504 Help Wanted Office-Clerical

LEGAL SECRETARIES

Are you experiencing job satisfaction? Is your income page pace with this time? Is your career progressing or are you left wondering what happened? Are you tired of seeing the same old tired faces? Are you ready for a change in employment? Telephone Ms. Wu can have you discovering new opportunities and starting with a new employer.

For a courteous and professional evaluation of your skills as they relate to the marketplace, simply telephone or mail your resume. There is no charge to you for our results oriented placement assistance. Evening appointments are available for your convenience.

PERSONNEL AT LAW
2000 TOWN CENTER, SUITE 2140
SOUTHFIELD, MICHIGAN 48075
358-0060

LEGAL SECRETARY - experienced, for Southfield general practice law firm. Word processing or will train, good salary & benefits. 358-8111

LEGAL SECRETARY for senior partner for Trial Attorney. Word processing experience helpful. Salary commensurate with experience. Call 645-6510

LEGAL SECRETARY for Southfield Law Firm. Experience required in Real Estate, Corporate & Light Litigation. Word processing knowledge. Salary commensurate with ability. Karen, 353-1243

LEGAL SECRETARY - experienced for medium size Southfield Association Center Litigation Firm. Dictaphone, opportunity to learn IBM word processing. Excellent salary, benefits. 352-7550

LEGAL SECRETARY for Bloomfield Hills law firm. Probate experience preferred. Excellent skills a must. Contact Michael at 645-8311.

LEGAL SECRETARY for General Practice, Southfield Law Firm. Experience preferred, with excellent typing & spelling. Immediate opening. Please contact Robin, 353-3356

LEGAL SECRETARY/Word Processor Law Firm. Day Shift. 1-3 Year Legal and/or 1ll year Word Processing experience. Minimum typing 50 WPM. Dictaphone experience helpful. Will train. Send Resume to: 615 S. Woodward, 310 Floor North, Birmingham, MI. 48011 - Attention Carrie.

LEGAL SECRETARY
Large Birmingham law firm needs experienced legal secretary familiar with general law practice. Must have excellent skills, administrative ability. Excellent benefits and salary commensurate with experience.
Call
An Equal Opportunity Employer 645-3000 Ext.3118

LEGAL SECRETARY
The amount of experience not as important as the skill level for this temporary position with lots of client contact. $15,000, fee paid. Call Bonnie
SNELING & SNELLING
353-2090

LEGAL SECRETARY, experienced. Full time for Southfield Law Firm. Knowledge of Personal Injury. Call between 10 am and 4 pm. 569-3131

LEGAL SECRETARY/Receptionist. Small law firm. Send resume to: Lamphas & Jameson, 714 W. Big Beaver, Suite 211, Troy, MI 48084

LEGAL SECRETARY wanted for Westland personal injury law firm. Send resume to Roger A. Dupuis, 1300 W. Warren, Suite 101, Westland, MI 48185.

LEGAL SECRETARY for negligence defense Bloomfield Hills Law Firm. Excellent typing skills, prefer word processing experience, but will train. Word processor experience a must, no shorthand. Salary commensurate with experience and ability. Fringe benefits. Call Denise at 332-3411

LIGHT BOOKKEEPING position open for hotel office, no experience necessary. Apply in person between 8-3pm.
Holiday Inn of Southfield
25105 Telegraph Rd.

LIVONIA office - telephone & sales work available. Flexible hours. Will train. Full or part time. Must have positive attitude. For personal interview please call Mrs. Ann 261-2290 or 261-2129

LONG TERM assignment for Fortune 500 company in N.E. metro area. Word and Display Writer. Call Judy today and work on a project that lasts. Kelly Services, Div. of Norrell, Inc. 851-1508

MATURE Organized SECRETARY for Woman Life Insurance Executive. 60 WPM, plus shorthand. 35 hrs. per week. Insurance & computer experience preferred. Send resume to: Kelly Services, 30230 Northwestern Highway, Suite 100, Farmington Hills, MI. 48018

MATURE PERSON with good secretarial skills for Insurance office in Southfield area. Call after 10am. 559-8266

MATURE PERSON needed for small office. Must have complete bookkeeping skills. 553-1256

MATURE Person wanted for General Office work with some Bookkeeping experience. Non-smoker preferred. 20 hours weekly. 557-1122

MATURE SECRETARY with good organizational & typing skills. Salary based on experience. 363-8111

MED. SECRETARY
Podiatric Surgeon's office in Troy seeks a mature responsible individual with a good personality to serve as a Medical Assistant. Will train qualified individual. Send resume to Box 215, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MORTGAGE PROCESSOR
Experienced. We are not a Real Estate Co! We are a rapidly expanding Computer Leasing Co. We need your background for a Career Opportunity.
Call Sandi Eyde. 524-1944

504 Help Wanted Office-Clerical

NBI
Word Processing
Typists

Get hired immediately! We have current openings for all makes of Digital Word Processing Equipment Operators. You'll earn top pay and work at interesting Call Julie to arrange a personal interview.

CDI
Temporary Services
352-1005
NOT AN AGENCY NEVER A FEE

OFFICE ASSISTANT for growing company, must have basic office skills in a diversified. Professional telephone voice a must. Hourly wages & benefits. Call Mrs. Joseph 543-8221

OFFICE ASSISTANT - fast growing Technology firm located in Troy needs an Office Assistant. This individual will be a well organized person with good interpersonal skills, clerical abilities & light typing. A minimum of 1 year office experience required. If you like a fast, hectic pace, send resume to:
Administrative Manager
P.O. Box 1411
Troy, MI 48099

OFFICE ASSISTANT
Very accurate with numbers. Dependable! Neat! Organized! Some Bookkeeping skills. Farmington Hills area. Call Mrs. Gold. 553-1210

OFFICE CLERICAL - experienced with Jewelry background preferred. Full time. Farmington Hills area. 474-8190

OFFICE CLERK
Must be experienced in accounts receivable, key punch operation. Good typing skills and ability for detail work. Apply between 3 & 4pm.
24901 Northwestern Hwy
Suite 712, Southfield

Office Help
Full-time position available. Must have office skills. Apply Mon. thru Fri. 10am to 3pm.
Pinkerton's, Inc.
15565 Northland Dr.
Suite 206 E. Southfield
An Equal Opportunity Employer

OFFICE HELP WANTED
Small office in Oak Park is seeking a reliable woman to assist in all areas of general office work. Must be a good typist, score experience with adapting documents. (International preferred). Pleasant personality - willing to accept responsibility. Contact: Gloria Tarpley between 9-5 PM 548-2442.

OFFICE MANAGER
Southfield office has immediate opening. Must have excellent typing and shorthand skills and pleasant phone voice. 357-4716

OFFICE MANAGER - General office & some sales experience required and for the manager of this small but dynamic office staff. Excellent opportunity to grow with a young company. Ask for Barb. 355-2323

OFFICE POSITIONS
Busy Southfield distributor seeks qualified individuals for entry level office positions. Excellent typing & math ability. Good typing. CRT/Data entry experience helpful. Accuracy a must. Excellent benefits.
• Data Entry/Order Processing Clerk
• Inventory Control Clerk
Call before 11am 352-4234

ONE-SECRETARY OFFICE
Part-time position. Evidence is spelling, typing, filing - required. Please send resume to Roger A. Dupuis, 1300 W. Warren, Suite 101, Westland, MI 48185.

LEGAL SECRETARY for negligence defense Bloomfield Hills Law Firm. Excellent typing skills, prefer word processing experience, but will train. Word processor a must, no shorthand. Salary commensurate with experience and ability. Fringe benefits. Call Denise at 332-3411

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Holiday Inn of Southfield
25105 Telegraph Rd.

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MATURE PERSON needed for small office. Must have complete bookkeeping skills. 553-1256

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MATURE SECRETARY with good organizational & typing skills. Salary based on experience. 363-8111

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MORTGAGE PROCESSOR
Experienced. We are not a Real Estate Co! We are a rapidly expanding Computer Leasing Co. We need your background for a Career Opportunity.
Call Sandi Eyde. 524-1944

504 Help Wanted Office-Clerical

PERSONNEL CLERK
Experienced in payroll, above average typing and adding machine skills necessary. Apply Tues. - Fri. 10 AM. - 2:30
SPARTAN STORES
3975 Hagerty Rd.
Plymouth, 48170
An Equal Opportunity Employer

PROFESSIONAL
REAL ESTATE
SECRETARY
Call Cathy Mc Cormick for interview at: Commerce Real Estate Co., 620 Commerce Rd., Union Lake 360-9150

RECEPTIONIST/SECRETARY
Part-time position available for an ambitious individual with good typing skills & excellent phone personality. Responsibilities include: General Correspondence, Report Typing, Greeting Visitors & Vendors, PBX Switchboard Operation & Some Clerical Duties. We offer a custom office environment in beautiful Southfield. Excellent starting salary, health benefit package, paid holidays & vacation. Call between 9 am-1 pm & ask for C. Goldenfelds at 642-6399

RECEPTIONIST
Experienced with multi-button phone system. Light clerical duties. Apply at Southfield area. 557-7000, ext.110

RECEPTIONIST/SECRETARY - part time, for an architect & general contractor. 30 hours per week, 24 per hour. Southfield. Call 8am-2pm 357-1222

RECEPTIONIST SECRETARY wanted for Detroit real estate office. Typing required. Afternoon & Saturday. Full time. Call Kim 9am-1pm. 537-4000

RECEPTIONIST
for Southfield professional office, must have good speaking voice. Knowledge of word processing helpful, good salary & benefits. 356-4411

RECEPTIONIST/TYPIST
This position requires an individual with a pleasant phone voice & minimal typing. Some phone sales experience helpful. Hours are Monday thru Friday, 8-5. Inc. 1336 N. Woodward, Suite 200, Bloomfield Hills, MI 48013.

RECEPTIONIST/SECRETARY
for diversified Birmingham Real Estate Firm. General office duties including light bookkeeping & errands. $13,000. Respond with resume to: Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Part time
for the sales office.
in Troy. Hours 3pm - 8pm. Send replies to: Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Receptionist/PBX Telephone Operator for building products distributor office in W. Bloomfield. Outgoing individual with good communication skills, some typing, order entry and clerical duties for light work environment. Salary $1200 week. Those qualified, call Dorothy O'Brien for appointment. 851-8080

RECEPTIONIST
ENGINEERING ASSISTANT
GM & Fisher Building area Nationwide growing manufacturing firm looking for Receptionist/Engineering Assistant. Must have computer and word processing experience. Excellent typing necessary. Top pay and benefits. Send resumes to:
SEMCO
310 Piquette St., Detroit

RECEPTIONIST
Full time. Light Typing Southfield Law Firm. Experience preferred. Call Carole 353-1900

RECEPTIONIST/General Office for busy Southfield Travel Agency. Best same as 29771 Telegraph, Suite 1435, Southfield, MI 48034. Attn: Mrs. Haney.

RECEPTIONIST - Law office, Town Center, Southfield. Must be good on phone, be intelligent and dependable. Salary $175. Call. 352-2777

RECEPTIONIST
For Southfield law firm. Full time position. Light typing & bookkeeping skills required. 353-7575

RECEPTIONIST
For Southfield professional office. Experienced with multi-button phone system. Call 9am-5pm 352-2610

RECEPTIONIST
Type 60 WPM accurately. W. Bloomfield CPA firm. Send resume to Carolyn, 4670 W. Maple Rd., Suite 201, West Bloomfield, Mich. 48033

RECEPTIONIST
For Pleasant Exercise Co., part time, weekend, day & evening hours. Experience necessary. Light bookkeeping. Call for appointment, 9-11 or 6-8:30.
644-2221

RECEPTIONIST
Farmington Hills real estate firm. Responsibilities include typing, telephone, people contact, spelling & vocabulary. Word Processing ability helpful. Non-smoker preferred. 40 hour week. Starting $4 per hour.
356-3100

RECEPTIONIST/TYPIST
For small office in Southfield area. Good typing skills a must. Salary negotiable. Send resume or letter to: Box 214, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, with typing skills, 5 to 1. Mill or dedicated typist. Call Republic Development Corp.
31275 Northwestern Hwy., Suite 100, Farmington Hills, Mich., 48018

SECRETARY
CPI Computer Inc., a computerized tax processing service, is looking for an open Admin. Secretary to assist with our busy sales office. Position requires excellent typing, good communication skills & word processing experience, is organized & able to handle heavy workload.
Call Ms. Kathy at 557-4000 Ext. 17 for interview. If interested, please send resume to: P.O. Box 1038, Livonia, Michigan 48150

An Equal Opportunity Employer

SECRETARY
Detroit firm is seeking a full time marketing secretary with typing skills, word processing experience, willing to do evenings, full benefit package. Please send resume & salary requirements to Box 206, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
EXECUTIVE TYPE
Birmingham based national corporation needs poised and personable individual, with good skills, to handle secretarial duties. Common sense and organization of options, along with typing speed of 45-60 words and shorthand speed to 70 wpm. Will be responsible for job location. Please send confidential resume with salary requirements to: Employer Services Specialist, P. O. Box 1944, Southfield, MI 48037.
Equal opportunity employer m/f/h/v

504 Help Wanted Office-Clerical

RENTAL REPRESENTATIVE
Full time/part time opportunity with a leader in the car rental industry. Duties include: customer service, sales & administrative. Light typing and some clerical experience desirable. Starting salary $4.75 per hour plus excellent benefit package & regular salary reviews. For consideration submit application or resume to: Box 204, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

Attention:
Rochester
Area
Residents
KELLY SERVICES has opened an office at:
2565 S. Rochester Rd.
(suite 107A)
Hampton Sq. Business Park
(between Hamlin & Auburn)
• Word Processing Opr's
• Secretaries
• Typists
• Switchboard Opr's
• Data Entry Opr's
• Clerks
• Light Industrial Workers
For temporary assignments NEAR HOME, call for appointment, Mon. thru Fri., between 9 am & 3 pm.
852 1511
KELLY SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

SALES ASSISTANT
Michigan Regional Sales Director for National Group Vision Care Provider is seeking a Professional Assistant to provide all phases of Internal Support for Field Sales forces. Must have minimum of (3) years Professional Secretarial Typing - 70 WPM & transcribing skills required. Excellent benefit package. Mail resume with references & salary requirements to: Personnel Director, c/o Mr. Brian Elliott, Regional Sales Manager, 1153 Shenandoah, Plymouth, MI. 48170

SALES SECRETARY
Immediate opening for one who is able to type 60WPM & to work well with people. Sales experience helpful but not necessary. Will be doing typing, filing, Xerox, Telex, Order & General Office Duties. Call ask for Jackie
528-2262

SECRETARIAL
Challenging position for one person. Real Estate experience preferred, but not necessary.
855-6570

SECRETARIAL position for Southfield talent agency. Strong typing skills, word processing experience. Call Ms. Lynne between 9 AM and 3 PM at:
551-1100

SECRETARIES
North Woodward ad agency has a variety of openings for Secretaries. Require accurate typing at 60 wpm, proficiency in word processing, shorthand helpful and previous secretarial experience preferred. Pleasant personality and confidence in Dress 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F/H

SECRETARIES
TYPISTS
WORD PROCESSORS
LIGHT INDUSTRIAL WORKERS

Now recruiting in Troy
Call for appt.
PRO TEMPORE INC.
528-0702
A Temporary Service - Never a fee

SECRETARIES-WORD PROCESSING
If you have one year experience on Wang, IBM, Lexitron or Xerox, Call for details on how to become a Norrell Pro and be eligible for vacations & Holiday pay.
Norrell Services Inc.
Office Automation Staffing Div.
352-2233

IMMEDIATE OPENING
For experienced secretary. Good typing skills, word skills or legal experience preferred, shorthand not required. Hrs. 8 to 5. Mill or dedicated typist.
Republic Development Corp.
31275 Northwestern Hwy., Suite 100, Farmington Hills, Mich., 48018

SECRETARY
CPI Computer Inc., a computerized tax processing service, is looking for an open Admin. Secretary to assist with our busy sales office. Position requires excellent typing, good communication skills & word processing experience, is organized & able to handle heavy workload.
Call Ms. Kathy at 557-4000 Ext. 17 for interview. If interested, please send resume to: P.O. Box 1038, Livonia, Michigan 48150

An Equal Opportunity Employer

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Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

SECRETARY - BOOKKEEPER
Full Time, Plymouth/Canton Area
Call For Appointment:
449-2499

SECRETARY for Farmington Hills office of national real estate development company. Word processing skills helpful. Call to arrange interview. 626-7015
An Equal Opportunity Employer

SECRETARY for expanding general contractor in Plymouth. Experienced in bookkeeping, typing & Word Processing helpful. Excellent starting salary plus benefits. Call Mr. Gaudreau for interview.
Inc. 13116 Northville Rd., Plymouth, MI. 48170

SECRETARY for busy executive of large commercial travel agency located in Troy. Must have flexible for evening & weekend meetings in addition to normal 40 hrs. week. The person for this job will be mature & well groomed with good secretarial skills. Shorthand & payroll experience a must. For appointment, call Nedra at 649-8464

SECRETARY - Law office, Town Center, Southfield. Must be good on phone, be intelligent and dependable. Be legal experience necessary. Salary $175. Call. 352-2777

SECRETARY - Looking for an individual skilled in the secretarial field with a pleasant personality. Position is in a law office atmosphere. Full time position. Very nice.
Call Mrs. Ruth 649-3580

SECRETARY, marketing, Dealer Administrator. Strong growing printing firm located in Radford looking for flexible individual with good typing and phone skills. Must be able to learn quickly and apply knowledge to new situations. Good memory essential. Must either be experienced or have people skills that enhance marketing and business administration. Must be able to communicate ideas clearly. Must be a proven self-starter, able to work with little supervision. Write Box 203, P.O. Box 5323, Northville, MI 48167.

SECRETARY
needed for Assistant Administrator & Financial Director of 190 bed hospital. Skills should include typing, dictation, organization & good interpersonal communications. Prior experience required. Competitive salary & fringe benefits offered. Send letter of application and/or resume to: J. Davidson, Administrator Assistant, Westwood Community Hospital, 8741 West Chicago, Detroit, Mich 48204. No phone calls please.

SECRETARY/PART-TIME
Good typing, Southfield area.
Call for appointment, 559-9160

SECRETARY - PART TIME
For Southfield law firm. Small office. Must have good basic Secretarial skills & a telephone manner pleasing.
351-8321

SECRETARY - PART TIME
Mon. - Thurs. (Flexible hours)
Our company, a personnel placement firm, located at 15 Mile & Greenfield, has immediate office assistant. Typing, etc.) with a great personality.
Call Annie at 557-1750

SECRETARY
Private school has an opening for a full time secretary. Position is an responsible person with good typing skills & general office experience. Birmingham/Bloomfield area. 646-7717

SECRETARY/RECEPTIONIST
Downtown Detroit health plan has a full time position available. Must have professional office experience, typing & excellent phone skills required. Medical terminology preferred. Interested & qualified candidates should contact Cathy for consideration at 567-1528

SECRETARY/RECEPTIONIST
Typist & pleasant phone manner are required. Oak Park area. Full benefits. Call 967-3111

SECRETARY/RECEPTIONIST
General office duties include typing 60 wpm, phone experience. Construction company in Southfield. Salary commensurate. Call Croska, Smith & Troy 557-4000

SECRETARY/RECEPTIONIST
Must have typing skills, pleasant office experience. Good salary, benefits. 15-19 hours. Mayer, Goldman, Associates for Our Rehabilitation. 577-2090
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Southfield Law Firm seeks a receptionist for individual to assume duties in fast-paced environment. Must have secretarial experience. 60 wpm plus, excellent typing skills required.
TEMPORARY SPECIALISTS 354-3615

SECRETARY/RECEPTIONIST
Position is available immediately in the Dearborn area. Diversified duties include applicant screening & processing. Qualifications include 2 years, good manner essential. Hours, 8am-5pm will increase to 40 hrs. Call
MEDICAL PERSONNEL POOL
543-0300

SECRETARY
Small Troy computer firm seeks receptionist/secretary to handle typing, accounting experience helpful. $4.75 per hr. 362-8060

SECRETARY - Southfield Law Firm needs typing good typing, shorthand and English Skills. Varied duties. Entry level position. 353-1947

SECRETARY
Southfield based insurance company group medical division. Good typing, shorthand & organizational skills required. Will train with aptitude and ability. Call Mrs. Gold 553-1210

SECRETARY
Southfield based insurance company group medical division. Good typing, shorthand & organizational skills required. Will train with aptitude and ability. Call Mrs. Gold 553-1210

SECRETARY - To handle medical sales and business office. Northville area. Salary negotiable. 348-3313

SECRETARY
Typing, Shorthand, experience in Automotive Manufacturing helpful. Salary open. Apply in person between 8-5 at Troy Fit Automotive Accessories.
391 E. Delaware Rd., Oxford. 628-2530

SECRETARY/TYPIST
Type 60 WPM, shorthand required. Southfield firm. Call 353-8000

SECRETARY/TYPIST - Immediate part time opening to work in small insurance office. General office skills. 13 hours weekly. Farmington area. 477-3340

SERVICE OFFICE
We are seeking a motivated individual to do typing, minimum 55 WPM with accuracy, telephone answering & filing.
Excellent benefits
Call Mr. Gaudreau
INCOME FRINGE BENEFITS
For appointment call:
Mon. - Fri. 9-5 PM only: 646-6369

SOUTHFIELD LAW Firm seeks responsible Legal Secretary with (2) years experience. Call 559-5300

TYPIST - Mail Clerk needs Secretarial Mail Clerk. Duties also include some Office Typing, copies & mailing.
Office Manager, 900 Tower Drive, 11th Floor, Troy, MI. 48084.

504 Help Wanted Office-Clerical

SR. DATA ENTRY OPERATOR
(Must be available to work Tue. thru Sat. Afternoon Shift at 4 later Date).
Outstanding Company benefits. Must able to meet Sears Data Entry Operator Production requirements & have experience on Data Entry Equipment. Permanent, full-time position. Dry Shift-First Time. Good starting salary. Reply to: Box 223, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TITLE INSURANCE company needs qualified person for preparing real estate closing packages. Only experienced need apply. Salary commensurate. Dez 8976, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TITLE INSURANCE company seeking typist/receptionist with good typing skills and math ability. Very area. Call Ann 875-8454

TROY LAW FIRM needs mature person for receptionist, typing & light secretarial work - 5,M, Mon. thru Fri. Call Betty 362-1560

TYPIST NEEDED
In Farmington Hills area for court reporter. Call Evenings 477-3441

TYPIST
Nice team, lovely office, and advancement potential are offered in exchange for light typing and phone duties. Call 474-5600. Call Rita.
SNELLING & SNELLING
353-2090

TYPIST - part time. Excellent typing skills required, others need not apply. Call Karen for appointment at 851-3240

TYPIST RECEPTIONIST, part time afternoons. Home furnishings field. Apply in person at 31441 West Drive, Troy. Call 649-5200.

TYPIST/RECEPTIONIST
Experienced only. Statistical typing required. Dictaphone skills required. Hours - 8 AM to 5 PM. Excellent salary. Call Kathleen Hey 313 835-
Call Mrs. Ruth, 354-3177

TYPIST To learn typesetting and graphic arts. Must be accurate, fast and have good math skills. Light duties. Steady job with good training and rapid advancement. Apply Mon. - Fri. 8-5 at Arnold Press & Executive Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST with minimum of 2 years experience. Dictaphone skills required. 35 hour work week, excellent benefits. Medical Center area. Resumes to Earlan, 4150 Woodward, Detroit, Mich 48201.

An Equal Opportunity Employer

TYPIST with two year legal and/or word processing experience needed in Birmingham. MUST type 50-55 wpm. Call
Flair Office Services 335-3333

WORD PROCESSING OPERATOR
Xerox 850 & 560, Wang IBM, Displaywriter, and CPT Operator needed for long and short term assignments. One year experience necessary. Call for information about vacation and Holiday pay.
Norrell Services Inc.
Office Automation Staffing Div.
354-2233

Word
Processing
Operators
KELLY SERVICES has challenging temporary Word Processing assignments in all areas for individuals with typing skills of 45-65 wpm and at least 6 months experience. Please call the KELLY office nearest you.

Farmington Hills	553-7210
Bloomfield Center	540-1140
Troy	362-1060
Bloomfield Hills	642-9624
Southfield	357-3934
Dearborn	277-5525
Livonia	261-2290
Ann Arbor	994-7100
Troy	362-1180
Warren	751-3900
Wayne	729-1040

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

WORD PROCESSING Secretary
Law Firm. Day Shift. (1) Year Legal and/or 1ll year Word Processing experience. Minimum typing 50 WPM. Dictaphone experience helpful. Will train. Send Resume to: 615 S. Woodward, 310 Floor North, Birmingham, MI. 48011 - Attention: Carrie.

504 Help Wanted Office-Clerical

YOUR $KILLS
ARE WORTH
MORE THAN
YOU THINK
WE HAVE WORK
IN THE FOLLOWING
AREAS:
• TYPISTS
(40 wpm plus)
• MARKETING
(1 hour per day)
• SECRETARIES
(shorthand/dictaphone)
• DATA ENTRY OPERATORS
(varied hours)
• SWITCHBOARD OPERATORS
(Dimension/Horizon/Hahn)
• WORD PROCESSING OPERATORS
(all models)
CALL US FOR DETAILS
553-7820
34115 W. 12 Mile Rd.
Farmington Hills
KELLY
SERVICES
The "Kelly Girl" People
NOT AN AGENCY, NEVER A FEE
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

•All Around Person
to work in fast paced office. Must be good typist, have pleasant phone voice and enjoy variety of work. Firm-wide Telegraph user. Fully paid benefits including life insurance, medical insurance, free time, vacation. Resume to: P.O. Box 20136, Hesford, MI 48239

Word Processors
Now hiring to work in the Tri-county area. 1 year experience required. Must have experience with Wang and Lanier. Call Mon. thru Fri. 9am to 5pm. Ask for Stephanie.
Staff Builders
Temporary Services
557-8600

WORD PROCESSOR - prefer person trained in IBM DW. Typing interest based firm. Send resume with salary requirements to: Box 205, Observer & Eccentric Newspapers, P.O Box 7967, Troy, Michigan 48007

505 Help Wanted
Food-Beverage

ACCEPTING APPLICATIONS FOR COOKS
BUSSPERSONS, WAITPERSONS
Experienced only. Full time.
Apply in person. 2 to 5pm.
Marco Polo Restaurant, Fairlane Town Center, 20435 W. 13 Mile, Farmington Hills

AIRPORT INN is accepting applications for experienced waitperson, wait person, bus persons, dishwashers. Apply in person between 11am-3pm 4155 Highland Rd., Pontiac.

ALL AROUND
KITCHEN-COOKS-CATERING
& DELIVERY
Must be Agile & Dependable
Apply in person
23400 Telegraph, (N. of 10 Mile).

AN EXCITING part time job awaits at you in the Park! Mall. Apply in person at: Gourmet Grocer, after 3 pm. Flexible hours & pay everyday. Ask for Manager, no phone calls please.

APPLICATIONS being accepted at Hungry House Inside & Delivery Drivers. Apply in person. 23245 Plymouth, Redford.

APPLICATIONS being accepted for the following positions: Hostess, Waitress, Dishwasher, Prep Cook & Line Cook. Apply in person Monday thru Friday 2-5 Grand River, Farmington Hills. Marcy's

APPLICATIONS now being accepted, all shifts. Apply in person.
MCDONALD'S
1200 Livernois, S. of 15 Mile

APPLICATIONS being accepted for experienced cooks, dishwashers & wait persons. Full & Part time. Apply in person: Jason's Restaurant, 31021 Southfield, Beverly Hills.

BANQUET WAITRESSES/WAITERS
Must be available for Breakfast, Lunch or Dinner shifts. Weekends. No set hours. Hourly pay, meals included. Apply in person: Fairlane Hotel, 627 W. Maple Tree Trail, Plymouth, Mich.

BAR PERSON - personable, attractive, 18 or over, will drink, days, nights, full time. Call 537-8170 or 537-8175

BARTENDER & CASHIER
Part time. Must be 18 yrs old. No experience necessary. Apply in person
Rinkus Inc. 6461 Orchard Lake Rd., W. Bloomfield

BAR & WAIT PERSONS, nights, full & part time, experience preferred. Apply in person: 2440 Pontiac Trail near 11 Mile, South Lyon. 437-8777

Bates Hamburgers
Needs Help. ALL SHIFTS
Experience preferred. Full and part time. Apply in person between 8 & 11am or 2 & 5pm.
33406 Five Mile, Livonia
or
On Middlebelt at 8 Mile
Farmington Hills

BENNIGAN'S
is looking for
EXPERIENCED
KITCHEN
EMPLOYEES
Starting pay negotiable
Interested in a
Fast Paced
& exciting
Restaurant business
Career
FULL OR PART TIME
Pleasant
Atmosphere
Excellent Benefits
Good Salary
APPLY IN PERSON
2pm-4pm, Mon.-Thurs
5555 WOODWARD AVE
BLOOMFIELD HILLS
An Equal Opportunity Employer

BURGER KING
Immediate full and part time positions available at our soon to open Sterling Heights location at 18 Mile Road, near Lakeside Mall. We are looking for people to work on all shifts.
Please apply in person between the hours of 8 am. and 3-4 pm. at our Troy location:
BURGER KING
16 Mile & Rochester Rd.
Troy
689-0374
An Equal Opportunity Employer

BUS PERSON
HOST/HOSTESS
Now taking applications for part time positions. Must have neat appearance and pleasant attitude. Ability to process between 1 & 5 pm. by appointment only.
477-3341
BLAKENEY'S RANCH & TAVERN
28232 Grand River, Farmington

BUS PERSON NEEDED
Days. Cooper Arms, downtown Rochester. 651-2390

BUS PERSON needed to work full time in deli. Previous experience preferred. Apply in person: Kroger's Deli, 28572 Grand River, Farmington, in Halewood Square.

BUS PERSONS
Full and part time available. Apply in person: The Meeting Place, 4196 Orchard Lake Rd., Orchard Lake.

BUS PERSONNEL, day food persons & wait staff. Experienced preferred. Apply in person: Bonfire, 30175 Northwestern Hwy., Northville.

504 Help Wanted Food-Beverage

Restaurant Management Open House

Wendy's

We're Comin' On Strong

We hope you've already heard about Wendy's phenomenal success. But, just so we can personally tell you, we're holding an Open House to discuss our restaurant management career opportunities for store manager trainees.

We want you to know how our expanding menu (including breakfast) and extended late night hours are contributing to our growth. We'll tell you about the new restaurants we've opened and about our exciting plans for the future.

Wendy's is comin' on strong. We need assertive, hard working, people-oriented people who are not afraid of success. If you have a proven ability to handle people and run an operation, then we invite you to attend our

OPEN HOUSE
Fri., Sat., Sun., August 17, 18, 19
12 noon - 8 p.m. at the
Holiday Inn
Telegraph Rd. north of 11 Mile

We'll be prepared to talk about our outstanding growth and your career advancement opportunities. We'll also explain our exceptional benefits package and starting income you'll enjoy. If you are unable to attend, you may call the Wendy's Regional Office at (313) 652-8725, Mon.-Fri., 6 a.m. - 5 p.m., or send your resume in confidence to:

Wendy's International, Inc.
23100 Providence Drive, Suite 450
Southfield, MI 48075
An Equal Opportunity Employer

504 Help Wanted Food-Beverage

Restaurant

COOKS,
WAITERS &
WAITRESSES

There's a whole world under our bright red roof!

At your hometown Pizza Hut, you'll work with some of the nicest people around...and enjoy excellent pay and benefits, flexible hours and convenient locations!

Be part of America's #1 pizza restaurant chain.

PIZZA HUT
Apply at:
1425 East Ann Arbor Rd.
Plymouth
7720 North Wayne Rd.
Westland
Mon. thru Thurs.
Noon 2 and 5 p.m.

Pizza Hut.

Equal Opportunity Employer M/F/H

505 Help Wanted Food-Beverage

Burger King

Looking for an excellent job opportunity offering flexible hours, a competitive wage, and the best training anywhere?

Burger King offers that opportunity NOW. Immediate full and part time positions are available on our day, evening, and late-nite shifts.

We'd like to give YOU the opportunity to join our team. Please apply in person at any of the following locations:

6468 Telegraph Rd.
Birmingham, MI 48010

28211 W. 12 Mile Rd.
Southfield, MI 48034

30711 Southfield Rd.
Southfield, MI 48076

Equal Opportunity Employer

505 Help Wanted Food-Beverage

CASHIER needed to work full time in fast-paced deli, must have previous cashier experience. Willing to train right individual. Flexible schedule & competitive salary available. Apply in person at: 525 Forest, Birmingham.

CASHIERS - COOKS
Full or part time
Days or nights.
356-7667

CASHIERS
PACKERS
Day & Night Shifts Available.
Come being taken from 10am-5pm daily.
Apply Between 10-Noon Daily
1711 South Woodward, Birmingham.
Or 34133 W. 10 Mile, at Telegraph, Beechwood Plaza
Or 1700 Livernois, corner of Maple, Troy.

CHONGER RESTAURANT
Experienced Table Servers, Dishwashers & Prep Cooks. Full or part time welcomed. Apply After 5 PM, only.
Ask for Erin. 644-7724

CHUCK MUER'S
"MAMA & PASTAS"
Now has immediate openings for:
Bus Person, Waitperson, experience preferred. Full & Part time, days & night.
Apply in person at 31501 Schoolcraft, corner of Merriman, Livonia, between 2 and 4 pm.
No phone calls please.
An Equal Opportunity Employer

CLUB MANAGER for Plymouth Kiwi Club. Minimum 5 years experience in food, liquor, banquet business. Reply to Box 211, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COOK
Flexible hours. Plymouth area. Mission Hills Golf Club. 11430 Beck Rd. Apply in person.
459-1300

COOK - FULL TIME, NIGHTS
Seeking a person with experience & references. Apply in person: Soup Plus, Franklin at Orchard & Maple & at RenCen between 2-5pm.

COOKS- BUS PERSONS- Piano Maker night positions. Experience preferred. Apply in person: Mama Mia, 37776 Plymouth Rd., Livonia.

COOKS - COUNTER PERSONS
CASHIERS
Experience required. Apply in person: Big Boy, Fairlane Town Mall Center Court, Troy, ask for Chef.

COOKS - DISHWASHERS - PANTRY
Apply in person
Farmington Hills Holiday Inn.
34123 W. 10 Mile.

COOKS
Experienced. Over $5.00 per hour. Apply in person at Pauline's Kitchen, 30000 Northwestern, Southfield.

COOKS- Line, Pastry, Kettle, Bakery, retail bake sales. Servers, Cashiers