504 Help Wanted Office-Clerical

OFFICE ASS'T - weekdays 9:30am-3:30pm. Will answer phones, communication skills. Light typing required. Phone calls accepted. Call 18, 10am-2pm only. 591-0730

OFFICE WORK - Type 45 WPM, accounts payable, accounts receivable, etc. Some data input. Full time. Call Mr. Johnson. 522-7282

OFFICE WORK
Full or part time, medical clerical, light typing, hours flexible. Excellent working conditions. Ideal location. Send letter or resume to: P.O. Box 32, Royal Oak, MI. 48068.

ONE GIRL office (Wixom area) looking for a secretary to handle general office work, accounts payable & payroll. Must be self-starter. Fame Industries Inc., 348-7760

ORDER DESK
(Part time)
Farmington manufacturing company has part time order desk position. Requires responsible person with good telephone skills, light typing, (7-50 wpm), general clerical duties. Hours 10am-2pm, with potential to increase. Send resume to: Order Clerk, Sheridan Industry, 20775 Chesley Dr., Farmington MI 48024.

PAYROLL ASSISTANT
Assist with payroll processing and provide other administrative support in the Human Resources Department. Requires payroll processing experience with good math and typing skills (45 wpm). Excellent work environment and benefits package. Apply Mon. thru Fri. 9am to 4pm.
Lasalle Insurance Companies
CUNA Mutual Insurance Group
15600 Providence Dr.
Southfield, MI 48075

PAYROLL CLERK
Motivated individual with 2 years experience. Accurate typing, 45 WPM processing. Timely handling of payroll disbursements and payroll reports. Send resumes and salary history to: Personnel, P. O. Box 2147, Southfield MI 48037 or fax 353-3131, Ext. 217

PAYROLL CLERK
$16,500. Fee Paid. Hours: 4 pm to 12 midnight or 12 midnight to 8 am. Manufacture environment.
PERSONNEL SYSTEMS
458-1166 761-5252

PERSONABLE RECEPTIONIST for busy Marketing Dept. Well-organized, good phone manner. Word Processing Skills. Typing: 50+ WPM. Excellent benefits. Good pay. 348-8000 ext. 205

PERSON FRIDAY to work in rapidly growing Northwest Detroit office. Experience in general office, excellent at details & follow up. 433-3463

PERSONNEL CLERK

PART TIME
10am-2pm
Monday-Friday

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

Prefer applicant with computer or word processing experience or some manual locker system to a computerized system.

Apply or send resume in confidence to:

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

Equal Opportunity/Affirmative Action Employer M/F

PHONE OPERATOR
Good attitude & pleasant speaking voice essential. Light typing and general office duties. 2nd Hogback Rd., Ann Arbor, MI 48104
An Equal Opportunity Employer

RECEPTIONISTS
EXECUTIVE SECRETARIES
TYPISTS
Due to our continued growth, we currently have several full time & part time positions available. Earn top pay while working on interesting assignments at leading companies Southfield, Birmingham, other northern Suburbs. No fee. Call for appointment.

MGM
Office Services
557-6040

RECEPTIONIST
Typing and computer experience necessary. Full-time. Choice Farmington Hills location. Call 851-1144

RECEPTIONIST/TYPIST
Experienced
Southfield area. Full time.
353-2011

RECEPTIONIST - Clerk typist. Must handle phone in professional manner. Redford/Detroit area. Please call Laurie, 836-8360

RECEPTIONIST
Full or part time. Phone answering, light typing & filing. Farmington Hills area. 855-0313

RECEPTIONIST - FULL TIME
needed for large Southfield advertising agency. Will train. Light typing preferred.
627-8341

504 Help Wanted Office-Clerical

RECEPTIONIST general office. Apply in person. Retford Collision, 39588 Grand river, Novi, Michigan.

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

RECEPTIONIST
Pleasant person needed in West Bloomfield area to answer telephone, ttng, typing, & misc clerical duties. Hours 10-6. 737-4400

RECEPTIONIST - part time, medical office, 9am-1pm, must type, spell, use dictaphone & have telephone skills. Start immediately. Call & ask for Mary Ann 427-8223

RECEPTIONIST - FULL-TIME
Dynamic sales team - for Developer's office. Typing (60 WPM), filing, clerical. Computer experience helpful. Please respond to: P.O. Box 1012, Bloomfield Hills, MI. 48013.

RECEPTIONIST - for busy office, experience helpful, personable & pleasant speaking voice, send resume or call. Linda Snider, 32100 Telegraph, Birmingham, MI. 48010 645-6333

RECEPTIONIST NEEDED
Must have experience, excellent communication skills, good typing and basic math ability. Hours 8AM-5PM, salary negotiable. Send resume to: Ms. Betz, 15900 W Eight Mile, Su. 115, Southfield, MI 48075.

RECEPTIONIST/TYPIST
For fast paced Southfield leasing company. Must be able to type 55wpm and have pleasant phone manner. Send resume to: Lisa, 20000 W 12 Mile, Southfield, MI. 48076. Attention: Receptionist.

RECEPTIONIST/Switchboard Operator for large commercial real estate office. Note experience & general office experience preferred. Salary & benefits. Southfield area. Call 8:30am-5pm. 353-5400
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY-Must have word processing experience, excellent letter writing, spelling and math aptitude. Pleasant phone voice - not manner. Send resume with salary requirements to: P.O Box 3171, Southfield, MI 48075

RECEPTIONIST/General Office
with excellent phone rapport & accurate typing skills - A Must. Ground floor opportunity with growing Livonia manufacturing Co. Apply at 35365 Industrial Rd., Livonia 464-3613

RECEPTIONIST
Birmingham Realtor & Developer seeking individual with good typing, phone & recordkeeping skills. (1) year office experience desired. Send resume to: Midland Sager & Co., 101 Southfield Rd., Suite 202, Birmingham, MI. 48009.

RECEPTIONIST - part time, 12-5pm, phone experience required, to answer busy phones for commercial real estate office in Southfield. Typing 55WPM, must be mature with pleasant personality & appearance. Possible job growth.
Call Kathleen, 8-5pm 353-9494

RECEPTIONIST/SECRETARY
Full time position open in manufacturing company for mature individual. Accurate typing, neat appearance & ability to grow for customers in a professional manner essential. Apply in person between 8:30am-3:30pm at 47725 Michigan Ave. Canton

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk appearance. Hours are: 10am to 7pm, Tues. thru Fri. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3211, Ext. 217

RECEPTIONIST/SECRETARY
The Ann Arbor corporate office of Amicare Home Health Services has an opening for a full time receptionist/secretary. You must have excellent word processing skills, enjoy heavy people contact & be able to balance the combination of duties in a busy but friendly environment.

Please send a resume detailing your experience & salary requirements to: J. W. Johnson, Amicare Home Health Services, 2004 Hogback Rd., Ann Arbor, MI 48104
An Equal Opportunity Employer

RECEPTIONIST
Experienced with good phone skills. Full time (no medical benefits). Livonia based company. Call between 2-5pm 261-9033

SALES ASSISTANT, entry level, full time, office & inside sales requirements to: J. W. Johnson, Amicare Home Health Services, 2004 Hogback Rd., Ann Arbor, MI 48104
An Equal Opportunity Employer

SALES ASSISTANT
Tray package leasing company for energetic & personable individual, good secretarial skills, computer, word processing & phone manner. For more information call George 643-9580

SALES SECRETARY for busy sales department. Must have strong shorthand & word processor experience. Excellent benefits. Send resume to: Southfield, Birmingham, other northern Suburbs. No fee. Call for appointment.

MGM
Office Services
557-6040

RECEPTIONIST
Typing and computer experience necessary. Full-time. Choice Farmington Hills location. Call 851-1144

RECEPTIONIST/TYPIST
Experienced
Southfield area. Full time.
353-2011

RECEPTIONIST - Clerk typist. Must handle phone in professional manner. Redford/Detroit area. Please call Laurie, 836-8360

RECEPTIONIST
Full or part time. Phone answering, light typing & filing. Farmington Hills area. 855-0313

RECEPTIONIST - FULL TIME
needed for large Southfield advertising agency. Will train. Light typing preferred.
627-8341

504 Help Wanted Office-Clerical

RECEPTIONIST - full time for seven Attorney law firm. Salary commensurate with experience. Call 559-7300

RECEPTIONIST/CLERK
Birmingham - small office. Must have experience, good office and communication skills, knowledge of computer knowledge helpful. 644-7810

RECEPTIONIST
Mature individual, no clerical skills. Southfield location, nice working atmosphere. Flexible work hrs, full or part time. Call Minnie at 353-8882

RECEPTIONIST Needed for Novi-based real estate firm. Part time evenings & weekends.
Call Crystal Cunningham 348-3000
RE/MAX 100

RECEPTIONIST & Assistant to office manager. Light typing, phone. Ages 20 hours. Prefer light typing skills & ability to communicate well with the public. Need to be mature, organized, efficient & reliable 559-8190

RECEPTIONIST
Part time for light typing & filing. Flexible hours. Must have excellent phone manner. Farmington Hills/Novi area. Call after 9 for appointment. 476-1727

RECEPTIONIST - Entry level with growing computer graphics firm. Excellent opportunity for a self-starter that requires minimal supervision. Good work history/references with typing speed of 35-50 wpm. Livonia, Suite 235, Tel. 591-4808

RECEPTIONIST/Administrative Assistant. Individual must be able to type 55wpm and have pleasant phone manner. Send resume to: LAC 2000 W 12 Mile, Southfield, MI. 48076. Attention: Receptionist.

RECEPTIONIST-Assistant Bookkeeper - Full time position. Must be proficient on 10 key adding machine, good with figures and accurate. Hours are Monday through Friday 9am and 2pm, Mon. thru Fri. 675 E. Big Beaver, Suite 103, Troy

RECEPTIONIST/SECRETARY
For new building of a growing company, excellent letter writing, spelling and math aptitude. Pleasant phone voice - not manner. Send resume requirements to: RS, 3255 Pierce Lane, Birmingham, MI. 48010.

RECEPTIONIST
Experienced receptionist needed for law office at Tel Twelve area, skills must include dictaphone, word processing & excellent verbal & grammatical capabilities.
Contact Debbie 645-1700

SECRETARY - experienced with the phone, typing at least 50 wpm, word processing. 70wpm. Shorthand - 100wpm. Experienced in dictaphone transcription. Skills & grammar are a plus. Knowledge of organization of systems required. Salary commensurate with experience and skills. Ask for Chris 353-4648

SECRETARY
Financial Dept. north Woodward multi-million dollar organization has immediate opening for Department Secretary. Requires accurate typing, minimum 60 wpm, professional phone manner, confidentiality, and previous secretarial experience a must. Word processing helpful. Must have ability to stay on work under deadline pressure. Send resume in confidence to Corporate Financial Secretary, PHBox 811, Bloomfield Hills, MI. 48303.
Equal Opportunity Employer M/F/H

RECEPTIONIST
For busy CPA firm in Southfield. Experience required with Micro Word processing.
661-2604

SECRETARY for Sales Office of major suppliers of automotive industry. Good Clerical & communication skills. Mrs. Friedman, 399-8833

SECRETARY, full time for Synagogue in West Bloomfield. Dependable, people-oriented, good skills. 661-0040

SECRETARY For Bloomfield Hills law firm. Good typing, filing, spelling & organizational skills required. Legal background helpful. IBM/PC XT word processing. Send resume to: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - for marketing office of major corporation. Must have excellent typing, good typing skills & pleasant phone manner required. Send resume to: Sue Ann Staff, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY-FRONT DESK
Word processor and other clerical specific typist with good phone sales experience. Professional firm seeks self-motivated non-smoker for promotable position. Send to: Richard Ross, 30500 Northwestern Hwy., Suite 420C, W. Bloomfield, MI 48322

SECRETARY - Howell out-patient treatment center seeks bright, pleasant, good typing/dictaphone, medical exp. preferred helpful. Please submit resume to: Brighton Hospital, 12851 E. Grand River, Brighton, MI. 48116. 227-1231
An Equal Opportunity Employer

SECRETARY-Investment firm office near 11 Mile/Southfield Rd. Good typing & dictaphone experience necessary. Call Ms. Ferguson for appointment 559-4332
Brandon-Thomas Adjusting Co.

SECRETARY - legal background helpful, 2-3 yrs. experience, typing & dictaphone. Send resume to: Linda Snider, 32100 Telegraph, Birmingham, MI. 48010 645-6333

SECRETARY
Light secretarial skills, typing, filing, etc. South Lyon area. Call 437-2011 Mon.-Fri. Call Miss Hartman after 4PM. 559-7000

SECRETARY needed in Southfield for a property management company. Shorthand or speed writing a must. Salary $14,000 plus benefits. Call 879-6630

SECRETARY - N.W. suburban co. seeks dependable, hard working people candidate. Applicants should possess good secretarial skills including word processing, filing & spoken/written skills. Should be assume with salary history & requirements to: Secretary, Box 428, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Opportunity for a mature Secretary with good administrative skills and at least 3 years experience. Office located in the N.W. section of Detroit. Must be capable of managing own time and work assignments with a minimum of direction. Should be well poised, self-assured and have excellent secretarial skills, shorthand a must. Individual should be willing to work in a fast-paced work environment. Competitive salary and an outstanding benefit program. Respond by calling 270-1295 or 270-1296, Mon. thru Fri., between 9 am & 4 pm.

SECRETARY
PART TIME
Troy commercial/industrial real estate company seeks a qualified secretary for part time assistance. Excellent typing skills. Shorthand preferred. Duties include phone relief, hours: 12 to 5 p.m., Mon. thru Fri. Call after 10 am.
362-3333

SECRETARY-Part time, typing & filing required. Livonia area. Hours flexible, pay negotiable. Call Mr. Fox. 425-9696

504 Help Wanted Office-Clerical

SECRETARIES - Immediate openings for 2. Must be experienced, variable & we groomed, type 60-65 WPM. Bay Hills Southfield 352-7800
An Equal Opportunity Employer

SECRETARY
Accurate, Detail person with excellent typing, spelling & calculator skills for fast-paced office.
Contact Joyce, 584-8440
8140 Dixie Hwy., Detroit

SECRETARY
PART-TIME
Village Green Management Company, a leading national property management firm headquartered in Farmington Hills, Michigan has a part-time opening for a highly motivated secretary. This is a fast-paced position requiring excellent secretarial & communication skills. Must possess knowledge of all office machines, typing 70wpm & excellent telephone manner required. We offer an excellent compensation package. Send resume with salary history to:

Ms. Marti Otto
Director of Human Resources
VILLAGE GREEN
MANAGEMENT CO.
30833 Northwestern Hwy
Suite 300
Farmington Hills, MI 48018
An Equal Opportunity Employer

SECRETARY/PAYROLL CLERK
Busy Bloomfield Hills company seeks full-time receptionist to work in payroll department. Duties include typing, computer experience a plus. Other duties will be assisting in payroll. Very competitive salary & benefits. All replies confidential. Contact Personnel Manager, Corp., P. O. Box 2497, Southfield, MI 48037.
Recruiting for an EOE

SECRETARY/ SALES ASSISTANT

Troy insurance company seeks experienced assistant to coordinate sales department. Applicants. Excellent spelling and grammar skills. Must have some computer experience helpful. Potential growth. Generous salary and benefits package commensurate experience and experience including sample of handwriting and previous of numbers and letters to: P. O. Box 1627, Royal Oak, MI. 48067.

Plante & Moran recruiting for An Equal Opportunity Employer

SECRETARY - Knowledge of Lotus helpful but not mandatory for dynamic, growth position, major suppliers to the Big Three automotive industry. Glenna at Lindbrook 357-0034

SECRETARY/ RECEPTIONIST

Individual needed to fulfill secretary/receptionist duties on a full-time basis in the office of a temporary placement agency.

Candidate should possess a minimum of 3 years experience, strong interpersonal skills, good phone techniques and ability to work independently. Technical knowledge should include 50 WPM typing and word processing experience.

We offer a competitive wage and benefit package. Please send resume and salary requirements to:

G. Cousins
24100 Southfield Rd., Ste. 315
Southfield, MI 48075

SECRETARY - Southfield firm has position requiring excellent typing, shorthand, dictaphone skills. Must have ability to handle phone calls & details. Computer experience desired. Submit resume with reference & salary requirements to: Box 364, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Secretary

Southfield professional firm seeks articulate secretary. Excellent grammar, spelling and typing. Extensive telephone contact in person, and on phone. Word processing & plus. Will train. Generous salary and benefits. Please send confidential resume and salary history to

M. Butt
Plante & Moran
27400 Northwestern Hwy.
Southfield, MI 48037

An Equal Opportunity Employer

SECRETARY - Southfield professional office seeks person to perfect a must. 65WPM. Salary commensurate experience/ability. Bernitz Jennifer.
356-6181

SECRETARY - Southfield, typing 65 wpm, good secretarial skills, knowledge commercial lines helpful, good math ability, benefits. To $19,500

EXECUTIVE - secretary, 70 wpm typing, shorthand 80, computer experience, benefits. $18,000.
Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

SECRETARY

Successful land development company seeks a self-motivated individual with at least 3 yrs of successful office experience, good typing skills & dictation preferred, benefits package, endless potential, salary & benefits, fee paid. Call Linda for more details on this & several other available positions.

AMERICAN PERSONNEL 553-2444

SECRETARY
WE have a need for a Secretary to work our Troy administrative offices, must be able to type 50-55 wpm, good communication skills, knowledge of Displaywrite III, Symphony and/or Lotus, and 1-3 yrs. secretarial experience.
Send resume to:

Hewlin Care
PO box 4378
Troy, MI. 48099-1378

SECRETARY
With light bookkeeping. Benefits, paid holidays, Southfield, Novi area. Call 9 30am-3pm: 471-4500

SECRETARY with pleasant personality and accurate typing skills. Novi area school, Birmingham/Bloomfield area.
Call 348-7717

SECRETARY WORD PROCESSING TO $18,000

Our client, a Southfield automotive supply company, is seeking a dependable, outgoing individual with good communication skills. Must be a verbal, LOTUS 1-2-3 & accurate typing are a must. If you are interested in finding out more about this highly professional billion dollar company, call Lynda today. 645-4200

OM5
Division of Management Recruiters
Company always pays fee

SECURITY OFFICERS
Full time, Rochester, Utica, Mt. Clemens area. $5.50-$6.25 hr. benefits. Free uniforms. 559-1002

SMALL Rep firm in W Bloomfield looking for permanent, responsible secretarial help for afternoons. Please call
737-0110

SOUTHFIELD OFFICE of National Co. has positions open for Stenos/Typists. We are a non-smoking office. Part-time work, up to 35 hours per week. Work schedule is negotiable. Salary Starting is A Must.
Call Kathie, 443-5833
An Equal Opportunity Employer

STATISTICAL TYPIST with an aptitude for figures and pleasant telephone voice. Salary commensurate with experience. Excellent benefits. Call Janie 10AM-3PM. 491-8774

504 Help Wanted Office-Clerical

SUPERVISOR - part time evenings, in proof reading & CRT corrections area. Must be available weekends. In Livonia. Call for an appt 525-4774

SWITCHBOARD OPERATORS

A Kelly job is money in the bank!

If you're looking for a way to add to your bank account, Kelly Services is the perfect answer. Register with Kelly today for long, short term Switchboard Operator assignments

Call the office closest to you.

Troy	362-1180
Bloomfield	642-9650
Pontiac	338-0338
Berkley	398-7900
Livonia	522-4020
Westland	425-7400
Canton	451-2540
Rochester	852-6830
Southfield	352-5020
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.

SWITCHBOARD/RECEPTIONIST
Sales/manufacturing company in Farmington requires an individual to operate switchboard from 1-5pm. Flexible days available. Duties include light typing & filing. Requirements: pleasant phone manners, high school diploma & typing skills. Send resume to: Corporate Dept., Marketing Displays, Inc., P.O. Box 576, Farmington Hills
MI 48332-0576
An Equal Opportunity Employer

TAX PREPARER
Experienced with individual or Nationwide course trained needed by public accountant. Work at home or at office. Must have good math training and experience including sample of handwriting and previous of numbers and letters to: P. O. Box 1627, Royal Oak, MI. 48067.

TELE-ACCOUNT EXECUTIVE
Exciting professional career position for motivated, self-starter who enjoys need energetic outgoing personality for account management by telephone. Minimum 1 year sales experience, four in any degree. Salary benefits, paid training. Farmington Hills area. Send resume to Box 379, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TELEPHONE ANSWERING and General Office. Part time, thru-out April 15 for tax office in Farmington area. 592-4590

TELEPHONE OPERATOR

Position available for experienced person. We have a busy Merlin system with a full complement of Merlin 30 telephones.
In addition to primary responsibility of operating Merlin console, operator performs some clerical duties including price easing of outgoing mail and light typing.
This is a full time position with long term potential at a small growing company in Southfield offering good wages and excellent fringes.
Please apply by phone and ask for the Sales Office Manager.

Desoutter Inc.
522-7010

TELEPHONE OPERATOR/TYPIST
Novi company needs Telephone Operator/Typist. Other duties include mailing invoices and general clerical. Excellent fringe benefits.
Call Judy: 313-478-9700

TELEPHONE RECEPTIONIST - full time position for busy telephone, some typing & typing experience. Entry level position with advancement opportunities available, apply in person between 8am-1pm West Side Auto Parts, 41839 Michigan Ave., half mile W. of I-275 Canton.

TELEPHONE RESEARCHERS
Immediate openings for experienced telephone researchers for national real estate company, Southfield location. $5 per hour. Call 8:30am-5pm. 353-5400
An Equal Opportunity Employer

TEMPORARY NIGHT
RECEPTIONIST-Duties include answering phones, typing, transcription. Send resume to: Lakeshore Clinic, 888 Big Beaver, Suite 322, Troy MI 48084 Attn: Lynn.

THE INTERNATIONAL PARTNERSHIP GROUP SERVICES CORP.
Employment Opportunities For:
CLERICAL STAFF
Paid Holidays & Benefits
Call 583-5444
Or send resume to:
IPG
850 Stephenson Highway
Suite 213 Troy, Mich. 48084
ATTN: TERRY
An Equal Opportunity Employer

THERE ARE IMMEDIATE OPENINGS IN YOUR AREA FOR

- Tax preparers
- Telephone sales
- Translators (Spanish)
- Word processors
- Typists (60 plus)

If you feel you are qualified in any of these areas, then you are
IN DEMAND
Call & talk to our
Employment Consultants
261-3510
NEVER A FEE
FUTURE FORCE

TRAFFIC CLERK
ACCOUNTS PAYABLE CLERK
D.A.D. ENTRY ASST SUPERVISOR
Southfield manufacturer has full time positions available. Minimum 6 months to 2 years experience necessary. Excellent math ability and attention to detail. Speed & accuracy on 10 key pad a must. Salary commensurate with experience. Send resume including salary requirements to: Box 444, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TRANSCRIPTION
WORD PROCESSOR
Non-smoking office needs typing/spelling a necessity. Pleasant out-going manner for a busy medical/legal office. Work office. Professional appearance, word processing experience, knowledge & telephone experience required. Send resume & salary requirements to Box 444, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST/CLERK needed for small informal company, part time, flexible hours, accurate typing 60 wpm and knowledge of office duties. Call between 10 & 2pm. 538-1253

TYPIST
For Southfield law office. No experience necessary. Full or part-time. Hours flexible. 569-5335

TYPIST/RECEPTIONIST - Full time Mature, good typist with pleasant phone & general accounting knowledge. Call Jerry Kaminski 348-3400

TYPIST - typing 60wpm or more needed for temporary position at Southfield law firm. IBM PC/Wordstar experience helpful but willing to train. Call Karen 358-5300

TYPIST - wanted for occasional business letters, forms, etc. Must have own typewriter & knowledge of correct letter format. Close to 12 & Northwestern preferred. Call Dave or Barb. 355-7654

504 Help Wanted Office-Clerical

TYPIST for routine typing, filing, etc. No experience necessary. Oak Park area. Call 967-0100

WE WANT YOU
TO BE THE BEST
WE NEED THE BEST
CLERKS
RECEPTIONISTS
SECRETARIES
WORD PROCESSORS
CALL
ABILITY TEMPS
851-3652
31275 Northwestern Highway
Farmington Hills, MI 48018
ssemrich

Word Processing Secretary
Call now for assignments as a word processing secretary. Must have experience on MultiMate and WordStar. Call for more information

ENTECH
SERVICES, LTD.
SOUTHFIELD REN CEN
DEARBORN TROY
AUBURN HILLS
354-0500

Word Processing Specialist
Insurance Company in Southfield needs experienced Word Processing Specialist with 1-2 years experience. Knowledge of medical and insurance terminology desirable. Good Dictation skills required. Spelling and grammar skills required. Xerox 850 experience. Good Excellent benefit package including tuition assistance. Apply Mon. thru Fri. 9am to 4pm
CUNA Mutual Insurance Group
League Insurance Companies
15600 Providence Dr.
Southfield, MI 48075
No phone calls please

WORD PROCESSOR
Part time for busy Bloomfield office. Experience preferred. 55WPM. Apply Mon-Wed only, 9am-1pm only at 24333 Southfield Rd., Ste #111, Southfield, MI 48075
Equal Opportunity Employer M/F

WORD PROCESSOR wanted for growing West Bloomfield Dentist. Word typing, filing and some phone. Must type 60 wpm, good spelling and some transcription skills. Send resume and salary desired to: Word Processor, 6735 Telegraph, Suite W 12 Mile Rd., Southfield, MI 48075

WORD PROCESSORS
Needed immediately for short or long term assignments. Gain valuable job experience while working for top companies. We offer excellent pay, paid holidays, paid holidays. Varying metro area locations. No fee. Call now for an appointment.

MGM
Office Services
557-6040

WORD PROCESSORS - needed for busy mult-million office facilities in Troy and Bloomfield Hills. Displaywrite III experience necessary. Send resume to: WP, 200 E. Big Beaver, Troy, 48083.

WORD PROCESSORS - needed for busy mult-million office facilities in Troy and Bloomfield Hills. Displaywrite III experience necessary. Send resume to WP, 200 E. Big Beaver, Troy, 48083.

WORD PROCESSORS
Urgently needed - 58 + hour. Permanent Southfield Hour Temporaries, 9433 Haggerty Rd., Plymouth, MI. 459-1166 or 15 Mile & Eisenhower, Suite 2, Ann Arbor, MI. 761-5252

WORD PROCESSORS - needed for large Bloomfield Hills corporation, some experience with Word Perfect, Displaywrite 3 or 4, or Lotus 1-2-3. 6-12 mos. experience, salary $18,500. Call Maureen at 540-8166

WORD PROCESSOR
Busy Farmington Hills architectural firm requires enthusiastic typist. Must type 60 WPM and have word processing experience. Immediate opening. Excellent wage & benefits. Call Gail at 737-0160

PARA-LEGAL - Experienced in probate and estate planning. Top compensation. Send resume to Box 430, Observer & Eccentric newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

505 Help Wanted Food-Beverage

ARBY'S
Arby's Roast Beef has immediate openings on its lunch time & closing shifts. This is an outstanding opportunity to work in a fast paced, & fun work around your schedule. We offer:
- Outstanding starting wage
- Frequent wage reviews
- Paid Breaks
- Discounted Meals
- Free Uniforms
- Opportunity rapid advancement

Please apply in person at the following location:

Arby's Roast Beef
573 Ann Arbor Road, Plymouth

BAKER - experience helpful, good starting wage, future commences. Apply in person Cozy Cafe of Plymouth 455-0110

BAR HELP - wanted, experienced, neat appearance, qualified may apply at Holiday Inn of Southfield, 24555 Telegraph.

BAR PERSON
Neat, attractive, full or part time
Call for interview
534-7591

BAR & TABLE Wait Persons
Apply between 10am & 5pm
Hot Shot Saloon, 28121 Plymouth Rd., Livonia. 261-1350

BARTENDERS
Needed for nights, part & full time. You must be experienced, a fast worker, self directed & neat.
Call Lonny
487-8770

BARTENDERS-NOW HIRING
Flexible hours. Will train. Apply within. Mo's, 18625 Middlebelt Road, Livonia, Mich

BATES HAMBURGER OF NOVI
Cooks & wait staff, afternoons & days. Full or part time, experience not necessary. Cooks $5 & up. Wait staff starts at $4.50. Apply within, 43410 Grand River.

BILL KNAPP'S
A fine family restaurant is looking for enthusiastic individuals for the following positions.

DISHWASHER
GRILL COOK

Earn extra money after school. We offer excellent benefits & a bonus program. Apply anytime at: 36830 Grand River Ave., Farmington Hills. 478-3540

505 Help Wanted Food-Beverage

BUSSPERSON
AM HOST/HOSTESS
Experience preferred. Apply in person, 2-5pm at The Golden Mushroom, 18100 W. 10 Mile, Southfield

AM WAIT STAFF
Experience preferred. Apply in person, 2-5pm, at The Golden Mushroom, 18100 W. 10 Mile, Southfield

APPLICATIONS now being accepted for waitpersons/bartender. Individuals must be honest and energetic. Please apply in person at: Paddy's Pub, 1609 N. Wayne Rd., Westland.

ARA SERVICES - experienced pre cook, salad person & part time cashier. Excellent pay. Mon thru Fri days. Full benefits. Call after 2pm 262-1329
Equal Opportunity Employer M/F

BAKER - experienced helpful, good starting wage, future commences. Apply in person Cozy Cafe of Plymouth 455-0110

BAR HELP - wanted, experienced, neat appearance, qualified may apply at Holiday Inn of Southfield, 24555 Telegraph.

BAR PERSON
Neat, attractive, full or part time
Call for interview
534-7591

BAR & TABLE Wait Persons
Apply between 10am & 5pm
Hot Shot Saloon, 28121 Plymouth Rd., Livonia. 261-1350

BARTENDERS
Needed for nights, part & full time. You must be experienced, a fast worker, self directed & neat.
Call Lonny
487-8770

BARTENDERS-NOW HIRING
Flexible hours. Will train. Apply within. Mo's, 18625 Middlebelt Road, Livonia, Mich

BATES HAMBURGER OF NOVI
Cooks & wait staff, afternoons & days. Full or part time, experience not necessary. Cooks $5 & up. Wait staff starts at $4.50. Apply within, 43410 Grand River.

BILL KNAPP'S
A fine family restaurant is looking for enthusiastic individuals for the following positions.

DISHWASHER
GRILL COOK

Earn extra money after school. We offer excellent benefits & a bonus program. Apply anytime at: 36830 Grand River Ave., Farmington Hills. 478-3540

505 Help Wanted Food-Beverage

BARTENDER - WAIT PERSON & COOK, part time days, eves
Apply between 2-4pm only. Four Seasons Fields, Northwood Shopping Center, 13 Mile & Woodward

BUS PERSONS - AM & PM Shifts hours & salary negotiable, potential money. AM Wait Staff & AM & PM Dishwashers. Go to school & make money also. Apply in person 2pm-4pm. Peabody's Restaurant, 154 S. Hunter, Birmingham, Mich.

BUS PERSONS & DISHWASHERS
Full & Part-time. All shifts. Apply in person only. Rene's Horn Restaurant, 8590 middlebelt, Westland

CAFETERIA HELP
5 days per week 10am-3pm. Southland area 353-8144

CASHIER
to work in fast paced deli. Evenings & Sundays. Previous experience preferred. Apply in person.
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

CASH REGISTER HELP
Kitchen help & pizza maker. Apply in person at Jason's Pizza, 4112 W. Five Mile, Plymouth 420-0333

CATERING MANAGER
Downtown luxury hotel has immediate opening for a dynamic individual with hotel or related experience. Ideal candidate will have 2 years banquet operation experience in a supervisory capacity and/or 1 year of catering sales experience. Must be able to work weekends & nights. Excellent position offers competitive salary, excellent benefits & career opportunity with international company on the move. For appointment please call
227-7700 ext 313
Omni International Hotel. An Equal Opportunity Employer

CHEZ RAPHAEL now hiring the following positions.

DISHWASHER/UTILITY STEWARD
18 DAY 320.00
UTILITY WORKER
(involves general cleaning, maintenance/janitorial work. Days, part-time)
Call 348-5555 or 348-5000, ext 640
Equal Opportunity Employer

CHI CHI'S
MEXICAN RESTAURANT
OF LIVONIA
Are you looking for a "Fun, Festive Place" to work? Are flexible hours? WE ARE LOOKING FOR
Cocktail Servers, Bartenders, Busperson, Host/Hostesses, Busperson, Line Cooks, Food Preparation, Dishwashers
Day & night shifts - full & part time
Apply in person anytime, corner of Middlebelt & I-96.

CLERKS - RESTAURANT HELP
Full time, Days, Nights, Weekends at 33340 W. 12 Mile Rd at Farmington Hills. Currently hiring Full & Part time help. Good starting wage & benefits. Apply in person or call personnel office 553-0600

COCKTAIL HELP wanted, apply with at Country Castle, 2593 Woodward Ave.

CONTEMPORARY furniture store. Full time sales person needed. No experience necessary. We have an extensive training program, health & medical, paid holidays & vacation. Please call Rita Soppelsa 352-1530

COOK - full & part time, previous experience required, call 559-8070. Apply Plymouth Ct., 105 Haggerty, Plymouth

COOK
Full time/days or afternoons
BUS PERSON
Full-Part time/days or afternoons
CASHIER/ HOSTESS/HOST
Afternoons
SALAD BAR PERSON
Full time/days
Competitive wages and benefits apply within
Livonia Big Boy
Plymouth & Farmington Rds
Livonia
261-0320

COOK, SALAD & WAIT PERSONS
Immediate openings in new upscale family restaurant. Good starting wage. Apply in person from 9am to 5pm. Mon. thru Fri. at
Fairlane Village Grill Manor
18600 King Rd.
Riverview 479-5900
An Equal Opportunity Employer

• COOKS
• BUS PERSONS
• HOSTS/HOSTESSES
• DISHWASHERS
WE OFFER:
$3.75-$4.50/Hour
Starting pay depending on experience. Can advance after 90 days.
• Flexible Hours to meet the needs of Homemakers, Students & Retired People that desired by 10pm!
• Pleasant working conditions
• Employee discount on meals

Apply in person 2-5pm
BONANZA
FAMILY RESTAURANT
36350 W. 10 Mile Rd.
Farmington Hills

COOKS & DISHWASHERS
El Nobbe Nook, 27725 W. 8 Mile Rd., Livonia, apply between 2-5pm

COOKS
Full and part time positions available to prepare meals for employee cafeteria. Some baking and prep work required. Institutional cooking experience preferred. Please apply in person or send resume to:
GARDEN CITY HOSPITAL
Human Resources
6245 N Inkster Road
Garden City, MI 48135
421-3300, ext. 4277
An Equal Opportunity Employer

COOKS • WAIT STAFF & Dishwashers - Exceptional pay & benefits available. Apply in person:
Sheeny Petes, 15231 Farmington Rd., Livonia, Mich.

COOK - to assist head cook in the preparation of moderate sized institution program. Must have 1 year experience in institutional food preparation, knowledge in use of commercial kitchen equipment and ability to perform tasks quickly and efficiently. Shift is 11:30am to 8:00pm. Forward resume or submit application between 8-5pm, to: OWCHSI, 15480 Sheldon Rd., Plymouth MI 48187.

COOK WANTED
Must be experienced. Good Pay. Apply within. Dunkin Donuts, 10 person: 10100 W. 9 Mile, Oak Park.

COOK
10-8 PM. 5 days a week, every other weekend off. Apply in person: Washtenaw Wait Staff Nursing Home, 520 W. Main, Northville

DALY RESTAURANT
Immediate openings for all positions. Day & evening shifts.
- Free meals
- Vacation pay
- Friendly working environment
- $ good pay
- Paid breaks

Apply in person:
31500 Plymouth Rd., Livonia

DAY & EVENING WAITPERSONS
Apply in person: Plymouth Hilton
14707 Northville Rd., Plymouth

DAY HELP Wanted, part & full time work available. Apply within, Bishop Dairy, 31 Rochester, Meadowbrooks Mall.

DAY SHIFT person needed for kitchen help, Dishwasher & set up person. Hrs. 10-3 Mon. thru Fri. Livonia restaurant. 525-7840

DISH WASHER needed immediately for country club, good wages & benefits. Apply in person at: 31875 Inkster Rd. between the hours of 10am-4pm, Wed. th