EMPLOYMENT

502 Help Wanted Dental-Medical

MEDICAL BILLER
Full time, experienced required Southfield family practice. Call Physician. 424-8356

MEDICAL BILLER
Experienced, willing to train on MGS system. Permanent. $10-$12

FRONT DESK RECEPTIONIST
Some billing experience, full or part time, permanent. Send resumes or call Judy Ortmann, Medical Staff Placement, 29200 Franklin, Southfield, MI 48034

MEDICAL/LAB ASSISTANT
Must know phlebotomy, urinalysis, and microscopic. Full time. Excellent benefits. Farmington Hills area 476-2727

MEDICAL OFFICE position open for full time front office person, with computer skills and experience preferred. A desire to hold a responsible position with room for advancement. Southfield 358-0011

Medical Office Opportunities

Large medical practice has the following positions available on a FULTIME/PERMANENT BASIS:

REGISTERED NURSES - 2 years clinical hospital experience and 1 year of experience in a physician office

MEDICAL ASSISTANT - 2 years experience for a multi-specialty physician office

RECEPTIONIST - Experience in medical billing and computers

MEDICAL RECORDS CLERK - 1 year of hospital/medical experience

RECORDS TRANSPORTER/CLERK
Full time position for a hospital patient to maintain and transport records. Knowledge of medical terminology and medical records experience required

Please send resumes to
D. Maurer MD
Botsford
Medical Staff
Management Services
28050 Grand River
Farmington Hills, MI.
48336-5933
An Equal Opportunity Employer

MEDICAL PERSONNEL
New openings for receptionists, medical billers, ultrasound techs, medical assistants, home care RNs, Multi-hour solid medical experience. Call HCP Staffing, 24 hours 661-8270. Hills Associates 29870 Middlebelt Farmington Hills, MI 48334

MEDICAL RECEPTIONIST
for physical medicine doctor. Various responsibilities. Knowledge required $7 per hour. 427-1600

MEDICAL RECEPTIONIST
Experienced. Full time Westland office. Insurance experience & good telephone skills a must. Ability to work with a variety of personalities. Send resumes to PO 85097, Westland, MI 48185

MEDICAL RECEPTIONIST - Full time for growing New Hudson office. Medical office experience with excellent patient communication & phone etiquette required. Computer knowledge helpful. Salary commensurate with experience, benefits provided. Please send resumes with qualifications to P. O. Box 67375, Canton, MI 48187

MEDICAL SECRETARY
Progressive medical insurance headquarters needs medical terminology experience. To $9.50/hour. Call Mary
UNIFORCE 646-7662

MEDICAL SONOGRAPHER
RDMS Registered or eligible. Developing long term employment for medical practice in Southfield. Interviews expense paid. Negotiable hours. Call Bruce 9AM-4PM. Mon.-Fri. 647-5565

MEDICAL TRANSCRIPTIONIST
Subcontractor, minimum 3 yrs experience transcribing clinical reports & letters. Must have own transcriber. Free pick up & delivery. EDE 792-5776

502 Help Wanted Dental-Medical

MEDICAL RECEPTIONIST
Billing and computer skills, insurance, and energetic. Part-time West Bloomfield office. 855-2206

MEDICAL TRANSCRIPTIONIST
Part time, to do typing in your home, for busy Eye Doctor. Southfield & Novi offices. Please call 10am-4pm. 559-5985

WANTED NURSE
for woman's health care facility
Call Toni 443-0239

NURSE AIDES
Midnights & Afternoons
Reliable, experienced. Apply: Franklin Manor Convalescent Center, 29300 Franklin Rd. Southfield, (behind Holiday Inn Of Southfield)

NURSES AIDES
CERTIFIED
ALL SHIFTS. See Mrs. Baston
NIGHTINGALE WEST
8305 Newburgh Rd.
Westland, MI 48185
An Equal Opportunity Employer

NURSING ASSISTANTS
STATE CERTIFIED
for immediate openings. Flexible hours, all shifts available.
Excellent wages.
RELIABLE NURSES, INC 981-3244

OCCUPATIONAL THERAPIST
Part time position in outpatient rehabilitation facility. Madison Hts. Call 547-2467

ON-CALL COORDINATOR
Interim Healthcare is seeking a quick thinking, self motivated, organized & people-oriented individual to work as a liason with nurses, patients & clients. Hours would include every other weekend with office & at home on-call hours. Excellent phone etiquette & some general office & clerical duties necessary. Medical terminology a plus. Please call Kim.
INTERIM HEALTHCARE
569-4600
An Equal Opportunity Employer

OPHTHALMIC TECHNICIAN
Full-time or part time position for two physician ophthmic practice. Must be C.O.T. or THE (eligible for C.O.T. eligible) with refractometry and pressure testing experience and willing to travel to 2 locations. Please send resume to
Box 232
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OPHTHALMOLOGY PRACTICE
looking for a Medical Receptionist. Must present professional image & be personable & self motivated. Experience required to join our growing Bloomfield Hills practice. For interview call Mrs. Young 333-2900

OPTICAL DISPENSER/
RECEPTIONIST
Needed for optometry office in Walled Lake. Full time. Experience preferred. Call 669-6311

OPTICAL DISPENSER
D.O.C. of Woodward/Rock Valley Mall, Ste. 14 Adams, Rochester Hills, 48309, seeks experienced Optical Dispenser. Competitive pay and benefits. Call 1-313-375-0022

OPTOMETRIC ASSISTANT. Orthodontist wanted for Farmington area office. Part or Full-time, flexible schedule. Call Dawn 478-2530

ORTHOTECH Must be able to set up and run equipment. Excellent Pay & Benefits. LIVONIA AREA. Call 313-591-7766

PHYSICAL THERAPIST AIDE
Experienced with Orthopedics. Part-time, 15-20 hrs a week. Mon, Wed, Fri. AM. Livonia location. Front office. Experienced helpful. Send resume to Orthopedic Rehab, 29311 W. Six Mile, Livonia, MI 48152. No Calls Please

PHYSICAL THERAPIST & Occupational therapists, full & part time positions available Macomb, Oakland & Wayne Counties. Also part time home care, certified home health aides for Oakland & Northern Oakland counties. Paid medical insurance. Flexible hours. Pay for full time, permanent employees. Dental & Optical plans available. Excellent Employee package info provided on interview. Home Care Services 352-6060

502 Help Wanted Dental-Medical

PART TIME DENTAL Office Telemarketer, hourly plus bonus. Royal Oak area. 541-1288

PHYSICIAN ASSISTANT - For small personable practice in Inkster. Family, Flexible hrs., salary + bonus. Immediate opening 737-0815

PROVIDER RELATIONS REPRESENTATIVE

CIGNA Managed Care Companies has an immediate opportunity in our Southfield office for a Provider Relations Representative.

Responsibilities of this position include recruitment and continued servicing of physicians and other medical providers within an assigned geographical territory.

Requirements include:
• Bachelor's Degree
• Knowledge of local medical community
• High degree of motivation
• Excellent interpersonal and organizational skills
• Detailed knowledge and understanding of specific delivery model

We offer a competitive salary and benefits package in a professional, non-smoking environment. Please send resume and salary history to:

CIGNA MANAGED CARE COS.
27777 Franklin Road
Suite 900
Southfield, MI 48034

No telephone inquiries
No agencies please.
An Equal Opportunity Employer

Radiology
DIAGNOSTIC RADIOLOGIC TECH/ MEDICAL ASSISTANT

Contingent position is available to join our Livonia Medical Center. Quality team of associates. Position will offer a challenge using radiology skills and addition to medical assistanting.

Candidates must be ARRT & have a minimum of 1 year experience in an outpatient setting for medical office.

Applicants may apply Mon-Thurs., 8am-12noon or send resume detailing experience to

PROVIDENCE CENTER
Hospital & Medical Centers

EMPLOYMENT SERVICES
22255 Greenfield Rd.
Southfield, MI 48075
An Equal Opportunity Employer

RADIOLOGY TECHNOLOGISTS

Positions available for A.R.R.T. registered techs. Mammography experience required. Please send resume to

Recruiter/Rad Tech
DMC Health Care Centers
41935 W. 12 Mile Road
Novi, MI 48377

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RECEPTIONIST position available to work Sat. 8am-4pm. Ideal for students or retirees
Please call 644-7077

RECEPTIONIST- Full Time, needed for X-Ray Clinic, no experience necessary. Garden City area. Call between 9am-2pm 388-1932

REGISTERED NURSE
Metro Medical Group, a division of Prism Health, is looking for a dynamic part-time (15 hrs. per week) and on-call, contingent positions available for experienced RN's. The preferred candidates will be licensed through the State of Michigan and have some experience in an ambulatory care setting. We offer an excellent starting salary and prorated benefits package. Interested candidates should send resume to the Human Resources Department at
METRO MEDICAL GROUP
35200 SCHOOLCRAFT
LIVONIA, MI 48150
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

RECEPTIONIST/
INSURANCE BILLER
Full time. Multiple offices, Southfield & West Bloomfield. Take to tape (we do part time) and experience preferred. Send resume to Box 248
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/TYPIST - must be proficient in WordPerfect with Windows, 5.1 version, located in DMC, hrs. 9:30-5:30. Benefits included. Salary dependent upon experience. Call Lisa 832-0368

RECEPTIONIST - Good salary, medical & pension benefits for the right person. You're in, if you live near Troy, have medical office & computer typing experience. If you are energetic, organized & have great people skills. Call 642-1411

RECEPTIONIST/DATA ENTRY full & part time available in our fast paced growing office. If you are a team player and have excellent communication skills with a dental background please call. 591-3636

RECEPTIONIST/TYPIST
Must be proficient in WordPerfect with windows. Full time position in the Detroit Medical Center. Hours 9:30-5:30, benefits included. Salary dependent on experience.
Call Lisa at 832-0368

RESPIRATORY THERAPIST

Part time positions at our Southfield Center. Must be R.R.T. or registry eligible C.R.T.T. Please send resume to:

Recruiter/Rad Tech
DMC Health Care Centers
41935 W. 12 Mile Road
Novi, MI 48377

Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RN

ASSESSMENT NURSE

Amicare Home Healthcare, a multi-site home health company sponsored by the Sisters of Mercy Health Corporation is looking for Assessment Nurses for our Ann Arbor branch.

In this position you will be responsible for obtaining telephone medical referral information, completing initial home visit and evaluation of clients and analyzing and differentiating clinical data to appropriately diagnose nursing problems.

The successful candidate will be a registered nurse with current Michigan license or permit and at least one year of professional nursing experience required. Community health nursing experience preferred.

Amicare offers an outstanding benefits package and a competitive salary to match your skills. To apply, please send your resume to:

Amicare Home Healthcare
Ruth Ketman
806 Airport Blvd.
Ann Arbor, MI 48108

Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer.

RN OR LPN

Position available for in our OB/GYN department. OB/GYN experience required. Please send resume to

Recruiter/OB/GYN
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI 48377

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

RN-PEDIATRICS
Home Care Pediatric intravenous IV patients. To $40,000. Call or send resume to Nancy Potter 932-1170 Harper Associates 29870 Middlebelt Farmington Hills, MI 48334

502 Help Wanted Dental-Medical

REGISTERED X-RAY TECHNICIAN
part time. Call for appointment between 8am & 2pm. Mon. thru Thur. 647-4425

RN
Full time days. Must have long term care experience and working knowledge of OBRA. Apply at
Mt. Vernon
26715 Greenfield
Southfield, MI
(between 10 & 11 Mile)

RN/LPN - full time position for growing 2 physician office in Novi/Farmington Hills area. Excellent clinical skills required, prior experience helpful. Salary commensurate with experience, benefits provided. Please forward resume with qualifications to: P.O. Box 87375, Canton, MI 48187

RN/LPN

A full time position is open on our afternoon and midnight shifts. Please apply at
26715 Greenfield
Southfield, MI
(between 10 & 11 Mile)

RN/LPN

Nurses wanted for quality care. Full-time day shift 3-11 p.m. every other week-end. Want to learn the other side of patient care?
Call Linda or Kathy at
Cambridge West, 16633 Beech Daly, Redford 255-1787

An Equal Opportunity Employer

RN or LPN
Part Time - Afternoon Shift 3-11pm
Apply in person:
Mayfair Manor
15475 Middlebelt
Livonia, MI 48154
427-9175

RN - REHAB NURSE

Full time position for RN with Geriatric experience. Must have knowledge of OBRA regulations and MDS's. Apply in person at
Mt. Vernon
26715 Greenfield
Southfield, MI
(between 10 & 11 Mile)

Beverly Hills Nursing Center has the following full-time positions available:

STAFF DEVELOPMENT
QUALITY ASSURANCE/
INSECTION CONTROL

If you desire a challenging position in an exciting work environment call 288-6610

RN
WEST BLOOMFIELD
Part-time With Benefits
The Qualified candidate will assist in the care & treatment of patient needs in accordance with the holistic concept of care at our clinic located in W. Bloomfield. Day shift, part-time weekdays. 58-Hour. Call Darlene at UNIFORCE 646-7664

ACCOUNTING CLERKS

Our clients are seeking accounting clerks with data entry skills for PERMANENT and as TEMPORARY positions. Lotus skills a plus

354-2410
ACCOUNTANTS ONE
AGENCY FEE PAID

ACCOUNTS PAYABLE
& ACCOUNTING CLERK
We will work with a dynamic, fast growing Southfield internal medicine practice looking for medical biller with minimum 2 yrs billing experience. Salary commensurate with skills & qualifications. Please forward resume to: 7765 Brielakin dr, Canton, MI, 48187-1054

STAFFING
CO-ORDINATOR

Anesthesia Services Firm, headquarted in Birmingham, seeks a self motivated individual, who has experience marketing temporary Physician or Nursing services to hospitals. Call, 313-645-7150

502 Help Wanted Dental-Medical

STAFFER

Medical Staffing firm has an immediate opening for a part-time Marketing Coordinator. Perfect position for a home maker. Send resume to: P.O. Box 514, Southfield, MI. 48034.

WARD CLERK
Full time days. Some knowledge of medical terminology & ability to maintain clinical records essential. Excellent benefits package. Must be detail oriented and possess aptitude for figure work. Accounting background preferred. Hours 8.15am-4.30pm. 4 full days per week. Reply to
A/P Clerk - Part-Time
P.O. BOX 2227
SOUTHFIELD, MI 48037

ACCOUNTS PAYABLE CLERK
Douglas & Lomason Company, a quality OEM supplier to the domestic automotive industry, has an immediate opening in its Accounting Department for an Accounts Payable Clerk. Successful candidates must be able to type a minimum of 50 wpm, and possess data entry skills. A minimum of two years office experience is preferred. Salary range $250-$260. Interested candidates should send a resume and salary history to:

Personnel Department
DOUGLAS & LOMASON COMPANY
24600 Hallwood Court
Farmington Hills, MI 48335-1671
An Equal Opportunity Employer

ADIA has
IMMEDIATE
OPENINGS FOR

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• RECEPTIONISTS
• SWITCHBOARD OPERATORS
• WORD PROCESSORS
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Farmington Hills area
We can work around your schedule!
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ASSISTANT
$25,000
Your 7 - years experience, take charge personality and WordPerfect experience will be utilized in handling matters for this busy V.P. Great opportunity.
ALL COMPANY PAID
PERMANENT STAFF
West Suburbs 737-5750
East Suburbs 385-2720

ADMINISTRATIVE SUPPORT
Downtown Detroit company searching for a full time administrative person to coordinate human resource functions, office procedures, miscellaneous clerical support duties. Candidate should be a self-starter, have attention to detail, possess good verbal and written communication. Some office experience but not necessary. Position includes company benefits, free parking. Forward resume to:
Human Resources Manager
1700 W. Fort St.
Detroit, MI 48216

APPLY NOW
• Receptionists/Typists
• Data Entry
• Word Processors
Call now for an appointment
ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

504 Help Wanted Office-Clerical

ACCOUNTING CLERK needed by automotive stamping plant. Mature individual with 5 years experience in Accounts Payable. Must also have basic understanding of payroll procedures. Full time position with excellent benefits. Send resume to: Accepted Tuesday & Wednesday only. No phone calls please. Johnson Stamping Co., 9120 General, Plymouth, MI 48170

ACCOUNTS PAYABLE
ACCOUNTS RECEIVABLE
Suburban engineering firm has need for your ability to create spreadsheets w/Lotus WordPerfect preferable $10/hr. Call Kathleen at
UNIFORCE 475-2933

Accounts Payable
Clerk
(Part-time, 4 Days)
Part-time position available immediately in our Southfield corporate headquarters. Duties include assisting with various clerical duties in our Accounts Payable Dept. Must be detail oriented and possess aptitude for figure work. Accounting background preferred. Hours 8.15am-4.30pm, 4 full days per week.
Reply to:
A/P Clerk - Part-Time
P.O. BOX 2227
SOUTHFIELD, MI 48037

ACCOUNTS PAYABLE CLERK
Douglas & Lomason Company, a quality OEM supplier to the domestic automotive industry, has an immediate opening in its Accounting Department for an Accounts Payable Clerk. Successful candidates must be able to type a minimum of 50 wpm, and possess data entry skills. A minimum of two years office experience is preferred. Salary range $250-$260. Interested candidates should send a resume and salary history to:

Personnel Department
DOUGLAS & LOMASON COMPANY
24600 Hallwood Court
Farmington Hills, MI 48335-1671
An Equal Opportunity Employer

ACCOUNTANT - Fast growing corporation based in Troy has an immediate opening for a Junior Accountant in our Accounting Division. Right candidate should have a Bachelors degree in Accounting or equivalent plus 2 years accounting experience preferred. 828-0439

ACCOUNTANT - Minimum 3 year experience in corporate accounting and tax work for CPA firm. Ability to assist in computer conversion desirable. Send resume to 23917 Cass, Farmington, MI 48335

ACCOUNTANTS BOOKKEEPERS
CLERICAL DATA ENTRY
PART TIME FULL TIME
Call accountemps - like a 56,000 professionals did in 1991!

accountemps
201 W. Big Beaver Rd. #310
Troy, MI 48084

Troy (313) 524-9050
Southfield (313) 357-8367
Ann Arbor (313) 930-2061

By appointment
an equal opportunity employer

ACCOUNTING BACKGROUND preferred. Part time, property management office. Records & data entry. Flex hrs. Ferndale 541-3798

ACCOUNTING CLERK
Madison Heights manufacturer has immediate opening for experience with sales tax and payroll. 58-hour. Call Darlene at UNIFORCE 646-7664

ACCOUNTING CLERKS

Our clients are seeking accounting clerks with data entry skills for PERMANENT and as TEMPORARY positions. Lotus skills a plus

354-2410
ACCOUNTANTS ONE
AGENCY FEE PAID

ACCOUNTS PAYABLE
& ACCOUNTING CLERK
Well established, fast growing, experienced Accounts Payable & Accounting Clerk. Successful candidates must be computized and computer literate. Send resume: Accounting Dept., WWS Inc., 1532 N. Woodward, Ste. 140, Bloomfield Hills, MI 48304. Equal Opportunity

ACCOUNTS PAYABLE CLERK - Part time, 20 hours per week, $5 per hour, year round position, no benefits. Call Detroit County Day School 9am-4pm for interview 646-7717

ACCOUNTS RECEIVABLE/
DATA ENTRY
Entry level position. Experience helpful. Efficiency and accuracy necessary. Some overtime hours. Send resume to G.H., P.O. Box 9066, Farmington Hills, MI 48333-9066

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK/
CASHIER - growing wholesale distributor has immediate opening for a receivables clerk with 2 yrs. experience to research customer payment history, as well as perform cashier duties. Located in warehouse/orchestra hall area. Address resume to: Bookkeeper, 3909 Woodward, Detroit, MI 48201.

ADMINISTRATIVE Assistant. Busy office seeks well organized individual with word processing ability and good phone and interpersonal skills. Send resume. Box 424
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADMINISTRATIVE SUPPORT
Fortune 500 firm has immediate opening for experienced executive secretary. SMART preferred. Word Perfect 5.1 and problem solving skills also. To $11.00. Call Sharon, UNIFORCE 357-0028

ALERT
SECRETARY to handle phone inquiries and customer service. This is a full time position, well train, many benefits. Call Mr. Allen 348-1500

ARE YOU?
• A recent graduate with little experience or none
• Re-entering the job market ---
• Recently laid off
With good basic clerical skills. We have work available in the Plymouth-Canton-Livonia area. Never a fee.

CALL USI
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ARBOR TEMPORARIES
9433 Haggerty Rd
Plymouth, 48170
459-1166

ASSISTANT NEEDED
For busy real estate office. Secretarial duties & real estate license preferred. 647-0151 642-0720 ext. 134

ASSISTANT needed on full time basis for law office. Excellent benefits, specializing in retail collection work. Experience required 353-1070

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Temporary Workers
$$1100WEEKLY$$
• Are you registered or working for a temp service now?
• No jobs waiting for you?
We have 6 openings NOW for Word Processors & Receptionists
Ask about our Bonus Offer.
313-416-8228
ET Services & Systems

AUTOMOTIVE
Immediate opening for full time Clerical position. Excellent benefit package including 401k retirement & health insurance. Apply in person Glassman Olds, 28000 Telegraph, Southfield

BILLING CLERK - Division of Fortune 500 company located in Taylor, seeking sharp, energetic individual for billing position. Must have typing & 10 key skills, basic accounting abilities & willing to learn about our products & industry. Benefits package includes health, pension & 401k plans. Submit resume in confidence with salary history & requirements to:
Attention: Robyn Sheehy
PATENT SCAFFOLDING Co
Division of Harsco Corp.
7800 S Beech Daly
Taylor MI, 48180
Equal Opportunity Employer M/F

BOOKKEEPER
Full charge bookkeeper. Receivable/Payable, $ yrs. + for property management office. Send resume to Attn. Bookkeeper, 2000 Town Center, Ste 2250, Southfield, MI 48075.

BOOKKEEPER - Light bookkeeping. Some Payables & Receivables. Woodward/11 Mile area. Very interesting work with excellent pay & working conditions for person experienced with computerized bookkeeping. Call. 548-0880

BUSY MORTGAGE COMPANY
Needs well organized detail minded person with typing and computer skills for fast paced Post Closing Dept.
MORTGAGE CORP OF AMERICA
Livonia
358-5550, Ext. 173

504 Help Wanted Office-Clerical

CLERICAL - Bloomfield Hills mortgage banking firm seeks a responsible, motivated individual for full time, office position. Excellent benefits. Contact Mrs. McGuire 313-335-7200
An Equal Opportunity Employer

CLERICAL/DATA ENTRY
Long term jobs in Livonia. Afternoon hours Monday-Friday 1:30pm & 3pm & working 5-8 hours per day. Call Kathy for interview.
• CLERICAL - 0.000 with detail & giving matters for this busy V.P. Great opportunity.
• DATA ENTRY - 9,000 + kscph
Call 953-8220 for interview.
NORRELL SERVICES
An Equal Opportunity Employer

CLERICAL OFFICE SUPPORT
Skills: WordPerfect experience desirable. Birmingham office. Send resumes to Box 423
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL HELP wanted for small company in Farmington area. Some heavy light bookkeeping. Full time. Benefits $8.00/hr. to start.
Reply Box 292
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL
Hennings Business Systems has an immediate opening for a clerical position requires data entry & clerical skills. Great promotion and good communication skills.
Send resume to: Hennings Business Systems, 41150 Bridge St., Novi, MI 48375. Attention: Mary

CLERICAL/LIGHT BOOKKEEPING
Full-time Farmington Hills Computer Graphics Co. seeking reliable, self motivated individual to perform a variety of duties. Computerized invoicing, re'ved & keeping, computer operations, errand. Some PC or Mac experienced preferred.
Call. 313-553-8619

504 Help Wanted Office-Clerical

AUTO DEALERSHIP
Full time assistant needed to help with major fleet accounts. No experience necessary. Apply in person only to Mary Grooms, Tony Ford, on John R between 13 & 14 Mile Rds in Troy

BILLING CLERK:

Full time and part time entry level positions at Birmingham Corporate Office. Individual must possess excellent math and communication skills, computer and accounting experience a must. Offer flex time and benefits. Call 644-5000, ext. 351.

Erb LUMBER CO.
BIRMINGHAM CPA FIRM
Support staff secretary needed for typing, data processing, filing, and client communications. Must have working knowledge of Word-Perfect 5.1 and general office experience. Send resume and salary requirements to: Box 244, 36251 Mile Road, Birmingham Mich. 48025

BOOKKEEPER
Farmington Hills Real Estate Development & Property Management Firm has opening for experienced bookkeeper. Multi-project portfolio includes Accounts Receivable, Accounts Payable and Financial Statements. We are fully computerized and use Wordperfect, Lotus and LIBRA. Send resume to:

CERTIFIED REALTY, INC.
38345 W. Ten Mile Road, Ste 300
Farmington Hills, MI. 48335

BOOKKEEPER/General Office
Small Birmingham firm. Minimum 3 years experience, some college level experience courses preferred. Computerized accounting required. Excellent benefits. Call 645-2050

BOOKKEEPER - Part Time
Computer experience, resume preparation, light bookkeeping. Send to: P. O. Box 251571, W. Bloomfield, MI 48325

CLAIMS SUPERVISOR - non smoking company has opening for disability claims supervisor with supervisory experience & technical skills 3 yrs. disability claims processing experience required. Must possess the ability to direct complex claim investigations and negotiate claim settlements. Send resume & salary requirements to Claims Supervisor, P.O. Box 300, Southfield, MI 48037

CLERICAL - Bloomfield Hills mortgage banking firm seeks a responsible, motivated individual for full time, office position. Excellent benefits. Contact Mrs. McGuire 313-335-7200
An Equal Opportunity Employer

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Long term jobs in Livonia. Afternoon hours Monday-Friday 1:30pm & 3pm & working 5-8 hours per day. Call Kathy for interview.
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Call 953-8220 for interview.
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An Equal Opportunity Employer

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Skills: WordPerfect experience desirable. Birmingham office. Send resumes to Box 423
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Livonia MI 48150

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Reply Box 292
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

CLERICAL
Hennings Business Systems has an immediate opening for a clerical position requires data entry & clerical skills. Great promotion and good communication skills.
Send resume to: Hennings Business Systems, 41150 Bridge St., Novi, MI 48375. Attention: Mary

CLERICAL/LIGHT BOOKKEEPING
Full-time Farmington Hills Computer Graphics Co. seeking reliable, self motivated individual to perform a variety of duties. Computerized invoicing, re'ved & keeping, computer operations, errand. Some PC or Mac experienced preferred.
Call. 313-553-8619

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

108 Heating & Cooling

HEATING AIR & DUCT WORK
Normal installation with a starting price
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Cleaning service
Residential or Business
Bonded & Insured 455-5104

DO YOU NEED HELP!
Housecleaning & or homemaking. Weekly, every other week, or occasional work done by mature lady. Years of excellent references. Call 313-426-8835

HOUSECLEANING
Experienced thorough, references
Birmingham Rochester Troy
689-4103

123 Janitorial

A1 OFFICE CLEANING SERVICE
Professional cleaning at a low price, references available. Ask for Bob
313-227-1519

BETTER THAN MOM
Quality Housecleaning Service
Commercial or Residential
Tim or Leann, 531-4477

129 Landscaping

ACE LANDSCAPE
• Complete Yard Clean-up!
Strip Sod, Till Soil, Fertilize!
Sprinkler systems, Weeding
Mowing & Weekly Yard Maintenance & Pruning experts
Shrub Removal
"Complete Landscape Services"

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★★ ALL LANDSCAPING ★★
FALL CLEANUPS
CALL DAVID
★ Artistic Results ★ 464-8616 ★

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PATIO STONE SALE!
★ Topsoil, Peat (Lasting Color Mulch & Peat Sand - 99¢ Bag
★ Driveway & Decorating Stone
★ Pea Gravel, Slate & Fieldstone
★ Railroad Ties ★ Whiskey Barrels
Delivery Available - Open 7 Days
FOR RENT: Aerators, Power rakes, Core Aerators, Power Diggers, Hydraulic Lift Hand Cement.
478-1729

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All Types of Landscape & Building Supplies
TOP QUALITY SCREENED
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349-8500

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Design Services. Remove old shrubs. Install new landscaping. Strip old sod & install new. Grading. Trees-trees-shrubs. Clean-ups. Install mulch, made flower-shrub beds, steel-plastic edging, custom decks, brick walkways, patios, small large trees. Install & service lawn irrigation systems. Build retaining walls. Free Estimates! Call Don 334-0213

129 Landscaping

ARTISTIC LANDSCAPING
Fall Clean-up & Hauling
Tree & Shrub Trimming & Removal
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