502 Help Wanted Dental-Medical

RN, day Supervisor for 180 bed skilled facility. Comparable wages, Mon. thru. Fri. no weekends. Contact Mrs. St. Bouver 255-8450

RN Director of Nursing for 180 bed skilled facility. Comparable wages, excellent working conditions. Contact Mrs. St. Bouver at 255-8450

RN for OBGYN office, in Farmington Hills, 1 to 2 days per week. 626-9971

RN
FULL-TIME/PART TIME
DAY SHIFT
Good starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN NEEDED
Are you interested in a job with flexible hours competitive salary & no weekends? Medical Assistant Career Associates is seeking experienced nurses to assist in a progressive medical management to a case load of 20-30 patients. Our clients are individuals who have been injured on the job or in auto accidents & have a variety of orthopedic/neurological conditions. (E. Carpo Tunnel, fractured discs, closed head injuries). The nurse co-ordinator assists the doctor in working with physicians, co-ordinating therapy & occupational discharge planning. If interested send resume to MA, 3200 E. Maple Rd. Ste 205, Warren, Mi. 48092

RN'S-LPN'S
• Excellent rates
• Bonuses
Health Care Professionals
Southfield - 357-7080
Harper Woods - 884-8400
Dearborn - 563-0056

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

RN SUPERVISOR
Part time weekends
Livonia area
522-8975

RN'S Positions available for experienced LTC professionals. Seeking inservice director, afternoon Supervisor and Per diem nurses, new wage & benefit package. We are seeking individuals with a strong commitment to providing excellent patient care. Please apply at:
Mt. Vernon Care Center, 26715 Greenfield between 10 & 11 Mile

SURGICAL TECHNOLOGISTS
The Operating Room at St. Joseph Mercy Hospital, a unit of Catherine McAuley Health System, has openings for surgical technologists. We're looking for applicants who can scrub in the operating room, communication skills, can flex hours (meet weekend requirements) and want to be a part of an exciting Operating Room team of professionals. Must be a graduate of a certified surgical tech program or have previous surgical tech experience.
For more information about these positions contact the nurse Recruitment Office at (313)572-3672 or send a resume to the address below.

CATHERINE McAULEY HEALTH SYSTEMS
Nurse Recruitment Office
5301 E. Huron River Dr.
P.O. Box 995
Ann Arbor, Mi. 48106

Achieving Workforce Diversity Through Affirmative Action
An Equal Opportunity Employer

SWITCHBOARD
Toshiba experience preferred. Full or part time for busy, 9 doctor office & 3 story clinic in Farmington Hills. Call Brian, 2-4pm 553-0010

TEMPORARY RECEPTIONIST, 2 days per week. Computer experience desirable, transportation required. Dearborn area. EOE. Contact Charlotte, 559-6663

502 Help Wanted Dental-Medical

SECRETARY/RECEPTIONIST for growing dental practice in Southfield. Full time. Experience preferred but will train. Send resume to: P.O. Box 2910, Southfield, MI 48037.

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

TRAINED MEDICAL Assistant needed - part time or 2 days a week. Must be experienced in Vena punctures & injections. Call daytime. 478-2723

X-RAY TECHNICIAN
Full time. For one Physician office. Medical Assistant skills a plus. Birmingham. 647-7280

X-RAY TECH
2 days per week, transportation required. Dearborn area. DE. Contact Charlotte, 559-6663

504 Help Wanted Office-Clerical

ACCOUNTING/ ACCOUNTS PAYABLE
and other Clerical positions. Experience a must. Send resume to: 17195 W. 12 Mile, Southfield.

Accounting
BOOKKEEPER-FULL CHARGE
Rapidly expanding mail order company has position for full charge bookkeeper with experience thru P&L required. Experience with AccPac or PC's a plus. Send resume to: Personnel Manager, 20300 Civic Center Dr., Suite 205, Southfield, MI 48076

ACCOUNTING CLERK

We need your experience...Temporary full time positions available in accounts payable, accounts receivable, payroll & data entry.

While seeking the right permanent job, allow us to make it new opportunities as a TEMP.

Computer experience a plus.

Call or send resume to Ann:
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

ACCOUNTING CLERK for marketing firm. Computer experience, typing, phone skills. A job well paid, for a job well done, with benefits. Reply to: Accounting Clerk, PO Box 3425, Farmington Hills, MI 48333

ACCOUNTING CLERK
FEE PAID - $14-$18,000
FARMINGTON: Payables, data entry, filing, coding, invoices and general duties. Good benefits & future. 649-8797 or 962-0565

DOROTHY DAY PERSONNEL, INC.

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

ACCOUNTS RECEIVABLE CLERK
Full time for large apartment community in Farmington Hills. The individual hired must be professional in appearance, good with math, have a pleasant phone voice & be an excellent communicator. Please send all resumes to: Independence Green, 38700 Grand River, Farmington Hills, MI. 48335, Attn: Jon Gruber.

ADMINISTRATIVE SECRETARIAL
Permanent and long or short-term temporary openings for individuals with secretarial administrative or clerical background to work at various locations. Backgrounds required in:
• All word processing including NBI and Decmate
• Inventory Control
• Bookkeeping
• General Clerical

Please Send or Fax resume to:
PERSONNEL UNLIMITED
30100 Van Dyke, Suite 208
Warren, MI 48093
751-5608 Fax:751-8815

504 Help Wanted Office-Clerical

FORTUNE 500 COMPANY with a manufacturing facility in Livonia is seeking an Accounting/Payroll Clerk. The qualified candidate should possess an associate degree and at least 1 yr. experience in an accounting department including quarterly taxes & year end reconciliations. IBM 36 & Lotus 1-2-3 experience a definite plus. Send resumes to: Box 472 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

ACCOUNTING CLERK
PART TIME
Work while your kids are in school, 15 Mile & Crooks. Manufacturer is looking for non-smoker for Accounts Receivable and Payable on IBM PC. 2 yrs. experience. Good math skills and can type 45 w.p.m. Call Kevin Darden 435-6111

ACCOUNTS PAYABLE
EXPERIENCED
Full time, year round, full benefits. Office clerk with accounts payable experience needed immediately. Private school in Birmingham.
and other Private Schools.
Call Business Office 646-7888

ACCOUNTS PAYABLE CLERK
Accounts Payable Clerk is needed for national Property Management Company located in Ann Arbor. Experience with computerized accounting is preferred. Must be able to type 30-40 wpm and use 10 key calculator proficiently. If you are interested in a challenging position with a growing company, please send your resume and salary requirements to:
Personnel Department
Acctg. Clerk
P.O. Box 8449
Ann Arbor, MI 48107-8449

TROY BASED INSURANCE FIRM seeks a person for policy administration position with excellent growth potential. Knowledge of contracts, typing and clerical skills with emphasis on accuracy. Send resume and salary requirements to: Human Resources, 2100 W. Big Beaver, Troy, Mich., 48084

TROY BASED Insurance Company seeks dependable, energetic Receptionist with excellent phone skills to perform general office duties. PC skills helpful. Send resume with references to:
HUMAN RESOURCES
2100 W. BIG BEAVER
TROY, MI. 48084

ADMINISTRATIVE ASSISTANT-20 hours-5 days. Church experience preferred. St. Timothy Presbyterian Church, Livonia 464-8844

ADMINISTRATIVE ASSISTANT (financial services) for top producing life insurance agent. PC, math, marketing & communication skills a must. Send resume to: Office Manager, 28999 Central Park Blvd., Suite 200, Southfield, MI 48076

ADMINISTRATIVE SECRETARY. Sales organization seeks mature individual for an Administrative Secretary. Position requires experience with computers and WordPerfect. Attractive salary and benefit package. Send resume to: Cambridge Sales, 5433 Miller Rd., Dearborn, MI 48126

ADMINISTRATIVE ASSISTANT
Birmingham Development Company has challenging opportunity for individual with excellent word processing & dictaphone experience. Diversity in work. Strong organizational skills and attention to detail a must. Send resume with salary requirements to: Office Manager, 999 Haynes, Suite 383, Birmingham, MI. 48009

ADVERTISING AGENCY - Southfield. Terrific opportunity for secretary in fast paced office. Good grammar & punctuation skills. Good puter experience (WordPerfect and/or Lotus). Independent self starter, organized & dependable. Non smoker. Benefits package. Send resume to Box 484, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ALLERGY (RN, LPN, MA)
Wanted for busy Allergist.
Experience preferred. Full or part time positions available. 2 offices. Salary & benefits commensurate with experience. Days ask for Sammy: 478-5221
Evenings, Jeanne 626-0805

ALL FEES PAID
CLERICAL OPPORTUNITIES
• Legal Secretaries
• Executive Secretaries
• Word Processors
• General Office
• Typists & Receptionists
CONCORD CLERICALS
Livonia 478-2200

504 Help Wanted Office-Clerical

ADMINISTRATIVE SECRETARY
Afternoon Schedule
Excellent opportunity for experienced Stenographer/Secretary in Birmingham area. Must be a dynamo shorthand or have court reporting skills 90+ wpm, 60+ wpm word processing experience required. Women executive needs Adult-oriented Assistant during hours 4pm-12 midnight Mon-Fri. Part time or full time schedule available. Excellent wages and benefits. Call Personnel Manager at 645-6310 between 3:30am-5pm or send resume: 30701 Bingham Rd., Suite 4001, Birmingham, MI 48010

ADMINISTRATIVE ASSISTANT
This temporary full time position requires an experienced, independent, self starter with effective correspondence & organizational skills. Word processing & a minimum of high school diploma or equivalent 37/hour. Call SET 354-9187

ADMINISTRATIVE AIDE
This temporary part time position requires an experienced, independent, self starter with effective correspondence & organizational skills. Word processing & a minimum of high school diploma or equivalent 37/hour. Call SET 354-9187

A POSITION JUST FOR YOU
Salaries from $10,600 to $25,000
All Fees Paid By Companies
1 CLERICAL-Accurate typing
2 LOAN CLERK- Experience in finance
3 ACCOUNTS RECEIVABLE-Previous accounting experience
4 RECEPTIONIST- Phone skills & Word Perfect
5 GENERAL OFFICE- Work well with others
6 DECRETARIES- Experience & Ltotus
7 LEGAL SECRETARY- Experience & organizational abilities
8 EXCEPTIONAL SECRETARIES- Professionals & team players

Call 644-4600
For immediate appointment.
SNELLING & SNELLING

ASSISTANT TO Coordinate field staff activities for marketing company in 13 Mile/Southfield area. Frequent raises, no health benefits. Call Pat at Intro Marketing 540-5000

ATTENTION
SECRETARY/RECEPTIONIST

Seeking well organized, experienced individual with excellent phone & communication skills a must. Send resume to: Office Manager, 28999 Central Park Blvd., Suite 200, Southfield, MI 48076

ATTENTION
JOB OPEN HOUSE
Tuesday, Oct. 9th, 1990
Starting at 9:00
FOSTER-DAVIS
Temporary Personnel, Inc
17785 W. Twelve Mile Rd., Ste B
559-2700
Opportunities available! We are accepting applications and conducting personal interviews. We are looking for some great people to fill immediate & long term assignments in areas near you:
WORD PROCESSORS
SECRETARIES
RECEPTIONISTS
MEDICAL SECRETARIES
LEGAL SECRETARIES
DATA ENTRY OPERATORS
TELEMARKETERS
Great pay, benefits, vacation, holiday pay
No appointment necessary

ATTENTION SECRETARIES!
Executive Secretary. $25,000
Must have 5 yrs executive level experience. Excellent typing & word processing skills. Strong telephone personality. Professional image.

Jr. Secretary to $15,500
2 years secretarial experience, typing 60, shorthand 60, & word processing a must. Excellent opportunity, great growth potential.

We have represented quality secretaries & firms for 23 years & take your career needs seriously.
ALL FEES ARE PAID
PERMANENT STAFF
Southfield: 552-9060
Farmington Hills: 737-5750
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

A SPECIAL THANKS
to all temporary employees During National Temporary Help Week & always we appreciate your hard work & dedication.

IF
you would like to be one of these special people, we have openings for:

Telemarketers
Receptionists
Data Entry Operators
Clerks
Typists
Call now for an appointment

TEMPORARY RESOURCES
737-1711
Livonia - Farmington Hills

Southfield 552-0319
Troy 588-9210
An Equal Opportunity Employer

ASSISTANT TO SECRETARY
Part Time, in Southfield. 20-24 hours per week. Light typing, phones, general office experience helpful. Phone 350-3900
An Equal Opportunity Employer

AUTO DEALER needs experienced warranty administrator. Excellent pay and benefit package for right individual. Apply Bob Saks Toyota, 35200 Grand River, Farmington Hills

AUTOMOTIVE OPPORTUNITIES
Several exciting & challenging opportunities exist for high energy clerical & administrative personnel employed in automotive related fields working on-site at major automotive companies and suppliers for top-notch clerical & administrative personnel.

General Office/Clerical
Data Entry
Executive Secretaries
General Office Receptionists
Word Processors
Special need for individuals with knowledge of Word Perfect, Free Lance, Excel software. Long and short-term assignments available. Generous salaries & benefits. Please call
TECHNICAL ENGINEERING CONSULTANTS
THE EMPLOYMENT CONNECTION
645-3300

BACKUP TELEPHONE/Mail Person needed for medium size law firm. Experience with law helpful. Good pay & benefits. Southfield Area. Call David May 358-4400

BIG 3 AUTOMAKER
EARN TOP PAY, To $12 hour
FULL BENEFITS/TRAINING
We Need
WORD PROCESSORS 50 wpm
CLERICAL SECRETARIES
SECRETARIES
RECEPTIONISTS
DATA ENTRY
SNELLING TEMPORARIES
TROY DETROIT
528-5122 871-2700

BOOKKEEPER
full charge thru trial balance
Send resume to: T.S.I., 26360 Van Born, Dearborn Heights, MI 48125

BOOKKEEPER Full charge. Experienced with multiple company operations, computer literate. Detroit/Redford area. Resumes & salary requirements to Workers-N-Flay, 24855 Grand River, Detroit, 48219

BOOKKEEPER. PART-TIME. Must have Cash Receipts. Call St. George Church 1515 Woodward Ave. Bloomfield Hills from 10am to 3pm Call 335-8867

BOOKKEEPER/Person Friday. Owner of a beautiful business needs a person to assist him on a part time basis. Bookkeeping, computer & general business experience required. Please forward resume to: Box 490, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

BOOKKEEPER
for Oakland County Manufacturer. Must have successful experience in Accounts Payable/Receivable, Payroll, light secretarial duties. Casual, comfortable atmosphere. Apply: Mr. Bernard Lipsitz, DIV 31731 Northwestern Hwy, Ste 109E Farmington Hills, MI 48334
Call for appt. 932-0985
We are a Permanent Placement Agency whose fees are always paid by the employer.

BOOKKEEPING/Insurance Specialist for busy dental specialty office. Excellent salary & benefits. Call Ann. 357-3165

"BUSY, GENERAL PRACTICE Law Office seeks energetic, responsible individual for Reception and general clerical work. Successful candidate will be available to cover evening and Saturday hours. Some computer experience is helpful as well as enjoying dealing with the public. We train." Send resume in confidence to: Box 484, Observer & Eccentric, 23946 Michigan Ave., Dearborn, MI 48124

25 HOURWEEK. Position to run Accounts Payable/Accounting System. Steady work, reply to PO Box 958, Novi, MI 48376

CASHIER
Immediate clerical opening within our Business Office located in Southfield. Position involves include processing daily cash receipts. Candidate must have experience with calculator and CRT knowledge. Typing 60-50 wpm required. Interested applicants may contact

746-4369
between 9am-11am
Equal Opportunity Employer

CLERICAL ASSISTANT
Typing, data entry, general office. Southfield area 30 hrs. per wk
Call 353-2200

CLERICAL ASSISTANT
(PART TIME)
If you are interested in working 20 hours per week, Monday through Friday on regular basis, we would like to hear from you. Vacancies exist for both Livonia and Troy. We have good attention to detail & ability to type 50 plus wpm. Minimum of 1 year office &/or bookkeeping experience preferred. For immediate consideration, please send resume
Manager of Human Resources
34500 Grand River
Livonia, MI 48150
An Equal Opportunity Employer

CLERICAL - For Southfield property management company. Good organizational skills and pleasant personality. Full time. Call Mon-Fri, 9am-2pm 352-4048
An Equal Opportunity Employer

Clerical

GET BUSY!!!
Start earning good pay today in one of these temporary assignments through Kelly Services
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• Typists (50 wpm)
• Data Entry Operators (experienced)
• Word Processors
Kelly can place you in the position that's right for you. Call today to find out more information.
Southfield - 352-5229

KELLY Temporary Services
Equal Opportunity Employer M/F/H

CLERICAL - PART TIME
Southfield area. Telephone answering, some word processing and other clerical duties. Approximately 20 hours week. Mon-Fri. Salary commensurate with experience. Call 8AM-4:30PM 358-9191

504 Help Wanted Office-Clerical

CLERICAL
CITIZENS INSURANCE COMPANY OF AMERICA is seeking top flight candidates who are eager to utilize their clerical skills, make independent decisions, and absorb the complexities of auto insurance. Our Personal Lines Coder/Entry positions hold the Potential for further advancement within the company. For the person with strong skills and initiative.

CITIZENS is a progressive, growth oriented company offering competitive salaries and an excellent, flexible benefit package including dental, profit sharing and education reimbursement.

Experience strongly preferred. High school graduate or equivalent.

If you eagerly accept a challenge, have strong typing skills, and accuracy is your middle name, submit resume and salary requirements in confidence to

CITIZENS INSURANCE COMPANY OF AMERICA
Attn: Human Resources
Staffing Representative
645 W Grand River
Howell, MI 48843

Equal Opportunity Employer M/F

CLERICAL OPPORTUNITY
PART-TIME
Abrilix-Price Corporation has an immediate opening in our Corporate offices in the Pricing/Credit department. Approximately 25-30 hours per week. Responsibilities include putting prices on invoices, checking and processing requests for credit, entering data into computer terminal, and general office assignments. We are looking for an individual who is detail oriented and accurate with numbers. Interested applicants should send their resume to:

PERSONNEL DEPARTMENT
ABITIBI-PRICE CORPORATION
32500 Telegraph
TROY, MICHIGAN 48084
An Equal Opportunity Employer M/F

Clerical Opportunities
Kelly has plenty of excellent opportunities to choose from. WE NEED
Data Entry Operators
• High Production
• 10 Key Style Keyboard
Receptionists/Switchboard
• Typing 35 + WPM
Encoders
• 10 Key Calculator experience req
(Medical Insurance)
• 5 am-1pm shift in Livonia

Livonia - 1-96 Officenter
33133 Schoolcraft

Westland 326-5590

894 Wayne Rd

KELLY Temporary Services
Equal Opportunity Employer M/F/H

CLERICAL/PART TIME
Good clerical skills, typing, writing skills. General office duties.
Contract work. 548-1100

CLERICAL SUPPORT
Sales office seeks detail oriented individual with good math skills. Must have data entry knowledge, 2 yr. general office experience & ability to handle multiple responsibilities. Non-smoking office. Good benefits & a pleasant working environment.

Call or send resume to:
VALLEY PARK ASSOCIATES, INC
28180 Schoolcraft
Livonia, MI 48150
458-5330

504 Help Wanted Office-Clerical

CLERICAL POSITIONS AVAILABLE
We need energetic people with experience in a bookkeeping & receiving atmosphere. If our fast paced, casual, and warm environment appeals to you call immediately

MANPOWER
AUTOMOTIVE DIVISION
352-9320

CLERICAL POSITION available for Southfield insurance agency. Typing 50 wpm.
Call Sandy at 948-5715

CLERICAL POSITION - excellent typing & organizational skills, full time, apply between 9am-12:30pm
33790 Glenloch, Livonia 261-2990

CLERICAL/SECRETARY
Looking for the special person to fill an immediate opening in rapidly growing nationwide computer company in Farmington Hills. General office duties including word processing & plus Call Carol at 855-5130 or Send resume to:
Softech Incorporated
31275 Northwestern Hwy, Suite 140
Farmington Hills, MI 48334

CLERICAL/SUPERVISOR
Needed asap, reliable person to handle payroll, general office duties. Full time position, pleasant working conditions. Phone Stephanie or Sherry for appointment 522-3410

clerical

The Keys to Success Are At Kelly...
Kelly Services has a variety of opportunities for experienced
• Data Entry Operators
• Word Processing Operators
For more information, please call today!
Farmington Hills 471-2050

KELLY Temporary Services
Equal Opportunity Employer M/F/H

CLERICAL - Immediate full time opening in Forestbrook Dr (area of Farmington) farm law firm for an individual with good typing & telephone skills. Will train in foreclosure work. Call Linda, Sandra 540-7701

CLERK - part time, flexible hrs, answering phone, light duties, wage commensurate with experience. For interview send letter to: 7125 Orchard Lake Rd. Ste 301, West Bloomfield, MI 48322

CLERK TYPIST
Full time position with Bloomfield Hills CPA firm. Must have good typing, has return processing, filing and phone answering. Work ethic and knowledge preferred. Send resume to P.O. Box 725, Bloomfield, MI 48301

CLERK TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Candidate should possess a min typing speed of 40wpm, good math skills & general clerical knowledge. Excellent advancement opportunity. This position is full time with competitive benefit package. Please send resume to:
Clerk Typist
P.O. Box 779
Detroit, MI 48226

COMMUNICATIONS SECRETARY
Dynamic fast paced communications company has a need for an outgoing person with a flair for people, plus a pleasant phone voice. Salary range $16,000 to start with excellent benefits package.
Call Ann at 353-2090
SNELLING & SNELLING

COMPUTER OPERATOR
Full time Southfield location. Entry level position. Previous data/processing experience preferred. Interested Must have good math ability & 10 key calculator skills. Send resume requirements or experience to P.O. Box 5091, Southfield, MI 48086

504 Help Wanted Office-Clerical

CLERKS
GENERAL OFFICE
Are you energetic? Would you like to get your foot in the door with a professional marketing firm? We are a leading marketing services company located in Farmington Hills, and looking for people with
• High school diploma.
• 1-3 years work experience
• Strong verbal & math skills.
• Data entry experience
If you have these requirements we can train you to do the job! Hourly rate starts at $5.19 per hour. Paid benefits include medical & life insurance, tuition, liberal vacation & much more. Please call Mrs. Musser at 851-2000

COLLECTOR
Full time position. Must have recent hard related collection finance collection experience. We offer competitive salary, benefits and opportunity for advancement
Fleet Finance, Inc. 538-4522
An Equal Opportunity Employer M/F

COMPUTER OPERATOR - experienced with Lotus 123, and IBM PC, Wang VS preferred. Background for busy multi office real estate firm in Birmingham. Part time (30-35 hrs per week). Call M. Verse, 540-7200

COUNTER SALES PERSON
Wanted for busy Bulk Food shop in Southfield. Light office duties involved. Good wages & benefits. Call right person at 557-5779

CREATIVE Merchandiser/Clerical position available for Southfield based HBA. Mfgr. representative. Must own reliable car for local travel or Contact Lori at HIGH & Assoc 350-2260

CREDIT CLERK
Fortune 500 wholesale distributor currently has a position open for a Credit Clerk. Interested candidates should be able to exhibit good oral and written communication skills. This person must have experience with credit and collections, work with accounts receivable, knowledge with numbers. Interested candidates should send their resume to:
D C GENERAL MANAGER
P.O. BOX 13105
DETROIT MI 48232
Equal Opportunity Employer M/F/H

CREDIT CLERK
PART TIME
Work Mon-Fri 5:00pm-9:15pm, eight hours or Sat & occasions Sundays in our Plymouth head-quarters. Candidate should have outstanding communication skills with some financial and data entry experience helpful. Students encouraged to apply.

We offer employee benefits & merchandise discount. To explore further call Mrs. Gribben at 451-5227

Winkelman's
An Equal Opportunity Employer

CLERK TYPIST
Mature reliable. Good with people, telephone & figures. Accurate attention to detail. Name provide. Send resume. Customer Service, Jobar Inc. 29100 Hoover Rd. Warren, 27150 W. 8 Mile Southfield, MI 48237

CUSTOMER SERVICE, full time for busy Livonia sales office. Call for appt. 525-3212

PERMANENT FULL time clerical for Executive office at 12 Mile & Northwestern. Light typing, data entry & good math skills required. Mon.-Fri. 8am-4:30pm. Linens & More Mr. Bernard 353-0424

DATA ENTRY CLERKS
Full time temporary opportunities. Highland Superstores has full time temporary data entry positions available at our Corporate Office in Plymouth. Competitive wages and benefits. Call Jerry or apply in person to:
HIGHLAND SUPERSTORES
Corporate Human Resources-DE
40W Sheldon
Plymouth, MI 48170
EOE

HOME & SERVICE GUIDE

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

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You name it - we haul it all! Large or small. Low, low rates. Free est. For fast service call 459-0500

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Homes & Apartments! Large Any type - free or bldg. sites
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Low Prices Quality Work
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Honest, reliable service at a fair price
Licensed & Insured
464-0650

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APTS., OFFICES, HOUSES
Fall Cleaning & Organizing
No job too Small
Call Pat 532-2988

BENEDICT & HALL
Complete maintenance specializing in housecleaning. Insured and bonded. 88 an hour. Call 391-4197

WORKING LADIES Tired of trying to get him to spit the housework? Both the bill instead! Call the "Old fashioned" cleaning serv. 459-5334

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Attics, walls and crawl spaces
Replacement doors and windows
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351-9050 or 251-0108

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IMPRESSIVE CLEANING Services
Office or home.
Insured & References
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Full janitorial service
Specializing in office cleaning
Free est 388-8845

TECHNICLEAN MAINTENANCE
Family Owned & Operated
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Complete yard clean up
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