504 Help Wanted Office-Clerical

FREE TRADING CAR EK TOURS
If you live in Oakland County Pontiac, Pontiac Twp., Waterford, Waterford Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills, Waterford & Waterford Twp., new firm, Commission $1.50 and $1.125 in the last 6 months, regardless of your present income. You earn more by calling:
DORLEY BUSINESS SCHOOLS
For a Brighter Tomorrow

Kelly Services Is On The Move!

And we have immediate need for ...

- Typists (50+ wpm)
- Secretaries (Experienced)
- Word Processing Operators (Experienced)

We offer ...

- Vacation Benefits
- Merit Raises and Bonuses

Call for an appointment at 352-5220

28222 Franklin Rd. Southfield

KELLY SERVICES

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

KEYPUNCH/KEYDISK Data Entry operators. Positions available for all shifts. Must be experienced. Farmington. 476-1134

KEYPUNCH OPERATOR
Needed by Southfield - needs bonus. Experience required. Part time days. 557-1144

LAW OFFICE in Southfield - needs light secretarial & bookkeeping part-time. Then & Thereafter. Experience required. 353-8330

LEGAL OFFICE MGR
FEE PAID - $20,000 UP
Opportunity knocks if you're a skilled secretary who has supervised 6 or 7 clerical people & want bigger & better things paid on. Will supervise purchase, handle personnel problems & benefits. Great benefits. Work area Farmington. 476-5797

DOROTHY DAY PERSONNEL, INC.

LEGAL SECRETARY
Highly organized individual. Minimum 2 years legal experience for Oakland County law firm. Reply to PO Box 404, Northville, 48167

LEGAL SECRETARY
Good typing skills required. Will train. Troy law firm. Reply to: Fanipisz, Fishkin, Nagel, 755 W. Big Beaver, Suite 1410, Troy, MI 48084

LEGAL SECRETARY with minimum of 3 years experience in litigation needed for Birmingham law firm. Excellent typing & language skills a must. Salary based on experience. Salary 641-8661

LEGAL SECRETARY
Part time, for small general practice, Bloomfield law firm. Word processing experience preferred. Send resume to 1411 Woodward, Ste. 200, Bloomfield Hills, Mich., 48013.

LEGAL SECRETARY
Troy (Stephen area). Word processing or Mod card experience preferred. Merit bonus, profit sharing, many benefits. Call Ken Beyer at 643-6619

LEGAL SECRETARY
Three attorney firm located in Troy needs person with at least two years experience in general practice. Must have knowledge of word processing or willingness to learn. Good typing skills required. Call 649-1900 or 649-6444

LEGAL SECRETARY
Troy law firm. Part time, full time. Secretary/Top typing and grammar skills required. Word processing, para-legal training, shorthand helpful. Salary commensurate with ability and experience. Full Benefits. Mail resume to Franklin C. Koery, 2118 W. Big Beaver, Suite 110, Troy, 48084

LEGAL SECRETARY
for Southfield personal injury firm. Excellent skills required. 559-0560

LEGAL Secretary with experience, needed for small Farmington law office. Good typing skills.
Ask for Mr Cassar 855-5343

LEGAL SECRETARY, experience preferred, Southfield law firm. Top salary commensurate with experience. Good benefits. Call Bea 355-4164

LEGAL SECRETARY
with minimum (3) years Litigation experience - for Federal Law Firm. Salary commensurate with ability. Call for interview. 355-1720

LEGAL SECRETARY
Southfield Law Firm needs good typing, shorthand & English skills. Litigation & Wills Practice. Salary commensurate. Call 557-1047

LEGAL SECRETARY
wanted for Southfield law office, one year experience in estates, wills & trusts on word processing. Good benefits. Call Kathy 358-5111

LEGAL SECRETARY
Experienced for Southfield Trial Attorney. At least 5 years experience. Attractive, good typing skills. Salary commensurate with experience. Fringe benefits. 559-9626

LEGAL SECRETARY
Southfield law firm seeks legal secretary for real estate & probate practice. Salary commensurate with experience. Call 352-1880

LEGAL SECRETARY - some experience necessary, word processor-will train. $350 per week. dependent on experience. Troy area. 643-9684

LEGAL SECRETARY
Troy law firm. Typing. Excellent skills required. Farmington Hills Law Firm. Call 626-0722

LEGAL SECRETARY
Part time, full time. Word processor skills. Experience preferred, but not necessary. Call Mary Ann 644-8631

LEGAL SECRETARY - Experienced only. Birmingham law firm. Litigation, personal injury, damage suits. Salary commensurate with experience. Fringe benefits. 645-1558

504 Help Wanted Office-Clerical

LEGAL SECRETARY, experienced & self motivated, able to assume substantial responsibility for busy & aggressive Livonia law office. Salary to suit satisfactory candidate but interview. 464-4385

LEGAL SECRETARY
Experienced, for small growing Birmingham law firm. Commission, salary, congenial atmosphere, varied work. 646-7666

LEGAL SECRETARY
for 3 member Southfield firm. Should have experience in personal injury (general litigation also fine), excellent typing skills. Willing to use word processor. Call 557-4000

LEGAL SECRETARY
with one year experience in Litigation needed for Southfield law firm. IBM Displywriter experience helpful, but not necessary. Salary based on experience. Call Chris. 357-1190

LEGAL SECRETARY - Legal experience or will train secretary with good clerical skills, word processing helpful. Pay $10,240 minimum to start or additional for experience. Benefits. James Personnel 644-6666

LEGAL SECRETARY
Good typing skills required for Bloomfield Hills Law Firm. Legal experience desirable but not necessary. Please submit Resume to Office Manager, 505 N. Woodward, Suite #2000, Bloomfield Hills, MI. 48013.

LEGAL SECRETARY - SOUTHFIELD
1 year minimum experience required. Litigation, personal injury, bankruptcy, general practice. Must have word processor. Pleasant working environment. 559-7700
BETTY HAMIL PERSONNEL
Southfield Rd. Lathrup Village
424-6470

LEGAL SECRETARY needed for Next Personal Injury litigation firm. Must have excellent skills including minimum typing of 50 WPM, knowledge of legal litigation & were experienced skills in damage decks of litigation attorney. Minimum 3 yrs. experience required. Very competitive. References required. Salary commensurate with ability. 645-3663

LEGAL SECRETARY
$18,000
Experience with litigation practice. Bright promotable person, good typist, shorthand helpful. Southfield Area. Fringes. Company paid fee.
ALLEN PERSONNEL AGENCY

CAREER MINDED Legal Secretary for busy Southfield Law Office. If you have at least 3 years experience in bankruptcy, commercial law, or related fields, bookkeeping knowledge, word processing and enjoy dealing with the public, we have an opening available. If you are also a person who can work under pressure, let's talk! We offer excellent salary & benefits including DC/DB, prescription & dental coverage, life insurance & paid vacation. Inquiries shall remain confidential. Send resume & salary requirements to:
Deborah Dostalik, Office Manager
c/o David W. Raskin
17117 W. Nine Mile - #1745
Southfield, Michigan 48076

LEGAL - secretary, Birmingham, in house attorney for growing concern needs accurate typist, shorthand, word processing & experience. Benefits. 642-7700

EXECUTIVE - secretary, Southfield, typing 65 WPM, shorthand 90, 3 yrs. experience, word processor, good benefits, vacation, 35K-40K. Fee paid

TEMPORARY - assignment going into permanent. New branch office of growing firm. Typing 60 WPM. Typing & word processing helpful. Fee paid.

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

LIFE INSURANCE
FULL AND PART-TIME
Telegraph & 13 Mile. Seeking bright, ambitious, self-motivated people with strong office skills. Must have ability to handle a variety of duties. Contact B. GOLDSMITH. 642-6290

LEGAL SECRETARY
$20,000
For personal injury area. Previous related experience. Excellent advancement potential. Southfield location. Full package. Company paid fee.
ALLEN PERSONNEL AGENCY

MARKETING SECRETARY
SALARY TO $14,000
Our client needs your 2 years work experience plus excellent typing & good telephone skills. Will train you in mass mailing, dental & prescription.
Call Ann Fox Fee Company Paid
PERMANENT STAFF

LIVONIA	591-2221
SOUTHFIELD	313-9440
TROY	362-6661
SOUTHWEST SUBURB	261-1119
ST. CLAIR SHORES	296-2660

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Troy law firm. Typing. Excellent skills required. Farmington Hills Law Firm. Call 626-0722

LEGAL SECRETARY
Part time, full time. Word processor skills. Experience preferred, but not necessary. Call Mary Ann 644-8631

LEGAL SECRETARY - Experienced only. Birmingham law firm. Litigation, personal injury, damage suits. Salary commensurate with experience. Fringe benefits. 645-1558

504 Help Wanted Office-Clerical

NEAT, organized person to take charge in busy office. Must type 50 WPM without error, compose letters, operate pegboard bookkeeping system and great continuous light phone work with pleasant phone voice & good English & math skills. Salary commensurate with abilities. Liberal fringe benefits. Send resume to Personnel Dept., 1264 Stephenson Highway, Troy, MI. 48083.

OFFICE ADMINISTRATION
Aggressive marketing firm is looking for a person to assist in secretarial duties, verify coordination, light typing, proof reading, & basic office duties. Flexible phone between 11-4.30PM. Salary Pct. 569-6090

LEGAL SECRETARY
with one year experience in Litigation needed for Southfield law firm. IBM Displywriter experience helpful, but not necessary. Salary based on experience. Call Chris. 357-1190

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FULL AND PART-TIME
Telegraph & 13 Mile. Seeking bright, ambitious, self-motivated people with strong office skills. Must have ability to handle a variety of duties. Contact B. GOLDSMITH. 642-6290

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SALARY TO $14,000
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PERMANENT STAFF

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504 Help Wanted Office-Clerical

PLUSH OFFICE - FEE PAID
Co. expanding Sales Promotion, CRT & General Office Clerks. Full benefits. Employment Co. 11

POSITION available for bookkeeping organized individual. Typing skills of 40 wpm, and computer experience helpful. Salary commensurate. Qualified individuals call Cindy at 313-464-3.20. An Equal Opportunity Employer

PROFESSIONAL SECRETARY
$18,200 FEE PAID
Southfield Office. Great benefits. Super percnl Need 2 years office experience, good typing, phone experience, team oriented. Call Debbie. 559-3322

SNELLING & SNELLING

PROGRAM COORDINATOR
for fast-paced office. General Office duties. Must be detailed & organized. Typing 35 wpm. Salary $14k. Fee Paid. Call for appointment. 968-3819

PURCHASING CLERK
$13,000
Entry level to work with buyers in manufacturing environment. Fringe benefits. Company. CRT and typing abilities required. Excellent benefit package with great potential. 559-7700

ALLEN PERSONNEL AGENCY

REAL ESTATE OFFICE - in Royal Oak needs someone with good telephone & typing skills to work 3 days per week between 9am-5pm. Licensed will be a plus. Ask for Janet 546-6775

RECEPTIONIST/TYPIST
Full time person needed at a growing manufacturer's representative firm in Rochester Hills. Entry level position offering growth potential & benefits. Send resume to: Personnel Dept., Send resume P.O. Box 427, Auburn Hills, MI. 48057.

RECEPTIONIST full time, Farmington area. 478-8238

RECEPTIONIST/SECRETARY - moderate typing, part time, AM, 19-25 hours. Birmingham area. 642-8262

RECEPTIONIST - Birmingham 7 man law firm. Duties include answering telephone, greeting clients, light typing, training to become Legal Secretary. 258-1PM. Call Mrs. Fisher 642-1150

RECEPTIONIST - full time position. Experienced at least, volume switchboard. Send resume to: Personnel, 24245 Greene Ct., No. 215, Farmington Hills, MI 48018

RECEPTIONIST
Part time for West Bloomfield real estate firm. Light typing & telephone. Must be available afternoon. For personal interviewing call:

RECEPTIONIST/TYPIST
Downtown Birmingham office seeking person to handle light typing, telephone, phone messages and front desk appearance. Some light bookkeeping. Part time, 25 hrs. Mon. thru Fri. Pay commensurate with experience. 647-7192

RECEPTIONIST/OFFICE CLERK
Growing Southfield firm needs person in office for a conscientious person. Position requires good telephone & typing skills & the ability to handle diversified duties. Call Dominick & Kren Personnel Corp. 642-8456

RECEPTIONIST/SECRETARY
Phone experience required to answer busy phone for friendly commercial real estate office in Southfield. Light typing. Computer work. Must be starter, with pleasant personality & appearance. Possible job growth. Call Bea 355-4164

RECEPTIONIST/TYPIST for busy telephone system and greeting clients. Flexible schedule. Ideal for someone as a "mom". Other duties include answering phone for Mod Card. Call Mrs. Ward, Sears Roebuck in Dearborn, Greenfield & Ford Roads, Dearborn Craft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Full time new accounts for Southfield area. Immediate employment. Send resume to phone & will organize. Excellent opportunity consideration please send resume to: Personnel Manager Systems, Box 87863 Canton, 48187
Attention Diane.

RECEPTIONIST - TYPIST for growing manufacturing firm located in Northwest Suburbs. Candidate should possess good communication skills, typing speed minimum 60WPM and be able to handle light office. Good base & with excellent fringe offered. Send resume with salary requirements to: Greg Parsons, Valland Diamond Products, 32901 Howard, Madison Hts. MI 48071.

RECEPTIONIST/TYPIST
Light typing. Flexible hours. Ideal for student. Southfield area. Please call 557-4000

RECEPTIONIST/Typist for Southfield property management company. Must be organized with small office skills. John P. Carroll Co 352-5144

RECEPTIONIST/TYPIST - For general contractor in Farmington Hills. Mail resume to 31411 Civic Center Dr., Suite 104, Southfield, Mich. 48076.

RECEPTIONIST - AM Answer in Southfield. Full time. Excellent typing and telephone skills. Call Karen, 423-4235.

RECEPTIONIST
for Printer in Troy area. Excellent phone skills & typing. A must.
For appointment, call 524-1230

RECEPTIONIST SECRETARY - typing, phone, phone, file, full time. Experience with salary requirements to CPA firm, 15 Mile & Inkster, Box 106, Bloomfield, Michigan, 48075.

RECEPTIONIST/TYPIST
Immediate opening in Farmington Insurance office for full time responsible, pleasant phone manner, typing 50 wpm. Michigan phone call 473-7182

RECEPTIONIST/SECRETARY
Southfield Insurance company needs accurate typist with pleasant phone manner. Medical insurance experience helpful. Call Karen, 423-4235.

RECEPTIONIST FILE CLERK
for radio station. Should be able to type 35 wpm. Knowledge of Detroit area a plus. Send resume to: Personnel Director, 1249 Washington Blvd., Detroit, Michigan 48226.

RECEPTIONIST - FULL-TIME
Southfield Engineering Firm in CPA Firm. Must be friendly, with neat appearance & able to handle the public. Call between 1 Noon-5pm, ask for Elias or Kathy. 354-4411

RECEPTIONIST/SECRETARY
GENERAL BOOKKEEPER
Good Southern typing & 10 key adding skills. Need to handle payroll & pension. Vassy Construction Corp Center, 8975 Venoy Ave.

RECEPTIONIST/SECRETARY
Southfield Attorney looking for Full Time Receptionist/Secretary with experience in: Bar 134, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Bachelor Hills Insurance Agency. Good environment, wages & benefits. Experienced in word-proc. but willing to be trained. Call Mrs. Millinis & ward Bakkis. Meet type 50 wpm. Call Cathy. 553-3300

RECEPTIONIST/SECRETARY
Southfield Greene company needs person with switchboard experience. Typing skills for light social company. Salary commensurate with ability. Up to $17,000. Send resume to Personnel Director, 25 Greene Plaza, Dept. 1, 24027 W 11 mile, Southfield, 48075

RECEPTIONIST
Fast growing transport company in Farmington Hills needs receptionist. Good telephone manner, type 35 wpm. Filing & general office duties. Send resume to: Personnel Dept., Box 1249, Farmington Hills, Michigan 48018

RECEPTIONIST
Receptionist, part time mornings & afternoons. Must have pleasant telephone voice. Some typing required. Please apply at Mel Farr Super Sales, 29999 Telegraph Rd. Attn: Personnel Director.

RECEPTIONIST
Bloomfield Insurance Agency needs front desk, bookkeeping, word processing & pleasant telephone voice. Some typing & pleasant personality. Call Mrs. Fisher, Insurance Consultants, 642-1150

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RECEPTIONIST
$12-$15,000
FEE PAID
Suburban company. Friendly. Good telephone manner. Typing skills for the front desk receptionist. 356-5400.
SNELLING & SNELLING

RECEPTIONIST/SECRETARY
Exceptional opportunity phone personality excellent typing skills. Fee Paid. Call Bea Southfield C.P.A. Firm. Word Processing experience helpful. Great benefits. Non-smoker preferred. Please call Kathy Dale Co., P.C.
25 American Center, 27177 Franklin Rd., Southfield, Michigan 48034

RECEPTIONIST
National Corporation has an immediate opening for a receptionist to handle field bookkeeping. Some experience preferred. Excellent benefit package included. Please send resume to: Box 111, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
Experienced - for part-time (hours flexible) position. Light typing & other administrative responsibilities for fast-paced office. Call Mrs. Ward, Sears Roebuck, Greenfield & Ford Roads, Dearborn Craft Rd., Livonia, Michigan 48150

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SECRETARIES
Standard Federal has several openings in a Secretary or Sr. Secretary level positions located in Troy. The qualified candidate will possess a typing speed of 50 wpm and secretarial typing of 80 wpm. One year's secretarial experience is required. Excellent typing skills are needed with well developed verbal and written communication skills. Applicants must have the ability to work in a fast paced environment. We offer a competitive salary and benefits package. For an appointment please call Ms. Kathy Friday, from 8-5pm, 643-5000 ext. 3408.

STANDARD FEDERAL BANK
Service/Personnel
2401 W. Big Beaver
Troy, Mich. 48084
E.O.E. M/F/H/V

EXECUTIVE SEARCH & Management Recruiting Firm requires Recruiting Receptionist. Word processor experience helpful. Pleasant working environment. Qualified candidates send resume and salary requirements to:
ADISTRA CORP.
101 Union St.
Plymouth, MI. 48170
Att: Personnel

SECRETARY/RecepCoordin. experience for busy Southfield Engineering co. Typ 55 WPM, shthdpress, accepts responsibility. 559-6000

SECRETARY/RECEPTIONIST
To work from 1-6PM at our office on 14 Mile, near Southfield & Telegraph. $3.34 per hour. Call Dave at 644-7717

SECRETARY - RECEPTIONIST - for Farmington Hills CPA office. Good typing skills & telephone conversing ability required. Pleasant working conditions & pleasant personality. Fee immediate salary $5.75 to start. Move for experienced help, or we will train. Apply in person 8am-11am or 2pm-5pm.
33406 Five Mile, Livonia
and
Middlebelt at 9 Mile
Farmington Hills

BOB EVANS RESTAURANT
NOW HIRING
If you are seeking employment & are looking for full time benefits, paid vacations, paid holidays & a competitive wage package apply now at the following locations:
CANTON - I-275 & FORD RD.
LIVONIA - I-96 & MIDDLEBELT
Positions available - Full & part time
Grill Operators, Dishwashers & Host/hostesses

BUDDY'S ATTENTION
Full and part time
Positions for all shifts

Flexible schedules for students and homemakers. Will train for all positions. Good benefits and job security is advance. Join Buddy's Family. Apply at Buddy's Pizza, Inkster, In the kitchen as a Grill Cook, Oven Operator, Prep Person, Dishwasher Operator, and Porter. As Carry Out Cashier and Daytime Wait Staff. Apply in person at Buddy's Pizza in person at Northwestern & Middlebelt, Farmington Hills.

BUS/DISH STAFF
PREP COOK
Opportunity for advancement. Will train. Apply at Ann Drake's Garden Cafe in West Bloomfield. 851-8331

CARLOS MURPHYS
Bloomfield Hills, Southfield, Dearborn, two persons, full or part time, days or eves. Excellent starting wages, end of year bonus, Medical, Dental, Life, Sick & Vacation. 24 Hrs. 1000 Van Dyke, Warren. No phone calls please.

BUSPERSON, DISHWASHER
wanted. 18 years or older. Apply in person at Lakeside Restaurant 27177 W. Warren Garden City

BUS PERSON
for days and weekends. Apply in person: The Hunter Restaurant, 21823 Greenfield, Oak Park

BUS PERSON needed to work full time days to cost. Will train.
Apply in person
ERNIE'S DELI
28273 Grand River
Farmington Hills in Sherwood Square

CARLOS MURPHY'S
Northville Downs Clubhouse, 16 years or older, will train. Call Mrs. Ward between 12pm, 349-8440. 1000 Van Dyke, Warren.

BUSPERSONS
Now hiring buspersons for our dinner shift. Openings are for part time 3 or 4 shifts per week. Must be 18 years old. Average earnings are $5-$6.34 per hour. We can give you a schedule. You can apply in person between 2 and 5pm.
TGI FRIDAY'S
Telegraph at 8 Mile Rd.

CAFETERIA HELP
Dependable Willing to work any shifts. Livonia area. Call Ida between 8am-11am or 1.30pm-3pm. 513-6433 ext. 87

CARLOS MURPHY'S
Is looking for a hostess MAY with management potential. Competitive wages, medical, dental, paid vacations, leadership opportunities. Interviewing Mon. thru Fri. 2pm-4pm. 24 Hrs. 1000 Van Dyke, Warren. No phone calls, please.

COCKTAIL WAIT PERSONS
Experience preferred. Apply in person.
Mr. Mike's Steak Joint
8778 Wickham Rd., Romulus

MATURE, responsible person, short order cook. 3 Pm. 8 PM. Will train. Apply in person: Chanticleer's Lounge, 5401 Ann Arbor, Dixie. 721-0531

COOK
Full and part time. Apply in person Bob & Gerti, 1977 W. Ann Arbor Trail, Plymouth. Ben Art

COOK - Full time. Experienced only. Apply in person: Ann Arbor Trail, Plymouth. Ben Art

COOK - Full time. Experienced only. Apply in person: Ann Arbor Trail, Plymouth. Ben Art

COOKS - experienced, full and part time. Immediate openings. Apply in person: Ann Arbor Trail, Plymouth. Ben Art

COOKS - experienced, full & part time, days, nights, weekends. Apply in person: Ann Arbor Trail, Plymouth. Ben Art

COOKS - experienced, full & part time. Immediate openings. Apply in person: Ann Arbor Trail, Plymouth. Ben Art

COOKS - full & part time. Experience preferred. Or willing to train. Apply in person: Mr. Hatch, 41441 Ford Rd, Canton

COOKS - Taking applications for soon-to-open Restaurant.
PLYMOUTH ROCK SALOON
Joy Rd., 1 block W. of Haggerty.

COOKS with season experience, some experience & a desire to learn. Apply Walters & Wattsmore, experienced in fine dining only. Call for appt. to present: Kapalua, 28286 Plymouth Rd., Livonia, Mich., 48150. 464-2272

COUNTER HELP WANTED
Flexible hours.
Fast food.
642-1180

COUNTER PERSON - Days
Drying Dry, 9-12 Monday - Friday. Call Tom 11am or 5pm-6pm. 542-7772

COUNTER PERSON
Weekend, full or part time. Contact Manager in person between 2-4. Greenmans, 15600 Schoolcraft, between Inkster & Middlebelt.

DAIRYS Creative American Bistro, has needs experienced Wait Staff, Kitchen Staff for Northville. Must need working conditions. Days or nights. Apply in person at 43251 Grand River off Novi Rd. Ask for the Historic District of Novi. 48180 Cass Ave.

DAY PERSON
HOUSE COOKS
Apply in person, Mon. thru Fri. from 10 AM. Mikonos Restaurant, 17418 Middlebelt, corner of 12 Mile.

This Classification Continued on the Second Page of Section D

504 Help Wanted Office-Clerical

TURN YOUR SPARE TIME INTO $$$
We have long and short term assignments available.
We need experienced:

- Receptionists
- Legal Secy's
- Stenographers (90-100 wpm)
- Word Processors

TOP PAY
BONUSES
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Detroit 962-9650
Livonia 464-9490
S'ld 354-0555

Olsten Temporary Services
An Equal Opportunity Employer

WORD PROCESSING OPERATOR
Law firm has opening for word processing operator with supervisory potential. Exclusive word processing experience required. Must possess a good clerical with good social skills and technical knowledge. Salary $18,000 - $20,000. 13 Mile & Southfield, send resume to: 30115 Southfield Rd., Suite 100, Southfield, MI. 48076. Apply in person Mon. thru Fri. 9am-5pm.

WORD PROCESSING OPERATORS
Wang, IBM, Mod 6 word processing operators needed for long and short term assignments. Can your experience necessary. Call today for details.
Normal Services, Inc.
Office Automation Staffing Div.
355-2333

WORD PROCESSING/ RECEPTIONIST
A go getter with some word processing experience who will include greeting clients, typing & phones. Call now for a personal interview this
All Our Fees Are Company Paid
PERMANENT STAFF

LIVONIA	591-2221
SOUTHFIELD	313-9440
TROY	362-6661
SOUTHWEST SUBURB	261-1119
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Burroughs Redactor and Officewriter Operators
(Experienced or Certified)

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522-4020

29449 W. 6bx Mile
522-3922

PLYMOUTH
41850 Joy Road
453-2211

WESTLAND
34240 Ford Road
729-1040

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TOP OF TROY
SECRETARY/RECEPTIONIST
$14,000, FEE PAID
Fast growing, fast-paced firm. Lots of executive contact, word processing, typing 50 wpm, telephone, excellent accurate typing, good organizational skills and non-smoking phone voice. Short term assignment possible, opportunities, excellent benefits. Call Ann Fox Fee Company Paid
PERMANENT STAFF

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SNELLING & SNELLING

TWO DATA ENTRY positions available. Must have knowledge of IBM Displaywriter, 55 WPM accurate. Bloomfield. Full time. Will train. Call Carol, 540-5330

TYPIST - full time, accurate typist, Bloomfield (10 Mile) Northwestern Hwy) Will train on some word processing equipment. Telephone experience desirable, excellent benefits. Call Mrs. Ward, Sears Roebuck, Greenfield & Ford Roads, Dearborn Craft Rd., Livonia, Michigan 48150

TYPIST - Part time position, flexible hours. Good typing skills a must. Farmington Hills area. Call Carol 851-4388

TYPIST - PART-TIME
High accuracy, set speed, a lot of hunt and peck. Approx. 2 hrs. a day, 3 days a week. Call Cathy Welch, 540-6140

TYPIST
Southfield ad agency has an entry level position available for a sharp & accurate