AN EMPLOYMENT

504 Help Wanted Office-Clerical

OFFICE ASSISTANT - National Manufacturer in business 30 years seeks full time Office Assistant for fast paced regional office. Must possess good secretarial and communication skills. Customer service experience a plus. Intelligent individual, full company benefits. Salary commensurate with experience. Send resume to: Office Manager, 29225 Orchard Lake Road, Suite 296, Farmington Hills, Mich., 48018

OFFICE AUTOMATION MANAGER
We need the right individual to set up a complete office automation system for one of our major accounts in Livonia. Prior experience with IBM Office Systems preferred. Please call for immediate appt. Position has permanent potential

MANPOWER
TEMPORARY SERVICES
478-1130

OFFICE CLERICAL
We are a major commercial financial services organization seeking a responsible individual to join our W. Bloomfield office.

The individual will be responsible for follow-up phone calls, mail, insurance coverage for our finance receivables. Other clerical responsibilities will be required. Typing speed 40 WPM required.

We offer a good starting salary, a comprehensive fringe benefit package, with your resume & salary history in confidence or call:

ASSOCIATES COMMERCIAL CORP.
P. O. Box 930
Southfield, MI. 48037
737-2042
Equal Opportunity Employer M/F

OFFICE CLERICAL - art gallery seeks a dependable, self motivated, detail oriented person with good typing & general office skills. Duties will be diversified, computer skills are helpful. Ideal candidate nurses with experience, complete benefit package. For interview call John Lawson 562-0515

OFFICE CLERK - part time AM or afternoon, 20 hours per week, experienced, no typing. 12 miles/Greenfield. 443-1327

OFFICE - FULL-TIME
8am-5pm. Mon.-Fri. Livonia area. 464-6061

OFFICE HELP & COLLECTOR
Needed for Medical Office. Accounts Apply, Guardian National Acceptance, 27888 Joy Rd., 1 blk. E. of Inkster Rd., Redford.

OFFICE HELP
Typing & filing. Part time. Livonia area. 478-5686

OFFICE HELP WANTED
Experienced in payroll accounting, light typing and answering phones. $4.00 start 15 hrs. Located in Birmingham. Call today. 644-1915

OFFICE PERSON - part time. Food service broker desires good worker. 8:30am-3pm, 2 days per week. Interviewing now across from Fairlane Mall. 477-4440

OFFICE OF THE NATIONS
leading, independent chemical and medical impaired has one full time and two part time positions open in our Livonia office. We provide an excellent salary, full company fringe benefits, etc. You must have a physical or medical condition to apply. Call from 1PM-5PM 547-6198

PARTNERS IN PLACEMENT
Positions Available for:
Typists
Word Processing
Secretaries
Data Entry
Accounting Clerks
Call 474-8500 Today!
"Let PIP be Partners in YOUR future!"

OFFICE MANAGER
For 400 unit Apartment Complex. Competitive salary and benefits. Call Gail 978-3711

504 Help Wanted Office-Clerical

OFFICE MANAGER
Knowledgeable of office procedures, accounting functions, personnel hospitals & requirements, must be demonstrated leadership with exceptional attention to detail, records & follow-up.

Position will require hard work & good organizational skills - offer excellent opportunity for advancement. Salary range to start $18,000 - $20,000. Submit resume to Box 002, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE MANAGER
Call J. Martin Temporaries/Plus

474-8722

PARTS COUNTER MAN
for large Marina.
Please call 522-6670

Programmer/Analyst
Company seeking experienced programmer with basic accounting background. Prefer experience on BASIC IV equipment or business basic. SMC 9000 or S80 desirable but unique. Benefits package, salary negotiable, send resume to, Attn: Personnel Dept. P.O. Box 8096, Southfield, MI. 48086

Purchasing Assistant
An Oakland County manufacturer is seeking a purchasing assistant with 2 years experience. Responsibilities will include: Material purchases, schedules, & record keeping and demanding communication with suppliers. Strong math and good communication skills are required. Must type at least 50 wpm. Please submit resume & salary requirements to:
Personnel
P. O. Box 4494
Auburn Hills, MI 48057
Equal Opportunity Employer M/F

PURCHASING SECRETARY - part time, full time. Required based computer knowledge, good clerical skills. 10 key touch. Send resumes to: Hardware Sales, PO Box 9027, Livonia, Michigan, 48151. Attention Kathleen.

PURCHASING/Service Coordinator. Intelligent individual to assist in handling all areas of purchasing and service. Must have good communication, and experience in working with manufacturing. Ideal position for homemaker, 8 positions, apply between 9am and 3pm at: 964 Livernois, Troy.

P.P.G. INDUSTRIES is a World Leader in Coatings Production & Technology. We currently have an opening for a Warehouse Office Clerk at our Livonia P.P.G. Finishes Warehouse. Basic duties included telephone correspondence with customers, processing shipping and documents, some typing; calculator & basic computer knowledge helpful. This Temporary full-time assignment pays a competitive salary & has the possibility of becoming a permanent position. If you are interested in being considered for this position, please apply in person, between Sam-2pm, Mon. thru Fri.:
P.P.G. FINISHES
31071 Industrial Rd., Livonia
Equal Opportunity Employer M/F

RATE CLERK
Grasebel Van Lines, a major household goods carrier, needs a person experienced with household goods tariffs & knowledge to rate bill of lading & revenue distribution. Typing necessary, basic computer knowledge helpful. Good benefits & pay. Nice office & surroundings. Near Van Born & Telegraph. Experienced only apply 256-5500

ANIMAL HOSPITAL - Receptionist for modern animal hospital, typing, communication skills & people oriented attitude essential. Good salary & benefits commensurate with experience. Send resume to Bloom Animal Hospital, 31205 S Mile, Livonia, Mi. 48154. No phone calls

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

RECEPTIONIST SECRETARY
Growing Plymouth company in need of mature responsible person to handle receptionist & secretarial duties. Good typing & telephone communication necessary. Send resume to Allback & Co. 377 Amelia St. Plymouth, 48170

RECEPTIONIST
for Southfield law firm. Typing required. Call Nancy Iveson, 352-3555

RECEPTIONIST
Bloomfield Hills C.P.A. firm needs a self-assured individual with typing skills. Multi-line phone answering experience preferred. Please send resume to Jenkins, Magnus, Volk & Carroll, 2905 Woodward Ave., Suite A, Bloomfield Hills, MI 48012; Attn: K. Cline

504 Help Wanted Office-Clerical

RECEPTIONIST
Light typing & light clerical duties. 8 Mile/Southfield area. 557-1000

RECEPTIONIST
for construction firm in Redford. Light typing & bookkeeping skills required, will train. Call 532-0600

RECEPTIONIST - full or part time, for Northwest Office in Novi. Must like people & pets. Benefits.
348-6900

RECEPTIONIST - NON-SMOKER
for busy Farmington Hills office. Good phone manner, typing, data entry. 8-5. Arlan Inc. 478-6662

RECEPTIONIST
Friendly, dependable receptionist wanted for Farmington Hills salon. Call Mon-Thurs. 553-2480

RECEPTIONIST/SECRETARIAL
Typing required. Send resume to: receptionist, 20827 Industrial Rd., Livonia, MI 48150

RECEPTIONIST/CLERK TYPIST
Must likes people. Light typing, filing & good typing skills. Call Bill Schwartz, 227-1720

RECEPTIONIST - Troy Law Firm needs outgoing individual with good phone manner. Varied duties and responsibilities. Good fringe benefits. Phone 362-2810

RECEPTIONIST - Full Time
Rapidly expanding national corporation has immediate opening for a capable receptionist with multi line experience. Benefits. 464-3111

RECEPTIONIST - part time. Mature with good typing & telephone skills required. Real Estate knowledge helpful. Fri., Sat., Sun. 8-5 hr., Call Mon. thru Fri., 9am-5pm, 645-1862

RECEPTIONIST - Full time position available for mature self-motivated person with good general office skills. Must be able to work Sat. Call Maryann at 357-5578

RECEPTIONIST
Full time position available in Southfield law firm. Typing skills and good telephone manner necessary. Call next between 10am-3pm. 356-2828

RECEPTIONIST/TYPIST
Needed to work part time for Livonia CPA firm. Position requires answering phones, light typing, filing and bookkeeping. Must be organized, motivated. $4.25 per hour. 532-7454

RECEPTIONIST - Immediate opening for a pleasant, professional, motivated. Must have 2 years office experience. Good typing & telephone duties required. Good benefits. Southfield area. Call Liz 352-4000

RECEPTIONIST
needed for Southfield office moving to Birmingham in April. Phone skills required, typing 45 with accurate record. $200 per week. Call between 11am-1pm. 358-1048

RECEPTIONIST fast paced pension consulting firm seeking experienced receptionist. Light typing required. Must. Duties include: answering phone, typing, & greeting clients. Some computer experience helpful. Call for appointment 540-5300

RECEPTIONIST - for real estate developer-construction firm in Southfield, light typing & good bookkeeping skills required. Good appearance & personality. Send resume to Box #930, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Grasebel Van Lines, a major household goods carrier, needs a receptionist with good telephone skills, good typing, basic computer office knowledge. Good benefits & pay. Near Van Born & Telegraph. Experienced only apply 256-5500

RECEPTIONIST - FULL-TIME
position available. Must have Multi-Line Phone System experience & pleasant phone manner. Word Processing & shorthand experience helpful. Send confidential resume to: P.O. Box 5400, Northville, MI. 48167 - Attention: P. Cebulski, Personal & Confidential.

RECEPTIONIST
With general office duties for headquarters located in Farmington Hills. Full time entry level position. Start at $5.00 per hour with advancement based on ability. Call: 471-1151, Ext. 554

RECEPTIONIST
A Troy Co. is looking for someone with a pleasant personality to work as a PBX/Switchboard/Receptionist. Typing experience required. Immediate opening. Competitive wages & benefits. Please send your resume to: Box 760, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Represent our company to the public. Must have your pleasant phone personality and professional manner. New, attractive corporate facility in Southfield. Starting range $5.50-$6.00/hr., plus benefits. Send resume to:
CANADIAN SECURITY SERVICES
20800 Southfield MI 48075.

RECEPTIONIST/SECRETARY
A major company in Livonia is looking for an energetic individual to support our busy South-field sales office. The take charge person should possess an excellent telephone manner, very good typing skills & be detail minded. Excellent benefits. Salary commensurate with experience. Reply to 762, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Mid sized Farmington manufacturer seeks mature lady for diversified duties including switchboard, light typing (50wpm), filing & general office. Computer experience helpful but not necessary. Must be articulate with excellent phone manners. Interested candidates call immediate opening should call 476-1667 or send resume to:
Chesley Industries
Receptionist
20775 Chesley Drive
Farmington, MI 48024

504 Help Wanted Office-Clerical

RECEPTIONIST - full time for mortgage company. Experienced in mortgage office duties required. Hours 9-5.
363-2130

RECEPTIONIST FOR private sale discount company every other week and in Farmington Hills. 626-8644

RECEPTIONIST/Typist/General Office duties. Light typing. Phone. Some knowledge helpful. Wisam. 824-7800

RECEPTIONIST - office skills, a/s/a/r, salary & a professional atmosphere. Phone 354-3378

RECEPTIONIST for business in Royal Oak. Light typing skills needed. Must have neat pleasant manner and voice, non smoker only. 543-9414

RECEPTIONIST - TYPIST
PART TIME MORNINGS
STERLING HEIGHTS AREA
254-8030

RECEPTIONIST
to take telephone orders & messages for Wholesale Fabric Warehouse in Troy. 362-2810

RECEPTIONIST - for leading advertising agency, experience on console board is a plus, salary $14K. Call Louise at Uniforce 557-0037

RECEPTIONIST/Bookkeeper, working 20/WK and possibly more. Light typing, Phone 532-3910

RECEPTIONIST/BILLING CLERK
for Bloomfield Hills law firm to work Tuesday and Thursday.
Call:
338-5450

RECEPTIONIST
for busy office. Must have good telephone skills, typing & filing. Hours: Evening hours, Mon. thru Thurs. and days Sat. and Sun. Please call between 6 and 4 PM. 261-0270

RECEPTIONIST
With clerical experience for Madison Heights company. Must have experience in handling large volume of incoming calls. 40 hours, full benefits. Call 9:30-4:30 PM. 580-3000

RECEPTIONIST - for busy front desk. Type 50 wpm, knowledge helpful. Fri. Sat. 20. between 9am-11am, closest after 1st of the weekend. Health Care Professionals, 17000 W. 8 Mile, 9350.

RECEPTIONIST
needed for growing company, typing, answering, typing & basic skills required. Computer/Lotus experience helpful. Send resume to: 31800 Northwestern Hwy., Suite 120, Farmington Hills, MI. 48018.

RECEPTIONIST
Birmingham law firm is looking for someone with a pleasant personality to work as a receptionist and assume other duties. Light typing and other duties are also a part of this position. Excellent starting salary. Call Sara at 642-3600

RECEPTIONIST
Troy based wholesaler seeks a mature, dependable person to handle high volume activity. Position requires pleasant, outgoing personality and bright telephone manner. Excellent benefits. Excellent salary. Please send resume to Box #780, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia Michigan 48150

RECEPTIONIST
Mature, professional Receptionist needed for busy office. Pleasant phone manner, front desk. Appearance and manner are important. Typing, professional and in-control. Please send resume, in confidence to Box 822, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
wanted for Birmingham area salon, should be pleasant.
640-3262

SALES COORDINATOR for marketing firm, male or female, some experience, approximately 30 hours a week. Will train. Lathrup Village area.
552-8683

SALES
SECRETARY
Small suburban auto supplier can use your typing and light bookkeeping skills. Full benefits package. Fee paid. To $15,000. Call Rob at 353-2080.
After 5 PM. Appointments Available
SNELLING & SNELLING

SECRETARIAL - Interesting position for mature, responsible person. Handle phones, typing, supplies and some bookkeeping. Pay commensurate with ability. Call now, you can take charge of front office. Non smoker. Send resume or apply in person to: Ivy Stone & Co., 37887 W. 11 Mile, 17520 W. 12 Mile Rd., #210, Southfield, MI 48076

SECRETARIES
WORD PROCESSORS
DATA ENTRY
OPERATORS
RECEPTIONISTS
Its great to be a "Snelling Temporary".
ENJOY:
- Top pay the same week you work.
- Work in top area businesses.
- Holiday and referral bonuses.
- Hour incentive program.
- Long and short term assignments.

If you have marketable skills in any of the above areas, call for an appointment.
SNELLING TEMPORARIES
CALL 557-5700
Licensed by Snelling & Snelling
NEVER A FEE

504 Help Wanted Office-Clerical

Secretaries
Receptionists
A RESUME WORKSHOP
TO SHARPEN YOUR PROFESSIONAL IMAGE
(NO CHARGE)
CALL
474-8722
J. Martin Temporaries/Plus

SECRETARIES, TYPISTS & Word Processors (Xerox 820, 630 & 860). Top pays. MGM Office Services, Southfield. 567-0040

SECRETARIES
$6.00
PER HOUR
BENEFITS
We have ...
Temporary to Temporary Permanent
...Positions
474-8722
J. Martin Temporaries/Plus
32218 W. 10 Mile Rd.
Farmington Hills, MI. 48024

SECRETARY ADMINISTRATIVE ASSISTANT. For expanding Commercial Real Estate Development and construction firm, located in their new mid story office building in Southfield. Related experience preferred, good skills, personality and appearance required. Take charge attitude a must. Salary dependent on experience and benefits. Submit detailed resume to: Box 850 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY NEEDED for Physicians at family practice office, in Dearborn Heights. Medical, trauma exception & personal Secretarial duties required. Typing 50 wpm, knowledge of Cells, 40 hours. Call 846-1040, 973-7786 or eves. 973-0782

SECRETARY/OFFICE MANAGER
Growing public accounting firm is seeking a bright, personable self starter with excellent phone & people skills. Prefer 2-3 years experience. Data entry experience helpful. Starting salary $14-$15K. Send resume, references & salary history before Sept. 1st to Box #20, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Part time, 4:30-8pm, Mon.-Fri. Apply Mon. thru Friday 9-5pm. Redford Counseling Center. Call Vera. 535-6580

SECRETARY - part time for commercial real estate office near 12 Mile/Northwestern Hwy. Hours 10-3 pm. Must have excellent typing skills. 358-5000

SECRETARY - Permanent Part-time Mature, responsible person 3 hours per day. Available for full-time work when needed. Non-smoker. $5. per hour. 626-8672

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 & knowledge of Lotus preferred. Call in person at Westland Convalescent Center, 34137 W. Warren Ave., Westland

SECRETARY/RECEPTIONIST
Full or part time position
North Rochester area.
852-1188

SECRETARY - Receptionist needed for Lawn Spray Co. Full-time. Must have secretarial skills; typing, telephones, etc.
Call for interview. 729-0033

SECRETARY/RECEPTIONIST
Troy area, TV sports network PABX seeks a secretary with excellent skills & ability to type 70 WPM. Experience with memory typewriter helpful. Call Kathi Hunt 583-7600

SECRETARY/RECEPTIONIST
For very busy, large Real Estate Office in Lathrop Village. Excellent typing skills - A Must. Accurate & organized, good mind for detail & pleasant phone manner required. Some bookkeeping experience helpful. Call: Steve Leibhart, Saturdays or evenings at 557-6700
32000 W. 10 Mile Rd, Farmington Hills.

SECRETARY/RECEPTIONIST
For medical related company in Southfield. Position requires excellent typing skills with dictaphone transcription, Patient chart filing and pleasant phone manner. Word processing skills a plus. Benefits with company paid salary. Send resume to L.Wagner, 29275 Northwestern Hwy. St. 208, Southfield, MI 48034

SECRETARY/
RECEPTIONIST
Troy - full time for real estate development/construction company. Must be hardworking, organized individual with clerical and typing skills in typing and shorthand. Good verbal skills and ability to handle phone in busy office. Light bookkeeping helpful. Pleasant working conditions, salary commensurate with experience. Call 643-7378

SECRETARY RECEPTIONIST
Farmington Hills location near Tally Hall. Competitive salary, Benefits include Blue Cross, dental plan & life insurance. We train for advancement within firm. Accurate, 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
RPM Pizza, Inc., largest franchise of Domino's Pizza, is seeking an experienced secretary.

Qualifications include: good typing and secretarial skills. Experience in word processing and personal computer, finance and insurance would be helpful. Please send resume to:

RPM Pizza, Inc.
34777 Plymouth
Suite 202
Livonia, MI 48152
An Equal Opportunity Employer

SECRETARY - Self starter property management, some bookkeeping & building inspections. Must telephone & communication skills. Part or full time. 549-3538

SECRETARY
To high school principal. Typing 50wpm. 90wpm shorthand. Excellent benefits. Prefer experience as a public school building secretary with background in word processing. Deadline for applying Feb. 27.
Willow Run Community Schools
3171 E. Michigan Ave.
Ypsilanti, Mi. 48198
An Equal Opportunity Employer

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

SECRETARY
Type 45 WPM, filing, good communication skills. Call E.F.S., Mr. Jennings, 8AM-3PM only. Mon. thru Fri. 569-3360

SECRETARY - We have an opening for a full time secretary. The position requires a typing speed of 60 wpm & some experience with Rbase 5X & related software; Lotus 123, D-Base & multimate. Please submit resume including salary requirements to: The Center Companies, Bloomfield Shopping Center, P.O. Box 1355, Southfield, MI. 48076-0355 An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY - full time (Semi-Lt.Work) for major insurance company, in Southfield. Qualifications: Typing 50 wpm, shorthand, Blue Cross, Blue Shield, dental, excellent salary & benefits, competitive salary. Company publication experience desired. Call 351-7023
EOE/AA

SECRETARY/
GENERAL OFFICE
Sales office, Farmington-Novi Area, needs person with exceptional general office skills. 2 to 3 yrs. prior office experience required. Must be able to handle incoming calls, type 50 WPM, operate telephone, use word processing equipment, accounts receivable & good with numbers. Need a people-oriented team player looking to grow with company. Great opportunity for right person. 349-0200

SECRETARY
(Intermittent)
Immediate opening for a Secretary to be available to fill in when full time clerical staff are varied out due to assist during peak periods. Good typing skills 50 wpm, knowledge of word processing experience desirable. Please send resume to Personnel Dept., Kingswood Psychiatric Hospital, 12500 W. 9 Mile Rd., Ferndale, MI. 48220 398-5300

SECRETARY
Must have excellent skills and word processing experience. Must be able to deal with pressure. Office located in brand new building in Southfield. Salary and benefits commensurate with experience. Send resume to: Box 816, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/WORD PROCESSOR
Growing public accounting firm is seeking a bright, personable self starter with excellent phone & people skills. Prefer 2-3 years experience. Data entry experience helpful. Starting salary $14-$15K. Send resume, references & salary history before Sept. 1st to Box #20, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/WORD PROCESSOR
Growing public accounting firm is seeking a bright, personable self starter with excellent phone & people skills. Prefer 2-3 years experience. Data entry experience helpful. Starting salary $14-$15K. Send resume, references & salary history before Sept. 1st to Box #20, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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 & knowledge of Lotus preferred. Call in person at Westland Convalescent Center, 34137 W. Warren Ave., Westland

SECRETARY/RECEPTIONIST
Mature individual needed for full time position in Southfield. Must have previous switchboard experience, pleasant phone manner and general office duties. Competitive salary & benefits commensurate with ability. Send resume including salary requirements to: Personnel Dept. PO Box 5091, Southfield MI 48086

SWITCHBOARD OPERATOR
To work part time (3 days per week, 18 hours/week) on the afternoon shift. Will be required to operate the switchboard in case of emergency and assist callers with their needs. Strong phone skills & ability to type 70 WPM. Experience with memory typewriter helpful. Call Kathi Hunt 583-7600

SECRETARY/RECEPTIONIST
Troy - full time real estate development/construction company. Must be hardworking, organized individual with clerical and typing skills in typing and shorthand. Good verbal skills and ability to handle phone in busy office. Light bookkeeping helpful. Pleasant working conditions, salary commensurate with experience. Call 643-7378

SECRETARY RECEPTIONIST
Farmington Hills location near Tally Hall. Competitive salary, Benefits include Blue Cross, dental plan & life insurance. We train for advancement within firm. Accurate, 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/TYPIST
FLEXIBLE SCHEDULE
Livonia office of 15 staff persons seeks a person for secretarial/typist duties. Must be able to type 60WPM, use dictaphone & have experience on P.C./Wordstar. You pick your own schedule but must work 8 hrs. between 8:30am-5:30pm, 4 days a week. Daily hours need not be the same but must have a set schedule. Potential starting wage of $5. per hr. Send resume to: W.J.G. Suite 133, 33733 Five Mile Rd., Livonia, Mich. 48154.

SECRETARY
West Bloomfield law firm. Office and word processing experience necessary. 626-8888

SECRETARY with 1 to 2 years experience and knowledge of word processing skills for downtown Birmingham law firm. Legal experience helpful, but not necessary. Send resume to: Law Office, 303 E. Maple, 3rd floor, Birmingham, Mich., 48011.

SECRETARY
with word processing experience needed full time in Troy. Must have some supervisory experience, accurate typing of at least 55 WPM, excellent phone voice and the ability to work. Mrs. Marshall, 649-4464, Ext. 602
An Equal Opportunity Employer

SECRETARY
WORD PROCESSOR
We sustain engineering firm are seeking an excellent word processing specialist. Must have 5 years experience. Call Rob at 353-5280.
After 5 PM. Appointments Available
SNELLING & SNELLING

SECRETARY/WORD PROCESSOR
Dynamic action oriented individual to assist of marketing research department, reports, resumes, and general correspondence. Proper experience using IBM PC XT and Wordstar program. Northern suburban location. Ask for Pat. 540-7400

SECRETARY/WORD PROCESSOR
Full time position in convenient Birmingham office. Good typing skills & phone manner are required. Word/Perfect experience needed. Good starting salary. Reply to Box 64, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD AD AGENCY
seeks Executive Secretary for fast paced office. Good environment & opportunities. Typing 55wpm.
827-2244

SOUTHFIELD AREA - Executive window suiting with secretarial service overloaded. Typing accurately, typing perfected. 12 Mile & Southfield. Starting at low as $200. 443-1314

SOUTHFIELD LAW FIRM seeks full time file clerk. Must have car for occasional errands. Some word processing. Perfect for mature person. 27777 Franklin Rd., Suite 1100, Southfield, MI. 48034.

SPECTACULAR opportunity for unusually capable person. Start at entry level-will train. Must have good memory, number aptitude. 541-5136

STUDIO RECEPTIONIST-Self-starter with good organizational skills to manage our music studios. Light typing & phone skills required. Mon.-Thurs 2pm-8:30pm, Sat. 9am-1pm. Apply in person at Russell Music, 17230 Farmington, Livonia.

SWITCHBOARD OPERATOR
Mature individual needed for full time position in Southfield. Must have previous switchboard experience, pleasant phone manner and general office duties. Competitive salary & benefits commensurate with ability. Send resume including salary requirements to: Personnel Dept. PO Box 5091, Southfield MI 48086

SWITCHBOARD OPERATOR
To work part time (3 days per week, 18 hours/week) on the afternoon shift. Will be required to operate the switchboard in case of emergency and assist callers with their needs. Strong phone skills & ability to type 70 WPM. Experience with memory typewriter helpful. Call Kathi Hunt 583-7600

SWITCHBOARD OPERATOR/TYPIST
needed for office with 30 people. Must have excellent phone & typing skills. Full benefits. Excellent working conditions. Salary negotiable. Hours: 8am - 5pm. Mon. thru Friday. Troy area. Reply to Box 790, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SWITCHBOARD Operator/Typist
needed for office with 30 people. Must have excellent phone & typing skills. Full benefits. Excellent working conditions. Salary negotiable. Hours: 8am - 5pm, Mon. thru Friday. Troy area. Reply to Box 790, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Telemarketers
TEMPORARY
LONG TERM
PART-TIME
CALL
474-8722
J. Martin Temporaries/Plus
32218 W. 10 Mile Rd.
Farmington Hills, MI. 48024

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

ACCURATE TYPIST
General office duties, knowledge of office machine and word processor helpful. Ability to handle detail work. Send resume to: Box 888, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME TYPIST/
Receptionist, Memorywriter experience preferred. Southfield consultants. Call AM Only. 353-0340

TYPIST - EXPERIENCED
With good phone manner needed for fast paced office, Farmington Hills area. Call for interview appointment. 471-0662

TYPISTS
Kelly Services has immediate assignments available for Typists with typing skills of 50wpm+. Experience with Memory typewriter, dictaphone and statistical typing is a plus.

Please call today for an appointment

352-5220
Southfield
553-7820
Farmington Hills
KELLY SERVICES
The "Kelly Girl" People
Not an employment agency - never a fee
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

TYPIST - part time. Downtown Farmington. 10-20 hours a week. Call Pat 540-3044

TYPIST RECEPTIONIST needed for growing company, must be accurate typist & have good phone manner. Troy area. Ask for Judy 552-3400

TYPIST/SECRETARY
Love to type? You'll be appreciated and challenged in this interesting, secretarial position with a growth oriented marketing research firm. Requires typing, overgenerous with strong typing skills of 60wpm, fast fits and growth potential. 12 Mile/Southfield Rd. area. 569-2838

TYPISTS - Temporary long and short term assignments exceptional rates! 75+ wpm. Detroit Metro area. Typing 60 WPM required. Must have dependable transportation. April, only. Call: 568-1284

UTILITY CLERK - PART TIME
Duties include: Data Entry, clerk for Dept. of Parks & Recreation, City of Livonia. To do Typing, Filing & General Office Duties. Approximately 20 hrs. per week, $4.00 per hr. Pick up application at Wayne Community Ctr., 6653 Hines Rd. (S. of Ann Arbor Trail) Livonia. Deadline Feb. 27, 1987.
An Equal Opportunity Employer

WORD PROCESSORS
Are you making top dollars for your skills? Do you have experience in office practices with your present employer? Do you want for the most impressive contract service in the area?

ENTECH
SERVICES, LTD.
'Ahead of the Rest'
We offer top pay, excellent benefits & challenging positions. If you have any of the following experience - WordPerfect
XENIX
MS
MM
IBM 5520
IBM PC/Displaywrite III
Please call us immediately.
Southfield 354-0500
Milford 685-7120
Troy 588-5610
Auburn Hills 377-4980
Pontiac 332-4350

WORD PROCESSOR/SECRETARY
For Farmington Hills temporary agency. Excellent opportunity to gain exposure to many exciting skills needed. Shorthand and/or typing insurance experience a plus. Salary commensurate with experience. Call Medical, dental and other benefits.
Farmington Hills. 737-2770.

WORD PROCESSORS
SECRETARYS
TYPISTS
IF YOU MEET ..
OUR QUALIFICATIONS -
YOU CAN COUNT ON:
- Excellent pay
- Annual Bonus
- Holiday Pay
- Vacation Bonuses
- Performance Incentives
- Comprehensive Benefit Program

Benchmark
Temporary Services
Linda Pat
421-6200

10 KEY OPERATORS
Till April 15, 1987. Day shift, Plymouth area. Insurance, medical. Call Judy 458-8550

4½ Day Work Week
Several full time openings at a local insurance company offering pleasant surroundings, competitive salaries, excellent benefits, 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

505 Help Wanted Food-Beverage

ACCEPTING applications for full time day
GARDE MANGER
PREP PERSON
HOSTS (Male or Female)
BUS PERSON, DAY & NIGHT
Apply at Alice Kinnon's, 126 E. Main St. Northville

APPETEASER
Now hiring full time bake shop assistant. Apply in person: 280 No. Woodward. Please ask for Denise.

ARBY'S is now accepting applications for assistant manager, crew and manager positions. Fast food or restaurant management experience necessary. Benefits include college tuition, dental/medical, flexible hours. Please apply in person at: 27140 Plymouth Rd. or 19000 Middlebelt.

WHO WOULD BELEIVE
WORK COULD TASTE
THIS GOOD?!!
WHAT A DIFFERENCE, positions now available. Full and part-time shifts, mornings and afternoons.
BAKERY CUSTOMER SALES
- CAFE DELI SERVICE
Apply in person
THE BAKER'S LOAF
20400 Northwestern Hwy., between Franklin & Inkster
Ask for Manager

BANQUETS & CATERING
PART TIME
Cooks, $5.50 per hr., Assistant Cooks, $5.65, per hr., Pantry $5.30 per hr., Bartenders, $45. per shift, Dishwasher, $6.10 per hr., Busboys, $5.10 per hr. Call Ann. Apply in person Mon. thru Fri. 10-4
DONALD'S CATERING
27777 SCHOOLCRAFT RD.

BARTENDER NEEDED
for small Lobby Bar at Novi Hotel in Southfield. Must have an eye for detail. Apply in person: Berkshire Hotel, 26111 Telegraph Rd., Southfield. 358-4333
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

BARTENDER & Wait Person needed weekends & full time. Apply at: Cappriccio on Ford Rd & Newburgh, Westland, daily after 5pm.

BARTENDER & WAIT PERSON
Full or Part-time, days or night.
Pages Food & Spirits.
Call Denise. 477-0028

BONANZA
FAMILY RESTAURANT
NOW HIRING
COOKS
BUS PERSONS
DISHWASHERS
COUNTER HELP
Day & Evening Shifts Available
Flexible Hours
Apply in person
32532 W. 10 Mile Rd.
Farmington
at Grand River

BUS PERSON - full time - Livonia - in the K-Mart Plaza

BUSPERSON needed for 82y 4322 night shift. Excellent benefits & pay scale are offered. Apply at The Golden Dragon, 30000 Ford Rd., Garden City. Southfield, Mon. thru Fri. after 2pm.

BUS PERSONS
Apply in person after 2PM. Big Boy, 733 W. Big Beaver, Troy. 362-1711

CAFE DELI SERVICE
Bakery counter sales. Pleasant type office. Full time, 40 hrs. Mon. thru Fri. 4 to 9 days weekly. Apply in person:
THE BAKER'S LOAF
Northwestern Hwy. between Franklin & Inkster Rds., Southfield.

CASHIERS & WAIT HELP - Starting immediately. Will train. Days preferred, some evenings. Bob Evans, Ford Highway, W. Bloomfield. 851-8568

COOK
Experienced. Apply at Cleary's Market & Grill, 32360 W. 8 Mile, Farmington Hills. 477-7122

COOK
experienced cook for night shift at Livonia restaurant. Call 522-7060

COOK - Experienced. Part-time. Cooking for 100 people at Northville Nursing Home. Apply in person, 16108 W. 12 Mile Southfield

COOK
Full-time, afternoon shift. Institutional cook. Excellent benefits. Apply in person Mon. thru Fri. 10am-3pm.
Farmington Nursing Home
30405 Folsom Rd.
Off Grand River

COOK/MANAGER - Experienced person to manage, do ordering, special menus and food cost control. Must have at least 5 years experience. Good working conditions. Call Barbara between 9AM-5PM for interview 628-5700

COOK, nights, fine dining restaurant, pay commensurate with experience, some benefits. Reasonable hours. Apply within Bernardi's Restaurant, 19614 Middlebelt Hwy. Near Hyde Park, Southfield

COOKS
Afternoons, midnights, part-time.
Apply at
SILVERMAN'S
Main St./Ann Arbor Rd., Plymouth

COOKS - CONTINENTAL AM
Experienced in preparing quiche etc. Some baking and prep work also required. Must be experienced in scratch cooking. For details call:
GARDEN GROVE HOSPITAL
(Osteopathic)
6345 Middlebelt Road
Garden City, MI 48135
421-3300, ext. 277
An Equal Opportunity Employer

COOKS & COUNTER HELP - Italian Hamburger, Inn. Experienced times, start at $5. hr. & a fun atmosphere. No Dancers. Apply within Noel Rd. & Grand River.

COOKS - EXPERIENCED
wanted for a restaurant in Garden City. Hours are from 6 pm to 2 am, 12 hours-5pm Tues-Fri. 421-3110

COUNTER ATTENDANT
for lunch counter at bulk shop in Farmington 10am-1pm Mon-Fri. 34888 Grand River. 471-8700

COUNTER PERSON
BUS PERSON
WAIT STAFF
HOST PERSON/CASHIER
Searching for enthusiastic Help-Co-Ed to join our team. Day shift, 7am-3pm Shift - in fast-paced Deli. Previous experience preferred. Apply in person
ERNIE'S DELI
35572 Grand River
Farmington
(In Mulwood Square)

DAWN DONUTS
Now accepting applications for full or part-time help. $4.00 an hour plus to start, flexible hours, free coffee time and a half for holidays, employee discount & many other benefits. Apply within, 30600 Ann Arbor Rd., Plymouth.

DAY & EVENING HELP - starting at $3.75. Apply in person - Hardees, 150 N. Plymouth Rd. Plymouth

DELI PERSON & CASHIER
Full or part time. Call Ed Fox & Sons, 27080 Evergreen, Kan. 532-4300, Mon. thru Fri. 9-5pm.

DELIVERY PEOPLE & KITCHEN HELP needed $4. to $6 per hour plus excellent tips. Call Cindy at Kitchen