504 Help Wanted Office-Clerical

RECEPTIONIST/PART TIME
Every other weekend and some Holidays in upscale care medical setting. Call 348-8000, Ext. 325.

RECEPTIONIST - experienced, full time for the right person. Oversee office skills. Good personality & appearance. To begin in Nov. 478-4400

RECEPTIONIST/Typing Skills for Farmington Hills Law office. Will train. Call 737-0700

RECEPTIONIST/CLERICAL
Prudential Town Center Law Office Permanent Part-time, 10am-2pm. Call Phyllis, 355-5300

RECEPTIONIST
needed for busy C.P.A. firm, Birmingham area. No typing required. For appointment, call 540-5600

RECEPTIONIST - Part-time. Livonia. Doctor's office. 9am to 1pm, daily except tues. Recent typing, dictaphone, speaking keyboard & phone skills. Call Mary Ann 427-8223

RECEPTIONIST - Part time. Southfield area. Experienced. Typing and phone skills required. Send resume to: Louise Jackowski, 3850 Second St., Suite 110, Wayne, MI. 48184

RECEPTIONIST
ENTRY LEVEL SECRETARY
needed for personal injury law firm. 13 Mile & Telegraph.
Phone 642-5757

RECEPTIONIST/CLERICAL
Full time position for friendly, organized person with good office skills. Computer experience helpful. Farmington area 476-0104

RECEPTIONIST/TYPIST
Must have pleasant phone voice and type 55 words per minute. Send resume to DISI, 40 W. Howard St., Suite 300, Pontiac MI 48058.

RECEPTIONIST
Southfield C.P.A. firm.
Send resumes to: Box 544, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
With good speaking voice. Pleasant personality. Neat appearance. Type 50 wpm and willing to commit to long term.
Call for appointment. 356-4000

RECEPTIONIST/SWITCHBOARD
Operator needed immediately at Heathco International, the world's largest Dental Distributor.
Will be interviewed at:
24114 Research Dr., Farmington Hills, MI. call 313-478-8700

RECEPTIONIST - PHONE WORK GENERAL OFFICE
Small friendly Livonia office, non-smoking office. Full time. No insurance benefits.
13 & Southfield Rds. Ask
INTRO MARKETING - 540-9010

RECEPTIONIST
Fast paced Southfield company seeks receptionist/general office clerk with pleasant phone manner and front desk appearance. Hours are 7:30am to 4:30pm M-F. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

RECEPTIONIST - fast-paced manufacturing firm in Livonia seeks Receptionist/General Office Clerk with pleasant phone manner and front desk appearance. Hours 8:15 to 5 pm., Mon. thru Fri. Mail resume to: Personnel, Particular Automotive Products, 12445 Levan Rd., Livonia, 48150.

RECEPTIONIST
with a highly respected residential builder of luxury homes. Will train for advancement. Must be essential. Ability to multi-task. Pleasant personality and the ability to work well with others. Please call Mrs. Pinto, for an interview. 626-2600

RECEPTIONIST
Downtown Birmingham co. seeks individual with pleasant manner & energetic personality. Word processing or personal computer skills preferred. Typing skills essential. Ability to willing to: PEI Inc., Janet Sikes,Jr. 350 Martin St., Birmingham, Mi., 48011

RECEPTIONIST

Long term assignment in Plymouth. Must be able to handle busy Switchboard. Some typing.

Call Now For Appointment
427-7660
GENERAL MANAGEMENT SERVICES
14700 Farmington Rd., Livonia
Suite 200
Heritage Commons

RECEPTIONIST needed for fast-paced computer company, I-75 & Crooks Rd area. 25 hours per week guaranteed. Nancy: 879-2800

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST FULL-TIME

Prominent realtor needs experienced Secretary/ Receptionist, Farmington/Franklin area. Accurate typing, pleasant telephone manner and professional appearance required. Includes medical-dental benefits. Send resume and salary requirements to:

Merrill Lynch Realty
1600 N. Woodward
Birmingham, MI 48011
Attention: Sandy

Merrill Lynch Realty

A Kelly job is for customer service representatives

Are you looking for part time work? Kelly Services has the perfect opportunity for you.

- Work at a major company in Livonia
- Two four-hour day shifts available
- Two-month long assignment
- Earn top holiday $$$
- Training provided
- Taking inbound calls and orders
- $50 attendance bonus

If you:

- Are at least 18 years of age
- Have good telephone and communications skills
- Are articulate and detail-oriented
- Are punctual and dependable

Call Joe at 522-4020 for more information or to schedule an appointment.

CALL TODAY!
33133 Schoolcraft
Livonia

KELLY SERVICES
The Kelly Girl® People

Not an employment agency — never a fee.
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

Receptionists

Kelly Services has short term assignments available (long term assignments are also available but the immediate need is short term) for receptionists. Experience is a must. We are seeking people with or without typing skills.

We offer competitive pay, merit increases and vacation pay. Please call for more details:

553-7820
Farmington
352-5220
Southfield

KELLY SERVICES
The "Kelly Girl" People
Not an employment agency
- never a fee
Equal Opportunity Employer M/F/H

RECEPTIONIST/TYPIST
Fast paced advertising company needs person with general office & good communication skills. Southfield. Ask for Roz or Gail 569-3447

RECEPTIONIST - Mature, good letter & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
With good speaking voice. Pleasant personality. Neat appearance. Type 50 wpm and willing to commit to long term.
Call for appointment. 356-4000

RECEPTIONIST/SWITCHBOARD
Operator needed immediately at Heathco International, the world's largest Dental Distributor.
Will be interviewed at:
24114 Research Dr., Farmington Hills, MI. call 313-478-8700

RECEPTIONIST - Full time. Southfield area. Pleasant, the world's largest Dental Distributor.
Will be interviewed at:
24114 Research Dr., Farmington Hills, MI. call 313-478-8700

RECEPTIONIST - Pleasant voice, type 55 words per minute. Send resume to DISI, 40 W. Howard St., Suite 300, Pontiac MI 48058.

RECEPTIONIST
Southfield C.P.A. firm.
Send resumes to: Box 544, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
With good speaking voice. Pleasant personality. Neat appearance. Type 50 wpm and willing to commit to long term.
Call for appointment. 356-4000

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13 & Southfield Rds. Ask
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RECEPTIONIST
with a highly respected residential builder of luxury homes. Will train for advancement. Must be essential intelligence, good typing skills and the ability to work well with others. Please call Mrs. Pinto, for an interview. 626-2600

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Downtown Birmingham co. seeks individual with pleasant manner & energetic personality. Word processing or personal computer skills preferred. Typing skills essential. Ability to willing to: PEI Inc., Janet Sikes,Jr. 350 Martin St., Birmingham, Mi., 48011

RECEPTIONIST

Long term assignment in Plymouth. Must be able to handle busy Switchboard. Some typing.

Call Now For Appointment
427-7660
GENERAL MANAGEMENT SERVICES
14700 Farmington Rd., Livonia
Suite 200
Heritage Commons

RECEPTIONIST needed for fast-paced computer company, I-75 & Crooks Rd area. 25 hours per week guaranteed. Nancy: 879-2800

504 Help Wanted Office-Clerical

Receptionist/Positions

TROY - recent grad, 45 wpm, benefits, $10,000. Fee paid

BIRMINGHAM - good typing, filing, phones & experience, benefits, $14,000. Fee paid

SOUTHFIELD - ad agency, typing 50 wpm, busy phones, personality & appearance important, $12,000. Fee paid

SOUTHFIELD - typing 60 wpm, fast paced medical office, good phone ability, benefits, $15,000

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

ROCHESTER Law firm seeks full time legal secretary with word processing, shorthand & good organizational skills. Salary commensurate with ability & experience.
Ask for Gary Bickel 652-1444

SALES SECRETARY
WORD PROCESSOR
Growing international company offers great opportunity for person with word processing and general office experience. Full benefits, fee paid. To $18,000. Call 353-2090.
After 5 PM. Appointments Available
SNELLING & SNELLING

SALES - secretary - type 60 wpm, for fast paced advertising company at Fortune 500 company in Troy, contract position, salary $17,500. Call Cynthia at Uniforce 646-8500

SALES SECRETARY
MACOM INFORMATION SYSTEMS
MACOM Information Systems, has an immediate opening in our Detroit Sales Office. We are seeking an intelligent, organized, self motivated individual with good secretarial skills to handle the workload of a busy office. Experience in data communications is a plus to land a job with this fast growing company.
We have excellent company benefits, and a pleasant working environment. If you are qualified please send resume to:
MACOM INFORMATION SYSTEMS,
31731 Northwestern Highway, Suite 159, Farmington Hills, Mich. 48018,
Attention: Rita Sequin or call
(313) 855-0350

SALES - secretary - type 60 wpm, for engineering dept. at Fortune 500 company in Troy, temporary to go permanent, salary $17,500 with great benefits.

SECRETARY - with IBM PC & Display Write III, type 50 wpm, shorthand 80, for major health care service, temporary to go permanent

RECEPTIONIST - with Dimension, Richmond Hudson, for Southfield Fortune 500 company.
Word processing taught in our offices

NEVER A FEE
UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

SECRETARIAL/CLERICAL
Immediate opening for a secretary/clerk CRT experience helpful. Good pay, excellent benefits. Apply in person: Lucas CAV, 1416 Meyer Dr., Troy.
263-4380

SECRETARIAL - PART-TIME
20-25 hrs per week, evening & days. Call between 10 AM-2 PM. Ask for Bedford area Vera. 535-6560

SECRETARIAL
Telephone Pro Hunts
Days and evening shifts
Will train. Southfield area.
Call:

SECRETARIES!!
Do you type 50 wpm? Word processing a plus. Excellent pay. Call today for immediate assignment.
557-0040
MGM
Office Services Inc.

SECRETARIES (11) - For large Accounting Firm in RenCen area. Type 65 WPM. Wang Word Processing/Math aptitude required. Salary 17K. Call Sue. 357-0641

REAL ESTATE
Closed weekends
Experienced or we will train. Downtown Plymouth locations. Send resume. Wear, Manuel Snyder & Hanke Inc. 498 S. Main St., Plymouth, MI 48170 For interview. 455-6000

GENERAL OFFICE, small but expanding sales agency needs a sharp, outgoing, well organized Secretary with some bookkeeping and/or computer experience. 3 years college preferred. Send resume to P.O. Box 3450, Farmington Hills, MI 48018

SECRETARY/Administrative Assistant. Fast paced, challenging position located in Troy requires Marketing & Service support. Candidate must be self-starter. Extensive typing, 75 wpm, excellent grammar, diction, and letter writing skills. Dictaphone, computer, word processing and recordkeeping experience necessary. Evenings and Saturday work required. Our growing national company firm provides benefits, profit-sharing, and a competitive salary. Send resume in confidence to:
The Gabbert Co., Inc., 2605 Crooks Rd., Troy, MI. 48084

SECRETARY
A growing architectural/engineering firm is seeking an experienced individual to fill a position as secretary to the mechanical engineering dept. Candidate should indicate experience in typing/word processing skills, organizational ability, written communication & shorthand. College degree, 3-5 yrs. previous experience required. Salary commensurate with experience. Send resume with salary requirements to: Hoyem-Basso Assoc., 5600 Crooks Rd., Suite 200, Troy, Mich. 48098
Attn: J. M. Horner
An Equal Opportunity Employer

SECRETARY/Assistant Bookkeeper. Full-time position with Southfield Restaurant. Duties include: Accounts Payable/Receivable, typing & filing. Apply in person, Monday-Friday 2-4pm with business card, Bagel Nosh, Southfield & Greenfield Rds. Ask for Carol.

SECRETARY - Birmingham law firm. Part-time position, 3 days week, prefer litigation background. Call Mary Galasso. 645-9300

SECRETARY
BOOKKEEPER
Southfield based property management company seeks bright hard working individuals. Secretary must possess accurate typing skills, 60-65 wpm, pleasant phone manner and general office skills. Word processing skills helpful, but not necessary. Bookkeeper must have 1 year accounts receivable experience. Computer experience helpful. Send resume to: Office Manager, P. O. Box 5071, Southfield, MI. 48086.

SECRETARY/BOOKKEEPER
Part-time. 1 to 2 days a week. Ideal for Birmingham retiree.
Call: 540-6919

504 Help Wanted Office-Clerical

SECRETARY

Educational community has an opening for Secretary in the Alumni Office. Candidates must possess good typing and organizational skills. Knowledge of computers plus. Salary 12M. Forward resume to Personnel Director, P. O. Box 801, Orchard Lake, MI 48033

Resumes received after Nov. 5, 1986, will not be considered for this position.

An Equal Opportunity Employer

SECRETARY
Entry level/clerical position available. Typing 50-60 wpm, shorthand 80 wpm. Non-smoking office.
For further information please contact Human Resources Office
Alexander Hamilton
Life Insurance Co.
Of America
553-2000

SECRETARY - experienced, must be good typist, filing, phones and all around secretarial skills required. Interesting & diversified. Southfield. Call Maryann 354-9760

SECRETARY
Experienced, 45 wpm, 15-20 hrs. per week for Southfield insurance agent. $7.50 per hr. Shorthand & IBM PC computer knowledge a plus. Call Mr. Mattson
352-0620 or 851-938

SECRETARY
Farmington Hills Sales Office. Excellent opportunity for experienced Secretary/good typing skills. (Pleasant work environment, competitive salary/fringe benefits. For interview, call Betty McNally.
Farmington Hills 478-7300

SECRETARY - Farmington Hills. Must be experienced. Self motivated individual with strong typing skills. Good typing skills. Pleasant working environment. Salary commensurate with experience. Call Brian Leese 471-3599

SECRETARY
For a burglar alarm company. 1 yrs office experience. Call 476-2300

SECRETARY - for small Southfield law office. Legal experience not necessary but word processing experience required. Salary commensurate with experience. Call 557-2441

SECRETARY - for adoption/foster care program. Farmington Hills area. Duties include receptionist, individual with excellent typing, organizational and telephone skills. Excellent benefit package. Resumes Only to: Andrea Moler, 1424 E. 11 Mile, Royal Oak, MI 48067
An Equal Opportunity Employer

SECRETARY
For small Troy office, some experience required. 8:30am-5pm. Starting pay $5.50 per hr. Call 689-3230

SECRETARY for general office duties, accurate typing a must. Non smoking office. Apply in person Mr. Gaudio, 24508 Glendale, Livonia. (near Stark & Schoolcraft)

SECRETARY for small sales office. Must be experienced typist, mature and dependable. 12 Mile-Southfield. Send resume to: P.O. Box 8, Birmingham, MI 48012

SECRETARY - FULL TIME
Immediate opening for full time secretary. Extensive typing required. Heavy typing position - must be able to type 50WPM & have good clerical skills in Word processing. Dictaphone helpful. Training will be done prior to hiring. Will train on digital Dectalk word processor. Office located in downtown Plymouth. Hours 8am-5pm. Mon thru Fri. Excellent benefit package. Apply in person: Wade-Trim Group Inc., Attn: Steve Wade, 729 W. Ann Arbor Trail, Plymouth, MI 48170.

SECRETARY
Immediate opening in Farmington Hills for person with 3-5 years experience. Position requires professionalism, excellent verbal and written skills, and word processing experience. Responsibilities include planning logistics of major annual meetings. Competitive salary and outstanding benefits. Send resume and salary history to: Box 328 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Insurance office in Farmington Hills. Experience preferred. Benefits
626-9735

SECRETARY
Mature individual needed for position for fast paced Southfield based sales company. Must type 50 wpm. Send resume to: Box 480 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
National manufacturer headquartered in Southfield, has immediate opening in our sales department. Good typing skills a must and PC or data entry skills helpful. Excellent benefit package and working conditions. Please reply for PO Box 2020, Southfield, MI 48037-2020

SECRETARY needed for voluntary health agency located in Southfield. General office experience with typing, 55 wpm, excellent grammar, diction, and letter writing skills. Dictaphone, computer, word processing and recordkeeping experience necessary. Evenings and Saturday work required. Our growing national company firm provides benefits, profit-sharing, and a competitive salary. Send resume in confidence to:
The Gabbert Co., Inc., 2605 Crooks Rd., Troy, MI. 48084

SECRETARY needed for our development department. Would like someone who is a self-starter, organization & franchising administration - - these would be a plus. General skills would include typing, shorthand, & general office machines. We offer paid vacations, benefits & excellent office surroundings. Please submit resume to: Jerome Breman Realtor, dba Food Systems Inc, 38777 W. 6 Mile, Suite 207, Livonia, MI 48152.

SECRETARY/Part time wanted for busy law firm located in Farmington Hills. No experience necessary. Can work around school schedule. Contact: Kelly for interview.
626-3955

SECRETARY - permanent part time for commercial real estate office, near Northwestern & 12 mile, Mon thru Fri. 10-2pm. Excellent typing required.
356-5000

SECRETARY
PR/CFO needs personable professional to assist with both staffs and national news contacts. Strong writing as well as secretarial skills a must. TEE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

SECRETARY
Professional firm moving to Birmingham needs individual who would enjoy a busy & challenging position. Duties include typing correspondence and 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.

SECRETARY/RECEPTIONIST
For fast paced office. Mature, reliable, accurate, attention to details, experienced. Good telephone, typing skills. No smoking. Send resume to Mrs. S. at Jobar, Inc., 27150 W. 8 Mile, Southfield, MI. 48034

504 Help Wanted Office-Clerical

Little Caesars

SECRETARY

A recent promotion has created an opportunity for an individual possessing a minimum of 2 years' secretarial experience to serve as Recruitment and Secretary for our Human Resources Department. The qualified candidate will possess the ability to type 60 wpm and knowledge of IBM PC is preferred but not required. If you are a person who possesses the ability to easily develop rapport with people and have excellent organizational skills, you are invited to forward a resume in confidence to:

Human Resource Center
LITTLE CAESARS ENTERPRISES, INC.
24152 Haggerty Road
Farmington Hills, MI 48024

Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Full time, experienced, 55 wpm. Varied duties. Wage commensurate with ability. Square Lake/Telegraph area. Call 9-5. 258-5000

SECRETARY/RECEPTIONIST
for new, rapidly growing Livonia office. Qualified candidate must possess excellent communication skills, typing 50 wpm, be detail oriented & deal effectively with the public. Excellent working conditions. Full benefit package. For details & interview call 474-7766

SECRETARY/RECEPTIONIST
Oakland Contractor/Developer seeks to fill full-time position. Qualified individual to have good typing skills (a minimum of 60 WPM), good phone & filing skills. Employer willing to teach Word Processing. Send resume & salary requirements, to:
Secretary, P.O. Box 271,
Southfield, MI. 48037

Secretary-Receptionist
Uniqe-Pleasant office near real estate office wants individual for full-time position. Experienced only. Call-
CENTURY 21
Today 538-2000

SECRETARY
Regional sales office of Fortune 500 Company seeks qualified full time Secretary. Position involves general clerical duties including typing (minimum 60WPM) word processing & dictaphone experience desirable, answering phone & filing. We offer competitive salary. Mail resume to: Armstrong World Industries, 1 Dixon Dr., 20500 Northwestern Hwy, Suite 305, Farmington Hills, MI 48018.

Secretary/Receptionist
Regional sales office of Fortune 500 Company seeks qualified full time Secretary. Position involves general clerical duties including typing (minimum 60WPM) word processing & dictaphone experience desirable, answering phone & filing. We offer competitive salary. Mail resume to: Armstrong World Industries, 1 Dixon Dr., 20500 Northwestern Hwy, Suite 305, Farmington Hills, MI 48018.

SECRETARY - Small, busy, office seeks reception, organization, letter skills. Will train on word processor. Transcription experience a plus. Reply: 310, 30095 Northwestern Hwy #420C, W. Bloomfield, MI., 48033.

SECRETARY - SOUTHFIELD. Full time position. Light typing. Typing experience required. Call for appointment 559-9330

SECRETARY to work in Southfield Office. Typing experience preferred. Apply in person: 7288 Sheldon, Canton.

SECRETARY to work in college admissions office. Flexible days/evenings/weekends. Minimum typing, varied duties. Send letter of application to: Director of Sales, Hills College, 17050 Dorset, Southfield, 48075.
An Equal Opportunity Employer

SECRETARY/TYPISTS
for small non- smoking professional office. Typing a must. Please send resume to: Kathy Ponti, 31505 Middlebelt Rd., Suite 302, Farmington Hills, MI 48018.

SECRETARY
Well organized individual with stable work history needed for busy realtor, able to deal with the public. Permanent position in closing department. Must be able to work in a fast paced company - real estate experience not necessary. Salary commensurate with applicable experience. Livonia near 8 Mile and Farmington.
Harry S. Worle Co. 421-5660
Ask for Rita

SECRETARY
WEST BLOOMFIELD
Are you a people person? Do you have good typing and/or word processing skills? If so, Temple Israel has a full time & part time
Call Mrs. Shapiro 661-5700

SECRETARY
Who wants quiet, fast paced office environment needed by Southfield advertising agent. Will train to calculate our benefits/salary package with you. Send your resume to: Box 590, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY, with outstanding English skills, to work in Southfield law office on IBM PC. $15,000-$17,000.
357-0660

SECRETARY with excellent skills for modern Birmingham Law Office. Shorthand necessary. Word processing helpful. Send resume to:
Lee Phillips, 280 E. Maple Rd.,
3rd Floor, Birmingham, MI. 48011

SECRETARY, with real estate experience, for busy Farmington office. Pleasant, caring atmosphere. Good pay. Ask for Joe.
851-6570

SECRETARY - with IBM PC & Display Write III, type 60 wpm, shorthand 60, for major health care service. Permanent part time position. Call Jackie at Uniforce 646-8501

SECRETARY. Permanent part time, 20 hrs/week, experienced preferred. IBM computer knowledge, typing 50 wpm. Call 557-7626

SENIOR SECRETARY - progressive Southfield based service agency seeks 5 yrs. exp. in professional secretary. This position offers challenge & diversity in a positive fast paced office environment. Successful candidates must have excellent communication skills, 60wpm typing, word processing & prior bookkeeping experience, competitive salary, benefits. Send resume & salary history to PO Box 99353, Troy, Michigan, 48099

SHARED JOB POSITION
Mature, flexible person needed for versatile Southfield company. Typing, phone & PC experience helpful.
Nancy Simon: 353-7444

SNELLING TEMPORARIES
STAR SEARCH

Are you a Star Temporary?
If so, we need you!

We are in search of:
* WORD PROCESSORS
(All Models & Software)
* TYPISTS - 50 wpm, plus
* EXECUTIVE SECRETARIES
(2 years experience)
* RECEPTIONISTS

CALL TODAY IF YOU HAVE
STABILITY
SKILLS & ABILITIES
557-5700
SNELLING
TEMPORARIES
Licensed by Snelling & Snelling

NEVER A FEE

SOCIAL SERVICE AGENCY - needs mature, efficient, sensitive office manager, must have excellent typing (at least 55 wpm), bookkeeping, writing, and telephone skills. Minimum high school diploma, ability to interact with people from diverse cultural/socio-economic backgrounds. Send resume to: Women's Survival Center, 167 W. Pike St., Pontiac MI 48053, by Nov. 7.

SOUTHFIELD Medical/Legal Office, full time general clerical position includes phone & working with people. Requires accurate typing. Call mornings 358-5530

STAT TYPIST
Farmington area accounting firm seeks stat typist with CPT word processing experience. Please send resume to Box 608, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STAT TYPIST
for Southfield C.P.A. firm. Prefer Word Processing experience. Salary commensurate with ability. Ask for Judy, between 10am-2pm 358-4448

SWITCHBOARD OPERATOR.
Plush busy Southfield office has part time position for articulate phone person to work 2 or 3 days per week. Must be mature.
Call Nancy or Gerda 540-2228

SWITCHBOARD OPERATOR
for Fortune 500 Co. in Town Center area. Dimension/Horizon or Rolm experience. Contract position.
Call Debbie at Uniforce 357-0644

SWITCHBOARD OPERATOR/Clerical- position available immediately. Must have experience in 10 key calculator & light typing. Pleasant voice a must. Send resume to: Box 598, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SWITCHBOARD/TYPIST
Immediate opening for reliable person possessing excellent telephone & typing skills. We offer competitive salary & benefits. Send resume to: Manager Administration, 4000 Town Center, Suite 1700, Southfield, Mich. 48075.

504 Help Wanted Office-Clerical

TAX CLERK I
CITY OF LIVONIA
$14,268 to $18,812. U.S. citizen or alien with right to work in U.S., high school diploma or GED, have knowledge of property tax system, and at least 1 year experience in property tax department. Apply no later than 5 p.m., Fri., Nov. 7, 1986, to Civil Service Dept., 33000 Civic Center Dr., Livonia.
An Equal Opportunity Employer M/F/H

TAX PREPARER- Need experienced person to prepare individual 1040's. Fast paced busy Wms Accounting & Service Inc., 853 W. 14 Mile Rd., Clarkston, Mich. 48017

TELEPHONE RECEPTIONIST
needed - experience necessary. Morning hours only.
551-0077

TEMPORARY CLERKS
To work in our Billing Department. Light typing required. Both day and afternoon shifts. Previous experience preferred. For details call:
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext 277
An Equal Opportunity Employer

TEMPORARY FULL-TIME (9am-5pm) position for Mon. thru Sat. with Southfield-based Financial Institution. Modern Word Processing equipment. Must have good typing & secretarial skills. Contact Rosanne,

or write to: Central Credit Union, P.O. Box 5210, Detroit, MI 48235.

TYPIST FOR CPA FIRM - Must have typing/calculator and previous office experience. Full time. Contact M. G., 16400 West 12 Mile, Suite 103, Southfield, Mich., 48076

TYPIST
needed for quoting department. Typing 55 WPM or better. Excellent benefits. Apply at Jobar, Inc., Engineering, 41235 Plymouth Rd., Plymouth, MI. 48170

TYPIST
Part Time
Non-smoker, Birmingham area.
Ask for Lynn: 540-0020

TYPIST
Southfield management office has full time position for excellent typist. Call Mrs. Cohen at: 558-8720

TYPISTS
Typing positions open in busy secretarial pool for publishing company to work on IBM System 36 word processor. Must type accurately 55 WPM, full-time, flexible and competitive pay. Call for appointment and interview. Terri at 559-3330

TYPIST with clerical duties, telephone communications, must have excellent phone manners, accurate typist. Computer experience desired but not necessary, will train. Will discuss salary. Full time. Paid benefits. Oak Park area. 5 day week, 8:30am-5pm. Call between 9:30-noon. Ask for Kim 968-0300

TYPIST. Must be very fast, accurate, have excellent language skills and be willing to train in the legal field. Great opportunity. Teresa 646-8601

TYPIST/WORD PROCESSING OPERATOR
Part-time, 3 evenings week, 4 to 7 pm. Speed and accuracy with litigation background preferred. Call Mary Galasso. 645-9300

Word Processing
Secretaries
Clerk/Typists
Wanted for long & short term temporary assignments in all areas. Call CONTEMPORA for an appointment.
583-4858

WORD PROCESSING
CLERK
Farmington Hills consulting engineering firm needs person to enter written copy and statistics on Wang word processing equipment. Speed & accuracy important. New facility & excellent benefits await the successful candidate. Human Resources: 653-6300
Neyer, Tisao & Hindo, Ltd.
An Equal Opportunity Employer

WORD PROCESSING - the legal search dictation/transcription. T & T Technical Services Corporation has numerous opportunities in the Detroit area for experienced word processing operators, requirements include 70 wpm plus 2 years experience. Contact T & T Technical Services Corporation, Employment Division, 3221 W. Big Beaver, #206, Troy, MI. 48084 649-5533

WORD PROCESSOR OPERATOR
With legal experience in personal injury litigation for Southfield law firm. Good benefits and surroundings.
352-9080

WORD PROCESSOR
For Southfield law firm. Must have Secretarial skills. Send resume to: CPA, 28877 Northwestern Hwy, Suite 200, Southfield, MI. 48034.

4½ Day Work Week
Several full time openings at a local insurance company offering pleasant working conditions, competitive salaries and company paid fringe benefits including life insurance and vacations.
Immediate openings for:
- GENERAL CLERICAL
- CLAIMS EXAMINERS

Call 591-4690
Mon thru Thurs 7:30AM-5:15PM
Fri 8AM-12 Noon

504 Help Wanted Office-Clerical

WORD PROCESSORS
Work experience necessary. Second part pay. Call for immediate assignment
557-6040
MGM
OFFICE SERVICES, INC.

505 Help Wanted Food-Beverage

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

BAKER - Experience necessary, full time. Pay commensurate with experience. Fax Cutter & Counter People; full or part time- experience required. Seafood market, W. Bloomfield.
626-7595

BAKERS SQUARE OF CANTON is accepting applications for all positions. Full and part-time. Days, afternoons, evenings available. Excellent starting wage. Experience not necessary but preferred. Apply in person between 3 & 5pm. 5948 Sheldon, near Ford Rd.
Equal Opportunity Employer M/F

BAR PERSON, experienced. Management potential. Enjoyable environment in Northwest area. Convenient to expressways. 563-8615

BAR PERSON/WAITRESS/WAITER STAFF
HOSTESS/HOST
Dunleavy's Pub & Grub
Call for appointment 478-8866

BARTENDERS WANTED, experienced. Excellent clientele, good wages. Apply at: 3565 Maple, (corner of Coolidge & Maple) Troy. Ask for Mr. Turner after 1pm.

BARTENDERS, WAIT PERSONS, Short Order Cooks & Line Cooks for fast paced restaurant. Experience necessary, pay & good opportunity for right person. Also Security Person. Must, ambitious, reliable. Apply Mon thru Fri, between 2-4pm. Back Stage Restaurant, 17630 Woodward, Detroit.

BLOOMFIELD HILLS
MOUNTAIN JACKS
The dining room for Bloomfield Hills is now accepting applications for the following positions:
LUNCH & DINNER WAIT STAFF
COCKTAIL WAIT STAFF
HOST/HOSTESS
Benefit package available
Apply in person
2265 Telegraph Rd.
An Equal Opportunity Employer

RED WING
TICKET
WINNER

Frank Valeri
11723 Parkview
Plymouth, Michigan

Please call the promotion department of the Observer & Eccentric between 9 a.m. and 5 p.m. Friday, October 31, 1986 to claim your two FREE RED WING TICKETS.

591-2300, ext 244

CONGRATULATIONS

BONANZA
FAMILY RESTAURANT
NOW HIRING
COOKS
DISHWASHERS
COUNTER HELP
BUS PERSONS
PREP PERSONS
Full & part time.
Flexible shifts available
Apply in person
3030 W. Ann Arbor Rd.
Farmington Hills
At Grand River

BUS PERSON
Evenings. Experience preferred. Flexible shifts. Apply in person 2-6 PM, Mon - Fri. Golden Mushroom, 18100 W. 10 Mile, corner of 10 Mile & Southfield. No calls please.

BUS PERSON
Excellent day shift now available. Pleasant working conditions. Weekends off. Top pay. Please apply by appointment.

BLAKENEY'S
RANCH HOUSE
28333 Grand River, Farmington Hills
477-3340

BUSSERS
Days. Round Table Club in Plymouth. Good tips. Call 453-1632.

CAFETERIA MANAGER
Mon. thru Fri. Days. No holidays or weekends. Pay depending on experience. Immediate opening. Livonia area. Call 525-6600, ext. 507.

CASHIERS for fast food restaurant, full or part time days. $4.25 to start. Call Hardee's of Berkley to arrange for an interview. 542-2316

505 Help Wanted Food-Beverage

CHEF
Great opportunity! Aggressive, well qualified person needed for new Southfield location. 352-8000 ext. 50

CHINESE SPEAKING
Waiters & Waitresses needed for W. Bloomfield Restaurant. Experience required. Call 354-1115.

CLASSY CHASSIS

Detroit's Newest Classiest Adult Entertainment Lounge & Restaurant (Downtown)
Now Hiring (Day & Night Shifts)

BARTENDERS
ATTRACTIVE
COCKTAIL SERVERS
Location between Cadieux and Mack
Experience & References Required
For Appointment Call Days
965-7200

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

COOK - full time position available. Contact Plymouth Ct. formerly Harmony Convalescent Center, 105 Haggerty Rd. Plymouth

COOK OR CHEF
WAITRESS/WAITER
DISHWASHER
Apply in person
Beaugard Restaurant, 27351 S Mile Rd. at Hunter Rd., Redford, Mich.

COOKS, DISHWASHERS
WAITPERSONS BUSGEOPLE
Full & part time. Some benefits. Flexible hours. Apply within between 2 and 5pm. Bagel Nosh, Applegate Sq Northwestern Hwy, Southfield

COOKS & DISHWASHERS
Full & part-time. Good Pay/Benefits. Will train. Uncle Louie's Dining Salon, Redford 937-8220

COOKS - EXPERIENCED
2 Full-time & 1 Part-time
Apply daily, 2-5pm, at: Big Apple, 32300 Northwestern Hwy.

COOKS FOR SANDWICH BOARD
Fast paced place.
Call 559-0100

COZY CAFE - PLYMOUTH, MICH.
CALL AFTER 3PM - 455-3310

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

COOKS
Ram's Horn Restaurant, Walled Lake; management possibility after training. 669-2812

COOK wanted full & part time, Day & Night Shift. Starting $4 per hr, salary commensurate with experience. Main Street Deli Restaurant, 273 N. Main, Plymouth 453-7020

COOK, we currently have a part time position available at our Southfield Adult Day Center. Prior cooking experience in an institutional setting required. Experience in food preparation and serving food preferred. Salary, $4.75 - $5.75/hr. 21415 Civic Center Drive, Contact OLHSA 196 Oakland Pontiac, MI. 48053
9 - 5. 858-5195
An Equal Opportunity Employer

COUNTER PERSON
BUS PERSON
WAIT STAFF
HOST PERSON/CASHIER
Searching for enthusiastic help to fill above positions immediately - for 5am-4pm Shift - in fast-paced Deli. Previous experience preferred.
Apply in person:

ERNIE'S DELI
35572 Grand River
Farmington Hills
(In Nouveau Square)

DAGWOODS DELI needs some aggressive help for food preparation & counter work. Day shift. Part or full time. Applications accepted after 3pm at 33179 Grand River, Farmington

DAY WAIT PERSON
10:30am-2:30pm. 5 or 6 days
Apply in person. Fast paced, friendly. 340 N. Main, Plymouth, MI.

DELI
Experienced Deli person needed for busy W. Bloomfield Delicatessen. Call 354-1115

DELI SANDWICH COUNTER
Part-time position in Tel-Twelve Shopping Center - for mature person. $4. per hour. Call 356-7447

DISHWASHER and BUS HELP
Full or part time. No experience necessary. Excellent after school and weekend job. Good money and opportunity to advance. Ram's Horn Restaurant 40830 Grand River, Novi. 12 & 13 Mile 855-8862

DISHWASHER
Full time, with some pay. $4. per hour. Inquire within Bernard's Restaurant 28355 Northwestern Hwy. (Applegate Sq. Southfield)

505 Help Wanted Food-Beverage

DISHWASHERS
BUSERS &
GRILL COOKS
We offer a