502 Help Wanted Dental-Medical

X-RAY TECHNICIAN
Must be Registered. Full-time position. Southfield X-Ray Clinic. Many Fringe benefits. Ask for Alice. 948-2182

X RAY TECHNICIAN
Registered or eligible to register, need experience, 34 hrs. per week, with full time benefits. Livonia clinic. 591-9416

504 Help Wanted Office-Clerical

ABLE PHONE CALLERS
Experienced preferred. 11.5 Gendale. Hours 4-9 P.M. $3. per hour + bonus. Call Diane. 836-2190

ACCOUNTING CLERK/Bookkeeper
Experienced in general ledger & payroll taxes. Permanent, full time. Salary to $?, 1006 Town Center, Suite 3190, Southfield, Mich. 48075.

ACCOUNTING CLERK - Plymouth Division Loc. Part time position, approx 30 hours. Must be available to work weekends & holidays. Please apply in person at 14707 Northville Rd. Plymouth, Mich between 3pm-4pm, Mon thru Fri. Contact K.C. Baker, No phone please.

ACCOUNTS PAYABLE
Must have 3 years cost clerk experience with high volume payroll. Pay commensurate. 559-4786. Ext. 261.

ACCOUNTS Receivable Bookkeeper
IBM system 34 preferred. Full benefits. Good data entry experience. Hours 8am - 5pm. Apply at Mr. Douglas Cleaners, 900 No. Woodward, Birmingham.

ACCOUNTS RECEIVABLE CLERK
Southfield distributor seeks qualified individual for accounts receivable department. Excellent calculator and math aptitude. Light typing. Accuracy a must. CPA office helpful experience helpful. Excellent benefits.
Call before 11am 352-4324

ACCOUNTS RECEIVABLE $12,000
Qualified candidate will have minimum 2 years related accounts receivable experience. Light typing skills and be able to do a complete set of books. Excellent starting salary based on experience. If interested, send confidential resume to: Mr. Stone, P. O. Box 931, Southfield, MI 48037.

Plante & Moran, an employment agency, recruiting for an equal opportunity employer.

ADMINISTRATIVE - secretary, type 45 WPM, some experience with word processor. Some data processing experience helpful. Wages commensurate with experience. 354-6119

LANZEN - Super No Problem word processors for short term assignment in Troy. 7-op dollar paid

GENERAL - office clerks, typing, filing experience helpful. Immediate temporary assignments in Birmingham, Southfield & Troy

COLLEGE Students - Apply Now
For Summer Employment
NEVER A FEE

UNIFORCE
TEMPORARY SERVICES
S'THFLD B'HAM
357-0034 646-7660

ADVERTISING - agency in Southfield needs secretary, media dept. No shorthand required. Fun spot for friendly, cooperative person, salary $13,000 to $15,000 with benefits.

TROY - business owner needs general clerical person to handle detail work & records for 1 of his businesses. Will be larger office, requires good typing & math ability. Salary $15,000 to $16,000 Call PEGGY PEZZI COMPANY FAIR

Adams & Martin Personnel
We've Moved To
Coventry Place
1637 W. Big Beaver Rd. - Troy
649-2210

AGGRESSIVE PERSON needed. Experienced & dependent. Excellent typing, filing, letter writing & phone skills required. Salary commensurate. Bene's based on skills References 932-2252

A/P and A/R thru trial balance. Light typing, excellent benefits. Location is the Providential Town Center, submit resume or call for appointment to: Box 890 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Are You A
Secretary
OR
Typist
Looking For Work

If you're available to work Mon. thru Fri. on temporary assignments Please call:

522-4020

KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

ALL SKILLS NEEDED!!
Apply now at Kelly Services' NEW FARMINGTON HILLS OFFICE for short and long term temporary assignments. WE NEED:
- GENERAL CLERKS
- CLERK TYPISTS
- SECRETARIES
- WORD PROCESSING OPR'S
- SWITCHBOARD OPR'S

CALL TODAY
FOR AN APPOINTMENT
553-7820
34115 W. 12 Mile
Farmington Hills
KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

Attention
Good Typists
Needed

We have immediate openings in Southfield. CRT experience a plus. Afternoon shift, flex. hours & occasional flex. For immediate Appt. Call

Manpower
TEMPORARY SERVICES
478-1386

BILLING CLERK for commercial photographic studio. Job costing knowledge helpful. Attention to detail necessary. P.O. Box 414, Madison Hts, Mich 48071.

BILLING CLERK & General Office for small manufacturing company in Southfield. Must be good typist.
Phone: 353-7878

INSURANCE AGENCY needs Bookkeeper, approximately 25 hours per week, to include all accounting. Property and casualty accounting experience a must. Some data processing experience helpful. Wages commensurate with experience. 354-6119

BOOKKEEPER, full charge, for law office. Must be experienced in typing & general office skills, in addition to be able to handle all accounting functions for a 3 lawyer personal injury law firm in Southfield. Excellent benefits & opportunity to grow with firm. Must be at least 3 years experience. Reply to:
344-3643

BOOKKEEPER
Full charge through trial balance
Experienced. Southfield area
358-5533

BOOKKEEPER - full charge thru financial statements. 5 years experience required, general office duties also involved. Send resume & salary history to PO Box 307 Southfield, Michigan, 48037

BOOKKEEPER- Part time for CPA Office. At least thru Trial Balance & taxes. Send resume to Mr. Tim, 21440 Orchard Lake Rd, Suite 216, Farmington Hills, Mich. 48018

Bookkeepers

S.S.I. needs full charge and Assistant Bookkeepers for long term temporary assignments in the Plymouth & Livonia areas. (NO FEE)

Call PAT YOUNG
for an appointment

569-7500
Witt Services
Supplemental Staffing, Inc.
The Temporary Help People

BOOKKEEPING, Part time, experienced, Farmington Typesle, Filing Accuracy essential. References checked. Approximately 10 hrs. per week, flexible individual only. Garden City. For appt call Shirley between 9-5. 525-7996

BUSINESS CENTER
OFFICE MANAGER
Parklane Towers - Dearborn
Challenging position serving top executives for regional executive secretary. Must have poise, maturity & ability to manage profitably as well as thorough knowledge of communication systems including word processing. Send complete resume including salary requirements to: Executive Director, Inc. #1618 W. 1 Parklane Blvd. Dearborn, Mi 48126

BUSTLING TYPING OFFICE - In Southfield looking for person with experience in bookkeeping, payroll, etc. Full time, part pay with benefits. Send resume with experience & salary requirements to Box #344, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL OPERATOR
Clerk/Typist with light computer operation. Good typing skills and knowledge of general office procedures a must. Hours are 7:30 to 4:30 (4 session for Adjustment). Call Diane, P. O. Box 360, Southfield, MI 48037

504 Help Wanted Office-Clerical

CLERICAL
Our rapidly growing corporation is seeking multi-talented individual with excellent clerical skills. Requirements include typing 45 plus wpm, good computation skills and math aptitude. Knowledge of word processing equipment and VNT systems preferred. Responsibilities include typing of correspondence, phone communications, figure work and filing. Mortgage banking knowledge helpful. Some overtime required. A complete benefit package is offered. Qualified candidates should apply Mon. thru Fri. 9-11am or 1-4pm

Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27155 Farmington Road
corner 13 Mile Rd.
Farmington Hills, MI 48018

An Equal Opportunity/Affirmative Action Employer M/F/H

CLERICAL POSITIONS - full & part time available. Long term assignments, good rate of pay. Call Citation Temporary Services at 559-7788

CLERK TYPIST
Division of Fortune 500 company is seeking an individual with 1 to 2 years experience performing clerical duties associated with an engineering department. Successful candidate must be able to accurately type 50-60wpm. Some word processing experience helpful but not a must. Please send resume or apply in person to:
Personnel Department
INGERSOLL RAND
Automotive Products Group Div.
23400 Hallstead Rd.
Farmington Hills, MI. 48024
Equal Opportunity Employer M/F/H

CLERK TYPIST
Our commercial loan servicing department is seeking a self-motivated individual with excellent verbal and written communication skills. Qualified candidate must possess accurate typing of 50 plus wpm, good math aptitude, and strong organizational skills. Mortgage banking, real estate or related background preferred. Commercial background a plus. We offer a complete benefit package. We will be accepting applications Mon. thru Fri. 9-11am or 1-4pm

Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27155 Farmington Road
Corner of 13 Mile Rd.
Farmington Hills, MI 48018

An Equal Opportunity/Affirmative Action Employer M/F/H

CLERK/TYPISTS
PART-TIME
Private Clinic has immediate openings for experienced individuals. Qualified applicants will type a min. of 60 WPM, must have good written & verbal communication skills. Experience in dealing with the public desirable. Competitive wages. Call Mrs. Jansen, 543-1319
An Equal Opportunity Employer

CLERK TYPISTS
(45wpm)
SENIOR TYPISTS
(60wpm)
SECRETARIES
(Type 60wpm)
(Shorthand 80wpm)
You'll enjoy working for this company! Assignments for the Troy, Southfield, Livonia, Farmington Hills, Canton & Dearborn areas. A test will be necessary. Call for an appointment.

Somebody
Sometime
Temporary Help
Livonia 525-5170
Southfield 272-8500

CLOSING SECRETARY
Full or Part Time
Real estate, 14 Mile & Middlebelt Rd. area. Duties include preparation of transactions with title company. General front desk responsibilities. Must be hard to relationship to mentally reports to third party. Must have knowledge of computer. Pleasant telephone manner. Resume and references required.
636-3500

COMPUTER
Experienced Systems 34 Operator. Permanent position at very least for Southfield CPA firm. Call for appointment. 352-8400

COMPUTER
RECEPTIONIST
Learn computer skills. Outgoing personality. Typing 50 wpm required. Good math skills and 50 WPM required. Ideal entry level job for recent high school grad. Apply with resume on April 24, 25 from 10-1pm.
Albin Business Computers
24288 Indoplex Circle
Farmington

CRT OPERATOR - Long term assignment for experienced person.

GENERAL OFFICE - Person needed with minimum 60 WPM typing and general office background.

EXECUTIVE SECRETARY - Must possess excellent secretarial skills including shorthand, for V.P. in Fortune 500 company.

TOP PAY NEVER A FEE

ENTECH
Services, Ltd.
"Your Temporary Solution"
999 Chicago Rd., Troy
588-5610 332-4350

DATA ENTRY - Part time. For Mail Order company in Troy. Hours are flexible between 10am-3pm. Must be able to type 50 wpm only. No Gimmicks. 528-7858

FILE PROCESSING/Corporate Receivable Clerk. Proficient CRT operator and accounting knowledge. Responsible for order entry and follow-up of delinquent accounts. 641-6638

EARN VACATION $$$
• PLUS CREDITS (10) •
Keep busy and earn extra $$$ for those upcoming vacations. Work evenings & weekends. Flexible hours. Apply 11AM-1PM.
RODDY TEMPORARY SERVICES
27200 Tower, Suite 143, Livonia
(7 Mile & Middlebelt)

504 Help Wanted Office-Clerical

ENTRY LEVEL CLERICAL
Minimum 45 wpm. Southfield area. Good benefits. Call Mary Hartman 355-3600

EXCELLENT OPPORTUNITY for beginning level Worker. Typing, bookkeeping skills and math required. Will be a reasonably required. Downtown Birmingham area. Construction Management Office. Good starting salary & benefits. Call Mon.-Fri., 8-5pm. 647-2250

EXCELLENT OPPORTUNITY
Star Line Corporation, operator of fine dining restaurants, is seeking an enthusiastic individual as:

EXECUTIVE SECRETARY
For corporate headquarters.

Must have excellent office, communication, and organizational skills, 75 wpm typing, good salary and working with people. Please call for appointment.

Shelley Bruggemeier
Director of Marketing
Mt. Clemens 1 800 782-7027

An Equal Opportunity Employer

EXECUTIVE SECRETARY
for Ad Agency. Top office and personal skills, knowledge of word processing helpful by Southfield agency. Agency experience helpful but not essential. Must be able to type 65 wpm. Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY/
CUSTOMER SERVICE
Extremely fast paced & growing food product company seeks an experienced & computer literate Secretary/Assistant. Must be able to work under pressure, have excellent communication skills, be resource & apply in person. 24744 Greenfield Rd., Suite 840, Oak Park, Mich. 48237.

EXECUTIVE SECRETARY

Outstanding opportunity for a top notch experienced executive secretary. Our firm is located in beautiful offices in the Birmingham area. If you have the following you may qualify:
Typing 55 WPM.
Bookkeeping Experience.
Minimum of 5 yrs. Executive Secretarial Experience.
OUTSTANDING Salary & Benefits.
For more details please call:

Dennis Sullivan

MANAGEMENT RECRUITERS
ROCHESTER
852-5400

FIGURE CLERK - Troy, posting payables/receivables, cash receipts, ledgers, sales, answer phones, typing 55 WPM, Lotus-based helpful, benefits, $12,500 fee paid

EXECUTIVE - secretary/bookkeeper, excellent typing, word processing. Bookkeeping for small firm. Some recent executive secretarial experience, $23,000, fee paid

RECEPTIONIST - Southfield, good typing, shorthand and bubbly personality, benefits, $12,000, fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

FLEXIBLE HOURS - (16-32) available for secretary of small Southfield business. Must have recent previous experience (small skills including experience with electronic memory typewriter or word processor. Must type at least 60 WPM. Call for more details.
Central Office Mgr. 357-4329

FULL TIME BOOKKEEPER
Knowledge in insurance, medical billing preferred. Apply in person only, between 10am - 12 Noon and 1pm - 5pm. Mon. thru Fri. Doctor Corrigan Optometric Center, Lincoln, one block So. of 8 Mile, on Middlebelt.

FULL-TIME OFFICE HELP
For title insurance company in Livonia. Persons with experience only. Call Mrs. Hardy: 538-1096

FULL-TIME Position for person with 2 years office experience. 60 WPM & Word Processing experience. Call Mr. Smail office with casual atmosphere. Salary commensurate with experience. 35 per hour. Equi Ratiene Retail Detail. 24211 Allentown Lee Ann

GENERAL OFFICE HELP
for light office in Southfield. Bookkeeping experience, computer experience helpful. Call Pat 352-4115

GENERAL OFFICE for Manufacturer w/ Rep. focus experience. Type, file, phone, back up desk. Start immediately. W. Bloomfield.

GENERAL OFFICE
Applications being taken 8AM-11AM/2PM, have Typed Resume. Automatic Screw Machine Tool & Supply Co., 6700 Dixie Hwy. Rochester

GENERAL OFFICE - Established company. Need good typing, data entry experience. Good benefits. Salary dependent. $10 wage.
BOOKKEEPING & SNELLING
Royal Oak 399-3450

GENERAL OFFICE - Dedon include filing, reception work, typing, telephone voice. Full time. Hours 8am to 5pm. Office experience preferred. Starting salary $5.25 hour. Apply in person American Redicon, 31044 W. 8 Mile Livonia.

GENERAL OFFICE/bookkeeper for sales office. General ledger, payroll, federal and state taxes. Inventory, inventory and phone experience. Resume, salary requirements to: Mary Mitchell, P.O. Box 10111, Birmingham, Mich. 48012.

GENERAL OFFICE/Filing Collections. Full time position with Livonia retailer. Office experience required. Good telephone voice. Computer experience preferred. Reply to Box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL TYPING, bookkeeping & filing. Full time. Ambassador Bridge area. 843-7963

GROUP INSURANCE AGENCY NEEDS a full time experienced typist organizational & communication skills a must, salary commensurate with experience. Send resume to Box 10, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE - Southfield Agency
Personal Lines Agency experience. Knowledge of computers helpful. Send resume to: PO Box 2004, Southfield, MI 48037.

LAW OFFICE - College graduate or in college? Ambitious person wanted for secretarial and paralegal assist in Birmingham. Will assist in obtaining law school. Part time, good pay. 645-8750

504 Help Wanted Office-Clerical

HI-TECH construction company is looking for a clerical person with 1 to 3 yrs. experience. Good pay, good fringes, 40 hrs. per week. Call Mr. Jones 647-8600, Southfield, MI. 48037.

IMMEDIATE
TEMPORARY
ASSIGNMENTS
AVAILABLE

TRANSCRIBERS
MEDICAL
(6 Months Experience Required)
SECRETARIES
SENIOR TYPISTS
SWITCHBOARD
OPERATORS
WORD PROCESSORS
(Dictaphone & Lanier)
(all models)

FOR APPOINTMENT CALL:

DEARBORN 565-5060
LIVONIA 525-0330
SOUTHFIELD 569-7500

WITT DIV.
Supplemental
Staffing, Inc.
The Temporary Help People

INSURANCE AGENCY, SOUTHFIELD
Claims experienced. Office position processing commercial property and casualty claims. Send resume to PO Box 2004, Southfield, MI 48037

INSURANCE Agency (N.W. Suburb) seeks Commercial Property Casualty Insurance Coordinator. Commercial Marketing/Customer Service background preferred. Salary commensurate with exp. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

INSURANCE OFFICE
Farmington Hills. Prefer 1 to 3 years experience but will train right person. Call 855-6833

LEGAL SECRETARIES
SPRING IS A TIME OF CHANGE
Are you ready to make yours?
If you have experience in the following areas, we can help you secure a more interesting & rewarding position:
Permanent & temporary positions are available ... let us help you grasp one. Corp. law, real estate, litigation or complete confidence. There is never a fee charge for our services & professional placement assistance.
Closed Mon. for firm assistance all charges.

PERSONNEL
AT LAW
5000 TOWN CENTER, SUITE 2540
SOUTHFIELD, MICH. 48075
358-0080

LEGAL ASSISTANT needed for Troy law firm. Immediate opening for excellent benefits. Salary commensurate with experience. Contact Shelly for interview: 879-8300

LEGAL SECRETARY, Southfield, minimum 3 years experience, word processing experience helpful, dictaphone. Competitive salary. Call 358-0626

LEGAL SECRETARY for Southfield law firm to work on word processor. Earn $65. Full time position. Use your time positions evenings and weekends available. Must have good legal background. Call Barbara 352-1000

LEGAL SECRETARY TRAINEE
Part time for Southfield law firm. Typing, filing, phones. $4.00 per hour. Call Dawn for appointment at 353-1050

LEGAL SECRETARY - PART-TIME
12 to 25 hours, non-smoking office. Contact Julie between 9 and 5 at 355-7190

LEGAL SECRETARY- Part time, flexible hours for small Troy law firm. Legal experience & good typing skills required. Marsha & Pollock 643-8410

LEGAL SECRETARY - Experienced for Troy Labor law firm. Typing 75wpm, dictaphone & professional telephone manner required. Word processing experience helpful. $200 per week. Call Ms. Lynn 642-4155

LEGAL SECRETARY
Birmingham/Southfield area. Experienced person for growing law firm. Excellent skills required. Salary DOE. Call Ginger 645-7117

LEGAL SECRETARY with excellent skills and 3 years experience in personal injury. Perspective for Southfield firm. Good future with top pay and excellent benefits. Reply to Box 845, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY for downtown Detroit law firm. Pleasant atmosphere & benefits. Minimum 2 years legal experience, Alice Hansel 963-3166

LEGAL SECRETARY
Minimum 3 years experience.
Call 355-1515

LEGAL SECRETARY - Experienced. Medium sized Southfield litigation law firm. Excellent benefits, advancement, word processing, benefits. 353-7550

LEGAL SECRETARY for Detroit law firm in Troy. WP/PM. Interested in litigation & corporate. Call Mrs. Allen 641-6400

LEGAL SECRETARY
Trim 85 WPM, shorthand, 136 WPM, 3 years experience, word processor experience helpful. Call 11am-12pm, 642-8050. Mon. thru Fri., Ask for Irene 645-8605

LEGAL SECRETARY with a minimum of 3 years general practice experience for Troy law office. Excellent typing, filing & dictaphone skills required. Salary commensurate with experience. For appointment, 362-6340

LEGAL SECRETARY
Experienced in corporate, pension and benefits law. Large firm with offices in Southfield law firm. Must have work typing. Salary commensurate with ability. Call Ms. Lynn 642-4155

LEGAL SECRETARY - Part Time 3 days a week. 4 lawyer firm, Birmingham area. Call Mrs. Jacobs 642-8300 ext. 3 required. Pay commensurate with ability. Call Mary Ann for interview. 642-8300

MAJOR Detroit wallcoverings distributor has opening for general office duties, billing, filing, typing, etc. Previous wallcovering experience not necessary. For further information and interview, call Gordon Mohr, 491-1350

MANAGER - 50 seat congregate facility in Southfield. Management or related salary open. Apply in person: 1664 Coventry, Troy.

MANUFACTURERS REP in Birmingham hardware field requires experienced full time secretary. Located in Metro Detroit in Troy. Pleasant work and benefits. 524-0600

MATERIAL ORDER CLERK
FOR MACHINE SHOP
Non smoking office looking for an experienced person with good phone voice background. Blue print knowledge a plus. Excellent benefits & standard hrs mean happy hours.
PLYMOUTH TOOL
941 INDUSTRIAL DR.
PLYMOUTH
453-3200

MATURE PERSON with typing experience for small sales office in Southfield. Light typing, phone work. Send to P. O. Box 764, Southfield, MI. 48037.

OFFICE GOPHER to run errands, deliver documents, with car, good driving record, PA Inc. work. Call Mon. thru Fri. Salary $170 per week. Call 559-7500 ext. 242

OFFICE MANAGER - Established company has need for person with strong office experience. Must have excellent typing, bookkeeping, computer experience helpful. Salary commensurate with ability. 557-4100

OFFICE POSITION
clerical, typing, accounting. Call Mon. thru Fri. 8-5 only. P.O. Box 5004, Southfield, MI 48037

504 Help Wanted Office-Clerical

OFFICE COORDINATOR
Interesting opportunity in the medical field in Southfield. Individual is responsible for all aspects of office management, part time a very clerical manager or the Livonia Mall. Full time 8 hrs. per day, working Mon - Fri. 8:30am - 5:15pm.

Candidates for this position should have accurate typing skills of approximately 55-60 WPM. Well organized & have the ability to do detailed, statistical work.

This position affords a good starting pay rate & many company paid benefits including life insurance, hospitalization etc. Qualified candidates call Mrs. J. Dana, at 855-4905, to explore further.

WINKELMAN'S
OFFICE SERVICES CLERK
Clerk needed to assist in the area of Office Services Department at last notice insurance company. Varied responsibilities. Full time position, must be willing to work flexible hours. Southfield area. Contact Office Services Department, P. O. Box 2004, Southfield, MI 48037.

ORDER PROCESSING, part time, CRT experience, 30 wpm typing, good phone voice. Hrs. 10-1pm. Call Ms. Lynn 642-4155

ORDER PROCESSOR
We are looking for a detail oriented, organized individual who can adapt in a variety of CRT and clerical duties. The selected candidate should possess a computer service background, computer order processing experience and typing 35 WPM. Full benefits. Please call for appointment between 8am-5pm, ask for Karen Hansel.
PANASONIC COMPANY
477-2760
Equal Opportunity Employer M/F/H

PART TIME - general office, 2:30-6:30 pm, 5 days, $3.35 hr. Bingham Farms/Birmingham area. 647-3112

PAYROLL CLERK
Must be good typist with experience & good interpersonal skills. Call Mr. Jones 471-3100

PERMANENT POSITION for mature person to do various office functions. Must be good with figures, a little typing. Call Mrs. Ryan 557-3420

QUADEX 5000 OPERATOR
Experienced person for latest version of 5000 Quadex. Excellent benefits, medical, life insurance, profit-sharing, insurance and vacation. Paradise location. Call 647-4199

RECEPTIONIST - Law Office
Experienced person for Southfield. Must have pleasant voice, light typing with good personality. Call 352-8100

RECEPTIONIST/TYPIST
Full time. Modern new Birmingham office. Good resume to: P. O. Box 1207R, Birmingham, Michigan, 48012.

RECEPTIONIST for Bloomfield law office. Position requires excellent telephone skills, word processing experience & professional appearance. Call Pat 540-3220. 911-6603

RECEPTIONIST
for real estate investment firm located in Southfield. Experience preferred. Typing 55 WPM, salary & benefits commensurate with experience. Please submit resume to: Lynn Kelly, Real Estate Dept. Inc. 32211 Central Park Blvd. Farmington Hills, MI 48018

RECEPTIONIST/SECRETARY
For Southfield law office. Legal experience preferred. Good typing skills required applicant. Must be proficient typist. Send resume to box 846, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Never a dull moment in this busy computer consulting firm. If you like phones and have good typing, this really pays well over $10,000, plus great benefits. Call 559-9780.

SNELLING & SNELLING
24500 Northwestern Hwy., Suite 306
Southfield, Michigan 48075

RECEPTIONIST
$10,400
Office background will qualify a 55-WPM typist for a position in a stable well established firm, with excellent benefit package.
835-7870
SHARROW PERSONNEL AGENCY

RECEPTIONIST
SECRETARY
Expanding suburban firm needs friendly person with typing of 70 for directing public contact position. Professional appearance & office experience required. Salary commensurate with ability. Full benefits. Fee paid. CALL TODAY!
DUNHILL PERSONNEL
338-0775

SALES SECRETARY - experience necessary, for electronic distribution company. Typing required 5 to 11AM in Redford area. Farmington Hills, MI 48018.

SALES SECRETARY - Suburban office. Need typing skills and experience. $10,000, benefits.

SNELLING & SNELLING
Royal Oak 399-3450

SALES SECRETARY
Part time, for busy West Bloomfield Real Estate Office. Good typing and phone manner required. EOE.
Call Charlotte Carr
681-6700

SECRETARIAL
Diversified assignments for construction company located in N.W. Metro Detroit area above average typing and shorthand skills and a knowledge of word processing. Previous construction experience in payroll, cost accounting or work processing helpful. Salary commensurate with ability. Excellent benefit package. Send resume with salary history, references, to: contact Box 10, P.O. Box 5004, Southfield, MI 48034.
An Equal Opportunity Employer

SECRETARIAL - full time secretary, type 55WPM, life & health insurance benefits helpful but not necessary. Southfield area. 557-4154

SECRETARIAL - good typist, shorthand helpful. 15 - 19 Mile - Northwestern area. Call Pat 557-1441

SECRETARIAL & GENERAL OFFICE
for Farmington Hills accounting firm.
474-2112

SECRETARIES, TYPISTS & General Office - Long and short term temporary assignments available. Make appointment. Call T.E.S., 548-1344

SECRETARY/BOOKKEEPER - for small construction office. Experience required in job costing, payroll & general office duties. 543-1170

SECRETARY/BOOKKEEPER
Immediate position. Royal oak area, bookkeeping, typing, telephone, word processing, answering phone. Send resume for Troy Post Office, P O Box 962, Troy, MI 48099

SECRETARY for part time position with Bloomfield Hills labor law firm. Excellent shorthand & typing needed. Salary open. Call Linda Cole 737-3117

SECRETARY - Southfield area. Typing 60 WPM, good writing skills, word processing experience helpful, good benefits. Call Mr. Jones 647-8600

SECRETARY
Full time, Bloomfield area. Typing, filing, invoicing, possible back work, good phone manner. Call Mr. Jones 647-8600

SECRETARY - FULL TIME
Farmington Hills, central area. Some shorthand, 55 wpm typing, shorthand, 70 wpm, Dictaphone, Lanier, Word Processing helpful. Salary commensurate with experience. Call Mr. Jones 647-8600

SECRETARY
Full time, Southfield area. Typing 55 WPM, good writing skills, word processing experience helpful, good benefits. Call Mr. Jones 647-8600

504 Help Wanted Office-Clerical

SECRETARY
Technical assistant to engineer. Typing, general responsibilities in a small office.
Must have experience, ability to type 55 wpm and reliable to handle responsibilities. Salary commensurate including bene's based on experience.
Salary commensurate with qualifications. Please reply to box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/OFFICE COORDINATOR
Local consulting firm has an opening for Secretary/Office Coordinator. Full time at company office in Troy. Excellent benefits and salary. Ability to work with minimal supervision required. College degree & word processing experience preferred. Please send resume & references to: 755 W Big Beaver, Suite 2104, Troy, Michigan, 48084.

SECRETARY - PART TIME
TRS 80 experience preferred. Southfield area. Call for appointment. 646-7277

SECRETARY, part time. Typing, dictation, general office duties. Bloomfield area. Call for appointment, ask for Jean Pierce. 855-8022

SECRETARY - PART TIME
General office, some bookkeeping & typing. Nice person office. Southfield area. 272-5130

Secretary/Receptionist
for established Realtor in downtown Birmingham. Experience Essential. Ability to contribute to fast paced office. Salary commensurate with experience. Call Bernice, Realtor, Livonia, Michigan 48150

SECRETARY RECEPTIONIST
Full time, Farmington area. Typing 45 wpm, experience required. Type 55 WPM. $5.00 an hour to start. 553-7222

SECRETARY RECEPTIONIST
Needed Tuesdays & Thursdays for combined accounting firm in Bingham Farms area. Must have good telephone manner & interpersonal skills a must. Call 642-8300

SECRETARY
Typing, phones, bookkeeping, IBM, PC Notebook, Lotus, Rapidly growing Market company, need receptionist to handle phones. Call Mr. Jones, 20437 W. 8 Mile Rd., Livonia, MI 48152.
471-6770

SECRETARY/TYPIST
Good entry level position working with Sales Managers and various department heads. Good grammar and composition skills, pleasant telephone answering, occasional filing and typing. Excellent benefits and fine office environment in Novi, Michigan. Please send confidential resume or salary history to: Box 846, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
with 2 yrs. in law office experience, typing, shorthand & phone. Madison Heights Area. Call 399-9728

SECRETARY
$13,500 Fee paid
Prestigious company in Troy needs organized Secretary for stimulating, fast paced position. Good benefits. Call our Central Department after 1:30 PM. 641-6400
SNELLING & SNELLING
3270 W. Big Beaver
Troy 643-8300

SECRETARY. Rapidly expanding corporation seeks ambitious, self motivated person to handle secretarial & clerical position. Bookkeeping, customer relations & phone. Excellent benefits. Apply and resume Applications will be received from 9 am to 5 pm, call 471-2322
Ivy Pot Industries Inc.
Farmington Hills

SECRETARY, Typing, some filing, telephone voice, general office. Call Mr. Jones 647-8600

SECRETARY
Experience preferred but will train. Telegraph, Plymouth Rd. area. 531-3110

TITLE INSURANCE CO. needs qualified person for processing real estate closing packages. Only experienced people need apply. 1700 area. 478-8650

TYPIST - computer firm requires a proficient typist with good typing skills. Farmington Hills office. Hours 8-4pm. Contact Carol Kay 553-1960

TYPIST RECEPTIONIST
Retail sales promotion agency in Northwestern suburbs. Ability to use answer company phone. Must be personable & type at least 35wpm. Good grammar & spelling skills. Competitive salary. Pleasant surroundings. Reply in confidence to Box 844 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Word
Processing
Operators

KELLY SERVICES has challenging temporary Word Processing assignments in Southfield area. Call Mrs. Hall, Mrs. Lewis or Mrs. Lee at 552-9000 for an interview. Please call the KELLY office closest you.

Farmington Hills 553-7220
Renaissance Center 568-1500
Detroit 963-7400
Berkley 398-7999
Bloomfield Hills 642-8622
Livonia 591-2900
Southfield 351-4300
Troy 362-8844
Lathrup Village 559-8300
Plymouth 459-2300
Mt. Clemens 792-1600
Warren 573-4300
Wayne 722-4400
Westland 729-1040

KELLY
SERVICES
The "Kelly Girl" People
Not an agency, never a fee
Equal Opportunity Employer M/F/H

505 Help Wanted Food-Beverage

APPLICATIONS BEING accepted for full time, part time, general kitchen work. Mon. thru Fri. Apply in person at: Coney Island, 31500 Northwestern Hwy. West Bloomfield.

ATTENTION Waiter or service person. Would you like to have a secure job starting? We are available any afternoon or evening. Lincoln Park Club. 31117 Plymouth Rd. To best your time call Steve or Frank. 525-2340

BAR PERSONS
WAIT PERSONS
KITCHEN HELP
Apply Tues. & Wed., 2 to 4 PM
DIAMOND JIM BRADY'S
(4th Floor Fashion Square Mall)
(To Cass Elizabeth, above the theatre)

BANQUET - cocktail help, breakfast, lunch, night waitress, kitchen help, sandwich waitress. Apply in person Bill's Restaurant, 1 Mile & Southfield Rd. Southfield. Bill's Telegraph.

Bartenders & Wait Persons
Experienced only. Apply Jamie Moore for interview. 352-7910

Bookkeeper Top, Westland Area
Bookkeeper Assistant
Dearborn

BANQUET WAIT STAFF, $3.50 hr. Apply in person, Mon. thru Fri. Lakeview Country Club, 29500 Lakeview, Farmington.

505 Help Wanted Food-Beverage

BENNIGAN'S
is looking for
EXPERIENCED
WAITPERSONS
KITCHEN
EMPLOYEES
Starting pay up to $7 per hour
Interested in a
Fast Paced
& exciting
Restaurant business
Career
FULL TIME
Pleasant
Atmosphere
Excellent benefits
Good Salary
APPLY IN PERSON
3pm - 5pm Mon. - Thurs.
33533 NORTHWESTERN HIGHWAY
SOUTHFIELD
An Equal Opportunity Employer

The fastest growing franchise in the United States is looking for good dedicated people to join our team.
Bennigan's Restaurant, Newspaper, 24251 Schoolcraft Rd., Livonia, Michigan 48150

BUS PERSON, DISHWASHER
needed for 11AM-3PM
Apply in person, 29 Mile Tuscan House, 30413 Plymouth Rd., Livonia

BUSSING HELP WEEKEND
Full or Part Time. Apply in person Tues. thru Fri. 2PM-4PM. Pinkney's Restaurant, 114 Mill St. Hunter, Birmingham.

COOK, bus person & dishwasher. Part time, both evening & days. Best Bagelmaker, 21804 Plymouth, Detroit. Call or come in after 2pm. 937-3544

COOKS
All shifts. Apply between 3am-5pm: The Big Apple Restaurant, 7325 Middlebelt Rd., Westland. 513-1433

COOKS
Experienced. Apply in person at Pasadena Kitchen, 19027 Plymouth Rd, Livonia.

COOKS
Full time & part time. Short Order, Egg Person, Dishwasher. Apply at Fairway Restaurant, Plymouth Road at Inkster

COOKS - WAITRESSES/WAITERS
Service Assistants - all shifts. Full & part-time. Apply between 2pm-5pm: Country Boy Restaurant, 16 Mile & Gratiot River, Farmington Hills.

COOKS, WAIT STAFF, BAR HELP
Experienced. Mon - Wed. Apply in person. All shifts available.
Ask for Lynn 533-3100

COOKS
10 Mile & Dequindre Big Boy
Apply between 2pm - 5pm
2991 E. Long Lake Rd., Troy

DAN'S SUBMARINES
FARMINGTON - Now accepting applications for days & eves. Minimum age 18. Ideal for students 478-7054

DOMINO'S PIZZA
Proud Owner of The Detroit Tigers is now hiring DRIVERS. Must be 18 yrs. old, have own car with insurance. Earn $4.25 to $5.27, per hour. It was a good year last year, why not Monaghan Center for about years? Advancement opportunities are available, call manager at 37435 3 Mile Rd. at Newburgh, Livonia. (Chatham Village Center).

EXPERIENCED COOK, WAITRESS/Waiter, Hostess/Host. Bus Person. Apply in person: HANS HORN Restaurant, 17661 Telegraph Rd. near 6 Mile

EXPERIENCED COCKTAIL PERSON
Apply at Cooley's Tavern Restaurant, 6198 Orchard Lake Rd, West Bloomfield.

EXPERIENCED WAIT PERSON
Apply at Jason's, 31471 Southfield Rd., Pete's, 31321 Farmington Rd., Livonia.

EXPERIENCED waitresses & waiters, hostess, host. Apply in person between 2 and 5pm: Lakehurst, 998 W. Huron, Pontiac. No phone calls.

EXPERIENCED WAITRESSES (Waitresses) Apply in person: Tiffany Cafe, 31971 Plymouth Rd. at Merriman

FARMINGTON HILLS RESTAURANT
Now hiring Cooks, Cashiers, Dishwashers & Wait Persons.
855-3848

FULL TIME HELP to start immediately, experienced preferred. Apply in person, only. Noah's Dove Lodge, 149 Pierce, Birmingham.

GRILL HELP
EXPERIENCED ONLY
Full Time. All Shifts. Uniforms and Meals Provided. Apply in person between 1 & 11am and 2 &