502 Help Wanted Dental-Medical

MEDICAL ASSISTANTS
MEDICAL RECEPTIONISTS
Cardiology & internal medicine practicum in suburbs. Must be high energy & personable. No weekends. Excellent salary/benefits. Contact Diane Detlay, 932-1170
Harper Associates,29510 Middlebelt, Farmington Hills, MI 48334

MEDICAL INSURANCE BILLER/RECEPTIONIST
for busy ophthalmologists offices in Southfield & West Bloomfield. Full time, mature & responsible. Third party billing experience necessary. Send resume to Box 478
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL TRANSCRIPTIONIST
Full time, part time. All shifts. Modern office. Experience a must in medical records. 477-8555

BUSY OB/GYN Office seeking highly motivated, self directed Nurse Practitioner. Competitive salary & benefits. Send resume with salary requirements to Amy Thomas, 22250 Providence Dr., Ste 303, Southfield, MI 48075

NURSE AIDES

Growing home care agency is seeking qualified experienced personnel for private duty cases throughout Oakland County. Flexible Hours 8 Hours Call between 10am - 4pm Monday thru Friday

NURSING UNLIMITED
540-2360

OFFICE MANAGER
Suburban Internal Medicine seeks experienced professional person to manage clinical/clerical staff. Must know accounting, billing, payroll & having functions. Excellent wages/benefits. Call Ann Marie 540-6070
J R WOODS OFFICE
401S Lafayette, Royal Oak, 48067

OFFICE - MEDICAL ASSISTANT. Some college preferred. Multi skills needed. Send resumes to Box 549
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OPHTHALMIC ASSISTANT
for busy ophthalmologists with offices in Southfield & West Bloomfield. Need someone mature, responsible, hard-working. Good ophthalmic experience necessary. Send resume to Box 479
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OPTICAL DISPENSER
D.O.C. of Meadowbrook Village Mall, Sc. N. of Grand River, Novi 48309, seeks experienced Optical Dispenser. Full time, good pay/benefits. Call 1-313-375-0022

ORTHODONTIC RECEPTIONIST
Full time position for busy Livonia orthodontic office. Prior experience helpful in scheduling, collections. Benefit and bonus package offered. Call MAM-4PM 477-1555

ORTHOPEDIC surgery office seeks experienced self-starter to assist in front & back office positions, approximately 25 hours per week. Computer knowledge necessary.
Call Karen 425-4338

PART TIME Physical Therapist needed to work in a nursing home setting on W. Bloomfield's large 75 are rehab clients. Call 661-1700

PEDIATRIC
PRIVATE DUTY
NURSING

Henry Ford Extended Care is expanding its Pediatric Private Duty services. Currently available are full and part time positions with benefits in addition to existing contingent opportunities

We currently have cases available in the following specialty areas:

- Ventilator/aphesis monitors
- Extra gastrointestinal nutrition
- Developmentally impaired

If you are an ICU experienced Pediatric Nurse seeking professional and independent patient interaction please call:

1-800-542-1194
EOE/AAE

RECEPTIONIST WANTED for Garden City dental office. Experience preferred. Come join our team. 422-5480

RECEPTIONIST FOR Periodontal office 4 days a week. Some benefits. Saturday. Some benefits. Farmington hills area 851-1034

502 Help Wanted Dental-Medical

PATIENT ATTENDANTS/SITTERS
Hospital/Home Care
Health Care Professionals
Dearborn 563-0056
Ann Arbor 747-8070
Southfield 357-7050

PHLEBOTOMISTS/EXPERIENCED
Full & part time available. Call or send resume to: Dearborn Regional Clinical Laboratories, 2345 Merriman, Suite 1321, Westland, MI 48185. 722-7700, ext 117

PHYSICAL THERAPY ASSISTANT
needed at Westland clinic. Experience preferred. Will consider massage therapist. 728-2130

RADIOLOGIC TECHNICIANS
For growing medical company in Southland. Must be registered or registry eligible. Good medical benefits. Apply at: The Nursing Home Group, 24293 Telegraph, between 9 & 10 mile.

RECEPTIONIST part time. Birmingham OB-GYN. Experience in computer & insurance billing. OB-GYN experience preferred. Call Mon-Fri. 9-5pm 645-0840

RECEPTIONIST/Medical Assistant
for Livonia Pediatric office with computer knowledge. Full time. 2 Yrs. experience required. Salary dep. AM & evenings necessary.
Call Karen 476-3200

RESIDENT AIDE
full or part time. 7am-3:30pm for assisted living facility in Plymouth
Call 451-0700

RESPONSIBLE part time person for busy allergy office, willing to work flexible hrs. MUS. Computer experience & plus, medical office experience including front desk, medical insurance billing, typing skills, good communication skills, amiable personality. Reply to 22250 Providence #204, Southfield MI 48075

RN/LPN
Full & part-time. 71 bed long term care facility in Ann Arbor. Geriatric experience preferred. Call for interview, ask for Linda Brent, D.O.N.:
313-761-3800

RN/LPN

Nurses wanted for quality care. Full-time day shift position. Want to learn the other side of patient care? Call Linda Maloy, or apply:
Greenridge Nursing Center
18633 Beech Daly, Redford
313-535-1010

An Equal Opportunity Employer

RN NURSE PRACTITIONER
Must be licensed, certified, Geriatric appointment. Send resume to:
Box 542
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RN or LPN
Part Time - Afternoon Shift 3-11pm
Apply in person
Manycrest Manor
17475 Newburgh
Livonia, MI 48154
427-0975

TRANSCRIPTIONIST - to join our contingent pool. Must have at least 2 yrs experience. Flexible work available. Work in your home or at our facility. For more details call Mrs Thomas, Tempro Medical, 443-5593

ULTRA SONOGRAPHER NEEDED part time for Southfield office to cover maternity leave beginning January 4. Must be registered in OB/GYN and abdomen. Please contact Maggie, 569-4450

WE NEED RN'S, LPN'S, CHHA'S, for home care in the Ann Arbor & surrounding areas. Flexible hrs weekend differential, please call Individualized Home Care 971-4200

TEAM LEADER
Amicare Home Healthcare is currently seeking a qualified individual to assume the roll of Team Leader for our Ann Arbor branch. Position responsibilities include:

- Coordinate & supervise direct care & clerical staff
- Orient new employees to field operation
- Coordinate services with community resources

The successful candidate will have a current license or permit from the State Board of Nursing and at least 1-yr. of professional nursing experience. Community health nursing experience & previous supervisory experience preferred. Field visits required.

Please send resume to:
Ruth Kelman
Professional Services Manager
AMICARE HOME HEALTHCARE
606 Airport Blvd.
Ann Arbor, MI 48108
313-741-5705

XRAY TECH
Part time. Experience in mammography necessary. Wayne Call 326-5030

502 Help Wanted Dental-Medical

RN/LPN
Interested in utilizing your skills as a professional in pediatrics? Alexander, A Mercy Living Center has openings on the 7-3 shift & the 3-11 shift for caring RN/LPN's to join our team. We offer competitive wages & benefits along with the opportunity to become part of Mercy Services for aging and provide a special kind of home to our residents. Interested individuals should contact the Director of Nursing at:
Alexander, A Mercy Living Center
718W. Fourth Street
Royal Oak, MI 48067
543-0571

RN S/LPN'S WE NEED YOU!
LPN'S earn up to $17/hour.
RN'S earn up to $20/hour.
Home Care Staff Relief.
FAMILY HOME CARE
(313) 229-5683 (313) 455-5683

WALLED LAKE
Part time Mon. & Wed., 1-8PM. Our growing practice is searching for a multi-lingual medical receptionist, with dental experience, to assist at the front desk & chairside. We appreciate talent! Call 669-3220

502 Help Wanted Office-Clerical

ACCEPTING applications for general office work and sales help for a new business in Farmington Hills. Will train. Call for appointment 477-8550

ACCOUNTANT/BOOKKEEPER
Experienced for medium-sized service company in Novi. Position requires detail oriented person familiar with computer (preferably job costing). Duties include payroll, billing, accounts payable & general ledger transactions. Salary & benefits commensurate with experience. Send & resume to: Salary Administrator, Account/Bookkeeper, 3270 W. Big Beaver, Suite 440, Troy, MI 48084

ACCOUNTING-CLERICAL
Full time position available in a national corporation located in Southfield. Position requires: reliability, experience on 10 key, good oral & written skills, analytical skills & basic bookkeeping skills. Full benefit package. Call Mary Fabrizio, 827-4300

ACCOUNTING CLERK
Large wholesale distribution center seeks accounts receivable person to add to staff. Should be computer literate for this high volume job. Some experience necessary. Competitive salary and full benefit package. Send resume in confidence stating background and salary expectations to: Box 512,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS PAYABLE/Payroll/Order Clerk. Part time. 20-30 hours flexible days/hours. Experience desired. Typing & 10 key experience required. Apply in person: Farmington 468 S. Opdyke, Pontiac, Mi. (behind Auburn Pontiac Dealership)

ACCOUNTS PAYABLE/
ACCOUNTS RECEIVABLE - suburban manufacturer has immediate need for experience with payroll and sales tax. Word Perfect preferable. To $10/hr.
Call Anne at ADIA OFFICE 473-2933

ACCURATE TYPIST
entry level position
Apply at St. Hope Cemetery
17840 Middlebelt, Livonia, MI

ACCOUNTS PAYABLE Bookkeeper for property management firm. Lotus & Skyline experience desired. Send resume & salary history to: Box 534, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

ACCOUNTS RECEIVABLE
Currently hiring for clerical position open for aggressive college educated individual. Job is in the Accounts Receivable Department of a Detroit area property management company. 2-year degree in any field required. Also required, is a desire to learn and accuracy with accounting procedures. Knowledge of the property management field helpful, but not necessary. Send resume to:
Employee Relations Manager
Supervisor, P. O. Box 9154, Farmington Hills, MI 48333.

ADMINISTRATIVE ASSISTANT
Leading service company executive offices has new openings. MS Word knowledge preferred. $9.50/hr.
Call Sophie at UNIFORCE 646-7661

504 Help Wanted Office-Clerical

ACCOUNTING CLERK - Part time for Livonia wholesaler. Bank deposits, computer invoicing, telephone. 9-1, Mon.-Fri. 3 weeks training in Sterling Heights. Resume to: P.O. Box 92262, Warren, MI 48092-0263.

ACCOUNTING POSITIONS
AVAILABLE
Long term assignments with companies in your area. 2-5 years experience in multi-division, computerized manufacturing setting. Will set up appointment for you. Must be interviewed at company. Experience in:
• A/R, A/P.
• Computerized accounting
• Bookkeeping
• Lotus 1-2-3
Call for your appointment today
528-8454
FUTURE FORCE
SERVICES

Administrative
Secretary
$23,000 to start

West Bloomfield based, multi-location, company is seeking a self-motivated individual who is enthusiastic and anxious to join a productive, fast paced office atmosphere.

This high-volume, diversified position reporting to the Chief Financial Officer and assisting others in the Executive Office requires excellent word processing, computer literacy, phone and organizational skills with the ability to handle confidential matters with trust. Accuracy and attention to detail are a must.

Deluxe benefit package includes life and health care coverage, paid vacations, holidays, tuition reimbursement and much more. Send resume with salary history to:

J. Berry
Fitness Management Corp.
7091 Orchard Lake Road
West Bloomfield, MI 48322

BOOKKEEPER/ACCOUNTANT
Duties include payroll, billing, accounts payable & general ledger transactions. Salary & benefits commensurate with experience. Send & resume to: Salary Administrator, Account/Bookkeeper, 3270 W. Big Beaver, Suite 440, Troy, MI 48084

Advertising Secretary
Major international agency has two openings. Positions require proficient word processing including advanced functions, excellent organizational and problem solving skills, WordPerfect and Lotus knowledge helpful.
If you would enjoy working in a fast-paced, team-oriented environment, see deadlines as a challenge and are willing to work overtime to get the job done, send letter and resume including salary history to:
P.O. Box 811-MDF, Bloomfield Hills, MI 48303.
An Equal Opportunity Employer

ALL FEES
COMPANY PAID
Special Pay Rates!
• Secretarios • Legal
• Bookkeepers
• Word Processing
• Receptionists
• General Office
• Data Entry • Typists
Call or send resumes to:
PERMANENT STAFF

28200 Orchard Lake Rd.
Farmington Hills, MI 48334
737-5750

850 Stephenson Hwy., Ste. 303
Troy, MI 48083
585-2720

APPLY NOW
• Receptionists/Typists
• Data Entry
• Word Processors
Call now for an appointment.
ADIA
PERSONNEL SERVICES
722-9080 or 382-2342

DATA PARK, a mature, dependable person who enjoys meeting people, for full time, CLERICAL/RECEPTION AGENT position. Call Mon-Fri 9am-4pm 645-0650

CLERICAL - ENTRY LEVEL
Full time position for back up purchasing & sales department with correspondence, entering purchase orders, filing, etc. Need someone with pleasing phone manner, 40-50wpm, some computer experience. Word Perfect 5.1 & Lotus 123 a plus. Send resume to: Gen. Flex-Cable, 1875 Stephenson Hwy., Troy, MI 48083

504 Help Wanted Office-Clerical

ADIA has
Immediate Openings for:
• Word Processing Secretaries
• Receptionists
• File Clerks
• Data Entry
Full & part-time, temporary & permanent positions available for the Plymouth/Canton area.
Call for an appointment.
525-0330
ADIA
Personnel Services
EOE Never a Fee

ADIA has
IMMEDIATE
OPENINGS FOR

• DATA ENTRY
• RECEPTIONISTS
• SWITCHBOARD OPERATORS
• WORD PROCESSORS
(with WordPerfect & Lotus)
• PART-TIME TELEMARKETERS
Farmington/Hills, Southfield
We can work around your schedule!
Call today for an immediate appointment.
ADIA
The Employment People
442-7800
No Fee

ADMINISTRATIVE ASSISTANT for busy Plymouth office. WordPerfect 5.1, excellent communication skills, and a positive attitude a must. Send resume & salary history to: Health Decision, Inc., 1400 Starkweather Rd., Suite 220, Plymouth, MI 48170

ADMINISTRATIVE
ASSISTANT

We are a large local accounting firm looking for an experienced administrative assistant with a minimum of 2 years experience. The qualified candidate must have strong typing, have Perfect 5.1 & exceptional organization skills. Please send resume to:
Administrative Assistant, Box 538,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

AUTO DEALER
Looking for dealer with dealership experience, auto billing and other auto duties required. Send resume including salary history to: P.O. Box 2220, Dearborn, MI 48123

BOOKKEEPER - EXPERIENCED
working with an Accountant. Must know trial balance. Computer literate. Lotus 123 a plus. Send resume to: Accounting Offices, 31275 Northwestern Hwy., Suite 222, Farmington Hills, MI, 48334, Attn: Mrs. K.

BOOKKEEPER
Farmington Hills Real Estate Development & Properties Management Firm has opening for experienced bookkeeper, knowledgeable in Lotus 1-2-3 & Word Perfect. Send resume to: Box 542, Observer & Eccentric Newspapers

CERTIFIED REALTY, INC.
36545 W. Ten Mile Road, Ste. 300
Farmington Hills, MI 48335

Full Charge thru financial statement, for Telegraph/12 Mile area accounting firm. Flex hours available. Public accounting experience preferred
Call 569-3000

BOOKKEEPER-FULL CHARGE
Experienced with bank reconciliations, payroll taxes and able to track trial balance for small businesses. Send resume and salary requirements to: Bookkeeper, 28384 Franklin Rd., Southfield, MI 48034

BOOKKEEPER
Part time for retail furniture establishment. Bloomfield Hills area
855-4006

CASHIER/CLERK
Full time, for growing & expanding furniture store in Rochester.
651-4728

CHURCH SECRETARY Position
Part time/30 hrs/week. Computer experience helpful. Village Presbyterian Church, Redford. 534-7730

504 Help Wanted Office-Clerical

BOOKKEEPING CLERK
For busy Southfield office. Good math aptitude, computer & manual accounting skills necessary. Able to take information quickly & accurately type phone. Join our team! Call Ms. Suarez between 2-5pm. 827-4050

ENERGETIC individual willing to work in a fast paced office on a multi line phone system, light typing & general clerical duties. Non 344-8569

PART TIME Entry Level Clerical opening 4-6 hrs. per day for national company in Southfield. Helpful, excellent written & verbal skills a must.
MUST BE WELL SPOKEN
EEOC Call Colleen or Marianne
331-8667 or 8570

Clerical
A GOOD JOB
ISN'T HARD
TO FIND

Join the leader in the temporary help industry. Key Temporary Farmington/Hills has openings for the following positions

WORD PROCESSING
SECRETARIES

• Experienced with Microsoft Word and Excel or Lotus 1-2-3

RECEPTIONIST/
SWITCHBOARD OPERATORS

• Experienced with multiple line console phone or switchboard system. Typing skills required

DATA ENTRY OPERATORS

• High production required on 10 key, or keypunch style keyboard

CUSTOMER SERVICE REPS

• Long-term positions for experienced customer service reps

Please call
for an appointment 522-4020

Temporary
1-96 Offices
33133 Schoolcraft

KELLY
TEMPORARY
SERVICES
Equal Opportunity Employer M/F/D

CLERICAL - Interviewing for a variety of positions. Mailroom Clerks to Secretarial. Will consider any skill level. Call Kelly Clerical Of Management at 528-8100

CLERICAL person needed for mailroom & copy center. Data Entry 20 per wk possibly more. Typing a must. Call 1-30-4 PM 355-5500

CLERICAL/RECEPTIONIST
Harper is expanding! Must have pleasant phone manner, good clerical/office support markets. Primary office. Salary commensurate program. Great team environment. Send resumes to Ben Schwartz, Harper, 29570 Middlebelt Farmington Hills, MI 48334

CLERICAL SUPPORT
Detroit firm has full time opening in busy administrative office. We are searching for an outgoing individual who is able to work with under pressure and with little supervision. If you are looking for a challenging clerical position and have previous word processing experience, please apply to:
Clerical Support
P. O. Box 779
Detroit, MI 48231

CLERICAL
Will train. No experience necessary. Need typing. Must have computer knowledge. Low income Oakland County residents 631-6437

CLERK/BUYER ASSISTANT
A New based communication firm is seeking applicants for Traffic Clerk/Buyer Assistant. Must type 60wpm. Send resume and salary history to
Box 536
Personnel Manager
Observer Newspaper
P.O. Box 40, Novi, MI 48376

CLERK/TYPIST - Attorneys in Farmington Hills will train for their office. Typing 50wpm & strong telephone manner are not required. Starting wage $4.50 per hour with progress increases 855-6562

CNA - MUST BE CERTIFIED
to work a long term care, 3 per part time, all shifts. Beverly Hills Nursing Center, Royal Oak 288-6610

504 Help Wanted Office-Clerical

CLERICAL
Entry level clerical position in support of a quality assurance/test order program. Duties include performing test forms, reviewing & evaluating tests, processing repairs/rework, maintaining detailed computer & written records. Excellent typing (50wpm) & communication skills required with word processing/PC experience. Minimum 1-year experience in general office & customer service work. Knowledge of floral design basics a plus. Seeking hardworker with a team attitude & ability to set priorities & meet deadlines. Includes full benefits package. Please send cover letter & resume to:
TEST ORDER CLERICAL
P.O. BOX 2227
SOUTHFIELD, MI 48037

CLERICAL - Immediate, full time receptionist needed to work in an account located in the Livonia area. Individual must have
• Prior typing skills
• Phone experience
• Verbal & written &
Farmington/Hills skills.
Starting wage $5.75/hr. Will train. Apply at Nationwide Security, 23600 W. 10 Mile, Southfield MI 355-0500
Or 8750 S. Telegraph Rd. 937-5400 Ext. 115
Mr. Carr 292-1260
An Equal Opportunity Employer

COMPUTER & Light bookkeeping for apartment complex. Hours 8am-5pm. Benefits. Ask for Manager. 559-1110

CONSTRUCTION BOOKKEEPER/Secretary. Experience required. $22,500 plus medical per year. Fax resume to 557-6622

COPY MACHINE OPERATOR
Troy company looking for individual to run large Xerox copiers, must have shift. Call Dir of Management,
528-8100

SOUTHFIELD insurance agency needs experienced customer service representative. Knowledge of homeowners and automobile insurance and learn light commercial. Must be detail oriented, have excellent clerical skills, and at least one year experience with insurance coverages and rating. Positive attitude a must. Good opportunity for advancement - $19,000 plus to start. Fax resume to 27719 Farmington Hills, MI 48333

CUSTOMER RECEPTIONIST
Major healthcare corporation needs your computerized board experience and energetic personality.
Call Sue at
UNIFORCE 473-2933

CUSTOMER SERVICE
DATAC
Entry level position. Full-time for immediate hire. Call Ann, Mon-Fri., 9-5 334-5756

CUSTOMER SERVICE REP/Cashier
Oak Park wholesale parts distributor department. Strong phone skills & accounting, eager to learn & detail oriented. Start $250/wk. Bluecross HMO & profit sharing. Call btwn 2-4pm wkdays 543-2712

DATA ENTRY
Attention to detail and flexibility are needed for immediate openings with this rapidly growing health care distributor. Strong phone skills & accounting, eager to learn & be personable, eager to learn & detail oriented. Start $250/wk. Bluecross HMO & profit sharing. Call btwn 2-4pm wkdays 543-2712

DATA ENTRY
Attention to detail and flexibility are needed for immediate openings with this rapidly growing health care distributor. Strong phone skills & accounting, eager to learn & detail oriented. Start $250/wk. Bluecross HMO & profit sharing. Call btwn 2-4pm wkdays 543-2712

DATA ENTRY
Immediate permanent positions in major company. Minimum 1 year office experience. Must enjoy to choose your hours. Great entry level opportunity.
Diversified Recruiters Co.
344-6700 FAX 344-6704

DATA ENTRY
Phones & typing. Knowledge of WordPerfect 5.1 & Lotus 1-2-3. Part-time, Mon - Wed & Fri. Non-smoking office. $7 an hr. No benefits 41160 Joy Rd 451-1270

EXECUTIVE ASSISTANT
Immediate opening for experienced secretary with marketing division of leading national company. Call Sarah at UNIFORCE 646-7662

DESK TOP PUBLISHING
Graphic arts person needed for the Birmingham Eccentric. Part time to start, week. Preferred qualifications include: Experience with Macintosh computer/pagemaker software, design, layout, paste-up, keylining, daylight camera, typing speed 60 wpm, creativity and ability to communicate effectively with the public. Send resume to Personnel Relations Department, P.O. Birmingham Public Schools, 550 W. Merrill, Birmingham, MI 48009
No phone calls please
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

DATA ENTRY
PLYMOUTH AREA

A large national corporation needs data entry clerk for indefinite temporary assignment. Requires typing 5/7/F, for accurate experienced typist.

PERSONNEL SYSTEMS
ARBOR TEMPORARIES
459-1166

DATA ENTRY
We have temporary assignments in the Farmington Hills and Troy areas. Must have experience in Alpha or Numeric. $5.50 & up for those who qualify. No fees. E.O.E. M/F/H.
THE EMPLOYMENT GROUP
585-7919

DATA ENTRY
We need clerks with experience at all levels for:
• ACCOUNTS PAYABLE
• ACCOUNTS RECEIVABLE
• PAYROLL
• GENERAL OFFICE
or
CALL TODAY!
354-2410
ACCOUNTANTS ONE

DISPATCH SERVICE
Requires professional phone skills and computer experience. Send resume to: Colormarks, A11, Personnel, 32900 Northwestern, Farmington Hills, MI 48334.

LAW OFFICE
BUSINESS MANAGER
Small, busy Farmington law firm seeks manager with administrative, financial, computer and personnel experience to perform non-legal office business activities. Bachelor's degree with a major in accounting or finance preferred. Ideal for participant who is looking for firm currently uses LAWS software. Competitive salary. For confidential consideration, please submit your resume with salary history to:
Vicki L. Ward, Payne & Binder
32100 Telegraph, Suite 205
Bingham Farms, MI 48025
Please, no phone calls!

LEGAL SECRETARY
Full time position and temporary assignment available. 3+ years experience in Divorce & family law. WordPerfect 5.1 required. Excellent salary. Contact Lee, 855-5770

LEGAL SECRETARY - 4 yrs. minimum. Bloomfield Hills/Farmington Hills quickly plush firm. WordPerfect. Pleasant working environment. Excellent salary, full benefits. 626-5000

Legal Secretaries
Law Firm Seeks Legal Agency Offering
TEMP, TEMP TO PERM, PERM
Fee paid, exclusives,
9-5 gets you $$$

PERSONNEL
AT LAW
3000 Town Center, Suite 2580
Southfield, MI 48075

FAX 358-0235 358-0060

LEGAL SECRETARY/Experienced
Busy Farmington Hills office
Commercial/Corporate with skills/
Call Cindy: 855-8588

LEGAL SECRETARY
needed for busy Bloomfield Speed office. Send resume to: 3000 Town Center, Ste 2390, Southfield, 48075

LEGAL SECRETARY
Troy defense law firm seeks experienced individual for immediate hire. WordPerfect 5.1. Send resume to: Sue Ryan, Secretary, 755 Beaver Rd., Suite #100, Troy, MI, 48084

LEGAL SECRETARY
Southfield law personal injury firm seeks secretary with at least 3 years personal injury and WordPerfect experience. Top salary & benefits.
352-7777

LEGAL SECRETARY for Bloomfield law office. Must possess good organizational skills, have 2 years legal & WordPerfect 5.1 experience (60wpm). Call Judy between 9-10am. 647-2800

LEGAL SECRETARY PARA LEGAL
Well established Bloomfield Hills law firm seeks someone opening in Estate Planning Dept. Pre-requisite for attorney strong secretarial skills, extensive experience with estate planning, knowledge of cutting edge of probate & tax planning. Must be well organized & a team player. Send resume to 200 East Long Lake Rd., Ste 110, Bloomfield Hills, MI, 48304. Attention personnel

LEGAL SECRETARY - for well established mid sized defense firm in Farmington Hills. 2-4 years experience. 70 wpm 476-6900

HOME & SERVICE GUIDE

DEADLINES: 4 P.M. TUESDAY FOR THURSDAY EDITION / 4 P.M. FRIDAY FOR MONDAY EDITION TO PLACE YOUR AD CALL 591-0900

105 Hauling

DISCOUNT TRASH REMOVAL
Hauling, clean out, clean yard or building site. 10-20 yd containers. Pick up service avail. 313-486-2640

108 Heating & Cooling

Heating/Air Conditioning
Sales, Service, Installation
Humidifiers/Refrigeration
LOW RATES LICENSED 937-0785

HEATING AIR & DUCT WORK
Hot air, steam, whole air, & fuel price
LICENSED & INSURED
525-0249

110 Housecleaning

CARMEN'S CLEANING SERVICE
FALL SPECIAL 10% Discount for First Time Caller Only. Home, Office Experienced, Dependable, Caring Service. Sr. Citizen Discount. Bonded, Insured 584-2718

CUPCAKES - Professional home & office cleaning with experience, good references. 10% off with this ad. Call 981-1728

HOUSECLEANING done with a personal touch. Dependable, thorough, reasonable, conscientious, excellent references 797-5601 371-5999

HOUSE-KE-TEER
CLEANING SERVICE
Professional, bonded & insured, ready to clean your home or business. Call for estimate, available 10% off with this ad for last time callers
582-4445

MAID FOR YOU INC
Complete Cleaning Service
Experienced Personnel
Reasonable Rates
Personalized Service
Bonded & Insured
Free Estimates 584-8063

120 Interior Decorating

• DECORATING •
Want a New Look with Old Stuff? Let us give you a new look with what you have. Call 645-5163

129 Landscaping

ACE LANDSCAPE
- Complete Yard Clean-up
- Strip, Sod, Seed, Mulch, Lawns
- Sprinkler systems, Weeding
- Monthly & Weekly Mowing
- Trimming & Pruning experts
- Shrub Removal

"Complete Landscape Services"
Call 533-3967

5-7' Blue Spruce Planted for $100 - VICKERS Nursery & Landscaping Consulting & Designing, Landscape Installation/Maintenance 624-0083

AFFORDABLE LANDSCAPING
BY LACOURE
Design Services Remove old shrubs Install new landscaping Strip old sod & install new. Grading Trim trees/shrubs Clean-ups Install custom made flower/shrub beds, steel-plastic edging, custom decks, brick walkways, patios, small-large trees, lawns & sprinkler systems. Lighting systems. Build retaining walls. Free Improved Est Std Co 354-3213

135 Lawn Maintenance

ALL FAZZ LAWN SERVICE
FALL CLEAN-UP
Snow Plowing Lic. & Ins. 425-5782

ALL LAWN MOWING
Shrubs, Trees Trimmed
437-1174

EXECUTIVE LAWN CARE
• Leaf & Fall Maintenance • Gutter & Down Spout • Fall Window Cleaning
981-7068

FALL CLEAN-UPS
Dethatching & Aerating
Dependable Service
Liv-Farm-Dimfield Roch-Troy-Birm
Redford Southfield
737-7059 653-5110
TOTAL LAWN SERVICE

FALL CLEAN-UP SPECIAL
Mi & M Lawn & Service
Call today & Save
Call after 5pm 981-3160

FALL CLEAN-UPS
422-6107

GORDON'S LAWN & HOME CARE
Landscaping & clean-ups. Lawn maint. X-mas deco. Snow removal Comm./Res. Lic./Ins. 451-1508

LAWN RAKING, CLEAN UPS
Gutters, Repair chimneys, plastering & drywall repair. Free est. Dependable. Charlie 554-3585

YARD CLEAN-UP
471-2600

138 Lawn Sprinkling

Morrey's Sprinkler
Service
Repairs, Maintenance
& New Installation
Complete Winterization
and Blowout
Licensed Master Plumber
• Call With Confidence •
356-2110

142 Linoleum

RADIANT FLOOR COVERING
Sales, Repairs, Installation
Linoleum, Tile, Hardwood Floors
326-8377

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