CLASSIFIED ADVERTISING

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

504 Help Wanted Office-Clerical

OFFICE HELP
Medium sized manufacturing plant looking for full time office help. Should be able to type 50WPM. Have some computer experience. Light phone filing and phone work. Apply in person Mon. thru Fri., 9AM-4PM. 1351 Hix Road, Westland

OFFICE HELP
Part Time @ Experience Required
West Bloomfield Area
626-2328

OFFICE HELP, part time, potential full time. Typing, filing, phone answering. Champion Machine, 29501 Glendale, Livonia

OFFICE MANAGER - Administrator, General Clerk: Accounting, computer, typing, word processing, computer skills. Degreed non-smoker. Full time permanent at-will contract. Superior fringe benefits. Detroit manufacturing location. Write Administrative Manager, Box 5033, Suite 300, Southfield, MI 48076

OFFICE MANAGER
Position. Full time. Long Lake/Telegraph area. Must be mature, detailed experience helpful. Need an organized person with the following skills are necessary: word processing, basic accounting, typing, 10-key hand, dictaphone, phones. Fax machine, general office procedures. Professional appearance.
258-9080

OFFICE PERSON FRIDAY
(Farmington Hills area). Must be mature, responsible individual. Extensive public contact, payroll, computer knowledge helpful. Typing, accounts payable, receivable, light phone. No health benefits. Send salary requirements to: Box 5000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE SUPERVISOR
If you're looking for a career, not a job, in a fast-paced challenging industry ... then Adia is for you. We want an energetic, self-starter for the position of Office Supervisor in our N. Oakland County office.

- 2 years business experience
- 2 year college degree
- Administrative, clerical or supervisory experience
- Presently employed

Send resume and salary requirements to:

ADIA PERSONNEL SERVICES
2685 Lapeer Rd.
Auburn Hills, MI 48057

OPTICAL RECEIPTIONIST - Full time, Livonia area. Pleasant atmosphere. Must be good with people. Salary commensurate with experience. Send resume to: Box 640, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORDER PROCESSOR/Diagonal Typist. Experience required. Farmington Hills area. Reply to: Box 618 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART TIME combination file & relief switchboard operator, 3 days per week. Mature person preferred. Southfield area. Call Mr. Lounsbury, 357-7500

PART TIME - LEGAL SECRETARY - needed for Farmington Hills firm. Litigation experience required. Please contact Karen 855-2110

PART-TIME Office help for small business in Farmington Hills area. Hours M-Th. Mon. thru Fri. 10am-3pm (flexible) $4.00 per hour. 626-8548

PART TIME OPPORTUNITIES

Cigna Property and Casualty Companies are looking for dependable, service financial services companies in the world and currently we have the following part time positions open:

FILE CLERK

Prior office experience required. Duties will include alpha numerical filing and computer indexing with terminal keyboard knowledge desirable. Salary is $5 an hour. Available shifts for this position only, 7:30 AM - 11 AM, Monday - Friday.

PROCESSING CLERK

Prior office experience required. Typing (minimum skills of 40-45 wpm. Qualified applicants will be responsible for entering and calling up data on a CRT in order to keep pay bills and verify coverages. Some computer experience preferred. Salary is $5-$6 an hour based on experience background.

CORRESPONDENCE CLERK

Prior office experience required. Typing (typing skills of 45-50 wpm. Qualified applicant will be responsible for entering information into a CRT regarding insurance forms, setups and correspondence letters. Some general knowledge desirable. Salary is $5-$6 an hour.

Flexible hours are available for the above positions. All interested candidates please call Elaine Mann between the hours of 9 AM - 12 Noon on Friday, April 22 at 355-7809 or send resume to:

CIGNA PROPERTY & CASUALTY COMPANIES
27777 Franklin Road
P.O. Box 5013
Southfield, MI, 48086-5013

Equal Opportunity Employer
Male/Female/Handicapped/Vet

PART-TIME ACCOUNTANT
Permanent 25 hour week position with financial planning firm in Troy. Can turn into full-time. If you are an excellent typist, take shorthand and are good on the telephone, call for an interview. PC experience helpful. Will train proper candidate.
Call Linda at 362-8822.
Ask for Mr. Heohner.
843-8926

PART TIME
TELEPHONE SALES
For new laser photopolishing service. Excellent opportunity for college student - flexible 3 days per week, no Telephone and sales experience preferred. Non-smoking office. $5 per hour. Apply in person at: 32900 Capitol, off Farmington Rd., Livonia. Please avoid lunch hour.

PART-TIME: 4 afternoons, 1-5pm - Manufacturer's Rep located in Southfield. Must have computer knowledge. 626-0110 or 626-0211

PAYROLL CLERKS
PAYABLE CLERK
Growing company in need of a payroll/accounts payable clerk. Familiarity with electronic payroll processing and LOTUS 1-2-3, a plus but not required. Salary commensurate with experience. Please resume with salary requirements to: Controller, P.O.Box 2181, Auburn Hills, MI 48057

PAYROLL AND ACCOUNTING
Computerized, multi-state, full time, field accounting. 40 hours. Pay DOE. Call Ann Teotona, 459-4313.

PERSONAL LINES PERSON
For Northville agency, must type, experience helpful.
474-1810 or 348-2000

PERSON FRIDAY
to work with Bookkeeper, run errands, general office work. Knowledge of computers helpful. Part time to work into full time. Call
Colonial Equities, 681-6500

PERSONNEL
Personnel area offers training spot involving marketing projects, clerical support for recruiting staff and computer training. Outstanding experience and communication skills required. Tremendous promotional opportunity. EOE PAID.
Harper Woods ... 372-4720
Troy ... 649-4144
Harriet Sorge Personnel

504 Help Wanted Office-Clerical

PERSONNEL RECRUITER
A fast growing service company has an exciting position for a Personnel Recruiter with 2 years experience. Candidates must possess good communication skills. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

PHONE SALESPERSON for mail product automotive specialty parts, Berkley area. Typing & computer knowledge necessary. Send resume to Box 626, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

POLICE CLERK
City of Novi, salary $14,255 plus COLA & a comprehensive fringe benefit package. Typing speed 50 wpm & excellent general clerical skills & good public relationship with the public required. Obtain & submit application by Apr. 25, 1988
Personnel Department
45175 W. 10 Mile Rd.
Novi, MI 48050
An Equal Opportunity Employer

PROGRESSIVE COMPANY looking for Accounts Receivable Clerk. Computer knowledge will help.
Call Eleanor at 353-2090.
After 5 PM. Appointments Available

SNELLING & SNELLING

RECEPTIONIST - Busy office needs pleasant person to answer telephone, greet visitors, type, file, etc. Will train on word processing equipment. General office background, office machine skills and good references required. Resumes only: Mr. Dickson, RSI, Inc., 3000 Town Center, #2237, Southfield, MI 48075.

Equal Opportunity Employer
Male/Female/Handicapped/Vet

RECEPTIONIST/PART-TIME

Management office in Twelve Oaks Mall has an opening for an experienced receptionist to work 20 plus hours a week. This position requires a cheerful personality to greet staff & visitors, excellent telephone skills, & a minimum 45wpm typing ability. Will also handle mail, filing, & other routine clerical duties. Needed Excellent working conditions.
Apply at, or send resume to:

Twelve Oaks Management Office
27500 Novi Rd., Novi, MI 48050
An Equal Opportunity Employer

Receptionist/Secretary
Immediate full-time career opportunity. Experience necessary. Flexible duties include answering 10 busy line Rolm System telephone lines at front desk, clerical duties, word processing using Word Perfect. Computer knowledge helpful. Excellent benefits. Must be non-smoker, high energy personality; bright, mature & personable. Excellent communication skills & ability to work as a team player. Join our established, progressive & rapidly expanding Retail Petroleum Services Corp.
Send resume in confidence to:

MEDI-SPECH
Outplacement Staffing Agency
Personnel Dept.
755 W. Big Beaver, Suite 404
Troy, Michigan 48084

RECEPTIONISTS/
SWITCHBOARD
OPERATORS

Enjoy working
with people?
Call Kelly!

Let us put you to work right away. You'll meet new people and earn good pay and benefits. Right now we have UNLIMITED long and short term assignments.

Call the office closest to you for an appointment:

Livonia . . . 522-4020
Garden City 422-0269
Farmington 471-2050
Bloomfield . 642-9650
Rochester . 852-8800
Troy 362-1180
Berkley. . . 398-7900

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The "Kelly Girl" People
Not an agency; never a fee
Equal Opportunity Employer M/F/H

RECEPTIONIST SECRETARY
mornings, 8am to noon, pleasant office, good salary. Possible full time. Call and ask for Paul 546-6190

RECEPTIONIST for Livonia based window corporation. Phone experience helpful. Call Linda between 1-3pm. 421-0610

RECEPTIONIST for market research firm, general office duties. $4.50 to start, 9-5pm. Call Roberta at 540-5330

RECEPTIONIST - full time for Novi contracting company. Light typing. Experience preferred.
Call 427-3981

RECEPTIONIST/SECRETARY -
Part time (Birmingham/Bloomfield) Full time, Birmingham/Cranbrook/Maple area. Call: 644-7810

RECEPTIONIST - full time, typing required. Apply in person Crimbal Nursery, 50145 Ford Rd., Canton (4 miles W. of I-275)

RECEPTIONIST - for major retailer in Allen Park area. Growth potential, telephone experience, $4.50/hr. Call Cecile at Uniforce 646-8300

RECEPTIONIST
Mature responsible person for part time in veterinary hospital. Experienced preferred. 852-3650

RECEPTIONIST
Busy W. Bloomfield office seeking individual to answer phones & general office. Full time. 855-6911

RECEPTIONIST needed for Redford Heating Co. Good summer job for college student. 3 days per week, no experience necessary. Call for appt. 937-3210

RECEPTIONIST - Rolm, Dimension, Executone experience helpful, type required, make word processing helpful, $1300/mo. Call Bonnie at Uniforce 357-0034

RECEPTIONIST - pleasant phone skills a must. Typing, filing and general office skills. 5 day week, 8:30 to 5 pm. Call between 10-1pm.
349-2300

RECEPTIONIST, part time for Farmington Hills Insurance Agency. 40 wpm accurate typing and pleasant phone voice needed for job Mon. thru Fri. 9 to 1 position. Call for interview 737-3884

RECEPTIONIST - Duties to include phone answering, light filing. Apply in person only: Best Window Guard, 18150 W. Chicago, just W. of Southfield Freeway., Saturdays, between 8-4.

RECEPTIONIST/SECRETARY
Assistant to vice president, highly motivated, mature person with typing skills, typing 60 wpm, permanent position. Salary $15-18,000. Send resume to PO Box 314, Walled Lake, MI. 48088

RECEPTIONIST/TYPIST
Immediate opening in our Reception area for a candidate with good phone skills and typing ability. Full time position, excellent salary, with benefits. Farmington Hills. Call Ruth at 855-0580.

RECEPTIONIST - full time, W. Livonia on Schoolcraft Rd. Must be cheerful & have excellent communication skills. Mute layout preferred. No prior experience required. Will train to operate AT&T System 25 Phone Console. Some light typing. Contact: Sandee Brosch 464-5100

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Large real estate management firm has an opening for an experienced receptionist. Good typing and filing skills, excellent phone manners required. Individual should be organized and able to work with other. Call Charles Fast for a confidential interview. 349-1515

RECEPTIONIST
Light typing, pleasant phone manner for fast paced Southfield company. Hours 9-5, Mon-Fri, benefits, advancement opportunity. Must. Apply in person at 26400 W. Eight Mile between Beech Daly & Inkster or submit resume to P. O. Box 3065, Southfield, MI. 48086

RECEPTIONIST/SECRETARY
Real estate property management firm in Southfield has an opening for an experienced Receptionist/Secretary. The position requires a cheerful personality and the ability to handle a busy phone. Previous Receptionist experience a must. Please send resume and salary requirement to 29548 Southfield Rd., Suite 200, Southfield, MI 48076

RECEPTIONIST/TYPIST
Position open for a personable individual with excellent telephone manner. Must be a good typist experienced in office procedures. 12 Mile Telegraph area. Call 9am-3pm
Call Eleanor at 353-2090.

REDFORD OFFICE- Needs all around person. Experienced in posting, accounts payable & general office duties. Call 534-5400

SALES CLERICAL - must have good secretarial skills, typing, letters, memos, telephone manner. Can responsibility for 6 person sales force. Telephone communications. Some computer knowledge. Part time, $5.25 per hour. Apply in person 9am-noon. Industrial & Automotive Fasteners, 1200 W 14 mile, at Coolidge, Royal Oak.

SALES DATA ENTRY
Southfield distributor needs full time help in sales data desk. Must be able to deal effectively with customers on phone. Experience preferred but will train the right individual. Data entry experience helpful. Duties include light typing & filing. Send resume & salary history to box 5840Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES PERSON wanted part time, paint & wall paper store. Experience on wallcovering helpful. Must have flexible hours. Salary negotiable. Call 626-0609

SALES SECRETARY
Sharp individual with initiative and excellent telephone skills to work flexible hours for fast paced Southfield company. 45 wpm typing, math aptitude and organizational skills required. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

JOHN CASABLANCAS MODELING
Secretary needed. Office experience and good typing skills required. Ask for Rochelle 583-2097

AAA SECRETARY/BOOKKEEPER, Woodward - 11 Mile area, excellent job, pay & working conditions with a great future. Type minimum 40 wpm, knowledge of word processing background preferred. Send complete resume to PO Box #85, Royal Oak, MI. 48068

SECRETARIAL/CLERICAL
Full time, seeking security, advancement & a chance to work as a team member in a fast paced office. Good typing skills required. Benefits galore. Call Greg or Gary 541-2023

SECRETARIAL position-full time, for Birmingham legal/accounting office. Some experience necessary. Call 10AM-2PM, 646-7080 or 258-5844

SECRETARIAL position available for professional Birmingham law firm. Legal experience not necessary but helpful. Must be able to handle varied skills. Contact Sue 645-1700

SECRETARIES - for major communications company in Farmington Hills & Detroit. Type 55 wpm, word processing helpful. Will train. Flexible hours. Call Sandy at Uniforce 357-0641

SECRETARIES
OPEN HOUSE
SPRING IN AND
BRING A FRIEND
Sat., April 23, 1988
10-2 P.M.
POSITIONS AVAILABLE:
● Data Entry
● Secretaries
● Word Processors
● Telephone Surveyors
● Switchboard Operators
● Light Industrial

17200 W. 10 Mile
Suite 103
Between Southfield
& Greenfield
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SECRETARIES
Part time, Renaissance Center. Looking for a self-motivated person in a dynamic environment? Must type 60 WPM & have good office skills. Send resume to: Ms. Jim Hibcam, 200 Renaissance Center, Detroit, MI., 48243. Call for details.
446-6846

SECRETARIES & RECEPTIONISTS with C. language helpful. Short-term & long term positions. Call Jet today for opportunity.
425-5770 425-2700

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Kelly Services has immediate long and short term assignments available for Secretaries and Word Processing Secretaries with experience on:

- WordPerfect
- Wang
- DisplayWrite 3
- or any IBM PC software

Please call today for an appointment:

Troy 362-1180
Bloomfield . . . 398-7900
Southfield. . . . 352-5220
Livonia 522-4020
Garden City. . . 422-0269

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WORD PROCESSORS
SWITCHBOARD OPERATORS
IMMEDIATE OPENINGS
$ Top pay
$ Benefits
$ Same week paycheck
CALL
557-5700
SNELLING
TEMPORARIES
NEVER A FEE

SECRETARY/BOOKKEEPER
Psychological Office, Grand Circus Park, up to 25 hours per week, $5 to $6 per hour, Mon.-Fri. 12-5pm. 845-8901

504 Help Wanted Office-Clerical

SECRETARY/
ADMINISTRATIVE ASSISTANT
If you're versatile, organized, like to be busy, can type 60wpm, are good with figures, we need you. We're a growing health promotion organization. Non-smokers only. Resume to AIPM, 19111 W. Ten Mile, Southfield, MI. 48075.

SECRETARY/ASSISTANT, for Plymouth brokerage firm. Salary accurate typing, computer skills helpful. Must be personable, able to deal effectively with people on the phone & in person. Salary commensurate with experience. Send resume to: PO box 6875, Plymouth, MI. 48170

SECRETARY ASSISTANT
Company, dealer, office supply located in Novi, has an immediate need for an assistant secretary. Salary accurate typing, computer skills helpful. Must be personable, able to deal effectively with people on the phone & in person. Salary commensurate with experience. Send resume to: PO box 6875, Plymouth, MI. 48170

An Equal Opportunity Employer

SECRETARY/ASSISTANT
Company, dealer, office supply seeking candidate for secretarial position. Applicants should have the ability to use an electronic typewriter, possess good typing & office procedure skills. IBM PC word processing a plus. Call Mr. Leonard 968-2222

SECRETARY/BOOKKEEPER - for growing firm of established architecture/design firm in downtown Birmingham. Word Processing & good figure aptitude necessary. Salary commensurate with experience.

SECRETARY/BOOKKEEPER-For one person office. Must have typing skills, know how to operate calculator, payroll and invoicing. Great Planet Insurance. Experience helpful. Must transportation & must. Non-smoker. Apply in person at: 5555 Treadwell, Wayne, off of Van Born Rd.

SECRETARY/BOOKKEEPER
Experienced, competent, mature, reliable, honest person to take charge of all administrative functions. Excellent typing & good bookkeeping skills. Salary commensurate with experience. Excellent Benefits. Immediate position. Send resume with reference & salary history to: P. O. Box 297, Wayne, Michigan, 48184

SECRETARY
Detroit-based financial institution has an immediate need for hard working and self-motivated person. Candidate should possess accurate typing skills, 50 wpm minimum, and word processing experience helpful (Wordstar a plus). The person should have the ability to take on responsibility and demonstrate an excellent phone manner. Candidate will be responsible for actual management in the financial industry. For consideration please send resume to: Secretary, P.O. Box 1049, Detroit, MI 48231

SECRETARY - Entry Level word processing secretarial position available for a bright, ambitious person with very good typing skills. We will train you on our computer using word perfect, to type financial statements, correspondence and reports. If you have some office experience, well to work hard, have a positive attitude and a desire to learn, Excellent opportunity to develop your secretarial skills to their fullest. Please send your resume and salary requirements to: Secretary, Fortner Rudzewicz & Co., 30218 Southfield Rd. Suite 220, Southfield, MI. 48076

An Equal Opportunity Employer

SECRETARY - Excellent organizational, typing, phone, word processing, filing and dictaphone skills needed. Salary commensurate with experience.

SECRETARY- Fast paced rapidly growing Farmington Hills manufacturer seeks individual with telephone, word processing, typing, and filing skills. Minimal supervision required. Send resume to:
MDC, 31500 W. 13 Mile Rd., #135, Farmington Hills, Mich. 48018. Attention: Armwd.

An Equal Opportunity Employer

SECRETARY - for Farmington Hills finance company. Must be personable & have excellent typing skills & exceptional communication skills. Salary proximately $18,000. Send resume to Personnel, 40400 Hybwood, Plymouth, MI. 48170.

SECRETARY
For law office in Farmington Hills area. Part-time, 15-20 hours. Typing, dictation equipment.
Call 851-8000

SECRETARY for Troy patent law firm. Position requires excellent clerical and organizational skills. Patent and/or legal experience preferred but will consider other qualified applicants. Please send resume to: Office Administrator, 2855 Coolidge - Suite 210, Troy, MI 48084

SECRETARY for fast paced office. Typing skills, IBM PC, dictation, self motivated. Send resume to: 30 Mile W & mile, Farmington Mich. 48024 or call 471-7814

SECRETARY FOR ROOFING INSULATOR local
Tractor near Motors building. Bookkeeping/Accounting, typing. Computer knowledge a must. Call Denise between 8AM-2PM
671-3383

SECRETARY
Full time, for small law firm located in Farmington Hills. Construction law.
626-3553

SECRETARY, full time, for property management firm in Birmingham area. Clerical, phone & secretarial skills a must. Salary commensurate. Box 560, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - full time Construction firm in Redford, needs Secretary with knowledge of Bookkeeping & computer experience. One Girl office. Call 532-0500

SECRETARY
Full time. Good typing & phone skills, Word Processing helpful. Shorthand preferable. Farmington Hills. Call for appointment: 851-9881

SECRETARY
Full and/or part time secretary with word processing and bookkeeping. Prefer law office experience with Word Perfect. Excellent working conditions and compensation. Send resume to: Valentine & Associates, 5767 West Maple Road, Suite 100, West Bloomfield, Mich., 48322

SECRETARY
Needed for busy cardiology office. Experience in general, typing, all phases of office work. Shelby area. Call Mrs Harrison 651-9200

SECRETARY - PART TIME
for Southfield Financial Planning Office. Flexible hours. Typing & telephone skills required. Word processing helpful. Send resume to: Suite 377, 29555 Northwestern Highway, Southfield, Mich., 48034

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST - Part time for general office duties. Afternoon hours 15-20 hrs per week. Birmingham/Southfield 642-2277

SECRETARY/RECEPTIONIST
needed for a growing company in our Sales Dept. Must have 5 years experience, type 60 WPM and have writing ability. Must call between 4:30 and 7 PM only. 355-2000

SECRETARY/RECEPTIONIST
For Southfield company. Shorthand & typing required. Word processing helpful. Send resume to: Office Manager, 24400 Northwestern Hwy., Suite 210, Southfield, MI 48037. 354-6300

SECRETARY/RECEPTIONIST
for leading Construction Co. located in Troy. Interpersonal skills have excellent typing skills, experience answering telephone, and must possess good writing skills. Send resume and salary history to Program Director, 29500 Southfield Rd., Southfield, MI 48076

SECRETARY/RECEPTIONIST
Construction property management firm is looking for an experienced Secretary/Receptionist for our front desk position. Individual must possess a working knowledge of shorthand, dictaphone & word processing. Reply to Box 578, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Large Real Estate Company has entry level position available. Good typing and filing skills. Excellent phone manners required. Individual should be organized and work well with others $800/per month. Call Mrs. Crawford for a Confidential interview 268-1000

SECRETARY/RECEPTIONIST
2 positions: #1 Entry Level - evenings, telephone, typing 45 wpm. #2 Experienced. P. O. Box 691, Southfield, MI 48037

Plante & Moran recruiting for An Equal Opportunity Employer

SECRETARY needed, full or part time, for real estate company. Real estate background required. Familiarity with F.N.M.A., appraisal form and computer literacy extremely helpful. Pay commensurate with skill and experience. Prepare resume to: Box 1092, Bloomfield Hills, Michigan 48302

SECRETARY/RECEPTIONIST
Seeking experienced individual based in condominium village (10 min. from I-696 & Orchard Lake Rd.). Organization & phone skills a must. Send resume to: Dan Stupak, GTI, 24158 Orchard Lake Rd., Farmington Hills, Mich. 48024

Call 471-2223
or call 471-2223
An Equal Opportunity Employer
Affirmative Action Employer

SECRETARY/RECEPTIONIST
Nursing home management company, in Ann Arbor, has a position vacancy for a Receptionist/Secretary with 2-3 years experience. Candidate must have strong communication skills, excellent typing and word processing experience preferred. Excellent salary, fringe benefits and opportunity for promotion. Interested applicants send resume and salary history to: Human Resources, P.O. Box 8825, Ann Arbor, MI., 48107.
An Equal Opportunity Employer

Secretary
Regional Secretary
Frito-Lay, Inc.

Immediate opening for Regional Secretary in our Direct Sales Dept. located in the Livonia, Michigan area. Qualified applicants should have word processing skills, be knowledgeable of Lotus and spreadsheets. Excellent communication and dictation skills are also required.

Frito-Lay offers competitive benefits and salary package. Send resume to:

Vince Ciccarelli
District Sales Manager
FRITO-LAY, INC
4849 N. Scott St., Suite 121
Schiller Park, IL 60176

Equal Opportunity Employer M/F

SECRETARY

Roy F. Weston, Inc., a leader in the field of environmental engineering for over 30 years, has an excellent opportunity available for a Secretary.

Qualified candidate will be a H.S. graduate with long term job history with 3-5 years related experience. Duties responsible for answering phones, making appointments, filing, typing & other office functions. Word processing. Must have good typing skills & knowledge of LOTUS 1-2-3 is a definite plus.

WESTON offers excellent salaries, competitive benefits, and an exceptional working environment. Apply today by sending resume to:

ROY F. WESTON
5820 Lilley Road
Canton, MI 48187
Attn: Denise Drummond

EOE/M/F/H/V

SECRETARY/RECEPTIONIST
Shorthand and typing, minimum 60 wpm. Word processing a plus. Troy area. Call Pam 362-7863

504 Help Wanted Office-Clerical

SECRETARY
Small private financial institution requires confidential secretary for its trust department. Type 60 wpm, strong communications skills, light bookkeeping, computer knowledge, professional attitude. We offer an excellent benefit package. Send resume with salary expectations in confidence to Cathy Boyer, 300 River Place, Suite 5000, Detroit, MI. 48207.

SECRETARY to Program Director for national non-profit health organization. Must have excellent office and interpersonal skills, willingness to work with public and volunteers. Willing to assume additional responsibility. Excellent benefits. Send resume and salary history to Program Director, 29500 Southfield Rd., Southfield, MI 48076

SECRETARY
With computer and accounting experience. Westland. Call 722-1666

SECRETARY - with real estate knowledge, for a brand new office. Great place to work for.
Hedgecock & Associates, 478-2000

Word Processing
Secretary

Excellent positions available for word processors with 3 years experience. Must type 50 wpm. Knowledge of Xerox 860 or 660 preferred. Downtown & Southfield areas.

ENTECH
SERVICES, LTD.
567-0050

SEEKING DEPENDABLE, self-motivated, conscientious & enjoyable person for full time position at chiropractic office in Plymouth Hrs.: Mon-Fri. 9am-6pm, Sat 9am-Noon. Contact office at. 453-2447

SOUTHFIELD MEDICAL Manufacturer has a full time position in their office for someone who can type 40 WPM. Data Entry, phone experience, good communication skills & Plus! Excellent benefits. Please send resume and information to Personnel, P.O. Box 5126, Southfield, MI. 48086-5126

STUDENTS!
GO TEMPORARY!
FOR THE SUMMER
Now available! Hundreds of temporary summer positions. We have long & short term assignments available

- General Secretarial
- Word Processors
- Switchboard/Receptionists
- Fax Clerks
- Data Entry

Put your skills to work
Call for an appointment today!

MGM
Office Services
474-7766

SWITCHBOARD. Experience preferred. Pleasant phone voice polite but in the future. $4.15 to start. Some benefits. Afternoon shift. Hours 3pm. 11700 Merriman, Livonia.

TELEPHONE OPERATOR/CASHIER, full time position for growing car dealership; experience helpful, know your way around town. Call Toyota, 2027 S. Telegraph, Dearborn.

TELEPHONE/RECEPTIONIST wanted for fast-paced health & fitness promotional company. Telephone experience required. 9AM-5PM or 5PM-9PM. Reference Health & Fitness Health, Attention Cathy, 27766 Franklin Rd., Southfield, MI 48034

TELEPHONE COUNTERPARTS, light clerical, excellent incentive. Must have good phone skills. Part time. 851-6200

TEMPORARY market research interviewers to work out of the Westland Mall. Reliable people, have their own transportation, must be able to walk the public and follow directions. Good speaking & must. Part time & full time positions available. Will train. 522-4062

TOUR GUIDE - type 30 wpm, for our campus in Southfield. Work 10-4 Sat & Sun - 10-6 Tues & Wed. Must like people, call Mary Ann at
Uniforce 646-8501

TYPIST/RECEPTIONIST
for CPA office. Minimum 3 yrs experience. West Bloomfield Area. Call 356-7606

505 Help Wanted Food-Beverage

504 Help Wanted Office-Clerical

TYPIST - RECEPTIONIST
Busy Livonia office needs accurate, responsible, team player to type, answer phones, file & handle various important tasks. Opportunity to excel. Call Gail between 10-4pm. 525-4780

TYPISTS
Immediate openings
Western Wayne County area full and part-time Typists needed for busy health care corp. Must have good typing skills, have good organizational skills and previous office experience. May train on computer and word processing. $5.00 per hour to start. Call Bernice between 8am & 12 noon Mon. thru Fri at 595-7577
An Equal Opportunity Employer

TYPISTS
35wpm gets
you great pay!

If your typing speed reaches 35wpm or better, Kelly Services can offer you great pay and benefits. Right now we have both short and long term assignments available

Call the office closest to you for an appointment

Livonia. . . 522-4020
Garden City 422-0269
Troy 362-1180
Southfield . 352-5220
Rochester . 852-8800
Farmington 471-2050
Bloomfield . 642-9650
Berkley. . . 398-7900

KELLY
SERVICES
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Not an agency; never a fee
Equal Opportunity Employer M/F/H

SEEKING DEPENDABLE, self-motivated, conscientious & enjoyable person for full time position at chiropractic office in Plymouth Hrs.: Mon-Fri. 9am-6pm, Sat 9am-Noon. Contact office at. 453-2447

TYPIST WANTED for busy title insurance office. Livonia area. 4 or 5 day work week. Pay commensurate with experience preferred. 464-4171

TYPIST
with book exercise & computer knowledge preferred for general contractor. Immediate opening. Call 348-3000

WORD PROCESSING position, full time for general contractor in Auburn Hills. Full benefits. $5.00-5.50hr. Call Sharon 377-2600

Word Processing
Operators

EARN
AND
LEARN!

Kelly Services has a need for 5 Word Processing Operators

Candidates with experience on any word processing software will be given priority. Excellent working conditions at our Bloomfield Hills office.

- Long term commitment
- Hours 3 30pm-midnight

Call for an appointment:

761-5700
Ann Arobr
(near Briarwood Mall)

KELLY
SERVICES
The "Kelly Girl" People
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WORD PROCESSING
Downtown Detroit Medical Services firm now accepting applications for permanent part time word processing position. Mon.-Fri. 1pm-6pm. Working knowledge of Word Perfect, terms used. Transcription experience also needed. Good working environment. A super wage for right individual. Call 964-3815

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Do you need FULL TIME work? Do you enjoy cooking & preparing food? If you do, stop in and see what we're about. Immediate openings are available on the day shift. We offer:

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Rochester Rd.
& M-59
16 Mile
& Rochester Rd.
15 Mile
& Livernois

PART TIME POSITIONS ALSO AVAILABLE

Equal Opportunity Employer

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WE OFFER THE FOLLOWING:

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- SUPERVISED TRAINING
- UNIFORMS FURNISHED
- PAID VACATIONS AFTER ONE YEAR
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Apply in person:
McDonald's of Canton Twp.
44900 Ford Road
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McDonald's is an Equal Opportunity Employer M/F

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- Grill Operators
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4343 Highland Rd. (M-59 at Pontiac Lake Rd.), Waterford
26425 Novi Rd. (Novi Rd. at I-96), Novi

Bob Evans RESTAURANT