504 Help Wanted Office-Clerical

OFFICE ASSISTANT needed for deliveries & misc., good driving record required. Call for appointment 851-8681

OFFICE CLERK for Southfield management company. Entry level position. Some bookkeeping. 5 days, 40 hours, benefits, paid holiday. Call 9am-4pm only 559-6949

OFFICE CLERK
General Office & typing duties required. Full-time. Must have own car. Call Anne, 559-3110

OFFICE HELP
PART TIME
Busy Southfield business office looking for part time office help. We are primarily a great people place with potential for future growth. Job skills required include 10 key, word processing, professional image and good communication skills. Office environment is relaxed, friendly and productive. Hours are flexible. This may be the opportunity you have been for. Please forward resume in confidence to P. O. Box 267, Southfield, MI 48037.

OFFICE MANAGER
For medical retail store in Troy. Computer experience necessary. Send resume to P. Kaminski, 7199 W. Long Lake Rd., Troy, MI 48098

OFFICE PERSON NEEDED to handle billing and collections for a growing management company in Farmington Hills. Computer experience helpful. 553-7700

OFFICE PERSON Wanted for data processing & general office work. Must be self-motivated. 12300 Mariman Rd (at Schoenherr). 591-1100

OFFICE SERVICES CLERK
Southfield company seeks mail/room/copier/general clerk. Responsibilities will be responsible energetic, dependable individual with clerical experience preferred. Some heavy lifting required. Must be willing to work flexible hours including evenings and Saturdays.
Call
353-3311, ext 217

ONE PERSON OFFICE
General office, typing, phone orders, sales, light bookkeeping. Interesting job, meet lots of nice people. Hours negotiable. 649-1222.

PARALEGAL, experienced only, for Troy law firm. Involves tremendous responsibility and good pay. Phenomenal growth. Must have excellent organization & communication skills. Salary dependent on experience. Fringe benefits. Contact Mary Beth.
524-2870

Paralegal Professionals

Immediate long term temporary assignments in an Oakland County law firm. Paralegal Professionals having A.B.A. approved paralegal certificates. These are great opportunities to get your foot in the door with a major automotive manufacturer. Act immediately. Call or mail your resume to Judy Wells.

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI 48075
Southfield Detroit
358-0060 963-4165

PARALEGAL
wanted for Farmington Hills Litigation Firm. Call Ms Rubin 855-2110

PART TIME - flexible hours. Light typing & mailing skills essential. 7 Mile & Switch area. Contact: John Burt, for appointment 522-3512

PART TIME RECEPTIONIST
Friendly working environment with flexible hours. Monday-Friday. We need you to fill this position:
• Pleasant phone personality
(Hours can be coordinated to work around school hours)
• Pleasant phone personality
• Light typing skills
• General office work
• $4.50-$5/hr. based on experience.
Send resume or call for appointment Tues-Fri. Paragon Restaurant Group, 29525 Southfield Rd., Suite 200, Southfield, MI 48076 559-9391

PART-TIME secretary
Afternoon hours. $7 per hour.
John Hancock
or 474-6877
591-1414

PAYROLL CLERK
Experienced payroll clerk with ADP processing a plus! Entry level bookkeeping knowledge helpful. Full time for a busy Southfield office. Please call Mary at Pat between 10AM-1PM, Mon-Fri 569-0444

PERSONNEL CLERK

PART-TIME
10am-2pm
Monday-Friday

Immediate openings for an efficient clerical applicant with excellent verbal and written communication skills and typing ability. Must be able to effectively handle large traffic flow of applicants, employees & visitors.

Prefer applicant with computer or word processing skills to convert manual locker system to a computerized system.

Apply or send in confidence to:

Mount Carmel Mercy Hospital
Employment Services Dept.
6071 W. Outer Drive
Detroit, MI 48235

Equal Opportunity/
Affirmative Action Employer M/F

Personnel Consultant

Experienced in interviewing, screening and placement for client customers. Good verbal & written communication skills. Opportunity for advancement plus benefits. Part time/full time. Please send resume to: Personnel Systems/Arbor Temporaries, 30833 Flaherty Rd., Plymouth, MI 48170.

PROMINENT NATIONAL Company is seeking a business reporter with credit or personnel experience. Good verbal & written skills. Must have college preferred. Flexible hours. Applications will be accepted Saturday, December 10 at: 17117 W. 9 Mile Rd., Suite 200, Southfield. Interviews will be scheduled and you take place within a few days.
An Equal Opportunity Employer

PUBLIC RELATIONS
TO $18,700

Unusual opportunity. Use your creative writing and service coordination experience in a professional medical organization. Secretarial skills are also needed. Call Joyce or Eleanor at 353-3090.
After 5 P.M. Appointments Available
SNELLING & SNELLING

PURCHASING AGENT

Ill. suburban, fast-paced, well established industrial marketing company. Our growth plans require an experienced person to help develop our Purchasing Department.
585-3209.

QUOTATION CLERK
Plymouth based manufacturer seeks experienced office help for full time Quotation Clerk. Candidate should have some experience with Lotus and Microsoft Word, pleasant phone manner and the ability to learn quickly. Experience a plus but willing to train right person. Position offers full company benefits. Salary commensurate with experience. Please forward resume and salary requirements to: PO 114 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for busy law firm located in Town Center. Must be matured with ability and desire to handle busy PBX system, do light typing and light filing. We will train the right person. Good benefit package. Contact Cheri. 353-7600

RECEPTIONIST - Part-time. 20-25 hours per week. Light typing, receive dental quotes and misc. office duties for small Southfield law firm. Please contact Sherry 352-6480

504 Help Wanted Office-Clerical

RECEPTIONIST
Plymouth based firm desires experienced receptionist for full time position in high phone volume office. Requirements include pleasant/efficient phone manner and light typing. Full company benefits. Salary commensurate with experience. Please forward resume and salary requirements to box 118 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Southfield health organization, busy office, interesting work. 352-7666

RECEPTIONIST/CLERK
Entry level, typing 55 wpm, for Farmington Hills law firm. Contact Kathy 626-3442

RECEPTIONIST - 12:30-4:30pm, $5 per hour. Also Fri Eves - 5:30-8pm, $3 hour. $4.50 per hour. Southfield area. Call Denice 443-5881

RECEPTIONIST

for architects office Bloomfield Hills 647-7499

RECEPTIONIST for small business in Garden City. Good typing skills required. Part time working into full time. Hours flexible 261-7870

RECEPTIONIST - with Payroll experience. Must be able to type 35 hours per week. Vicinity of 11 Mile & Southfield 559-8649

RECEPTIONIST
No experience necessary.
North Brok Ford, Westland
Call Norm Augustine. 421-1900

RECEPTIONIST, part time South-field brokerage firm currently seeking a part time receptionist. Mon thru Thurs 5 to 9, Sat 10 to 4. Call Kim for an interview 353-9770

RECEPTIONIST - full time position 8:30am-5pm. Mon-Fri for non profit organization in Plymouth. Must have strong telephone technique & typing skills. Call 453-2610

RECEPTIONIST for very busy office on Lever System. Experience necessary. Send resume to
Linda Snider, American Speedy Printing Centers, 22100 Telegraph, Birmingham, MI 48010

RECEPTIONIST/SECRETARY-For executive multi-tenant facilities in Troy and Bloomfield Hills. Switchboard experience a plus. Salary and benefits. Send resume to RSI, 200 E. Big Beaver, Troy, MI 48083

RECEPTIONIST/CLERK to handle general office duties. Typing, organizational skills and professional phone manner essential. Computer experience helpful. Pleasant office in Southwest Metro area. Call between 8:30am & 5pm 542-4492

RECEPTIONIST/Secretary - immediate opening, small downtown Birmingham office. Good typing & numbers a excellent. Typing a must. Send resume to 355 E. Brown St. Suite 110, Birmingham, MI 48011. Attn Debra.

RECEPTIONIST - Busy front office needs bright energetic person to answer phones. Lots of customer contact & typing. Great benefits Farmington Area. Reply to Box #926 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
Full time, good salary. Immediate opening for Non-smoker. Neat Appearance, good phone skills, light typing & opening mail. Resume, with salary requirements to P.O. Box 189646, Farmington Hills, MI. 48019

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk appearance. Hours are 10am to 7pm, Mon thru Fri. Must resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, ext 217

RECEPTIONIST

Immediate need exists for a receptionist for Southfield employer. Must possess a professional attitude & excellent telephone etiquette. Light typing. Long term employment assignment. To $4.50 per hr. Contact:
THE EMPLOYMENT CONNECTION
428-3220

RECEPTIONIST/TYPIST. Must have good phone and office skills and be a proficient typist. $5.00-$7.00/hr depending upon ability plus Blue Cross health and accident, sick time and other benefits. Write personal letter only to:
American Protective Alarms
14713 W. Eight Mile Rd
Detroit, MI 48235
Attention Betty

RECEPTIONIST
Famous dental specialist looking for professional but warm Receptionist. Lovely surroundings, lovely opportunity. Medical experience preferred. $17,000, fee paid. Call Kathleen at 353-2990.
After 5 P.M. Appointments Available
SNELLING & SNELLING

RECEPTIONIST
Automotive-related, fast-paced office seeks a professional, organized person to direct incoming calls & greet customers. Position includes some typing & other various clerical duties. Attractive location/compensation/benefit package. Apply in person or send resume: Website Survports, 2700 Product Dr., Rochester Hills, MI 48309

RECEPTIONIST/ SECRETARY

Mature applicants welcome. Beautiful surroundings and elegant clientele. Call Brian for appointment or send resume & salary requirements to:
MICHIGAN DESIGN CENTER
1700 Stutz, #23, Troy, MI 48084
649-3947

Equal Opportunity/
Affirmative Action Employer M/F

RECEPTIONIST - some typing required. Good benefits. Apply at: Hunter Gage & Equipment, 41225 Plymouth Rd., Plymouth, MI.

RECEPTIONIST/TYPIST
Needed for Livonia CPA firm. Responsibilities include answering phones, mail, typing & filing. Must be dependable. Hours 9am-5pm. Ask for Sandra 522-7454

RECEPTIONIST
Full time for Farmington Hills sales office. At a 1 System 75, greet customers, typing required, neat appearance. Benefit package included. Call for appt.
353-5300

RECEPTIONIST WANTED
For large Birmingham law firm. Front desk appearance and manner required. Able to start immediately. Good salary and benefits. Call Mrs. Tomlett 642-7000

RECEPTIONIST - 12-5pm. Phone experience required, to answer busy phone for commercial real estate office in Southfield. Type 55wpm. Must be mature with pleasant personality & appearance. Possible job growth. Call Kathleen 353-9428

RECEPTIONIST - Looking for energetic, career oriented person to buzz phone/static office in Plymouth. Full time, non-smoker, loyal team worker, will train, employee benefits. Resume to: 8450 B. Main St., Suite 106, Plymouth, MI 48170

RECEPTIONIST - full time. Must have excellent telephone skills & outgoing personality. Type 40-45WPM, word processing experience a plus. Apply in person: Mission Dental Ceramics, 12152 Stark, Livonia, between Schoolcraft & Plymouth Rds.

RECEPTIONIST
Needed for our Birmingham office. Phone answering is the main responsibility of this position. A CONFIDENT, PLEASANT phone personality is ESSENTIAL. Neat personal appearance & light typing required. Call Anne 646-7101

RECEPTIONIST - Law firm Northville area, seeks well groomed professional with pleasant personality & phone manner. Entry level position. Responsibilities include - typing, filing, etc. Please reply with resume, experience & salary desired, to: Receptionist, 23114 Longridge, Northville, MI 48167

504 Help Wanted Office-Clerical

RECEPTIONIST needed, good phone manner and typing to work 1 pm to 10pm. Call Patty 569-0101

RECEPTIONIST - If you are a true professional, who is a non smoker, neat, organized and very personable, our Troy Based communications co. is looking for you. You should be able and anxious to handle a busy phone, typing 35 wpm & a positive projects. Please call Suzanne for details. 588-1600

RECORDING SECRETARY
City of Farmington Hills
Currently accepting applications for part time Recording Secretary to transcribe minutes for Planning Commission meetings. Approx. 24 hours per week including 4 evenings per month. Requires typing of 60-70 wpm and 100 plus wpm shorthand or recording machine. Knowledge of Word Perfect 5.1 preferred. Salary range: Entry $7.94 thru $9.07 per hour. Apply in person or by resume by 12-14-87, to: Personnel Office
City of Farmington Hills
31555 W. 11 Mile Rd
Farmington Hills, MI 48018
An Equal Opportunity Employer

RESPONSIBLE PERSON for office. Must have excellent skills with typewriter. Overtime if needed. Fringe benefits. Apply 8AM-3PM at 12680 Burt Rd, Detroit

RUNNER

For a law firm in Troy. Car a must! Call Sandy, 641-8700

BIRMINGHAM publishing and marketing firm seeks experienced Administrative Secretary. Position requires excellent administrative/secretarial communications and organizational skills. Must have 70 WPM, shorthand, 80 WPM Knowledge of Lotus Database Multimate, Wordstage and Wang. Must be self organized and detail oriented. Salary commensurate with experience. Full package. Send resume and salary requirements to Box 104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

FULL TIME, experienced, Irrigation Legal Secretary for Birmingham law firm. Good pay & benefits. Call 647-0444

ADVERTISING FIRM seeks mature experienced secretary with good organizational skills to assist Creative Director. Knowledge of Word Perfect helpful, salary negotiable. Call Karen 557-8881.

SECRETARIAL - PART TIME
Troy General Office Typing, telephone answering word processing & computer experience helpful. Pleasant office. Send resume to DAK, 9968 Conner Detroit, MI. 48213

SECRETARIAL POSITION
Full time position in Southfield office supply & furniture company.
Call
352-6100

SECRETARY

An experienced secretary is needed to work in an Oakland County Department office of the Michigan Cancer Foundation.

The position will involve phone work, word processing, fundraising assistance and general office duties.

Ideal candidate and have an interest in fundraising and the ability to work independently. Excellent communication and people skills and IBM PC word processing skills are

Please respond by resume to
MICHIGAN CANCER FOUNDATION
Personnel Department
110 E. Warren
Detroit, MI 48201

An Equal Opportunity Employer

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

SECRETARY - Birmingham law firm looking for full time word processor. Salary commensurate with experience. Benefits. Call Mrs. Ostrin 258-6600

SECRETARY
CPA firm in Tel-12 area has opening for two notch secretary. Salary should exceed 50 wpm typing, word processing. Quick to learn, work at a fast pace & capable of meeting deadlines. Contact Debbie 258-5500

SECRETARY
Dependable person with good secretarial, organizational, analytical & typing skills. Send resume to Lakes Co., 377 Amelia St., Plymouth, MI 48170

SECRETARY
Entry level position with growing holistic real estate company. Basic skills required, word processing a plus. Looking for efficient, organized individual eager to learn. Full time. Have a positive salary requirements to:
V. KUHN,
UNIPROP,
280 Daines St.,
Birmingham, MI. 48011

SECRETARY Experienced
For busy Southfield law office. Fast typist, knowledge of word processing. Call Pat Gale, 644-5410

SECRETARY - experienced, full time, for growing medical development company. Must have organizational, typing and sales ability. Farmington Hills. 477-6880

SECRETARY
Farmington Hills CPA firm seeks self motivated individual with word processing experience. Send resume only, to CAL, 32900 Northwestern Hwy., Suite 240, Farmington Hills, MI. 48018

SECRETARY for Southfield law firm. No legal experience necessary. Excellent secretarial skills a must. Benefits. 559-4210

SECRETARY

for dynamic sales organization. Looking for secretary, stimulating, fun office. Requires winning attitude, good communication skills, ability to manage your time, 60-70 wpm accurate typing & dictaphone experience. Send resume to:
BROOKS COUNTRY CLUB
6675 TELEGRAPH RD.
BIRMINGHAM, MI 48010

SECRETARY - for Birmingham manufacturer's rep, type 60 wpm, heavy dictaphone transcription plus stat typing. Good pay/benefits, dominant client skills, $18,800 plus benefits. Call Muriel at Unforce 646-7664

SECRETARY - for Birmingham insurance agency, work 5 days week, (any days), typing 55-60 wpm, word processing helpful. Salary $8640.

SECRETARY - with some communication background, radio helpful (night experience fine). Type 60 wpm. We work on CRT entering data. Must work well with clients & people on the phone.

CUSTOMER - service rep for computer company in Troy. Some data entry, will do sales follow-up. Excellent opportunity.

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

SECRETARY. Full time, for professional firm in Town Center Building. Must have office experience and be able to perform job functions independently. Pleasant office with benefits. Salary commensurate with experience. Ask for Sheila or Maureen. 352-4820

SECRETARY

Full-time general secretarial position for a person willing to perform a variety of duties in fast-paced, national firm located in Southfield. Familiarity with word processing helpful but not essential. Full benefits available, non-smoking office. Send resume with salary requirements to: Box 182, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST, position available in small insurance agency. Excellent typing and word processing skills are a must. Call for appointment between 8-10am at: 355-9600

504 Help Wanted Office-Clerical

SECRETARY
Ideal position for someone who wants a challenge in a marketing firm. Must have excellent typing, math, general office, & communication skills. Firm is in downtown Detroit. Full time benefits, promotion opportunities. JTPA funded. Call Joyce 577-3720

SECRETARY - immediate opening in Bloomfield Hills law firm for an experienced secretary. Must have excellent organizational & communication skills. Bonus for shorthand or compensation helpful. Typing 55wpm, word processing preferred. Medical disability, etc.
Call Joyce. 647-1212

SECRETARY - male or female, part time, to assist retired executive manage his industrial real estate properties. Must be self motivated & have a keeping experience desirable. Reply to Box 190, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Manufacturing company, Farmington Hills. Full benefits. General secretarial duties. Typing required. Computer experience helpful. Send resume to L. Thomas, 27200 Halsted, Farmington, Apt. A, Farmington Hills, Mich., 48018

SECRETARY - must be good with figures. Full time position. Send resume to Secretary, 19175 Midway, Shorthand, Michigan, 48015

SECRETARY, part time, needed for international firm. Word processing experience. Call & ask for Cathy. 337-8400

SECRETARY

Part-time - could possibly work into full time. Good typing. Department of a major Birmingham realtor. Good telephone manners and ability to handle pressure. Knowledge of definite plus. Send resume
Merrill Lynch Realty
1600 N. Woodward
Birmingham, MI 48011
Attention: Peggy

SECRETARY

Permanent position available for professional experienced in accounting or Finance Department. Must type 60-65 WPM, have knowledge of 10 key, WP, Lotus & strong word processing, background (preferably DWG). Call for more information

ENTECH SERVICES, LTD.

SOUTHFIELD REN CEN
TROY AUBURN HILLS

354-0500

SECRETARY/RECEPTIONIST
for human service agency. Relaxing environment. Salary $12,625 - 2 Mile, #9, Livonia, MI, 48152

SECRETARY/RECEPTIONIST
Buta Southfield Ad Agency needs a polished secretary. Good typing skills a must! Will work with IBM Wordperfect helpful. Send resume with salary history to B-8/PD, Box 648, Franklin, MI 48025

SECRETARY/RECEPTIONIST
Provide secretarial support for three attorneys. Duties include typing & word processing preferred. Salary $18,000 plus benefits package. Please send resume to Deflacto, 21 Northfield Plaza, Suite 418, 5700 Crooks Rd., Troy, MI. 48098. Attention M. Dudar

SECRETARY/RECEPTIONIST
for computer maintenance firm. Rochester Hills area. Must have good phone manner, typing, filing, & pleasant telephone manner. Word processing & light bookkeeping experience a plus. Excellent benefits. Please send resume to: Office Manager, Virtual Maintenance, Inc. 1400 Coolidge, Troy, Michigan, 48083.

SECRETARY
Silcon Graphics Computer Systems, a leading computer manufacturer, has an immediate opportunity for a self-motivated secretary at our Farmington sales office. The successful candidate will be able to work independently & carry out a broad range of administrative responsibilities. Word processing experience preferred. Competitive salary & benefits package effective the day you start. If you would like to be a part of an exciting team please call the director of the computer graphics industry, and your resume to:
Professional Staffing (LC)
Silicon Graphics Computer Systems
34700 Grand River Ave
Farmington, MI., 48024

SECRETARY

Southfield based property management firm seeks an energetic, organized individual with accurate typing (60-70 wpm), word processing, and other general office skills. Word processing skills helpful. Salary commensurate.

OFFICE MANAGER
P. O. Box 3071
Southfield, MI, 48086

SECRETARY/WORDSTAR/WORDPERFECT
Rapidly growing insurance related organization in Birmingham has a full time position available. Person for an experience Secretary with typing 65 wpm, and shorthand 80 wpm. Excellent benefits. $18-$17,000. Send resume to: Personnel Manager, 30100 Telegraph, Suite 4601, Bloomfield Hills, MI. 48010-3787 or call 313-540-6310.

SECRETARY STENO - National health agency. Typing, shorthand, filing and good organizational and organizational skills. Good benefits, Office located in downtown Det. Call F. Send resume to: Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY WANTED with knowledge of or desire to learn Lotus, Wordstar & Data Entry. Downtown Birmingham. Call Ms. Tyrell 642-0220 only. Part time & full time. Call after 9am.

SECRETARY WANTED for law office located in Downtown Detroit. Duties include typing, word processing and processing. Experience preferred but will train right candidate. Call for interview 963-3651

SECRETARY - with Lanier, or IBM PC for major Birmingham financial corporation. Call Alison at 646-8501

SNELLING TEMPORARIES

WE WANT YOU!!!

WE NEED
☻ Word Processors
☻ Typists
☻ Typists
☻ General Clerks

WE OFFER
☻ Same week paychecks
☻ Top Pay
☻ Referral/Incentive bonuses
☻ Insurance program

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ASK US ABOUT

"The Great American Snelling Temporaries Campaign"

Refer a friend, earn points, win valuable prizes.

CALL
557-5700

SNELLING TEMPORARIES

NEVER A FEE

SPECIAL "SOMEONE NEEDED" Person! Friday for Insurance Agent. Typing, shorthand, dictaphone, some Computer knowledge & good communication skills necessary. Benefits & salary. Must be flexible & a positive where no 2 days are alike, call Mr. Garfield, 353-5600

504 Help Wanted Office-Clerical

State Tax Clerk
National corporation located in Livonia seeks a motivated organized individual for this permanent position of Tax Clerk. Responsibilities include sales tax audit, sales tax return preparation, compliance with state tax laws, tax strategies and general bookkeeping procedures. Bachelors degree in accounting and life insurance. Please send resume with salary history to:
Professional Food Service Mgmt
P.O. Box 2400
Livonia, MI 48151

STEPLING SAVING & Loan has immediate openings for the following positions:
MORTGAGE COLLECTOR- Successful candidate will be self-motivated & have a minimum of 2 years collection experience. Collection methods include telephone contact as well as written communication, knowledge of government regulations & previous experience in Mortgage Loan FHA, VA & private investor forms necessary.
GENERAL CLERICAL- Responsibilities include processing new & renewal mortgage loans, collecting premiums & follow-up on policy cancellations. Knowledge of collection methods include telphone contact as well as written communication, knowledge of government regulations & previous experience in Mortgage Loan FHA, VA & private investor forms necessary.
Stepling Savings offers competitive salary & 1-2 yrs. general office experience required. Excellent benefits package.
Stepling Savings is full benefits package & salary commensurate with experience. Please forward resume to: Attention J. Lee, 28400 Northwestern Highway, Southfield, Mich 48034
An Equal Opportunity Employer

TELEPHONE ANSWERING & typing in Southfield. Permanent part time position & occasional fill in. Call 557-7450

TRANSPORTATION Co., needs a full time rate clerk with computer experience. Typing 45 wpm. Send resume with salary requirements to Box 180, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST/FILE CLERK
for major optical company. Entry level position. Familiar with IBM
9
543-5100

TYPIST - needed for Quoting Dept., 50wpm or better. Excellent benefits. Apply at: Harris Gage & Eng., 41225 Plymouth Rd., Plymouth, MI

TYPIST/RECEPTIONIST
Experience a must for Livonia based company. Full time. No medical benefits Call 261-9033

TYPISTS

A variety of assignments are available for legal typists (50wpm+) in the Southfield/Bloomfield area. Long or short term to fit your busy schedule. Call for an appointment

ENTECH SERVICES, LTD.

SOUTHFIELD TROY
REN CEN AUBURN HILLS

354-0500

TYPISTS needed for 2 shifts
Mon-Fri, 7am-3pm & 3pm-11pm
Typing on IBM PC with Word Star. Experience helpful but will train. Ask for Karen

TYPIST/WORD PROCESSOR
Southfield area. Must type minimum 60 wpm. Must have general office clerical skills. Office experience preferred. Please call & ask for Diane 353-4646

WE APPRECIATE
OUR CLERICAL STAFF

Pontiac office of an expanding service organization is looking for an office training, room to grow, appreciation & a fun place to work. We offer excellent starting wage & benefits package. If you have 2-3 years office experience, can type at least 35 wpm, and are ready to be appreciated for what you do, don't wait! Send your resume or letter explaining your experience to:
Office Manager, P. O. Box 29
Pontiac, MI 48056 Tel. 453-1224
An Equal Opportunity Employer

WORD PROCESSING SECRETARY
Busy Southfield law firm seeks staff have Display Write 3 experience. Excellent benefits, competitive salary. Salary and benefits Send resume to WPS, 200 E. Big Beaver, Troy, MI 48083

Word Processors

Southwest/Bloomfield area corporation have various assignments available for experienced word processors with excellent secretarial skills and word processing experience on any of the following

IBM PC-various software
WANG
WORDPERFECT

May train on specific software for those with strong word processing background. Call today for more information

ENTECH SERVICES, LTD.

SOUTHFIELD DETROIT
TROY AUBURN HILLS

354-0500

WORD PROCESSORS - with IBM PC or Wang experience, plus a skilled typist, for major Fortune 500 company. Academic degree preferred. Excellent growth opportunity, call Toni at Unforce 357-0034

1ST IN SECRETARIAL PLACEMENT

IMMEDIATE OPENINGS
We have numerous positions
A Monumental Task
To Advertise each of them in detail
Call Us - Try us
Areas include Automotive, legal
Advertising, Marketing, PR
and Engineering
Call today for appointment

MGM Office Services

474-7766

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
for lady bartender. Full & part time. Experience preferred but will train. Please apply at: Donvin Convalescent Center, 30000 Grand River, Block B, of 8 Mile Rd.

ALBIE'S Party & Sub Shop, in Westland, is looking for cashiers, relief help, to work weekdays. Mornings, early afternoons.
722-7827

AM & PM UTILITY STAFF
Apply in person between 2-6pm only. Kroger Company, 18100 W. 10 Mile, Southfield.

AN ASSISTANT COOK
Wanted. Day time operations, 9:30am till 8pm, Mon. thru. Thurs. Contact Tim at
459-3891

ARA FOOD SERVICES - now hiring experienced cooks, Mon. thru Fri., No weekends. Excellent benefits. Livonia area
523-8740

ASST FOOD SERVICE MANAGER
for new health care community in Rochester Hills. Our unique food service department includes three dining rooms, bakery, deli, & old fashioned ice cream parlor. Prefer two years supervisory experience in large scale operation & one year restaurant experience preferred. Send resume & salary history to: 340 N. Woodward Ave., Suite 175, Birmingham, MI 48011. Attn: Food Service Director.

ATTRACTIVE, PERSONABLE Bar/Wait, nights. Top pay, full benefits. Country Lanes, Farmington.
476-3201

505 Help Wanted Food-Beverage

ATTENTION
NOW HIRING
Cocktail servers, bartenders, bar-backs, & door person. Full & part time. Apply in person
J. L. Ledger 24230 W. 6 Mile 1 block off Telegraph

A WEEKEND CAREER for the individual who doesn't mind good pay for hard work. Dishwashers, Busboys, wait staff & kitchen help for elegant banquet hall. Apply person: Hall Manor Joy Road 3 blk E. of Middlebelt. Open daily noon-8, Tuesday thru Friday, 12noon - 3pm.

Banquet
Wait Persons

Rochester/Troy area banquet hall is in need of Wait Persons for 4 hour shifts. Friday & Saturday evenings. No experience necessary. Will train. Excellent pay. Call today

ENTECH SERVICES, LTD.

TROY
588-5610

BAR PERSON or WAIT PERSON
Full time hours, Friday and Sunday
Will train. Mayflower Lanes,
25600 Plymouth Rd. Redford

BAR PERSON
Part time evenings inquire within.
Ann Arbor Trail Restaurant, 30325 W. Six Mile Road, Livonia

BARTENDER
Days. Experience preferred. Please apply in person. Claingiggers, 30355 Grand River, Farmington. 478-3800

BARTENDERS, WAIT PERSONS, DISHWASHERS will train you. Immediate openings. Apply in person. Mary's Restaurant, 30000 Telegraph, Bloomfield Hills

BUDDY'S NOW HIRING
Prep Cooks - All shift Dishwashers
AM & PM Shift Line Cooks, Pizza Makers and Grill. Host & Carry-out personnel PM shift. Buddy's offers competitive wages, vacation pay & health care. We are a smiling, team-work oriented person, please apply in person 33605 Plymouth Rd., Livonia
BUS STAFF. Now hiring. Must be flexible w/ schedule. Apply in person Mon thru Thurs 10AM-2:00PM. 220 North Woodward, Birmingham.

CAFE JARDIN
Busboys, Dishwashers, Hostess/host. Apply in person at Somerset Mall, (in middle of Mall)

CAFETERIA WORK on Midnight shift
421-8200

CHI CHI'S
Mexican Restaurant of Livonia now hiring Supervisors, Cashiers, Food Servers, Cocktail servers, Waitstaff, Line Cooks, Dishwashers & Busboys. Full time, Part time & Part time. Apply in person, corner Middlebelt & Schoolcraft
(I-96)

COOK
BUS PERSON
Full or part time days or afternoons. Competitive wages and benefits. Apply in person
LIVONIA BIG BOY
Plymouth & Farmington Rds
422-4349

COOK
Full & part-time. Will train. Apply at Jackson The Box Bar & Grill, 777 W. Ann Arbor Trail, Plymouth
See Chip

COOK
Immediate opening for Soup & Salad Bar. Excellent wages and benefit plan that is commensurate with experience. Full time only. Apply only for advancement. Apply in person: Hunter's Restaurant & Midwestern, Farmington Hills. Ask for Sheryl Love

COOKS
Prefer experience but will train
Apply in person
Plymouth Hot Saloon, 455-9500

COOKS - up to $8.50/hr
Dishwashers up to $5/hr
Cashiers up to $5/hr

BAKERS $5
RESTAURANT
Part or full time positions now available. We provide
Free uniforms, discount meals & pay, excellent training, flexible hrs. Apply in person at: BAKER'S SQUARE in Birnham, 123 Bowers
or Oak Park Square, Grand Greenfield
An Equal Opportunity Employer

COUNTER ATTENDANT for sub shop, in Farmington. Full or part time. Apply at 34593 Grand River
471-SUBS

COUNTER HELP
newly renovated restaurant now accepting applications. Neatness very helpful. Apply Great opportunity for advancement. Prior food service helpful preferred.
Apply in person 9am - 4pm
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

COUNTER/SANDWICH MAKER
Good tipping job. Apply in person
Flexible hours Dagwood & Dash
33179 Grand River, Farmington
474-3800

DALY
RESTAURANT

Immediate openings for all positions
Full & part time evening shifts.
☻ Free meals
☻ Vacation pay
☻ Friendly working environment
☻ Bonuses
☻ Paid breaks
Apply in person:
31500 Plymouth Rd., Livonia

DAYSHIFT COOK - full time, experienced only, excellent wages, benefits with experience. Apply in person Mainstreet Deli, 273 N. Main, south of Rochester
651-7020

DELI MANAGER
counter help, sandwich makers, part & full time positions. Apply: Harry's Deli, Bar & Grill, 27880 Grand River, Redford

DELI MANAGER. Southfield area deli seeks working Manager of Assistant Manager. Some food service experience helpful. 48 hour week, no evenings. Send resume to: Deli Manager, 29525 Southfield Rd., Livonia, Michigan 48150

DIETARY AIDES - part & full time positions available. Flexible hours, bendable persons need apply, will train. Apply Beverly Manor, 1135 Hilton Rd., Dearborn Hts.
563-1331

DISHWASHER, evenings, full time. Daisy's Bar & Grill, 6 Mile/Farmington Rds.
477-7177

DISHWASHER
For high volume Westland restaurant, afternoons, $200 per week. Call Jim
422-8903

DISHWASHER
Must be able to work flexible shift. Excellent wages and fringe benefits. Apply in person between 3-5 PM., Mayflower Hotel, Plymouth.

DRIVERS & LINE COOKS
Full & part time. Management position available. Drivers earn up to $8 per hr. Apply: Mister B's, see Ed or Chris, 17146 Farmington Rd. at 8 Mile, Livonia. 476-2345

DRIVERS WANTED
$8 to $10 PER HOUR
Papa Romano's for over 10 months is looking for delivery personnel wanting to make extra money. Positions available for days & nights. Apply: 521 Ann Arbor Rd., River Bank Square Plymouth. Must be 18, see Mr. Ed or call & have a reliable insured vehicle.

EARN up to $8. per hour, P2 Drivers and Cooks needed for Brown Fresh. Flexible hours. No late nights. 32863 Northwestern at 14 Mile. 737-4072

505 Help Wanted Food-Beverage

ENJOY YOUR WORK
We are now accepting applications for Waitstaff at Wonderland Mall. We offer free meals, paid vacations, bad breaks & the chance for a career in management and credit union facilities. We need full & part time employees. Seniors are welcome. Apply in person
ARBY'S
8654 TELEGRAPH
(Just S. of 8 Mile Rd.)

FOOD PREP / DAY SHIFT
Pizza Maker. Evenings, experienced preferred. Apply in person, 1:30pm-4pm at Dave's Pizza of Canton, 7233 Lilley Rd.

FOOD SERVICE OPPORTUNITY
retirement community interviewing Food Service Director & Dietary Aide. Help Experienced in health care feeding a plus. Please apply at: Westlake Manor, 34601 Ecorse Ave, Westland, MI 48185 729-3690
An Equal Opportunity Employer

FREE
JOBS
Now Accepting Applications for Dishwashers & Janitor. We offer paid vacations, full medical & dental, the most competitive starting wages, profit sharing & bonuses. Apply now at: Denny's Restaurant, 27750 Novi Road, next to the 12 Oaks Shopping Mall
An Equal Opportunity Employer

FRESH OPPORTUNITIES
Burger Chef, is accepting new food delivery service in Southfield seeks positive service oriented individuals for our management training. Prefer college students interested in full time or retail experience preferred. Call Mrs. Cook 10am-2pm at 642-4705

GRILL COOK
20-30 hrs per week
Royal Oak Restaurant Call between 10am-1:30pm
268-6150

HOMEWARERS - STUDENTS
Work for yourself, flexible hours, days - afternoons, 3-4 times a week. Wait Person, Cashier, Food Prep. Some experience helpful. Apply, Bailey's Restaurant
(Left Bank Rd near Cherry Hill)
Westland
721-3743

HOSTESS/CASHIER
Newly renovated restaurant now accepting applications for hostess/cashier. Full or part time days. Great pay & great working environment. Previous experience preferred.
Apply in person 2pm - 4pm
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

HOSTESS/HOST COCKTAIL
Hours to suit your lifestyle. Apply at Pt & Plate Cafe
476-3341

HOST/HOSTESSES
Now hiring. Must be flexible in schedule. Apply in person Mon-Fri Thurs 1PM-3PM. 220 North Woodward Restaurant, Birmingham

HOST/HOSTESS - Neat outgoing mature individuals are interviewing for fine dining restaurant. Part-time, days & eves. Bloomfield Mall. 10am-2pm
855-6551

KABOB GRILL - SOUTHFIELD
Cooks, Kitchen Help, Wait Staff
540-2357 557-1899 557-1899

KITCHEN HELP - experienced only. Apply Mon-Fri, 2-4pm. Ann Arbor Trail at Wayne & Canton Rds.
459-3311

KITCHEN MANAGER/EXECUTIVE CHEF
Kitchen for author 250 seat restaurant. Salary & benefits commensurate with experience. Only serious applicants need apply. Send resume to: P.O. Box 122, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

LINE COOK
Five nights. 3111 Dixie Southern & Smokehouse, Dixie Hwy. Ortonville Landing 625-7400 Pl