504 Help Wanted Office-Clerical

ACCOUNTS - receivable clerk. Southfield, good experience & aptitude, phone work, benefits, $18,000. Fee paid

SECRETARY - Southfield... flexing dept., good typing, dictaphone, speaking, telephone manner ability, benefits, $18,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ACCOUNTS - receivable & payable clerk for major Troy corporation. Some inventory knowledge helpful and will relieve on switchboard. $14,700

SECRETARY - for major international corporation in Oakland County, will work for VP. Display Write 4, shorthand or shorthand helpful. $18-$22,000

NEVER A FEE
Paid vacations - holidays
Medical benefits

Retirees - homemakers
Temporary to perm
LIVONIA - 473-2931

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

ADMINISTRATIVE ASSISTANT for small professional firm, partime, Bookkeeping, Word Processing, Bookkeeping helpful but will train. Call Jane or Marie, 540-2981

ADMINISTRATIVE ASSISTANT 50 mpm, MUST have outstanding organizational skills, & writing skills. Call for Lori, 355-8400

ADMINISTRATIVE Management People - your professional skills could be the perfect background for a rewarding career in residential and commercial real estate sales. Be your own boss, set your own hours, $40,000 to $70,000 to come and a bright future. Call about our "CAREER SEMINAR" listings. Century 21, Hartland 478-8000 Century 21, 478-8006

ADMINISTRATIVE ASSISTANT - The Midwest's fastest growing Wholesale specialty baking company has a position available for an individual with excellent communication skills, ability to compose letters & memos, have a general knowledge of office equipment & seeking the opportunity to perform a variety of duties. Please submit resume to: Office Assistant, Box 133, 33723 5 Mile Rd., Livonia, MI, 48154

ADMINISTRATIVE ASSISTANT

Immediate opening available for self motivated organized individual. Duties will include general clerical duties, coordinating company activities and supporting all administrative functions of the department. Good typing skills and knowledge of IBM PC helpful. Excellent salary. Resume with SALARY REQUIREMENTS or apply in person between 8am-4pm to:

Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
NO Phone Calls Please
An Equal Opportunity Employer

ADVERTISING AGENCY
Secretarial & copy typist positions available. Type 60wpm, with Word Processing experience & plus. Shorthand preferred for one secretarial position. Excellent phone manner & ability to organize skills. Some overtime. Tel Twelve area, Call Nancy Newcomb 645-4170
An Equal Opportunity Employer

AMBITIOUS PLEASANT PERSON Part time - 10-2pm daily, Small Farmington area business. Typing a must. $4.50/hr. Call 478-8650

ALL AROUND OFFICE HELP
Your clerical skills could be the perfect background for a challenging & rewarding career with this rapidly growing company. Pleasant friendly atmosphere. Competitive wage with profit sharing, bonuses, vacation & more! Full time, non smoking office. Circuits DMA, 32900 Capitol, off Farmington, Livonia.

A MAJOR Suburban Marketing organization, locating in Novi/Wixom area, has entry level Clerical positions open in our Customer Service area. You will work with our customers & sales reps, processing a variety of data, handling orders, billings, problems, etc. Experience in telephone communications, data input or general clerical a plus. Call Mary, Thurs. or Fri. betw. 2-5pm 348-7347

APPLY NOW!
Jobs Available Immediately!

Work today. Kelly Services needs workers for long and short term assignments. You must be both dependable and energetic.

- clerical
- financial industrial
- receptionist
- typist
- word processing

For more information about going to work for America's number one temporary help, call the Kelly Services office closest to you.

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Troy
362-1180
Farmington Hills
471-2050
KELLY SERVICES
The "Kelly Girl" People
Not An Employment Agency, Never A Fee
Equal Opportunity Employer M/F/H

A RECEPTIONIST for Bloomfield Hills corporation, some experience on Rolm, Dimension, or Horizon helpful. Type 40 wpm, maturity a plus, $18,000. Call Faye at Uniforce 646-8500

ASSISTANT OFFICE MANAGER
Must have computer & word processing expert, management & legal experience, business administration degree, top 10% of class. Must be perfectionist & can handle fast paced environment. Good salary & benefits package. Send resume to: Chief Deputy Clerk, 1169 W Long Lake, Troy, MI, 48098

* ASSISTANT *
President of Southfield group needs sharp independent project worker with light shorthand and PC background. Direct schedules, travel plans and expense reports. FEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

ATTENTION SECRETARIES. Positions available in the downtown area. Excellent Salary & benefits. Contact Debbie after 5pm 533-2043

AUTO BILLER
Excellent opportunity for experienced auto biller. Outstanding benefits and working conditions. Joe Parker Chevrolet, 28111 Telegraph, Southfield 355-1000

AUTO DEALER
Auto Caster for busy Southfield dealer. Dealership experience preferred. Must be able to run an adding machine, be neat in appearance and enjoy working with people. Call Kyle at: Tamarack Dodge, 354-6600

AUTO DEALER
Southfield Auto Dealer has positions open for the following:

FILE CLERK
CASHIER with dealership experience
SWITCHBOARD OPERATOR with typing skills

Opportunities for future advancement. Good pay & benefits. Newly remodeled office.
Call 352-3300, ext. 223

Bilingual Positions (Japanese)
- Executive Secretary - To $32,000
- Secretary - To $25,000
- Clerical Coordinator - To $25,000
- Engineering Secretary - To $19,000
- Accounting Clerk - To $19,000

Translator/Interpreter $14 + Per Hr.
SUPERIOR BENEFIT PACKAGE
Personnel Systems
459-1166

BILLING CLERK
Fast growing telecommunications company seeks individual with the drive to grow in our accounting department. The qualified candidate must have good math and communication skills. Computer knowledge preferred. Compensation includes full benefits package. Please call or send resume to: Pagenet, 20333 Southfield Rd, Lathrup Village, MI 48076 559-5434
An Equal Opportunity Employer

BIRMINGHAM - entry level clerical position available. Word Perfect experience preferred. Contact Denise 258-8300

AUTO DEALER
Auto bookkeeper for accounts payable & inventory control. Must have dealership experience. VM available. Excellent benefits & pay. Call Kyle at Tamarack Dodge, Southfield. 354-6600

ASSISTANT BOOKKEEPER
Accounts payable, bank reconciliations, general accounting and filing. Average 20 to 30 hours per week. Send resume or letter of application to: F.A.S., 30003 Maple Rd., West Bloomfield, MI, 48322.

FULL CHARGE BOOKKEEPER
Troy Industrial firm seeks Full Charge Bookkeeper for full time position. Candidate should possess a minimum of 2 years experience or college accounting background. Excellent salary & benefits package. Please contact Charlene Williams at 641-7889.

BOOKKEEPER
ADMINISTRATIVE ASSISTANT
Excellent opportunity is available for motivated individual regarding supervisory position in our Birmingham residential builder & property management firm. Full charge bookkeeping through trial balance & PCexperience required. Ultra software knowledge helpful. Send resume to: Benefick & Kruse Development Corporation, 1600 No Woodward, Bham, MI 48011. Attention Barbara Dawson.

BOOKKEEPER - CPA seeking full time. Bookkeeper experienced in Public Accounting. Salary negotiable. Call after 5PM & on weekends 356-5339

BOOKKEEPER, entry level, 1-2 years experience or education. Accounts payable/accounts receivable, payroll, invoicing. Send resume to: Enkert/Bryan, Inc., 25444 Trans Northern, Novi, MI 48374

BOOKKEEPER, experienced, able to direct accounting department. Payable experience a must. Excellent salary, fringe benefits & working conditions. Birmingham area. Call between 9am-5pm. Ask for Sue 631-7741

BOOKKEEPER - Experienced thru trial balance. Benefits. Permanent, full time position. Reply to: P.O. Box 03331, Detroit, MI 48203

BOOKKEEPER - for Accounts Receivable/Accounts Payable for management company in Troy. Call between 10am-4pm 525-4780

BOOKKEEPER
Full charge, fast paced office, must type and have proven track record stability. Immediate opening. Excellent pay and benefits. 477-1030

BOOKKEEPER
For Farmington Area Health & Beauty Aid Store. Flexible hrs...excellent salary & benefits, opportunity for advancement. Experience required. Send resume, salary requirements to: D.M.S., Fotomat, Rudzewicz & Co., 26200 American Dr., Southfield, 48034 or call after 7 P.M. 553-9158

BOOKKEEPER - Full charge thru trial balance. Experienced in accounts payable, receivable, payroll, payroll taxes, typing, PC experience preferred. Some or small office. Well organized, self-starter, thorough and detailed oriented. Non-smoker. Send resume and salary requirements to: Gerald Jewelers, P. O. Box 185, Rochester, MI., 48063.

BOOKKEEPER
FULL/PART TIME
Growing company seeks detail & detail oriented professional. Experience in payables and all areas of A/P work. Bookkeeping knowledge necessary. LOTUS experience a plus. SOUTHFIELD 358-0763

BOOKKEEPER
Large property management company located in Bloomfield area. Position opening for accurate detail-oriented individual to handle accounts receivable. Typing skills and computer knowledge helpful. Send resume including salary requirements to: Bookkeeper, P. O. Box 5071, Southfield, MI., 48076

BOOKKEEPER/PART TIME
Needed for 1 girl office. Knowledge of payroll & related taxes helpful. 348-9000

BOOKKEEPER - part time needed for approximately 20 hours per week. Put & Word Perfect preferred. Send resume to: Managing Partner, Box 33533 West 12 Mile Road, Suite 150, Farmington Hills, MI 48331

BOOKKEEPER - part time for interior design firm. Approximately 8 hours per week. 433-3483

BOOKKEEPER - Part time. Farmington area. Some experience in accounts receivable and trial balance. Send resume to: P.O. Box 1223, Birmingham, MI 48012.

BOOKKEEPER
Property management company is looking for a Bookkeeper for their Ann Arbor office. Located in Ann Arbor, Candidates should have 1 year of College Accounting or equivalent work experience. Excellent skills and proficiency on 10-key calculator. We are looking for candidates who are flexible and enjoy an active office environment. If interested, send resume and salary requirements to:
McKINLEY PROPERTIES
Bookkeeper Position
P.O. Box 1704
Ann Arbor, MI 48107-8849

BOOKKEEPERS
AccounTemps, the worlds largest temporary service specializing in accounting, in Accounting, Financial, Banking, Tax and Data Processing personnel, now interviewing for fall and winter positions. Temporary assignments can lead to permanent positions.
Call for an appointment and find out how much money and experience you can get!

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28588 Northwestern Hwy., #250
Southfield, Mich., 48034

DO YOU HAVE GOOD LOTUS 1 2 3 SKILLS??

We currently have several positions open requiring Lotus. Knowledge of these skills are from Data Entry to Full Charge Bookkeeping. Call Laura Sandys, CPA, Today - for an appointment!

HALF
ROBERT HALF OF MI., INC.
28588 Northwestern Hwy., #250
Southfield, MI 48034
356-2300
All Fees - Company Paid

BOOKKEEPER/SECRETARY
for rapidly growing machine tool & sales co. Aggressive & self-motivated with experience in computer accounting. Accounts Payable/Receivable, payroll, etc., general ledger & journal entry. $15,000 per yr. to start + benefits. Send resume & salary history to: P.O Box 9483, Livonia, MI 48151.

Bookkeeping
Partial Listing of Positions
FULL CHARGE BOOKKEEPER - This excellent firm in Farmington Hills, City, requires a professional Bookkeeper with experience thru Trial Balance. PC skills will give you the edge. Great opportunity!

PAYROLL BOOKKEEPER - West Suburban real estate company seeks sharp individual for payroll of 600. Must be experienced with all aspects of payroll prep, will be trained in taxes and reconciliations. Excellent benefits.

BILLING CLERK - Experienced medical billing clerk is needed by North Suburban office. Computerized knowledge is required. Medicare also helpful.

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

BOOKKEEPING POSITION
Small manufacturer in Farmington seeks person with bookkeeping experience. Duties include: Accounts payable, sales reports, general office and clerical. Send resume to: Box 33533, 436 S. Opdyke, Pontiac, MI 48057.

BUSY Real Estate Firm seeking Executive Secretary with shorthand, typing and word processing skills. Salary negotiable and company benefits with experience. Call Julie for appointment. 352-5000

PLYMOUTH AREA - Part or full time Cashier & General Office help needed immediately. 453-7200

CASHIERS/SWITCHBOARD
needed for busy auto dealership. Experience necessary.
Phone Dave, 747-1234
An Equal Opportunity Employer

CHRISTIAN Radio station, seeks office manager. Bright, motivated, able. Call Manager. 477-4500
An Equal Opportunity Employer

PART TIME - General Office Clerk, filing and mail duties. Non smoker. Experience preferred.
Contact Libby, 358-5980

PART-TIME CLERICAL
Little Caesar Enterprises, Inc., currently has a part-time clerical position in its Legal Department.

The ideal candidate should type 50-60 wpm, possess excellent clerical skills, be detail and be able to work approximately 25 hours per week. Knowledge of IBM PC and word processing a plus.

For further consideration, please forward your resume and salary requirements to:

Kevin A. Rourke
Little Caesar Enterprises, Inc.
Corporate Headquarters
24120 Haggerty Rd.
Farmington, MI 48024
Equal Opportunity Employer M/F

CLERICAL
A growing company is seeking an individual to work full time in our office service dept. Duties will include logging of mail on CRT, distribution & sorting of incoming mail, postmark, occasional errands may be required with use of personal vehicle, previous clerical experience helpful. Mon. thru Fri. 8-5. Full benefits.
Applications available at Proctor, Homer, Warren, 2150 W. Big Beaver, Troy, MI. 48084.

CLERICAL ASSISTANTS
Our continuing expansion has created the following Clerical Assistant. These openings require the following general skills:
- Typing and Word Processing
- Copying documents
- Filing

Please send your resume WITH SALARY REQUIREMENTS or apply in person between 9am-4pm to:

Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
NO Phone Calls
An Equal Opportunity Employer

Clerical
DATA ENTRY CLERK
Recent promotion has created an opening for an individual to enter data into our computer system. This position includes will be a high school graduate with proficient 10 key skills, typing & data entry training helpful but will train.

Full benefit package and excellent opportunity for growth. Apply in person at between 8:30am-4pm, call or send resume to:

Kevin A. Rourke
Little Caesar Enterprises, Inc
24152 Haggerty Rd.
Farmington Hills, MI. 48024
473-8787
An Equal Opportunity Employer

CLERICAL
Entry Level full time clerical position available for individual possessing clerical skills. Individual should be detail oriented and have good organizational abilities. On the job training provided for the right individual. Applicant must high school grad welcome. Apply at:

Fretter Appliance
Attn: Advertising Dept
33901 Schoolcraft Road
Livonia, MI. 48150
(between Levan & Farmington)

CLERICAL
Fretter Appliance has part time clerical positions available for ambitious individuals. Light typing required. General office duties required. Apply during normal business hours at:

FRETTER APPLIANCE
28825 Telegraph Road
Southfield, MI

CLERICAL - Busy Plymouth office needs clerical phone answering person 30 hours/week. Call 455-5353 8am-5pm.

CLERICAL HELP
For progressive Southfield office. Typing skills required. $3.35 per hour to start. Send resume to: Personnel Office, 18600 W. 8 Mile, Southfield, MI 48075, or call. 559-8400

CLERICAL - PART TIME: 10am-2pm, per week. Minimum of 20 hours an hour. Apply at First of America Bank Plymouth, 535 So. Main.

CLERICAL
Part time, 25 hours per week, type 45-50WPM, misc office duties. Reply to P.O. Box 2925, Livonia, Mich 48151

CLERICAL POSITION - Full time, entry level, for car leasing company located in Birmingham. Processing agreements from off-lease returns, involves typing, filing and copying. Word processing helpful but not necessary. $5.00 per hour to start plus benefits. Send resume to:
Box 152, Dept. Clerical, c. Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL POSITION -Available in busy service department of HVAC company. Bookkeeping knowledge helpful. Call 477-2200

CLERICAL/RECEPTIONIST - part-time, Southfield area.
Call 424-8860

CLERICAL SUPPORT
Detroit firm is in need of a Clerical Support person to assist in a fast-paced department. Ideal candidate will be able to handle a variety of duties & work with relatively little direction. Professional phone manner, accurate typing & Word Processing experience, with knowledge a full operation with a Benefit package. For consideration, please send resume to:

Clerical Support
P.O. Box 779
Detroit, MI. 48231

CLERICAL/WORDPROCESSING
International Fortune 500 firm is hiring part-time people for clerical position, including word processing. Call for interview Mon-Fri. Ask for Roberta Sarnicki 261-4440

CLERKS
The Bankard Collection Division of Independence One Bank, N.A. subsidiary of Michigan National Corp. in Southfield is looking for:
Part time Clerks. Applicants must have pr. tous clerical experience, typing ski - of 55 com. h. and a Calculator & Ten Key Displayette EV experience. All new employees are tested for a balance sheet.

Qualified applicants may send resume or apply in person at:
Bankard Collection Corp.
Human Resources Dept. K-35
29777 Telegraph
Southfield, MI 48034
Equal Opportunity Employer

CLERKS
We have various openings available immediately!

FILE CLERKS
Short term assignment in Auburn Hills. Great way to earn Holiday cash.

CLERK/TYPIST
Excellent entry level opportunities!

DATA ENTRY CLERKS
Both numeric and alphabetic.

PERSONNEL CLERK
Long term assignment filing, sorting mail and handling confidential material. Requires accurate typing and 2-3 years office experience.

GENERAL CLERKS
Short and long term entry level positional 30+ wpm typing required. Call today to set up an interview!

ENTECH
SERVICES, LTD.

Auburn Hills	377-4980
Farmington Hills	737-1744
Troy	588-5810
Warren	558-9599

CLERK TYPIST
Bloomfield Hills accounting firm needs sharp professional. Typing 50wpm with D/E & general office duties. Long term. Excellent benefits. $8.50/hr.
TEMPORARY SOLUTIONS
Birmingham 645-0900

COMPUTER OPERATOR/Secretary for Bloomfield Hills law firm. Provide data entry & general office experience required. Permanent position with national overtime. Prior work for CPA firm a plus. Apply in person: Fenner, Stearns & Donaldson, 1000 W. University, Suite 318 or phone Mrs Gamm 851-3471

DATA ENTRY/CLERICAL
Full time position in Tel-Twelve Area to assist Bookkeeper. Duties to include: Data entry, billing, mail processing, receptionist relief. Some bookkeeping knowledge preferred. Contact Debbie 258-5500

DATA ENTRY CLERK
Fretter Appliance has a full time position available in the Data Processing Department. Responsibilities include: Data entry, verifying data entry and general clerical duties. Typing skills or 10-key experience helpful. Apply in person:

FRETTER APPLIANCE
33901 Schoolcraft Road
Livonia, MI. 48150
(between Levan & Farmington)

DATA ENTRY/Inventory Clerk - Southfield area manufacturer has experience in converting from manual to computerized inventory control. Hours are 8:30-5pm, Mon.-Fri. Send resume to: Box 154, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY OPERATORS
Needed for market research firm in Farmington. Opportunity for part-time to full time. Willing to travel. Average key stroke $.000. Minimum $3.75 an hour. Call A.S.A.P. Mr. Nickle, 553-4100

DATA ENTRY OPERATOR - for Furniture Store in Troy. Must have knowledge of Lotus 1,2,3 helpful. $18,800. Call Hazel at Uniforce 646-7663

DIVERSIFIED COMPANY-Franklin area has immediate financial secretary, bookkeeping thru trial Balance accurate typing, full time. Good salary room for growth. 855-5468

504 Help Wanted Office-Clerical

Clerk-Typist
Michigan Credit Union League is seeking a clerk-typist with 1-2 years previous clerical experience to assist in a high volume, fast-paced environment. Accurate typing of 50 wpm, good communication skills, and word processing experience preferred. Excellent benefit package. Send resume and salary requirements to:

Human Resources
P. O. Box 5210
Detroit, MI 48235

COLLECTION CLERK needed for full time position in ambulance billing office. Please send short letter of reason for to: EMB, Attn: Rita, 22575 Heslip, Novi, MI 48050.

COLLECTIONS SUPERVISOR needed for rapid based ambulance service. Collection, billing & supervisory experience required. Send resume to: CEMB, Attn: Rita, 22575 Heslip, Novi, MI 48050

CREDIT CLERK-National credit reporting company in need of general office help. Previous credit or mortgage experience required. Please call Miss Hayes 476-6925

CREDIT INVESTIGATOR/
GENERAL INQUIRY
Fast paced leasing company, ... people for credit investigation and general office work. Bank experience, LAC, 30955 Northwestern Hwy., Farmington Hills, MI 48018, Attn: Credit Investigation

CUSTOMER REP - Full time for busy retail office. Must be willing to work evenings & weekends. Experience in retail preferred. Art Van Furniture, Southfield, MI. 569-3770

CUSTOMER SERVICE CLERK
Entry level position available in Southfield company. Must have good organizational skills & pleasant phone manner. Send resume to: P.O. Box 300, Southfield MI 48037 or call 353-3311, ext. 217.

CUSTOMER SERVICE - for major corporation in Auburn Hills area, data entry experience (5-6 mos.) ...e 45 wpm accurate & good telephone skills. Excellent benefits. Call Lucy at Uniforce 646-7664

DATA ENTRY CLERICAL position-Available for Detroit retail/service company. Data entry computer experience required. Benefits. Send resume & salary requirements to: P.O. Box 441902, Detroit MI 48216 An Equal Opportunity Employer

DATA ENTRY/CLERICAL
Full time position in Tel-Twelve Area to assist Bookkeeper. Duties to include: Data entry, billing, mail processing, receptionist relief. Some bookkeeping knowledge preferred. Contact Debbie 258-5500

DATA ENTRY
CLERK
Fretter Appliance has a full time position available in the Data Processing Department. Responsibilities include: Data entry, verifying data entry and general clerical duties. Typing skills or 10-key experience helpful. Apply in person:

FRETTER APPLIANCE
33901 Schoolcraft Road
Livonia, MI. 48150
(between Levan & Farmington)

DATA ENTRY/Inventory Clerk - Southfield area manufacturer has experience in converting from manual to computerized inventory control. Hours are 8:30-5pm, Mon.-Fri. Send resume to: Box 154, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY OPERATORS
Needed for market research firm in Farmington. Opportunity for part-time to full time. Willing to travel. Average key stroke $.000. Minimum $3.75 an hour. Call A.S.A.P. Mr. Nickle, 553-4100

DATA ENTRY OPERATOR - for Furniture Store in Troy. Must have shorthand, dictation and typing skills of at least 50wpm. Knowledge of Word Star word processing skills a must. Send resume to: Personnel, 2000 Town Center, Suite 2200, Southfield, Mich., 48075

FULL TIME/PART TIME
General Office with typing skills. Some bookkeeping experience.
Call 644-6845
Ask for Mr. Cone.

DATA ENTRY OPERATORS
Computer services company in Livonia has immediate full time day shift openings for CRT - data entry operators. Good typing speed with high accuracy rate essential. Attractive starting pay with excellent benefits. Advancement opportunities are available to qualified candidates. For more information please call 261-6220

DATA ENTRY - people for major corporation with 3 locations, Novi, Southfield, Livonia. Type 40-50 words per minute. Any experience helpful. Will give further training free. $3-$6.50/hr. Call Linda at Uniforce 473-2932 or 357-0644

DATA ENTRY/SECRETARY
Part-time/Temporary for month long processing assistance. 70 wpm typing skills, computer experience helpful. Professional appearance and good phone skills required. Employment Agency in Arbor. Send resume to: Box 148, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DICTAPHONE OPERATOR/
RECEPTIONIST
Fast-paced manufacturer's rep seeking high energy self-starter with the following qualifications: Knowledgeable in the use of IBM 36 computer, word processing, dictaphone and basic secretarial skills. Must have good communication skills and ability to work with others. Send resume to: T.R.C., P.O. Box 1120, Birmingham, MI 48012

DISTRIBUTION LAWYER seeking ... of professional to work part time Secretary/Receptionist. Must have knowledge of Word Perfect PC/Word Processing experience a plus. Other professional appearance and employee discount plus. Submit resume to: Personnel, 38170 Amrhein Rd., Livonia, Michigan 48150

ESTIMATOR
Commercial interior design firm in Farmington Hills seeks a motivated estimator for quotation department. A minimum of 2 yrs. experience with construction trade or custom manufacturing is required. Knowledge and computer fluency a plus! Full benefit package. Salary commensurate with experience. Resume to Box 906 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY for Birmingham based real estate development & management company. Skills must include Word Perfect, Lotus & shorthand experience. Excellent benefits provided. Send resume to: Personnel, P O Box 1120, Birmingham, MI 48012

EXECUTIVE SECRETARY
Farmington Hills manufacturing company needs secretary for president. Must be personable and have excellent typing skills, shorthand helpful. Salary commensurate with experience. Send resume to: Personnel, 40420 Hymovitz, Plymouth, MI 48170

EXECUTIVE SECRETARY
Needed to assist "perfectionist" in Bloomfield Hills manufacturer. Must be flexible on overtime and attitude. Salary commensurate with ability. Fax resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

EXECUTIVE SECRETARY - full time benefits, salary commensurate, for a highly motivated & responsible individual. Computer experience helpful. Excellent working conditions, small office environment. Financial planning firm in the Somerset Mall area. For interview call 649-3250

EXECUTIVE
SECRETARY
Immediate opening for Executive Secretary to report to president and vice-president of fast growing Dental Plan. Job duties and benefits, minimum 5 yrs. of experience, exceptional management and organizational skills. Must have shorthand, dictation and typing skills of at least 60wpm. Knowledge of Word Star word processing skills a must. Send resume to: Personnel, 2000 Town Center, Suite 2200, Southfield, Mich., 48075

FULL TIME/PART TIME
General Office with typing skills. Some bookkeeping experience.
Call 644-6845
Ask for Mr. Cone.

HOME & SERVICE GUIDE

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

5 Air Conditioning

ALL & ALL SERVICE
- Heating, cooling, refrigeration. Lic.- All work guar. 398-8068

9 Aluminum Siding

AFFORDABLE QUALITY
ALUMINUM & VINYL SIDING
FREE EST. Refer. Lic./Ins.
G.T.L. ENTERPRISES, 427-8608

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ALCOA Siding, Trim & Gutters, Wood Vinyl Windows & Doors, Awnings, Roofing, Storms, Steel Doors. Metro Aluminum Co. Frank 474-4300

ALUMINUM SIDING & TRIM
Seamless gutters, vinyl replacement windows. Deal direct with installer. Marking Construction, 427-0748.

ALUMINUM & VINYL SIDING
Repairs, Trim, Gutters, Windows, Deck rebuilding. 18 yrs. experience. Free Est. Lic. Call Ken, 421-3816

LOWEST PRICES
Alum. Siding & Gutters Installed & Cleaned. Roofing & related work 471-2800

PRE-WINTER DISCOUNTS
Siding, Windows, Gutters & Roofing
CENTAUR CONSTRUCTION
558-1552

12 Appliance Service

* ROSE APPLIANCE REPAIR *
Over 20 years experience
Low Rates, 7 Days a Week
No Service Charge with Repairs
543-6338

13 Art Work

LOOKING for art to create a special ambience in your home or office? We can help! We deliver the art you like, framed and installed.
Art Expression Troy 649-3380

14 Architecture

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- 644-6487 P

15 Asphalt

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ASPHALT REPAIR
Free Estimates Guaranteed Work
KEN LEHR 531-8016

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- Drains & Sump pumps installed
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All work Guaranteed. Also Sewer Cleaning 534-8385

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Chimneys, Tuckpoint
Porches, Driveways
Don - 645-6265

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1-517-546-4631

BRICK MASON
Brick, block, fireplaces. Specializing in repair. Licensed.
C.I.G. Masonry, Call Craig 437-1534

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Repaired or built new. Screened Cleaned. Roof leaks stopped
CROWN CONTRACTING 427-3981

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DRIVEWAYS, garages, walks, porches, foundations, Brick & Block. Licensed... 545-7479... Free Est.
UNIVERSAL CEMENT CO.

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