504 Help Wanted Office-Clerical

SECRETARY-light typing & shorthand, phone, handle responsibility. $750 Fee Paid.

CREDIT CLERK-type 55wpm, company will train on credit. $800 Fee Paid.

CUSTOMER SERVICE-calling on retail trade. Transportation provided. Company will train $650 Fee Paid.

GENERAL OFFICE-Variety of interesting duties. Type 50wpm. $650. Fee Paid

OPEN SATURDAYS. 9am-12 noon

ACCURACY PERSONNEL
642-3050 358-2010

RECEPTIONIST TYPIST
Manufacturer requires receptionist/typist. Must answer all incoming phone calls, plus light typing and filing, required for sales department. Pleasing personality and appearance required. For appointment, call Mercer Corporation. 642-8700

ACCOUNTING CLERK for rapidly expanding management company. Accounts payable, payroll, general office experience desirable. Computer experience a plus. Excellent salary and benefits. Mr. Goodallan 851-8400

An Equal Opportunity Employer

AN URBAN HIGHER Education Institution is seeking applicants for an Administrative Secretary. 3-4 Years Secretarial & Stenographic experience for supervisory, administrative, or professional staff position levels with skills in typing at 75WPM & shorthand at 100-120 WPM. Requires knowledge of business letter format, principals of good letter writing, filing & retrieval systems & ability to compose routine materials & operate common office machines. Associate Degree preferred. Annual salary $12,020 plus excellent fringe benefits. Westland - Garden City Area. Deadline for applications is April 17, 1978.
Resumes should be submitted to: Box 662, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
An equal opportunity/Affirmative Action-Title 9 Employer

PERSONNEL RECEPT. $180
To greets applicants in placement Department of large hospital complex. Screen calls, assist with some interviewing, type 35. Full benefits with cost of living raises
Call 559-7870
SHARROW & ASSOCIATES PERSONNEL AGENCY

GIRL FOR Order Dept. Pleasant phone personality a must. Some light typing, personal interview only. Apply at Sister Wallcoverings, 31195 Schoolcraft, Livonia

FULL-TIME general clerical position with small established Southfield business. Some typing required. 9 Mile & Lahser area. Call for appointment 353-4491

504 Help Wanted Office-Clerical

SECRETARIES
LEGAL SECRETARY. Trainee Plush Birmingham firm. Excellent typing & shorthand required $800 plus benefits

SOUTHFIELD SALES secretary needed. Light shorthand & good typing needed. Good phone manner important. $700 plus COLA

CAREER ORIENTED secretary needed for growing Southfield construction firm. Good typing & shorthand a must. $10,500 plus benefits

OPEN MONDAY TILL 8PM
ALL FEES PAID Call, come in or send resume to:
PROFESSIONAL PLACEMENT PARTNERS, LTD
555 S. Woodward SUITE 616
Birmingham 48011
644-2852

EXECUTIVE SECY & REC'
Must have excellent skills. Terrific salary.
HEALTH CARE PERSONNEL SERV
398-0030

CLERKS
Interested in a TEMPORARY position? We have 4 full time openings in our Detroit office. Assignments last approx 12 weeks. Previous experience dealing with insurance companies is desirable. Contact Personnel Office

BOTSFORD General Hospital
-OSTEOPATHIC-
28050 Grid River, Farmington
476-7600

RECEPTIONIST TYPIST
PROOF-READER
Interesting, challenging position for experienced professional with Troy advertising agency. MUST excell in grammar. Send Resume & salary desired to: Box 660, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

504 Help Wanted Office-Clerical

REAL ESTATE Company in Southfield has a part time position available for a college student majoring in accounting. Must be available 15 to 18 hours a week. Call 559-2000 ext 117

EXPERIENCED Legal Secretary desired, Southfield area, salary commensurate with experience plus fringe benefits. No corporate work. Call between 9am-4pm. 354-7400

INSURANCE CLERICAL-full time office experience required. Apply in person. Professional Insurance Associates, 3028 S Wayne Rd Wayne, Mi

CUSTOMER SERVICE REP
Detroit Book Publisher currently has opening in their westside office for person with some general business office experience for entry level customer service assignments. Six months to one year experience in mercantile order & customer contact helpful. Please call after 10am. 261-2242, ext 243
Equal Opportunity Employer M F

SECRETARY
Small Birmingham sales distribution office needs full time Secretary. Duties vary daily. An active Secretary who likes working with some figures would find this an ideal Good fringe benefits. If you qualify send resume and salary history to Box 663, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY, full time, for midget manufacturer's rep. Light Typing, general bookkeeping, shorthand. Good salary & fringes. Redford Twp. 537-3600

TYPIST
PERMANENT PART-TIME
Excellent skills, 5 day week, approximately 30 hours
Detroit Federal Savings
Orchard Lake & Lone Pine
W Bloomfield
681-9440 ext 10
Equal Opportunity Employer M F

Hauling

GENERAL OFFICE
Fastener Distributor located in the Farmington Freeway Industrial Park is in need of a person to work with IBM reports. Some typing required. Call
477-8100 ext. 47
An Equal Opportunity Employer

SECRETARY
EXPERIENCED
Duties will include Reception, Typing, Filing, Shorthand necessary. Hours 9 AM - 3 PM, 5 days per week. For information call.
FRANKLIN FASTENER
537-8900

BILLING CLERK - TYPIST
Excellent benefits and working conditions for right person with clerical skills. Farmington Hills location
US TOOL & DIE CORP CO
553-2036
An Equal Opportunity Employer

CLERK TYPIST for insurance company located in Tel-12 area. Good salary, fringe benefits, 35 hour work week, pleasant atmosphere. Call for appointment between 8:30 AM and 4 PM. 642-6013

LEGAL SECRETARY - 2 years legal experience required. Must be good typist. Salary open
525-0320

TRAFFIC CLERK
Mature general clerk position in our traffic dept. Minimum of 2 years on the job record keeping experience and 2 years of business school or college credits. Must type 45 WPM. Competitive salary & benefits. Send resume & salary history to. Box 658, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150
EE/AE Affirmative Action Employer

504 Help Wanted Office-Clerical

EXECUTIVE - secretary, special projects department of suburban firm, excellent typing and shorthand, legal or real estate experience helpful, $11,000. Fee paid.

WORD - processing, excellent typing for charts and graphs, work in management consulting department. $865. Fee paid.

ACCOUNTING - clerk, suburban TV station, knowledge of cost accounting. $750.

LOIS RAY PERSONNEL
559-0560

BOOKKEEPER with good typing skills for time keeping system in large Southfield Law Firm. Good math aptitude. Call Barb, 355-5000

INSURANCE agency, Tel-Twelve area, needs general office help, accurate typist, please salary commensurate with experience. 646-0099

OUTGOING RECEPTIONIST, $800
FEE PAID Put your personality & charm to good use working for this friendly company.
LIVONIA TRAINEE
FEE PAID No experience necessary for this great close-to-home spot. Typing of 50-55 is all you'll need
TROY, $725 PLUS
FEE PAID Exciting career opportunity for sharp self-starter with good clerical skills. Super benefits
TOWN & COUNTRY EMPLOYMENT CENTER
474-1717

IMMEDIATE opening for bright individual with good skills (typing 70, shorthand 90, dictaphone), at least 1 year secretarial experience. Good benefits, pleasant working conditions. Reply resume to Amarican Corp. 26555 Evergreen, Suite 1170, Southfield, Mi 48076 Attn. Sharon DeWitt

504 Help Wanted Office-Clerical

TAKE-CHARGE PERSON
Needed for Food Broker to control bookings & orders. Must have ability to communicate. Typing required. Demanding but interesting work in Livonia area 261-5250

BOOKKEEPER for small business in Southfield. Pleasant working conditions. Good benefits, starting salary $140 per week. Call 356-5525

CLERICAL
Pleasant Birmingham O.E.M. sales office. Experience in processing production releases and shipping schedules. Good mature telephone skills and typing necessary. 35 hours per week. Reply to Box 654, Observer & Eccentric Newspapers, 36251 Schoolcraft, Livonia, Michigan 48150

KEY PUNCH
Several permanent openings on the day and afternoon shift. Corporate offices of international corporation located in Southfield but moving soon to Troy. Must have working experience.
Call 569-5700 ext 240 for an interview appointment
Equal Opportunity Employer M F

SECRETARY. Responsible position open with International firm branch office located in Livonia. Must have experience and be able to type and do shorthand with good skills. Regular increases and full benefits. Call to arrange interview 291-1450
An Equal Opportunity Employer

VARIETY - PLUS. Redford area advertising agency requires person to type 60 WPM, file, make deliveries, errands, must have own car, $600. Call Joan 532-4110

LEGAL SECRETARY, Southfield, excellent typist, shorthand required. Minimum 2 years legal experience. Salary, benefits commensurate with ability 559-5534

TYPIST
With adding machine skills. Mature & Mile - Beech area
Call 532-8180

KEYPUNCH-KEY TAPE OPRS-Schoolcraft - Middlebelt Area. Monday 6 months employment. Full & part time, days, afternoons & midnights. Call between 10 AM-12 Noon 522-4710

504 Help Wanted Office-Clerical

SECRETARY
VLASIC FOODS has an immediate opening for an experienced Secretary in the Marketing Department.
Duties will consist of typing (70-80 WPM), dictaphone transcribing, processing customer inquiries, aiding director of Vlasic Kitchens and miscellaneous assignments relating to marketing in a fast paced environment. 3 years business experience required.
Interested candidates apply at:
Vlasic Foods Inc.
33200 W. 14 Mile Rd.
(Near Farmington Rd.)
West Bloomfield
An Equal Opportunity Employer

SECRETARY
Ability to work with little supervision, meet deadlines and have good phone manner. Excellent spelling and grammar required. Must have experience, typing speed 60 wpm and knowledge of dictaphone N. W. Detroit
532-2600 ext 61

MATURE WOMAN, statistical typist, 5 day week. Livonia area
559-7222

Full charge Bookkeeper, general office manager for live person office. Growing retail business has need for a bright take charge person. Prepare monthly statements, sales tax and other related duties. Salary open
424-6515

GENERAL OFFICE - Payroll sales reports. $130 weekly. Call S. Stevens. 545-0043

BOOKKEEPING ASSISTANT, experienced in working with figures, will train. Birmingham area. 644-6500

RECEPTIONIST with sales ability or will train, knowledge of make-up and skin care helpful. 642-5151

504 Help Wanted Office-Clerical

NEED A Temporary Job?
OFFICE PERSONNEL POOL has immediate openings for:
SECRETARIES
TYPISTS
DICTAPHONE
One easy phone call will give you all the information you want
478-8350
OFFICE PERSONNEL POOL
Affiliate of PPA
Temporary Personnel Since 1946

TYPIST to train as Keypunchers Must type 60 to 65 WPM. Will train for Intiers. Type equipment and card equipment. Days or afternoon. Good benefits, incentive pay and great atmosphere. Call first
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LEGAL SECRETARY - excellent typing. Birmingham area 642-5074

RECEPTIONIST BILLING CLK
Accurate typing skills required for busy office. Salary negotiable, call between 8 30 AM - 5 00 PM 336-9611

SOS SOS SOS
We Need APPLICANTS for Short and Long Term Assignments
SECRETARY
STENO
DICTAPHONE
TYPIST
RECEPTIONIST
CLERKS
Call CORINNE
SURBURBAN OFFICE SERVICES
651-1500

APPLICATIONS for experienced office help for small business in Mumford & Lahser area. Mon-Fri 10 AM to 3 PM. Call Tri-Way Services between 9 AM & 12 Noon Mon thru Fri 538-8182

Home & Service Guide

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

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Aluminum Siding...
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Gutters Storm Windows & doors Awnings, Porch & Patio Enclosures Owner Operated No salesman Written guarantee on all materials & workmanship Free Estimates Licensed
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LOWEST PRICES
For Quality Work
Aluminum Siding, Trim & Gutters Custom formed trim in our Shop, not on your lawn Licensed & insured to protect you the Homeowner Also Aluminum Awnings & Storm Windows
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Siding work needed All types Free estimates Sentry Contractors, Inc
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Done by a Professional Washing machines, dishwashers, dryers, refrigerators, etc Reasonable Call Larry - Leave message 478-3638

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Of consecutive advertising in the Eccentric. Asphalt parking lots & driveways Genuine Sealcoating Reference list of recent work available Ask our customers about us Also ask for Insurance Certificate Workmen's Comp and liability protect yourself
Office & Yard at
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Center Northwestern Hwy.
356-8641

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PARKING LOTS-DRIVEWAYS
Resurface-Sealcoat-Repair
FAST, FAST SERVICE
Deal With Owner-No Salesmen
Reasonable Rates Guaranteed
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Has been serving the tri-county area since 1963. Owner supervision & modern equipment. Guaranteed quality workmanship at reasonable rates. State licensed. Insured. References
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$185 COMPLETE REBUILD
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"The Artisan"
Effecting Repairs, Statewide
Licensed 422-1123

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Reasonable Rates
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CUSTOM PATIOS built by Beccari Const.- any shape, any size. Also foundations and brick work. 284-3948

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Licensed Insured 478-1791

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35c sq ft., 200 ft. minimum
Licensed Patios-Driveways, etc
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Any job, large or small Porch, driveways, garage floors. Free est. Lic & Ins. 422-6204

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MASONRY & CEMENT
25 YEARS EXPERIENCE
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All types Brick, Block Cement work Patios, Driveways Porches, Foundations, Additions
1st Class Work
at a Fair Price
RESIDENTIAL & COMMERCIAL
Guaranteed Workmanship
Free Estimate
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DRIVEWAYS, sidewalks, patios etc Will bust out and replace Free estimates
Call Bill 525-1567

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Patios, Driveways
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Garage & basement floors
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LICENSED, INSURED
CALL BEN
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You deal directly with the owner. All work guaranteed and competitively priced
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HAMILTON BUILDERS
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Electrical, Plumbing, Carpentry
Work Guaranteed Free Estimates
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CARPENTER, who teaches Industrial Arts, desires weekend jobs. Licensed & Insured Builder
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Home or Business
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Carpentry, roof & gutters plumbing & painting
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Call BOB REEDY
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H & H MODERNIZATION
RESIDENTIAL & COMMERCIAL
•Additions•Garages•Porches
•Basements•Kitchens•Decks
•Store Fronts•Homes
All Phases of Carpentry Work
Licensed & Free Estimates
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Refacing or New Cabinets
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First rm & hall $25. Add'l rms $10 Sofas $25
We steam clean only
All work guaranteed
Livonia 261-8966

CARPET CLEANING SPECIAL
All work guaranteed. Fully insured One of the most effective methods. Carpets are pre-spotted to lift grease, then the carpet is shampooed to loosen the embedded soil & steam cleaned to extract the soil For free estimate on either your carpet or furniture cleaning, call
REBECK MAINTENANCE CO
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Visa - Master Charge

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GA 5-0030

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Fast qualified electrical work Call us when you need us-anytime.
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Prompt Installation, Quality work Portable dog pens, pool enclosures GOOD PRICES Free Estimate
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Spring furnace cleaning or pre-season check on A C
$5 OFF special with this ad

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Plumbing, roofing, elec., carpentry, lock repair, painting. Any job inside or out. Oakland Cty. only Mr. Webb, eves. 1-627-3574

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Experienced. No job too small Reasonable rates 255-3384

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Repairs-Constructs-Replaces
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225 PIECES
APPLIANCES FREE
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INSULATION INC.
SPECIALIZING IN
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Free Est.-Licensed-Insured

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CAN BE
"FREE"
Let me Show You-
No obligation, of course
CALL LARRY SHALIT
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•Fire Protective
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Licensed & Insured
MICHIGAN THERMAL INSULATION, INC.

FOR reasonable prices, quality work on Insulation & Siding, call Bestway Builders. Licensed & insured, free est., Livonia. 537-5375

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1000 sq. ft., 3½ in. blanket R-11, $140 - 1000 sq. ft., 6 in. blanket, R-19, $240 Blown insulation avail. Free info & del 1-227-4839

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Foamed-In-Place Insulation
• Saves heating, cooling costs!
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Custom landscaping our specialty. Patios, retaining walls, boulder walls, large tree transplanting work within the customer's budget. Why not call for a competitive quote? Complete design and installation. References.
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422-2022

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Landscape design, relandscaping
Flowering Trees & Shrubs
Complete lawn maintenance programs, spring clean-up, power raking
FREE ESTIMATES
543-2527 545-6878

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New - $8.50
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Custom landscaping. Complete Design & Installation, re-landscaping, fencing, RR tie work, retaining walls Free est. Experienced, reasonable. 1-878-9420

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Spring cleanup work. Fertilizing, Crabgrass control, Reseeding, Peat Moss, Lawn Cutting 255-5115

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2" - 3" - 3½" - 4"
$27 b.b. in lots of 10 or more
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Power raking, dormant spray
Weekly Lawn Service
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