

Non smoking company seeks sharp **CLERICAL ASSISTANT** Small prestigious Farmington Hts

Window & Door Co., 2000 Haggerty Rd., West Bloomfield, MI, 48322.
Attn: Personnel.

CLOSING SECRETARY Must be experienced in the preparation of closing documents.
• **BUS PERSONS**

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Bloomfield Hills CPA firm needs a
professional. If you have a good work record & references you may wish to join our team as an advancement possibilities. Outgoing, honest, sincere, and efficient.

RECEPTIONIST - Southfield based. Word, Strong organization aptitude and skills, plus attention to detail a must. Must be capable of working Must be neat, accurate wordprocessor with good spelling and grammar. W3 2000 a plus, but not re- requirements for Box #1008, Observer & Economic Newspapers, 36251 Canton, MI 48187
D. Accounting, 44804 N. Spring, Canton, MI 48187
7 days a week custodial service
Farmington Hills. (Ask for Bob or Dick) 477-3340
All applicants should be honest, reliable.
KITCHEN MANAGER
Apply in person at:
26207 W. WARREN
PART TIME Help Wanted for Setup, Dishroom and Wash
This woman. No phone calls

SECRETARY/BOOKKEEPER
\$4.50/hr., inc. exp. - Respond by
mailing resume to:
The Creative Group Inc.
31800 Northwestern Hwy., #380
Farmington Hills, MI 48334-1176

Corporation, one of the nation's fastest growing Electronic Security Companies. Compensation, b.e.a. security and flexible. Computer skills preferred. 23 hours per week, 60000-70000. WordPerfect and other computer skills, some clerical filing & billing preferred. Call Mon.-Fri., 9-3: 477-4500

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Action Automobile in Uvoria has a permanent position for a switchboard operator. Excellent salary to qualified person. Please respond with resume to: Mr. B. J. O'Connor, 4000 Highway 100, Uvoria, Va. 22982

termiology helpful. Excellent salary to qualified person. Please respond with resume to: Mr. B. J. O'Connor, 4000 Highway 100, Uvoria, Va. 22982

Apply in person at 24827 Plymouth Rd., Nacador

CHEF

Canion 326-8470
HOST PERSON Needed for fast
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Great Day & Evening Shifts and full time, even available

1. The candidate must have excellent communication skills, phone etiquette, word processing knowledge and a strong desire to learn. Experience a must. Apply in person Livonia Family Y, 14250 Stark Rd.

LIQUOR
(between trailer & Middlebelt)

1000 pay a benefits. Great opportunity for the right person Tue. - Sat. Kyle a 214 W. Birch, Royal oak, Ill.

CHURCH SECRETARY - four days per week, position begins June 17. Send resume to: St. John's

good communication skills. Beautiful quiet office, excellent working conditions. Please make appointment.

VETERINARY RECEPTIONIST, part time, office skills necessary, non-temporary. Call Century 21 Today.

Temporary/Permanent
E/O/E

LINE COOKS
Experience helpful but not needed -

DENNYS

in Southfield, 559-5900

fld., Nov
347-0095

LINE COOKS - with supervisory ex-

• **Line Servers**

These positions offer a strong

SECRETARY/BOOKKEEPER Experienced Typist/Bookskeeper/Files	SECRETARY For small Birmingham office, fast	Full time with benefits. Experience preferred. Send resume to: Personnel Dept. 31527 Belden	Food-Beverage ACCEPTING APPLICATIONS. Bar-	BARTENDER Needed for Cocktail Lounge experienced a must. Apply	available for last hardworking line Cooks, handy Host/Cashiers, wait- ress enthusiastic Housekeepers & more.	427-1800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800 427-0800	427-0800 427-0800 427-0800
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DE/WE/TA/HT Minimum 2 years experience. Good secretary, people & organizational	Professional manner & appearance a must. Good computer (d/Write III)	WordPerfect Lotus 1-2-3 Date Entry - \$7.00/hr	ATTENTION HOME-MAKERS Best time to cook for home chefs is now	BATES HAMBURGERS - 33408 S. May 28th, from 4-7pm or apply at: 36550 Ann Arbor Rd in Plymouth	Remember for things to change, you must change ..	(313) 348-3844 EOL/M/T/H/V
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Long Lake, Suite 245, Troy MI 48068	pers, 36251 Schoolcraft Rd., Livonia, Michigan 48150	Manufactg. 441 S. Livernois, Suite 205B, Rochester Hills, MI 48307	ARBOR TEMPS 459-1168	very. Weeband Call Com. 725-3446 An Equal Opportunity Employer	forms furnished. Apply in person 8am to 10am or 2pm to 5pm.	they Friday, 2pm-4pm, at 31725 Plymouth Road, Livonia	34775 Ford Rd., Westland, Mich 48090 8 30pm-10pm	they 8am-4pm 4033 W. Maple
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HOME & SERVICE GUIDE

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

HOME & SERVICE SHEET METAL WORK	THE JEFFREY CO.	A-1 EXPERT	ABLE AND READY TO WORK WITH YOU	NATURE CRAFT specializing in Re- modernization, Additions, Bath- rooms, Kitchens, Dinning, & Living rooms.	& Dyeing	CUSTOM DECKS, TIE-WALLS Carpentry, complete landscaping house repairs, auto repairs	ELECTRICIAN NEEDS YOUR WORK No job too small! Ceiling fans, 220 line work, repairs etc.	AAA GUTTERS New or Repaired. Cleaned Screened Fascia Board & Roofs
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warranties carefully 2. Get all offers and work orders in writing	676-5630	I Don't A. Guaranteed 471-0112	• ADJUSTMENTS • KITCHENS • BASEMENTS • DECKS Deal direct with owner and get	PLAN NOW FOR SPRING FIX UPS Flooring • Aluminum • Vinyl • Iron Siding, decks • Complete additions	Any sofa \$30 Any loveseat \$25 Any chair \$20 Pick of chair 472-0356	18 YRS EXPERIENCE LICENSED & INSURED Call Dave 314-454-4444	Reasonable Rates Residential & Commercial Call Dave 314-454-4444	Outlets Installed For \$2/pk 17 Colors • Guarantee
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amounts of money as deposits for service. 4. Get the full name of the company.	379-4800	FREE ESTIMATE • LK/718 A FAMILY BUSINESS ment Company. Garage builders, specializing in garages & home improvements. Large, additional storage floors, etc.. Free Est. 261-2618 C & M MASONRY 437-1534	& Repair AAA GARAGE REPAIR	As Low As \$2.50 per sq ft WILLIAMS BUILDING CO INC 352-2845	Free & Correct. Free Estimate. Violations, Serv. Changes, Pools United Maintenance 948-2990	As low as \$100.00 per sq ft 10 yrs. Experience Free See for Bob 41
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5. Ask for current references and license numbers

Gate 1101	power. New & repair. Insured. Licensed for 25 yrs. Written guide. Advanced Enterprises 845-1171	CONCRETE WORK NEW & REPAIRS 421-5526	R BERARDI INC Kathleen Berardi, Owner	421-8320	421-5401	FREE EST. LC. 581-2972

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• Septic Tanks • Fields
• Clearing • Woodland
Male/Female

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14 Architecture

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