504 Help Wanted Office-Clerical

CASHIER/OFFICE Clerk - Part-time position available. Experience helpful. Apply in person: Mickey Shorr, 27819 Plymouth Rd., Livonia

Clerical

Choose your next job with Kelly

Start earning good pay today in one of these temporary assignments through Kelly Services:

- Data Entry Operators
- Receptionists
- Switchboard Operators
- Word Processing Operators
- Typists
- Clerks

Kelly can place you in the position that is right for you with advertising, communications and manufacturing companies. Call Kelly today and find out about these jobs:

Bloomfield 642-9650
Pontiac 338-0338
Southfield 352-5220

KELLY TEMPORARY SERVICES

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

CLERICAL

Hi-Tech Computer Services Co. in Livonia - has immediate, full-time data entry and clerical positions open in the following areas:

1 Data Entry Operator Must be able to key at least 10,000 KPH & have some data entry experience
2 Mail Clerk - Must have good document processing & other clerical skills.

We offer good pay & benefits. If you are looking for a good working environment with opportunities for advancement, please call 261-8220

CLERICAL - part time. Assisting insurance agency with various duties, various tasks, duties include: computer data entry, filing, typing, phones, switchboard relief and typing. Previous office experience required.
Accounting skills or experience helpful. Please send resume to: Proctor Horner Warren, INC., 2100 W. Big Beaver Rd. Troy, MI 48084

CLERICAL/PART TIME
Immediate part time opening for sharp individual with typing skills. Responsibilities will include various reports, invoicing, typing & switchboard relief. Will train. Apply in person at: Bloomfield Recruiters, 2 Parklane Blvd., Suite 104, Dearborn. No phone calls please.

CLERICAL/RECEPTIONIST
Entry level Part-time (25-35 hours per week) Burlington area. Call 645-5557

CLERICAL SUPERVISOR
Resort/Country Office Manager
Manager wide overseeing work, how and confidential project reports, advanced spreadsheet and data base packages. Accounting or bookkeeping experience helpful.
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

CLERICAL
to $16K
Beautiful office in major corporation seeks seasoned clerical experience with word processing background. Full benefits. Call for application and resume or call 344-6700.
DIVERSIFIED RECRUITERS CO
27780 Novi Rd., Suite 104
Novi, MI 48050 All Fees Co. Paid

CLERK/TYPIST
Clerk/typist position available for dependable, friendly person with good typing skills. Must have 45 wpm accuracy. Computer experience helpful. Will train. Full-time position with benefits. Call Ellen at 559-4330

CLERK/TYPIST
We are presently taking applications for a Clerk/Typist for our Oakland Saves Department at Metro Airport. Starting salary is $5.00 an hour. The hours would be 1pm to 9pm, Monday thru Fri. Must have excellent typing skills and some clerical experience. Apply in person to the Personnel Office located in the Marriott Airport Hotel, between 10am and 4pm, Mon thru Fri.

HOST
A Marriott Company
Detroit Metro Airport

504 Help Wanted Office-Clerical

Clerical

General Clerical Opportunities

If you possess accurate typing of 35-40wpm, excellent communication skills and a desire to grow in a professional business environment we have some excellent opportunities. Positions involve performing typing, departmental mail, filing, answering telephones & other clerical duties. Previous office experience preferred. Citi experience a plus. A competitive benefit package is offered. Qualified candidates should apply Mon-Fri, 9am-4pm.

Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Executive Drive
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

CLERICAL SUPPORT
Part-time general office. Word processing, must, busy phones, light typing. Birmingham location.
Cathy 540-1711

Clerk

Call Kelly For Happier Holidays

A Kelly job can help you earn extra money just in time for the holiday season. We now have openings for

- clerks (no typing)
- clerk/typist
- data entry operators
- receptionists
- switchboard operators
- word processing operators

Call Kelly 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-Hours 8am-5pm Typing, filing, and general office duties required. Send resume to P.O. Box 440, Southfield, MI 48076

Computer Company Secretary

A dynamic computer firm has an ideal position for you. Use state of the art word processing equipment and work with VIP clients. $17,000, complete benefits. Fee paid. Call Barbara at 353-2900.

SNELLING & SNELLING

CONSTRUCTION SECRETARY
Light bookkeeping, computer input and general office duties. Farmington Hills Office. Send resume to Debra Clevenger, 31731 Northwestern Highway, Suite 159W, Farmington Hills, MI 48018

CUSTOMER SERVICE REPS - (13) for Southfield, Oak Park corp. Good communication & keyboard knowledge necessary. $4/hr. to start. N. shifts available. College students welcome, call Alison at Kforce 646-7664

DATA ENTRY CLERK
Westland distribution center needs data entry clerk for afternoon shift. Light figure aptitude, but willing to train. To apply, call Debra at 326-0620

DATA ENTRY CLERK
Entry level position in the billing department of a small company located in the Livonia area. Successful candidate will be able to type a minimum of 45 wpm, be self motivated and organized. Call Barb between 1-4pm 642-5050

DATA ENTRY
Short & long term in Wayne & Oakland County
ETD Temporary Service 425-6226

DATA ENTRY OPERATORS

Immediate openings in Detroit and Suburban Areas MUST type a minimum of 50 wpm. Must have excellent communication skills. Call 9AM-3PM for appointment

METROSTAFF

Temporary Personnel Services
425-8368 569-8700
No Fee EOE

FILING/
GENERAL OFFICE
Busy property management office in Southfield. Good proof reader, must be accurate individual to maintain fees and collections, some typing. Excellent benefits. Please respond to P.O. Box 3040, Farmington Hills MI 48018

504 Help Wanted Office-Clerical

CONSTRUCTION BOOKKEEPER
LIVONIA
Full charge, experienced.
$20-$23K Range Fee paid.
B. HAMIL PERSONNEL
424-8470

CONTROL DESK SPECIALIST
at United Stationers, our commitment to our people & systems has made us the nation's largest wholesale distributor of office products. You'll be responsible for entering & batching customer orders to be filled in accordance with delivery times & schedules. Part time evenings, 6:30-midnight, Mon.-Fri. We offer an excellent starting salary. Please apply in person to:
United Stationers 32432 Capitol Dr., Livonia MI 48150
An Equal Opportunity Employer

Data Entry

Call Kelly for Happier Holidays

A Kelly job can help you earn extra money just in time for the holiday season.

- Data entry operators (hi production)
- 10,000 + KPH
- Day shift (must be available 8 hr. shifts)

Livonia 522-4020
1-96 Officenter
33133 Schoolcraft
Livonia, MI 48150

KELLY TEMPORARY SERVICES

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

IMMEDIATE OPENINGS

Kelly Services seeks energetic individuals for short and long term data entry assignments in the Troy area. You must be good at data and be able to perform general clerical duties. 10 key or typewriter style keyboard experience! Reliable transportation a must.

For more information about these positions, please call

Troy
362-1180

KELLY TEMPORARY SERVICES

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

EXECUTIVE SECRETARY/ WORD PROCESSOR

Lotus 1-2-3
Displaywrite III & IV
Wordperfect

Immediate openings in Downtown Detroit & Suburban Areas. Professional experience, memory typewriter or computer time skills required. Must type 60 WPM, shorthand a plus. Call 9AM-3PM for appointment

METROSTAFF

Temporary Personnel Services
425-8368 569-8700
No Fee EOE

FILING/
GENERAL OFFICE
Busy property management office in Southfield. Good proof reader, must be accurate individual to maintain fees and collections, some typing. Excellent benefits. Please respond to P.O. Box 3040, Farmington Hills MI 48018

504 Help Wanted Office-Clerical

DENTAL RECEPTIONIST: Are you an experienced dental receptionist looking for an opening in a high-quality independent practice where your professional manner and your computer and communication/organizational skills will be noticed and valued? If you are also bright, personable, dependable, responsible, motivated and sincerely caring about people and dental health, call 357-3306

DOCTOR'S OFFICE. Full or part time. Mature positive minded individual. Experience preferred. Will train. Wages negotiable 274-0643

ESTABLISHED FIRM RESTRUCTING

Sales Secretarial spot available. $20,000 to start. Fee paid. Benefits.
399-3450.
SNELLING & SNELLING

EXECUTIVE SECRETARY

Southfield Service Company seeks bright, hard working individual to assist president. Duties will be diversified and challenging. Excellent secretarial & telephone skills required. Qualified candidates must be willing to work flexible hours, be self motivated and organized with attention for details. Mail resume to P.O. Box 3040, Southfield, MI 48037 Attn: ESS/OB.DTI or call 353-3311 ext 217

EXECUTIVE SECRETARY
for Southfield based real estate development firm. IBM word processing skills required. Competitive salary plus benefits. 352-4747

EXECUTIVE SECRETARY
$14-$18,000 FEE PAID
Imagine that! Your employer will listen on their computer, send you to their word processing school (Nashville/Chicago) give you an excellent benefit package and will only let you work 35 hours per week! Just bring your sparkling personality and typing at 50 to our office and apply for this opportunity. Call Kathie, 851-1696.
SNELLING & SNELLING
FARMINGTON HILLS

FILE CLERK/TYPIST
Part time file clerk needs typing, data entry, filing, answering phones, switchboard relief, sorting and distributing mail. Previous office experience required. Applications available at Proctor Horner Warren, INC., 2100 W. Big Beaver, Troy, MI 48084

FRIENDLY fast paced Plymouth office. Experience in typing, dictaphone preferred, but will train. Accuracy important. 8-5 Call. 455-5353

FRONT DESK RECEPTIONIST
$16,720 FEE PAID
Large growing suburban corporation offers better than average benefits and salary. Must have pleasing voice, good telephone skills, and be able to perform general clerical duties. 10 key or typewriter style keyboard experience! Reliable transportation a must.

Troy
362-1180

KELLY TEMPORARY SERVICES

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

EXECUTIVE SECRETARY/ WORD PROCESSOR

Lotus 1-2-3
Displaywrite III & IV
Wordperfect

Immediate openings in Downtown Detroit & Suburban Areas. Professional experience, memory typewriter or computer time skills required. Must type 60 WPM, shorthand a plus. Call 9AM-3PM for appointment

METROSTAFF

Temporary Personnel Services
425-8368 569-8700
No Fee EOE

GENERAL SECRETARY
Livonia based office moving to Troy. Entry level position. Career to expand with company. Solid typing skills, dictaphone experience helpful. Good proof reader, excellent phone manner, budget reports, correspondence. Will train. Fast pace in industry entertainment. Full benefits.
Call Cynthia at 427-9300

504 Help Wanted Office-Clerical

FULL POSITION As details clerk, available with Radford Co. Attention to detail, typing and good communication skills a must!
Full benefits with good pay. Call Ellen thru Fri, 9-1, or 2-5 at 937-3666, ext. 115

GREAT PEOPLE TO WORK WITH
TO $16,640 FEE PAID
You won't believe the great atmosphere of this suburban located office. If you are self-motivated, organized for detail, can type 50 wpm, look, no further, call Arlene at 851-3400

SNELLING & SNELLING
FARMINGTON HILLS

GROWING TRY based insurance agency has an excellent opportunity for an experienced individual to work full time in the Insurance Department. Duties will include interviewing, placing ads, contacting agencies, typing, filing and benefits. One year previous experience in accounting. Must be detail oriented and have ability to communicate effectively with others in the work environment. Applications available or send resume to
Proctor Horner Warren, Inc.
2100 W. Big Beaver Rd.
Troy, Mi. 48084

HAPPY JULY 4TH!!
(Now that we have your attention)

Word Processors/
Secretaries

We are offering TOP pay and benefits for your skills. Positions available for WordPerfect 5.0, Displaywrite III, Macintosh/Microsoft Word and more.

Wolverine Temporaries
Call today 358-4270

HOT LINE OPERATORS
5
Needed

Kelly Services is seeking 3 hot line operators with ART experience. If you are skilled at working with people, have excellent communication skills, this long term assignment with an advertising co. may be just what you're looking for. If you meet this fast-paced job are 9:00 - 5:00

Call us today for additional information

Bloomfield Hills . 642-9650
Pontiac 338-0338

KELLY TEMPORARY SERVICES

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

INVOICING Clerk/Accounts Receivable. Computer experience necessary. Send resume to Personnel, 24123 Research Rd Suite #128 Farmington Hills, MI 48024

LEGAL - LEGAL
FEE PAID - $16-$25,000
MANY OPPORTUNITIES:
Downtown, North, East & West locations - Any experience in litigation, probate, real estate, corporate, etc. Excellent typing skills a must. Call for real estate pays off! (General entry level with limited/no knowledge available. Great potential and best benefits offered! Call for more information. Call Kathy 557-9797 or 851-0563

DOROTHY DAY PERSONNEL, INC.

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

LEGAL SECRETARY - full time. Southfield area. Excellent benefits, pleasant environment to call one of our ex. 32150 Schoolcraft, Suite 209, Livonia, MI 48150

LEGAL SECRETARY, 3 yrs experience. Southfield area. Excellent typing skills. Part time, leading to full time. Call Jackie at 948-0440
Merrill, Sterling Hgts, MI 48078

LEGAL SECRETARY-Experienced secretary for insurance defense firm in Clarkston. Nonsmoker preferred. Salary commensurate with experience and skills. Call Lynn at 625-7704

LEGAL SECRETARY
experienced in running computerized billing system & word processor. Good pay. Modern high rise office building in Southfield. Non smoker. Call Pat 353-5300

LEGAL SECRETARY
for sole practitioner. Experience required 357-7778

504 Help Wanted Office-Clerical

LEGAL SECRETARY, experienced for pleasant Southfield PI firm. Word processing & excellent skills necessary. Salary commensurate with experience. Excellent benefits. Send resume to Hadley, Wine, P.O. Box 2207, Southfield, MI, 48037-2207 Attn: Personnel Director

LEGAL SECRETARY
Part-time
13 Mile/Farmington area.
258-5939

LEGAL SECRETARY - needed for Birmingham law firm. 2-5 yrs experience for civil litigation. Word Perfect helpful. Good salary & benefits. Call Judi 642-8282

LEGAL SECRETARY for Troy law firm. Experience essential. Litigation & probate. Display writing & personality. Call Jan 643-7480

LEGAL SECRETARY
Experienced for small Southfield firm. Proficient with Word Perfect. Salary commensurate with experience Call Mary. 827-4100

LEGAL SECRETARY
DOWNTOWN BIRMINGHAM
65 wpm & PC experience required. Salary and benefits commensurate with experience. Call Nancy in Building Ask for Mitzi. 354-3200

LEGAL SECRETARY - 3 attorney law firm in Clarkston. Excellent office parts required mature person with typing skills, experience in processing drivers. Benefits $6.50-$8/hr Ask for Theresa 953-8010

LEGAL SECRETARY
Part-time position for firm in Farmington Hills. Use of IBM equipment & Word Perfect 5.0 application negotiable. Must have excellent references. 553-2500

LEGAL SECRETARY, experienced for general practice department, of defense litigation law firm in Farmington Hills. Word processing preferred, but will train. Please respond to P.O. Box 3040, Farmington Hills MI 48018

LEGAL SECRETARY
For large Southfield PI firm. Candidate must have excellent typing experience and have outstanding organizational skills. Terrific opportunity for motivated self starter. Salary and excellent benefits 559-5353

LEGAL SECRETARY needed for downtown law firm. Litigation experience in corporate tax & business transactions a plus. Word Perfect required. Salary commensurate with experience. Please call Human Resources at 352-7800 ext. 704. Troy, MI 48084. Attention: Carol

LEGAL SECRETARY
Established law firm seeks ambitious individual with sound secretarial skills for position in growing Southfield office. No previous legal experience necessary. Excellent benefits, working environment. For prompt consideration send resume to Bob Tate, Employee Relations Manager, 26251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
To $24,000
Medical malpractice, probate, tax, personal injury & corporate experience. Good organizational skills. Opportunity to advance. Fee Paid
772-6760
SNELLING & SNELLING

Legal Secretary
We have an excellent opportunity for an individual to work with a large Southfield law firm in the Litigation Dept. We are looking for an individual with excellent secretarial skills including word processing, shorthand, and accurate typing skills at 70 + wpm individual must have legal and/or real estate experience. Ability to work independently is required. This is a challenging opportunity in a very satisfying work environment. We offer a complete benefit package. Interested candidates should send confidential resume, salary requirements or apply in person to:
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Executive Drive
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

LEGAL SECRETARY
Attorney just left an extra firm to Dearborn. Excellent opportunity. Must get secretary 15-20 flexible hours a week. $10-$12 per hour. Prior legal experience. Word Perfect 5.0 helpful. Call Ann at 441-6161 or send resume to 1 Parklane Blvd., Suite 1440 Dearborn, MI 48126

PERSONNEL LINES CSR/RECEPTIONIST - a Troy based insurance agency is seeking a full time detail oriented individual with excellent communication skills. Previous insurance experience preferred. Responsibilities available at: Proctor Horner Warren, 2100 W. Big Beaver Rd. Troy, MI 48084

REAL ESTATE
RECEPTIONIST
Birmingham firm is seeking short, multiple tasked person with excellent phone manners and typing skills. Knowledge of word processing a plus. Commercial real estate experience helpful. Send resume to: IPS, 31000 Telegraph, Suite 220, Birmingham, MI 48010

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
TO $25,000 FEE PAID
Positions available in Troy, Birmingham, Southfield and downtown. Full benefits and bonus. Please call 649-5900 or fax your resume to 649-3526 Attention: Legal Department
SNELLING & SNELLING
OF TROY

MARKETING SECRETARY
Fortune 500 company seeks a qualified secretary with minimum 3 years experience and a professional attitude. Responsibilities include strong word processing and organizational skills. Excellent typing skills required. Salary $17,000 range Call or send resume to: Merrill Lynch, 1 Parklane Blvd., Suite 1440, Dearborn, MI 48126 Attention: Personnel

MEDICAL RECORDS OFFICE ASSISTANT

Sinai Hospital has immediate opportunities for experienced Medical Records Clerks. Must have 1 year either on a 3 month temporary basis or a full time permanent basis

Requirements include 6-12 months experience, typing of 50 wpm, excellent inter-personal and analytical skills, ability to alphabetize and file charts in terminal digit order and the needed skills at a high level of accuracy through completion of high school.

We offer a competitive wage and comprehensive benefits package. For immediate consideration, please respond with resume to:

Sina Hospital
Employment Office
MRDA, 6767 W. Outer Dr.
Detroit, MI 48235
Equal Opportunity Employer M/F

OFFICE ASSISTANT
$230 Week to start No Fee
Major Troy Corporation has excellent Advancement! Beautiful offices! Need good typing.
EMPLOYMENT CONNECTION 540-4130

OFFICE MANAGER
Advertising photography studio needs well organized individual with interesting and varied responsibilities. Duties include accounts payable, billing, light dictation, typing and office management. Must be personable and able to work without supervision 548-1030

OFFICE OPPORTUNITIES

Join ENTECH and work for some of the most reputable companies in the Troy area. We have many positions open for general clerical, receptionists, and typists with the various lengths of assignments available. Please call us today!

WE PUT EXPERIENCE TO WORK

ENTECH
SERVICES, LTD.
588-5610

OFFICE POSITION available in Birmingham area for small rental chain. Must be good with figures and have billing preferred, but not necessary. For further details contact Cindi at 851-7741

OFFICER MANAGER NEEDED for fast growing, progressive production company. Work in this exciting business from our W. Bloomfield office. Must have bookkeeping skills, light typing and upbeat attitude. Flexible hours. Call Liz 855-0930

Part-Time/full time office help. Computer and bookkeeping experience required helpful. Resume and salary requirements to Zoser & Yatin, CPAs
29912 Orchard Lake Rd
Farmington Hills, MI 48018

PART TIME
LEGAL SECRETARY
Attorney just left an extra firm to Dearborn. Excellent opportunity. Must get secretary 15-20 flexible hours a week. $10-$12 per hour. Prior legal experience. Word Perfect 5.0 helpful. Call Ann at 441-6161 or send resume to 1 Parklane Blvd., Suite 1440 Dearborn, MI 48126

PERSONNEL LINES CSR/RECEPTIONIST - a Troy based insurance agency is seeking a full time detail oriented individual with excellent communication skills. Previous insurance experience preferred. Responsibilities available at: Proctor Horner Warren, 2100 W. Big Beaver Rd. Troy, MI 48084

REAL ESTATE
RECEPTIONIST
Birmingham firm is seeking short, multiple tasked person with excellent phone manners and typing skills. Knowledge of word processing a plus. Commercial real estate experience helpful. Send resume to: IPS, 31000 Telegraph, Suite 220, Birmingham, MI 48010

504 Help Wanted Office-Clerical

PAYROLL CLERK
Large downtown Detroit firm is in need of a full-time Payroll Clerk to assist Payroll Manager.
Some duties will include:
- Maintaining & processing Employee Time Sheets
- Manual Checks
- Adjustments
- Garnishments
- Answering phones
- Light typing & filing

Previous Payroll experience, a Plus. This position includes full benefits and pays. For consideration, send resume & salary history, to
Payroll Clerk
P.O. Box 778
Detroit, MI 48231

PBX OPERATOR/RECEPTINIST: Good speaking ability, outgoing personality and professional appearance are required. Full-time Benefits. Livonia Call 421-9300, ext. 230. EOE

PROFESSIONAL TEMPS - we put highly skilled clerical people to work immediately with top pay.
ETD Temporary Service 425-6228

Professional Office Staff

Are you an experienced clerical candidate with marketable skills? We have immediate openings in a variety of fields. Duties include, word processing, phones and filing. Call us today!
9am-3pm 355-4500

RECEPTIONIST/GENERAL OFFICE
Busy Birmingham firm. Some word processing experience. Lots of client contact. Fee paid. To $14,500
Call 647-6760
SNELLING & SNELLING

RECEPTIONIST Part-time available weekend, days, and some weekday evenings. $5 per hour, perfect for college student. I'll put application letter for you today through Sunday after 4:30 p.m. at 2555 Crooks (between 15 & 16 Mile) Suite 101, Troy.

RECEPTIONIST/TYPIST - for independent college prep school near Livonia. Duties must handle and direct incoming calls and mail. Daily typing, 8 hour shift, school breaks off, full benefits.
Call Mr. Mutzner. 534-0660
Our Lady Of Sorrows Employer

RECEPTIONIST

Emergency situations dictate excellent growth potential. Pleasant phone voice, accurate typing & proofreading skills required. $14,000 + benefits. Fee paid. Monday 444-0909
SENSIBLE REALTY, INC

RECEPTIONIST/TYPIST
Busy Interior/Graphic Design firm seeks professional individual to answer phones & greet clients. Requirements: excellent telephone etiquette, typing 50 wpm, familiar with WordPerfect, non smoker, have professional attitude, neat appearance. Send resume to: P.O. Box 628, Warren, MI 48090

Receptionist
TO $13,500
Organized and pleasant phone voice. Top company. Benefits. Fee paid.
352-9300
SNELLING & SNELLING

RECEPTIONIST
$11,700 FEE PAID
This fast growing firm in NW suburbs is offering advancement, training & a liberal vacation policy. A cheerful personality, good typing skills and word processing knowledge required. Salary and benefits commensurate with experience. Call Julie now. 851-3660
Employer pays all fees.
SNELLING & SNELLING
FARMINGTON HILLS

RECEPTIONIST
Communications firm is seeking an energetic & personable full time Receptionist with the opportunity for advancement. Typing & basic filing is required along with a good communication skills. Must have 1 year of professional & business experience. Please send resume to: Box 728 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONISTS - general office, Farmington Hills area, typing 55 wpm, $5.50-$7/hr Call Unidirect

RECEPTIONIST/Word Processor
Full-time WordPerfect experience necessary. Fast-paced office. Call Jobsite. 433-2070

RECEPTIONIST with enthusiastic phone manner and good typing skills for full time Plymouth office position. Excellent benefits. Call Karen 453-2610

RECEPTIONIST/SECRETARY
Full time. Looking for that "special" person to fill an immediate opening in rapidly growing nationwide company in Farmington Hills area. General office skills necessary with word processing a plus. Call Nora at 851-4161 or send resume to
SOFTECH
31275 Northwestern Highway
Suite 140
Farmington Hills, MI. 48018

RECEPTIONIST/PART TIME
For Bloomfield Hills law office. Reception, typing, general office duties.
Call 258-9610

RECEPTIONIST - Birmingham professional firm. Variety of duties, with management firm. Will train. Must be skilled at computer experience helpful. Pleasant office with benefits. Non-smoker. Call 645-3111

504 Help Wanted Office-Clerical

RECEPTIONIST needed for Farmington Hills office of International real estate firm. This person must be very organized with excellent inter-personal skills. Experience with basic memory writer, able to work independently. Send resume to: Jodi Berger, 34117 W. 12 Mile, Suite 155, Farmington Hills, MI 48331

RECEPTIONIST/SECRETARY
Good phone skills plus opportunity for typing, data entry & general clerical duties. We are a dentist to dentist sales office with a pleasant small office environment. The right person will have a can-do attitude, previous experience. Complete benefits package. Send resume to: Dentsply Precisa equipment Co. PO Box 424 Livonia, MI 48152
Attention Personnel

RECEPTIONIST
for Wad & Crary office
Call 557-3550

RECEPTIONIST is needed for Southfield law firm. Minimal typing required. Pleasant demeanor & must have Benefits 355-0600

RECEPTIONIST
for fast paced Troy insurance office. Phone, general office and data entry. Experience preferred but will train. Call Mrs. Lintel 649-1577

RECEPTIONIST FOR Developers office. Motivated individual seeking to join our office in a variety of tasks. Duties include, word processing, phones and filing. Call between 10am-3pm. 355-4500

RECEPTIONIST/GENERAL OFFICE
Busy Birmingham firm. Some word processing experience. Lots of client contact. Fee paid. To $14,500
Call 647-6760
SNELLING & SNELLING

RECEPTIONIST Part-time available weekend, days, and some weekday evenings. $5 per hour, perfect for college student. I'll put application letter for you today through Sunday after 4:30 p.m. at 2555 Crooks (between 15 & 16 Mile) Suite 101, Troy.

RECEPTIONIST/TYPIST - for independent college prep school near Livonia. Duties must handle and direct incoming calls and mail. Daily typing, 8 hour shift, school breaks off, full benefits.
Call Mr. Mutzner. 534-0660
Our Lady Of Sorrows Employer

RECEPTIONIST

Emergency situations dictate excellent growth potential. Pleasant phone voice, accurate typing & proofreading skills required. $14,000 + benefits. Fee paid. Monday 444-0909
SENSIBLE REALTY, INC

RECEPTIONIST/TYPIST
Busy Interior/Graphic Design firm seeks professional individual to answer phones & greet clients. Requirements: excellent telephone etiquette, typing 50 wpm, familiar with WordPerfect, non smoker, have professional attitude, neat appearance. Send resume to: P.O. Box 628, Warren, MI 48090

Receptionist
TO $13,500
Organized and pleasant phone voice. Top company. Benefits. Fee paid.
352-9300
SNELLING & SNELLING

RECEPTIONIST
$11,700 FEE PAID
This fast growing firm in NW suburbs is offering advancement, training & a liberal vacation policy. A cheerful personality, good typing skills and word processing knowledge required. Salary and benefits commensurate with experience. Call Julie now. 851-3660
Employer pays all fees.
SNELLING & SNELLING
FARMINGTON HILLS

RECEPTIONIST
Communications firm is seeking an energetic & personable full time Receptionist with the opportunity for advancement. Typing & basic filing is required along with a good communication skills. Must have 1 year of professional & business experience. Please send resume to: Box 728 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONISTS - general office, Farmington Hills area, typing 55 wpm, $5.50-$7/hr Call Unidirect

RECEPTIONIST/Word Processor
Full-time WordPerfect experience necessary. Fast-paced office. Call Jobsite. 433-2070

RECEPTIONIST with enthusiastic phone manner and good typing skills for full time Plymouth office position. Excellent benefits. Call Karen 453-2610

RECEPTIONIST/SECRETARY
Full time. Looking for that "special" person to fill an immediate opening in rapidly growing nationwide company in Farmington Hills area. General office skills necessary with word processing a plus. Call Nora at 851-4161 or send resume to
SOFTECH
31275 Northwestern Highway
Suite 140
Farmington Hills, MI. 48018

RECEPTIONIST/PART TIME
For Bloomfield Hills law office. Reception, typing, general office duties.
Call 258-9610

RECEPTIONIST - Birmingham professional firm. Variety of duties, with management firm. Will train. Must be skilled at computer experience helpful. Pleasant office with benefits. Non-smoker. Call 645-3111

RECEPTIONISTS

We are looking for 5 articulate individuals to work as receptionists in either the Farmington Hills or Southfield area. Some entry level available. Both short-term and long-term assignments open. Good pay and benefits offered. Please call today!

WE PUT EXPERIENCE TO WORK.

ENTECH
SERVICES, LTD.
737-1744

HOME & SERVICE GUIDE

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

105 Hauling

WEE-HAUL
Garage, basement, yard clean-up. Residential & commercial. Serving Clean Up Light demolition, fair prices
363-9290

108 Heating & Cooling

HEATING - AC - HUMIDIFIERS
Sales, Installation, Service
Low Prices. Work Guaranteed
Licensed 937-0765

110 Housecleaning

CLEANING SERVICES
Free Est. Serving Oakland County. Advantageous for career/homemakers. Ask for Karen! 363-4178

GENERAL HOUSEKEEPING
Reasonable prices
937-7251

123 Janitorial

ABSOLUTELY! ALWAYS a "Spec-tac" going. We provide the highest quality in domestic cleaning service. 462-8321

ATTENTION BUSINESS OWNERS
Want satisfactory, complete janitorial comm'l serv. Family owned. 354-8167, 775-0698 937-5906

CARTER'S Sunshine Janitorial
Family owned & operated. Complete janitorial service. Monthly specials. Call 646-8679

COMMERCIAL JANITORIAL CO.
Full commercial cleaning
Fully insured

J & J JANITORIAL SERVICE
FULL COMMERCIAL CLEANING.
Fully insured. Family owned
422-3105

WE CLEAN your home, office, anywhere. We paint at very low prices. Crystal Clear Quality Cleaning. For your call 835-8084, or beeper #430-4278

WE PASS THE WHITE GLOVE TEST - quality, dependability, personal service, new technology & dedication. Free est. 476-0120

129 Landscaping

Apple Landscaping & Delivery Services
Landscape Design & Installation
Sod & Seed & Clean-ups
Tree & Shrub Maint. & Removal
Concrete Gravel Drives
Snowplowing & Salting
Thanks to our Customers, we have expanded our services to better fit your needs. Free Est. 535-8068

FALL CLEAN UP
Sodding/reseeding/shrub removal.
Drainage Problems Repair
Leave message, Paul. 729-8267

IRON HORSE ENTERPRISES, INC.
Bull Dozing & Trailer Work
Topsoil & grading, weed cutting, power raking. 261-3587

129 Landscaping

LaCOURE LANDSCAPING
Specialize in lawns cut, trees, shrubs planted. Snowplowing, salting. Comm. Ind. 354-3213, 489-5955

135 Lawn Maintenance

DON'T PANIC!

- FALL CLEANUPS
- LANDSCAPING
- MOVING & HAULING
- DEBRIS REMOVAL

- TWO HARD WORKERS -
with Truck, Trailer & Equipment
$35./HR.
(* or Firm Quote within 48 hrs.)

855-6344
Emergencies - 6 Hrs. - Insured

FALL YARD CLEAN UP - for price quote please call. Green Ranger Landscaping. We also clean gutters. 453-9353

150 Moving & Storage

BOB MOVING & SERVICE INC.
Any Size Job - Reasonable Rates
Short Notice Service
Free Estimate - Insured 582-9172

EXODUS MOVING LINE
Local, long dist. Office & residential. Quality service at low rates. $38/hr. Autumn, Special. Anytime 383-3058
Call

INDEPENDENT MOVING
Free Estimates Insured.
Call Duane at MPSC L-19878
Courteous, Careful & Competent
Low Rates 548-0125

MOORES
MOVING & STORAGE
Apartment, home & office
$38 per hour 399-1159

152 Mirrors

CUSTOM MIRRORED WALLS
Bi-fold doors and glass table tops
Discount prices.
559-1309 682-8180

165 Painting & Decorating

ABSOLUTE QUALITY
CLASSIC PAINTING
Plastering, repairs, wall washing.
Free appraisal
592-1344

A BETTER JOB ...
... REASONABLE RATES
SHUR PAINTING
Interior • Exterior Staining
Plaster repair & drywall
Spray textured ceilings
Paper Hanging & Removal
Aluminum Siding Refinishing
Full Insurance guaranteed,
with a 5 yr. written warranty
FREE Appraisal 421-2241

165 Painting & Decorating

A BEAUTIFUL JOB!
Interior/Exterior. Free est. Power washing & aluminum siding refinishing. Drywall repairs & trim.
DUN-RITE PAINTING
525-1097, 459-4390

ABSOLUTE SAVINGS
MIKE'S PAINTING
QUALITY WORKMANSHIP
FREE ESTIMATES
474-4146

ACTION PAINTING
Interior - Exterior
Drywall & Plaster
Spray Textured Ceilings
Paper Hanging & Removal
Interior & Exterior Staining
ALUMINUM SIDING REFINISHING
Quality Work & Free Est.
At Affordable Prices.
Free estimates Royal Oak
Call 541-0400

Fantastic Prices
50% Off
Estimate Today - Paint Tomorrow
INTERIOR/EXTERIOR
COMPLETELY INSURED
All work fully guaranteed
FREE ESTIMATES
425-9805 • 229-9885
• 687-7498 •

476-0011
PAINTING, PAPERING
Plastering, Repairs & Wallwashing

BIRMINGHAM AREA DECORATING
Painting & staining
Paperhanging & removal
Excellent work 647-3380

CALO'S
Custom Painting & Wallpaper
Interior & Exterior. It doesn't matter we guarantee customer satisfaction. We are #1 in interior decorating. Professional jobs at reasonable rates. Let us show you a true definition of perfection!
478-4398

COLOR PLUS
Painting & Decorating
INTERIOR SPECIALS &
Satins, Oils, Wood Staining
Trim Carpenter on Staff
Ref. available Free Est.
474-2258 ★ 349-2123

DAYLITE PAINTING
Specializing in indoor/outdoor, res./comm. Also specializing in custom colors. Fully insured. 478-4140

165 Painting & Decorating

CUSTOM STAIN & PAINT
Residential & Commercial
Free Estimates
Call Mark 722-2065

EDO'S CUSTOM PAINTING
Top quality paints. Two coats.
Residential interiors & Condos
Since 1969 Call. 532-6978

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

FRESHLOOK PAINTING
Interior & ext., Commercial, residential
397-2026 or 525-6780

FURMAN PAINTING
Specialty finishes. Wall repairs, Stain varnish. Insured.
358-3860

H3 Painting Co.
Interior/exterior, repairs, full preparation, quality work. Free est. Reasonable John 422-0018

INTERIOR & EXTERIOR PAINTING
Wallpaper removal
Paint, Drywall repairs. Insured.
Referrals. Mark 266-2737

PAINTING BY MICHAEL: Strictly Highest Quality. Int. & Ext. Staining. Stucco Plaster. Wallpaper removal. Lowest Rates. Early, Free Est. 348-7498

QUALITY PAINTING
Interior Exterior
Neat, reasonable, work myself, ideas - that look good.
Free Estimates. 540-7106

STEVE'S
PAINTING SERVICE
WE DO IT ALL!!
50% off
INTERIOR & EXTERIOR
Free Est. • Free Estimate
BONDED & INSURED
Bloomfield • 669-4975
Birmingham • 540-7138
Rochester • 656-7370

TIMS PAINTING
Residential interior painting, clean, neat, prompt. Free estimates 420-6405

22 Yrs. & Still Painting!!
Fast & neat. Hourly Fee. If you want it done yesterday, call us. 476-8106

178 Photography

SPECIAL MOMENTS Photography. Professional photography you can afford! Budget weddings, school functions, families, etc. 728-3210

180 Piano Tuning Repair - Refinishing

PIANO TUNING BY
JOHN MACRAGAEN
Correct, repair, rebuild, refinishing
Now 348-3434 Detroit 272-4084

PROFESSIONAL PIANO TUNING
Complete Repair and Rebuilding
All Work Guaranteed. Reasonable Rates.
Jan Bakker, 531-5310

200 Plastering

A-1 PLASTERING & DRYWALL
New & Repair, No Job Too Large or