504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

•Livonia industrial real estate firm seeks a career oriented, self-charge secretary for permanent position. Excellent typing and bookkeeping skills required. Please send resume to: 588 Observer & Eccentric Newspapers, Attn: Box 100, Draft Rd., Livonia, Michigan 48150

•EXECUTIVE SECRETARY-for advertising agency. Auburn Hills, good salary & benefits. Send resume to: Marketing, 2701 University Dr., 5th Floor, Auburn Hills MI 48057.

•EXECUTIVE SECRETARY. Bloomfield manufacturer. Strong shorthand, Wang, advertising, public relations experience. To 25K. Full Corporate benefits. Fee Paid.
B. HAMM PERSONNEL
424-8410

•EXECUTIVE SECRETARY
Southfield firm has immediate opening. Good typing, math skills & PC experience preferred. Excellent working conditions & good pay & benefits. Send resume to: P.O. Box 2020, Southfield MI 48037-2020
An Equal Opportunity Employer

EXECUTIVE SECRETARY

TO THE PRESIDENT
$25-$32K
FEE PAID
Top professional needed with proven skills & reputation.

PERSONNEL SYSTEMS

781-5252 459-1156

EXECUTIVE SECRETARY
Executive Secretary, to report to president and vice-president of fast growing Dental Plan based in Southfield. Job requirements: Minimum 3 yrs. experience, exceptional management & organizational skills •directly secretarial part of the job, must type at least 70 WPM - Multimate or Word Star word processing skills a must, excellent grammar & dictation skills necessary. Send resume to: Personnel Director, 26555 Evergreen, Suite 2200, Southfield, Mich., 48075

EXECUTIVE SECRETARY

TO $25,000
If fluent in French to $27,000. Sharp, mature professional needed to work for 4 top Executives of rapidly expanding company. Typing of 60 wpm., shorthand and word processing are a must. Lotus 1,2,3 and Transport experience helpful. Salary open. Pleasant environment, excellent benefits, key position. Call:
SNELLING & SNELLING

EXECUTIVE SECRETARY
Busy executive of national service organization is seeking an assistant who can manage or exceed the following requirements:

• Excellent organizational skills
• Ability to work under pressure
• Desire to prove themselves
• Ability to interact with all type of individuals

The successful candidate will be rewarded with a pleasant working environment, salary commensurate with experience; the chance to prove themselves; in return, we offer an excellent wage & benefit package.

Sound interesting? Don't let this pass you by. Send your resume, in confidence, to: Personnel Manager, P.O. Box 3086, Southfield, MI 48037

EXECUTIVE SECRETARY
Busy Southfield office. Computer knowledge helpful. Send resume to: Attention - Ms. Cedras,
28800 Southfield Rd., Box 100,
Southfield, MI 48076

FILE CLERK
Downtown Southfield firm seeks File Clerks for full-time positions. Qualified candidates will be Self-Starters with good organizational skills. Duties include filing, light typing & answering phones. Fringe office experience helpful but not necessary. We offer a pleasant location with potential for advancement and expanded responsibility. Compensation includes full benefits. For consideration, send resume to:
File Clerk,
P.O. Box 779
Detroit, MI 48231

FULL TIME/PART TIME
General office with sales ability and sales contact experience. Apply in person:
Mr. Gone,
644-8445

504 Help Wanted Office-Clerical

EARN EXTRA $$$ FOR THE HOLIDAYS

Advertising Agency
If you are looking to earn extra money for the holidays this is the right position for you. Lintas: Deco Productions subsidiary of Lintas:Campbell-Ewald is looking for part time file clerks for our Troy office. This is a temporary position, approx 3 months, no experience necessary, 20 hour work week, $4.52 per hour. Interested applicants may contact

Ms Katherine A. Szasz
Clerical Recruiter
Lintas:Campbell-Ewald
30400 Van Dyke
Warren, MI 48093
574-3400
An Equal Opportunity Employer

FILE CLERK
Entry level general office position. Must have excellent organizational and math skills. Please send resume to: P.O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

FULL TIME GENERAL OFFICE
Well groomed, self-starter needed for busy Dearborn furniture store. We train individuals with good sales aptitude. Ask for Ginny at 565-3400.
TOWNE & COUNTRY INTERIORS

HELP WANTED - PART TIME
General office work. Good pay. Only serious. 422-4842

RETAIL FURNITURE STORE
needs people for office work. Must be good with people. Apply Monday thru Fri. at: Furniture Warehouse, 30850 Plymouth Rd., (between Middlebelt & Merriman).

HELZBERG DIAMONDS
is seeking dependable professional people for general office work and sales in Westland Mall store, corner of Wayne & Warren Rds. Must be able to work days, nights, and weekends. Full and part-time positions available. Apply in person.

GENERAL CLERICAL - data entry operators for billing, receptionist (phone, telephone, sales) & typists. 40-50 WPM, immediate employment, for major corporations in Farmington, Livonia & downtown. 353-5476.
Call Holly at Unitrex 357-0037

GENERAL - Data Entry, Typist, Secretary, full and part-time. Type 50-60 wpm. Light shorthand helpful. Busy office, many benefits. Free training on IBM System 36. Apply in person: 32975 Schoolcraft, Livonia

GENERAL OFFICE - 35-40 hours per week (include Saturdays). MUST have bookkeeping experience in payroll accounting and cash & checking accounts, some typing & phones. Farmington Hills area. Call Marilyn, 851-8000

GENERAL OFFICE
Experience helpful. 50wpm. Cut-Mac Industries, Inc. 27700 S. Vanoy Rd., Wayne, MI 48184

GENERAL OFFICE
Apartment Complex in West Bloomfield looking for general office help, flexible hours, weekends necessary. May lead to full time.
Call: 661-2900

GENERAL OFFICE - good telephone manner, typing helpful but not necessary. Variety of duties. Full-time, Farmington area. Call 548-5894

GENERAL OFFICE - $4.50 per hour Mon. thru Fri., 9am-2pm. Duties are answering phones, filing, typing 40wpm. Livonia 422-3444

GENERAL OFFICE
Answer phones, greet clients, handle mail, filing, light typing, etc. Word processing/bookkeeping helpful. Part time, Mon.-Fri., 1-5pm.
644-4514

GENERAL OFFICE
Mature, reliable. Typing 50 WPM, filing, data entry helpful. Good math aptitude, pleasant telephone manner. 1 Yr. office experience. Resume to: Office Manager, P.O. Box 308, Southfield, MI, 48037.

GENERAL OFFICE/
ACCOUNTS PAYABLE
Westland firm seeks experienced general office/accounts payable clerk, bookkeeping and/or computer experience a plus.
Margaret 729-2270

GENERAL OFFICE
for service to energy in Livonia. Experienced. Light bookkeeping, typing, filing, phones & general office. Ability to work with people. Non smoker preferred. Full-time Mon. thru Fri. Benefits available. Call 522-7966

GENERAL OFFICE - Immediate Opening for organized person with strong general office skills. Word Perfect a plus! Call 961-6451

504 Help Wanted Office-Clerical

GENERAL OFFICE WORK
Construction background helpful. Full time, Livonia area. 261-7879

GENERAL OFFICE HELP & TYPIST
Part time, flexible hours, perfect for homemakers.
459-9808

GENERAL OFFICE-Experience typing, answering phones, data processing. Send resume to: Personnel Dept, Box M, Utica, MI 48087

GENERAL OFFICE
Full time, typing, filing, phone.
Big Beaver/Crooks area.
Call 643-8890

GENERAL OFFICE WORK - shipping & receiving, billing, computer experience. Apply in person at Aviation Group, 7310 Highland Rd. Pontiac

GENERAL OFFICE
Bookkeeper, [illegible] a must. Essential: Non-smoking office. 540-1333

GENERAL OFFICE - Company located in Livonia is looking receptionist/typist. Job includes typing, telephone, filing, typing, etc. Interviews by appointment 471-0901

GENERAL OFFICE, answer phones, type, etc. (part time, some bookkeeping background). Immediate opening. Apply in person 12641 Haggerty, Belleville. 697-3535

GENERAL OFFICE CLERK
for downtown Jewelry firm with benefits. Send resume to Janet Hunter, 1590 First National Building, Detroit MI 48226

GENERAL OFFICE PERSONNEL
needed full time. Typing, telephone skills. Must enjoy working with people. Full benefits. Salary commensurate with experience. 355-3940

GENERAL OFFICE - growing Rochester Hills company desires person for office duties, typing, etc. Will consider training right person. Benefits. 852-0000

GENERAL OFFICE position at wholesale firm. Must have typing, computer or PC experience. Calculator & filing experience necessary. Call Linda Durbacz, M-F, 8-5, suburban photography studio. Position offers full benefits and advancement potential. You must type 50 wpm., and have good command of the English language. Call now, 851-3660.

SNELLING & SNELLING
FARMINGTON HILLS

GREET THE CELEBRITIES

Use your great personality & good skills to find the exciting front desk position for a top talent agent in the recording industry. Fast paced busy position. Call today for an interview.
ALL FEES COMPANY PAID
PERMANENT STAFF
Southfield 353-0505
Farmington Hills 737-5750

HUMAN RESOURCE ASSISTANT

Challenging position in health care seeks an individual with 1 or more years of experience in Human Resources. Provide complete clerical duties for manager & staff members for the human resources department. Exercise excellent discretion in maintaining absolute confidentiality in handling matters involving access to the Human Resource Manual. Excellent benefits. Requires typing, 55-60 wpm, IBM Personal Computer experience preferred. Excellent salary & benefits. Respond in confidence to:

Human Resources/HRA
P.O. Box 223
Southfield MI 48037

An Equal Opportunity Employer

IMMEDIATE OPENING for manufacturing firm Southfield. Receptionist/secretary, will assist with accounts payable and light clerical duties. Experience preferred. Call 8AM-4PM 352-7375

IMMEDIATE OPENINGS

WORD PROCESSORS
GENERAL SECRETARIES

We have long and short term assignments available for experienced Secretaries and Word Processors.
EXCELLENT BENEFITS

TSI
OFFICE SERVICES
563-6330

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

INSIDE SALES

Homemakers Preferred
Mornings
Afternoons
Evenings
Our client has had great success with homemakers returning to the workforce.
Time frees by on this job if you have a good mind & a good voice.

ONYX
356-6699

(Friday Pay the ONYX Way)

INSURANCE AGENCY needs Customer Service Representative for personal lines. Experience helpful, must type. Call Jan: 349-3600 or 474-1810

INSURANCE - Customer Service Representative - Personal lines. Experienced preferred. Excellent opportunity for service of all types of personal insurance. Must have clerical experience, pleasant personality & math aptitude a must. Benefits. Contact Leslie Hacker before noon: 557-3555
An Equal Opportunity Employer

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial Personal Lines
CSR's-Marketing-Claims-Raters
CONCORD PERSONNEL
19500 Middlebelt Rd 478-2200

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

Office Clerical-
Benefits Analysts
(Experienced)

Competitive salaries, 4½ day work week, company paid fringe benefits including health insurance, paid holidays & vacations. Call:
591-4690
Mon. thru Thurs. 8:30am-4:30pm
Fri. 8am-12noon

INSURANCE
Personal Lines Supervisor for expanding Southfield insurance agency. Candidate should be mature, self starter. Excellent salary commensurate with experience.
354-8110

INSURANCE SECRETARY
Livonia office. Experienced preferred, but not necessary. Good typing and telephone manner essential. Call 522-1400.

INTERESTING WORK in W. Bloomfield small animal hospital. Duties: reception, clerical, animals 4-7 & visiting veterinarian. 851-5203

ITEM PROCESSING CLERK
Returned Item Processor needed for full time afternoon shift employment (2pm-10:30pm). Candidate must be able to work under pressure, possess good mathematical ability, 10 key adding experience, and balancing experience. Other inter-departmental duties are included. Please summit Resume to Human Resources, Dept. 5011, P.O. Box 5011, Southfield, MI 48076 EOE

JR ACCOUNTANT
to $25K. Fee paid. Personnel System.
781-5252 459-1166

JR. ADMINISTRATIVE
ASSISTANT
$15,000 FEE PAID
Excellent advancement opportunity offered with this prestigious automotive company. Must have knowledge of Word for Word and good typing skills. Call Debbie, 649-3900.
SNELLING & SNELLING
OF TROY

KEYPUNCH OPERATORS
Wanted. Experience required, full time days and afternoon shifts available. Benefits. Farmington area. 474-1136

KEY PUNCH OPERATORS - needed by service bureau, experienced required, full or part time, days or afternoons. Call Mary 937-1180

KEYPUNCH OPERATORS
Day shift, full or part time. Farmington area.
476-1095

LEGAL SECRETARY-Experienced for downtown Detroit law firm. Word processing required. Benefits included. 963-1810

504 Help Wanted Office-Clerical

LEGAL ASSISTANTS

A major local employer is seeking 12 ABA-approved Legal Assistants. Those with Probate experience and solid Litigation experience are of solid interest at Hewitt Associates. Degree required. Great work environment, competitive salary. These are long-term assignments that can lead to permanent employment.

PERSONNEL
AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
354-0060

ONE KENNEDY SQUARE, Ste 1632
DETROIT, MI, 48226
964-2909

LEGAL
PERM
TEMP

Major downtown employer is searching for Legal Secretaries with strong Word Processing skills. Word Perfect experience. WORDPERFECT, & plus. Solid backgrounds 3 to 5 years experience To $23,000

Personal hours, total PC WORD PERFECT support provided by this suburban law firm. Solid benefits include Dental To $16,500

Small Southfield office with heavy work load in Domestic Law would like to find a mature Legal Secretary with some Word Processing exposure. Benefits. To $24,000

Labor Law expertise is being sought for this position in Troy. 8 a.m. - 5 p.m. WORDSTAR, & plus. To $17,000

Long and short term assignments exist for Word Processors, Word Processors and Paralegal Professionals with a mature law firm and corporate clients in Detroit and suburbs. Top rates being paid. Tell us what you're looking for.

Contact the office most convenient to you. There is never a fee for our professional and courteous placement assistance.

PERSONNEL
AT LAW

3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
354-0060

ONE KENNEDY SQUARE, Ste 1632
DETROIT, MI, 48226
964-2909

LEGAL SECRETARY needed for Bloomfield Hills Law Office. Over 2 yrs. experience; will instruct Word Processing. Good benefits 358-0111

LEGAL SECRETARY - For Southfield law firm. Sharp skills and word processing background, excellent working conditions and benefits. 354-4030

LEGAL SECRETARY
This job calls for a self-starter experienced in plaintiff litigation & Word Perfect 5.1(or 4.2) willing to handle a busy one man office. Birmingham

LEGAL SECRETARY for 10 lawyer Farmington Hills law office. Word processing experience preferred. Good typing and speaking skills essential. Salary commensurate with experience & benefits. Committed to equal employment opportunity. Call Ginger 851-4411

LEGAL SECRETARY
for well-organized partner in Southfield Law Office. Must be able to operate IBM P.C. with DisplayWrite III Software. Good working conditions & benefits. Salary commensurate with experience. Send resume to: Box 300, Southfield, MI 48037

LEGAL SECRETARY
Small Farmington Hills law firm desires experienced full time legal secretary. Word processor experience preferred.
851-8770

LEGAL SECRETARY/TRAINEE
No fee. Firm in Troy; must be 90 WPM. Send resume to: Doug, 1189 W. Long Lake Rd., Troy, MI. 48098

LEGAL SECRETARY
Defense litigation. Performance pay. Southfield office. Competitive salary & benefits.
354-5643

504 Help Wanted Office-Clerical

LEGAL
PLACEMENT
SPECIALISTS

NEVER A FEE TO YOU
PERM/TEMP

LEGAL WORD PROCESSORS
(2) OPENINGS - Word Perfect skills & polish. Great benefits...$15-20K

MAJOR needs 65wpm (accurate). Downtown location. WANG experience plus. Up to $17 with benefits. WANG desired, Troy - Southfield

LEGAL SECRETARY
DETROIT, 65wpm, word processing a plus. $12-14K, nice benefits
SOUTHFIELD, 50 wpm (accurate) $12-14K. A bright, motivated transfer is desired

LITIGATION SECRETARIES
Several openings at TOP TIER law firms in Detroit/Southfield. Must excel in dictating with heavy litigation experience. Outstanding benefits. Southfield Salary depending on experience $20-25K+
PARALEGALS
Strong litigation experience a must for litigation and deposition paralegal, major with outstanding "the best in town" benefits. Salary dependent on experience. $25-30K
PRESTIGIOUS Town Center location. Congenial professional firm seeks only the best! Heavy pension plan, bonus, excellent benefits & must Salary $20-25K dependent on experience

TEMPORARIES
Network Resources welcomes reliable, skilled Legal Secretaries & Word Processors. Top rates! Work as long & short term assignments

For more details call
Ann Arbor 995-0500
SANDY MONROE
964-5500
NETWORK
RESOURCES INC.
2290 PENOBSCOTT
DETROIT MICH 48226

LEGAL SECRETARY
Word Perfect and personal injury experience. Minimum 2yrs. Southfield area office Non-smoking. Ask for Mark 644-5410

LEGAL SECRETARY
Southfield law firm adding personnel with good secretarial skills. Previous experience in a law office not necessary. Benefits
LEGAL SECRETARY
NAME YOUR OWN HOURS
EXPERIENCED - PART TIME
Farmington. Before 5pm.
540-1756. After 6pm 335-7264

LEGAL SECRETARY
Position available in Bloomfield Hills. Workers Comp and Word Perfect experience necessary. Send resume D.O.R., Inc., P.O. Box 234, Utica, MI. 48087

LEGAL SECRETARY - For Southfield law firm. Person injury, medical malpractice & general law experience required. Salary commensurate with experience.
Jeanine 353-3600

LEGAL SECRETARY
needed for established Birmingham Law firm. Salary commensurate with experience. Excellent fringes. Experienced in word processing manager's, preferably Wang Send resume to: Lex Firm, P.O. Box 903, Bloomfield Hills, MI 48013.

LEGAL SECRETARY
Bloomfield Hills area. Salary commensurate with experience. Full benefits compensation experience helpful.
540-3300

LEGAL SECRETARY, 2 or 3 days per week, flexible hours, good boss. Experience preferred. Word processing wanted, not essential. Bloomfield Hills area. 642-3280

LEGAL SECRETARY
For Bloomfield Hills law firm. Prefer Probate or Real Estate experience. Primarily defense litigation. Send resume to: Norma Butler, 2600 S. Telegraph Road, Suite 200, Bloomfield Hills, MI 48013

LEGAL SECRETARY
Well-organized, experienced Legal Secretary needed for Long Lake/Telegraph firm. Word Perfect 5.1 Must be able to work independently. Salary commensurate with experience & skills. Call Office Manager, 642-7880

LIVONIA - Full/part time. Busy Secretarial Office Word processing skills with Word Perfect. Full range of office skills 464-3700

504 Help Wanted Office-Clerical

LEGAL SECRETARY- Bloomfield Hills, 5 years experience litigation, estate planning, probate. Computer experience necessary. Send resume with salary requirements for Box 574, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Partner in pleasant Bloomfield Hills office seeks secretary with good organizational & communication skills. Shorthand and word processing experience necessary. Excellent salary and benefit package. Call Office Manager 642-7880

LEGAL SECRETARY-Full time for medium size Farmington Hills Law Firm. 1-3 years secretarial experience. Legal experience preferred but not necessary, word processing and accurate typing a necessity. We are looking for a hard worker who would enjoy a challenging self-directed position. Non-smoker call Suzanne between 10-12 489-8520

Legal Secretaries
Advance Your Career

Exceptional opportunities for the experienced person to join excellent firms and be financially rewarded for your skills. If your income, working conditions or professional opportunity is not meeting your goals, we would like to meet you. Call Agnes or Rita, Specialists in the legal placement field, 352-2910 Or Send resume to Nancy Barr & Assoc., 25925 Telegraph Rd., Southfield, MI 48034, Fee paid, no company paid

Legal Secretary
Salary Based
On Experience

Our client is a large law secretary with 1-3 years experience for their downtown office. Requires 65 + wpm typing, excellent grammar & spelling required. 80+ wpm shorthand preferred. Comprehensive benefits include tuition reimbursement. Call Ann Arbor, or Send resume to Arthur Thomas & Assoc., Executive Search Firm, Kresge Center, #578, Southfield, MI 48075

LEGAL
WORD PROCESSOR
$17,000 FEE PAID

Birmingham location. Excellent benefits and salary, earning potential. Typing of 65 and word processing required. Call Ann Arbor.
SNELLING & SNELLING
OF TROY

LIGHT SHORTHAND
FEE PAID - TO $24,000

Great opportunity for Legal Secretary front for an experienced Secretary. Meet & greet clients. Type memos. Excellent benefits. Light typing skills & phone skills. Call Ann Arbor.

DOROTHY DAY
PERSONNEL, INC.

"LIVONIA PHOTOGRAPHER
Needs receptionist/secretary to assist in running the studio
Call 525-7575

LIVONIA
WORD PROCESSOR

Do you enjoy word processing most of the day? Do you like to type 50 wpm? This large firm offers growth & good benefits. Call Ann Arbor
ALL FEES COMPANY PAID
PERMANENT STAFF
LIVONIA 591-2221

LOVE YOUR BOSS...
LOVE YOUR JOB!

Executive Secretary
$20-$25,000 FEE PAID
Expanding suburban company with plush offices seeks energetic professional. Minimum 3 years experience, to handle duties for company manager. Excellent typing, and shorthand skills a plus. Outstanding benefits including paid vacation & profit sharing. Don't pass up this wonderful opportunity. Call 851-3660
SNELLING & SNELLING
FARMINGTON HILLS

MAGNETIC
SPOT

For Secretary with word processing and communication skills. Prestigious firm. To $16,000, benefits, fee paid. 399-3450.
SNELLING & SNELLING

504 Help Wanted Office-Clerical

MANPOWER

CLERICAL WORKERS
NEEDED IMMEDIATELY
• Word processors
• Data entry operators
• Word processors

Call for appt
462-0024

MARKETING/RECEPTIONIST
Royal Oak based regional distributor of high-growth industrial filtration and purification products has openings. Good phone voice, manners a must. General office skills required. Good starting salary, insurance, fringes, benefits and growth potential. Send resume with salary history and transcripts in confidence to: 2523 West 14 Mile Road, Royal Oak, MI. 48073

MEDICAL CLAIMS
APPROVER

Ability to analyze claims for payment. 2 years experience needed. $18,000. Benefits. 399-3450.
SNELLING & SNELLING

MEDICAL SECRETARY
Small Southfield medical office, seeks accurate typist with good filing phones. Hours 8 to 3 pm Monday. Willing to train qualified person. Send resume to Medical Secretary, 24901 Northwestern Hwy Suite 707, Southfield, MI 48075

MEDICAL TRANSCRIBER
& TECHNOLOGY
New Center Area. 70+ wpm. long term, good pay & benefits

TEMPORARY SOLUTIONS
645-0900

MICROFILM
Crane Communications, Inc. seeks a full time Microfilm person to prepare film from business records. Must be organized, detail oriented and have supervisory skills and mechanical knowledge. Some lifting required. Full benefits - paid leg provided.

Please send resume to:
Personnel, 1400 Woodbridge,
Detroit, MI 48207
An Equal Opportunity Employer

MORTGAGE
CASHIER

Bloomfield Mortgage Corporation is seeking an individual to work in our Mortgage Cashiers Department. Qualified individuals must have good math aptitude and the ability to perform a variety of clerical, general office and/or mortgage banking duties. Knowledge of mortgage loan bookkeeping knowledge helpful. Opportunity is available at our corporate office located in Southfield. Salary commensurate with experience. Excellent benefit package included. Send resume to

Bloomfield Mortgage
Corporation
Attn: Personnel Department
26500 Northwestern Hgwy
Southfield, Mich. 48076

An Equal Opportunity Employer

MOTHERS/STUDENTS
Full & part time positions
Hours: Mon.-Fri. 9:30-3:30pm
$5 an hour plus commission
P&J & Ray Tee Company of Farmington Hills is seeking employees to take telephone orders. Should have good telephone personalities.
Call Rose Ann at 476-5630

NATIONAL line company seeking Executive Secretary for new Livonia office. Experience preferred. Realty experience required. Salary commensurate with experience
452-1165

OFFICE CLERICAL - Part time. Looking for mature, dependable person to work 5 days in our Livonia office. Hours are 9am-1pm. Work schedule negotiable. Must be proficient in typing, filing and 10 key calculator. Call LWC Distributors, Inc. for more information 464-7100

OFFICE HELP for photography studio in Redford. Full or part time.
532-5113

OFFICE HELP
Medium size manufacturing plant seeking part time help. Quick pace. Should be able to type 50 WPM, job entry, typing, some filing & phone work. Apply in person, Mon. thru Fri., 9AM-4PM, 1351 Hix Road, Westland. (South of Ford Road)

OFFICE HELP NEEDED
Part time, during school hours. filing and typing. Farmington Hills area. $4/hr 737-9353

HOME & SERVICE GUIDE

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

105 Hauling

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

110 Housecleaning

AFFORDABLE
Cleaning Team, dependable, experienced, will clean homes or businesses. Ref.- Bonded. 425-8104

AMERICAN MAIDS, INC.
Fully insured & bonded. Weekly, bi-weekly or one time cleanings. Also 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 house for you.
... 10% off on Monday
425-2259

CLEANING
Complete, supervised cleaning "The European Way" for home & office. Insured, bonded. Ref. Call Peter 478-8001

FIRST CLASS CLEANING CO.
Complete home & office maintenance. Date time & frequency flexible. Satisfaction guaranteed. Hourly: $45-650, Daily: $40, Apts. or Est. Offices by estimate 433-0114

STOP
Don't clean your houses again, let Mrs. Kurtna's Kleaning. Trustworthy professional 435-8666

123 Janitorial

NIGHT CLEANING - For a change in night direction. Dependable, reasonable, good references. Call Crystal Opening Systems Inc., 478-0120.

129 Landscaping

Adams Your Yard
Complete one & render landscaping
Sod-Seed-Shrubs
Underground sprinkler systems installed & serviced. Trenching, Downspout drains, drain tiles
Grading - Trucking - Decks
LANDSCAPE DESIGNS 474-6614
QUALITY SINCE 1946

ALOHA - TOP JOB!
Lawn clean-up, expert trimming, shrub & tree pruning, sod, seed, fertilizer. Complete landscaping. Sod, shrubs, trees, mulch, stone. Free estimates - Lic. Call anytime.
Jim Tabor 997-3665

Angelo's Supplies
• Shredded Bark
• Topsoil
• Sand
• Gravel
• Brick Pavers & Decorative Stone
• Fill Dirt
• Railroad Ties
• Pallets
FREE DELIVERY
(Min. 3 Yard) Sod Outlets, Peat Humus, Fertilizer, Grass Seed, Mulch, Fertilizer-by the ton, for resale.
478-1729
Admiral Lawn & Garden
Lawn repair, seed, sod & shrubs.
Lawn Clean Up - Mulch
Garden Clean Up - Sod
Free Estimates 398-2899

BLUE GRASS
LAWN SUPPLIES
Now selling sod on 7 lots
Topsoil & Sandgravel & Decorative Rock
Sod Delivery & Installation
Sod Cutting
Sod Lots: W. 7 Mile Rd.
HOURS: Mon.-Sat. 8-5
345-1880

129 Landscaping

COMPLETE LANDSCAPING
Landscape design, hydro-seeding, paving bricks, sod installation, etc.
Saunders & Sons, Inc.
731-1581

★ D & S ★
Diversified Lawn Service
Shrub & tree trim & prune
Landscape Service
Shrub & Lawn Fertilization
Lawn Reseeding
Service to fit your needs.
535-6066

GARDENING & LANDSCAPING
At its best! Trim trees, dig stumps & mature trees. Free Est.
Reas. prices. Call Doug, 531-6746

GCL
Landscaping, grading, patios, walks, retaining walls, sod, trees & shrubs.
357-0447

IRONHORSE MOWING INC.
Fertilizing • Discing • Power Tilling
Grading • Topsoil • Weed Cutting
261-3387

LaCOURE LANDSCAPE Service
Irrigation systems installed & repaired. Trees & shrubs planted. Custom landscape, Retaining walls built. Sod, Landscape/lawn maint. contr. Bfld, 334-3213. 489-5663

AA-ACE
Stripping & Re-sodding
• Complete Fall Clean-Up
• Trimming & Shrub Pruning
Experienced Gardeners
Call 533-8684, anytime

L.M.C. INC.
LANDSCAPE & SPRINKLERS
Design, Installation & Maintenance
533-8462

O & G GARDING
Rototilling & hauling.
Oakland & Wayne County area.
477-2808

RANDAL LANDSCAPE
Complete Landscape, Design & Install. Plantings, Top Soil Work, Grading.
★ TOP SOIL ★
★ SPECIAL ★
7 yds. screened top dressed $295
Farmington, W. Bloomfield & Commerce Twp. Area
855-7005

TOP SOIL SPECIAL
Screened-8 yd. $95, 20 yd. $295, 75 yd. $695. Free delivery & Estimates. Sod, Sand, Fill, Gravel, & masonry sand.
B & J 363-0798

TOPSOIL
5½ YARDS $69.95
DELIVERING WITHIN A 15 MILE RADIUS OF CANTON TWP
Lucas Nursery
41860 Ford Rd., Canton
981-4666 981-5361

135 Lawn Maintenance

A-1 TYD-DEE LANDSCAPING
Lawn cleanup, spring or fall, power rake, dethatching, aerating, mow, edge, shrub trim, mulch, top soil, sod, seed, fertilizer. Free Est. Ask for Jim
Job Cellular 476-1679
COMPLETE LAWN MAINTENANCE
Trees & Shrub Trimming
Free Estimates
Reasonable 898-0875

135 Lawn Maintenance

EXPERIENCED FREE ESTIMATES
POWER RAKING
& Dethatching Services
JOHN HOPPER-cell 322-4532
Aerating, Reseeding, Leaf Removal

HALF OF FIRST CUT
Tuff Talters, Inc.
LOWEST PRICE GUARANTEED.
427-0777

★ LAWN CARE & LANDSCAPE ★
LAWN SPRAY & CLEAN UPS
LICENSED & INSURED
PINE RIDGE, 643-0188

138 Lawn Sprinkling

MORREY'S SPRINKLER SERVICE
Repair & maintenance our specialty. Complete installation & turn outs. Call with confidence, 338-2110

WINTERIZE
CALL NOW
548-6990

144 Lock Service

DEADBOLTS - ETC.
Sold- Installed, affordable prices.
PHI - 729-0356

150 Moving & Storage

BOS MOVING & SERVICE INC.
Any Size Job • Reasonable Rates
Free Estimates • Insured 862-8172

CARRINGTON MOVING
Dependable Service, Days & Weekends. Local & Long Distance. LOW RATES 538-3055

INDEPENDENT MOVING
Free Estimates.
Licensed & MPSC L-19676
Courteous, Careful & Competent
Low Rates. 548-0125

MOVING LINE
Local, long dist. Office & residential. A quality move at a low price. Ask for Autumn Special. 393-3050

O'SULLIVAN
MOVING & STORAGE
Inexpensive, professional movers. Licensed & insured. Residential & commercial moving. Storage, RV spaces & packing materials available. 398-5067

SAFEWAY MOVING
Professional, Affordable, Reliable Moving Services. 10% discount on $50 or
474-0606

165 Painting & Decorating

RESTORE OLD ALUMINUM SIDING
Custom Painting/Interior painting.
Open 1 Year. Free Estimates
SUBURBAN PAINTING 466-8796

A BETTER JOB ...
... REASONABLE RATES
SHUR PAINTING
Interior • Exterior Siding
Drywall Repairs
Spray Textured Ceilings
Paper Hanging & Removal
Aluminum Siding Refinished
Free Estimates
Call 8 a.m. - 10 p.m.
FREE Appraisal 421-5241

LOW PRICES
• Painting, Paperhanging
• Drywall Repairs & Textured Ceilings
... 42 Years ... 886-4610

165 Painting & Decorating

CALO'S

Custom Painting & Wallpapering
Int. & Ext. It does not matter, we guarantee satisfaction! Free est.

478-4398
Let's show you the true definition of PERFECTION.

European Touch
WALLPAPER - PAINTING
WE DO IT ALL!!
FREE ESTIMATES INSURED
641-7766

★ FALL SPECIAL ★
COLOR PLUS PAINTING
& DECORATING
Commercial Specialists
Free Estimates
Call Steve 476-8849

★ FALL SPECIAL ★
COLOR PLUS PAINTING
& DECORATING
Commercial Specialists
Free Estimates
Call Steve 476-8849

PAINTING
Quality Work Guaranteed
Reasonable, Work repaired 886-3440

185 Painting & Decorating

A 3RD GENERATION
PAINTING CONTRACTOR
D.E. Spooner & Co
Residential & Commercial
Experienced experts in...
• All Interior/Exterior coatings
• Fine wood finishes
• Chalk removal/brick restoration
• Hydro-chemical-abrasive stripping
• Plaster repairs
• Aluminum siding finishing
For free estimate call ...
669-6110
Licensed • Insured • References
COMPETITIVE RATES!

LUKIE'S PAINTING & DECORATING
Prime, paint, varnish, stain, paperhanging, spray paint, Int/Ext. Conv./Ranch. Free Est. Call Lukie 532-7138

MEL CARMACK PAINTING CO.
Int./Ext. Res./Comm. Quality & Guar. Work/Yrs. Former employ Call one of The Best! 422-1290

PAINTING by MICHAEL - Quality work, reasonable rates, stenciling, stucco, wallpaper removal, painting alum. siding. Free. Est. 348-7499

Interior, exterior & custom stained. Free estimates. Reasonable rates. Free est. Tom 728-4309

QUALITY PAINTING
Thorough preparation.
Work Myself - Free Est. - Since 1967
EXPERIENCED in OTHER HOMES
Guar'd. Workmanship. 540-7108

SPECIALIZING IN EXTERIOR
PAINTING 247-1460
Quality material & quality workmanship. Reas. Rates. Free est.

20 Yrs. & Still Painting!
Fast & Neat! Marty Reis. If you want it done yesterday, call us. 476-8106

173 Photography

WEDDING PHOTOS

EXPERIENCED - LOW RATES
647-5623

180 Piano Tuning Repair - Refinishing

PIANO TUNING BY
JOHN MCCRACKEN
Complete repair, refinishing.
Mon-Fri 9-9; Sat-Sun 9-4. 387-4086

200 Plastering

AAAA PLASTERING & DRYWALL
New & repair, patch peels & texture. Textn. & Bfld. references. Reasonable. Free est. Call Jim, 27 yrs. Exp. Cert. Low prices. Free Est. 478-7949

AAA Bailey Plastering & Drywall. New & repair. Paint peels & texture work. Firm references. Free est. Insured. Bill Bailey 436-7418

AA SPECIALIST in small water damage & sheetrock repairs. 35 years experience. Clean, Work myself. Insured. Call Ray 498-7197

ALL PLASTERING
WATER DAMAGE, PAINT PEEL & DRYWALL REPAIRS. LICENSED.
423-8984 948-2661

LOW PRICES
Water damage, tex. work, repairs, patching, plaster. 471-2680

200 Plastering

PLASTERING & DRYWALL
Repairs, additions, new work.
All work guaranteed
State Lic. 348-7447, 474-0727

215 Plumbing

ABLE PLUMBER
CALL - JIM: 421-7433
15 Yrs. experience. Low priced Dependable/honest Sr. Disc.

ACE PLUMBING - repairs/installation. Reed 1 & Comm. Lic. & Ins. 24 hr. service, 7 days & holidays. Appt. made within minutes 425-4559

A - 1 PLUMBING WORK
CALL HUGH
Sewer & Drain Cleaning, licensed. 592-0968

ALL PLUMBING & DRAIN
CLEANING - Hot water tanks, repairs, disposals. Free Estimates. Low Rates. Glenn 532-2538

BILL'S PLUMBING
Reasonable rates. We are not highway robbers! No charge for service call. Plymouth area only. 455-7544

EXPERT PLUMBING
& HEATING CO.
Call Peter Friedman
Anytime 855-1110
Master licensed plumber. Water heaters, sewer cleanings & sump pumps. Sewer Jets & Repairs. Also new work & remodeling. Electronic leak detection. Fast service. Prompt & dependable. It our motto.

GARRAITY PLUMBING - Complete repairs & remodeling. Committed to quality work. Prompt service, free estimates, licensed. 443-8931

PLUMBING
Repairs • Remodeling
New Construction
Free Est. • No Job Too Small
Call C. Sumner
☆ 473-5658 ☆
Licensed Master Plumber
Senior Citizen Discount

PLUMBING & SEWER CLEANING
Licensed & Insured • Low Prices
No trench sewer repairs. Drain cleaning. Sump Pumps, Call Paul, 444-3027

PLUMBING UNLIMITED
All Work Done Professionally
Call us for fast, friendly service for all your plumbing needs. Water heaters, sewer & drain cleaning, sump pumps, garbage disposers. All repairs & replacements.
INSURED FOR YOUR PROTECTION
LICENSED MASTER PLUMBER
Visa & Mastercard accepted.
Greg Melvin 421-8268

PLUMBING WORK DONE
Residential/Small Comm. service.
No job too small.
374-2486

233 Roofing