502 Help Wanted Dental-Medical

MEDICAL ASSISTANT, full time, own particulars & EKG experience preferred. X-Ray experience required. For a busy rewarding clinic in Livonia. Call administrator 591-0453

MEDICAL Assistant/Receptionist for podiatry office in Oak Park. Full or part time. Mon thru Wed. Must be dependable. Typing required. Well liked. Call 968-4140

MEDICAL ASSISTANT
Needed for full time position in busy Westland podiatry office. You must have experience as an MA and hold up a variety of new and challenging skills. We offer a great work environment, good salary, and benefit package. Please send resumes to 35210 Nankin Blvd Ste 101 Westland, MI 48185

MEDICAL RECEPTIONIST
Must have 1 yr. experience in medical or podiatry office. Knowledge of health insurance a plus. Must be hard worker & dependable. Call 478-1024

MEDICAL TRANSCRIPTIONIST - Hourly rate, benefits, PM Midnight shift. Flexible hrs. Major Detroit Hospital. Call Barbara at 357-0036

NURSING AIDES, experienced mature persons for small Basic nursing home in Plymouth. Special rate after 90 days. Marie/Brenda 453-3983

NURSE AIDES
$5.60/$6.10

FOR NEW HIRES

Veterans home care agency is seeking qualified experienced persons for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday

OAKLAND NURSING UNLIMITED

540-2360

NURSES AIDES
NEW STARTING RATE

Full time or part time. Must necessarily Williamson Care Home
HIGHLENGALE WEST
8365 Newburgh Rd
Westland near Joy Rd
An Equal Opportunity Employer

NURSING ASSISTANT
ALL SHIFTS
University Convalescent Center. Earn while you learn! C.N.A. training provided to all qualified applicants. Drop in and talk to us about joining our specialized paid working team. Applications accepted between 9am-4pm at 28550 West Five Mile (West of Levan), Livonia. Ask for Kathy Mimnaugh, RN at 427-8270

NURSING ASSISTANTS
Hrs. 3:10pm & 11-7am. Full or part time for skilled nursing facility. We offer training, good benefits including vacation, holidays, insurance package & job satisfaction all in a very pleasant facility.
Apply in person between 8am-4pm at Plymouth Health Care Center, 105 Haggerty, Plymouth, MI 48170
An Equal Opportunity Employer

NURSING ASSISTANTS
Work Hayes & Oakland Counties
We are offering:
Flexible hours
Credit union & insurance
Automatic pay increases based on number of hours worked
Sign on bonus
Start work immediately
CALL ULTIMATE NURSING
MON-FRI 9 Bam-3pm.
763-3412 477-6775

OCCUPATIONAL THERAPIST, REGISTERED
The Jewish Home for Aged is looking for an energetic self motivated OTR, full or part time for its Geriatrics care setting. We are a progressive rehab oriented facility dedicated to quality care. Applicants must have at least 1 year of experience and knowledge of Medicare guidelines. Please call Frances Dayes Sherkey, PT Director of Rehab or Sue Smith, Director of OT 532-7112 ext 3341/312
EOE

OPHTHALMIC MEDICAL PERSONNEL
Receptionist, Optician, Insurance Biller for Ophthalmology Offices in Southfield & West Bloomfield, full time. Experience preferred. Send resume to Box 132, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

502 Help Wanted Dental-Medical

NURSING ASSISTANT'S

We need you! Your knowledge and experience count. Consider the advantages of:
- Flexible scheduling
- Choice of assignment
- Excellent wages

Discover the difference. Call for an interview or information
OMNISTAFF
35150 Ranken
Westland, MI 48185
425-3133

NURSING ASSISTANTS
West Bloomfield Nursing Center near Maple & Drake has openings on all shifts for full or part time. Nursing Assistants $5.75 per hour. $6.00 per hour after 90 days. Please contact Mrs. Pleskonka 661-3900

OFFICE MANAGER with experience. Transportation a must. Highland Park area (DOH). Send resume to PO box 312 Southfield, MI 48076

OFFICE MANAGER for small South Lyon medical practice. Excellent billing, insurance & section 1 skills required. Computer experience a plus. Only motivated self starter need apply. 8:30-4:00. Mon-Fri. Please call 471-3310

OPHTHALMIC ASSISTANT
LIVONIA
Excellent opportunity for an enthusiastic, conscientious person to join our team in a state of the art Cataract Specialty office. Experience in Refraction, Retinoscopy, Visual field Tonometry, Ultra sound Fundus photography a plus. We are offering a competitive salary & benefits for the right candidate. Send resume to PO Box 081282, Rochester Mich 48308-1282

ORTHOPEDIC ASSISTANT for busy medical office (Union Lake Livonia & Hartland) full time with benefits. Experienced preferred but will train right individual. Call Mary 261-8660 or 362-2011

PHYSICAL THERAPIST
wanted for home care visits. $40 per visit. Western Wayne County Can 421-8080

PODIATRY OFFICE ASSISTANT in Farmington Hills. Experience preferred. 30 hours plus immediate opening. 855-4243

PRIVATE DUTY NURSE LPN or RN for semi-ventilator dependent child. Day shift, Mon-Fri. Canton area. Call after 5pm 459-0324

RECEPTIONIST - part time 1-4 pm between Southfield & W Bloomfield pediatric office. 557-1170

RECEPTIONIST/BILLER with experience needed in Internal's Office. Part or full time. Willing to train. 624-2113

RECEPTIONIST
Prestigious Golf Club, for prestigious office in the 12 Mile Southfield Rd area. Insurance billing & employment experience helpful. Please call Ms. Marston after 1pm at 559-6123

RECEPTIONIST for busy Podiatric practice in Mt. Carmel Hospital area. Experienced only. Pleasant working team approach. Hours Tuesday, Wednesday, Thursday 9am-6pm at 28550 West Five Mile (West of Levan), Livonia. Ask for Kathy Mimnaugh, RN at 427-8270

RECEPTIONIST for busy Podiatry practice in Mt Carmel Hospital area. Experienced only. Pleasant working team approach. Hours Tuesday, Wednesday, Thursday 9am-6pm at 28550 West Five Mile (West of Levan), Livonia. Ask for Kathy Mimnaugh, RN at 427-8270

RECEPTIONIST/SECRETARY - remodeled Fox Dental Facility. Experience preferred. Ask for Kathy 557-4190

RECEPTIONIST-FULL TIME, with computer experience wanted for Southfield Medical office. Please call Jan. 559-9175

RECEPTIONIST Wanted for busy optical office. Pleasant personality, good math skills. Full benefits. Call between 10am & 1pm. Ask for Colleen or Kathy 682-5300

RECEPTIONIST

Busy Chiropractic Clinic has a permanent part time position available in the front office. Mon, Wed, Fri mornings from 8:45am to 12:30pm. Must be able to work occasional afternoons from 2:45pm to 7:30pm. Clinic experience necessary. Medical terminology helpful. Call Ms. Kathy at 27527 Joy Rd., 1 blk W of Levan. Rt. 522-5501

REGISTERED NURSE

RN's needed for medicare home visits. Permanent part-time position with flexible hours servicing tri-county area. Home care experience preferred. Ask for Mary. 569-4600
MEDICAL PERSONNEL POOL
An Equal Opportunity Employer

REGISTERED X-RAY TECH
For Farmington Hills radiology office. Must have mammography experience. Call Linda 855-4700

RN - Experienced for oral surgery office in Livonia. Mon-Fri. No Sats or evenings. Birmingham 642-2115

RN/LPN
Allery office/Farmington. 2-3 days per week. Pleasant conditions. 478-6302

RN/LPN
Part Time.
Apply in person at
Marycrest Manor
15475 Middlebelt, Livonia
427-9175

RN-Part time for
Oral surgery office. Birmingham-Troy area. Mornings only. Call 642-2345

RN's/LPN's

Do you want a full time job but only want 3 shifts per week? Work 3-12 Monday, Tuesday, Wednesday or 7am-7pm or 7pm-7am full time or part time. Also available work weekends 16 hrs. or Sat. and Sun. full time. TREATNIT NURSING HOME is looking for weekends. Apply in person at 35175 Ford Rd. Westland. Ask for Administrator Carol Martin-Lewis, Director of Nursing Mary Ann Lewis or call 453-2220
An Equal Opportunity Employer

RNS-LPNS-GPNS

Skilled nursing facility in Livonia seeking full and part time Night, Day and Afternoon shifts. LPN'S earn $10.00 an hour. RN'S earn $11.00 an hour, plus health and life insurance benefits. Call for appointment, Martha Feloszak, RN. 522-1444

RN's

West Bloomfield Nursing Center, near Maple & Drake, has openings on all shifts for full or part time RN's. Salary $15.50 or $16.50 without benefits. Days $16.50 or $18.50 without benefits. Afternoons & midnights. Please call Mrs. Mancuso or Mrs. Subosch at 661-1600

SUPPORT STAFF POSITION
Available. Must be self-directed, business oriented, have good organizational and telephone skills, college degree in psychology helpful. Some bookkeeping, computer skills a must. Contact Pat at 350-1188

TRANSCRIPTIONIST Experienced in radiology and or pathology for Farmington office. Full part time. Call 737-9350

VETERINARY RECEPTIONIST
Full or part time. Experience preferred. West Bloomfield area. 682-4637

X-RAY TECH
Full time days for family practice clinic in Westland. 728-2130

502 Help Wanted Dental-Medical

RN'S • LPN'S
NEEDED IMMEDIATELY FOR HOSPITAL STAFFING:

- SIGN ON BONUS $50
- INSTANT PAY
- WILL MATCH CURRENT PAY

Call Nurse 443-5700
ALLIED NURSING CARE

SPEECH LANGUAGE Pathologist. Immediate opening. Certificate of Clinical Competence or Clinical Fellowship Year. Supervisor. Jewish Housing & Speech Center - contact Carolyn 341-1353

STAFFING COORDINATORS
PART TIME
National provider of home care & supplementary staffing is seeking weekend and on-call coordinators for our Southfield office. Will oversee assignment communication skills, customer service attitude & flexibility. Medical background helpful. Good compensation. Send resume in confidence to Box 186 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

X-RAY TECHNICIAN experienced, full time needed for Southfield office. Excellent pay & benefits. Please call 827-7740

X-RAY TECHNICIAN
Clinic practice. Bachelor degree plus one year required. John Hukea, Mon-Fri 9AM-5PM. 278-7750

504 High Speed Office-Clerical

A BUSY SOUTHFIELD Construction Company seeks mature, well organized person with strong telephone typing & filing skills. Computer and Bookkeeping experience helpful. Good salary & benefits. 352-1240

STUDENTS/ JR. ACCOUNTANTS

needed for part time, long term assignment at Ford Motor Co., west side location. Call Betty

354-2410
Accountants One
Employment Agency Fee Paid
24133 Northwestern Hwy. Suite 202
Southfield, MI 48075

ACCOUNTING CLERK
Full time position available in one of Macomb County's finest furniture galleries. Responsibilities include accounts payable, bookkeeping and general office work. Call for an appointment 731-3400

ACCOUNTING CLERK
Immediate opening for experienced in accounts payable & receivable. CPA experience a plus. Full benefits. Send resume & salary requirements to: Drawer J, Tree Hudson, Mich 48150

ACCOUNTING CLERKS
(Part & Full Time)

Amicare Health Care currently has openings for a part-time and a full time Accounting Clerk.

Duties for these positions include preparing and processing A/P accounts payable and cash deposits, matching receiving slips to purchase orders and invoices, and entering A/P vouchers into the computer. One year experience in a related area is required. An educational related background is preferred.

Please send your resume to

Human Resources Manager
Amicare Home Health Care
34601 Grand River
Farmington Hills, MI 48331-3221
An Equal Opportunity Employer

ACCOUNTING CLERK
Entry position in Southfield. Computer accountancy experience required. Call Mon thru Fri 9am-5pm 352-2015
An Equal Opportunity Employer

ACCOUNTING CLERK/
DATA ENTRY OPERATOR
Fast growing company seeks individual to perform general ledger, send data entry & accounting operations. Must have experience in accounting, data entry & typing. Send resume to: Box 186 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

ACCOUNTS PAYABLE CLERK
PART TIME POSITION
WITH FLEXIBLE HOURS
Q-1 manufacturing company looking for person with accounts payable experience. Must have 10 key calculator skills and willingness to work with computers. Non smoking office. Send resume to: PO Box 2452, Dearborn MI 48123

504 Help Wanted Office-Clerical

ACCOUNTING CLERKS/
BOOKKEEPERS

Accounting Supervisor	To $30k
Bookkeeper, full charge	To $24k
Jr Accountant	To $20k
Accounting Clerk	To $17k

This is a partial listing of permanent & temporary positions available now. If you are an experienced Bookkeeper or Accounting Clerk.

WE NEED YOU

CALL FOR APPOINTMENT

354-2410
Accountants One
Employment Agency Fee Paid
24133 Northwestern Hwy. Suite 202
Southfield, MI 48075

Accountants One

Employment Agency Fee Paid
24133 Northwestern Hwy. Suite 202
Southfield, MI 48075

ACCOUNTS PAYABLE
Now based company is seeking an Accounts Payable Clerk. Full charge of invoice processing and vendor payments. Minimum 1 year clerical related experience. Send resume to Knight Enterprises/Delta Fuel Pump, 21440 Hoover, Roseville MI 48050 attn Shirley Trombetta

ACCOUNTS RECEIVABLE
To process 500 company accounts for person with accounts receivable experience. Must have good customer relation skills, can key by touch, familiar to work with computers, excellent benefits. Send resume to P.O. Box 33105, Detroit, MI 48232

Accounts Receivable must have strong collection experience. Salary based on experience. Send resume to Alt. Accounting Dept. 6934 W Fort St. Detroit, MI 48209

ACCOUNTS RECEIVABLE - 2 yrs minimum experience, good communication skills, some experience on computers, accounting background desirable. Salary DOE. Farmington Non-smoking office 399-8908

ADMINISTRATIVE ASSISTANT
Douglas & Lomason, a quality OEM supplier to the automotive & truck industry, has an immediate opening for an Administrative Assistant. The position is located at the Corporate Office in Farmington Hills. This position requires basic secretarial duties, some light bookkeeping, making arrangements, planning of meetings and corporate publicity, including annual quarterly newsletter. Must be a self-starter, the successful candidate must have the following experience: ability to type 60 wpm, shorthand skills, proficient word processing, strong organizational skills, and good composition skills

Qualified candidates should send a resume to
Douglas & Lomason Company
Personnel Department
24600 Halwood Court
Farmington Hills, MI 48331
An Equal Opportunity Employer

ALL SKILLS NEEDED

We have long & short term assignments available
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•Weekly paychecks
•Free Drug Screening
•Disability/life insurance
•Cash bonus incentives
•Career guidance

Please call today for more information

244-9070
New Technologies
Temporary personnel group
2141 Hinde, Troy MI 48084

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CLERK-Seeking individual with strong typing skills to assist accounts receivable supervisor. Salary range $16 DOE depending on experience. Call Kim A at 855-4660

ACCOUNTS RECEIVABLE & Collection work. Must have experience with the accounting office for a national manufacturer. Permanent, Full time opening, paying $5.50 hr. Fringed medical benefits. Computer & telephone skills helpful. Send resume to or apply at 35310 W. Michigan Ave., Wayne MI 48184

ADMINISTRATIVE Secretary/Word Processor. Our Troy based manufacturing client seeks an individual with excellent typing skills. Must know PC word processing, good organizational & phone skills required. Assist sales department & engineering staff. For confidential consideration send resume and salary history to
LEXHAM ACCESSORIES
5600 W Maple Sq C313
W. Bloomfield, MI 48322
An Equal Opportunity Employer

ADMINISTRATIVE ASSISTANT-to food service broker. Must have computer knowledge helpful, good clerical skills. Call Georgia Malick Cherubini GFO Tom Stuffed 531-7100

ADMINISTRATIVE word processing secretary for Auburn Hills engineering company. Multimate, dBase III plus 70 plus $18,900
Call Gary at Lindquist 646-6168

ADMINISTRATIVE ASSISTANT
We are one of Michigan's largest local accounting firms, looking for an administrative assistant for our 70 person office. The ideal candidate will have the following qualifications. Exceptional typing and organizational skills and be proficient on Word Perfect. Salary commensurate with experience. Qualified candidates should send their resumes to
Personnel Manager, MSW,
28580 Orchard Lake Rd. Suite 200
Farmington Hills, MI 48018

Administrative Receptionists

We are hiring qualified candidates that have excellent customer service skills, good communication and organizational skills and a strong desire to advance within our company.

Successful candidates will be greeting customers, answering phones, participating in inventories and performing administrative work.

Computer experience and knowledge of popular software packages are helpful.

Inacomp offers an excellent benefits package that includes paid vacation, 401(k), tuition reimbursement and medical, dental, life insurance as well as opportunities for growth.

Please send resume WITH SALARY HISTORY IN PHONE CALLS PLEASE to:

Inacomp Computer Centers, Inc.
1800 West Maple Rd
Troy MI 48084-7139
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

Media start requires clerical support and word processing skills for preparation of charts, presentations and scripts. Promotion possible. Super benefits package. Fee paid.
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

ADVERTISING SECRETARY
Troy publishing firm has a part time clerical opportunity in a telemarketing environment. Flexible hours, salary requirements to George Walker, PPP, 2145 Crooks Rd., Suite 103, Troy, Mich. 48084

ARE YOU AN energetic individual with a pleasant telephone manner? Can you type accurately? Do you like to work in a fast paced, ever changing environment? Would you like to make $6-$8 hour with a good benefit package? Do you live in the Troy suburban area? YES? - then we are looking for you!
Call Sam Remo for individual interview
553-8100
American Personnel Service
Fee paid by employer

AUTO BOOKKEEPER

Large metro GM dealer has immediate opening for accounts payable bookkeeper. This position requires previous dealership experience. Northern suburban location. Excellent opportunity if you qualify. Call for appointment 534-1490

504 Help Wanted Office-Clerical

ASSISTANT SECRETARY
PURCHASE STAFF

Word process and good numbers skills needed. Range $6.50-$7.50 dependent upon experience. Attractive modern office in convenient accessible location. Good fringe benefits. Send resume or call Mr. Schaefer, LID 30700 Northwestern Hwy., Farmington Hills MI 48018 851-7700

ATTENTION
GOOD WORKERS NEEDED

Switchboard Operators
Typists
Must be Dependable
Call Now

TR
Temporary Resources
737-1711

Livonia - Farmington Hills

Southfield 552-0319
Troy 518-4210
An Equal Opportunity Employer

ATTENTION
SECRETARIAL POSITION
Excellent opportunity to join a growing team in Troy. We are that is currently in the process of updating our word processing programs. The successful applicant should have good secretarial skills, knowledge of Microsoft Word 5.0, be flexible, and a team player. In return, we offer very attractive benefits package, a positive working environment and a competitive salary. Send resume to Personnel, 500 Woodward Ave., Suite 150, Bloomfield Hills, MI 48304

AUTO DEALERSHIP
Looking for sharp individual with auto dealership/dealer/car/truck accounting experience. Call Office Manager at Aulbaharh Motors
338-4531

Auto dealership has several openings open in its general office. We are in need of a car biler, car caster and operators. Apply in person or send resume to Office Manager
Rosenau Honda
26429 Michigan Avenue
Inkster, MI 48141

Billing clerks - Needed for window quick ship. Position requires use of 10-key calculator, data entry, use of computer, ability to read, write and assisting customers. Relevant being experience desired. Qualified candidates should send resumes to 12600 Westwood, Detroit, MI 48223

BILLING CLERK
Full time for Southfield health agency. High school grad. 2 yrs. experience in medical billing, knowledge of typing, computer experience preferred. Call Mrs. Ellis at Sinai's Rehabilitation Center 968-5300

BIRMINGHAM Protestant Church seeks individual to assist in ministry as full time Church Secretary. Computer skills required. Send resume to Box 186 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER COMPUTER OPERATOR
Up Run all accounting records, financial statements, payroll. Send resume to David, 765 Wing St. Plymouth MI 48170

BOOKKEEPER
Full charge 5 years minimum, experienced in Retail Detail Computerized systems. Letter & plus. Position available immediately. Call L. Lyle 537-1273

BOOKKEEPER - PART TIME for CPA office in Southfield. Experienced only. Send resumes to Attn: Personnel, P.O Box 539, Keego Harbor, MI 48320

BUSY, FRIENDLY Plymouth office requires word processor. Experience preferred, full time, 8am to 5pm, no benefits
Call between 8am & 5pm. 455-5353

BOOKKEEPER
We are one of Southeast Michigan's largest local accounting firm, looking for a full time bookkeeper. Qualified candidates must be able to do start to finish all bookkeeping functions in preparation of the general ledger, up through financial statements, must have computer experience and know Lotus 123 or 1-2-3, bookkeeping knowledge. Salary commensurate with experience. Qualified candidates should send their resume to Personnel Department, M.S.W., 28580 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48018

BUILDERS HARDWARE-full time office help needed. Applicants should have some hardware experience and good data entry skills. We offer a 5 day work wk, competitive wage, health & life insurance, vacations. Send resume to 24155 Drake Rd, Farmington, MI 48024

504 Help Wanted Office-Clerical

BOOKKEEPER/ACCOUNTANT
Experience required, for Madison Hts accounting & tax office
589-1777

BOOKKEEPER - Full charge, full responsibility. Small fast paced office. Livonia/Redford area. Call Mr. Hall 12PM-4PM 533-9300

BOOKKEEPER - full time. Experience necessary. 20411 W 12 mile Ste 201 Southfield. Call Ronald or counting 352-5570

BOOKKEEPER
Land contract servicing company. 10 mile & Southfield Rd area. Pay opening for experienced accurate, detail-oriented bookkeeper. Typing & computer knowledge helpful. Fun smoking office. Argo Realty. 569-1200

BOOKKEEPER/Receptionist/Typist
Part time, busy Bloomfield Township office. Small staff. Pleasant atmosphere. Flexible hours. Send resume & salary requirements to: Box 132 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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Southfield, MI 48034
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Bookkeeping

Partial listings of positions

FULL CHARGE	To $25k
BOOKKEEPER	To $22k
PAYROLL	To $20k
ACCOUNTS PAYABLE	To $20k
ACCOUNTS RECEIVABLE	To $18k

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Southfield, MI 48034

358-2300

All Fees Company Paid
Part or Full World's Largest
Financial Placement Consultants

CATERING SECRETARY
for Southfield hotel. Must have good organizational skills, typing accuracy & phone skills. Apply Mon - Fri 9-11 and 1-4 at Embassy Suites, Hotel 28100 Franklin Rd. Southfield MICH

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Data Entry
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37625 Ann Arbor Rd
Suite 103
Livonia 464-2100

17200 W 10 Mile
Suite 103
Southfield, 557-5700
NEVER A FEE

CHURCH SECRETARY, 30 hours per 5 day week. Typing essential. Knowledge of computers & word processing helpful. Contact Pastor Mark Gleason, 455-4080

CLERICAL - Weight Watchers is seeking a computer literate Clerical Representative to work in our Farmington Hills office. Applicants must be reliable, personable and sensitive to member service. Heavy phone work and various misc clerical duties required. One year previous office experience preferred. Position is full time and offers an excellent fringe benefit package which includes health care, life, LTD and 401(k) profit sharing. Salary $13,000-$14,000 annually. LTMA preferred. Please send resume to Info Req, P.O. Box 9072, Farmington Hills, MI 48333-9072

504 Help Wanted Office-Clerical

CASHIER-Auto dealership experience preferred. Excellent pay and benefits for top notch individual in this area. Livonia area. Send resume to Box 872 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia Michigan 48150

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LEARN SUPPORT PROFESSION
Switchboard, Livonia branch office of Citizens Insurance Company of America is seeking candidate for clerical position. Duties include receptionist, switchboard, general clerical. Typing skills necessary. Prior experience including switchboard preferred.

Citizens offers competitive salaries and an excellent benefit package including dental, profit sharing and education reimbursement for confidential consideration send resume and salary requirements to Citizens Insurance Company of America
ATTENTION Heather Davidson
Claim Supplement Supervisor
PO 9307 Livonia MI 48151 Equal Opportunity Employer M/F/H

CLERICAL ASSISTANT A progressive relocation company in W Bloomfield is seeking an individual for full-time clerical position. Position offers excellent working environment and benefits. Individual must be detailed oriented, possess excellent typing skills, pleasant telephone manner, with Real Estate or related background helpful. Send resume and salary requirements to PO 8127 W Bloomfield 48304

CLERICAL - FULL TIME
Typing, 40 wpm, 10 key. Should have some computer knowledge. National Rental
476-5740

Clerical

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Southfield	352-5720
Bloomfield	642-9650
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Equal Opportunity Employer M/F/H

CLERICAL/SWITCHBOARD (part time with switchboard experience preferred). Typing clerical duties 12 hours to 5 pm Mon thru Fri in Plymouth area. Call Mr. Hobbs 455-2200

HOME & SERVICE GUIDE

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

105 Hauling

A-1 HAULING - Moving, Scrap metal, Cleaning basements, Garages, Stores, etc. Lowest prices in town. Quick service. Free Est. Serving Wayne & Oakland Counties. Central location 547-2764 or 559-8138

HAVE TRUCK WILL CLEAN OUT BASEMENT, GARAGE, YARD AND DO GOOD JOBS. CALL JEFF 473-1570

110 Housecleaning

CAROL'S HELPING HANDS
Our 10th yr. providing personalized weekly or bi-weekly housecleaning (bonded and insured). Free references. 352-7765

EXPERIENCED reliable team cleaners for your home or business. Available any hr. of the day or nite, days Sat & Sun. Call 281-3360

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By experienced polish ladies
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Professional house or office cleaning. Any day of the week. Competitive rates
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114 Income Tax

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INCOME TAX
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Your Home or Mine. Other accounting services available. 548-3537

117 Insulation

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933-6280

123 Janitorial

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Miami Matters Inc. Complete janitorial comm / serv. Family owned. New Year, Deal. 354-8187 775-0598

ATTENTION BUSINESS OWNERS
Miami Matters Inc. Complete janitorial comm / serv. Family owned. New Year. Deal. 354-8187 775-0598

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25 yrs experience. Business & residential. Reasonable rates. Call weeks & windows 582-8940

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Any Size Job - Reasonable Rates
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$38 per hour 399-1159

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