504 Help Wanted Office-Clerical

FARMINGTON Hills company seeks Quality Control Clerk, Warehouse atmosphere. To work with Q.C. Manager. Duties include maintaining Q.C. & S.P.C. files, word processing & PC personal computer. Also some light inspection work. Experience helpful. Send resumes to: Box 7B, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LET US HELP YOU ON YOUR WAY TO PERSONAL SUCCESS

At FUTURE FORCE we can help you to become more marketable by offering you new opportunities & improving your existing skills. We offer flexible schedules, full time work & long term assignments. Current positions available on the East Side.

- General clerical/typing 35 wpm
- Secretary/word processor (MS)
- Telephone skills

CALL NOW - 528-8454

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NEVER A FEE

CLERICAL
Experienced clerical help needed. Auto dealership in Livonia area. Apply in person 9-6. Monday-Friday. Sheehan Chevrolet, Inc. Corner of Plymouth and Telegraph.

CLERICAL/OFFICE
Alert responsible person for clerical position in large retail company. Good telephone manner required. Fast paced office. Call J. Martin at 353-0160, ext. 256

CLERICAL POSITION. Good typing and computer skills. Part time. Flexible hours w/ opportunity for full time. Pay commensurate. M-M-C Home Care 13600 Merriman Rd., Livonia, MI 48150. 261-0482

CLERICAL/SECRETARIAL: Wixom area office. Good handwriting. Accurate with figures. Have own transportation. For appointment call 669-1933

CLERICAL/STOCK
- Ahn's Best Friend Birmingham seeking clerical/stock person.
Call Laura 644-7492

CLERICAL TEMPS
We need your clerical personnel for long & short term assignments in Southfield. Must be familiar & word/perfect experience preferred. Typing 35-wpm. Call Sue at Diversified Personnel 443-0511

CLERICAL WORKERS
- Receptionists
- Data Entry Operators

Positions available for short & long term assignments. Immediate openings. Good pay.
ARBOR TEMPS 459-1166

COLLECTIONS
Part-Time
We are seeking individuals with 1+ year mortgage banking/business experience, at least 1 year of collection experience. Good verbal & written communication skills and accurate records are required. A person with a positive attitude, patience and professionalism will do well in this position. Responsibilities include making phone contact with delinquent data to assist our customers. Spanish speaking would be an asset.
This job requires 5 hours per day Monday through Friday on Sat. The work hours will be scheduled between 8am and 6pm. Additional hours may be requested.
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
An Equal Opportunity Employer M/F/H

COMPUTER OPERATOR - Southfield area. Mainframe, MVS/JCL, VSE. Willing to train. Some computer background a plus. Please send letter and resume 15-21 years. Personnel Dept. 16250 Northland Dr., Southfield, MI. 48075

504 Help Wanted Office-Clerical

CLERK/TYPIST
Brokerage firm seeks qualified individual for Clerk/Typist position. Excellent opportunity for the right individual. Applicant should possess filing skills, knowledge of typing & a typing speed of 45wpm. Good Math skills are helpful but not necessary. Position available in downtown office. For consideration, send resume:
P. O. Box 779
Detroit, MI 48231

CLERK/TYPIST
Mature individual to monitor & track foreclosure files. Good typing skills required. Word processing experience a plus. Call Mon. thru Fri., 9AM-5PM. 540-7701

CLOSING SECRETARY
Multi-office real estate company wants person experienced in closing documentation and procedures. Call Doug Hardy for confidential interview 338-2000

COLLECTOR - Mortgage Company. 30-60-90. Must be familiar with loan types-FHA-VA-Conventional. Full benefits. Salary based on experience. 353-2100, ext 87

COLLECTORS
Immediate opening for experienced collector to handle commercial accounts. Top commission. Troy location. Ask for Jim Kopp. 641-1440

COMPUTER DATA ENTRY OPERATOR - Experienced. Needed for Farmington Hills beauty spa. Call 855-0474

CO-ORDINATOR FOR SMALL non smoking, fast paced office in 13 Mile/Southfield area. Heavy phone work to direct large staff. Mon. thru Fri., 8:30-5:00. Occasional Sat. AM work at time & ½. $7.00/hour to start. Frequent raises. No health benefits. Call Pat IntroMarketing 540-9010

COPY CENTER OPERATOR
Bloomfield Hills law office needs person for copy center. Must be able to handle various clerical tasks. Excellent benefits. Call 258-3014
An Equal Opportunity Employer

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Pleasant environment. Near Mrs. S. at Joker, Inc. NEXUS of Mich. & Ontario, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE - 6 mos + 1yr experience. Spanish helpful. Southfield & Lathrup. $1240-$1310/mo. Call Julie at Uniforce 357-0037

CUSTOMER SERVICE
$13,000
PLUS COMMISSION
High earning potential in stimulating environment for expanding suburban firm. Use your outgoing personality, data entry & stable work background with company that offers full benefits & thorough training.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9060
An Equal Opportunity Employer

DATA ENTRY/CLERICAL
Troy office. Big Dawer/Cowdogs area. Send resume to: P.O. Box 1221, Troy, MI. 48099

DATA ENTRY CLERK
Needed. 2 years experience required. Southfield area. Call between 12 & 2pm 948-8821

DATA ENTRY CLERK - full time with benefits. Experience preferred. Send resume with salary requirements to: Farmer Home Medical Supply, 22411 Michigan Ave. Dearborn, 48124. Attention Betty Superintendent. No phone calls please.

DATA ENTRY Computer Operator
For busy distribution company. Experienced, accurate, attention to details, no smoking. Send resume to Mrs. S at Joker, Inc. 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY
In Livonia looking for motivated individual to work midnights 3am - 10am. Mon. thru Fri. 56/hr. - must live in Wayne County (Detroit residents do not qualify) letter and resume 15-21 years. Call ETD 425-1290
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Clarkson firm is seeking a customer service person for busy department. Must possess excellent telephone and clerical skills to handle heavy client contact. Knowledge of word, tape or video communications industry helpful. Must have the ability to work processor on Saturdays. Competitive salary and benefits. Send response including salary requirements to:
Customer Service
P.O. Box 7451
Lathrup Village, MI. 48076

DATA ENTRY CLERK
Farmer Jack's/A & P Supermarkets is seeking an individual with recent experience in data entry. Competitive salary & full benefit package offered. Please reply to: Personnel Director, Farmer Jack's/A & P, P.O. Box 3346, Detroit, MI 48232-5446

NO PHONE CALLS PLEASE
An Equal Opportunity Employer

DATA ENTRY COORDINATOR
Good analytical and communication skills. Excellent benefits. 35+45 wpm, 3 yrs. minimum experience in data entry & computer operations. Crawford & Co., 24681 Northwestern Hwy., suite 200, Southfield, 48075. Attn: Maryann.

DATA ENTRY
full time position available Southfield location. Excellent math ability & calculator skills needed. Previous office experience required. Call before 1pm 352-0379

DATA ENTRY - long & short term assignments. Must be familiar with Counties. $6.25/hr. Call ETD Temporary Service 425-8226
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$6.00/Hour No fee
Major Southfield firm! Excellent benefits! Experience raises! Need data entry experience, good communication skills! Call Sue at RGS ASSOCIATES AGY. 540-4130

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Temporary work. $6 to $8 per hour. All areas.
Estimate Staff 645-0900

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ENTRY LEVEL Accounts payable assistant. Typing, filing, data entry, phone skills. Light bookkeeping & Gift Shop. 5665 West Maple Rd., Suite A, W. Bloomfield, MI 48322

ENTRY LEVEL POSITION in Purchasing Department. Must be organized, like to solve problems and have basic Secretarial and Math skills. Computer experience desirable but will train right person. Common sense and pleasant personality a must! Non smoking office. Send introductory letter or resume to: Hesapp, Inc., 29790 Hesapp Drive, Novi, MI. 48050. Attn: Purchasing Department

EXECUTIVE SECRETARY for large medical firm, Novi area. Full time with benefits. Excellent typing, word processing, communication & implementation skills are necessary. Send resume in confidence to Box 854, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Small Troy area organization. Pleasant working conditions. Ideal candidate should possess typing, 60 wpm, shorthand, word perfect PC. Variable salary based on experience. Excellent benefits package. Send resume and salary history to Box 710 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE - word processor. Four lane Detroit Northwest. Word Perfect 5.0, 4M, 4 Telecom/mo. Call Carte at Uniforce 646-7064

504 Help Wanted Office-Clerical

DIETARY AIDS
University Affiliated Retirement Home has immediate openings for Dietary Aids. Duties will include assembling, preparing food for trays, washing tray line, cleaning dishes & work areas & other related kitchen duties. It you would like this type of work, please apply in person from 8am-5pm. University Convalescent Center, 28305 Orchard Lake Road, Livonia, MI 48154
An Equal Opportunity Employer

ENTRY LEVEL CLERICAL
Strong math skills, moderate typing, 10 key calculator experience, general office duties. Call Sandy or Candy Ott Inc. for interview 524-4920

EXCITING OPPORTUNITY
Long term opportunity available for person with top clerical, typing & phone skills. Southfield area. $7-$8 per hour. Call now for more information.
Temporary Resources
737-1711
Livonia - Farmington Hills

FILE CLERK
Southfield, Lathrup area
$5.50 per hr. Benefits.
Extra Staff 645-0900

FLUID POWER DISTRIBUTOR looking for an all around office worker. Typing required. Non smoking office. $6.75 per hr. Dennis, 464-2080

GENERAL CLERICAL
For small insurance agency in Farmington Hills. Insurance experience helpful but will train. 855-1188

GENERAL CLERICAL
Flexible schedule, overtime hours. No experience necessary. 332-0200

GENERAL OFFICE clerks, light typing, data entry, will train, Farmington Hills medical supplier. $320-$290/wk. Call Sandy Corp. 473-2921

GENERAL OFFICE
Rochester Hills- Small co. needs organized self starter. Experience with data base software a helpful. Part time, flexible hrs.
Mr. Boeder. 657-7733

GENERAL OFFICE/TELEPHONE
Major financial institution requires career oriented individual to possesses good communication skills, competitive salary & benefits. Mr. Stevenson 358-1342

GENERAL OFFICE
Part time (30-32 hrs. Mon-Fri) Duties include: Filing, light typing, and answering phones. Resumes to: Teledyne Monarch Rubber, 27730 Franklin Rd. Southfield, MI 48034.

GENERAL OFFICE CLERK
Farmington Hills wholesale hardward and appliance distributor seeking office clerk with data entry and general office functions.
Send resume to:
Management Supply
Box 2159
Farmington Hills, MI 48333-2125
Or call: 477-5300

GENERAL OFFICE
Person to handle telephones, computer, customer service. Maple Coleision, 23581 Northwestern Hwy., Farmington Hills.

GENERAL OFFICE, self-starter, typing required, typing speed to be referred, general knowledge of computer. Call between 8am-3pm for interview. 525-7525

GENERAL OFFICE/Filing & misc. duties for Livonia office. Apply in person, 8am-5pm. Jack Demmer Ford, 37300 Michigan Avenue, at Newburgh.

GENERAL OFFICE HELP
Computer experience helpful. Light bookkeeping. Please send resume to: Gregory Printers, 31731 Northwestern Highway, Ste 159W, Farmington Hills, MI 48018

GENERAL OFFICE - Insurance Co. Clerical, computer entry, typist. Pleasant office atmosphere. Benefits. Send resume to, P.O. Box 409, Northville, MI 48037. Attn: Mr. Lemanski.

GENERAL OFFICE WORK
For small machine shop. 3 days, could be full time. Typing, light bookkeeping, phone orders for catalogue parts. Mature, non-smoker. Pleasant office. Knowledge of auto parts helpful. Southfield 358-7681

504 Help Wanted Office-Clerical

FIELD SUPERVISOR
Full time, fully rate. Dearborn marketing co. seeks person who enjoys detail work, responsibility, and supervisory. Will be responsible for quality control of data gathered by part-time staff in supermarkets. Must be willing to travel to grocery stores throughout SE Michigan. Makeup pay, mileage, and own vehicle. Full benefits package. Administrative experience helpful, but preferred. Please send letter of application to:
Rebecca Aguilar - Confidential
2312 Monroe
Dearborn, MI 48124

FILE CLERK
Full time, needed at our Corporate Office. Must have good figure aptitude & accuracy. Knowledge of typewriter. Excellent benefits. Please call 644-5300, ext. 351

Erb LUMBER CO.
An Equal Opportunity Employer

FILE CLERK
Southfield, Lathrup area
$5.50 per hr. Benefits.
Extra Staff 645-0900

FILE CLERK
Farmington Hills area. Immediate opening. 626-3850

FILE CLERK
Full time, entry level position, immediately available at Livonia based leasing company. Applicants should have basic knowledge of office procedures and possess both phone & numeric filing skills. Respond immediately to Jerry, 464-6100

FILE CLERK
needed full time for law firm, in Troy. Call Mary, Mon. thru Fri., 9-5pm 524-1505

FRONT DESK VARIETY SPOT
$14-$16,000 FEE PAID
Would you enjoy a variety of responsibilities, excellent benefits and independence? Busy suburban firm needs your good word processing skills and great attitude to add to their team. This is a perfect mix this opportunity. Carol Mong at 851-3060

SNELLING & SNELLING
FARMINGTON HILLS

GENERAL ADMINISTRATION
Starting position. Please send resume and salary history to: Mediquest, 23751 Research Dr., Farmington Hills, MI 48024

504 Help Wanted Office-Clerical

GENERAL INFORMATION CLERK
Farmington Tube service organization seeks a General Clerk to work in a high energy fast paced office. Excellent opportunity for an individual with a minimum of 1 year general office experience. The individual will attempt to resolve basic telephone customer complaints for customers of our organization, in a most direct and professionally courteous. Exceptional telephone/listening skills, & sensitivity to customer service required. Salary $12,490 to $13,520 annually. Position is full time with an excellent fringe benefit package which includes health, dental, life, LTD, & 401(k) profit sharing. EMA is preferred. Send resume to: DIC, P.O. Box 9072, Farmington Hills, MI 48333-9072

GENERAL OFFICE - clerical, health care company, N/Ford typing - 40 plus, Farmington Hills/ Southfield, part time optional, $4.25-$10/hour. Call Terry at Uniforce 357-0648

GENERAL clerical, experienced, part time, typing, filing, phone, etc. 8am-2pm. Mon.-Fri. Reply, to: P.O Box 588, Plymouth, MI 48170

GENERAL OFFICE
Full time position available office skills for Northville area. Back up receptionist. Good clerical, typing, aptitude and calculative skills. Pleasant phone voice. Apply in person, Frank W. Kerr Co., 43155 W. 9 Mile, Novi.

GENERAL OFFICE
Full time to handle telephones, typing, filing, etc. Full co. benefits single income family. Apply in person Tues. Apr. 10 at: Zep Manufacturing, 15700 Glendale, Livonia (W. of Stark, Between Plymouth & Schoolcraft). An Equal Opportunity Employer

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- Clerks
- Secretaries
- Receptionists
- Typists 50 wpm.

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Troy Detroit
528-5122 871-2700

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Plymouth, Inc. seeks a service-minded company requires person to administer benefit policies and perform duties along with all functions of Payroll Dept. General Accounting and PC experience beneficial. Competitive wage and full benefit package. Reply in confidence to: Human Resources, 9075 General Drive, Plymouth, MI 48170

INSTANT PRINTING business seeks bright individual with good clerical skills. Opportunity for advancement. 478-9609

INSURANCE AGENCY Position - Receptionist/Typist. Insurance experience & be able to rate home & auto. Farmington Hills area. 553-7333

INSURANCE AGENCY
Receptionist needed data entry operators day/afternoon shifts. Full benefits. Must be able to type accurately & accurate, we want you. Can earn $8.50 $10 per hr. Call Mr. Ms Hartman 581-5151

KEYPUNCH OPERATORS
We are looking for experienced operators in our Livonia office, full & part time. Attractive benefits.
Indata Corp. 422-8002

LAW FIRM, in Birmingham, needs Team Player, Unique position. Clerical duties which will make a real difference on computer. Dictaphone experience helpful. Interpersonal skills required including good communication skills & self motivation. Fast paced office, dealing with attorneys & legal level.
Ask for V.T. 645-2440

LAW OFFICE
Secretary/Receptionist for small Southfield firm. Min 1-2 years legal experience required. Word Processing helpful. 357-3500

LEGAL SECRETARY
Experienced, for Pt. Law office, Bloomfield area. Word/Perfect, non smoker, excellent salary. Ask for Mark P. 737-8400

504 Help Wanted Office-Clerical

INSURANCE AGENCY: in Farmington Hills needs customer Service Representative. Experienced, in Home Owners and/or Auto Insurance. Call 855-1500

INSURANCE SECRETARY-High Energy Insurance firm in West Bloomfield. Apply Mr. Smith, 5845 N Wayne Rd, Westland, MI 48185

INSURANCE SECRETARY
For small agency. 12 Mile & Orchard Lake. Insurance background helpful, knowledgeable typing. 553-3580

KEYPUNCH OPERATOR

Immediate assignment in the Detroit Area. 12,000 - 15,000 Keystrokes desired. Experience on a Tandem System required. MUST have permanent Keypunch/Office experience. NO FEE, EOE.

METROSTAFF
Temporary Personnel Service
Lathrup Village 569-8700

KEY TAPE/Data Entry position. Experienced, hrs.s, second, third shifts, flex hours. MCS Corp. 100 N. Crooks, Clawson. 288-1700

LEGAL SECRETARY
Experienced in Litigation & Family Law. Farmington Hills.
Competitive salary. 851-8787

LEGAL SECRETARY, 2 years experience, typing 55wpm, dictaphone, WordPerfect 4.2 a experience a must. Salary based on experience. Benefits. Birmingham office. 540-3340

LEGAL SECRETARY. Excellent pay for experienced person. Must be experienced on Wordperfect, some data input into PC. MS. In a luxury high rise. Southfield office. Non-smoking. Call Pat 355-5300

LEGAL SECRETARY
For 5 attorney firm in Birmingham. Litigation/collection experience required. Send resume and salary requirements to:
Office Manager, Ste. 1, 6695 Telegraph, Birmingham, MI 48010. Or call 645-2026

LEGAL SECRETARY for Southfield law firm, litigation experience necessary. Word processor, good benefits & salary. Please call 357-0000.

LEGAL SECRETARY
For busy mid-sized law firm in Southfield. Legal experience necessary. Must know WordPerfect and have strong typing skills. Excellent benefits. Call office manager.
Sally 358-4490

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

LEGAL SECRETARY for progressive Personal Injury Firm. Word Perfect & litigation experience necessary. Excellent benefits 352-7777

LEGAL SECRETARY - full time for Novi area. Word processor. Litigation experience preferred. Salary commensurate with experience. Call Sue. 352-4690

LEGAL SECRETARY
Administrative Position
Legal firm seeks 3+ years experience for heavy administrative position. Top typing and communications & must. Call Arthur Thomas Executive Search 355-4140

LEGAL SECRETARY - full time position available for experienced legal secretary in Bloomfield Hills location. Word Perfect experience helpful. Send resume to: Avanne, 300 E. Long Lake, Ste. 300, Bloomfield Hills, MI 48013

LEGAL SECRETARY

LEGAL SECRETARY
Experienced, for Pt Law office, Bloomfield area. Word/Perfect, non smoker, excellent salary. Ask for Mark P. 737-8400
SNELLING & SNELLING

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Corporate Law
Litigation to $26,000
Litigation to $25,000
Litigation/Fortune 500 Co. to $25,000
Floater to $20,000
Litigation to $19,000
SWB/Receptionist to $15,000
Corporate/Securities $14,500
Contact: Human Factors, 17697 W 10 Mile, Southfield, MI 48075
(313) 557-0554
Company fee paid

LEGAL SECRETARY - with 3-5/yrs office experience for partner of small, fast paced law firm located in American Center, Southfield, MI. Must be highly organized & able to act independently. Word processing experience & bankruptcy experience & shorthand preferred. Salary commensurate with experience. Pleasant surroundings in modern well equipped office. Please call Denise for interview. 559-1900

LET US HELP YOU ON YOUR WAY TO PERSONAL SUCCESS

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- General clerical/typing 35 wpm
- Accounting (Peachtree system)
- General secretarial

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LEGAL SECRETARY
$22,000 + + FEE PAID
Southfield firm is seeking an *experienced Legal Secretary to join their* clerical staff. This fascinating and dynamic office offers a great location and plush environment. You will enjoy being the Secretary to the President of this established firm. Must have strong typing skills and type 50 wpm. Bankruptcy and litigation experience helpful. Benefits. Immediate opening! Call Rachel Kay, 358-5600
SNELLING & SNELLING
FARMINGTON HILLS

LEGAL WORD PROCESSOR
Downtown Detroit law firm is looking for a full time evening Wang word processor. Must be mature, responsible & experienced. Legal background a must. Send resume to: Box 7B, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LIFE INSURANCE SECRETARY 10 major Producer. One Person office. Must be fast & accurate with word processing, proposals, processing of applications, and follow-up. Salary open. 649-5065

LIVONIA area title company looking for experienced mortgage closing secretary with knowledge of practice, recording & disbursements of documents. Call 464-4137

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TO $16,200 FEE PAID
Tuition reimbursement and profit sharing are just 2 of the perks offered by this growth oriented firm. Top pay for top skills and communications. Fast Work Typing of at least 50 wpm, and at least 2 years office experience, the opportunity could be yours. Call Arlene, 851-3660
SNELLING & SNELLING
FARMINGTON HILLS

MATURE PERSON with good clerical skills, needed to work in the Birmingham area. Call Southfield Insurance company. Must type 40 wpm. Hours are negotiable possible. (16 hours week) Call Mr. McDonald between 2-3 PM 352-7500.

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
Full time position available for one year. Varied responsibilities in busy Troy/Birmingham area office. Please call, if necessary leave message 649-5065

OFFICE ADMINISTRATOR
Small Southfield manufacturer firm seeks career minded individual with strong skills in all areas of clerical experience for non-smoking environment. Please send resume and salary requirements to, or call Julie between 1pm-3pm at 626-8586

GATCHELL & ASSOC., INC
28100 Northwestern Hwy., Suite 108
Farmington Hills, MI 48018

OFFICE CLERICAL
We are seeking an energetic & proactive individual to assist us in our Southfield office. General office experience required. We need someone to work could learn the ropes from our friends at Sabre Sabbbury Associates
Call Ann 352-7800

OFFICE COORDINATOR
Busy irrigation firm needs take charge person who efficiently coordinates all phases of a one-person office. Must have strong computer, bookkeeping, filing and good communication skills a must. Experience in landscape industry a plus but can train. Competitive salary for right person. Send resume to or call Mr. Emerald Turf, Inc. 23847 Van Born, Taylor, MI 291-0670

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