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TO WIN: Send your name and address, on a postcard, to
RED WING TICKETS,
The Observer & Eccentric Newspapers,
36251 Schoolcraft Road, Livonia, MI 48150
Then watch the classified section every Monday and Thursday. When your name appears, you're a winner! Enter soon and as often as you like

504 Help Wanted Office-Clerical

This classification continued from page 7F.

EXECUTIVE SECRETARY - for principal of small law firm. Seasoned practice, organizational skills a must, shorthand or speed writing a desirable, reply with experience & compensation requirements to: Box #318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COLD CASH ...

Get it with Kelly Services. Our jobs pay well and offer benefits. We are now hiring:

Receptionists
(with and without typing)

Data Entry Operators
(any style keyboard)

Word Processing Operators and PC Operators
(all models)

Switchboard Operators

Clerks

Typists
(45wpm+)

Data General
(need several people for long term assignments)

Xerox 630 Memorywriter
(typists and secretaries)

Register with us and enjoy:

- IMMEDIATE ASSIGNMENTS
- FLEXIBLE SCHEDULES
- GOOD PAY
- BENEFITS
- VACATION PAY
- HEALTH INSURANCE

Troy 362-1180
Farmington . . . 471-2050
Southfield. . . . 352-5220
Bloomfield . . . 642-9650
Berkley 398-7900
Rochester. . . . 852-8800
Livonia 522-4020
Westland 729-1040
Canton 451-2540
Detroit 259-1400

KELLY SERVICES
The "Kelly Girl" People
Not an Agency Never a Fee
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.

DATA ENTRY
Local Birmingham private club has immediate part time data entry openings. Work from Mall Mezzanine, Wardair and the like. Membership dues maintained by primary employer. $4.50 per hour. Flexible hours. Please send resumes to Box 245, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Data Entry Operators

A GOOD JOB ISN'T HARD TO FIND!

Just call Kelly Services! Right now we have long and short term day shift assignments in Troy, Farmington Hills, Clawson, Southfield, Rochester, Farmington, Bloomfield and Berkley areas. All you need is experience on a key to disk keyboard. So get to a phone now and call the Kelly office closest to you:

Troy 362-1180
Southfield .352-5220
Rochester .852-8800
Bloomfield .642-9650
Pontiac. . .338-0338
Berkley. . .398-7900
Farmington 471-2050

KELLY SERVICES
The "Kelly Girl" People
Not an Agency Never a Fee
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.

DATA ENTRY operators for major film company in Livonia & Pen Cen Area of Detroit, call Therese at Uniforce 357-0034

DATA ENTRY
Southfield leading company needs entry level person with good typing skills for data entry position. Please send resume to LAC, Att. Data Entry, 20,000 W. 12 Mile, Southfield, MI. 48076

DATA ENTRY
12-3pm, Mon. thru Fri.
Call Chicky. 653-0550

DATA ENTRY
Will train. Knowledge of typewriter keyboard a must. Full or part time. Flexible hours possible. Apply Tuesday, December 22nd, Mr. Tile Co., 9300 Telegraph, Redford, or call Sandra:

EXECUTIVE LEGAL SECRETARY
For Sr. partner in Personal Injury firm. Salary $25K-$30K depending on qualifications. Minimum 5 years legal experience. Call 334-2500.

EXECUTIVE SECRETARY

Southfield based advertising agency, seeking experienced secretary for the President & Vice President. The successful candidate will be well organized, aggressive & self motivated. Must possess excellent typing skills (60-70 wpm) & short hand a plus. Salary based on experience, benefit package. Elan,352-1300

EXECUTIVE SECRETARY
Birmingham professional firm seeks organized individual. Excellent typing, spelling & punctuation skills required. Some bookkeeping experience preferred. Send Resume with salary requirements to Box #194, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY needed in Troy. Must have experience with word processing. Call Kathy 816-5100 after 5PM.

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY - Southfield. Excellent typing, shorthand & computer experience. Benefits. $18,000. Fee paid.

SECRETARY - Southfield insurance company. Strong clerical/general background, typing 65wpm. Benefits. $21,000. Fee paid.

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

EXPERIENCED LEGAL Secretary for Southfield law firm, we need someone with litigation experience, good typing skills, well organized. PC/WordStar experience helpful but will train. Benefits and excellent working conditions. Send resume to: Box 100, 3000 Town Center, Southfield, MI 48075.

FINANCE PERSON part time evenings 4 or 5 nights per week. Suburban location, will train. Must be reliable. Retiree or student welcome. 322-3334

FORECLOSURE CLERK
WE are seeking a foreclosure clerk with previous experience in a mortgage servicing dept. Typing skills & a good math aptitude are essential. We offer competitive salary & benefits. If you are interested in this job opportunity please send your resume & salary history to: Consumer Mortgage Corp., Human Resources Dept., 31550 Northwestern Hwy., Farmington Hills, MI 48018.
Equal Opportunity Employer M/F

FULL TIME position, 11am-7:30pm. Credit Analyst for large national bank affiliate. Good basic typing skills, pleasant phone personality & good business sense are a must. Will train. Many opportunities available to an energetic, self-starter. Negotiable salary. Written reply to: Personnel Director, P.O. Box 2458, Southfield, MI 48037-2459

GENERAL CLERKS
Several long and short term positions are available in the Southfield area for general clerks. No experience necessary. Call for more information.

ENTECH
SERVICES, LTD.

354-0500

GENERAL OFFICE position at wholesale firm. Must have typing, computer or PC experience. Calculator & filing experience necessary. Call Mike Dunkace 8-5 at 663-2000

GENERAL OFFICE
Typing & general office duties, nooon-3pm, Mon.-Fri.
Redford Area. 538-4395

GENERAL OFFICE - for advertising specialty company. 20 hours, flexible hours. Experienced. Must live in Lake Mike Rd./Pierce area. 539-5333

GENERAL OFFICE - pleasant personality, customer contact, will train for small company in Lathrup Village. $4.50 to start. Ask for Jan or Joe. 424-0244

GENERAL OFFICE WORK
Computer knowledge helpful. Full time. Best motivated assembly. ECP Inc. 454-7900
12158 Globe, Livonia

GENERAL OFFICE
Typing, filing, good communication skills, experience preferred. Call Mel, Chambers, 8am - 3pm. 348-3360

GENERAL OFFICE help needed. Typing, phone, computer experience, full time, excellent benefits. Send resume, Attn: Ron Shurte, PPG Bio Medical Systems, 5820 Lilley Rd., Suite 1, Canton, 48187

GENERAL OFFICE
Must have good telephone & typing skills. Pleasant working conditions. Send resume to: Gibson-Arvine, Inc., 500 Stephenson Highway, Troy, MI, 48083.

GENERAL OFFICE
Experienced - needed for long & short term assignments in Plymouth & Canton area. We offer major medical coverage, holiday & vacation pay. For interview call

MANPOWER
TEMPORARY SERVICES
478-1130

GENERAL OFFICE with Accounting skills, typing necessary. 8am-5pm, Mon. thru Fri. Curtis & M. Taylor Inc. 453-1815

GENERAL OFFICE
Full time for growing manufacturing business. Some bookkeeping. Westland area. 595-6400

GENERAL OFFICE - looking for a person to handle assorted various duties. Person will have customer contact, phone, typing, filing plus misc. Apply at: Master Mfg., 12173 Market St., Livonia. 591-8222

HIRING NOW

For temporary full time work. Starting in January, in the Plymouth area. Positions available:

Experienced data entry operators. 10 key adding machine operators. Customer service clerks. Income Tax preparation clerks. General clerical.

Call Judy to set up appointment, 455-5550

HOLIDAY CASH
WITH
ARBOR TEMPS

- TOP PAY
- BONUSES
- BENEFITS

WORD PROCESSORS
($8 HOUR)

RECEPTIONISTS

SECRETARIES
(Government Experience
$5 wpm +, Legal, Medical)

Now applicants receive a $5 gold certicate. WE NEED YOU!

9433 Haggerty
(S. of Ann Arbor Rd., Farwood West Offices)
Plymouth, MI
459-1166

HYGIENIST WANTED
to join busy practice in Taylor. If you're motivated, outgoing & looking for a great place to work, contact us at 291-8009

INSURANCE
AGENCY CSR's
Michigan Insurance Personnel Service is a wholly owned people-division of the Tom Thompson Insurance Agency at Michigan, a network of over 1,000 agencies throughout Michigan; our agents call us when they seek new employees so we hired EXPERIENCED Commercial lines & Personal lines CSR's, Producers, Company Underwriters, Raters & Claims Reps. for the metro area. Our fees are the lowest & charged only to the company.
Ann Bell, 540-3355
Mel Smolka, Ins. Personnel Service

504 Help Wanted Office-Clerical

Insurance-Experienced Only
AGENCY POSITIONS
Southfield - Livonia - Troy
Detroit - Dearborn - Farmington
Commercial & Personal Lines
CSR's-Marketing-Claims-Raters
CONCORD PERSONNEL
19300 Middlebelt Rd. 476-2200

INSURANCE OFFICE - Part time. Mature person to assist salesmen. Some personal lines & telephone sales experience helpful. Call neccessary. Minimum typing. Send resume & telephone number with salary expectations to: Personnel Manager, 26410 5 Mile Rd., Livonia, MI., 48154.

JUNIOR BOOKKEEPER for Accounts payable & payroll department. Send resume to Memory Lane Card & Gift, 5065 W. Maple Rd., Suite A, W. Bloomfield MI 48322

KEYPUNCH
Service bureau needs experienced operators for afternoon shift. Flexible hours/3pm-9pm. 937-1180.

LAB OFFICE SUPERVISOR
Dual Lab Department in community hospital requires a mature personable individual to supervise/perform front office duties. Qualified candidate must possess a high school diploma or equivalent, clerical experience, knowledge of office systems & medical terminology and top/notch communication skills. Supervisory experience in a hospital setting highly desirable. You may apply in person or send resume to:
GARDEN CITY HOSPITAL
(Osteopathic)
8245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 4277
An Equal Opportunity Employer

LAW FIRM needs word processor with experience on Wang or equivalent IBM System 36 preferred or will train qualified person. Hamilton Grand River area. Reply to Box 234, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LAW OFFICE/Westland - looking for full time secretary with excellent typing & word processing skills. Salary commensurate with experience. Call Nancy. 729-4250

LEGAL ASSISTANT
needed for Bloomfield Hills area law firm, medical mal practice a product liability experience preferred. Excellent benefits, send resume to: PO Box 430400, Farmington Hills, MI. 48033-0400

LEGAL ASSISTANT
General practice law firm looking for a full time word processor. Candidate must have good typing & grammar skills & an eye for detail. Prior word processing experience is helpful but willing to train. Comprehensive benefit package. Send resume to: Philip J. Lesky, Hyatt Legal Services, 23945 Michigan Ave, Dearborn, MI 48124.

LEGAL SECRETARY - busy 2 man Troy law firm, needs qualified person with 2 years experience. Salary commensurate with ability. Ask for Lorna. 680-1044.

LEGAL
SECRETARIES
Let our 25 years of service and experience work for you. For professionals will be responsible, energetic, dependable and maintain a good driving record. Some typing skills required. Must be willing to work flexible hours including some evenings and Saturdays.
Call 353-3311, ext 217

ORDER DESK
(Part-time)
Farmington manufacturing company has part-time order desk position. Candidate must possess a pleasant but good telephone skills, light typing, 20-50wpm, general clerical duties. Hours 10am to 2pm with potential to increase. Send resume to: Order Clerk, Chesley Industries, 20775 Chesley Dr., Farmington, MI 48024.

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

PART TIME position available immediately. Must be able to type at least 60wpm, will train, Redford area. Ask for Gail. 531-1754

PART TIME Secretary/Receptionist for manufacturers rep in Birmingham. Flexible hours, approximately 15-20 hours per week, mornings, will train. Ask for Kathy. 647-0775

PART TIME Temporary help wanted. Receptionist and clerical skills. Some computer work. Call Mary Ann at 348-4300 Mon-Fri. 537-0044

PAYROLL CLERK
Immediate opening for experienced person for full time payroll position. Thursday & Friday every week. Call University Commercial Nursing Home for appointment
427-8270

PAYROLL CLERK
Experienced payroll clerk with ADP processing a plus! Entry level bookkeeping knowledge required. Full time or a busy Southfield office. Please call Mary Pat between 8AM and 3PM, Mon-Fri 569-0444

Personnel Consultant
Experienced in interviewing, screening and placement for clerical customers. Must have excellent communication skills. Opportunity for handle clerical jobs. Salary plus benefits. Please send resume to: Personnel Systems/Arbor Temporaries, 8433 Haggerty Rd., Plymouth, MI 48170

PRODUCTION CLERK
Bloomfield Savings & Loan is seeking a clerk/teller trainee to work their instalment loan department. Qualified candidate must possess 1 year previous office clerical & 1 year consumer loan experience, have the ability to transact a high volume of work, start, type 45wpm, excellent interpersonal skills & the ability to organize & prioritize. Please send resume to: Bloomfield Savings & Loan, PO Box 12380, Birmingham, MI 48012, Attn: Personnel. An Equal Opportunity Employer

PROGRESSIVE Oakland County agency has work processing/clerical position available. Good client location, good benefits, salary commensurate skills, & the ability to organize knowledge a plus.
Send resume to: Box 8232, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PUBLIC RELATIONS FIRM in downtown Detroit needs receptionist with excellent typing & math skills, bookkeeping skills, data entry or word processing experience for full time position. Good salary, promotion potential, pleasant working atmosphere. 277-2720

TYPIST/RECEPTIONIST
for a 2-girl office. Must have solid background in typing, diction & computer skills. Testing will be done with interview. Send resume to: Dykema Gossett, 37408 Hale Tech Drive, Farmington Hills, Michigan 48018

MEDICAL BILLING & GENERAL SECRETARIAL POSITION
In suburban psychological consulting firm. Typing & computer skills desirable. Competitive salary & fringes. Send resume or phone Consulting Psychologists, Inc., 1675 Woodward, Suite 301, Bloomfield Hills, Mich., 48013 334-8000

MORTGAGE BANKING Firm seeks Receptionist. Duties include phones, general filing & typing. Salary $30am - 5pm. 358-3036

OFFICE ASSISTANT needed for deliveries & misc., good driving record required. Call for appointment. 851-9681

OFFICE CLERICAL - Various duties, 1 year experience required. Apply in person RS Electronics, 34443 Schoolcraft, Livonia.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

MEDICAL/DENTAL
CUSTOMER SUPPORT
Growing Michigan based company needs experienced support person to install software, train and users in the medical/ dental office management systems.

Excellent opportunity for career minded, good interpersonal skills and support person. The ideal candidate will possess an working knowledge of Unix/Xenix, have supported in the medical/dental market, knowledge of dBase is a definite plus. Excellent opportunity for a solid career path, competitive salary.

Please forward resume with cover letter to: Customer Support Manager, 2443 Hodgson Circle, Farmington Hills, MI 48018

OFFICE CLERICAL
Permanent part time doing Accounts Receivable, Inventory and phones. Farmington. 477-6109

OFFICE CLERK/Messenger - fast hrs., some management duties, related experience preferred but not necessary, benefits. 552-7315

RECEPTIONIST
for Southfield law firm. Must have pleasant telephone voice, light typing & bookkeeping skills required. Full time position. 557-7575

RECEPTIONIST - District insurance office moving to Auburn Hills Feb 1. Must have pleasant telephone voice, telephone numbers, typing & clerical skills, interested in 1st week in Jan. Please send your resume to: Office Manager, 1000 Westgate Dr., Ste 109, Rochester, MI 48063

RECEPTIONIST/SECRETARY
For Southfield law firm. Pleasantness, take-charge individual for busy office. Good typing a must. Construction law experience helpful, job will benefits. Send resume & handwriting sample to: 2290 Auburn Rd., Auburn Hills, MI., 48057.
An Equal Opportunity Employer

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

RECEPTIONIST
Full time entry level position available for busy office. Good phone skills, ability to deal with people & some typing required. Excellent benefit package. Apply in person:

FRETTER APPLIANCE
31901 Schoolcraft Rd.
Livonia, MI. 48150

RECEPTIONIST/
SECRETARY
A suburban branch sales office has a good opportunity for a self motivated person with statistical typing experience and good phone manner. Starting salary $14,520. Excellent benefits, fee paid. Call Eleanor at 353-2090.
After 5 PM Appointments Available

SNELLING & SNELLING

RECEPTIONIST/SECRETARY
The Ann Arbor corporate office of Amerace Home Healthcare has an opening for a full time Receptionist/Secretary. You must have excellent organizational skills, be a heavy people contact and be able to balance the combination of duties in a busy but friendly environment.

Please send a resume detailing your qualifications and salary requirements to: J.W. Johnson, Amerace Health Services, 2004 Hogback Road, Ann Arbor, MI 48104
An Equal Opportunity Employer

RECEPTIONIST
Challenging full time position available for a professional who is interested in an expanding property management company. Ideal candidate will be a Bloomfield - Farmington hills area.

Ideal candidate will possess a professional appearance, pleasant telephone voice with ability to accurately typing skills & multi line telephone system.

Duties to include answering 14 phone lines, typing various correspondence & misc. clerical/office maintenance functions.

Salary plus excellent benefits. Non smoker. Qualified individuals send resume with salary history to: Box 218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
wanted for Bloomfield law firm. Light typing required. Call 353-7750

RECEPTIONIST
Needed for answering phones & light typing.
Call 353-2756 ext 74

RECEPTIONIST- Fashion oriented company located in Farmington Hills looking for someone to do a variety of jobs in our office.
Call Trudy between 9am-11am only at 851-7200

RECEPTIONIST - Needed for law firm located in Southfield. Good typing & clerical skills required. Detail. Nice surroundings. Salary commensurate with experience. Good benefits.
Call 352-9080

RECEPTIONIST-Growing Southfield office needs all around good person to handle clerical duties. Must type 20-30 flexible hours per week. Word processing experience helpful. Temporaries, 8433 Haggerty Rd., Plymouth, MI 48170

RECEPTIONIST/SECRETARY
Needed for small law firm. Light typing required. Call
Ext. 74 353-2756

RECEPTIONIST/TYPIST
For Bloomfield office of West Appearance & pleasant phone personality a must. Excellent typing skills required. Full time position. Excellent benefits. 642-2080

RECEPTIONIST Sales Assistant for national product line. Full time, 5 day week, excellent benefits. Send resume to: Weather Shield Mfg Inc., 8301 Plymouth Rd., Plymouth, MI 48170

RECEPTIONISTS - hair salons. Starting immediately, part time, full time, permanent position, flexible hours, some management duties, related experience preferred but not necessary, benefits. 552-7315

RECEPTIONIST
for Southfield law firm. Must have pleasant telephone voice, light typing & bookkeeping skills required. Full time position. 557-7575

RECEPTIONIST - Distinct insurance office moving to Auburn Hills Feb 1. Must have pleasant telephone voice, telephone numbers, typing & clerical skills, interested 1st week in Jan. Please send your resume to: Office Manager, 1000 Westgate Dr., Ste 109, Rochester, MI 48063

RECEPTIONIST/SECRETARY
For Southfield law firm. Pleasantness, take-charge individual for busy office. Good typing a must. Construction law experience helpful, job will benefits. Send resume & handwriting sample to: 2290 Auburn Rd., Auburn Hills, MI., 48057.
An Equal Opportunity Employer

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

RECEPTIONIST
Full time entry level position available for busy office. Good phone skills, ability to deal with people & some typing required. Excellent benefit package. Apply in person:

FRETTER APPLIANCE
31901 Schoolcraft Rd.
Livonia, MI. 48150

RECEPTIONIST/
SECRETARY
A suburban branch sales office has a good opportunity for a self motivated person with statistical typing experience and good phone manner. Starting salary $14,520. Excellent benefits, fee paid. Call Eleanor at 353-2090.
After 5 PM Appointments Available

SNELLING & SNELLING

RECEPTIONIST/SECRETARY
The Ann Arbor corporate office of Amerace Home Healthcare has an opening for a full time Receptionist/Secretary. You must have excellent organizational skills, be a heavy people contact and be able to balance the combination of duties in a busy but friendly environment.

Please send a resume detailing your qualifications and salary requirements to: J.W. Johnson, Amerace Health Services, 2004 Hogback Road, Ann Arbor, MI 48104
An Equal Opportunity Employer

RECEPTIONIST
Dependable person with good secretarial, organizational, analytical & math skills. Apply in person: Ameta & Co., 377 Ameta St., Plymouth, MI 48170

SECRETARY
Energetic, intelligent person with good secretarial, organizational & math skills needed for 1 part office. Must be bright, cheerful, willing to learn. Send resume with salary history to: Heritage Water Master Co., 29800 Hill Crest, Suite 200, Livonia, MI 48154.
An Equal Opportunity Employer

SECRETARY
Experienced, full time, competitive salary, excellent benefits. Computer experience helpful but not necessary. Contact Ms. Ann Arbor, Ann Arbor Products, Inc., 1210 E. Maple, Troy, MI 48083, Attn. Jon Vintzel

SECRETARY
Farmington Hills Law firm seek a self motivated individual with word processing experience, typing 60 wpm, only, to CAL 32000 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 1 person office. Aggressive, self motivated with experience for small progressive machine tool company. Payable, receivables, light payroll & bookkeeping. $10,000 to start. Call Ann. Send resume to: P.O. Box 9485, Livonia, MI 48151

SECRETARY
for 1 person office in home. Non smoker. Good secretarial & business skills. Knowledge of computer/Apple Works helpful but will train. Hours are: 10 A. D. C. Sales, P. O. Box #11, Birmingham, MI., 48012

SECRETARY

Fortune 500 company seeks someone who types 60 wpm with Apple or Burroughs word processing. Excellent secretarial skills required. Professional and busy environment. Salary $15K with good benefits. Call Ms. Barrett 855-8910, or send resume in confidence to:

The Employment People
32000 Northwestern Hwy., # 175
Farmington Hills, MI 48018
EOE NO FEES/NO CONTRACTS

Rochester Law firm seeks secretary dealing with auto industry seeks individual with good typing & working accuracy a must! Send resume to: Box 256, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - for Farmingham company, type 65 wpm, heavy dictaphone, math aptitude, stat typing, $16,800 plus benefits.

ACCOUNTS - payable clerk for major Auburn Hills corporation. Some typing & calculator, plus month & year end statements.
Salary $13,500

Word Processing training
available - holidays - medical coverage

Livonia - 462-2240

UNIFORCE
S'THFLD B'HAM
357-0034 646-7660

SECRETARY. Full time, for professional firm in Troy. Contact Kathy. Must have office experience and be able to perform job functions independent of supervision. Self motivation is important. Ask for Sheila or Maureen. 362-4920

SECRETARY - national health agency. Exciting always changing office looking for a bright person with good communication & organizational skills. Filing, typing, & general office work. Excellent benefits & paid vacation. Please forward resume with salary requirements to: District Director, 10551 Allen Rd, Suite 103, Allen Park, MI 48101.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY

Full time secretarial position available in the merchandising department of major retail chain. Duties include typing, phone work, light bookkeeping & light computer work. Accepting applications Mon-Fri, 8am-5pm at

FRETTER, INC
35901 Schoolcraft Rd.
Livonia, MI 48150
(Between Levan & Farmington)

SECRETARY
Full time needed, for 2 person office in Inkster. Some bookkeeping experience helpful. Benefits. 561-5400

SECRETARY - Full time for Southfield patent law firm. Word processing & excellent typing skills. Legal Quired. Legal experience & definite plus. Excellent salary & benefits. Please send resume to B. Miller, 3000 Town Center, Suite 1145, Southfield, MI 48075

SECRETARY
Major trade association based in Southfield seeks an experienced Secretary for its Meetings & Exhibits Department. Minimum 1 year secretarial experience required. Typing (50 wpm) required and shorthand desirable. Excellent benefits. Send resume including salary requirements to:

Human Resources
P.O. Box 200
Detroit, MI 48235

SECRETARY - Manufacturing company, Farmington Hills area. Light typing, filing, interest in shorthand & typing required. Computer experience helpful. Send resume to L. Hamilton, 27260 Haggerty Road, Suite A7, Farmington Hills, MI. 48018

SECRETARY NEEDED
We're expanding! Southfield advertising agency needs someone who types 40 words & solid interpersonal skills. If you're looking for a position with job security plus benefits, look joining our staff of over 300 people. Call 827-8341

SECRETARY NEEDED, full time for small firm. Typing a must. Bookkeeping & computer knowledge helpful. Career path for right person. Salary open. Call Ms. Lewis between 8 Mile Rd. on Southfield. Send resume to: 20900 W. 8 Mile Rd., Southfield, MI 48075.

SECRETARY - new position for someone with office background. Typing skills, computer a plus. Call JTPA funded. For more info call Cristina 277-2720

SECRETARY
PART TIME
Troy commercial/residential real estate company seeks proficient secretary for part time assistance. Excellent typing skills. Shorthand preferred. Hours are flexible, prime times: Hours 12 to 5 pm., Mon. thru Fri. Call after 10 am.
362-3333

SECRETARY
Part-Time

Insurance company is seeking an experienced Secretary to work part-time in its Life Administration Department. 3 years clerical experience, insurance experience, accurate typing (45 wpm) and good organizational skills required. Flexible hours. Send resume or apply:

League Insurance Companies
CUNA Mutual Insurance Group
15600 Providence Dr.
Southfield, MI 48075

SECRETARY/RECEPTIONIST
for commercial maintenance firm. Rochester Hills area. Must have good business communication skills & pleasant telephone manner. Word processing & light bookkeeping experience a plus. Excellent benefits. Interested candidates call Office Manager, Virtual Maintenance, Inc. 1400 Rochester, Troy, Michigan.48084

SECRETARY/RECEPTIONIST-8 hrs., 5 days per week. Detroit Baptist School, 23001 13 Mile Rd. Farmington Hills Call Mr. McQuad 626-6100

SECRETARY/RECEPTIONIST
Property Management firm, completely looking for an individual to fill position of Receptionist/Secretary & computer entry for accounts payable. Please send resume to: 24600 Northwestern Hwy. Suite 203, Southfield, MI 48075

SECRETARY/RECEPTIONIST
20-25 hours per week, typing skills required., general office management duties, will assist bookkeeper, work with church administration helpful. Grand River Baptist Church, 22500 6 Mile Rd., Livonia. Call for appointment. 261-9450

SECRETARY/RECEPTIONIST
Must have word processing experience, typing 60wpm, pleasant phone. Excellent working conditions. Farmington Hills. Send resume & salary requirements to Box 206Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY RECEPTIONIST - experienced, flexible hours, 3 days a week near Northland 557-2545

SECRETARY/RECEPTIONIST
for human service agency. Receptionist. Whole Life Program. 32625 7 Mile, Ste. 19, Livonia, MI. 48152.

SECRETARY/RECEPTIONIST
Outstanding secretary with excellent skills sought. Must be organized & efficient. Send cover letter & resume to: Office Manager, 1537 Monroe, Dearborn, Mich. 48124

SECRETARY RECEPTIONIST
Part-time, $5.25 per hour, ideal situation for homemaker with secretarial in school. Send resume to:
CONTAINER PRODUCTS, INC.
20345 12 Mile Rd., Suite 200
Southfield, Mich., 48076

SECRETARY

Rochester professional firm seeks experienced receptionist/secretary. Excellent skills and telephone manner required. Word processing experience a plus. Please send confidential resume and salary requirements to: M. Butt, C/O Plante & Moran, CPAS, 505 Oakwood, #205, Rochester, MI 48063.

An Equal Opportunity Employer

SECRETARY
Seeking bright, poised individual for diversified position in executive office. Requires excellent typing, dictaphone & light bookkeeping/shortcut skills. Full time position with excellent benefits. Please call 644-5300, ext 245

Erb LUMBER CO.
Birmingham

SECRETARY
Small office in Southfield seeks qualified individual to work with 2 district managers. Must possess skills in word processing, typing, transcription & math. Call. 355-0637

SECRETARY
Southfield based property management company seeks bright, energetic individual with accurate typing (60-70 wpm), accurate filing and other general office skills. Word processing skills helpful. Send resume to:

OFFICE MANAGER
P.O. Box 5071
Southfield, MI., 48086

SECRETARY-Southfield area, immediate opening. Must be organized, enthusiastic, have above average skills, attractive personality & experience with WordStar. 355-2844

SECRETARY
Southfield office is seeking experienced candidates for receptionist/coordinator position. Applicants must have the ability to handle incoming calls & possess strong organizational skills. Word processing experience is required. Call Mr. Lodge at 968-3223

504 Help Wanted Office-Clerical

SECRETARY
Standard office skills plus word processing. Experience with firm complete benefit package. Send resume to:

ECS/ROUSH
12011 MARKET ST.
LIVONIA, MI 48150

SECRETARY-Three or more years experience, minimum typing speed 65wpm, prior data entry training beneficial, excellent salary and liberal fringe benefits. Send resume and prior salary history to:
Human Resources, 24800 Novi Rd., Novi, MI 48050. 349-4800

SECRETARY WANTED with knowledge of or desire to learn Lotus, Wordstar & Data Entry. Downtown Birmingham office. Non smoker only. Part time & full time. Call after 10AM. 642-0220

SECRETARY with solid organizational ability needed by advertising specialty company in Southfield area. Must be detail oriented for these integral position for our fast paced office. Must accomplish a varied position include accurate typing of letters, strong interpersonal skills, attention to detail, mathematical aptitude. Must be self starter, college degree a plus, but not required. Contact 827-8341

SECRETARY
3 or more yrs. experience with management, word processing, typing, data entry training beneficial. Excellent salary & liberal fringe benefits. Send resume & prior salary history to: Elan Ritchie, Michigan Tractor, 24800 Novi Rd., Novi, MI 48050
349-4800

SHIPPER WANTED - experienced. Knowledge of desk top publishing, college degree a plus, but not required. Contact 827-8341

SECRETARY
3 or more yrs. experience with management, word processing, typing, data entry training beneficial. Excellent salary & liberal fringe benefits. Send resume & prior salary history to: Elan Ritchie, Michigan Tractor, 24800 Novi Rd., Novi, MI 48050
349-4800

SECRETARY NEEDED
We're expanding! Southfield advertising agency needs someone who types 40 words & solid interpersonal skills. If you're looking for a position with job security plus benefits, look joining our staff of over 300 people. Call 827-8341

SWITCHBOARD
OPERATOR
Insurance company in Southfield seeks part time Switchboard Operators with 1 year switchboard experience and excellent communication skills. Dimension telephone system experience desired. Apply: Mon. thru Fri., 9-4 pm., at:
LEAGUE INSURANCE COMPANIES
26555 Northwestern Hwy.
Southfield, MI 48075
(across from the Americana Theater)
No phone calls please

TEL-ACCOUNT EXECUTIVE
Exciting professional career position with fast growing service company in Southfield. Responsible, personally for account management by telephone. At least 2 years of college, prefer 4 in any degree field. Sales profit, profit sharing. Farmington Hills area. Send resume to Box 240 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TELEPHONE ANSWERING & Typing in Southfield, Permanent part time position & occasional fill in.
Call Felicia 557-7480

TELLER - part time, 5 days per week, previous experience desired, $5.50 per hour. Call 453-3440

ACCOUNTS TYPIST
Machine shop experience. Billing & general office duties. Full benefits. Hydra Machine Co. 261-8030

WORD PROCESSING/
DATA ENTRY
Amcare, a subsidiary of a large Health Care company, has a current need for an individual to enter name & salary history records for benefits and employees from several states, into our computer systems.

Duties are varied and you do not have to be a speed data entry. The position is full time afternoons with some overtime, flexible work week schedule. We prefer an individual with some knowledge of insurance or data entry and able to use the keyboard. We are looking for competent typist, interested in learning new skills, please send us a resume of your experience and salary history to: J.W. Johnson
Amcare Home Health Services, Inc.
2004 Hogback Road
Ann Arbor, MI 48104
An Equal Opportunity Employer

WORD PROCESSORS
CIS Corporation, a successful capital equipment marketing and leasing company located in Bloomfield Hills, is seeking individuals for Word Processors. Applicants must possess the following credentials:

- Accurate typing 65wpm plus.
- WANG word processing experience preferred.
- Excellent proofreading & grammatical skills and detail-oriented.
- Bachelorette degree a plus.
- At least one to two years office experience preferred.
- College courses/certificate preferred.

Hours are 12 noon to 8pm, but may change to day hours as seniority increases. We offer competitive salary with background and full benefit package. Excellent advancement opportunities in a preferred, modern work environment with an on-site nautilus workout center. Qualified candidates may submit their resumes and SALARY HISTORIES in confidence to:

Judy DeVore
Human Resources Representative
CIS CORPORATION
2900 Telegraph Road
Bloomfield Hills, MI 48013
EQUAL OPPORTUNITY EMPLOYER
M/F/H/V

WORD PROCESSORS
2 years office experience needed for person with Multi-Mate or Word Perfect. Large Southfield corporate headquarters. Long and short term assignments available with major auto company in tri-county area. Call today. Let us handle the details.

PARTNERS
IN PLACEMENT
SOUTHFIELD 827-4313

505 Help Wanted Food-Beverage

Top Hat
Grand Opening
Coming Soon
Earn up to $4.50 Hour

We are now accepting applications to work at our newest Top Hat 24 hour fast food restaurant, located on Woodward Ave. at 13½ Mile Rd. Positions available on the day, afternoon and midnight shift, full & part time. We offer:

- Competitive starting wages
- Opportunity to advance
- Excellent benefit program

Our fastest growing division of ELIAS BROTHERS IS LOOKING FOR YOU!

If you are the type of person that is cheerful and enjoys working with people, apply daily at:

13½ Mile & Woodward.

Top Hat
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

TYPIST/GENERAL OFFICE
Full time position available. Start immediately. Must be excellent typist. Please call Farmington Hills Country Club 553-3333

TYPIST
- Misc. clerical duties for temporary employment during income tax season. 399-0520

TYPISTS needed for 2 shifts - 7AM-3PM and 2:30PM-8:30PM. Typing on IBM PC with Word Star. Experience helpful but willing to train. Ask for Karen: 358-5300

VETERINARY Receptionist/Assistant. Previous experience preferred, hours variable. Apply in person AM only. Westland area. 728-2520

505 Help Wanted Food-Beverage

AFTERNOON DELIGHT
RESTAURANT
Now taking applications for new healthy restaurant moving into W. Bloomfield area. 14 Mile Rd. (Northwestern Hwy.) All positions available. Call Tony or John for an appointment at 851-4270
or 661-1513

AM BARTENDER. Experience preferred. Apply in person between 2 & 5 at the Golden Mushroom, 18100 W. 10 Mile, Southfield.

AM & PM UTILITY STAFF
Experience preferred. Apply at 3-6pm Golden Mushroom, 18100 W. 10 Mile, Southfield.

AVA FOOD SERVICES - now hiring experienced cooks. Mon. thru Fri. No weekends. Excellent benefits. Livonia area. 525-8740

ATTENTION
NOW HIRING
Cocktail waitresses, bartenders, bar backs, & door person. Full & part time. Apply in person at
J. T. Seagull, 24230 W. 6 Mile, 1 blk W. of Telegraph

A WEEKEND CAREER for the individual who doesn't mind good pay for good work. Now hiring waitresses. Now hiring wait staff & kitchen help for elegant banquet hall. Apply within Joy Hall Manor, Joy Road 2 blk E. of Middlebelt (behind Domino's). Tuesday thru Friday, 10noon - 3pm.

BAR PERSON
Full & part time, night shift, for cocktail lounge. Apply at J. R.'s Lounge, 23610 Fenkell, Detroit. 531-4790

BOB EVANS
FARMS
Now hiring
Third shift cooks
Third shift busers
Night K.P. & night busers
Full time day grill
Full time day busers
13911 Middlebelt.
No phone calls please.

BREAKFAST COOK
Needed full time. Lahser/Civic Center Dr