504 Help Wanted Office-Clerical

CLERICAL/OFFICE
Growing company is looking for someone to do full time office/clerical work. Must be able to type over 60 wpm, duties will include filing, answering phones & taking messages & other clerical work is required. Send resume & cover letter to: PO Box #709, Novi, MI 48376

clerical

READY TO WORK??? CALL KELLY TODAY!!!

Kelly Services can put you to work immediately and you'll earn good pay and benefits. We now have openings for:

WORD PROCESSORS
LIGHT INDUSTRIAL
CLERICAL

Call Kelly today to find out about these assignments!

Farmington Hills 471-2050

KELLY Temporary Services
Equal Opportunity Employer M/F/H

clerical

Secretary to The Controller

We are an international organization in the Dearborn area actively seeking a Secretary for our Controller.

Candidate should possess high school diploma and two years business education including one year of secretarial experience. A typing speed of 60wpm along with transcription, 10-key adding machine proficiency are required. Candidates should have two years office experience including some accounting background. Familiarity with Lotus 1-2-3 would be a definite plus.

We offer a fully paid benefit package with a competitive salary and pleasant working environment. Interested candidates should send a resume with salary requirements to:

Manager Human Resources
Society of Manufacturing Engineers
P.O. Box 930
Dearborn, MI. 48121

An Equal Opportunity Employer

CONFIDENTIAL SECRETARY
Perform 40 hours per week as a Confidential Secretary to the Plant Manager, Production Manager and for other staff. Prepare confidential reports and documents. Typing 50 wpm. Shorthand 80-90 wpm. Based in Huntsville, Latous 123. Ability to prioritize and organize work. Can file or no direction. Supervise and coordinate heavy word processing workload. Transcribe finished copy from dictaphone. Associate Degree in Business or equivalent. Exceptional English, grammar and writing skills. Experience in personal computer, business and office practices. Requires three years office experience as an executive secretary.
Mail resume to:
Hoemet Corporation
Box #722, Plymouth, MI 48170
Attn: Mrs. O'Malley
Dept. 1000
An Equal Opportunity Employer

CONFIDENTIAL SECRETARY
$22,000 FEE PAID
Join this well established company and enjoy a wide range of responsibilities with minimum supervision. Skills must be excellent, but rewards are great. Call today for a confidential interview.
Carole Monroe, 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

504 Help Wanted Office-Clerical

CLERICAL - PART TIME
If you enjoy Customer contact & have good mathematical skills and a proven knowledge of business machines, apply at First of America Bank - Plymouth, 833 So. Main.
An Equal Opportunity Employer

CLERICAL POSITION
Mutual of Omaha, a leader in the life/health insurance industry has an immediate need for a junior new business clerk in our regional sales office. This is an entry-level position with promotional potential. Responsibilities will include filing, and other duties associated with the processing of new business application. Qualified candidate must be detail oriented, possess excellent clerical skills, computer skills & including basic math ability. A professional phone manner is essential. We offer a competitive salary & an excellent benefit package. If you are interested in learning more about this exciting opportunity call Ms. Amaino.
. 354-0948
Mutual of Omaha is an Equal Opportunity Employer.

CLERK, highly motivated. Experience with health care, filing, Word-perfect 5.0, good communication skills and 40 w.p.m. For information, 9am-11am, Mon-Fri. . . . 355-3090

CLERK TYPIST
needed for busy executive department in service industry organization. Heavy phone work & various clerical duties required. We offer an excellent fringe benefit package. Please send updated resume with salary requirements to: Clerk Typist, P.O. Box 9072, Farmington Hills MI 48332-9072. All replies must be submitted by Oct 26, 1990
EEO/M/F/V/H

CLERK/TYPIST
Rapidly expanding Detroit based firm seeks entry level clerk typist. Candidate should possess a min. typing speed of 40wpm, good phone skills & general clerical knowledge. Excellent advancement opportunity. This position is full time with competitive benefit package. Please send resume to:
Clerk Typist
P. O. Box 779
Detroit, MI 48228

COME GROW WITH US

SNELLING TEMPORARIES
Has immediate needs for:

- Receptionists
- Word Processors, (To $12 hour)
- Secretaries
- Typists
- Legal Secretaries
- Data Entry

We offer:

- TOP SALARY
- HOLIDAY BONUS
- REFERRAL BONUS
- SPECIAL INCENTIVES

TROY	DETROIT
528-5122	871-2700

CUSTOMER service/telemarketing. Experience necessary. Warm manufacturer. To $18,000 year. Call Debbi at Uniforce . . . 473-2932

CUSTOMER SERVICE - advancement opportunity. To $6 50/hr. Call Sherry at Uniforce . . . 357-0648

CUSTOMER SERVICE
Representative. Cheerful people person w/clerical aptitude. Canton area. Contact Karen. . . . 453-5566

CUSTOMER SERVICE TRAINEE
Position for credit department co. Must be able to communicate effectively with people and perform clerical duties. Send resume to: Credit Resourcer, P.O. Box 328040, Farmington, MI 48332-8040

CUSTOMER SERVICE Representative-Excellent communication skills. Insurance and durable medical equipment knowledge helpful, but will train. Send resume to:
Manager-Customer Service, Fairlane Home Medical Supply, 22411 Michigan, Dearborn, MI 48124

CUSTOMER SERVICE - bright dependable person needed for high tech repair office in Westland. Must have previous customer service/order desk & data entry experience. Hydraulic/electronic background helpful. Non-smoking office, excellent benefits . . . 326-6666

DATA ENTRY Computer Operator - for busy distribution company. Experienced, accurate, attention to details; no smoking. Send resume to Data Entry, Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034

504 Help Wanted Office-Clerical

CO-ORDINATOR TO schedule store promotion for marketing co. in 13 Mile/Southfield area. Frequent raises, no health benefits. Call Pat, Intro Marketing. . . . 540-500

CUSTOMER SERVICE/SYSTEM SALES REPRESENTATIVE, full time. Parish Publications, a 60 yr. old well established firm, seeks friendly, self confident individual. Position requires good computer skills & PC experience, good telephone communication & ability to interface with other departments. Good word processing & computation. Flexible hours. Call Susan Bammas, Mon-Fri, 2-5pm. 885-7300. Or send resume to: Parish Publications, 32401 Industrial Dr., Madison Heights, MI. 48071

Customer Service
(Part-Time)
We have excellent growth opportunities for individuals with excellent verbal/written communication skills & previous telephone experience. Responsibilities will involve responding to over 100 telephone inquiries per day. We offer several different schedules. They are as follows:
Mon., Thurs., Fri. 10am-6 45pm
Tues & Wed
8 45am-6 30pm
Delinquency Reporting Dept.
Mon.-Fri. Flex hours between 7am & 6pm
Salary negotiable
These positions offer you the opportunity to work for a large corporation while earning $7/hour & receiving a competitive benefit package. Qualified candidates should apply Mon-Fri, 9am -4pm.
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

DATA ENTRY - Farmington. $7/hr. Call Mary Jo at Uniforce . . . 646-7666

DATA ENTRY
Experience necessary!
Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

DATA ENTRY. Experienced Word Perfect. Excellent Pay. NEWER Area. Call Karen at . . . 563-5000

DATA ENTRY/
SALES ASSISTANT
Major motion picture equipment company seeks a self starting detail oriented person to work at Farmington Hills location. Must have good data entry skills, work well with numbers & enjoy dealing with people. Sales experience a plus. Call 471-1871 or send resume to: VDI, 32901 Industrial Park Dr., Farmington Hills, MI 48335

DATA ENTRY - to $280/wk. Call Cleo at Uniforce . . . 357-0648

DATA ENTRY
60 wpm minimum, accuracy a must, temporary to perm project, full / part time. Denise . . . 626-3443

Earn Extra $$
For The
Holiday Season

Long-term and short-term temporary work assignments are available immediately in the Troy, Birmingham, Southfield, and Madison Hts area. Call today for details.

- Clerk/Typist
- Data Entry Operator
- PC Typist
- Word Processor

Call our office for an appointment today:

585-8260

AMI

EXECUTIVE SECRETARY
NATIONAL COMPANY
Mature, experienced secretary, with excellent word processing, dictation/phone proficiency, ability to work under pressure in Real estate background preferred, but will consider all applicants with qualities listed. Suburban location, excellent salary and benefits. Send resume, with salary requirements to: Box 1808, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

DATA ENTRY
$6.00 per Hour
Full time positions open in our telemarketing department for hard working data entry clerks. Minimum 3 months clerical experience needed. You must have a good clerical / typing skills & enjoy working in a quick paced environment.
Call now for an immediate interview.
FITNESS USA HEALTH SPAS
737-7800

DATA ENTRY
$7 PER HOUR
ARBOR TEMPS, 459-1166

DENTAL RECEPTIONIST - part time 2 to 3 days for busy W. Bloomfield practice. Experience preferred. . . . 737-2090

DR'S RECEPTIONIST
FEE PAID - $14-$15,600
Looking for good all-around person with typing, good office experience and ability to deal with patients. Will also do peg board accounting.
Benefits. . . 649-6797 or 962-0565
DOROTHY DAY
PERSONNEL, INC.

ENERGETIC office clerk, mail room helpful. Expanding company, $6/hr. Call Eileen at . . . 357-0664

EXECUTIVE
RECEPTIONIST
TO $18,000 FEE PAID
Suburban firm offers much better than average benefits, advancement, ultra-modern plush surroundings and a people oriented office. If you have 1 year office experience, typing busy phones and type 55 wpm, call Shelley today. Hurry, this one will go fast! 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

EXECUTIVE - 1 secretary to 1yr electronics regional manager. To $25,000. Call Lynn at Uniforce . . . 473-2932

EXECUTIVE SECRETARY
Bilingual - Spanish & English
Employers Temporary Service
354-7050

EXECUTIVE SECRETARY/
OFFICE MANAGER
Manufacturing rep expects position full time permanent. BENDIX EXPERIENCE in technical sales office involving automotive. Contact Farmington Hills area. Please call, 851-8814

EXECUTIVE SECRETARY
Senior Executive of major international firm seeks administrative assistant with top notch skills. Shorthand a plus. Send resume or call:
DIVERSIFIED RECRUITERS CO.
27780 Novi Rd., Suite 106
Novi, MI 48377-3427
All fees Co. Paid . . . 344-6700

EXECUTIVE
SECRETARY
Unique opportunity for well organized, self motivated, self-starter with superior typing, communications, and computation skills. Must possess ability to work well with people at all levels. Responsibilities include executive level secretarial duties for Chief Executive Officer, Administration of Awards/Honors Programs and supervisory experience. Must be able to travel twice yearly to conventions, taking board minutes and assisting with registration, etc. Advanced word processing skills are absolute necessities, as is the ability to work independently, confidentially and unsupervised within deadlines. College degree preferred but not required. Excellent shorthand skills preferable. Excellent salary and benefits. Northwest Detroit. Send resume and salary requirements to: American Concrete Institute, Personnel Coordinator, P. O. Box 19150, Detroit, MI 48219-0150

EXPERIENCED SECRETARY
Must have Macintosh computer experience & knowledge Word, Works & Page Maker. Creativity and desire to learn a plus. Send resume and salary requirements to
MARS ADVERTISING
24209 Northwestern Hwy., Southfield, MI 48075 Attn Becky.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY/
OFFICE MANAGER
Requirements:
- Excellent Skills
- Word processing
- Some Bookkeeping
- Self Starter
- Organizational Capability

Mature candidates are welcome to apply. Send resumes to:
Elizabeth Arden, Suite 100,
525 Woodward, Bloomfield Hills, MI 48304

EXECUTIVE SECRETARY
Person will perform administrative and secretarial tasks for C/O & General Counsel, of manufacturing company in Farmington area, located in Warren, MI. Candidate must possess excellent word processing, filing, & administrative skills. Please respond to: Box 584, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Southfield service company seeks bright, hard-working individual to perform secretarial duties in a diversified and challenging. Excellent secretarial skills required (60 wpm typing speed) and the willing to work flexible hours, be self-motivated and organized with attention to details. Send resume to, Executive Secretary, P.O. Box 300, Southfield, MI. 48037.

EXECUTIVE SECRETARY
Real estate investment and management firm located in Southfield is seeking a person with strong secretarial skills to support their president. Excellent organizational, telephone and written communication skills are mandatory, as well as shorthand, word processing and dictaphone experience. Candidate should be assertive, motivated and willing to make long term commitment. Send resume Attn President, 26435 Lahser Road, Suite 200, Southfield, MI. 48076.

EXECUTIVE - secretary. N.W. suburb, excellent typing, Word Perfect, excellent benefits, national expertise, benefits. $250 plus. Fee paid

FIELD - secretary, Southfield, property insurance background, typing 65 wpm, word processing, good math aptitude. Benefits, $18,000 Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

FARMINGTON HILLS dealer needs experienced full time switchboard/receptionist. Call 9am-4pm. Call Pat for interview. . . . 471-0044

FRONT DESK POSITION for professional firm in Bloomfield area. Self-motivated individual. Must have professional image, excellent telephone skills and WordPerfect experience. Pleasant environment, competitive salary and benefits. Send resume in confidence to
Receptionist, P. O. Box 4733, Troy, MI. 48099

FRONT DESK
$17,000 FEE PAID
Suburban company with beautiful offices and people to work with, offers excellent benefits, advancement potential, training on the computers and a raise after 90 days if you can prove yourself. Must have 1 year experience with word processing and phones and a busy office environment.
SNELLING & SNELLING
FARMINGTON HILLS

FULL CHARGE
BOOKKEEPER
TO $25,000 FEE PAID
Nice suburban firm offers challenge and variety in this well paying administrative position. Full benefits. Call Kate at . . . 851-3660
SNELLING & SNELLING
OF TROY

GENERAL OFFICE - 30 HRS /WK. Farmington area. Typing required. $6.00/hr. to start. Call Sally at Uniforce . . . 946-1120

GENERAL OFFICE CLERK wanted, good typing & phone skills. Prefer, but not required, Non smoking office. Ask for Chris . . . 422-2366

GENERAL OFFICE - word processing knowledge. Bloomfield. Hrs $1350/mo. Call Lisa at Uniforce . . . 646-7661

504 Help Wanted Office-Clerical

FILE CLERK
Entry Level Position. Full time, requiring good math aptitude and reliable transportation. Previous office experience a plus. Donna: 352-9580

FULL SERVICE BOOKKEEPER for 10 yr. old Farmington office. Applicant with experience in manual pegboard system, bookkeeping, 20-25 hours per week. Pleasant working conditions. Call Diane at . . . 649-1100

GENERAL OFFICE
PART TIME
Manufacturing Firm in Novi seeking part time office help, mornings preferred, typing, filing & general clerical duties. Some computer experience helpful. Approx. 20 hours per week. Please call . . . 348-8043

GENERAL OFFICE
Full time position for mature person with good general office skills for receptionist, typing, word processing, switchboard duties. Good typing skills and pleasant disposition are necessary. Will train on phone. Excellent benefits & working environment. Please send resume and salary to: Box 8496, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
Typing, 10 key, light data entry, filing. Flexible hours. Call Mr. Rust, 273-0882

GENERAL OFFICE HELP
Must have some background in computers. Apply in person 8AM-PM, Mon-Fri. Wolverine, 9118 General Ct., Plymouth . . . 454-9507

GENERAL OFFICE
9-2 Flexible. Weekdays only. Answer phones and perform general office duties . . . 937-4000

GENERAL OFFICE - PLYMOUTH
Billing, invoicing, typing, etc. $7.5a per hour. No fee.
B. HAMIL PERSONNEL
. . . 459-8420

GENERAL OFFICE-Canton area. Reception, data entry, accounts receivable, accounts payable, purchasing, some data entry, typing & good phone voice required. Start immediately . . . 454-9600

GENERAL OFFICE
Free clerks & typists needed in the Oakland Mall area. Flexible schedules can be 1 day to indefinite.
Kelly Services
Temporary Services
. . . 574-1600

GENERAL OFFICE
Full time entry level position in our Farmington Hills location. Filing, data entry, and good organizational skills required. Good attendance and welcomes to work are a must. Non-smoker. Call . . . 489-0557

GENERAL OFFICE - Hours 7-4, Monday-Friday. 10 key calculator skills needed 2 yrs experience preferred. Must enjoy telephone customer service, work in busy office. Full time long term employment. Please send resume to Shirley Walsh, 19100 W. 8 Mile, Southfield, MI. 48075

GENERAL OFFICE
PART TIME
Positions open for qualified persons with good clerical skills, typing, meeting & dealing with people. Ideal for retired persons. National firm in Southfield. Call 352-0300
An Equal Opportunity Employer

GENERAL OFFICE/
COMPUTER OPERATOR
Position open for qualified person working in busy office doing various office duties such as typing, filing and bookkeeping. Must like to work with figures. Some experience in data entry and computers. Call for appointment
Contact Austin, Riemer Floors
1865 Telegraph Rd., Bloomfield Hills
. . . 333-4030

HEALTH INSURANCE Secretary/Administrator. Independent broker needs the best! Salary plus performance and variable bonuses. Share our growth. Must be people, computer & insurance literate. Plymouth, Northville area. Resume for confidential interview: Mary Clay Sheehy 45807 Hemlock St. Plymouth, MI 48170

IMMEDIATE OPENING - entry level data entry, typing, telephone accounting, software experience a plus. $4.25-$4.50/hr. Call personnel, Send resumes to: Ray Harris, 231 S. Woodward, Ste. 218, Birmingham 48009

INVENTORY CLERK - Person needed to handle UPS shipping and pulling inventory. Part time 25-30 hrs per week $5.5/ hr. Apply in person Computerized 21238 Bridge St., Southfield, or call . . . 353-8510

504 Help Wanted Office-Clerical

INSURANCE AGENCY in Northville needs personal lines person. Also typist. Experience helpful. Ask for Jan. . . . 348-3000

INSURANCE CLERK
Part time
We are seeking an individual to work 10 hours per week. Qualified candidates will type 45wpm accurately and enjoy working with numbers. Prior office and computer experience is required (Lotus preferred), with an insurance background a plus. Call or send resume to:
Personnel Department
Kemper Life Ins. INC.
850 Lakd Rd.
Walled Lake, MI 48390
668-8320
An Equal Opportunity Employer

INSURANCE CSR. Experience in personal lines. Full time. Farmington Area. Call . . . 474-6934

JOBS WITH BENEFITS
Administrative Assistant to $19,000.
File Processor $13,000.
Eligible Detroit Country residents Call DET . . . 354-9187

LAW FIRM located in Troy desires a part time bookkeeper. Flexible hours. Qualified candidate to: Hermes Bailey & Co., 30200 Telegraph rd. Suite 185, Birmingham, MI 48010

LEGAL SECRETARY, experienced. For present Southfield personal injury firm. Work involves high volume client skills necessary. Salary commensurate with experience. Excellent benefits package. Send resume to: Hadley J. Wise, PO Box 2207, Southfield, MI 48037-2207. All replies confidential.

LEGAL SECRETARY
3 yrs experience. Permanent part-time. 10-20 hrs. per wk. . . . 559-8100

LEGAL SECRETARY
3 days/week. Southfield - Drewenfield & 8 Mi location. Some legal experience required. . . . 568-0352

LEGAL
SECRETARY
Defense litigation office of a major insurance company is seeking qualified applicants. Preferred candidates will have a minimum 2-3 years related experience, including 1 year legal experience required for senior level. Grammar and communication skills required. Word processing skills a plus.

CITIZENS INSURANCE COMPANY OF AMERICA offers an excellent flexible benefit package including dental, profit sharing, and education reimbursement. Salary commensurate with experience.

For confidential consideration, send resume and salary requirements to:

CITIZENS
INSURANCE
COMPANY OF
AMERICA
Attn Marketing Company
17197 N Laurel Park Dr.
Suite 343
Livonia, MI 48152
Equal Opportunity Employer
M/F

LEGAL SECRETARY needed for plaintiff personal injury law firm. Computer experience required. . . . 557-5757

LEGAL SECRETARY for Southfield Personal Injury Firm. 2 to 3 yrs. experience required. Call Mary Kay, Raven Mon-Fri 10-4pm. . . . 552-8500

LEGAL SECRETARY - Birmingham area. General practice. Word Perfect preferred. WordPerfect 5.0 Salary negotiable. Nancy/Sam . . . 540-8311

LEGAL SECRETARY for 2 attorney office in Southfield. Salary commensurate with experience.
Call Mr. Albert . . . 354-6400

LEGAL SECRETARY - Trainee for non smoking law firm in Troy. Must have 1 to 2 yrs experience. Typing skills necessary, high school graduate with 65 wpm. Excellent credentials. Call Barb . . . 641-7800

LEGAL SECRETARY
Southfield personal injury firm seek a secretary with at least 2yrs Personal Injury experience. Must have Workflow/Word Perfect 5.0 skills and benefits. Call . . . 352-7777

LEGAL SECRETARY for Troy law firm. Word processing 70 wpm required. 1-2 yrs experience. Legal back ground preferred. Non-smoker. Send resume to:
Secretarial Committee, P.O. Box 99484, Troy, MI 48084-3328

504 Help Wanted Office-Clerical

BUSY Farmington Hills litigation practice seeks top notch, legal secretary with minimum of 3 years experience. Salary commensurate, profitable. Salary negotiable. Liz 737-4747

LEGAL SECRETARY
Experienced for defense litigation firm in Farmington Hills. Wang experience preferred. Excellent benefits. Please respond to:
P.O. Box 3040
Farmington Hills, MI 48333-3040

LEGAL SECRETARY
With 1-3 years experience wanted for Bloomfield Hills law firm. Word processing experience required. Phone Denise at . . . 858-2443

LEGAL SECRETARY
for small firm in Bloomfield. Experienced. Full time position. Ask for Mr. Lebow or Tobin. . . . 644-4443

LEGAL SECRETARY - 24 hrs. per week, personal injury, workers comp. Farmington area. Call Mr. Rust at . . . 273-0882

LEGAL SECRETARY
A small Bloomfield Law firm. Minimum 1-2 yrs. legal experience in general practice & PC knowledge. Salary 50 percent. Mature individual with good attitude. Call . . . 353-3850

LEGAL SECRETARY - Must know Microsoft Word and Apple Macintosh. $12.00 hr. Successful candidate will have recent experience including credit and collections, pre probate/estate and insurance administration. You will handle billing, accounts receivable and accounts payable, activities with a main frame computer, if you possess the background and are looking for a change, please send your resume to Nancy Hoover, Forberg Scientific Inc., 2719 Industrial Row, Troy, MI 48084

LEGAL SECRETARY/ASSISTANT
Experience required. Flexible hours Livonia area. Call 10am-3 30pm . . . 462-2172

OFFICE CLERICAL DUTIES
Top organizational skills, some bookkeeping. Excellent benefits. Pay commensurate with ability.
Wisconsin at . . . 247-1230

OFFICE-PART TIME
Filing, typing, reception/coverage 12-5pm. Monday-Friday. Hot Lady.
Farmington area . . . 477-7152

OFFICE POSITION - full time for busy medical office. General office background & pleasant phone manner. Some bookkeeping required. Call . . . 478-1603

OFFICE RECEPTIONIST
Plymouth company desires energetic individual. This position requires good communication and organizational skills. Call Ms. Adjack & Company, 377 Amelia, Plymouth, MI. 48170.

OPPORTUNITY
KNOCKS
ALL FEES PAID

- Receptionist . . $17,000
- Insurance Secretary $18,000
- Billing Clerk. . . $13,500
- Legal Secretary . $24,000
- Secretary $19,760
- Transcriptionist . $16,000
- Word Processor. $17,000
- Administrative Secretary $20,000
- Legal Secretary . $23,000

Want more money, better benefits, greater advancement potential? Look no further, we have more full time openings than applicants. Typing of 50. Call for appointment.
851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

504 Help Wanted Office-Clerical

LEGAL
TEMP/PERM

Large downtown insurance company seeks shorthand, some legal, 17k plus, full benefits

5 yrs. legal, Word Perfect can land you this spot, suburban, mid 20's.

2 yrs. legal (some worker comp), IBM experience, to 20K, full benefits, suburbs

RECRUITING
Top notch, skilled, dependable temporaries to join the most active crowd in town. TOP RATES PAID.

PERSONNEL AT
LAW
3000 Town Center, Ste 2580
Southfield, MI 48075
(313) 358-0060

One Kennedy Square, Ste 1632
Detroit, MI 48226
(313) 964-2909

FAX #(313) 358-0235

NEEDED IMMEDIATELY!
CLERK
TYPISTS
SECRETARIES
DATA ENTRY
WORD PROCESSORS
Skills in the above can help you earn holiday cash! Assignments available from short and long term. Call today for an appointment.
FOSTER-DAVIS
Temporary Personnel, Inc.
559-2700

AMBITIOUS, mature, dependable person for part time office position. Typing, filing, answering phones. Farmington area. Call . . . 478-6858

OFFICE ADMINISTRATOR-Troy distributor is seeking office administrator. Successful candidate will have recent experience including credit and collections, pre probate/estate and insurance administration. You will handle billing, accounts receivable and accounts payable, activities with a main frame computer. If you possess the background and are looking for a change, please send your resume to Nancy Hoover, Forberg Scientific Inc., 2719 Industrial Row, Troy, MI 48084

OFFICE SUPPORT
Experience required. Flexible hours Livonia area. Call 10am-3 30pm . . . 462-2172

OFFICE CLERICAL DUTIES
Top organizational skills, some bookkeeping. Excellent benefits. Pay commensurate with ability.
Wisconsin at . . . 247-1230

OFFICE-PART TIME
Filing, typing, reception/coverage 12-5pm. Monday-Friday. Hot Lady.
Farmington area . . . 477-7152

OFFICE POSITION - full time for busy medical office. General office background & pleasant phone manner. Some bookkeeping required. Call . . . 478-1603

OFFICE RECEPTIONIST
Plymouth company desires energetic individual. This position requires good communication and organizational skills. Call Ms. Adjack & Company, 377 Amelia, Plymouth, MI. 48170.

105 Hauling

A-1 HAULING - Moving Scrap metal, Cleaning basements, Garages, Stores, etc. Reasonable prices in town. Duck service. Free Est. Serving Wayne & Oakland Counties. Central location. 547-2764 or 559-8135

FAST SERVICE TRASH REMOVAL
Honest prices, discount rates
Any type - free or (big) sales
Call Bob: 474-7640

FOR A LOAD OF YOUR MIND
Call Tim's Junk Removal Service
334-2378 or 332-1241
We specialize in 1 time pick-ups, prompt service, prices reasonable.
Birmingham - Bloomfield areas

WEE HAUL
Trash Removal
Basement, Attic, Yard
Residential or Building Sites
Fast Service, Reasonable Rates
363-9250

106 Heating & Cooling

ALL OUR WORK GUARANTEED
furnaces, air conditioners, boilers, custom sheet metal, 24 hr. service. Quality cleanup. Randy, 532-8262

HEATING-AC-HUMIDIFIERS
Installation, Sales & Service
Low Prices Quality Work
Licensed 937-0765

HEATING, AIR & DUCT WORK
Honest, clean work at a fair price
Licensed & Insured
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110 Housecleaning

AMERICAN PERSONAL Touch Inc
Commercial-Residential Cleaning
Since 1975. Call Jackie
581-1870 or . . . 464-0624

BOGGED DOWN WITH HOUSEWORK? Let me take your extra pair of hands. I'll turn you into a PRIMA DONNA. Call Prima Donna Cleaning Service: 474-7173 or 477-3363

COMPLETE CLEANING
We care about your home & office. We can outshine the rest! Subscribe Comm'l Cleaning . . . 546-9044

HOUSECLEANING-Discounts Personalized and thorough. If you don't have the time to care for your home that shine call . . . 545-6228

JUDY'S CLEANING SERVICE
Commercial/Residential
Call for free estimate
538-6214

"THE DUSTBUSTERS" housecleaning services would like to make your workload lighter. Let us do your dirty work! References . . . 561-9024

120 Interior Decorating

OVERSTOCKED ON CHERRY & OAK FURNITURE. Check our price before you purchase
CENTENNY FURNITURE
421-8070 or 437-1590

123 Janitorial

ATTENTION BUSINESS OWNER! When the maintenance of your establishment matters, call Maintenance Masters, Inc! Complete janitorial service . . . 354-6187

CONTROL CLEANING SYSTEMS
Quality, dependability, personal, innovative, efficient office cleaning
478-0170

Family Owned & Operated
TECHNICLEAN MAINTENANCE CO.
Serving Wayne & Oakland Counties
Excellent References . . . 364-1118

129 Landscaping

AA-ACE LANDSCAPE
Experienced Gardeners
Complete yard clean up
Weeding - Trimming - Edging
Stripped & Sod - Shrub Removal
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ADMIRE YOUR YARD
Complete Tree & Lawn landscaping, sodding & seeding. Scrubs & Trees. Landscaping supplies. Underground sprinklers installed & serviced. Timber Work, Trenching, Downspout & Sump Pump burial. Drainage problem solving. Backhoe work, tractor work, pipe pulling, trucking - DIG OR SMALL.
HACKER SERVICES . . . 474-6914
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