502 Help Wanted Dental-Medical

MEDICAL BILLER/ Customer Service
...E Company has immediate position for Medical Biller, minimum of 2 ...s. experience required. Computer knowledge, with Rollins Healthcare Data Systems experience preferred. Please send resume & salary requirements to:
MEDICAL BILLER
P.O. Box 2519
Southfield, MI 48037

MEDICAL BILLING
...rowing company needs full-time employee with medical billing & coding experience. Surgery or anesthesia knowledge helpful. Send resume & salary requirements to:
Billing
333 W. 7th St.
Suite 5
Royal Oak, MI 48067

MEDICAL RECEPTIONIST/BILLER
...ull-time position in a progressive, fast paced cardiology practice. Two yrs. of medical office experience required. Knowledge of computer systems essential (Medic preferred). We offer a competitive salary/benefit package. Qualified candidate should submit resume and desired compensation to:
Clinical Director
NORTHPOINTE HEART CENTER
2575 Woodward Ave. - Ste 300
Berkley, MI 48072

MEDICAL RECEPTIONIST Part-time
...outhfield OB/GYN office. Typing/filing/transription. Debbie 353-8910

MEDICAL RECEPTIONIST - Immediate full time openings in W. Bloomfield & Royal Oak. 1-2 yrs. experience preferred. Computer a plus. $14700 to $15800. Call Rachel at Tempro Medical, 443-5594

MEDICAL RECORDS - Photocopying service seeking full & part time persons to photocopy medical records in local hospital. Must be mature, professional & service oriented. Need own car & insurance. Experience a plus but not necessary. Homemakers welcome. Please send all resumes to: Smart Corporation, P.O. Box 190, Bridgeport, MI 48722-0190.

MEDICAL TRANSCRIPTIONIST/ SECERETARY
Experience required. Full time with paid Blue Cross/Blue Shield health, dental and vision insurance. Must know WordPerfect. Competitive wage. Sandy 354-5511

MEDICAL TRANSCRIPTIONIST
Work part time in this busy Southfield service. Must have experience and minimum 60 WPM, prefer WP 5.1. Resume Only: Box 952,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MEDICLA BILLER PART TIME
BMS experience
Call Barbara, 358-5904

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
NURSE AIDES
Part Time/Full Time
- Hospitals/Nursing Homes
Home Care
HEALTH CARE PROFESSIONALS
357-7080

NURSES
Are you creative, looking for a career change? See Decorating Den Business Opportunity ad in #513.

NURSING ASSISTANT - Immediate full time opening for CNA. If you are committed to providing quality care to our residents and are interested in excellent pay and benefits, call 261-4800 for an appointment. Or apply in person: St. Jude Convalescent Center, 34350 Ann Arbor Trail, Livonia.

OCCUPATIONAL THERAPIST
Or experienced COTA for contractual or permanent employment. Skilled nursing home, Whitmore Lake area. Negotiable salary. Call for information 313-878-5096

OCCUPATIONAL THERAPIST
REGISTERED. Progressive rehab agency looking for part/full-time Occupational Therapist Registered. Call Southfield location. Angela Allen. 557-5440

OCCUPATIONAL/ER NURSES
Full & part time occupational nursing assignments available throughout S.E. Michigan. ER & or occupational experience necessary. Osha record keeping & workers compensation background helpful. Must be flexible & willing to work independently. Computer skills desirable. For top pay contact, 810-354-0010

ON CALL COORDINATOR
Take calls for home health care agency in your home evenings & weekends. Excellent communication skills & transportation required. FAMILY HOME CARE 313-229-5683

OPHTHALMIC ASSISTANT
Experienced. Full/part-time. Detroit & Bloomfield Hills offices.
332-4544

PATIENT REGISTRARS
Our rapidly growing health care network has part-time & contingent positions available at Providence Park in Novi. Schedules may include weekends, holidays & all shifts.
Qualifications include: 1 yr. clerical experience in a medical setting to have included medical terminology, required 35WPM accurate typing speed, &/or proficiency on computer keyboard. Previous patient registration, ICD-9 & CPT-4 coding/insurance experience highly preferred.
Individuals meeting requirements may submit a detailed resume indicating availability or apply Mon-Thurs., 8am-12noon.
PROVIDENCE
Hospital and Medical Centers
EMPLOYMENT SERVICES
22255 Greenfield, Ste. 310
Southfield, MI, 48075
An Equal Opportunity Employer

RADIOLOGICAL TECH
Permanent full time afternoon shift, 3:30pm-12. Must be graduate of AMA approved school. Must be willing to cover some on-call. Send resume to:
Medical Administrator
MIDWEST HEALTH CENTER
5050 Schaefer
Dearborn, MI 48126

RADIOLOGY CLERK
Full-time for Northwest Detroit office. Radiology filing and film processing preferred. Please send resume to:
Recruiter/Rad Clerk
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI., 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

RADIOLOGY TECHNOLOGIST
Immediate opening for an A.R.R.T. Registered Techogist for our Northwest Detroit office. Mammography experience required. Please send resume to:
Recruiter/Radiology
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI., 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

SINAI AMBULATORY Services Division is seeking an experienced Receptionist/Biller for our Sports Medicine/Internal Medicine practice. Prefer MBS billing system experience and a minimum of 2 years experience in a medical office practice. We are offering a competitive salary and benefits package. All those qualified, please apply in person at 27704 Franklin Rd., Southfield, 48034 or call Marsha Woods at 313-799-4335.

RECEPTIONIST/BILLER
For allergy practice, part time to start, full time within 6 months. Livonia-Farmington Hills location. MBS experience preferred. Call Mon-Fri., 3pm-5pm 851-5657

PODIATRY ASSISTANT
Temporary position, part-time. Will train. Southfield area. 559-2818

POSITION AVAILABLE, full or part-time, at an established Cardiothoracic Surgeons practice in North Oakland County. Must have experience in billing surgery. Managerial skills a plus. Please send resume & letter to:
G.W. Flaker
1838 Riverview
Rochester Hills, MI. 48309

PRESBYTERIAN VILLAGE of Redford invites RN's LPN's & CNA's to apply for current full time & part time positions on all shifts as part of our health care team. You will enjoy competitive wages & excellent benefit package and a safe & pleasant working enivronment. Apply in person to Marilyn in Medical Records, 17383 Garfield. 531-6874, ext. 34.

SINAI AMBULATORY Services Division is seeking an experienced Receptionist/Biller for our West Bloomfield Internal Medicine practice. Prefer MBS billing system experience and a minimum of two years experience in a busy office practice. We are offering a competitive salary and benefits package. All those qualified please apply in person at 27704 Franklin Rd., Southfield, MI., 48034 or call Marsha Woods at 313-799-4335.

RECEPTIONIST
Part-time for OB-GYN Office in Bloomfield. Experienced only. Call Irma at 979-0070 or 642-7710

RECEPTIONIST for dental office. Part-time. Experience and computer knowledge preferred. Farmington Hills area. 810-851-1034

RECEPTIONIST/PART TIME
Position in Birmingham out-patient psychiatric clinic. Must have excellent phone skills, typing, and ability to work in multi-task environment. Knowledge of WordPerfect 5.1 and health insurance preferred. Some *benefits available. Please call* (313)647-3310.

REGISTERED NURSE with BSN needed for busy OB-GYN office in Southfield. Full/part-time, Mon. thru Fri., no week-ends. Excellent pay with benefits. Please send resume with salary requirements to:
Amy Thomas
22250 Providence Dr., Ste. 305
Southfield, MI, 48075

REGISTERED NURSE
Needed for administrative part time position. Provide medical training & administrative support up to 5 hrs./week. Competitive rates available. Must be registered with the state. Interested candidate should send resume or apply in person: PTL 33300 5 Mile Rd., Ste. 201, Livonia, MI 48154. 261-9010; Fax, 261-9460

RN-Charge Nurse for 49 bed facility. Every other weekend, 7am-3pm shift. Come & join our friendly family. Excellent pay scale & benefits. WAYNE CONVALESCENT CENTER 313-721-0740

RN - MANAGER
We are seeking a dynamic RN with strong interpersonal skills to coordinate the activities of a busy OB/GYN department as well as interfacing clinical care of patients in an ambulatory center. We offer an attractive package for the right candidate. All replies confidential. Please send resume to: Box 846
Attn: RN - Manager
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RN REHAB CASE MANAGERS
Part to full-time. Worker's Compensation & auto no-fault experience helpful. BSN preferred. 350-8550

RN w/ at least 2 yrs pediatric experience for Livonia area child development center. Mon-Fri, 9:30-6. No weekends. Good pay & benefits. Contact Laura or Beth at: 953-6655

RN
NURSE CLINICIAN (On Call)
The Michigan Cancer Foundation seeks a temporary on call nurse to work in our breast cancer detection centers in Berkley and/or Detroit. Responsiblities include administering comprehensive breast exames, collecting vital statistics, assessing clinical findings, and patient follow up. RN required. Send resumes:
Michigan Cancer Foundation
Human Resources
110 E. Warren
Detroit, MI 48201
313-833-0715 Ext 358
eoe/m/f

RN/LPN
Apply in person:
Marycrest Manor
15475 Middlebelt
Livonia, MI. 48154
427-9175

RN/LPN
Apply in person:
Marycrest Manor
15475 Middlebelt
Livonia, MI. 48154
427-9175

RN - LPN
PART TIME MIDNIGHT
NIGHTINGALE WEST
8365 Newburgh Rd.
Westland, near Joy Rd.
An Equal Opportunity Employer

RN OR LPN
Monday-Friday, day shift in Pediatrics Department. Peds and ambulatory care experience required.
NURSING SUPERVISOR
For Department of OB/GYN. Responsible for supervision of clinical support staff for multiple locations. RN (BSN preferred) and minimum 2 years supervisory experience required.
NURSING COORDINATOR
For Department of Surgery. RN with strong surgical, ambulatory and clinical background and supervisory experience.
Please send resume to:
Recruiter/Nursing
DMC Health Care Centers
41935 W. 12 Mile Rd.
Novi, MI., 48377
A member of The Detroit Medical Center and affiliated with Wayne State University.
An Equal Opportunity Employer

RN's • LPN's
Weekend Nurses for young pediatric case needed STAT! Must have 1 yr. of pediatric experience and be comfortable with trachs. All shifts available. Call now for an appointment.
VISITING CARE
344-0234

RN'S/LPN'S WE NEED YOU!
LPN'S earn up to $20/hour.
RN'S earn up to $40/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(313) 229-5683 (313) 455-5683

TRANSCRIPTIONIST RADIOLOGY
Casual positions available for rotating Saturdays and 4 hour evening shifts as needed during the week. Applicants must have a minimum of one year of radiology transcription.
Please send resume or call 471-8656
Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933
An Equal Opportunity Employer

UTILIZATION REVIEW COORDINATOR
Must have knowledge of various insurance/HMO policies & procedures as well as ICD-9 and CPT-4 coding. Must have ability to process insurance authorization forms and have good communication skills. Min. 3 yrs. UR & data entry experience. Please send all resumes to:
MEDICAL ADMINISTRATOR
5050 Schaefer
Dearborn, MI 48126

VASCULAR TECHNICIAN
To do non-invasive testing in Vascular Surgeon's office, 2 days a week. Exprience necessary. 353-2166

VETERINARY ASSISTANT or Receptionist needed part or full time in Canton area. For application call mornings. 981-4400

X-RAY TECH - 2 yrs. experience. Northville medical office. To $12 - $15/hr. Benefits. 473-7210 STEVEN J. GREENE PERSONNEL

X-RAY TECH
32-40 hrs per week for private radiology office in Livonia. Mammo experience required. 464-7300

SERVICE COORDINATOR
To schedule cases for busy Clarkston Home Care Agency. Excellent communication & clerical skills required.
FAMILY HOME CARE 313-620-6877

504 Help Wanted Office-Clerical

ABLE SECRETARY-Headquarters, national multi plant company, requires word processing, correspondence, auditing skills, and ability to perform various tasks for administration group. Send resume to: Mr. Kent, Lifetime Doors Inc., 30700 Northwestern Hwy., Farmington Hills, MI 48334. 851-7700

ACCOUNTANTS
PERMANENT:
- Part-time Jr. Accountant or accounting student with good gpa, NE suburbs: Wage to $10/hr.
- Full Charge Bookkeeper, small office atmosphere, northern suburbs: Salary to $26K

TEMP-TO-PERM:
- Accountant, northern suburbs: Perm salary $40K
- Accounting Supervisor, NE suburbs: Perm salary to $33K
- Accounts Payable Clerk, western suburbs: Perm salary hi $teens
- Accounts Receivable and Collections: Perm salary hi $teens

TEMP YEAR-END PROJECTS:
- Full Charge Bookkeeper/ Accountant, good computer, mfg., Detroit
- Accountant, good pre-audit skills, Lotus, NE suburbs
- CPA/Auditor, Downtown

MANY of our temp assignments turn into permanent jobs, paying top dollar. Our Permanent recruiter places all temp positions, and will continue to help you with your job search, while you are on our temp assignment. For our Temps, we offer free counseling:
- Resume writing • Interviewing skills • Job search sources

354-2410
ACCOUNTANTS ONE
agency fee paid

ACCOUNTING ASSOCIATE
(Home Health Care)
Growth position includes maintaining employee payroll, preparing statements for billing of service, verifying insurance coverage, & conducting collection activity. Must have hands-on computer experience with spreadsheets & WordPerfect. Must be familar with third party payors. To apply call:
UNITED HOME CARE SERVICES
(313) 981-8829

ACCOUNTS PAYABLE/ SECRETARY
Needed for fast paced construction & property management company. Ideal candidate should be well organized, self motivated & able to work independently. Duties include data entry, word processing, filing & other general office duties. Accounts payable & computer experience required. Shorthand or Speedwriting experience desired. Send resume:
KEI, P.O. BOX 2033
SOUTHFIELD, MI 48037

ACCOUNTS PAYABLE, Accounts Receivable Clerk needed for growing Southfield company. Lotus a plus. Send resume to: Personnel Director, 20300 Civic Center Dr., Suite 305, Southfield, MI 48076

AD AGENCY SECRETARY
$21,000
Nice opportunity to work for a major firm in a key department. Macintosh experience a must. Hurry! Call 464-0909.
SNELLING PERSONNEL SERVICES

ADMINISTRATIVE ASSISTANT
For land developer in Plymouth Twp. Must have good memory & communication skills. Knowledge of real estate closings helpful. FAX resume to: 459-8556

SOUTHFIELD insurance company has an opening for a full time administrative assistant. Must be very knowledgable in computers, & have a strong math background. Excellent benefits. Call between 10-3 559-0600

ACCOUNTANT/FULL Charge Bookkeeper for Southfield based retail company. Experience in computerized accounting through trial balance including payroll taxes. Knowledge of DacEasy, Microsoft Word for windows, Microsoft Excel & Foxpro a plus. Send resume to: Accountant, 27204 W 8 Mile Rd. Southfield, MI 48034.

ACCOUNTANTS
Permanent positions for candidates with current public accounting experience for local CPA firm. No travel. Submit resume to: Personnel Dept. A, 1600 Woodward Ave., Ste. 200, Bloomfield Hills, MI 48304

ACCOUNTING CLERK
Responsible person w/bookkeeping & computer experience for property management. Accounts Payable & general ledger. 30-40 hours a week. Salary commensurate w/experience. Send resume to: DRS Realty, 8522 Golfside, Commerce Twp., MI 48382.

ACCOUNTING - Data entry clerk needed for manuacturing company. Full time position includes work with bill of materials, average cost, spreadsheets & word processing. Non smoking office. Send resume to Human Resources, 377 Amelia St., Plymouth, MI 48170, or FAX resume to 313-459-1904

ACCOUNTING
General office with accounting/phone/data entry duties. Some accounting and computer background required. Plymouth area. Long term.
ARBOR TEMPS 459-1166

ADMINISTRATIVE ASSISTANT
For townhouse community. Requires good people skills. Full-time with benefits. Some schedule flexibiity. WordPerfect 5.1 experience preferred. Send resume to:
Attn: Personnel
1400 Drexelgate Parkway
Rochester Hills, MI 48307

Administrative Asst./Receptionist Part time. Professional communication skills & ability to work independently. Must have office & computer experience. Responsibilities include general office & various projects relating to investment management company. Strict attention to detail. $7-$9 per hour.
Send resume to:
Yolles Investment Management, Inc.
3000 Town Center, Ste. 2420
Southfield, MI. 48075
Attn: Carolynn

ADMINISTRATIVE ASSISTANT
For law office to handle phones, filing, copy projects and typing. Experience with WordPerfect 5.1 required. Send resume to: Office Manager, P. O. Box 829, Bloomfield, Hills, MI 48303-0829

ADMINISTRATIVE CLERK
Entry level position in large property management office located in Canton/Westland area. Candidate must possess professional image, communication skills, organization & typing. Some weekends required. Good starting wage & benefits. Send resume to Box 960
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

Administrative Assistant
Growing software company requires permanent full-time administrative help. Qualified candidate will possess a minimum of 2 years experience in order entry, accounts receivable & accounts payable transaction processing on personal computer. Unqualified applicants need not apply. Send resume, references & salary history to: Operations Manager, 19500 Victor Pkwy #375, Livonia, MI 48152

Advertising Secretary
$21,000
Strong computer & graphic skills needed for growing suburban firm. Terrific opportunity & benefits.
ALL FEES COMPANY PAID
PERMANENT STAFF
FARMINGTON HILLS 737-5750
TROY 685-2720

ALL SECRETARIES WORD PROCESSORS TO $10/HR.
- WordPerfect • MS Word
- Excel • Lotus • D-Base

ARBOR TEMPS 459-1166

ADMINISTRATIVE SALES Assistant needed. Computer familiarity, typing 45wpm & quick learner preferred for fast paced office. Resume: GM, PO Box 3304, Livonia, MI. 48151. EOE

ADMINISTRATIVE ASSISTANT
Active office environment. Good people skills critical. MicroSoft Word and Excel a plus. Livonia, 513-7800

ADMINISTRATIVE ASSISTANT
Needed for our Dearborn location. Responsibilities:
- Answer phones
- Respond to customer inquiries
- Typing, mailing, and filing

Requirements:
- Proven ability to handle high level executives
- Good communication and organizational skills
- Proficient in WordPerfect 5.1
- Three years experience in a fast paced environment
- Two years of college

Please forward resume to:
The Genix Group
5225 Auto Club Drive
Dearborn, MI 48126
Attn: Ms. Mather

ADMINSTRATION ASSISTANT - W. Bloomfield business promotional products company needs experienced individual with strong clerical skills including Windows, WordPerfect 5.2, and telephone sales skills for fast paced office. Must be able to work independently. 737-2240

FAST PACED OFFICE. Full time. Energetic personality, phones, word processing. Experience preferred but willing to train. Accounting helpful. Ann Arbor, Canton, 454-5403

APPLY TODAY
- Data Entry
- WordPerfect
- Lotus 1-2-3
- Switchboard
- Microsoft Word

ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060
(313) 382-2342

ASSISTANT BOOKKEEPER
Immediate position now open full or part-time for national retail liquidation store. Must have 3 to 5 years experience. Bookkeeping and computer knowledge and computer knowledge. Will train. $8.00 To $9.00 per hour. Located three miles from Metro Airport. Call to schedule an interview:
DIANNE MORGAN (313)326-8460

ASSISTANT TO CREDIT MANAGER
Some accounting experience helpful. Posting, cash receipts, some collection calls. Taylor location. Send resumes to: National Bulk, 7620 Telegraph, Taylor, MI 48180

INSURANCE AGENCY needs experienced full time bookkeeper. Applied computer system knowledge important. Must be able to handle all phases of insurance bookkeeping position. Resume required. Salary commensurate with experience. Call Frank Hand Agency, 478-1177

BOOKKEEPER for construction company. Job cost experience preferred. Good working knowledge of Lotus. Send resume to: P.O. Box 3089, Farmington Hills, MI 48333-3089, Attention: Debbie.

FULL CHARGE BOOKKEEPER/ ACCOUNTANT - PART-TIME
Established law firm located in Bloomfield Hills requires a conscientious, aggressive and trustworthy employee for key position as Full Charge Bookkeeper/Accountant on a part-time basis (three days per week). Must be experienced in maintaining the internal accounting (general ledger, accounts receivable, financial statement preparation, etc.) and related functions (including payroll tax returns) of the firm's financial accounting records on a computerized accounting software system. Must have the desire to meet the daily challenges of handing the financial transactions of a medium sized law firm. Compensation commensurate with ability. Send resume with salary history and hourly rate requirement to Personnel, 2550 Telegraph Road, Suite 250, Bloomfield Hills, MI., 48302.

AUTO BILLER
Large Farmington Hills dealer in need of experienced new/used car biller. Excellent benefit package available. Please call 478-4947

AUTO DEALERSHIP BILLER
Large auto dealership looking for experienced car biller. Please send resume to: PO Box 700737, Plymouth, MI 48170.

A-1 OFFICE HELP, 25+ hrs per week. Good people & office skills. Fast learner, computer experience. Flex hrs. Plymouth accounting office. Call Sara 455-1040

BIRMINGHAM
Part time, full time secretary, WordPerfect 5.1, 65+ wpm, organized, personable, non smoker, no benefits. Call Kay 647-7960

BOOKKEEPER
Bloomfield Hills residential builder & property management firm has opening for an individual with bookkeeping experience. Will also handle other general office & computer duties. EOE
Send resume to The Beneicke Group, 200 E. Long Lake Rd. #185, Bloomfield Hills, MI 48305. Attn. Barbara

BOOKKEEPER - EXPERIENCED
Resumes should include experience working with books of original entry for cost centers and preparing financial statements, preparing budgets and working with payroll and related taxes. Must be computer literate and prefer experience with computer network. For information and mailing address call Bev: (313)668-2111

BOOKKEEPER - Full time. Experience necessary. 20411 W. 12 Mile, Suite 201, Southfield. Call: Kashat Accounting at 352-5520

BOOKKEEPER - FULL CHARGE
Experience needed. Full time, start immediately. Call 537-5599

BOOKKEEPER
Growing home building company seeks extremely sharp, detail-oriented individual to handle all financial matters using computerized accounting system. 3 years previous experience preferred. Proficiency w/ computerized accounting mandatory. This is a full-time position with a tremendous amount of responsibility & growth potential. Send resume:
P.O. Box 99313
Troy, MI 48099-9313

BOOKKEEPER
Leading property management company seeks a full-time Bookkeeper for our Belleville apartment community. Successful candidate must have excellent communication skills, a background in accounting and knowledge of general office procedures. Non-smoking office. Send or fax resume to:
49000 Denton Road
Belleville, MI 48111
Or FAX to:
313-697-5650

BOOKKEEPER/OFFICE MANAGER
Busy Northville law firm needs personable, knowledgeable & efficient individual to assist in financial day-to-day operations on a part-time basis (4 hrs. per day). Salary & benefits negotiable. Contact Steve at: 313-349-6030

BOOKKEEPER
Part-time, start immediately. Travel agency experience mandatory with bookkeeping computer knowledge of ARC report essential. Southfield area. Call: 851-9350

BOOKKEEPER with some management responsibilities for a hair salon in Livonia area. Send resume to Shindel, Scheyer & Rock, 30230 Orchard Lake, #250, Farmington Hills, MI 48334

BOOKKEEPING ASSISTANT/ SECRETARY
Dearborn Steel Center has immediate opening for outgoing individual with strong computer skills, word processing & spreadsheets as well as previous bookkeeping experience. Phone skills important. Excellent benefits package. Send resume to: Dearborn Steel Center, 6837 Wyoming, Dearborn, MI. 48126

BOOKKEEPING ASSISTANT
good communication skills, payroll taxes, word processing, computer literate. Fax resume: 353-4905 or call after 2pm, 353-4347

BOOKKEEPER: Part-time for busy Southfield Law Office. Must have bookkeeping, typing & filing experience, 2-4 days depending on qualifications. Send resume to:
Office Administrator
P.O. Box 215
Southfield, MI. 48037

BOOKKEEPER/RECEPTIONIST
For small Birmingham law firm. Contact: 646-7177

BOOKKEEPER/SECRETARY
Experienced, full time, full charge. 1-person office for builder/property management in Farmington Hills area. 855-4123

BOOKKEEPER thru trial balance & payroll. Experienced. Full time. Fluent in Macintosh. I-275/Schoolcraft area. Non smoker. Box 924,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPING CLERK/CLERICAL
Accounts Payable/Accounts Receivable. Livonia. Entry level. Some experience necessary. Computerized systems.
FULL BENEFITS
Apply to:
ROUSH INDUSTRIES
11686 Market
Livonia, MI 48150
591-1010
FAX 591-4333

BUILDING OFFICE MANAGER
For senior apartment building in Farmingotn Hills. 6 hours, 8:30am-3pm, Mon-Fri. Computer experience required. Experience with HUD section 8 preferred. Ms. Dery, 626-6991

CLERICAL ASSISTANT-PART-TIME
N. Redford Area. Mon. thru Fri. 1pm-5pm. Detail minded for computer data entry, process receivers & invoices. Send resume to: Attn.: Janice, P. O. Box 19336, Detroit, MI., 48219.

CLERICAL ASSISTANTS
Leading automotive supplier has several immediate entry level openings for Clerical Assistants. All positions involve basic clerical duties such as filing, mail distribution, and answering phones. Must have good organizational skills. Need excellent PC skills with proficiency in software such as Wordperfect, Lotus, Qualtro Pro, or Flow Plus for use in creating charts. Previous exposure to automotive industry a plus. Please send resume WITH SALARY REQUIREMENTS or submit completed application to:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

CLERICAL HELP LOAN PROCESSOR
Experienced mortgage processor. WordPerfect/Lotus skills necessary. Full benefits. Resume's only to: Prudential Financial Services, 1600 Woodward, Suite 101, Bloomfield Hills, MI 48304. Fax (313) 540-2804.

CLERICAL POSITION
Part time, flexible hours. Office experience required. Send resume to: V. Bradford, 15101 Cleat, Plymouth, MI 48170

CLIENT SERVICE ASSISTANT
For Southfield brokerage firm, experienced. Series 7 registered a plus. Experience on PC & various software needed. Send resume to: Box 768
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

COMPUTER OPERATOR
Experienced in IBM AS400 environment, to handle payroll processing & insurance benefit program working in Auburn Hills. Full-time position. Wages & benefits commensurate w/experience. Send resume to: B.I.S., Inc., PO Box 214889, Auburn Hills, MI 48321.
Or call for interview: 373-6804

CUSTOMER SERVICE/CLERICAL
Livonia distributor has full time position: order entry, invoicing, reception and general office. Must have High School education & experience. Apply in person: Mon thru Fri 9:00 - 5:00, AMSYM Cleaning Systems, 12110 Hubbard, Livonia N. of Plymouth Rd/E of Farmington.

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

HOME & SERVICE GUIDE #1-299
An alphabetical directory of all your service needs
TO PLACE YOUR AD CALL 591-0900

3 Accounting
4 Advertising
5 Air Conditioning
6 Aluminum Cleaning
9 Aluminum Siding
10 Antennas
12 Appliance Service
13 Art Work
14 Architecture
15 Asphalt
16 Asphalt Sealcoating
17 Auto Services
18 Auto & Truck Repair
21 Awnings
22 Barbecue Repair
23 Blind Cleaning
24 Basement Waterproofing
25 Bathtub Refinishing
26 Bicycle Maintenance
27 Brick, Block & Cement
28 Boat Repair
29 Boat Docks
30 Bookkeeping Service
32 Building Home Inspection
33 Building Remodeling
36 Burglar, Fire Alarm
37 Business Machine Repair
39 Cabinetry
40 Cabinetry & Formica
41 Carpets
42 Carpet Cleaning & Dyeing
44 Carpet Laying & Repair
48 Custom PC Programming
51 Consulting
52 Catering, Flowers, Party Planning
53 Caulking
54 Ceiling Work
55 Chimney Cleaning, Building & Repair
56 Closet Systems & Organizers
57 Christmas Trees
58 Clock Repair
59 Commercial Cleaning
60 Delivery Courier Service
61 Decks Patios Sunrooms
62 Doors
63 Draperies Slipcovers & Cleaning
64 Dressmaking & Tailoring
65 Drywall
66 Electrical
67 Electronics
68 Environmental Weed Control
69 Excavating
70 Exterior Caulking
71 Fashion Coordinator
72 Fences
73 Financial Planning
75 Fireplaces Enclosures
78 Firewood
81 Floor Service
87 Floodlight
90 Furnaces-Installed Repaired
92 Furniture Finishing & Repair
93 Gravel Driveway Repair
94 Glass, Block, Structural, etc.
95 Glass-Stained Beveled
96 Garages
97 Garage Door Repair
98 Greenhouses
99 Gutters
100 Guns, Knives, Decoys
102 Handyman M/F
105 Hauling
108 Heating Cooling
109 Home Grocery Shopping
110 Housecleaning
111 Home Safety
112 Humidifiers
114 Income Tax
115 Industrial Service
116 Insurance - All Types
117 Insulation
120 Interior Decorating
121 Interior Space Management
123 Janitorial
126 Jewelry Repairs & Clocks
129 Landscaping
130 Lawn, Garden Rototilling
132 Lawn Mower Repair
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