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The Observer & Eccentric Newspapers,
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(Due to high demand, we ask that there be only one entry per family)

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430

LEGAL SECRETARY
Farmington Hills sole practitioner with general practice & emphasis on collection matters seeks high skills, knowledge of court procedures & ability to handle office management. 737-7170

LEGAL SECRETARY
Bloomfield Hills full time. Pleasant, busy secretary with 1 year legal. Will train on word processor. Salary commensurate with experience. Contact Chris 335-5450

LEGAL SECRETARY
For Troy Law Firm. Word processing and at least 3-4 yrs. legal experience (corporate, estate planning) required. Non smoker. Send resume to: Secretarial Committee, P.O. Box 99484, Troy, Mi., 48099

LEGAL SECRETARY RECEPTIONIST
Experienced. WordPerfect, good benefits. Telegraph & 12 Mile. Respond to: Galbraith & Booms, 29777 Telegraph, Suite 1453, Southfield, Mich 48034

LEGAL SECRETARIES
APPLY TODAY!
EXCELLENT JOB OPPORTUNITIES
Experienced legal secretaries & word processors are needed for short & long term assignments as well as Temp to Perm positions. Call Leslie today for more information.
TOP PAY & BENEFITS
CORPORATE PERSONNEL SERVICES
261-1120
NO FEE EOE

LEGAL TEMPS
Major Law firm is seeking experienced Legal Secretarial Temps. $12.86 per hour for long term assignments. Call KATHY today!
MASTANTUONO & ASSOCIATES
355-2440

LIVONIA OFFICE Needs Organizer! If you have an upbeat personality, bookkeeping experience or aptitude, WordPerfect, Lotus 1-2-3 and 20-35 hours per week, please send resume & salary requirements to: Classic Fare ANA Services, 11900 Hubbard Dr., Livonia, MI 48150

LEGAL SECRETARY - Top notch with minimum 3 yrs. experienced for busy Farmington Hills litigation practice. Excellent growth potential. Salary negotiable. Liz 737-4747

LEGAL SECRETARIES
a Full and part time needed for Bloomfield Hills law firm. Minimum of 2 years legal experience necessary. Corporate and litigation. WordPerfect 5.0 or 5.1 preferred. Salary commensurate with experience. Please call 646-9500

MAJOR computer sales office requires Administrative secretary with Decmate, Lotus and Harvard Graphics. Up to $8.50/hr.
Call Pauline at UNIFORCE 473-2932

MAJOR suburban advertising agency needs executive secretary with WP 5.1 and Harvard Graphics proficiency. Up to $10.50/hr.
Call Sue at UNIFORCE 646-7661

OFFICE CLERK
Busy CPA firm in Southfield needs an energetic person with a positive attitude to assist its file room, run errands and perform miscellaneous office duties as requested. If interested, please send resume to: O.C.
FOLLMER RUDZEWICZ & CO
26200 American Drive #500
Southfield, Mi., 48034

OFFICE MANAGER
Large Southfield Ad Agency seeks experienced Office Manager, preferably with background in a service-oriented office automation, ability to recommend innovative ideas and alternative solutions and effective employee relations skills. Please send resume and salary history to:
Human Resource Department
Campbell Mithun Esty Advertising
27777 Franklin Road
Southfield, MI 48034
An Equal Opportunity Employer

OFFICE SUPERVISOR
Established local office, of an international corporation, seeks a versatile professional to supervise and perform a variety of administrative job functions. A qualified candidate will have no less than 2 years office supervisory experience. The candidate should also have customer service skills, accounts payable and purchasing experience. A positive, upbeat, quality oriented outlook on life and business activities is a definite requirement. Our company offers an excellent benefit package including medical, dental, 401K, flex spending and tuition reimbursement. If you meet the above requirements and want a truly challenging career opportunity, please send your resume, salary history and references to: Box 354, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OUTSTANDING
Individual needed for 2 person Livonia office. H.S. diploma, excellent health & thorough computer skills required. Phone contact with customers, accounts receivable & much more. We require an experienced [illegible] who can manage multiple responsibilities. Salary & full benefits commensurate with skills. Call [illegible] 427-3510

MEDICAL CLAIMS ADJUSTER
Immediate full time position available with large well-established third party administrator in Birmingham. We require 3-5 years work experience adjusting medical & weekly disability claims. Must have good working knowledge of C.P.T. and C.O.B. Competitive wages commensurate with experience and excellent benefit package. Please send resume and/or letter of introduction to: Personnel Manager, P.O. Box 3039, Birmingham, MI 48010-3039

MEDICAL equipment company seeks full time candidate for office clerical work. Must have pleasant personality and phone manner as well as excellent typing, dictaphone & organizational skills. Great opportunity to grow with young aggressive company. Complete benefits package available. Send resume with salary history to: Metro Medical Equipment Inc., 37659 Schoolcraft Rd., Livonia, Mi., 48150
No phone calls please

MESSENGER/CLERK
For Bloomfield Hills law firm. Full-time, excellent opportunity for part-time student. Mileage, salary, benefits. Call 258-3074
An Equal Opportunity Employer

OFFICE ADMINISTRATOR
Farmington Hills manufacturing firm has opening for experienced person with good manufacturing background. Experience with both production & clerical staff. Engineering degree helpful, some knowledge of inventory control, production scheduling, inside sales or customer contact useful. Benefits, paid holidays, vacations provided, salary commensurate with background. Send resume & salary requirements to: General Bearing Corp., 30156 W. 8 Mile, Farmington Hills, MI 48024 or call Mon. thru Thurs. 9-3 473-9101

OFFICE ASSISTANT
Full time permanent position. Must have previous office experience. Excellent math ability & calculator skills needed. Send resume including salary requirements to: Box 328, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME: Looking for mail distribution people willing to work 3 days per week in our Southfield office. No previous experience necessary. Call Mary Ellen at 559-9400

PART TIME
Opening for Receptionist in Veterinary Hospital over 18. Light typing, filing and good phone skills required. Hours: Mon.-Fri. 4pm-9pm, Sat. 8am-5pm. After 1pm. [illegible]

PAYROLL ACCOUNTING ASSISTANT
Large suburban based HMO seeks individual to prepare bi-weekly payroll and perform other accounting functions. [illegible]
Human Resources, AAP
P.O. Box 223
Southfield, MI 48037
An Equal Opportunity Employer

PAYROLL PERSONNEL
Full time. No weekends.
$6.00 hour
Call 9-5pm 483-2220

PHONE INVESTIGATORS
Interviewing applicants for insurance. Phone experience, paid per case. Southfield location. Resumes only. [illegible] P.O. Box 229, Detroit, MI 48231-0229
An Equal Opportunity Employer

PRIVATE COUNTRY CLUB is in need of a part time Receptionist, to work 9-5pm Wed.-Sun. Position involves answering phones, word processing and general clerical duties.
Call 855-0700
or send resume to: Wabeek Country Club, 4000 Clubgate Drive, Bloomfield Hills, MI 48302

RECEPTIONIST TYPIST
For office in Redford
Experience required
Call Judy 255-9350

RECEPTIONIST/TYPIST/General Office Assistant in Farmington. Entry level non-smoker. Call Allan 477-4420 before noon

RECEPTIONIST for Veterinary Hospital. Must love animals, be friendly & outgoing. Part/full time position available, will train. Apply in person at: Country Ridge Animal Hospital, 33178 Haggerty, Farmington Hills (Corner of 14 Mile Rd.)

RECEPTIONIST - Full or part time for Lathrup Village CPA firm. Send resumes to: Box 364, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Entry Level
Bright enthusiastic person needed for growing national lease company. Please send resume & cover letter along with salary requirements to: Controller, 30955 Northwestern Hwy., P.O. Box 9066, Farmington Hills, MI 48333-9066

RECEPTIONIST PLUS
Receptionist for service oriented company. Variety of duties. Professional appearance and attitude, outgoing personality, good phone voice & skills. Good typing skills, highly motivated, organized. Southfield location. Call 569-7524

RECEPTIONIST/TYPIST
Part time for fast paced automotive sales office. Must have excellent phone skills, typing 45-50 wpm, word processing preferred. Send resume to: 16000 W. 9 Mile Rd., Suite 514, Southfield, MI 48075
Attn: Arlene Catrell

RECEPTIONIST SECRETARY
Part time Optometric office in Farmington. Mature, top pay. Start immediately 474-5125

RECEPTIONIST/OFFICE CLERICAL
For insurance agency in Farmington Hills. Good typing and phone skills a must. Call April 851-2250

RECEPTIONIST
Automotive testing facility located in Livonia has an opening for a part time receptionist. Must be dependable [illegible]
Please send resume with salary requirements to: Box 368, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Receptionist/Switchboard Operator
[illegible] Professional appearance, good communication skills & excellent attendance record required. Previous experience with AT&T Dimension desirable. Schedule: 8:30am-4:30pm, Mon.-Fri. Starting wage $7 per hr. with increase after 90 day probation. Good benefits & pleasant work environment. Send resume to: Personnel Manager, 30700 Telegraph, Suite 4601, Birmingham, MI 48010

RECEPTIONIST
Administrative office of multi-division manufacturer seeks Receptionist for high volume switchboard. [illegible]

RECEPTIONIST/ ACCOUNTING CLERK
Operate switchboard and greet visitors. Sort and distribute incoming mail. Data entry on mainframe terminal. Assist Accounts Payable by performing various clerical tasks. Requires high school diploma or equivalent switchboard experience, two years office experience, good verbal communication skills, clear telephone voice. No phone calls please!
Mail resume to:
Howmet Corporation
Box #722, Plymouth MI 48170
Dept. 1000-11
An Equal Opportunity Employer

RECEPTIONIST/CASHIER
Applicants must be capable of handling a busy multiple line phone system. Must posses good communication and excellent telephone skills. Only mature individuals with a professional front desk image need apply. Apply in person at Michigan Truck Parts, 38658 Ford Rd., Westland 722-3800

RECEPTIONIST
Applicants must be capable of handling a busy multiple-line phone system for a non-smoking office in Southfield. Only mature individuals with a professional front-desk image need apply. Accounting office experience preferred. Send resume to: Mrs. Green, Ste. #43, 19785 W. 12 Mi. Rd., Southfield, MI 48076

RECEPTIONIST/SWITCHBOARD
Manufacturing firm in W. Dearborn is looking for an outgoing individual with previous switchboard experience. Must type 50 wpm & have strong communication skills. Data entry experience would be helpful. Full benefit package.
Livernois Engineering Company
25315 Kean, Dearborn, 48124
or contact Cindy at 277-0110

RECEPTIONIST/SECRETARY
Some computer knowledge, pleasant personality, must be good with people. Call for interview, ask for Greg or Mitchell 356-7900

RECEPTIONIST/SECRETARY
Part-time. Excellent phone & writing skills, light typing & bookkeeping. Fashionable appearance. Send resume to: Milano Modeling & Career Center, 29425 Northwestern Hwy., Ste. 100, Southfield, MI 48075

RECEPTIONIST/SECRETARY
Part time, 20 hours, Mon-Fri, for mental health/substance abuse clinic. Reliable courteous individual with general knowledge of office procedures/systems & good typing skills required, computer data entry experience preferred. Resume to: Norma, 26905 Grand River, Redford, MI 48240

RECEPTIONIST
SWITCHBOARD OPERATOR
Large insurance agency is seeking a professional experienced receptionist. [illegible]
Send current resume to:
Donna Economou
Meadowbrook Insurance
26600 Telegraph Rd.
Southfield, MI 48034

REPORTING SECRETARY needed full time for environmental lab in Farmington Hills. Contact Carol 477-4030, ext. 101

SALES SECRETARY
Full time position in manufacturers representatives' office. Experience required. Good typing and verbal skills required, shorthand preferred. [illegible]

RECEPTIONIST
WITH A PERSONALITY
Needed for fast paced commercial photography studio in Troy. You must have:
• Great people skills
• Type well
• Be super organized & fun too!
For appointment call Susan at 649-0460

ROCK & ROLL ATMOSPHERE
Fast paced, high energy sales office needs person to learn all aspects of business. Heavy phone handling skills required. Data entry experience helpful. Able to work flexible hours between 9am-9pm.
Ask for Coleen 473-1300

SALES SECRETARY
Entry level position for mature individual with good secretarial skills. Typing 50 wpm and ability to work well with others. Positive attitude and willingness to be a team player a must! Flexible hours. Send resume to: Sales Secretary, 33228 W. 12 Mile Road, Farmington Hills, Mi., 48334

SECRETARY/BOOKKEEPER
Computer experience, perpetual inventory experience for a light manufacturing company 399-6662

SECRETARY
Busy engineering firm in Livonia needs a self-starting, energetic secretary. WordPerfect & Spreadsheet experience necessary. Good phone manner. Lots of customer contact.
ECS/ROUSH, 11886 Market St.
Livonia, MI 48150 591-4352

SECRETARY for growing Birmingham mortgage company. Self starter, motivated, able to handle diverse responsibilities & multiple tasks, good organizational & phone skills a must. Computer experience required. Pl. Carrie or Kathy 646-9080

SECRETARY for 2 man law firm across from Somerset Mall. Word processing experience required, shorthand/paralegal helpful. Resume: Franklin G. Korey, 3155 W. Big Beaver, Ste. 100, Troy 48084

SECRETARY - Garden City manufacturer has opening for self motivated person with pleasant office & phone skills. Must have knowledge of accounts receivable & payable. Call Mon. thru Thurs. between 10am-3pm 425-5287

SECRETARY needed for Southfield pension office. Experience on Lotus, D Base, word perfect helpful. Mon-Fri to 4pm. [illegible]

SECRETARY - part time to start 3-4 days per week. Plymouth office location. General office & phone skills required. Contact Mr. Crawford 420-0400

SECRETARY RECEPTIONIST
CPA firm seeks strong individual with computer experience, having [illegible] numbers and people [illegible]

SECRETARY SALES [illegible]

SECRETARY
Secretary needed for a non-smoking Southfield CPA firm. Must know WordPerfect, possess excellent typing skills and be detail oriented. [illegible]

SECRETARIAL - Part Time
Strong organizational skills needed. Some general typing required (35-40 wpm, accurate). Applicant must be courteous and a non-smoker. Position: Tuesday thru Thursday, 9am-5pm. Phone inquiries received Monday and Friday 9:30am-2pm only. Please send resume to:
Nelson Paper Recycling
PO Box 161, Romulus, MI 48174
(313) 721-0197

SECRETARY/BOOKKEEPER
Needed full time for Southfield accounting firm. Typing, wordprocessing and some bookkeeping experience required. Send resume & salary requirements to: Personnel, 26400 Lahser, Suite #108, Southfield, MI 48034

SECRETARY - 2-3 days per week. General office. Computer experience required. WordPerfect helpful. Birmingham 540-6268

TROY AREA - Full time office position. Must have good general office skills. Call between 9am-11am 526-3614 EEOC

TYPIST - Birmingham law office management firm has challenging part time position available. Must have strong typing skills & knowledge of WordPerfect. Ask for Ann 540-3557

TYPIST PLUS - High quality dental specialty office has opening for accurate, efficient, personable individual for general typing & telephone communication. Good written & verbal skills are essential. Full time benefits 357-3165

TYPIST
WE ARE seeking a very positive quality conscious team player to fill a typing position immediately. Candidates should be quick learners and able to type 50 wpm. Starting wage $6.72 a hour, plus medical, dental, life insurance, stock purchase plan and profit sharing. Please report to the address below for application and interview.
JOHN E. HARLAND CO.
15150 Cleat St.
Plymouth, MI 48170
459-4760

VETERINARY RECEPTIONIST
Mature, hard working, congenial person who likes people as well as animals. Some computer experience helpful but not required. Some Saturday hours. Apply at Woodside Animal Clinic, [illegible] Woodward, Royal Oak

WORD PROCESSOR
$9/HOUR
• WordPerfect
• Lotus 1-2-3
• Microsoft Word
Immediate work available for long & short term assignments.
ARBOR TEMPS 459-1166

WORD PROCESSOR
Mature, reliable Word Processor needed for fast paced Southfield Company. WordStar or WordPerfect and Macintosh required. Minimum typing speed of 60 wpm. Must be capable of working independently with little direction and function well under pressure. Flexible hours as required. Send resume to:
Word Processor
P.O. Box 302
Southfield, MI 48037

Word Processors
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737-1744

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• SERVERS TO $12/HR
• DISHWASHER TO $8/HR
• JANITOR TO $9/HR
• MANAGERS $21,000 +
Apply in person at the following locations:
Birmingham - 825 Bowers
Canton - 5946 Sheldon Rd
Oak Park - 26660 Greenfield
Warren - 13602 14 Mile
Westland - 36101 Warren Rd

ALL POSITIONS AVAILABLE
HUNGRY HOWIE'S PIZZA & SUBS
2170 Cass Lake Rd. at Orchard Lake Rd. Call for further information 683-6383

AUDITOR
Hotel night auditor, full time, good salary & benefits. Apply in person, Holiday Inn, 38123 W. 10 Mile at Grand River, Farmington Hills

BAR PERSONS & WAIT STAFF
full & part time positions for Charlies Too Lounge in Garden City. Apply within Ford & Merriman

BAR STAFF, WAIT STAFF, COOKS
All shifts. Full and part time. Apply 6pm-2am. 1873 S. Wayne Rd. in Westland 728-9330

BARTENDER BUS HELP
Needed for private club. Apply in person. Walnut Creek, 25501 Johns Road, South Lyon

BARTENDER - full time nights, experience necessary. References. Private club. Call Mr. Rice. Tues thru Fri. 9am-3pm 544-3567

BARTENDER
Mon.-Wed.-Fri. evenings. $6 per hour plus tips. Mayflower Hotel in Plymouth 453-1632

BARTENDER WAIT STAFF
Full time evenings. Country Lanes, Farmington 476-3201

[illegible] Family Restaurant is now hiring for the following full and part time positions:
• Day Bussers
• Cashiers
• Day Dishwasher
[illegible]

[illegible]

COOK
[illegible]

BEVERLY HILLS GRILL
Seeking
HOST/HOSTESS - full benefits & growth to management.
Apply in person
31471 Southfield Rd.
Between 13 & 14 Mile Rds.

DAYS BUS PEOPLE, Kitchen Help. Apply after 3pm. Pied Piper, 39305 Plymouth Rd., Livonia (Between Newburgh & Haggerty)

COOKS, full time evenings, experienced only. Wait staff, full and part time. Apply in person. AJ's, 39405 Plymouth Rd., Plymouth

COOK - SHORT ORDER
Nights, full time. Experienced. Wixom area. Please call Bridget 348-4404 or 478-1536

COOKS NEEDED
Full time. Good pay. Nights. Apply in person. Mama Mia's, 27775 Plymouth Road, Livonia

Day Waitstaff
Bartender & Buspersons
Apply at: MacKinnon's
126 E. Main St., Northville

DELI MANAGER
For Birmingham restaurant. Excellent opportunity for person with right qualifications. Varied hours. Send resume to: General Manager, 190 N. Hunter, Birmingham, Mi., 48009

DELIVERY PERSONS
COOKS
TELEPHONE ORDER TAKERS
Apply 2-5pm Mon.-Fri. or 12-3pm Sat.
COTTAGE INN PIZZA
26845 Orchard Lake, between 12 & 13 Mile 553-2862

DIETARY AIDE
Part time afternoons. Apply in person between 10AM-5PM. 16100 W. 12 Mile Rd., Southfield

DISHWASHER - Mayflower Hotel in Plymouth. Full time. Must have drivers license. Excellent benefits package. 453-1632

DINING ROOM SUPERVISOR
Metro Detroit's finest senior living community seeks an honest, hard working and caring individual to supervise [illegible]

MORE CLASSIFIEDS ON PAGES
This classification continued on Page 8C in S.F.

108 Heating & Cooling

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

105 Hauling
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108 Heating & Cooling
[illegible]

110 Housecleaning
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EXPRESS CLEANING [illegible]

114 Income Tax
Income Tax Preparation
By
RTB & ASSOCIATES
[illegible]

117 Insulation
[illegible]

123 Janitorial
[illegible]

129 Landscaping
[illegible]

142 Linoleum
METRO TILE INC.

150 Moving & Storage
INDEPENDENT MOVING
LOW RATES 548-0125
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152 Mirrors
[illegible]

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Gary 453-0010
471-2600
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233 Roofing
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SENTRY
Call 476-4444

245 Sewing Machine Repair
[illegible]

249 Sewing
[illegible]

253 Snow Removal
[illegible]

261 Television, VCR Radio, CB
427-5140

269 Tile Work
CERAMIC & MARBLE
STREAMLINE TILE INC
MARBLE & CERAMIC

273 Tree Service
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455-1372

277 Upholstery
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293 Welding
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297 Windows
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