504 Help Wanted Office-Clerical

Office Assistant

Seeking individual for full time position as our Mail Operations in Birmingham, which processes lumber orders. Duties involve assisting the Supervisor, involve order processing, working with figures, light typing and phones. Excellent mail skills required. Excellent benefits including tuition reimbursement. Please call 644-5300.

Erb LUMBER CO.

OFFICE CLERK
Full time position with Southfield architect's office. Must have reliable transportation. $180 per wk. plus mileage & benefits. For appointment call Coquillard/Dundon/Peterson & Argenta 354-2441
An Equal Opportunity Employer

OFFICE CLERK

National manufacturer of Office Equipment has an opening for a full time Office Clerk. Good telephone manner, typing & math skills required. Pleasant position with excellent starting salary & benefits. Send resume to:

A.B. DICK CO
22110 TELEGRAPH
SOUTHFIELD, MI 48037
An Equal Opportunity Employer

OFFICE CLERKS-Part Time For local retailer, evenings & weekends. Filing, handling phone, working with daily bills, light typing. Dearborn or Livonia area. Call Lisa Wed. thru Sat. 11:30am-5pm 728-8600

OFFICE MANAGER to manage 1 person office in Livonia. Bookkeeping & typing required. Some sales. Call Mr. Haynes 421-0506

OFFICE MANAGER TRAINEES immediate openings for office manager trainees. 3 to 6 months training in Detroit area. Prior office training, salary, promotions, lucrative bonus company benefits. Rapid advancement for career oriented individuals. Some college required. Between ages 21-27. 547-2121

OFFICE RECEPTIONIST - 3 days a week, good typing, telephone experience. Must have car. Call for appt. 9am-4pm. 255-7000

OFFICE WORK
Part time 24 hrs. a week. Typing, beneficial. Westland area. Start $4.25 per hour. 425-1090

ORDER PROCESSING

Growing manufacturing distributorship company has a full-time position with excellent benefits for an individual with 2-3 years general office experience. Must be self organized, energetic and a quick starter. Knowledge of overland shipping procedures as well as customer relations is plus. Some computer experience helpful. Salary commensurate. Mon. thru Fri. 8am to 4:30pm.

DYNAPOWER CORP
29199 Orchard Lake Rd.
Farmington Hills, MI 48018
An Equal Opportunity Employer

ORGANIZED, efficient office person needed for dental lab in W. Bloomfield. Good telephone manner is a must! A great part time job. Mon.-Wed., Fri. 9:30 to 3:30 pm. 626-8020

PANTRY PERSON - Responsible for preparation of appetizers, salads, and desserts. 3 PM to 11 PM. Full time. Roundtable club in Plymouth. Call Rebecca 453-1620

SOUTHFIELD LAW FIRM needs Para-legal experienced in litigation area. Please send resumes to: Box 536, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME

RECEPTIONIST - Farmington area. (Non-smoker) Mature, dependable, phone skills, typing, take-charge person. Call 476-7640

PAYROLL/GENERAL OFFICE person needed for small, modern suburban corporation. Familiarity with A.D.P., word processing and employee insurance desirable. For interview call 425-2580

PAYROLL PROCESSING

Troy firm has immediate need for a mature, reliable, detail minded individual whose primary responsibilities will be the daily input of time cards into a Wang computer & the generating of a weekly payroll for 300 employees. Additional duties will include reconciling monthly benefit billings, maintaining deductions with employees & general accounting - payroll duties.
The successful candidate will be experienced in both payroll accounting procedures and computer data input. Demonstrated typing skills a plus. Competitive salary, outstanding benefit package & an opportunity for career growth is offered. ONLY those resumes stating desired salary will be considered. All replies held in confidence. Box 8818, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON FRIDAY - FULL-TIME
W. Bloomfield law firm seeking, answering phones, showroom sales, etc. Call Roberta, for interview, 855-0882

PHONE RECEPTIONIST & typing, part time, hours 12 noon - 5pm. 5 days a week for life insurance company located in Troy. Please call Barbara. 649-1700

PRICING COORDINATOR

Douglas & Lomason Company, a quality OEM supplier for over 50 years, has a career opportunity in their Farmington Hills office for Pricing Coordinator. Person will be a self-starter, proficient typist, good math aptitude, familiarity with part numbers and CRT experience preferred. Resume and references to:

Douglas & Lomason Co.
Human Resources Dept.
24800 Hallwood Ct.
Farmington Hills, MI 48018

PROGRAMMER

Local Livonia insurance company has immediate opening for an Assembler Programmer, plus years experience ideally in IBM OS applications environment. Macro-level CICS and DOS/VSE assembler. Must communicate with experience. Good benefit package including paid holidays and vacations. For information and appointment, call 591-4180 Mon. thru Thurs., 7:30-4:15 pm., Fri., 8-12 noon.

PURCHASING CLERK

Wholesale distribution center in Northwest Detroit has excellent opportunity for individual with at least 2 years purchasing experience. Small environment where team work was essential. Must be self organized to assist in daily purchasing functions of this busy department where problem solving, planning and scheduling are critical. Qualified applicant must be organized and seek responsibility. Some college a plus. Salary plus paid benefit package. Qualified applicants send resume with salary requirements to: Box 534, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PURCHASING
Livonia area firm seeking dependable individual to handle a variety of buying & clerical functions. Must be experienced in purchasing for a mfg. firm. Typing required. Send resume & salary requirements to: Box 4960 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST needed for Southfield area. Light typing, filing, reception/lobby. Requires who can handle switchboard & guests with efficiency and a smile. Proper attire, professional attitude and experience a must. Send resumes to: Box 430, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
phones, light typing, filing. Immediate opening. 354-4501

504 Help Wanted Office-Clerical

REAL ESTATE Closing Secretary

Must be experienced with good typing skills. Southland area. Call Doug Hardy

CENTURY 21
Today 538-2000

RECEPTIONIST for busy Southfield firm, $200 per week.
Contact Karen 353-7750

RECEPTIONIST
For busy Farmington Hills office, excellent growth opportunity. Shorthand & computer a plus. 855-1090

RECEPTIONIST
for busy W. Bloomfield office. Must be motivated, self starter, good phone skills essential. Full time permanent positions. Contact: Shirley at 851-1005

RECEPTIONIST/SECRETARY
Just Computers, Growing Southfield computer firm, needs full time help for permanent 15-25 hours per week, (days). Send resume, to your experience & salary. Reply quickly to: Pat Lucier, PO Box 2811, Farmington, Michigan, 48024

RECEPTIONIST
Market research firm seeks somewhat with pleasant phone voice, light typing ability. Car necessary. Southfield. Call Mrs. Forman at 559-0444

RECEPTIONIST/TYPIST
Full time. Experience with good typing skills for growing marketing company in Rochester. Call: 651-2517

Receptionist/Secretary
PART-TIME, Mon. thru Thurs. 4pm to 8pm, for major West Bloomfield real estate office. Call for interview. Ask for Bob Massaron.
851-4990

RECEPTIONIST. Ideal hours for the college student. 4 weekdays, 5-9 plus Saturday and Sunday. Good telephone manner, typing knowledge, share buddy personality. Harry B. Wolfe Co., 32398 Five Mile, 421-5400. Ask for Kim.

RECEPTIONIST. Real Estate-permanent position for the sharp person with a bonny personality. Typing important, secretarial skills preferred. Harry B-5 Mondays thru Friday. Harry B. Wolfe Co., 32398 Five Mile Rd. 421-5400. Ask for Chris.

RECEPTIONIST - FULL TIME
needed for Architectural Office in Bloomfield Hills. 647-7499

RECEPTIONIST - Plymouth Styling Salon, full or part time. Call Linda or Ann, 477-4080

RECEPTIONIST
Southfield law firm, full time - typing minimum 40 WPM. Call 358-1966

RECEPTIONIST/TYPIST - Part time for small company in Plymouth. 56 words and telephone skills necessary. Contact Shirley 459-5400

RECEPTIONIST - for high volume auto dealership, must be good with people & phones. Now! area 477-3800

RECEPTIONIST/CLERICAL
Southfield office needs individual with telephone experience, full time. 357-3590

PART TIME RECEPTIONIST/Secretary. Mon. thru Fri. 8AM-1PM. Typing 60 WPM, good phone manner. Bloomfield Hills 648-3500

RECEPTIONIST/SECRETARY
Southfield law firm seek receptionist/secretary with good typing & phone skills. 350-1111

RECEPTIONIST/TYPIST
Birmingham Law Firm. Experience necessary. Full-time. Full Benefits. 644-8500

RECEPTIONIST
Auto Dealership has immediate opening for full-time Receptionist. Must have typing experience. For consideration, call Donna, 474-2500

RECEPTIONIST - Accountant's office. Telegraph - 12 Mile area. Interesting job for person with good organizational skills and friendly telephone manner. Light bookkeeping skills a plus. 258-9224

RECEPTIONIST/MANAGER
Hair salon, interesting combination position. Jobs available for three westside locations, male or female. Benefits. Flexible hours. Beauty license not required. 553-7333

RECEPTIONIST - Southfield Law Firm has a full time position open for Receptionist. Excellent telephone manner, typing, good organizational skills and ability to communicate effectively. Contact Carol between 10am-3pm 559-2626

RECEPTIONIST/TYPIST position in modern law office of Farmington manufacturing company. Pleasant telephone personality required. Word Processing experience helpful. Apply in person: Washers, Inc., 33375 Glendale, corner Farmington & Lundy.

RECEPTIONIST/TYPIST
for busy Construction firm. Light Bookkeeping. Knowledge of IBM P.C. helpful. Resume to: Box 432, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, wanted full time, for small Bloomfield Hills office. Pleasant phone manner & accurate typing skills essential. Computer background helpful, benefits included. Please send resume to: P. O. Box 305, Franklin Rd. 48025

RECEPTIONIST/GENERAL OFFICE
Bookkeeping, switchboard experience preferred, typing 55wpm. $12,000-$14,000 per year plus excellent benefits. Send resume to J. Lee Hackett Co., 23550 Haggerty Rd., Farmington, MI 48024. Attn: Connie Farkas.

RECEPTIONIST wanted for the Southfield branch office of Provident Life & Accident Insurance Company. We need an experienced mature person to handle our phone & light typing. Salary is very competitive with exceptional fringe benefits. Call Loretta 827-2570

RECEPTIONIST/TYPIST
Experienced, with excellent communication & typing skills. Detail-oriented. Full-time position, 8:30am-5pm., Mon-Fri. Salary commensurate with experience. Excellent benefits. For further information, call Mr. Leonard, 968-3223

RECEPTIONIST. Crosswinds needs receptionist who is dependable, a quick thinker, able to handle pressure, light typing, with busy Executive phone system, word processing a plus. Send resume with salary required to box 522 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Computer company located in Farmington Hills is seeking an individual with good phone manner. Some typing, filing & general office duties required. Pleasant environment with benefits. Send resume & salary history to:
PARADATA
COMPUTER NETWORKS, INC.
37525 Interchange Dr.
Farmington Hills, MI 48018

RECEPTIONIST
Looking for outgoing, well spoken person who likes dealing with the public. Office experience desirable. Some ability with math required for assistance to other departments within the office. Salary $200 per week plus excellent benefits. Interested persons, send resumes to: Peg Weiss of Body, 2000 Hogsper Rd., W. Bloomfield, MI 48033

RECEPTIONIST
Plymouth area company in dire need of receptionist. Must possess good typing skills, pleasant telephone voice, able to operate CRT & support miscellaneous office duties. If interested, send resume to Box 4584, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F/H

RECEPTIONIST
Morris & Moon Real Estate Group Inc., Birmingham, has an opening for a bright, energetic front desk receptionist for a busy 10 line phone system. Must type 55 to 60 wpm, have good phone personality, poise and be able to meet the extra demands of a busy office. Hours 8:15 am to 5:30 pm. Salary, $200 per week to start. Only those with the above qualifications need call. Contact Marsha at 540-1050

RECEPTIONIST/TYPIST. Two part time, needed for fast paced Southfield insurance office. Possibility of full time in the future. Pleasant office environment. Call Amy 354-5000

504 Help Wanted Office-Clerical

Receptionist

Home health care organization seeking excellent typist with good communication skills to assist business manager in busy Southfield office. Flexible hours. Good opportunity for advancement. Send resume in confidence to: Ms. Mixher, P.O. Box 931, Southfield MI 48037

PLANTE & MORAN Recruiting For
An Equal Opportunity Employer

Receptionist

Northern suburban company seeking articulate and enthusiastic individual to answer phones, type copy and do light typing. Beautiful office with a relaxed location make this a comfortable position to re-establish yourself in the job market. If interested, please call Mary from 9am to noon at 352-2500, Ext. 337

Plante & Moran recruiting for An
Equal Opportunity Employer

RECEPTIONIST

National firm in Southfield wants mature person with good typing skills. Excellent starting salary & fringes.

Send resume to
Box #464
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd.,
Livonia, Michigan 48150
An Equal Opportunity Employer

RECEPTIONIST with transcription experience preferred. Call B.B. pm, Mon. thru Fri. 350-3232

RECEPTIONIST needed for mortgage company located in Berkley. Call between 9am-5pm 547-4700

RECEPTIONIST - Farmington Hills law office requires Receptionist with typing skills. Full time Mon thru Fri. 851-1111

RECEPTIONIST/TYPIST
2 yrs. experience, hours 8 to 2 Mon. thru Fri. Send resume only to: 12350 Evergreen, Detroit, Michigan 48223.

RECEPTIONIST WANTED
Taking phone orders. Typing, bookkeeping helpful. Redford Twp. area 422-5930

RECEPTIONIST - FULL TIME
Over 18 but not to anyone needed, will train. Westland location. Call:
LUXURY CARPET SALES, 721-0068

RECEPTIONIST/PART TIME
Afternoons, 1-5 PM. Switchboard experience required. Plymouth. Call 455-0300

RECEPTIONIST/TYPIST needed for legal firm in Southfield. Should have typing and telephone skills. Salary $12,000 plus benefits. 624-2359

RECEPTIONIST/ASSISTANT to Office Administrator, must be good at Bloomfield Hills law firm. Call Barbara 644-3400

RECEPTIONIST/GENERAL OFFICE
for busy Birmingham pediatrician's office. Full time. Self starter, experience preferred. Call Mrs. Zaisel, between 11am-noon at 645-1740

RECEPTIONIST I, Experienced, mature woman preferred. Evening, some days. Answer phones & sell batteries to wholesale and customers. Livonia Mail location. 471-5908

RECEPTIONIST wanted for busy construction company. Good communication skills & neat appearance a must. Typing 45-55 wpm. Call 355-5213.

RECEPTIONIST/TYPIST
with general office experience needed for growing downtown Birmingham Architectural Design Firm. Ask for Ms. Petersen 644-9141

RECEPTIONIST/TYPIST
For advertising media group. Must have pleasant phone manner, good typing skills. Word processing helpful. Call Ms. Pat Connelly, Media Masters, 352-7540.

RECEPTIONIST - TYPIST
For Birmingham Property Management firm. Must have good phone personality, typing and filing skills. Metro Group Management. Call Joann, 645-2111

RECEPTIONIST/PART TIME
Wanted for busy real estate office. Duties include: use of multi-line phone system, typing, filing. Call Ralph Manuel Assoc., West, Contact Janet for appointment 348-3000

RECEPTIONIST(s) (4)
2 days, 2 evenings to work in Europe. Must speak German. Office in Livonia. Must be 18 years or older and have a professional business manner. Send resume: Less, 1631 S. Carrson, Westland, Mich., 48185.

RECEPTIONIST

for Bloomfield Hills law office. Duties include telephone answering, light bookkeeping & typing. Salary commensurate with experience. Please call Mr. Tushman 644-1900

RECEPTIONIST
Organized outgoing person needed to handle phones and deal with public. Light typing, variety of duties in small busy office. $4.00 hr. starting salary. Troy Chamber of Commerce, 155 W. Big Beaver, Troy, 48084. Written responses only please.

RECEPTIONIST
To work in inspirational sportswear company. Duties includes phones, invoicing and computer data entry. Our standards are high, hardworking and willing to learn. If a good fit, unlimited, progressive company interests you, give us a call. 261-1711

GENERAL CONTRACTOR seeking Receptionist/Secretary. Full time, benefits. Entry level position. Heavy phone, greeting clients, filing, personal office. Must be accurate typist. Construction experience helpful or will train. Personable individual of busy office. Send resume to: 470 Tanglewood, Rochester, MI., 48063.

RECEPTIONIST
Immediate opening for a permanent full time Receptionist for Southfield Ad Agency. Preferably experienced with ELI Northern Telecom Systems. Please direct inquiries to: Attention Personnel, Saatchi & Saatchi Compton, 27777 Franklin Rd., Suite 1900, Southfield, MI. 48034. 354-5400

RECEPTIONIST - and telephone operator for busy Southfield Law firm company. Typing skills a must; data entry on IBM System 36 helpful. Full benefits. Only mature, efficient individuals needs apply. Send resume with salary requirements to: Box 666, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST

North Woodward area marketing & promotions agency seeks enthusiastic person to perform routine receptionist duties. Clerical duties include light typing, sorting incoming mail and ordering office supplies. Must have excellent telephone manner and good communication skills. Previous experience preferred. Send resume and salary history in confidence to Box 4964, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F/H

SALES COORDINATOR for Fortune 500 company. Busy sales office in Troy needs bright, energetic, people-oriented person. Type 60 WPM and IBM PC experience. Contract position. 815-9384 with resume. Call Cynthia at Uniforce 646-7862

SALES SECY/RECEPTIONIST
Customer-oriented, to answer phones, type quotes, orders, invoices, reports - with haste & neatness. Southfield. Resumes to: Box 506, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Secretarial Office Assistant

Full-time position available for all around office/clerical/secretarial duties. We are seeking a highly motivated, self-directed, mature individual. Typing required - 60 wpm. Paid benefits. Send resume to:
K. Jordon, 30687 Industrial Rd.,
Livonia, MI 48150.

SECRETARIAL
Telephone Positions
Day and evening shifts.
Will train, Southfield area.
Call: 557-5958

504 Help Wanted Office-Clerical

SALES SECRETARY

Like dealing with people? Exceptional, professional opportunity for full time Sales Secretaries. Prior sales or office experience necessary. Pleasant personality and good telephone skills needed. Branch offices located in Bloomfield area. Salary commensurate with experience (minimum $240 weekly). Telephone interested send resumes to: Dorothy O'Brien, Pella Window & Door, 2000 Haggerty Rd., W. Bloomfield, MI 48033.

SECRETARIES
MINIMUM 2 YEARS
BUSINESS EXPERIENCE
SNELLING
TEMPORARIES
557-5700

WORD PROCESSORS
SAME WEEK PAY
SNELLING
TEMPORARIES
557-5700

TYPISTS
50 WPM+, plus
SNELLING
TEMPORARIES
557-7200

RECEPTIONISTS
Rohm-Horizon-Dimension
SNELLING
TEMPORARIES
557-5700

Executive Secretary

President of German based automotive supplier seeks Exec. Secretary for their office in Troy. Shorthand required. Type 65-70 WPM. German language helpful. Send resume and salary requirements to: Box 8570, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Approx 35 hrs per week, some experience needed. 474-0909

SECRETARY/ AUTOMOTIVE SUPPLIER

Ambitious individual with good communication and typing skills for fast-paced office. Excellent grammar, spelling and CRT experience a must. Great benefits to $20K.
CALL DE PAID
Personnel Systems 459-1158

SECRETARY/BOOKKEEPER
Troy-based manufacturer is seeking a personable individual with Secretarial experience & bookkeeping skills for an immediate opening in its Person Office. 3 yrs. secretarial experience, typing - 60 WPM, excellent spelling & grammar skills are required. Must have excellent communication skills, a professional image and a pleasant telephone manner. Salary commensurate with experience. Position, send resume & wage requirements, to: Box 8430 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/BOOKKEEPER
Full time job for person with good CRT & strong, telephone personality a must. Call Mrs Collins, 354-3308

SECRETARY/CATERING COORDINATOR
Hotel experienced person needed for large suburban hotel. Send resume to Box 8380, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY DEPARTMENT

Immediate opening for a top notch Secretary to work with top executive organizational skills. The qualified candidate will have a minimum of 2-3 years of secretarial experience, 50-55 wpm. Word processing & shorthand a definite plus. Individual must have the ability to work well under deadline pressure and be possess a good math aptitude. Excellent benefits and fringe benefit package. Send resume to:
Department Secretary
P.O. Box 2227
Southfield, MI. 48037

SECRETARY - expanding Southfield law firm has immediate opening for experienced qualified Secretary. Must have excellent typing skills including shorthand & good verbal communication. Send resume to: Box 618, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY

Experienced Secretary Bilingual Secretary to work with upper management staff in fast moving complex. Must have excellent communication, general office and secretarial skills including shorthand. Must be personable and mature. Excellent benefits. Northwestern Hwy. area. Send resume & history to: Box 688, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for credit manager. Must be familiar with basic contracts, credit aids, etc. Growing retail company seeks someone full & part time applications. Only mature, responsible person need apply. P.O. Box 5252, Plymouth, MI 48170.

SECRETARY - for small office in Dearborn, should be experienced in light bookkeeping, typing, business phone manners. Call Lori 842-2400

SECRETARY
For 1 man office in Troy. Legal & IBM PC displywrite experience preferred. Willing to train enthusiastic person with good typing & organizational skills. 649-2970

SECRETARY
For downtown Detroit office of law firm specializing in defense litigation. Legal and business experience necessary, good typist. Non smoker. Send resumes to: Zemzow, Paskin & Nagi, 755 W. Big Beaver, Ste. 1616, Troy, MI 48184

for Construction Material Supplier located in Southfield. Must like fast-paced atmosphere and good at juggling multiple projects. Typing, customer service experience necessary. Some computer background - DOS/Lotus helpful. Call 557-8690

SECRETARY for CPA firm needed word processing experience and typing skills required. Salary commensurate with experience. Farmingham area, for appt. 540-6600

SECRETARY for one girl office for Southfield Law firm. Excellent typist. Capable of handling telephone traffic in busy office. Send resume to P. O. Box 8, Birmingham, MI 48012

SECRETARY - FULL TIME
Mature person, for church office, Word processor experience helpful, relate well with people. Send resume to Box #842, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - FULL-TIME
for Southfield area. Must have the following: word processing experience, (IBM PC Word Perfect), good phone skills, knowledge of office procedures. Call Marge 355-1980

SECRETARY

Highland Township, Inc. has an immediate opening for an experienced Secretary in our Treasury Department. Qualified candidates will have at least 5 years secretarial experience, excellent typing skills including statistical and word processing background. Experienced working in an accounting/finance environment. Distinctive knowledge of Lotus 1-2-3, highly developed skills in Word Perfect. This position will be located in Plymouth, in Spring 1987.
Please send resume and salary history, in confidence to: Highland Township, Inc., Human Resource Dept., T-9, 22625 Ecorse Rd., Taylor, MI 48180.
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

SECRETARY

(Intermittent) Immediate opening for a secretary to be available to fill in when full time clerical staff are on vacation or to assist during peak periods. Good typing skills required, computer exp. helpful. Large insurance dealership. Send resume to: Kingsley Psychiatric Hospital, 30300 W. 8 Mile Rd. Ferndale MI. 48220

SECRETARY
Leading manufacturer rep firm in the Plastics Products Industry needs a Girl Friday type secretary. Initially part time - possibly full time. (Flexible hours). Must office in the Livonia town Birmingham area. Very little typing, an excellent opportunity for the right person. Send resume to Box 538, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY needed for fast paced Southfield advertising agency. Consistant growth has created another opening in our dynamic sales office and we need someone who is good at detail, organized, friendly. Typing must be fast and accurate. Previous agency experience helpful. Please send resume to: Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY needed for 1 girl office in Southfield. Must have good typing skills. Excellent starting salary & fringes. Send resume to Box #464 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY- Needed for psychiatric office in Livonia. Duties include general office management, appointments, billing & bookkeeping. 4 days - 32 hrs. per week.
Call 471-7110

SECRETARY - Northville law firm, 3 years secretarial experience minimum, excellent typing & spelling mandatory. Salary open. Send to: P.O. Box 648, Northville, MI 48167.

SECRETARY - part time, hrs. negotiable. Farmington area. 478-0145

SECRETARY- Part time, for small manufacturing firm. Flexible hours, benefits, pleasant surroundings. Send resume to: Secretary, P.O. Box 31, Farmington, Mich. 48024

SECRETARY - Plush, busy Southfield office has part-time position available 2-3 days per week. Must have good typing and good basic secretarial skills. Word processing helpful. Call 352-2992

SECRETARY

Progressive Northern Oakland County Company is in search of an efficient, self-motivated, experienced secretary. Legal experience preferred. Must be an accurate typist. Good organizational and communication skills. Short hand and word processing helpful.

Qualified candidates please send resume and salary history in confidence to:

PERRY DRUG STORES, INC.
Attn: Anna Hamzey
5400 Perry Drive
P.O. Box 1957
Pontiac, Mich. 48056
An Equal Opportunity Employer

SECRETARY

Rapidly growing restaurant chain seeks person with 3 years secretarial experience, typing of 60 wpm, dictation skills, IBM PC experience desirable but not required. If you possess excellent organizational skills, ability to handle special projects, may be the person we are seeking.

You will receive a competitive salary and benefits package, and immediate consideration, please apply in person, or send resume to: Mr. Ross, 9.30am-4pm or forward a resume to:

Human Resources Center
Little Caesar Enterprise, Inc.
2141 Schoolcraft
Farmington Hills, Mi. 48024
An Equal Opportunity Employer

SECRETARY - Receptionist, needed for small new Farmington Hills office. Pleasant phone manner & typing must. Good salary. Call 851-9881

SECRETARY - RECEPTIONIST
for fast paced Southfield law firm. Typing and shorthand required. Experienced or will train.
Please call: 358-3940

SECRETARY RECEPTIONIST - Southfield area. Light typing, phone skills. Computer skills helpful. 642-3272

SECRETARY & RECEPTIONIST
Two (2) positions. Some experience. Good typing. Southfield area. 353-5511

SECRETARY/RECEPTIONIST
Small Financial Planning Firm seeks responsible person for secretarial position. Must be able to work in unsupervised environment. Must have typing & telephone skills. Neat appearance a must. This can be the 1st step to a fulfilling career for the right person. Resumes & salary requirements to: 334 S. Harvey, Plymouth, MI 48170

SECRETARY/RECEPTIONIST. Part time to start, full time in 90 days. Must be familiar with basic typing, min 50 wpm, $5.00 an hour. 557-1228

SECRETARY/RECEPTIONIST
Must type 60 WPM, have excellent telephone manner, knowledge of computer knowledge desirable. Call Sales Control Services, 478-2700

SECRETARY/RECEPTIONIST
For W. Bloomfield home builder. Must have good verbal & typing skills. Computer skills helpful.

SECRETARY RECEPTIONIST for 1 girl office located in Livonia. 1 year office experience. Some experience desired. Words/Lotus helpful but not necessary. Salary commensurate with experience. Good benefit package. Dorsen. 525-8769

SECRETARY/RECEPTIONIST
Well established Southfield industrial firm offers a variety of challenging responsibilities for a well organized self-motivated person with at least 2 years secretarial background. Typing 50-60 wpm, knowledge of dictation technique. Computer background helpful, but not required. Good salary and benefits including profit-sharing. No phone calls please. Resumes to: Box 664, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/ RECEPTIONIST

Energetic, self starting, non-smoking person needed for Birmingham consulting engineering office. Minimum two years experience needed to handle varied duties. Telephone personality a must. Word processor experience helpful. Full time position. Salary commensurate with experience. Full company paid benefits. Send resume to:
JAMES PARTRIDGE ASSOCIATES
929 SO. Adams Rd.
Birmingham, Mich. 48009

SECRETARY/ RECEPTIONIST
Swift-Eckrich, a well known industry leader seeks immediately an opportunity available for a detail-minded self-starter to assume the following responsibilities. Must be a good, accurate typist with a professional phone manner to handle heavy client phone contact. Other general office duties required. Filing.

If you enjoy a fast-paced, can meet deadlines and are people-oriented, you may qualify for our excellent salary & benefits package. Send your resume/letter of qualifications to:

SWIFT-ECKRICH
28135 Plymouth Rd.
Detroit, MI 48239
Attn: Personnel
Equal Opportunity Employer
Male/Female Handicapped/Veterans

504 Help Wanted Office-Clerical

SECRETARY

Report Generator Secretary to Manager. Typing, statistical work, good math skills a must. Salary based on experience. Send resume to: Kelly Services, P O Box 300, Taylor, MI 48180
An Equal Opportunity Employer

SECRETARY/TYPIST
part time needed for CPA firm location at Ford & Telegraph. Call for appointment, 540-6600.

SECRETARY/TYPIST
For CPA office, Penobscot Building. Experience preferred. Call Cindy 961-0155

SECRETARY-TYPIST for Southfield CPA firm. Excellent typing skills required. Computer experience helpful. Send resume to: D. Bias, 16400 W. 12 Mile Rd. Suite 103, Southfield, MI 48076.

SECRETARY with IBM PC DWIII word processing experience for Southfield & Detroit area, 55 wpm and 6 months word processing experience. Call Norrell Services, 559-3703 358-2253

SECRETARY with good skills needed for leasing company in Birmingham. Salary $15,000 plus benefits. Call 524-2359

SENIOR SECRETARY
Must be experienced, 5 to 10 yrs. Ti 990 Word Processor, Telex, Fax, Telex 55 WPM, Typing, Filing, Background desirable, but not required. Good team player. Tax Mode experience necessary. Send resume to Box 8000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR
Professional firm needs individual who like a large Troy CPA firm. Action office, corporate and deadline proceeding skills. 50 wpm., proficiency in Word Perfect, Pleasing background desirable, but not required. Good team player. Tax Mode experience necessary. Send resume to Box 8000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR

Southfield based company seeks individual experienced on IBM PC. Some data processing. Excellent benefit package. Salary commensurate with experience

Call 8am-5pm weekdays, 354-5481

WORD PROCESSOR
GENERAL SECRETARY
TYPISTS
POSITIONS AVAILABLE
Accuracy is 50-60wpm. Long or short term assignments. Call today for personal interview.
Livonia 474-7768
Southfield 557-0456
Troy 585-1580

MGM
OFFICE SERVICES, INC.

WORD PROCESSOR TYPIST
Nationally Recognized Firm seeks Excellent opportunity for ambitious individual who is willing to learn. Send resume to A.P.A.A., 20350 Mooney Field, Suite 38, Southfield, MI 48076

WORD PROCESSOR

Immediate opening for word processing specialist. Must be fast and proofreading skills. 50 wpm., proficiency in Word Perfect, Pleasing background desirable, but not required. Good team player. Tax Mode experience necessary. Send resume to Box 8000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR
Immediate opening for Word Processor. Duties include processing legal documents for client meetings, special mailings and seminars. Possible supervisory duties. Good opportunity to gain experience in the legal field. 10/Southfield, Send resume to: 20215 Southfield Rd., Suite 115, Southfield, MI. 48076.

4½ Day Work Week

Several full time openings at a local insurance company offering pleasant surrounds, competitive salaries and excellent fringe benefits *including paid holidays and vacations.*
Immediate openings for:

- SECRETARIAL
- GENERAL CLERICAL
- CLAIMS EXAMINERS

Call 591-4692

505 Help Wanted Food-Beverage

SILVERMAN'S RESTAURANT
Accepting applications for day shift BUS AND DISH help. Mon. thru Fri. Apply: SILVERMAN'S, 8 Main St. at Mill St., Plymouth 459-3510

ACCEPTING APPLICATIONS for full & part time counter help. Up to $4.50 per hour. Flexible schedule. Apply within: Dawn Donuts, 39600 Ann Arbor Rd., Plymouth, Mi.

ACCEPTING Applications: Wait Persons, Dishwashers & experienced Breakfast Cook. Apply in person: Clawson. 280-1001 or 280-1020

A NEW Fashionable Restaurant in Sterling Heights is opening in October. All Positions Available. Good salary and potential for growth.
CHEFS, LINE CHEFS
BAR MANAGER
BARTENDERS
FOOD SERVERS
PANTRY HELP
HOSTESS
BUS HELP
APPLY WITHIN
DINA MARIE
37004 Van Dyke at 16 Mile

ANN ARBOR'S PREMIER BISTRO featuring International Cuisine, has opening for career oriented professionals. All full & part shifts in Pastry, Journeyman Cooks, Salad & Sandwich Boards, Bussers, Dishwashers, Waitstaff, working conditions, wages & fringe benefits. Apply in person: Bistro Chef at the Campus Inn, 615 E. Huron, Ann Arbor. Phone: 769-2000

ATTENTION HOME MAKERS
Christmas is just around the corner. Family & money problems, can't come again in less than 1 month, do you need extra money? Arby's is the place to go. Day, night & weekend positions available to fit your needs, uniforms are provided. Apply in person only: Arby's, 29315 Southfield Rd. between 12-13 Mile Rd.
An Equal Opportunity Employer

BAKERS SQUARE of Oak Park, Waitpeople, cooks, cashiers & dishwashers for full time & part time positions. Apply between 3-5pm daily. 26600 Greenfield.

BAR HELP WANTED
Full or part time. Apply at Lanes of Farmington. Contact Darcy: 478-8325

BARPERSON, WAITPERSON, day shifts. Above average pay, experienced only. Apply in person at Joseits Top of the Park, 18952 Woodward, Detroit, thru Fri. 6 to 8pm

BAR PERSONNEL WANTED STAFF
Full or part time evenings. Apply in person after 6 PM. 33775 Plymouth Rd., Livonia

BAR PERSON
wanted. Good job, good pay, good benefits. Apply at Lanes & Lounge. 15414 Telegraph, Redford.

BARTENDER
Full time. Apply at Denis, Page's Food & Spirits
477-0099

BARTENDER NEEDED
Apply at: Stables Bar, 14950 Middlebelt, Livonia

BARTENDER - PART TIME
For mobile lounge in Canton.
Must be 21. Call anytime. 487-9770

BARTENDERS
full time. Apply in person only, after 6pm: Eyes of Michael, Great Oaks Mall, Rochester.

BARTENDERS, WAIT STAFF
Bus Boys, Dishwashers
ROMANIK'S
459-5311

BARTENDERS, WAIT STAFF & PREP COOKS
Experienced only. Apply: Hunter's Run, 15600 Middlebelt, Livonia.

BATES HAMBURGER
needs help days & afternoons, no Sundays. Top pay for experienced, willing to work. Apply within: Bates Rd. at Grand River, 349-3033

Bates Hamburgers

If you have experience in $$$ food service or want to learn, we'll pay more than you might expect. Full and part time. All shifts. Uniforms and meals furnished. Apply in person 8am-11am and 3pm-6pm.
33406 5 Mile, Livonia
AND
Michael at 8 Mile
Farmington Hills

BIRMINGHAM AREA - Experienced Bartenders and Wait Persons. Apply between 3-12am 1 Southfield, 645-1313 13 Mile Rd. 644-9250

BLOOMFIELD CHARLEY'S now hiring for all shifts. Apply within, between 2pm-4pm: 6845 W. Maple, Walled Lake

BOB EVANS - we need full time grill cooks & bussers. Day shift. Quality people seeking a career. 13911 Middlebelt, Livonia

BREAKFAST COOK NEEDED
High volume hotel needs a Breakfast Cook with a minimum 2 years experience. Excellent starting wage & benefits. Apply in person,