504 Help Wanted Office-Clerical

NEED WORK???

We have immediate openings for:
Word Processors
Clerks
Accounting
Payroll
Receptionists/Switchboard Opts
Medical/Legal Secretaries
(experienced preferred)
Data Entry Operators
Shorthand/Speedwriting

Come join the winning team and find an exciting career as a SNELLING TEMPORARY!

SNELLING TEMPORARIES
Call for an Appointment Today!

37625 Ann Arbor Rd
Suite 101-A
Livonia, 464-2100

17200 W. 10 Mile
Suite 103
Southfield, 557-5500

NO FEE

OFFICE ASSISTANT-Now area. Excellent benefits and working conditions for growing company. Ask for Julie at 348-5640

OFFICE COORDINATOR
$30,000
Now is the time to be part of this progressive entrepreneurial firm that offers upward mobility and opportunity. Utilize your creativity and office experience. Fee paid. Call Miriam, 353-2090

SNELLING & SNELLING

OFFICE/DATA ENTRY. Entry level, full time position for busy Livonia sales office. Mature, organized, good with figures. Call 425-3211

OFFICE HELP NEEDED Typing and good phone ability a must. Experienced or will train. Southfield, MI Starting salary $850/mo 353-9510

OFFICE MANAGER/ LEASING AGENT
These positions (1 full time & 1 part time) manage two large 235 unit rental property in Oakland County, extensive public contact, good organizational & marketing skills and good phone voice are seen as 3-4 years experience in property management. Send resume to Management System, Inc., 27725 Greenfield Rd., Detroit, MI 48235. Attn Lila Johnson 345-2416

OFFICE MANAGER
$16,640-$18,720 FEE PAID
Growing suburban commercial real estate property management company offers pleasant work environment, plush surroundings and full benefits. If you have good typing and word processing skills and 2 years of supervisory experience, call Shirley Dodge, 851-9600

SNELLING & SNELLING
FARMINGTON HILLS

Office

NOW STAFFING
A FORTUNE 500 CO.
2 RECEPTIONISTS
3 SECRETARIES
(55WPM PLUS)
1 WORD PROCESSOR
Interviewing Mon. thru Fri
689-9660
Never a Fee

MGM Services, Inc.
U

PAYROLL
Motivated individual with 2 yrs. experience preferred. Work with Corporate Data Corporation processing and personnel payroll for Broadsheet. Timely handling of payroll disbursements and reports. Excellent benefits and salary requirements to: P.O. Box 300, Southfield, Mi., 48037.

OFFICE CLERICAL
Full-time. Good typing skills, filing and other office duties. Competitive salary and benefits. Apply in person to Mrs. Zal

ADRAY APPLIANCE
20219 Carlysle
Dearborn

OFFICE MANAGER/Administrative Assistant. Seeking well-motivated person to handle all daily functions of office. Should have light bookkeeping, accurate typing skills, knowledge of dictation or shorthand preferred, but not necessary. Outstanding skills presumably. Excellent benefits. Call Kim between 10am-12pm at 354-2010 for interview.

OFFICE MANAGER TRAINEE Opportunity for self organized individual with good clerical skills to grow w/expanding co. 478-6600

OFFICE PERSON, experienced with computer and payroll tax knowledge. Non-smoker. Delta Research Corp. 261-6400

PART TIME JOB
3 openings, varied days & hrs. Typing, accounting, clerical, & general ExtraStaff 645-0900

PERMANENT PART Time positions available for receptionists on Thursdays, sales. Summer or year round schedule. Time available 1-6pm on Tues. 2-9pm Wed & Thurs. 1-7pm Fri. 9:30am-3:30pm Sat. Please apply in person. 887 E. Maple. Peter's Place for Hair.

PHONE RECEPTIONIST wanted, service oriented company, light typing & bookkeeping. 422-5550

PHONE RECEPTIONIST
Farmington Hills law office 8am-5pm. $ days $4.25 to $5.75 per hr. pending on experience 489-4130

Price Book Coordinator
Full time, needed at Corporate Office. Must have excellent organizational & accuracy skills. Knowledge of IBM or Wang computers a must. Excellent benefits. Please call 644-5300, ext 531

Erb LUMBER CO.
An Equal Opportunity Employer

PRODUCTION CLERK/ RECEPTIONIST
Small manufacturing co. looking for person with production control background. This person would be responsible for production journal, all typing, coordinating with vendors as well as handling front desk responsibilities for a very fast paced office. If you feel you are the experienced person we are looking for, please forward your resume to:

TURNKEY DIST. INC.
6810 Mainfield Rd.
Romulus, MI 48174
Or call 326-8111

PRODUCTION SECRETARY
Corporate communications firm seeks an organized, meticulous and committed individual to support the production department. Must have Perfect 3.0 and Macintosh Micro-Soft Word experience helpful. If you are ready for the challenge of working with a winning team, send a resume, cover letter and salary history to Jack Morton Production, Inc. 31500 North western Hwy, suite 250, Farmington Hills, MI 48018

PROGRESSIVE MEDICAL supply company is looking for aggressive self starter for entry level reception. 1st position. Must be available to work 8am - 5pm, Mon. - Fri., full package benefit included. For appointment call Eileen,
1-800-762-1202

PHONE RECEPTIONIST/ Secretary
Must have collection experience & know the P52 literals. Flexible 20-30 hours per week. Livonia. Salary plus bonus. 422-6222

PURCHASING CLERK
Wholesale distribution center in 12 Oaks area has an excellent opportunity for individual with at least 2 yrs. experience in an office environment where team work was essential. Must be well organized to assist in daily purchasing functions where problem solving, planning & scheduling are critical. Must be self confident and seek responsibility. Fully paid benefit package and competitive salary. Forward resume with salary requirements to: Box 684, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, Immediate full time position with Southfield law firm. Good typing skills required, non-smoker preferred. Call Pat 355-5300

RECEPTIONIST for Birmingham clinic, excellent typing and communication skills required, approximately 30 hrs. per week. 647-0030.

RECEPTIONIST NEEDED, data entry helpful, pleasant manner, enthusiastic, self-motivated. Call Pam between 2pm-5pm at 354-2010.

RECEPTIONIST - automotive controls company. Rotal will train on phone mail, $7/hr. Call Karen at Uniforce 646-6168

RECEPTIONIST - in personnel office. Dimension or Ram, Southfield & Detroit. $10,400-$13,520/yr. Call Pat at Uniforce 357-0038

RECEPTIONIST
Light typing. Mon.Tues.Fri. 9-5:30. April through November. Farmington Hills. Call Barb at 476-0400

RECEPTIONIST/TYPIST for Birmingham personal injury law firm. Some legal experience and Word Perfect helpful. Possible flexible hrs. 642-5757

RECEPTIONIST/SECRETARY wanted for small design oriented company in Royal Oak. Mon.-Fri 9-5. Benefits, salary negotiable. Ask for Janice 549-7200

RECEPTIONIST needed ASAP for 3 month assignment. Good communication skills, some typing, & general office assistance. Farmington Hills area Contact Susan. 553-6000

RECEPTIONIST
Multi person office, busy phone, light filing for high-tech manufacturer in Westland. Mon-Fri, 8am-5pm. Joe Martin 326-7000

RECEPTIONIST with excellent telephone & people skills to become an integral part of a skin rejuvenation center in Birmingham.
Contact Lorie 737-7111

RECEPTIONIST/GENERAL OFFICE Answer phones, filing, light typing/word processing, data entry. 1-3 years experience. Excellent benefit package. Send resume to: P.O. Box 3317, Livonia, MI. 48151

RECEPTIONIST, CLERK & TYPIST
Needed for W. Livonia office. Must be reliable and conscientious. Please call Janice for interview 462-2666

RECEPTIONIST-Dearborn Company seeks a confident, polish & reliable person to perform receptionist duties & light clerical work. Excellent benefits: 401K plan. Please fax: 1(040) Ford Rd., Dearborn, 48128.

RECEPTIONIST wanted. 12:30-5:30pm. for Farmington Hills food broker. Experienced applicants call 476-8230

RECEPTIONIST/SECRETARY
Immediate openings for congenial person for manufacturers rep office located in central Livonia. Must have excellent diversified office skills and a pleasant telephone personality. Salary commensurate with experience and skills. Reply in confidence to: Box 683 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Ambitious, detail oriented with numbers aptitude for aggressive sales office. Salary commensurate with experience and skills. Reply in confidence to: Box 682 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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RECEPTIONISTS, Secretaries, Data Entry Operators. Career opportunities. Fee Paid.
LEONARD & ASSOC. 287-6020

RECEPTIONIST/SECRETARY
Mon. thru Fri. 8:30-5:30. Flexible PM assignments in Troy & Royal Oak. ExtraStaff 645-0900

RECEPTIONIST/CLERICAL
Pleasant outgoing individual with telephone experience. Typing & filing skills required. Salary commensurate. Send resume to: PLM, 23775 Northwestern, Southfield, MI 48075

RECEPTIONIST
An outstanding full time receptionist position awaits you at A & W Restaurants, Inc. corporate headquarters. This professional must have excellent communication skills, accurate typing (60wpm) and IBM PC experience & plus.

A & W Restaurants, Inc provides a top notch work environment, competitive salary and attractive benefit program.

All qualified candidates please send resume with salary requirements to:
A & W RESTAURANTS, INC.
Attn: Human Resources Department
17197 N. Laurel Park Drive
Suite 500
Livonia, MI., 48152

RECEPTIONIST - Growing company has help for person with excellent telephone etiquette. Must type 40wpm. Please apply in person: 3927 Fourth St. Wayne.

RECEPTIONIST - full time, entry level. Good communication skills. Accounting helpful. Located near I96 & Southfield. Resume to PO Box 34577, Detroit, MI 48234

RECEPTIONIST - Good phone etiquette, mature person able to assume responsibility. Must have some or knowledge. Call Wed., Thurs. or Fri. Livonia area. 464-8686

RECEPTIONIST Position Available full time & benefits. Heavy typing & various other office tasks. Send resume only: 38341 Abruzzo Dr., Westland, MI. 48185

RECEPTIONIST
For Southfield law firm. Dependable, experienced person for full or part time position. Excellent salary & benefits. 354-4030

RECEPTIONIST/SWITCHBOARD
Major Corporation seeks outgoing personality and reliable work habits for switchboard/receptionist. Competitive salary and benefits. Call Arthur Thomas Executive Search, 355-4140

RECEPTIONIST needed for rapidly growing office located in Plymouth. We are looking for a person with enthusiasm, great phone skills & word processing. You will be the front office & to interact with other departments as well. Please call for appointment. 451-2211

RECEPTIONIST
WORD PROCESSOR
Good typing skills, a go-getter to work in a small team environment. Opportunity for advancement, medical benefits. W. Bloomfield area. Apply immediately at Fairlane Medical, 6345 Orchard Lake Rd., 1 block N. of Maple, suite 200

RECEPTIONIST
Pleasant mature individual to answer phones along with a variety of other duties. Excellent communication skills required. Typing a plus. Resume with salary history to UNUM, 2960 Crooks, Ste 207, Troy, Mi. 48084. Attention Marilyn Miller.

RECEPTIONIST
Full or part-time receptionist needed in Pontiac Medical Clinic located at hospital professional building. Duties include, answering phones, greeting patients, typing & light filing. Prior experience & typing required of all applicants. 332-5230 for appointment.

RECEPTIONIST - part time needed, for large manufacturing company located in Livonia. Mid 25 good organizational skills required. Must have experience on key telephone system. Please send resume or apply in person to: Human Resources, 40300 Plymouth Rd. Plymouth, MI. 48170. Attn. Personnel/Receptionist

RECEPTIONIST - Pleasant, Immediate office needs receptionist to handle phones and light word/processing. Must have phone work and busy work environment. Non-smokers only. Salary low to mid-teens based on qualifications & benefits. Send resumes to Retail Detail 132 N. Woodward, Birmingham, MI 48009. Attn: Receptionist.

RECEPTIONIST
Looking for a personable, energetic individual with previous switchboard experience for an upscale office environment. Send resume to: Stanley Gordon, 1533 N. Woodward, Suite 200, Bloomfield Hills, MI 48304

RECEPTIONIST - general office for Tiny advertising agency. Must be organized & accurate typist. Excellent phone skills & professional appearance a must. Fee is a temporary, potentially permanent position. Please send resume & salary history to: Office Manager, 189 E. Big Beaver, Troy, MI 48083

RECEPTIONIST/ TRANSCRIPTIONIST
For outpatients orthopedic physical therapy office in Southfield. Full time, Mon.-Fri. with benefits 1 yr. experience preferred. 557-7338

RECEPTIONIST
For busy professional office. Strong interpersonal skills & light typing required. Send resume to:
Receptionist, 41700 Gardenbrook, Ste. 110, Novi, MI. 48050

RECEPTIONIST/SECRETARY
Part time position for small management company in Farmington Hills. 20-25 hours per week, flexible hours, salary negotiable. Please call Laura 489-1020

RECEPTIONIST
Hi-Tech co. Farmington Hills near front desk position. Must have good telephone communication skills, computer knowledge of word processing Mac-intosh. Possibility for advancement. Benefits. Polly 471-6140

RECEPTIONIST/ SECRETARY
$15,600 FEE PAID
Great Southfield location for experienced Receptionist/Secretary. Lots of client contact and office responsibilities. Company review and full benefits. Call Suzanne at 649-5900.
SNELLING & SNELLING OF TROY

RECEPTIONIST/SECRETARY
Japanese sales office located in Farmington Hills, needs a bright energetic, mature individual for personal secretarial and receptionist duties. Must be able to type 50-55wpm, have a working knowledge of general office equipment, and a good grasp of the English language. Competitive salary and benefits package. Please send resumes with a salary history to: Box 670 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Full time position available to an individual possessing pleasant interpersonal skills, a high level of organizational skills and a pleasant personality. We offer a competitive salary and benefits program in a pleasant working environment located in Farmington Hills. Duties include receptionist and computer experience helpful. Please send resume to:

McKINLEY ASSOCIATES, INC.
320 N. Main, Suite 300
Ann Arbor, MI 48104

RECEPTIONIST - busy friendly office in Farmington Hills. Full time phone answering person. Light typing. No benefits. 455-5353

RECEPTIONIST
The Oxford Institute a substance abuse facility affiliated with St. John Hospital in Rochester Hills has an immediate opening for a part-time (vacation) or full time receptionist. Duties include: Phone, Data Entry and switchboard functions. Excellent verbal communication skills a plus.
Interested individuals please submit application to:
The Oxford Institute
835 W. Avon Rd.
Oxford, MI 48051

An Equal Opportunity Employer

RECEPTION/SWITCHBOARD
Fast paced Southfield Co. desires receptionist with superior telephone presence and professional appearance for a busy switchboard position. Send resume to: Personnel Dept. P.O. Box 300, Southfield, MI., 48037.

RECEPTIONIST
- MESSAGE CENTER -
Full time receptionist wanted for fast paced Southfield real estate office. Hours are 8am-5pm. Must be reliable, cordial and have pleasant phone voice to take messages. Light typing required. Excellent benefit package Please call
357-6181

RECEPTIONIST
Fast paced temporary service has an opportunity for a receptionist who can answer phones, file, test applicants & greet visitors. Must be able to work in a busy environment & have excellent telephone skills. Part time, flexible hours may work into full time. Livonia location. Applications by appointment.

MGM Office Services
474-7766

RECEPTIONIST - Southfield. Fortune 500 company, typing 50 wpm, 2 years office experience, telephone personality, some secretarial experience helpful. Excellent benefits reimbursement. $15,000. Fee paid

SECRETARY - Farmington Hills, 1 person office, good typing, filing, WordPerfect 5.1 helpful. 1.2.3. Benefits $16,000 Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

RECEPTIONISTS
Temporary Assignments available for experienced switchboard operators with good typing skills. Word Perfect & more. Ask about our $1000 scholarship. Call today.

Temporary Resources
737-1711
Livonia - Farmington Hills

Southfield 552-0319
Troy 588-9210
An Equal Opportunity Employer

RECEPTIONIST PART TIME
Shouldn't your job be something you enjoy? At our branch office, you'll enjoy an environment which provides the pleasure of being a leader looking for a responsible person with a pleasant phone manner and general office skills to work 3 days, 9-5 hours. Word processing experience helpful.
For immediate consideration, send resume to:

MAI Basic Four Inc.
Attn: Administration Dept.
17075 Federal Drive, Ste 102
Bloomfield Hills, MI 48013

An Equal Opportunity Employer

SALES SECRETARY - International manufacturer has an immediate opening for sales secretary at its Livonia, Mich. sales branch office. Experience with direct dial to 4 digit customer relations a must, including telephone, typing, computer skills. Responsibilities also include those related to normal secretarial duties. Applicants with 2+ years experience, typing 55 wpm, Word Perfect, Lotus, inc. (& KEMPER forms) 964-0270

SALES SECRETARY
To work part time, Mon. thru Fri., 4 hours per day. Good typing & grammar skills necessary. Word processing experience helpful. Please send resume with salary requirements to: VM, 29816 Northwestern Hwy., Rochester Hills Mi. 48309. Attention Margie.

SALES SECRETARY
Entry level position for mature individual with good secretarial skills and ability to work well with others in a fast paced Southfield Company. Positive attitude and willingness to wear a team player. Flexible hours including one evening a week and Saturdays. Salary commensurate with salary expectations to: P.O. Box 300, Southfield, MI., 48037

SALES SECRETARY
Must have previous secretarial experience. Mon-Fri, 8:30-5:30. Contact Karen Feys, Advance Steel Co. 571-6700

SALES SECRETARY
Paychex, a national payroll processing firm is looking for a candidate who enjoys responsibilities. Must have one year office experience, word processing typing, math aptitude and good telephone skills. Send letter & resume to: Sales Office, Mary Anne Kerr, 6960 Orchard Lake Rd., W. Bloomfield MI 48322.

SALES SECRETARY
4 hours per day, flexible schedule, basic duties. Highly motivated person, $4-$5 per hour. Send resume or contact an employment application. Carmer Mortgage Co. part of United Technologies. 33601 Schoolcraft, Livonia 48150. Attention Commercial Sales Manager, 313-522-7327

MAJOR FOOD COMPANY located in Farmington Hills seeking permanent secretary. Word processing, typing and general office skills. Basic computer knowledge helpful a plus. Please call to arrange an interview. 851-8884.

ENTRY LEVEL Secretarial position available. Send resume to:
S & R Equipment, 51722 Grand River, Wixom, 48096. Attn: Ken. No phone calls please

SECRETARY
Accurate typing 50 wpm a must. Experience with word perfect, first choice will have knowledge of Lotus 1-2-3 or spreadsheets. To Karen Kramp, 45255 S Mile Rd., Plymouth, MI. 48170

SECRETARY/BOOKKEEPER
Full time permanent position. Annual salary $21,000. Comprehensive benefit package. Requirements are: Italian/Americanization skills, computer knowledge specifically Word Perfect, D Base & Lotus, payroll, accounting skills, phone, customer service. Prior experience preferred. Obtain & submit application by Friday, Apr. 13, 1990. Resumes to: Resource Recovery & Recycling Authority of S.W. Oakland Cty, Cavanaugh Cty of Wayne. Attention: Lenora Jadun, 45175 W 10 Mile, Novi, MI. 48050

SECRETARY
Computer Assistant
Part time, Week Days/Weekend.
737-0494

SECRETARY-BOOKKEEPER
CPA desire bookkeeper experienced for permanent position. Excellent working conditions. Bookkeeping experience desirable. Send resume to:
R. Rossi, 7031 Orchard Lake Rd., Suite 204, W. Bloomfield, MI. 48322

SECRETARY CLERICAL, Farmington Hills. Full time secretary required for manufacturer's rep office. Duties include typing, filing, good telephone skills. Knowledge of word processing & spread sheets. Call 9AM-12noon.
Karen 626-4376

SECRETARY
Development firm in Birmingham seeks a detail oriented person to work in a challenging position with growth potential. Word Perfect & dictaphone experience helpful. Send resume & salary requirements to: Box 686, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Established Southfield securities firm is seeking a talented individual to handle general secretarial administrative duties. Secure downtown Detroit location, professional atmosphere. Must type 50 WPM, know computer literate w/ IBM PC. Call Ms. Gordon at Stifel, Nicolaus, Bell & Turben, Inc. (a KEMPER firm) 964-0270

SECRETARY
Fast growing real estate development company located at 14 Mile & Middlebelt in Farmington Hills, seeks a full time secretary w/1-3 years secretarial experience. Great opportunity for recent high school graduate. Good typing, 50 wpm, and speedwriting are required. Benefits include paid medical, dental, life & disability insurance. Pleasant working environment. Please send resume & salary requirements to: Weatherford/Webber Development, Inc., 32811 Middlebelt, Suite 2298, Dept.K, Farmington Hills, MI 48333.

504 Help Wanted Office-Clerical

SECRETARIES
Sinai Hospital is seeking experienced Secretaries for our clerical resource pool to provide as needed Administrative support throughout our hospital campus.

Requirements include: 1 year recent clerical experience, excellent interpersonal skills, typing of 50 wpm., and proficiency with the IBM/PC and WordPerfect or Displaywrite software. Knowledge of medical terminology and shorthand/speedwriting and dictaphone skills are strongly desired.

Qualified candidates will be assigned to provide coverage during vacations and to assist with special projects. Assignments will vary in length from 1 week to several months.

For immediate consideration, please respond with resume to:

EMPLOYMENT OFFICE KB
SINAI HOSPITAL
6767 W. Outer Drive
Detroit, MI. 48235
Equal Opportunity Employer M/F

SECRETARY - FINANCE
2 to 4 years general secretarial experience required. Must have accounting skills & Lotus for this Southfield location. Salary to $19,000

ACCOUNTANTS ONE
354-2410
Employment Agency Fee Paid

SECRETARY
For service station/office work. Previous experience helpful. Hours very flexible. Apply in Telegraph & 12 Mile Mobil or call Dave 356-7781

SECRETARY
For Hart area firm. Good typing and math skills required. Contact Joan Tolson position available. Contact Sheryl 557-9300

An Equal Opportunity Employer

SECRETARY for Southfield law firm. Legal experience not required. Candidate should possess excellent skills. WANG word processing preferred. 354-4030

SECRETARY
For Medical Equipment Co. Good organization and initiative required. Excellent benefits. Call Mr. Ross, 557-1200

SECRETARY - Full time
Excellent opportunity in fast paced advertising office. Successful candidate will possess excellent office experience. Excellent typing skills (60wpm and accuracy), knowledge of office practices, basic math abilities, business English, & good telephone personality. Knowledge of office machines helpful. Send resume, in confidence to: Box 688, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
HUMAN RESOURCES DEPT.
Highland Superstores is one of the largest Electronic & Appliance Retailers in the nation. At our corporate Headquarters, we have an immediate opening for a secretary with at least 2 years secretarial experience. Ability to use computer resources. Dept. Qualified candidates will possess the knowledge, strong clerical, & analytical skills. Skills. Knowledge of WordPerfect or Lotus 1-2-3 a plus!

We offer a competitive salary & excellent benefit package, in a fast paced, dynamic working environment. Please send resume or apply in person to:

Highland Superstores
Corporate Human Resources-S
40000 Grand River
Plymouth MI 48170
An Equal Opportunity Employer

SECRETARY - One person office. Experience with commercial construction company. Computer, typing, word processing. Contact Commercial Waterford Twp./Pontiac area. 298-3370

504 Help Wanted Office-Clerical

SECRETARY for small Detroit law firm, no legal experience required. Typing 70 wpm, word processing & dictaphone experience a must. Send resume to: Box 856, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
If you enjoy working in a fast paced office and have good typing and word processing skills, we could be the position for you. Work with friendly staff in pleasant atmosphere. Word Perfect a plus! Fee paid. Call Sandi, at 464-0009

SNELLING & SNELLING

SECRETARY
Livonia based leasing company seeks experienced secretary. Must have good typing and good organizational skills. Salary commensurate w/ability. Please contact Pat 591-2323

SECRETARY - N.W. suburban firm looking for a personable secretary with good skills to handle a busy office. Respons for phone, Memorywriter & ability to control & 25 subordinates. Must be able to take office duties. Good benefits including 401K plan. Salary commensurate w/ experience.
Call Pam Reno for initial interview
Arnold Associates 553-2444

SECRETARY/PART TIME
1 person office. 5 days/week 9am-3pm. Typing, bookkeeping, computer a plus. Redford 535-0990

SECRETARY-PART TIME for petite law firm. Troy location. 362-3620

SECRETARY
Part-time for sales office. Light typing, phone answering. W. Bloomfield 626-1888

SECRETARY - Part time Canton area. Flexible hours, good pay & benefit, must have WORD PROCESSING experience 981-7007

SECRETARY - part time, for our Troy office. Word processing skills, phone answering, filing, organization & administrative skills. 474-4797

SECRETARY
Professional Southfield firm seeks secretary to provide personal & administrative support to top executive. Requirements are: Self motivated, organized, detail oriented and a team player. Must have at least 3 yrs. of secretarial and word processing experience. Generous salary & benefits in a pleasant professional environment. Salary & salary requirements to Ms. Sandy, PO Box 691, Southfield MI 48037

An Equal Opportunity Employer

SECRETARY/RECEPTIONIST want-accurately, knowledge of office practices, basic math abilities, business English, & good telephone personality. Knowledge of office machines helpful. Send resume, in confidence to: Box 686, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
HUMAN RESOURCES DEPT.
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We offer a competitive salary & excellent benefit package, in a fast paced, dynamic working environment. Please send resume or apply in person to:

Highland Superstores
Corporate Human Resources-S
40000 Grand River
Plymouth MI 48170
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Rapidly growing company requires two highly motivated individuals to perform light functions.

ENGINEERING SECRETARY
This position reports to the V.P. of Engineering. Red will assist engineers with reports, proposals, and correspondence. 65 wpm., with word processing experience

RECEPTIONIST
Responsibilities for international engineering firm, including phones, light typing and dictaphone skills. Good verbal skills required. Must type 45 wpm.

Send resume with salary requirements to: Box 687, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

HOME SERVICES

DEADLINE 4 P.M. TUESDAY FOR THURSDAY EDITION • 4 P.M. THURSDAY FOR SUNDAY EDITION

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Home - Office - Apartment
Window washing - High dusted floor polishing 491-5002

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We specialize in office bldgs & small indust. shops. For a free est., GARY or JEFF 535-0105

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EXPERIENCED GARDENERS
Complete Lawn Care, Landscaping, Pruning, Trimming, Shrub Removal, Planting, Fertilizing & Sodding, Sprinkler System Installation
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HACKER SERVICES 474-6914
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● Play, Sand, Topsoil & Gravel
● Railroad Ties
PICKUP & DELIVERY
FOR RENT. Sod Cutters, Post Hole Diggers, Rototillers, Loaders, etc.
476-1729

A SPRING SPECIAL
All schedule maintenance for 4 ft. 5-12 ft. trees available, planted on our condition. Shrub pruning on trees, flowering crabs, & shrubs. We also do complete landscaping, sod, hydroseeding, mulch, pruning shrubs, boulder work, and outdoor lighting.
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D & L LANDSCAPING 477-8430

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Landcape installation & renovation. Supplies, design & maintenance service available SERVICE SINCE 1949

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Lawn Aerating & Seeding
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Since 1964 Complete landscaping construction & design.
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IT IS NEVER TOO EARLY to have a professional landscape design service turn your ordinary yard into a showcase area!! Enjoy it in your home. We have 18 yrs of professional experience in quality workmanship, stone & brick patios & walkways, ponds, waterfalls, & lighting systems. For a free estimate call:
Grow Rite Design & Force
883-4270

JOHN BLUM
Landscape Design
U of M MLA, Design specialist.
Call before planting garden.
Over 10 yrs. design and installation. Gardens, brick patios and walk. Consultation and plans.
644-3320.

LACOURE LANDSCAPING
Custom new landscaping. Old landscapes updated. Trees & shrubs installed. Custom designed beds. Decorative Stone, Shredded bark, Edging, Lawns sod, seeded, weed & Fertilizer, Sodding, grading & hydroseeding. Low foundations repaired, winter problems solved. Complete irrigation. Barrier free, Landscape architecture available. Commercial/grounds maint. 334-3213

* PRIVATE PUTTING GREENS *
For less than you think, we will install your own private green, from 300 to 1,500 sq. ft. to play in your own lawn or place of business.
313-231-7670

129 Landscaping

LMC, INC.
Landscaping & Garden Center
Sprinkler Installation & Parts
26629 Plymouth Rd., Redford
(313)937-0585

NOBLE'S
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● Decorative & Driveway Stone
● Topsoil ● Peat-Topsoil Mix
● Shred Bark ● Wall Stone
● Interlocking Pavers ● Patio
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