504 Help Wanted Office-Clerical

PERMANENT, PART-TIME Clerical Support is needed in our expanding Southfield Office. This position will start at approx. 20 hrs. per week with the potential for full-time. We are looking for the individual with proven good typing skills as well as some computer experience. Shorthand is desirable but not mandatory. A pleasant phone voice is also required. We are a growing company offering pleasant surroundings & a competitive salary. If interested, please submit your resume or contact me directly: Karl Stroebel, Ryan Insurance, 21700 Northwestern Hwy., Ste. 860, Southfield, MI 48075. 559-7874

PERSON for Novi office. Duties include, filing, typing, invoicing, computer period & accounting. Call Carol to arrange interview. 349-6600

PHONE RECEPTIONIST/Sales. Livonia, office. 20-40 hours per week. College students accepted. 422-6222

RECEPTIONIST TROY AREA
Full time position for a prominent real estate firm. Must have typing & excellent communication skills a must. Call Mr. Perry 689-7300

RECEPTIONIST
Must type 40wpm. Apply in person: 30955 Anrhein, Livonia.

RECEPTIONIST/LIGHT TYPING
Full or part time. Will train. Livonia area.
525-5200 591-3908

RECEPTIONIST/Legal Secretary for Dearborn Law Firm. Some experience necessary. Must have good typing skills. 336-8000

RECEPTIONIST/FILE CLERK
Farmington area law office. Pleasant phone skills. Benefits. Call Jill for appointment at 478-9000

RECEPTIONIST
for Troy Life insurance office. Pleasant phone personality, some typing & filing. Non smoker preferred. Call Pat 362-2220

RECEPTIONIST/SECRETARY
Pleasant phone personality, good typing and organizational skills, some bookkeeping. Advancement opportunity available. Call for appointment 655-9911

RECEPTIONIST
Law firm requires neat appearing person to answer phones, light typing & general office duties. Salary & benefits compensate with experience. Call Cathy 559-1550

RECEPTIONIST for fast paced management company. Full time position for self motivated individual. Prior office experience a must. Excellent advancement opportunities. Southfield area. 540-5850

RECEPTIONIST
Southfield firm seeks highly motivated, pleasant individual for Reception area. Must be neat in appearance, articulate & assertive. Light typing skills. Call between 9-5, ask for Ann 355-2400
An Equal Opportunity Employer

RECEPTIONIST
Part time, non-smoker, mature. Duties include phones, typing, filing & letter writing. Looking for a responsible, take-charge person. Send resume to Perry Realty, 20793 Farmington Rd., Farmington Hills, MI 48024. 478-7840

RECEPTIONIST
Full time for architectural engineering firm in Troy. General office skills required. Experienced in a television station PC or Wang word processing plus. Excellent benefit package. Send resume and salary history to: Chris Vazzoti, Hoyembasso Associates, 5000 Crooks Rd., Suite 200, Troy, MI. 48098.
An Equal Opportunity Employer

Receptionist
Immediate opening for highly motivated person with good telephone skills. Light typing & keypunch helpful. Salary negotiable. Full benefit package. Apply in person to:
M.L.S.
30685 W. 8 MILE RD.
(Bet. Middlebelt & Merriman)
LIVONIA
An Equal Opportunity Employer

Receptionists
(Typing 45 wpm)
Switchboard Operators
We have a wide variety of temporary assignments at Fortune 500 companies that have moved to the Troy and Rochester areas. We need reliable individuals with the skills listed above.
You will earn top pay, merit increases and vacation pay. Call us Mon-Fri, 7 am - 5 30 pm.
362-1180 TROY
KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee.
Equal Opportunity Employer M/F/H

Receptionist Typist
Do you enjoy a variety of duties? Can you type a minimum of 35 wpm?
We offer an opportunity to work at top companies while you improve your skills. Call us for more information if you are interested in working in temporary assignments close to home.
553-7820
34115 W. Twelve Mile Rd.
(Suite 155)
Farmington Hills
344-0940
26950 Taft Road
Novi
KELLY SERVICES
The "Kelly Girl" People
Not an employment agency - never a fee
Equal Opportunity Employer M/F/H

RECEPTIONIST
Full time. Some typing and filing. 537-4320

RECEPTIONIST - FULL TIME
Duties: cashier & filing for Mary Glance Beauty Salon. For more information call 542-6787.

RECEPTIONIST
with typing & filing experience, entry level. Farmington Hills area.
851-2250

RECEPTIONIST/File Clerk
Western Suburban Chevrolet-Olds. Call for appointment after 8:30am - Mr. K. 522-8231

RECEPTIONIST - 4/6 days & evenings, flexible. Good speaking voice, light office work. Experience preferred, over 18. 471-5609

RECEPTIONIST/TYPIST - Part Time for Livonia accounting firm. 20-25 hrs. per week. Accuracy & attention to detail required. 522-7484

RECEPTIONIST - EXPERIENCED. Typing, 40 WPM. Answering phones, filing. W. Bloomfield area. Call 661-1583

RECEPTIONIST - Full time, immediate opening for person with clerical & telephone skills. Send resume to ETDS, 34406 12 Mile Rd., Suite 200, Farmington Hills, MI 48018

RECEPTIONIST/TYPIST
with general office experience, needed for growing downtown Birmingham architectural design firm. 644-9141

504 Help Wanted Office-Clerical

RECEPTIONIST
Qualified individual required to assume receptionist position for a large office building complex in Southfield. Strong secretarial & interpersonal skills required. Please call 262-1010

RECEPTIONIST
Qualified individual required to assume receptionist position for a large office building complex. Strong secretarial and interpersonal skills required. Please call: 262-1010

RECEPTIONIST/ASSISTANT
Full time for rapidly expanding Dearborn Hgts. company. Must have excellent telephone skills. Light typing and some bookkeeping experience helpful. Please call Glenda for appointment at 292-0505

RECEPTIONIST
Dependable person needed to handle telephone & general office duties. Madison Heights area. Reply to Box 932, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Busy real estate office in Redford needs mature person for part time position. 8:30am-12:30pm. Mon.-Fri. Must be good typist & have outgoing personality. Ask for Mr. Cole 937-2300

RECEPTIONIST/ASSISTANT
for Chiropractor's office. Must have basic clerical skills & excellent personality for dealing with people. Experience helpful but will train qualified person. To apply phone Fri. June 27 between the hours of 1-4pm 591-5511

RECEPTIONIST/SECRETARY
Full time position for organized efficient person with excellent telephone & typing skills for busy Farmington office. Send resume to Box 926 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY -
for growing Livonia corporation near I-96 & Fisher Body, needs receptionist with pleasant telephone personality, good typing, computer word processing & general office skills. Non smoker. Modern, professional atmosphere, pension, profit sharing, medical/dental/optical & free, secure parking. Send resume to SEMCO, 310 Piquette, Detroit, MI, 48202

RECEPTIONIST
Henry Ford Hospital Plymouth is seeking a full time Receptionist. Excellent phone skills, good typing skills and previous receptionist experience required. Qualified applicants can contact: Charlene Spirza, 453-5600.
HENRY FORD HOSPITAL
161 S. Main St.
Plymouth, MI. 48170
Equal Opportunity Employer M/F/H

RESERVATIONIST/CLERK TYPIST
Doug Ross Chevrolet, Inc. is a quality GEM Supplier for over 60 years, has an opening on their office staff for a Reservationist/Clerk Typist.
Must be familiar with travel arrangements, telephone reservations, computer & other travel activities. Typing: 50 WPM required.
Resume & references to:
Mr. B.T. Hosley, Douglas & Lomason Co., 24800 Halewood Ct., Farmington Hills, MI 48018

REWARDING WORK with non-profit organization. Basic office skills for volunteer office. Personal fulfillment primary consideration. 644-8116

SALES COORDINATOR - for large troy company, type 50 WPM, some light DP or Wang word processing, must like people & busy sales office. Contract position, $15-17/hour. Call Helen 646-7660

SECRETARIAL HELP
needed. Typing & filing.
Livonia. Call 478-8886

SECRETARIAL HELP
Full & part-time. Apply at:
Carpet World,
855 S. Hunter, Birmingham

SECRETARIAL OPPORTUNITIES
- Secretary to President $22,000
- Administrative Assistant $20,000
- Office Manager $20,000
- Secretary/Bookkeeper $20,000
- Legal Secretary $18,000
- Mortgage Loan Processor $18,000
- Bookkeeper $18,000
- Secretary/Receptionist $15,000
- General Office $13,000
- Receptionist $12,000

ALL FEES PAID
Personnel Systems
9450 S. Main - Suite 102
Rochester
459-1166

SECRETARIAL POSITION in property management office. Mature person full time Shorthand, typing experience & references required. Southfield area. Call Mon. thru Fri. 10 to 3 pm. 353-9653

SECRETARIAL POSITION, Novi firm looking for sharp, highly motivated person. Basic secretarial skills required as well as word processing experience & light bookkeeping. If you desire personal & professional growth with a dynamic firm, call Ms. Smith: 348-0070
An Equal Opportunity Employer

SECRETARIAL POSITION
Birmingham Florist looking for sharp, motivated person with basic secretarial skills as well as word processing & light bookkeeping experience. References required. For appointment, call Mr. Ashley 644-0811

SECRETARIES
Are you looking for money, advancement or change of scenery? We have many positions available with salaries of $12,000 - $22,000. Fee paid plus benefits. 338-7400
SNELLING & SNELLING

Secretaries
Word Processing Operators
Typists
Data Entry Operators
Work at a Fortune 500 company in the Troy area. We have immediate long and short term assignments for individuals with the skills listed above.
You'll earn top pay, merit increases and vacation pay. Call us Mon-Fri for an appointment, 7 am - 6:30 pm.
362-1180
TROY
KELLY SERVICES
The "Kelly Girl" People
Not an employment agency
- never a fee
Equal Opportunity Employer M/F/H

ONE GIRL OFFICE in Birmingham needs Secretary/Receptionist. Dictaphone, transcribing, word processor, light accounting, good skills with people. 644-3963

SECRETARY
Accurate typists for a small, Old Redford area, Salary commensurate with experience. Marla at 537-1648

SECRETARY - Automotive sales office in Southfield. Good skills, must type 60 words per minute, accurate, light shorthand or speed writing. Established company with good benefits & growth potential. Call Mary 358-5870

SECRETARY/CHARTER Coordinator for Oakland Pontiac Airport based charter service. Must have basic secretarial skills, familiarity with computer terminals and bookkeeping skills. Familiarity with aircraft operations preferred. Salary commensurate with ability and experience. Call Executive Express 666-2004

SECRETARY - Experienced, full time for building & development company's new office. Farmington Hills. Light bookkeeping required. Call Mr. Singer 855-0400

504 Help Wanted Office-Clerical

SECRETARIES
We have long term assignments available for secretaries interested in earning TOP PAY, MERIT INCREASES and VACATION PAY.
You will enjoy a diversity of assignments. If you are interested in working with Kelly Services, please call for an appointment.
352-5220
SOUTHFIELD
KELLY SERVICES
The "Kelly Girl" People
Not an employment agency
- never a fee
Equal Opportunity Employer M/F/H

SECRETARY
Fortune 500 Company is seeking qualified individual for the position of Secretary to report in our Farmington office. This position reports to the Marketing Manager -- Fuel Systems and will provide secretarial assistance to the individual as well as 4 Account Executives.
Successful applicants should possess excellent secretarial skills including personal computer skills, 3 to 5 years of applicable experience (medical, legal), good written and verbal communication skills and good organizational skills.
We offer excellent salary and benefits. Interested and qualified individuals should send resume and salary history to: John R. Cain.
CHAMPION SPARK PLUG
Isenman Center
2005 W. Hamlin Rd.
Rochester, MI 48063
We are an
Equal Opportunity Employer

SECRETARY for CPA, desiring to learn working with computers, stat typing experience, to start Aug 1, Southfield area. 352-5466

SECRETARY - for large manufacturing company, knowledge of Xerox 639 helpful, contract position.
Call Helen 646-7660

SECRETARY
for large CPA firm located in Renaissance Center, should be professional, self motivated & have good typing & spelling. Minimum of 3 years recent experience. Send resume including salary range, in confidence to: Box 930, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY - full time for professional Birmingham office. Must be experienced with accurate typing & word processing knowledge. Call Debbie. 645-5545

SECRETARY
Full or part-time. Apply between 9 and 5 PM at: Jacques Restaurant, 30100 Telegraph Rd., Birmingham.
Or call: 642-3307

SECRETARY
general office, typing 50 WPM, Maple & Telegraph area
642-4440

SECRETARY - Highly motivated with proven word processing skills wanted for responsible position with small Detroit law firm. IBM Display writer experience preferred. Send resume to: Dennis & Smith P.C., 400 Renaissance Center, Suite 2300, Detroit, Michigan, 48243. Call 568-1700

SECRETARY, INDUSTRIAL Real Estate Company has immediate opening for word processing knowledge. Call Debbie. 645-5545

SECRETARY
Part time, 8am-1pm. Prefer mature, dependable & alert individual with aptitudes to deal with the public, on the telephone & in person, good typing & filing skills for year around employment with general contractor located in Southfield area. Call Ivy. Submit resume to: P. O. Box 271, Southfield, MI. 48037.

SECRETARY/RECEPTIONIST

Self-starting, professional individual needed for a growing company. Responsibilities would include phone, typing, bookkeeping, payroll, accounts payable & receivable.

Candidates should possess a minimum of an Associate's Degree, strong interpersonal skills, good phone technique and ability to work independently. Technical skills should include: 60 wpm typing, dictaphone, accounts payable & receivable, payroll and word processing experience.

This is a full-time position with an excellent benefit package. Please send resume and salary requirements to:

G. Cousins
24100 Southfield Rd., Suite 315
Southfield, MI 48075

SECRETARY Receptionist for growing, fast paced, CPA firm. Bell starter with experience capable of working independently. Must have 3 years experience a definite plus. Beautiful downtown Birmingham location. Paid parking. Quality pay for quality people. Call Jeanne 642-6651

SECRETARY/RECEPTIONIST for busy Farmington Hills manufacturing company. Typing skills a must. Phone skills required. Must have good phone personality, type a minimum 50 wpm, know basic bookkeeping procedures. Salary negotiable based on experience. Good benefits. Call Miss Hornberger, 474-0436

SECRETARY/RECEPTIONIST
Well established Oak Park industrial distributor offers a variety of challenging responsibilities. Pleasant phone, self motivated person with at least 2 years secretarial background, typing 50-60wpm, good telephone technique. Computer knowledge helpful but not required. Good salary & benefits including profit sharing. No smokers please. Resumes to box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY SALES
Multi state sales organization with good typing skills available in Farmington Hills has immediate opening for experienced sales secretary. Requirements include letter composition, organizational & inter personal skills, CRT dictation and administrative skills & shorthand helpful. Self starter with minimum supervision. We offer an excellent fringe benefit package including profit sharing and cash bonus. Your resume must include salary history. Send to Personnel Manager, PO Box 1000, Farmington Hills

SECRETARY
Seeking experienced person with knowledge of health insurance industry. Must be familiar with PPA, administrative services and/or medical terminology. Knowledge of word processor, use of personal computer or a bit office processors. Send resume including salary & references to: Administrator, Suite 1050, 625 N. Woodward, Bloomfield Hills, MI 48013

SECRETARY
Sharp, pleasant receptionist/sales secretary for rapidly expanding packaging firm. Initiative important, some accounting & computer duties. Immediate opening. Send resume to P. O. Box #2189, Dept. D, Livonia, Mi., 48151.

SECRETARY - Southfield, good typing, word processing, work well with people, advertising/incentive background, $18,000, fee paid plus full benefits

ADMINITRATIVE - assistant. Tray, heavy statistical typing, heavy dialoge as an asset. Pleasant working for corporate accounting area. $18,000 plus benefits & tuition reimbursement. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560
SECRETARY
This position is with one of the fastest growing companies in Farmington Hills. They are looking for a bright personable secretary with minimum 2 years experience, a good typist, organized, able to do her own thing and do it well. Knowledge of copiers helpful. Fringe benefits plus company. Call or write: Management Recruiters, 2929 Plymouth, Suite 202, Ann Arbor, 48105 769-1720

SECRETARY
TROY AREA
Permanent secretarial position for administration office. Applicant must have excellent letter writing skills. Word processing skills helpful but not necessary. Will train. Call or send resume with salary requirements to:
CHAMBERLAIN, REALTORS
1893 W. Maple
Troy, MI 48084
Attn: Karen Vanderburg

SECRETARY WANTED for law office located in downtown Birmingham. Duties include typing, filing, and word processing. Experience preferred, but will train right candidate. Call 642-7700

SECRETARY with IBM PC DWII or Wang for Southfield & Dearborn area. 65 wpm and 6 months word processing experience. Call Normell Services, Inc. 593-3703 358-2255

SECRETARY - Must be organized & efficient for an 11 lawyer office, Southfield, flexible hours, word processor helpful. Send resume to: Box 622, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY NEEDED
Bookkeeping, typing, computer knowledge helpful. Inventory & Equipment Exchange, 10139 Lyndon, Detroit. 931-7500

SECRETARY needed for Southfield office. Part time to start. Wages & benefits depending on experience. Contact Jackie for appointment: 353-8511

SECRETARY
needed for manufacturer's rep agency. Typing, customer service, good communication skills. Automotive experience helpful. Send resume to: Office Manager, P.O. Box 2106, Southfield, Mich 48037.

SECRETARY needed. Applicant must offer minimum 55 WPM typing, good telephone manner. Successful candidate must be spontaneous, well organized and able to function professionally in a fast-paced atmosphere. Company-paid benefits. For interview call 835-8400

SECRETARY, part time afternoons in Redford. No experience necessary, some typing required. Will train. $4.50/hour start. 352-3505

SECRETARY, Part time, for law office. Excellent typing, spelling, grammar, personable; Experience & references required. Send resume to: 1400 Walton Blvd., Suite #212, Rochester, MI., 48063 or call 651-7878

SECRETARY PLUS
Marketing research firm seeks bright, energetic individual with strong typing skills of 70 wpm to work in a fast-paced environment. Must have ability to handle a variety of duties. Growth and benefits offered. Call 559-2937

SECRETARY
Prominent local fraternal club requires Secretary for light typing, bookkeeping and filing. Computer experience helpful.
Call Helen 646-7660

SECRETARY
Real Estate Office in Farmington needs Secretary for typing, reports and misc. Call 474-3303. Ask for Manager.

SECRETARY
Busy Real Estate Company. Typing, light bookkeeping and computer skills. Troy area. Call 689-8023

504 Help Wanted Office-Clerical

SOCIAL SERVICES department, in Health care facilities, has a full time position available for a quasi-professional with a degree in social sciences or equivalent in social services office or business background preferred. Must be able to start immediately. Qualified candidates only need apply. For appointment, call 328-5600

SPECIALTY TOOL Steel Company has clerical position open with possibility of secretarial. Position would require accurate typing skills, good organizational skills and general office experience. Call Attention Bill Glause 313-261-1200

SR. SECRETARY
A major corporation in Farmington Hills is looking for a Sr. Secretary to work with our corporate real estate sales staff. The proper candidate is experienced on the Wang and dictaphone, possesses excellent communication skills, can take shorthand and type 60 wpm. Permanent possibilities, excellent pay, never a fee. Send resume:
Supplemental Staffing, Inc.
Att: J.D.
P.O. Box 3339
Farmington Hills, MI 48018
Supplemental Staffing, Inc.
The Temporary Help People

STATISTICAL TYPIST
Part Time. Experience Required.
For Farmington Hills Area.
645-5903

SUMMER POSITION/FULL TIME
In customer service dept. of small manufacturing firm in Livonia. Typing, filing and other light office duties. Previous office experience required. Send resume to: Personnel Director, P.O. Box 283, Westland, MI 48185

SWITCHBOARD OPERATOR RECEPTIONIST
Experienced preferred. Must be dependable with pleasant voice and personality, and possess good typing skills. CRT experience helpful but not necessary. Hours between 9am & 12 noon. 477-8100 ext. 225
An Equal Opportunity Employer

SWITCHBOARD/TYPIST
Full time position available for experienced switchboard operator with good typing skills. Medical terminology helpful. Call Sandy, 532-7112 or apply: NEWISH HOME FOR AGED, 19130 W. 7 Mile Rd., Detroit.

TELEPHONE/CLERICAL
Position available Mon. thru Fri 8AM-5PM. Send resume to Mrs. Walker, 14841 Meyers Rd., Detroit.

TELEPHONE Receptionist/Secretary position available for a flexible handwriting. Dependable. Days or eves. Telecraft/7 Mile. 552-0800

Telephone Sales PART-TIME
First Federal of Michigan is seeking outgoing individuals for positions at its Farmington Hills location. Applicants must have pleasant telephone qualities and record keeping abilities. Job description of our services and record keeping techniques will be taught in our brief training program. Competitive hourly rate. Hours of work: Mon. thru Thurs., 5:30pm-9pm. Sat. 9am to 1pm 10am-3pm. Mon. thru Fri.
FIRST FEDERAL OF MICHIGAN
33333 W. 12 Mile Rd.
Farmington Hills, MI
An Equal Opportunity Employer

TEMPORARY SECRETARIAL ASSISTANTS
Our Legal Services Program is looking for experienced Secretaries who are interested in Temporary On-Call Secretarial work. Must type 65 WPM. This select group will provide Secretarial support for our Law Offices on an as-needed basis. Positions in the Detroit Metropolitan area. Must have shorthand & prefer Temporary On-Call Assignments, please send us your resume to:
Michele Stevenson, U.A.W. Legal Services Plans, 7430 Second Ave., Suite 200, New Center Building, Detroit, Mich. 48202
No Telephone Calls accepted.
$7.42 per hour.

TRAINEE FOR PAYROLL & PERSONNEL STAFF
Interesting & challenging opening for someone 21 years old. Motivation & light typing a must. Full time with fringe benefits. For interview call Mike at 425-2700

TYPIST -Birmingham law firm desires typist with 50 wpm. No legal experience necessary. Must type 50wpm. Mr. Thompson. 645-2440

TYPIST needed - Southfield firm offers flexible hours & top pay for office help. Contact Mike Mutz. 443-5151

TYPIST NEEDED
In Birmingham. Must type 55 wpm plus. Salary $5. an hour to start. 524-2559

TYPIST NEEDED. Accuracy and speed important. Light typing. Will include inside sales related activities as well. Call Todd at Automatic Valve in Novi. 474-6700

TYPIST/OFFICE MGR.
Interesting & challenging position immediately available in Southfield for personable individual capable of volume typing. Typing accuracy, 65 WPM speed, and good grammar & spelling skills required.
Starting Salary $12,000.
Telephone Today - for appointment.
Ms. Jackson 557-7300

TYPIST - PART-TIME
Birmingham area. Non-smoker.
644-4870

TYPIST/RECEPTIONIST
Fast paced office. Immediate opening. Reply to Box 762, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPISTS
JR. & SR. TYPISTS NEEDED
Long & Short Term Assignments.
BENEFITS NO FEE
NORRELL SERVICES, INC.
Farmington Hills 553-5858
Rochester 651-1500
Warren 751-5314
An Equal Opportunity Employer

Typists
WE HAVE TWO OPENINGS FOR TOP TYPISTS
The Troy office of the Hartford Insurance Group has openings in its Claims and Policy Issuance departments for experienced typists.
If you can type 45wpm, and have some general office experience involving documents, telephone and office equipment, we want to talk with you about our competitive salaries, excellent benefits and training programs.
To apply, please contact Judy Greenwood at 643-9470, ext. 361. We are an Equal Opportunity Employer/Male & Female
The Hartford

TYPIST/WORD PROCESSOR
Expanding Birmingham CPA Firm seeking typist with statistical typing ability. Word processing knowledge, at ease with general office duties. Minimum 2 years experience. Pleasant working conditions. Call Marilyn, Sears & Price. 642-2838

504 Help Wanted Office-Clerical

Typists & Word Processors!
WE NEED YOU!
Work when and where you want. Vacation and benefits. Call today for appointment.
STAFF BUILDERS
Temporary Personnel
425-TEMP

TYPIST
60 wpm., mature, with figure skills. Full time position with established firm. 55-52 hours. Send resume to P. O. Box 314, Walled Lake, MI. 48088. 624-6606

WORD PROCESSING Secretary with IBM PC DWII or Wang for Southfield & Dearborn area. 65 wpm and 6 months word processing experience. Call Normell Services, Inc. 593-3703 358-2255

WORD PROCESSING OPERATOR for Architectural Engineering firm in Troy. Experience necessary. Digital or DEC Mate experience - a definite plus. Full-time, permanent position. Excellent benefit package. Send resume & salary history to:
Chris Vazzoti, Hoyem-Basso Assoc. 5000 Crooks Rd., Suite 200, Troy, MI. 48098
An Equal Opportunity Employer

WORD PROCESSOR- Part time, evenings &/or weekends. Experience required. Southfield. 352-7586

WORD PROCESSOR. Cheerful personality & professional image w/good typing skills required. No smoker. Send resume P.O. Box 43227, Detroit, MI. 48243

WORD PROCESSORS
Experienced. Needed for regular part time employment with small Detroit area Retail Display Writer, experience preferred. Mornings or afternoons. Send resume to: 400 Renaissance Center, Suite 2700, Detroit, Michigan, 48243. Call 568-1700

WORD PROCESSOR
For Farmington Hills Manufacturing Co. Accurate typist, at least 65WPM with excellent spelling, grammar & punctuation skills. Call Mrs. Hall, Dept. Lanier experience a plus. Good starting salary & benefits. Call 477-7100, ext 230.

$ TYPIST - Accuracy is needed for this entry level position. Should be familiar with typing letters and memoirs and have professional phone manner. Must have own car for this long term assignment. Call Tracy, Temporary Specialists 354-3811

$ TYPIST - IBM PC Displaywriter, professional phone manner, long term assignment in Troy area. Temporary Specialists 354-3811

$$$
Abilities Rewarded
Typists
Word Processors
Secretaries
Data Entry
Build your resume and add $$$ to your bank account. Work where and when you want and enjoy your summer too. Call S.S.I. today.
- NEVER A FEE
- BONUSES
- PAID VACATIONS

Farmington Hills	855-8910
Southfield	569-7500
Troy	525-0300
Auburn Hills	373-9904
Detroit	963-2290
Sterling Hgts.	977-5740

Supplemental Staffing, Inc.
The Temporary Help People

504 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for Bar Persons, Wait Staff & Bus Help. Apply at: 32839 Ford Rd. (Livonia). 425-8720

ACCEPTING APPLICATIONS for Dining Room, Lounge, Housekeeping, Laundry and Kitchen personnel for our newly remodeled Hotel. We are a 300 room Hotel owned by a company that owns and operates 40 full service hotels in 10 states. Apply in person Plymouth Hilton Inn, 14707 Northville Rd. Plymouth Mich.

ARBY'S
We are now hiring a customer service/dining room attendant. Responsibilities would be as follows: serving customers coffee refills at their table, helping parents with special orders with their trays, passing balloons on occasion, dining room cleaning, etc. Hour of employment would be 11am-3pm, Mon. - Fri. 65 WPM. If you take pride in their work, have a positive & cheerful outlook of work & enjoy talking to the public, need apply. Apply in person only, 8am-11am & 3pm-5pm. Fairlane Plaza, 30350 Southfield (between 12 & 13 Mile).
An Equal Opportunity Employer

ASSISTANT MANAGER
Livonia restaurant. Mon. thru Fri., days. Hours are 9 to 6 daily. Hourly pay. 1-525-6600 ext. 507

ATTENTION PIZZA makers- opportunity knocks in a growing wholesale pizza company. Flexible hours, benefits. Apply at 45870 Grand River, Novi or call 348-8011

BAKERS
ASSISTANT
Full time. Mayflower Hotel, Plymouth. Call Cristi 453-1820.

BAR
COOK
WAITPERSON
Full and part time. Apply in person The Box Bar & Grill, 777 W. Ann Arbor Trail, Plymouth, Sea Art.

BAR HELP, experienced preferred. Day & Evening shifts available. Good wages & tips. Varsity Club Lounge, 24816 Ford Rd. 277-9968

BARMAIDS & WAITPERSONS
N. W. area, day & night shift. Excellent tips. Apply in person Mon. thru Fri. 10:30 to 6:30. Thee Virgo, 19245 W. 8 Mile, between Southfield & Evergreen

BARNABY'S CAFE- Southfields' newest restaurant now hiring:
Line Cooks, Wait Staff, Bus Personnel. Apply in person, 25225 Telegraph Rd. Southfield

BAR PERSON
Nights. Part-time to start. 7 Mile/Grand River area. Neighborhood bar. Ask for Karen 592-9087

BAR PERSONS & WAIT PEOPLE
For lunch, evenings & weekends. Full or part time. No experience necessary. Call Tues. or Fri. between 12noon-3PM 422-8290

BARTENDER
Apply at W. Bloomfield Lanes, 5600 Orchard Lake Rd., W. Bloomfield. 855-8538

BARTENDER - experienced, eves. Full and/or part time. Excellent opportunity, apply anytime at Hunting Greens, 2630 S. Rochester Rd. Rochester 852-5671

BARTENDERS & DOOR PERSON
Apply in person after 5pm
J.L. Seagull
24230 W. 6 MILE
642-2838

504 Help Wanted Food-Beverage

BARTENDER, WAITPERSON, full time, part time, experience preferred. Apply in person Charlies Tuna 31415 Ford Rd. Garden City

DIG APPLE - WAYNE
All positions - all shifts. Must have experience. Interviewing Mon. thru Thurs., 2-5pm only.
Call for appointment. 721-1858

A FINE dinner house in Bloomfield Hills now accepting applications for permanent positions in the following areas: Line Cooks, Kitchen Porters, Host People, Bus Persons, Dish Machine Operators, Banquet Servers & Cocktail Wait Staff. Please apply Monday-Friday, 9-5 at 2282 Telegraph, Bloomfield Hills. 334-4994

COOKS
BUSPERSONS
DISHWASHERS & WAITRESSES
Full time - part time. Day & evening shifts. Morton's Lockmoor Family Restaurant, 12 Mile at Orchard Lake Rd. Farmington Hills.

BUS PERSONS
DISHWASHERS
All shifts
Apply in person only
RAMS HORN
20365 Middlebelt

BUS PERSONS/DISHWASHERS
The Original Pancake House is now accepting applications for experienced and trained working individuals for part time positions. No experience required but helpful. Flexible hours. No nights. Health insurance, paid holidays, paid vacation. Apply 19355 W 10 Mile, Between Evergreen & Southfield.

BUS PERSONS, WAIT STAFF
Cooks & Dishwashers
Good starting wage, benefits available. Apply in person: Sneaky Petes, 5231 Lahser, Bloomfield.

BUSPERSON/VALET PARKERS
Day & night shift, excellent tips, apply in person. Hours 4:30 pm - 1 am. Thee Virgo, 19245 W. 8 Mile Rd. between Southfield & Evergreen.

CAKE DECORATOR - full or part time. Experience preferred. Benefits. Call & ask for Dan. 522-3870 522-4522

CARLOS MURPHY
CARLOS MURPHY'S is now hiring for the following positions:
PREP COOKS
LINE COOKS
Apply in person between 2-4pm anyday except Tuesday.
CARLOS MURPHY'S
29244 NORTHWESTERN HWY.
SOUTHFIELD

CATERING COOK
Must be creative. Wages according to potential. Apply in person Mon.-Fri., 10-3pm: Joy Hall, Joy Rd. - 3 blks E. of Wayne Rd.

CHARLEY'S CRAB IN TROY
Now hiring Cooks, Prep Cooks, Pantry, Dishwashers and General Utility. Career oriented, hard working individuals preferred. Apply in person: 5498 Crooks Rd., no phone calls please!

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COCKTAIL HELP - wanted. Fri. & Sat. eves. only, top salaries, Playboy Club, 14333 Ford Rd. Dearborn. After 4pm 581-4749

MATURE COOKS WANTED
$4.50 to start. Full or part time positions. Benefits include: Blue Cross insurance, holiday pay, bonuses, free meals, retirement plan, service gifts, vacation pay & rapid salary increase based on performance. Apply in person: MCL Cafeteria, Twelve Mile, next to Montgomery Wards.

COOK - Full time, experience helpful. Days & weekends. Apply in person: The Beverly Manor, 24500 Meadowbrook Rd., Novi. 477-2000

COOKS - DISHWASHERS - full or part time. Apply Fibber Mc Gee Restaurant. 569-4220

COOKS
Full or part time, experienced. All shifts available. Excellent working conditions and pay. RAM'S HORN, 29900 Orchard Lake Rd., Farmington. 12-13 Mile. 855-8882

COOKS, PREP COOKS
Wait Persons, Bus Persons
Experienced only. Apply at: Westland Inn, 7610 N. Wayne Rd.
Plymouth, Mich 48170

COOKS
WAITERS/WAITRESS
DISHWASHERS
Apply at 34834 Ford Rd. Westland.

COOKS - WAIT PERSONS
Full or Part-time
Apply in person: Carlson's,
31471 Southfield Rd., Birmingham

COOKS & WAIT STAFF
Full & part time experience required. Connors Rest. 8445 N Telegraph, Dearborn Heights 278-1158

COOKS & WAITRESSES - Experienced or will train. Apply in person: Red Timbers Inn, 40360 Grand River, Novi (14 mile W. of Haggerty)

COUNTER HELP, Full-time. Apply in person between 11am and 7pm daily at: Peter's Pizza Pleaser, 818 Bowers, Birmingham.

COUNTER PERSON
Boys Hamburgers, 33650 Ford Rd, Westland.

COUNTER PERSON wanted for Mature Adult Home Deli. Full-time. Good pay, company benefits. Call Sid or Harry. 352-7377

COUNTER PERSON - Apply in person, Mon. thru Fri., 2pm-5pm, Pretzel Peddler, Wonderland Shopping Center, Community Room Plymouth/Middlebelt.

CULINARY CHEF. Ambitious & experienced for nights in fine restaurant, Southfield area. Call during business hours. 424-9244

CULINARY CHEF
Ambitious, experienced, for nights. Prime Southfield area. Call during business hours. 424-9244

DELI CLERKS
For carry out & tray catering. 6 days. Experience preferred. Will train. Management positions open.

CASHIER
Mature person for full & part time cashier, must work evenings & weekends.

CLERKS
For serving soup & soft drinks, answering phones & bussing tables. Part-time & Full-time.
Apply any day at
Plaza Deli
29145 Northwestern Hwy.
356-2310

DELI MANAGER
Comet Deli King in Northland Mall is now accepting applications for persons with managerial abilities. Must be hard working & able to assume responsibilities. Excellent pay for right person. Apply in person between 10am - 3pm, Monday thru Friday. (off Greenfield Rd. & Parking Lot E. Northland Mall.

DENNY'S RESTAURANT
is Now Hiring
Full or Part Time
WAITERS/WAITRESSES
COOKS
BUSERS
DISHWASHERS
Come Talk to No.1!!
DENNY'S
Southfield
26799 Greenfield at 11 Mile
An Equal Opportunity Employer

DINING ROOM SUPERVISOR
Full time position working in senior citizen dining facility. Must enjoy working with senior citizens. Good working conditions & benefits. WE train. Mature person desired.
APPLY IN PERSON
Franklin Club Apts
23301 FRANKLIN RD.
SOUTHFIELD

DISHWASHERS
All shifts available. Applications accepted between 2pm-5pm Mon-Fri. 41041 Plymouth Rd., Plymouth.

505 Help Wanted Food-Beverage

DISHWASHERS
PART AT $4 PER HR
Taking applications for part time (32 hrs. a week) positions to work in senior citizen's complex. Good working conditions, meals & uniforms furnished.
APPLY IN PERSON
Franklin Club Apts
23301 FRANKLIN RD.
SOUTHFIELD

DONUT FINISHER & Counter person. Full or part time. Apply in person: Dunkin Donuts, 27819 Grand River at 6 mile.

DO YOU LOVE TO COOK? Want to run the kitchen for you. Relet cook needed, days and afternoon for our small basic nursing home in Plymouth. 453-3983

DRIVERS & LINE COOKS
Great Opportunity! We want high, flexible hrs. Must be willing to hustle. Apply in person: Mario 'N Tonios, 31529 W. 13 Mile Rd., Farmington Hills. 553-5140

DUNKIN DONUTS - Midnight Patrol. Full or part-time position open for Counter Person & Finisher
Apply anytime at Dunkin Donuts, Middlebelt at 7 mile, Livonia

ENJOY YOUR days in the sun! Start job, part, part time or full time. Earn $3 to $7 per hr. Drivers needed. Apply at: Dino's Pizza, Canton (Ford & Sheldon).

EXPERIENCED COOKS & Motivated individuals with a national restaurant chain. Health insurance, food discounts, meals, holidays & more. Wages negotiable with experience. Full time & part time positions. Please apply in person Monday-Friday, 30005 Orchard Lake, Farmington.
An Equal Opportunity Employer

GENERAL KITCHEN
Full time, Mon. thru