EMPLOYMENT

504 Help Wanted Office-Clerical

LEGAL SECRETARIES

There is a critical need for experienced legal secretaries and legal word processors seeking permanent assignments. Work one, two, or three four or five days a week. Detroit and Southfield locations. Will accept part time. Earnings can be substantial.

Many outstanding positions are also available in the suburbs for legal secretaries seeking full time employment. Openings exist throughout the Tri-County area.

Whether you are seeking a temporary or full time permanent position the time to telephone or mail your resume is now. Variety abounds.

There is never a charge to you for our courteous and professional assistance. Additionally, client law firms assume all fees. After hour appointments available.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2500
SOUTHFIELD, MI 48075
Southfield Detroit
358-0060 963-4165

LEGAL SECRETARIES

Let our 25 years of service and experience work for you. For professional placement services, either temporary or permanent, register now with THE agency for Legal Secretaries.

ALL FEES PAID BY THE FIRM

HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY, full time, experienced preferred. Plymouth area. Reply to Box 820, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Troy Firm specializing in Personal injury work. Position requires accurate typing at 70 WPM, good speaking & grammar. Excellent wages & benefits. 879-5150 ext. 12

LEGAL SECRETARY
For small Farmington firm. Excellent salary and benefits for experienced person with good organizational skills. Some knowledge of bookkeeping desirable or will train. Shorthand not required. Call Susan 477-1000

LEGAL SECRETARY - for prestigious and growing Southfield Firm. Excellent salary, office environment, and working conditions. Looking for team player with good typing, word processing, and secretarial skills. 354-4030

LEGAL SECRETARY. Excellent division. Word Processing, grammar skills and organizational skills required for Plymouth Office 455-5200

LEGAL SECRETARY, full time for senior partner. Experience preferred but not necessary. Pleasant team area. Debby or Marta. 647-6000

LEGAL SECRETARY - needed, salary commensurate with experience. Contact Pam at 645-5333

LEGAL SECRETARY - For Law Firm in Birmingham. At least 1 year Legal Experience required. Call Mrs. Jackson 642-2992

LEGAL SECRETARY
for Southfield Law Firm. Word Processing experience necessary, excellent skills required. Send resume to Box 690, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
Troy law firm needs an experienced full time secretary and part time secretary. Hours are Monday, 2-3 days per week. Good typing & spelling skills a must. Will consider person re-entering job market. Send resume & salary requirements to: P.O. Box 341, Troy, MI 48099.

LIBRARY ASSISTANT - Part time. Misc clerical duties includes checking out & processor books, light typing, answering phone. High school diploma. $5.00/$7.45 per hour. Send rsa ume to: Director, Farmington Community Library, 32737 W. 12 M e Rd, Farmington Hills, MI 48018. no phone calls.

MEDICAL CLAIMS ADJUSTOR

Well established Medical Claims Administrative organization in Birmingham area seeks well qualified claims adjustor only need apply. Must have experience working with basic & major medical plans in an on-line computer environment. Excellent benefits & negotiable salary. Send resume to: Personnel Manager, 30700 Telegraph, Suite 4681, Birmingham, MI 48010.

MORTGAGE CLOSING CLERK
Excellent opportunity with Farmington Hills area firm. Looking for an entry Level position. Experience not necessary, but good flash aptitude and typing skills, 45 wpm, are required. Excellent benefits call Mr. Chaplin, 553-3143.

OFFICE ASSISTANT
Software house needs office assistant for people with no experience. This is an entry level position. Salary commensurate with ability to learn. Send resume to: PMX Inc., 33129 Schoolcraft, Livonia, Mich. 48150

OFFICE CLERICAL - Part time position for school district for mature person with good attitude, good typing and flexibility in hours. Mostly evenings and weekends. Send resume or letter to: Human Resources, Mariaper 16250 Northland Dr., Suite 007, Southfield, MI 48075

OFFICE HELP needed. General office skills. Bloomfield Hills area. Call SAM-4PM for appointment. 334-4462

OFFICE HELP - telephone and typing skills, part time day & week, Call Tuesday, 9-12 Noon. 476-2669

OFFICE MANAGER TRAINEE for Southfield office. Salary plus bonus. Call Ms. Burton 559-0710

OFFICE SERVICES CLERK for leading dealer body firm. Responsible for ordering office supplies, switchboard & general clerical duties. Call for an interview: 453-2000

ORDER ENTRY CLERK
Position available in the Sales Department of Walk Colmonoy Corp., an international metals manufacturer. Must have minimum 2 years clerical experience; working knowledge of CRT and data entry preferred. Company paid medical & pension benefits.

Call Bill Clark, at:
893-5800, ext. 33

ORDER PROCESSING
Growing and dynamic manufacturing company has a full-time position with excellent benefits for an individual with 2-3 years general office experience. Must be well organized, energetic and a self-starter. Knowledge of overland shipping procedures as well as general clerical duties. Apply in person. Some computer experience helpful. Apply in person Mon. thru Fri. 8am to 3:30pm.

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

PARALEGAL/Legal Secretary. Part time for plaintiff's personal injury litigation (emphasis is medical malpractice). Extensive experience necessary. Position encompasses both traditional secretarial functions plus challenging paralegal aspects of working closely with attorneys in developing cases. Bloomfield Hills location. 338-8188

504 Help Wanted Office-Clerical

PARA-LEGAL - Flexible, part time. Pension, estate probate, corporate, research. Experience preferred, salary negotiable. Growing Troy law firm. 643-6410

PART TIME person needed to assist with general office duties for National company. Typing, telephone & invoicing experience necessary. Accounts receivable/accounts payable helpful. 3 days/week. 537-7... 422-9400

PART TIME Receptionist/Typist for Birmingham consulting firm. 645-0810

PART TIME SALES assistant for insurance agency in Troy. Good secretarial skills. Opportunity for advancement. Call Mr. Tom Crowley 362-2220

PART TIME Secretarial position in Livonia law office. 427-0190

PART TIME - Secretary/Receptionist for evenings and weekends (17 to 19 hours per week). Dependable and good phone technique a must. Livonia area. Call 10 am to 2 pm, weekdays only, ask for Noreen. 427-6030

PAYROLL CLERK - PART TIME
Needed for NW suburban contractor. Will handle payroll & union reports and data entry into computer. Should have good typing & organizational skills. Will train qualified person. Please send resume to: Payroll Clerk, 14500 Lincoln, Oak Park, MI 48237

PERSON FRIDAY for (1) Grit Office, in Farmington Hills, involved in Relocation Real Estate. Phone Presence - A Must! Good typing, & General Office skills. Sharp mind - good attitude, enjoy people. Employer pays benefits & salary requirements & resume to: Box 718, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSON FRIDAY needed for 1 person office. Light typing, bookkeeping & order processing. Farmington Hills. Call Mr. Cross. 737-0553

PERSONNEL ASSISTANT - experience in interviewing helpful also secretarial skills needed. $5 per hour, full time. To apply, you must be 18-21 years old & live in western Wayne County. We are a free job placement service. No fees involved. Call 356-6120

PROGRAMMER
Local Livonia insurance company has immediate opening for an Assembler Programmer. 1 plus years experience ideally in IBM DS applications environment. Macro-level CICS and COBOL desirable. Salary commensurate with experience. Generous benefit package including paid holidays and vacations. for immediate and appointment call 591-4692 Mon. thru Thurs., 7:30-4:15 pm, Fri. 8-11 noon.

PROGRESSIVE manufacturer's rep. agency in Livonia seeks hardworking individual for full time data entry clerical position. Duties include filing and some bookkeeping. Ideal job for student. Call for appointment between 11-2 pm. 464-1800

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 496Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PURCHASING
Our fast paced growing international organization has immediate need for a

Parts Procurement Specialist

Some experience with supplier relations, ordering components, follow-up on orders, purchasing analyses and reports is desirable. Strong communication skills and analytical ability essential.

We offer an excellent benefit package and pleasant working environment. Send your resume, with salary requirements, or apply in person before Sept. 5, 1986, to:

Personnel Department
American Yazaki Corporation
6700 Haggerty Road
Canton, MI 48187

No Phone Calls Please

An Equal Opportunity Employer

REAL ESTATE Closing Secretary
Must be experienced with good typing skills. Southfield area. Call Doug Hardy

CENTURY 21 - Today 538-2000

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 appointment, call Doreen, 474-0500

RECEPTIONIST
Immediate opening for a permanent full time Receptionist for Southfield Ad Agency. Preferably experience with SL-1 Northern Telecom System. Please direct inquiries to: Attention Personnel, Saatchi & Saatchi Compton, 27777 Franklin Rd., Suite 1000, Southfield, MI. 48034. 354-5400

RECEPTIONIST - and telephone operator for busy N. Oakland County 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 886, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - FULL-TIME
$4. per hour. Call Diane - for Interview, 855-3990

RECEPTIONIST/TYPIST
For Southfield law firm. Full benefits. Call Sandra 557-9400

RECEPTIONIST & GENERAL OFFICE. Westland. Good typing, some bookkeeping helpful. Good opportunity 334-4151

RECEPTIONIST NEEDED
Part time and Saturdays. Sandoni Animal Hospital, Rochester. 651-0303

RECEPTIONIST
Advertising Agency in Southfield. Light typing, some knowledge of IBM-PC. Call 569-4662

RECEPTIONIST-SECRETARIAL position immediately available with a real estate mortgage company in Southfield. Please call 357-4500

RECEPTIONIST - Southfield law firm. Minimum 6 months office experience. Typing minimum 40 wpm. Call 355-1900

RECEPTIONIST - PART-TIME
Afternoons, 1pm-5:30pm daily.
$4. per hour. Dingbing Center
Call 644-2833

RECEPTIONIST/SECRETARY
Law firm located in Birmingham requires a receptionist/secretary to operate a word processor. Legal preferable. For interview, 642-2000

RECEPTIONIST for Southfield CPA office. Send resumes to: Box 706, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST SECRETARY - Dependable, professional, enthusiastic person with a pleasant phone manner, to do light typing & other office duties.
352-4100

RECEPTIONIST needed for busy Distributor in Farmington Hills. Must have experience. Send resume & salary requirements, to: P.O. Box 2094, Farmington Hills, MI 48018.

RECEPTIONIST/SECRETARY
For growing real estate firm in Southfield. Experience helpful. Typing and phone skills. Looking for pleasant personality and motivation. Ask for Polly. 827-7750

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST for auction gallery, Bloomfield Hills. Full time. Excellent typing skills, personable, pleasant phone manners. Public contact. Good detail coordinator. Occasional weekends.
332-7200

RECEPTIONIST/PART TIME
For retail Art gallery. Evenings and weekends. Apply in person: Sat. Aug. 30, Noon - 4 PM.
PAPER WEST GALLERIES
29469 Northwestern Hwy.
Southfield, MI.

RECEPTIONIST - Part time. Must be energetic and responsible. Monday-Friday, 4PM-7:30PM., Saturday 8:30AM-1:30PM. Apply: Lakrie Chevrolet of Chariotte, 31390 Northwestern Highway - exit, Farmington Hills 855-2666

RECEPTIONIST/SWITCHBOARD
Operator. Part time. 1hour-5pm, 5 days per week for filing and relief. Send resume to P.O. Box 678 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
Immediate opening for pleasant, reliable person in a busy mid size company. Must have pleasant phone manners. Light typing duties. Please send resume & salary requirements to P.O. Box 987, Novi, Mich 48050. attn: Office Manager.

RECEPTIONIST
A national insurance seeks self starting individual for suburban location. Great benefits. Salary open. Good advancement potential. $13K. Fee paid.
THE FISHER AGENCY INC
Employment Agency 477-9816

RECEPTIONIST/TYPIST
Immediate opening in Birmingham area for experienced receptionist (telephone skills a must) preferably in music, 80 WPM typing, filing & clerical duties. Salary $5.00 hr. Excellent benefits. $13,000 firm. Send resume to Box 692 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST-PART TIME
Person for growing retail organization. Detail oriented, organized person needed. Duties will include receiving must-see phone system, word processing & filing. Flexible job position requires a 5 day work week with an occasional Saturday & flexible hours. Immediate opening. Troy area. Please contact Sharon.
528-3535

RECEPTIONIST - Southfield engineering firm seeks high energy person. Duties include: switchboard, typing & filing. IBM PC experience helpful. Send resume with salary requirements to: Box 690, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

RECEPTIONIST/TYPIST
For retail Art gallery with national accounts needs highly visible animated individual with good typing skills - self-starter, highly organized, for travel schedules and gallery work. thirty. Apply in person: On Sat., Aug. 30 Noon - 4 PM.
PARK WEST GALLERIES
29469 Northwestern Hwy.
Southfield, MI

RECEPTIONIST/TYPIST for small Troy manufacturing firm. Varied office duties to include typing, filing, answering phones, etc. Person must have good typing skills (45 wpm). Two years experience in small office required. Benefits. Non smoking environment. Send resume, in confidence to: Walcomm, Industrial Park, 1160 Maplelawn, Troy, MI 48084

RECEPTIONIST/TYPIST
Experienced. Southfield/Birmingham area. Call: 569-6222

RECEPTIONIST - Light typing, filing and some telephone work. 30 hrs per hr. Morgan Auto Paint, 11500 Market St. Livonia. Berb: 591-1133

RECEPTIONIST
For Southfield law office. Experience preferred. Benefits.
356-0100

RECEPTIONIST NEEDED for private country club in Bloomfield Hills. Thurs.-Sun. Ideal job for college or high school student. Call 644-9411

RECEPTIONIST/SECRETARY for Southfield Engineering personnel firm, good phone skills, some typing. Call
559-9585

RECEPTIONIST.. Auto Service Center. Pleasant, responsible person with own transportation. Experience helpful. 476-6700

RECEPTIONIST - part time, busy W. Bloomfield real estate office. Good appearance & light typing skills required. Ask for Janet 851-9770

RECEPTIONIST - for Birmingham company, no typing required. You must like people, contract position, call Cynthia at Lindmore 646-7663

RECEPTIONIST
Full-time. Livonia-based office, Phone sales. Call Barbara or Leslie, 9:30am-5:30pm. 427-6300

RECEPTIONIST - INSURANCE
Home staying wives, college students, part time, 4½ hours per day, morning or afternoon, Birmingham area. Ask for Mr Foster 540-2999

RECEPTIONIST CLERK
Experienced phone person for busy law firm. Independent thinker with organizational skills, light typing, non smoker. Call Sally. 644-3410

RECEPTIONIST/SECRETARY for fast paced Southfield insurance office. Good typing, grammar & pleasant phone manner is required. Part time or full time. Call Amy 354-5500

RECEPTIONIST/GENERAL OFFICE
Full time, light typing. Experienced helpful, but will train. Full benefits. St. Claire, Inc. Ask for Marge. 313-348-7656

RECEPTIONIST for Pontiac non profit agency. Must type 45 wpm, have pleasant personality & phone. Please forward resume to: Personnel, 117 Turk, Pontiac, Mi., 48053.
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Patent Law Firm, located in Troy, requires full time Receptionist/Typist. Excellent fringe benefits. Salary commensurate with experience. Contact: Andrew R. Basile, 879-8600

RECEPTIONIST/SECRETARY
Professional, enthusiastic, person with pleasant phone manner for light typing & various office duties. Experienced only. Amateur interior decorat inc. 553-0500

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 wage. Call Mr. Cross, Farmington Hills. 737-0553

RECEPTIONIST
We have immediate need for full time help. The ideal candidate will have:
• Enthusiastic phone voice.
• Typing skills
• IBM PC experience a plus
Contact: ISC of Farmington Hills
855-8450

RECEPTIONIST, in, non-smoking office - to receive & refer calls & great variety of duties. Must have good speaking voice, communication skills, pleasant personality & neat appearance. Type 50+ WPM. Client calls are needed. Call or send resume to: HOME HEALTH CARE of Metropolitan Detroit,
24901 Northwestern Hwy.,
Suite 720, Southfield, MI. 48075.
354-2990 - Personnel

RECEPTIONIST & SECRETARY
Birmingham investment firm seeks 2 office professionals. Requires excellent typing, dictation, phones, some computer. Telephone Dixie at:
646-2280

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
A growing C.N.C. Machine Tool Co., moving to Farmington Hills, has a career opportunity for an experienced Receptionist with exceptional communication skills & a mature attitude.
Duties include handling a multi-line Digital Phone System, typing, using a Telex & Facsimile Machine & General Office duties. Minimum requirements include (1) year's office experience, typing skills of 60 WPM & good general office skills.
We offer salary & benefit package commensurate with experience.
Please call or send resume, including salary history, to:
C.M.T.I.
9177 General Ct.
Plymouth, Michigan 48170
459-2353 -

RELIEF ENTRY CLERK
This position requires the use of the CRT (Basic IV) and calculator, with great accuracy. This person must have strong people skills in phone communication and problem solving situations. An aptitude for details and numbers are necessary with qualities which must be demonstrated by past work experience. Resume to:
Personnel Manager
BAYLOCK MFG. & CONVERTING
180 E. Eleven Mile
Leonard, Mi., 48038

SALES SECRETARY/Marketing Assistant. Work for two men in Manufacturer in Troy, Multi-faceted job. IBM PC experience helpful, Must take word processing software's preferred. Great benefits, great pay & good growing company must be a professional, bright & eager to learn and must have a least one year of Telephone Cindy Maurice to discuss:
624-0200

SALES SECRETARY - for Fortune 500 company. Southfield area. 8-5 pm WPM. Must like a variety & people, contact person, Call Vicki at Uniforce
357-0034

SAME WEEK PAY IMMEDIATE WORK
● TYPISTS
● DATA ENTRY
● SECRETARIES
● WORD PROCESSORS

SNELLING TEMPORARIES
557-5700
Call Maura

A PART TIME job in Farmington Hills for someone with secretarial skills and experience with computers. Call Terri at 476-1480.

Secretarial Office Assistant
Full-time position available for all around office/clerical/secretarial support. Ideal candidate will be motivated, self-directed, mature individual. Typing speed 45 wpm. Paid benefits. Send resume to:
Jordon 30687 Industrial Rd.,
Livonia, MI 48150.

SECRETARIAL POSITION
$200 per week to start plus bonus & benefits. Call 689-9353

SECRETARIAL
Secretarial position for experienced person. Must be high school graduate with good typing and spelling ability to work in diversified engineering atmosphere. Must be skilled in word processing, typing and grammatical and spelling skills. Starting salary commensurate with experience + full benefits. Resume to: Orchard, Hiltz & McCliment, Inc., 34725 Schoolcraft, Livonia, MI. 48150
An Equal Opportunity Employer

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

SECRETARY - Birmingham investment Banking firm seeks Secretary for entry level position. Typing required, will train. Part time or full time.
Call Sandy 642-5890

SECRETARY/ADMINISTRATOR
Hard working? Want responsibility? Want to work with a professional person for this small fast-paced industry? Ideal candidate with books, media, ISM/PC, typing & filing. $14,000.-$18,500. Call 362-3620 or write: Mr. Dick Rosenfeld, Belden Marketing Services, 801 W. Big Beaver Rd., Suite 450, Troy, Michigan, 48084.

SECRETARY - Bloomfield Hills, typing 65 WPM, good word processing capabilities & experience, $18,500, fee paid

WORD - processing, Bloomfield Hills, good typing & MSI experience, $18,000. Fee paid

ACCOUNTS - payable, Oak Park, high level of maturity in computer knowledge, benefits, $15,800. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

SECRETARY/BOOKKEEPER
Mature, self-assured person for commercial real estate office. 13 WPM typewriter. Typing skills necessary. 737-0000

SECRETARY/BOOKKEEPER
with excellent typing skills for growing contractor in Novi/Farmington Area. Salary negotiable. Benefits available
478-2626

SECRETARY-CLERK
Part time, Early morning position for Secretary/Clerk with a large Livonia manufacturing organization. Position requires mature person with 0-2 yrs. experience, neat appearance & typing skills. Flexible schedule available. Submit resume to: Box 782, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/
COMPUTER OPERATOR
Phones & Typing.
Call
640-4100

SECRETARY
Experienced, dynamic Secretary to work with upper management staff in fast moving company. Must have excellent communication, general secretarial skills Must be capable of working without supervision. CPA background helpful. Salary commensurate Birmingham location, paid benefits, good pay for qualified applicant. Ask for Jayne
642-8651

SECRETARY/RECEPTIONIST
Working experienced individual. Candidate must have excellent typing, phone skills, good clerical skills, type 65wpm or more. Send resume to Box 750, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Full time position, Birmingham firm, strong telephone skills, electronic typing, filing, word processing knowledge beneficial. Self motivated, organized, friendly. Send resume to Box 8788, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/ RECEPTIONIST
• Farmington Hills location
• Bill PC experience necessary
• $13,500 starting salary

Send resume to: 30833 Northwestern Hwy. #318
Farmington Hills, MI. 48018

SECRETARY with bookkeeping experience needed immediately. 40 hours per week, $5 per hour, Troy area. Send resume to Box 748 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY
for busy suburban service agency. Must type 50wpm, be detail oriented & pleasant on the phone. Salary to $12,000 plus benefits. Send resume to: PR, P.O. Box 123, Lathrup Village, MI 48076.

SECRETARY
For Livonia law firm (P.I.) Legal experience & excellent typing required. Digital word processing a plus. Send resume to: 30040 W. 7 Mile, Livonia, Mich. 48152, Attention: Mary.

SECRETARY
Full-time. Shorthand skills. Shorthand desired. West/N.W. area off-Telegraph. Course Barbara or Leslie. 8:30am-5:30pm. 427-9300

SECRETARY-FULL TIME
Private club needs experienced secretary responsible, accurate typing, pleasant telephone manner & professional appearance required. Good benefits, good wages.
Call Carol 348-7500
RED RUN GOLF CLUB

SECRETARY
General office duties, bookkeeping. Birmingham area. Contact: Jerry Friedlich, 647-1090

SECRETARY
Immediate opening in small counting office, Southfield. Will train qualified person. Call 356-5700

SECRETARY needed for fast paced Southfield advertising agency. Company has related service line opening in our support staff area. Must be fast accurate typist, detail oriented and follow thru. Typing must be 1 year recent. Benefits, pleasant agency experience helpful. Please send resume to: Box 572, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
needed for expanding firm located in Southfield. Position available immediately in November. Excellent typing & phone skills are necessary or dual job. Math aptitude or computer experience a plus. Send resume with salary history to Office Manager, 26355 Evergreen, Suite #1118, Southfield, MI. 48076

SECRETARY needed full time for professional Birmingham office. Must have good typing, math aptitude and excellent typing. Computer knowledge a plus. Contact: Debbie 645-1222.

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

SECRETARY - Opportunity in Troy sales office for a mature, dependable individual with good typing, shorthand/dictaphone and telephone skills. Educational training and three plus years experience required. If interested, send qualifications and salary history to: Box 710, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Part time, 11AM-1PM, weekdays. Bookkeeping experience helpful. In Rochester.
853-0004

SECRETARY - Part time. Good general secretarial skills. Typing, dictaphone. $4.00 per hour. Plymouth area. 459-4313

SECRETARY - Part-time, Mon-Fri. Light typing, telephone operator, retail sales. Computer knowledge helpful. Must be organized & detail oriented. Call Mr. Fletcher & resume to: Karsan Corp., P.O. Box 17, Franklin, MI. 48025

SECRETARY
PART-TIME OR FULL-TIME
The Birmingham office of Pannell Kerr Forster International CPA & consulting firm is looking for a legal secretary/paraprofessional. Candidate specifications include:
• 2 years minimum recent related experience
• excellent word processing, typing, filing & telephone skills
• a team player who enjoys supporting professionals
Compensation commensurate with experience. Excellent benefits including salary history in confidence to: Pannell Kerr Forster, 2000 Buhl Bldg, Detroit, MI 48226. Attn: Box P
An Equal Opportunity Employer

SECRETARY
Professional firm needs individual who likes a busy & challenging atmosphere & can cope with many deadlines. Duties include typing correspondence & short documents on word processor. Good opportunity to gain experience. Hours are 8:30-13 Mike/Southfield. Send resume to: Box 1, Observer & Eccentric, Suite 115, Southfield, Mich. 48076.

SECRETARY/RECEPTIONIST
for Southfield law office. Good typing and shorthand required. Experienced or will train.
Please call: 358-3940

SECRETARY/RECEPTIONIST. Part time to start, full time in 90 days. Answer phones, type 45 wpm, minimum 60 wpm, $5. an hour. 557-1226

SECRETARY - Receptionist, needed for Farmington Hills office of Florist. Good typing & shorthand skills a must. Contact Ann at 553-5685

SECRETARY/RECEPTIONIST
with good clerical skills and telephone personality required.
Call 557-1992

SECRETARY/RECEPTIONIST
with bookkeeping experience, Westland area. 729-0220

SECRETARY RECEPTIONIST
30 hours per week, ideal for woman with children in school. 474-0909

SECRETARY/RECEPTIONIST
Well established Farmington firm. Must have good math, typing, computer & pleasant telephone manner. 478-8300

SECRETARY/RECEPTIONIST
for photographic studio in Livonia. No photographic experience required. Call: 525-7575

SECRETARY RECEPTIONIST - For Birmingham area. Must have typing, filing, some light typing & other duties. Non smoker. Call Sally 644-3410

SECRETARY/RECEPTIONIST - for growing, fast paced CPA firm. Self starter, with experience capable of working without supervision. CPA background helpful. Salary commensurate Birmingham location, paid benefits, good pay for qualified applicant. Ask for Jayne
642-8651

SECRETARY/RECEPTIONIST
Working experienced individual. Candidate must have excellent typing, phone skills, good clerical skills, type 65wpm or more. Send resume to Box 750, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Full time position, Birmingham firm, strong telephone skills, electronic typing, filing, word processing knowledge beneficial. Self motivated, organized, friendly. Send resume to Box 8788, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/ RECEPTIONIST
• Farmington Hills location
• Bill PC experience necessary
• $13,500 starting salary

Send resume to: 30833 Northwestern Hwy. #318
Farmington Hills, MI. 48018

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Well established Detroit area industrial distributor offers a variety of challenging responsibilities for a well organized self-motivated person with at least 2 years secretarial back ground. Typing 60-65 wpm., good telephone skills. Salary commensurate with experience. Company paid benefits. Must be flexible and able to learn quickly. Send resume with salary requirement to: Controller, Perfection Automotive Products, 12445 Levan, Livonia, MI 48150.

TITLE INSURANCE AGENCY in Livonia looking for typist with background in probate & conveyancing. Familiar with IBM 650 helpful.
525-7370

TRANSCRIPTION TYPIST
Part time position requires experience, speed, accuracy, high production. 50-70 wpm. Medical knowledge 15-24 hours weekly. Standard wage, plus performance incentive, word processing helpful. Bloomfield Hills location. 644-8177

TRUCK DISPATCHER
Needed for fast-paced N. Oakland County company seeking aggressive applicant with 1 year or more excellent telephone skills. Computer Supports entry from home. Send resume with salary requirements to: Box 664, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST
for title insurance company order department. Full benefits. Full time. Call:
876-9550

TYPIST - General office work. Entry level position. Troy area.
Call Carolyn at
528-2588
AND
Middlebelt at 8 Mile
Farmington Hills

BIRMINGHAM AREA - Experienced Bartender/waitress needed immediately in person: 31231 Southfield Rd., at 13 Mile Rd.
644-9250

BREAKFAST & LUNCH PERSON
Full time, 7am-3pm. Also other week end shifts. Salary open. Apply: Sam's, 29221 Northwestern Hwy., Franklin Shopping Plaza, or call Bernard at
358-2333

BURGER KING
New Management now hiring all shifts. Flexible hours, premium wages. Apply in person - Fri. 2pm to 4pm, at the following locations: 29500 Telegraph, Southfield and 32704 Grand River, Farmington

BUS PERSONS
BAR EXPEDITERS
WAIT PERSONS
Needed for private club. Full or part time. Good pay, good working conditions. Call Tues. thru Sat., between 3-5pm.
BUS PERSONS day & evening shifts. Guaranteed 40 hour work week if desired. Part time also accepted. Wages plus commission, meals provided. Apply in person 9AM-5PM at Meadowbrook Country Club, 30441 8 Mile Rd., Northville (just W of Haggerty Rd.)

BUS PERSONS - Full & part-time. Apply in person: Time Fine Food, 33815 Plymouth Rd., Livonia
261-8890

BUSPERSONS & WAITPEOPLE
wanted full & part time for day & midnight shift. Mon thru Fri, weekends off. Also full time midnight Waitpersons. Rama Horn Southfield, 25000 W 12 mile, between Telegraph & Northwestern Hwy.
353-3222

BUS PERSON
Wanted days 11:30 AM - 3:30 PM. Mon-Sat. Apply in person at Koney Island Inn, Livonia Mall, 7 Mile & Middlebelt.

CAFETERIA HELP wanted for college location. Prior experience necessary. Part & full time, Mon. thru Fri. Ask for Chuck
Call 557-2400

CLASSIFIER/MAINTENANCE
FOOD HANDLER - Day Bft
24 hour
Olga's Kitchen
647-2780

CASHIERS - Cooks & Waitpeople. Lunchtime & dinner. Full & part time, am's & pm's. Apply Guernsey Farms Dairy, 21300 Novi Rd. Northville

CHARLEY'S CRAB, Detroit's Number 1 seafood restaurant, is looking for career oriented employees. Immediate openings are desired by students returning to school. Now hiring for day & night shifts. Hostess, Cooks, Bakers & Raw Bar. Apply in person 9am-7pm, 5468 Crooks Rd. Troy.

CHI CHI'S
is now accepting applications for part time - Fall & after school employments.
Service Ass't
Line Cooks.
Host/Hostess
Day and Night Shifts
We offer flexible scheduling. No experience necessary. Will train. Apply: Chi Chi's, Gaby, 32-mile at 26330 Schoolcraft, Livonia.
Equal Opportunity Employer M/F

COOKIE HOOK OF TALLY HALL
is now hiring all crew positions. Apply in person at 5600 Orchard Lake Rd (corner of 14 Mile) Farmington Hills.

COOK - Roundtable Club, Plymouth. Experienced Culinarians with a passion for gourmet cuisine. Call Randy or Chef Tim. 453-1822

HIRING COOKS, PREP, dishwashers, waitpeople. Experienced, or willing to learn. Experience preferred, some benefits. Apply within. Bernard's Northwestern Hwy. Bloomfield Hills

COOKS - DISHWASHER, WAIT STAFF
All Shifts. Apply in person: The Brown Jug, 32826 Five Mile, Livonia

COOKS
Experienced for all shifts. Apply: Barnaby's, 25225 Telegraph Rd., Southfield, Mi.

COOKS - PART TIME
Prepare meals for employee cafeteria. Some baking and non work required. Experience in institutional cooking. Call for details at:
BASIC:
GARDEN CITY HOSPITAL
(Detwiler Unit)
6245 N. Inkster Rd.
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

504 Help Wanted Food-Beverage

A SEARCH OF EXCELLENCE
Now being held at Chuck Muer's Restaurants for the following positions: Host Persons, Bus Persons, Bartenders, Cocktail Wait Staff, and Food Runners. The Muer Way position is a leader in the business & offers competitive salary as well as medical & dental benefits. We are time tested, for individuals who take pride in their work, strive to be at ease, experience helpful but not necessary. Apply in person at Merriweather's, 25485 Telegraph Rd., between 2-5pm.

ATTENTION
Floor Person, Dishwasher, Bus Person Wanted. Full and part time available. Apply in person: J. L. Beagle's, 29470 West Six Mile, 1 block West of Telegraph

BAKER SQUARE, of Oak Park, needs Wait people. Experienced helpful - part time & full time shifts available. Apply between 3pm - 9pm, 26060 Greenfield, Oak Park.

504 Help Wanted Food-Beverage

BAKERS SQUARE
Now hiring for Cooks, Wait Staff, Dishwashers & Busers. Days & eves. available. Apply in person, at: 825 Bowers St., Birmingham
BAKERS SQUARE

BAR HELP - Experienced only. Irish Pub in Northwest District. Evening hours. Full-time. Call for appointment. 538-2308

BAR PERSON, experienced, Monthru Thurs., Days. Please apply in person: Cozy Inn Lounge, 24351 W. 5 Mile, Detroit.

BARTENDERS, Wait Staff, Bus Person, Cook, Pastry Personnel, Dishwashers, General Maintenance & Grounds Maintenance. Apply in person: Links At Pinewood, 5600 PGA Drive, Walled Lake, Mi. 48060 Mon. thru Fri., 10am-4pm. 669-9900

BARTENDER - WAIT PERSON
Days, Apply in person:
COLONIAL ON THE VILLAGE INN
Grand River at Farmington Rd.

BATES HAMBURGER
needs help days & afternoons, no Sundays. Entry level position, willing to train, Apply Within: Hoyt Rd. at Grand River. 348-3033

Bates Hamburgers
If you have experience, apply here. If you are willing to learn, we pay more than you might expect. Full and part time. All shifts. Uniforms and meals furnished. Apply in person 8am-11am and 3pm-5pm.
AND
33406 5 Mile, Livonia
AND
Middlebelt at 8 Mile
Farmington Hills

BIRMINGHAM AREA - Experienced Bartender/waitress needed immediately in person: 31231 Southfield Rd., at 13 Mile Rd.
644-9250

BREAKFAST & LUNCH PERSON
Full time, 7am-3pm. Also other week end shifts. Salary open. Apply: Sam's, 29221 Northwestern Hwy., Franklin Shopping Plaza, or call Bernard at
358-2333

BURGER KING
New Management now hiring all shifts. Flexible hours, premium wages. Apply in person - Fri. 2pm to 4pm, at the following locations: 29500 Telegraph, Southfield and 32704 Grand River, Farmington

BUS PERSONS
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