502 Help Wanted Dental-Medical

REGISTERED NURSES
Metro Medical Group, a division of Health Alliance Plan has immediate positions available in various locations (HMO). These positions are full and part time and are based out of Detroit and Southgate (suburbs close to Southfield). The chosen candidate will need at least 1 year experience and be currently licensed by the state of Michigan. We offer an excellent starting salary and benefit package. Interested applicants please send resume to:
The Human Resources Dept.
Metro Medical Group
1600 Tuxedo
Detroit, MI 48206
An Equal Opportunity Employer

RN - CARDIOLOGY
For leading cardiology practice in suburbs. Must have 2 yrs cardiac. By Background. Need polished image, outstanding personality, fabulous benefits! Hours Mon.-Fri., no evenings. E-Mail resume to: Hunter Hall, Platy Recruiting, 352-1170
Harper Woods
20870 Mack Road
Farmington Hills, MI 48334

THERAPIST/PHYSICIAN
We are recruiting a speech person to act as liaison and teacher for our outreach program. This is a full time position will work independently and with our professional staff to introduce nursing personnel in the various treatments and procedures. The position will involve a minimum of 2 years experience in all areas of speech, plus 1 year in rehabilitation, skills & superior interpersonal skills. Salary commensurate with experience. Send resume to: Home Care Services, 2100 Stoneridge Drive, Troy, MI 48084

RN - OR
Medical Assistant for Dermatology office. Require at least 1 year medical experience. Hours Mon-Fri. Ann Arbor area. 30-40 hours weekly. Call Norma 996-8763

RN/OR LPN
Part time position available in Pediatrics. Pediatrics experience required. Please call Ann at 478-9422 or send resume to:
DMC Health Care Centers
2929 Woodward
Royal Oak, MI 48100
Affiliated with The Detroit Medical Center. An Equal Opportunity Employer

RN'S
Are you interested in an outstanding management position? Bonny Health Care Facilities has immediate openings for our Director of Nursing Training Program. Call Bonny Hours: 8am-4pm 353-4121
BONNY HEALTH CARE
ST. WEST BLOOMFIELD

RN/CNA'S NIGHT
FULL TIME CHARGE NURSE
Sara Mae Martin
Nursing Center & Rehabilitation
8365 Newburgh Rd
Westland, near city hall
An Equal Opportunity Employer

RN'S/LPN'S
Tired of the hospital scene? Want to earn the praise of your patients? Call or apply: Cambridge South, 647-6500 19200 13 Mile Road, Southfield
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Full time with, benefits for non-smoking office. Near Ann Arbor. Send resume to ITAS/Dunn, P.O. Box 8901, Walled Lake, MI 48390

ACCOUNTS RECEIVABLE CLERK
Large Southfield based medical supply firm. Accounts receivable experience preferred. Call Ray Dunn at 358-4411

UNIT TECHNICIAN
Part time position available at our Troy Free-standing surgery center weekend. Requires completion of a first aid/CPR training program. Off one of 3 weekends. Interested applicants please apply 12:30pm-4pm, Mon., Wed. & Fri.
PROVIDENCE
MEDICAL CENTER NORTH
31500 W 13 Mile
Novi, MI
An Equal Opportunity Employer

502 Help Wanted Dental-Medical

DENTAL Appointment Secretary - Experienced for computerized Troy/Chester Hills family practice. Character, back ground necessary. Full time benefits. Call karen 652-7172

SUMMER PROGRAM AIDES
Total Therapy Management, Inc., a leader in the field of rehabilitation services has temporary staffing available for 10 week Summer Fun program structured for handicapped children.
If 18 years or older, previous experience in day camp or activities program, we would like to hear from you. Ideal for college students, teachers, etc.
Please call 9 AM - 1 PM, May 26 (Including June 5th. Positions available in Flint, Ann Arbor, Clarkston, Farmington Hills and Saginaw.
244-8400

THERAPISTS
Contractual therapists needed, to conduct assessment and treatments for mental health and substance abuse populations. Credentials required include, Master's Degree in mental health or social field with appropriate state licensure. Experience in both psychotherapy and clinical intervention preferred. Experience in consultation with children, families, and chemical dependency helpful. Locations in Bloomfield and Livonia. Send resume to:
Square Lake Corporation
1750 South Telegraph, Suite 200
Bloomfield Hills, MI 48302
(313)338-0382

IMS OFFICE COORDINATOR
for aggressive person to work with patients & lines reps. Will train. Southfield 30-35 hrs. All replies will be promptly forwarded, unopened to our client. No phone calls, please. Our client is an Equal Opportunity Employer. 357-8700

X-RAY TECHNICIAN NEEDED
Good benefits & working condition. Call between 8-5pm. 398-1930

X-RAY TECHNICIAN with insurance billing experience for Orthopedic surgeon in Bloomfield area. 4 days per week. Detroit
X-RAY TECHNICIAN/FULL TIME
Experience necessary. Busy doctors office in Southfield. Ask for Phyllis
424-8356

X-RAY TECHNOLOGIST
Registered or registry eligible. Full time or part time position available for mobile X-ray company. Must be professional in all aspects & be able to work without supervision.
Call Ray Dunn at 358-4411

★ X-RAY TECHNOLOGIST ★
If you are looking for a change, we may have the dream position! No Weekends. No Holidays. Great benefits & compensation package.
CALL LYNN 855-4700

504 Help Wanted Office-Clerical

ACCOUNTING CLERK with A/D/P Director, bank reconciliation experience, either misc. duties, full time for casual office. Resume: D.M., 28191 Joy Rd., Westland, MI 48185

ACCOUNTING CLERK
Manor first rate Livonia facility requires general ledger experience and 10 key skills 10-97/hr. Call Doris at UNI FORCE 473-2932
An Equal Opportunity Employer

ACCOUNTS PAYABLE CLERK
Full time with, benefits for non-smoking office. Near Ann Arbor. Send resume to ITAS/Dunn, P.O. Box 8901, Walled Lake, MI 48390

ACCOUNTS RECEIVABLE CLERK
Large Southfield based medical supply firm. Accounts receivable experience preferred. Call Ray Dunn at 358-4411

TRANSCRIPTIONIST for radiology practice. Quality work environment, full time position. Call Ray Dunn at 358-4411

ADMINISTRATIVE ASSISTANT
needed. Must have computer knowledge desired personality. Must be flexible. Fax resume to: Call for interview Ask for Greg Mass 356-7900

ADMINISTRATIVE ASSISTANT -
Growing software company seeks a loyal Administrative Assistant to be president & sales department. Must have a college degree, 80 words typing, dictation, & word processing experience. Organization skills are critical as is a pleasant & fast paced environment. Non-smoking office. Please send resume & salary history to: Attention Pearson, 37000 Grand River Ave, Suite 200, Farmington Hills, MI 48335

504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE CLERK
Major supermarket chain based in Detroit is seeking an individual with recent experience in a computerized accounting system. Calculator & computer experience a must. 2 years accounts payable experience preferred. The qualified candidate should have good math & typing skills. Candidates are invited to respond with a detailed resume & salary history to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

Accounts Payable
Our client, a multi-national, progressive manufacturing company, is seeking several accounts payable Team Members to join their suburban headquarters.
Position duties will range from working with multiple software packages for invoice input to resolving problems with accounts payable vendors and providing accounting services to all company locations.
Positions require 2-5 years of general accounting clerical experience including on-line input ability, matching invoices, and receiving reports, good interpersonal and communication skills, a strong customer service orientation, PC and mainframe experience, and a high school diploma or Associates Degree.
Highly competitive compensation and benefits package. Qualified, please forward resume in confidence to:
Bentley, Barnes & Lynn Inc. Confidential Reply Service - APDE/528
2101 W. Big Beaver Rd., Suite 306
Troy, MI 48084
All replies will be promptly forwarded, unopened to our client. No phone calls, please. Our client is an Equal Opportunity Employer M/F/H

PERSONNEL SYSTEMS 459-1166

BI-LINGUAL SECRETARY
A wonderful career opportunity is an immediate opportunity French fluency and typing experience. Apply or call Quest. Competitive compensation and top benefits. Hurry!!!
Call 464-5500
SNELLING PERSONNEL SERVICES

BOOKKEEPER
For young expanding company 20 hrs per month on site. Data recognition experience & basic functions. Mail resume or application: 24700 Farmington Rd. Southfield, MI 48034

BOOKKEEPER - FULL CHARGE
reporting to CPA, computer experience, Lotus or Excel helpful. Send resume to box 962
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BOOKKEEPER
Large Southfield based property management firm seeks bookkeeper. Job duties include: Bookkeeping, Accounts Payable, Accounts Receivable, Bank Reconciliations, computer literate. Call 352-3400

BUSY LIVONIA insurance agency needs experienced full time Customer service representative.
477-3500

BUSINESS MANAGER
Establishing and growing Metropolitan Detroit sales territory. Responsibilities include interviewing candidates, training, motivating, and managing. Manager. These candidates must possess 80 words typing, dictation, & word processing experience and be capable of managing 50 + employees. Minimum of a few firm including good computer skills. Knowledge of IBM 36. Candidates must be organized, have strong communication and have the desire to meet the expectations of a fast paced, growth business of a size firm. Starting salary is dependent on experience. Fax resume to: Fax Call Bam 398-7300 855-1180

CLERICAL/COMPUTER
Position is open for a full time or part time clerk to work under supervision of office manager. Pleasant environment. Work a minimum of 12 months for a fulltime 100 commission bonus. Call for interview call NONELL SERVICES at 593-9464

504 Help Wanted Office-Clerical

ALL FEES COMPANY PAID
Specializing in:
- Secretaries
- Bookkeepers
- Legal
- Word Processing
- Receptionists
- General Office
- Data Entry
- Typists

PERMANENT STAFF
Farmington: 737-5750
Troy: 585-2720

A/P CLERK
Warren based company seeks a full time accounts payable clerk. Also temporary assignment (approx. 3 mos.) Position requires 1 yr. A/P experience, 10-key calculator proficiency and knowledge of Lotus 1,2,3. Must be able to work independently. Please send resume & salary requirements to:
Personnel-APDE
P.O. Box 1950
Warren, MI 48090

RECEPTIONIST/SWITCHBOARD
IMMEDIATE OPENINGS
• For Plymouth area
• Good verbal skills
• Previous office experience
• Typing 35 wpm
Call for personal interview:
OLSTEN
TEMPORARY SERVICES
354-0555
EOE M/F/H/V NO FEE

BI-LINGUAL (JAPANESE) SECRETARY
Home based automotive firm in Farmington seeks a bi-lingual secretary. Strong oral written & word processing skills required. Generous salary & benefits
PERSONNEL SYSTEMS 459-1166

BI-LINGUAL SECRETARY
A wonderful career opportunity is an immediate opportunity French fluency and typing experience. Apply or call Quest. Competitive compensation and top benefits. Hurry!!!
Call 464-5500
SNELLING PERSONNEL SERVICES

BOOKKEEPER
For young expanding company 20 hrs per month on site. Data recognition experience & basic functions. Mail resume or application: 24700 Farmington Rd. Southfield, MI 48034

BOOKKEEPER
Large Southfield based property management firm seeks bookkeeper. Job duties include: Bookkeeping, Accounts Payable, Accounts Receivable, Bank Reconciliations, computer literate. Call 352-3400

BUSY LIVONIA insurance agency needs experienced full time Customer service representative.
477-3500

BUSINESS MANAGER
Establishing and growing Metropolitan Detroit sales territory. Responsibilities include interviewing candidates, training, motivating, and managing. Manager. These candidates must possess 80 words typing, dictation, & word processing experience and be capable of managing 50 + employees. Minimum of a few firm including good computer skills. Knowledge of IBM 36. Candidates must be organized, have strong communication and have the desire to meet the expectations of a fast paced, growth business of a size firm. Starting salary is dependent on experience. Fax resume to: Fax Call Bam 398-7300 855-1180

CLERICAL/COMPUTER
Position is open for a full time or part time clerk to work under supervision of office manager. Pleasant environment. Work a minimum of 12 months for a fulltime 100 commission bonus. Call for interview call NONELL SERVICES at 593-9464

504 Help Wanted Office-Clerical

BOOKKEEPER/ACCOUNTANT
Troy Marketing Consultant firm is looking for a bookkeeper with strong computer skills. Must be able to communicate well and work on multiple tasks with minimal supervision. Lotus experience helpful. Offers good benefits with compensation commensurate with experience. Send resume to:
Mary Bartlett, 27777 Franklin Rd., Suite 900, Southfield, MI 48034

BOOKKEEPER - full charge. Must be well qualified. Tenant accounts receivable for property management company. Emphasis on computer input and financial experience. Knowledge of MRI & Sigma helpful. Salary commensurate. Bank reconciliations and journal entries for multiple separate book-keeping entities. Call Bernard 644-8700

★ BOOKKEEPERS ACCOUNTING CLERKS ★
We need your experienced Keep Full-time, Part-time Positions available now. Some may lead to permanent. We offer our temps
• competitive wages
• free benefits-health services
• free counseling on resume and interviewing skills
Don't get caught with a "resume gap" - fill in the blank with new experiences. Call today for details.
ACCOUNTANTS ONE
24133 Greenfield Rd., Suite 202
Southfield, MI 48075
354-2410

CABLE TV Customer Service Manager. Responsibilities: Recruitment, training, dispatch an dedicated service field technicians work assignments, inventory control. Experienced personnel only! Send resume: P.O. Box 997, Troy, MI 48099

CLERICAL DATA ENTRY - Full time. Accurate typing & data entry required. 5 years experience. Wordperfect preferred. Send resume to: M.I.S., 29411 Northwestern Hwy., P.O. 3350, Southfield, MI 48037

CLERICAL - Immediate opening. Corrections, customer service, order entry, data entry, typing & heavy phone. Responsibilities to Dept RC, P. O. Box 531, Wixom, MI 48393

CLERICAL PART-TIME
General insurance agency and/or accounting experience required. Send resume to P.O Box 2456, Livonia MI 48151

CLERICAL PART TIME, 3 days a week for busy tax office. Bookkeeping Good typist. Word Perfect helpful. Flexible hours. Call 981-7700

CLERICAL/Secretary - Energetic self-starter, computer experience required. Word Perfect helpful. Send resume. P.O. Box 531081, Livonia MI 48153-1081

CUSTOMER SERVICE REP
Full time position. $8.75/hr. with 401k direct deposit. Must have good computer skills & be capable of answering multiple lines with minimum supervision. Must have work history in Customer Service or 60 hrs College Credit. Fax 313 513 1 & Lotus Temporary to begin ASAP
TEMPORARY RESOURCES
737-1711
/ 566-9210

CUSTOMER SERVICE Representative for Medical Supply Firm located in Birmingham. Looking for person that has some computer knowledge and good telephone manner. Fax resume to Call Bam at 540-8411 EOE Please reply by May 29, 1992. Reference A53

DATA ENTRY
Experienced typists keyboard operators for second shift. Full or part time. Livonia area 478-5151

CUSTOMER SERVICE
Fast paced, growing distributor. Quare Shelf International seeks person with excellent phone manner. Responsibilities include order entry. Respond to: Personnel Box 980 Farmington Hills, MI 48332

DATA ENTRY - Detroit area wholesaler needs a sharp person with fast accurate typing skills. Must be able to touch, to enter sales and purchases information. Good verbal & numbers and team quality. Competitive salary and company paid medical. Call Mary Ann at 397-7500 FAX 397-7507 855-1180

DATA ENTRY
Fast paced environment needs 10,000 key strokes for new accounts payable department. Fax 313 876-0341 Call Dorene at UNI FORCE 646-8500

DATA ENTRY - WordPerfect 5.1. Some accounts payable. Accounts Payable, receivable. Excellent opportunity 565-5600

504 Help Wanted Office-Clerical

Customer Service Rep Part Time
Entry level Customer Service Rep position. Flexible hours (approximately 20-30 hrs/wk) which includes every other weekend. Requires typing, ten keypad typing and 10 key pad calculator for order entry. Telephone manner and customer contact experience a must. Interested applicants call Ann Arbor Office between 8:30am-12:30pm only
WILCOX FABRICS
31111 Industrial Rd
Livonia, MI 48150
Equal Opportunity Employer M/F/H

CUSTOMER SERVICE CLERK
Major insurance company needs personable candidates with excellent people skills. Unique opportunity for 2+ year computer experience $8.50/hr. Call Dyna at UNI FORCE 357-0643

DATA ENTRY
Rapid growing national service firm needs data processor. Light typing. Attention to detail. To 14.50/hr. Call Dorene at UNI FORCE 473-2932

DESK TOP PUBLISHING
Part time Growing Real Estate marketing company needs individual with desk top Desk Top Publishing experience. Hrs vary according to work load. Mostly evenings. Work from area. Send resume/salary requirements to: Desk Top, Publishing, 28439 Orchard Lake Rd #215, Farmington Hills MI 48334

EARN SUMMER CASH
Word Processors
Secretaries
Up to $10/hr.
(minimum of 6 mo. experience)
Long & short term assignments are available in Southfield & Troy for those who are currently available for December graduation.
CORPORATE PERSONNEL SERVICES
261-1120
EOE NO FEE

EXECUTIVE ASSISTANT
Immediate opening for experienced assistant with minimum Sophomore of reading national company. Southfield area. To $10/hr. Call Sue at UNI FORCE 357-0036

EXECUTIVE SECRETARY for President of Detroit area Manufacturer's Representative. Must have excellent corporate headquarters. Please send resume, references & salary requirements to Box 824
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

EXECUTIVE SECRETARY
Distinguished Law Firm, Part time, 9-3:30pm Downtown Detroit. Top organizational skills & Wordperfect skills needed. Please call Kristine 961-6603

EXECUTIVE SECRETARY
For exciting spot in Bloomfield Hills. Successful Executive seeks a pro for 10 & years experience, shorthand or 60 wpm. Word Perfect 5.0 & 5.1 & Lotus. Temporary to perm. Part time OK
TEMPORARY RESOURCES
737-1711
/ 566-9210

EXECUTIVE SECRETARY
Immediate opening for Executive Administrative Secretary to the President of a growth manufacturing company. Must have 5 years secretarial experience, excellent technical skills including Word Processing (Word Perfect 5.1), letter composition and statistical subject matter. Excellent benefits package. Send resume including health benefits, 401k, and salary history to:
Human Resources Department
P.O. Box 71945
Madison Heights, MI 48071-1902

Fax resume to: Human Resources 313-547-8138

GENERAL OFFICE - Full time. Must be detail oriented. Accounting office experience preferred. Call 981-7700

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Certified receptionist with excellent typing full time secretary. Excellent salary & benefits. Send resume to P. O. Box 530374 Livonia, MI 48153-0374 or call 473-1450

EXPERIENCED RECEPTIONIST/TELEPHONE OPERATOR
For busy Downtown Detroit law firm. Pleasant work environment. Call for non-smoker. Competitive salary and benefits. Send resume to box 910
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

GENERAL CLERICAL/MAIL CLERK
PART-TIME position involving variety of duties. Flexible hours and excellent work environment. Please send resume to: P.O. Box 9004, Farmington Hills, MI 48333

GENERAL CLERK
Transcontinental Tire Insurance Company has full time hourly position available working in the Livonia area. Light typing. Monday thru Friday, 8:30am-5pm. Dave Lancaster, Human Resources Manager
An Equal Opportunity Employer

GENERAL OFFICE - Fast paced environment seeking self motivated staff for computer work, typing, telephone, bookkeeping. Call 772-6760 or FAX resume 772-1911
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
Partner in downtown defense firm seeks secretary with litigation experience. Must have word perfect knowledge, excellent salary & benefits. Excellent opportunity for those who qualify. Send resume to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LOAN INTERVIEWER
Growth oriented Southfield self motivated individual with strong telephone skills. Excellent benefits & salary for entry level position in fast paced loan department. Lending experience helpful. Fax resume & salary requirements to
Loan Department 22981 Farmington Rd. Farmington MI 48336

MARKETING SECRETARY
Harvard Graphics required for the advertising agency position
To $8.50/hr. Call Shirley at UNI FORCE 646-7664

MARKETING SUPPORT
Legal secretary. Must be people oriented. Full time benefits. Call Mr. Bloomfield Bam at 356-2300

Market Research
Applications are now being accepted on the Troy and Bloomfield Hills Unions and Warren and Mount Clemens. Word processing and communication skills are based in Southfield.
EXPRESS SERVICES
643-4363
Not an Agency Temp a fee

MODELS NEEDED
for solar swimsuits catalog. Hours & fees apply 18 & over 557-0633

MORTGAGE PROCESSOR
Is a opportunity to be the Mortgage Department's training company. Must have strong government loan experience. Fax or call Jerry Smith with Call 464-0009
SNELLING PERSONNEL SERVICES

NOW HIRING
CARPENTERS
Prevailing Wage Job, most jobs. Steady work for qualified people. Call Carpenters Local 1031 Ann Arbor, Michigan Area Contractors Association Carpenters PO Box 4284 Troy, MI 48099
An Equal Opportunity Employer

OFFICE/CLERICAL
Full time for Livonia manufacturer. Must have experience with 10 key. Call Mr. Bloomfield Bam at 356-2300

PAYROLL CLERK
Ideal opportunity for 2-3 days/week in Farmington Hills. Must have excellent Call Betty at UNI FORCE 646-7644

PERMANENT PART TIME 3 days/week. Must have experience with computer, inventory, filing, phone. $6 per hour. Birmingham 540-7700

PERSONNEL SPECIALIST
Join our thriving office calling for Full time Part time hours. Approximately 25-30 hrs week 8:25 am-1:30 pm. Call Mr. 947 Manufacturers Dr. S. Dr. Farmington Hills. Ask for Cheryl Cherryhill Industrial Center 738-4572

PRUDENTIAL INSURANCE Company of America has a part time opening for a receptionist. Pleasant working environment. 20 hours per week. Excellent benefits. Please call Nancy Sarsono at 313-557-7237 An Equal Opportunity Employer

FRANKLIN Real Estate office needs a receptionist. Must be proficient on phone & typing skills are required. Monday-Friday, 1:00-4:00pm. Call Ann at 313-429-8700

RECEPTIONIST - seeking responsible, experienced receptionist, with people skills and strong typing skills. Some heavy typing & bend. Excellent opportunity. For interview contact Al Ring, Operations Manager. 537-1616

504 Help Wanted Office-Clerical

KEYPUNCH OPERATORS
WE are currently accepting applications for full time keypunch operations at our Livonia office. Please send resume to: Box 1000 Observer & Eccentric Corp 422-8002

LEGAL SECRETARY - for Southfield law firm specializing in personal injury. Must have legal & Word Perfect experience. Call 9-4. 569-4131

LEGAL SECRETARY
PART TIME SUMMER
Bloomfield Hills Law Firm
Legal Experience and Word Perfect 5.1 necessary. Call Chris 642-2253

LEGAL SECRETARY - for partner of Farmington Hills law firm. Litigation/corporate/business. Exceptional. Min 3 years experience. Word Perfect. Non-smoking. Excellent compensation package. 626-5000

LEGAL SECRETARY
LITIGATION
Our client seeks a team based professional. Secretary with 2+ years experience for challenging position. Work environment, salary & benefits are outstanding.
Call Ann 355-4140

LEGAL SECRETARY
Town Center PI firm needs organized & highly motivated secretary to learn multi-faceted office. Prior Experienced with computer, spread sheet, word processing, scheduling, helpful. Apply by mail, to Box 960
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OFFICE CLERICAL - part time. Volunteer Hospice of Michigan seeks efficient person to assist business director in administrative duties. Flexible hours. Mornings or afternoons. Send resume to P.O. Box 530304 Livonia, MI 48153

OFFICE POSITION OPEN
In a Home Care Office. College graduate only. Full time. Medical or administration experience preferred. Call & leave your name & phone number, at call first number. 580-8600

ORDER ENTRY/POLLOWUP
Fast paced, progressive, Troy based specialty advertising and incentive firm is looking for a detail oriented opening for a reliable person who is self motivated and has excellent written & oral skills. Duties include follow up, order entry and telephone. Successful candidate will be organized, motivated and self disciplined and be able to type 45-50 wpm. Salary/benefits. Send resume to
Operations Dept. P.O. Box 7046, Troy, MI 48007-7046

ORDER TAKER NEEDED
Light data entry. Must have excellent communication skills. $6-10/hr plus bonuses. Must be a lead on Wayne County resident. E.O.E.
JERA SHADES
Call Sharon 522-5427

ORGANIZED, SELF motivated individual desired for non-smoking Royal Oak Township firm. Typing, record keeping. Computer desired but will train. Mature phone etiquette a must. Send resume, salary & salary to OC-1, 4000 Crooks Rd., Suite 200, Troy, MI 48084

PARALEGAL - Southfield insurance company seeks experienced professional. Must be self motivated to work with corporate counsel in preparation for litigation, court proceedings, working closely with executive management. Minimum typing of 40 wpm. Send resume with salary requirements to Paralegal P.O Box 5000 Troy, MI 48007

PAYROLL CLERK
Ideal opportunity for 2-3 days/week in Farmington Hills. Must have excellent Call Betty at UNI FORCE 646-7644

PERMANENT PART TIME 3 days/week. Must have experience with computer, inventory, filing, phone. $6 per hour. Birmingham 540-7700

PERSONNEL SPECIALIST
Join our thriving office calling for Full time Part time hours. Approximately 25-30 hrs week 8:25 am-1:30 pm. Call Mr. 947 Manufacturers Dr. S. Dr. Farmington Hills. Ask for Cheryl Cherryhill Industrial Center 738-4572

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HOME & SERVICE GUIDE

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

TO PLACE YOUR AD CALL 591-0900

129 Landscaping

ACE LANDSCAPE
• Complete Land Clearing
• Vinyl Sod, Grass Seed, Mulch
• Sprinkler Systems, Reseeding
• Spring Clean Up
• Trimming & Pruning experts
• Brick Paver Patios
• Tree Planting & Transplanting
Call 533-3967

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Lawn & Garden Design & service has the ideas & experience to make your home & surroundings a place of beauty. Designs, new landscapes, lawns, patios, decks, fences, custom brick & stone patios & walks, water features, underground sprinkler systems, perennial design beds. 10% early bird discount. Quality work is our reputation.
Fairlane Home Design & Service
641-2470

ANGELO'S SHRUBS
• SHRUBS SALES
• Trees • Sod • Mulch
• Pine Bark Mulch
• Interlocking Pavers
• Brick Steps & Fall Sand
• Retaining Walls • Whiskey Barrels
• Delivery • Open 7 Days
FOR RENT: Aerators, Power rakes, Sod cutters, Power edgers, Dethatchers, Tillers, Tillers
478-1729

Apple Landscaping & Diversified Services
• Landscape Design & Installation
• Renew Old Lawns • Sod & Seed
• Fall Clean Up • Seasonal Fertilization
• Sod & Seed Lawns
• Trees & Shrubs Sales & Removal
• Brick Patios & Walks • Spring Clean Up
• Decks • Fences • Sprinkler Systems
Free Est. 535-8064

ARTISTIC LANDSCAPING
Tree & Shrub Trimming & Removal
Reshaping Yards & Sod Reseeding
Free Estimates 562-7261

BEAUTIFY YOUR HOME
With custom Paver sidewalks & patios. Special prices for May/June. Free Estimates. Ask for Mark 360-4475

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• HYDROSEEDING •
Complete Landscaping Service. Trees, Shrubs, Retainer Walls, Brick Walkways, Decks, Old Lawns Reconditioned.
547-6439

CORY & CO
Tree & Shrub trimming & Removal. Complete lawn care. Free Estimates. Dearborn/Westland/Inkster 844-7958

AFFORDABLE LANDSCAPING
Lawn Maintenance
Immediate sod installs & bushes. Install new lawns. Grading. Install custom made flower beds. Free estimates. Fall leaf edging. Spring Clean-ups. Trim lawns, shrubs. Install custom decks, fences, walks. Free estimates. Lawns install & service, lawn single system. Build retaining walls. Free Remodeled Est. Call Co 354-3713

H.L. PENKAS LANDSCAPE
Since 1952. Complete landscaping construction & design.
425-9770

J & B LAWN SPRINKLERS
Front yard sprinkler, use up to 5 rotor heads, $345. Specializing in underground lawn sprinkler systems. Free estimates. Call Jim & Bob

129 Landscaping

LANDSCAPE SUPPLIES
Top soil, shredded bark, sand, limestone, edging, mulch, unique pavers. Delivery & delivery.
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MEADOWBROOK ACRES SOD FARM
Old farm removed & replaced
486-3492

MR SHOVEL
Landscaping Of Lawns Drainage & Lawn Areas Repair Tractor & Grade Work Lawns Mows Plant 397-5689

NEED HELP?
Spring Cleanup, lawn maintenance & hauling. Reasonable rates. Call
Call 363-0850 or 681-2282

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LANDSCAPE SUPPLIES
BOULDERS
• Decorative & Driveway Stone
• Topsoil • Peat • Topsoil Mix
• Shredded Bark • Wall Stone
• Interlocking Pavers • Patio Blocks • Landscape Timbers
Pick up or Delivery
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★ SODDING ★
Sod repair, seeding, mulching, topsoil work, shrub/animal tree removal
C.M.J.'S SODDING
7 DAYS 452-5522

TONY'S LANDSCAPING
Sodding, Rototilling, Yard Cleanup & much much more! Call Tony, anytime. 937-8050

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7 Yards Screened Top Soil Del $95
Planting - Grading - Tractor Work
Randal Landscape
Farm, & Bloomfield Areas
855-7005

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GARDEN & FLOWER BED
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