Help Wanted

504 Help Wanted Office-Clerical

BOOKKEEPER

Excellent opportunity for person with full charge capabilities. Growing mortgage company offers you a chance to grow with us in both income and responsibility. Liberal starting salary, outstanding working conditions and benefits. Bright, commodious quarters in modern, Southfield office building. If you are experienced, knowledgeable and relate well to those with whom you work, we want to talk to you. Call Mr. Goldman for appt. 557-7040

BOOKKEEPER - Full Charge thru Financial Statement, for professional office in Northville/Novi area. Grinews, Bernstein & Co. 348-7600 275-4418

BOOKKEEPER & GENERAL OFFICE thru trial balance. Typboard experience. Livonia based Construction Co. CPA recruiting. Send resumes to Bookkeeper, 29200 Vassar, Suite 224, Livonia, Mich. 48152

BOOKKEEPER SECRETARY For expanding firm. Must be well organized and able to handle company books through trial balance. Pleasant friendly surroundings. Salary commensurate with experience. Send resume to Box 354, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER SUPERVISOR

SOUTHFIELD

Take a challenge! Job involves heavy volume of bookkeeping plus ability to supervise and handle administrative duties. Any restaurant background helps. Beautiful working conditions and free meals. Salary $15K or more depending on experience. Company pays our fee. Call for a personal interview.

PERMANENT STAFF SOUTHFIELD 353-0505

BOOKKEEPER TRAINEE Experienced preferred, but will train right person. Payroll, accounts payable, posting & diversified work. Pleasant working conditions. Office located near Livonia Mall. Starting salary $600 month plus monthly incentive plan after training. Call for appointment.

BOOKKEEPER Experienced full-charge bookkeeper. Knowledge Trial Balance and Financial Statement. Computer input & read-out experience preferred. Very office 649-4500

HUSY apartment management office in Southfield needs experienced part-time bookkeeper answering. Must be intelligent, articulate, accurate, pleasant and willing to work. Excellent opportunity for advancement. Call 10 AM noon only. 358-0455

CAREER MINDED Secretary required with good typing, shorthand and organizational skills. Minimum 2 to 4 years experience. Southfield area. Call Mrs. Lukas. 569-4200

CLERICAL HELP Wanted - must be high School graduate. Michigan resident for at least 3 years. Paid vacation, Blue Cross & other benefits. Apply on premises. Advance Watch Co., 12360 Hamilton Ave., Highland Park

An Equal Opportunity Employer

CLERICAL SECRETARY

Great opportunity to put your good skills to work with a fine company in suburban area. If you are not at a job position with a lot of benefits, and $750+call Ann

353-2090 SNELLING & SNELLING PERSONNEL

CLERK TYPIST

Cost of Living Quarterly bills out $900 start Height Limit needs light experience. Good Typing Skill and People Pleasing Personality. Top Benefits

562-8900 Your New Boss Pays Our Fee HARRIET SOHGE PERSONNEL

CLERK TYPIST Full time, 4 day week, 10 hour day. Call between 8 20AM-4PM. 858-7060

CLERK-TYPIST full time permanent Position doing statistical typing & filing with consulting engineering firm in Farmington Hills. Basic flexible. Call for appointment. 851-4310

CLERK-TYPIST To work in small office. 9 Mile-Lahser area. Hours 8 30am-4 30pm. 353-2222

CLERK TYPIST

Variety job for good typist working for a large corporation in Southfield. Another opening in a medical center with some qualifications. Excellent benefits, good starting salary, company pays our fee. Call now

PERMANENT STAFF SOUTHFIELD 353-0505

CLERK TYPIST We have an immediate opening for a clerk typist in our Farmington Hills office. Must be a statistical typist with above average numerical aptitude. Excellent benefits including profit sharing. Please call 855-2005, ask for Fran or send resume to PO Box 416, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERK-TYPIST

Want Quick Advancement? $200 A WEEK TO START

Southfield architectural firm has opening for a clerk-typist with good skills and some knowledge of bookkeeping. Will be training for 2 to 3 months for supervisory position. Good starting salary and benefits. Company paid fee.

PERMANENT STAFF COMPANY 642-3050

CLOSING CLERK Outstanding suburban firm will pay the fee for your good typing and experience. Excellent opportunity for an interesting position dealing with real estate. Minimum $8500. Call Joanne Headley.

353-2090 SNELLING & SNELLING PERSONNEL

CREATIVITY COUNTS

Both Inspiration & Perspiration have a day in this Sexy spot involving media schedules (ideas move into Commercial Form quickly for bright typist with detail flare. Start to $900.

Call 649-4144 Your New Boss Pays Our Fee. HARRIET SOHGE PERSONNEL.

CHECK CLERK Day & night shift, 40 hour week, 5:00PM typing required. Southfield firm. Call Mon-Fri, 9am-5pm. 424-8770

CUSTOMER SERVICE ASSISTANT Who is capable of working with clients, by mail, phone, and in person. Tray office of major life insurance company. Good typing necessary. A liking for figures would be a plus. Salary commensurate with experience and skills. Age no barrier. Phone mornings 649-3600

An Equal Opportunity Employer

O A E

504 Help Wanted Office-Clerical

CUSTOMER SERVICE

FEE PAID

Livonia company. Excellent starting salary and benefit package.

TOWN & COUNTRY EMPLOYMENT CENTER 474-1717

ENTRY LEVEL position for design and manufacturing company. Must be an excellent typist. Good organizational skills required. Pleasant telephone manner in dealing with people a must. Competitive salary and benefit package. 425-8210 ext. 442

EXECUTIVE SECRETARY - to president of distributorship, with excellent typing skills, (70 WPM), dictaphone & bookkeeping experience, telephone contact with ex-customers, excellent benefits, Maple - Telegraph 645-9950

EXECUTIVE SECRETARY Happily expanding Southfield company seeking professional secretary for challenging position. Typing and shorthand a must. Position demands perfection and responsibility. Call for more information 353-3209

EXECUTIVE SECRETARY

Executive spot for exter ciliber person with Southfield area manufacturing division of a national corp. Needs a career person to handle this responsible & challenging position. Excellent benefits, salary $13,000 + + - depending on experience. Company pays fee. Call today.

PERMANENT STAFF SOUTHFIELD 353-0505

EXPERIENCED Dental Assistant. Full and part time. West Bloomfield 626-9600

EXPERIENCED legal secretary wanted for Ben Cen law firm, excellent typing required, shorthand & word processing experience helpful Call Jan 647-6860

EXPERIENCED Legal Secretary for law firm in Farmington Hills. Salary commensurate with experience & ability Call after 1 PM 626-3448

EXPERIENCED responsible Legal Secretary for senior attorney in established Southfield law firm, personal injury litigation. Salary commensurate with skills and experience. Contact Mr. Vosko. 353-1550

EXPERIENCED SECRETARY Good typing & shorthand, salary commensurate with experience. Livonia Area. Good Benefits 425-9020

EXPERIENCED SECRETARY Legal office, substantial responsibility. Typing, shorthand, light Bookkeeping. Salary open. Top pay. 649-1171

FRETTER APPLIANCE has an opening for a mature person in clerical dept. Will be responsible for inputting data into CRT, typing skills necessary. Apply in person at Fretter Appliance, 35991 Schoolcraft Rd. Livonia, Mi. between 9 AM & 4 PM. Mon thru Fri

FULL CHARGE - bookkeeper, plush surroundings of private club. $13,000, fee paid

RECEPTIONIST - Southfield, type 50 WPM, good phone personality and do outside errands. $800, fee paid

RECEPTIONIST - Southfield, type 50 WPM, good phone personality and do outside errands. $800, fee paid

LOIS RAY PERSONNEL 559-0560

GAL FRIDAY-challenging position open for experienced and mature individual possessing good math, grammar, typing and Dictaphone skills plus an aptitude for dealing with people. Ability to take charge and work independently needed for various administrative duties. 25-30 hours per week with the option to set your own hours. Northwestern and 13 Mile area. For further details, call Mr. Garfield. 855-1010

GENERAL OFFICE-Redford area. Good typing & filing skills. Recent office experience helpful but not required. Mrs. Owen, J & L Industrial. 532-8700

General Office - Typist Large commercial realty firm in Southfield needs pleasant person for general office work with good typing skills. At least one year office experience required. Paid Blue Cross & variation Salary commensurate with experience & business references. Send resume to: (no telephone calls please)

William Levitt CARL ROSMAN & CO. 17 Travelers Tower 26555 Evergreen Road Southfield, Mi 48076

GENERAL OFFICE - full time. Hours 8AM to 5 30PM 534-7400

GENERAL OFFICE. For Southfield C P A. Pleasant conditions and benefits. Call Tuesday 9AM - 12 Noon 354-2019

GENERAL OFFICE. Good typing & figure skills. 5 days a week. Livonia area. Ask for Mary. 591-3232

GENERAL OFFICE. Figure aptitude accuracy important. Light typing. Pleasant work atmosphere. Country club in Birmingham 851-4224

GENERAL OFFICE One day per week 10am-3pm thru June. Livonia area. Experienced 522-1004

GENERAL OFFICE - To be trained on special project. Good office skills, strong typing and office machines. Salary better than your present, plus benefits and parking. Fee paid. Blondale Personnel 645-9884

GENERAL OFFICE Mortgage company in Southfield has immediate openings for trainees in servicing department. Must type 50wpm. Call Mrs. Mohamed 352-5700

An Equal Opportunity Employer

GENERAL OFFICE WORK for Health Agency in Lathrup Village. Weekdays, full-time. Mature, self-motivated, good typist, pleasant telephone manner. Must like people and variety of work. 645-9163

GENERAL OFFICE We are seeking a gal interested in a career in the business world. Entry level position offers advancement opportunities. Typing required. Pleasant Southfield location & full benefits. For appointment call Liz at 353-2209

GENERAL - office person with good typing for large Birmingham firm. Mature person with good figure aptitude will earn $736 plus benefits. Agency fee paid.

ORDER - clerk with accurate typing for Royal Oak company. Process information for computer. $4 50 hr. goes to $5 hr. in 90 days. Some overtime. Fee paid.

SECRETARY - with 2 years experience to work for manufacturing manager. Salary over $12,000 and fee paid.

ADAMS & MARTIN PERSONNEL

920 Maple Birmingham

646-5600

DIAL A JOB 24 Hour Service To Hear About Our Most Recent Openings. 646-8780

504 Help Wanted Office-Clerical

GIRL FRIDAY needed for general office work in Bloomfield Hills law office. Light typing. Call 642-5770

GOOD DAYS

Begin with a cheerful employmnt THAT COULD BE YOU!

Pleasant phone manner & typing. Excellent salary.

ALL FEES ARE COMPANY PAID

ROTH YOUNG Personnel Service 559-3300 THE Specialists

GROWING SOUTHFIELD LAW FIRM seeking full time File Clerk. No experience necessary. Call Vicki 353-6506

Happiness IS...

an exciting new job with Somebody Sometime. We need your skills for temporary jobs in your area. Positions available are:

Typists Figure Clerks Secretaries

Apply now and start your temporary position tomorrow

Somebody Sometime

Southfield 272-8500
Madison Heights 545-1700
Livonia 525-5170
Dearborn 565-3500

HOW WOULD you like to work for a good company Like Putney Bowes? We have openings in our Receptionist and Customer Supply areas. If you have telephone experience, good typing skills, the ability to work well with people and enjoy a fast pace in an office, we would like to hear from you. Please call and set up an interview with Miss Shirley Hrezo.

PITNEY BOWES 24550 Lahser, Southfield

An Equal Opportunity Employer

IF YOU ARE INTERESTED in a permanent, full time position, we have an immediate opening for an experienced, mature woman with accurate typing and office skills. Pleasant surroundings and good benefits in a Bloomfield Hills title insurance office. Fee arrangement. 645-8160

IF YOU'RE GOOD ...

You ought to be KELLY. We need SECRETARIES, BOOKKEEPERS, WORD PROCESSORS, CLERKS and more. Keep your office skills from getting rusty and work on temporary assignments for KELLY SERVICES. We offer top assignments, top pay rates, earned increases, bonus referral plan, and paid vacations. Apply at the office nearest your home.

Not an Agency - Never a Fee

29449 W. 6 Mile, Livonia 522-4020

2219 S. Telegraph, Bloomfield Hills 642-9650

599 W. Big Beaver Suite 100, Troy 362-1108

1900 Town Center Suite 1275, Southfield 352-7490

KELLY SERVICES

The Kelly Girl People

Equal Opportunity Employer M/F/H

JOBS! FEES PAID

Suburban locations! Excellent salary!

TOWN & COUNTRY EMPLOYMENT CENTER 474-1717

KEYPUNCH & IBM Accounting Machine Operator. Some clerical duties. Full-time employment. Excellent working conditions & fringes. Farmington area Call 474-8100

An Equal Opportunity Employer

KEYPUNCH - IBM 129, 1 year experience. Southfield, Telegraph & 13 Mile area. To $800 Fee paid. Blondale Personnel 645-9884

LEGAL SECRETARY for expanding Southfield firm. Experience necessary. Shorthand preferred. Salary commensurate with experience. 355-4141

LEGAL SECRETARY WANTED Experienced Legal Secretary for growing law firm in suburban Redford. Pleasant working conditions. Easy access to the Jeffries Expressway. Many benefits. Salary commensurate with experience. 255-4720

LEGAL SECRETARIES

Many outstanding opportunities are available for candidates with legal experience. The positions are located with private law firms and industry throughout the tri-county area. Permanent, part time and temporary positions are available immediately. Never a fee to you for our professional placement assistance. Isn't it time you called Personnel at Law, the placement specialists in the legal profession? Start your new year in a position you enjoy.

PERSONNEL AT LAW 3000 TOWN CENTER, SUITE 2180 SOUTHFIELD, MICH. 48075

Southfield 358-8060
Dearborn 582-3140
Renaissance Center Troy 567-0141 649-2042

LEGAL SECRETARY - Domestic divorce. 3 years experience. Prestige Southfield law firm. $12,000 or depending on experience. Fee paid. Blondale Personnel 645-9884

LEGAL SECRETARY WANTED Experienced Legal Secretary for growing law firm in suburban Redford. Pleasant working conditions. Easy access to the Jeffries Expressway. Many benefits. Salary commensurate with experience. 255-4720

LIKE NUMBERS? FEE PAID. Ideal job! Friendly office. super Boss! Nice benefits.

TOWN & COUNTRY EMPLOYMENT CENTER 474-1717

MANUFACTURERS REP'S OFFICE Orchard Lake and 13 Mile rd. needs experienced general office help 3 hours daily, good on phones, good typist pleasant work. Send resume to box 366 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE INDIVIDUAL needed for receptionist/typist position. For cable television company. Send letter of qualifications or resume to OMNICOM of Michigan Inc. 838 S. Main St. Plymouth Michigan. 48170

504 Help Wanted Office-Clerical

MOVING to Troy - expanding corporation will need a 2 secretary - receptionists - good typists, shorthand a must. Stimulating environment. Applications being taken for appointment. Contact Sam at. 574-1781

OFFICE PERSON full time for private testing laboratory. Typing, filing, telephone answering. Light bookkeeping will train. Some driving, company car. Garden City area 422-7474

OPPORTUNITY KNOCKING

Executive Secretary Office Manager for sales office of major company. Must type 60 words per minute. Long term assignment. Ask for GUVLA

Not An Agency - Never a Fee

KELLY SERVICES The Kelly Girl People 29449 W. 6 Mile, Livonia 522-4020

Equal Opportunity Employer M. F. H

ORDER DESK - applicant must like working with people. Duties includes taking telephone orders, customer follow-up, pricing and various other clerical functions. Typing required, must have at least 5 years experience. Call for interview. Livonia. 525-5665

OUTGOING PERSONALITY $9,000

Needed for front desk spot today! Boss needs typing, a cheery smile and poise. Call Doug today

649-5900 Snelling & Snelling PERSONNEL

PART TIME OFFICE HELP General Office duties. Experience preferred but not necessary. Fun type job. Call after 6pm. 557-8614

PART TIME Receptionist for Birmingham advertising agency, must do some light typing and be willing to run errands with company car. 5 day week, 8 30 - 1PM. Call B A C & K Advertising 645-6300

PAYABLES CLERK-TYPIST Part-time assistant needed for preparation of purchase orders, check requests, invoices Southfield office Call Nickey 352-7680

Payroll Clerk $1,000 MONTH

Super opportunity with excellent benefits. Fee paid.

SNELLING & SNELLING 336-7400

PENSION ADMINISTRATOR Dynamic national company. Experience helpful. $14,000 - $16,000 Snelling & Snelling 399-3450

PERSON FRIDAY For Insurance office in Southfield Must have Bookkeeping, Trial Balance experience & Insurance Rate background Salary $800 Range, Benefits. Fee Paid

RECEPTIONIST FARMINGTON Medical Organization. Appearance very important. Presentable position. Accurate 55WPM typing. Light shorthand. Diversified Secretarial duties. $900Min. Excellent benefit package including Cola. Fee Paid.

PERSON FRIDAY-Sales Department Dynamic Retail sales office. 50 WPM typing, light shorthand, aggressive individual required. $12-13,000 Min. Paid Benefits. Fee Paid

UNDERWRITER ASSISTANT 40-50WPM typing. Self starter, work with public. $700-$750 Fully Paid Benefits including Dental. Fee Paid

EXECUTIVE SECRETARY TROY Construction experience a must. Excellent typing & shorthand. Take charge type. Sharp appearance. $12,000 Min Range. Full Benefit Package. Fee Paid.

BETTY HAMIL PERSONNEL 424-8470

PERSONNEL CLERK An International Service company based in Troy is seeking a personnel clerk. This position requires min 3 yrs general office experience with ability to type 50 wpm. Duties will include heavy phones, filing and typing. Will train in record keeping of employee benefits information. If you possess the necessary qualifications and area interested in major company that offers a competitive salary and excellent fringe benefits, please call 362-4444 ext 412 for an interview appointment.

Equal Opportunity Employer M/F/H

PERSONNEL DEPT. needs part time 30 hrs. per week, clerk typist. Duties include assisting with telephones, filing, typing. (45 WPM), & dictaphone. If you have the skills call Denise Hart at The Taubman Co. in Troy 649-2679

PROCESSING CLERK TO $14,400

Plush Southfield office needs your mortgage and loan experience now. Advance your career. Call Thom. Fee paid.

SNELLING & SNELLING 478-3500

RECEPTIONIST - & General office work. Ask for Janice. 537-0499

RECEPTIONIST, part time. Afternoons Troy law firm. Mature telephone manner, typing & filing. Ideal for college student or woman returning to work. Call Donna 689-5704

505 Help Wanted Food-Beverage

BONANZA AIR LINE RESTAURANT

MANAGER TRAINEE

LIVONIA AREA

Should have Broiler experience. Good starting salary and fringe benefits. Good working conditions.

APPLY MON. THRU FRI. Between 8 AM-10 AM, 2 PM-4 PM 38350 W. 10 MILE RD. (1 blk. W. of Grand River)

BONANZA RESTAURANT

RED LOBSTER INNS OF AMERICA

For The Seafood Lover In You

6850 Telegraph Rd., Dearborn Heights (between Ford & Warren)

Now taking applications for:

- WAITRESSES & WAITERS
- HOSTESSES • CASHIER
- NIGHT KITCHEN
- DAY PRODUCTION
- NIGHT DISHWASHERS
- BUS PERSONS

Benefits include: Major Medical, hospitalization that includes maternity benefits and dental plan, profit sharing, meal allowance. Training provided. Apply in person only between 9-11 AM or 2-4 PM. No Phone Calls Please

Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

PROFESSIONAL CAREER

$10,400 FEE PAID

Equals top pay for your top clerical skills. This is a variety spot. Hurry now and call Mark

649-5900 Snelling & Snelling PERSONNEL

PRUDENTIAL

Opening for Personal Secretary to top Sales Rep. Salary negotiable. Requires 55-60 typing and 80-100 shorthand. Permanent employment, pleasant working conditions and executive office facilities. Located in Southfield 5 day week, paid vacation, excellent employee benefits. Phone Personnel for interview. 357-0600

Equal Opportunity Employer M F

PUBLIC RELATIONS FRONT DESK

Thus Troy firm is looking for your sunny personality. If you like to meet and greet clients, this one is for you! Light typing. Don't wait. Call Barb

649-5900 Snelling & Snelling PERSONNEL

RECEPTIONIST SUPERVISOR TRAINEE

Diversified duties - never a dull moment with this company that wants you to train in all aspects of the business. Friendly boss wants to groom YOU for advancement! Interview today! Fee paid. Call Thom. 358-5600.

SNELLING & SNELLING 478-3500

RECEPTIONIST $8,840 MINIMUM

Small Farmington office needs your pleasant phone voice to handle client calls. If you like to work independently in a right for you. Call today for interview. Call Thom. Fee paid.

SNELLING & SNELLING 478-3500

RECEPTIONIST SALES ASSISTANT, $700

For rapidly expanding suburban company offering excellent opportunities to assume new responsibilities. Handle incoming calls, assist salesmen with customer mailing and process orders. type 50. Full benefits with guaranteed raises. Fee Paid

525-7870 SHARROW & ASSOCIATES PERSONNEL AGENCY

RECEPTIONIST SECRETARY

Major Livonia company needs pleasant person with good typing skills and 50WPM for diversified public-contact job in beautiful office. $975 to start, fast raises, full benefits, room for advancement and company pays our fee. Call now for a personal interview.

PERMANENT STAFF LIVONIA 522-4210

SALES ASSISTANT

A cheery personality and pleasant phone voice can positively land you this one! Accurate typing. Hurry in today! Call Debbie

649-5900 Snelling & Snelling PERSONNEL

SALES SECRETARY $12,000

For rapidly expanding suburban company offering comprehensive benefit package which includes dental plan and paid Blue Cross coverage. Qualified candidate will possess phonability to handle clients, typing speed of 60 wpm and some shorthand. Duties include follow up on shipments and order processing. No Fee.

525-7870 SHARROW & ASSOCIATES PERSONNEL AGENCY

SECRETARIAL & General office assistance about 18-20 hours per week, flexible schedule. Birmingham area. Good skills, personable, non-smoker. Send resume and salary requirements to Box 414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL OPPORTUNITIES

Partial Listing Of Current Openings

SR. SECRETARY-$13,000 Self starter, 70 wpm, shorthand 80, correspondence, full benefits

SALES SECRETARY-$12,000 Secretary to sales director of automotive supplier. 70 wpm, shorthand 80, filing, nice environment.

TYPIST-$10,000 Mature individual as a transcription typist. 55 wpm, excellent spelling & grammer. MUST experience a plus

JR. TYPIST-$9,500 1 yr. experience with basic math skills, 60 wpm, start immediately.

Fee Paid Positions. Call Now

PLACEMENT PLUS PERSONNEL 358-3250

TYPIST position open in Southfield office. 35 WPM. Light typing. Pleasant voice essary. Call Kathy Hartman. 353-2000

SECRETARY Established Bloomfield Hills Business Law firm seeing third full time Secretary. Excellent typing skills required. Previous legal experience desired but not required. Salary open Call 647-5111

504 Help Wanted Office-Clerical

SECRETARY

Executive Assistant

Progressive Southfield firm needs an experienced Secretary for one of its key partners. Must be able to deal with top executives on many confidential matters and handle a wide range of responsibility. This position is one of great diversity - typing, shorthand, follow-up and record keeping. Excellent starting salary and benefits, nice offices and a congenial staff are just a few of the extras here. Respond with resume in confidence to Mr. Lockhart, P. O. Box 691, Southfield, MI 48037

An Equal Opportunity Employer

SECRETARY FARMINGTON

Excellent opportunity at major Farmington Hills company for bright promotable person with good typing and shorthand. Diversified position working for vice-president of manufacturing in beautiful office. Good starting salary, full benefits, good advancement potential and company pays your fee. Call now for a personal interview

PERMANENT STAFF LIVONIA 522-4210

SECRETARY FOR Birmingham office of established law firm. Legal experience preferred but not required. 642-9692

SECRETARY, full time, must type from dictating machine, telephone work, general office. Call 8am-4 30pm 351-4184

SECRETARY - full time with bookkeeping skills, capable of managing the office of a small company in Ypsilanti, must possess good typing & shorthand skills, be responsible, well organized & able to handle a wide variety of duties. Please call 483-7118

SECRETARY

Full Time - experienced only. Typing, filing, telephone follow up. Must have good appearance. Good pay & excellent benefits. Send resume to Faisal Arabo, New York Life Insurance Company, 26555 Evergreen, Suite 505, Southfield, Michigan 48076 or stop in person, on Tuesdays & Thursdays

SECRETARY

If you thrive on responsibility, if you have strong typing skills of 50-55 wpm minimum if you have at least 3 years of general office experience WE NEED YOU!

We need a Secretary to take charge of the many responsibilities of our branch office operation, promising a wide range of duties and unflagging pace. Shorthand skills are required. This position is located in the Farmington Hills area.

To return for skill and energy, we offer a fine starting salary and many valuable benefits. Don't put off YOUR opportunity for a great new career. Contact

Don Rose (313) 553-9320

RUSCO ELECTRONIC SYSTEMS

23969 Hamilton Ct., Suite 16 Farmington, Mich. 48024

Equal Opportunity Employer M/F/H

SECRETARY - LEGAL. Or will train sharp Secretary. Will work for Labor Attorney. Exceptional opportunity. $10,600 or more depending on experience. Fee paid Blondale Personnel 645-9884

SECRETARY

To work in major real estate firm. Excellent typing a must. With some shorthand knowledge. For more information, Call Steve Morris

HAYMAN CO. 569-5555

505 Help Wanted Food-Beverage

Steak and Ale Restaurant

is now accepting applications from neat and well groomed individuals for the following lunch and dinner positions:

WAITERS & WAITRESSES
SERVICE ASSISTANTS
HOSTESSES
COOKS & PREP PEOPLE
DISHWASHERS

Please apply Monday thru Saturday between 9 A.M.-4 P.M. at...

24666 Northwestern Hwy (at 10 Mile), Southfield 353-7448

504 Help Wanted Office-Clerical

SECRETARY

Must have experience in ADP payroll system and some knowledge of pegboard. Other duties inventory, creating invoicing, customer orders and shipping department paper work. Some phone work. Must have average typing skills and be accurate figures. Hours, 8 30 to 2 30. Good benefits. Manufacturing Co located in Southfield area. Please send resume to Box 0424, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY-RECEPTIONIST Law office 1-2 yrs experience in general office required 50-60 typing, dictaphone, telephone. Must be bright & personable 356-0350

SECRETARY RECEPTIONIST One year General Office experience qualifies. Pleasant working environment in Southfield Town Center complex. Typing accuracy important. Varied duties. Call 353-5580

SECRETARY RECEPTIONIST

If you like a fast-paced office with lots of people contact, and have good typing, this is for you! Will train on word processor. Great benefits. Fee paid $550. Hurry, call Kathy today

353-2090 SNELLING & SNELLING PERSONNEL

SECRETARY Small consulting firm needs experienced secretary with good basic skills. Accurate typing, shorthand helpful. Will train on word processor 15 Mile-Telegraph area Call for personal interview. 851-9040

SECRETARIES TYPISTS

needed for temporary jobs NO FEES

DETROIT SUBURBS

Matchmakers Office Services, Inc.

Detroit 963-5026
Suburbs 398-4390

A LEGAL SECRETARY FEE PAID

Perfect spot for a personable Typist in very friendly suburban office. Any legal experience a plus. Excellent opportunity. $10,400 plus great benefits. Won't last! Call Judy immediately!

353-2090 SNELLING & SNELLING PERSONNEL

A PROFESSIONAL SECRETARY $10,000

Combine your know-how for accounting and your love for an ideal career job. Your friendly personality will go far here. You will run this office. Call Debbie for an appointment.

SNELLING & SNELLING 478-3500

SECRETARY BOOKKEEPER FEE PAID

Interesting position with well known firm. Good typing and figure aptitude are all that's needed

TOWN & COUNTRY EMPLOYMENT CENTER 474-1717

SECRETARY CLERK small international consulting and trading firm. Southfield. Typing, filing, telex. 20-40 hrs. Send resume to, Resume, P O. Box 5261, Orchard Lake, Mi 48033

SECRETARY Diversified duties with a knowledge of general office helpful. Must have sound telephone manner. Fringe benefits. Apply to Personnel Office 459-0550

TYPIST - RECEPTIONIST Light bookkeeping, for Southfield CPA firm. 352-2230

504 Help Wanted Office-Clerical

SECRETARY - TYPIST needed immediately for law firm. Must be experienced typist Minimum - 60wpm. Excellent secretarial background. If you are looking for a challenging position with a fast growing law firm. Please call Pontiac. 674-4815

SECRETARY - with accurate typing & shorthand skills required, bookkeeping background, experience & references required. Southfield area near expressways. 356-0334

SEC'Y'S & TYPISTS

Needed to work. Must type at least 45 words per minute. Work at your convenience at top pay rate, immediate openings in Troy

NO FEE

Apply in person Monday through Friday 8 30-4PM or call Debbie at

557-8600 Staff Builders Temporary Personnel 22255 Greenfield, Suite 505 Southfield, Mi.

Located in the Pinewood Plaza Bldg.

SOUTHFIELD LAW FIRM with large collection practice needs secretary to assist with same. Salary commensurate with ability and experience. 353-1070

SOUTHFIELD LAW FIRM seeking full time experienced Legal Secretary. Pleasant atmosphere Call Vicki. 353-6506

STATISTICAL Typist and General Office assistant, good basic skills. Pleasant working conditions. Salary commensurate with ability. Send resume to Typist. 29200 Vassar. Suite 224, Livonia, Mich. 48152

STENO. Experienced, Part Time, Mature Women preferred. Flexible hours, new pleasant office. 12Mile & Farmington Rd Area. 553-2124

TELEPHONE RECEPTIONIST Experience on PBX II, some typing required. Northland area. Many fringe benefits. Phone Monday thru Friday, 8AM-2PM. 5 days per week. Northville Area 349-4150

EXPERIENCED Short Order Cook. Apply in person. Hunter House, 29715 Northwestern Hwy., Southfield

EXPERIENCED Waiters, Waitresses, Bar Boys, for private country club in W. Bloomfield. Must have transportation. Full time. Interviews Feb. 4, 7, 8, 9 Call John Carmona 855-1800

EXPER. COCKTAIL WAITRESS Part time 2 to 3 nights. Apply in person. Benny's, 29239 Franklin Rd., Southfield

FOOD & BEVERAGE MANAGEMENT Fee Paid. High principle company. Must have experience in full service restaurant Management. Baron Personnel. 354-6690

FOOD & beverages are a great mix We have openings in food & retail management. Experience or degree is preferred. Call Ann Petka & Assoc. 424-8870

GRILL HELP Nights, mature. Apply in person at Plaza Lanes, 42001 Ann Arbor Rd Plymouth 453-4880

HAVE OPENING for cocktail waitress at Piper's Restaurant, apply in person Holiday Inn of Livonia, 30375 Plymouth Rd

HAVE OPENING for cashier - hostess at Piper's Restaurant, please apply in person. Holiday Inn of Livonia, 30375 Plymouth Rd 453-3480

HAVE OPENING for dishwasher at Piper's Restaurant, apply in person Holiday Inn of Livonia, 30375 Plymouth Rd

JOIN OUR TEAM OF PROS A full service & fast food, managers, chefs & support personnel Ann Petka Assoc. Call Howard Waxer. 424-8870

KITCHEN HELP & DISHWASHER Day positions available. Full time, good pay and benefits. Piper's Alley, Troy. 689-3480

TOTAL FOOD SERVICE from Beef Wellington to Hamburger. If you can manage - call Howard at Ann Petka Assoc 424-8870

WAIT PEOPLE wanted. Marvin's New Italian Restaurant, 14000 Telegraph Rd., Southfield. Call between 10 - 11AM or 2 - 4PM 442-2430

505 Help Wanted Food-Beverage

RESTAURANT OPENINGS

Join us on a full or part time basis

We have immediate openings on our day shift bus boy/girl as well as for closers on our night shift. No experience necessary. We offer more than just a good starting salary of $3.25 per hour; check out these benefits!

- Free uniforms
- Free meals
- Paid vacations
- Stock purchase plan
- Flexible hours
- Medical/life insurance

BURGER KING

APPLY TODAY AT THE FOLLOWING BURGER KING LOCATION:

29206 Orchard Lake Rd. Farmington Hills, MI 48204

An Equal Opportunity Employer M/F

J. Ross Browne's WHALING STATIONS

NOW HIRING

J. Ross Browne's is now hiring restaurant personnel. Full or Part time. Lunch or Dinner. We will train.

FOOD WAITERS/WAITRESSES
COCKTAIL WAITRESSES
BUS BOYS/BUS GIRLS
HOSTESSES
MAINTENANCE MEN

BROILER COOKS
CASHIERS
FOOD PREP
DISHWASHERS

MANAGEMENT TRAINEES

Apply in person between 8 AM and 6 PM
Monday thru Saturday
See Michael Eng

is located at
2262 Telegraph Rd.
Bloomfield Hills, Michigan
(Intersection of Square Lake Rd. and Telegraph)
Adjacent to Showcase Cinema Theatres
Equal Opportunity Employer M/F

Due to various state liquor laws, we are forced to set a minimum age of 18.

J Ross Browne's