporting requirements. Payroll experience preferred. Send resume to: Personnel, P.O. Box 6070 Plymouth, MI 48170

AUTO BROKER
Opening for experienced Accounts Receivable Clerk. Apply at Hometown Buick
Hometown Buick
30500 Northwestern Hwy
Farmington Hills, MI

AUTO DEALERSHIP
Immediate opening for experienced person with knowledge of computer system. Apply at Hometown Buick
Hometown Buick
30500 Northwestern Hwy
Farmington Hills, MI

504 Help Wanted Office-Clerical

ADMINISTRATIVE/BOOKKEEPING - Part time position for take-charge responsible creative person with sharp organizational skills and fast learning curve. Responsibilities include accounts payable/receivable, job costing & billing, payroll, sales tax reporting, invoicing. Knowledge and use of computer very helpful. Call Jeanne and leave with hand-written cover letter to: Grand Blanc Tool & Industrial Park Drive, 9150, Farmington Hills, MI 48335

ASSISTANT TO MIS DIRECTOR
Ability to write/compose, procedures, documentations, memos, with good spelling skills. Responsibilities include: Maintaining department records, coordinating meetings, answering phones, filing, typing. Solution Oriented & Industrial Park Drive, 9150, Farmington Hills, MI 48335

AUTO DEALERSHIP
Immediate opening for accounts receivable clerk. Must have some accounting knowledge. ADP computer system. Contact Ron Cousineau, Joe Rahan Chevrolet, 28111 Telegraph, Southfield 355-1000

AUTO DEALERSHIP
Immediate opening for accounts receivable clerk. Must have some accounting knowledge. ADP computer system. Contact Ron Cousineau, Joe Rahan Chevrolet, 28111 Telegraph, Southfield 355-1000

BI-LINGUAL (JAPANESE) SECRETARY
Have position in growing firm. Strong oral written & word processing skills needed. Generous salary & benefits
PERSONNEL SYSTEMS 459-1166

BOOKKEEPER/ACCOUNTANT
Troy Manufacturing Company firm looking for a bookkeeper with strong computer skills to maintain, to communicate well and work on multiple tasks with minimal supervision. Experience preferred. Competitive salary and benefits with compensation commensurate with experience. Send resume to:
Human Resources
Troy Manufacturing
27127 Halsey Rd.
Suite 950 Southfield MI 48034

BOOKKEEPER/PART TIME
Knowledge of Lotus required. Call Sunset Company, Grand Rapids area office. Ask for Ann. 616-942-9100

★ BOOKKEEPERS, ACCOUNTING CLERKS
We need your experience. Free your skills. Pick summer hours. Pick summer salary.
WORK AS A TEAM!
Full time and part time positions available. Some summer days lead to permanent.
Are you for us temp?
Top pay rates
Free personnel benefit services
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Don't get caught with a minimum job. Call today! We have excellent benefits. Call today!
ACCOUNTANTS ONE
24355 Northwestern Hwy. Suite 202
Southfield, MI 48075
354-2410

504 Help Wanted Office-Clerical

BILLER - PART TIME
Non-smoker, wages equal experience. Various medical office. Call between 1-3pm 737-7515

BOOKKEEPER
For young expanding Southgate firm, per month on site. Bank reconciliation, payroll, general financials. Must resume or application: 24700 Telegraph Rd., Southfield MI 48034

BOOKKEEPER For Real Estate company/General Bookkeeper. Must have experience in this business and know computers. Send resume with hourly or other accounting software helpful. Send resume to: PO Box 251001 W Bloomfield MI 48325

BUSINESS MANAGER
Established and growing Metropolitan Detroit area law firm desires to hire an experienced business manager for a full time position as Business Manager. These candidates must have a minimum of 5 years financial experience and be capable of managing a staff of 20 people in a law firm including good computer skills. Presently firm is using the LAWS accounting software on a IBM 36. Excellent benefits. Progressive trustworthy, confidentiality and dedicated person. Reporting directly chairman of running the business of a law firm. Starting salary and benefits are very competitive. Please send resume to:
Clerical

RECEPTIONIST
Energetic, a real go-getter team player, the environmental services industry is seeking an energetic, motivated self starter for our Troy office.
This position requires a personable clear speaker with professional telephone manner and the ability to handle heavy telephone traffic. Computer knowledge helpful. Strong phone customer skills as well as system administration and programming knowledge. Typing 40-45 WPM with previous word processing experience preferred. Other responsibilities include: Travel arrangements for employees, ordering and knowledge of office supply coupon procedures, ordering and maintaining office supplies, various clerical functions.
If you have a team player attitude and get along well with others, we want to talk to you.
Qualifications: Dwell 05592
3555 Galaxy Rd
Mad Ison Wi 53719

WARZYN INC.
An Equal Opportunity Employer
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CLERK/BOOKKEEPER - Part time with Medical Supply Co. Near Ford & Gulf Telegraph. Flexible. Ability to work independently. Prefer local knowledge of farmington area. Salary negotiable. 28 hrs. Salary $8.50 per hour. Send resume to: Box 1000 Mr. Chairman Congressional 33911 Grand River Farmington MI 48335

CUSTOMER SERVICE Representative for cable television company. Must have good telephone skills, be a person who has some computer experience and good time management. Position is full time. Starting salary $5.75 per hour. Please apply by May 29, 1992. Reference #52

504 Help Wanted Office-Clerical

BOOKKEEPER - Full charge. Must be well qualified. Tenant accounting experience. Ability to perform management company. Emphasis on computer entry and residual support experience. Knowledge of MRI & Skyline software programs preferred. Bank reconciliation. Salary commensurate for financial separate background. Call Jeanne 244-8700

CLERICAL DATA ENTRY - full time accurate typing & data entry required. Knowledge of computer helpful (preferred). Send resume to: Sky 1150 Southfield, MI 48034

CLERICAL - immediate opening. Contractors Association of Michigan. Typing skills. Send resume & financial requirements to: 28411 P.O. Box 531 Wixom MI 48393

Clerical

Office Clerk
Part Time
We are a leading producer of non-chemical photographic supplies. Our ideal candidate will be a self-starter, provide clerical support in our fast paced office. Duties will include typing, phone, processing, customer service, and general office. Candidate should have experience in the office. Computer experience is also preferred.
Full time benefits package. Send resume or letter to:

Sun Chemical
General Printing Ink Division
14909 Quite Street
Livonia, MI 48154
Equal Opportunity Employer
Manufacturer of Printing Inks

CLERICAL - Immediate opening for general accounting and or purchasing position. Light clerical duties. Call Gloria 476-8660
Livonia MI 48151

CUSTOMER SERVICE CLERK
Well organized, detail oriented candidate with excellent communication skills to fill your customer service department.
Call Donna 357-0661

DATA ENTRY CLERK - Immediate opening for data entry clerk. Knowledge of computer helpful. Call Gloria 476-8660
Livonia MI 48151

DATA ENTRY
Data entry clerk needed for Farmington Hills area. Call Gloria 476-8660
Livonia MI 48151

DATA ENTRY
Data entry clerk needed for Farmington Hills area. Call Gloria 476-8660
Livonia MI 48151

DATA ENTRY
Data entry clerk needed for Farmington Hills area. Call Gloria 476-8660
Livonia MI 48151

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Suburban printing distributor requires highly motivated individual with excellent phone manner. Must have typing & computer skills. Resume to: Personnel, Box 4300 Southfield, MI 48037

DATA ENTRY CLERK
Data entry clerk position for small company located at 13 & Telegraph. Successful candidate must be able to type 50wpm, be self motivated organized and possess computer experience. Send resume to: Box 982
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

DESKTOP PUBLISHING
Part time Grosse Ile Real Estate marketing company needs individual with IBM - PC Desktop Publishing experience. Pay very according to work load & your ability.
Fax resume Sandi Pedersen
Grosse Ile Publications
24824 Orchard Lake Rd. #215, Farmington Hills MI 48336

EVENTS SECRETARY
Full time position. Monday - Friday 5:30pm. Downtown Detroit. Took set located on Belle Isle. Must be organized, detail oriented, able to work independently, good communication skills, word processing (Word Perfect 5.1), knowledge of Lotus 1-2-3 helpful. Send resume or letter to:
Detroit Historical Society
5401 Woodward Ave.
Detroit, MI 48202
Equal Opportunity Employer

EXECUTIVE SECRETARY
Immediate opening. Engineering Administration department. The Marketing and Financial Officers of a manufacturer of electrical products. Candidate will possess excellent skills in shorthand, word processing (Word Perfect 5.1), knowledge of Lotus 1-2-3 helpful. Send resume or letter to:
Detroit Historical Society
5401 Woodward Ave.
Detroit, MI 48202
Equal Opportunity Employer

504 Help Wanted Office-Clerical

GENERAL OFFICE - Immediate opening for general office duties. Light typing. Call Gloria 476-8660
Livonia MI 48151

GENERAL OFFICE
Permanent position for person to do various office functions. Must be organized and have good with numbers. Billing & Lotus experience. Mr. Cain 353-0160, ext 471

GENERAL OFFICE - good math & 10 key calculator skills. Typing 40-50 wpm. Good telephone & customer service work in busy office. Flexible hours. Send resume to: Attention Donna, Detroit Form - 19100 Mile & Mile Road, Southfield MI 48075

INS DE SALES ASSISTANT
Part time position for detail oriented individual looking for person to help with sales staff in all aspects of order processing. Good telephone skills and the ability to communicate with both customers and sales staff. Send resume: Rochester - Area 15-20 hrs per week. Send resume to: Director of Marketing P.O. Box 910 Rochester MI 48307

504 Help Wanted Office-Clerical

INSURANCE OPERATORS
We are currently accepting applications for full time day/afternoon positions at our Livonia office. Please call between 9-3 for an appt.
Hollis Crisp 427-5052

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Let our 30 years of service and experience work for you. For professional, personnel services, temporary or permanent employment now with the agency for Legal Secretaries
ALL FEES PAID OVER PAY
HILLSTROM & ROSS AGENCY, INC.
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Fast paced, growing firm. Minimum 2-3 years litigation. Call 647-8653

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HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY
Partner - Southfield defense firm seeks secretary with legal medical experience. Must have word perfect knowledge. Competitive salary & benefits. Excellent opportunity for person who thinks quality. Send resume to:
Box 952
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY
Small starter with substantial litigation experience. WordPerfect knowledge and excellent typing skills required. Competitive salary & benefits package. Send resume to: Hiring Partner, Box 2590 Troy, MI 48007

504 Help Wanted Office-Clerical

JUNIOR SECRETARY
Major advertising agency needs your enthusiasm and willingness to learn. To $7/hr. Call Gloria at
LAND GROUP
(313) 358-5033

LEGAL SECRETARY
For Troy insurance defense law firm. Must have 2 yrs experience in litigation. 643-7230

LEGAL SECRETARY
Prestigious law firm needs experienced secretary with WordPerfect knowledge. Competitive salary & benefits. Call Joyce Hoffman, Employing Office. Excellent benefits offered

PERSONNEL SYSTEMS 459-1166

LEGAL SECRETARY
Partner - Southfield defense firm seeks secretary with legal medical experience. Must have word perfect knowledge. Competitive salary & benefits. Excellent opportunity for person who thinks quality. Send resume to:
Box 952
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY
Small starter with substantial litigation experience. WordPerfect knowledge and excellent typing skills required. Competitive salary & benefits package. Send resume to: Hiring Partner, Box 2590 Troy, MI 48007

MARKETING SUPPORT SECRETARY
A fast paced office. Must be people & detail oriented. Full time benefits.
Call Mr. Bryant 557-7300
356-2300

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CASHIERS
Breaking wages for event jobs. Steady work for flexibled minded. Competitive wages. Call Cedar Lake Company. Please send a cover explaining why you want to work for us. Fax 661-0287
Troy, MI 48006
An Equal Opportunity Employer

OFFICE ASSISTANT
Immediate opening for a dependable, low key, self directed individual serving as receptionist and staff assistant. Experienced with computer, spread sheet, word processing, typing & telephone. Flexible hours. Pay commensurate with experience. Send resume to Box 960
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OFFICE HELP
For use in payment organization. Must have knowledge of Word Perfect. Call Mr. Bryant 557-7300
356-2300

HOME & SERVICE GUIDE

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

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129 Landscaping

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Delivery Available
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Complete Landscaping
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• RENTALS AVAILABLE •

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Remove old shrubs & bushes. Install new landscaping. Shrub bed edging. Install edging. Install decorative mulch. Power shrub trim. Install flagstone walks & patios. Install custom decks. Install lighting. Install garden walls. Install & remove lawn ornaments. Free Estimates! Call Jon 294-3213

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Front yard special: one zone for 5 hours $383. Time saving engineered for life. 455-4005

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COMPLETE LANDSCAPING
• Design
• Trees & Shrubs Planted
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Decorative Boulders, Stone, Mulch, Topsoil, Sand, Gravel
Delivery Available
Open 7 Days
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Weekly Lawn Maintenance Includes: Lawn Cutting, Edging, Shrubs Trimmed, Limited Weed Control, Blowing Off Walks & Patios
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Complete Lawn Care
Experienced, Reasonable
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TOPSOIL
★ SPECIAL ★
Lands Screened Top Soil (No Bark, Weeds, Clay) - Trucks Work
Randal Landscape
Lawn & Blacktop Areas
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Trees & Shrubs Field Grown in Connecticut, Shipped Daily in Southeastern Michigan. 464-2670

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OPEN 7 DAYS 9am-8pm
Now Delivering Topsoil
between Wayne & Ypsilanti
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SOD DELIVERED
Seed & Mulch Also Available
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CORY & CO
Tree & shrub trimming & removal. Lawn maintenance. Free estimates. Birmingham Resident 644-7656

• DO ALL HORSE SERVICE •
Sweeping Pools Pool Deck Cleaning & Pool Grading. Call 624-1630
• RENTALS AVAILABLE •

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AFFORDABLE LANDSCAPING
BY ACCOLADE
Remove old shrubs & bushes. Install new landscaping. Shrub bed edging. Install edging. Install decorative mulch. Power shrub trim. Install flagstone walks & patios. Install custom decks. Install lighting. Install garden walls. Install & remove lawn ornaments. Free Estimates! Call Jon 294-3213

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Lawn Cutting & Repair
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AFFORDABLE
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Weekly Mowing, Trees & Shrubs Trimmed, Fertilization, Aeration, Mulch Blown & Edged, Lawns Thatched & Seeded, Spring Clean Up, Free Est. 347-4949

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Complete Lawn Care
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• Hedges
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SPRING SPECIALS
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Lawn Cutting, Edging, Trimming
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