EMPLOYMENT

504 Help Wanted Office-Clerical

INVEST CLERK
Experienced Investment Bookkeeper desired. Send resume to Personnel, P. O. Box 300, Southfield, MI 48037. Attn IC/EC

I/O CLERK
Major computer service company in Livonia looking for an individual with a strong clerical background. Must be a self starter, highly organized & efficient. This position requires attention to detail & follow through manner and with the ability to post figures neatly & accurately. If qualified call Robin Wilson at 261-8220

JUNIOR SECRETARY
Immediate opening in our Advertising/PR Div. for an individual with excellent typing skills, 60 wpm. The individual must have the ability to complete assignments in a timely manner and work in a fast-paced environment. Minimum of 2 years office experience, strong communication skills, (written & verbal). Knowledge of word processing desirable. Excellent benefits and pleasant working environment. Please send resume to

Personnel Department
P O Box 2327
Southfield, MI 48037

Equal Opportunity Employer M/F/H

KEYPUNCH
Full-time days, years for Data Entry Operators in Southfield. Min. (1) Year experience.
Call Mr. Linderman, after 8am daily,
353-0195

KEYPUNCH KEYDISK
Full & part-time openings on all shifts. Experienced. Good benefits. Voluntary overtime. Nice area Troy. 643-8210

LEGAL SECRETARY
For Birmingham firm. Experience necessary. Excellent skills a must. Will train on word processor. Benefits. Contact Cheri 644-1840

LEGAL SECRETARY
Full time position for Troy law firm. 2 years minimum legal experience with strong word processing skills.
Call Jean, 643-7400

LEGAL SECRETARY full time for Southfield tax firm. IBM Display writer experience necessary. Competitive salary & benefits. Paula 354-3200

LEGAL SECRETARY - Experienced. Detroiters, Inner City Area. Malpractice. Domestic. Resume, references. P.O. Box 123, Southfield, MI 48075

LEGAL SECRETARY for Senior partner in Oakland County Law firm. Executive skills. Highly motivated, well organized individual. Reply. PO Box 400 Northville, MI 48167.

LEGAL SECRETARY-Downtown Birmingham Law firm. Real estate background surroundings Word processing experience helpful. 258-8202

LEGAL
SECRETARY/RECEPTIONIST
For small Law Firm in Southfield. Full time. Call ask for Mary 237-6100

LEGAL SECRETARY
for General Practice Firm located in Southfield. Pay commensurate with ability. Please call 352-3030

LEGAL SECRETARY wanted to work for partner in busy Southfield Law Firm. Salary commensurate with ability & experience. Please call 424-8000

LEGAL SECRETARY - Min. 3 years experience - for Insurance Defense Firm located in Troy. Typing 65 WPM. Dictaphone. Competitive salary & benefits. Ask for Ms. Friedman, 649-1330

LEGAL SECRETARY
Experienced secretary for downtown Law Firm. Good typing skills required. Send resume to: Law Firm, 1000 Penobscot Bldg., Detroit, Mich. 48226.

LEGAL SECRETARY
Bloomfield Hills law firm needs legal secretary with heavy litigation experience. Minimum 10 years experience. Salary commensurate with experience. Phone 645-9400, Ext. 312.

LEGAL SECRETARY - Experienced in litigation to work for busy Senior partner. Word processing experience preferred - Word Star version is a plus. Fringe benefits, salary open. Please call in confidence. Mrs Gillis, 540-1050

LEGAL SECRETARIES
Downtown law firm. Typing 60-65 wpm, one year legal experience required. Excellent benefits. Salary $13,000-$14,500. Fee employer paid. Contact 961-1234

LEGAL SECRETARY, Experienced, for a lawyer firm in Tel-Twelve area. Word Processing experience needed. Must be able to assume substantial responsibility. Salary & benefits commensurate with experience. 644-4433

LEGAL SECRETARY
Experienced for Oakland County firm. Full or part time. Min. 2 years legal experience required. Word processing skills necessary - CPT. Excellent salary & benefits. Non-smoker preferred. Ask for Linda.
335-3535

LEGAL
Secretaries
Spring is a time of change...are you ready to make yours?
If you are, we can help you. We can help you secure a more interesting and rewarding position.
Permanent and temporary positions are abundant. Let us help you grasp one.
Call, come in, or mail your resume in complete confidence. There is never a charge to you for our courteous and professional placement assistance. Call our law firms assume all charges.
PERSONNEL AT LAW
3000 Town Center,
Suite 2580
Southfield, Mi., 48075
358-0060

LEGAL SECRETARY
Minimum 2 years legal experience, for law firm in Southfield. 827-7000

LEGAL SECRETARY
Experienced. Mon.-Fri., 9AM-1PM. Nine Mile/Southfield area.
559-8100

LEGAL SECRETARY, Rochester, 2 days a week. Dictaphone, mag card. Non-smoker. Resume: K. Lewis, 431 Sixth St., Rochester, MI., 48063

LEGAL SECRETARY
1-2 yrs. experience required. Salary commensurate with ability. Benefit. Southfield area. Call Diane 557-5600

LEGAL SECRETARY - part time, minimum 20 hours pay based on experience. Word processing preferred. Call Nora & Associ Counsellors at Law, Plymouth 451-2022

LEGAL
SECRETARIES
Experienced, for tri-county area.
Permanent & temporary positions available. All fees employer paid.
PEG LEI CONSULTING
& EMPLOYMENT SERVICES
258-5116

LEGAL SECRETARY
for partner in small law firm located in Renaissance Center specializing in litigation. Excellent typing, dictaphone transcription & spelling essential. Legal background and word processing. Opportunity to learn & use word processing equipment & engage in paralegal activities. Salary commensurate with experience. Free parking. Send resumes only to: Box 414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL
SECRETARIES
For professional job placement service, temporary or permanent. Register now and put our experience and contacts to work for you.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
626-8188

504 Help Wanted Office-Clerical

LEGAL
SECRETARIES
Experienced legal secretaries needed for permanent & temporary assignments in the metro & suburban areas. Call now or send me your resume.
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
LEGAL
PERSONNEL
TOP OF TROY
755 W. Big Beaver, Suite 300
Troy, MI 48084
643-8100

LIFE INSURANCE BROKERAGE firm seeking responsible full time person for "new business" position. 2-3 yrs. previous experience, send resume with salary requirements to: Barbara Hudson, PO Box 7007, Troy, MI. 48007

MAIL ROOM
OPPORTUNITY
Immediate entry-level opening for a well groomed individual to perform a variety of mail room duties including stuffing, opening, sorting, distributing mail and maintaining postage due accounts. Must be able to lift heavy parcels and work overtime when required. Excellent benefits and working conditions. If interested, send resume to

Personnel Division
P O Box 2327
Southfield, MI 48037

Equal Opportunity Employer M/F/H

MARKETING
SUPPORT
REPRESENTATIVE
Excellent opportunity in a rapidly growing suburban company! Do you have a college degree, mobility? and computer knowledge? Call Ginny today for more details. Salary $16,000 plus Great benefits. 353-2090.

SNELLING & SNELLING

MATURE SECRETARY needed for experienced of two. Real estate office in Farmington Hills. Must be a self-starter, good organizer, have pleasant phone manners and be interested in learning the real estate business, word processing experience helpful. Please send Resume to box #348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MESSENGER/COURIER needed for Southfield area. Pay based on experience. Vehicle required. Salary negotiable. Call Karen 355-5200

Mortgage Processor

Prefer experience or residential real estate background. Rapidly expanding local mortgage banker. Pleasant

Mr. Pollick or Mr. Brir
Liberty Mortgage Corp.
358-2345

NEED a poised, mature Legal Secretary for busy litigation attorney in Troy office. Word processing experience preferred 258-8405

NON SMOKER

Top notch experienced transcription typist, superior speller, pleasant outgoing personality for receptical legal Southfield office. Word processing computer knowledge a plus. Mail resume & salary requirements to box 314 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Bloomfield Hills law firm needs legal secretary with heavy litigation experience. Minimum 10 years experience. Salary commensurate with experience. Phone 645-9400, Ext. 312.

LEGAL SECRETARY - Experienced in litigation to work for busy senior partner. Word processing experience preferred - Word Star version is a plus. Fringe benefits, salary open. Please call in confidence. Mrs Gillis, 540-1050

LEGAL SECRETARIES
Downtown law firm. Typing 60-65 wpm, one year legal experience required. Excellent benefits. Salary $13,000-$14,500. Fee employer paid. Contact 961-1234

LEGAL SECRETARY, Experienced, for a lawyer firm in Tel-Twelve area. Word Processing experience needed. Must be able to assume substantial responsibility. Salary & benefits commensurate with experience. 644-4433

LEGAL SECRETARY
Experienced for Oakland County firm. Full or part time. Min. 2 years legal experience required. Word processing skills necessary - CPT. Excellent salary & benefits. Non-smoker preferred. Ask for Linda.
335-3535

LEGAL
Secretaries
Spring is a time of change...are you ready to make yours?
If you are, we can help you. We can help you secure a more interesting and rewarding position.
Permanent and temporary positions are abundant. Let us help you grasp one.
Call, come in, or mail your resume in complete confidence. There is never a charge to you for our courteous and professional placement assistance. Our law firms assume all charges.
PERSONNEL AT LAW
3000 Town Center,
Suite 2580
Southfield, Mi., 48075
358-0060

LEGAL SECRETARY
Minimum 2 years legal experience, for law firm in Southfield. 827-7000

LEGAL SECRETARY
Experienced. Mon.-Fri., 9AM-1PM. Nine Mile/Southfield area.
559-8100

LEGAL SECRETARY, Rochester, 2 days a week. Dictaphone, mag card. Non-smoker. Resume: K. Lewis, 431 Sixth St., Rochester, MI., 48063

LEGAL SECRETARY
1-2 yrs. experience required. Salary commensurate with ability. Benefit. Southfield area. Call Diane 557-5600

LEGAL SECRETARY - part time, minimum 20 hours pay based on experience. Word processing preferred. Call Nora & Associ Counsellors at Law, Plymouth 451-2022

LEGAL
SECRETARIES
Experienced, for tri-county area.
Permanent & temporary positions available. All fees employer paid.
PEG LEI CONSULTING
& EMPLOYMENT SERVICES
258-5116

LEGAL SECRETARY
for partner in small law firm located in Renaissance Center specializing in litigation. Excellent typing, dictaphone transcription & spelling essential. Legal background and word processing. Opportunity to learn & use word processing equipment & engage in paralegal activities. Salary commensurate with experience. Free parking. Send resumes only to: Box 414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL
SECRETARIES
For professional job placement service, temporary or permanent. Register now and put our experience and contacts to work for you.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
626-8188

504 Help Wanted Office-Clerical

PROFESSIONAL Birmingham firm looking for ambitious person to handle general office duties, basic computer & typing skills. IBM PC & AT experience helpful but will train. Call 10am-4pm. 540-6171

PURCHASING FOLLOW-UP CLERK needed for distributor/manufacturer. Must be good with details. Send resume with experience & salary requirements to PO Box 2094, Farmington Hills, MI. 48024

REAL ESTATE closing secretary needed for Birmingham title company. Real estate, mortgage or related experience required. Good typing & math ability. Contact Donna mornings by 10AM. 645-3620

REAL ESTATE
Closing Secretary
Must be experienced in the details of preparation of closing documents. Call Doug Hardy
CENTURY 21
Today 538-2000

REAL ESTATE RECEPTIONIST
Telephone, light typing, general office duties, part time. W. Bloomfield.
Call Mr. Davison 851-8770

REAL ESTATE SECRETARY
Prominent West Bloomfield Realtor needs experienced career-minded Secretary with excellent typing skills and pleasant telephone manner! Professional office in outstanding surroundings. Salary includes medical-dental benefits. Send resume and salary requirements to: MLH, 1600 N. Woodward Ave., Birmingham, MI 48011. Attn: Joanne.

RECEPTIONIST/Secretary
Birmingham office. Part time. Full time in summer. Will train.
540-9933

RECEPTIONIST for Birmingham real estate office. Heavy phones, good typing & personality required.
Call Suzanne 645-5800

RECEPTIONIST/SECRETARY needed for growing company in W. Bloomfield. Word processing experience required. Please call 851-6555

RECEPTIONIST
for Law Firm located in the Town Center, Southfield. Call between 11am-4pm. 358-1960

RECEPTIONIST/ TYPIST
experienced for Southfield law firm.
Call Sarah 352-4777

RECEPTIONIST
Full time position for a talented typist with word processing experience & pleasant phone manner. W. Bloomfield 855-8470

RECEPTIONIST - Typing, Calculator and good organizational skills necessary. Address letters to E. Lee,
Jewish Community Centers of Greater Detroit
6600 W. Maple
West Bloomfield, MI 48033

RECEPTIONIST/CLERK for Auburn Hills distribution firm. Good phone personality a must. Typing and light clerical duties. Good calculator skills helpful. Excellent benefit package. Help Box 102, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Medium sized fast-growing computer company located in Farmington Hills needs receptionist. Must have good telephone manner, type 35 wpm, have good grammar skills, previous computer related experience helpful. Good benefits & working conditions. For interview call 476-8100

Receptionist
Duties include: telephone, typing, switchboard and adding machine. Hours 11:30am to 8pm, Mon. thru Fri. Apply in person.
Ardmore Acres
Hospital
19810 Farmington, Livonia

RECEPTIONIST, experienced, for a temporary help agency. Good clerical skills. Southfield. 355-1171

RECEPTIONIST/SWITCHBOARD Operator for busy Southfield Law firm. 8:30am-5pm, Mon. thru Fri. 9am-1pm Sat. Call Mrs. Galasso, 559-7500

RECEPTIONIST
For developer/management firm. Phone experience required, light typing & accounting helpful.

RECEPTIONIST to veterinary hospital, eves & Saturdays. Good phone voice, typing & filing skills required. Must be over 18. Call after 4pm. 557-8305

RECEPTIONIST/SECRETARY
Good typing and calculator skills, pleasant phone personality, best one-person sales & order processing office. Hours 10 to 6 Mon. thru Fri. 557-8255

RECEPTIONIST/SWITCHBOARD Operator, Troy area. Typing required. Excellent benefits. Apply: Personnel, Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/Secretary needed for medical office. Typing 45-55. Hours Monday, Wednesday, Friday 10-5. Call 355-3070.

RECEPTIONIST
Full time position for busy Southfield law firm. Typing 50 wpm. Call Mrs. Galasso, 559-7500

RECEPTIONIST
Typing 40-45 wpm, one year minimum. Pleasant phone voice. Call Tuesday April 9 only. Ask for Jane. 476-4100

PART-TIME LEGAL
Secretary for downtown Birmingham Law Office. Litigation experience preferred. 540-7060

PART TIME SECRETARY
Livonia company, in the technical field, seeks a part time Secretary with good typing skills, word processing experience helpful. Hours are 9 to 1 five days a week in the sales department. If interested, send resume to: Private Employment Service, 33133 Schoolcraft, Livonia, MI 48150, Attention: D. Tomatis

PART TIME
20-30 hours weekly. Light bookkeeping, secretarial. Need own transportation. 851-5153

PAYROLL
Farmington Hills company needs an experienced person to process payroll and payroll tax accounts for approximately 7 companies. Please send resume and salary to: Box 408, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART-TIME SPECIALIST
National payroll company now has position available for a full time payroll specialist. Ideal candidate possess a good math aptitude, knowledge of payroll & payroll taxes, CRT experience & customer service background. Participation Hills location. Please call Mrs. Bissonnette for appt. 851-6600

PHONE ANSWERING & FILING
Maintenance work, Monday thru Saturday, Redford area. 537-7677

PHONE RECEPTIONIST wanted for company based in Troy. Part time position, typing required. Please call Barbara 853-3 4-5pm, at 649-1700

PRESTIGIOUS Art Gallery in Lathrup Village seeks part time bookkeeper. Call Ivy for interview 557-5595

PRIVATE SECRETARY needed for busy Southfield office. Good typing, shorthand & word processing. Telephone experience a must. Enjoy a non-smoking environment. Call 356-4181

PROMINENT Bloomfield Hills insurance agency seeks mature person who is articulate, cheerful & dependable. Ability to handle a busy telephone a must. Also must be neat, pleasant environment, full benefits available. Salary commensurate with experience. Call for Peters between 9-11am only please. 646-6060

504 Help Wanted Office-Clerical

RECEPTIONISTS &
SWITCHBOARD
OPERATORS
Do you want more flexibility? A chance to work at top companies, while improving your skills? If you type a minimum of 30 wpm, and are interested in working on temporary assignments in the Farmington Hills/Novi and Bloomfield/
Birmingham areas, call us for more information.
We offer top pay, paid vacations and merit increases.
642-9650
Bloomfield Hills
KELLY
SERVICES
The "Kelly Girl" People
Not an employment agency
Equal Opportunity Employer M/F/H

RESPONSIBLE, MATURE - individual needed to establish filing system for law firm. Previous experience, typing & transcription skills required. Send resume with salary requirements to: Barbara Hudson, PO Box 7007, Troy, MI. 48007

SALES SECRETARY - for very busy distributor/manufacturer in Farmington Hills. Typing requirements. Send resume with salary requirements & office skills to PO Box 2094, Farmington Hills, MI. 48018

SALES
SECRETARY
Part time for Manufacturer's Rep. Company, may turn into full time position. Experience required. Send resume stating experience & salary desired to: Hulse & Company Inc., 1819 Lakeview, Southfield, Michigan 48075

SECRETARIAL ASSISTANT
Birmingham Law Firm. Flexible hours, pleasant office. Call Secretarial Association. Call Mrs. Phelps, 645-1100

SECRETARIAL - FULL-TIME
Some experience helpful but not necessary. Salary open to qualified person. Apply at Dick Green Chrysler Plymouth.
Call Steve Schantz 331-8200

SECRETARIES
TYPISTS
DATA ENTRY
WORD PROCESSORS
Immediate assignments available in the Detroit & N. Warren area
MANPOWER
TEMPORARY SERVICES
585-5595

SECRETARIES WITH SIGHTHAND
Needed for NORTHVILLE, GROSSE POINTE, BLOOMFIELD HILLS, Rochester 631-1313

AIDLE, accurate Secretary needed 4 days a week, for Birmingham firm. Word processing a plus. Write 199 Pierce, Suite 204, Birmingham, Mi., 48011.

SECRETARY/ASSISTANT- Part time for Birmingham consulting firm. 55 WPM. Must be take-charge, self-starter. Send resume & salary requirements to: Box 2094, Dept. 3670 Westbloomfield, No. 18A, Birmingham, Michigan 48010

SECRETARY
Birmingham location. Typing speed at least 60 WPM, statistical typing experience necessary. No shorthand required. Excellent salary & benefits.
Call: 540-7345

SECRETARY/BOOKKEEPER. Growing Bloomfield Hills area. Call Mr. Hector, A.I.M. 19111 W. 10 Mile, Suite 101, Southfield Mi. 49075

SECRETARY
Excellent opportunity for qualified Secretary who likes responsibility. Troy location. Typing, 45-55. Pleasant working conditions, regular merit increases. Call Mrs. Delia, 362-7000 for appointment. 649-3360

SECRETARY, experienced shorthand. Typing 50 wpm. Position open immediately. Apply in person Dentsply International, 570 Mt. Prospect, Plymouth, Mi. 48170

SECRETARY/Farmington Hills
District sales office of a nationwide retailer of home improvement products, a confident, experienced Secretary with good typing and transcription skills. Experienced with technical terms helpful. This is a one secretary office so applicant will assume a variety of clerical office responsibilities. Please call 851-8400.

NASH ENGINEERING CO.
An Equal Opportunity Employer

SECRETARY - File Clerk needed. Part time. Troy area.
or Sharon: 649-1877

SECRETARY
for Livonia Lawfirm. Telephone, typing, shorthand, transcription skills required for P. I. Attorney.
Mary, 464-1700

SECRETARY
Full time for insurance agency, Southfield area. Pleasant conditions. Farmington Hills Area. 855-1010

SECRETARY, full time, for Southfield office. Good typing skills helpful. Call Annette 357-3300

SECRETARY/FULL TIME
for distributor/manufacturer. Challenging work. Typing 70 wpm, dictaphone experience. Send resume to Brooks Equipment Co. 6725 Telegraph, Birmingham, MI 48010.

SECRETARY
Insurance company seeking a highly motivated person with excellent typing, shorthand and organizational skills. Excellent benefit package. Send resume to: Box 414, Observer & Eccentric, Troy, MI 48099
Equal Opportunity Employer M/F

SECRETARY
Professional office has opening for secretary to senior law partner, busy office seeks person who is well organized, is accurate in their work & has minimum of 3-5 yrs. experience. Will teach word processing. Excellent benefits. 12 mile & Southfield area. Send to: Office Manager, 30215 Southfield Rd., Suite 119, Southfield, Mich. 48075

SECRETARY
Purchasing department of large construction company. Requires experienced secretary who can work independently and handle a variety of duties. Send resume to: Secretary, Edward Rose & Sons, P. O. Box 837, Southfield, Michigan, 48037.

SECRETARY/RECEPTIONIST
Wanted office. Typing - 45 WPM. Good telephone skills, shorthand desirable but not necessary. Excellent benefits. Blue Cross. Call for interview, 525-3450

SECRETARY/RECEPTIONIST
Experience required for commercial real estate company. Well organized individual, comfortable in dealing with the public. Strong typing skills & phone voice important. Salary open. Call Lewiston & Smith, 500 Renaissance Center, Suite 1900, Detroit MI 48243

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Prestigious management firm in Southfield has immediate opening for a person with Secretarial/word processing experience and/or educational qualifications. Please call Martha at 353-2460

SECRETARY to support high profile marketing area. Word processing experience preferred. Send resume to: American Speedy Printing Centers, Attn: Mike Pelczyn, 23100 Telegraph, Birmingham, Mich. 48010.

SECRETARY to work in FAST-PACED HIGH ENERGY office. Must be accurate and flexible, have pleasant phone voice and variety of work. Good working conditions, fully paid benefits. Southfield Telegraph area. Send resume to P. O. Box 35150, Redford Twp., MI 48239.

SECRETARY to work in own home for Beverly Hills manufacturer's rep. Involves typing, proofreading from dictating tapes, approximately 3 hours per week. Please send replies to: 31649 Mayfair Lane, Birmingham, MI 48009.

SECRETARY - use dictaphone, accurate typing at 60 wpm, good spelling, grammar, & math skills. Apply Personnel, 24641 Coolidge, Oak Park, 967-3055

SECRETARY with professional skills for small but busy public relations firm. Challenging. Good pay. Call for Sat. Interview, Mr. Marvin Communications, Inc., 1400 North Woodward, Birmingham.
Call 642-9311

SECRETARY/WORD PROCESSOR
PLYMOUTH
Full time position, 35 minute work, 2 years experience minimum. Typing quotes, correspondence. Letter work processor, general office filing. Salary plus benefits.
GHOST MANUFACTURING INC.
420-0400

SECRETARY, United Artists Theatres, fast paced Shorthand or Speed Writing. Starting Salary - $200. For telephone interview call, Wed., Thurs. or Fri. between 10am-1pm. 549-3073

SECRETARY - 10 years experience. Must have shorthand and dictaphone skills. Warren area. Contact Personnel, 2800-224 W. Maple, Troy, MI 48084

SEC'Y/RECEPTIONIST
Part-time. Must be an experienced receptionist with Switchboard experience. Apply at Spring Grove Services, 30 hours daily, Mon.-Fri. Submit resume to: P.O. Box 452, Plymouth, MI. 48170

Senior Secretary
RETAIL SALES
We have a full-time opening for a Senior Secretary in our Retail Sales Department. The successful candidate will have a minimum of 3 years secretarial experience, good communication skills and the ability to work independently. A typing speed of 60 WPM is required as well as the ability to operate a multi-phone experience and the ability to work well under pressure. We offer a competitive benefit package and salary. To be considered, please mail resume to:
Vlasic Foods, Inc.
33200 W. 14 Mile Rd.
West Bloomfield, MI 48033
Attn: Employment Assistant
Equal Opportunity Employer M/F/H

SERVICE ORIENTED financial planning office in Southfield seeks secretary with pleasant telephone voice & administrative secretary. Position requires accurate typist (60-65 wpm) shorthand, 2 years exp. in legal and geneneral and organizational skills. Excellent benefits. Salary commensurate with experience. Call Pat Beasecker 424-8400.

SOUTHFIELD OFFICE needs person to work with figures, must be accurate typist, good telephone skills, varied duties. Flexible schedule. Position available starting May 1st. 354-1690

STATISTICAL TYPIST
Needed for fast paced Birmingham office. Hours 10am-6pm Mon. thru Fri. Must be able to organize into mail, tri-colomned tables. Word processing helpful but not necessary. Excellent benefits & pleasant working conditions with ability. Call 643-7300, ext 24

SUMMER CAMP SECRETARY
part time mid May 12, 1985, mid June June 13 to Aug 2, 1985. Must have basic clerical skills, be able to work with adults & children. Send resumes to Ann Tacks, Camp Tamarack, 6600 Lowell, Box 329, Bloomfield Hills, MI. 48013
No phone inquiries, please

TEMPORARY ASSIGNMENTS - long & short term, typists, all word processors & secretaries.

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

TEMPORARY OFFICE SERVICES seeking experienced Secretaries & Word Processors. Secretarial Specialists 645-3700

TROY SALES Promotion firm seeks individual with basic understanding of accounting and able to work independently. Please send resume, salary requirements to: Box 408, Observer & Eccentric, No. 3061 W. Big Beaver, Ste. 109, Troy, MI 48084

TYPIST - Accurate 70 WPM, good telephone manner, general office experience a plus. Apply Personnel, Michigan Automation, 37547 International Dr., Farmington Hills, MI. 48018

TYPIST/Administrative Assistant - permanent part time, 4-8 hours per day, Mon. thru Fri. Good typing skills, are a team worker, reliable, & like to work creatively & with enthusiasm we would like to talk to you. Send your resume to: Dell, 31855 W. 8 Mile Rd, Livonia Mich 48152 or call 313-478-8311

TYPIST
Must be accurate and good with the phone. Light typing, pleasant office. Part-time. Call: 557-7649

Typist
PART TIME
Medium downtown law firm.
Legal experience.
Minimum typing 70wpm accurate.
Flexible hours, pleasant office.
Call Ms. Ferguson
965-7610 ext 18.

YOUR
SKILLS
ARE WORTH
$$$$$
We need experienced:
- Sr. Clerks
- Receptionists
- Switchboard Opr.'s
- Secretaries
- Word Processors

TOP PAY
BONUSES
BENEFITS
NO FEE
TROY 362-4650
DETROIT 962-9651
LIVONIA 464-9490
S'FLD 354-0555
OLSTEN
Temporary Service
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

TYPIST RECEPTIONIST
8am-5pm. 4 to 6 days a week. Position immediately available in Southfield for responsible individual with pleasant telephone manner, typing accuracy & good spelling & grammar skills. Please apply.
558-7383

TYPIST/RECEPTIONIST
Small office located in
Southfield. Typing 90wpm.
Call 9-5PM, Mon. thru Fri.
358-5090

Law office in Birmingham area. Good skills, excellent opportunity for self-starter. Call between 8am-11am for appointment. 642-3577

WORD PROCESSING
DEC Operators needed for assignments in Southfield and Downtown Detroit areas. 4 months experience necessary. Typing speed of 80 wpm required. Benefits include vacation pay, cross training, a medical insurance plan you can afford and incentive bonus
Nortell Services, Inc.
Office Automation Staffing Div.
358-3333

WORD PROCESSING
6 experienced Displaywriter Operators needed for one-year assignments in Northeast suburbs starting April 1. Shorthand desirable. Salary commensurate with experience. Merit increases after 3 months. Benefits include vacation-holiday pay, incentive bonuses and profit sharing.
Norrell Services, Inc.
Office Automation Staffing Div.
358-2232

WORD
PROCESSORS
Needed immediately
Call Sally 851-8555
An Equal Opportunity Employer

WORD
PROCESSOR
Southfield professional firm needs star typist with excellent typing, grammar and spelling skills to be part of a congenial team. Stat and MB experience preferred. Will consider someone with word processing experience. Generous hourly wage and benefit package. If interested, please send confidential resume to: Ann Sattler, P. O. Box 491, Southfield, MI 48037
An Equal Opportunity Employer

WORD
PROCESSOR
In support of corporate move to Bloomfield Hills in April, 1985. Our rapidly expanding Sales Promotion Advertising Company has an immediate opening for a word processor. Candidate must have excellent ENGLISH, GRAMMAR, SPELLING & TYPING SKILLS. Motivated phone experience & knowledge of Word Star software helpful. We will train. Good fringe benefits including profit sharing.
Call Kathy for Appointment
836-8780 Ext. 372
B and E
SALES CO., INC.
12630 Greenfield
Detroit, Mich. 48227
An Equal Opportunity Employer

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
for part time bartender, full time night shift/business, daytime waitress & bar/person. Apply in person
116 E. Main St., Northville.

ACCEPTING APPLICATIONS
for apprentice cook, cook, and salad person.
126 E. Main St., Northville.

APPLICATIONS TAKEN Daily
Mon. thru Fri. 10am to 3pm. Cashiers, Host-Hostesses, Bartenders, Busmen, Bar Persons, Cooks, Pantry, Dishwashers. Apply within.
Topkins & T Mile & Telegraph

APPLICATIONS now being accepted for a full service specialty restaurant opening May 1985. All positions, bartenders, cooks & utility. Apply in person Monday thru Friday, 10 A.M. to 4 P.M. at 35440 Orchard Lake Road. One block south of Maple.

ASSISTANT MANAGER needed for new ethnic restaurant. Must be experienced and flexible and have a positive attitude. Excellent working conditions. Apply at: Tripichio Restaurant, 6734 Orchard Lake Rd., West Bloomfield Plaza, Mon-Fri., 9AM-4PM, or call 851-7181

ASSISTANT NIGHT MANAGER
2 years experience. Farmington Hills restaurant.
Call 855-1660

BAKER needed for new ethnic restaurant. Prefer someone with knowledge of Jewish desserts. Apply at Tripichio Restaurant, 6734 Orchard Lake Rd., West Bloomfield Plaza, Mon-Fri., 9AM-4PM, or call 851-7181

BAKER needed for new ethnic restaurant. Prefer someone with knowledge of Jewish desserts. Apply at Tripichio Restaurant, 6734 Orchard Lake Rd., West Bloomfield Plaza, Mon-Fri., 9AM-4PM, or call 851-7181

BAR PERSON - full time, Waitress/Waiter, part time. 14 Mile & Woodward.
Call 646-3460

BARTENDERS - BUS PERSONS
WAIT Persons. Full & Part-time
at private Club in Southfield area.
Experienced: Call 557-5555

BAR WAIT PERSON
Experience preferred. Apply: Hot Shot Saloon, 28181 Plymouth Rd. 261-1550

Bates Hamburgers
Need Help, ALL SHIFTS
Experienced Cook, Pantry, part time. Wages commensurate with experience. Apply in person 8am-11am or 2pm-5pm.
33408 Five Mile, Livonia
and
Middlebelt at 9 Mile
Farmington Hills

BONANZA
FAMILY RESTAURANT
Now taking applications for
Full & Part time employment
UNIT MANAGER
ASSISTANT MANAGER TRAINEE
COOKS BUSPERSONS
DISHWASHERS COUNTER HELP
Apply in person Mon.-Fri. 14-2pm
28350 W. 10 Mile, Farmington Hills
(1 block W. of Grand River)

BOUNCER NEEDED
Weekends, 8pm-2:30am. Westland area.
Call Krazy House. 637-3187

BURGER KING
HELP WANTED
All shifts, apply at Burger King,
28133 Ford Rd., Garden City.

BURGER
KING
Immediate openings for all shifts. Ideal for individuals seeking full or part time, enjoyable work outside the home. Flexible work schedule, complete training program and benefits upon meeting qualifications. Apply in person at this Burger King:
6465 Telegraph Rd.
Birmingham, MI

BUS PEOPLE, waitress/waiter (at least 2 years exp.). Full time afternoon shift or midnights. Apply in person 25123 Telegraph, Or call

505 Help Wanted Food-Beverage

BUS PERSON, Dishwasher, part time needed immediately. Experience preferred. Apply at Serra, 23231 Northwestern Hwy. in the Franklin Shopping Plaza or call between 2-5pm. 358-2334

BUS PERSON - needed immediately to work in fast paced deli, night & Friday. Previous experience preferred. Apply in person: Eraina's Deli, 35572 Grand River, Farmington in Mulrwood Square.

BUS PERSONS and DISHWASHERS needed immediately. Apply Bedding, 725 W. Big Beaver Rd. Troy

CAFETERIA HELP - full & part time hours available. Call between 8 and 11am. 353-4266

CASHIERS needed immediately to work full time in fast paced deli. Must have previous experience. Apply in person: Eraina's Deli, 35572 Grand River, Farmington in Mulrwood Square.

CONEY ISLAND COOK - (experienced) & wait persons needed. Apply Christy's Restaurant, Northwestern Hwy. near 13 Mile. 356-5347

COOK - Experienced Breakfast Cook needed. Part-time - weekends. Fast-paced restaurant. Apply in person: Lady Lee Bakery, 1125 Orchard Lake Rd., W. Bloomfield.

COOK HOSTP'RESSON & BARTENDER
Apply in person
Molly McGuire's
31340 Ford Rd.
Westland.

COOK/KITCHEN AIDE
Apply in person, day shift. Wishing Well Manor, 550 W. Maple, Troy.

COOK NEEDED, no experience needed, apply in person, Side Street Pub, 440 Pratt, Plymouth, Mich. 453-4440

Part time, nights. Will have full responsibility of kitchen. Experience preferred. Salary negotiable.
Apply in person. Station 885,
885 Sidwell Street, Plymouth.

COOK PART-TIME. Experienced with large groups, catering. Call for appointment. Temple Israel Community House, Joanne Chmielnicki. 644-5833

COOKS
All SHIFTS
Full and part time
Apply at
DENNY'S RESTAURANT
27750 Novi Rd.
Next to Twelve Oaks Mall
Open 24 hours
Applicants must be over 18. Benefits include paid vacation, health insurance and profit-sharing.
An Equal Opportunity Employer

COOKS, DISHWASHERS, BUS PEOPLE: for days & afternoons. Excellent pay, good working conditions. Apply in person: Golden Lantern, 33251 5 Mile Rd., Livonia.

COOKS - Experienced Short Order. Full and Part-time. Apply in person:
Sam's Horn Restaurant, 27135 Ford Rd. Dearborn Hts.

COOKS for new ethnic restaurant. Sous Chef, Breakfast Cooks, Line and Prep Cooks. Prefer people experienced in Jewish cooking. Pantry and utility personnel also needed. Apply at: Tripichio Restaurant, 6734 Orchard Lake Rd., West Bloomfield Plaza, Mon-Fri., 9AM-4PM, or call 851-7181

COOKS For Sandwich Board needed Days at the Grey Cafe of Plymouth. 15 Years + exp. Call 459-8320 or 459-8321. Sun. Ideal for Homemakers. 453-3210

COOK, short order, days. Apply in person. Sunrise Inn, 30 Mile Old Village Inn, Grand River at Farmington Rd.

COOKS
Country Kettle now accepting applications for an experienced short order cook full time day shift available. Apply in person, between 2 & 5pm, Mon. thru Fri., 255 East 2nd St., Rochester.

COOKS - WAIT PERSONS
Must have 1 year experience at a Full Service Restaurant.
Apply in person, between 3pm 5pm:
Sam's Horn, Plymouth & Telegraph.

COOK
WAITER/WAITRESS
FULL TIME
Day or afternoon
Paid vacations.
Apply in person
WONDERLAND BIG BOY
Wonderland Shopping Center
522-5544

COOK, WAIT PERSON, experienced. Gleneagle Golf Course, 15345 6 Mile Rd., Redford 537-8758

COOK WANTED
Days & Evenings
Apply in Person Mon. thru Fri. 2-4PM
THE PETERSON HOUSE
181 S. LIVERNOIS, ROCHESTER
No Phone Calls please

COUNTER HELP - Full and part time. $4.00 per hour to start. Insurance available. Apply Sunrise Inn, 30 Mile Old Village Inn, Grand River at Farmington Rd.

COUNTER HELP
needed. Seeks Dishwasher. Apply between 10am-1pm: Northwest Alano, 33144 Ann Arbor Trail, Westland.

COUNTER HELP needed immediately for fast paced deli. Must have previous slicing machine experience. Apply in person: Eraina's Deli, 35572 Grand River, Farmington Hills in Mulrwood Square.

COUNTER PERSON
Experience helpful but not necessary. Apply in person: Bob Evans Restaurant, 35315 Telegraph, Southfield

DAY & NIGHT DISHWASHERS
HOST/HOSTESSES
BUSPERSONS
SALAD NIGHT PERSON
FARMINGTON HILLS restaurant. Call for appointment.
476-2600

DAY PORTER/DISHWASHER
Interview ONLY
Saratoga Trunk, Novi.
Call 349-7770

DELI COUNTER CLERKS
Full time, will train for carry outs & sit down. Apply any morning - Pizza Delli, 29145 Northwestern Hwy at 12 Mile. Ask for Lee