504 Help Wanted Office-Clerical

EXECUTIVE SALES SECRETARY
Diversified, challenging position opening at Farmington Sales office of a major automotive supplier. Pleasant personality, above average typing, spelling, phone & office skills are required along with ability to handle Administrative duties. 10-key PC Word Processing & Dictaphone knowledge - a plus. Good salary, benefits & working conditions. For confidential interview, send resume: Cherry Automotive Products, 33031 Farmington Rd., Farmington Hills, MI. 48024. Attn: Don Hardgitts.

EXECUTIVE SECRETARIAL POSITION available in Northwest Suburbs. Must be an excellent typist and ability to be flexible. Several years experience desired but will train. Reply to Box #288, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Manufacturers Rep organization is seeking an individual with good communication skills, typing, written shorthand and automotive sales experience. Please send resume and salary requirements to: P.O. Box 43 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY to President of large wholesale distributing company. Excellent shorthand & typing skills required. Must be detail oriented, have excellent phone manners, communicate & organizational skills. Part time. Competitive salary & full benefit package. Send resume including salary requirements to: Attention, Personnel, PO Box 5091, Southfield, MI 48086

EXECUTIVE SECRETARY - Exceptional opportunity with major firm. Typing and shorthand needed. Big 3 benefits. $18,500-$20,000. Fee paid. Call Barbara
772-6700 Snelling & Snelling

EXECUTIVE SECRETARY
mature individual needed for position with fast paced Southfield based firm. Broad range of responsibilities. Experienced need only apply. Send resume to: Box 480 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Executive Secretary $16,000
V. P. of large, well established corporation seeks a highly skilled Secretary for his Southfield office. Excellent typing and communication skills required. Call Rosemarie at Further Thoman & Assoc. 355-4140

EXECUTIVE SECRETARY $20,000 FEE PAID
Troy location, outstanding benefits and advancement potential. Call 649-5900
SNELLING & SNELLING OF TROY

EXECUTIVE SECRETARY
Troy based company needs outgoing professional secretary. Typing of 70 wpm, shorthand, 50 wpm, knowledge of IBM PC, excellent benefits. Salary $18,500.
ALL FEES ARE COMPANY PAID
PERMANENT STAFF
TROY 362-4004
SOUTHFIELD 353-0505

EXECUTIVE - secretary, Birmingham, typing 80 wpm, word processor, work for VP of company, benefits, $18,000. Fee paid

RECEPTIONIST - Oak Park, national company, typing 50 WPM, word processing, good phone ability, good appearance & personality, benefits, $12,000. Fee paid
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

EXEC. SEC'Y FOR VP
FEE PAID - $18-20,000
Livonia: Organized? Diplomatic? Need person with ability to control and regulate work flow. Will assist VP & managers. Typing & light shorthand needed for important work. 649-6797
DOROTHY DAY PERSONNEL, INC.

EXOTIC Rubber & plastics now accepting applications for receptionist. Please send resume to: Exotic Rubber & Plastic, P. O. Box 395, Farmington, MI., 48024, attention Dave Manos.

FALL OPEN HOUSE
WED., OCT. 22,
5PM - 7PM
Here's an opportunity to have your questions answered about todays job market including:
• Career Growth
• Better Benefits
• More Money
• Resume Writing
Come in and talk about your future with our consultants. We specialize in secretarial placements. Call to pre-set appointment or drop by.
ALL FEES ARE COMPANY PAID
PERMANENT STAFF
37799 Professional Center Dr.
Suite 105
Livonia, MI 48154
591-2221

FANTASTIC CLERICAL OPPORTUNITY!
Complete benefits! To $11,500! Fee paid! Small office with lots of work! Your chance to learn it all! Some office background needed. Typing. Call 399-3450.
SNELLING & SNELLING

GENERAL OFFICE
Clerical person with computer input experience for small management office. Must type & understand general office procedure. Westland. 336-4151

504 Help Wanted Office-Clerical

FARMINGTON HILLS SECRETARY
SALARY TO $18,000
Beautiful office needs a professional. Typing 60wpm, word processing & shorthand a plus. Lots of variety in an energetic work environment.
ALL FEES COMPANY PAID
PERMANENT STAFF
LIVONIA 591-2221

FAST PACED real estate office in Troy needs front desk receptionist. Hrs. 5-7pm weekdays, 9-3 Sat. & 10-4 Sundays. Must be poised, have excellent grammar & write clearly. Only positive, enthusiastic person need apply. Call Mary Alice
649-5800

FILE CLERK
Entry level position available in the Farmington Hills - West Bloomfield area. General office duties include answering phones, during lunch hours. Requires a pleasant personality, non smoker.
Call Carole, 855-4400

FORECLOSURE CLERK - experienced in FHA-VA-Conventional single family foreclosures. General Mortgage Corp. Pleasant Ridge. 547-9230

GENERAL CLERICAL
Flexible hours for a file clerk in an attractive suburban location. Must have common sense, get along well with people and be reliable. Ideal position for local homemaker. If interested, apply at:
ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Att: Personnel

GENERAL OFFICE HELP
Part time, 1PM-5PM, Monday thru Friday. Plymouth area. Call mornings 455-8060

GENERAL OFFICE
With computer and bookkeeping background. Will train on our system. Fast growing Troy computer firm. Call for appointment. 528-2290

GENERAL OFFICE
Part-time for apartment complex in Farmington Hills. Typing, filing, bookkeeping & good P/R required. Must have resume
Call - 478-0322

GENERAL OFFICE POSITIONS
Diversified positions available at a Southfield Title Co. Typists: Typing commitments & final policies, word processing knowledge helpful, detail oriented. 50-55WPM. Clerical: Good math skills, excellent telephone skills, detail oriented, 45-50WPM. All positions full time, benefits available. Call Pam Wolf, 353-1900

GENERAL OFFICE- PART TIME
Light typing & filing for office in Southfield. 20 hrs. per week. Call Susan 352-9810

GENERAL OFFICE position open, 10-15 hours per week, in Stock Brokerage firm. Southfield. Call: Mr. Bussell, 353-4740

GENERAL OFFICE
Typing 45 WPM, Math skill/10 Key Calculator, phone answering. 40 hrs. per week, Southfield area. Please call Shirley, 352-1568

GENERAL OFFICE/CLERICAL
Duties include - typing, filing, computer input and some secretarial functions. Southfield location. Call Diana Tues. only, 8-3 pm. 353-6048

GENERAL OFFICE - Part-time
Birmingham C.P.A. Firm seeking a mature individual for approx. 20 hours per week. Previous office experience necessary. Flexible hours. Please call Ann Kuplets, 258-5000

GENERAL OFFICE CLERK
Secretarial position in Southfield. Typing 50 wpm, good math & organizational skills and attention to details. Send resume to: Personnel, P. O. Box 300, Southfield, MI 48037. Attn: SS/EC or call 353-3311.
Ext. 217

GENERAL OFFICE
Full time entry level position at our Walled Lake location. Duties include accounts payable, order processing and recordkeeping. Willing to train right person. Excellent benefits. Please call Mari Office at 644-5500.
Erb LUMBER CO.

INSURANCE AGENCY
in Northville - needs Personal Lines Underwriter. 2-3 years experience required. Call 9-5pm. 349-1454

INSURANCE AGENCY-Birmingham
Commercial lines person. Must be experienced in rating, typing and placing of coverages. Contact A Emerson 642-5900

INSURANCE
CLAIMS ADJUSTOR - Troy, W/C - $25K
CLAIMS ADJUSTOR
Property, auto, PIP. To $20K
COMMERCIAL SERVICE REP
To $22K
UNDERWRITER (Inside Clerk) To $20K
Full benefits, fee paid
B. HAMIL PERSONNEL
424-8470

504 Help Wanted Office-Clerical

GOOD
communications and spelling ability with good secretarial skills is the key! $18,000 plus! Fee paid! Benefits! Great location. Call 399-3450.
SNELLING & SNELLING

IMMEDIATE OPENINGS
WORD PROCESSORS
LEGAL SECRETARIES
TYPISTS
FOOD DEMONSTRATORS
Long or short term assignments. Top pay. Weekly paycheck.
NEVER A FEE
WESTERN TEMPORARY SERVICE
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Detroit 964-6571

RED WING TICKET WINNER
Mark Rissman
33510 Kathryn
Garden City
Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., Tuesday, October 21, 1986 to claim your two FREE RED WING TICKETS.
591-2300 ext. 244
CONGRATULATIONS!

Immediate Opportunities
Purchasing Agent Manager (plastic components) To $50,000
Professional Development & Training Assistant (bank) To $28,000
Sales Representative (office products) To $22,000
Legal Secretary To $22,000
Secretarial/Automotive To $21,000
Sales Administrative Assistant To $20,000
Bookkeeper/Accountant To $20,000
Customer Service Rep. (insurance) To $20,000
Executive Secretary To $19,000
Legal Secretary To $18,000
Administrator/Marketing To $17,000
Secretary/Receptionist (book manufacturer) To $17,000
Bookkeeper (jewelry store) To $17,000
Insurance Secretary To $16,000
Administrative Sales Assistant (brokerage firm) To $15,000
Engineering Secretary To $15,000
Management Trainee (metal manufacturer) To $14,000
Personnel Technician To $13,000
Receptionist To $12,500
EVENING APPOINTMENTS ALL FEES PAID
Personnel Systems
9450 S. Main, Suite 102
Plymouth, MI 48170
459-1166

INCOME TAX PREPARER
To work in Northville CPA Firm. Call Holland, Newton & Associates, 349-5400

504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Michigan's #1 paging company is seeking professional individual for Administrative Assistant to the President. Qualifications include professional phone ability, detailed statistical data organization & input abilities, experience with IBM PC and/or typing skills of 60 wpm. Associates Degree in Secretarial Science or equivalent preferred and 1-3 years experience in fast paced office environment. We offer comprehensive benefits. Send resume & salary requirements to:
Office of the President
Ram Communications
18311 W. 10 Mile Rd.
Southfield, MI 48075
An Equal Opportunity Employer

SECRETARIAL AND CLERICAL LEADER OPPORTUNITIES

Several career opportunities are currently available for highly skilled and experienced clerical background individuals. AAA Michigan, the state's largest auto insurer and travel agency, has current openings for experienced Secretaries and for a Clerical Leader in its Administrative Offices, in Dearborn.

SECRETARIAL, candidates should have experience preparing memos, letters and reports; maintaining records and budgets; stocking office supplies, effective interpersonal and communication skills. Additional qualifications include 60 wpm accurate typing and 70 wpm shorthand or dictating equipment ability.

GROUP LEADER, STOCK/MAIL ROOM candidates will supervise the daily activities of machine and mail operators engaged in bursting, decollating, folding and inserting of forms and computer documents for distribution. Qualified candidates should have experience in the set-up, operation, and maintenance of bursting, decollating, trimming, folding and inserting machines; experience in minor machinery repairs; ability to lift 40 lbs.; willingness to work irregular hours; word processing experience, preferred; knowledge of U.S. postal guidelines preferred.

We offer a competitive salary and benefits package with good opportunities for advancement. If you meet these qualifications, please send your resume, indicating the position desired, by October 24, 1986 to:

Pat Southall
Sr. Employment Representative
AAA MICHIGAN
1 Auto Club Drive
Dearborn, MI 48126
Equal Opportunity Employer

Michigan

504 Help Wanted Office-Clerical

INDUSTRIOUS, intelligent high school graduate for all around office work in a long established manufacturers agency. 313-353-8020

INSURANCE
AGENCIES ONLY
The Independent Insurance Agents of Michigan provides a FREE employment service. If you are an experienced commercial or personal lines CSR we can help you find a new agency position.
SALARIES TO $30,000
Call Ann Bell 540-3355
Mich. Ind. Personnel Service

INSURANCE - Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Helpers
CONCORD PERSONNEL
19300 Middlebelt Rd. 478-2200

INSURANCE, General Agency needs full or part-time clerical; some insurance experience. Co. paid Hospitalization, Life, Disability, Retirement. Farmington Hills, 851-7793

JOIN THE WINNING TEAM
Norrell Services presently accepting applications for:
DATA ENTRY
Experienced on 10-key pad. Immediate assignment in Redford area.
SECRETARY/TYPIST
Good typing skills, telephones. Short and long term assignments available.
GENERAL MAINTENANCE
Immediate opening in modern suburban facility.
BENEFITS
REFERAL BONUS
Call for details:
Norrell Services, Inc.
Farmington Hills 553-5858

JUNIOR SECRETARY
Southfield home health care organization seeks experienced typist with excellent skills to work in small, fast-paced office. Good communication skills essential. Please send resume and salary history to: Ms. Perry, P. O. Box 691, Southfield, MI 48037.
Plante & Moran recruiting for An Equal Opportunity Employer

LEGAL SECRETARY - Experienced, for Southfield law firm. Excellent salary and working environment. Word processing & shorthand preferred. 354-4030

LEGAL SECRETARY for one attorney office. Legal experience preferred. Farmington Hills area. All benefits included. 855-1205

LEGAL SECRETARY/Paralegal: Birmingham. Small office. Will train college-educated. Tired of corporate-trap? Want to go to Law School or Paralegal? Good pay. 645-0750

LEGAL SECRETARY
Southfield. Salary based on experience. Fringes. Send resume to: Richard D. Kepes, P.O. Box 2207, Southfield, MI. 48037-2207
All replies confidential

LEGAL SECRETARY
For Town Center law firm. Minimum 3 years general legal experience. Must have word processing experience and capable of assuming substantial responsibility. Excellent salary and benefits. Ask for Robin
353-3850

504 Help Wanted Office-Clerical

KEEP YOUR SKILLS ALIVE!
Word Processing Operators
Data Entry Operators
Switchboard Operators
Receptionists
Typists
We have a wide variety of long and short term assignments in the Troy/Rochester area for the above skills.
You will receive top pay, merit increases and vacation pay. Call us today!
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Troy
KELLY SERVICES
The "Kelly Girl" People
Not an employment agency - never a fee
Equal Opportunity Employer M/F/H

Experienced operators needed for first and second shifts. Good benefits. Livonia/Farmington. ADVANCE DATA, 476-1644

KEYPUNCH OPERATORS
Experienced operators needed for expanding Livonia company. Afternoon shift. Good benefits.
INDATA CORP., 422-8002

LEGAL - LEGAL!
FEE PAID - $18-$21,000
Two needed now! Excellent firm offers good future & benefits. Looking for good skills & at least 3 yrs. experience in corporate, real estate, medical mal practice or litigation. 649-6797
DOROTHY DAY PERSONNEL, INC.

LEGAL SECRETARY
With minimum of 2 years experience in defense litigation. Excellent typing and language skills. Good benefits, salary based on experience. Ask for Therese 644-8801

LEGAL SECRETARY
RECEPTIONIST - Minimum 1 year experience. Typing 60 wpm. Farmington Hills area. 855-8300

LEGAL SECRETARY
Part time, 2 days weekly. Wordstar, dictaphone. Livonia area. 421-0300

LEGAL SECRETARY- Plymouth. No experience necessary. Salary commensurate with experience. Reliable transportation mandatory. 455-0880

LEGAL SECRETARY - Immediate opening in small Southfield Plaintiff firm. 2 years experience in P.I. & Word processing use preferred. 354-2460

LEGAL SECRETARY needed with 1-3 years experience. For Southfield law office. Excellent typing & English skills required.
Contact Ms Ivison: 352-2555

LEGAL SECRETARY
for downtown Birmingham PI law firm. Litigation experience required. Part time days. Flexible hours. Possibility of full time in the future. Please call 540-7060

LEGAL SECRETARY for Plymouth Law firm. General practice background preferred. Word processing and excellent typing required. Salary commensurate with experience. 453-4044

LEGAL SECRETARY - typing 60 wpm, shorthand & dictaphone. 1-2 years experience. Birmingham office. Salary based upon experience. Benefits. Contact Kathy or Margaret 540-3340

504 Help Wanted Office-Clerical

LEGAL SECRETARY for small varied Farmington office. Excellent salary & benefits for experienced person with good organizational skills. Some computer experience desirable. Shorthand not required.
Call Susan 471-1030

LEGAL SECRETARIES TEMPORARY PERMANENT
If you are an experienced legal secretary who enjoys the variety of temporary assignments, call us to learn how you can earn more money by working with us.
If you prefer permanent, full time employment, you will be happy to know we have a diverse range of permanent positions always available.
Call this week for full particulars.
Downtown Detroit 963-4165
North Suburbs 356-0060
PERSONNEL AT LAW
30100 TOWN CENTER, SUITE 258J
SOUTHFIELD, MI 48025

LEGAL SECRETARY - part time for Birmingham firm, word processing experience preferred. Mon, Wed, Fri. 3-5. Call Joan 646-9555

LEGAL SECRETARY - Part time for law firm in Southfield. Flexible hours. Pay commensurate with experience 356-5520

LEGAL SECRETARY
Experienced in title work desired; word processor. Must be dependable and self starter. 12 Mile/Telegraph Area. Call 647-2233

LEGAL SECRETARY
experience needed for Southfield personal injury firm. Salary commensurate with experience. Please contact Cindy 352-1500

LEGAL SECRETARY part time (8:30AM-1PM) needed for small Downtown Birmingham plaintiff's firm. Word processing experience. Nice place to work! Competitive salary. Call Dawn: 647-6966

504 Help Wanted Office-Clerical

LEGAL SECRETARY
For Birmingham law firm. Experienced helpful. Send resume to Box 474 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
$20,000 FEE PAID
Top firm offering excellent benefits, challenge and great location. Call 649-5900.
SNELLING & SNELLING TROY

LEGAL SECRETARY
WORD PROCESSOR
2 litigation secretary day shift positions & 1 afternoon word processing position. Immediately available for one firm of Schussler, Elton located in Southfield. Positions require minimum of 1-2 years diversified legal experience, proficiency on word processing equipment (WANG preferred) & 50 wpm typing. If interest call Adwenia De Hart between 9am-5pm 358-8378

MARKETING DEPARTMENT
WORD PROCESSOR
TO $18,000
Growing suburban marketing company can use your excellent typing skills and word processing experience. Full benefits, fee paid. Call Rob today! 352-2090.
After 5 PM: Appointments Available
SNELLING & SNELLING

MATURE, RELIABLE person needed, full-time, to communicate & coordinate - for Sales organization. Secretarial skills required. 855-0000

MORTGAGE SERVICING Specialist
Growing mortgage corporation seeking qualified individual with mortgage servicing experience. Reply in confidence to: Box 478, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

NEW ANSWERING SERVICE
Hiring Operators. Experience preferred with Typing skills. Hours: 6:30am-noon-6pm. Redford. Top Wages! Irene, 534-1700

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Downtown Birmingham law office seeks experienced legal secretary to assume responsible position. Emphasis on defense litigation in all major courts as well as workers' compensation defense. Good organizational and administrative skills. Min. typing speed of 65 WPM. Competitive salary (based upon experience) and excellent benefits. Call Justine Trytek 642-6500
Equal Opportunity Employer M/F/H

OFFICE CLERICAL - Mature person needed for full time in small Canton office. Job description includes evening phones, data entry and collection calls. Experience of 10 key helpful. Willing to train. Send resume to: Clerical, P.O. Box 93, Plymouth, MI., 48170.

504 Help Wanted Office-Clerical

Legal Secretary
Administrative Assistant
$23,000
If you wish to advance to a career as an Administrative Legal Secretary, this could be your opportunity. Berry & Company requires a very special and highly skilled Assistant. Excellent skills and legal background are required. Evening interviews may be arranged. Call Rita Roedem at Arthur Thomas & Assoc. 355-4140

MARKETING CLERK
Rapidly growing Troy-based Co. has immediate opening for Marketing Clerk. Ideal candidate will possess strong organizational skills as well as accurate typing skills. Includes Company paid benefits & opportunity for advancement. Applicants, call: Lauri Lewis, 649-5510 ext. 547

504 Help Wanted Office-Clerical

ORDER PROCESSING CLERK
National Printing Ink manufacturer headquartered in Redford seeks a qualified person with multiple talent for all phases of office procedure including invoicing, order desk and accounts receivable. Excellent benefits, profit sharing, health, dental, life, etc.
Qualified applicants should submit resume, call 538-6800, ext. 10 for application or apply in person between 9 a.m. and 4 p.m.
Flint Ink CORPORATION
25111 Glendale
Redford, MI 48239
Equal Opportunity Employer M/F

CUSTOMER SERVICE REPRESENTATIVE
We have several opportunities in our customer service department. If you have 1 to 2 years' customer service experience, possess good oral & written communication skills, are an aggressive self starter, we offer the opportunity to be trained & promoted through a formal advancement opportunity program. Starting salary $11,700 with growth potential to mid & upper teens.
For those who meet our high standards we offer one of the finest benefit packages in the industry including paid health care & tuition assistance.
Send resume or apply to
PERSONNEL
MACCABEES MUTUAL LIFE INSURANCE CO.
25600 NORTHWESTERN HWY.
SOUTHFIELD, MI 48037
Equal Opportunity Employer

504 Help Wanted Office-Clerical

LOOKING FOR CLERICAL ASSISTANCE?

We have all types of clerical temporary assignments in the areas of Downtown, Detroit, Southfield, Birmingham/ Bloomfield and Troy.
• SWITCHBOARD • RECEPTIONISTS
• STENOGRAPHERS • TYPISTS
• WORD PROCESSORS • KEYPUNCH
BENEFITS — NO FEE
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TEMPORARY PERSONNEL

504 Help Wanted Office-Clerical

A Kelly job is variety

A Kelly job won't let you fall into a boring work routine. That's because we have a wide variety of long and short-term assignments available with many different companies in many different industries. You can meet new friends in the automotive industry this week and learn your way around the communications industry next week. There's always something new happening with a Kelly Job.

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Secretaries
Typists
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Word Processors

If you have experience in any of these areas, come to Kelly. We can offer competitive pay, merit increases, vacation pay and the chance to work with some of the best companies in town.

So join America's number one name in temporary help — Kelly Services, Inc. For more information on the variety of opportunities available, call the Kelly office nearest to you.

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Troy 362-1180
Westland 729-1040

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THINKING ABOUT HOLIDAY MONEY?
S.S.I. has openings in your area. Pick your schedule and gain valuable work experience.
• TYPISTS • FILE CLERKS
• DATA ENTRY • SECRETARIES
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Southfield 569-7500
Livonia 525-0330
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Auburn Hills 373-9904
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The Temporary Help People

A Kelly job is for customer service representatives
Are you looking for part time work? Kelly Services has the perfect opportunity for you.
- Work at a major company in Livonia
- Two four-hour day shifts available
- Two-month long assignment
- Earn top holiday $$$
- Training provided
- Taking inbound calls and orders
- $50 attendance bonus

If you:
- Are at least 18 years of age
- Have good telephone and communications skills
- Are articulate and detail-oriented
- Are punctual and dependable

Call Joe at 522-4020 for more information or to schedule an appointment.
CALL TODAY!
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Livonia
KELLY SERVICES — The Kelly Girl® People
Not an employment agency — never a fee.
Equal Opportunity Employer M/F/H