504 Help Wanted Office-Clerical

LEGAL SECRETARY
For Southfield defense firm. Full time position. Experience preferred. Excellent benefits. 358-4490

LEGAL SECRETARY
for Southfield defense firm. Experience in litigation preferred. Excellent salary & benefits. 355-4141

LEGAL SECRETARY TRAINEE
for Bloomfield Hills law firm. Spelling skills and must type 55-70wpm. Apply 8AM-12noon only, Mon.-Fri. Call for directions 644-8801

LEGAL SECRETARY
Looking for a pleasant, congenial place to work? Whole experience would help, it's not necessary. Should be self motivated. Excellent processing equipment. Birmingham location. Call 247-0147 646-6000

LEGAL SECRETARY
For small Birmingham law firm specializing in litigation.
646-7177

LEGAL SECRETARY
immediate position available in Southfield firm. Willing to pay substantial salary if you have previous experience in litigation. Call 354-2500

LEGAL SECRETARY • Experienced
for Southfield law firm specializing in Bankruptcy. Must have processing experience necessary. Contact Carol. 559-2828

LEGAL SECRETARY, DEFENSE ORIENTED LITIGATION WORD PROCESSOR SKILLED EXPERIENCE MUST BE EXPERIENCED. BENEFITS.

LEGAL SECRETARY for Birmingham office. Experience preferred. IBM Displaywriter. Excellent salary commensurate with experience. Call Linda. 433-1600

LEGAL SECRETARY
Growing 3 Person Trial Firm, Birmingham, free parking. IBM-PC, must know Word Perfect. Competitive salary 540-7660

LEGAL SECRETARY
Southfield Personnel Firm Employment Firm. Experienced only! Good benefits. Salary commensurate with experience 352-9080

LEGAL SECRETARY.
Full time position available for experienced person with good typing skills. Excellent working conditions. Salary commensurate with ability 358-1950

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent assignments, THE agency for Legal Secretaries. ALL FEES EMPLOYER PAID

HILLSTROM & ROSS AGENCY, INC.
626-8188

MANAGEMENT TRAINEE
Prudential Insurance Co., seeks a sales & service oriented individual to represent them in the west and northwest suburbs of Detroit. Starting salary is up to $400 per week plus commission. Please call Mr. Hiss 9AM-4PM at 563-8481
Equal Opportunity Employer M/F

MATURE Self-starter with general office skills and recent experience in payroll taxes, MECA, Workers Compensation & sales & plus. Send resume to or apply in person Tues 8am-10noon Oct 13, R.L. Carbino Co., 22762 Heald, Novi, SM and Nov 10 at

MATURE, Conscientious
Receptionist Secretary for small busy Southfield Law Office. Typing, general office skills required. Familiar with office procedures. Law Office experience preferable. Career position for committed individual 353-7737

OFFICE CLERK/SECRETARY-High school grad. Excellent organizational skills. Reply send to P.O. Box 725012, Berkley, MI 48072-5012

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
Needed. Only experienced need apply. Receptionist duties include answering phone and dealing with public, accounts receivable duties. Excellent benefits. Hours 9AM-5PM. Good starting salary. Send resume to: 14201 W. 8 Mile Rd, Detroit, MI 48235
Attn M. Williams

OFFICE CLERICAL - small credit union seeking full time management trainee. Mon. thru Fri. 11am-6pm. Requirements: computer literacy, excellent with figures & accuracy in handling money. Pleasant personality & background in sales a plusnice & public contact would be helpful. Send resume & salary requirements to: Box 412 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

OFFICE MANAGER
Large apartment community seeking Office Manager. Communication, typing & clerical skills a must. Excellent wage & benefits package. Growth opportunity for dependable, hard worker. Reply to Box 456, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER/RECEPTIONIST
for West Bloomfield advertising agency. Mon thru Fri., 9am-5:30pm. Must be a self starter, motivated & have some office management experience. Typing 40wpm, salary negotiable. Excellent opportunity and benefits. 246-0048

OFFICE PERSON - Immediate opening for busy office in Farmington Hills. Responsibilities: accounts payable and accounts receivable entry, typing, general office. Experience preferred. Competitive wage & benefit package. Contact Sherri at Eskay Business Systems Inc. 478-9680

OFFICE position - part time evenings. Apply in person, Kings Mills CO-OP, 18120 Jamestown Circle Northville

OFFICE POSITIONS
Southfield distributor seeks quali-fied individuals for full time entry level positions. Must have excellent math ability and calculator skills. Previous office experience necessary. Excellent benefits. Call before 11am. 352-0379

OFFICE SERVICES CLERK
Southfield company seeks a mail room shipping/receiving clerk. Candidates will be responsible, energetic, dependable and maintain a good driving record. Some heavy lifting required. Must be willing to work flexible hours including some evenings and Saturdays. 353-3311, ext.217

PARALEGAL Client contact, file responsibility and a team approach in small Southfield law firm. We concentrate in corporate, realty and tax matters, plus business litigation. Must have 4 year degree and practice in a Philadelphia or Oakland Co Certificate. Prefer experience. Non-smoker. Resumes only. Gary Wyner, PC, 24901 Northwestern, #504, Southfield, MI 48075

PART TIME Clerical. Typ area. Typ. filing, documenting. 25-30 hours per week. Medical background computer experience a plus. Call Dee 689-4378

PART-TIME RECEPTIONIST
General Office. Mon. Thru Fri. 8am-12:30pm. Rochester area. 852-8910

PAYROLL CLERK/BOOKKEEPER
Experienced in Union report payroll taxes, Workman's compensation, multi state & Canada. Salary negotiable. Ask for Ann. 459-4313

PAYROLL MANAGER
Motivated individuals with 2 years experience preferably with ADP processing and timely handling of payroll, disbursements and reports. Send resumes and salary history to P. O. Box 300, Southfield, MI 48037. Attention Wendy, or call 353-3311, Ext. 217

PONTIAC BASED insurance agency looking for Secretarial help. Full time, Mon-Fri 9-5:30pm. Please reply to Grat Lakes Marine & Aviation, 1274 Airport Rd., Pontiac, MI 48054

504 Help Wanted Office-Clerical

Personnel Executive Secretary

- Southfield area
- Personnel back ground necessary
- Word Perfect
- Send resume Only

29100 Northwestern Hgy.
Suite 110, Northwestern Center
Southfield, MI 48034

ENTECH SERVICES, LTD.

PHONE PERSONNEL
Experienced. Call from home, no sales, daytime and evening work. Call 274-0178

PROPERTY Management office - Farmington Hills Typing, etc. Must be self organized. Experience helpful but not necessary. Call for interview. 474-7205

PROPERTY MANAGEMENT
Seeking individual with good office/clerical skills to assist area director of property management. Must be well organized and capable of coordinating assignments with little supervision. Computer experience a plus. Salary commensurate with experience & helpful. Send resume to 23000 Northwestern Highway, Suite 220, Farmington Hills, MI 48018

PUBLISHER OF professional magazine is looking for a new team member. Entry level position available immediately. Requires pleasant phone manner, accurate typing, 55 wpm and the ability to multi-task. Send resume to POD Publishing, 5800 Lahey Rd., #5, Canton, MI 48187

Receptionist, Medical Assistant & Lab Tech. Part time with benefits. Experience preferred, but will train. Northwest area. Call Kathy, 353-8462

RECEPTIONIST/SECRETARY
Busy fast paced Southfield Finance company needs person with good phone manners & typing skills. Send resume to: LAD, 20000 W. 12 Mile, Southfield MI. 48076 Attn: Shirley

RECEPTIONIST/TYPIST
Looking for qualified individual to operate PBX system. Responsible sales office. Must have excellent phone manner and be well organized. Required typing speed 50-55 words per minute, excellent benefit package. Hours 8-5 Mon-Fri. Salary open, good pay and benefits. Please send resume with salary requirements to: Box 462, Observer, Attn: Tina, 17117 W. 9 Mile, Suite 542, Southfield, MI 48075.

RECEPTIONIST - for our Southfield office, excellent phone manner & typing skills a must. Previous experience required. We offer pleasant working environment, excellent benefits & competitive salary. If interested please send resume to PO Box #201, Southfield, MI 48037. Attn: Receptionist position

RECEPTIONIST/SECRETARY
Busy Real Estate office in Farmington Hills. Need mature person to be the public receptionist and secretary for afternoons, evenings and weekends. Must be an excellent typist and an out going person. Send resume and salary desired to: Box 194, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST-TYPIST needed 1 day a week plus full-in West Bloomfield area. 855-0611

RECEPTIONIST
For a Troy firm
Typing a plus
Flexible hours. Call 828-3498

RECEPTIONIST/SECRETARY
High School grad. Wanted for Limousine Service in Livonia. Please call Monica at 474-8510

RECEPTIONIST & INSTRUCTOR
needed immediately for ladies health club in Westland area. Call 728-8330

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Downtown Birmingham Corporation needs full time receptionist. Good salary and benefits. Pleasant voice, professional appearance. 55 wpm & telephone skills required. Some typing ability necessary.
Apply In:
Box 90 WE
38251 Schoolcraft
Livonia, MI 48150

RECEPTIONIST - for busy Farmington Hills CPA firm. Must be poised, outgoing, organized & able to handle pressure. 476-2400

RECEPTIONIST/TYPIST-Pleasant phone personality a must. Apply in person: 27700 Meadowbrook Rd. between I-96 & Plymouth Rd.

RECEPTIONIST for ad agency, experienced, type 60wpm. Southfield benefits. 352-7600
An Equal Opportunity Employer

RECEPTIONIST
Filing, typing, computer experience helpful. Full time. Please call Joy or Sam 544-8880

RECEPTIONIST/PART-TIME
for Birmingham law office. Light typing except at (45WPM). Call 642-8480

RECEPTIONIST - Birmingham real estate developer seeks part time or full time receptionist. Pleasant phone manner and light typing required. Contact office manager at 645-9000

RECEPTIONIST/TYPIST
Must type 50wpm, 2 years recent experience for Sales Engineer firm (15-19 hrs. per week) Wayne County Associations for the Blind. Call 261-3600
An Equal Opportunity Employer

RECEPTIONIST
Excellent benefits, pleasant phone manner, word processing a plus. Contact Sandy Hoover, 7071 Orchard Lake Rd., Ste. 305, W. Bloomfield, MI. 48322, Attention: Office Manager.

RECEPTIONIST
Needed for busy Southfield CPA firm. Good typing & professional phone skills. Light bookkeeping helpful. Send resume to: CPA's 24677 Northwestern Hwy., Suite 200, Southfield, MI 48037.

RECEPTIONIST/Secretary for West Bloomfield builder. Typing & general office skills required, computer a plus. Experience helpful. Reply in confidence to Box 448, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST busy 35 person architectural office located in Farmington Hills. Must have excellent typing skills, pleasant office experience and type minimum of 65 wpm. Wage negotiable, excellent benefits with profit sharing. Immediate opening. Call Vicki. 737-0160

RECEPTIONIST - Mature, responsible. Needed for high volume Hair Salon. Must have pleasant phone & communication skills, clerical ability and polished appearance. Apply: Mon. thru Sat. 9am-5pm. Glamby International Hair Salon Hudson's Twelve Oaks

An Equal Opportunity Employer

RECEPTIONIST needed for Southfield law firm. Pleasant phone manner required, someone who can handle the public. Typing skills a plus. Proficiency and a smile. Proper attire, professional attitude & experience a must. Send resume to box 206, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - large fast paced branch of growing Dry Cleaning Plant has immediate opening requiring professional receptionist with excellent communication skills. Will handle various support duties including light typing & word processing. Excellent benefits & work atmosphere. Resumes only accepted thru Oct. 13. Michael Brooks, 16478 Middlebelt Rd. Livonia.

RECEPTIONIST/TYPIST
For Southfield law firm. Must type 50 wpm, have good speaking skills & possess pleasant telephone manner. Transcribing experience helpful but not necessary.
556-4590

504 Help Wanted Office-Clerical

RECEPTIONIST
A part-time (lunch time hours) entry level position is available at our office in Troy. Candidate must have excellent communication skills, ability and desire to work with the public. Send resume in confidence to:
PERSONNEL MANAGER - ROE
P.O. Box 5823
Troy, Mich. 48007-5823
Equal Opportunity Employer M/F

RECEPTIONIST

Experienced individual is needed to run a very busy switchboard for a Farmington Hills corporation. Knowledge of several dial out codes including 40-45 WPM accurate typing. Terrific benefit package. Training provided if necessary. Call for an interview.

ENTECH SERVICES, LTD.
Franklin Center, Southfield
354-0500

RECEPTIONIST/SECRETARY
Full time, good typing & communication skills. Call 9am-3pm. 553-3307

RECEPTIONIST/SECRETARY for Real Estate office in Farmington. Part time afternoons and evenings available. 646-9018

RECEPTIONIST
Needed for small Birmingham law firm. Full time.
646-7177

RECEPTIONIST - PART TIME
Busy insurance office in Livonia has immediate position for receptionist position. 261-9870

RECEPTIONIST/Word Processor-for busy Southfield CPA firm. Good typing & professional phone skills. Light bookkeeping helpful. Send resume to: CPA's 24677 Northwestern Hwy., Suite 200, Southfield, MI 48037.

RECEPTIONIST/TYPIST
To work in Southfield CPA office, part or full time.
Call Lydia 350-2600

RECEPTIONIST, experienced for busy Farmington Hills travel agency. Computer reservation system. Full-time. Salary negotiable. Call, leave message or call back 740-0014

RECEPTIONIST - medical office, 1 physician needs friendly answering person who types 50 wpm. A self starter working with elderly clients. Resume required for interview 356-0068

RECEPTIONIST - for leading Birmingham advertiser, light typing, good communication skills, & enjoy people, call Carol at Unitronics 337-0033

RECEPTIONIST/ACCOUNTING
Clerk for diversified duties with electrical contracting company. IBM computer knowledge necessary. Send resume to: 831 East Lewiston, Ferndale, MI 48220.
An Equal Opportunity Employer

RECEPTIONIST
Part time Mon., Wed., Fri. 9AM-5PM. Non-smoker. Duties include phones, typing, filing, letter writing. Take-away person. Send resume to: Perry Realty, 20793 Farmington Suite 10, Farmington Hills, MI 48024 476-7840

SALES COORDINATOR
Sales Support Clerk. Handle all administrative duties, accounts receivable, advertising, data entry, word processing. Typing 50 words. Related experience needed

#1 Personal Place
274-4230

SALES SECRETARY-Full time position available in busy office. Excellent typing & pleasant communication skills required. Attractive salary/benefits. Call 427-7800

504 Help Wanted Office-Clerical

REDFORD TWP EMPLOYEES
Civil Service Commission
Redford Township is accepting applications for the position of Account Clerk II for the purpose to filing a current vacancy and establishing an eligible list for this classification. General description: perform responsible clerical duties, beginning bookkeeping activities and operation of office equipment, machine, typewriter, cash register, computer terminal and other office machines that do not require specialized training. Education: Graduation from a recognized high school diploma or GED certificate required, supplemented by coursework involving simple bookkeeping operations or courses in bookkeeping and 1 year typing. Starting salary $7.38 per hour. Excellent benefit package. For description available at Redford Township Civil Service Commission Office, 15145 Beech Daly, Applications will only be taken at the following times: Mon. thru Fri. 8:30AM-11AM and 1:30PM-3:30PM. Closing date Oct. 22, 1987
An Equal Opportunity Employer

SALES ASSISTANT,
with Series 7 License, needed for Birmingham brokerage firm to assist 2 Institutional Producers. Must possess good knowledge of Corporate Business & DVP Transactions in addition to basic secretarial skills. Resume to: Mr. Ronald Ferguson, C. Capozzo, P.O. Box 4475, Birmingham, MI 48012

SALES SECRETARY
Major Material Handling Dealership located in Southfield. Word Processing & excellent typing skills, plus sales. Salary, bonus, paid vacation & insurance well with people of all levels. Excellent spoil requires an individual who possesses computer literacy, sales aptitude & knowledge. For this & other fee paid positions call Tina Hiatt

AMERICAN PERSONNEL 553-2444

SECRETARY
TO $18,200

Top notch secretarial skills are a must for this excellent position in a suburban insurance firm. Word processing necessary. Good benefits, plus a 2 week paid spoil requires an individual who possesses computerized word processing experience. Call Ann at 353-2900.
After 5 PM. Appointments Available

SNELLING & SNELLING

MATURE PERSON for full time secretarial position. Typing, shorthand, agreement office. Typing & office skills required. Southfield area
Call Betty 353-9653

This Job is for you! Part time Secretary needed at the Real Estate One Training Center. Looking for individual with pleasant personality. Hours Mon-Fri., 10am-2pm. Call Erin at 356-7111

ADMINISTRATIVE SECRETARY
Immediate Opening
Manufacturing company has an immediate opening for a secretary. This individual will directly assist & coordinate the activities of the president of the company. Typing of 60wpm & shorthand required. Must be able to work independently. Excellent opportunity for highly motivated individual. Evenings & Saturday overtime often necessary. We offer life, health, dental, official insurance, paid holidays & vacations. Send resume to: Personnel 12802 Artesian, Detroit, MI 48223

504 Help Wanted Office-Clerical

SECRETARY - with IBM PC, Xerox 860 and all compatible software for major Troy & Bloomfield Hills corporation, call Susan at Unitronics 646-8501

SECRETARIAL/CLERICAL Help for West Bloomfield professional office. Computer experience a plus for the full time position. Call Ann Fisher 737-0600

SECRETARIAL POSITION in busy Southfield personnel office. No shorthand required. Word processing, organizational skills & ability to work in a fast paced environment essential. Excellent benefits, including medical, dental & profit sharing plan. Mail resume in confidence to Southfield CDP 4000 Town Center, #1340, Southfield, MI. 48075

SECRETARIES
Due to tremendous growth, professional offices at the Bingham Office Park is seeking experienced secretaries. Skills should include word processing, excellent grammar & typing skills. If you are looking for long lasting job security, contact Debbie 258-5500

SECRETARIES
For Sales & Catering offices. Typing, organizational skills and pleasant personality are important. Word Perfect helpful. Send resume or apply to: McKnight Hotel, 2000 Town Center, Suite 2100, Southfield, MI 48075.

SECRETARIES
Full time & Sporadic part time. WordPerfect - PlanPerfect & phone experience required. Will train on candidates, self-starters if good typists. Non-smokers. Pleasant office. Call Sandy Hoover, Sales Leader, 24901 Northwestern Hwy., Suite 504, Southfield, MI., 48037

SECRETARIES WANTED
Salary $16-$17,000. If your a team player with energy to spare this one is your job. Our client in Troy, MI seeks an individual who enjoys interaction & interfaces well with people of all levels. Fast paced spoil requires an individual who possesses computer literacy, sales aptitude & knowledge. For this & other fee paid positions call Tina Hiatt

AMERICAN PERSONNEL 553-2444

SHORTHAND SECRETARIES

Kelly Services has immediate openings for secretaries with shorthand for term assignments in the Birmingham, Bloomfield, Pontiac and Royal Oak areas are available. Excellent typing skills are a must. Electronic typewriter experience preferred. Dictaphone helpful but not necessary. Call for an appointment today:

642-9650
Bloomfield/
Birmingham

338-0338
Pontiac

398-7900
Berkley/
Royal Oak

KELLY SERVICES

The "Kelly Girl" People
Not an Agency. Never a Fee
Equal Opportunity Employer M/F/H

U.S. law requires all applicants to show proof of identity and right to work in the U.S.

504 Help Wanted Office-Clerical

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●TYPISTS
●CLERKS
WE OFFER:
●Same Week paychecks
●Insurance program
●Holiday pay
●Referral bonuses
●Hour inventives
CALL TODAY
557-5700
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TEMPORARIES
Licensed by Snelling & Snelling, Inc.
NEVER A FEE

SECRETARY
Network
ABC TV Network Sales Office. 2 years experience, shorthand, typing, organization and communication skills. Send resume and salary history to ABC, 3000 Town Center, Ste. 2601, Southfield, MI 48075. Attn: Capital Cities/ABC is an Equal Opportunity employer, male, female, handicapped, vet

SECRETARY/ADMINISTRATOR for small busy office of General Contractor & Property Management. Typing, word processing, telephone & assisting in Property Management. Non-smoker. Resume to Box 434, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/ASSISTANT
Southfield company seeks energetic, experienced secretary, able to work long hours as needed with administrative capabilities, good knowledge of computers/word processors and strong organizational skills. Qualified applicants reply to P.O. Box 300, Southfield, MI 48037 or call 353-3311, ext 217

SECRETARY
Beverly Hills Recruiter Club has an opening for a well organized experienced secretary. Position includes a lot of responsibility, dealing with people oriented, have good office skills, be an excellent phone person. Location is a non-smoker. Call Sue, Mon., Tues. or Wed. 8:30-3pm at 645-8244

SECRETARY- Birmingham area 2 days per week. Computer knowledge. Write Box 100 W. Maple, Suite D411, West Bloomfield, Mich 48033

RECEPTARY CLERICAL
Southfield Co. has opening for Secretary/Receptionist. Prefer candidate with 3 or more years experience. Computer knowledge & plus. Must send resume & salary requirements to AKC, PO Box 196, Southfield Michigan, 48037 - 0196.

SECRETARY-Bookkeeping area, individual to handle all duties related correspondence including meeting minutes, scanning newspaper, maintain roster book & business memorandums. Shorthand a plus. Call for interview. 855-1800

SECRETARY/DATA ENTRY
Leading design firm in northwest suburb seeking responsible individual with data base & word processing experience. Fast paced environment. Excellent benefits. Salary dependent upon ability to work well under pressure & meet deadlines. Benefits include profit sharing. Send resume to office. Send resume to P.O. Box 37, Birmingham, MI. 48012

SECRETARY-Experienced. Typing, phones, computer skills, book-keeping a plus, full time position with CPA office. Call Renee 855-4414

504 Help Wanted Office-Clerical

Secretary
District Secretary

StorageTek, one of the world's largest independent suppliers of high-performance data storage systems is seeking a secretary with 3-5 years of experience for our District District Office.
You must be able to type 40 wpm and possess excellent clerical, organizational and communication skills, both written and verbal. Must also be able to work independently. Word Processing skills a must. We offer an outstanding compensation and benefits package for immediate consideration, please call (313) 354-0350

StorageTek
An Equal Opportunity Employer

SECRETARY - Experienced. Use State Farm Insurance Office Systems/Wang/Bloomfield Area. 6 or part time 851-2757

SECRETARY - EXPERIENCED. Full time. Bloomfield Hills. Word processing preferred. Large company. Resume & salary required. Box 801, Bloomfield Hills, MI. 48013

SECRETARY - EXPERIENCED
Legal secretary needed for busy office. Word processing experience helpful. Good oral & writing skills. Salary commensurate with experience. Call Ann-Smoker. Send resume to 34000 Woodward, Suite 200, Bloomfield Hills, MI. 48024

SECRETARY - Fast paced office looking for a self-motivated individual for a public contact position. If you are a team player, type 55wpm, have excellent phone manner, call us. Resume required for interview 399-1220

SECRETARY
For law firm. Part time. Flexible hours. Good salary. Experience on education, legal experience, firms practice area helpful. Real estate, business/corporate, estate, litigation, typing speed, accuracy. Word processing experience helpful. Resume to Attention Sharon 3[illegible] Northwestern Hwy., Suite 264 Farmington Hills, MI. 48018

SECRETARY FOR Industrial & Commercial Real Estate Firm. Send resume to Crabill & Company 3[illegible] Schoolcraft, Livonia, Mich. 48150

SECRETARY for Northville law firm. Good spelling, grammar & typing skills necessary. Salary commensurate with experience. Send resume to P.O. Box 648, Northville, MI 48167

SECRETARY for growing company in Livonia. Take charge individual. Must be organized. Good typing, board, payroll, telephone skills. Call between 12 noon & 4pm. Mon. thru Fri. 425-[illegible]

SECRETARY
For word processing & general office duties for growing Southfield firm. Typing 60 wpm. Word Perfect. Salary commensurate with experience. Send resume or apply to The Angus Group, 2[illegible] Northwestern, Suite 2[illegible] Southfield, MI 48075. An Equal Opportunity Employer

SECRETARY for OEM subcontractor. Typing, sales, knowledge of computer experience helpful. Accurate typing. Detailed oriented individual with good phone skills. Orders, orders & correspondence. Salary commensurate with experience based on experience. Interviews with Bernice Young, Jr. Co., Plymouth Co., 32610 Glendale, Livonia, MI 48150

This classification continued on the first page of Section H in S.F.

HOME & SERVICE GUIDE

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

97 Garage Door Repair

BOTTOM EDGE RUST REMOVED. New galvanized metal installed with weatherstrip; saves replacement. Doors trimmed to fit uneven pavement. Locks, Springs, Rollers. SAVE-A-DOOR, INC 295-0001

99 Gutters

AFFORDABLE GUTTER SERVICE. Gutters cleaned, repaired & replaced. Quite Reasonable! 533-4379

ALUMINUM GUTTERS
SIDING & TRIM
Work myself. 25 years experience. Free Est. Call Gary 478-5637

COMPLETE GUTTER WORK
Aluminum & Galvanized
Repairs • Installed • Cleaned
543-8196

DEPENDABLE
GUTTER CLEANING - FREE EST.
When your leaves are falling, you should be calling Marty 584-1025

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GUTTER CLEANING - FREE EST.
When your leaves are falling, you should be calling Marty 584-1025

OHMER GUTTER SERVICE
Gutters cleaned, repaired, screened
New Gutters - Roof Work
Free Estimates! 624-5357

102 Handyman

"ALL HOME MAINTENANCE"
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AN EXPERIENCED CRAFTSMAN
does plastering, drywall repairing, heating, roofing, carpentry and general home repair 453-0011

GENERAL REPAIR SERVICES
All Plumbing & Electrical
Window & Screen Repairs
All Home Repairs & Installations.
Free Estimates 595-6923

HANDY MAN!
Residential Repairs. Basement to roof. No Job too Big or Small
Call Mike 534-1732

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• GENERAL HOME REPAIRS •
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Total home improvement. Top quality at affordable prices. Fast prompt service 477-1323

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WE CATER TO YOUR NEEDS
LIVONIA • 591-7010

105 Hauling

A-1 HAULING - Moving Scrap metal, Dismantling, Garages, Basements, Stores, etc. Lowest prices in town. Quick service. Free Est. Serving Wayne & Oakland Counties. Central location. 24-7-24 or 559-8138

VILLAGE HAULING
Fall clean-up. Ucall, we haul!
Brush & debris removal. Serving Oakland County areas 634-5297

AL'S CONCRETE
Asphalt & Concrete Breakout
Hauling New & Repair
Driveways • 476-5337

FRONT END LOADER - Dump truck, final grading, excavating, trucking, trash Cleanup & Disposal. No job too small. Reasonable 425-6634

MIC & DAGO
Hauling Debris Clean-up.
Comm./Res. Basements, garages & yards cleaned. 477-1219

RESIDENTIAL - COMMERCIAL
We will haul away anything your garbageman cannot or won't, even sheds, garages, pools, concrete, trees, etc. BUILDERS - REMODELERS, our prices are half the dumpster rates. Caution - our service may be habit forming.
Phone HANK JOHNSON & SONS
Call or leave message, 7 days
349-3018

105 Hauling

TAKE - AWAY - TRASH
All kinds of rubbish hauled
Birmingham, Troy & Bloomfield area
Call Fred 334-2379

110 Housecleaning

ACCENT ON LIVING INC.
Had to sparkle? Housecleaning
Wash & care - Laundry Complete
Grocery Expert Shop & Delivery
Full-service staff experienced, bonded & insured.
459-9214

CLEANING SERVICE - HOMES
12 years experience. Weekly, biweekly, monthly. Bonded & Insured. Free Estimates Call 547-0460

COMPLETE HOUSECLEANING
Done by thoroughly trained workers
Free estimates
Kathy's Cleaning 581-2050

SPARKLE BRIGHT
Home and office cleaning
Experienced with references
Call Pat 455-1024

123 Janitorial

COMPLETE CLEANUP SERVICE
Specializing in home, office and apartment. Call us about our 20% off plan. Bonded. 563-1821 Ex.151

JANITORIAL
SERVICE 855-0143

129 Landscaping

AA-ACE
LANDSCAPING
• Complete Fall Clean-up
• Pruning & Trimming Experts
• Weeding, Stripping & Sodding
• Remove overgrown retaining walls
Experienced Gardeners
351-2378

Angelo's Supplies
•Peat •Shredded Bark
•Topsoil •Mushroom Peat
•Driveway & Decorative Stone
•Play, Pool & Fill Sand
•Railroad Ties
PICKUP OR DELIVERY
FOR RENT: Sod Cutters • Post Hole Diggers, Rototillers, Etc.
We Do Grading & Landscaping
478-1729

D & K LANDSCAPING
Land Clearing, Grading, Back Filling, Back Hoe & Dozer Work.
Call 855-4444

FREE WOOD CHIPS - 5, 10 and 15 yard loads delivered in the Southwest/Birmingham area. 30 yd. loads available at delivery cost. 354-4830

GCL
GRADING, SOD & LANDSCAPING
Brick or cement patios, walks & driveways 357-0447

GENERAL ROUGH GRADING
Bulldozing - back filling
477-2805

Gilbert
Landscaping
Specializing In:
WOLMANIZED TIE WORK
RETAINING WALLS
STOCKADE FENCE WORK
PLANTING BOXES
FALL PLANTING
SHRUBS & TREES & SODDING
FLOWER BEDS & MOLDING
FERTILIZING & RESTORATION
FREE ESTIMATE
373-7421

GUNNERS LANDSCAPING
Fall Clean ups - weekly cutting
Snow Removal, Com'l, Ind., Resi.
For appointment. 422-8329

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