504 Help Wanted Office-Clerical

INSURANCE CLERK
We are seeking a mortgage insurance clerk to process policies & invoices. Some mortgage banking experience is necessary. The successful candidate will also handle phone calls, telephone skills & experience on a CRT. If you're interested in the opportunity, call Mrs. Ryan at Joyce Pastor at Consumer Mortgage Corp. 855-4900

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 - Farmington Agency seeks experienced Licensed Lines CSR. To $18K plus profit sharing and commission. No Fee. Employment Opportunity 350-5450

INSURANCE
Home office of Livonia Insurance Company has immediate full time openings for:

Office Clerically Benefits Analysts
(Experienced)

Competitive salaries, 4½ day work week, company paid fringe benefits including Blue Cross Blue Shield, paid holidays & vacations. Call:
591-4690
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

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

Office Clerically Benefits Analysts
(Experienced)

Competitive salaries, 4½ day work week, company paid fringe benefits including Blue Cross Blue Shield, paid holidays & vacations. Call:
591-4690
Mon. thru Thurs. 7:30am-4:30pm
Fri. 8am-12noon

INSURANCE RATER - Farmington Hills expanding company has immediate opening, part time, property & casualty rater. Call Brian. 855-2600

INTERVIEWER RECRUITER
Are you looking for an ENTRY LEVEL position with a career path? We have a position for an enthusiastic, outgoing individual. Must type 35WPM, enjoy working in a fast paced environment with a professional appearance and attitude and must enjoy dealing with all types of people. Position is 40 hours per week in Southfield. Send resume to: Outsource Services, 27001 Dequindre, Suite 101, Madison Heights, Mich., 48071. Attn: Kathy

INVENTORY CONTROLLER
Must have 1 year experience in inventory. Recently graduated considered. Computer experience preferred. Must be detail oriented and enjoy working with figures. Salary commensurate with experience. Call Sylvan Kaufman, General TV Network. Oak Park 399-2000

INVENTORY SECRETARY
Our busy Inventory Information Department has an immediate opening for an experienced Secretary. Qualified applicants must possess experience with IBM Displaywriter and Lotus 1-2-3. A general knowledge of inventory and warehousing practices is highly desirable, and some college education would be helpful. This position offers excellent advancement potential for the right individual.
We offer a competitive salary and an excellent benefit package. Please send a resume and salary history to:
Frank's Nursery & Crafts, Inc.
Human Resources Dept./O3
6501 E. Nevada
Detroit, MI., 48234
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

JAPANESE/AMERICAN INTERPRETERS
Positions open in Plymouth & Mountain area. Typing a plus but not necessary. Good pay & benefits. For more information, call:
ARBOR TEMPS
459-1166 781-5252

LEGAL ASSISTANT, Southfield plaintiff law firm. 2 year certificate required. Competitive salary & benefits. Ask for Mr. Keller 558-5688

LEGAL DETROIT
Certified Para-Legal needed. Lots of Document Control. To $21,000.
Word Processing Supervisor needed. WORDPERFECT expertise. To $23,000.
Sole Practitioner with government-related practice. To $20,000.
Light Legal needed. WM train on Word Processor. Bonus. To $18,000.
LEGAL SUBURBS
Large Law firm is seeking Patent & IBM Word Processing expertise. To $22,000.
Domestic Practice needs a reliable, mature Secretary with good general experience. To $21,000.
WHEELWRITER IN A Real Estate exposure needed by this Birmingham client. To $21,000.
Permanent Part-time spot in Southfield flexible schedule. 20-30 hours needed. WORDPERFECT. $5. to $10. per hour.
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI. 48075
358-0060
ONE KENNEDY SQUARE, Ste. 1632
DETROIT, MI. 48226
964-2909

LEGAL/EXECUTIVE SECRETARY for Prudential Town Center Office. Must have experience in workers compensation, light bookkeeping & IBM computer. Excellent salary & benefits for the right person. Call Nancy at 332-4690

LEGAL SECRETARY
with 1 to 3 years experience wanted for Bloomfield Hills law firm. Word processing experience necessary phone Denise at 858-2443

LEGAL SECRETARY Trainee wanted for Southfield/Birmingham law office, good typing & English skills required, shorthand a +. 540-4100

LEGAL SECRETARY
Wonderful opportunity, small general practice, office in Royal Oak. Experience preferred. 542-3100

LEGAL SECRETARY
for Southfield Personal Injury Firm. 3-5 yrs. experience.
Call Shana 354-2500

LEGAL SECRETARY - A well organized person with excellent grammatical, dictation & administrative skills is needed for Plymouth office. 455-5200

LEGAL SECRETARY - for Northville Law firm. Strong spelling, typing & transcription skills required. Litigation & corporate experience helpful but will train. Call Kathy 349-3990

LEGAL SECRETARY
Experienced, for Southfield law firm, excellent working conditions for a non smoker, word processing experience. Salary commensurate with experience. Contact Phyllis:
355-5300

LEGAL SECRETARY
Bloomfield Hills law firm, litigation experience required. Responsible detail oriented person. Typing 60wpm word processing preferred. Life, disability, & medical benefits. Call Beverly 647-1212

504 Help Wanted Office-Clerical

LEGAL SECRETARY - Attorney left state firm to start his own practice. 5 years experienced legal secretary. 15-20 hrs/week hrs/week, $8-12/hour. Promises excellent team work, possible bonuses. May lead to full time. Southfield. 540-2400

LEGAL SECRETARY
Needed immediately part time position in Birmingham law office.
Contact Pam: 647-7900

LEGAL SECRETARY POSITION
Good shorthand, typing and word processing required. Southfield area. Call 358-3940

LEGAL SECRETARY
For 2-attorney office in Southfield. Salary commensurate with experience. Call Mr. Alpert: 354-6400

LEGAL SECRETARY - Experienced Word Processing - General Practice. Salary negotiable. 13 Mile & Telegraph. 644-3120

LEGAL SECRETARY - PART-TIME
29 per hr. minimum. Fee Paid. ~
B. HAMIL PERSONNEL
424-6470

LEGAL SECRETARY/experienced. WordPerfect preferred. Salary commensurate with experience. Call Mrs. Southfield. 352-6562

LEGAL SECRETARY
For Northville office. Experienced only, 90wpm. Must have computer skills, preferable Microsoft Word. Competitive salary & benefits.
Call Dave. 347-3681

LEGAL SECRETARY - Growing 2 attorney Farmington Hills firm at pleasant location has immediate full time person with word processing proficiency. Legal experience preferred. $4.50-$4.00 per hour. Call 653-8010

LEGAL SECRETARY
To $23,000 No Fee
Prestigious Southfield firm offers excellent benefits, friendly professional environment and generous compensation! Need 2 or more years legal office experience.
EMPLOYMENT CENTER 8 540-4130

LEGAL SECRETARY
Great location, beautiful offices and a warm friendly atmosphere can be all your fingertips if you have 3 years legal experience with good word processing & oral communication skills. Up to $20,000, plus excellent benefits. Call Agnes or Rita at 334-5910 or send resume to: Handy Barr & Associates, 29838 Telegraph Rd., Southfield, Mich. 48030. Fees always company paid.

LEGAL SECRETARY
Defense litigation firm, a major insurance company, seeks candidate with minimum of 2 years related experience. Typing 70wpm strongly preferred. Word processing skills a definite plus. Excellent benefits & dental. Salary commensurate with experience. Relocating to I-275 corridor.
For confidential consideration send resume and salary requirements to:
Gary R. Schelhase Esq.
Citizens Ins. Co. of America
35 W. Huron, Suite 300
Pontiac, Mi., 48058
Equal Opportunity Employer M/F

LEGAL SECRETARIES
$500
SIGN-ON BONUS
Earn $500 upon successful permanent placement as a Legal Secretary. Opportunity for experienced secretaries in the following areas:
• LITIGATION
• CORPORATE
• REAL ESTATE
• TAX
Call Beth TODAY at:
(313) 244-9200
CORPORATE CONNECTIONS
2690 Crooks Rd.
Suite 307
Troy, MI 48084
company paid fee 808

LEGAL TRAINEE SECRETARY
Excellent opportunity with friendly supportive suburban firm for your good typing & experience. Will train/educate the right person. Call Ms. Gail Burns
PERMANENT STAFF
Farmington Hills 737-5750

504 Help Wanted Office-Clerical

LEGAL SECRETARY
SALARY BASED ON EXPERIENCE
Our client seeks a legal secretary with 3 plus years litigation experience. 65+ wpm typing, excellent grammar and spelling required. Major medical included.
LEGAL SECRETARY
CORPORATE
Major firm seeks professional legal secretary with 2+ years experience. 55 + wpm typing, strong written and oral communication skills required. Major benefits include 3 week vacation after 1 year.
SECRETARY
TO $16K
International corporation seeks professional secretary - 55 wpm typing, strong word processing and good communication skills needed. Comprehensive benefits.
RECEPTIONIST
SUBURBAN FIRM
Major industry needs receptionist for satellite office in suburbs. 40+ wpm typing and ability to interact with clients/customers. Benefits include tuition reimbursement.
ARTHUR THOMAS
4000 Town Center - Suite 578
Southfield, MI 48075
(313) 352-1140
"All Fees Company Paid"

LIGHT OFFICE WORK
Small office, hour week (3 Persons). Will train. This is full-time position with many benefits.
489-9632 Mr. Gordon

Management Opportunity
Clerical with bookkeeping background acceptable. Management training/classes for qualified individual. Excellent opportunity for applicant re-entering the job market. Respond to: P.O. Box 121, Wixom, MI 48096-0121

MARKETING
Telemarketing Pro - We are seeking a high energy person with a telemarketing background, excellent verbal & written communication skills required. Must have knowledge of cooperative advertising & yellow pages advertising helpful. Call 542-7583

MATURE, RESPONSIBLE person for 2 days a week, basic misc. office duties. Typing helpful. Pleasant office, pleasant surroundings. Redford, 5 Mile-Beech Daly area. 255-3120

MEDICAL RECEPTIONIST - Busy cardiology office, Word Processing experience preferred and general office skills. Starting salary up to 20K. Excellent benefits. Send resume or letter of interest to: Cardiology Associates, Inc. Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

MORTGAGE ACCOUNTING - progressive Southfield mortgage banking firm opening for individual with investor reporting or bank reconciliation experience. Send resume to: Mortgage Connection, 1760 Telegraph, Suite 200, Bloomfield Hills, MI 48013.
An Equal Opportunity Employer

MORTGAGE SERVICING
An aggressive mortgage banker is seeking an individual for an immediate opening in the payoff/reversal section department at our corporate office located in Southfield. Qualified candidates must possess excellent communication skills, good math aptitude, accurate typing and the ability to operate a 10-key calculator. Mortgage banking experience required. Salary commensurate with experience. Excellent benefit package included. You may apply in person or send resume to:
Personnel Dept.
Bloomfield Mortgage Corporation
26500 Northwestern Hwy.
Suite 200
Southfield, MI 48076
An Equal Opportunity Employer
NEEDED:
A person with excellent secretarial skills with a desire to grow & earn. Word processing & telephone experience helpful. The job is for someone who can respond to a challenge with a growing Real Estate development/management firm in West Bloomfield. Send resume & salary requirements: Box 8149, W. Bloomfield, Mich 48304.

OFFICE CLERK
With telephone & typing skills for Southfield medical office.
Mrs. Atkinson. 642-9893

504 Help Wanted Office-Clerical

OFFICE ADMINISTRATOR
Automotive experience, word processing and accounting skills required for line temp to perm position in Bloomfield Hills. Telephone needed to apply. For details, call:
PARTNERS IN PLACEMENT
474-6500

OFFICE ASSISTANT
Livonia company seeking bright, energetic, entry level person who is detail oriented, organized with good general office skills & word processing knowledge helpful (Lotus 1-2-3 or WordPerfect). 53. hr. to start for part time position working into full time position. Working hours- Mon. thru Fri. 1-5pm. Please call before 4pm Thurs. or Fri. only: 425-1399

OFFICE ASSISTANT
New office opening requires a person Friday to handle all office/secretarial tasks for 2 professionals. Must want to operate in an independent & confidential fashion. Send resume to box 8148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE CLERK - Hard working individual to perform all general office tasks. Typing of 40 WPM & valid driver's license required. Call 422-3740

OFFICE HELP & DISPATCHING
8AM-4PM, 5 days per week.
Redford Township Area. North Redford Township Towing 531-1303

OFFICE OPENINGS
3 ADMINISTRATIVE positions currently available with local firms for individuals with varying degrees of experience. Outgoing, enthusiastic & self-starter. Call Ann at 557-7620

RECEPTIONIST - position requires excellent phone manners & people skills. Professionalism is a must.

SECRETARY/RECEPTIONIST - position requires typing. Attitude is most important. Good organization & phone skills necessary.

EXECUTIVE SECRETARY - position requires typing at least 55 wpm, word processing & shorthand are required. Must have at least 3 yrs. experience preferred.

OPPORTUNITY for advancement if desired. All positions include comprehensive benefits package. The salary commensurate with experience. Reporting to position from $12K - $18K. For more information on these & other opportunities call Pam Kondort at

AMERICAN PERSONNEL 553-2444

OFFICE SECRETARY
Due to continued growth, our client, a very successful Bloomfield Hills corporation in the retail trade, has an immediate opening for a qualified office secretary. Interested applicants should possess the following background are a plus:
• 3 + years general Secretarial/Clerical experience
• Minimum typing speed 60WPM
• Proven phone etiquette skills
• Demonstrated ability to multitasks with a 10 key calculator a plus.
• Must be a well organized and enthusiastic employee who is looking for a team of dedicated professionals, this position may be for you.
This opportunity includes an excellent salary, medical benefits and a generous profit sharing plan. Interested applicants please send your resume and Salary History to:
Joseph H. Callaghan
Callaghan & Assoc.
533 Lakeview, Suite A
Birmingham, MI 48009
An Equal Opportunity Employer

Order Desk Clerk
Immediate opening for outgoing individuals who enjoy phone work & customer contact. Good pay, pleasant office environment. Southfield area. call 647-2300

ORDER DESK
your responsibilities include taking orders & entering into the computer in a manufacturing or industrial setting. convenient location at I-96. $7-$8,000 & company pays fee in Farmington Hills.
#1 Personnel Place
274-4230

504 Help Wanted Office-Clerical

OPPORTUNITY IS HAPPENING HERE!
FARMINGTON HILLS
JOB-O-RAMA
OCT. 21-23
ALL FEES COMPANY PAID

Exec. Secretary	$20,000
Secretary	$18,000
Payroll Clerk	$17,000
Customer Service	$17,000
Secretary	$15,500
Clerical Office	$15,000
Accounting Clerk	$14,000
Order Processing	$14,000

Want more money, better benefits and loads of advancement? We have more full time positions than applicants. Call now! 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

ORDER PROCESSING SPECIALIST
for busy sales department. Responsibilities include: qualifying customer orders, order processing, pricing and write-ups. Experience helpful. Come to the Jobs Unlimited Office, 23400 Industrial Park Drive, Farmington Hills 474-2200
An Equal Opportunity Employer

ORDER PROCESSOR
Date entry. Wang. $15K range. Paid benefits. Farmington Hills area.
B. HAMIL PERSONNEL
424-5470

PARALEGAL
assistant to Plaintiff's medical malpractice attorney. Extensive experience required in investigation & developing medical malpractice cases. Knowledge of medical aspects. The best candidate would be a RN with a Paralegal degree and 5 years experience in medical malpractice. Experienced Only need apply. Southfield 543-3335

PART TIME experienced reception-ist-general office. Some typing. Troy area. Flexible hours 9:30-12:30, 2:30-6:30PM. Reply: Box 890 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PART-TIME - General Office. Permanent. Experienced. Reliable. Excellent phone skills. Word processing helpful. Southfield area. 3 days per week. $5.00 per hour. Call & letter with salary expected to: Box 8147, 14047 Sussex, Livonia, MI 48154.

PART TIME OFFICE HELP-Light typing, filing, and general clerical. Send resume to: P.O. Box 292, Inkster, MI 48141.

PAYROLL CLERK
TROY TRAVEL AGENCY
To $16,000 Fee Paid
Computer & Accounts Payable experience a must. Perfect for homemaker returning to work! Would consider recent grad or student. Excellent benefits. Good hours-benefits.
EMPLOYMENT CENTER 8 540-4130

PAYROLL
TROY
Corporate office of Michigan retail chain. Flexible hours, excellent benefits, competitive wage. Clean, pleasant surroundings. Previous experience with payroll data's PC based Orchestrator payroll system is great, but not required. Send resume, including wage requirement:
CORPORATE
Personnel
P.O. Box 211
Clawson, MI. 48017

PERFECT!!!
PERMANENT PART TIME
$5.00-$6.00 hourly No fee
International corporation needs a responsible person 1:30PM, 3-4 days weekly. Could go full time! Excellent benefits. Good phone experience.
EMPLOYMENT CENTER 8 540-4130

PERMANENT Position available. Bloomfield Hills. Women's Corporate and Very Private experience necessary. Send resume to: DOR, Inc., PO Box 234, Utica, MI 48087.

RECEPTIONIST
Experienced full time Busy Farmington Hills accounting firm. Ask for Karla at
RECEPTIONIST - wanted for Plymouth pool & spa store, well train, excellent benefits. Ideal for recent high school graduate. 454-3500

504 Help Wanted Office-Clerical

PERSONAL SECT'Y
FEE PAID - $18-$25,000
N. WEST: The cells for a special person with executive secretarial experience & good office skills. Should be versatile & able to handle many hard duties. Must have benefits.
649-8787 or 962-0566
DORFMAN
PERSONNEL INC.

PERSONNEL COORDINATOR/
RECEPTIONIST for rapidly growing temporary help service in Livonia area. 1-2yrs in personnel or clerical duty, & payroll experience. Excellent compensation. Call Bet 546-7560

PROFESSIONAL FIRM
Looking for Receptionist/General Office person.
$11,440. Excellent location. Fee paid.
Call 399-3450.
SNELLING & SNELLING

PROPERTY MANAGEMENT FIRM looking for sharp person with strong communication skills, good memory and is a well organized to work with tenants and maintenance personnel. Computer experience helpful but not necessary. Salary & benefits include in house experience, salary requirements & references. Contact:
PROPERTY MANAGEMENT
WHI,
24700 Northwestern Highway
Suite 310
Southfield, MI. 48075

PURCHASING
ADMINISTRATIVE SUPPORT
Douglas & Lomason, a quality OEM supplier to the automotive/aerospace industry, has an opening in its Purchasing Department located in Farmington Hills. This is an excellent opportunity for challenging work in a progressive, fast paced company. Requires strong math skills & the ability to type a minimum of 50 WPM. Familiarity with receiving, purchase orders & invoices + a knowledge of basic accounting skills would be helpful. Qualified candidates, send resume to: PERSONNEL DEPT., Douglas & Lomason Company, 24600 Halhed Ct., Farmington Hills, MI. 48331-4508

PURCHASING ASSISTANT
Farmington Hills Company seeks individual to assist purchasing agent in expediting purchase orders and general clerical duties. Must be independable and well organized. Send resume to P. O. Box 774 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PURCHASING
Immediate opening for Purchasing Coordinator. Duties include expediting & approving purchase requisitions, obtaining bids, placing orders, contacting suppliers, & expediting delivery of services & supplies. BBA & 1 yr. experience or equivalent education & experience required. Must have excellent negotiation & communication skills.

SECRETARY
Excellent written communication, spelling & typing skills required plus or data entry experience a big plus.
Excellent benefits package with excellent salary & liberal fully company paid medical benefits. Send resume with prior salary history to Clair Pirkes, Michigan Tractor & Machinery, 24800 Novi Rd., Novi, MI., 48050, or call 349-4500, 348-2225
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Basic office skills & pleasant phone manner, Livonia area.
Please call 9am-3pm. 427-8990

RECEPTIONIST
Full time for Birmingham CPA firm. Pleasant working conditions. Call for appointment call 645-8600

RECEPTIONIST - Full Time, wanted for Farmington Hills Real Estate office. Must have good phone manners and typing skills. Ask for manager 474-3300

RECEPTIONIST
Part time, 1-5:30 pm, 5 day week. Busy Troy law office. No typing necessary. Light duties work! $4.75-$5 per hour. Call between 9:30-11 am only, ask for Laura. 645-8600

RECEPTIONIST for Southfield orthopedic office. Excellent hours. Fringe benefits, full time. Medical experience helpful. 557-6142

504 Help Wanted Office-Clerical

RECEPTIONISTS & data entry operators for large advertising agency in N. Oakland county. Type 50 wpm accurate, good communication skills. $13-$14,000. Call Jean 646-7843

RECEPTIONIST/SECRETARY
For busy Birmingham mental health clinic. Approx. 30 hrs no evenings. Full time. Salary + excellent fringe benefits. Typing, computer knowledge desirable.
347-0300

RECEPTIONIST/SECRETARY
needed for Southfield Apartment Community. Applicant should be outgoing, like dealing with public, have a neat appearance, good communication, typing & basic office skills. Great job for right person. Full-time. Salary + excellent fringe benefit package. Marcia, 358-8030

RECEPTIONIST/TYPIST -
Full time. Experienced with answering the telephone, IBM computer, Lotus, and some basic office skills. Must enjoy dealing with all types of people. Excellent starting salary and some company benefits provided. Interested send resume to: Box 854 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Farmington Hills CPA firm. Phone Lines. 626-2400

RECEPTIONIST - Part Time with typing skills for law office.
646-4090

RECEPTIONIST - Full time, for busy doctors office in Southfield. Ask for Phyllis. 424-8334

RECEPTIONIST For Birmingham law firm. Send resume to: John Hermett, 2020 Buhl Building, Detroit, MI 48226.

RECEPTIONIST/PART-TIME
Light typing. Farmington area. Mon.-Fri., 10am-3pm. Call 851-8000 477-7185

RECEPTIONIST
Experience preferred, typing necessary. Full time for Southfield benefits. 557-2730

RECEPTIONIST with switchboard experience. Free phone calls. Advancement potential. Free parking. Laurel Park 287-6020

RECEPTIONIST/TYPIST
Accurate/fast typist. Good job for homemaker. Sam-3pm. Near Meijer, Southfield. Mrs. Hanger, 356-3550

RECEPTIONIST
needed for busy medical practice. Experience for busy orthopedic office.
Call Mrs. C.O., 557-5578.

RECEPTIONIST for title company. Must have excellent phone manner, pleasant voice, and a neat, friendly personality. Ask for Gail, 540-1633

RECEPTIONIST... Immediate opening for a person with good typing skills, answering phone, some typing, general office duties. 645-1600

RECEPTIONIST/Data Entry. Full time position for person with good phone manners, computer knowledge helpful but not necessary. Call Lisa or Sandee 344-0400

RECEPTIONIST - Plymouth area. Busy office. Light typing. Need pleasant voice. Math, typing & filing, abilities. Call Pam between 8-3:30pm. 459-7200

RECEPTIONIST - PART TIME
Mon.-Thurs., 4pm-8:30pm. Sat., 9am-2pm. Bloomfield area. Birmingham clinic. Good office & communication skills a must. 647-0090

RECEPTIONIST/CLERICAL
Needed for commercial real estate property management company. Good typing skills and shorthand preferred. 855-1090

RECEPTIONIST
Full time, entry level. Answer phones, light word typing. Wordperfect helpful but will train. Send resume to Sandy, 4000 Town Center, Ste. 1080, Southfield, MI. 48075

RECEPTIONIST/SWITCHBOARD
Must have pleasant speaking voice experienced, $4.50 per hour. Light typing. Send resume & salary to: Box 8146, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST - full time position for busy Farmington Hills office. Duties include general office work, errands & achieve records management. Call for appointment, call for interview 489-0533

RECEPTIONIST for busy law office in Northville. Experience required. Must have professional phone manner, pleasant & spacious, enjoy meeting people. Send resume & salary requirements to: Office Manager, Box 874 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST for Southfield office. Challenging phones, file, type & run errands. Minimum 1 year office experience. Excellent communication skills. 85-88 an hour plus benefits. Call Sue at 354-7440

RECEPTIONIST
Expanding mail order company needs a person to assist in selling of custom decorating products. Full & part time positions available. Excellent environment. Call 647-2900

RECEPTIONIST/TYPIST
Machine Design Company is looking for a pleasant outgoing individual with good telephone & typing skills. Full time, 8:30am-5pm. Full benefits. Birmingham Area. Call Mary at 642-1540

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk experience. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3200

RECEPTIONIST
Prestigious Birmingham Real Estate Company seeks a professional, experienced receptionist. Part-time employment. Good typing skills and pleasant personality a must. Send personal information call 644-3300

RECEPTIONIST
Good people skills needed.
$10,400. Fee paid. Call 399-3450.
SNELLING & SNELLING

RECEPTIONIST/SECRETARY
Southfield based video production company seeking person for phones, greet clients, etc. Typing required. Previous switchboard & data entry helpful but not necessary. Call between 9am-11am & 2pm-4pm, ask for Jackie 352-3200

RECEPTIONIST NEEDED
for growth oriented management company. Strength in people management. Phone & general secretarial duties. Reply by resume to: Kirschner Hutton Shevin, P.C., 1200 Bank of Birmingham Bldg., Suite 231, Birmingham, Mich., 48010

RECEPTIONIST needed immediately for fast-pace taxation consulting firm. Individual will be responsible for answering 6 lines, accurate logging incoming phone calls, distribution of daily mail, greeting of clients and general secretarial duties. Call Lynette Hutton style and professionism alem & mail. Resume with salary requirements should be submitted to: Kirschner Hutton Shevin, 1200 Bank Rd., Suite 170, Birmingham, MI 48010.

RECEPTIONIST
Busy office in downtown Ann Arbor area. Pleasant, friendly office atmosphere and who can interact with a variety of people. Typing skills helpful. Salary commensurate with experience and who can interact with a variety of people. Typing skills helpful. Salary commensurate with experience. Call Tami at 761-7800 & ask for Tami. Send resume and salary requirements to:
A. McNEILY ASSOCIATES
Receptionist Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

HOME & SERVICE GUIDE

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

102 Handyman

A-1 HANDYMAN
Electrical, plumbing, carpentry and all home repairs and maintenance. For service call Bob 261-0140

A1 WORK
All repairs & improvements. All work guaranteed. Allen 421-3063

DUT-IT-ALL
Home care and improvement. Painting, plumbing, etc. 446-1457

GENERAL REPAIR & PAINT
Home Maintenance Contractor
Free Estimates
540-5826

HANDYMAN
Retired & available for home & office maintenance. Light hauling. Painting & painting. 545-5337

MANHOURS COMPANY
General labor & home maintenance. No job too small. Call John: 422-0018

REPLACE, REPAIRS & CLEANING
Home or Office. 754-9508

Retired Handyman
All types of work. 471-3729

105 Hauling

A+1 HAULING - Moving, Scrap metal, Cleaning basements, Garages, Stores, etc. Lowest prices in town. Quick service. Free Estimates. Serving Wayne & Oakland Counties. Central location. Call 37 hrs/ 558-8138

GENERAL HAULING
Inside & outside clean-ups, trash to hauled away. Small Jobs, 1 Day Service. Call anytime. 537-9275

LIGHT HAULING- TRASH Removal - Fast Courteous Efficient. Oakland County. For BEST PRICES Call Rob: 545-3750

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

108 Heating & Cooling

A FURNANCE CLEANING SPECIAL! 16 point check, Reg. $39.95. 24 Hr. Service. Free Estimates on all your needs. Accurate Company, 522-3773

A. E. M.
New furnaces & update your old one. Either way we can reduce your heating costs 35% or more. Call today 689-3630 or 628-0567

HEATING PROBLEMS?
Licensed & Insured
Residential & Commercial
462-1118

110 Housecleaning

CALL TY-D MAIDS
Let us clean your home for you.
10% off on Mondays
426-2259

CLEANING
Complete, thorough cleaning. The European Way, for home & office. Ins., bonded, E.C.D., Inc. 846-9044

123 Janitorial

JANITORIAL & maintenance service. Commercial, Industrial, Residential, Int./ext. painting. Free est. References/bonded 642-8206

129 Landscaping

Angelo's Supplies
● Peat ● Shredded Bark
● Topsoil ● Wood Chips
● Driveway & Decorative Stone
● Play, Pool & Fill Sand
● Railroad Ties
PICKUP OR DELIVERY
FOR RENT: Bobcats, Post Hole Diggers, Rototillers, Etc. Also Mich. Sandstone-by the Ton, for walls.
478-1729

ARTISTIC DESIGNS
Creative fall plantings and landscape construction.
M. RAMSAY
477-5683

★ D & S ★
Diversified Lawn Service
Shrubs & trees/trim & prune
Landscape Service
Sod & Seed
Lawn Renovating
Snow Plowing Service
Service to fit your needs.
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