CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

504 Help Wanted Office-Clerical

OFFICE MANAGER to assist President of young, growing company in the administration of small office. Duties include typing all correspondence, Accounts Payable/Receivable, phones, Data Entry, Invoicing & Filing. Applicant must be self-starter & possess excellent typing, composition/grammar skills, organizational & managerial skills, pleasant phone voice & energetic personality. Qualified & interested individuals, send resume. DataSavy, Inc. 35332 Grand River, Ste. 322, Farmington Hills, MI. 48024

OFFICE PERSON - Full time, some flat work. Must be able to type, file & perform various office duties. Some experience necessary. Call for appointment. Mid-Michigan 553-4050

OFFICE POSITIONS
Southfield distributor seeks qualified individuals for full time office level positions. Must have excellent math skills, 10 key calculator, typing. Previous office experience necessary. Excellent benefits. Call before 11am. 352-0379

OFFICE POSITIONS

ENTRY-LEVEL SECRETARY
Light shorthand, word processing, typing, good phone skills and word processing experience preferred. Pleasant prestigious, west suburban location.

BOOKKEEPER
Our west suburban client is seeking a highly motivated individual experienced in accounts receivable and payable and general ledger and P.C. experience. Salary commensurate with experience.

RECEPTIONIST
Typing 50wpm, pleasant phone voice. Excellent phone skills a must. Good professional image for this suburban location.

CONTACT
Terry Berner or Ariel Arnold

258-0343

G & M EXECUTIVE SEARCH
30400 Telegraph, Ste. 322
Bingham, MI. 48010

Ad Fees Employer Paid

OFFICE SECRETARY
Report to business owner. Take charge position. Redirect sales activities, bookkeeping, payroll, typing. Excellent benefits. 352-6000

OFFICE SERVICES CLERK
Southfield company seeks mail, room/office services person. Qualifications will be responsible, energetic, dependable and maintain a good attitude. Some heavy lifting required. Must be willing to work flexible hours including some evenings and Saturdays.
353-3311, ext.217 Call

OFFICE SERVICES RECRUITER
Be part of a nationwide network of employment service professionals. We are looking for people who are self-motivated, ambitious, energetic & goal oriented. Enjoy unlimited earning potential with salary & commission. Call Bernice Fromm at Sheridan Personnel 353-7000

O/M S OF TROY
(Dir. of Management Recruiters of Troy)

ASS'T TO PRESIDENT
Easy sales
to $23,000

SECRETARY IN TROY
Shorthand & Typing
$14,000 - $16,000

CUSTOMER SERVICE REP
Insurance (Personal Lines)
$13,000 - $15,000

CUSTOMER SERVICE REP
or CLAIMS ADJUSTER
Insurance (Commercial Lines)
to $20,000

Our client companies are interviewing this week. CALL 855-4200
Company ALWAYS Pays Fee

OPPORTUNITY for a professional with good secretary skills. Trade association in Troy for people oriented and responsible person. Call Mary at 435-7670

ORDER CLERK, part time, 8am to 12pm. Must be available Saturdays. 1 year general office experience & calculator skills. Dalton, ask for Ronda 641-6150

PARALEGAL Client contact, responsibility and a team approach in a small Southfield law firm. We concentrate in corporate, realty and tax matters, plus business litigation. Must have 4 year degree and be able to apply in Philadelphia or Oakland or Chicago. Prefer experience. Note: Resumes only. Gary Wyner, P.C. 24901 Northwestern, #504, Southfield, MI 48075

PART TIME CLERICAL
Typing 1-2 hours a general office duties 2 days a week. Birmingham location. Ask for Debby 258-5400

PART TIME PERSON Needed for Purchasing Department. Willing to work. Apply in person at Knodowe's, 32525 Southwestern Highway, Westland Heights (near 14 Mile)

PART-TIME POSITION
4 hours a day Mon-Fri. Accounting & EM Computer experience necessary. Non-smoker. Southfield location. Send resume. Attention: Administrative Assistant position, Box 2054, Southfield, MI. 48037-2054

PART TIME POSITION for mature, responsible person to do light office work in various office functions. Approximately 20 hrs. per week, hours are flexible. Must 50 wpm. Good opportunity to learn Word Perfect computer program. Please call between 1pm-4pm.
Ask for Mrs. Rozowski 827-7180

PART-TIME SECRETARY
for Birmingham Insurance Office
Call Karen 540-9444

PART TIME SECRETARY
Birmingham area company seeking experienced, professional person with word processing experience. Word Perfect experience a plus.
Pay starts at $4.00 per hour. Work Mon.-Thu. Fri. 4-5 hrs per day. Will go permanent for full time person.
CALL TODAY
471-1870
MANPOWER
TEMPORARY SERVICES

PART TIME hours for drive-through attendants & Saturdays. Apply in person at Livonia Community Credit Union 421-7180

PART TIME temporary position which may become permanent, work hours 12:30-4:30. Mon-Fri. Answer phones & filing. $4.50/hr to start. Ryan Insurance 559-7924

PAYROLL CLERK
for progressive Royal Oak firm. Responsibilities include processing computerized Payroll, filing of Workers Compensation & Quarterly Taxes. Pay commensurate with experience. Full benefits. Call 545-5550 ext. 613
An Equal Opportunity Employer

PAYROLL CLERK
Southfield based company, part time flexible hours. Payroll experience necessary. Call Ms. Haney between 2pm-4pm. 354-7100

PAYROLL CLERK
Motivated individual with 2 years experience, preferably ADP processing, timely handling of payroll disbursements and reports. Send resumes and salary history to Personnel, P. O. Box 300, Southfield, MI 48037.

PAYROLL CLERK/BOOKKEEPER
Experienced in Union reports, payroll taxes, Workmans Compensation - multi state & Canada. Starting date Nov. 1. Ask for Ann 459-4313

504 Help Wanted Office-Clerical

PERSON FRIDAY/Receptionist
Switchboard Operator for small Food Distributor in Novi. 40 hours + overtime. Some early hours required. Data Entry & office knowledge, a Plus. Benefits. Resume to 3273 Hubbard, Detroit, MI. 48210

PERSON TO answer phone. 8am-5pm. Apply in person. 10am-2pm. 37703 Schoolcraft, Livonia, Michigan.

PHONE PERSONNEL
Experienced people from home, no sales, daytime and evening work. Call 477-6179

PLAN ADMINISTRATOR ASSISTANT
Pension & Profit sharing sales & Administration company seeks well organized, detail oriented individual with good typing & phone skills. WILL TRAIN but Word processing or computer skills a plus and Life Insurance or Pension experience would be helpful.

Small, pleasant suburban office. Starting salary to $14,000 with excellent opportunity for advancement.

Send resume to
Esperance Administrators, Inc.
26105 Orchard Lake Rd., Suite 210
Farmington Hills, MI 48018

PLYMOUTH BASED COMPANY has immediate opening for an attractive, non-smoking female, to perform duties ranging from general office to light bookkeeping. Neat and dependable. Call Kerri @ 30416 or 459-1872

POSITION to start Central Michigan University's regional office in Troy. Responsibilities will include the coordination of regional business affairs, assisting with budgeting and monitoring of regional budget, coordination of meetings, support for faculty, correspondence of 2 administrators and supervision of the clerical staff. Ideal position will entail limited amount of travel. The successful candidate will have excellent secretarial skills, experience in word processing and dealing with a wide variety of people in academia, an Associate Degree in an appropriate field and 3 years of increasingly responsible experience or equivalent combination. Send resume postmarked no later than 10-25-87 to Central Michigan University, 2075 W. Big Beaver, Suite 15, Troy, MI. 48084. An Equal Opportunity Employer

PURCHASING CLERK
Responsibilities involve the performance of various clerical functions to support the operations of the Corporate Purchasing Department. Duties include: Typing of purchase orders, quotations and general correspondence. Answering all incoming calls to the Purchasing Department. Filing all purchase orders, contracts and associated correspondence, and Copying and mailing assorted printed materials.
This position requires good typing (55 or more words per minute) and communication skills, as well as attention to details. Qualified candidates may forward their resume to:
HORIZON HEALTH SYSTEMS
Human Resources
21700 Greenfield Road
Oak Park MI 48237

RECEPTIONIST (with light secretarial) needed for busy company firm in Bloomfield Hills. Legal experience and/or Word Perfect knowledge helpful. Contact Kelly at 335-5000

RECEPTIONIST
Part time Position
Southfield Area
Call ask for Paul 352-6755

RECEPTIONIST - Clerical help needed in Farmington Hills office selling mobile phone equipment. Call Kathleen for appointment 473-0331

RECEPTIONIST
Southfield law firm, Ten Mile/Evergreen. Duties will include answering phone, light typing & filing. Some experienced preferred. $4.00/hr. Call Shelly 358-5414

RECEPTIONIST for dental office in Birmingham/W. Bloomfield area, part time 626-2104

RECEPTIONIST/TYPIST
For Southfield accounting firm
Call Elaine 357-2400

RECEPTIONIST WANTED
For immediate position with Troy law firm. Secretarial & typing skills required 643-4700

RECEPTIONIST
Full time, Mon.-Fri., 8:00-5pm, benefits. Light typing and filing.
889-5500

RECEPTIONIST/SWITCHBOARD
Fulfillment Bureau company. Good benefits & competitive salary. Call Linda. 592-5360 ext. 251

RECEPTIONIST/PART-TIME
for Birmingham law offices. Light typing required (45WPM). Call 540-8460

RECEPTIONIST/SECRETARY with word processing experience. Presentation, mature, dependable only. Call Carole, Farmington Hills area. 737-2132

RECEPTIONIST-SECRETARIAL
Small firm in Farmington Hills needs full-time person. 9am to 5pm. Mon. thru Fri. Will train. Call Julie between 10am & 2pm. 478-4072

RECEPTIONIST/TYPIST
Full or part time. Benefits. Pleasant working conditions. Wages based on experience. Troy area. United Carpet, ask for Susan. 528-1900

RECEPTIONIST
Full time for Farmington Hills computer broker. Word processing & typing skills required.
Contact Mr. Douglas 855-5960

RECEPTIONIST/TYPIST
Seeking mature individual with good office skills to handle various tasks for a medium size publishing company. Interested applicants call:
Ms. Hoffman 557-9260

RECEPTIONIST/SECRETARY
Busy fast paced Southfield Finance company needs person with good phone manners & typing skills. Send resume to LAC, 20000 W. 12 Mile, Southfield MI. 48076 Att: Shirley

RECEPTIONIST for 8 attorney, Bloomfield Hills, law firm. Typing 50wpm, word processing helpful. Duties include typing, filing, answering telephone and general office work. Part vacation 645-1450

RECEPTIONIST

Birmingham mail order company needs a person to answer calls for custom decorating products. Earn up to $7 per hour depending upon abilities. Call 647-0300

RECEPTIONIST
Needed for busy Southfield CPA firm. Good typing & professional phone skills required. Word processing helpful. Send resume to:
CPA 2 26877 Northwestern Hwy.
Suite 200, Southfield, MI 48037

RECEPTIONIST for busy Southfield office. Must have excellent telephone skills and good general office background - typing, filing, photocopying, etc. Please send resume to N.C. Hayden, 28899 Northwestern Hwy., Suite 120, Southfield, MI 48034

RECEPTIONIST
Busy front desk in fast paced computer distributor is seeking experienced person with pleasant, professional phone manners. Misc. office tasks. Full time with benefits. Apply: Microtek, 11878 Market St., Livonia, N off Plymouth, W of Levan.

RECEPTIONIST/CLERICAL
Full-time opportunity for outgoing personable individual with typing and telephone skills. If you fit this description, please call Ms. Ellen International
Birmingham location 258-9655
Office soon to relocate to Troy area

RECEPTIONIST/TYPIST
Immediate opening in small downtown Birmingham office. Good phone manners & typing skills. Send resume to Box #607, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST for property management office. Must have pleasant phone manners and accurate typing skills. Light typing and general clerical experience required. Congenial working atmosphere and full benefits package. Apply resume to Attention Diane, 28400 Lahser Road, Suite 104, Southfield, MI 48034
An Equal Opportunity Employer

RECEPTIONIST/Secretary/Bookkeeping. Growing Farmington Hills C.P.A. firm needs an experienced organized individual for Clerical/Bookkeeping duties. Must be pleasant with good communication skills. Will train. Word Processing and/or other experience with IBM Computer - A Plus! Please send resume to:
Office Manager,
27950 Orchard Lake Rd., Ste. 108,
Farmington Hills, MI 48018

RECEPTIONIST/CASHIER/Office Help Wanted. Small office in Northwestern nursing home. Switchboard, typing 55 wpm., calculator, computer skills a plus. Excellent opportunity for a mature, motivated individual. Good work & pleasant atmosphere. Excellent benefits. Salary commensurate with experience. Apply weekdays 9-3 pm. Evangelical Home, 16700 W. Outer Dr., Detroit, MI 48235

RECEPTIONIST - progressive high tech firm in Southfield is seeking an individual for busy receptionist position, the ideal candidate must have previous receptionist experience - preferably Rolm or computer console experience. Must be able to handle good typing skills and the desire to interact with the public. Good salary & benefit package. Send resume including salary requirements to: Receptionist, PO Box 4451, Lathrup Village, MI 48076

RECEPTIONIST
Young & growing company in Television industry has a full time position available for an energetic person who is friendly, has professional attitude, with pleasant speaking voice. Will operate Rolm CDX Telephone Console & great clerical skills. Must type 50 WPM. Experienced as secretary/receptionist preferred. Send resume & salary requirements to:
Grace & Wild Studios, 23459 Industrial Park Dr., Farmington Hills, MI. 48024, attention Jeanne.

RECEPTIONIST
Individual should project a professional & pleasing image as well as strong interpersonal skills. Position requires knowledge of Switchboard operation & familiarity with multi-line phone systems, word processing & general office skills. Very pleasant & professional atmosphere. Excellent salary & benefits package. Send resume with cover letter to:
Personnel Manager, Carson Business Services, 29355 Northwestern Highway, Southfield, MI. 48034

RECEPTIONIST
Front office positions are now available in the Southfield area for seasoned Receptionists, temp or short term positions to fit your schedule. Excellent benefits. At least 3 years office experience necessary. Call for appointment.

ENTECH
SERVICES, LTD.
354-0500

Receptionists/ Switchboard Operators

We have jobs for you! We can put your valuable skills to work immediately. We need receptionists and switchboard operators with experience on Rolm, Dimension, Horizon, Centrex and more!

With Kelly Services you will receive merit increases, vacation pay, and opportunity to work with the top companies in town! Please call us today:

642-9650
Bloomfield
338-0338
Pontiac
398-7900
Berkley
352-5220
Southfield
362-1180
Troy
471-2050
Farmington

KELLY
SERVICES
The "Kelly Girl" People
Not an Agency, Here's a Job
Equal Opportunity Employer M/F/H

U.S. law requires all applicants to show proof of identity and right to work in the U.S.

RECEPTIONIST - PART TIME
front counter & phone work. Wixom Builders Supply. 624-8310

RECEPTIONIST
Immediate opening full time, downtown Lake Film. Call 962-0525

RECEPTIONIST Needed for plush Bloomfield Hills law office. Good typing skills & pleasant phone manner required. Call Cheri: 644-6666

RECEPTIONIST/SECRETARY - experience preferred, 50 wpm typing, needed ASAP, good pay with benefits. call 538-5250

RECEPTIONIST - part time, alternate nights & weekends, good phone manners necessary, some typing, call for appt. 625-7800

RECEPTIONIST, PART-TIME
Bank Restaurant hours in Southfield. Weekends & every other Fri.
Apply daily, 9am-5pm; St. Anne's Mead, 18106 W. 12 Mile, Southfield

RECEPTIONIST/ASSISTANT - needed for Farmington Hills office. Duties include answering telephones, typing, filing. Call Debbie 855-6300

RECEPTIONIST for Novi-based real estate company. Part time position for evening & weekend hours. Accurate typing a must. Call 9AM-5PM Monday-Friday 348-3200

RECEPTIONIST SECRETARY for Southfield construction co. Career orientated. Good typing skill necessary. Front desk position, good communications skills & appearance important. 358-5213

RECEPTIONIST
Must have good telephone personality, light typing, flexibility. Permanent part-time position with benefits for the right individual. Call
ACRO SERVICE CORP., 591-1100

RECEPTIONIST
Outgoing & personable individual to fill Front Office position for one of Michigan's High Profile Companies. Duties are varied. Light typing required. Outstanding work environment. Northwestern Corridor. Hours-among office. Call Marilyn, between 3-4pm. 352-4468

504 Help Wanted Office-Clerical

RECEPTIONIST
Full-time position for mature person with a friendly manner for front desk by and switchboard. Must have good typing skills, be well organized and enjoy dealing with people. Fully paid benefit package. Apply in person at Lues thru Fri after 1pm.
Frank W. Kerr Co.
43155 W. 9 Mile, Novi

RECEPTIONIST/TYPIST
Needed for Fortune 500 company located in Southfield. Excellent opportunity for a motivated individual.

MGM
Office Services
474-7760

RELIABLE SELF-STARTER
Inside Sales Coordinator needed immediately. Will work with Sales/Service Representatives, place orders, research & do other various clerical duties. Call Sandy, Myriad Services Corp., P.O. Box 5574, Plymouth, MI. 48170 - Attention: Advertising Specialties Dept

RESTAURANT OFFICE needs how to type. Sales Representative person with good math skills and an aptitude for detail work. Wages are commensurate with experience
Please apply in person at
33605 Plymouth Rd., Livonia

SALES SECRETARY
For 5 person Sales Office of Southfield area. Must type 35 words, accurate typing & pleasant phone manners required. Light typing, no shorthand, smoke's please 569-2268

SALES SECRETARY - Full time, for small sales office in large company. Competitive salary and excellent benefits. Prefer non-smoker, must be reliable with good communication, office & clerical skills. Pleasant with professional personality for customer contact. Good Troy location. Call for appointment 649-6530

SALES SECRETARY
Computerization, high tech company, needs sales secretary in Southfield office. Qualifications include 2 years secretary, interpersonal skills & word processing. Competitive compensation package. Send resume to:
Human Resources, Computerization, 29100 Northwestern Hwy., Suite 400, Southfield MI 48034

SALES SECRETARY - growing national chemical co. located in Troy. Insurance & knowledge of typing in sales dept. This is a full time position offering a competitive salary & complete benefits package. Excellent opportunity for individual with good typing skills & 3-5 years secretarial experience. Responsibilities with emphasis & salary commensurate to Scott Specialty Gases, Commerce Park, Troy, Michigan 48083

THE CITY OF BIRMINGHAM is seeking qualified applicants for the position of Personnel Specialist. Duties include but are not limited to: payroll, benefit administration, recruitment, training, processing & testing.
Desirable qualifications are typing speed of 65wpm, shorthand, knowledge of Word Perfect word processing & excellent organizational skills. Full benefits package. Salary range of $9.12 per hour. Apply between 9am-11am in the Personnel Office, City of Birmingham, Municipal Building, 151 Martin St., Birmingham, MI; by Mon., Oct. 26, 1987.
An Equal Opportunity Employer

FULL TIME position Executive Secretary & Office Manager. Experience necessary. Some computer knowledge. Resumes to Universal Lubricants, 14255 Stark Rd., Livonia, MI 48154 by Nov 7, 1987.

SECRETARIAL/GENERAL OFFICE for busy marketing department. Varied & interesting duties. Accurate typing & word processing skills. Excellent communication skills. Good pay, excellent benefits. 348-8000, ext.205

SECRETARIAL POSITION
Part time, flexible hours. Multiple Sclerosis Society in Oak Park.
Call 967-2023

SECRETARIES - for division of Big 3, in N.W. Oakland County, type 55 wpm, accurate, good communication, helpful & light speed writing of shorthand, immediate employment. Call Sherry at Uniforce 357-0034

Secretaries
Word Processors
JOB SEARCHING?

Make the time inbetween jobs a positive experience by working temporary in a variety of companies for:
• Top pay
• Medical/life insurance
• Vacation/holiday pay
• Free word processing training
• No fee for permanent work

SEARCH OUT
MANPOWER
TEMPORARY SERVICES
353-8780

SECRETARY/ASSISTANT
Southfield company needs an energetic, experienced secretary, able to work long hours as needed with administrative capabilities, knowledge of computers/word processors & exceptional organizational skills. Qualified applicants reply to P.O. Box 300, Southfield, MI 48037 or call 353-3311, ext.217

SECRETARY
Consulting firm looking for a top-notch secretary. Should have excellent word processing (preferably WordStar) and dictation skills. Prefer someone with shorthand. Good work environment and benefits. Call 559-2100

SECRETARY
Due to tremendous growth, professional offices at the Farmington Office Park is seeking an experienced secretary. Skills should include word processing, excellent grammar & be eager to learn. If you are looking for long lasting job security, contact Debbie 358-5500

SECRETARY for Bloomfield Twp. law office. Part time considered. 642-5555

SECRETARY for busy Birmingham office. Strong typing & organizational skills. Shorthand helpful.
Send resume to: 4118 S. Woodward, Apt. 1006, Birmingham, MI. 48011

SECRETARY - For one girl office in Southfield. Light shorthand responsibilities in relaxed atmosphere. Duties include typing, data entry, light bookkeeping and sales communication. Salary with excellent benefit package. Resume to Box 2811

SECRETARY For 3 Farmington Hills attorneys. 30-35 hrs. per week. Competitive open. Experience desirable. Call for interview: Mr. Simon or Mr. Grant 851-8411

SECRETARY for Southfield CPA office must be experienced excellent working conditions & benefits. Interesting clientele & personnel. Reply to PO Box 3184, Southfield Michigan 48034

SECRETARY
For Computer Co. in W. Bloomfield. Full time, typing and book-keeping needed. Send resume to:
Box 6100Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for busy Executive. 30 Hours per week. Strong telephone, communication & organizational skills required. IBM P.C. Word Processing necessary. Located in downtown Birmingham Call Tammie 450-6110

SECRETARY - Full time, word processing experience, good grammar a must. Legal experience helpful but not necessary. 626-8883

SECRETARY
Full time. Word processing, & general office duties for Southfield CPA Firm. 352-2929

504 Help Wanted Office-Clerical

SECRETARY
For Sales/Case Management. Full time position that requires good organizational skills, people skills & moderate knowledge of medical terminology. This position will be expected to operate a variety of business machines such as computers, typewriters, etc. Will train. It is most important that this person communicates well & enjoys working with people. Must possess good math aptitude & the ability to problem solve is vital. This energetic individual can expect a competitive wage and a resume to P.O. Box 1243, Dearborn, Michigan 48121

SECRETARY full time, private school in Rochester Hills. Typing, shorthand, good organizational skills required. Call Mon thru Fri., between 9-12 noon. 680-9566

SECRETARY
Full time in Southfield office in Farmington Hills. Excellent typing, light shorthand, good phone personality, knowledge of word processing, computer usage and other office duties. Salary commensurate with salary, requirements. P.O. Box 815, Farmington Hills, MI. 48013.

SECRETARY- Full time for small Farmington law firm. Must have how to type. Salary negotiable. Call for appointment: 471-4056

SECRETARY
Full time position requires excellent typing skills, knowledge of good business office operation, familiarity with computerized system and good sole support skills. Excellent benefits. Send resumes to P.O. Box 3092, Farmington Hills, MI 48018

SECRETARY - general office experience needed for import company. Must be proficient typing 50 wpm. Must speak & write English. Non smoking office.
Call 8am-10am only 477-3555

SECRETARY
Immediate opening, responsible person 2 part-time or 1 full time, entry level positions. Apply in person

MICHIGAN
BUSINESS MACHINES
24700 Telegraph, Southfield
(1 block S. of 10 Mile)

SECRETARY
Leasing subsidiary of Fortune 500 company located in Livonia is seeking an assistant. Candidate must exhibit a high degree of professionalism & must possess excellent organizational skills. Prior word processing experience & at least 3 yrs. secretarial experience are required. Send resume & salary requirements to: Box 8021Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

SECRETARY NEEDED FOR JOB
In Troy. Salary, $15,000 plus benefits. Call Carol 879-8636

SECRETARY
New position. Full time. Start pay negotiable. Call between 1-3pm. 875-4088

SECRETARY/OFFICE CLERK
Mature, responsible person with good phone manner, typing, & filing skills. PC knowledge. Billing & sales items. Call after 5:30pm 626-9005

SECRETARY-One girl office manufacturing firm in need of self-motivated person with good organizational skills. Experienced in all phases of office duties. Send resumes & salary history to. Box 806 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Professional, enthusiastic Secretary needed to assist busy executive/owner of Southfield Law firm. Real estate/mortgage banking experience helpful. You will be trained. Responsibilities include word processing on computer, type reports & correspondence using Word Perfect, assist clients in problem solving & patience on hold. Excellent typing & secretarial skills plus excellent communication/people skills. Initiative & creativity required. Great opportunity to expand your present skills & broaden your experience. Salary range $18,000-$17,000 to start plus good benefits & a friendly, professional environment. Please send resumes immediately to: CDL, P.O. Box 963, Southfield, MI 48037.

SECRETARY/RECEPTIONIST
Birmingham law firm needs secretary/receptionist. Position requires considerable flexibility in dealing with clients & attorneys. Typing 60wpm, typing, & clerical skills a must.
Pay & benefits commensurate with experience. Apply in person:
MonFri. 10am-4pm;
Amber Associates, 725 S. Adams, L-17, Birmingham 540-7837

SECRETARY/RECEPTIONIST
Experienced, full time. Accurate typing, 50 WPM. Phone skills between 10-2. Call for Charmaine. 477-0650

SECRETARY/RECEPTIONIST - for one person office. Small manufacturing company in Redford. Full time - start immediately 534-0071

SECRETARY/RECEPTIONIST-Aggressive individual with enthusiasm & attitude. Good typing skills & phone manner. Southfield 352-5400

SECRETARY/RECEPTIONIST
Part-time. Familiar with computers. Livonia office.
JDS Financial Services
Equal Opportunity Employer M/F

SECRETARY/RECEPTIONIST
Fast paced talent agency in W. Bloomfield looking for high energy level, well organized person to perform telephone, typing & public contact functions. To arrange interview call Ms. Bergman at 855-8115

SECRETARY/RECEPTIONIST
Must type 50-55 wpm, handle heavy phones, greet people, pleasant personality. Personnel Systems, Arbor Temporaries, Ask for Iveta.
459-1168

SECRETARY
RPM Pizza, Inc., largest franchise of Domino's Pizza is seeking an experienced Secretary.
Qualifications include: Good typing & secretarial skills. Experience with word processing & personal computer. Finance & insurance would be helpful. Please send resume to:

RPM PIZZA, INC.
38777 6 MILE RD.
SUITE 202
LIVONIA, MI. 48152

SECRETARY
SALES

Multi state sales organization with corporate offices in Farmington Hills, has immediate opening for a Sales Secretary. Responsibilities include, letter composition, organizational & interpersonal skills, 1 yr. office experience necessary, secretarial training helpful. Will train on CRT & word processing. We offer an excellent fringe benefit package including profit sharing & cash bonus, in order to be considered your resume must include your salary history/requirements. Send to: Personnel, Dept. 203, P.O. Box 1500, Farmington Hills, MI 48333.

SECRETARY - Some typing and filing. 1-3 years experience in bookkeeping, computer experience helpful. Good communication skills. Send resume, salary requirements & resume to: Suite 207, 19350 W. Ten Mile, Southfield, MI. 48075.

SECRETARY TO Director of nationwide health care organization. Must have excellent office skills, basic computer knowledge desirable. Ability to deal with volunteers, attend local meetings, willing to assume additional office responsibilities. Benefits. Forward resume to: Crusade Div., 29500 Southfield Rd., Southfield, MI 48076

504 Help Wanted Office-Clerical

SECRETARY - Southfield firm has immediate opening 2 yrs experience preferred. Good typing & math skills required. Excellent working conditions & benefits package included. Please submit resume to P.O. Box 2020, Southfield, Mich., 48037-2020

SECRETARY - Southfield CPA firm seeking responsible individual for full time position. Good math aptitude. Knowledge of word processing & previous CPA experience preferable 557-8077

SECRETARY
Troy corporation seeking individual for permanent secretarial position. Individual likes variety, enjoys typing & organizational skills. Responsibilities will include but are not limited to typing, filing, use of dictaphone, general office functions. Knowledge of word processing required. Send resume & salary history to: Secretary, P.O. Box 7002, Troy, MI 48007-7002.
An Equal Opportunity Employer

SECRETARY-TRAVEL AREA
Must be able to handle multiple duties in a fast paced department. Some will be of a technical nature, minimum 2 yrs. secretarial experience, type 60-70 WPM, word processing a plus. Salary to be negotiated - excellent benefit package. Forward resume & salary history to: Human Resources Corp., 13484 Stamford Ave, Livonia, Mich. 48150
An Equal Opportunity Employer

SECRETARY
Typing, phone, computer skills, general office. Pleasant work. Office in Southfield. Please call 358-4224

SECRETARY/TYPIST
Versatile, including computer terminal operation, excellent typing & accounting transferable skills. 8:30am thru 4:30pm. Southfield. Benefits include Medical/Dental & life insurance. Pleasant atmosphere. Please send resume to:
Gallagher Bassett Services, Inc.
P.O. 5138
Southfield, Michigan 48086-5138

SECRETARY/Wanted/Part time-office work, typing, filing etc. Experience helpful. Hours negotiable. Hours flexible. Mail resume to: P.O. Box 2422, Livonia, MI 48150

SECRETARY with shorthand and word processing skills for downtown Birmingham law office. Send resume to: Law Office, 300 E. Maple, 3rd floor, Birmingham, MI 48011

SECRETARY - with some experience of word processing & computers. Bookkeeping background helpful. Permanent Area. 348-0948

SMALL BUSY OFFICE with friendly atmosphere looking for receptionist to type 60wpm. Work with phones. West Bloomfield area 661-1593

STENO CLERK - National insurance firm in Southfield seeking person to handle correspondence. Shorthand/telephone required.
Call Ms. Tuck, 354-0400

STUDENTS Cheerful individual needed to greet customers, answer phones, set up appointments on IBM-PC. IBM-TIM. Troy area. $4.50 per hour. 352-5333

SWITCHBOARD OPERATOR
60wpm, statistical typing, pleasant voice & ability to follow page items. Good aptitude with figures. Will train experienced. Schoolcraft/Schoenherr Area. Call
Controller: 634-6500

TELEMARKETING MANAGER
A rapidly growing Livonia based telemarketing company of a major marketing support & computer services company has an immediate opening for manager with minimum of 3 - 5 years inbound/outbound telemarketing management experience including A.C.D. & degree in related field. Ideal candidate must plan & manage all operational aspects of 50 - 100 stations, conduct & assist director of marketing with sales development & training & salary history in confidence to:
DP Corporate Services, Inc. 11801 Plymouth Rd., Livonia, MI 48150, attention Personnel Manager

TRAFFIC CLERK
Southfield distributor seeks qualified individual for entry level office position in fast paced traffic department. Must have excellent calculator skills, good math aptitude & good math ability. Salary is commensurate with experience. Full time position. Excellent benefits. Call before 11 am 352-0379

TROY LAW FIRM needs full time & part time experienced Legal Secretary with word processing. Contact Office Manager at 352-1300.

TYPISTS
Permanent Positions. Typists (45-50wpm) needed immediately for our worldwide headquarters located in Southfield. Hours are Mon. Thurs & Fri. 3pm-7pm; Saturdays 8:15am-noon. Perfect opportunity for college students and/or individuals wanting to re-enter the work force. Excellent hourly rate & working conditions. Please send resume to:
Personnel Administrator
P.O. Box 2221
Southfield, MI. 48037

504 Help Wanted Office-Clerical

TYPISTS - & Data Entry Operator Trainees for seasonal openings now through mid April. Must type 35 wpm. Will be trained on a PC for data entry work. Apply in person at Computer, 12296 Hubbard, Livonia 525-4473

TYPISTS
Typing (50 to 60 WPM) and 10 key touch skills can get you
• A job with a future
• Excellent growth potential
• Training in accounting, data entry and word processing
• Great salary and benefits
PARTNERS IN PLACEMENT
LIVONIA SOUTHFIELD
474-8500 837-4213

TYPIST
55-60wpm required for both long & short term assignments.
Receive top pay, vacation, holiday pay & sick pay benefits. Permanent positions also available. No fee.
TEMPORARY
RESOURCES
356-1616
Southfield, Troy, Livonia
Taylor, St. Clair Shores, Ann Arbor

TYPIST
60 + WPM. Well-organized, excellent phone manner. Word Processing skills. Apply by phone, Mon. thru Fri. 9-12 noon. Call 800. Ext. 205 Ford

WANG WORD PROCESSOR
Needed for temporary assignments
Temporary Specialists 280-8711

WE NEED 3 friendly, mature, energetic people for part time, evenings & weekends (20-40 hours per week) at our Southfield headquarters. Job includes taking inventory orders from our stores & entering orders & controlling inventory through computers. Computer training provided. Pleasant work environment. Non smoking office. Apply in person at Hastings Inc., 22716 Haggerty Drive (btw. Meadowbrook & Nov Rd., off 8 Mile) Novi MI 48050

WORD PROCESSING - Part-time Potential for full-time. Good salary. Experience. Word Perfect helpful. Resume to: Box 570, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR
Northville law firm seeks experienced professional individual with excellent typing for Syntrex Word processor. Legal experience helpful. Call Mary 349-3990

WORD PROCESSORS
Need experienced, accurate typist to work on IBM system in word processing unit of large Troy based company. Please send resume to box 546, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

WORD PROCESSOR
Full time position available immediately for an experienced word processor in Rochester Hills area. Must possess excellent typing and communication skills. Send resume with salary history and expectations to: Personnel Department, Box 57004, Auburn Hills, MI. 48057. An Equal Opportunity Employer

WORD PROCESSOR/SECRETARY
Full-time position with national company located in Farmington. Good word processor and have good general office skills. Pleasant atmosphere in new Southfield office. Competitive salary. Company paid benefits. Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR TRANSCRIPTIONIST

Non-smoker only. Superior speling required. Pleasant, outgoing manner for a fast paced, busy Northwestern Office. Professional experience, word processing/computer knowledge and transferable experience. Send resume and salary requirement to Box 494, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSORS

MULTIMATE
DW4

Experienced word processors are needed in the Southfield area for assignments long and short term assignments. Excellent benefits available. Training available. Software packages for very experienced word processors. Call for appointment.

ENTECH
SERVICES, LTD
Franklin Center, Southfield

354-0500

504 Help Wanted Food-Beverage

McDonald's

RESTAURANT
MANAGEMENT
FULL & PART TIME

McDonald's Restaurants in West Suburban areas, are looking for aggressive, hard working people to fill management positions. Experience is preferred but not necessary. Excellent career opportunities with good pay and benefits.

CALL 474-7700 FOR INFORMATION

Equal Opportunity Employer

IMMEDIATE OPENINGS
WAITRESSES/WAITERS

Elias Brothers Restaurant, Inc., the largest family restaurant chain in the State of Michigan is now hiring for full or part time on the day and night shift. Special hours are available.
STUDENTS & HOMEMAKERS WELCOME

We offer:
• Starting pay to commensurate with experience
• Opportunities to advance
• Excellent benefit package

COME JOIN OUR TEAM!!!

If you have a people-pleasing personality, apply daily in person at the following BIG BOY locations:

elias brothers
RESTAURANTS

LIVERNOIS & WALTON - Campus Corners
ROCHESTER RD. & M-59
VAN DYKE & 21 MILE RD.
LAKESIDE MALL
HALL & GARFIELD

Equal Opportunity Employer M/F

504 Help Wanted Food-Beverage

BIRMINGHAM AREA
Experienced wait staff and bartenders. Apply in person
Incredible Edibles, 31231 Southfield Rd at 13 Mile

BONANZA
FAMILY RESTAURANT
Now Hiring
• COOKS
• BUS PERSONS
• HOSTS/HOSTESSES
• SALAD PREP

WE OFFER
$3.75-$4.50/Hour
Starting pay depending on experience ... we also offer
• Flexible hours (night shift flexible)
• Pleasant working conditions
• Employee discount on meals

Apply in person 2-5pm
38350 W. 10 Mile Rd
Farmington Hills

BURGER KING, Westland Mall now hiring Openers & Closers $4.10 an hour. Mid-shift, $3.35 an hour. Apply within

BUS/DISH HELP
Part time after school & weekends. Also full time day shift, 10am thru Fri. We pay above minimum wage. Apply in person
SILVERMANS RESTAURANT
S. Main at Ann Arbor Rd
Plymouth

BUS PERSONS & DISHWASHERS
Applications being accepted
Ron's Hon, 20385 Middlebelt, Livonia

BUS PERSON - VALET. The Round Table Club in Troy. Call for interviews by appointment. Call Randy. 453-1532

BUS STAFF NEEDED
Evenings, full or part time. Reliability a must. Fine dining restaurant, Roma's, W. Bloomfield, call 10am-2pm. 855-6511

BUS & WAIT HELP
Day and evening shifts. Apply in person at: Bobby's Country House 33780 Five Mile, Livonia

CASHIERS, BUS PEOPLE, WAIT PERSONS needed for Leon's Family Dining. 10 Mile & Hagerty. Now apply within or call: 478-9742

CASHIERS WANTED- Part time 4pm-8pm. Apply in person: Kaney Island Inn, Livonia Mall, 7