504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT/ BOOKKEEPER, for construction & property management office. Must have experience. Send resume & salary requirements to: 32400 Telegraph Rd. #205, Birmingham, MI 48010

ADMINISTRATIVE ASSISTANT Community Development in local area. Must know Word Perfect 4.2. Call 624-6226

ADMINISTRATIVE ASSISTANT: Typing, 50 wpm, filing, organization, all skills. Ex. computer experience a plus! Send resume to G.K. Photographics, Attention Karen Oliver, 2500 John C. Lodge, Detroit, MI. 48202.

ADMINISTRATIVE ASSISTANT/ SECRETARY-Good typing and people skills. Coordinate sales activities and assist V.P. of operation. Must be willing to advance. Send resume. Attn: Advertising Manager, P.O. Box 29, Plymouth MI 48170

ADMINISTRATIVE ASSISTANT Rapidly growing medical materials company needs administrative assistant with knowledge of office procedures, bookkeeping skills, accounts receivable, inventory and misc. duties $7 per hour. Call for interview Mr. Wilson 559-5300

ADMINISTRATIVE SECRETARY
$25,000
Major Bloomfield Hills firm. Good organizational skills, shorthand required. Professional appearance. Fee paid. Call Barbara, 772-6780
SNELLING & SNELLING

ADMINISTRATIVE SECRETARY
$20,000 FEE PAID
If you are easy going, pleasant, professional, have good secretarial skills, and would like a job with lots of advancement and excellent benefits, call Denise, 772-6780.
SNELLING & SNELLING

ADMINISTRATIVE SECRETARY A growing Farmington Hills service organization seeks energetic Administrative Secretary to perform various duties in a relaxed atmosphere. Sales Dept. Candidates must be organized and willing to put creative ideas to work. Typing and WP skills required. Position is full time and offers excellent fringe benefit package. Please send resume with salary requirements to Admin. Sec., P.O. Box 9072, Farmington Hills, MI 48333-9072

ASSISTANT - to Personnel Director of major Troy corp. 3 yrs benefits & payroll experience. $25,000. Call Jessica at Uniforce 646-6168

ATTENTION!
Customer Service Operators
Immediate openings for Troy area. Must type 40 wpm or have DP1 experience. Good communication skills a must. Temporary assignment through July 1st. Will work HOLIDAY DOLLARS $$$ NOW. FUN JOB! Excellent benefits. Please apply. Flexible hours including evenings & weekends. Call for an appointment only.
NORRELL SERVICES
553-5858

AUTO SERVICE DEPT. needs ... Switchboard Operator. Clerical/ Cashier experience helpful. Must be Self-Starter & enjoy working with public. Apply in person, 9am-4pm, at: Gerald Dodge, 33850 Ford Rd., Garden City

504 Help Wanted Office-Clerical

ACCOUNTS RECEIVABLE CORDINATOR
Birmingham firm has immediate opening for reliable person to coordinate tenant accounting for commercial & residential properties. Experience with data processing, basic accounting, typing & other office procedures. Must be well organized & detail oriented. Send resume with salary requirements to: Box 614, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE SECRETARIAL ASSISTANT/ Front Desk individual with good typing (Word Perfect 5.0) skills needed immediately for fast-paced Architect's office. Growth potential.
J. Howard Nobel Architects
Southfield, 353-7370

ADMINISTRATIVE ASSISTANT for busy mortgage company located in Oak Park. Position is secretarial in nature, but would require other administrative duties. Word Processing, typing, with shorthand preferred, but not required. Call Rose Mortgage Corp. between 8:30am and 5pm 968-1800

ADMINISTRATIVE assistant Bloomfield Hills, good typing, shorthand 80 wpm, Word Star, Word Perfect, Lotus 1,2,3. Benefits, $20,000. Fee paid

EXECUTIVE - secretary, good typing, shorthand, word processing, experience, benefits. $25,000. Fee paid

RECEPTIONIST - secretary, Bloomfield Hills, typing 35 wpm, word processing, good phone ability, beautiful office for highly experienced person, benefits, $19,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560
BLOOMFIELD HILLS AGENCY
Front Desk word processor. Professional. Full time, $9/hr.
Call Marsha 645-0900

BOOKKEEPER - for law office, experienced through trial balance, must be computer literate. Knowledge of Sales Dept. Candidates must be organized and willing to put creative ideas to work. Typing and WP skills required. Position is full time and offers excellent fringe benefit package. Please send resume with salary requirements to Admin. Sec., P.O. Box 9072, Farmington Hills, MI 48333-9072

BOOKKEEPER - for Accounting Department of major Troy corp. 3 yrs benefits & payroll experience. $25,000. Call Jessica at Uniforce 646-6168

BILL CLERK
Troy ad agency has entry level position available in the Billing Dept. Must be detail oriented, well organized, good math aptitude & have basic clerical skills. Job requires a great amount of data entry on Wang computer system (web fed). Must be able to work at a fast pace. Send resume & salary requirements to: Deborah Graves, Accounting & Data Processing Manager, 100 E. Big Beaver, Suite 1000, Troy, MI. 48083-1377. No phone calls please.

BOOKKEEPER-A growing successful business in search of a full-time person with computer knowledge, word processing and other basic skills. Will be responsible for payroll, accounts payable and billing. Currently using word perfect and peachtree software. Contact Kristine Barry 423-3133 between 9-4pm

BOOKKEEPER
Experienced, double entry Bookkeeper is needed for property management company. Computerized accounting experience is necessary, preferably with a multi-company format. Work hours are 8-5 Monday-Friday. If you are interested in working in a busy office & meet our qualifications, send your resume to:
MCKINLEY PROPERTIES
Bookkeeper Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

BOOKKEEPER for non-smoking downtown Birmingham real estate company. Full time position, pleasant surroundings. Should be able to work through financial statements. Computer experience helpful. Please send resume to: 5375 Woodridge, W. Bloomfield, MI., 48322.

504 Help Wanted Office-Clerical

ADMINISTRATIVE OFFICE ASSISTANT
Our Farmington Hills based Training & Consulting Corporation is seeking a qualified Office Professional. The successful candidate will be self-motivated, possess a business-like approach towards job performance & desire to grow with our company. Top-notch general office and organizational skills are a must, as well as competence in the following areas: Apple Macintosh Computer System, verbal/written communication, client contact & travel scheduling. We offer a starting salary of $13,000. to $17,000, commensurate with background & experience. Submit resume & references, to:
Triad Performance Technologies,
30833 Northwestern Hwy., Ste. 316,
Farmington Hills, MI. 48018

ADVERTISING ADMINISTRATIVE ASSIST
$21,000
Be part of an exciting atmosphere in Bloomfield Hills office. Your secretarial skills will be appreciated here. Full benefits. Fee paid. Call Eleanore, 353-2000.
SNELLING & SNELLING

BI-LINGUAL SECRETARY
Prestigious Detroit area law firm with new automotive division. Must be bi-lingual French language & have worked in a Secretarial capacity. Call 569-5000

BI-LINGUAL WORD PROCESSOR
Proficient Word Processor needed for Trade & Private materials in Spanish. Must be bi-lingual in Spanish & experienced on Word Processor. Top pay! Call 569-5000

BOOKKEEPER
Full time for fast paced southfield office. Experience necessary. Medical and dental benefits. For appointment, call Pat at 646-2450

BOOKKEEPER - Full charge with office management experience needed for busy downtown firm. Must be familiar with payroll taxes. Well established company. Send resume & salary requirements to: P.O. Box 32698, Detroit, MI. 48232

BOOKKEEPER FULL CHARGE to run and manage all facets of accounting for a small industrial distributor. Must have knowledge of a computerized accounting system. Send resume to: General Manager, 4242 Normandy Ct., Royal Oak, MI 48073

BOOKKEEPER FULL CHARGE
Experienced with computers for accounts receivable, payables, etc. Steady employment, excellent fringe. Eaton Steel, Oak Park. Call Al Goodman, 398-3434

BOOKKEEPER
Large property management company located in Southfield has opening for accurate, detail-oriented individual to handle accounts receivable. Typing skills and computer knowledge helpful. Send resume to: Bookkeeper, P.O. Box 5071, Southfield, MI. 48075.

BOOKKEEPER
Land contract mortgage servicing company, 10 Mile & Southfield Rd. area, has opening for experienced, accurate, detail-oriented bookkeeper. Typing and computer knowledge helpful. Non-smoking office. Argo Realty 569-1200

BOOKKEEPER
Mature, experienced with some computer skills. 30-40 hrs weekly (flexible). Plymouth area. 455-9494

CLERICAL - Payroll, Payables, Payables, phone answering, filing, some typing. Computer experience. Send resume to: Personnel Department, P.O. Box 40642, Redford, MI. 48240 An Equal Opportunity Employer

CLERICAL
• File Clerks
• Console Operators
• Data Entry Clerks
• Typists (40wpm)
• Word Processors
Top Pay - Benefits - Long term assignments. Call Today!
VICTOR INTERIM SERVICES
474-8722
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

CLERICAL FOR CARPET STORE Alert responsible person for busy office duties. Part time position, evenings/weekends. Call for interviewable transportation. Apply in person: New Carpet, 31000 Northwestern, Orchard Lake Rd., Farmington Hills.

CLERICAL
Min. 1 yr. experience. 45-65wpm Word Processors, Receptionists, Data Entry Clerks & Typists. Long & short term assignments. Call now.
IMSS
23077 Greenfield, #162
Southfield, MI 48075
313-569-4848 or 313-552-1944

504 Help Wanted Office-Clerical

BOOKKEEPER
Full-time position in the Farmington Redford area. Duties include accounts receivable, accounts payable and daily cash reports. Prior experience preferred. We offer a excellent benefit program including tuition reimbursement. Please call Main Office at 644-5300, ext. 282

Erb LUMBER CO.
Birmingham, MI

BOOKKEEPER
Prepare monthly financial statements for multi division distributor. Experienced through adjusted trial balance. Thorough knowledge of accounts receivable, accounts payable & inventory. Strong math skills necessary. Associates Degree or equivalent education required. Competitive salary & full benefits. Send resume to Hackett Co., 23550 Haggerty Rd., Farmington MI 48024, attn. Lynn

BOOKKEEPING & ACCOUNTING knowledge experience preferred. Must have computer experience. Excellent pay & working conditions for the right person. Send resume to: Box 590, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPING ASSISTANT Immediate opening for experienced communications company. 2 days per week. Basic bookkeeping & computer skills required. Must have previous job experience in bookkeeping. Please respond with a resume and cover letter to: Kim Powell, 1073 Franklin, Troy, MI 48083

Bookkeeping
Partial Listing of positions

FULL CHARGE To 22K
ACCOUNTS RECEIVABLE To 18K
ACCOUNTS PAYABLE To 16K
COLLECTIONS CLERK To 15K
ACCOUNTING CLERK To 14K
DATA ENTRY
FULL CHARGE
ANN ARBOR to 27K

HALF
Robert Half of Michigan, Inc.
28588 Northwestern Hwy. - #250
Southfield, MI 48034
358-2300
All Fees Company Paid
Part of World's Largest
Financial Placement Network

BOOKKEEPING. Typing filing & data processing. Part time, flexible hours 478-9689

CHECK LIST!
FEE PAID
$17 (TO) $25,000
Exec. Sec/Asst. ..... $20-$25K
Ins. Secty. $17K
Legal Secty. ..... $18-$25K
Secty/Recpt. ..... $17-$18,500K
Med. Secty. ..... $18-$20K
Wrd. Prc/Recept. $13,000K
Wrd. Prc/Sr. ..... $18-$20K
Locations include: Detroit, Southfield, Downtown Hills and Ann Arbor. For information on these and more call 649-8787 or 967-0563
DOROTHY HAND PERSONNEL, INC.
A "Full-Service Agency" serving Detroit & suburbs 35yrs

CLERICAL - Payroll, Payables, phone answering, filing, some typing. Computer experience. Send resume to: Personnel Department, P.O. Box 40642, Redford, MI. 48240 An Equal Opportunity Employer office. Please call Mark 569-0134

BOOKKEEPER
Permanent part time for large, fast paced insurance company located in Troy. Must have bookkeeping experience and a strong sense of numbers. Call Office Manager for an interview at 362-2220

BOOKKEEPER/SECRETARY - with general bookkeeping experience. Detroit location. Non-smoker. Call 961-4480

BOOKKEEPER - thru trial balance, computer experience preferred. 13 Mile & Northwestern area. Send resume to: Box 570 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/ SECRETARY
Individual to work full time processing payroll, sales taxes, invoicing, journal posting and handle customer service orders. Must have good phone presence. Type 60 wpm, and use dictaphone. Minimum 3 years experience. Work in the non-smoking office of a small international known engineering firm. Send resume to:
MARRIOTT WALKER CORP
975 E. Maple Rd.
Birmingham, MI., 48009

504 Help Wanted Office-Clerical

CLERICAL ASSISTANT
Full time permanent position for Birmingham based property management. General office & secretarial skills required. Some site research & deliveries. Must have own car.
Call Patty at 433-1100

CLERICAL - DATA ENTRY
Hiring for Sales, Schoolcraft and Middlebelt, Livonia, is looking for 2 people. Top pay. Choose 2 types of shifts available. Duties will include telephone, answering and office work. Good typing and organizational skills needed. We provide medical insurance, pension and profit sharing and pleasant working conditions. If you are looking for a job with a variety of duties, call or send resume to:
VAL-PAK ASSOC., INC.
27380 W. Nine Mile
Southfield, MI 48034
355-3600

CLERICAL
FREITER, INC. currently has several employment opportunities within our inventory and accounting department due to expanding production. General computer experience required. Math aptitude required. Individuals should have good attitude and have good organizational skills. Full time positions available. Send resume to:
FREITER, INC.
35901 Schoolcraft Rd
Livonia, MI. 48150
Attn: Inventory Control Dept
No phone calls please

clerical

General Clerical Opportunities
If you possess a typing speed of 35-40wpm, excellent communication skills and a desire to grow in a professional business environment we have some excellent opportunities. Positions involve performing departmental mail, filing, answering telephones & other clerical duties. Previous office experience preferred. Dial 7 for Data is Detroit's competent temporary agency. A competitive benefit package is offered. Qualified candidates should apply Mon-Fri, 9-noon at:
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

CLERICAL - Data entry and computer skills level, full time, entry level position. Typing required, good benefits, call Fran 557-3300

CLERICAL PART TIME, afternoons. Light typing, filing, and phone skills. Southfield area. Call 357-3300

CLERICAL POSITION, full time, good benefits, pay commensurate with experience.
Call Cecelia, 557-3344

CLERICAL POSITION LAW OFFICE Light clerical duties, entry level position. Flexible hours available. Resumes to: P. Wayne Kramer, Penobscot Building, Detroit, MI 48226

CLERICAL
Retail office is seeking an energetic & personable permanent part time clerical person with the opportunity for advancement. Filing & typing skills are required along with a good personality & ability to work happily. Excellent opportunity for co-op student. Ideal for a homemaker. Must become part of a fast growing communications team. For more information, please call 597-7960 or apply in person at: 32825 Northwestern Hwy., Farmington Hills, just South of 14 Mile Road

CLERICAL - Royal Oak co. needs energetic, fast paced individual to ice. Full benefits & profit sharing. Call Lynn for appointment, 549-2900

CLERICAL - 36-59/HR
Will train
Call Today 557-1200
Fee $99.00 JNI Agency

CLERICAL/SWITCHBOARD - part time, knowledge of switchboard AT&T. Misc. typing, clerical duties. 12 noon - 5pm Mon. thru Fri. Plymouth area. Call Mr Robbins 455-2200

CLERKS
(FIGURE WORK)
Our corporation is seeking detail oriented individuals with strong math aptitude & light typing ability. These positions include data entry to our on-line system of receiving payments, correcting entries on cash transaction journal, processing and working with our lockbox banks. Ideal candidates for this position must be proficient in the operation of a calculator & CRT. Bank statement reconciliation experience a plus. We offer a complete benefit package. Qualified candidates should apply Mon-Fri 9am-4pm
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

CAREER STARTER
Clerical
To $8.70 hr. No fee
Excellent opportunity with major Southfield company. Excellent benefits! Modern offices! Great people! Call Linda at Uniforce

EMPLOYMENT CENTER 540-4130

CLERICAL - part time. Assisting in service. Apply Macintosh Computer System, verbal/written communication, client contact & travel scheduling. We offer a starting salary of $13,000. to $17,000, commensurate with background & experience. Submit resume & references, to:
Triad Performance Technologies,
30833 Northwestern Hwy., Ste. 316,
Farmington Hills, MI. 48018

CLERICAL POSITIONS AVAILABLE Individuals needed for Clerical positions in the Southfield areas. Typing 30-60wpm, computer experience preferred, some telephone skills. Professional appearance a must. Call DPR for an interview today at 443-0020

CLERICAL - 3-4 days per week. Must have WordPerfect & Detailed experience. Great office in Southfield. Call 548-9190

CLERK/MESSENGER
For Southfield Law Firm. Duties include interoffice duties and some receptionist work. No typing experience necessary. Switchboard experience a definite plus. Must possess a positive attitude, so dependable automobile is essential. Good benefits. Send resume to: Personnel Manager, Attn. Kim, Box 608 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Clerks

30 Clerks
Immediate Openings
Kelly Services can put you to work immediately as a clerk of clerk typist working for a mortgage company in Farmington Hills. Full and part-time assignments are available.
Kelly offers good pay and benefits so call today!
Farmington Hills 471-2050

KELLY TEMPORARY SERVICES
"The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee.
Equal Opportunity Employer M/F/H

CLERK TYPIST
CITY OF TROY
Must be high school graduate or have GED. Must type 40wpm. Previous clerical experience is preferred. Salary $15,253-$18,253 depending on qualifications. Benefits package. Interested applicants should apply Mon-Fri, 8-5 at: 500 W. Big Beaver, Troy
An Equal Opportunity Employer

CLERK TYPIST
Immediate openings for full time clerk typist with data entry experience, for a fast paced company in the Southfield area. Send resume to: P.O. Box 214, Southfield, MI 48076-5134 Attention Donna

COMPUTER OPERATOR
For shipping department. Experience preferred. Send resume to Box 588 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COORDINATOR for small non profit, fast paced office in 13 Mile/Southfield area. Heavy phone work. Up dating large staff. 30hrs/wk. 8:30-5pm. Occasional Sat. AM work at time & 1/2. $7/hr. to start. Frequent raises. No health benefits. Call Pat, Intro/Marketing, 540-8010

CREDIT CLERKS
(Part Time)
Work Mon.-Fri., 5:15pm-9:15pm, 8 hours on Saturday and occasional Sundays in our Plymouth headquarters. Required occasional positions in other locations. Candidate should have outstanding communication skills with telephone and/or data entry experience helpful.
We offer employee benefits and generous merchandise discounts. To explore further, call Mrs Gilbert at 451-3227
Winkelman's
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK/TYPIST
Detroit-based firm seeks Entry-level Clerk/Typist. Candidate should possess a minimum typing speed of 40 WPM, good phone manner, & general clerical knowledge. Excellent advancement opportunity. This position is full-time with a complete benefit package. For consideration, please send resume to:
CLERK TYPIST
P.O. Box 776,
Detroit, MI. 48231

CLERK TYPIST
$11,700 FEE PAID
Troy corporation needs accurate typing and front desk personality for nice starter position. Full benefits and room for advancement. Call 649-5900.
SNELLING & SNELLING OF TROY

COMPUTER PROGRAMMER
Large insurance agency based in Southfield is seeking a programmer. Will train on our programs
Ideal candidate should possess
• 1-2 yrs business experience
• Programming experience
• Basic knowledge
Please send current resume
D. Economo
Meadowbrook Insurance
24275 Northwestern Hwy.
Southfield, MI 48075
NON SMOKING OFFICE

CONTROL CLERK
Full time clerical position. Work for physicians in multi specialty group. Process admittance and charge slips. Some medical experience necessary, but will train. Good starting salary and benefits. 10 paid sick days per year, 2 weeks vacation during the first year. Pleasant working conditions. Dearborn location. Send resume to Box 608 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CREDIT ANALYSTS for large national bank affiliate. Good basic typing skills, pleasant phone personality and good business sense are a must. Experience preferred. Salary negotiable. Day & evenings positions available. Send resume to P.O. Box 2456, Southfield, MI. 48037-2459, Att: Karen Gilley

CRT OPERATOR
Some experience preferred, well organized, good communication skills. Credit background a plus.
Call 827-3380

CUSTOMER SERVICE Rep for Troy area company. Data entry experience, excellent communication skills, light computer work 524-1500

Customer Service
(Escrow Processing)
Our customer service department processing positions available. Responsibilities will include correcting non-sufficient funds & balancing the accuracy of our servicing files. Home experience helpful for attention, math & problem solving skills, good verbal & letter writing skills are required as there will be interaction between departments & investors. Candidate should possess good organizational skills & the ability to work independently. General positions entail working in our FHA 235 area. A competitive salary & benefit package is offered. Qualified candidates should apply Mon-Fri, 8am-4pm or send confidential resume to:
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

DATA ENTRY
Afternoons or Midnights
Community EMS is accepting applications for full time Data Entry position. Excellent benefits & wages. For further information contact:
Lisa McKenna at 344-1990

DATA ENTRY/CLERICAL
$5.00 Per Hour To Start
Fitness USA Health Spas has immediate entry level openings in our Sales Department for enthusiastic, aggressive individuals who possess a pleasant telephone personality and exceptional clerical and organizational skills. Qualified applicants must have accuracy in record keeping, report typing & filing. Call Ms. Gates for a telephone interview which may lead to a personal interview at 737-7200
FITNESS USA HEALTH SPAS

DATA ENTRY-Individual needed for inventory control and data entry. Full time with benefits. Reply to Attn Marsha, Hercules Drawn Steel Corp., 35901 Amherst, Livonia MI 48150

504 Help Wanted Office-Clerical

CUSTOMER - service rep for major company in Southfield. Good communication skills & keyboard knowledge, three 8 hr. shifts available. $433/wk. Call Alison at Uniforce 646-7654

Customer Service
Credit, banking or finance background preferred by firm seeking customer friendly person with dynamic personality and detail flair. FEE PAID
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

DATA ENTRY CLERK II
Part time - 2 yrs data entry, good accuracy and keyboard skills. Medical experience preferred, excellent salary, full time after 1yr
968-5300

DATA ENTRY
Farmington Hills corporate office is seeking experienced data entry person. Full time/benefits. Non-smoker. Call 553-6200

DATA ENTRY GENERAL OFFICE
Experienced. Dearborn
Excellent skills required
945-5000

DATA ENTRY OPERATOR
Progressive, high tech firm in Southfield is looking for an experienced On-Line Computerized Data Entry. The ideal candidate will have recent Computer Data Entry experience. Word Processing experience helpful but not a requirement. Send resume, including salary requirements to: Box 614, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY person - with strong math skills, good typing, detail oriented, punctual & flexible. Will train. Call Dennis at 261-8000. Occasional overtime. $16,640. Call Sophie at Uniforce 646-7663

DATA ENTRY
Short and long term assignments in Western Wayne County
ETD Temporary Service 425-6226

DENTAL RECEPTIONIST
Good typing, enthusiastic. Send resume to: Dental, 26803 W. 8 Mile Rd., Suite 103, Livonia, MI 48152

DISPATCHER
Emergency medical service is seeking a full time & part time dedicated dispatcher. This full time position offers excellent wages & benefits. Please mail qualifications to P.O. Box 472 Redford, MI 48240
An Equal Opportunity Employer

DOCTOR'S OFFICE. Full or part time. Must be positive, reliable, organized, good communication skills. Experience preferred. Will train. Wages negotiable 274-0643
Data Entry

10 Data Entry Operators
Needed Now!
If you have data entry skills and experience, Kelly Services has a 2-4 week job assignment available for a large health care company. This assignment is Monday - Friday, 8:00 am - 5:00 pm and is located in the Farmington Hills area. Other data entry positions are also available.
Kelly offers good pay and benefits. Call us today for further information.
Farmington Hills 471-2050
KELLY TEMPORARY SERVICES
"The "Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee.
Equal Opportunity Employer M/F/H

DOCUMENT MANAGEMENT
Full-time, full-benefit position available in Livonia for person with good math aptitude and typing skills. Salary history to: General Office, P.O. Box 5071, Southfield, MI. 48076

FRONT DESK RECEPTIONIST
Pleasant, friendly, Farmington office needs typist/receptionist. Typing 35 wpm, phone experience helpful. Excellent benefits. Call Jennifer at 552-8858

504 Help Wanted Office-Clerical

DATA ENTRY OPERATORS
A Kelly job puts your skills on line. If you have strong computer skills and a flair for accuracy, then put you at the keyboard right away.
15 high input data entry operators needed for a special project. Day shifts available. Must have experience on 10 key style keyboard with 10,000 + key strokes per hour.
For more information, please call our Kelly office today.
Livonia 195 Ottawa 522-4220
33133 Schoolcraft

KELLY TEMPORARY SERVICES
"The Kelly Girl" People
"The First And The Best"
Not An Agency, Never A Fee.
Equal Opportunity Employer M/F/H

Data Entry/ Typist
Excellent opportunity for someone with good typing skills (35 wpm) to enter the field of computer data entry. Beautiful Farmington Hills location. Outstanding salary & benefits. Full time position in large department.
Send resume to
Attn Leonard W. Wysocki, jr
PARK WEST GALLERY
29455 Northwestern Hwy
Southfield, MI 48034

ENTRY LEVEL position with major auto supplier. Ideal candidate will show growth spirit, some computer experience & math ability. Call 352-7272

ENTRY LEVEL PROGRAMMER
$18-$19,000 FEE PAID
Great opportunity in a company on the move. Be on the inside track with the market. Trey need your skills to assist their growth. Learn these system: Cal-Ex.
Call Barbara at 851-9000
SNELLING & SNELLING
FARMINGTON HILLS

ENTRY LEVEL - BAM SUM. Good phone voice - typist. Stable person. Experienced. Adrian Realty. Call Eileen. Redford 537-5840

EXECUTIVE ASSISTANT
Unique full time position in a growth organizational state experienced bilingual (Spanish) person with good typing skills. Starting pay $3,000. + benefits. Ideal candidate lives in Western area. Please send resume to Diane Millward, 8443 Ranch, Estate Clarkston MI 48016

FAST MOVING POSITION
For Receptionist with good communication. Computer skills plus $15,000. Benefits. Fee paid.
Call 399-5450
SNELLING & SNELLING

FILE CLERK/TYPIST
Part time, duties include: typing data entry, filing, answering phone, switchboard relief, sorting and distributing mail. Previous office experience required. Applicants available at Proctor Homer Warner, Inc. 2700 W. Big Beaver, Troy, MI 48084

FILING/ GENERAL OFFICE
Busy property management office South Lyon seeks energetic and accurate individual to type, file and perform other misc. office duties. Must have good typing skills. Salary history to: General Office, P.O. Box 5071, Southfield, MI. 48076

FRONT DESK RECEPTIONIST
Pleasant, friendly, Farmington office needs typist/receptionist. Typing 35 wpm, phone experience helpful. Excellent benefits. Call Jennifer at 552-8858

HOME & SERVICE GUIDE

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

3 Accounting Services

ACCOUNTING - BOOKKEEPING TAX SERVICE
BUSINESS CONSULTANT
Call AL OLSON 363-7068

9 Aluminum Siding

AAA ALUMINUM/VINYL SIDING Trim, gutters, replacement windows, decks. Repairs. Lic. Ins. Free Estimates - Ken 421-3818

ALCOA & REYNOLDS
Alum Siding & Trim. Replacement windows. Free Est./Guarantee.
REDFORD ALUM. PRODUCTS
471-6280 or 476-8264

ALUMINUM SIDING & TRIM. Seamless gutters. Vinyl replacement windows. Licensed. Do own work. Manning Construction 427-0748

Aluminum & Vinyl Siding & Gutters
ALL WORK GUARANTEED
FULLY INSURED WITH REFERENCES
LICENSED BUILDER
EARL WOOD
553-2520

ALUM. & Vinyl siding. Gutters, trim, enclosures, roofing. Installed work.
471-2600

12 Appliance Service

Rebuilt refrigerator, freezers, washers/dryers, stoves and TVs. Guaranteed and delivered. Allen Appliance, 26001 Southfield, Lathrup Village. 559-2903

15 Asphalt

A & A ASPHALT PAVING CO.
Sealcoating & repairs. Crack filling. All work guaranteed. Free Est. Call now for Fall Specials. 937-1262

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Residential • Commercial
• Free Estimates •
826-1222 652-2112

EAGLE PAVING
Comm'l/Resid'l Resis./Guar.
423-5023 295-2011

24 Basement Waterproofing

All Types of Waterproofing
Guaranteed - Free Estimates
Peter Mauti - 476-1565

AQUA-STOP
Basement repair/No outside digging
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