504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
needed for rapidly expanding rehabilitation company located in Birmingham. Knowledge of computer, basic accounting & excellent typing skills required. Excellent salary and benefits package. Please send resume to: 2100 E. Maple, Suite 300, Birmingham MI 48009 Attn Murray Bolton

EXECUTIVE SECRETARY
Health Care Organization in Lincoln Park seeks competitive individual for full time position. High school diploma and word processing skills (60wpm) dictaphone and telephone experience required
Call Ms Pates 386-4789

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard working, individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be willing to work flexible hours, be self motivated and organized with attention to details. Send resume to P O Box 300, Southfield, MI, 48037

Experienced Desk Clerks for residence halls needed for housekeeping. Apply in person to Stanley Inn, 17129 Telegraph Rd

Tire Clerk - Needed part-time for busy doctor's office. Flexible hours. Call Marjorie on Mon, Tues, Thurs & Fri 3-5pm only 425-5281

FRONT DESK RECEPTIONIST
$14,000 FULL BENEFITS BUSY PLUMBING/HEATING OFFICE
1-11 PM
CALL TODAY
PERMANENT STAFF
SOUTHFIELD 353-4400
FARMINGTON HILLS 737-5750
An Equal Opportunity Employer

FRONT DESK
TO $15,000 FEE PAID
Livonia Manufacturing Firm is seeking an organized professional to join their team. They offer excellent benefits, opportunity to deal with the top 3 Automotive Manufacturers! This is an excellent chance for an individual looking to grow with their company.
851-3560
SNELLING & SNELLING
FARMINGTON HILLS

GENERAL OFFICE
SALARY TO $14,500
Our client needs your computer skills, figure aptitude & general office experience. Excellent benefits include 6 paid holidays & 6 paid sick days. Call today.
ALL FEES COMPANY PAID
PERMANENT STAFF
Livonia 591-2221
An Equal Opportunity Employer

Great Opportunities
Secretaries
Receptionists
Word Processors
Long and short term assignments available in your area. Top pay, paid vacations. Call today for more information
Southfield 353-4420
Pontiac 682-4510

Personnel Pool

GREAT TYPING Position available in small friendly office. Approx 25-30 hrs per week with flexible schedule. Minimum requirement of 45 wpm. Please apply in person Dim Jewelers 29137 Ford Rd., Garden City

HIGH ENERGY - RECEPTIONIST/SECRETARY - for fast paced professional office in Farmington Hills. Must be people oriented with good typing skills, salary commensurate with experience, great atmosphere & benefits included. Call Pam
553-2444

HUMAN RESOURCES CLERK TRAINING CLERK
We are looking for individuals with excellent clerical skills & interest in human resources or training. Entry level positions with growth potential. Word processing experience required. Hours 7,3 & helpful typing minimum 50 wpm.
We offer an excellent salary, benefits & working condition plus free parking. Please send resume to
HUMAN RESOURCES
INVETECH COMPANY
1400 HOWARD ST
DETROIT, MI 48226
An Equal Opportunity Employer

PART-TIME HELP WANTED
Cleaning area. Non-smoker preferred $4.50/hr.
Carrollton Sym. 454-4040

IMMEDIATE OPENING - Lake Fabricated job? Lathrup Village manufacturing company seeks mature person for office help. Must be problem solver, customer service oriented, like diversity & most important be dependable. Will train. $5/hr. 424-8649

GENERAL OFFICE - Typing, filing & various duties. Full time. Fast paced office Macintosh SE, will train. Send resume with salary requirements or apply in person to: Hobson Motors, Inc., 15630 Middlebelt, Livonia MI 48154

GENERAL OFFICE - part time (Bloomfield) hrs. Excellent working conditions. Typing required, will train on computer. Hours flexible but prefer 8am-1pm or 9am-2pm. Please reply in writing to: PO Box 7267, Bloomfield Hills, 48302-7267

GENERAL OFFICE SECRETARY
for small downtown Plymouth office. Organizing and computer capability helpful. Must be self starter essential. Flexible hours. Call 451-2775 or send resume to: Uno-Wash Inc., 850 Francis, Plymouth, MI, 48170

GENERAL OFFICE
Diversified duties include typing, phone contact, basic office machines. Modern office located near Livonia Mall. Reply to Box 548, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Birmingham firm has full time position available for person with excellent telephone skills, included typing, light bookkeeping & general office procedures. Word perfect experience helpful. Send resume with salary requirements to Box 514, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE-Entry level position. Process price list for microfiching, filing, statistics, typing, pull samples from stock, and process credits. Learn PBX switchboard, data entry, word processing and computer applications. Must enjoy working and be detail oriented. Paid holidays & 6 paid sick days. Call today.
ALL FEES COMPANY PAID
PERMANENT STAFF
Livonia 591-2221
An Equal Opportunity Employer

Job Open House
ENTECH
SERVICES, LTD.
Wednesday, November 8
9 a.m. - 6 p.m.
at the
John Grace
Community Center
21030 Indian, Southfield
Join us to discuss career opportunities! Accepting applications and conducting personal interviews. We are looking for some great people to fill IMMEDIATE long and short term assignments.
- WORD PROCESSORS
- RECEPTIONISTS/SWITCHBOARD
- MEDICAL SECRETARIES
- TELEMARKETERS
- SECRETARIES
- DATA ENTRY OPERATORS
- GENERAL CLERICAL

Great pay, benefits, vacation, holiday pay, production incentives, FREE word processing training to qualified applicants! Please call for directions and to schedule an appointment.
737-1744

JR. ADMINISTRATIVE ASSISTANT
$16,640 FEE PAID
This branch office of a Fortune 500 company is seeking an organized individual to play a key role at Assistant to the Account Manager. This job has a lot to offer - the benefit package is comprehensive, including pension and profit-sharing. There is opportunity for advancement and you will be working with a great staff! If you are a people person and can type 50 wpm, call Julie at 851-3560. Evening appointments available.
SNELLING & SNELLING
FARMINGTON HILLS

JUNIOR SECRETARY
Southfield location. Excellent typing skills necessary. Good math ability & calculator skills needed. Excellent communicator with experience. Great opportunity to say no, on questions to P.O. Box 5091, Southfield, MI 48076

INSURANCE UNDERWRITER
Fast growing Troy auto insurance company has an excellent opportunity for an experienced Personal Lines Underwriter. Salary commensurate with qualifications. Benefit package. Interested candidates send resume to 1050 Wasner Dr., Suite 175, Troy, MI 48084

KEYPUNCH KEYTAPE
operators. Experience required. Day and afternoon shifts open. Farmington area
KEYPUNCH OPERATOR
clerical experience a must. 18 Mile & Crooks area. Some overtime and benefits. Great working conditions. Flexible hours 582-9640

LEASING/MANAGER
Have 120 unit apartment complex in Southfield. We need a Leasing/Manager Salary plus commission. Send resume to P O Box 3078, Birmingham, MI 48009 or call Patty at 433-1100

LEGAL COUNSEL - good pay, part time. Professional Mutual Insurance Co. Call Linda. 355-5555

LEGAL SECRETARY - full time, Livonia. Pleasant relations atmosphere helpful. Please submit resume & salary requirements to Law office, 33150 Schoolcraft, Suite 209, Livonia, MI 48150

LEGAL SECRETARY full time, small Farm Hills office. Excellent grammar skills & word processing experience required 553-2300

LEGAL SECRETARY - needed for Birmingham law firm, must have 2-3 yrs. experience, litigation helpful, knowledge of computer & Word Perfect a must. Excellent benefits. Contact Judy 540-6287

LEGAL SECRETARY
Experienced legal assistants personal injury. Word Perfect preferred. For small Farmington Hills firm. Hours flexible. Call Marsha 855-9510

LEGAL SECRETARY - Good WANG skills. Salary commensurate with experience. Call Attorney Lou C. Mary, 3000 Town Center, Suite 2600, Southfield, 48075

LEGAL SECRETARY - experience for small Birmingham law firm. Telegraph/13 Mile area. 647-8850

LEGAL SECRETARY
For litigation partner. Must possess strong experience and be an Excellent salary and benefits. 354-4030

LEGAL SECRETARY for senior partner. Position for Estate Planner, high salary, fringes future & security. Call 354-2500

LEGAL SECRETARY - Full/part time Bingham Farms office. Salary negotiable, word processing required. Ask for Marsha/Joan 646-7421

LEGAL SECRETARY-Birmingham area. 0-1 yr. experience. Salary commensurate. Call Arlene 645-0339

LEGAL SECRETARY
Are you motivated? Hardworking? Do you want to grow? We need you! Experience in general practice & with Word Perfect 353-4600

LEGAL SECRETARY for Southfield firm. Experience required. Excellent typing skills & PC knowledge. Salary commensurate. Call Ms. Sally Woodfield at Davis, Pleasant & Weisberg, 352-5224

LEGAL SECRETARY Part-time permanent, 25 to 30 hrs. per week, flexible hours. Law firm in Southfield area. Immediate opening. Call 351-0600

LEGAL SECRETARY
experienced in running computerized law office. Must know Word Perfect. Good pay. Modern high rise office building in Southfield. Non smoking environment. 355-5300

LEGAL SECRETARY - part time position for firm in Farmington Hills. Use of Word Perfect & Wang helpful. Compensation negotiable. Must have excellent references 553-2300

LEGAL SECRETARY
ROCHESTER AREA Will work for head counsel of corporation. Short-hand required. $25K range, full corporate benefits. Call
B. HAMIL PERSONNEL
424-8470

LEGAL SECRETARY
TO $24,000
Two positions available. Rare opportunity with prestigious firm. Litigation experience plus good skills required. Fee paid. Call perrett at 772-6760
SNELLING & SNELLING

LEGAL SECRETARY
TO $23,000
Prominent suburban firm needs your skills and poise. Benefits. Fee paid. 399-3450.
SNELLING & SNELLING

LEGAL SECRETARY, experience for 3 attorney firm in Birmingham. Corporate & real estate practice. Send resume & salary requirements to: Law Office, 999 Haynes, Suite 340, Birmingham, MI 48009.

Dir call Dress. 645-0308

LEGAL SECRETARY
full time, must have some secretary experience, legal experience helpful, not necessary. Excellent typing, A.S.A. Ask for Lorraine between 8am & 12 noon. 353-1333

LEGAL SECRETARY, with at least 1 year experience, for small Troy law firm. Knowledge of WordPerfect preferred. Please send resume to Office Manager, 1100 Big Beaver, Ste. 222, Troy, MI 48084

LEGAL SECRETARY
Downtown Detroit, growing firm seeks experienced, responsible legal Secretary with word processing skills. Benefits 964-4200

LEGAL SECRETARY
Experienced for small Southfield law firm. Knowledge of Word Perfect. Salary commensurate with experience. Call Mary, 645-1450

LEGAL SECRETARY - immediate opening for experienced person in Bloomfield Hills area. Excellent typing & grammatical skills. Accounting, Wang word processing experience helpful. Please call Office Manager, 645-1450

LEGAL SECRETARY needed for Southfield law firm. Experience in corporate tax & business law necessary. PC & word processing required. Salary commensurate with experience. Excellent benefits & paid sick days. Reply by resume only to: Powers, Chapman, 3001 W. Big Beaver, Suite 704, Troy, MI 48084, Attention Carol

MATURE PERSON - Part time with full time potential. For front office & accounting phones. We typing and filing. Call Mary Jo 737-1810

MEDICAL SUPPLY
General office, Dearborn. Full time. Must be versatile with good communication skills. Medical office supply experience helpful, but will train. Excellent benefits. Send resume to
Fairlane Home Medical Supply
22411 Michigan Ave
Dearborn, MI 48124
Attn. Office Manager

NATIONAL LEASING CO. seeks to position for Contract Administrator with general and administrative duties. Emphasis on typing & communication ability. 550-1440

OFFICE ASSISTANT
Entry level position assessing phone, typing and light typing. CRT experience helpful. Call Brittany
ACRO SERVICE CORP., 591-1100

Mortgage Banking
Closer Trainee
Fast paced Mortgage Corporation is seeking enthusiastic individuals to learn the exciting closing process of mortgage banking. Position involves preparing loan packages for Loan Reps, V.A. & Conventional Marketing packages. We will also train the applicants to enter loans & to prepare mortgage documents for loan closings. Previous exp. is preferred, but not mandatory. A complete benefit package is offered. If you possess accurate typing, excellent communication skills and the ability to work under pressure, we invite you to apply Mon-Fri, 9am-5pm.
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

MORTGAGE LOAN ORIGINATORS
Needed for our new W. Bloomfield office. Our Warner office has over much 1 year originating experience or 3 years real estate selling experience required.
BONUS
- Paid to Originators
- Paid to Processors
LIBERTY MORTGAGE CORP
358-2345

NATIONALLY recognized 2nd mortgage company in Livonia looking for outgoing personable individual. Duties are diversified. Bank references/credit are essential. Bank helpful but not required. For appt. call Marie Lloyd 313-422-2399

NATIONAL PAYROLL company has immediate positions in the administrative department. Future individuals with outgoing personality needed. Accurate typing skills a must. Accounts receivable and collection experience helpful. 2 years office experience required. Excellent benefits available. Please send resume to: Human Resources Manager, P.O. Box 5091, Suite 110, W. Bloomfield, MI 48322 or call Ann Williams for an appointment. Mon. thru Fri., 8am-4pm

504 Help Wanted Office-Clerical

Mailroom Receptionist
WE ARE SEEKING AN EXPERIENCED MAILROOM CLERK WITH:
- Knowledge of Pitney Bowes Mail Machines
- Knowledge of Xerox copiers helpful
- Switchboard relief duties on multi-phone lines
- Some lifting required

If you are a flexible person interested in working in a Farmington Hills contact the Southfield office

ALL OFFICES WILL BE OPEN ON MONDAY'S UNTIL 7PM

THE BEST TEMPS IN TOWN WORK FOR
OLSTEN
TEMPORARY
SERVICES
Dearborn 441-3181
Detroit 962-9650
Farmington Hills 553-8287
Southfield 354-0558
Troy 643-9510
EOE M/F/H/V NO FEE

MORE THAN A SECRETARY
$18,000 PLUS
Opportunity is knocking at your door with a growing company where something is always happening. If you like working the public, type well and work with computers then Call Marsam at 352-2090.
SNELLING & SNELLING

OFFICE ASSISTANT
Computer manufacturer seeks an energetic person for order entry, light bookkeeping and other duties. Resume to Michigan 22751 Pelkie, Clinton Twp., MI 48035

OFFICE ASSISTANT - Southfield company seeks full time person to assist in general office duties. Mail Dept. Job duties, data entry, copying & computing of promotional material and other duties as needed. Good receptionist duties. Required high school diploma, excellent phone manner and the ability to work independently. PC & data base experience helpful. $7.50 hr. plus fringes. Business by Mon. 10 to 5. Separation Dynamics, 29100 Northwestern Hwy., #355, Southfield, MI., 48034, Attn: Personnel Dept.

OFFICE CLERICAL- Full time position available for individual with excellent typing skills. We are looking to train someone interested in purchasing. Duties include the feed of Homeowners & Personal Auto Insurance. Call Kathleen D 525-0927

OFFICE CLERK
Part time for Southfield office. Candidate must be dependable and enjoy working in a fast paced home U.S. Hakan, Educational Center, 16250 Northland Dr. Southfield Mi. 48075-5203 Att. Personnel

OFFICE HELP
needed. Mail Boxes & Tang
Rochester Office 656-0070

OFFICE POSITIONS - Full time entry level. Must have at least 1 year previous office experience. Light math ability and calculator skills needed. Excellent typing & phone skills. Resume including salary requirements to: Attention: Office Manager, P.O. Box 5091, Southfield, MI 48076

ORDER DEPT./General Office
Must have at least 1 yr. Order Dept./General Office experience, with clerical typing & math skills. This position should be a detail oriented, flexible & organized individual. Please send resume including salary requirements to: Human Resources, P.O. Box 5091, Southfield, MI 48076

ORDER DEPT./General Office
Must have at least 1 yr. Order Dept./General Office experience, with clerical typing & math skills. This position should be a detail oriented, flexible & organized individual. Please send resume including salary requirements to: Human Resources, P.O. Box 5091, Southfield, MI 48076

OUTSTANDING OPPORTUNITY
$20,000 FEE PAID
Important company in an excellent suburban location is looking for a strong person to assume developed responsibilities in a fast-paced environment. If you type at least 50 words per minute and desire long term growth, call today! Evening appointments available. Call Barbara at 851-3560
SNELLING & SNELLING
FARMINGTON HILLS

PART-TIME general office duties. Typing, filing and helpful. Hours. Starting wage is $4.50/hr. Call Sam day-Friday, 9:30-1pm. 522-9559

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
Sinai Hospital has an immediate full time opening available in our financial operations Medicare Department for an Office Assistant to work at the W. Bloomfield location.

Candidates must possess typing of 40-50 wpm, and previous clerical experience in a medical atmosphere.

We will offer an excellent wage and benefit package including tuition reimbursement and CIFTO (contributed paid time off).

Interested applicants contact
Margaret McCallum
6450 Farmington Rd
W. Bloomfield
661-8100

OFFICE MANAGER FOR 2 attorneys. 18 staff office. Experienced. Excellent management skills. Computer literate, strong in financial and personnel matters. In charge, person must immediate opening. Excellent fringes. Salary equal to ability. Reply in confidence with resume and salary requirements to Box 812, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORDER COORDINATOR
WE ARE looking for an enthusiastic, energetic person. Has excellent customer skills, administrative skills, the ability to handle a constantly changing environment in a rapidly growing company. Call Ka-Tom Products, Inc. at 852-2800

PART-TIME OFFICE ASSISTANT
for growing company. Light typing, good computer skills. Prior experience or letter of interest to:
MADA 4250 Shaftsbury
Ste 241 Southfield, MI 48075

PART-TIME OPPORTUNITIES
Build Your Career With EDS
At EDS our clerical support staff plays a vital role in the success of our dynamic clerical and administrations services corporation. We have part-time, permanent and one 3rd shift positions at our Livonia location for the following
- MAIL OPERATOR EQUIPMENT OPERATORS
- ENCODING OPERATORS

ENTRY-LEVEL positions also available, 10 key experience a plus

EDS offers competitive salaries based on prior experience, along with patient advancement opportunities. If you are interested in one of these positions, please send your resume today to:
EDS/RPS
36777 Six Mile Rd.
Suite 100, Dept. 90JJ0039A
Livonia, MI 48152
Equal Opportunity Employer
Minority/Female/Handicapped Vet

PART-TIME - SEPTEMBER
3 to 4 mornings per wk. Good typing. Good phone manner. Must live Cloverdale area 643-6330

PERSONAL LINES CSR
Part time permanent position in insurance agency, in Southfield area. 358-1171

Phone Order Processors
Heavy customer contact. Light record keeping. Part time evenings, Saturdays & Sundays. The right person could make $6-$7/hr. Great for student, homemaker or retiree. Will train the right persons. For directions call 476-7355

PERSON FRIDAY
Who is well organized to act as a general office assistant for small call service company. Some computer, book keeping and life typing desirable. Salary commensurate with previous salary history to
BOB SELLERS
PONTIAC OMC
Grand River/10 Mile Rd 476-8000

PERSONNEL ASSISTANT
$25,000 FEE PAID
Expansion minded successful international company offers a truly golden opportunity for the right person (secretary/personnel) to join a team of people the door to you. Typing 55 wpm, experience in the field, a degree and computer experience are a plus. Excellent benefit package. Call Rick at 352-3240
SNELLING & SNELLING
FARMINGTON HILLS

504 Help Wanted Office-Clerical

PAYABLES/PAYROLL
Farmington employer needs your computerized accounting experience including weekly payroll and payroll. Start immediately & earn $18-$21,000. Employer pays our fee
#1 Personnel Place
274-4230

PAYROLL - PERMANENT Part-time Experience with computerized Payroll preferred. Knowledge of Employee Benefit Reports. Approx. 25 hrs per week. Send resume & salary requirements to Box 522, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PBX OPERATOR/RECEPTIONIST
Good speaking ability, outgoing personality and professional appearance are required. Full time days. Benefits Livonia area. Call 421-9300, Ext 300
An Equal Opportunity Employer

PERSONNEL SECRETARY
Metro Medical Group, a division of Health Alliance Plan has an immediate full time position available for an individual with excellent secretarial skills. Must be able to type a minimum of 60 wpm. 2-3 years typing skills preferred. A minimum of 2 years previous clerical experience required. Must have effective communication & analytical skills. We offer an excellent starting salary & benefits package. Interested candidates should submit a resume to the Human Resource Dept at
METRO MEDICAL GROUP
1800 TUXEDO
DETROIT, MI. 48206

PHONE ORDER PROCESSOR
CUSTOM AND PRICE FIRST
To handle large volume of incoming outbound phone calls for prime Southfield company. Immediate and full time position available. Computer skills helpful. Pleasant phone and office. Above average earnings. Fringe benefits. Only those qualified need apply. Call Barbara, 9am-3pm 352-7200

PHONE WORK - for personal, relaxed and jovial. Part time to 20 hrs up to full time
Call for Mary 534-3668

PLYMOUTH based accounting firm has opening for an office assistant. Statistical, typing & general office skills required. Reply to PO Box 2442, Plymouth, MI 48170

PR DEVELOPMENT ASSISTANT
Full/Part time. Special events, media relation, public relations. Writing skills necessary. Computer experience helpful. Salary according to skills experience. Resume to: Rose Matthews, Catholic Social Services/Dept. 50 Wayne St. Pontiac, MI. 48058. An Equal Opportunity Employer

PRIVATE VOCATIONAL SCHOOL seeks individual with good clerical skills. Duties include typing, light bookkeeping, phones. Must have good communication skills. Call 557-7318

PROFESSIONAL RECEPTIONIST
$15,000
Switchboard experience & word processing are required for this position with an excellent firm on Troy Industrial Park! Benefits & a high tech work environment. Call for an interview & test today.
ALL FEES COMPANY PAID
PERMANENT STAFF
Troy 585-2720
An Equal Opportunity Employer

QUALIFIED INDIVIDUAL needed for clerical duties to include payroll data entry & a knowledge of lotus 9:30am to 3:30pm. Mon thru Fri. This part time position offered by Advanced Technology & Testing is located in Farmington Hills. Interested candidates should call between 9am & 12noon
Call Rick 471-2900 Ext 326
An Equal Opportunity Employer

WEEKEND Receptionist/Secretary, for Bloomfield Hills area. Call Karl Mr. Reardon at Max Broock, Inc. Financial 642-6000

REAL ESTATE OFFICE
W. Bloomfield/Farmington Hills area needs a person with excellent typing skills to gather & quantify company operating statistics, perform clerical office duties, work approximately 20 flexible hours per week. Good typing skills required. Knowledge of lotus helpful. Call John Ross 855-9000

PROFESSIONAL RECEPTIONIST
Plymouth Executive background, busy board. $16K range
Call Ann Marie
B. HAMIL PERSONNEL
424-8470

RECEPTIONIST BOOKKEEPER
For Southfield law firm. Light typing, light typing computer experience. Call Ms. Pates 386-4789 or phone Please send resume to Stuart & Schram & Associates, 31275 Northwestern Hwy., #215, Farmington Hills, MI. 48018

RECEPTIONIST
Part time, 1-5pm Mon-Fri, for Livonia manufacturer. Please call 425-4415

RECEPTIONIST/SECRETARY
Part time with good typing & communication skills. 642-1117

RECEPTIONIST
For fast paced office. Good typing and phone skills for entry level position in Novi 344-0400

RECEPTIONIST, Experienced part-time for Farmington Hills Accountant's office. Call Nancy Ann Kaplan for details. 851-3300

RECEPTIONIST
Southfield medical evaluation center has opening for bright, aggressive person. Good typing, telephone skills & light typing required 557-3120

RECEPTIONISTS - for Southfield and Farmington Hills. Must have experience on Rolm, Dimension, Horizon. Light typing helpful. $5/hr.
Call Harriet at Uniforce 646-7642

RECEPTIONIST/PHONE OPERATOR-General typing, for leading drug company in Farmington. Familiarity with computer, word processing helpful. Send resume to P O Box 2623, Livonia, MI 48150

RECEPTIONIST-GENERAL OFFICE
Large senior citizen complex. Cleanliness, well organized, self-starter needed for this front office position. Written & good interpersonal skills. Mon-Fri, 9am-5pm 967-4240

RECEPTIONIST/SECRETARY
Seeking a well spoken person to fill a full time position in our Garden City office. Responsibilities include answering phone, word processing and general office work. Call 522-7709 for appointment, ask Ann

RECEPTIONIST for Plymouth Financial Center. Firm We are looking for a personable, dependable, non smoker to answer phones and handle other duties. Call Lesse Mortgage Co., Birmingham 540-3150

RECEPTIONIST/TYPIST, 40 yr. old N.W. Detroit Co. has been moving to Livonia needs a person who can handle phones, be friendly, have active telephone skills with typing and filing meeds for fast paced environment. Send resume to Tri West Products, 19630 Fitzpatrick, Detroit 48228 Art Weisberg

RECEPTIONIST
for Wed & Crazy office.
Call 557-3550

RECEPTIONIST
Local CPA firm looking for mature person. For appt call 540-6000

RECEPTIONIST-TYPIST
For law offices. 14 Mile Rd. and Farmington Rd. 626-4747

RECEPTIONIST - SWITCHBOARD OPERATOR. Full time immediate opening. Individual should possess professional image, strong interpersonal skills, be detail oriented, board experience & familiarity with Rolm phone system. Refined phone skills & general office skills. Apply at
FEDERAL APD
24700 Crestview Ct
Farmington Hills (Grand River, near Halsted & Haggerty Rds.)
An Equal Opportunity Employer

RECEPTIONIST NORTHWESTERN
Busy friendly office in Farmington Hills area. Typing general office duties. Call Professional Staff, 489-8300

RECEPTIONIST
For busy Birmingham Travel Agency. Call Janet, 644-1600

Professional Office Staff

Are you an experienced clerical candidate with marketable skills? We have placement opportunities for individuals experienced in
- General Reception
- Data Entry
- Secretarial
- Typists

Earn top pay with NO FEE. Call a representative today for an interview.
TEMPRO
443-5590

RECEPTIONIST/SECRETARY
Downtown Detroit law firm is looking for strong word secretaries, receptionists and legal secretaries. Word processing background a must. Good benefits, negotiable salary. Send resume to Box 4322, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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Part time, 1-5pm Mon-Fri, for Livonia manufacturer. Please call 425-4415

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Call Harriet at Uniforce 646-7642

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for Wed & Crazy office.
Call 557-3550

RECEPTIONIST
Local CPA firm looking for mature person. For appt call 540-6000

RECEPTIONIST-TYPIST
For law offices. 14 Mile Rd. and Farmington Rd. 626-4747

RECEPTIONIST - SWITCHBOARD OPERATOR. Full time immediate opening. Individual should possess professional image, strong interpersonal skills, be detail oriented, board experience & familiarity with Rolm phone system. Refined phone skills & general office skills. Apply at
FEDERAL APD
24700 Crestview Ct
Farmington Hills (Grand River, near Halsted & Haggerty Rds.)
An Equal Opportunity Employer

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Busy friendly office in Farmington Hills area. Typing general office duties. Call Professional Staff, 489-8300

RECEPTIONIST
For busy Birmingham Travel Agency. Call Janet, 644-1600

HOME & SERVICE GUIDE

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION 4 P.M. FRIDAY FOR SUNDAY EDITION

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HEATING - AC - HUMIDIFIERS
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Licensed 937-0785

SALES SERVICE AND Installation
Furnace and around. Service charge discounts
421-8758

110 Housecleaning

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Apts., Condos & Homes
Local references 626-9482

123 Janitorial

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Miami Mattress Inc. Complete janitorial covers Seely Owner.
Call Mike 313-397-5906

CAROLYN'S JANITORIAL SERVICE
Home & Office Cleaning
We do windows
Call 582-8940

J & F JANITORIAL SERVICE
FULL COMMERCIAL CLEANING
Fully insured. Free estimates
422-3105

WE CLEAN your home, office, everywhere. We Supply all the stuff. Call Crystal Clear Clean. Specialty Turn Kits call 835-5927, or beeper #430-4270

129 Landscaping

ADMIRE YOUR YARD
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