504 Help Wanted Office-Clerical

BOOKKEEPER full charge, experienced, for retail furniture store. Secretarial skills required, must be able to manage small office. Retail experience helpful. Apply in person. Hours: Tues-Sat. 10-12 noon or send resume with salary requirements to: Office Manager, 12180 Telegraph Rd., Suite 100, Birmingham, MI 48010.

BUSY APT. COMPLEX office in Westland needs pleasant responsible person to work with the staff. Must be good with people, accurate with numbers & have typing, office & bookkeeping skills. Call between 10am-noon only 373-6447

CASHIER/SWITCHBOARD
Experienced cashier at switchboard position. Full time position. Dealership experience helpful. Apply in person, Mon. & Tues. 9am-5pm.
SOUTHFIELD DODGE
21425 W. 12 Mile, Southfield
354-6600

CERAMIC TILE SHOWROOM & Secretarial person. Duties will consist of color selections with customers & designers and all duties pertaining to office. Call 549-5477

CLERK/SECRETARY
A major corporation has an opening for a Clerk/Secretary. Responsibilities will be split between order entry, sales and payroll tax preparation and secretarial functions. Candidates must have experience in an Accounting environment along with excellent typing and telephone skills. This position offers excellent growth potential. Interested candidates should forward a resume to:
Box 336
Observer & Eccentric Newspapers
36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERKS
- Minimum of 6 months office experience required.
- Lifting up to 50 lbs.
- Immediate assignments are available in the Western Suburban areas.

CDI
Temporary Services, Inc.
Non Fee 559-4343 Southfield 353-1905

CLERK TYPIST PART TIME
Regular part time position for the city of Birmingham clerks office. 20 hours per week. Duties include typing, filing, record keeping & various general duties. Type minimum of 45wpm. Prior experience in general office routine. Starting rate of $7.00 per hour.
Hours are between 9am-11am. Personnel Department, City of Birmingham, Municipal Building, 151 Martin St., Birmingham, MI 48012 Phone: 644-1901
An Equal Opportunity Employer

CLERK TYPIST
Typing of novels, phone & other office responsibilities. Will train. Excellent benefits. Salary $1100 per month.
Greenfield Employment Service
Madison Heights
543-1700

CLERK TYPIST - to work in Oakland County social service agency. Requires 60WPM, good record keeping & dictation equipment skills. Company paid benefits. Send resume only to: ATTN. Patricia, 25900 Greenfield, Suite 312, Oak Park, MI 48237.
An Equal Opportunity Employer

CLERK/TYPIST
$10,400
Entry level position. Suburban location of large expanding company in the purchasing department. Handle general typing and other duties. Complete benefit package. Company paid fee.
CALL 557-7620
ALLEN PERSONNEL AGENCY

CLERK TYPIST. Publisher of business publication needs Clerk Typist to work at his home. Must be at least 50 WPM accurately. Non-smoker preferred. Will train on computer. $150 per week to start plus benefits. Call between 9AM-10PM Only. Manufacturers Agents Newsletter, Inc. 477-1343

DOMMISSION CLERK for fast paced Livonia office to figure sales commissions. Individual must have experience on calculator and be accurate with figures. Responsibilities include insurance, paid holidays, etc. Apply in person: 8150 Brush, Suite 102, Livonia, between 9 30am and 5pm.

CUSTOMER SERVICE REP
A Fortune 500 company offers a really nice opportunity for you! Strong sales office experience, good typing and the ability to be busy are necessary here. $15,000 plus, fee paid. Call Bernice.
SNELLING & SNELLING
353-2090

DATA CONTROL
ADMINISTRATIVE CLERK
We are a leading manufacturing & information service company serving automotive manufacturers and dealers by creating & managing information and communications programs for our clients. We have an immediate position in our full time position for Administrative Clerk. The candidate will be responsible for preparing data for batch processing and verifying computer output data. Experience using CRT for on-line inquiry and up-dating of files is preferred. We will provide an attractive compensation & benefits package. Qualified candidates should send resume to Sandra A. Bourbina, Automated Marketing Systems, 30500 Northwestern Hwy., 18533 Evergreen, Southfield, MI 48076
An Equal Opportunity Employer

DEPENDABLE, ORGANIZED and well motivated person with excellent letter composition and secretarial skills needed for senior partner. Call 559-4300. Apply ALGWICKI 15323 Farmington Rd. Livonia

504 Help Wanted Office-Clerical

DYNAMIC REAL ESTATE CO. has secretarial position available.
Real estate experience helpful but not necessary. Good typing skills are required and some previous office experience is preferred. Potential opportunity for advancement with this growth firm.
For confidential consideration, please forward resume or letter detailing experience to:
Burger King Corporation
Human Resources Dept.
30100 Telegraph Road
Suite 140
Birmingham, MI 48010
An Equal Opportunity Employer

GOOD TYPIST & Numerical, Alphabetical filing. Mon. thru Friday. Livonia area. Call 7:30am-4:30pm.
522-8100
An Equal Opportunity Employer

GROWING LEASING Company has immediate career opening for branch office Coordinator & Credit Clerk. Experience preferred but not required. Salary DOE. Send resume to: P.O. Box 2135, Farmington Hills, Mich. 48018.
An Equal Opportunity Employer

IMMEDIATE JOB OPENINGS IN TROY & ROCHESTER AREAS
- Typists
- Clerks
- Secretaries
- Word Processing Op'rs
- Data Entry Op'rs
- Switchboard Op'rs
- Bookkeepers

Earn top pay while working on long or short term assignments at leading companies in your area.
Benefits include merit increases and vacation pay.
CALL NOW!!
Troy 362-1180
Rochester 852-1511
KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee.
Equal Opportunity Employer M/F/H

IMMEDIATE OPENING for a LANTEN EDP Operator, for part-time with possibility of full-time. [illegible] knowledge of Datamaster & Secretarial skills mandatory. Applicants may send resume to: Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

INSURANCE AGENCY
Birmingham - Occasional time permit a 3 years minimum experience in insurance. Salary commensurate with experience. Salary negotiable.
Call Sandy at 540-6457

INSURANCE AGENCY - N.W. Suburbs seeking responsible individual for Commercial Client Service/Marketing position. Min. 5 years Agency experience. P/C Marketing background necessary. Rating & computer experience - a Plus! Call Mr. Michael.
644-6292

INSURANCE - CLAIMS
MIC General, the Insurance People seeking an experienced Claims Adjuster opening in its' Detroit Claims Dep't. Ideal candidate will possess 3 yrs. or more benefits. Experience in auto claims is required. Salary commensurate.
MANAGER
MIC GENERAL INSURANCE CORP.
3031 W. Grand Blvd., Suite 645
Detroit, Mich. 48202
313-872-8100
Equal Opportunity Employer M/F

INSURANCE
MIC General, the Insurance People seeking an experienced Clerk Typist opening in its' Detroit Office. Liberal benefits package compensation, excellent benefits. Extensive company experience, state and home owners insurance is required. Salary commensurate.
MANAGER
MIC GENERAL INSURANCE CORP.
3031 W. Grand Blvd., Suite 645
Detroit, Mich. 48202
313-872-8100
Equal Opportunity Employer M/F

INSURANCE Personal Lines Underwriter. Minimum high school graduate, computer & phone skills helpful. Full time. Salary & benefits package negotiable. Birmingham property & casualty insurance agency. Contact Carol 645-6636

INSURANCE PROPERTY & casualty underwriter (commercial lines opening. Must be experienced in policy, filing, placing of coverages. Send resume to PO Box 2135, Farmington Hills, Mich. 48018

JR. EXECUTIVE SECRETARY
$14,000-$15,000
A growing suburban company offers variety and excellent working conditions. Let your experience, good shorthand and typing skills win you a chance to join plush office. Call Shirley now. 644-1540.
SNELLING & SNELLING

KEY DISC
Excellent full time opportunity for experienced operators. Three shifts. Call 9-30am - 3pm. 559-1310

KEYDISC/KEYPUNCH
Wanted experienced operator for our Troy/Big Beaver office. Day and alternoon shifts, full or part time. 649-9640

KEYPUNCH OPERATOR
Jobs on actual header! Our 20 years in data entry has made us the best - our growth continues and we need a few professionals for keypunch with 10,000 plus strokes per hour - openings on 2nd & 3rd shift with future promotion potential. 1st shift and promotion. Excellent 1st shift benefits & flexible offices in Detroit area. Free parking in security control building guarantee. Excellent salary and dental insurance, vacation, holidays and paid sick days. Make 1985 your year to grow with CONSOLIDATED DATA TECH. Excellent income for experienced operators.
Call for appointment.
9-5 pm, Mon. thru Fri.
643-8236

KEYPUNCH
Full time temporary thru April 15, 1 year experience an Informix. Ask for Carol between 11AM-1PM. 559-5150

LEGAL SECRETARY for Southfield attorney. 1 year experience preferred. Call

LEGAL SECRETARY, experienced, excellent typing & office skills necessary. Right to do work. 646. Madison Heights, MI 48071-0966

504 Help Wanted Office-Clerical

LEGAL SCRETARIES • PARALEGALS
TEMPORARY PERMANENT
PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 1540
SOUTHFIELD, MICH. 48075
358-0060

LEGAL SECRETARY, experienced, needed for Farmington Hills Litigation Firm. Good typing & dictation skills, excellent benefits. Linda Wiebrg. 557-9500

LEGAL SECRETARY
Needed immediately, a good secretary. Typing office primarily. Personal injury work. Please send resume and salary requirements to: Legal Secretary, P.O. Box 43064, Troy, MI. 48083

LEGAL SECRETARY
Experienced
Troy/Birmingham location. Word processing or Mac card preferred but not necessary. Salary commensurate with ability and experience.
248-644-6110

LEGAL SECRETARY with some paralegal skills. Mature, experienced footloose & fancy-free Birmingham area. Part-time, flexible hours. 540-1558

LEGAL SECRETARY
Downtown Birmingham law office concentrating in general corporate, real estate and divorce. Must have at least 3 years experience, non-smoker. 642-2111

LEGAL SECRETARY
Experienced in workmans compensation defense for Southfield law firm. 1-2 years experience. Salary and benefits negotiable. 355-5300.

LEGAL SECRETARY with 3 years experience, for expanding personal injury department of Southfield law firm. Excellent typing & dictaphone skills. Call Lori Judy. 557-1115

LEGAL SECRETARY & PARALEGAL
for small Birmingham, Michigan law college-education person who wants Paralegal or Law school with emphasis on's help. Good pay, hard work. 645-0710

LEGAL SECRETARY
Part time, for Dearborn Heights law office.
Call 278-2325

LEGAL SECRETARY wanted for Southfield Law Office. (1)year experience. Good typing skills. Good benefits. Call Kathy, 352-8111

LEGAL SECRETARY - Immediate opening. Needed for Bloomfield Hills law firm. Good typing skills required. Call Cheri at 644-0444

LEGAL SECRETARY - Southfield plaintiff litigation experience. Salary commensurate with experience. Call Sandy at

LEGAL SECRETARY - Experienced, for one-man litigation firm. Good typing skills. Attitude. Salary commensurate with ability.
559-0911

LEGAL SECRETARY for established Southfield law firm. Excellent typing (IBM Display Writer) & good dictation skills required. Previous legal experience not required. 647-5111

LIFE INSURANCE company needs secretary with experience for broker age operation. Excellent skills and life insurance background a must. Salary range - $13 to $15,000. Please call Office Manager at: 644-1441

LITIGATION SECRETARY, experienced for busy Southfield law firm. Excellent typing, shorthand and other skills. Call 557-8300 ext. 141

LOOKING FOR A Career Change? We will train for a new career. Accurate typing and math skills a must. Job placement after training. Send resume or application to: Personnel, P. O. Box 1794, Southfield, MI 48037

MAIL CLERK for downtown Detroit. High school graduate. 8:30AM-5PM. Must be able to lift 50 lbs. Call Mr. Bee 559. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE SECRETARY - Bookkeeper wanted for 3 secretary Birmingham law office. Duties include receptionist, bookkeeping, billing & legal secretarial work as well as sharing other office responsibilities such as library & kitchen. Some experience in legal office, shorthand & a good processing program wanted to apply. Send resume to Schwartz, Kanner & Ellison, 30500 Northwestern Hwy. 1470, Birmingham, Michigan 48010

MEDICAL CLAIM ANALYST
with experience in medical terminology or medical background for full time position. Call Mr. Bell, Insurance company. Call 645-4001, ext 134 between 8-5 or send resume to:
An Equal Opportunity Employer

MEDICAL OFFICE RECEPTIONIST
Part-time, part time position available in Rochester office for a mature, non smoking individual. 20 hours. Hours flexible. Call 852-2721

NATION WIDE MORTGAGE BANKER
Southfield area. Expanding.
TAX CLERK
Opening in the Servicing Department.
ENTRY LEVEL SECRETARY
For Executive. Typing 60 WPM, shorthand and word processing skills, good with details. Opportunity to grow. For interview, call:
E. HODAS
355-9200, ext. 239

NON SMOKER - for General office, typing, filing, answer phones, etc. Entrance level. After 8am 642-1129

OFFICE CLERK
A little experience from a long way here! A nice suburban office and pleasant working environment is awaiting Accurate typing and general office skills will give you an opportunity to earn. Call Rita. 433-1099
SNELLING & SNELLING

OFFICE MANAGER
Experienced in mini computer system, staff. General administrative duties. Please send resume to: Office Manager, 24 American Center, 27777 Franklin Rd., Southfield, MI 48034

OFFICE MANAGER
A retail chain with several offices in Southfield requires an experienced supervisor to manage clerical staff. Computerized inventory control experience is desirable. Complete benefits. Call for appointment
248-1492

OFFICE MANAGER
Great opportunity for manager with food raising exposure. Direct 4-6 people. Call now for immediate consideration.
SNELLING & SNELLING
399-3450

OFFICE PERSON needed for retail operation. Maple/Telegraph. Some experience helpful. Full or part time. Flexible hours 10am-2pm. 855-3111

OFFICE PERSON
With experience in filing
& collection. Apply 9am - 12 Noon.
AAA Maple Garage, 31618 Grand River, near Lahser.

OFFICE PERSON needed full time, light bookkeeping, general office duties. $5.00 to $5.00 per hour.
Call Gene Wed. or Fri. 432-0530

PART TIME, leading to full time, Real estate property management. Farmington area". Duties include phone, file, typing. A great challenge & opportunity. Non-smoker. Send resume to: Mr. Bell, 29800 Orchard Lake Rd., Suite 16, Farmington, MI 48024
478-7440

PART TIME LEGAL SECRETARY
Experienced preferred for busy law office. Send resume to: 15116 Beech Daly, Redford, Michigan 48239

PART TIME - LIVONIA AREA
Some typing, filing, payroll and telephone 35 hours per week. Call Mr. Bee
522-7566

504 Help Wanted Office-Clerical

OFFICE WORK, part or full time negotiable. Typing skills desirable. Excellent for recovering or business student. Bloomfield Hills
540-3002

ON-CALL CLERICAL PERSON to perform various clerical duties in accounting, typing, filing, light bookkeeping and general office duties. Reply, in confidence, to: Jeanette Hoffman, Bonfiant General Hospital, Chemical Dependency Unit, 28660 Grand River Ave., Farmington Hills, Mi., 48024.

OPENING for someone experienced in various office duties including typing, filing, accounts payable & payroll. Must be organized & able to do many jobs. Ability to perform in fast, pleasant environment required. Excellent benefits. Call Barbara
553-1520

PART TIME bookkeeper needed for office in Farmington Hills. Experienced but not balance. Light typing required. Send resume to P. O. box 2132, Farmington Hills, Mich. 48018

PART TIME/FULL TIME
Mature individual needed for a 20 hr. week. (4 hours every day or Saturday. General office skills & phone telephone presence required. Retail background helpful. Rochester area.
853-1525

PART-TIME
Need experienced person for clerical/typing position. Work 10 to 15 hours per week during the day. May be possible to work in your own home. Reply to:
P.O. Box 352, Plymouth, MI. 48170

PART TIME Person to assist in residential builder's office. Typing, some bookkeeping. Send resume to: Box 4 Venoslilli, 2545 E. Rochester Rd., Rochester, MI. 48063.

PART TIME SECRETARY
for small private Detroit College. Duties include typing, answering the telephone, operate office machines & assist communicating with faculty & students. Send resume to: Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYABLES CLERK
Fast growing office, N. Suburb. Sharp, experienced, construction background. $12,000-$13,000. Rubsen. Benefits.
SNELLING & SNELLING
399-3450

RAPIDLY GROWING mortgage company looking for mortgage processors to closers with current experience. Your people oriented personality is a must. Send to: P. O. Box 5396, West Bloomfield, MI 48033

RECEPTIONIST - Legal Secretary Trainee. Small law firm. Troy area. Pleasant working conditions. Call Mrs. Johnson, Walker & DiNatale, 755 W. Big Beaver, Suite 1015, Troy, MI 48084

RECEPTIONIST/SECRETARY
for Troy shopping center developer. Typing, Receptionist, solid experience required with professional appearance. Advancement potential. Excellent salary and benefits package. Call 362-W, Big Beaver Rd., Suite 201, Troy, MI 48084 After 11 A.M.

RECEPTIONIST wanted - 40 hours per week. Apply in person. 827 Manufacturer Drive, Westland, between Cherry Hill & Newburgh Road.

RECEPTIONIST - Livonia real estate office. Must have excellent phone manner and perform general office duties. Ask for Toni. 261-4300

RECEPTIONIST- 12 Mile & Telegraph area. Hours are Mon., Tues., Wed., Thurs. Fri., 3-7 PM., Sat. 10 A.M. - 7 P.M., Sun., 8 10 AM. - 5 P.M. Call 645-1021.

RECEPTIONIST - CLERK TYPIST
Position available in our Auburn Hills office. Prior experience in a medical office helpful & working condition. Apply in: Western Erectors, P.O. Box 4445, Pontiac, Michigan 48057.

RECEPTIONIST/SECRETARY
Pleasant Oak Park office has a sensitive phone manner and heavy phone contact. Must be able to type 50 WPM. Location in Birmingham. Above average typing, grammar and spelling skills mandatory.
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Southfield Consulting Firm has immediate opening for well groomed person with good telephone personality, experienced on busy switchboard. Position includes typing & light clerical duties. Call Mrs. Hoag, 557-4060
Equal Opportunity Employer M/F

RECEPTIONIST SECRETARY
For fast paced administrative office. Must be a self motivator, with the ability to juggle a busy phone. Must type at 45 to 55 per hour during probationary period. Call for appointment. Ask for Mr. Gary Wolfe, 27 Mile & Northwestern Hwy., Southfield, Mich.

RECEPTIONIST SECRETARY for general contracting firm. This individuals responsibilities will be organized with good interpersonal skills. Responsibilities include typing, 50WPM, filing, 60WPM, filing, answering phone & must be good speller. Entry level candidate reply with resume to Box 334, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST to answer phone, typing, light bookkeeping. Hours: 8-5 Mon. Wed. & Fri. Telegraph/Plymouth area. Call Bill 531-8120

RECEPTIONIST - Light typing, filing, misc. duties. Monday thru Friday. Apply in person: Cherry Hill Dodge, Inc., 32661 Cherry, Farmington.

RECEPTIONIST - Answering electronic phone system and general clerical duties required. Excellent working conditions in prime Southfield location. Salary commensurate with experience.

RECEPTIONIST - answering phone, typing, misc duties. Renaissance Center area. Full or Part time. Call Mrs. Hoag at 259-5300 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
For Bloomfield Hills Law Firm. Outgoing personality, professional appearance, excellent telephone skills & good typing required. Please forward resume to Judy M Woodward, Suite 5800, 1000 Maccabees Center, Detroit, Michigan 48226

RECEPTIONIST - full time position available. Must have typing skills as well as personality. Will also be performing general office functions. Good working conditions, good salary, excellent benefits. 9 Mile/Telegraph area.
356-3739

RECEPTIONIST/CLERICAL
General office & receptionist duties. Light manufacturer looking for person with good typing skills to handle telephones and assist office personnel. Must be neat, well mannered and non smoker. Call to arrange an interview.
PHOTO-VEST INC
27777 INKSTER INDUSTRIAL CT
Bloomfield Hills, Mich
348-3600

RECEPTIONIST
Immediate full time opening for mature person to handle telephone switchboard for office of electronic oriented firm Farmington Hills area. Very good benefits. Must have pleasant telephone presence, type accurately and be well organized. Knowledge helpful but not required.
Call Jim 477-7700

SECRETARIAL POSITION Available: Light bookkeeping, typing, some filing. Hours: Apply in person, Mon. thru Thursday 3pm-5pm. Maple Pan, Fairlane Town Center, Dearborn
An Equal Opportunity Employer

SECRETARIAL POSITIONS now open. Good typing & clerical skills a "plus". Receptionist duties for persons part time getting out of school. Call Carol today or an appointment.
648-1336

SECRETARIES
Entry-level to Executive Secretary. Expanding firm has many advancement opportunities, benefits. Whether you're a Receptionist, General Secretary or an Executive Secretary the growth of this company can be your skills. Salaries range from $11,500-$15,000 depending on experience, fee paid.
Call Patti 478-2366
SNELLING & SNELLING

SECRETARY - accurate & detail oriented person to perform clerical duties for administrative office. Professional appearance & phone skills. Light typing & filing. Send resume to: P.O. Box 9266, Attn: Personnel, Troy, Mich 48099.

SECRETARY - BLOOMFIELD HILLS
For manufacturer sales division. Typing, shorthand, customer contact. $18,500 range. Great benefits.
Non Smoker. Fee paid.
BETTY HAMILL PERSONNEL
626-6470

504 Help Wanted Office-Clerical

SECRETARY BOOKKEEPER
Experience necessary, full time, Berkley area. 547-0428

SECRETARY
Brighton Area. Bright, hardworking person with excellent secretarial and basic bookkeeping skills. Math background and excellent communication skills helpful. Send resume to: P. O. Box 9449, Brighton, Mich. 48116.

SECRETARY
Dary laboratory department of Southfield Consulting Firm has immediate opening for experienced secretary. Position requires typing skills with 60 WPM, shorthand or dictaphone, word processing experience and knowledge of grammatical & organizational skills. Send resume with salary requirements to Personnel, 23711 Southfield Rd., Southfield, MI. 48075
Equal Opportunity Employer M/F

SECRETARY
Excellent typing, communication & organizational skills will qualify you for this position! Medical background a plus. Salary, good benefits & room for advancement. Resume to: HSCA, 15179 Hubbard Ave., Livonia, Mich 48127.

SECRETARY
Executive or insurance. Excellent steno skills, computer experience, very busy office. Farmington Hills area. Excellent benefits. Salary open. Reply to Box 324, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - experienced for 1 girl office. All office skills including bookkeeping. New Center area. Call after 10AM. 872-8122

SECRETARY - for Birmingham law firm, must have good typing skills or transcribing experience. Full time position. Willing to train.
644-3150

SECRETARY for law office. Birmingham - Business practice. Car necessary. Will train some skills. Salary based on ability can type 55-70wpm & has good basic skills.
646-1090

SECRETARY
Full time position for Farmington Hills management. Typing & dictation skills required. Phone
851-6500

SECRETARY - Immediate position Part-time for small law firm. Typing, filing. Excellent telephone skills, filing. Immediate employment. Call
478-6411

SECRETARY - MATURE
Experienced, for small Southfield law firm. Skilled typist, Dictaphone experience required.
477-7867

SECRETARY - Mature professional to assist General Manager of Farmington Hills manufacturing corporation. Must have excellent typing, telephone, letter, entry, and assist with purchasing of product components. Must be a self-motivated person. Resumes to:
Call Mr. Reimer.
471-3372

SECRETARY
N. Woodward ad agency has secretarial position available. Requires secretarial typing at 60 WPM, good organizational skills. Salary commensurate with experience. Send resume & salary history to Personnel, Box 4300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

SECRETARY/OFFICE MGR.
Small Southfield sales/service office. Responsibilities are varied. Benefits, opportunity for advancement. Send resume to: Personnel Manager, Center Dr. #300, Southfield, MI 48076

SECRETARY, Part Time. Wayne Area. 20 hrs. per week. $4/Hr. to start. Benefits after 1 year. Call Mr. Bee 559. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - PART TIME
Jewish Vocational Service Southfield is by Workshop is looking for a secretary with extensive record keeping, typing, dictation equipment skills & typing speed at 60 words per minute. Excellent company paid benefits. Resumes to: Jewish Vocational Service, 25900 Greenfield, Suite 311, Oak Park, MI 48237
An Equal Opportunity Employer

SECRETARY-RECEPTIONIST
Growing Southfield Consulting Firm located in Bloomfield Hills needs full or part time secretary-receptionist person. Excellent typing, office skills and phone manner is required. Word processing experience a plus. Sales bonus program available. Call for interview
334-6400

SECRETARY/RECEPTIONIST, Typist
Young Southfield firm looking for Secretary-Receptionist who wants to grow with the company. Duties include: answering phones, talking with clients, light bookkeeping, accurate typing, receivable, typing. Must have experience. Southfield area.
559-1144

SECRETARY RECEPTIONIST
Growing company has opening for people oriented, mature individuals to assume multi level responsibilities in fast paced business. Must have previous secretarial experience, typing 55 wpm, voicing experience, 10 key accuracy, telephone manners & organizational ability.
Temporary Specialist.
354-3818

SECRETARY - SALES
CPDL, the leader in high tech information systems, has an immediate opening for a full time Secretary/Sales Asst. in our sales department. The successful applicants will possess accurate typing skills, excellent communication & organizational skills, and the ability to handle a variety of administrative duties. Familiarity with mathematical computations, shorthand, word processing equipment is a "plus". We offer a competitive salary and an excellent benefit package. To be considered for this challenging position, please submit your resume to:
Employment Office
CPDL
1868 Green Rd.
P.O. Box 1809
Ann Arbor, MI 48106
An Equal Opportunity Employer

SECRETARY
Successful company needs senior level secretary with excellent typing and shorthand skills. Must be experienced with making travel arrangements, minutes salary and benefit package. If interested, please call Personnel Director, Mr. Drake, P. O. Box 801, Southfield, MI 48037

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

STAFF CO-ORDINATOR
Excellent part time opportunity to use your phone personality & 5 years office experience to service our client company. We are a fast paced, expanding temporary office clerical agency serving the metropolitan area. Call
TEMPORARY RESOURCES
356-1616

STATISTICAL TYPIST
Need 10 local CPA firm. Southfield area. Call
559-7333

TELEPHONE CORRESPONDENT
PERMANENT part time individual, with an exceptional telephone personality, needed on an average of 3 days, 4 hours per day (yesterday 10-3 or 11-3). This position involves a process that has the ability to cope with irate individuals in a willing to handle routine & repetitive work. Duties consist of answering telephone inquiries from our customers & processing their requests. If interested, please send resume to:
D. LEONARD
P.O. BOX 2727
SOUTHFIELD, MI 48037

504 Help Wanted Office-Clerical

SECRETARY wanted, Pembroke Building Services. Will train in legal. Must type 75wpm. Spelling, grammar skills required. Send resume to: Box 316 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSORS needed for temporary, challenging assignments. Must have word processing experience. Typing 50 wpm.
W & M Word Processing
433-8750

WORD PROCESSOR/LEGAL Secretary. Must be experienced trading, word processing, dictaphone necessary. Shorthand, file, phone skills preferred, but will train. Good typing speed necessary. Call Mr. Bee, Observer, 17117 W. 7 Mile, Suite 1144, Southfield, MI 48075

WORD PROCESSORS

EARN EXTRA $$$ WHILE YOU'RE LOOKING FOR THE RIGHT PERMANENT JOB
We need experienced:
- NBI
- LANIER
- IBM 5520

and other systems.
TOP PAY BONUSES BENEFITS NO FEE
TROY 362-4650
DETROIT 962-9851
LIVONIA 464-9490
S LD 354-0555
Olsten
Temporary Service
An Equal Opportunity Employer

Work Now For Excellent Pay Rates
- Typists
- Secretaries
- Switchboard Operators
- Data Entry Operators
- Word Processing Operators

If you have any of these skills, we have temporary assignments for you in the Farmington Hills area.
We offer pay increases, paid vacations, and a chance to work at top companies.
Call Us For Details
553-7820
34115 W. Twelve Mile Rd. (Suite 155)
Farmington Hills, MI 48018
KELLY SERVICES
The "Kelly Girl" People
Not an agency, never a fee.
Equal Opportunity Employer M/F/H

505 Help Wanted Food-Beverage

ATTENTION
JAN DRAKES Greenhouse, Sale of W. Bloomfield is now accepting general applications. 851-0234

BANQUET HELP
Part time/Hours Vary
Banquet Waiters/Waitresses
Apply MAYFLOWER HOTEL, 827 W. Ann Arbor Trail, Plymouth between 10-3 PM., Mon. - Fri. AAA to Dayton

BANQUET
WAITERS/WAITRESSES
Part time positions available. Experience helpful, but not necessary. Pay to exceed $5.85 per hour after 60 days. Apply in person at Holiday Inn, 2141 E. Telegraph, Bloomfield Hills, Mon.- Fri 9am-4pm.

BAR PERSON, Waitress/Waiter wanted. Full time & part time available. Plymouth area. Please call & ask for
648-8780

BARTENDERS - EXPERIENCED
Wanted part time. Immediate employment. Apply in person: Hedow Lanes, 31966 W 8 Mile Rd., Southfield.

BUDDY'S food experienced Carry-Out, Counter Help, Cook, Bartender, Oven, Grill, and General kitchen help.
Apply in person, Mon. thru Fri. between 2-4 PM at Buddy's, Northwestern Hwy. & Middlebelt, Farmington Hills.

BUS PERSON, Waiters/Waitresses wanted. Full time & part time available. Apply in person after 7pm. See owner, Jim Fox Club, 1212 W. 9 Mile, between Lahser & Telegraph.

CASHIER/HOST PERSON
Immediate opening. Mon. thru Fri day position. Woodward & Square Lake. Call
338-3215

COOK
DAYS Full time. Apply in person. Cozy Cafe Of Plymouth, 11 Forest. 453-2115

COOK & DISHWASHER
Nights, full or part time. Apply within: Bartender's Restaurant, Applegate Square Southfield

COOK PANTRY help, full time. Apply in person, between 9 am & 11 am & 2 pm. Boz Bar & Grill 777 W. Ann Arbor Trail Plymouth

COOKS, DAY BUS PERSON
COCKTAIL PERSON
For one of the top restaurants in the state. Ask for Sandy
649-1134

COOKS - full and part time. Apply in person: Town Crier Restaurant, 15400 W. 8 Mile, between Southfield & Evergreen.

COOKS
No experience needed Students, homemakers, part time afternoon help needed. Apply in person
Olga's Kitchen 219 S. Woodward, Birmingham.
647-3750

COOKS WANTED
All shifts. Good pay. Apply in person at the Kan's Hero Restaurant, 3590 Middlebelt, West Bloomfield.

COOK - $5 an hour to start. Short order experience. Apply at Sparrow Cafe, 25345 Northwestern Hwy., Southfield. Mon thru Fri, 10am-2pm. Call for directions, ask for Michael or Alex. 357-3000

COUNTER HELP
Full & Part Time. Apply in person between 2-4PM, Tuesday thru Friday, 15600 W. 13 Mile Rd., Beverly Hills.

COUNTER HELP needed immediately to work in fast paced deli. Must have previous slicing machine experience. Apply in person: Kroger's Deli, 23172 Grand River, Farmington Hills in Inkwood Square.

COUNTER PERSON wanted. Good pay, company benefits. Full time & part-time. For carry-out deli in Southfield. Please call Ed or Harry. 353-7377

This Classification continued on the First Page of Section D

505 Help Wanted Food-Beverage

Restaurant Manager

Reach for More

Before you make a decision about your first career, a new career or your next career, take a good look at a Restaurant Management position with Burger King and read on for more. As a major subsidiary of Pillsbury, we have management opportunities in the Detroit area including several north suburban locations with excellent starting salaries, comprehensive insurance and retirement plans, stock investment programs, tuition reimbursement and much more.

With your 2 years of supervisory experience in either food service or retail, or at least 2 years college with applicable work experience, you can step right into a restaurant management career that promises opportunity and responsibility. If a satisfying, challenging restaurant career with Burger King appeals to you, take that first step toward a future that demands you reach for more by calling: (313) 645-1796. You may also forward a detailed resume including salary history in confidence to:

BURGER KING
Burger King Corporation
Human Resources Dept. OE917
30100 Telegraph Road, Suite 440
Birmingham, MI 48010
Burger King is an equal opportunity/affirmative action employer.

505 Help Wanted Food-Beverage

Silverman's
40 Different Kinds of Omelettes
HOME MADE Specialties
COOKS
WAITERS & WAITRESSES
BUS PERSONNEL
HOSTS & HOSTESSES
Needed at new
SILVERMAN'S
27695 Grand River, Livonia
Interviewing Daily From 10 A.M. to 4 P.M.

505 Help Wanted Food-Beverage

RED WING TICKET WINNER
Kathy Rujan
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Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m., Tuesday, January 22, 1985, to claim your two FREE RED WING TICKETS.
591-2300, ext. 244
CONGRATULATIONS!

TYPISTS - JR.
needed in W. Bloomfield & Redford.
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Opportunity & challenge for a IBM Word Processing Operator with a minimum of 1 year experience.
Pension & Profit Sharing sales & administration company offers excellent opportunity in a fast paced, people oriented individual. Pleasant working conditions, good salary & fringes.
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WORD PROCESSING OPERATORS
IMMEDIATE OPENINGS
- IBM Displaywriter
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- Wang
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KELLY SERVICES
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Not an agency, never a fee.
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WORD PROCESSOR/Legal Secretary
Word processing training, secretarial/typist skills helpful. Send resume to: Patterson & Patterson, 30445 Northwestern Hwy., Suite 200, Farmington Hills, Mich. 48018. Attention: Ms. Bobbie.

WORD PROCESSOR - for Oakland Cty. Law Firm. Minimum (3) years Legal experience required. Call or P.O. Box 606, Northville, Mich. 48167.

505 Help Wanted Food-Beverage

WAITER/WAITRESS
Part time/Hours Vary
Banquet Waiters/Waitresses
Apply MAYFLOWER HOTEL, 827 W. Ann Arbor Trail, Plymouth between 10-3 PM., Mon. - Fri. AAA to Dayton

WAITERS/WAITRESSES
Part time positions available. Experience helpful, but not necessary. Pay to exceed $5.85 per hour after 60 days. Apply in person at Holiday Inn, 2141 E. Telegraph, Bloomfield Hills, Mon.- Fri 9am-4pm.

WAITRESS
Apply in person. Town Crier Restaurant, 15400 W. 8 Mile, between Southfield & Evergreen.