

**Help Wanted:**

**COMMERCIAL Insurance agency**  
located in the Western Suburbs  
selling Commercial Lines CSR 3  
experience required and  
d resume & reference to:  
Box #1852  
Nervet & Eccentric Newspapers  
36251 Schoolcraft Rd.  
Livonia, MI 48150

**BILLING CLERK**  
busy interior design supply  
company, organization and computer  
skills. Casual office environment and  
excellent benefits

**Diversified Recruiters**  
334-44700 Fax 810-344-6704

**BILLING ENTRY**  
and/or related income. Flex-

**hours. Knowledge of Windows  
helpful. Full or part-time.  
0-835-0553 or 313-522-8578**

**BILLING ENTRY**  
any work/excellent income. Full or  
part-time. Flexible hours. Knowledge  
Windows helpful.  
3348-8709. (810)335-0553.

**BILLING**  
now available at growing com-  
pany located in Troy. Position is entry  
level, training, complete benefits  
package. Computer exp. helpful. If  
interested, please contact:  
Kay Hankus (810) 258-8107

**BOOKKEEPER/  
ACCOUNTANT**  
Full Time Accountant needed for 1  
on Accounting Department.  
Experience in AP, A/R, payroll and  
general ledger. Knowledge of  
Microsoft Aug. 1991 before

**BOOKKEEPER**  
 experienced, dynamic. Must be familiar with ATP, Payroll, Payroll, General Ledger, computer use, Machine Software. Send resume.  
 Mr. Oney  
 P. O. Box 251115  
 West Bloomfield, MI. 48325

**BOOKKEEPER- FULL CHARGE**  
 general office work. Fullpart  
 Manual system. Madison  
 Wis. (610) 362-0015 after 5pm.

**BOOKKEEPER**  
 CU is seeking a fulltime book-  
 keeper. Qualified applicants must  
 have computer skills with general  
 ledger and/or credit card processing,  
 experience & customer service expe-  
 rience. Financial institution back-

presented. We offer a starting salary of \$8.75 per hour plus health and dental benefits. Please fax your resume to: 313-213-3025 or mail to: Human Resources Department, Credit Union, Attn: Personnel Director, 2400 Green Hill, Detroit, MI 48105. Equal Opportunity Employer.

**BOOKKEEPER/  
UMAN RESOURCES.**

Private based Manufacturer's Representative is looking for a Bookkeeper/ Human Resources person to manage the company's payroll and benefits for a person firm. Duties include: processing payroll/employees, payroll ledger & issuing Sub-S tax returns as well as employee benefits administration. This is a very professional full time pleasant working environment. The position is full time, salary based &

to benefit. Please send your  
me to:

**Peg Ramsburg**  
G.R. Box 505  
Novi, MI 48376

**BOOKKEEPER**  
T-TIME, 25-30 hours/week.  
accounts receivable and com-  
m. Will utilize IBM AS/400.  
experience needed. W. Bloomfield  
Send resume to: Personnel  
Manager, P.O. Box 250053, West  
field, IL 60325-0053

**BOOKKEEPER**  
T time, occasional full charge.  
general ledger and bank rec.  
inv. Control. No exp. req. on  
hire. Quakebooks or like  
m. Chemical functions as well  
Mary at (810) 477-8552

**BOOKKEEPER/SECRETARY**  
ideal opening for bookkeeper/  
secretary. Full or part time.

Individual needed. Great working environment. Excellent salary. Send resume to: Box #1574, Career & Economic Newspapers, 36231 Schoolcraft Rd., Livonia, MI 48150

---

**BOOKKEEPER/ SECRETARY**  
Immediate opening for bookkeeper/ secretary. Full or part time. Mature individual needed. Great working environment. Excellent salary. Send resume to: Box #1574, Career & Economic Newspapers, 36231 Schoolcraft Rd., Livonia, MI 48150

---

**BOOKKEEPERS OFFICE**

**MANAGERS**  
\$9-\$15/hr.  
Grand Twp., Walled Lake and  
unfringed locations. Some expe-  
rience required. Consider a spe-  
cialty needed. Ombudsman  
and child care is plus. Temp-to-hire  
positions. We offer: direct deposit,  
k. benefits, stock option plan  
and weekly pay.  
Call for your appointment  
today!

**ACCOUNTANTS USA™**  
Division of Western Staff Services  
(810) 650-5690  
Fax: (810) 650-9260  
10140 22nd Ave. S.E. Grand Rapids, MI 49508

**CASHIER**  
time position 11:00 A.M. to  
approximately 7:30 P.M. Mon.-Fri.  
(Sat. per month). Must have  
basic clerical accounting experi-  
ence, detail oriented, good  
organizational skills and some  
computer experience. Excellent  
company paid benefits. Please  
send resume or apply between  
9 A.M. and 4:30 P.M., Mon.-  
Fri.

**metrolink  
forms**

31111 Industrial Rd.  
Livonia, Michigan 48150  
EOE

**CLAIMS ASSISTANT**  
Broker's Compensation  
At least 1 year experience. Responsi-

include technical support to management staff in handling critical only claims. Mail resume: Branch Manager  
PO Box 687  
Southfield, MI 48037

---

**MEDICAL/CUSTOMER SERVICE**  
Working, energetic team player needed to learn critical claim transaction from the ground up. Ideal candidate will possess a good eye for detail & strong organizational skills. Mail resume to: Human Resources, 180 Northwestern Hwy. Ste 220, Southfield, MI 48075.

...a good organization  
...keyboard knowledge  
...friendly personality.  
...643-4883  
...available

**FORMATED** Insurance agency  
based in the Western Suburbs is  
seeking Commercial Lines CSFR. 3  
years experience, required and  
Solid System experience help.  
Send resume & references to:  
Box #1852  
Scholarship & Eccentric Newspapers  
36751 Schoolcraft Rd.  
Livonia, MI 48150

**BILLING CLERK**  
- busy interior design supplier.  
- accuracy, organization and computer  
skills. Casual office environment and  
flexible benefits

**Diversified Recruiters**  
344-6700 Fax 810-344-6704

**BILLING ENTRY**  
- job seeks real income. Flex-

**hours. Knowledge of Windows helpful. Full or part-time.**  
0-835-0553 or 313-522-8578

**BILLING ENTRY**  
any work/excellent income. Full or  
part-time. Flexible hours. Knowledge  
Windows helpful.  
3348-8709. (810)335-0553.

**BILLING**  
now available at growing com-  
pany located in Troy. Position is entry  
level, training, complete benefits  
package. Computer exp. helpful. If  
interested, please contact:  
Kay Hankus (810) 258-8107

**BOOKKEEPER/  
ACCOUNTANT**  
I/T time Accountant needed for 1  
on Accounting Department.  
experience in AP/AR payroll and  
general ledger. Knowledge of  
Microsoft Aug. 1991 before

**BOOKKEEPER**  
 Position in Plymouth. Must be familiar with ATP, Payroll, Payroll, General Ledger, computer use, Machine Software. Send resume.  
 Mr. Oney  
 P. O. Box 251115  
 West Bloomfield, MI. 48325

**BOOKKEEPER- FULL CHARGE**  
 General office work. Fullpart  
 Manual system. Madison  
 Wis (610) 362-0015 after 5pm.

**BOOKKEEPER**  
 CU is seeking a fulltime book-  
 keeper. Qualified applicants must  
 have computer skills with general  
 ledger and/or credit card processing,  
 experience & customer service expe-  
 rience. Financial institution back-

presented. We offer a starting salary of \$8.75 per hour plus health and dental benefits. Please fax your resume to: 313-213-3025 or mail to: Human Resources Department, Credit Union, Attn: Personnel Director, 2400 Green Hill, Detroit, MI 48105. Equal Opportunity Employer.

**BOOKKEEPER/  
UMAN RESOURCES.**

Private based Manufacturer's Representative is looking for a Bookkeeper/ Human Resources person to manage the company's payroll and benefits for a person firm. Duties include: processing payroll/employees, payroll ledger & issuing Sub-S tax returns as well as employee benefits administration. This is a very professional full time pleasant working environment. The position is full-time, salary based &

to benefits. Please send your resume to:

**Peg Ramsburg**  
G.R. Box 505  
Novi, MI 48376

**BOOKKEEPER**  
T-TIME, 25-30 hours/week.  
accounts receivable and com-  
munications. Will utilize IBM AS/400.  
experience needed. W. Bloomfield  
Send resume to: Personnel  
Manager, P.O. Box 250053, West  
field, IL 60325-0053

**BOOKKEEPER**  
Full time, occasional full charge.  
general ledger and bank rec-  
ords. Computer exp. req. on  
hire. 40 hrs. week. Quakebooks or like  
m. Chemical functions at well  
Mary at (810) 474-8552

**BOOKKEEPER/SECRETARY**  
ideal opening for bookkeeper/  
secretary. Full or part time.

Individual needed. Great working environment. Excellent salary. Send resume to: Box #1574, Career & Economic Newspapers, 36231 Schoolcraft Rd., Livonia, MI 48150.

**BOOKKEEPER/ SECRETARY**

Immediate opening for bookkeeper/ secretary. Full or part time. Mature individual needed. Great working environment. Excellent salary. Send resume to: Box #1574, Career & Economic Newspapers, 36231 Schoolcraft Rd., Livonia, MI 48150.

**BOOKKEEPERS OFFICE**

**MANAGERS**  
\$9-\$15/hr.  
Grand Twp., Walled Lake and  
unfringed locations. Some expe-  
rience required. Consider a spe-  
cialty needed. Ombudsman  
and child care is plus. Temp-to-hire  
positions. We offer: direct deposit,  
k. benefits, stock option plan  
and weekly pay.  
Call for your appointment  
today!

**ACCOUNTANTS USA™**  
Division of Western Staff Services  
(810) 650-5690  
Fax: (810) 650-9260  
10140 22nd Ave., Detroit, MI 48213

**CASHIER**  
time position 11:00 A.M. to  
approximately 7:30 P.M. Mon.-Fri.  
(Sat. per month). Must have  
basic clerical accounting experi-  
ence, detail oriented, good  
organizational skills and some  
computer experience. Excellent  
company paid benefits. Please  
send resume or apply between  
9 A.M. and 4:30 P.M., Mon.-  
Fri.

**metrolink  
forms**

31111 Industrial Rd.  
Livonia, Michigan 48150  
EOE

**CLAIMS ASSISTANT**  
Broker's Compensation  
At least 1 year experience. Responsi-

include technical support to management staff in handling critical only claims. Mail resume: Branch Manager  
PO Box 687  
Southfield, MI 48037

---

**MEDICAL/CUSTOMER SERVICE**  
Working, energetic team player needed to learn critical claim transaction from the ground up. Ideal candidate will possess a good eye for detail & strong organizational skills. Mail resume to: Human Resources, 180 Northwestern Hwy. Ste 220, Southfield, MI 48075.

...a good organization  
...keyboard knowledge  
...friendly personality.  
...643-4883  
...available

...a good organization  
...keyboard knowledge  
...friendly personality.  
...643-4883  
...available