504 Help Wanted Office-Clerical

ACCOUNTING CLERK

Dental plan seeking a full time detail oriented Accounting Clerk with 2-3 yrs. experience in Accounts Payable, Knowledge Receivable & Cash Management. Please send resume to:

Personnel/Louise
2000 Town Center
Ste 2200
Southfield, Mich
48075

ACCOUNTING CLERK
Southfield Insurance company needs accounting clerk. Previous experience and computer familiarity a plus. Preferring spread sheets (multi-plan) knowledge. Send resume to: P.O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

ACCOUNTING CLERK
Detroit firm company seeks detail-oriented individual to perform Accounting tasks & Clerical duties involving other aspects in a fast paced office. Minimum of typing is required. Some Bookkeeping experience is preferred. Compensation includes full benefits & salary commensurate with experience. Qualified candidates, please send resume to:

Clerical Support
P.O. Box 775
Troy, Michigan 48231

ACCOUNTING CLERK - Entry Level Fast paced, growing meat packing company seeks individual with strong math & analytical skills to assist in computerized accounting operations. Familiarity with typing & data entry preferred. Send resume to: Bookkeeper, Detroit Kosher Foods, 8800 Conant, Hamtramck, MI 48211. Attention Dave

Accounting

DATA ENTRY CLERK

Immediate need for person with strong 60 wpm; dictaphone helpful, set in Accounting. Speed and accuracy with both alpha and numerical input is a must. Experience with MCA's Mascon software is a plus. Send resume

Manager Human Resources
SCHENK PEGASUS CORPORATION
P.O. Box 1267
Troy, MI 48099

An Equal Opportunity Employer

ACCOUNT REPRESENTATIVE - Troy location, full time. Mon thru Fri. 8-15-4:30. Accounts Receivable Representative for our insurance dept. Minimum 1 yr. clerical & customer service experience required. Must have knowledge or experience of data entry on computer. Responsible for the service of clients. Duties will include keeping in proof processing special reporting forms, checks, billings, tax reports, agents commission, etc. Applications available at Hooper Holmes, Warren Woods, 2100 W. Big Beaver, Troy, MI 48084

ACCOUNTS PAYABLE for busy Southfield office. Must have experience with peopleboard accounting & Lotus 123 preferred, typing & calculator helpful. Returns to: Controller, Box 189687, Farmington Hills, 48018-9687

ACCOUNTS PAYABLE CLERK
Fortune 500 co. has immediate opening. Duties to include accounts payable & other related clerical functions. Experience in payables & computer entry preferred. Competitive salary & benefits package. Please send resume & salary requirements to: Human Resource dept. Pytes Division, STX Corp. 28990 Wixom Rd. Wixom, 48096

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE
For growing property management company located in Farmington Hills. Salary commensurate with experience 855-1090

ACCOUNTS RECEIVABLE CLERK
Entry level Receives attention to detail and good communication skills. Hours are Call 528-2202

ACCOUNTS RECEIVABLE ASST
Part Time, for office in Southfield, Mornings or afternoons. Students acceptable. For interview, call Mrs. Burnes 352-0510

ADMINISTRATIVE ASSISTANT
Clawson firm office manager seeks person with organizing and/or communications, possessing good computer skills for "busy" office. Only experienced need apply. Salary open. Send resume and salary requirement to: Office Manager, P.O. Box 195, Clawson, MI, 48017-0195

ADMINISTRATIVE ASSISTANT
Computer Dynamics Inc. a national computer services firm with headquarters in Southfield is seeking an administrative assistant. The individual will be responsible for word processing, file maintenance, some bookkeeping & back-up on telephones. Word Perfect & PC experience required. Salary $15,000-$18000 plus excellent benefits. Non-time non smoking office. Apply at: Computer Dynamics Inc., Dept AA, 29752 Telegraph, Southfield MI 48034. An Equal Opportunity Employer

Administrative Assistant

Troy area position available for individual experienced on Macintosh Prefer knowledge of MacPaint and MacWrite. Must be able to use the mouse. Call Tom today!

ENTECH SERVICES, LTD.
588-5610

ADMINISTRATIVE ASSISTANT
for small professional office located in Farmington Hills. Challenging & interesting work for organized, self reliant individual. Will train. Send resume to: RPO Financial Services, 30411 W 12 Mile Rd., Farmington Hills, MI 48018

ADMINISTRATIVE ASSISTANT
Livonia based subsidiary of a multi national company has an immediate opening for an administrative assistant to the VP of Sales & Marketing. Experience required in word processing, preparing support documents & tracking sales, general and secretarial duties, ability to organize with little or no supervision. Must have a pleasant phone personality to handle customers calls and be able to work with a variety of people. Send resume, and salary requirements to: Box 570, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE ASSISTANT
Dental plan seeking detail oriented person with clerical background & management skills. Accounting knowledge a must. Excellent opportunity for career minded individual with good benefits. Send resume to: Controller, Box 189687, Farmington Hills, 48018-9687

ADMINISTRATIVE ASSISTANT
Interesting position with a promotional advertising company. Any purchasing department experience a plus. Deal with vendors and type 314,000 to start. Fee paid Call Bernice at 353-2090.
After 5 PM. Appointments Available

SNELLING & SNELLING

ANSWER PHONES, clerical work, limited typing for small shop in Redford. 534-4044

504 Help Wanted Office-Clerical

ALL ABOARD
The
SUCCESS EXPRESS

EXECUTIVE SECRETARY. Suburban location. Heavy phone. Financial experience, word processing & shorthand preferred. To $23,000 plus paid overtime

RECEPTIONIST/SECRETARY Suburban location professional. Pleasant telephone skills. Type 55 wpm. To $20,000

SECRETARY work for "On the Move" CPO. Excellent typing/word processing. Word processing required. To $17,163 plus paid parking & union type benefits

964-5500
or resume
Network Resource, Inc.
2280 Penobscot Bldg.
Detroit, MI 48226

ALL AROUND OFFICE HELP
Your clerical skills could be the perfect solution for a medium size dealer with this rapidly growing company. Responsibilities are varied. Challenging wage with profit sharing, paid holidays & more. Full time non smoking office. Apply at: Circuits Unlid, 22900 Capitol, off Farmington, Livonia

ANIMAL HOSPITAL
BUSINESS/OFFICE MANAGER
Ideal position for person possessing administrative accounting & secretarial background. Medical experience preferred. We're looking for an exceptional person with a strong desire for professional growth & satisfaction. Salary negotiable. Good benefits. Send resume to: Union Lake Veterinary Hospital, PC, 6545 Cooley Lake Rd., Union Lake, Mich., 48085

A PART TIME - general secretary for major Southfield corporation, type 50-60 wpm, dictaphone helpful, some Memory typewriter experience. Work Tues. & Fri. $5000/yr.

SECRETARY - light knowledge of word processing for Fortune 500 company in Southfield $18,800.

NEVER A FEE
Paid vacations - hospitalization
Paid holidays
LIVONIA - 473-2931

UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

ARE YOU A SECRETARY looking for a new challenge & career change, we are looking for a well established fast paced employment agency. Training program provided. Will outdoor season Temp position. Personnel Systems/Arbor Temps 459-1166 761-5252

ARE YOU BORED? TURN TIME INTO $$
If you have good clerical skills, we have an immediate need for a reliable that can lead to long & short term word processing assignments in the Livonia and New Center areas. We offer holiday pay, merit increases and health insurance. Call today for an appointment.

CORPORATE PERSONNEL SERVICES
16616 Grand River, Detroit
478-1010

AUTO DEALERSHIP has an immediate opening for a full time Accounts Receivable Clerk and a Data Entry Clerk. Experience preferred, but not a must. Please call Betty to arrange an interview. 349-1400

AVAILABLE IMMEDIATELY!
Secretary/Bookkeeper
Small Bloomfield office. 646-1936

504 Help Wanted Office-Clerical

ARE YOU RETURNING to the work force? Perhaps you're a recent empty-nester or you're looking for new avenues of fulfillment. Your life skills could be the training you desire for this job. Do this: The Farmington Hills psychologist office needs a responsible Receptionist for private practice. Very light typing. Call Brenda for an appointment.

ASSISTANT BOOKKEEPER
Troy CPA firm seeking individual with excellent entry skills & a general knowledge of accounting applications as the foundation for in-house accounting functions. Excellent benefits & challenging opportunity for advancement. Very light typing. Call Jeanette, 362-5100 Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT OFFICE MANAGER
A leading retail organization is seeking an assistant office manager for its main office located in suburban Detroit. This individual will be responsible for staff supervision, accounts processing, monitoring and reviewing our commercial charge accounts, bookkeeping and working as a liaison with our various locations. The successful candidate will have previous supervision and office experience, an excellent math aptitude and the ability to relate to all levels of management. A complete benefit and compensation package is offered for this position. Please send resume with salary requirements to Box 548, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ASSISTANT TO
EXECUTIVE SECRETARY
Fast-paced, demanding, highly competitive position requiring strong full time clerical assistant. Must be reliable, detail-oriented self-starter, with minimum 2 years office experience. Good typing, grammar & telephone skills required. Very fast paced & plus. Send resume to: Box 512 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ATTENTION
ALL CLERICALS

Jobs are waiting...with great benefits. Too! Upgrade & learn new skills by working at top notch companies in Farmington Hills.

SECRETARIES
FILE CLERKS
RECEPTIONISTS
WORD PROCESSORS

Call and tell us about your skills.

855-8910

ADIA
Personnel Services
EOE Never A Fee

AUTO DEALER needs mature, reliable person, detail oriented, to answer telephones. Full time permanent position. Call for appointment. Joe Dwyer Imports 537-2292

AUTO DEALERSHIP
needs experienced data accounting experience. Apply in person: 7630 W. 7 Mile, (at Grand River). Excellent benefits.
An Equal Opportunity Employer

BOOKKEEPER - Entry Level. $5.00 $5.50 per hr. Must have some knowledge of Payables, petty cash, checking account, etc. Will train right person. Must be able to type. Send resume to: Office Mgr., 21651 Melrose, Southfield, 48075

BOOKKEEPER/Executive Secretary combined with 10 yrs. experience needed for small professional firm. Know all secretarial skills as well as accounting & bookkeeping. Has experience in construction secretarial, a plus. To fill our Rochester Hills location. Send resume, salary history & requirements to: 705 Barclay Circle, Rochester Hills, MI 48063 Attention: Mr. DelPlan.
No phone calls accepted postmarked no later than Sept. 30, 1988.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

Avoid The Christmas Crunch!

Long and short term assignments can help you earn that extra holiday money! We have positions available for the following:

CLERKS
SECRETARIES
WORD PROCESSORS
ACCOUNTING

Experienced and entry level! See what we can do for you. Call today!

ENTECH SERVICES, LTD.
588-5610

BILLING CLERK
Accounting background helpful. Salary negotiable. Located in Detroit area. Call Mr. Bell, 961-1718. Send resume to: N. F. Z. Company, P. O. Box 07187, Detroit, MI 48207 or call Therese 873-7437

EXPERIENCED BOOKKEEPER
needed for manufacturer's rep company. Must be flexible and have the ability to handle a variety of duties. Salary commensurate with experience. Send resume to: Personnel Director, 31213 Northwestern Hwy., Ste. 234, Farmington Hills, MI 48018

BOOKKEEPER
D. Dennison Seafood Tavern has opening for full time bookkeeper. Position requires math skills, some bookkeeping experience helpful. Send resume to: 27906 Orchard Lake Rd., Farmington Hills, MI 48018, or apply in person after 2pm.

BOOKKEEPER - FULL CHARGE
Farmington Southfield company needs a progressive person who can work well with little direction. Must be thorough & accurate in all accounting functions. Concerned, sincere individuals only. Non-smoking only. Call Mr. Lewis between 11am & 4pm. Tues. thru Fri. 557-4553

BOOKKEEPER
Full Charge with administrative skills needed for automotive production firm in Royal Oak. Computer experience preferred. Please send resume, references & salary requirement to Box #528, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER - FULL CHARGE
Needed for Southfield property management firm. Computer and accounting payable experience a must. Some general ledger preferred. Only organized, detail oriented, attention to detail need apply. Send resume and salary history to: 32000 Northwestern Hwy., Suite 180, Farmington Hills, MI., 48018.

BOOKKEEPER
FULL CHARGE

Non-profit organization seeks full charge bookkeeper. Responsibilities include keeping the books in order for 12 months and maintaining overall skills & definite must. Right person could develop into assistant office of entire operation. Strong, independent worker needed. Good starting salary. If interested, please send resume and salary requirements to: Box 512, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER - full charge
Full or part time. Experienced in building or real estate preferred.
642-9168

BOOKKEEPER-GENERAL OFFICE
Full time, particular attention to detail. W. Bloomfield 737-7040

BOOKKEEPER/SECRETARY
Needed for small local CPA firm. Send resume to: 39293 Plymouth Rd., Suite 118, Livonia, MI, 48150.

504 Help Wanted Office-Clerical

BOOKKEEPER
FULL CHARGE

Downtown professional law firm seeks experienced Full Charge Bookkeeper. Must have 3-5 years of accounting experience. Knowledge of time/billing, financial statements. Computer experience a plus. Degree preferred. Ideal individual would be experienced in computerizing an accounting system. If interested, please send confidential resume, salary requirements to: Ms. Tozey, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPER - Large, well established Rochester Hills manufacturer opening for an experienced F/C Bookkeeper to service its clients in the Metro Detroit area. Must have excellent technical skills as well as a strong, outgoing personality. Excellent starting salary and benefits. If interested, please send resume with work & salary history, in strictest confidence to: P.B.S. Fabricating, Inc. 26200 American Drive, Suite 500, Southfield, MI 48034.

BOOKKEEPER - Livonia Area for medium sized company. Please send resume to: Gordon L. Hollander, CPA, 29777 Telegraph Rd. Ste. #402, Southfield, MI., 48075.

BOOKKEEPER
Non-Profit Organization seeks qualified BOOKKEEPER from Source Recognized for Developing Talents. Computer experience, a Bachelor's degree preferred. Salary negotiable. Send resume to: Personnel Director, 163 Madison Ave., Ste. 1100, Detroit, MI 48226

BOOKKEEPER, Part time, experienced through trial balance. Light typing, some computer input. Very pleasant office. Building contractor. Call Ann 553-2612

BOOKKEEPER/SECRETARY
For Public Accountant Office. Must know simple entry, bookkeeping, payroll & tax forms. Income tax knowledge helpful. Send resume to: PO Box 1527, Royal Oak, MI 48068

BOOKKEEPER/SECRETARY
Walled Lake manufacturing co. needs experienced person for Bookkeeping/Secretarial position. Competitive salary with full benefits. Send resume to: Spearhead Group, 4131 Vincenti Court, Novi, 48050.

BOOKKEEPER - FULL CHARGE
Bookkeeper for Southfield CPA firm. Statistical typing. Books through general ledger. Must be accurate. Pleasant working conditions and fringes. Resume in confidence. Robinson & Co. P.C., 24901 Northwestern Hwy., Suite 122, Southfield, 48075

BOOKKEEPING
FULL CHARGE

Successful Southfield companies seek experienced Full Charge Bookkeepers. Must have 3-5 years of experience in manual and computerized accounting and also property management and/or equipment leasing experience is a definite plus. If interested, please send confidential resume and salary requirements to: Ms. Tozey, P. O. Box 691, Southfield, MI 48037.

Plante & Moran recruiting for An Equal Opportunity Employer

BOOKKEEPING
OPPORTUNITY

Fast growing company needs aggressive responsible person. Must have experience and training. Good benefits. Fee paid. Marie, 355-2090.
Type 3 Plus. Appointments Available

SNELLING & SNELLING

CAREER BURNOUT?
How about a career in Interior decorating. No formal training required. Several levels of opportunity from apprentice decorator to possible business partnership. 655-8640

504 Help Wanted Office-Clerical

Bookkeeping

Partial Listing of Positions

BOOKKEEPER - Ideal position available for individual with 1 year experience. Duties include: Accounts Payable, Accounts Receivable, Will be working with general ledger, monthly closing, and bank reconciliation. Knowledge of lotus preferred. College accounting classes a plus.

FULL CHARGE BOOKKEEPER - Downtown company has 2 positions available in general ledger accounting, will also include financial statements preparation. Ability to prepare Fund accounting experience a plus. Good benefits and parking

CLERK - Very sharp individual needed for data entry. Must type 55 wpm and 15,000 tph. Prior experience in accounting dept. required

HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy. - #250
Southfield, MI 48034
358-2300

BRING YOUR PERSONALITY!
Your aptitude for clerical/secretarial abilities and exceptional phone skills could get you a position in our SERVICE ASSISTANT with a major company. Work with people and derive excellent benefits. Send resume to: ICC, 21470 Coolidge Hwy., Oak Park, MI 48237 or call 399-4900, Ext. 125
An Equal Opportunity Employer

CANTON AREA. Clerk position for busy dental supply company. Sell training. Good phone manner, communication skills. Varied duties plus light computer input. Will train. Good benefits. Mon.-Fri., 8:30AM-5PM. 398-9010 Ex. 224

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 allowance, training for certification examination & job placement assistance. Classes begin Sept. 27. Limited enrollment
557-5744
Detroit Business Institute
23100 Hatchery Road - #515
Southfield

CASHIER/SWITCHBOARD
GM Dealer has an immediate opening with experience or will train. Excellent fringe benefits. Call Jim Miller for appointment 453-2500
BOB SUNDERTE PONTIAC GMC TRUCK INC.

CLERICAL ASSISTANT - for property management company - commercial entry level. Will train. Excellent helpful. Rapid advancement for right person. Call Mr. Bernstein, 557-7777

CLERICAL front office Receptionist. Redford company needs a full time person to handle phone, filing, light typing & organizational assists. Must be able to work under pressure. Pay is $5 to $7 hr. with benefits in 90 days. Call 255-0054

CLERICAL - full time position available. Light typing, filing, and general clerical. Payable background. You will work 10-12 hrs./wk. with P.B.S. Balance on going general office work. Livonia location. Full benefits. Reply to: Box 412, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL
John Hancock office located in Southfield has a position available. Must have good typing & mathematical skills. Excellent benefits. Part time positions considered. Call 559-0600

CLERICAL - PART TIME
Neat, pleasant, detail person with 3 yrs. prior experience as phone receptionist & general office procedures. Apply in person, 10am-3pm. 2821 Rochester Rd., Troy.

504 Help Wanted Office-Clerical

CLERICAL PERSON needed, Farmington Hills agency. Part time. Light computer work and insurance experience helpful. Brian at 855-2900.

CLERICAL Position - Clerical, $5 per hr., room to grow, must be able to type, has a use good common sense. Call Mrs. Ellis, Office Mgr., 21551 Melrose, Southfield, 48075.

CLERICAL POSITION

Experienced in machine tool environment required. Must have good organizational skills, ability to work well with minimum direction. Requires excellent telephone, clerical and math skills. Attractive salary and benefits. Send resume to: P.O. Box 207, Northville, MI, 48167.

CLERICAL
Rapidly growing company in Livonia has several non-clerical positions available for highly motivated individuals. We offer excellent benefits, excellent opportunities & other incentives. If you are an intelligent and motivated individual looking for an entry level position, please call 261-8220

CLERICAL TESTING
Westland Civil Service
Is accepting applications for Clerical positions for the purpose of establishing a new Clerical Eligible List for the City of Westland. Once the new Clerical Eligible List has been certified, all previous Clerical Eligibility Lists shall become null and void.

Applications must be in the office of Personnel by 5:00 p.m. on Friday, September 23, 1988.
Westland Civil Service Commission requirements include: typing 60 wpm, ability to type 5 words per minute, general office procedures. Send resumes to: FERC, 30605 Northwestern Hwy., Farmington Hills MI 48018

COLLATORS (41), for immediate assignments in Farmington Hills manufacturing company in Plymouth or Farmington area (3 shifts). 40 hrs. plus steady work. (extra pay for midnights). Call Marilyn at Uniforce 473-2930

COLLECTION CLERK

Well organized individual needed to make collection calls to delinquent accounts. Requirements are typing (with 50wpm), good math aptitude plus minimum to 2 years experience in collection and/or accounts receivable. Excellent benefits including medical, dental, prescription & tuition reimbursement. Please resume to

CREDIT DEPT.
P.O. BOX 2227
SOUTHFIELD, MI 48037

COLLECTIONS CLERK
Full time, entry level position, for small co. (3 to 5 people). Telephone Responsibilities include handling customer inquiries & collections. Call Mr. Cole or Mr. Cash
Scott Parish at 647-5050

COLLEGE STUDENT
for General Office work in Farmington area. Answer phones, greet clients, handle mail, filing, light typing, etc. Word processing/bookkeeping experience. Part time, Mon.-Fri. 1-5pm 644-4514

COMPUTER/DATA ENTRY CLERK
General Fastener Co., located in Livonia, has opening available in the Data Processing Dept. for data entry clerk. Knowledge of System 36 Applicant should be fast accurate & dependable. Excellent clearance. Non-smoking office. Apply to General Fasteners, 11920 Globe

CREDIT INVESTIGATOR/
GENERAL OFFICE
Fast paced leasing company needs person for credit investigation and general office work. Send resume to LAC, 30855 Northwestern Hwy., Farmington Hills MI 48018. attn Credit Investigation

CUSTOMER RELATIONS/
ORDER PROCESSING
Must have good telephone personality. No experience necessary. Hourly plus bonus 528-1961

504 Help Wanted Office-Clerical

CLERK
Southfield firm has immediate opening for a general office clerk. Must have good typing skills & aptitude for numbers. Friendly environment office, excellent starting salary, benefits & potential. If interested please send work & salary history in strictest confidence to: Box 512 Office Mgr., Rudzewicz & Co. 26200 American Dr. Southfield MI 48034.

CLERK TYPIST
Established management company is looking for a responsible individual with good phone personality for home base. Must be an accurate typist. Experience in office procedures helpful. Good location in Bingham Farms Center. Call 644-9266

CLERK TYPIST
PART TIME

Immediate opening for accurate typist who can type 50-60 wpm. Must have previous clerical experience. Hours will be 8:30 to 2 p.m., Wed. & Tues. only. For information and appointment, call:

270-1296
BORMAN'S INC.
Farmer Jack Supermarkets
An Equal Opportunity Employer

CLERK TYPIST
wanted for leasing company. Requirements include: typing 60 wpm, ability to handle pressure. Pleasant office procedures. Send resumes to: FERC, 30605 Northwestern Hwy., Farmington Hills MI 48018

ADMITTING CLERKS

The McAuley Urgent Care in Plymouth, good math aptitude plus computer experience for Admitting Clerks to greet and register incoming patients. Experience preferred in medical records and collect cash. These positions require typing skills and telephone demeanor and 6-12 months relevant experience.

Canton

Hours for the position in Canton are 12-1 PM - 10:30 PM, (14-21 hours/week) plus weekend and holiday rotation. Interested candidates may contact Nancy Depenbrock at the Canton Health Building at 981-6644

Plymouth

Hours for the position in Plymouth are 3 PM - 10:30 PM, (14-21 hours/week) plus weekend and holiday rotation. Interested candidates may contact Sandy Meier at the Arbor Health Building at 455-1900

Catherine McAuley Health Center
Employee Health
5301 E. Huron River Dr.
P. O. Box 992/68
Ann Arbor, MI., 48106

An Equal Opportunity Employer

CLERK - Non-based company, up to 2 years office experience. Submit resume with wage requirements to: Knight Enterprises, 40600 Grand River, Novi, MI 48050

CLERK/SHIPPING & RECEIVING
Full time
534-4166

CLERK/TYPIST
Needed for Birmingham Law Firm. Word processing experience preferred. Bankruptcy experience a plus. Call Steve 540-7701

102 Handyman

SUPERIOR CONSTRUCTION
(Formerly Mark Your Handyman)
Can help you fix up your home or business inside & out. For a free quote, call Mark: 592-4848

THE HOUSE DR.
Call me if your house is sick
Inside or outside
354-0871

105 Hauling

A-1 HAULING - Moving, Scrap metal, Cleanouts, Basements, Garages, Stores, etc. Lowest prices in town. Quick service. Free Est. Serving Wayne & Oakland Counties. Central location. Call 464-2784 or 559-8138

ASPHALT - CEMENT
Brick out & hauled away.
Garages - Driveways
Larry: 477-1148

COMPLETE HAULING SERVICE
Old Odd Jobs, Attics, Cellars, Basements, Garages, Attics Our Specialty. Res. & Comm'l. 522-6532

FAST HAULING
Garages & Basements cleaned. Contractors clean-up.
Reasonable rates. 528-5531

GENERAL HAULING
Inside & outside cleanup, trash to dumpster, or local Jobs. 1 Day Service. Call anytime. 537-9275

TAKE - AWAY - TRASH
All kinds of rubbish hauled
Birmingham, Troy & Bloomfield area
Call Fred 334-2378

WEE-HAUL
Garage, Basement, Attic Clean-out
Yard cleaning & light demolition
Household moving - Reasonable
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108 Heating & Cooling

All Heating Repair & Svc.
Res. & Com'l. Exp. & Lic'd
462-1116

110 Housecleaning

AFFORDABLE
Cleaning Team, dependable, experienced, will clean homes on busy days. Call after 5 pm 425-1785

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Fully Insured & Bonded. Weekly, bi-weekly or by the hour. Residential Professional Maid Service - "Like you would if you had the time."
Call for a free estimate 855-1849

CALL TY-D MAIDS
Let us clean your home for you.
100% will do cleaning
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CLEANING
Complete, supervised cleaning "The European Way" for home & office. Inc.bonded & insured. 261-8944

HOUSECLEANING
Birmingham/Bloomfield area
Farmington. 855-0143

HOUSECLEANING, OFFICE, AND HOME, 24 hrs.
HUSBAND & WIFE.
478-2314

K'S KLASSIC KLEAN
Res/Comm. Special $10 off 1st cleanup, starting at $40. Free estimates (in old fashion cleaning). 739-4272

L & G CLEANING
Honest, dependable, reasonable, experienced. We do a lot after 5:30 PM for your Free Est., 837-1278

STOP
Doesn't your house again, let me. Karma's Kleaning. Trustworthy Professional. 435-9692

116 Insurance Photography

BIRMINGHAM AUTO, HOME, BUSINESS, HEALTH, LIFE
Special Rates for all Ages.
879-8600

129 Landscaping

AUTUMN LANDSCAPING INC.
Fall Clean Up
Lawns, trees, shrubs, etc. Starting at $25 all work done, inc. tax.
Free Estimates 477-8440

129 Landscaping

ADMIRE YOUR YARD
Complete lawn & flower landscaping
Sodding - Schrubs
Underground sprinkler systems installed & winterized. Trenching, downspout burial, drain line work
Grading - Trucking - Decks
HACKER SERVICES 474-4914
QUALITY SINCE 1948

ALOHA - TOP JOB!
Initial clean-up, expert trimming, pruning, mowing, edging, shrub removal. Complete landscaping. Sod. Shrubs. Bark, etc., 22 years experience - Lic., Call anytime.
Mr. Telak 867-3663

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PICKUP OR DELIVERY
FOR RENT: Sod Cutters, Post Hole Diggers, Rototillers, Etc. Also Mich Sandstone-by the Ton, for walls.

478-1729

APSEN LAWN-SCAPE
Lawn restor., seed, sod & scrubs
Fall clean-up, lawn mtce.
SR.DISC. 6am-8pm. 255-2639

BLUE GRASS LAWN SUPPLIES
Now cutting sod on 7 Mile between Napier & Dixie Hwy.
Seed & Anderson Fertilizer
Available at:
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HOURS: Fri., Sat., Sun. 8am-4pm
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Landscape design, hydro-seeding, paving bricks, sod installation, etc.
Saunders & Sons, Inc.
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• Exciting Landscape Design/Installation
• Mulch Deliveries
• Free Estimates
50145 FORD RD., CANTON
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Hours: 10am-7pm Sun. 10am-4pm
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Diversified Lawn Service
Shrubs & trees/trim & prune
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Sprub & Leaf Removal/Cleanups
Lawn Reseeding
Service to fit your needs.
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GCL
Lanscaping, grading, patios, walks, retaining walls, sod, trees & shrubs.
357-3447

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Irrigation systems installed & repaired. Trees & shrubs planted. Custom landscape. Retaining walls. Sod. Landscape/lawn maint. contr. Bhfd. 334-3313. 489-5953

AA-ACE
Stripping & Re-sodding
• Complete Fall Clean-up
• Trimming & Shrub Removal
• Experienced Gardeners
Call 533-8884, anytime

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Back filling & hauling.
Oakland & Wayne County area.
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RANDAL LANDSCAPE
Complete Landscape, Design & Inst. Plantings, Top Soil Work, Grading.

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★ SPECIAL ★
7 yds. screened top delivered -$95
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