## 504 Help Wanted Office-Clerical

RECEPTIONIST
Southfield company needs person to handle busy phone. Qualified candidate will have some experience with phone & typing preferred. Convenient Northwest Detroit distance. Apply in person: 25400 W 8 Mile between Beech Daly & Telegraph.

RECEPTIONIST
Full time position for individual with good communication skills & phone manner for Southfield office. Must be able to handle 9 line phone system & work well in a fast moving environment. Benefits included. Call Betty Ross, 559-4330

RECEPTIONIST for NW suburban veterinary clinic. Immediate opening. Prior receptionist experience and references essential. Excellent salary and benefits. Qualified individual. Please send resume to: Box 470, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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. Please mail resume to P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

RECEPTIONIST
Growing computer company offers an interesting front desk position in our new Livonia office. Ambitious, people-oriented with accurate typing (50 WPM) and 10-key skills. Please call 591-7090. Appointments Available
SNELLING & SNELLING

Plymouth based firm desires Receptionist for full time entry level position which involves variety of duties. Requirements include pleasant & efficient phone manner, 35 wpm typing. Full company benefits. Salary commensurate with experience. Please forward resume & salary requirements to: Box 478, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

**SESAME STREET TICKET WINNER**

MARY WILLIAMS
11646 Brownell
Plymouth

Please call the promotion department of the Observer & Eccentric by 5 p.m., Friday, January 22, 1988 to claim your four FREE Sesame Street Live Tickets.

591-2300, ext. 404

CONGRATULATIONS!

RECEPTIONISTS needed to fill a variety of short & long term assignments. Earn good pay while exploring interesting assignments at leading companies. Many locations of metro area locations. No fee. Call for an appointment.

MGM
Office Services
557-6040

Receptionist/
Personnel Clerk
Office located in the Inkster area has immediate full-time opening for energetic, organized individual with typing skills 50 wpm and pleasant telephone manner. Salary range $5.48 hr., excellent benefits. Interested applicants call Personnel Director, 1375 Inkster Rd., Inkster, Mi 48141.
An Equal Opportunity Employer

RECEPTIONIST
Long term position available for receptionist in Southfield/Dearborn area. Type 40-45 wpm. Excellent phone and organizational skills a must. Call Barbara for more information.

ENTECH
SERVICES, LTD.
SOUTHFIELD DEARBORN
REN CENT TROY
AUBURN HILLS
567-0050

Receptionist/
Switchboard Operator
& General Clerical
Looking for a person who may have an immediate opening for a dependable receptionist/switchboard operator/general clerk. Approx. 40 hours a day will be spent answering phones, filing, and other duties as may in our reception area, and the remaining hours will be spent performing clerical duties such as light typing and filing. The hours are 12 Noon to 5pm, Mon. thru Fri. If you feel you have a good hourly rate plus an excellent benefit package, we would like to see you. Send your background information, resume and salary requirements to:
D. L./Personnel
30881 Schoolcraft Rd.
Livonia, MI 48150
Equal Opportunity Employer
Male/Female/Handicapped/Vet

RECEPTIONIST - Experienced, to handle 9 line phone system. Full time, including Sat. Hawthorne Appliance, 644-3200.

RECEPTIONIST
For printing company. General office skills required. Apply: 18544 W. 8 Mile, Southfield, MI.

RECEPTIONIST for Farmington Hills medical office. Days, Evenings & Saturdays. Some bookkeeping. Pete Dr. Sandler, 476-6277

RECEPTIONIST & Medical Assistant. Full/part-time, for Podiatric Practice. Birmingham area. 540-7470

RECEPTIONIST - Entry level Full time position. Small Law office, in Southfield. Call Carolyn 354-1130

RECEPTIONIST - Full time. Typing 50 WPM; pleasant phone manner, Benefits. Competitive wage. Only experienced need apply. Southfield. 552-0600

RECEPTIONIST - part time, medical office. Bank, Bills, Insurance, spell, use dictaphone, peg-board & have telephone manner. Call Beverly Clerical, Call & ask for Mary Ann 427-5223

RECEPTIONIST needed for veterinary hospital. Experience preferred. Dearborn Vet Hospital, 14457 Michigan Ave., Dearborn, MI 48126.

RECEPTIONIST/typists (45-55 wpm) will be trained on IBM PC for major project. Starting salary $15k-$17,000. Call Ellen at Uniforce, 557-8080

RECEPTIONIST position available, Southfield location. Full time, Excellent & advantageous for needed support, executive staff. Benefits provided. Please contact Mr. Bailey 313-355-9400

RECEPTIONIST/SECRETARY
Downtown Birmingham location. Typing 50 wpm. Phone experience. Send resume to: Box 618, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST ASSISTANT
Aleto Chiropractic Group in Royal Oak seeks applications for receptionist assistant position in a busy office. On the job training available. Some basic secretary skills helpful. Great opportunity for flexible work hours & good pay. Applicants should have a friendly, enthusiastic personality. Call Mon., Wed., & Fri. evenings 7 to 9pm. 543-4314

## 504 Help Wanted Office-Clerical

RECEPTIONIST
Full time position available in Livonia area. Strong interpersonal and communication skills required. Typing and/or data entry experience desired. Send resume to: Receptionist Operator, 7290 W. Big Beaver, Ste. 128, Troy, MI. 48084.

RECEPTIONIST/SECRETARY
Needed immediately in Plymouth based organization. Should be familiar with Rolm console switchboard & use word processor at 50 WPM. Ideal for person seeking work force. Call Betty Rudy, Director Support Services: 459-0900

RECEPTIONIST - Immediate opening in pleasant office. Requires typing 60 wpm. Excellent telephone skills and professional appearance with previous office experience for front desk position. Good benefits. Send resume to: Office Manager, 30700 Telegraph, Suite 2550, Birmingham, MI 48010

RECEPTIONIST
Growing property management company, relocating to Farmington Hills/Novi area, needs Receptionist/"Person Friday" with typing & phone skills, own transportation. Send resume only to
24350 Joy Road, Suite 6
Redford, MI 48239

RECEPTIONIST
Answer electronic phone system and general clerical, minimum 1 year experience required. Excellent compensation program with complete benefits, friendly atmosphere. Nice Southfield location. Call:
358-1191

RECEPTIONIST SECRETARY
Southfield based real estate development company has immediate opening. Must have excellent phone skills & previous experience on IBM PC & Word Processor. Duties include: typing, answering phones, filing. Initiative & creativity a must. For interview call
352-0550

RECEPTIONIST/TYPIST
Birmingham office of a nationally known insurance company is looking for a receptionist-typist. Excellent telephone skills & ability to operate a phone console are needed. Position includes typing & general office clerical duties. Must type at least 55 WPM - accuracy important. Good salary & benefits.
First Munich, 642-2100
THE ATLANTIC CO.
P.O. Box 1025,
Birmingham, Mich. 48012
Equal Opportunity Employer M/F

RECEPTIONIST
Typing and computation skills required. Word processing and bookkeeping experience helpful. Small office in Southfield area.
Call Pick or Joyce, 356-4100
An Equal Opportunity Employer

RENTAL ASSISTANT
Full-time Clerical position available for fast-paced Sales Co. in Rental Dept. Accurate typing ability (50 WPM), good organizational skills, attention to details & follow-up. Computer/Word Processing skills, ability to work with numbers, good phone personality, able to make decisions. Excellent salary & benefits. Send resume & salary history to: Box 498, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RUNNER - for law firm in Troy, must have car, call Dolly 641-7800

R.P. SCHERER CORP.
Troy based world headquarters of multi national corporation has a secretary for the tax & treasury department. General secretarial duties include: typing of correspondence, tax returns and related financial reports. PC & Xerox Memorywriter experience preferred. Please submit resume & SALARY HISTORY to:
Director of Personnel, P.O. Box 7060, Troy MI 48007-7060

SALES OFFICE, located in Novi, has an immediate opening in the Secretarial area for an experienced switchboard/typist. Must be experienced with telephone & office procedures, type 50wpm minimum. We offer competitive salary & benefits package. Submit resume to: Mr. Hagy, 39500 Orchard Hill Place, Suite 235, Novi, MI 48050.

SALES ORDER CLERK
Gold Bond Bldg. Products, Div. National Gypsum Co. If you're enthusiastic about talking to people on the phone, taking orders, if you get satisfaction out of helping them, then chances are that you're the kind of person that we want. Salary based on experience; liberal benefits. Please call Celeste for appointment: 24901 Northwestern Hwy., Southfield. Please bring employment resume with you. 355-1710

SALES SECRETARY
Southfield sales office needs experienced Secretary with good skills, genuine phone manner with satisfying customers. Must be well organized and willing to learn all aspects of our business. Salary based on experience. Good benefits, excellent working conditions. Please forward resume with salary history to Box 492 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY/Receptionist
Our Boston based company has an opportunity for a mature, responsible individual to handle all secretarial, receptionist and administrative duties in our Farmington Hills sales office. The successful candidate will have 2-3 years secretarial experience, excellent communication & interpersonal skills & 55 wpm typing. Word processing experience preferred. You must be capable of and interested in working independently since this is the only support position in the office.

ITS offers an outstanding benefit package including fully paid medical and dental insurance and 100% tuition reimbursement. If you're interested in this outstanding opportunity, please send a letter or resume to
HUMAN RESOURCES,
9 Oak Park Dr., Bedford, MA 01730
Equal Opportunity Employer
Male/Female/Handicapped/Vet

SALES SECRETARY
Typing, shorthand & word processing, $20,000 & company pays fee in Farmington, busy position offering a challenge.
#1 Personnel Place
274-4230

ATTRACTIVE
POSITIONS
AVAILABLE
• Advertising Secretary, salary to $15-18,000
• Executive Secretary, salary to $20,000
• Word Processing Secretary, salary to $18,000
• Construction Bookkeeper, salary to $20-22,000

Just a glimpse of the many opportunities available in the northern suburbs. Call Today
ALL FEES COMPANY PAID
PERMANENT STAFF
TROY 362-4004

PROFESSIONAL Sports firm seeks individual for important staff position at National Headquarters in Bloomfield Hills. Strong secretarial/organizational skills & self motivation a must. Immediate opportunity. Send resume to: 390 Enterprise Ct., Bloomfield Hills, Michigan, 48013. Attention: Office Manager.

SECRETARY
Ad Agency - Renaissance Ctr. Word processing experience preferred. Excellent benefits, exciting atmosphere. Send resume, include salary requirements: ADVO, 5, Harbor Resources, Young & Rubicam, 200 Renaissance Ctr., Ste. 4 1000, Detroit, MI., 48243.

SECRETARY/ASSISTANT
Southfield company needs an energetic, experienced secretary, able to work long hours as needed with administrative capabilities, knowledge of computer/word processing and strong organizational skills. Qualified applicants reply to P.O. Box 300, Southfield, MI 48037 or call 353-3311, ext 817

SECRETARY/BOOKKEEPER
Secretarial skills, bookkeeping, payroll taxes, tax returns, personal computers. Well rounded individual who like to work with figures for executive and diversified investment group for multi properties in Bloomfield Hills. Call Mrs. Gail M. Jordan beginning Mon.,Jan.25 at 10am at 642-6780

## 504 Help Wanted Office-Clerical

SECRETARY - Assist busy executive. Word processing variety, light reception & phones. Will train computer 10 keyboard expert with good English. Resume: TWI International, 7001 Orchard Lake Rd., Ste. 420C, W. Bloomfield, MI. 48322-3066

SECRETARY
ASSISTANT
Excellent opportunity for energetic, experienced person with strong letter writing & organizational skills. Candidate must have knowledge of computers/word processing & pleasant phone manner.
Qualified applicants should send resume with salary history & requirement to:
SWISS PRETZEL SHOP
Atten: Mr. Haber, 24293 Telegraph Rd. Southfield, MI., 48034.

SECRETARY/BOOKKEEPER
Approx. 30 hours per week, light typing, knowledge preferable/not necessary. Full charge thru trial balance, knowledge of bookkeeping & payroll & supporting statements. 478-3636

SECRETARY
Bright, energetic person with computer/word processing experience responsible for secretarial, administrative & bookkeeping duties for Birmingham Architectural firm. Must be organized, independent & type 55 WPM. Competitive pay with excellent benefits. Birmingham location.
Call GBA Inc. 433-1030

SECRETARY
Busy downtown office needs 2 secretaries. Candidates should have typing speed but not immediately be able to type 55-65 WPM. Experience word processing and DOS is necessary, proofreading experience is preferred. Hours are 8:30-5:30pm. If interested, send resume to:
McKinley Properties, Inc.
Secretary Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

SECRETARY
COME ON IN
OPEN HOUSE
Sat., Jan. 23, 1988
10 AM. - 2 PM.
Sneling Temporaries needs dependable and reliable people. If you are serious about working, you don't need to look any further. Openings available in Livonia, Farmington, Southfield, Detroit and Troy. Bring a friend and earn bonuses in cash and prizes with our Sneling Temporaries recruiting campaign.
POSITIONS AVAILABLE
SECRETARIES
RECEPTIONISTS
DATA ENTRY
WORD PROCESSORS
TELEPHONE SURVEYORS
17200 W. 10 Mile
Suite 103
between Southfield & Greenfield
SNELLING
TEMPORARIES

SECRETARY
CPA firm, Woodward Ave./Square Lake area seeks highly energetic organized statistical typist who is a self starter and capable of taking charge of the work load generated by the ever-changing tax laws. Send resume & salary requirements to Jon Jones, Maphul, Vale & Carroll, 2905 Woodward Ave., Ste. A, Bloomfield Hills, MI., 48013, attention, Administrative Department.

SECRETARY Diversified
One girl office in Troy. Must know Word Perfect and be willing to learn Lotus 123. Send resume to P.O. Box 1026, Troy, Michigan, 48099

SECRETARY-ENGINEERING
We have an opening for a sharp non-smoking secretary who can grow with our engineering department. Part time to begin, later to full time. Must type 60wpm. Competitive salary & benefit package. Submit resume to: Mr. Hagy, 39500 Orchard Hill Place, Suite 235, Novi, MI 48050.

SECRETARY- Experienced
Immediate opening in Bloomfield Hills area. Must have excellent organizational & communication skills. Experience in word processing required. Typing 60 WPM, word processing preferred. Medical, Disability, Life. Call Joyce 647-1213

SECRETARY - EXPERIENCED
For growing Medical Co. Must have organizational, typing & sales ability. Farmington Hills. 477-6650

SECRETARY
Experienced. Word processing, spreadsheet, typing and organizational skills. Must work well under pressure. For national sales company located in Southfield. Competitive salary and excellent benefits. Reply to: Box 510, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY FOR CPA FIRM
Typing & filing experience required, benefits available. 354-4044

SECRETARY For distributor, Downtown Detroit area. 9AM-5PM, 5 days each week. 3-4 per hour.
Call 11AM-1PM. 867-2337

SECRETARY for Sales Office of major supplier to automotive industry. Good Clerical & communication skills. Mrs. Friedmann, 399-8833

SECRETARY for non-profit agency in Southfield. Qualified person to perform administrative duties for the executive director. Word processing & top notch organizational skills a must. Send resume & salary requirements to: ALASEM, 18565 W. 10 Mile, Southfield, MI 48075.

SECRETARY/FRONT OFFICE
Pediatric practice seeks an enthusiastic, hard working person, familiar with posting, invoicing, word processing, typing 50wpm. Good phone manner. Fast growing industrial sales co. Full time, good benefits. Call between 8am-noon.
478-0010

SECRETARY FULL TIME
W. Bloomfield law office. Typing 60 wpm, good grammar and spelling a must. Experience preferred, but willing to train qualified individual. For interview, call 626-8895.

SECRETARY
Immediate opening for a self motivated, professional Secretary to handle full secretarial responsibilities in the Personnel Dept. of our worldwide headquarters in Southfield. Excellent typing 60wpm, word processing & good math aptitude required (shorthand a plus). The preferred candidate will have a minimum of 5 years office experience, preferably in the personnel area. Ability to work independently & with confidential material a must. Excellent benefit package & an excellent working environment. If you meet these qualifications send resume to:
PERSONNEL DEPT.
P.O. BOX 2327
SOUTHFIELD, MI 48037

SECRETARY
Major Trade Association based in Southfield seeks individuals with 8 months to 4 years office and stenographic experience. Typing skills 40-60 wpm. Excellent communication and organizational skills required. Familiarity with IBM System 36 and shorthand desirable. We offer excellent benefits including tuition assist. Apply Mon. thru Fri. 8am to 4pm or send resume with salary requirements to:
Michigan Credit Union League
19800 Providence Dr.
Southfield, MI 48075
(Across from American Theatre)
No phone calls please!

SECRETARY - must type 55wpm, some shorthand helpful. Please send resume and salary requirements to: Box 500, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY needed for small shop. Must be able to type & file. Apply in person: 14430 Joy Rd., (between Schoolcraft & Greenfield) Detroit.

SECRETARY needed for Partner of Southfield Law Firm. Legal experience not necessary. General Office duties & excellent typing skills required. Benefits. 559-4310

## 504 Help Wanted Office-Clerical

SECRETARY
One girl office. Some typing required, bookkeeping experience, job costing, and some computer experience. Handle all phases of office work. Non-smoker, self-motivator, salary attendance. Due to office group insurance, pension plan, 9 paid holidays, generous vacation schedule, permanent position.
SECRETARY-PART TIME
120 Park Street, Troy

SECRETARY-PART TIME
Permanent position, 20 hrs/week, 1-5pm. Southfield area office, good processing experience. 559-8130

SECRETARY - PART-TIME
Small Southfield office. Typing, filing & telephone skills. For appointment call Diane's office, Mon. Thurs. 356-5240

SECRETARY/PART TIME
For rapidly growing service company in Livonia. Flexible hours available. Must have some office experience including typing and filing.
GCS Service 261-2255

SECRETARY - Part-time Bloomfield Hills area, 3 afternoons daily, non-smoker. Basic skills required. Xerox 850 word processing experience or willingness to learn. Type 50-60wpm. $6-$7 per hour. Call before noon at 647-5606

SECRETARY
PART TIME
Troy commercial/industrial real estate company seeks proficient accountant type to P.O. Box management. Call Orchard Lake Rd., W. Bloomfield, MI 48322

STOCK BROKERAGE firm in downtown Birmingham looking for wire operator/cashier, full time, flexible hours. Series 7 not necessary, Please contact Linda at: 540-3733

STOCK BROKERAGE firm in downtown Birmingham looking for Receptionist/Secretary. Knowledge of Fedmin also includes light typing & filing. Experience helpful but not necessary. Please contact Linda at 540-3733

STRONG PAYROLL EXPERIENCE needed for job sharing position, Thursdays & Fridays. Call University Computer Home at: 427-8270, for appointment.

SWITCHBOARD OPERATOR/
RECEPTIONIST-Full time
Experienced operator needed with good typing and word processing skills. Applicant must be organized and able to handle busy phones. Send resume to: P.O. Box 5077, Southfield, MI., 48086.

TAX PREPARER
Experienced and/or Block or Nationwide courses trained needed by public accountant. Hours are flexible or at office. Send letter detailing training and experience including typing speed of handwriting and printing of numbers. Reply to: Box 477, P. O. Box 1627, Royal Oak, MI., 48067.

PART-TIME Telex Operator. Mornings or evenings. Begin at 4pm, must be dependable. Type 35wpm, some 50wpm, will train reliable person. $8 per hour. Call Randy, 557-1725

TELEPHONE ANSWERING and General Office. Part time, through April 15 for tax office in Troy. 592-4690

TELEPHONE OPERATOR
To handle incoming calls for Auto Dealership. Good phone voice. Non-smoker. Call Jean, 563-5100

TELEPHONE RECEPTIONIST
Wanted for fast paced health & fitness promotions company. 1 year office experience. Typing 35 wpm & 5 or 5-9 shift. Send resume to: Attn. Cathy, Fitness Plus, 27790 Franklin Rd., Southfield, MI 48034

TELLER
Wanted for Bank with experience. Contact: Bloomfield Hills School Employees Credit Union 644-7433

TEMPORARY CLERK
To work in Office Depot. Permit for up to 6 months. $5.00 an hour. Typing, filing and public contacts. Apply at: Canton Type Service Center, 1 Heller S. Canton Center Rd.
An Equal Opportunity Employer

TEMPORARY POSITION available for person with background in data entry and customer service. Growing company with good Farmington location. Call Yvonne at 474-2555

TEMPORARY SERVICE PERSONNEL
Needs full time clerical. Immediate date will have recruiting & sales experience in the clerical, secretarial, legal & medical areas, we are looking for a start up of new Troy office. Please call or send resume to: TES 30 Mill Pond Industrial Dr. Ypsilanti, MI. 48198 425-3220

AUCTION FIRM
In Southfield seeks full time Typist. Flexible hours with some general office knowledge. Contact Sharon at 559-5551.

TYPIST - Accurate. Data entry experience helpful. Flexible hours. Full or home to Charles Keys CPA. 30680 12 Mile, Farmington Hills, MI 48018.

TYPIST
Ameritrust Companies has an immediate opportunity for a Typist interested in potentially adding a short term assignment.
Requirements include excellent typing skills of 50 wpm, with experience and/or training using machine transcription equipment and excellent spelling and grammar skills.
This entry-level, full-time position includes Blue Cross/Blue Shield, a comprehensive benefits package. For consideration, please call:
489-9220
AMERISURE
COMPANIES
33533 Grand River
P.O. Box 2060
Farmington Hills, MI 48018
An Equal Opportunity Employer

TYPIST/
FILE CLERK
Immediate opening for Typing/File Clerk. Must type 55 wpm and some statistical typing. Will do mainly office filing with some statistical report, letter and form typing. Will also relieve receptionist for lunch and breaks. We offer a competitive benefit program including - life, hospitalization, dental, optical and prescription insurance. Call:
270-1296
BORMAN'S, INC.
Farmer Jack Supermarkets
An Equal Opportunity Employer

TYPIST - full time. Immediate opening. Bloomfield area. Call Mrs. Ryan, 626-8895 or 626-8621 Evergreen, Suite 200, Southfield, MI 48076.

TYPIST
Full time position available for busy Southfield office. Must type 55wpm, be self motivated & able to meet deadlines. Benefits included. Call Cathy 358-4530

TYPIST - PART TIME
Type Accounts Payable checks and telephone collection. Flexible hours, convenient to I-696 & Lahser. 8 Mile/Telegraph area. Send resume to: Box 494, Observer & Eccentric, P.O. Box 5034, Southfield, MI 48086

TYPISTS
Immediate full & part-time openings for individual with previous office skills, typing 60 wpm, interested applicants, please call Beverly, Mon. thru Fri. 9am to 5pm.
565-7577
An Equal Opportunity Employer

TYPIST - typing 50wpm or more needed for temporary position at Northville. Call Ann at Uniforce, 348-9300

## 504 Help Wanted Office-Clerical

TYPISTS
Immediate positions available for long & short term assignments. Your choice of hours & locations. Fringe benefits & ...
FREE
Word processing training for qualified applicants.
MANPOWER
TEMPORARY SERVICES
585-5595

TYPISTS
Immediate assignments for an experienced typist. Must type 55 + wpm. Requires 2 years office experience. Call for more information.

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

WALLED LAKE - manufacturer has immediate need for full time secretary/receptionist. Duties include: typing, filing, light bookkeeping, phones (4 lines). Must have pleasant phone manners. Competitive wages & benefits. Send resume to:
G.T. Special Products, 2175 W. Maple Rd., Walled Lake, MI 48088

WORD PROCESSING OPERATOR
for Architectural Engineering firm in Troy. Must have knowledge of IBM 85 WPM typing, above average typing speed, and good math aptitude. Full-time position with excellent benefit package. Send Resume to:
J. Hayes, Human Resource Associ.,
3150 Livernois, Suite 300,
Troy, MI. 48083-2600
An Equal Opportunity Employer

WORD PROCESSOR
Experienced only. Excellent salary & benefits. 565-5600

WORD PROCESSORS
34 plus. We have immediate positions available for experienced word processors. Multi Mate & Display Write 4 preferred but not required. Good secretarial skills a must.
For personal interview call
MANPOWER
TEMPORARY SERVICES
353-8780

WORD PROCESSOR
Non-smoker only. Superior spelling a necessity. Pleasant Indoor/Outdoor work for a busy Medical/Legal Novi office. Professional appearance, ability to manage/organize/coordinate knowledge & telephone experience required. Send resume & salary requirements to Box 394, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSORS
Urgently needed - 35 + hour. Personnel Systems/Arbor Temporaries, 4250 Ann Arbor Rd., Plymouth, 459-1166 or 315 E. Eisenhower, Suite 2, Ann Arbor, MI. 761-5252

WORD PROCESSOR
2+ years office experience. Excellent typing (Wang/Dec), transcription, good English skills. Downtown Birmingham location. Box 538, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PARA-LEGAL - Experienced in probate, litigation, corporate. Top compensation. Send resume to Box 430, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

$$$ BANK TELLERS $$$
First Bearborn is seeking full time tellers. Must enjoy working with the public, have cash experience, good math skills, and good customer service skills. Light typing required. Job training program. Please apply between 9-5pm.
FIRST DEARBORN, F. A.
27270 Cherry Hill
(E. of Inkster)
30935 Ford Road
(E. of Merriman)
7707 Northwestern Avenue
(at Central)

16
Word Processors Needed
Due to our continued growth, we have immediate openings for experience working with a variety of software packages. Earn excellent pay while working interesting assignments. Call Bernie Kaplan, Various Metro locations. No fee. Call for an appointment.
MGM Office Services
557-6040

## 505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for all positions for the Round Table Club - a private dining club in Plymouth. Interview by appointment.
Call Randy, 459-8020

ACCEPTING APPLICATIONS for the following positions: Night Chef, Line Cook, Pastry Chef, Waitstaff. Please apply in person: 400 W. Maple, Birmingham

PERWINKLES COUNTRY GRILL

APPLICATIONS now being accepted for waitpersons/bartender, individuals interested in working in a fast pace atmosphere. Apply in person at: Paddy's Pub, 1809 N. Wayne Rd., Westland.

ARBY'S/LIVONIA is now hiring full or part time day or evening staff. Complete training programs, ½ price meals, good benefits for advancement. Please apply in person Mon-Fri. 19000 Middlebelt, Livonia.

BANQUET WAITPERSON
Flexible hours. Must be available weekends. Apply in person: Mayflower Village, 827 W. Ann Arbor Trail, Plymouth.

BARTENDER
needed in newly remodeled restaurant. Previous experience preferred. Apply in person.
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

BARTENDERS-NOW HIRING
Flexible hours. Weekends. Kitchen Prep. Apply written: May's, 1585 Middlebelt, Livonia.

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.

BIRMINGHAM AREA
Experienced wait staff, host and cooks needed. Apply in person: Imperial Kitchen, 31231 Southfield.

☐ BUSSPERSONS
Now Hiring for PM Shift
• Mature Hostess (Host)
Full or Part Time
• Dishwasher
Apply in person anytime:
33606 Plymouth Rd. 261-3550

BUS PERSONS & DISHWASHERS
Full time, days. Apply in person. All shifts. Apply in person only: Ram's Horn Restaurant, 8590 middlebelt, Westland.

COOK & DAY TIME DISHWASHER
30 hrs. plus. Apply at:
Kerby Kerr Korner, 29215 8 Mile, Livonia. 422-8540

COOK
Dorvin Convalescent & Nursing Center has immediate full time openings for an experienced 11AM-7:30PM shift. We seek a High School graduate with solid work references & an understanding of diet. Starting rate $4.25 an hour. Apply in person only 8AM-4PM, at: Dorvin Convalescent Center, Grand Hospitality Rd., 1 block S. of 8 Mile, Livonia.
No phone calls please.

COOK - full & part time, previous experience required, start $3.80/hr. Apply: Plymouth Ct., 106 Haggerty, Plymouth

COOK - part time, nights, $5 to start. Apply at: Ann Arbor Ct., 2350 Ann Arbor Trail, Plymouth.

## 505 Help Wanted Food-Beverage

COOK
JACOBSON'S
Laurel Park Place - Livonia
Experience necessary
Excellent hrs. & benefits
Please call
591-7696 ext. 345

COOK-PART TIME
Prepare meals for employee cafeteria. Some baking and prep work required. Institutional cooking experience preferred. You may apply in person or send resume to:
Personnel Dept.
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N Inkster Road
Garden City, MI 48135
421-3300, ext. 4277
An Equal Opportunity Employer

• COOKS
• BUS PERSONS
• HOSTS/HOSTESSES
• DISHWASHERS
WE OFFER:
$3.75-$4.50/Hour
Starting pay depending on experience...we also offer
• Flexible Hours to meet the needs of Homemakers, Students, Retirees & Retirees. (Night shift finished by 10:30pm)
• Pleasant working conditions.
• Employee discount on meals.
Apply in person 2-5pm
BONANZA
FAMILY RESTAURANT
38350 W. 10 Mile Rd.
Farmington Hills

COOKS/DAYS - Limited menu, experience helpful but not necessary. Burger Fresh, 32808 Northwestern at 14 Mile. 737-4078

COOKS - WAIT STAFF & Dishwashing - Excellent starting pay & benefits. Apply in person:
Sneaky Pete's, 15251 Farmington Rd., Livonia, Mich.

COUNTER PERSON
for carry out deli in Southfield. Full or part time. Good pay, company benefits. Call Bill or Harry 352-7377

COUNTER SALES/SANDWICH MAKER, days, full or part time. Apply at Diagnostek, 33179 Grand River, Farmington. 474-3800

DALY
RESTAURANT
Immediate openings for all positions. Days & evening shifts.
• Free meals
• Vacation pay
• Pleasant working environment
• Good pay
• Paid breaks
Apply in person:
31500 Plymouth Rd., Livonia

DAN'S SUBMARINES
FARMINGTON, full and part time positions available, days & evenings. 476-7054

DAY COOK & Night Bar Person. $4 per hour. J.R.'s Lounge. 531-4780

DELIVERY PERSONS NEEDED
for new business.
Call Joe or Ira Indra,
455-5300

WAIT STAFF
Both shifts. Flexible hours. Busy Southfield restaurant. Apply:
DIAMOND JIM BRADY'S
or call Mary or Tom at 352-6780

DISHWASHER, day or evening shift. Full or part time. Apply at Sebastini's of Livonia, 31630 Plymouth Road, 2 blocks west of Merriman.

DISHWASHER NEEDED
After school job plus Saturday.
Mrs. Maddox Bake Shop, Farmington Hills 553-7650

DISHWASHERS - Part time nights. Apply in person: Ann Arbor Trail Denny's, Hertz & Rosati Beef & Sports, 36685 Plymouth Rd., Livonia. 425-1820

DISHWASHER
START AT $4.50 PER HOUR
Taking applications for dishwasher position (approximately 32 hrs. per week) to work in our Farmington complex. Good working conditions, meal & uniforms furnished.
APPLY IN PERSON
Franklin Club Apts
28301 Franklin Rd.
Southfield

DOUNUT FINISHER &
COUNTER PERSON
All shifts open, no experience necessary. Apply in person: Dunkin' Donuts, 14 Mile & Grand River, Farmington Hills.

DRIVERS: Fresh opportunity with Bryan Foods! Flexible hours, good pay. Stop in at 18349 Middlebelt, Livonia or call 427-7000

ELIAS BROTHERS accepting applications - all positions. Competitive salary. 15750 Jt. Hudson Drive, Southfield. 569-0000

FAST FOOD
Exceptional Pay
Bates Hamburgers is now hiring day, afternoon & weekend shifts. Full and part-time positions. Come by any of our locations: 9-11am and 3-5pm.
33406 Five Mile, Livonia
AND
22291 Middlebelt
Farmington Hills

FOOD SERVICE
WORKERS
Kelly Services has immediate long and short term assignments for EXPERIENCED Food Service Workers. Part time day hours (7 am-4pm) are available.
Call today for more information:
Troy . . . . . 362-1180
Berkley . . . . . 398-7900
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.

GRILL COOK
to work in fast paced deli. Previous experience preferred.
Apply in person
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

GRILL - Short order cook. Mon. thru Sat. 8am to 3pm. Apply at: Apply in person, 18900 Northville Rd., or call.

HOSTESS/HOST
SUPERVISOR
Part time position to work in Sr. Citizen dining room. Must enjoy working with Sr. Citizens. Hours are evenings preferred or will train. Approximately 30 hours per week.
APPLY IN PERSON
Franklin Club Apts
28301 Franklin Rd.
Southfield

HOST HELP
AM or PM shift available. Apply in person. Lockhaven Restaurant, 2650 Coolidge Highway, Troy.

HOST/HOSTESS
Neat outgoing mature individual with wardrobe for fine dining restaurant. Evenings, part/full time. Romanello's, W. Bloomfield. Call 10am - 2pm. 855-6511

HOST PERSON - Mature, energetic, friendly person to fill in for closing Wed. Thurs. Fri. Sat. Garden City area. Call 8am 422-8903.

## 505 Help Wanted Food-Beverage

HUDSONS
Twelve Oaks Restaurant
Accepting applications for Cooks, Hostpersons & Dishwashers. Must be available to work a flexible schedule. Benefits available. Apply in the Personnel office, third level, Mon. thru Fri., 10am-4pm
An Equal Opportunity Employer

FRANCHISE IN AMERICA
SUBWAY
Sandwiches & Salads
Franchise terms
Management Trainees in Livonia
Must be 18 years of older
Call 477-7771

LINE COOK
Five nights. Apply in person,
Plymouth Landing, 340 N. Main St., Plymouth.

MAMA MIA'S
Experienced Servers and Night Cooks needed. Apply in person at
27770 Plymouth Rd., Livonia

MIDNIGHTS
$4.50 to start. More if experienced. Apply in person 9-11am and 3-5pm
Bates Hamburgers
33406 Five Mile, Livonia

MOUNTAIN JACKS
Kitchen Manager needed. Earn up to $17,000. Advancement opportunities available. Apply in person:
26207 W. Warren
Dearborn Hts

MOUNTAIN JACKS
Due to increased business we are accepting applications for Day & Night Cooks, Prep, Lunch Wait Staff, Night Bartenders, Part-time Room Service Waiters, Apply in person Mon-Thurs, 12Noon-5pm.
26207 W. Warren
Dearborn Hts

NIGHT COOK
Needed. Cooking for industrial cafeteria. $5.25 per hr. Livonia.
525-5341, ext. 37

NIGHT HOSTESS/HOST
Full or part time. 5pm-1:0pm. Experience helpful but not necessary. Apply between 2pm-4pm. Plymouth Landing, 340 N. Main, Plymouth.

NOTRE HIRING
Banquet help for weekends. Age 18 & up. Call for appointment
453-3300

O'SHEEHANS OF Northville has immediate openings for Wait Staff & Bartenders. Apply within, full or part time. Also Busser's & Dishwashers, full time. Apply in person: 43333 7 Mile Rd.

O'SHEEHAN'S TAVERN
WAITSTAFF HOSTESS, BUSSERS
COOKS, DISHWASHERS
Days and nights, full and part time. Apply in person:
43333 7 Mile Rd.

Restaurant Employees
Full & part time positions available in all areas. Top wages, flexible schedules and more. Apply daily 2-4pm at "CHI-CHI'S, 27166 Northwestern Hwy. (Telegraph & 11 Mile) Southfield.
EOE-m/f

RESTAURANT Help
• All shifts. Apply in person. Burger King, 32704 Grand River, Farmington.

RESTAURANT HELP
Bus Persons, Hostess, Days & Night Cooks, full & part time. Apply: Ram's Horn Restaurant, 4440 Ford Rd., Canton. 981-1048

RETIRED PERSON wanted to help in a restaurant in Troy, part time Mon.-Fri., days only. Call 1-4PM 643-7755

RIKKI'S
American Grille located in the American Club Building, Southfield now accepting applications for the dining restaurant & lounge. We need:
HOST/HOSTESS
WAIT STAFF
BARTENDERS
COCKTAIL SERVERS
If you have a professional attitude and are willing to join a solid organization, please apply in person
Dress Formal
Rikki's American Grille
27777 Franklin Rd., Southfield
The American Center Bldg.

SERVICE ASST'S & SERVERS
Full & Part time positions. Apply in person, Denny's Restaurant, 10 Mile & Grand River in Farmington.

SHORT ORDER COOK
LINE COOK/Experienced
Top pay and good opportunity. Apply in person: Lockhaven Resta