WIN TWO TICKETS!

Detroit Red Wings

TO WIN: Send your name and address, on a postcard, to
RED WING TICKETS,
The Observer & Eccentric Newspapers,
36251 Schoolcraft Road, Livonia, MI 48150

Then watch the classified section every Monday and Thursday. When your name appears, you're a winner! Enter soon and as often as you like.

504 Help Wanted Office-Clerical

PAYROLL ADMINISTRATOR
Federal APD, a wholly owned subsidiary of Federal Mogul Corp., is seeking an experienced payroll accountant. This motivated self starter will be responsible for all phases of hourly & salaried payroll preparation, including Pay Scales & Federal Compliance Taxes. Additional duties to include assistance in general accounting functions. Knowledge of computers required. Federal APD is an equal opportunity employer offering a complete benefit package. Please send resume or salary requirements in confidence to Box #260 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL CLERK
Fast paced Southfield Firm needs reliable individual. Must be experienced with computerized payroll, all related benefits & quarterly taxes. Pay commensurate with experience. Full benefits. Non-smoker preferred. Call 315-7400 Mon-Fri.
An Equal Opportunity Employer

Production Assistant
Downtown Detroit company seeks Production Assistant. Must type at least 50 words per minute, have good spelling and grammar skills. Will also do simple bookkeeping, corrections and mounting to produce camera ready copy. Telephone answering required. Please send resume with cover letter to:
Production Assistant
P.O. Box 2629
Detroit, MI 48231

Program Coordinator
Suburban marketing services corporation seeks a coordinator to administer client programs. Must have excellent organizational and communication skills, both written and verbal. Typing 45 wpm required. Must have at least 2 years experience. Full benefit package. Qualified candidates send resume and salary requirements to: Box #258
ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Att: Personnel

PURCHASING SECRETARY
Secretarial position with one of the largest industrial electronic distributors in the nation. Ambitious, detail oriented person needed to assist chasing department to process purchase orders, maintain files, assist in branch activities, type & file department correspondence, and perform other varied tasks. Must be organized. Position offers competitive wages, health benefits, and profit sharing. Apply in person 9am-4pm Oct. 6, 9 or 8.
PIONEER-STANDARD
13485 Stamford, Livonia MI 48150
An Equal Opportunity Employer

PURCHASING SECRETARY
National headquarters of multi plant processing company has immediate opening for purchasing/inventory control department. Bookkeeping experience, knowledge of letter & word processor essential, computer literate & experienced with manufacturing operation desirable. Modern office, excellent suburban location. Salary commensurate with applicable experience. Call or write:
LIFETIME DOORS, INC.
14250 Northwestern Hwy.
Farmington Hills MI 48018
851-7900

REAL ESTATE SECRETARY
full & part time. Prudential area. Some knowledge of real estate. Typing & math skills necessary. Salary negotiable. Call between 3pm - 5pm:
453-4019

RECEPTIONIST
To answer phones, do general office work, MUST type.
Huron Valley Mortgage Corp.
522-5030

RECEPTIONIST Part-time position. Apply in person at: The Farmington area YMCA, 28100 Farmington Rd., N. of 12 Mile.

RECEPTIONIST - PART-TIME
Afternoons, 1pm-5:30pm daily.
Birmingham office area.
Call 644-2833

RECEPTIONIST/BOOKKEEPER
for small Birmingham law office.
Call 646-1177

RECEPTIONIST
Pleasant telephone voice. Light typing and bookkeeping. Call 471-0920.

RECEPTIONIST/TYPIST
for busy downtown Birmingham office. Full time position. Call 642-7131

RECEPTIONIST - full-time, immediate. Light typing, good phone, good math ability. Days and some evenings. Southfield, Mrs. Rake. 569-0101

RECEPTIONIST. Farmington Hills area. Light typing. Hours are 1:30 pm to present 11:30AM-1PM. 24357 Indopiex Circle, Grand River & Drake.

RECEPTIONIST with some payroll experience. Must have flexible hours. Pleasant phone manners, vicinity Southfield & 11 Mile. 559-5649

RECEPTIONIST
For fast paced professional company in Southfield. Responsible for Word Code, 28580 Southfield Rd., Suite 100, Southfield, MI. 48075.

RECEPTIONIST/SECRETARY
Local Southfield firm has need for punctual individual with typing, computer & dictaphone experience. Office Manager 353-9700

RECEPTIONIST/TYPIST
Local C.P.A. firm requires dependable, full-time Receptionist/60 WPM Typist, able to handle variable duties. Must have good telephone skills. Full benefits. Call Denise, 356-2190

ELECTRONICS
SWITCHBOARD OPERATORS
Needed in Allen Park, Romulus and Taylor areas. Top pay and benefits. Please call immediately for an interview, 547-0400.

RECEPTIONIST/SECRETARY
Must type 50 WPM. $3.75-$4. per hr. plus benefits based on experience and additional office skills. Resume to: 1307 Rankin, Troy, MI. 48083, attention: Cathy.

RECEPTIONIST/SECRETARY, full time, for a Farmington Hills builder and developer. Immediate opening for someone with accurate typing skills, good math aptitude & a personable voice. 855-9300

"RECEPTIONIST"!
Growing Southfield company with dynamic, fast paced work environment seeks that dual receptionist, Will train. Type 40wpm.
827-9541

RECEPTIONIST
Birmingham architect has opening for pleasant receptionist to answer phone & greet clients. Some light typing. Send resume to: Box 6735 Observer, Suite #300, Birmingham, MI., 48010.

Receptionist
Part-time. Typing, filing. "Person Friday". Prudential area. Send resume to: Box 180, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
for Farmington Hills office. Must have excellent typing, grammar & spelling skills & a pleasant telephone manner. Immediate opening. Excellent benefits. Send resume to Personnel Director, Suite #195, 6689 Orchard Lake Rd., W. Bloomfield, MI., 48033.

RECEPTIONIST
Mature, dependable person with excellent telephone skills to handle busy telephones. Some light, clerical responsibilities. Part time position. 8AM-1PM. Bloomfield Hills area. Respond in writing to:
Director of Personnel
P.O. Box 5005
Bloomfield Hills, MI. 48302

RECEPTIONIST with typing skills for Farmington Hills law office. Experience helpful. Full time. Call 737-2700

505 Help Wanted Food-Beverage

RECEPTIONIST/SECRETARY
Fast paced, growing shared office complex in Farmington Hills area. Immediate full time position available. Very pleasant atmosphere. The ideal candidate should have:
• Enthusiastic phone voice
• Typing 50 wpm
• Knowledge of office procedures
• Word processing experience helpful
Contact Ms. Rubins at 855-6450

RECEPTIONIST
TO$16,500
A well established company in a beautiful Southfield office seeks your front desk and phone experience. Super people. Great benefits including tuition reimbursement. Call 353-2090.
After 6 PM. Appointments Available
SNELLING & SNELLING

RECEPTIONIST
Farmington Hills consulting engineering firm needs personable front desk person to operate state of the art switchboard and greet clients. Sorting mail and report typing will be additional duties. New offices and pleasant working atmosphere await...Call Human Resources
476-6300
Meyer, Tilsen, & Hindo Ltd
An Equal Opportunity Employer

RECEPTIONIST
For General Office work, full time. Computer & typewriter helpful. Near Farmington Area. Call 471-5850

RECEPTIONIST experienced, for fast paced moving company. Good typing skills & pleasant phone voice a must. 362-1012; 645-0333

RECEPTIONIST
For Veterinary clinic, $4.00 per hour to start. Afternoons. Reply to P.O. Box 931, Novi, MI., 48050.

RECEPTIONIST- Full time, light typing, some bookkeeping. Farmington Hills area. Up to $5. per hr. Call Mr. James for appointment: 855-5555

RECEPTIONIST
Part time for Birmingham Mental Health Clinic. Insurance experience preferred. Hours 8:30-3:30, Mon. thru Thurs.
647-0030

RECEPTIONIST - Part time, immediate opening. Pleasant working environment. Duties require good telephone skills, light typing & clerical work. Ask for Helen or Micki.
626-8700

RECEPTIONIST
Troy based wood pallet firm is interviewing for a receptionist position. Applicant should have excellent phone skills. For an interview, phone Mon. thru Fri., between 8:30am-5pm
643-0300

RECEPTIONIST needed immediately for fast-paced retail business in Livonia. Clerical skills and good phone manner necessary. Good benefits and room for advancement. Apply at Waterbed Gallery, 32975 Schoolcraft Rd.

RECEPTIONIST, file clerk needed for growing law firm. Excellent telephone skills and moderate typing ability required. Excellent benefits. Salary commensurate with experience. Send resume to: Kasen, 300 E. Long Lake, Suite 390, Bloomfield Hills, 48013

RECEPTIONIST
Busy air freight forwarder looking for person to answer phones and assist in a variety of areas. Typing and word processing a must! Send to Mr. Franklin, 10675 Middlebelt, Rt., Romulus, MI., 48174 or phone appointment, 546-5070.

RECEPTIONIST/SECRETARY
Southfield advertising agency, formerly part of IBM PC. Reliable transportation. Please send resume with salary requirements to: Box 264, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Is needed for our Farmington Hills real estate office. Duties include: answering of multi-line phone system, light typing, and filing. Experience helpful, but not necessary. Excellent working conditions. Call for Janet Horner at 851-8906.

RALPH MANUEL WEST

RECEPTIONIST/SECRETARY
Duties include: Telephone Answering, Typing & Preparation of Shipping Documents. Full time position available immediately. Experience required. Typing 55WPM minimum. Plymouth Area. Applications accepted in person, Monday-Friday 8:30 - 5:00 at 8464 Florida Dr., (located 1/4 mile south of Ford Rd.), turn S. directly off Joy Rd.).

RECEPTIONIST/TYPIST
Person for growing retail organization. Detail oriented, organized person needed. Duties will include: posting, E.D.P., multi line phone system, word processing, & filing. Will train right person. This position requires a 5 day work week with an occasional Saturday. Immediate openings for both full time and some part time. Apply in person, Attention Sharon, 787 E. Big Beaver, Troy, MI. 48083.

RECEPTIONIST
Morris & Moon Real Estate Group in Livonia, Michigan, has an opening for a bright, energetic front desk receptionist for a busy 10 man office. Must type 55 to 60 wpm, have good phone personality, poise and be able to meet the same demands of a busy office. Hours 8:15 am to 5:30 pm. Salary - Starting $225 per week to start. Only those seriously considering a career need call. Contact Marsha at
591-3400

SALES ADMINISTRATOR
Farmington Hills sales office requires full time individual with proven secretarial skills. Applicant should possess college or secretarial training in business office skills. Be dependable and willing to accept responsibility for coordinating paper work and ability to work with others. We offer pleasant surroundings and excellent fringe benefits. Call Betty McNeely for interview. 478-2060

SALES SECRETARY
Typing, filing, light bookkeeping, computer entry. Contact Marlene Slusser, W.R. Hummon & Associates, Farmington Hills.
474-0661

SALES SECRETARY - Mature person for immediate secretarial position for a small Livonia manufacturing firm. Prior some knowledge in word processing, Wordstar a plus, telephone machine and general office work. Apply at, or call: Pawnee Industries, 33300 Glendale, Livonia, MI 48150. 261-1770

SECRETARIAL - Office position, full time. Excellent typing skills required. Word processing helpful. Experience preferred, personal relationship important.
Bloomfield Hills area.
644-5210

SECRETARIAL POSITION in busy Farmington Credit Union. Must be experienced in all phases of office operations & possess excellent typing skills. Call Mr. Smith, 9:30am-5pm, Mon.-Fri. at
474-7100

SECRETARIAL
Telephone Position
Day and evening shifts.
Will train, Southfield area.
Call: 557-5956

SECRETARIES
Michigan National Corporation is seeking full time experienced Secretaries for openings located in the Farmington Hills area.
Requirements include 2 years related secretarial experience and minimum 60 words per minute accurate typing. Displaywrite III and LOTUS experience preferred.
Excellent benefit package with starting salary commensurate with experience and skills. Send resume or apply in person on Friday, October 3 or Monday, Oct 6 between 10am-4pm at:
MICHIGAN NATIONAL CORPORATION
Human Resources Department
29777 Telegraph
Onyx Plaza - Suite 2201
Bloomfield, MI. 48034
An Equal Opportunity Employer

505 Help Wanted Food-Beverage

SECRETARIES WE ARE SWAMPED
We are in need of:
WORD PROCESSORS
DATA ENTRY CLERKS
TYPISTS
RECEPTIONISTS
If you have good skills and abilities, please call for more information on how to join our growing team:
557-5700
SNELLING TEMPORARIES
17200 W. 10 Mile
Suite 101
Southfield, Mi. 48075
Licensed by Bureau of Employment & Training Inc.
NEVER A FEE

ESCROW CLOSING SECRETARY
Needed for rapidly growing title company. Experienced in preparing broker & lending papers and processing mortgage packages. Benefits. Contact Mary Ann bet. 9-5 PM., at 644-3209.

SECRETARY - Accounts payable, accounts receivable, payroll for 1 person office, will train. Farmington Hills area. Ask for Sue.
477-7533

SECRETARY
Assist perfectionist president of Secretary Corporation. Flexible on job overtime. Mail resume to: Personnel P. O. Box 2629, Southfield, MI 48037, Attn: ES/EC or 353-3311, Ext. 217

SECRETARY
Assistant for a financial services company. Outgoing personality necessary to secure sales appointments. Suitable for 591-1414

SECRETARY
Birmingham architect has opening for experienced person with good typing skills (minimum 60 WPM), word processing experience helpful. Send resume to: Judy, 6735 Telegraph, Suite #300, Birmingham, MI., 48010.

SECRETARY
Builder in Farmington Hills has an opening for Customer Service Secretary to assist Service Manager. Organizational skills a must. Send resumes to:
Attention Anita
3131 Northwestern Hwy
Suite 154 W
Farmington Hills, MI., 48018

SECRETARY/BUSINESS MANAGER
Well organized individual with executive level experience. Excellent typing, word processing and math skills required. Experience in all office functions desired. Wide range - low $20's and excellent benefits. Apply by mail only, resume to: Crestwood School District, Business Office, 1501 N. Beech Daly, Dearborn Hgts., MI 48127.

SECRETARY
(DEPARTMENT)
Immediate opening for a top notch Secretary with excellent organizational skills. The qualified candidate will have a minimum of 1½ years office experience plus typing of 50-55 wpm. Word Processing desired, however will train. Individual must have the ability to work well under deadline pressure and possess a good math aptitude. Excellent company paid fringe benefit package. Send resume to:
Department Secretary
P.O. Box 2327
Southfield, MI 48037

SECRETARY, experienced, for Birmingham/Southfield Law firm. Legal experience preferred, good typing and spelling skills a must. Pleasant working conditions. Salary based on ability. Call 646-1717

SECRETARY
Experienced secretary needed to assist small, growing, property management company. Word processing skills with a some bookkeeping experience required. Pleasant Bloomfield Hills office location. Salary commensurate with experience. Live salary. D.M. Hoenes: 645-5130

SECRETARY
Expanding Southfield sales office has immediate opening for experienced, qualified secretary. Must have excellent skills, including shorthand & good verbal communication. Send resume to: Box #134 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Experienced, with some bookkeeping skills required for a health food distributor in Dearborn.
581-0421

SECRETARY
Farmington General Contractor & Development firm has exciting opportunity for motivated individual. Superior communication, organization, typing, grammar & math bookkeeping skills required. Commensurate salary. Send resume to: Cambridge Construction Corp., 32580 Grand River, Farmington, 24024

SECRETARY for small Southfield law office. Word processing experience & excellent typing required. Legal experience preferred but not necessary. Will train. Pay commensurate with ability.
352-4341

SECRETARY
for Hi Tech repair facility in Westland. Must have computer experience & excellent composition skills. One girl office of accounting background helpful. Diversified position including data entry and phone contact. Non smoking office. Excellent benefits.
326-6666

SECRETARY
For one person sales office. Must be experienced typist, and experienced in handling telephone inquiries. Must be dependable and responsible. Southfield area. Send resume to P. O. Box 8, Birmingham, MI., 48012.

SECRETARY - full time for professional Birmingham law firm. Must have excellent typing & word processing skills. Legal experience preferred. Contact Debby. 645-7700

SECRETARY / Full time. Responsible person with good secretarial skills to help with purchasing, shipping & order processing. Willingness to grow & strong team attitude required. Send resume to: Mr. Arkin, Cetec Corp., 443 Amelia St., Plymouth, MI 48170

SECRETARY
Immediate entry level secretarial job. Full or part time. Call Ann Dyer
537-7924

SECRETARY
INDUSTRIAL RELATIONS
We are a headquarters operation in need of an experienced Industrial Relations Secretary.
Duties are broad - based, covering grievance activities, NLRB & EEO cases & a variety of labor relation problems.
Candidates must have at least 5 yrs secretarial experience, preferably in the industrial relation functions.
Excellent typing & shorthand skills are required.
Please send resume to: Personnel Dept. PO Box 305, Taylor, MI. 48180
Equal Opportunity Employer M/F

SECRETARY/inside sales - experienced, full time for small manufacturers' rep. Salary commensurate with experience. Resume only to REP Assoc., 5600 W Maple, Suite D-418, W.Bloomfield, MI. 48033

SECRETARY
Professional firm moving to Birmingham needs individual who would enjoy a busy & challenging position. Duties include typing correspondence & short documents on word processor. Good opportunity to gain experience in the legal field.
13 Mile/Southfield. Send resume to: 30215 Southfield Rd., Suite 115, Southfield, Mich. 48076.

505 Help Wanted Food-Beverage

SECRETARY - Large Marketing Co., in Bloomfield Hills, requires a Purchasing Dept. Secretary. Excellent typing - A Must (min. 70 WPM), and phone answering skills. Benefits available. Those meeting requirements, call. 644-0300, ext. 203

SECRETARY
Made in USA association based in Southfield seeks a Secretary for the Vice President of Finance & Administration. Must have typing (50 wpm) and shorthand (80 wpm) plus 2-3 years secretarial experience, preferably in an accounting/financial background, are required. Candidate must possess excellent communication and organizational skills. Excellent benefits package. Send resume including salary requirements to:
Personnel
P. O. Box 5210
Detroit, MI 48235

SECRETARY - mature, Part time, Bloomfield Mental health agency. Typing, some computer knowledge helpful.
433-0515

SECRETARY
Must have experience in insurance agency - 2 years or more. Salary commensurate with position. Oakland Co. area. Reply to: Box 262, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY NEEDED for active Birmingham law firm, legal experience desired, salary commensurate with experience. Call Barbara Wilson
644-0236

SECRETARY/TRADE MANAGER
Pleasant working conditions in small office. Public contact, typing & some bookkeeping. Ideal candidate will take charge type who can work with minimum supervision. Send resume with current salary to P. O. Box 2068, Bloomfield Hills, MI., 48302-7244.

SECRETARY OFFICE MANAGER
Immediate opening for high energy take-charge person for busy Office Manager for small private day care school. Good real world writing skills, 50 wpm, operate adding machine and enjoy a variety of tasks. $200+ 30 week. Children's Learning Center, 531-8944 or
537-9408

SECRETARY
Part time. 15-20 hours per week, for insurance office in Troy.
Call Mr. Crowley
362-2220

SECRETARY
Part time for law office.
Typing & 7 Mile area.
Call
537-1455

SECRETARY - PART TIME
Bloomfield Hills area. This is seeking a permanent part time secretary. Flexible hours. Salary commensurate with experience.
GORDON CO., PC
642-8733

SECRETARY/RECEPTIONIST
Needed full time for a prestigious entertainment agency in Royal Oak. Must excel in speaking & composing letters. Experience preferred.
Call Cheryl 10AM-3PM 398-9711

SECRETARY RECEPTIONIST - Light typing, communicative, basic word processing. Farmington Hills area.
553-3307

SECRETARY/RECEPTIONIST
for Livonia area manufacturing firm. Experience required. Must have good communication & typing skills (50wpm), accurate, attention to detail and Mary Kay Cosmetics.
591-3400

SECRETARY/RECEPTIONIST
With typing skills, 40 wpm., and 10 key adding machine experience required. Call 592-4904

SECRETARY/RECEPTIONIST for State Farm Insurance Agency in Farmington Hills. Mature person with secretarial skills needed. Full time Mon thru Fri. 8-5. Call for interview phone
851-5050

SECRETARY/RECEPTIONIST
Well established Oak Park industrial distributor offers a variety of challenging responsibilities for a well organized person with at least 2 years business experience. Type 50 wpm, good telephone technique. Good salary & benefits. No smoking. Reply to Box 992, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Division of Fortune 500 company is expanding its sales force and needs competent typing skills. Knowledge of word processing helpful but not necessary. Must have excellent typing skills, knowledge of telephone etiquette, pleasing voice and filing experience. We offer salary, benefits and paid vacation. Please forward resume with salary requirements to: Cadillac Plastic Co., 30201 Orchard Lake Rd., Southfield, MI 48034, Attention P. Elder

SECRETARY
Ross Mortgage Corp. is seeking to be a leader in the mortgage field by busy executive in our Oakland County branch office. The qualified applicant should possess excellent communication skills, good motivational ability in the operation of an IBM typewriter, 10 key adding machine, plus a thorough knowledge of mortgage loan origination process would be considered a tremendous advantage. For consideration send your resume to: Ross Mortgage Corp., 2011 N. Woodward, Berkley MI. 48072.

SECRETARY
Southfield professional firm seeks experienced typist with excellent skills. Word processing experience a plus. Work for dynamic group in fast paced environment. Typing required. Excellent salary and benefits. Send resume and salary history to: Personnel Director, 21211 W. Nine Mile, Norwood, P. O. Box 691, Southfield, MI. 48037

An Equal Opportunity Employer

SECRETARY
Southfield based shopping center developer is looking for a secretary with good hand, dictaphone & excellent typing skills. Xerox memory writer experience a plus. A variety of duties keep this position exciting. Excellent working conditions & good benefits. Call 8:30am-5:30pm, 827-4600

SECRETARY to plant manager. Qualified individual should have good typing & shorthand skills, or equivalent experience & clerical functions of plant manager. Apply Monday through Friday between 8:30am - 11am & 1pm - 4pm at:
PDI Hydraulics, 21800 Mayfield, Lobby 18, Livonia, Mich.

SECRETARY
Trade association based in Southfield seeks clerical assistant for human resource development group. Candidate must possess 1-2 years clerical experience and accurate typing (45-50 WPM) skills. IBM Displaywrite 36 experience and accounting/bookkeeping background very desirable. Excellent benefits package. Apply Mon. thru Fri., 8am to 4pm. Michigan Growth Human Resource Council, 15000 Providence Dr., Southfield (Across from Americana Theatre)

SECRETARY wanted, 5-8 yrs. experience, 4 person sales marketing office, petro chemical field, references required, send resume to Box 414-W, Observer & Eccentric, 36251 Schoolcraft Rd., Livonia, MI 48150

SECRETARY Wanted. Must be conscientious, organized & able to type. Part time, Mon & Fri 9-5:30. Contact Shelley
548-1880

SECRETARY. Shortbend is looking for general office procedures & plus. Farmington area. Please call for interview. Ask for Kelly 851-8400

504 Help Wanted Office-Clerical

SECRETARY. Troy CPA firm. Immediate opening for mature Secretary/Receptionist. Typing and dictaphone. Must like detail and figure work. Experienced with Lotus 1, 2, 3 and Symphony preferred. Send resume to:
Unilaur, Arvel & Nowak, 3221 W. Big Beaver, Suite 305-A, Troy, MI. 48084 or call
649-3832

SENIOR TELLER
Full-time position available at Farmington Hills office. Candidates must have experience in monitoring teller and branch cash, guiding and directing tellers, excellent cash, communication and cross-sell skills. Previous teller experience required. If you are interested in this job opportunity, please forward resume or apply in person:
Guaranty Federal
Savings Bank
23333 Eureka, Taylor
474-0200
Equal Opportunity Employer M/F

SOUTHFIELD MANAGEMENT CO.,
is in need of permanent full time office help. Typing a must. Call Ms Olson
569-8880

STATISTICAL TYPIST
Accounting & computer experience helpful. Livonia office expansion. Good benefits. Excellent pay. Resume to: Box 162, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STENOGRAPHER/SECRETARY
Birmingham Beverly Hills, Typing only & transcription from dictaphone. Job requires the use of Displaywriter. Will train on job training patently to person with good typing skills. Salary is negotiable. Send resume to George A Dass Construction, P.O. Box 456, Bloomfield Hills, Mich. 48012
An Equal Opportunity Employer

STOCK BROKERAGE CO. - Birmingham Office. Occasional brokerage firm seeks bright, enthusiastic individual to run order entry desk. Typing & general office skills required. Knowledge of securities not required. Good growth opportunity. Non smoking office. 2519 W. Maple, Birmingham.
642-0711

SWITCHBOARD/CASHIER position, westside suburban Lincoln Mercury dealership has opening for full time, season between 2-3 pm st 474-3170
Bob Dussault, Inc.

SWITCHBOARD - operators (2) for large Southfield corporation. Direct dial. Hilton hotel system. Experience. Contract positions, call Nancy at Uniforce
646-8501

SWITCHBOARD RECEPTIONIST
Professional Southfield firm seeks Switchboard Operator for very busy phone system. Hilton experience. No typing required. Send resume including salary requirements in complete confidence to: Mr. Nichols, P. O. Box 691, Southfield, MI. 48037.
An Equal Opportunity Employer

TELEMARKETING SECRETARY
needed in Birmingham. Will spend most time typing communications for our sales dept. Salary, $15,000 plus benefits. Call
524-2339

TRAVEL COMPANY in Southfield seeks typist & detail oriented people for busy travel department. Must be 45wpm or better. Must be quick learner & have good head for figures. Call Mary at 557-5050 for interview, salary & benefits.
Call Lucy
827-4050

TWO RESPONSIBLE PERSONS
Position 1: Telephone operator/computer. Position 2: Typist (50 wpm). Computer input/clerical work. Knowledge of Apple computer. No weekends. Many benefits. Call
399-6654

TYPING, filing, word processing. Light typing helpful but will train. Full time Mon. thru Fri. 9-11am.
553-4224

TYPIST, good typing, word processing helpful but will train. Full time Mon. thru Fri. 9-11am. Bloomfield Hills area.
533-1133 Rochester Rd. Troy

TYPIST/RECEPTIONIST
Full time for busy Bloomfield Hills psychological consulting firm. Occasional weekends. Typing 50 wpm or experience desirable. Call between 8:30am - 5pm. Ask for Dorothy.
334-8000

TYPISTS - DAREN'S BAGS (Inkster & I-96) is now hiring typists (3wpm or more). Available hours, 15-20 hrs per week, more hours available between now & Xmas. Friendly work environment. Call Sandy between 8am-11am.
538-1062

TYPIST. Must be very fast, accurate, have excellent language skills and be willing to train in the legal field. Great opportunity. Teresa 644-8501

TYPIST. Must be very fast, accurate, have excellent language skills and be willing to train in the legal field. Great opportunity. Teresa 644-8501

WAIT STAFF
Dearborn Area
The Round Table Club in Plymouth and Birmingham, Michigan.
Call Randy. 453-1632.

WANG - word processors, (12) for new national accounts in Farmington, work in Southfield or downtown Detroit. Contract positions. Call Elaine at Uniforce
357-0648

WORD PROCESSING
SECRETARIES
Long term assignments with major corporation in Detroit. Available for an individual with 60+ wpm typing speed & a minimum of 1 year on the IBM PC using multimate word processing.
Call immediately for interview.
NORRELL SERVICES, INC
SOUTHFIELD - 559-2253
DEARBORN - 593-3703

WORD PROCESSING
SECRETARY
$17,500 PLUS
Marketing department of a national company offers a solid future and superior benefits. Strong word processing skills required. Top pay, paid. Call Bernice at 353-2900.
After 6 PM. Appointments Available
SNELLING & SNELLING

WORD PROCESSING
SECRETARIES
Secretaries with minimum of 2 years experience & 8 mos. of DisplayWrite III & computer needed for assignments in Southfield area. Excellent opportunities for advancement. Word processing, grammar, and communication skills are required. Norrell offers excellent pay & benefits. Call immediately for an interview.
NORRELL SERVICES, INC
SOUTHFIELD - 358-2253
DEARBORN - 593-3703

4½ Day Work Week
Several full time openings at a local food service facility in Farmington area surrounding competitive salaries and company paid fringe benefits including paid holidays and vacations.
Immediate openings for:
● GENERAL CLERICAL
● CLAIMS EXAMINERS
Call 591-4000
Mon thru Thurs 7:30AM-4:15PM
Fri 8AM-12 Noon

505 Help Wanted Food-Beverage

A BETTER PAYING JOB awaits you at Domino Pizza. Carryout, Pizza Makers - no experience necessary. Drivers - up to $8 an hour. Students - we can work around your school schedule. Apply in person at: Ford & Sheldon Rds. at 4 Pm.

ACCEPTING applications for the position of Swim Coach, Bridge Chefs, Breakfast Cooks, & Utility People. Excellent starting wages & benefits included. Apply in person from 3-4pm. Holiday Inn, Livonia West, 17123 Laurel Park Dr.
464-1300

504 Help Wanted Office-Clerical

ACCEPTING APPLICATIONS for Valet Parking Attendant. The Round Table Club, in Plymouth. Flexible hours. Good tips. Randy, 453-1632.

ACCEPTING applications for Dishwasher. Flexible hours. Insurance available, all shifts. Apply at: 20715 Farmington Rd.
477-0655

ACCEPTING APPLICATIONS for cocktail servers, banquet servers & bartenders, please apply in person between 2-4pm. Holiday Inn of Southfield, Telegraph Rd.

ADVANCE YOUR CAREER
Challenging positions. Learn mesquite grilling, wild game dishes and our new mesquite cuisine positions. Sous chef and broiler chef position. Excellent pay. Apply: Hillside, 41661 Plymouth Rd.
453-2002

ANDONIS Family Dining is currently seeking experienced waitstaff/bartenders. Pleasantly apply for both locations in person - Ford Rd. & Telegraph in Dearborn, or Van Born & Telegraph in Dearborn Hts.

A RESPONSIBLE/RELIABLE person for fast food business in Livonia. Nights work days. Starting $4.00 per hour. Call between 10am-2pm.
422-6328

BAKER - KITCHEN HELP - no experience necessary, will train, steady employment, good benefits. Apply in person: Wendy's, 19181 Merriman Rd. at 7 Mile, Livonia

BAKER
Pastries, Tortes. Experienced only. Excellent career, Full time. Fringes. Call Bernstein's
591-2300

BAR PERSONNEL
With experience, needed for evenings. Good opportunity. Apply in person: Country Square Pub, 27406 W. Eight Mile, Farmington Hills.

BAR PROFESSIONALS
NEEDED
Experienced bartenders need apply to work in an exclusive night club in the Greektown District. We are looking for floor manager - excellent remunerations. For further information call:
355-2196

BARTENDERS, bus help, wait staff needed part time for banquet service. Must work weekends. Apply: Birmingham, Call Cony. 644-5832

Bartenders
Cocktail Servers
Floor Person

GRAVITY, Detroit area's newest nightclub, is now hiring for all positions. Apply in person 2PM-5PM at Norm's Restaurant, (formerly The Vineyards) 29110 Franklin Rd., Southfield. Only those with experience need apply.

BARTENDERS, COOKS, Wait Staff, day and evening available. Bacchus, 6264 Telegraph, Bloomfield Town Square.
333-0025

BARTENDER & WAIT STAFF
Days or Evenings. Part & full time positions available. Apply in person between 2-4pm daily. Ask for Ed or Sheila Bar & Pizzeria, 25101 Telegraph, Southfield.

BAR WAITPERSON - experienced. Apply: Mon. thru Sat. Shot's Saloon, 28121 Plymouth Rd., Livonia
261-1350

Bates Hamburgers
If you have experience in fast food service or 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 2pm-5pm.
33408 5 Mile, Livonia
AND
Middlebelt at 9 Mile
Farmington Hills

BLIN KNAPPS
Corner of I-275 & 8 Mile is now hiring a kitchen manager trainee. Good pay and benefits. Interested? Call for viewing between 2 & 4. Ask for Jerry

BLOOMFIELD CHARLEY'S
Needs day wait persons and dining room help. Top pay and fringe benefits. Apply in person between 2-4:30: 5656 W. Maple, W. Bloomfield.

BLOOMFIELD HILLS fine dining restaurant seeking Dinner Wait Persons, Cocktail Waitress, Cooks, Bus Persons, Cocktail Servers. Apply in person from 2pm-5pm:
MOUNTAIN JACKS
2292 Telegraph Rd.
An Equal Opportunity Employer
Health & meal benefits available.

BONANZA
FAMILY RESTAURANT
NOW HIRING
COOKS
DISHWASHERS
COUNTER HELP
BUS PERSONS
PREP PERSONS
Flexible shifts available
Apply in person:
36350 W. 10 Mile Rd.
Farmington Hills
or Grand River
33456 W. 7 Mile Rd. Livonia
In the K-Mart Plaza

BREAKFAST COOK
EXPERIENCED
Full time. Top wages & benefits to experienced person.

WAITRESS/WAITER
Full time, afternoons.
APPLY IN PERSON
LIVONIA BIG BOY
Plymouth & Farmington Rds.
421-4349

BUS PERSON needed - Full time or part time, 5 to 8 days a week. Apply in person: Honey Island Inn, Livonia Mall, (Farmington & Seven Mile)

BUS PERSONS (DAYS)
DISHWASHERS (DAYS)
WAIT PERSONS
(PART TIME NIGHTS)
Applications now being taken:
Hers Deli & Pizza
36863 Plymouth Rd., Livonia
425-1830

BUS PERSONS - Now hiring at Northville Downs Clubhouse - Evenings - will train - full time or part time. Call Mrs. Snow 9am to 5pm.
453-5486 or
437-6309

BUS PERSONS
WAIT STAFF
ROOM SERVICE
DISHWASHERS
COOKS
All shifts available. Apply in person.
HOLIDAY INN
38123 10 Mile at Grand River
Farmington, Mich.
An Equal Opportunity Employer

CHI CHI'S MEXICAN RESTAURANT
IS NOW HIRING
DAY & NIGHT POSITIONS
HOST PERSON BUS PERSON
LINE COOKS HOT FOOD PREP
COLD FOOD PREP DISHWASHERS
For those who enjoy working in a fun festive atmosphere, apply in person at 29230 Schoolcraft, Livonia, MI. 48150

IMMEDIATE OPENING for 2 Cleanup persons. Sun. - Fri., Must be mature. Apply at Meyer's, 882 Penniman, Call Cresin BRIGH, Suite 115.
464-1300

504 Help Wanted Office-Clerical

COCKTAIL PERSON & HOST PERSON
BUSSERS - Good for high school students. Part time positions available for restaurant in Northville.
Apply in person: Ruth's Chris Steak House
349-3490

COME IN OUT OF THE RAIN - start a challenging Grill Cook position with Sunny Brook Restaurant. Good starting pay, & health insurance available. 13911 Middlebelt Rd., corner Schoolcraft in Livonia.

COOK
Afternoon shift. Experienced preferred. Contact: Mrs. Bell at
Farmington Nursing Home
477-7400

COOK
Experienced. Days, Mon. thru Fri.
353-8170

COOK
Full & part time. Will train. Apply in person The Box Bar & Grill, 777 W. Ann Arbor Trail, Plymouth. See Art.

COOKS/DISHWASHERS
WAITPERSONS BUSPEOPLE
Full & part time. Some benefits. Flexible hours. Apply within between 2 and 5pm. Bernaldo's Applegate Sq. Northwestern Hwy. Southfield

COOKS NEEDED
Part time or full time hours and weekends.
Sheehan's Irish Inn Green
420-0648

COOKS
OFFICE CLERK
FOODSERVICE
WORKERS
WAGES
● $4.50 to $5.40 per hour depending on experience
● Full time and part-time positions available.
● Promotions and wage advancement
BENEFITS
● Paid holidays and vacations
● Hospitalization plan
● Pension Plan
● Credit union
● Pleasant working atmosphere
Send letter of inquiry, resume or stamped envelope to:
GREYHOUND FOOD
MANAGEMENT, INC.
4015 Woodward, Suite 303
Birmingham, MI. 48011-1652
Attn: Doris
Equal Opportunity Employer M/F

COOKS - WAITPERSONS & Bartenders. Part & full time. No experience necessary. Apply in person at: I-75 & Bird, Grill, 30859 W 10 mile, Mon thru Fri, 11am-7pm.
474-5975

COOKS wanted. Good pay/benefits available. Opportunity for advancement. Sheldon's, 15231 Farmington Rd., Livonia.
261-8551

COOKS - Wayne Chalkey's seeking hard working individuals for line cooking. Good pay & benefits. Apply within Mon. thru Fri. 2-5pm
25111 Michigan Ave., Wayne
COOKS
We're a growing Restaurant group looking for some people to join our team. We are now hiring all shifts, Grill Cooks, Prep Cooks.
Apply in Person
WAGON WHEEL
SALOON
2950 ROCHESTER RD.

COOK WANTED
Full time. Benefits available. Apply Mon. thru Fri. 8am-5pm. Jonathon B. Pub, 12 Oaks Mall, Novi.

COUNTER PERSON
BUS PERSON
WAIT STAFF
HOST PERSON/CASHIER
Searching for enthusiastic Help to fill above positions. Apply daily - for 8am-4pm Shift - in fast-paced Deli. Previous experience preferred. Apply in person:
ERNIE'S DELI