EMPLOYMENT

504 Help Wanted Office-Clerical

ACCOUNTANT/ BOOKKEEPER

To be in charge of construction & store fixture invoicing. Familiarity & understanding of construction & store fixture terminology & methods is a definite asset for this position. Requires the ability to coordinate with both sales and technical personnel. Must be extremely accurate with numbers. We are a fast growing leader in our field, offering full benefit package. Salary commensurate with experience. Call Mon thru Fri 9am-5pm. JON GRUENBERG & ASSOC BIRMINGHAM, MICH

ACCOUNTING CLERICAL
Livonia Co. needs person with general office skills for payroll duties. Some accounting exposure would be helpful 40 hours per week

PART TIME TEMPORARY
Assistant to production planner - inventory planning, expediting, order entry, keypunching, & assisting in bill of material build. Approx 4 hours per day

For either job please submit a letter of application to: JOB PO Box 27106 Plymouth Rd. Livonia, Mi. 48150

ACCOUNTING & typing clerks, type 45 to 60 WPM. Full time only. Apply in long term contract positions.
Call Linda - 446-1660

ACQUAINT YOURSELF WITH

Contemporaries

We need experienced
SECRETARIES
TYPISTS
SWITCHBOARD
WORD PROCESSORS
Benefits No Fee
583-4858

ADMINISTRATIVE ASSISTANT
Small growing company boys sells resin, used HP & Xerox equipment nationwide. Needs experienced person to assist in inventory, record keeping, freight ordering & customer service functions. Some typing plus good telephone skills a must. Excellent salary with benefits. Send resume & salary history to: Mary Jo Hoffman, Inc. 25448 W 5 mile, Redford, attention Jerry Beaudoin.

ADVANCABLE SECRETARY $15,000 FEE PAID

Top location, national firm, word processing. Lots of "people contact" and very diversified position. Typing, good grammar, and organizational skills required. Shorthand desired. Call Mark Rosenpan 649-5900
SNELLING & SNELLING OF TROY

A NEW CAREER

Call the years if you live in Oakland, Wayne, Macomb, Lapeer, Livingston, Twp, White Lake, White Lake Twp., Lake Orion, Orion Twp., Independence Twp., Auburn Hills, Auburn Hills, Waterford and Waterford Twp and have limited income or are unemployed. Training offered in Typing Keypunch Secretarial and Word Processing Transcriptionist. Three programs are government sponsored and provide transportation allowances Call Ms Rosen now at 553-8284

Arbor Temporaries NEEDS YOU

TOP PAY
MEDICAL BENEFITS
VACATION

- Secretaries
- Word Processors
- General Office
- Receptionists
- Data Entry
- Assemblers

Call 459-1166

Established in Ann Arbor in 1970. Now serving Oakland & Wayne Counties.

ASSISTANT Bookkeeper account receivable clerk This position is for someone with some credit collection & bookkeeping experience. The applicant is responsible for maintaining the receivables, do follow up collection on past due accounts. Excellent benefits & opportunity. The company is located in Auburn Hills near Opdyke & Square Lake Rd. has sales of 8 million, is rapidly expanding, is in the construction related industry. Competence in communicate with ability & experience. Reply to box 6164 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

APPLE III COMPUTER

Bookkeeping/accounting experience required. Part-time, may become full time. Work at marina in northern suburbs. Start as soon as we find a detail oriented person who is enthusiastic about growing with a small but diversified company. Send resume to
P.O. Box 5337,
Orchard Lake, Mich., 48033
Include education, work history and salary requirements.

ASSISTANT OFFICE MANAGER $14,500

Assist office manager of established company located in Troy area. Handle invoice preparation, payroll and light typing. Excellent advancement potential. Full benefits. Fee Paid
522-7870
ALLEN PERSONNEL AGENCY

ATTENTION SWITCHBOARD OPERATORS

If you have experience on a cordless system such as the Horizon or Dimension, we have jobs for you. Earn money while working in your area. Call now.

TOP PAY
BONUS PLAN
NO FEE

Southfield	569-7500
Livonia	525-0330
Sterling Hgts.	977-5740
Detroit	963-2290

Supplemental Staffing, Inc.
The Temporary Help People

Attention:

- Typists
- Word Processors
- Secretaries
- Data Entry

Let your skills & experience help pay off your Holiday bills. Working as a S.S.I. Temporary can provide you with top pay, interesting assignments and valuable work experience. Immediate openings. Call now.

- BONUS PLAN
- NO FEE

Southfield	569-7500
Livonia	525-0330
Auburn Hills	373-9904
Detroit	963-2290
Sterling Hgts.	977-5740

Supplemental Staffing, Inc.
The Temporary Help People

504 Help Wanted Office-Clerical

AUTO dealership Bookkeeper, new & used car coding, inventory control, accounts receivable/payable. Apply at Valley Lincoln Mercury 1250 Ann Arbor Ave., Plymouth

BERKLEY ONE Girl Office. Non-smoker, self-motivated Bookkeeping skills IBM-PC experience.
Call 398-8335

BIRMINGHAM ASSISTI FEE PAID - $16,000 UP
Look ahead for the new year: a minimum of 2 yrs. prior office experience (engineering or legal exposure nice) needed to assist attorney. Typing of 75 - shorthand nice - not necessary. Excellent company offers best benefits & future
DOROTHY DAY PERSONNEL, INC.

BOOKKEEPER - experienced with strong secretarial skills for Southfield Management office. Send resumes to P.O Box 2779, Southfield, Mich 48037.

BOOKKEEPER

Residential builder & property management firm is seeking an experienced person to assist with our computerized accounting systems. You must have an aptitude for detail & variety of duties. Send resume to Benetick & Kroll Development Corp., 1300 Rex Wood ward, Suite 250, Birmingham, MI 48011 or call 642-8440

BOOKKEEPERS - & assistant bookkeepers, needed immediately for long term contract positions.
Call Sue - 646-7460

BOOKKEEPING or Secretarial/Clerical Skills & some general office experience required. Full time entry level position with opportunity for advancement. This position includes company benefits package. Bring Resume & apply in person, Jan 2 & 3, between 9am-3pm to Advertising Audit Service, Inc., 2520 S Telegraph, Suite 250, Bloomfield Hills, A.W. of Square Lake & Telegraph Rd

Bookkeeping or Sec

CLERICAL COMPUTER OPERATOR
Key one person Farmington Hills CPA Office Dec to May 31 hours to weekly June to Nov 25 hours Call 851-1174

CLERICAL

Full and part time entry level clerical positions available in Livonia on the afternoon shift from 3pm - 10pm. Various positions available including mail room, document handlers, microfilm pullers, & a back up driver.

Previous office experience preferred. We require highly motivated trainee learners with a willingness to grow in the computer services industry.

We offer complete training, Blue Cross, Blue Shield, dental, life insurance plus profit sharing. Call personnel for an interview appointment. 261-8740

CLERICAL HELP for Southfield insurance agency with 3 years property & casualty experience to start in mid January. Send resume & salary requirements to J Wabnig PO Box 2722, Southfield, Michigan, 48037

CLERICAL
Immediate opening, insurance office Minimum preferred 9am-5pm.
349-8660

CLERICAL

Our growing corporation is seeking experienced individuals for immediate clerical openings. Qualified individuals must possess a typing speed of 50 plus wpm, excellent written and verbal communication skills, good math aptitude and the ability to operate a calculator efficiently. Individuals must be able to work under pressure and independently with little supervision. Previous general office and/or mortgage banking experience preferred. Overtime is required. We offer a complete benefit package. Qualified candidates should apply Mon-Fri. 9-11am or 1-4pm at:

The Personnel Department
MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Road
Farmington Hills, MI 48018
(Corner of 12 Mile Rd.)

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

CLERICAL - Part Time, some typing & general record keeping. Flexible 15 to 25 hrs per week. Huntington Woods location. 398-8330 Ext. 313-4174

CLERICAL - permanent part time for Plymouth area, flexible hrs. No Sat. Must like filing. Send phone number & qualifications to T. Francis, PO Box 34353, Detroit Mi. 48234

CLERICAL position available for motivated person with experience in shipping, receiving and inventory control systems (Cardes). Apply in person at: 31973 Schoolcraft Rd., Livonia

CLERICAL position, full time in a smoke free sales office. Job includes filing, sample maintenance, light typing, phone answering & errands. 30-35 hours per week, afternoons. Send resume to KAS, PO Box 3753 Livonia 48151 or Call for an appointment
425-1333

CLERICAL/SALES SUPPORT
Rapidly growing company has a full time position available for sales clerical staff. Strong clerical skills & the ability to work under pressure a must. Resume to Personnel/Payroll Dept., P. O. Box 1028, Troy, Michigan, 48099.

CLERK - CUSTOMER SERVICE
Matching, reliable Good with people, telephone & figures. Accurate, attention to details. No experience. Send resume to Mr. S. at Joker, Inc., NEXUS of Michigan & Ontario, 37160 W. 8 Mile, Southfield, MI 48034

CLERK

Production facility in Livonia has immediate need for general plant clerk accounting, simple typing, typing, filing and phone duties. Please send resume to: Box 1029, PO Box 81228 Warren, Mich., 48092-0228

504 Help Wanted Office-Clerical

CLERK/TYPIST
24.25 hour, 15-20 hours a week. Phone, filing, photocopying, typing 50 wpm Livonia Chamber of Commerce
Call Dan 427-3122

CREDIT & COLLECTION CLERK

Immediate opening for experienced Credit & Collections Assistant for Farmington area business. Good benefits
Call J. Woods 477-7750

CLERK JOBS IN AUBURN HILLS

Work close to home and earn immediate Holiday money. Long and short term positions available for
DEPENDABLE PEOPLE
No experience necessary, day shift, above minimum pay.

NO FEE

373-9907
Supplemental Staffing, Inc.
The Temporary Help People

CLERK-Opening for part time clerk. Excellent pay and benefits. Must be able to type at 40 wpm and should be skilled on 10 key calculator. Please send resume to Jerome's, Attn: Kathy, 28733 Grand River, Novi, Mi. Applications will be taken on Jan 2 & 3 between 12 Noon-4pm. Qualified minority and or female applicants are encouraged to apply. An Equal Opportunity Employer

CLERK/RECEPTIONIST/TYPIST
Southfield accounting & planning firm needs experienced person to handle telephones, typing & routine office procedures. Typing skills of 35 wpm required. Salary range $800 to $1000 per month. Call Ms Oakes, 8am-5pm at 569-7330

CLERK TYPIST needed for retail store in Farmington area. Clerical and typing skills. Full time, full benefits. Pontiac area. Please send resume to Zale's Summit Place Mall, 139 N Telegraph Rd., Pontiac, Mi 48341

CLERK TYPISTS

Excellent opportunity for 2 Clerk Typists for rapidly expanding Birmingham Law Office. Good typing required Word processing experience a plus. Immediate openings. Call
540-7393

DATA ENTRY CLERK
Data entry or keypunch experience preferred. Must possess strong typing ability (40WPM). Ideal candidate should be detail orientated. Please send resume Bloomfield Savings & Loan, Attn Personnel PO Box 12380, Birmingham, Mich 48012

An Equal Opportunity Employer

DATA ENTRY CLERKS

Exciting Applications has 2 immediate positions available. Must have 1 full time position in the Data Processing Department. Responsibilities include calculator operations, data entry, and general office duties. Typing skills helpful. The 2 shifts are Sunday thru Thursday and Tuesday thru Saturday. Apply in person 9 A.M. - 5 P.M., Friendly Finance, 35901 Schoolcraft Rd., Livonia, MI

DATA ENTRY PERSON - with Data Entry experience or training - for input of Restaurant Payroll. Southfield or Mile area. Mr. Thompson, 363-4860

DATA ENTRY PERSON
Part time position with CPA firm, in Bloomfield Hills, for data entry of income tax returns. Typing and adding machine skills required. Call Denise at 332-4222

DATA ENTRY POSITION
Full time, minimum hours and hours. Experience preferred 65 wpm. Apply in person Grosse Pointe Publication Gallery, 29449 Northwestern, Southfield

DATA ENTRY $6 PER HOUR

Good skills, experience
Personnel Systems 419-1166

ENTRY LEVEL CLERICAL
Minimum 40 wpm. Southfield area. Good benefits Call Kathy 557-3300

ENTRY LEVEL CLERICAL $11,000

Westland area. Will train data entry on our computer. Handle phones and light typing. Experience on 10 key adder helpful. Full benefits Fee Paid
522-7870
ALLEN PERSONNEL AGENCY

ENTRY LEVEL - S'FLD FEE PAID - $11,000 UP

A New Year's special: maturity & common sense are key words here, must type 50 but will train in word processing. Will handle phones, file & assume general duties. Excellent Company offers great benefit package.
649-6787
DOROTHY DAY PERSONNEL, INC.

Executive Secretary $18,000/FEE PAID

Financial/marketing experience. Typing required.
459-1166

EXECUTIVE SECRETARY
Job requires executive secretary experience with ability to handle rapid sales work. Part time preferred. Send resume to: Automatic Valve, P.O Box 435, Novi, Mi. 48050

FARMINGTON/FARMINGTON HILLS
Person needed for secretarial duties afternoons & weekends. For information please call Karla between 9 & 10 a.m. Weekdays at 476-7300.

FILE CLERK - full time position available for rapidly expanding firm. Must be efficient organizational & typing skills required. Submit your resume in confidence to: 26555 Evergreen, Southfield, MI 48076

504 Help Wanted Office-Clerical

FILES Job Placement. Positions in Farmington Hills for accounts receivable clerk, data processing clerk, typist & secretary. Minimum 30 wpm accurate typing. Immediate full time openings. Must have a car. Call
848-3037

EXECUTIVE SECRETARY - type 85 WPM, some academic word processing. Wang, IBM PC, IBM mem. assignment for Troy Fortune 500 company

ACCOUNTING - typing. (45-60WPM) & filing clerks needed immediately, top dollar, assignments in Troy, Southfield, Westland & Livonia

BOOKKEEPERS - & assistant bookkeepers, temp to perm, 13 mo assignment for accounting firm

LIBRARY - science graduate - or student majoring in library science for rapidly growing company. Temporary to go permanent with benefits

REGISTER now for free word processing seminar on Jan 15, 16-8 10pm. Find vacations, benefits & retirees bonuses

UNIFORCE

S'FIELD 357-0034 B'HAM 646-7600

FILE CLERK

For our Worldwide headquarters located in Southfield to file order forms and maintain other files. The individual will also assist in other areas in customer service. Ideal candidate is an individual with the ability to work in a fast-paced environment and type a minimum of 30 wpm. Excellent benefit package if interested, please send resume to

Personnel Administrator
P O Box 2127
Southfield, MI 48037

FULL & part time positions available. Apply in person. Glassman Oldsmobile, 14700 Telegraph Rd, Southfield, Mich.

GENERAL OFFICE
Diversified duties, typing. Word Processing, filing, good verbal communication skills. Farmdale area. Please contact Jeffrey Stewart. 855-8920

GENERAL OFFICE
A rapidly expanding Plymouth based corporation is looking for help in several office positions. Typing ability, pleasant phone manner and general office experience preferred. Math ability necessary. We are willing to train the right individual who is looking for a challenge and a position that will grow with the company. If this company benefits if interested please forward resume with salary requirements to
Box 1029 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE - 20 to 30 hours. Light typing, phone, filing. Interested in learning computer. Tech Tool & Mfg. 25916 W. 7 Mile, Redford 537-0037

GENERAL OFFICE - busy Livonia office needs efficient person with good typing & math. Knowledge of accounts receivable/payable helpful. Excellent fringe package. Contractor Steel Co. 34555 Amrhein, Livonia. Call

GENERAL OFFICE - data entry on CRT. Accounts receivable. Non smoker. Downtown area
886-6291

GENERAL OFFICE ASST. - Student part-time, 20 hrs. Pleasant phone manner, typing necessary. Call Denise at 557-4222

GENERAL OFFICE
Experienced with general skills.
Troy area.
Call Carolyn, at 619-2688

GENERAL OFFICE - accounting, typing & filing clerks, for contract positions in Livonia, Southfield & Farmington Hills. Call Sylvia 357-0034

GENERAL OFFICE - part time days. Interesting for retail store. Apply: House of Maple, 32093 Plymouth Rd. Livonia.

GENERAL Office part time, approx 20 hours per week. Must be able to work evenings & weekends. Apply in person only. 19170 Farmington Rd. Livonia, 31039 Plymouth, Livonia.

GENERAL OFFICE
Great opportunity for energetic, reliable person. Must have good phone and file experience. Position is in Southfield area and is full-time, M/F 7:11 pm & Sat. Fri. from 10:30am-10:30pm only
557-3337

GENERAL OFFICE

Excellent opportunity for person with business experience. Mature attitude, able to work & judge people well. For more information call

Employers Temporary Service,
425-2700

HAPPY NEW YEAR TO ALL OF YOU!
Best wishes for a healthy, happy & prosperous 1986. We appreciate this past 32 yrs. & hope to continue servicing Detroit & suburbs with full service employment needs for many more years to come.
DOROTHY DAY PERSONNEL, INC.
962-0565 - 649-6797

HIRING NOW

For Temporary Full Time Work Starting in January in the Plymouth area. Positions available

Experienced Data Entry Operators
10-Key Adding Machine Operators

Contact Jan to set up appointment.
455-8550

INSURANCE AGENCY - office help needed, typing a must, computer experience helpful. Must have good speaking voice. Call between 9 & 5 30 Mon. thru Fri.
332-3223

INSURANCE COMPANY located in Livonia is opening for a part time receptionist (3 good typing skills & professional phone manner. We are looking for someone who can work from 9am -3 pm. If interested please send resume to PO Box 4410, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

KEYPUNCH OPERATORS
CRT Operators for AM & PM shifts. Entry experience helpful apply. Lathrup Village, Call 9 30am-5 30pm 559-7210

LEGAL SECRETARY- Expanding Mid-larger firm, Southfield Town Center, is seeking experienced person for personal injury law. Substantial fringe including medical, dental, life disability insurance. Salary commensurate with ability. Call Sheryl, 354-2500

504 Help Wanted Office-Clerical

LEGAL SECRETARY - Immediate opening for a full time Office Service Clerk. Must have good typing skills, able to inventory control. Other duties to include: Telephone & business courtesy, assisting with the purchasing functions. Some light typing in this varied position. Call will be accepted on Dec 31 & 3 1st only. Ask for Shirley, 353-8770, ext 2551

OFFICE SUPPLY & furniture Co. needs typist with clerical skills. Minimum 50 wpm.
Call Ann Barrett 559-3710

OFFICE WORK
Job includes inside Sales & related duties. IBM System 34 experience preferred. Phone Dodd, 476-8700
Automatic Valve, Novi, Mich

OUR Organization is seeking individuals to fill several permanent part time positions. Skills required include data entry, typing, math aptitude & general office procedures. Bring Resume & apply in person Jan 2 & 3 between 9am-5pm to Advertising Audit Service, Inc., 2520 S. Telegraph, Suite 250, Bloomfield Hills, M.I., A.W. of Square Lake & Telegraph Rd.

504 Help Wanted Office-Clerical

PART-TIME position in an independent insurance Agency. Insurance knowledge preferred but not required. Call Mon.-Fri., 9pm-5pm. 455-7580

PAYROLL CLERK
A Sub contractor located in N.W. Detroit needs full time Payroll Clerk. Computer & General Office Skills a plus. Resume to Box 834, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

PART TIME - LEGAL SECRETARY
Shorthand preferred. Immediate position available. Southfield area.
559-8700

PERSONNEL
Industrial manufacturing company looking for part time person with personnel background to assist with payroll, personnel policies, etc for 25 plus employees. Perfect for retired Personnel director. Call Sandy 557-7020

RECEPTIONIST

With light typing responsibilities. Pleasant personality and dependable transportation are important. Apply Law Firm. Call
948-7751

RECEPTIONIST/TYPIST
Part time - Evenings and Saturdays. Mature, well-organized & responsible. $4 to $5 an hour to start. Call Dorothy at Kojasian Properties, Inc.
644-8336

RECEPTIONIST/TYPIST
Entry level position in a medium size manufacturing environment. Good typing skills & a pleasant telephone manner required. This position reports directly to a professional atmosphere. Opportunity for advancement. Non smoker preferred. Send resume to Attn. Beverly, Metal Work Inc. 11646 Burt Rd. Detroit, MI. 48223

RECEPTIONIST
50 wpm minimum typing.
hourly.
Call Pat Kerr 649-0350

RECEPTIONIST/Secretary
Apply in person between 3-4pm only Tues & Thur at $300 W. Maply Rd Suite A41 N.W. Bloomfield Mich 48033

Receptionist/Secretary

Redford real estate office has immediate opening for an experienced person preferred. Call Doug Hardy
538-1290

Receptionist/Secretary $5 HOUR/FEE PAID

Good typing and phone skills for all general office duties. Shorthand helpful. Call Mark Rosenpan 649-5900

RECEPTIONIST - Entry level position in large life insurance sales office. This position requires good typing ability & a willingness to learn. Troy location
Call Pat at 362-0873

RECEPTIONIST for busy Birmingham pediatric office, full time, occasional Saturday. Light typing, phone. Willing to train self motivated person. Resume to Box 687, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

RECEPTIONIST/TYPIST
Full & Part-time positions available in a beautiful Pine Art Gallery. Attractive person to greet customers, take orders & perform General Office duties 35 per hour. Apply in person Mon. Pm. Park West Gallery, 29166 Northwestern Hwy., Southfield (betw 12 & 13 mile)

RECEPTIONIST Switchboard operator, full time immediate opening. Individual should project a pleasant voice, age, strong inter-personal skills. Prefer telephone switchboard experience & functionally literate. Excellent benefits, refined phone etiquette, skills & general office skills (typing). Apply at: ADP, 24700 Crestview Ct. Farmington Hills. Off Grand River between Halsted & Haggerty Rds.

RECEPTIONIST/ GENERAL OFFICE $15,000

Troy area. Rapidly expanding company with beautiful offices. Pleasant light typing and varied clerical duties which include: Accounts receivable, filing, telephone, organizational skills. Some experience or returning to work force. Full benefits. Fee Paid.
ALLEN PERSONNEL AGENCY

RECEPTIONIST

Cheerful, enthusiastic front desk Receptionist with accurate typing skills needed to greet visitors, answer switchboard and perform general office duties. Competitive starting salary and complete company benefits. To be considered, please contact:

See Cutler
LITTLE CAESAR ENTERPRISES, INC.
34123 Haggerty Rd.
Farmington Hills, MI 48024
(313) 477-9161

Equal Opportunity Employer

General Office

Entry level position. Requirements: Math aptitude and typing 45 WPM. (Please call between 10 and Noon on Tues.).
353-3311, Ext. 17

ROCHESTER HILLS. Permanent position with CPA firm. Responsibilities: Statistical typing & light bookkeeping. Experience preferred. Send resume to Box 845, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIES

If you have typing skills of 45 WPM or more and want to be placed in a challenging job

CALL US TODAY!
TEMPORARY PROFESSIONALS
478-6815

ORGANIZED experienced Secretary is run a lawyer office. Schedule Flexible hours, part time. Word processing helpful. Send resume to: Box 850, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/ADMINISTRATIVE
Local industrial distributor has opening for experienced individual. Must have strong secretarial & administrative skills. Job requires person who is good with math, familiar with data entry, possesses excellent communication skills and able to work with minimum supervision. Excellent working conditions & full benefits offered. Send resume to Alan General Operations Manager, Beryl Hill Inc. 31500 W. 8 Mile, Farmington, MI 48024

SECRETARY

A great opportunity for a sharp secretary to earn over $225 per week plus benefits. Located in Livonia. Excellent hours and working conditions.
Call 11am-5pm Mon. thru Fri.
473-5230

SECRETARY/BOOKKEEPER
part time position for CPA office. Send resume to CPA, 23817 Cass, Farmington, MI. 48024

SECRETARY
College degree, typing. Send resume to 13264 Warren, Dearborn, Mi. 48128

SECRETARY
Data entry, 55wpm minimum typing. Full time, salary negotiable.
559-0650

SECRETARY - Energetic individual with good typing skills. No shorthand required. Word processing experience helpful. Friendly atmosphere, good benefits. Southfield area.
354-8094

SECRETARY - EXPERIENCED
Growing company needs mature, well organized secretary with excellent typing & communications skills. Shorthand & word processing experience preferred but not necessary. Job has outstanding candidate. Excellent salary & benefits commensurate with experience & requirements in confidence to Personnel Department, 555 E Maple Road, Suite 200, Birmingham, Michigan, 48011.

SECRETARY - For CPA office. Experienced. Send resume with salary requirements to: CPA Office, 2171 W. Maple, Box 246, Southfield, Mich. 48075.

504 Help Wanted Office-Clerical

SECRETARY
Expanding Law Firm needs full-time secretary for its Wills department. Interested in their work & has a minimum of (3) years experience. Word Processing experience helpful.

RECEPTIONIST
Full-time Receptionist who is outgoing, aggressive, with excellent phone & has professional appearance. Typing - 50 WPM.

Excellent salary & benefits. 13 and Northwestern area.
Office Manager, 27210 Southfield Rd., Lathrup Village, Michigan, 48076

SECRETARY For Nort area firm Good typing & math skills required. $3.35 per hour. Contact Jodie Enterprises 569-7400 An Equal Opportunity Employer

SECRETARY

For busy automotive sales office in Livonia area. Excellent typing, SHORTHAND and communication skills required. Prefer someone with previous automotive sales experience and the ability to speak and write German. Ability communicate with experienced sales skills. Send written resume to Box 842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY

Part time, 16WPM, Mon thru Fri, 12-4PM. Troy Location Call 362-4860

SECRETARY/RECEPTIONIST
Experienced secretary with good typing skills & pleasant, professional phone manner needed for progressive CPA firm. Word processing experience helpful but not necessary. Salary commensurate with ability. Good benefits package. Send resume to: Box 2000, Farmington Hills, MI 48018.

SECRETARY-RECEPTIONIST for construction management firm. Random typing. Experience required. Full benefits. Call
348-8900

SECRETARY - receptionist, suburban TV station, typing 70 WPM, shorthand a good phone ability, personality & appearance needed. $14,500 Fee paid

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

SECRETARY SALES ASSISTANT
Aggressive & non smoker.
Call
358-3440

SECRETARY/TYPIST
for Southfield CPA firm
559-0033

SECRETARY
Type 55, some shorthand helpful, for long term assignment.
Call Sylvia - 357-0036 -

SECRETARY - Word Processing - Consulting Engineering Firm in area of Farmington Hills facility seeks skilled person with word processing experience to compile extensive reports & correspondence for specialist engineering department. Salary commensurate with ability to be between $4-5per. 30133 Grand River Farmington Hills

COOK & PREP COOK wanted for restaurant/lounge in Canton Twp. Full or part time. Call Bob or Don
981-1111

COOKS, BUSSPERSONS, DISHWASHERS, WAIT STAFF, HOSTPERSON
Apply 9AM-3PM, 3 Mile & Farmington Rd., Livonia, Smoky Pete's. 261-5531

COOKS

Experienced. All Shifts Available. Good Pay. Call Mr. Lee between 2-4pm. Chinese New Year's Home, 32999 Orchard Lake Rd., between 13 13 Mile Rd. 855-6455

DISHWASHERS/WAITPERSONS
Full & part time
Mostly days.
455-1341

DAILY RESTAURANT
Cooks, Wait Persons, full & part time day & night shift. Apply in person 600 Ann Arbor Rd., Plymouth.

DELICATESSEN COOK & MANAGER
Experienced cook and deli opening soon. Must have delicatessen type restaurant/carryout experience. Call Mr. Jerome Telegraph 1-94 area. Call Gary 473-6870

DISHWASHER-NIGHTS
Apply at
Bakelicious
31630 Plymouth Rd., Livonia
422-1890

FARMINGTON HILLS RESTAURANT
Now hiring Waitpersons, Buspersons, Line Cooks, Day Wait Staff. Phone
851-4054

HOST PERSON/CASHIER
Needed to work days, previous experience preferred. Apply in person before 11 AM or after 3 PM. 24178 Grand River, Merwood Square.

KITCHEN MANAGER CHEF
Cooks, Wait Persons, full & part time. Day & night shift. Apply in person 600 Ann Arbor Rd., Plymouth.

MONAHAN'S SEAFOOD MARKET
Now hiring fryer cook and retail salespersons. Apply Monday thru Friday, 9am-5pm. 31518 Grand River, Farmington Hills

NEW BAR Restaurant Grand & Health Club opening in Bellerville. All positions needed. Call Harlem. For interview call
482-7110

NEW restaurant inside of Franklin Racquet Club now hiring Servers, Hostess/Hostesses, Dishwashers & Prep Cooks. Apply in person, between 2pm-5pm, Mon-Fri. 29350 Northwestern Highway, Southfield.

PART TIME carry out. Kitchen Prep/Delivery. Must live within 5 mile radius, own transportation. Call Mon-Fri. 8-5pm, weekends 6-8pm.
478-5899

PRIVATE CLUB
Now hiring part time bonehop help, waitpersons & waiters & bar persons, perfect for college or homemaker. No experience necessary, will train. Call for appointment 8am-3pm daily 642-7311 ala area
776-6323

Restaurant Help

We are presently taking applications for Snack Bar Attendants with cashier experience, and experienced dishwashers, room Waitress/Waiter for our lounge. Flexible scheduling, ideal for a work day shift including weekends and holidays. Apply 10-3 between 9am-1pm, at Office located in the Marriott Airport Hotel, between 8am and 5pm, Mon. thru Fri.

Marriott Host Metro Airport

An Equal Opportunity Employer

RESTAURANT
Jobs in bonehop. Now hiring for Wait Staff, Cocktail Servers, Host Staff, Busperson and Line Cook. Full and Part time. Apply in person daily 10AM-6PM. Cafe Lodge, 5045 Big Beaver, Troy.

RN needed. Full time day and afternoon. Part time days and one-call. Apply at Franklin Manor Convalescent Center, 24600 Franklin Rd., Southfield.

STEAK AND ALE
OF PLYMOUTH
Prep personnel wanted, days only. Busperson, days.
Positions immediately available
Start at $1 an hour
Opportunity for advancement.
Apply Mon.-Fri., 3-4pm at
39347 Ann Arbor Rd.

WAIT PERSON
- All shifts. Apply in person only
Haven Store
22300 Haggerty
Northville

WAIT PERSON, experienced, seeking immediately, to work in fast paced deli. Apply in person Mon & Tues. 8am-11am. Krista's Deli, 21673 Grand River, Farmington Hills at Merriman Road.

WAIT PERSONS - COCKTAIL STAFF
Experienced Cocktail Staff for Secretarial Center, Mon-Fri, 11 am-2pm. Call Mon.-Fri., 11 noon-4pm.
425-5325

504 Help Wanted Food-Beverage

ATTENTION Cost check, person & assistant wanted. Apply in person after 2PM at J.L. Restaurant, 29877 W. 8 Mile, one block W. of Telegraph.

BAKER (FULL-TIME)
Needed immediately. Experience with bread - helpful. Apply Bread Basket, 636 Forest, Plymouth at call 453-7788

BANQUET BARTENDER - part time, apply in person, Mon-Fri. 9-11am. Silver Hotel, 857 W. Ann Arbor Trail, Plymouth

BAR HELP WANTED
Full or part time. Evenings. Country Club of Farmington. Contact Denny at 478-3231 or 626-8060

BAR PERSONS, Waitresses/Waiters & Cocktail Waitresses. Apply in person at Chesapeake Lounge, 31731 Plymouth Rd, Livonia.
427-1187

504 Help Wanted Food-Beverage

BARTENDER
Needed, weekends, at Northwest Athletic Club. Pleasant working conditions. Call Mrs Lalee for personal interview.
641-8900

BARTENDER

We are presently taking applications for experienced bartenders for our luxury airport cocktail lounge. Must be available to work days, evenings, weekends and holidays. $4.25 per hour to start. Free meals and uniforms. Apply in person in the personnel office located in the Marriott Airport Hotel, between 8am and 5pm, Mon thru Fri.

Marriott Host Metro Airport

An Equal Opportunity Employer

BOB EVANS
NOW HIRING
For all positions
2 Mile & Mount Elliott
Between 8am-5pm
13913 Middlebelt - Livonia

BONANZA

FAMILY RESTAURANT
now hiring
Assistant Manager Trainees.

Good starting salary and benefit package.
31416 W. Seven Mile, Livonia in 7 Mile & Farmington Rd. Shopping Plaza
or send resume to
BONANZA
32330 W. Twelve Mile Rd.
Farmington Hills, Mi 48024.

BUDDY'S has full and part time positions available for Kitchen, (Oven, Grill, & Salad Makers). Host/Hostesses Busperson. Excellent working conditions. Please apply in person anytime at Buddy's, corner of Northwestern & Middlebelt, Farmington Hills.

BUS PERSON needed to work full time days in deli. Will train.
Apply in person
ERNIE'S DELI
23172 Grand River
Farmington Hills in Merwood Square

BUS PERSONS & DISHWASHERS
All shifts. Apply in person only.
Rams Horn
23283 Middlebelt

BUS PERSONS & DISHWASHERS

No experience necessary. Good hours & working conditions. All shifts available. Give Ira Cohen a call at 18790 Orchard Lake Rd., Between 12-3 Mile Rds. 538-8887

CHUCK MUER'S DIGGERS now accepting applications for dishwashers. Prep cooks & cooks. Apply in person between 2-4pm. 30133 Grand River Farmington Hills

COOK & PREP COOK wanted for restaurant/lounge in Canton Twp. Full or part time. Call Bob or Don
981-1111

COOKS, BUSSPERSONS, DISHWASHERS, WAIT STAFF, HOSTPERSON
Apply 9AM-3PM, 3 Mile & Farmington Rd., Livonia, Smoky Pete's. 261-5531

COOKS

Experienced. All Shifts Available. Good Pay. Call Mr. Lee between 2-4pm. Chinese New Year's Home, 32999 Orchard Lake Rd., between 13 13 Mile Rds. 855-6455

DISHWASHERS/WAITPERSONS
Full & part time
Mostly days.
455-1341

DAILY RESTAURANT
Cooks, Wait Persons, full & part time day & night shift. Apply in person 600 Ann Arbor Rd., Plymouth.

DELICATESSEN COOK & MANAGER
Experienced cook and deli opening soon. Must have delicatessen type restaurant/carryout experience. Call Mr. Jerome Telegraph 1-94 area. Call Gary 473-6870

DISHWASHER-NIGHTS
Apply at
Bakelicious
31630 Plymouth Rd., Livonia
422-1890

FARMINGTON HILLS RESTAURANT
Now hiring Waitpersons, Buspersons, Line Cooks, Day Wait Staff. Phone
851-4054

HOST PERSON/CASHIER
Needed to work days, previous experience preferred. Apply in person before 11 AM or after 3 PM. 24178 Grand River, Merwood Square.

KITCHEN MANAGER CHEF
Cooks, Wait Persons, full & part time. Day & night shift. Apply in person 600 Ann Arbor Rd., Plymouth.

KYOTO RESTAURANT needs full time office/clerical accounting person, wait persons, cashiers, bus people, dishwasher & host person. Apply in person: 1935 W. Big Beaver Rd., Troy.

MONAHAN'S SEAFOOD MARKET
Now hiring fryer cook and retail salespersons. Apply Monday thru Friday, 9am-5pm. 31518 Grand River, Farmington Hills

NEW BAR Restaurant Grand & Health Club opening in Bellerville. All positions needed. Call Harlem. For interview call
482-7110

NEW restaurant inside of Franklin Racquet Club now hiring Servers, Hostess/Hostesses, Dishwashers & Prep Cooks. Apply in person, between 2pm-5pm, Mon-Fri. 29350 Northwestern Highway, Southfield.

PART TIME carry out. Kitchen Prep/Delivery. Must live within 5 mile radius, own transportation. Call Mon-Fri. 8-5pm, weekends 6-8pm.
478-5899

PRIVATE CLUB
Now hiring part time bonehop help, waitpersons & waiters & bar persons, perfect for college or homemaker. No experience necessary, will train. Call for appointment 8am-3pm daily 642-7311 ala area
776-6323

Restaurant Help

We are presently taking applications for Snack Bar Attendants with cashier experience, and experienced dishwashers, room Waitress/Waiter for our lounge. Flexible scheduling, ideal for a work day shift including weekends and holidays. Apply 10-3 between 9am-1pm, at Office located in the Marriott Airport Hotel, between 8am and 5pm, Mon. thru Fri.

Marriott Host Metro Airport

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RESTAURANT
Jobs in bonehop. Now hiring for Wait Staff, Cocktail Servers, Host Staff, Busperson and Line Cook. Full and Part time. Apply in person daily 10AM-6PM. Cafe Lodge, 5045 Big Beaver, Troy.

RN needed. Full time day and afternoon. Part time days and one-call. Apply at Franklin Manor Convalescent Center, 24600 Franklin Rd., Southfield.

STEAK AND ALE
OF PLYMOUTH
Prep personnel wanted, days only.
Busperson, days.
Positions immediately available
Start at $1 an hour
Opportunity for advancement.
Apply Mon.