504 Help Wanted Office-Clerical

CLERICAL OPPORTUNITIES

CIS Corporation, a leading capital equipment leasing and marketing company located in Bloomfield Hills, is seeking qualified clerical person:

FILE CLERK
Will work in our Corporate Records area - leasing, maintaining and scanning file material. May perform light microfilming. Must be able to type at least 40 wpm accuracy and have 6 months to 1 yr. office experience. One year college preferred.

SECRETARY
General clerical duties, typing, filing and handling administrative detail. Typing 50-60 wpm. Must have excellent organizational skills. PC experience a plus. Some college preferred.

Salary commensurate with background. We offer a flexible work schedule including tuition reimbursement in a preferred, modern working environment with an informal casual work-out center. Excellent advancement opportunities. Please send resumes and SALARY HISTORIES to: Judy DeVore, Human Resources Representative, CIS CORPORATION, 2300 Telegraph Rd., Bloomfield Hills, MI 48013

Equal Opportunity Employer
Male/Female/Handicapped/Vet

CLERICAL POSITION, part time, Part-Type, Must have a pleasant phone manner to set appointments for busy Southfield office. $5/hr. to start. Call & ask for Ann, 352-6580

CLERICAL POSITION
Good typing skills, good phone manner, light bookkeeping duties. Experience necessary. Respond to 9412 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITION
open in a busy Southfield builders/developers office. Must be qualified individual will have at least 2 yrs. office experience, some bookkeeping background, & type 40wpm. Opportunity management/real estate knowledge helpful. Salary commensurate experience preferred. Call between 10am-2pm.
CLERICAL, SEASONAL Openings on day shift for light assembly & proofreading. Seniors & students welcome. Nutritional Products, CCH Computax, 12296 Hubbard, Livonia. 261-3400

CLERK - full time accounting clerk needed for fast paced office, data entry, filing, A/P, payroll experience. 464-4400

CLERK/TYPIST
Excellent typing skills. Duties include mail, filing and computer terminal operations. 30 hours/week, 3 days. Southfield. Benefits include medical/dental and pension. Please send resume to Gallagher Bassett Services, P.O. Box 5134, Southfield, MI 48086-5136

CLERK/TYPIST
Livonia branch office of Citizens Insurance is looking for a person who has an ideal opportunity available. Position involves heavy typing; 50 WPM minimum. Word processing knowledge a plus.

Send resume and salary requirements to Personnel Director, CITIZENS INSURANCE CO. OF AMERICA, attention: Department 1-CL, Claims Adjust Supervisor, P.O. Box 9307, Livonia, Mich., 48151

Equal Opportunity Employer M/F

CLERK TYPIST/PART TIME
Experienced, Flexible hours. Southfield insurance agency. Call Ms. Lubinsky 356-7124

CLERK/TYPIST - Small shop, easy work, $5.78 per hour to start. Livonia area. 8 Mile/Merriman. 474-8948

CLOSING SECRETARY
Intelligent detailed oriented person interested in becoming full-time closing secretary for a established real estate company. Will train. Call 645-5374.

COLLECTION REPRESENTATIVE needed for a dynamic growing medical practice. 1-2 years experience in collection a must. Some typing. Medical industry background a plus. We offer a competitive salary & excellent benefits. Interested persons call 547-1000

COMMERCIAL COLLECTIONS
Large National Bank Affiliate has immediate openings for Commercial Collection position. Data Entry experience a Plus, no outside calls. Experience required. Many opportunities for growth. Excellent benefits & compensation. Written reply to: Collection Manager, P.O. Box 2459, Southfield, MI., 48037-2459.

COMPUTER - Data entry level, mature person, with figure aptitude. Full or part-time. Permanent position. Salary - $18,000 to $18,000. Please send resumes to: PO Box 3114, Walled Lake, MI 48088

COMPUTER OPERATOR
We require 1-2 years Systems 38 experience, knowledge of both DPU and Query utilities is helpful. Send your resume and salary requirements, in confidence, to: C&D Co., 1200 E. Grand River, Brighton, MI., 48116, Attn: Human Resources Dept.

An Equal Opportunity Employer

COMPUTER OPERATOR
Publishing company/ing seeking an entry level computer operator to work third shift. Must have 1 year experience on IBM Main Frame, strong control & technical skills will include MVS/JES2/JCL/TSO/SPF, Excellent pay & benefits. Send resume, salary history to: Mike Bielce, 1400 Woodbridge, Detroit, MI. 48207.

An Equal Opportunity Employer

COMPUTER OPERATOR/DATA ENTRY POSITION
Flexible hours, many benefits. Send resume to: 30835 W. Ten Mile, Farmington Hills, Mi., 48024.

CO-OP STUDENT
Henry Ford Medical Center - Rochester, is seeking a Co-op Student to work part time hours. Applicant's resume/ability would include a variety of clerical functions. This position is an excellent opportunity for a high school (college bound) student to gain knowledge of an outpatient medical center. Applicants can contact Sandy Fisher at 656-2820.

HENRY FORD MEDICAL CENTER
515 Rochester Rd.
Rochester, MI 48063
Equal Opportunity Employer M/F/H

COPY MACHINE OPERATORS
Mature individuals needed. Permanent positions available, apply in person Wed. March 23rd, between 8am-11am only at: 500 Murphy Bldg, 155 W. Congress, corner of Congress & Shelby, Detroit, MI.

CREDIT CLERK
Aggressive, cheerful, organized person to assist credit manager. Will train. Good typing & any other job skills required. Opportunity for advancement. 355-0911

CREDIT MANAGEMENT ASSISTANT
Aggressive local building material distributor with multiple locations looking for a take-charge individual with good customer relation skills and accounts receivable experience to assist credit manager. Good benefits and salary commensurate. Send resume to: Box 7324, Ann Arbor MI 48107-7324

CUSTOMER SERVICE REP
needed. Computer experience preferred. Birmingham Area.
Call Lisa 540-6110

DATA ENTRY/CLERICAL
Troy office, day hours, starting salary to: Box 9500Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY CLERK
Ingersoll-Rand has 2 openings for experienced data entry clerks. Individuals must have at least 1 year experience with details and be extremely accurate. Heavy workload in fast paced, groundbreaking and cool control. Qualified candidates may apply in person, or send resume with salary history to:
INGERSOLL-RAND
Automated Production Systems
23400 Halstead
Farmington Hills, MI., 48024
An Equal Opportunity Employer

DATA ENTRY
Excellent opportunity for high school student or recent grad. Part time Mon-Fri. 3-5pm. Excellent working conditions. Joe Panian Chevrolet, 26111 Telegraph, Southfield, MI. 355-1000

DATA ENTRY OPERATOR with accounting experience needed - part time hours. Mon.-Fri., 4 hrs. each day. Send resume to: Controller, Ingersoll Rand National Bldg., Detroit, MI 48226

DATA ENTRY OPERATOR
IBM 5280 or other equipment helpful. Duties are varied. Hours must be flexible. Call Mr. Brooks at Ready etc.
GENERAL FASTENERS CO.,
11820 Globe Rd., Livonia.

DATA ENTRY OPERATORS
A Kelly job puts your skills on-line
If you have 10-key data entry skills, strong concept & technical skills and keyboard right away. Our long and short term assignments are with some of the best companies in town!
Call the office closest to you:
Livonia . . .522-4020
Westland. .729-1040
Southfield .352-5220
Troy 362-1180
Bloomfield .642-9650
Berkley. . .398-7900
KELLY SERVICES
The "Kelly Girl" People
An equal opportunity employer
Equal Opportunity Employer M/F/H

DATA ENTRY - operators, 6000 to 11,000 strokes, good compensation, excellent benefits, convenient locations call Martha at Unifence 337-0034

DATA INPUT CLERK
Full time, apply in person, Saturday, March 19, 9am-12N: 1072 W. 14 Mile Rd., Clawson, MI.

DATA PROCESSING CLERK
Immediate opening for part time person (15-20 hrs/wk.) Must have good typing & any other clerical experience a plus but not required. High school students welcome to apply call Diana 262-1200

DENTAL RECEPTIONIST
Full time, Livonia/Westland area, 2 doctor computer orientated general practice. Looking forward to being a part of a dynamic progressive dental team, in a growing group practice? Do you enjoy meeting people? Are you a team player? If you are willing to learn, have dental office experience and excellent verbal skills, Call 425-5570

EXECUTIVE ADMINISTRATOR
Typing, writing & computer knowledge preferred. 524-9394

ENGINEERING COMPANY seeks dependable individual for part time days. Good typing, knowledge of word processing and data entry. Good pay, & Mike Schonfeld, Detroit. 534-0486

ENTERTAINMENT/Production Agency has an immediate opening for experienced Self-Starter with minimum 1 year secretarial experience. Must type 50-60 WPM & be customer-service oriented. Dictation & Word Processing skills, & Phone. Call 227-9300

ENTRY LEVEL Position for person with phone experience, at busy Farmington Hills service company. Computer experience helpful. Call 476-7703

EXECUTIVE ASSISTANT (Polished) to President of Detroit-area company. Must possess basic financial skills, word processing experience & ability to communicate verbally & in written form. Must be self-motivated & self-starter. Benefits. Send resume & salary requirements to: 31000 Telegraph, Suite 210, Birmingham, MI. 48010, Attn: Sherryl.

EXECUTIVE LEGAL SECRETARY - Must be experienced in Word Processor with legal experience. Familiarity with NBI equipment preferred. 792-6000

EXECUTIVE SECRETARY
Excellent communication skills, self-starter, good typist; computer background helpful. Call 557-0180

An Equal Opportunity Employer

EXECUTIVE SECRETARY
Experienced, intelligent, mature individual to assist president of high paced insurance company. Ability to handle pressure, overtime a must. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 354-3311, Ext. 217

EXECUTIVE SECRETARY
ADMINISTRATIVE ASST.
Southfield Non-profit has equal opportunity. Experience mandatory. Computer skills and word processing required. Send salary requirements to: A.P.A.; 17340 W. 12 Mile Rd., Suite 100 Southfield, MI. 48076

EXECUTIVE SECRETARY
Architect/Real Estate office. Excellent typing, word processing, communication skills required, excellent pay and pleasant environment. Send resume to: Bi Linhs, 3001 W. Maple, 48010, 32200 Telegraph, Birmingham, MI 48010

EXECUTIVE SECRETARY
$19,000 plus! A well established company in brand new beautiful offices will welcome your good skills and experience. Choice benefit package paid. Call Bernie at 553-2290.
After 5 PM. Appointments Available
SNELLING & SNELLING

EXECUTIVE SECRETARY - professional with good office skills, minimum, typing 50 WPM, 2 years word processing experience helpful. Competitive salary & good benefits. Livonia based franchise of Domino's Pizza.
Ask for Susan 591-0930

EXECUTIVE SECRETARY
HOTEL SALES SECRETARY
The "DO" Southfield Hotel & Fairlane has two immediate opportunities for positive and dependable individuals. Responsibilities will focus on providing secretarial support for a high paced office. Typing efficiency and word processing experience required. Competitive wage and excellent benefits. Please send resume or apply at: Holiday Inn, Dodge Park, Southfield Service Dr. Detroit Mi. 48226

FILE CLERK
for Law Office. Part-time, mornings. Birmingham area. Ask for Diane 644-2213

FILE CLERK
for fast-paced Insurance Office in Southfield. Salary plus benefits. Reply to: Personnel, P.O. Box 5099, Southfield, MI. 48076.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
This excellent temp to perm position offers top pay, travel and overtime! The right person will have excellent organizational skills, type 60 wpm and have a strong word processing background. Displaywrite 3 & / or Wordperfect. Shorthand and dictaphone a +. If you meet these requirements and are enthusiastic and dedicated, call today.
ENTECH SERVICES, LTD.
Farmington Hills
737-1744

EXPERIENCED CLERICAL-with typing skills for Bloomfield Township. Computer experience a plus. Delivery job also available. Send resumes to: Box 738 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXPERIENCED data entry people for immediate employment, please call between 8am-5pm daily & after noon shifts available, now-showing in data entry area. Call Mrs. Ross, 12 noon or 2-5pm weekdays 425-5225

EXPERIENCED LEGAL Secretary for Southfield law firm. Word processing required. Must have good typing & grammar. Salary commensurate with experience. 356-6590

FILE CLERK for Doctor's office. Must be neat, accurate, detail oriented with little supervision. Some typing helpful. Full time days. Apply at 23600 Orchard Lake Rd., Farmington Hills.

FINANCIAL STAFF ASSISTANT
Advertising Agency
Linias Campbell-Ewald, a major advertising agency located in Warren, is looking for a financial staff assistant. The candidate must detail oriented, possess strong communication skills, excellent typing & word processing skills & the ability to handle multiple assignments in a fast paced environment. Experience in a business office environment is helpful, but may call for an application or submit their resume to:
443 KEVERNE A. SZUSZ
Clerical Recruiter
LINTAS CAMPBELL-EWALD
30400 Van Dyke
WARREN, MI. 48093
574-3400
E.O.E.

FREE CAREER TRAINING
For qualified Oakland County residents to train for a rewarding career as a word processing specialist. Program participants will receive paid tuition, transportation assistance, training on modern equipment with job placement assistance. Classes begin soon - limited enrollment. Public assistance recipients encouraged. Call Gloria 557-5744
Detroit Business Institute Southfield
21700 Northwestern Hwy.

FRONT DESK
Answer multi-line phones, greet visitors. Typ 55 WPM. Call. Mrs Jodey 8am-4pm. 435-8400

FRONT DESK COORDINATOR
$18,000. A nice opportunity with a sales/marketing background. Typing is the key for this position. Must be able to handle every fast paced office. Fee paid. Benefits.
Call Deanne at 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

GENERAL OFFICE/SECRETARIAL
Full time, take charge type person for Garden City general contractor. Must have typing, reception, filing, & some contracting skills/benefits.
Call Sheraton, 422-6400

504 Help Wanted Office-Clerical

FULL TIME PERSON
FOR A FAST PACED OFFICE
Excellent phone manner, light typing and filing for our data set section. Hours 9-5 in the Kresge Harbor area. Full benefits, if needed. Send resume to: P.O. Box 5336, W. Bloomfield, MI. 48033.

GENERAL OFFICE
Immediate opening for full time position in the area of manual inventory control - computer. Data Base helpful as system will be computerized. Excellent benefits. Call Bernie. Send resume to Box 106 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

General Office
Variety of duties. Good typing and math skills a must! Excellent fringe benefits. Southfield area. Send resume to: Box 154, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE/BOOKKEEPER
Attractive part time position for Farmington area. Typing, filing, and light bookkeeping skills. Computer in-out experience helpful. Send resume to Box 164 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - part time. Adv. Agency in Farmington area. Call 355-3740 Ford Rd. Westland.

GENERAL OFFICE Dictaphone or Word Processor. Mornings 8-12 or day week. Salary open. Telegraph/Long Lake area. 348-1164

GENERAL OFFICE/CLERICAL
Basic Computer knowledge helpful. Benefits package. Call Theresa, between 2-5pm. 591-1041

GENERAL OFFICE - mature adult. Novi area. Typing & filing. Call for date. 349-2000 or 474-1810

GENERAL OFFICE CLERK, Full time position! Telephone & good typing. Apply in person Classic Interiors, 20929 Schoolcraft, Livonia

GENERAL OFFICE
Stock Brokers looking for outgoing person with phone. Must like phone work & have a good phone voice. Call or Part time. 645-6300

GENERAL OFFICE-Accurate typist needed with good filing & phone answering skills. $250-$300 a week plus full benefit package.
Write Secretary: 14711 W. 8 Mile Rd., Detroit, MI 48235

GENERAL OFFICE
Full-time position for responsible, mature person with good with figures skills, pleasant attitude & ability to handle pressure. Must be a pleasant voice & have a good phone voice. Rochester Real Estate firm. Experience preferred. Call 651-6000

GENERAL OFFICE - Full time position available for dependable person to work in a one person office environment. Duties include typing, posting and telephone work. Experience preferred. Salary commensurate with ability. Controller, 5570 E Nevada, Detroit, MI., 48234

GENERAL OFFICE
Light Bookkeeping. 3 days per week. Redford area. Pleasant atmosphere. 538-3378

GENERAL OFFICE-SOUTHFIELD
Part time; Mon., Wed., Fri. Typing necessary. Call per. Call for appointment: 569-6440

GENERAL OFFICE
Full or part time
Beech & 5 Mile area.
533-2251

GENERAL OFFICE
For Insurance Agency in Farmington area. Typing, Good English & phone skills. Call Sue, 851-2250

GENERAL OFFICE - typists, (40-60 wpm), filing clerks, data entry, Jr. & Sr. secretaries, rate Jr. & Sr. word processors for immediate employment with Mr. Oakland corporation. Call Penney at Uniforce 646-6301

504 Help Wanted Office-Clerical

GENERAL OFFICE
Typing, filing and misc. duties. Tool & Die experience helpful. Micanol Technologies, 48002 Downing, Wixom, MI., 347-1230.

GENERAL - office/data entry operator, (minimum 10,000 strokes), for immediate employment for large personnel corporation in Farmington Hills. Call Allison at Uniforce 357-0034

GENERAL OFFICE SECRETARY
Energetic person needed for pleasant Southfield office. Must have excellent letter composition, word processing skills & pleasant phone manner. Please apply in person:
HABER ENTERPRISES
24793 Telegraph
Southfield

GENERAL OFFICE/Clerical
Small company needs detail acting office seeks full time individual with general office & phone experience. Must have good typing skills, word processing knowledge. Send resume to: Box Commercial Dr., Auburn Hills MI 48057

GROWTH COMPANY in Plymouth Township seeks individual with experienced Receptionist and Office Assistant. Familiarity with office procedures and computers will be a plus. Send resume to: Box 734, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HUMAN RESOURCE ASSISTANT

Challenging position in health care seeks an individual with 1 or more years of experience in Human Resources. Provides complete administrative support to assist members in the Human Resource Department. Must be accurate, maintain absolute confidentiality in handling matters relating to the Human Resource area of responsibility. Requires typing 55-60wpm, IBM Personal computer experience preferred. Excellent salary & benefits. Respond in confidence to:

Human Resources/HRA
PO Box 223
Southfield, MI 48037

An Equal Opportunity Employer

INSURANCE
AGENCY CSR's
Michigan Insurance Personnel Service is a nationally recognized staffing agency of the The Independent Insurance Agents of Michigan, a network of 1200 independent agencies throughout Michigan; our agents call us when they seek new employees. We currently need EXPERIENCED commercial lines & personal lines CSR's. Fire, Sucors, Company Underwriters, Raters & Claims. Full or part time. Call or stop here are the lowest & highest paying jobs in the company.
Call Ann Bell 352-3355
Mich. Ins. Personnel Service

INSURANCE AGENCY
Commercial Lines. Department of Property & Casualty Agency has need for Customer Service Reps with underwriting & rating experience in same, typing. Full or part time. Salary open. Non-smoker. 646-5657

INSURANCE AGENCY
Clerical Position. Personal Lines experience preferred with train right person. Call after 3PM, ask for Joyce 476-2004

JAPANESE SPEAKING SECRETARIES
All skill levels needed immediately. Salary plus benefits. Fee paid.
Personnel Systems,
459-1166. 761-5252

KEYPUNCH - PART-TIME
Data Entry Operator. Hours: Tuesday, Take calls & input data on CPU Terminal. Requires good telephone personality & accuracy with numbers. Could develop into full-time. Southfield. For details & application, call Barb 596-7979

504 Help Wanted Office-Clerical

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Grosse Pointe - Farmington
Commercial & Personal Lines
CSR's & Underwriting Trainees
CONCORD PERSONNEL
19500 Middlebelt Rd. 478-2200

INSURANCE
Home office of Livonia insurance company has immediate full time openings for:

OFFICE CLERICALS
BENEFITS ANALYSTS
(Experienced)

Competitive salaries - 4% day work week - company paid life insurance including health insurance, paid holidays & vacations.

CALL
591-4690
Mon thru Thurs 7:30AM-4:15PM
Fri 7:30AM-1:00PM

INSURANCE PERSON wanted. Grand River near 8 Mile. Must be experienced. Call weekdays between 8am and 5pm. 255-4430

LEARN TO BE A LEGAL SECRETARY/RECEPTIONIST
Professional & courteous secretary with at least 3 yrs. general secretarial experience seeks Legal Secretary/Receptionist. Modern Novi law firm with great location, 1-696 Novi Rd. close to 12 Oaks Mall. Answer phone, type 50 wpm, file & type briefs. Up to $250 per week. Salary is open. Call 348-2653

LEGAL SECRETARIES
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARIES
Our 25 years of experience serving you. For professional placement services, temporary assignments, call now. THE agency for Legal Secretaries.
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY - for senior trial attorney. Excellent salary. Minimum 5 years experience. 334-2500

LEGAL SECRETARY For Troy practice law firm, 1-2 years experience and Display Write 4 helpful.

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

LEGAL SECRETARY with 3-5 years exp. in corporate law. Immediate opening needed for Southfield law firm. Excellent salary, fringe benefits & pleasant working environment. Contact Marlene: 353-1550

504 Help Wanted Office-Clerical

LEGAL SECRETARY
for small office. Confident to handle dictaphone, word processing and especially fast, "because I can't." Candidate must have prior experience with real estate, corporate business, and estate planning documents and procedure. If seeking assistant and want a loyal, honest person, send resume to: Judy or Sharon, 31731 Northwestern Hwy., Suite 264, Farmington Hills, MI 48018.

LEGAL SECRETARY
Experienced. Top salary. Birmingham Law firm. Telegraph/13 Mile area. 647-8080

LEGAL SECRETARY
Part-time position for Farmington Hills litigation firm. Hours flexible. Contact Ms. Rubion. 858-2110

LEGAL SECRETARY - Prefer Workers Comp experience, but not necessary. Pay commensurate. 12-1 Telegraph, Sheila, 644-2213

LEGAL SECRETARY - full time, immediate position at Birmingham law firm. Attorney's office. Experienced in personal injury, probate & general practice. Business hours 644-1045

LEGAL SECRETARY FULL TIME
Bloomfield Township law firm, must have excellent typing & Word Processing skills. Legal experience preferred. Call 645-1700

LEGAL SECRETARY - part, time, Livonia, West side. Feel learned skills in a relaxed atmosphere. 3 days a week. Send resume and salary requirements to: Law Offices, 33150 Schoolcraft, Suite 209, Livonia, MI., 48150.

LEGAL SECRETARY
Troy firm specializing in personal injury litigation. Must type 40 wpm, have excellent and organizational skills. Patient and/or personal legal experience helpful. Salary commensurate. Top notch but other qualified applicants. Send resume and salary to: Mr. Rodemeister, Kraus & Young, 2655 Cedargate, Troy, MI 48083

LEGAL SECRETARY - Personal Injury. Experienced. Word processor. Salary negotiable. Downtown Birmingham. 258-6262

LEGAL SECRETARY for small Birmingham law firm. Typing 50 wpm. Salary commensurate with experience. Call Jackie at 433-3340

LEGAL SECRETARY - Filling for West Hills firm, must have litigation experience, will train on word processor. Call Barbara Fisher 335-8450

LEGAL SECRETARY
Telegraph & 12 Mile. Some experience required. Top salary. Good benefits. Salary negotiable.
Dearborn & Boone. 357-3910

LEGAL SECRETARIES
Mid-sized Birmingham law firm is seeking experienced litigation and probate secretaries. You should have 3 years litigation experience or probate experience. Good benefits. To $17,500.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield Detroit
358-0060 963-4163

MATURE PERSON for Receptionist with phone experience. Fringe Benefits. Call Mr. Ryan, 12 Mile and Rd., Southfield, Mich 355-8400

LEGAL SECRETARY
Pleasant Southfield law firm. Hours are flexible. Call Ms. Lynn 557-3910

LEGAL SECRETARY
Bloomfield Hills firm, must have litigation experience, will train on word processor. Call Barbara Fisher 335-8450

LEGAL SECRETARY
Telegraph & 12 Mile. Some experience required. Top salary. Good benefits. Salary negotiable.
Dearborn & Boone. 357-3910

LEGAL SECRETARIES
Mid-sized Birmingham law firm is seeking experienced litigation and probate secretaries. You should have 3 years litigation experience or probate experience. Good benefits. To $17,500.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield Detroit
358-0060 963-4163

MATURE PERSON for Receptionist with phone experience. Fringe Benefits. Call Mr. Ryan, 12 Mile and Rd., Southfield, Mich 355-8400

LEGAL SECRETARY
Pleasant Southfield law firm. Hours are flexible. Call Ms. Lynn 557-3910

LEGAL SECRETARY
Bloomfield Hills firm, must have litigation experience, will train on word processor. Call Barbara Fisher 335-8450

LEGAL SECRETARY
Telegraph & 12 Mile. Some experience required. Top salary. Good benefits. Salary negotiable.
Dearborn & Boone. 357-3910

HOME & SERVICE GUIDE

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

110 Housecleaning

CLEANING
Complete, supervised cleaning The European Way for home & office. Ins. bonded. 5 Mile & Farmington area. Call Paul or Ron: 476-3080

CLEANING PERSON - Experienced. Will clean condos, apts., or offices. Weekly, bi-weekly, or every other day. After 6pm. 455-4175

EXPERIENCED cleaning lady looking for more work days, bi-weekly. Livonia, Canton or Plymouth. 425-6337

LET YOUR LEISURE TIME BE JUST THAT - YOURS!
Free yourself from household responsibilities & allow us to maintain your home or business with our wide variety of services we provide in your community. For free estimates call Professional Cleaning Service 541-2050
Then relax and enjoy!

MAID SERVICE
If your home is in need of a little TLC, we're the people to call. We offer complete general cleaning, laundry, etc. Our people are bonded, insured & dependable. Call us for a month year of service. For information call Executive Home Service Dearborn: 563-0321; Bloomfield/Troy: 855-2955; Union Lake/W. Bloomfield: 363-0070; Dr. Livingston County: 517-548-1990

NATION'S
#1 MAID SERVICE
Dependable & affordable.
Southfield area.
MERRY MAIDS
Call: 443-5380

WOMAN AVAILABLE to clean your house starting now & on Fridays. References available.
Call after 4:30pm 656-8528

114 Income Tax

ABLE TAX PREPARATION
Over 20 years exp. Former IRS Agent. Matters Degree in Taxation. Wiley & Williams, Inc. 592-4904

INCOME TAXES done by Experienced Preparer. Reasonable Rates. 10% Discount with this ad.
Call Laura Todd 422-8737

INCOME TAX PREP
Save $10 or 10% off 1998 fee.
CALL 12 years exp.
477-1703

INCOME
TAX RETURNS
PROFESSIONALLY PREPARED
Tax Attorney
Reasonable Rates
464-8619

INCOME TAX - Trained in new tax laws, will do individual, business, corp. taxes. Reasonable rates. Don's Billing. 476-4527

PROFESSIONAL
TAX ADVISOR
1987 RETURN PREPARATION
1988 Planning
Call for Consultation & Organizer
Michael L McDonald
Certified Public Accountant
Birmingham 258-5070

RITA GROSSI, EA.
Accounting & Tax Services
24750 Lahser, Redford 538-8014

123 Janitorial

PROFESSIONAL Janitorial Service to clean your condo's, or vacant residential property. Free Est. Insured. Call Tom, Sherrie-Tan. 543-3043

129 Landscaping

BUDGET LAWN CARE, INC.
Complete lawn & garden maintenance. Residential/Commercial. Free quotes. 278-7729

129 Landscaping

COMPLETE LAWN MAINTENANCE
Lawns cut, trimmed & edged. Spring Clean-up & de-thatching. Call Paul or Ron: 476-3080

EXTERIORSCAPE
Specializing in residential, commercial, sprinklers, & lawn maintenance. 624-6929

GARDEN DRAINAGE Problems, Rocks gardens, trees, scrubs. Allen McCormick Landscaping. After 5pm. 561-0081

STOP!!!
It's never too early to have a professional landscape design service turn your ordinary yard into a showcase environment for your home. We have 13 years of professional experience and specialize in patios-brick & stonework, decks, retaining walls, plantings, and sprinkling systems. Call for a Free Estimate. 478-1170
SHOW-HITE DESIGN & SERVICE

MARSH LANDSCAPING - A high quality low cost company specializing in Commercial/Res. Lic & Ins. Call for early estimates. 728-2633; 291-1004

SHREDDED BARK
Cedar, Pine, Hardwoods
Sawdust plant bedding, landscaping stones. Delivery 462-1195

135 Lawn Maintenance

A BEAUTIFUL YARD
at a reasonable price
Lawn Service - Power raking
Spring Cleanup - Shrub trimming
INSURED • FREE EST. 522-7055

CENTER LAWN CARE
Weekly Cutting & More
Liquid & Granular Lawn Treatment
Free Est. Chem-Grow, Inc. 543-5540

COMPLETE
LAWN
SPRAYING & CUTTING
SERVICES
Bloomfield
Birmingham
W. Bloomfield
KURTZ'S EVERGREEN
676-0005

DON'S LAWN MOWING
Hedge trimming & sodding
Free Est. Rochester area & East Oakland 724-1458

D & R LAWN SERVICE
Grass seed, mulch, sod, shrubs. Res. & Comm. parking lot cleaning. 277-0065 or 563-9010

ERIC'S LAWN CARE
Dependable. Satisfaction guaranteed. Free est. Rochester, Troy, Bloomfield, Lake Orion. 693-7841.

GUNNERS
LANDSCAPING
Spring Clean-ups
Lawn Cutting - Dethatching
Sodding - Landscaping
COMMERCIAL - RESIDENTIAL
Guaranteed lowest price
Call for Free Est.
422-8329

INCOME TAX - Trained in new tax laws, will do individual, business, corp. taxes. Reasonable rates. Don's Billing. 476-4527

PROFESSIONAL
TAX ADVISOR
1987 RETURN PREPARATION
1988 Planning
Call for Consultation & Organizer
Michael L McDonald
Certified Public Accountant
Birmingham 258-5070

RITA GROSSI, EA.
Accounting & Tax Services
24750 Lahser, Redford 538-8014

123 Janitorial

PROFESSIONAL Janitorial Service to clean your condo's, or vacant residential property. Free Est. Insured. Call Tom, Sherrie-Tan. 543-3043

129 Landscaping

BUDGET LAWN CARE, INC.
Complete lawn & garden maintenance. Residential/Commercial. Free quotes. 278-7729

150 Moving & Storage

METROPLEX MOVING & STORAGE
Moving Special $39/hour
• Same day service • Insured
• Piano specialists
• Climate controlled storage • % OFF
422-1100

ACTION MOVING
Local, Florida, W. Coast, etc.
Licensed & Ins. - Short notice.
Denis: 537-6001 • 532-2023

ADVANCE MOVING
Local or Long Distance
Houses, apts. & offices
Low rates. Call Free Est.
547-8207 398-7253

AFFORDABLE MOVING
House, apartment, office. $50 per hour or flat rate. Florida weekly, also W. Coast.
Call 477-4717

ALLEN'S MOVING
Houses, Offices, Apts. Low rates - Local & Long Distance. Careful, Reliable. For Free Estimate 644-1694

BOS MOVING & SERVICE INC.
Any Size Job - Reasonable Rates
Short Notice Service
Free Estimate • Insured 682-8172

CARRINGTON MOVING
Dependable Service, Days & Weekends. Local & Long Distance
Low Rates 538-3055

EXODUS MOVING LINE
Local, long distance, Office & residential. Storage available.
$35. per hour Call: 383-3058

JERRY'S MOVING
Big & Small Jobs.
Local & Long Distance. 7 days per week. Reasonable. 353-7772

JULIUS ROSS MOVING CO. INC.
CUSTOM work, household moving, offices, packing, pianos, expertly, local & state of Mich. 357-2674

MOVING? GIVE US A CALL
Careful, fast, low rates. Experienced in moving homes, offices, appliances and pianos. 547-0300

PROFESSIONAL Moving/Storage
We'll beat any insured movers rate
Free Est. 348-9600
★ O'SULLIVAN MOVING ★

165 Painting & Decorating

EXPERIENCED PAINTER
No job too big...
No job too small...
Clean & Neat. John: 361-1681

Fantastic Prices
50% Off
INTERIOR • EXTERIOR
LOWEST PRICES-BEST WORK
COMPLETELY INSURED
All work guaranteed
FREE ESTIMATES
425-9805

FATHER & SON PAINTING
Int. & ext. - Quality work
Reasonable rates. Satisfaction guaranteed. Call any time. 437-7332

J. RIGBY BOYCE Painting Contractors. Indoor/outdoor residential painting. Free estimates. Call us, day or evening: 453-5807

KUSTOM PAINTING COMPANY
Specializing in custom interior painting and papering. Also exterior painting. Call 453-3158

LOW PRICES
PAINTING, PAPERING
Plastering, Repairs & Wallpapering
471-2900 or 835-9613

M. GORELICK
Professional Painting-Decorating
Commercial & Decorative Spraying
Guaranteed, Licensed, Insured
474-0911

PRECISION
PAINTING, INC.
• Interior/Exterior
• Commercial/Residential
• Staining • Power Washing
• Dry Wall • Plaster Repair
• Wallpapering/Removal
• References
445-6948

165 Painting & Decorating

N.J.S. PAINTING
Interior
Homes/Condos
Estimates 381-0456

PAINTING BY MICHAEL
Strictly highest quality work. Specializing in staining, stucco, plaster/wallpaper remove. Free est. 349-7499

PROFESSIONAL
- LOW COST -
Fast Service - Free Est.
DEWEY 669-6457

QUALITY PAINTING
Thorough preparation.
Work myself - Free Est. - Since 1947
EXPERT INT. & EXT. HOMES
Guar'd. Workmanship. 540-7106

SAM'S PAINTING
Interior, Exterior, Wallpapering
Spray Texture, Commercial &
Residential. Free Est. 537-0583

STEVE'S
PAINTING SERVICE
All repairs-Aluminum siding painted
50% off
INTERIOR • EXTERIOR
15 Years Exp • Free Estimate
BONDED & INSURED
669-4975
540-7138

TOP QUALITY - Interior house painters. Detailed work for fine condos. Birmingham, Bloomfield, Farmington areas. $14.00 per man hour. Mr. Knorr, 646-8842

178 Photography

PROFESSIONAL WEDDING PHOTOGRAPHER
Over 11 yrs. experience
Call. 471-2373

WEDDING PHOTOGRAPHY
10 Years Experience.
100 Free Invitations with booking.
661-4411

180 Piano Tuning Repair - Refinishing

PIANO TUNING BY
JOHN MACKACHEN
Compl. repair, rebuild, refinishing.
Mon-Fri.5-9, Sat-Sun.9-6; 357-4068

200 Plastering

LA Ballard Plastering & Drywall. New & repair. Paint peels & texture work. Birm reference. Free est. Insured. Sal Ballerini. 435-7418

AA SPECIALIST in small water damage & plaster repairs. 35 years experience. Clean. Work myself. Insured. Call Roy 459-7167

ALL PLASTERING
WATER DAMAGE, PAINT PEEL &
DRYWALL REPAIRS, LICENSED,
432-0344 348-2951

A-1 PLASTERING & DRYWALL
New & repair, texturing. Specializing in water damage. Free Est. 25 yrs. Exp. Lic. Low prices. 478-7948

CEILINGS
SPRAY TEXTURED
FREE ESTIMATES 553-8866

LOW PRICES
Water damage, ins. work, plastering, painting, repairs. 471-2900

PLASTERING & DRYWALL
Repairs, additions, any work
All work guaranteed
State Lic. 348-9447, 474-0737

215 Plumbing

BLUE WATER PLUMBING
& HEATING
Low, low rates. 24 hour service.
Insured 533-3857

SYS PLUMBING-Repairs, alterations, all plumbing needs, water heaters, sewer, drains, sump pumps. Replace old pipes & fixtures. Low rates. Lic. 425-8789

215 Plumbing

JV's PLUMBING: repairs & new inst. houses re-piped/hot water tanks/faucets/free est/all work guar. 15% off senior discount. Jim 533-3827

MASTER PLUMBER
Licensed. New homes or repair. All kinds of plumbing. Price & work the best. 681-1422

PAUL'S Plumbing & Sewer Cleaning
Master Plumber, Installations, Repiping, Repairs & Repair; Sump Pumps. 464-3022

PLUMBING REPAIRS
Faucets, Disposals, Traps
Heaters, Repiping. Flexible hours to meet your needs. Chuck. 453-3452

PLUMBING REPAIR - Garbage disposals, faucets & dishwashers re-paired & replaced, drain cle