504 Help Wanted Office-Clerical

MOMENT TO MOMENT

THAT'S HOW DIVERSIFIED YOU DUTIES WILL BE. In this terrific secretarial position at Farmington. Fee paid. THE QUESTION IS...are you ready for the best change in your career? It so

PERMANENT STAFF
353-0505

OFFICE-CLERICAL

Various duties, must have general office skills, good math aptitude and light typing. Full time position Monday thru Friday in the Farmington Area. Company paid benefits. Call Marie, Monday thru Friday, 10 AM-3PM,

398-7170

OFFICE CLERICAL, full time, must type, busy downtown Birmingham office. 647-7171

OFFICE CLERICAL
For Southfield Firm. Days, Mon. thru Sat., Thursday off. Hours 8 A.M.-5 PM. Typing experience necessary. Applications accepted Monday thru Friday, 2 PM to 6 PM at: 19068 W. Ten Mile, Southfield.

Office Clerk
Full time position. Must have experience in typing and general office skills. Novi area. Call weekdays between 10 AM and 3 PM

349-5000

OFFICE HELP, experienced only need apply. Gardner Furniture Center, 30850 Plymouth Rd., Livonia. Call between 12 noon and 9 PM. 937-1614

OFFICE HELP NEEDED
Immediately - Full Time
Livonia office of national food service company needs a person for clerical duties. Successful applicant will have flair for details & figures, typing not necessary. Full company benefits. No overtime or weekends.
Apply Mon. thru Fri. 9 AM-5 PM
13448 STAMFORD CT.
S. off Schoolcraft 1 blk. E. of Stark Rd.
An Equal Opportunity Employer

OFFICE Help wanted to schedule and dispatch for service. Experience in Inventory control, Service writing helpful. Mon. thru Fri. Salary and benefits. Call 421-0500 for an appointment.

OFFICE MANAGER wanted for small growing industrial company. Excellent opportunities. Must be a dependable, stable individual for a one person office operation. Salary & benefits commensurate with experience & knowledge. Call Herb. 459-3300

PART TIME - experienced legal secretary wanted for pleasant law office near Maple - Telegraph. Flexible hours 644-8330

PART TIME - Mature person with recent office experience. Duties include typing, dictaphone, telex, phone & misc. Stop Sports, downtown Plymouth hours 1-5PM. 453-6700

PART TIME MATURE LADY
Insurance experience required. Plymouth-Telegraph area. Full time for vacations. 535-1100

PART TIME
Office clerical. Mon. thru. Fri. Hours flexible. Livonia area. Call

464-3703

PART TIME secretary for general office work. Type 40-5wpm. Flexible hours. Top pay. Call 645-7660

PART Time secretary needed for church office in Bloomfield Hills. Mature individual with office experience. Working hours, 9AM-2PM. To apply call 851-1450

PAYROLL CLERK
Good salary and fringe benefits. Data processing experience helpful. Please call Mr. Pollock between 8-5. 349-8300

PAYROLL CLERK
field office of a national corporation desires an individual for payroll, billing, and insurance claim experience. Applicant must enjoy a challenging position some typing. Full time-immediate opening. Call Robin for interview. At

538-9090

An Equal Opportunity Employer

PERMANENT part time secretary, busy diversified Southfield office. 25 hrs. per week, Executive Group

352-9767

PERSONNEL CLERK
Full time position in Farmington Hills in personnel dept. for Detroit Area Savings & Loan. Entry level position requiring minimum typin at 65 wpm, excellent grooming and appearance, above average communication skills, and phone manner. Prefer applicants with some previous office experience. Excellent company paid benefit program including PC, SS, health, master medical, dental & drug coverage; life insurance, pension plan programs. Qualified applicants please call:
Personnel Dept.
Metropolitan Savings Assoc.

851-5300

Equal Opportunity Employer M/F

PROPERTY MANAGEMENT firm has an opening for a person who can type well, answer phones, do general office work. 3 days a week, possible full time in the future. Call 552-8720

PURCHASING/ PRINT SHOP
Southfield manufacturing firm has opening for office supply buyer and back-up in print shop. Very good working conditions and congenial staff. Previous purchasing experience necessary, but will train for printing work. Good salary and benefits. Send work and salary history to Mr. Garner, P. O. Box 691, Southfield, Mich 48037.

An Equal Opportunity Employer

RECEPTIONIST - BILLING CLERK, Bloomfield Hills law office. Experience desirable. 333-7231

RECEPTIONIST - SECRETARY for a medium sized CPA firm in Farmington Hills, fast and accurate typing skills, at least 60 wpm, bookkeeping experience helpful, good personality, top pay & fringes. Reply to Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Receptionist Typist
Southfield property management firm is seeking a bright and organized individual to handle busy front desk responsibilities. Congenial telephone personality, and neat appearance are essential. Must type 60 wpm, excellent salary and benefits. Send resume to: Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Position for insurance agency in Troy. Call Ann Hosner 879-0900

RECEPTIONIST with bookkeeping ability, for full-time days.
Ask for Gary 358-5558

RECEPTIONIST - must be accurate typist, for busy Land Survey office in Southfield. 642-5899

RECEPTIONIST
For professional office in Pontiac Mall. Full time including Sat. & some evenings. Call 332-1434

RECEPTIONIST to greet callers and answer phones for multi-faceted Southfield organization. Typing required. 8:30-5:30 PM 356-6655

RECEPTIONIST - typist needed in 13 Mile-Southfield Rd. area, typing, 50 WPM, shorthand helpful but not necessary. $160 to start plus benefits. Call between 8am-11:30am 424-8400

RECEPTIONIST
Immediate opening in private X-Ray clinic, typing required. Reply to Southfield Radiology 21201 Foster Winter dr. Southfield Mich. suite 105

RECEPTIONIST wanted, days, for suburban country club. Must work Tues. thru Sun. including Holidays. Some typing skills required. Excellent benefits. Call Tues. thru Fri.

851-2200

RECEPTIONIST
Wanted days for Suburban Country Club. Must work Tues. thru Sun. including Holidays. Some Typing skills required, excellent benefits. Call Tues. thru Fri. 851-2200

RECEPTIONIST/ASSISTANT
with 70 wpm typing skills and ability to do some copywriting, proofing & editing for agricultural communications firm in Birmingham. Bookkeeping required. Call

644-0595

An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

RECEPTIONIST
Attractive self starter with interest in meet-and-greet position can get involved with this Dearborn firm. Phone and people handling skills get top priority.

CALL 562-8900
Your Hire Boss Person
HARRIET SORGE PERSONNEL

RECEPTIONIST
And General Office Work
We are looking for a person to be our receptionist, to answer our phones and do general office work. Accurate typing in excess of 50 wpm and previous office experience is a must. This is a small office in Southfield that is part of a large national corporation. Good salary and benefits package. Please call Bob Harrison 357-4600
LOYALTY LIFE INSURANCE CO.

RECEPTIONIST
Medium size, progressive Southfield professional firm has opening for mature, poised, professionally appearing receptionist. We regard this position as an essential aspect within our firm. Duties include, welcoming clients and visitors, accepting and transferring messages and some light clerical duties. Only those seeking a career receptionist position should apply. Very congenial atmosphere, good benefits. Reply in confidence to Mr. Martin, P.O. Box 631, Southfield, Mich 48037.

Plante & Moran, CPA'S recruiting for
An Equal Opportunity Client.

RECEPTIONIST Farmington Hills corporation has an opening for a neat appearing receptionist. 477-6064

RECEPTIONIST/SALES PERSON needed for Southfield salon. Must have experience & references. 356-3814

RECEPTIONIST/SWITCHBOARD operator needed. Some clerical work, minimum typing. Call Mary at

355-1200

RECEPTIONIST - pleasant attitude and telephone voice to work 23 line switchboard, no experience necessary. Call for appt. Mike Goldman. 557-7650

RECEPTIONIST
Needed for graphic arts studio. Pleasant personality. Full time Southfield area. Call 557-5713

RECEPTIONIST for High Volume Real Estate Wanted, experience required, 40 hours, 7Mile- Telegraph, confidential interview. Contact Madge 355-5212

RECEPTIONIST/SECRETARY
to handle busy phones. Typing and light shorthand required. Call Mrs. Haas for appointment. 852-7100

RECEPTIONIST
Veterinary clinic in Plymouth area. Full time. Phone for interview,

459-2050

RECEPTIONIST
For exciting Real Estate office in Farmington Hills area.
Neat appearance & pleasant phone personality a must.
Call Ken for details 851-6060

RECEPTIONIST
Sales/engineering office, that is a division of a major corporation, is in need of a permanent receptionist with good typing skills & telephone manner. Located at 12 Mile & Telegraph. Please call between 1-5 PM, ask for Miss Rose

An Equal Opportunity Employer

RECEPTIONIST - immediate opening for ambitious person, must have pleasant telephone manner, typing & filing also required, work in great location, with growing company, good benefits. Apply Farmington Industrial Park, Grand River - 10 Mile Rd. Mold-Ex Rubber Company between 1:30-3:30. 23847 Industrial Park 474-0124

RELOCATION SECRETARY
Company seeks responsible organized individual. Requirements include high school diploma with minimum of one year experience in Real Estate office, Mortgage Company or Lending Institution. Position is Clerical in nature; typing speed 45 WPM. Candidate must be detail conscience, have follow thru, and be able to deal with people with figures, some typing. Full time-immediate opening. Call Robin for interview. At

538-9090

An Equal Opportunity Employer

RESALE CO-ORDINATOR
Co-ordinate the move in and move out activity for a Westland co-operative. Must be able to communicate effectively with people in addition to typing, filing, and other office skills. $4 an hour, plus benefits. 425-3090

RESPONSIBLE person for distributing firm. Permanent position calls for good billing & typing abilities in small office. 8 Mile & Farmington Rd. area. 478-1424

SALES SECRETARY
Word Processing experience preferred. Work with enthusiastic people in a growing company located near the Oakland Mall.
Call 585-9393

SALES SECRETARY
Manufacturer requires sales department secretary with stenographic skills of 100 wpm. Experienced in sales office work preferred. 40 hour week, good starting rate with cost of living adjustments. Top fringe benefits, all company paid benefits including retirement plan and personal disability insurance. Pleasant working conditions. Apply at:
Dynapower Corporation, 29199 Orchard Lake Rd., Farmington.

SECRETARIES
TYPISTS
KEYPUNCHERS
In between jobs, or need a summer job? Earn top pay and still have time to look for a permanent job. Come in and let us evaluate your skills. Not an agency, never a fee.
SOMEBODY SOMETIME
Temporary Help

Livonia	535-5170
Southfield	372-8520
Madison Heights	545-1700
Dearborn	565-3500

Secretaries
With Or Without Shorthand
IMMEDIATE OPENINGS
Must be 18 & have transportation.
19500 Middlebelt - Suite 310E
Livonia
478-1130
26075 Woodward - Suite 305
Huntington Woods
543-1080
The Renaissance Center
Tower 100, Suite 1909
259-6511
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

Secretary Assistant
Southfield professional firm has opening for beginning Secretary to help with general office duties. Good language skills and attention to detail a must. This is an ideal opportunity for a career-minded individual who demonstrates excellent skills and potential. Good starting salary and benefits. Please send resume in confidence to Mr. Dunnep, P. O. Box 691, Southfield, Mich. 48037.

An Equal Opportunity Employer

SECRETARY
Auto manufacturers Rep. Must know shorthand and typing. Southfield. Call Dorothy at 424-6290

SECRETARY FOR small law office, Redford area, full or part time. Must be personable with own transportation.

538-7763

SECRETARY for Birmingham plastics firm. Neat man've individual with excellent skills & numerical aptitude. Call for interview appointment. 644-3318

504 Help Wanted Office-Clerical

SECRETARY- AVONDALE Youth Assistance, 16 hours per week. $3.50 per hour, typing a must. Shorthand desirable. Call 313-3718 as send resume to 220 S Squirrel Rd. Auburn Hts.

SECRETARY - Bookkeeper - Typist
Knowledge of payroll, accounts payable & receivable required. Small company. Salary open. 835-3500

SECRETARY-BOOKKEEPER
organized, dependable, experienced. Pleasant working conditions, good pay. Willard Devine Assn. Architects. 24600 Telegraph, Southfield. 358-3400

SECRETARY-excellent Troy location, typing, general office, some bookkeeping, shorthand nice but not required. Salary commensurate with ability. For interview, phone 8-5, 528-3560. After 6

355-2672

SECRETARY
Experienced, mature secretary with good shorthand & typing skills for in-house counsel, Legal/Real Estate experience helpful but not mandatory. Good benefits. Southfield location. Call

569-4800

SECRETARY
Experience essential. Must Accurate typing, dictaphone, record keeping. Professional office. W. Bloomfield. 22 years. Good salary. Excellent benefits. Call Mrs Johnson 645-2660 Mornings Only. Evenings or Weekends

474-5208

SECRETARY-experienced, typing and good phone manner necessary. General office duties.

942-9430

Secretary
Farmington Real Estate. Skills required, answer phones, typing, letter construction, bookkeeping, apartment rental sales. Must be well organized. Salary position.

PERRY
478-7640

SECRETARY - Full time CETA position requiring good typing skills and general knowledge of office procedures. Must be an Oakland County resident and unemployed 10 weeks. 19,475 per year. Call Farmington Library.

553-0300

Secretary
Full time position at our Michigan headquarters, in an Ideal Southfield location. You should be able to do light typing, order taking, and general secretarial duties.
40 hour week, Monday - Friday. Salary is supplemented by excellent benefits, profit sharing, and life insurance, and paid vacations.
Call: Phil Humfleet
352-7210
Wendy's International
Equal Opportunity Employer M/F

full time for sales & engineering office in Southfield. Call between 9am-5pm,

569-6677

Good typing skills, pleasant phone personality, Southfield area. Salary open. Please call Maria Kearns at Merrill Lynch, Pierce, Fenner & Smith,

354-5182

An Equal Opportunity Employer

SECRETARY
Good shorthand and typing skills. Immediate opening. Land Management Firm. Schoolcraft-Merriman area.

522-5030

SECRETARY
Immediate opening for a Secretary reporting to the Credit Manager in a prime Southfield location. The person must enjoy a challenging position. Typing speed 65 WPM. Candidate must be detail conscience, have follow thru, and be able to deal with people with figures. Full time, permanent position available. Call 489-2880 after 10 AM.
An Equal Opportunity Employer

SECRETARY - law office has full time position for experienced secretary or secretary with secretarial school training. Will train. Starting salary $180 a week with rapid advancement. Fringe benefits negotiable. Contact Ken Fisher

553-3220

SECRETARY
Mature, for home office of electronics oriented firm. Very good benefits. Pleasant Farmington office. Call Jinx:

477-7700

Secretary
Must be alert, have good skills, and be well organized. Prefer individual to be familiar with ubiquity and billing procedures. Good phone manner. Salary commensurate with experience. Send resume to:
Personnel
P.O. Box 378
Farmington Hills, 48018.

SECRETARY
Needed for a fast paced job in the entertainment field. Must have typing. Only self-starters need apply for this busy and productive desk. Hours: Mon. thru Fri. 9:30 to 6. Plymouth area. Call 459-5323 between 10 AM and Noon.

SECRETARY/OFFICE MANAGER
For small foundry in Novi. Duties includes: Bookkeeping, payroll, invoicing and reception. Must have pleasant telephone manner. Ability for typing & shorthand a must. Excellent benefits. Call after 5PM for interview. 851-9813

SECRETARY
PARTNERS of Birmingham CPA firm in need of experienced secretary, prior accounting firm experience helpful. Excellent working conditions. Send qualifications into: Box 41206Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/PERSONNEL
Step up to A Great Job Opportunity at DIGITAL!
Digital Equipment Corporation, the recognized industry leader in the manufacture of Minicomputers, offers an attractive opportunity to an experienced Secretary.
If you have excellent typing skills, and the ability to deal effectively with people in a fast-paced professional environment, then this position in our Personnel Department will give you the challenge and responsibility you are looking for.
For prompt consideration, we invite you to forward a brief letter outlining your previous experience to: Sherri Pender, Digital Equipment Corporation, 32985 Hamilton Ct., Farmington Hills, MI 48018.
We are an equal opportunity employer M/F.
DIGITAL EQUIPMENT CORPORATION

SECRETARY
Pleasant well groomed and responsible woman with top typing skills and dictaphone experience for Farmington Hills consultant firm. Salary commensurate with experience. 851-6030

SECRETARY PLUS
If you have good typing and shorthand skills but would like a job with a lot more variety call us at.

851-8800.
Your responsibilities would include secretarial duties for our Director of Operations plus job assignments in the mailroom and bookkeeping areas. We will train if basic skills are good. Excellent Farmington Hills location and working conditions, good fringe benefits.

SOUTHFIELD LAW Firm has 2 openings for Legal Secretaries. Must have previous experience in either litigation or workmen's comp. This opportunity is for a take charge person. Reply, stating excellent skills & numerical aptitude. Call

358-4660

504 Help Wanted Office-Clerical

SECRETARY
Publications department secretary, must have good general office experience. Knowledge of graphic arts helpful in maintaining records, correspondence, purchasing and vendor services. Position offers excellent advancement potential and benefits. Contact
Wilding Division of Bertram Office, 14000 W. 8 mile, Southfield, Mi. 48075

549-2900

An Equal Opportunity Employer

SECRETARY - RECEPTIONIST
for Real Estate office in Livonia. Mature individual to answer phones, typing, & day work. Call Ray Dooley,

557-6700

SECRETARY/RECEPTIONIST
Farmington Hills Mfg. Company is seeking bilingual secretary with shorthand and statistical typing skills. Individual must be capable of translating German correspondence and technical documents into English, type quotes, purchase orders, handle mail, correspondence. Good command of English language a must. Call Mr. Schmidt.

478-8060

SECRETARY/RECEPTIONIST
Downtown Birmingham Advertising Agency. Requires an outgoing individuals to handle a variety of duties. Duties include greeting clients, telephone, typing and light bookkeeping. The ability to work without supervision would be a great asset. Excellent opportunity for personal growth. Call

Stockwell Marcuse Adv.
647-6060

SECRETARY
Require shorthand & good typing speed, excellent working conditions & fringes. $800. per month. Farmington.
CALL 474-4200
An Equal Opportunity Employer

SECRETARY
Secretarial duties for engineering office of machine tool company in Farmington. Good typing and shorthand abilities required. Nice atmosphere. Blue Cross/Blue Shield.

477-4500

SECRETARY
Small CPA firm in downtown Southfield. Type 60wpm, shorthand helpful but not necessary. Good experience plus. Good benefits. To $125.00. FEE PAID.

LEGAL SEC'Y
Small Southfield firm needs 60 wpm. Shorthand helpful. 3-4 years legal background necessary. Work for 2 attorneys. Good benefits. To $13,000. FEE PAID.

Call Robin at 642-7242
KAY PERSONNEL CONSULTANTS

Only a partial listing.
All fees are employer paid.

SECRETARY
Southfield sales office. We have an immediate opening for a highly qualified secretary with good telephone skills. Requires typing 60 WPM, good spelling, good communication skills. Shorthand desired but not required. For consideration, please apply in person. Ameco Instruments. 353-0830

An Equal Opportunity Employer

SECRETARY - Southfield law firm is looking for a bright person with good skills. Legal experience desirable, but commensurate with ability. 353-4890

SECRETARY

SOUTHFIELD SALES OFFICE OF NATIONAL CORPORATION
Excellent Salary
Full Fringe Benefits

355-1122

SECRETARY
to General Manager
Branch office of large industrial electronic distributor has an immediate opening. Typing, shorthand & office administration skills are required. Benefits and profit sharing. Call

Ron Carpenter
PIONEER MICHIGAN
13485 Stamford, Livonia

525-1800

SECRETARY TO President of busy distributor of industrial acoustic products. Accurate typing and dictaphone experience. Initiative and organizational ability a must. Bookkeeping knowledge required for backup. Competitive salary and benefits. Maple and Telegraph area. 645-0958

SECRETARY TO THE DIRECTOR of Building & Ground, Rochester Schools. Typing & shorthand required, ability to work with people. If interested please contact the Personnel office

551-8210 ext. 33

SECRETARY with knowledge of bookkeeping and statistical typing in Southfield accounting office. 32 or 40 hrs. work per week, salary discussion at initial interview. Please call between 10am-12 noon daily.

356-5231

SECRETARY with figure aptitude. No shorthand. Southfield location. Good benefits. Call Mr. Kaplan 557-7650

SECRETARY. Immediate opening now exists for the position of Secretary to the Director of Engineering. Excellent shorthand, typing skills and technical background are essential. The individual must solid with have progressive experience as a secretary, will be well organized and will display a poised business manner with excellent oral and written communication skills. This position offers an excellent salary and full benefits program. Arrange for a convenient interview by calling the Personnel Dept. 261-8400 ext. 372.
EDWARD C. LEVY CO.
8200 DETROIT
DETROIT, MICH.
An Equal Opportunity Employer

SECRETARY. No experience necessary. Typing skills and ability to follow instructions are a necessity. This position is with a prestigious firm in Southfield.

557-4550

SMALL congenial insurance office in Southfield looking for one clerk typist. Good typing and mathimatical abilities, starting immediately. Located on Northwestern south of 10 Mile.
Call T R M 357-5353

SOS
Suburban Office Services
DO YOU HAVE OFFICE SKILLS? WOULD YOU LIKE TO WORK A DAY - A WEEK? - OR LONGER? Stop in and join us; we can help you.
ROCHESTER 651-1500
FARMINGTON 477-9840

SOUTHFIELD
Seeking individual with previous office experience and good typing skills. Call Paul Geyer,

SWITCHBOARD RECEPTIONIST
Life Insurance Co. located in Plymouth has opening for Switchboard Operator/Receptionist. Dial PBX console, model 1464, some experience preferred. Involves light clerical work. Excellent benefit package. Contact Mr. Travis.

453-8500

TELEPHONE ASSISTANCE - Pediatric specialty, part time. Experience helpful. Apply Pediatric Associates of Farmington, 23133 Orchard Lake Rd, Farmington, or call Gladys. 477-0832

TELEPHONE Operator-Receptionist. Must have typing ability. Troy area. Call Mr. Leinart,

588-8504

TELEPHONE OPERATOR
5½ day week. Mature woman. Pleasant voice. Telegraph - 5 Mile area.
Call Wilshire Office Center 537-4640

TYPIST
Immediate openings for TYPIST, 50 WPM plus required. 4½ day work week. Paid insurances.
For appointment
CALL:
453-2000

TYPIST - Must type 45wpm and like variety. Small pleasant office. Good benefits including Insurance. 5 day week. Call 967-1310

TYPIST-RECEPTIONIST
Experienced, good skills. National firm in new suburban office. 353-5680

TYPIST/RECEPTIONIST
Southfield Advertising Agency - pleasant working conditions, typing 60 WPM. Entry level position. Call 827-8343

504 Help Wanted Office-Clerical

TELLERS
PART TIME-FULL TIME
NO SATURDAYS
TELEGRAPH-LONG LAKE
SOUTH BLOOMFIELD
ROCHESTER-AUBURN
Requirements are good math aptitude, one year prior cashier experience and available transportation. Both full time and part time positions require 3 weeks training 40 hours per week.
Full time hours are Mon. - Thurs. 9am-5:30PM and Fri. 9am-7:30pm. Part time hours are flexible 20-25 hours per week.
Please apply Tues. Aug. 14, between 9:30am & 1pm.
City National Bank
Telegraph-Long Lake Br.
4190 Telegraph Rd.
(S. of Long Lake Rd)
Bloomfield Hills, Mich.
Equal Opportunity Employer M/F

TWO POSITIONS open. Experienced Accounts Receivable clerk, experienced accounts Payable clerk. Must type. Our company benefits. Farmington area. Call Mr. Campbell 8am-5pm.

338-8500, ext.26.

Equal Opportunity Employer M/F

TYPING, handle telephone leads, work without supervision, follow-up orders, good phone manner, Mature work ethic on Saturdays which may vary in hours. Will have a 40 hour week. Contact
Robert Zimmerman. 535-0300

TYPIST
field office of a national corporation desires an individual who can type 65 WPM, neat accurate and experienced. Good spelling and grammer required. Call Robin for appointment. 538-9090
An Equal Opportunity Employer

TYPIST
For diversified Well Pleasant surroundings, good benefits. Farmington area. Please call 476-6122

TYPISTS
IMMEDIATE OPENINGS
19500 Middlebelt, Suite 310E
Livonia
478-1130
26075 Woodward - Suite 305
Huntington Woods
543-1080
The Renaissance Center
Tower 100, Suite 1909
259-6511
543-1080
NO FEE
MANPOWER
TEMPORARY SERVICES
An Equal Opportunity Employer

TYPISTS
Now is your time to get into the very dominating field of data processing and train on the job as a data entry keypunch operator and get paid at the same time. Must type 55 wpm accurately. Great benefits and bonus pay.
Livonia, 8 Mile & middlebelt
Afternoon Shift Only
Call Dan Kaiser 8AM - 5PM
478-7449

TYPIST
Southfield professional firm has an immediate full time position opening for a Typist interested in working with electronic word processing equipment. Essential language skills and accuracy essential. This is a good opportunity for a career-minded Typist-Secretaryoriented to work with the modern equipment in a congenial office setting. Good starting salary and benefits. Please send resume in confidence to Mr. Kowalski, P. O. Box 691, Southfield, Mich. 48037.

An Equal Opportunity Employer

TYPIST
TYPIST
TYPIST
AND ALL OTHER OFFICE SKILLS NEEDED FOR TEMPORARY ASSIGNMENTS. APPLY BETWEEN 9 AND 3 PM. AT EITHER OFFICE OR CONVENIENTLY LOCATED RECRUITING CENTERS.
233 S. MAIN, PLYMOUTH
(across from the Dairy King)
32669 W. WARREN,
GARDEN CITY
(Warren & Venoy Plaza in the Mall)
522-4025
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

TYPIST
With some bookkeeping experience. Full time position.
Call 353-1424

Unit Control Clerk
Immediate opening. Must like detail work. Western Fashion chain requires an accurate person to receive & process merchandise records. Some file work. 30 hours per week. Benefits including profit sharing. No experience necessary
HADLEY'S
12985 Wayne Rd.
off Schoolcraft, Livonia

WE WANT YOU
If you have any office skills and would like to work on temporary clerical assignments in your area, we want you. We have over 100 job classifications so we can find a type of work that is right for you. Addition to top assignments, we offer top pay rates, merit raises, a bonus referral plan, and paid vacations. Call or visit your local KELLY Office today.

29469 W. 6 Mile, Livonia
522-4020
2239 S. Telegraph, Bloomfield H.
642-9650
929 W. Big Beaver
Suite 100, Troy
362-1180
32777 Greenfield
Suite 150, Southfield
424-9100
Not An Agency - Never a Fee
KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M/F

WILL TRAIN unexperienced girl will office skills to work full time in Farmington area office. Please send with light typing and filing, excellent benefits. Call Ms. Beebe 8am-5:30pm for interview. 476-6350

504 Help Wanted Office-Clerical

WANTED
Legal Secretary for Law Firm located in American Center Building, Southfield. Some experience desired - Shorthand and Dictaphone.
353-8620

WINE DISTRIBUTOR has opening for Office Clerk to take phone orders, do some light typing. Must be knowledgeable with figures. 5 days a week - 8:30 to 5 PM. Good salary, excellent fringe benefits including paid Hospitalization and Dental Plan. Westside Detroit area, free parking. Please send resume to: Box No. 100, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

2 GIRL OFFICE
Southfield/12 Mile Roads area. Phone, typing, filing, billing. Mature woman. Accuracy only. Monday - Friday, 8:30 AM - 4:30 PM. Paid vacation, health & life insurance. 275-4411

505 Help Wanted Food-Beverage

Healthy Jones
UNIQUE & EXPANDING Natural food store needs a self motivated store manager responsible dependable person in the following positions:
Experienced Restaurant Management
Experienced Cooks
Pantry Help
Professional Waiters & Waitresses
Experienced Grocery Manager
Experienced Deli Clerks
Experienced Produce Person
Knowledgeable Cashiers/Bagger
Morning Stock Personnel
Cashiers
Dishwashers

353-7766

YOUNG PERSON
Out of school who would like to learn the restaurant business from the ground up. 1. am hours for the right person to start as service assistant or dishwasher, cook & learn the different phases of the restaurant business. The right person must be neat, work oriented & have a strong desire to learn. Please contact Ted Wrobel, Manager of Flag's Restaurants, Middlebelt at I-94. Or phone 946-5310 from 8-11am.

ARCHIBALD'S
Is now hiring Bus Boys, Hostesses & Cashiers. Full or Part time, day or evening shifts.
Must be available through Fall.
Apply in person 2:30pm & 4:30pm,
555 So. Woodward, Birmingham

ASSISTANT Manager (Rochester area). Expanding restaurant management corporation seeks young, ambitious hard working men to manage bistro-type facilities. Must be experienced, Hill Grad preferred, excellent chance for promotion, salary range $12,000. to $15,000. Call between 9AM-4PM, Monday thru Friday, 693-8305

BARMAID - nights. Part time. Walled Lake, Town Pump Bar. 624-8811

BARTENDERS- part time. Must be 18. Experience preferred but will train. Addison Oaks Conference Center (Rochester area). Call 693-8305

BLOOMFIELD CHARLEY'S
Now accepting applications for full-time kitchen help. Apply in person. 5656 W. Maple.
An Equal Opportunity Employer

BONANZA NOW HIRING
Part Time Help for the Fall. Apply in Person between 2-4 PM., Mon. thru Thurs. 38350 W. 10 Mile Rd., Farmington Hills.

BUS PERSONS
Full & part time positions now available for dependable, energetic individuals.
APPLY IN PERSON:
ORIGINAL
PANCAKE HOUSE
19355 W. 10 MILE
Between Southfield & Evergreen.

CATERING SERVERS & bus persons. All shifts, part time ok. Please apply in person 9-11AM, 2-3PM. Ann Arbor Jessen. 28555 Telegraph, Holiday Inn of Southfield.

CHEF
LIVONIA AREA
Experienced Chef
Able to prepare light dinners, limited menu and delegate. Write: Box 114, Westland, Mich. 48185

CLERK-TYPIST
For Catering Office
Pleasant atmosphere. Free meals. If you like working with people and organize a busy office, give us a call at
548-6700, ext. 245
Monday thru Friday, 9am-4pm.

COOK
EXPERIENCED
Small Hospital. Days, full time. Good salary & benefits. Apply Mrs. DeMarco weekdays between 1-2 PM.
REDFORD
Community Hospital
531-6200 ext. 415
An Equal Opportunity Employer

DISHWASHER wanted for Redford Restaurant. 348-8573

EXPERIENCED WAITRESS wanted, days & holidays. Short time, 18 years. Evergreen. Prudential Town Center, main floor, apply in person. Town Center Restaurant.

505 Help Wanted Food-Beverage

WANTED
COOKS
DISH MACHINE OPERATORS
BUS PERSONS
HOSTESSES
Day, nights, full or part time
BARTENDERS
Exp. or will train Excellent working conditions, great benefits, medical & starting pay, flexible hours Apply in person Mon. thru Sat., 3-4PM.
MOUNTAIN JACKS RESTAURANT
2360 Rochester Rd.
Just S. of 16 Mile in Troy
Equal Opportunity Employer M/F

COOKS
Full & part time positions now available for dependable energetic individual. All shifts.
APPLY IN PERSON:
ORIGINAL
PANCAKE HOUSE
19355 W 10 MILE
Between Southfield & Evergreen

COOKS needed for Mexican, Italian Restaurant. Excellent pay for right people. Good benefits. Apply in person between 2 and 4PM. Cafe Fior Restaurant, 12 Mile, Northwestern. 357-3280

COOKS
TO WORK in modern Westland health care facility. Excellent fringes, pleasant working conditions. Experience preferred.
FOUR CHAPLAINS
28349 Joy Rd., Westland
261-9500

DAY COOK
Wanted. Salary. Mature individual Call for appointment. Farmington area

478-8866

DISHWASHER- Days or nights, full or part time. Apply in person, Clambiggers, 30555 Grand River, Farmington.

GRILL COOK
PIZZA COOK
FOOD PREP
Full time permanent positions available. Sat. and Sun. off. Apply in person

Little Caesars Pizza
43333 W. Seven Mile
Northville.

HELP WANTED!
WE NEED-
COCKTAIL GIRLS
HOSTESSES
WAITER'S ASSTS
BARTENDERS
KITCHEN HELP
Immediately!
Good working conditions and benefits and good people to work with. Apply in person between 2:30PM-4PM Mon. thru Fri. at:
Steak and Ale
12 Mile & Orchard Lake Rd.

HOGAN'S REAURANT
Now hiring
Dinner Cook (Experienced)
Lunch & Dinner Waitress
Lunch & Dinner Hostesses
Bartender
Excellent Salary. Mature responsible individuals apply at 4 PM. Mon. thru Fri.
Telegraph at Maple - Birmingham.

HOSTESS
BUS BOY
Day and evening part and full time shifts now available. Excellent working conditions. Apply in person between 1 and 3 PM, or call for appointment.
BLAKENEY'S RANCH HOUSE
28260 Grand River, Farmington
477-8545

HOSTESS- Nights, experience preferred. Apply in person after 3PM Clambiggers, 30555 Grand River, Farmington.

HOSTESS
SUPERVISOR-TRAINEE
Growing restaurant chain needs attractive, alert individual for permanent full time position. Will lead to supervision. Must be available to work any days between 7am-9pm.
APPLY IN PERSON TO MR. ALLEN
ORIGINAL
PANCAKE HOUSE
19355 W. 10 MILE
Between Southfield & Evergreen

HOUSEWIVES
Work part time as Waitress. 3-4 days a week, 5-11pm. Blaine's Pie Shop. 449 N. Wayne Road, near Cherry Hill Road.

KITCHEN HELP wanted - responsible male or female for days or nights, no experience necessary, will train. Apply The Side St. Pub, 860 Pralick, Plymouth. 453-8400

KITCHEN help wanted, experience not necessary. Apply in person between 8am-4pm, contact Mr. Miller or Mr. Sparrow, a member of management available. Red Timbers Inn, 40380 Grand River, Novi. 478-7154

MATURE MARRIED Woman preferred for job opening. Days or afternoons, weekends off. Full or part time. Apply in person: Vastego's Restaurant, 16745 Telegraph, Redford.

505 Help Wanted Food-Beverage

COOK FOR night shift, experienced in ala carte and banquets. Call between 9 and 11 AM. or 1 and 3 PM. Tuesday thru Sunday. Botsford Inn, Chef Gerard.

474-4800

COOKS
DISH MACHINE OPERATORS
BUS PERSONS
HOSTESSES
Day, nights, full or part time
BARTENDERS
Exp. or will train Excellent working conditions, great benefits, medical & starting pay, flexible hours Apply in person Mon. thru Sat., 3-4PM.
MOUNTAIN JACKS RESTAURANT
2360 Rochester Rd.
Just S. of 16 Mile in Troy
Equal Opportunity Employer M/F

PANTRY WORKER: experience required. Prepare country style breakfast pay and benefits. 12 BPM 644-6262

PART time positions available. Mature individuals only. Call Mr. Pepper, Pepper's Pub, Plymouth.

459-2300

RESTAURANT help needed Waitresses, waitress, cooks, prep, dishwashers. Days and evening positions available. Apply in person Pepper Alley, 2270 W. Big Beaver, Troy 649-3180

SERVERS, CASHIER hostesses & bus persons, all shifts, part time ok. Please apply in person 9-11AM or 2-5PM. Ask for Peggy Kinner. 26555 Telegraph Rd Holiday Inn of Southfield

SIGN OF THE BEEFCARVER
is now taking applications for
FULL TIME FOR FALL WAITRESSES
Part time need not apply
APPLY IN PERSON AT 4PM
7667 N. WAYNE RD
WESTLAND SHOPPING CENTER

SIGN OF THE BEEFCARVER
is now taking applications for
PART TIME MEN
Apply in person 3PM-6PM
7667 N. Wayne Rd
WESTLAND SHOPPING CENTER

STEAK & ALE RESTAURANT
Is now accepting applications for the following positions
Experienced cooks, kitchen personnel. Please apply Mon. through Friday between hours of 2PM-4PM
24666 Northwestern Highway
Southfield

THE MAGIC PAN Restaurants at 12-Oaks & Fairlane Malls have openings for food preparers and waitpersons at both locations. Bartenders hostess, dishwashers, & sanitation workers at 12-Oaks Excellent pay & benefits. Please apply in person preferably between 2-4 PM

WAITRESSES days & nights. Apply Northville Charley's. 41122 7 Mile, Northville.

WAITRESSES Experienced
Day & night shifts. Apply at
12400 W. 8 Mile, Oak Park.
Bernina's Restaurant 542-4414

WAITRESSES NEEDED full or part time, any shift, apply in person The Waffle House, 24095 Northwestern Hwy. Southfield. Near 12 Mile.

WAITRESSES- Nights & weekends No phone calls. Interviewing Tues. & Thursday, 1PM-6PM. Hawthorne Valley Golf Club. Merriman at Warren Mrs. Z

WAITRESSES, part time, must be 18 experience preferred, will train if necessary. Addison Oaks Conference Center (Rochester area). Call 693-8305

WAITRESSES WANTED-day shift, experience preferred Apply Landmark Inn, 29001 Orchard Lake Rd. Farmington 477-1142

WAITRESSES WANTED, full time or part time, nights, 10PM-3A.M. 3-4 days per week. Apply in person. Kenny Bland, Grand River & Halstead, next to K-Mart.

WAITRESSES wanted, experience necessary. Days and evenings available, also night work to open new Rochester store. Salary plus tips,