## 500 Help Wanted

SUPERVISOR NEEDED FOR
**TIGER STADIUM**
FOOD SERVICE
Be a part of the 1992 Detroit Tiger Baseball Season. Work for the food service company as part of the Management Staff. Full time seasonal openings available. Looking for personable, outgoing individuals with people skills, good managerial skills. Preferred degree in Management/Accounting, prefer Management/Retail experience. For more information call between 10AM-1PM, Mon-Fri:
**SPORTSERVICE**
**963-TEAM**
An Equal Opportunity Employer

SUBURBAN AUTO REPAIR needs aggressive, reliable certified Technician. Competitive Compensation, full benefits. 5 day work week. Paid vacation. Apply at: 15140 Middlebelt, Livonia

TECHNICIANS
Progressive Ford Lincoln Service company, No. 1 in it's field has openings for Service Technicians for Lower & Garden. Part time & full time openings. Top pay. Experience only need apply. Call or send resume Montgomery Ward, 37770 Amrhein, Livonia, MI 48150
An Equal Opportunity Employer

TELEPHONE WORKERS
Part time, flexible day & evening calling the following cities, Livonia, Farmington, Farmington Hills, Redford. Call The American Council of the Blind between 9am-5pm, Mon-Sat. 928-2685

**TELLER**
Part-time Teller position at our Northville location. Candidate must have good math, clerical skills. A public contact experience. Previous swing experience preferred. Salary commensurate & 401K plan. Apply in person between 10am-2pm at:
951-7600 ext. 216
**DETROIT SAVINGS BANK**
NORTHVILLE
250 N Center
(Corner of Main & Main)

TOOL CRIB ATTENDANT/
PURCHASING POSITION
for metal cutting company. Individual full time with benefits. Respond to P. O. Box 2223, Livonia, MI, 48150, attn.: Ron Fahrer

TOP PAY FOR LIGHT
INDUSTRIAL EMPLOYEES!

FINISS OPERATORS MILL HANDS
WAREHOUSE GENERAL LABOR
Holiday Pay, Over-Time Pay,
Temp-to-Perm Opportunity
If you have transportation and a desire to work call today for an interview!

Livonia, 464-2100
Southfield, 352-1300

**SNELLING TEMPORARIES**
NEVER A FEE

TRACTOR/TRAILER DRIVER
Part time positions Tuesdays-Friday, afternoons. Romeus area. Must have CDL, clean driving record, 25 years old. Call after 3pm, ask for Judy screen. Call resume to:
Part Time Driver
48930 Van Dyke Ave.
Novi, MI 48377

TRAVEL AGENCY MANAGER
8-10 years experience.
Plymouth area
454-9515

TRAVEL AGENT
Farmington agency needs Apollo agent with 2-3 years corporate experience. Salary negotiable, sales and ticketing skills required.
Call Phyl or Muriel, 644-5711

TRAVEL Agent part time. Experienced PARS System. References. Resumes to: Excel Travel, 28400 Lahser, #222, Southfield 48034

TRAVEL -
Rapidly growing travel agency seeks you and your clientele. Best pay and working conditions.
TRAVELWORKS 827-9920
Ask for Kathy

TREE & SHRUB
Plant health care Technician. Must have knowledge of trees, shrubs, plants, insects, diseases & lawns. Certified Pesticide Applicator a plus. Have a fleet of vehicles.

TRUCK DRIVERS NEEDED(3)
Must have CDL-B or Equiv.
Local operation. 981-785.

TREMORS
Seeking experienced DJ. Must be able to create and maintain atmosphere in a busy club atmosphere. Previous club experience required. Salary negotiable. Apply in person only after 3pm, attention Kim Hall, 17123 N. Laurel Park Dr., Livonia.

TV AND
VCR BENCH MAN (Male/Female) needed. Experienced only. Must have own tools. 326-3800

## 500 Help Wanted

TREE/SHRUB CARE TECHNICIAN
Experienced person needed for expanding Tree/Shrub Department. State of Michigan Pesticide Applicator Certification required. Apply at:
D & B LANDSCAPING
17218 BURGESS
DETROIT, MI. 48219
(313)534-5815

**TRUCK DRIVERS**
We are a leading carrier in the industry hauling refrigerated freight to the Midwest and East Coast area. We are looking for three drivers that want to join our team.

If You Have -
• 2 Years Experience
• Tractor/Trailer Experience
• Prefer Experience
• DOT Certification
• Clean Driving Record

We Offer -
• Mileage Pay
• Drop Pay
• Paid Weekly
• Medical/Hospital Insurance
• Quick Trip Return

Apply at:
THORN APPLE VALLEY
6350 St. Aubin Street
Hamtramck, MI
OR CALL:
(1800) 788-1145

TRUCKER DRIVERS
Now accepting applications for over-the-road driver positions. Accidents per mile basis. Min. 3 yrs. experience. Please call:
West Enterprises 313-573-6000

TYPESETTER & PRESS BOARD
Same person to fill both positions. Must be experienced on Mecanorma & AB Dick. Typing over 50 wpm. Western Suburb. 455-2277

UNDERWRITER AND
CREDIT QUALITY MANAGER
Established, expanding Michigan bank is seeking experienced mortgage loan underwriters and Credit Quality Manager for its Mortgage Banking Division. Underwriters must have at least one year experience as a Conventional Mortgage Loan Underwriter and must have knowledge of FHLMC/FNMA guidelines. Candidates for Credit Quality Manager must have at least three years experience in Conventional mortgage loan underwriting and managerial experience along with extensive knowledge of FHLMC/FNMA/MI guidelines. Send resume, references to:
Mortgage Banking
Division Manager
303 E. Eisenhower
Ann Arbor, MI. 48108
An Equal Opportunity Employer

VENDING MACHINE service person. Salary, benefits. Requirements: good driving record, drive stick shift, mechanically inclined. Send letter and/or resume with drive's license number to: P.O. Box 331, Royal Oak, MI 48067.

WANTED - westside lumber yard looking for aggressive, yard person w/ Experience helpful. Good pay & benefits. Ask for Doug 941-5800

WAREHOUSE/DELIVERY POSITION with Novi distributor. Chauffeurs Licenses required. Competitive wages with benefits. Apply in person at: AVD, 41135 Vincenti Ct., Novi off Grand River, 9am-4pm 477-0909

WAREHOUSE HELP
Part time leading to full time. Afternoon hours. Light packaging and assembly. Drug test will be required. Apply: time 3-5pm. 12711 Farmington Road, Livonia.

**WAREHOUSE WORKERS**

ALL SHIFTS AVAILABLE
$5 per hour and up. Long/short term assignments. Some temp-to-permanent positions.
**ARBOR TEMPS 459-1166**

WELDERS & FITTERS
Experienced MIG and MIG for metal lab shop. Send resume to: P.O. Box 132, Wixom, MI 48393

WHOLESALE NURSERY in Plymouth seeking hard & dependable individuals for full time seasonal positions. Call for appointment Tues. through Fri. 8am-4pm at. 454-1450

## 502 Help Wanted Dental-Medical

DENTAL ASSISTANT
For growing private practice in Garden City area. Must be experienced. For more information call. 422-5480

DENTAL ASSISTANT
experienced, full time. 28 W. Dearborn practice. Mon-Thur 8am-6pm. Excellent benefits. 563-0690

DENTAL ASSISTANT
For Troy office. Must be experienced, full-time. Good salary & benefits. Call 879-7755

DENTAL ASSISTANT
Experienced 4 days, no Saturdays. Profit sharing & more. Benefits. Dearborn Heights area. 563-0373

## 502 Help Wanted Dental-Medical

BILLING POSITION
For busy family practice office in Western suburban area. Minimum 3 yrs. + Computer billing experience required. Excellent salary and benefits. Send resume to: Billing Position, 31711 Van Born, Taylor, MI, 48180.

CERTIFIED MEDICAL ASSISTANT
Part-time. Accepting applications for busy multi physician internal medicine practice in Livonia. Experience preferred. Call Wendy, Freedom Medical Care. 10am-7pm 478-4724

**Customer Service Representative**
is needed for medical supply company in western suburbs. Must be familiar with medical supply products, manufacturers and distributors. In addition, minimum of 8 months customer service experience required for this immediate contract position. CALL CORNETTO DATA
**CORPORATE PERSONNEL SERVICES**
**261-1120**
NO FEE EOE

DENTAL ASSISTANT
Wixom & Plymouth locations. Experience necessary. 454-1070 or 624-1810

DENTAL ASSISTANT
Full or part time. Friendly, experienced outgoing person for growing practice (4 handed dentistry). Livonia area. Salary depends on exp. 464-3430

DENTAL ASSISTANT - 2 yrs. experience preferred. Full & part time positions available. Send resume or call office & office experience. 6 Mile near Telegraph. 255-1344 or 293-5899

DENTAL HYGIENIST
Outgoing Hygienist needed part time to join our people-conscious hygiene department. Established Livonia practice is a new to modern location 422-4530

DENTAL HYGIENIST
2½ days, three patients, friendly office, ideal working conditions, 1 hr. appointments. Call Judy 274-4422

DENTAL HYGIENIST WANTED
Who enjoys working in a high-quality, low-stress office. Staff is pleasant & helpful. A wonderful opportunity for a conscientious, skilled, professional. Call Bonnie, 476-8330 Farmington Hills. 476-8330

DENTAL RECEPTIONIST
Full or part time Experience in Insurance and perjoard. Dental background helpful. Farmington Hills area. Call 474-2280

DENTAL RECEPTIONIST
With dental billing background. Full time, modern office. Lake Orion 693-8356

DENTAL RECEPTIONIST
For Troy office. Experience preferred. Full time. Good salary & benefits. Call 879-7755

DENTAL RECEPTIONIST/
OFFICE MANAGER
Energetic, organized, dependable individual for friendly Dearborn Dentist's management general and cosmetic practice. Dental experience necessary. Computerized office. Full time, excellent pay and benefits 945-0823

DENTAL RECEPTIONIST needed for busy Troy office. Experience preferred but will train. Call 689-5180

Dental Receptionist/Financial Secretary wanted for a growing Livonia dental practice. Must be a people person. Medical/dental office experience required. Call 462-5485

**DENTAL RECEPTIONIST**
Experienced Dental Receptionist to join our team. Excellent salary & benefits, for the right person. Livonia. Please call. 591-3636

DENTAL TECHNICIAN TRAINEE
for denture department. Assisting experience helpful. 399-5660

DENTIST HYGIENIST - Full time position available soon. General Practice, Farmington area. 476-4616

HYGIENIST
Full or part time. Mon. thru Thurs. 8am-5pm. Excellent benefits. 563-6090

HYGIENIST - Experienced. No evenings, no Saturdays. Top Job. $23 per hour.
Eves after 7PM 626-2681

**HYGIENIST**
**CHILDRENS PRACTICE**
9am to 4:30pm, 1 or 2 days
Southfield area. Call 353-3555

**BILLER**
Experienced Medical Biller needed for area orthopedic surgeon. Must be familiar with CPT codes and have patient contact. Please call
Patty Restivo 932-1170
Haller Associates, 29870 Middlebelt, Farmington Hills, MI 48334

## 502 Help Wanted Dental-Medical

DO YOU Have what it takes to be my Assistant? If you want to join a happy productive dental team, in Lathrup Village, send resume to: DO Box 814, Clawson, MI. 48017. Experience preferred.

EXPERIENCED MEDICAL Assistant 30 hrs. per wk. for Dearborn Heights Internal Medicine office. Knowledge of basic office procedures preferred. New experience. Great opportunity for dedicated person. Call after 9am, 313-565-7343

HOME HEALTH AIDES
& COMPANIONS - EXPERIENCED
• Eligible for benefits
• Competitive pay
• Mileage reimbursement
For home care agency serving western Wayne county suburbs. Must have transportation, be free of disease or disabled or elderly. Demonstrated reliability, sense of commitment & own transportation a MUST! To apply call Mary, 981-8479
UNITED HOME CARE

LAB TECHNICIAN
Tues & Fri, for W. Bloomfield internist. Experienced only. 855-1441

**MEDICAID CLAIMS REVIEWER**
Ambucare Healthcare, a multisite home health organization sponsored by the Sisters of Mercy Health Corporation, is looking for an individual to share in our growth.
Responsibilities for the Medicaid Claims Reviewer include reviewing outstanding medical accounts, obtaining missing data and processing all required information and documents for reimbursement and preparing appropriate documents for outstanding claims.
The successful candidate must have a high school diploma and have a current working knowledge of Medicare and two to three years experience in insurance claims review with an home health care or health care of Physicians practice required.
We'll match your skills with a competitive salary and excellent benefits package. Please send your resume to
Human Resources Manager
**AMICARE HOME HEALTHCARE**
24505 Twelve Mile
Farmington Hills, MI 48331-3221
Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer

MEDICAL ASSISTANT
West Dearborn Internist. Clinical and administrative duties, good salary, hours and working conditions. Call Gale between 8-5pm 278-2800

MEDICAL ASSISTANT
Experienced, EKG, venipuncture, injections, receptionist. Garden City office. Call Wanda 261-5580

MEDICAL ASSISTANT - Troy & Rochester area. Must have experience. Call Tempro Medical, Kimberley, 443-5590

MEDICAL ASSISTANTS - pediatrics and OB/GYN. Oakland county. Complete work. Tempro Medical. Marilia, 443-5390

MEDICAL ASSISTANT
Full time position. 3 years experience in office setting. 3rd party payor, EKG and Phlebotomy required. Please send resume to:
G. Giacalone
DMC Health Care Centers
22345 W 8 Mile Rd.
Detroit, MI. 48219
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

MEDICAL ASSISTANT/Receptionist telephone medical office. Light typist, + benefits Garden City. 261-0630

MEDICAL ASSISTANT
Dermatology office needs medical assistant. Full time, benefits. Call Cathy 996-8763

MEDICAL ASSISTANT
Metro Detroit Medical Association of Health Alliance Plan has an immediate full time position available for a Medical Assistant to staff the Southfield Medical Center. We are seeking an individual who is certified as a Medical Assistant or has 1 year experience. The ability to type 40 wpm is required. We offer an excellent salary commensurate with experience and a competitive benefit package. Interested candidates please submit resume to
Human Resources
METRO MEDICAL GROUP
21250 Hatcher
Livonia, MI 48150
An Equal Opportunity Employer

## 502 Help Wanted Dental-Medical

MEDICAL ASSISTANT - Livonia occupational urgent care facility has an immediate opening. Full time days. Requirements: EKG experience once Good salary & benefits. Send resume to: Occ. Med. Box 2519, Southfield, MI 48037

**MEDICAL BILLERS**
Great opportunity for experienced billers in physician offices. Great salary/benefits/perks. Contact Patty Restivo, 932-1170
Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48334

MEDICAL TRANSCRIPTIONIST
Immediate opening for full time Must have medical terminology, experienced typing 0/S, O/R. We offer above average earnings and benefits. Call 362-5282

MENTAL HELP THERAPIST - mental health counselor. Contact Alice/Bergin. Resume to: N. Gray, 2601 Cambridge Ct. Bloomfield, 48120

RN or LPN, full time 11pm - 7am, with nursing home experience. Dearborn Heights/Westland area. Apply in person Peachwood Inn, 3500 W. Sloan Blvd., Westland 326-1800

NURSE - RN OR LPN for assisted living facility in Farmington Hills. Full time, days, 3-5pm. Every other weekend required. Experience in long term care & supervision a must. Call Mrs McQuaid weekdays between 9-4 737-6630

Pur Sel

**TEAM LEADER**
Hospice of Monroe
Amicare Hospice Services, Inc., is seeking a qualified individual to assume the role of Team Leader.
You will be responsible for coordination of patient care for a caseload of direct care staff to include home health aides, homemakers, companions, assessing with coordination plans of care, and liaison with community resources in patient care.
The successful individual will possess a current license or permit from the state board of nursing, at least one year of professional nursing, and two years supervision. Candidates must be able to interact effectively with patients and their families. The ability to travel to patient residences is required.
We offer a competitive salary with a comprehensive benefits package, including starting salary commensurate with experience.
Send Resume to:
**BALDWIN**
1441 E. 17th Street
Cleveland, Ohio 44114
Attn: Vice President-Operations

MEDICAL RECEPTIONIST, part time, 8-4:30, 2 positions available. Experience & bills medical preferred. Contact Administrator, 591-0568

MEDICAL RECEPTIONIST
Experienced preferred. Internist, Southfield area. Computer helpful. Full time. Call Debbie, 354-9664

MEDICAL RECEPTIONIST - Full time for busy pediatric practice. Grand River/Fenkell Lake area. Call administrator, 477-0100

MEDICAL RECEPTIONIST
Full time, 35 hrs. Friendly office. Experienced only need apply. Send resume to:
PO Box 97, Westland, MI 48185

MEDICAL RECEPTIONIST - with some billing. Hospital outpatient clinic in Southfield area. Call Urology, Call Tempro Medical, Brenda, 443-5390

MEDICAL Receptionist-Rochester area. Part time, flexible hours, experienced, multi-line, threading, filing; & light typing. Computer experience helpful. 656-5800

MEDICAL RECEPTIONIST
Busy Birmingham Internist office. Typing and computer skills, good phone manner & phone manner & must have experience needed. 646-8130

MEDICAL RECEPTIONIST - Rochester Hills area. 2½ days per week. Some computer input experience helpful. Send resume to Office Manager, 455 Barclay Circle, Ste B, Rochester Hills, MI 48307

MEDICAL RECEPTIONIST Full Time for fast growing Rovi office. Prior office experience with excellent patient, patient communication & telephone manner. Medical office experience knowledge helpful. 473-9472

MEDICAL TECHNOLOGIST
With experience in hematology and enzyme shift for lab in Farmington Hills. Call 478-5402

**NURSE AIDES**
Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday
**NURSING UNLIMITED**
**540-2360**

## 502 Help Wanted Dental-Medical

MEDICAL BILLER
Full time for multi-physician group. Computer experience helpful. Minimum 2 years doctor's office experience. Good salary & benefits. Send resume to: PO Box 2519, Southfield, MI 48037

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**NURSING UNLIMITED**
**540-2360**

## 502 Help Wanted Dental-Medical

PHLEBOTOMIST/EKG
TECHNICIAN
Full-time position. 8½ months experience and/or experienced Medical Assistant preferred. Please call 458-9402 or send resume to: E. Horst.
DMC Health Care Centers
29320 Plymouth Rd
Livonia, MI. 48150
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

**PHYSICIAN ASSISTANT**
Full time position available in the Emergency Department. Coordination will be given to 8 or 12 hour rotations. Shifts are 12 hour days/rotation.
To join our dynamic environment you must be a graduate of an accredited Physician Assistant program, have a bachelor degree and current Michigan licensure and be certified by the National Commission on Certification of Physician's Assistant. 2 yrs experience in a Physician Assistant or related field is also required.
We offer an excellent salary and benefit program. Interested candidates please submit a resume to Employment Services:
**PROVIDENCE**
Hospital and Medical Centers
16001 West Nine Mile Rd.
Southfield, MI. 48075
An Equal Opportunity Employer

RECEPTIONIST
Full time, OB-GYN practice, City of Wayne Contact Colleen
721-0707

RN
Full-time position available in Peds. Please call 458-9402 or send resume to C. Horst.
DMC Health Care Centers
29320 Plymouth Rd
Livonia, MI. 48150
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer

RN - Immediate opening, midnights, full- and part time positions. Mary Ann Call Tepper or Vera Debnisk. Greenery Health Care Center, 277-0903

RN/LPN - Full time for busy multi-physicians office in Novi! Experience necessary. Must have good typing and medical skills. 473-8495

RN/LPN/GN/SN
Energetic, efficient individuals for progressive but paced medical surgical dermatology practice in Mt. Clemens. Part time/full time. Free Blue Cross 106, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RN/LPN
We are looking for a RN/LPN for part-time and contingent positions on the evening shift (7pm - 8am) Position involves providing basic medical care and answer calls. Must be able to prepare patients for and assist with fetal monitoring, perform Q10 experience, demonstrate a caring and sensitive manner with pregnant teens. If you believe in current and you have experience, send your resume with salary expectations to:
St Vincent & Sarah Fisher Center
Staff Nurse
27400 West Twelve Mile
Farmington Hills, MI 48334-4200
An Equal Opportunity Employer
No Phone Calls Accepted

**RN MANAGEMENT TRAINING POSITION**
Are you interested in an opportunity to train in a nursing home as a A.D.N.? For further information please call the D.O.N. Mon-Fri. 8am-4pm 313-363-4121

RN/LPN
FREE VENT TRAINING
Peds Adult
PONTIAC/SOUTHFIELD
Home Care - All Shifts
Benson's Assisted Care
755-0770 728-6933

RN/LPN & HOME HEALTH AIDES
Work for the only U of M affiliated home health care agency - VISITING CARE - Resident experience required, premium pay for LPN's. Join the VISITING CARE in Teem, providing a full range of home health services. Live-in situations now available for home health aides. Mileage paid. Call 1 Care in Southfield area also available for Home Health Aides. More assignments available throughout Washtenaw Call today!
Northwest 313-344-0334
Brighton 313-229-0333
Ann Arbor 313-930-0630

## 502 Help Wanted Dental-Medical

RN/LPN
Part time nurses position available on 3-11p m shift. Please apply:
BEDFORD VILLA
16240 West 8 Mile Rd
Southfield, MI 48075
An Equal Opportunity Employer

**RN/LPN'S**
Team work making our Rehabilitation Nurses special. Our neuro-rehabilitation unit gives the opportunity to work in a friendly, supportive atmosphere featuring professional team work and collaboration. We offer a variety of benefits, and a competitive salary. For more information, please call Greg Webb at Apply Times Leased, 1-1142
Equal Opportunity Employer M/F

RN
needed part-time for busy physician located in Livonia
Call 464-9200

RN - SUPERVISOR Experienced for Medicare home care agency. Full time. Excellent pay & benefits. Family Nurse Care 729-0300

**SOCIAL WORKER**
Opportunities in Hospice Care
Hospice of Monroe
Amicare Hospice Services, sponsored by the Sisters of Mercy, is seeking a motivated and qualified individual for the position of Social Worker for our Monroe office.
You will be responsible for assessing and documenting patient/family needs and providing a social work perspective during group conferences. A master's degree in Social Work and at least 2 years of experience in a hospice setting required.
Amicare offers a competitive salary and a comprehensive benefits package to match your skills. Please send your resume to: HOSPICE, OF MONROE SERVICES, INC., Melissa Lovins, 502 West Elm Ave., Suite D-200, Monroe, MI 48161. Achieving Workforce Diversity through Affirmative Action/Equal Opportunity Employer

SWITCHBOARD OPERATOR
Contingent Must be available to work on-call as needed for a 24 hour department. Weekend hours available. Apply at:
DMC Health Care Centers
41935 w. 12 Mile Rd.
Novi, MI 48051 - 48377
Affiliated with The Detroit Medical Center, an Equal Opportunity Employer.

TRANSCRIPTIONIST
Seeks experienced Medical transcriptionists. Must be highly skilled in all phases of O/S, O/R, foreign dictators) with 3-5 years recent experience. Farmington office. 471-8890

**ULTRASOUND TECH**
X-RAY TECHNOLOGIST MANAGER
Highly motivated well organized registered technologist needed for Cardiac Catheterization lab, large portable X-ray Department. This self starter must have a minimum of 3 years management experience, excellent communication skills, must be able to formulate policies and procedures and follow-up on their implementation. Hours of work are Monday-Friday. Contact Manager, 24293 Telegraph, P.O. Box 2728, Southfield, MI 48037

## 504 Help Wanted Office-Clerical

ACCOUNTING ASSISTANT
Full time position, Livonia location. Must have 3-5 years previous experience in basic bookkeeping & receivables. Knowledge of Lotus & 10 key calculator skills necessary. Computer experience helpful. Excellent salary requirements & history to: Adrienne Shelburne, P O Box 5091, Southfield, MI 48086

ACCOUNTING CLERK - Experienced individual w/accounts receivable, collections & payroll. Must be able to work for a large trucking company. Excellent salary & benefit requirements to Personnel Director, 575 Fordson, Detroit, MI 48217

ACCOUNTING CLERK
Farmington Hills company needs well organized, detail minded, independent person to handle payroll, invoicing & phone collections. Growth into other accounting areas is possible, starting at $7/hr. + benefits. Send resume with salary reference letters to James Gross, 27280 Haggerty, Suite C10, Farmington Hills, MI 48331

ADD BOOKKEEPER - high volume phone call job to a self motivated, experienced auto bookkeeper. We can use someone that is a reliable, hard working self-starter. ERA experience, collections & payroll are the right individual! The Anderson Companies, a good place to work & a good place to do business.
Please Call Sandy 858-2300

AUTO BOOKKEEPER - Rapidly growing dealership is looking for an experienced auto biller who can keep up with a very fast pace. If you are ambitious, flexible and comfortable with peer experience in handling volume, this is your job! Competitive salary, benefits, etc. We have the perfect position for you. Excellent pay & benefits. The Anderson Companies, a good place to work, a good place to do business.
Please call Sandy 858-2300

AUTO BOOKKEEPER - Rapidly growing dealership is looking for an experienced auto biller who can keep up with a very fast pace. If you are ambitious, flexible and comfortable with peer experience in handling volume, this is your job! Competitive salary, benefits, etc. We have the perfect position for you. Excellent pay & benefits. The Anderson Companies, a good place to work, a good place to do business.
Please call Sandy 858-2300

CASHIER/TELLER, Assistant Controller, needed for a progressive construction and management company. Lotus and data processing experience required. BA System 36 preferred. Organized person with experience through financial statement. Please send resume with salary requirements to: Controller, 29777 Telegraph Rd., Suite 2100, Southfield, MI 48034.

## 504 Help Wanted Office-Clerical

ARBOR TEMPS NEEDS:
SECRETARIES
WORD PROCESSORS
$9-$10 AN HOUR
• EXECUTIVE, LEGAL
• ACCOUNTING
• MEDICAL & ENGINEERING
ARBOR TEMPS
459-1166

ACCOUNTANT/BOOKKEEPER. Full charge thru trial balance. Experienced with Lotus and computers. Birmingham Real Estate Management Co.
647-3131

ACCOUNTING CLERK
Air freight exporting. Experienced in accounts receivable, payroll and accounts payable. Send resume or write 8950 Harrison, Romulus, MI 48174

ACCOUNTING CLERK
Experienced in Payables/Receivables/Payroll. Knowledge of Lotus 1,2,3 & Dbase helpful. Long term assignments in the Plymouth area.
ARBOR TEMPS. 459-1166

ACCOUNTS PAYABLE/CLERK
for management firm in Troy. Must have experience in A/P. Excellent benefits. Please send resume and/or Mary Jane, 820 King Road, Suite #100, Troy, MI. 48084

ADMINISTRATIVE ASSISTANT
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ADMINISTRATIVE ASSISTANT
Local Cable T.V. Company seeks an experienced, professional, and enthusiastic individual for Administrative Assistant. Responsible for all aspects of office management. Requirements include: excellent written, verbal & organizational skills. Must have good phone manner & typing skills. Knowledge & experience using a PC, WordPerfect & Lotus 123 helpful. Please include salary requirements to: Box #204, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
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ADMINISTRATIVE ASSISTANT
Fast growing 8 yr. old service company seeking high energy, enthusiastic, detail oriented person to perform varied duties. Excellent phone & typing skills, experience in Word Perfect & knowledge of microsoft Word, Lotus helpful. Will train on Word Perfect software. Send resume to: Limited Training Services, 17320 W 12 Mile, Southfield, MI. 48076

ADMINISTRATIVE ASSISTANT
Local Cable T.V. Company seeks an experienced, professional, and enthusiastic individual for Administrative Assistant. Responsible for all aspects of office management. Requirements include: excellent written, verbal & organizational skills. Must have good phone manner & typing skills. Knowledge & experience using a PC, WordPerfect & Lotus 123 helpful. Please include salary requirements to: Box #204, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
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Forward thinking office needs Macintosh experienced individuals. Up to $9/hr. Call Susan at UNIFORCE 473-2931

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