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

RECEPTIONIST/CLERK TYPIST Must have pleasant phone voice & good typing skills. Call Bill Edwards. 827-7720

RECEPTIONIST/TYPIST/Clerk with potential for advancement to legal secretary for Farmington Hills law firm. Contact Kathy 626-3448

RECEPTIONIST Full time position available in Southfield law firm. Typing skills and good telephone manner necessary. Call Carol between 10am-3pm. 559-2828

RECEPTIONIST/TYPIST - general office for Southfield contractor. Please apply: Mon. thru Fri., Feb 2-Feb 6. 10am-3pm. 30555 Southfield Rd., Ste. 260.

RECEPTIONIST for Southfield law firm. No experience necessary. For appointment call Sara between 8:30am-4pm at 355-2770

RECEPTIONIST Part time, evenings & Saturday. Typing helpful, maturity a must. Plymouth. Call Straight, Inc. 453-2610

RECEPTIONIST-TYPIST for Birmingham Property Management firm. Must have good phone personality, typing and filing skills. Start immediately. 645-2111

RECEPTIONIST - TELEPHONE For Livonia office. Excellent phone manners a must. Filing & light typing required. Experience on Xerox Memorywriter helpful. Call John at LaSalle Electric 425-6200

RECEPTIONIST for Northville insurance agency. Must have good telephone skills. Light typing, general office duties. Send resume to: CAE, 560 Griswold, Ste. 100, Northville, Mich., 48167.

RECEPTIONIST/FILE CLERK Livonia Insurance Agency. Good typing & telephone skills required. Prior office experience helpful. Some Evenings & Saturdays required. Call Mr. K. between 10am-12Noon. 522-6521

RECEPTIONIST Busy Southfield law firm needs experienced mature Telephone Receptionist. Other clerical duties and light typing required. Salary commensurate with experience. Contact Cindy at 353-1550.

RECEPTIONIST Growing Southfield company seeking experienced receptionist to handle extremely busy phones. Apply in person: Window Resource, Bridge Industrial Park, 21431 Hilltop, #28, Southfield, MI.

RECEPTIONIST - Part time, mornings or afternoons. For a large Livonia Manufacturer. Position requires mature person with professional appearance and excellent telephone skills. Submit resume to Box #578 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST needed immediately for busy office. Variety of duties with room for advancement. Pleasant phone manner necessary. Benefits include: insurance, paid holidays & vacation. Apply in person or send resume to: Waterbed Gallery, 32975 Schoolcraft Rd, Livonia, MI 48150. Attn: Personnel.

RECEPTIONIST/SECRETARY needed for professional environment in Southfield. Call 356-3036

RECEPTIONIST - FULL TIME for Southfield law firm. Entry level position. Typing 45 wpm. 356-6250.

RECEPTIONIST - NON-SMOKER for busy Farmington Hills office. Good phone manner, typing. Mon-Fri.,8-5. After 1pm 478-6692

RECEPTIONIST/CLERICAL Full time. Send resume to: 350 S. Mill Street, Plymouth, Michigan 48170

RECEPTIONIST - PART-TIME needed for Chiropractic Office, Mon., Wed., & Fri. evenings. Typing required. Call 477-6256

RECEPTIONIST Experienced, for multi-line switchboard, some light typing & filing. Royal Oak area. Call Denise or Mike: 549-6733

RECEPTIONIST for busy front desk at human service agency. Full time days. Good phone, typing & word processing skills required. $4.50 per hour & up plus benefits. 721-2700

RECEPTIONIST - for major advertising company, switchboard experience a plus. Must enjoy meeting & greeting VIP'S. Top dollar, call Dana at Uniforce 357-0037

RECEPTIONIST/MESSENGER Birmingham law firm, light typing, answering phone, filing. Must have own car. Contact Ms. Caplan at 540-5900

RECEPTIONIST - PART-TIME 4 hours daily, insurance office. Job requires good People Skills & ability to handle paper work. Birmingham area. 540-7566

RECEPTIONIST CLERK TYPIST Diversified position for expanding Southfield Accounting firm. Experience in word star word processing desired, but not necessary. Call 357-2400.

RECEPTIONIST - Sharp individual for front desk to answering phones, type and file. No experience necessary but must be willing to learn. Opportunity to learn computer 569-2300

RECEPTIONIST - Immediate opening for someone to answer busy phones in energetic Southfield office & do misc. clerical & computer work. Experience helpful. Will train. Call Terri, 559-4330

RECEPTIONIST/SECRETARY Full time front desk position at corporate headquarters. Requires dynamic personality, good phone skills and typing 40 WPM. Full benefits - salary negotiable. To arrange interview please contact Judy 255-0067

RECEPTIONIST Auto Dealership seeks full-time Receptionist. Must be able to work Monday & Thursday evenings & have good typing skills. No other experience necessary. Please apply in person at: Holiday Chevrolet, 30250 Grand River, Farmington Hills.

RECEPTIONIST Immediate opening in busy Farmington office for accurate and dependable person. Must be capable of handling 12 line phone system. Pleasant phone manner and general office skills required. Good benefit package. Call Marilyn at 478-0006

RECEPTIONIST/SECRETARY For Rochester Real Estate Office. Mature individual with Professional appearance, pleasant telephone voice, typing 55 w.p.m., good organizational skills. Word Processing skills. Non-Smoker only need apply. Call Dorothy Lou Mammons at: 651-3330.

RECEPTIONIST needed full-time for Southfield office. Must have typing skills. Compensation consists of hourly wage commensurate with experience & ability, paid vacation & sick leave, paid Health Care Insurance & Profit Sharing Plan. Reply, giving experience, salary requirement & phone no. to: Box 458, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY If you possess good organizational & typing skills, join us. Take responsibility for heavy phone contact & moderate typing. Previous experience with Multi-Phone lines is - A Must. Medical background helpful; CRT or Word Processing would be - A Plus. Please send your resume to: CAREMARK HOME HEALTH CARE OF AMERICA, 12170 Hubbard, Livonia, MI. 48151. Attention: Kathy Marine. An Equal Opportunity Employer

RECEPTIONIST Fast growing leasing subsidiary of Fortune 500 company seeks full time dependable person to answer phones, greet visitors, handle mail & perform a variety of functions including light typing. Professional, friendly manner essential. Please send resume to Box 618, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150. An Equal Opportunity Employer

SALES COORDINATOR Aggressive service company seeking inside Sales Coordinator to organize & schedule sales leads, communicate leads to salesmen and handle paper work. The right person will have strong secretarial skills with a desire/experience for direct sales work. Send resume to: Box 628

SALES CORRESPONDENT For automotive supplier in Southfield. Detail oriented, administers quotations & purchase orders, typing 65 WPM, word processing a plus. Salary range mid-teens. Submit resume to: Dept. 1A, P.O. Box 707, Southfield, Mich. 48034

SALES DEPARTMENT ASSISTANT. Sharp, hardworking, outgoing personality describes the one we're looking for. Must have good typing skills, pleasant phone manner and be willing to go the extra mile. We are an advertising specialty company located in Livonia, offering a competitive salary and fringes. Only those meeting these requirements need reply to KAB, P.O. Box 2752, Livonia, MI 48151

SALES SECRETARY Farmington Hills sales office offers this opportunity to join a quality organization. Permanent position requires at least 2 years experience, excellent typing skills and phone manner. Shorthand not required. Call Betty McNally for interview. 478-2060

SALES SECRETARY Experienced with IBM PC, Word Star/Lotus program. Position would include the handling of automotive industry purchase orders, shipping releases, expediting a customer service. Send resume to: Precision Rubber Products, 31731 Northwestern Hwy, Farmington Hills, 48018. 855-0560

Sales Secretary Sales Secretary/branch office - entry level professional opportunity for personable individual with good math skills, and detail orientation. Some sales presentations and the ability to be trained to read blueprints are part of this position. Starting salary commensurate with experience or education. Location Troy/Bloomfield area. Those qualified, send resume to: Mr. B., Pella Window & Door Co., 2000 Haggerty Rd., W. Bloomfield, MI 48033.

SALES SECRETARY Major industrial manufacturer's rep firm seeks experienced secretary to technical sales staff. Must be well organized, have strong communications skills, business PC experience, non smoker. Near north suburb. Good wage benefit package. Reply to Box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RENTAL AGENT for major apartment development, must have prior experience & references. Call Ms. Moore at: 835-0066

Real Estate
SECRETARY
Full time secretarial position available with America's largest, full service real estate company. Word processing & real estate experience helpful. General office skills needed. Salary commensurate with experience. Call Martha, 737-9323
COLDWELL BANKER

ESTABLISHED LIVONIA manufacturing company has immediate opening for experienced Head General Office Secretary. One person office with daily part time assistance. Must type 75 WPM on IBM Wheel writer. Typing includes multi-page quotations and forms for shipping, invoicing and monthly inventory reports. Need organized person able to handle accurate recordkeeping and filing, but no bookkeeping. Hours, 8AM-5PM. Excellent salary and fringe benefits. Call Trio Tool Co., 525-1717

SECRETARIAL Help wanted. Mon., Wed. & Fri., 8:30am-5pm. Call for interview 522-7173

SECRETARIAL position available in non-smoking 1 person Novi office. Pleasant telephone voice, typing, bookkeeping and general office experience required. 9am to 5pm. Mon. thru Fri. Call Suzanne Carlson for interview. 349-6226

Secretaries and/or Word Processors
2 years of general office experience preferred. West & North Suburbs.
NEVER A FEE
SCOTT GROUP
735 S. Washington
Royal Oak, MI. 48067
542-9232

SECRETARY/ASSISTANT needed for Real Estate Development firm. Position requires typing, filing, answering phones, some bookkeeping & computer work. Knowledge of Real Estate & Construction helpful. Submit your resume & salary requirements to: Amerivest Properties, Inc. 30777 Northwestern Hwy., Ste. 300, Farmington Hills, MI. 48018.

SECRETARY - Customer Service Pleasant phone personality, good office skills, data entry & shorthand a plus. Corporation moving to Livonia in April. Call for appointment 968-1900

SECRETARY Experience required. Applicant must be a self-starter & have excellent typing, shorthand & organizational skills. Starting salary commensurate with abilities. Please send resume & salary requirements to: Mary Iocca-Smith, ZEI INCORPORATED, 1159 E. Michigan Ave. Ypsilanti, MI. 48198

SECRETARY Fast-paced Livonia area firm seeking experienced individual with good verbal & written communication skills. Must be accurate typist (60 WPM), organized & have some Word Processing experience. Resume to: Box 990, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Fast growing National Computer Co., located in Farmington Hills is seeking an individual with excellent typing skills. Word processing experience helpful, pleasant environment with company benefits. Salary commensurate with experience. Please submit resume to: Sharon Bercham, ParaData Computer Networks, Inc., 37525 Interchange Dr., Farmington Hills, Mich. 48018.

SECRETARY for small office. Typing & IBM/PC Word Star experience a must. $6 per hour. Call 9am-4pm for appt. 353-7339

SECRETARY For an active sales office. Person with excellent typing skills, experience & knowledge of office procedures, phone skills required. Salary plus benefits. Send resume, attention Michell, Advo Systems, PO Box 2179, Livonia, MI 48150. An Equal Opportunity Employer

SECRETARY - full time for busy manufacturers rep in Bloomfield Hills. Good shorthand & typing skills. 332-5630

SECRETARY/GENERAL OFFICE Sales office, Farmington-Novi Area, needs person with exceptional general office skills. 2 yrs. prior office experience required. Must be able to handle incoming calls, type 65 WPM, computer/data entry, transcribing equipment, accurate speller & good with numbers. Need a people-oriented team player looking to grow with company. Great opportunity for right person. 349-0260

SECRETARY Good with people. Call J. Martin Temporaries/Plus 474-8722

SECRETARY - Growing environmental consulting firm has immediate opening for an experienced secretary at its new corporate headquarters in Novi. The successful applicant will be well organized & detail oriented, with good word processing grammatical & interpersonal skills. Excellent company paid benefit package. Send resume with salary requirements to: Patricia Beeson, 22345 Roethel, Novi, MI 48050. No phone calls please. Equal Opportunity Employer M/F

SECRETARY/INSIDE SALES This entry level can lead the right person to an inside sales position, working directly with customers & dealers. Secretarial & organizational skills a must. Call for interview. GSS Inc. 23640 Research Dr, Farmington Hills, 48024. Bob Meissner 478-7875 ext 218

SECRETARY INVENTORY SERVICES We're CAREMARK Home Health Care of America, renowned for leading the way in providing diverse Home Health Care Services. Our concern for quality extends to our employees as well as our patients - to provide a rewarding work environment & appropriate compensation for a Job-Well-Done. We recognize talent & reward success with Company-paid Medical/Dental/Life insurance, Credit Union, Educational Reimbursement. If you possess good organizational, computer & typing skills; as well as a good work ethic, coupled with a positive attitude, join us. Take responsibility for Patient inventory, heavy phone contact & generation of Shipping Orders & computerized billing. Previous experience with CRT's is preferred. A background in Purchasing or Inventory Control, preferably in a Medical field, would be - A Plus. Please call or send resume, to: CAREMARK HOME HEALTH CARE OF AMERICA, 12170 Hubbard, Livonia, MI. 48151. Attention: Barbara Sullivan. An Equal Opportunity Employer

SECRETARY Leasing subsidiary of Fortune 500 company located in Livonia is seeking a secretary. Candidate must possess good typing & shorthand skills & have prior word processing experience. At least 1 yr. general secretarial experience & working knowledge of office procedures required. Send resume & salary requirements in confidence to: Box 619, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150. An Equal Opportunity Employer

SECRETARY - MATURE Good Typist, with numerical & phone skills. Minimum 3 year experience; some Legal - A Plus. Resume to: Fidelity Bank Bldg., 24901 Northwestern Hwy., Ste. 313D, Southfield, MI. 48075

SECRETARY needed for 1 person office in tool shop. 1 year experience required. Good benefits. Apply: 13300 Levan, Livonia.

SECRETARY - part time for insurance agent in Livonia. Experience preferred but not necessary. 425-3880

SECRETARY - PART TIME needed for busy apartment community in Plymouth. Bookkeeping helpful. Call between 10am-12 noon: 459-7060

SECRETARY/PART TIME - Regional sales manager is looking for experienced secretary with typing & organizational skills. Send resume to: Personnel 134 West University, Suite 3, Rochester, MI., 48063.

SECRETARY Part time, flexible hours. Top pay to dependable, mature person with good secretarial skills. Towne Center, Southfield. Please call Mr. Matson: 352-0620

SECRETARY - Part time, Bloomfield Hills tax consultant firm requires 20-30 hrs per week. Time somewhat flexible. Personal computer experience a plus. Word processing a must. Must be self starter, salary commensurate with experience. Send resume to box #582, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY, part time. Mature non smoker. Flexible hours, excellent rate. IBM - PC, word processing, typing. Call Barbara 9 - 5 353-6800

SECRETARY Professional firm, moving to downtown Birmingham, has a busy and challenging position for an individual with a word processing background. Strong secretarial skills required. Good opportunity to gain experience in the legal field. Send resume to: Office Manager, 30215 Southfield Rd., Suite 115, Southfield, MI., 48076.

SECRETARY/Receptionist. 25 - 35 hours per week, $4.50 an hour. Typing, filing, computer entry & communication skills required. Northville 348-4737

SECRETARY/RECEPTIONIST Part time. Typing, general office duties, will train for Telex operation. 20 hours initially, possible full time later. Send resume to: 3000 Town Center, Suite 2640, Southfield, MI 48075.

SECRETARY/RECEPTIONIST Troy Division of a Fortune 500 Company has an opening for a sharp person for Receptionist/Switchboard & typing/word processing functions, some bookkeeping/accounting background would be helpful in your 1-3 yrs. experience. Attractive salary, benefit package. Send resume to: Johnson Controls, 5700 Crooks Rd., Troy, MI. 48098.

SECRETARY/RECEPTIONIST
Livonia area firm seeking experienced individual with good verbal & written communication skills to handle telephones & a variety of other Secretarial duties. Must type 60-70 WPM & have good grammar & spelling. Word Processing experience preferred. For interview, call Linda, 525-4660

SECRETARY RECEPTIONIST Farmington Hills location. Competitive salary. Benefits include: Blue Cross, dental plan & life insurance. Will train for advancement within firm. Applicant must have excellent typing & word processing skills. Bookkeeping & computer experience a plus. Send resume with present salary & requirements to: Box 472 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST Part time. Call between 9am-12pm. 455-3104/r

SECRETARY/RECEPTIONIST wanted for small downtown law firm, full time. $5.00 per hour. Call 963-0670

SECRETARY/RECEPTIONIST NAME YOUR OWN HOURS for Livonia real estate office. Must be able to type and handle an extremely busy phone. 261-1406

SECRETARY/RECEPTIONIST Troy area, TV sports network PASS seeks a secretary with excellent phone skills & ability to type 70 WPM. Experience with memory typewriter helpful. Call Kathi Hunt 58?-7600

SECRETARY/RECEPTIONIST Full time, Mon.-Fri. 8:30am-5pm. Neat, extremely dependable, excellent typing skills with ability to handle phone in busy office. Must have experience with word processing & dictaphone transcription. Apply in person at Westland Convalescent Center, 36137 W. Warren Ave, Westland

SECRETARY (Sales) For national company. Must have top skills and word processing experience. Fast paced atmosphere in new Southfield office. Competitive salary, company paid benefits. Send resume to: Box 634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY Someone with excellent telephone manners, some payroll updating experience, numerous other jobs. Full time, benefits. Dearborn area. Call Joyce 582-5300

SECRETARY The Hyatt Regency Dearborn is presently seeking an experienced Secretary for busy personnel office. Must type 55-65 wpm., and have excellent organizational and human relation skills. Excellent benefits and working conditions, competitive salary. Please call for more information. 593-3838. An Equal Opportunity Employer

SECRETARY to work for accounting & payroll department with ability to learn payroll. Plymouth area. 459-4313

SECRETARY - type 55 wpm, shorthand 80, some IBM PC word processing helpful, for top Troy corporation, call Dana at Uniforce 649-7664

SECRETARY who wants challenging fast-paced office environment needed by Southfield advertising agency. Must have Word Processing experience. We would like to discuss our benefits/salary package with you. Send your resume to Box 589, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY with some legal knowledge. Type 55-60 WPM, compose letters & file. Call Carol 552-0600

SECRETARY with 1-2 years experience & excellent skills including shorthand, for downtown Birmingham law office. Word processing experience helpful but not necessary. Send resume to Law Office, 300 E. Maple, Rd., 3rd floor, Birmingham, MI 48011

SECRETARY - word processing, transcribing & prior experience in a law office. Salary commensurate with experience. Send resume to Delores Edwards, Michigan Legal Services, 220 Bagley, Room 900, Detroit, MI, 48226

SECRETARY - 1 to 3 years experience. Dictaphone, accurate typing. Non-smoker. Resume to: 1199 W. Long Lake Rd., Troy, MI. 48098.

SMALL, PROGRESSIVE COMPANY needs young, aggressive Secretary for 1 Girl Office. Light bookkeeping, small payroll; accounting or computer accounting knowledge helpful. $225. a week to start. Advancement opportunity. Send resume to: Box 5485, Livonia, MI. 48151

SOUTHFIELD advertising firm looking for person with good phone voice. Full time days. Invoice department. Diversified work. Call Cindy or Kathy 569-0450

SWITCHBOARD Immediate opening for switchboard/receptionist position. Must have some experience & be able to type 45 WPM. Pleasant office & good benefits. Joe Panian Chevrolet 29111 Telegraph, Southfield 358-1000

Switchboard Operator/Receptionist Mature individual needed for full time position located in Southfield. Must have previous switchboard experience. Pleasant phone manner and general office skills. Competitive salary and benefit package. Send resume including salary requirements to: Attention: Personnel, PO Box 5091, Southfield MI 48086.

SWITCHBOARD OPERATOR Mature individual needed for full time position located in Southfield. Must have previous switchboard experience, pleasant phone manner and general office skills. Competitive salary and benefit package. Send resume including salary requirements to: Attention Personnel, PO Box 5091, Southfield MI 48086

TEMPORARY TYPIST - CPA firm, Woodward, Sq. Lake Rd. area needs a typist thru mid May. Variable hrs. Some overtime probable. Send resume to Jenkins, Magnus, Volk & Carroll, 2806 Woodward Ave. #A, Bloomfield Hills, MI. 48013 Attn: Administrative Dept.

TOP LINE OFFICE ASSISTANT $180 PER WK - FULL TIME Immediate opening in attractive & congenial Livonia location. Must have previous telemarketing & clerical experience & pleasant phone manner. Group rate medical & dental available. Call Mrs. Hamilton between 10am-4pm. 591-3131

TOP NOTCH Legal Secretary with a minimum of 5 yrs. experience in personal injury litigation needed for Southfield law firm. Top salary offered with fringe benefits. Contact Cindy at 353-1550

TYPING POSITION Full time. Full fringes. Redford Township. Resume to P. O. Box 40782, Detroit, MI., 48240.

TYPIST
Call J. Martin Temporaries/Plus
474-8722

TYPIST for large office, Northland area. Excellent typing and organizational skills needed. Word processing experience preferred. Competitive wage and excellent benefits for right candidate. Send resume to Box 556, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST - Looking for typist to work in energetic & busy Southfield office. Must be able to type 55 plus words per minute accurate & possess excellent organizational skills. Full time with benefits. Call Terri at 559-4330

TYPIST/RECEPTIONIST Part time approximately 28 hours per week. Good typing & phone answering skills a must. Farmington Hills area. Call Carol 851-4303

TYPIST/RECEPTIONIST with word processing experience. Plymouth/Canton area. Send resume to Box 548 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPISTS
Kelly Services has immediate assignments available for Typists with typing skills of 50 wpm+. Experience with Memory typewriter, dictaphone and statistical typing is a plus.
Please call today for an appointment:
352-5220
Southfield
KELLY SERVICES
The "Kelly Girl" People
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TYPISTS (50 WPM) Seasonal positions available now thru April 15th. Paid Training, Bonus Plan, Flexible hours, Multiple Shifts, Plymouth area. Call Mary, for appointment. 459-4703

WORD PROCESSING SPECIALIST Insurance company in Southfield seeks experienced Word Processing Specialists with 1-2 years experience. Knowledge of medical and insurance terminology desirable. Good typing, spelling, punctuation and grammar skills required. Xerox 860 experience a plus. Excellent benefits package. Apply Mon. thru Fri. 9am to 4pm. League Insurance Companies 15600 Providence Dr. Southfield (Across from Americana Theatre)

WORD PROCESSOR - Troy firm needs someone to operate word processor, assist with computer posting, answer phones and perform other office duties. Accuracy and careful attention to detail very important. Must be able to handle a variety of tasks with minimum supervision. 643-6315

WORD PROCESSOR Professional firm moving to downtown Birmingham has a challenging position for an individual with a solid word processing background. Need a team player for a busy department. Good opportunity to gain experience in the legal field. Resume to: Office MGR., 30215 Southfield rd Suite 115, Southfield, MI. 48076

WORD PROCESSOR: Fast-paced Pension Consulting Firm seeking individual with excellent Word Processing skills. Responsibilities include preparation of documents, amendments & forms. Must be well-organized with ability to make decisions. Good starting salary & benefits. For appt., call 540-5300

Word Processors Where are You?
Snelling Temporaries is in need of experienced individuals with top quality clerical skills. We need:
- Word Processors (all software)
- Secretaries
- Typists 50 WPM + IBM Memory/Xerox Memory 630
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We offer top pay, hour incentive bonuses and holiday pay, all while you enjoy working at prestigious local businesses. Call for an appointment.
SNELLING TEMPORARIES
557-5700
Never A Fee

WORD PROCESSOR, experienced on IBM PC with word perfect software, for a large downtown Detroit law firm. Excellent benefits, competitive salary, full time days. Call Sharon. 223-7003.

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16880 Middlebelt - Livonia

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Several full time openings at a local insurance company offering pleasant surroundings, competitive salaries and company paid fringe benefits including paid holidays and vacations.
Immediate openings for:
- GENERAL CLERICAL
- CLAIMS EXAMINERS

Call 591-4690
Mon. thru Thurs. 7:30 am - 4:15 pm.
Fri. 8 am - 12 noon

504 Help Wanted Office-Clerical

CUSTOMER SERVICE REPRESENTATIVE

We have several opportunities in our customer service department. If you have 1 to 2 years' customer service experience, possess good oral & written communication skills, are an aggressive self starter, we offer the opportunity to be trained & promoted through a formal advancement opportunity program. Starting salary $11,700 with growth potential to mid & upper teens.

For those who meet our high standards we offer one of the finest benefit packages in the industry including paid health care & tuition assistance.

Send resume or apply to
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SOUTHFIELD, MI 48037
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504 Help Wanted Office-Clerical

15 WEEKS TO A NEW CAREER AS A LEGAL SECRETARY

- Taught by Attorneys and Legal Secretaries
- Comprehensive Training/Small Classes
- Day/Evening Programs Available

FOR BROCHURE CALL 569-6935

Legal Secretarial Career Institute, Inc. Honeywell Center, Suite 775, 17515 West Nine Mile Road, Southfield, MI 48075

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16880 Middlebelt, Suite #1 Livonia, Mi. 48154

504 Help Wanted Office-Clerical

RECEPTIONIST

New Ann Arbor research & development center (on Dixboro Rd. between Plymouth & Geddes) seeks Receptionist to greet visitors, operate switchboard & perform other clerical duties. Must type 60 wpm. Send resume or call 538-6800, ext. 10 and an application will be mailed.

Flint Ink Corporation
25111 Glendale Ave.,
Detroit, Mich. 48239
Equal Opportunity Employer

505 Help Wanted Food-Beverage

ALL POSITIONS AVAILABLE NO EXPERIENCE REQUIRED Apply in person: Elias Bros. Big Boy, 19190 Middlebelt, Livonia. 477-1570

ANN ARBOR MARRIOTT Positions open for food servers, bussers, cooks, dishwashers, & host help. AM & PM shifts. Apply in person, 3600 Plymouth Rd. Equal Opportunity Employer M/F

ASSISTANT MANAGER New, quality food & dining establishment. Qualifications: H.R.I. degree & 2 years experience. Send resume to River House, 25241 Grand River, Redford TWP, MI., 48240. No phone calls please.

ATTENTION The Original Pancake House is now hiring for full & part time positions. Host persons, bussers, wait staff. Experience preferred but will train. Top pay & benefits. Flexible scheduling. No nights. Apply in person at: 19355 W. 10 Mile Rd. in Southfield.

WHO WOULD BELEIVE WORK COULD TASTE THIS GOOD?!! WHAT an opportunity... positions now available. Full and part-time shifts, mornings and afternoons.
- BAKERY COUNTER SALES
- CAFE DELI SERVICE

Apply in person: THE BAKER'S LOAF 29480 Northwestern Hwy., between Franklin & Inkster Rds., Southfield.

BARTENDERS & WAIT STAFF Must be 18 years or older. Experience preferred. Part-time evenings. Westland area. Call for appointment. 591-9340

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 furnished. Apply in person 8am-11am and 3pm-5pm. 33406 5 Mile, Livonia AND Middlebelt at 9 Mile Farmington Hills

BILL KNAPP'S A fine Family Restaurant is now hiring Dishwashers. Apply anytime. 36550 Grand River, Farmington Hills. An Equal Opportunity Employer

BLOOMFIELD HILLS MOUNTAIN JACK'S A Fine Dinner House in Bloomfield Hills - is now accepting applications for the following positions: Food Servers, Cocktail Wait Staff, Line Cooks, Prep Cooks. Benefits available. Please apply Mon. thru Thurs.,2-4pm: 2262 Telegraph Rd.

BOB EVANS RESTAURANT looking for full-time day & night Kitchen Prep and Bus help. Benefits available. Apply in person only: 13911 Middlebelt, Livonia.

- BREAD BASKET DELI - Cashiers, Short Order Cooks, Counter Help ... Full or Part-time. Will train. Apply in person, 2-5pm: 26052 Greenfield, Oak Park (at 10½ Mile) ALSO Hiring for new Farmington Hills location

BUS PERSONS Apply in person after 1PM. Nicky's, 755 W. Big Beaver, Troy. 362-1262

BUS PERSONS & DISHWASHERS wanted. Apply within: MOY'S 18825 Middlebelt, Livonia

CAFE BON HOMME Accepting applications for: WAIT PERSONS, BUS PERSONS, GARDE MANGER & DISHWASHERS. Both shifts available, excellent earning potential for the right people. We are now hiring! Apply in person only. 844 Penniman, Plymouth. 453-6260

CAFE DELI SERVICE Bakery counter sales. Pleasant conditions. AM and PM shifts available. 4 to 5 days weekly. Apply in person: THE BAKER'S LOAF Northwestern Hwy. between Franklin & Inkster Rds., Southfield.

CASHIER, BUS & WAITSTAFF Hiring now, all shifts. Good pay and tips. Embers Deli, Birmingham. Call: 645-1046

CORPORATE food service company desires chef for executive food service. Competitive wages and insurance package. No nights, weekends. Paid holidays. Send resume to: P.O. Box 915, Bloomfield Hills, Mich., 48013, Att'n.: 8297.

CHEF - wanted, evenings. Experience necessary. Good working conditions & benefits. Salary commensurate with experience. Send resume no later than 2/20/87. To PO box #3000, Franklin, MI. 48025. Att: Jimmy

CHUCK MUER DIGGERS now accepting applications for Kitchen Help. All positions, days or nights. Apply in person 30555 Grand River Farmington Hills

COOK - EXPERIENCED needed for private Country Club in Birmingham area. Afternoon & night shift. Good working conditions. Call Tues. - Sat., 10am-4pm. 644-2500

COOK Part time evenings. Joanies Lounge in Redford 534-0333

COOK Relief Cook needed for nice, clean nursing home in Novi. Prefer experience but will train. Apply: BEVERLY MANOR NOVI 24500 Meadowbrook Rd., Novi

COOK Relief Cook needed for nice, clean nursing home in Novi. Prefer experience but will train. Apply: BEVERLY MANOR NOVI 24500 Meadowbrook Rd., Novi

COOKS and DRIVERS wanted for pizzeria. Must have own car. Full & part-time. Garden City, 422-4880; Dearborn Hgts., 274-6640

COOKS - CONTINGENT 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 Road, Garden City, MI 48135, 421-3300, ext. 277. An Equal Opportunity Employer

COOKS & DISHWASHERS Days and nights. Good pay. Some experience necessary. 4106 Orchard Lake Rd., Orchard Lake, 851-0060.

COOK - SHORT ORDER Experienced. Good wages. Coney Island, Wonderland Center, Plymouth at Middlebelt, Livonia.

COOKS, WAIT PERSONS - with good attitudes. Apply within J. R.'s Bar & Grill, 30850 W. 10 Mile Rd., Farmington Hills 474-5975

**COUNTER PERSON
BUS PERSON
WAIT STAFF
HOST PERSON/CASHIER**
Searching for enthusiastic Help to fill above positions immediately - for 8am-4pm Shift - in fast-paced Deli. Previous experience preferred. Apply in person:
ERNIE'S DELI
35572 Grand River
Farmington Hills
(in Muirwood Square)

DAY BUSSERS - DISHWASHERS EVENING LINE & GRILL COOKS Flexible hours. Excellent wages and benefits. Apply in person: BUDDY'S Northwestern & Middlebelt, Farmington Hills

DAY FOOD SERVER Must be experienced. Apply in person only. Ramada Inn, 8270 Wickham Road, Romulus.

DAY HOSTESS/HOST and Wait Persons. Apply in person at the Cozy Cafe, 15 Forest, Plymouth. 455-3310

DELI CLERK POSITION available, full or part time shifts. Experience not required. Southfield area. Call Mon.-Fri between 2-5pm 356-7200

DIAMOND JIM BRADY'S OF SOUTHFIELD Door Host/Hostess, Wait Personnel. Only serious, experienced people need apply. Call Mary, 352-8750

DINING ROOM SUPERVISOR for senior citizens dining room. Full time position, some experience preferred. 1:30pm-9:30pm shift. Hourly position with benefits. APPLY IN PERSON Franklin Club Apts 28301 FRANKLIN RD SOUTHFIELD 353-2067

DISHWASHER - full time position. Must be hard worker and have own transportation. $5 hour. Call Diane Hissom, Botsford Inn. 474-4800

DISHWASHER - Jonathan B Pub now hiring full & part time dishwashers. Excellent pay & benefits. Apply in person at Twelve Oaks Mall, see Tim.

DISHWASHER/POT WASHER Mature person needed for part-time. Farmington area. Call weekdays. 477-8050

DISHWASHERS Part time, nights. Apply in person: Herc's Restaurant, 36685 Plymouth Rd., Livonia. 425-1830

EVENING COOK Full/part time. Ryan's Tavern, 624-1000

SEEKING LEVELED-headed, charming person with wardrobe and style for front door Hostess (Host) position, full or part time available for right person. W. Bloomfield. Romanik's. 855-5311

HOSTESS/HOST Now taking applications for excellent part time evening shift. Must have nice appearance and love working with people. Please apply by appointment, 1-3 pm., Mon. thru Fri. Blakeney's Ranch House, Farmington Hills 477-3340

505 Help Wanted Food-Beverage

Hudsons Twelve Oaks Mall

Come Work at Hudsons and get The Discount

Looking for permanent employees to fill Part Time & Full Time

●

RESTAURANT

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**Waitpersons • Cooks • Dishwashers
Hostpersons • Stock**

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