EMPLOYMENT

504 Help Wanted Office-Clerical

GENERAL OFFICE
Property management company is seeking a dependable person for general office & accounts receivable. Call American Center Bld., Southfield area 358-3759

GENERAL OFFICE WORK
For photographer in heart Farmington area. Light bookkeeping, typing, and phone manners.
Call 9 30AM-5PM 478-3466

GENERAL OFFICE
Full time. Typing essential, light bookkeeping, desire to work. $375 week. Southfield. 356-3104

GENERAL OFFICE/RECEPTIONIST
Competitive opportunity in Birmingham office for a conscientious experienced person. Position requires good interphone & typing skills & ability to handle diversified duties. Send resume to: Beneicke & Ross Development Corp., 1600 No. Woodward, Suite 250, Birmingham, Michigan 48011

Or call 642-6464

GENERAL OFFICE CLERK TYPIST
Dependable individual required for general office. Pleasant working environment. Excellent benefits program & working conditions. Send resume of your work history to Clerk Typist, P O Box 610, Farmington Hills, MI 48024
An Equal Opportunity Employer

GENERAL OFFICE PERSON
30-40 hours per week. Starting salary $110 plus benefits.
Call between 9-5 349-1833

GENERAL OFFICE
Typing, invoicing, phone, pleasant voice, mature person, flexible hours. Call for interview 476-4106

GENERAL OFFICE CLERK
for retail chain, experience required, typing 45WPM, complete benefits.
Call 358-1492

GENERAL OFFICE - full time, 9-5pm. Must be flexible. Light typing, light filing, answering phones, customer service. Send resume to PO box 5338, W Bloomfield MI 48322

GENERAL OFFICE - must enjoy working with figures, typing essential for operation of small office. Ability of customer contact, very interesting & diversified position. Call 476-8900 399-8161

GENERAL OFFICE
To manage 3 person office. Knowledge of bookkeeping preferred. Typing skills required and initiate sales.
Call Mr. S.W. Haynes, Tues., April 9 after 10AM or Wednesday, April 10 at The Holiday Inn of Livonia 261-4400

GENERAL OFFICE
CUSTOMER SUPPORT
Person to work in Farmington area firm to do clerical and inside phone sales of computer equipment. Need to be mature and enthusiastic. Will train right person. Send resume to: Office Computer, P.O. Box 1154, Troy, Mich. 48099, or call after 5PM 288-0050

GENERAL OFFICE CLERK
Permanent position available for mature person. Must be able to type 50-60wpm, operate 10 key calculator, have some bookkeeping experience, data processing, pleasant phone personality and interface well with co-workers. Send resume to: Mr. J.D. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GROWING COMPANY seeks self motivated person possessing strong, accurate secretarial skills to fill an opening in our Farmington Hills office. Minimum 3 years experience preferred, word processing experience helpful. Apply 8am-1pm weekdays. Allmand Enterprises Inc. 12001 Levan, Livonia.

INTERVIEWING NOW
Southfield Sales office for resort location. Good typing ability & pleasant telephone manner priorities. Flexible hours required and initiate sales.
Call Pat 356-5280

HUMAN SERVICE AGENCY has immediate opening for bilingual Secretary. Typing Office primarily, personal injury work. Please send resume and salary requirements to: Legal Secretary, P.O. Box 02061, Troy, Michigan 48084.

LEGAL SECRETARY
Need experienced paralegal. Must be experienced. Truck insurance background helpful. Good salary & benefits. Send resume to: Kelly Services, Inc., Michigan, P.O. Box 637, Utica, Mich. 48087

INVENTORY SYSTEMS COORDINATOR
Highly motivated person to coordinate inventory for stock transfers and deliveries, while accurately maintaining a manual perpetual inventory system. Prior experience with purchasing, shipping & receiving, computer, & expediting deadlines is necessary. Good pay and benefits package. Resume being accepted at: 32975 Schoolcraft Rd., Livonia

JR. EXECUTIVE SECRETARY
Some word processing experience and your ingenuity outlook will land you the job of a life time with Michigan's fastest Fortune 100 company. Complete benefits plus starting salary $15,500. Don't miss this few paid career move.
Call Jan, 478-5500.
SNELLING & SNELLING

MATURE SECRETARY needed for executives of busy 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. Some previous experience helpful. Please send Resume to Box 48 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE WOMAN
with some bookkeeping ability to help in one girl office, one day a week. 649-4510

504 Help Wanted Office-Clerical

LEGAL SECRETARY full time for Southfield tax firm. Elm Display writer experience necessary. Competitive salary & benefits. Paula 354-5200

LEGAL
SECRETARY/RECEPTIONIST
For Small Law Firm in Southfield. Full time. Call ask for Mary 837-4100

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

LEGAL SECRETARY
Experience necessary for downtown Law Firm. Good typing skills required. Send resume to P.M.B. 2244 Penobscot Bldg., Detroit, Mich. 48226.

LEGAL SECRETARY - Experienced in litigation, to work for busy senior partner. Word Star experience preferred - Word Star would be a plus. Liberal benefits, salary open. Please call in confidence, Mrs. Gillis. 540-1580

LEGAL SECRETARY. Experienced, for lawyer firm in Tel-Twelve area. Word Processing experience needed. Must be able to assume substantial responsibility. Salary & benefits commensurate with experience. 444-4433

LEGAL SECRETARY
Experienced for Oakland County firm. Full or part time. At least 3 years legal experience required. Word processing skills necessary - CPT. Excellent salary & benefits. Non smoker preferred. Ask for Linda 355-5555

LEGAL SECRETARY
Minimum 3 years legal experience, for law firm in Southfield 837-7000

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. Resumes E. Sadowski, 121 Sixth St., Rochester, MI. 48063

LEGAL SECRETARY
1-3 yrs. experience required. Salary commensurate with ability. Benefits Southfield area. Call Diane 357-0060

LEGAL SECRETARY - part time, minimum 30 hours pay based on experience. Word processing preferred. Call Nora & Edsel Counsellors at Law, Plymouth 451-2022

LEGAL SECRETARY
for partner in small law firm located in Renaissance Center specializing in litigation. Excellent typing, dictaphone transcription & spelling essential. Legal background not required. Opportunity to learn & use word processing equipment & engage in paralegal activities. Salary commensurate with experience. Full time parking. Send resumes only to: Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY for Rochester lawfirm. Benefits. Call Tom Hocking 852-8200

LEGAL SECRETARY - 3 years experience to run office for Southfield sole practitioner. Word processing experience helpful. 352-5060

LEGAL SECRETARY experienced. Word processing helpful. Call Diane Birmingham firm. Full benefits. 540-0911

LEGAL SECRETARY
Bloomfield lawfirm, defense litigation, salary commensurate with experience. Call Diane 642-7440

LEGAL SECRETARY - Experienced. Part-time. Twice a few hours each day. Troy area. 362-1500

LEGAL SECRETARY for Senior partner, Oakland County Law firm. Executive skills. Highly motivated, well organized, self starter. Call Betty: PO Box 400, Northville, MI 48167.

LEGAL SECRETARY
Need experienced paralegal secretary. Troy Office primarily, personal injury work. Please send resume and salary requirements to: Legal Secretary, P.O. Box 02061, Troy, Michigan 48084.

LEGAL SECRETARY
For Northpointe Defense, Bloomfield Hills Law Firm. Excellent typing skills, word processing experience, telephone knowledge of Court Procedures - A Must. No Shorthand. Salary commensurate with experience & ability. Fringe Benefits. Call Denise, 855-3445

LEGAL SECRETARY
Challenging position available in Southfield law firm for experienced Legal Secretary with litigation experience. Excellent salary. Send resume to: Box 48, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE POSITIONS
busy Southfield distributor seeks qualified individuals for entry level office positions. Complete benefits & salary. Call Betty CHT/Data entry experience. Accurate typing must. Excellent benefits. Data Entry/Order Processing
Traffic Coordinator Clerk
Call Mike at 12mo. 557-1430

OFFICE RECEPTIONIST/CLERK
Good Phone Manners - A Must! Light typing, filing, some bookkeeping. Near Hedstrom 537-2700

ORDER PROCESSING CLERK
Large expanding wholesaler, in Bloomfield Hills needs organized individual to process orders. Person will take orders with the sales department, proofing for accuracy. Detail oriented with mature attitude. No typing necessary. Good benefits including profit sharing. Call for appointment, 646-8780, ext.372.

ORDER TRACKING CLERK
CBS/FOX VIDEO the company that brings people's fantasies films like THE EMPIRE STRIKES BACK and ROMANCING THE STONE to your home or movie theatre, is seeking a position available in its warehouse and shipping department.

You will be responsible and accountable for tracking orders, will provide daily order reports to management, and type correspondence as assigned.

The successful candidate will be a high school graduate with at least 1 year of general office experience, knowledge of CRT and keeping detailed records, have excellent organizational and communication skills, good math ability and typing of 40 wpm.

Qualified applicants are invited to forward a resume or apply in person to:

Kevin Rourke
Human Resources Dept.
CBS/FOX VIDEO
33190 Commerce Drive
Farmington Hills, MI. 48018

E.O.E. M/F/H/V

PERSONNEL CLERK
$12,000
Large established company offering full benefit package with dental and company paid fee. Handle time cards and benefit information. Confidential inquiries to 355-7870.
ALLEN PERSONNEL AGENCY

PERSONNEL CONSULTANT
We are an employment agency with 4 offices that specialize in office clerical placements. If you have some sales & office experience and are self motivated, we have an excellent opportunity for you. For more information on this fast paced challenging career with excellent earning potential call:
PERMANENT STAFF
Southfield 353-0505
Troy 362-4004

PHONE RECEPTIONIST wanted for company based in Troy. Part time position, typing required. Please call Barbara 8:30am-4:30pm, at 649-1790

PRESTIGIOUS Art Gallery in Lathrup Village seeks part time bookkeeper. Call for interview 557-8595

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
PERMANENT
TEMPORARY
POSITIONS AVAILABLE
IMMEDIATELY
Never a fee to you for our courteous and professional placement assistance.

PERSONNEL AT LAW
2000 TOWN CENTER, SUITE 2340
SOUTHFIELD, MICH. 48075
358-0060

LIFE INSURANCE BROKERAGE firm seeks responsible person with previous experience, send resume with salary requirements to Barbara Hudson, PO Box 7007, Troy, Mi. 48007

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

OFFICE CLERICAL POSITIONS
2 available, light secretarial duties. Typing, but no shorthand required. Full time. Apply HR Department, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

OFFICE CLERICAL - Part Time Week end hours. Some evenings. Gorman's Troy. Call for interview: 619-7070

OFFICE CLERICAL with RECEPTIONIST DUTIES
Bookkeeping and good telephone ability must. Experience required. Taking applications at 37300 Ford Rd., Garden City 8am-4:30pm Mon. thru Sat.
425-0910

OFFICE CLERK
for retail chain. Experience required. Typing 45 wpm. Complete benefits. Call 334-1492

OFFICE CLERK. Part time clerical person needed for food service program at St. Julian's apartment complex. Call 3PM-4PM weekdays only: 538-0360
An Equal Opportunity Employer

OFFICE HELP and Phone work. Full and part time, night is open, between 12noon & 4pm at: 31580 Greenfield, Oak Park, Suite 202, Great Lakes Food Service, no phone calls please

OFFICE HELP
One person office. All aspects of general procedures. Sales experience. Experienced only need apply. Send resume to 31144 Lahser, Suite 211, Southfield, MI 48076.

OFFICE HELP - Typing skills & general office experience necessary. Send resume only to United Paint & Chemical, P O Box 2, Southfield, MI 48034

OFFICE MANAGER - for small computer related company in Royal Oak. Bookkeeping required. Some computer knowledge desireable 280-0180

OFFICE MANAGER
Full-time position for Reform Synagogue. Supervision & Bookkeeping experience & good interpersonal skills required. Familiarity with Synagogue functions and/or Jewish traditions preferred. Interesting, varied & pleasant work environment. Resume & salary history to Rabbi L. Rodney, Temple Emanuel, 14450 W. 10 Mile Rd., Oak Park, Mich. 48237

OFFICE MANAGER - downtown Birmingham custom builder has opening for a responsible person to run office. Duties include bookkeeping, telephone & light typing. Must be able to work independently, good working environment for non smoker. Salary & health insurance coverage negotiable. Send resume with salary requirements to: Box #278 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE POSITIONS
busy Southfield distributor seeks qualified individuals for entry level office positions. Complete benefits & salary. Call Betty CHT/Data entry experience. Accurate typing must. Excellent benefits.
Data Entry/Order Processing
Traffic Coordinator Clerk
Call Mike at 12mo. 352-0370

OFFICE RECEPTIONIST/CLERK
Good Phone Manners - A Must! Light typing, filing, some bookkeeping. Near Hedstrom. 537-2700

NO EXPERIENCE NECESSARY
OFFICE CLERKS
Work at top companies close to home on temporary assignments.
KD
Apply Monday thru Friday between 9 am and 3 pm.
34115 W. 12 Mile Rd.
Suite 155
Farmington Hills
553-7820

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

From homes to horseshoes, find it in the Classifieds.

Observer & Eccentric
classified ads
644-1070 Oakland County
591-0900 Wayne County
852-3222 Rochester/Avon

504 Help Wanted Office-Clerical

PART TIME
GENERAL CLERK
Our growing association is seeking an individual to work part time in our Mortgage Cashiering Department. Previous mortgage cashiering experience preferred, recent experience balancing bank deposits and accounting would be helpful. Qualified candidate must possess good communication and math skills and be able to operate a calculator and CRT proficiently. Responsibilities include processing mortgage payments and balancing of checks for bank deposit. Working hours will be 1:30pm to 5:45pm Mon. thru Fri. We offer a complete benefit package. Qualified candidates should apply Mon.-Fri. 9-11 am or 1-4pm

The Personal Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
17515 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

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

PART TIME INSURANCE BILLER experienced for ophthalmology & computer. Call Tuesday April 9 Ask for Jane. 476-4150

PART-TIME LEGAL
Secretary for downtown Birmingham Law Office. Litigation experience preferred. 642-7300

PART-TIME SECRETARY
Typing & bookkeeping skills helpful. Call for appointment. 348-8810

PRIVATE SECRETARY/Part Time. Busy, expanding, financial firm in Farmington Hills needs organized responsible individual with shorthand and typing skills. Word processing helpful. 20 hours week. Must be able to work flexible hours occasionally with possibility of full time later. Send full resume with expected salary to: Box 400, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROFESSIONAL FIRM seeking experienced person for personal assistant to president of a small company. Bookkeeping & Secretarial skills required. Only those with experience need reply to box 101, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REAL ESTATE
Closing Secretary
Must be experienced in all phases of preparation of closing documents. Call Doug Hardy.

CENTURY 21
Today 538-2000

RECEPTIONIST in veterinary hospital, eves & Saturdays. Good phone voice, typing & filing skills required. Must be over 18. Call after 5pm. 349-5551

RECEPTIONIST/SWITCHBOARD OPERATOR - Typing required. Send resume to Box 324, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST TYPIST
Part Time 1-3-5 M,W,Th. Dets processing firm seeks experienced individual. Benefits. Send resume or call: Security Data Corp. 3600 Crooks Rd., Suite 200, Troy, MI 48099. Attn. Candy Unruh 879-8700

RECEPTIONIST
Part time position. Exceptional. Good opportunity to learn. No experience necessary - will train. Good typing & math skills imperative. Part time hours. Apply to: Box 345, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST POSITION in W Bloomfield - typing, filing, telephone, light bookkeeping skills helpful. Call Diane - after 11am. 851-1814

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

RECEPTIONIST/SWITCHBOARD
Must have pleasant telephone personality, neat appearance, good typing skills. For Farmington Hills company. 477-3310

RECEPTIONIST/TYPIST
Bloomfield Hills Law Firm. Excellent typing skills, telephone, telecopier, telephone & light typing. Must be able to work independently, good working environment for non smoker. Salary & health insurance coverage negotiable. Send resume with salary requirements to: Box #279 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for Birmingham real estate office. Heavy phones, good typing & personality required.
Call Suzanne 645-3400

RECEPTIONIST
Answering electronic phone system, general clerical duties. Excellent working conditions. Complete benefits. Experience preferred. Call 358-1492

RECEPTIONIST/TYPIST
Position available in Manufacturers of large insurance agency. Excellent typing, verbal and written communication skills. Knowledge of Word processing knowledge and insurance experience preferred. Excellent benefits package. Please send resume & salary requirements to: Box 344, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

RECEPTIONIST/
SECRETARY
Articulate, bright, self-starter for position with a great deal of public contact. Excellent telephone manner and pleasant disposition. Light typing, filing and organizational skills.
Hours: 8:30-4 PM. Call 12:30-2:30pm only
355-3727

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 agency; never a fee.
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

RECEPTIONIST
$10,500
Accurate typing with good phone personality to handle customer service and varied duties. Dearborn area. Full benefits. Fee Paid.
425-7879
ALLEN PERSONNEL AGENCY

RECEPTIONIST
We are looking for a Receptionist who can handle a fast-pace, who has a professional image and who can serve as a receptionist with a fast growing Southfield Corporation. Send resume to Box 378, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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

SALES OFFICE
SECRETARY
Be part of a dynamic team with this well known company. If you enjoy dealing with people, have good typing, this could be the position you have been looking for. $16,000. Fee paid. Call Bernice now!
SNELLING & SNELLING
353-2090

SALES SECRETARY - Part time for manufacturer's rep office. Mon. Wed. & Fri. 1pm-5pm. Typing & shorthand required. Will train on sales leads, procedures & order follow-up. Pleasant Southfield office in 13 Mile/Northwestern area. Call Mornings for appointment. 355-1810

Sales Secretary
Birmingham sales office needs a self-motivated Secretary with excellent typing skills to assist 3 sales people. Light working on own and phone work. If interested please send confidential resume to: Mr. Tolk, P. O. Box 681, Southfield, MI 48037.

Plants & Moran, an employment agency, interviewing for an equal opportunity employer.

SECRETARIAL - FULL-TIME
Some experience helpful but not necessary. Typing, filing, Accounts Payable & Receivable & Computer operation.
333-4047

ABLE, accurate Secretary needed 4 days a week, by Birmingham firm. Write Box 339, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ALARMING SITUATION! Needed: One mature person for alarm company. Flexible hours. Apply in person 11AM-3PM. 31419 W. 8 Mile Rd., Detroit, east of Lahser.

SECRETARY
Advance with large company
Two people contract, diversified duties. Need good skills. Experience. To $15,000, plus benefits. Fee paid. Call 399-3450.
SNELLING & SNELLING

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

SECRETARY-BOOKKEEPER for Electronics firm located in Birmingham. Good typing and bookkeeping skills a must. Send resume to: Box 346, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RAPIDLY GROWING high tech Livonia manufacturer of electronic data collections person with solid secretarial skills. The individual we seek will have 3-5 years experience in collections, general accounting, payroll and job costing and knowledge of inventory billing desirable. Competitive salary and benefits. Please send resume with salary requirements to Box 392, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY & Counter Help, full time days. Good with math & able to handle customers. Apply, 8am-5pm, 32280 W. 8 Southfield.

SECRETARY
Excellent opportunity for qualified Secretary who likes responsibility. Troy location. Call 435-3435 Pleasant working conditions, regular merit increases, other benefits. Call Mrs. Delta, for appointment 649-2460

SECRETARY, experienced shorthand, typing, word processing. Position available immediately. Apply in person Detroit Olympia Catering, 111 W. 8 Mile Detroit.

SECRETARY experienced for mfg rep & tool shop. Typing, dictation & computer skills needed. Apply in person to 1820 Production Dr. Rochester, Hills. 48062

SECRETARY
Experienced. Good typing. Excellent Pleasant. Salary Open. Benefits. Cultural Center area.
Call 875-7100

SECRETARY
Experienced, mature, for private County Club, in W. Bloomfield area. Shorthand helpful. Write with salary requirements, resume. Non smoking office. Good salary plus benefits. Send reply to Box 348, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/Farmington Hills
District sales office of a nationwide engineering company needs a personable, confident, experienced Secretary with good typing skills and knowledge of, or familiarity with technical terms helpful. This is a one secretary office so applicant must possess a wide variety of general office responsibilities. Please call 851-9610.

NASH ENGINEERING CO.
An Equal Opportunity Employer

SECRETARY - File Clerk needed. Part time. Troy area.
Call Mrs. Ross 649-1577
or Sr. ron: 649-1577

SECRETARY for Birm. Team office. Must have knowledge of processing. Insurance experience with background, Education and salary desired to P. O. Box 1111, Hamilton Lake, 48013

SECRETARY/FULL TIME
for distributorship. Varied, interesting, responsible job. Light typing, some telephone experience. Send resume to: Sales Manager, Co. 6755 Telegraph, Birmingham, MI 48010.

SECRETARY/FULL TIME
8:30 PM., for small Sales Agency, Birmingham area. Send resume to: Pat, P. O. Box 1149, Birmingham, MI. 48012.

SECRETARY - LEGAL
Congenial office, Bingham Center, Birmingham. Salary open. No shorthand. Excellent typing skills required.
Call 647-1766. After 6pm 335-7244

SECRETARY - Market research firm in Southfield. Please send resume, references & salary requirements to: Box 350, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY needed immediately for fast paced West Bloomfield Office. Excellent typing & general office skills required. Please forward Resume to P. O. Box 160, Pontiac, MI. 48056.

SECRETARY
Professional office has opening for secretary to senior law partner. Duty office needs person who is well organized, is accurate in their work & has minimum of 2-4 yrs. experience. Will train on word processing. Excellent benefits. 13 Mile & Southfield. Send resume to: Office Manager, 30111 Southfield Rd., Suite 115, Southfield, Mich. 48076

504 Help Wanted Office-Clerical

SECRETARY Manufacturing rep dealing with auto industry needs individual with good Typing & Shorthand skills. Computer capability an asset. Will train on data entry system. Send resume to Jane, 3221 W Big Beaver, Ste 113, Troy, Michigan. 48084

SECRETARY
Purchasing department of large construction company. Requires experienced hard working Secretary who can work independently and handle a variety of duties. Send resume to Secretary, Edward Rose & Sons, P.O. Box 851, Southfield, Michigan, 48037.

SECRETARY/RECEPTIONIST
Westland office. Typing - 65 WPM. Good telephone skills, shorthand desirable but not necessary. Salary - 11k,000. Blue Cross. Call for interview, 525-1550

SECRETARY/RECEPTIONIST
2 years general office experience. Typing 50-60wpm, accuracy a must. Competitive compensation package available. Send salary history and resume to: Oakland Management Services, P. O. Box 1019, Troy, Mich., 48099.

SECRETARY RECEPTIONIST
Entry level position. Southfield, typing 35-40 WPM. Word processing, data entry helpful. Excellent benefits. Resume to Box #209, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Needed in our Livonia office. Must have excellent telephone skills, a general knowledge of secretarial duties, be able to type 50 wpm and work 5 day week. At least 3 years previous office experience. Salary commensurate with ability. Ultra-Ink Inc., Corporate Headquarters, 4518 Bennett Rd., Toledo, Ohio, 43615

SECRETARY/RECEPTIONIST
We are looking for a Receptionist for our Corporate Headquarters - who will also function as the Secretary to the Executive Director & other members of Our Administrative Staff. A Qualified applicant will possess good typing & telephone skills proficiency in Shorthand is strongly preferred. Our office is located near Farmington Rd. between Plymouth & Ann Arbor Trails. Please send your resume, including Salary requirements, to:
Murray's Discount Auto Stores
33200 Capitol, Livonia, Mich. 48150
Attention: Personnel Office
An Equal Opportunity Employer

SECRETARY (Seasonal)
General office, typing and phone work. Plymouth area. 453-6470

SECRETARYS
Listed below are secretarial openings you may qualify for. You pay no fee.
Jr. Bookkeeper, (Legal background) Must have computer knowledge. Southfield $13,000.
Legal Secretary must have word processing. Southfield $15,000 plus.
Secretary - must type 55-65 WPM, shorthand 80 WPM for personnel dept. Downtown Detroit. $16,000 plus.
Secretary - must type 55-65 WPM, shorthand 70 WPM plus computer knowledge. Southfield $17,000.
Other openings for secretaries. Typists. Word processors available for temporary & full time work.
Call Now! Ann 356-2259

SECRETARY
TO BRANCH MANAGER
If you are looking for a highly responsible position in a beautiful suburban office, this may be for you. Good typing and some shorthand skills are required. Excellent benefits offered with this full time position. $15,000.
Call Rita today
SNELLING & SNELLING
353-2090

SECRETARY to serve 2 churches with 1 minister. 15 hours per week. Basic office skill required. For interview call 274-4195

SECRETARY - with some bookkeeping skills for Cabinet shop - Tues. thru Fri. Salary commensurate with experience. Please send resume to: 783 Denslow Court, Bloomfield Hills, MI 48013.

SECRETARY, United Artists Theatres Must take Shorthand or Speed Writing. Starting Salary $190. For telephone interview, call Wed., Thurs. or Fri. between 10am-1pm. 649-3070

SECRETARY/RECEPTIONIST
Part time 20 hrs. Experienced receptionist with Switchboard experience. Light typing, flexible hours daily, Mon.-Fri. Submit resume to P.O. Box 653, Plymouth, MI. 48170

SOUTHFIELD OFFICE needs person to work with figures, must be accurate typist, good telephone skills, varied duties, flexible schedule. Position available starting May 15th. 356-1895

SUMMER CAMP SECRETARY
part time now, full time June 15 to Aug. 2, 1985. Must have basic typing skills, be able to work with adults & children. Send resumes to Ann Evans, Hopper Cliff & Country School, Box 828, Birmingham, Mich. 48012
No phone inquiries, please

TEMPORARY OFFICE SERVICES
Secretarial, Word Processing & Word Processors. Secretarial Specialists.

TOM THOMAS COOKS TRAVEL has an immediate opening for a secretary in the Sales Department. This person will be working for the division controller. A minimum of 2 year office experience with Lotus 1-2-3 and Symphony. Some shorthand helpful. Excellent communication skills. Bachelor's degree in business or college experience a definite plus. For more information please call Mr. D. Cassebere at 972-4370 Monday or Tuesday. Open to Southfield, Cooks Travel, 21424 W. McNichols Rd., Detroit, Mich., 48219.

TROY
EXECUTIVE
SECRETARY
$15,000 FEE PAID
High Tech company, word processing and executive support. This busy position requires high energy level and outgoing personality. Outstanding benefits and 90 day salary review. 649-3900.
SNELLING & SNELLING

TYPIST - Accurate 70 WPM, good telephone manner, general office experience. Send resume to:
Michigan Association, 37547 Interchange Dr., Farmington Hills, MI 48018

TYPIST/Administrative Assistant - permanent position, 20 hours per day. If you have good people skills, are a team worker, reliable, a line to work creatively & with enthusiasm we would like to talk to you. Send your resume to: Dot, 31443, W. 8 Mile Rd., Livonia, Mich 48152 or call 513-478-9311

TYPIST, DATA ENTRY & WORD PROCESSORS
Needed for long and short term assignments. Excellent pay, paid vacations and bonuses.
PTS
PATNEL TEMPORARY SERVICES
478-9707

TYPISTS
SECRETARIES
SWITCHBOARD
OPERATORS
Put your skills to work on temporary assignments at top companies close to home. Kelly Services offers you top pay, paid vacation and merit increases.
Call us for more information.
559-0300
19668 W. 11 Mile Rd.
Lathrup Village
KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

TYPIST
Must be accurate and good with the English language and punctuation. Part-time. 557-7689

TYPIST
PART TIME
Medium Size Southfield Office.
20 hours per week.
Minimum 50 wpm accurate.
Legal experience preferred.
However will train well qualified individual. Please call:
965-7610 ext 18.

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

TYPIST
Law office in Birmingham area. Good skills, excellent opportunity for self-starter. Call between 8am-11am for appointment. 642-1517

WORD PROCESSING
DEC Operator needed for assignments in Southfield and Downtown Detroit areas. 8 months minimum. Typing speed of 50 wpm required. Benefits include medical, dental, life insurance, a medical insurance plan you can afford and incentive bonus.
Call Jan Kaplan, Inc.
Office Automation Staffing Div.
557-2250

WORD PROCESSING - Insurance company seeking a highly motivated and organized person who has word processing with secretarial skills, shorthand a plus. Excellent benefit package. Send resume to: Transamerica Life, P.O. Box 1156, Troy, MI. 48099.
Equal Opportunity Employer M/F

WORD
PROCESSOR
In support of corporate move to Bloomfield Hills we are seeking a word processor. Expanding Sales Promotion Advertising Company has immediate opening for experienced person who possesses an excellent ENGLISH, GRAMMAR, SPELLING & TYPING SKILLS.
Please Call For Appointment
836-8780 Ext. 372
B and E
SALES CO., INC.
12630 Greenfield
Detroit, Mich, 48227
An Equal Opportunity Employer

WORD PROCESSOR for Troy Firm, prefer 2 years experience, must have excellent dictaphone & typing skills. Send resume with salary requirements to: Barbara Hudson, P.O. Box 7007, Troy, Mich 48007.

WORD PROCESSOR
TRAINEE
FEE PAID
Bright out-going individual needed for this busy office. Company offers $10,000 and training on the word processor. Very dynamic personality and 50 wpm, typing will lead you a position in this plush Southfield office.
Call Shirley, 478-3500.
SNELLING & SNELLING

YOUR
SKILLS
ARE WORTH
$$$$$
We need experience.
- Sr. Clerks
- Typists
- Receptionists
- Switchboard Receptionists
- HM Displaywriter Opns.

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

YOU TO can benefit by working for:
NORRELL
- Paid vacations
- Bonuses
- Profit sharing
- Insurance

"Ask about the best of all worlds"
We are now accepting applications for Clerks, IT Typists, Word Processors, Secretaries with shorthand, Telephone Survey Work, Receptionists (good telephone voice). Call today for appointment.
NORRELL
Temporary Employment Specialists
Rochester 651-1500
Farmington 477-9843

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
for apprentice cook, cook, and salad person. Apply at
116 E. Main St., Northville.

Accepting Applications for:
COOKS,
DISHWASHERS,
& WAIT PERSONS
Apply Monday thru Friday
30455 W. 12 Mile,
Farmington Hills

AMBITIOUS INDIVIDUALS needed to fill all positions in a highly motivated restaurant. Only experienced cooks and wait persons need apply. Mon.-Thurs. 2PM-7PM. Nifty Fifties, 1405 E. Commerce Rd., Milford Mich.

APPLICATIONS now being accepted for a full service specialty restaurant opening May 15th. Wait persons, bartenders, cooks & utility. Apply in person Mon.-Fri. 2-5pm at Ann Arbor Trails, Apt. 5340 Orchard Lake Road. One block north of Maple.

ASSISTANT MANAGER needed for new ethnic restaurant. Must be experienced and flexible and have a positive attitude. Excellent working conditions. Apply at: Priptchek Restaurant, 6775 Orchard Lake Rd., West Bloomfield Plaza, Mon-Fri., 9AM-4PM, or call 851-7181

ASSISTANT NIGHT MANAGER
2 years liquor experience. Farmington Hills restaurant.
Call 556-3660

ATTENTION
WAITRESSES/Waiters, Door people. Looking for people to fill these positions immediately. Apply in person.
J.L. Seagull
24230 6 Mile, 1 block W. of Telegraph.

505 Help Wanted Food-Beverage

BAKER needed for new ethnic restaurant. Prefer someone with knowledge of Jewish desserts. Apply at Priptchek Restaurant, 6775 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 Priptchek Restaurant, 6775 Orchard Lake Rd., West Bloomfield Plaza, Mon-Fri., 9AM-4PM, or call 851-7181

BAKERS - MIDNIGHT SHIFT
Full-time. Call for appointment. 424-9440

BANQUET SERVICE PERSONNEL
Full & Part-time - for private club. Reply to: Box 396, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BAR PERSONS/WAIT PERSONS
Apply in person.
Merry's, 19175 Farmington Rd., Livonia
477-7333

BARTENDER - Part Time, 8 nights. Part time Host/Hostess. Apply: Emmy's Restaurant, 844 Penniman Ave., Plymouth.

BARTENDERS - BUS PERSONS
WAIT Persons, Full & Part-time
Country Club in Southfield area.
Experienced: Call 357-3352

BAR WAIT PERSON
Experience preferred. Apply: Iron Shot Saloon, 24121 Plymouth Rd. 261-1258

Bates Hamburgers
Now Help, ALL SHIFTS
Experience helpful but will train right time. Wages commensurate with experience. Apply in person 8am-11am or 3pm-5pm.
33406 Five Mile, Livonia
and
Middlebelt at 9 Mile
Farmington Hills

DENNIGAN'S
32787 Schoolcraft, Madison Hts.
Hiring energetic, enthusiastic people for Wait Staff, Bartender, Host and Hostess. Apply Sat. thru Thurs., 2-4pm

BIRMINGHAM RESTAURANT hiring full & part time help for waiter/waitresses, bus people & dishwashers. 646-2703

BONANZA
FAMILY RESTAURANT
Now taking applications for
Full & Part time employment
UNIT MANAGER
ASSISTANT MANAGER TRAINEE
COOKS BU