504 Help Wanted Office-Clerical

SECRETARY RECEPTIONIST wanted for Troy manufacturer rep office. Mature person to handle phones, with good typing and shorthand required. Salary commensurate with qualifications. Benefits offered. Phone weekdays 680-1222

SECRETARY/RECEPTIONIST-Our company is looking for a self-starter for our Front Desk position. Qualified persons must have a working knowledge of word processing, Shorthand and dictaphone experience helpful. Send resume and salary requirements to. Box 718 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

SECRETARY/ RECEPTIONIST

We are seeking a cheerful person with a couple years general office experience who likes a varied workday. We need someone with a pleasant telephone voice and one able to type at least 40 wpm accurately. The starting salary is in the $12,000-$15,000 range. Call or send your resume to Dawn, 3000 Town Center, Suite 2580, Southfield, MI 48075 356-0060

SECRETARY/RECEPTIONIST Growing medical utilization review company needs individual with secretarial skills to assist in Receptionist and back-up to Executive Secretary. Qualifications required include excellent telephone skills as well as typing speed of 65 wpm. Word processing skills preferred with Word Star or Word Perfect a definite plus. Competitive salary commensurate with experience with excellent fringe benefits. Applications may be filed out on site at our may call G. Page 851-0700

MEDVIEW, INC.
3057 Orchard Lake Rd. Suite 200
Farmington Hills, MI 48018

SECRETARY
Responsible position available immediately with growing insurance company. Excellent typing, verbal, written & communication skills essential. Word processing experience & IBM Computer preferred. Telus knowledge helpful, but not necessary. Must be able to work independently without supervision insurance experience background helpful. Good working conditions interested applicants please send resume & salary requirements to:
Michael K. Jennings
Jennings Financial Group
37899 W. 12 Mile Rd, Site #210
Farmington Hills, MI. 48331
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST with pleasant personality and typing skills. Farmington based law office and property management firm. $4-$5/per hour. Apply in person: 23200 Orchard Lake Rd., #

SMALL OFFICE needs someone full time for general office duties-bookkeeping, answering phone & light typing. Must be over 21 and have some experience. For interview, call 471-5696

504 Help Wanted Office-Clerical

SECRETARY
The engineering Department seeks an experienced secretary to handle all clerical needs of a 10 person department. Desired skills include typing, phone answering, transcription & computer experience with word processing, Lotus & data base software. This salaried position offers a 40 hour week & excellent benefits. Send resume to:
ACE CONTROLS, INC.
23435 INDUSTRIAL PARK DR
FARMINGTON HILLS, MI 48024
ATTN: H. WIARD

SECRETARY/WORD PROCESSOR Southfield architectural firm seeks accurate, organized individual with minimum 2 years experience Word-Perfect preferred. Share relief switchboard duty. Beautiful offices. Excellent benefit plan. $14,500 to start. Send resume to:
Personnel, Box 5030,
Southfield, MI 48086-5030

SHOWROOM HOST/HOSTESS are needed to greet customers in our Dearborn Heights showroom. Must be outgoing & have good organizational skills. Excellent opportunity for college students & working moms-& needing flexible hours. Call Kayak Pools at 292-3550 Mon-Fri, ask for Mark.

SOUTHFIELD LAW FIRM seeks full time receptionist with some clerical skills. Pleasant office environment, advancement possible. Starting salary approximately $700/wo. Please send resume to: Box 728 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SOUTHFIELD manufacturer rep needs person for phone & secretarial duties. Word processing desirable. Call Fri. April 29th or Mon. May 2nd, 9am - 12 Noon 355-1513

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

STATISTICAL TYPIST/RECEPTIONIST - Needed for Livonia CPA firm. Full time preferred, but will consider part-time. Salary commensurate with experience. Call 525-2515

STOCK BROKERAGE FIRM is looking for a sales assistant. Series 6 or 7 preferred, but will consider people with experience in investment. Must have excellent communication skills on phone & in person. Knowledge of financial planning a plus. Contact Ernie Hughes, Prescott, Ball & Turben, 798 Penhinnen, Plymouth, MI 48170

SUMMER EMPLOYMENT for small office. Duties include: answering phone, helping walk in customers & figuring estimates. Must be non-smoker. Apply in person Waymac Crait 26300 W 8 mile, Southfield.

504 Help Wanted Office-Clerical

STUDENTS! GO TEMPORARY! FOR THE SUMMER

Now is the time to apply for summer positions. We have long & short term assignments available

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

Put your skills to work
Call for an appointment today!

MGM
Office Services
474-7766

SUMMER EMPLOYMENT available immediately. Receptionist for W. Bloomfield firm. Data entry experience, Saturday, some Sat 851-1330

SWITCHBOARD OPERATOR Detroit's leading office products dealer has immediate openings for a full time operator at our Corporate Office. The right person will be courteous and relate with a professional image, excellent interpersonal skills and strong phone presence. Previous switchboard experience a plus. May involve other clerical duties. Salary based on experience level. Medical & dental benefits, employee discount. Send resume to:
Macauley's Office Products
15188 W. 8 Mile Road
Detroit, MI 48237
Attention: Alan Elias

SWITCHBOARD OPERATOR

A contingent position is available in our tele-communications department. Flexible hours, may work holidays and weekends as well as cover vacations.

Please apply at the Hospital Information desk.

OAKLAND GENERAL HOSPITAL
27351 Dequindre
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SWITCBOARD - Pleasant voice, well trained, operator for small Chevrolet-Subaru. 40875 Plymouth Rd., Plymouth.

SWITCHBOARD RECEPTIONIST - experience preferred, dependable, pleasant individual to handle busy CDX switchboard, some light typing. Farmington Hills area. Good benefits. Resume to: Dan Dakwar, 23240 Industrial Park Dr., Farmington Hills, MI. 48024

504 Help Wanted Office-Clerical

SWITCHBOARD OPERATOR

Needed to join our team of happy employees where the customer is important and excellent working conditions keep people and them coming here. You must be enthusiastic, motivated and able to smile when you speak. Apply in person at:

ALAN FORD

1845 S. Telegraph
Bloomfield Hills

SYSTEMS MANAGER - IQM 36 has charge bookkeeper to assist controller. Insurance agency experience helpful but not essential. Excellent salary & benefits. Send resume to: Kelsey Thorner Inc., P.O. Box 2004, Southfield, MI 48037.

TELEMARKETER, $5 per hour plus $10 per sale and appointment. Call I.T.I. Telecommunications, ask for Harold Mickler, 569-5809

TELEPHONE BACK-UP & DATA Entry person needed part time by Metro Airport. Must have Data Entry experience necessary. Resume to: R.H., 28100 Dearborn, Romulus MI 48174.

TELEPHONE OPERATOR DME Company seeking person with excellent telephone skills to work 12 line telephone system. Must have experience. Call 563-2600

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Are you interested in evening and weekend work? Are you personable? Tune? If so, we have 50 immediate openings for conducting political surveys. No selling involved. Must have transportation and the gift of gab. Good phone technique and charisma are a must. Must apply Thurs., & Fri. Call 557-5700.

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Farmington Manufacturer seeks responsible mechanical person for traffic/inventory position. Must be familiar with order entry & processing. Some light clerical experience plus. Requires sa detail oriented person with solid math skills. Excellent entry level opportunity. Send resume to Traffic Inventory Clerk
Chesley Industries
20725 Greenfield Dr.
Farmington, Michigan 48024

504 Help Wanted Office-Clerical

TEMPORARY DATA ENTRY OPPORTUNITY

CIS Corporation, a leader in the field of marketing and leasing capital equipment, has an opening for a Data Entry person to work in their fast paced marketing department on a special assignment

This temporary assignment offers the advantage of flexible hours and variety combined with the opportunity to work for a leading leasing corporation with possible advancement opportunities into various other positions within the company.

We offer a competitive salary rate in a pristine, modern working environment including an on-site nauseus work-out center.

Qualified applicants may send their resumes to Salary Administrator CIS CORPORATION, 2600 Telegraph Rd Bloomfield Hills, MI 48013

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Immediate openings. Western Wayne County area. Full & part-time Typists needed for busy health services corp. Must type 50 wpm, have good organizational skills and previous office experience. Must learn on computer and word processor. $5.50 hr. to start. Call Beverly between 8-12 noon Mon. thru Fri. at 565-7577

An Equal Opportunity Employer

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

504 Help Wanted Office-Clerical

WANTED
Downtown Birmingham location. People oriented, mature person for receptionist position. 9am to 5:30pm Monday thru Friday. Positive, active, friendly business are surroundings. Call 644-5308

WARRANTY CLERK - auto related company. Must have clerical & computer/communication capability, attention to detail & good follow-up skills. Starting salary $10,000-$12,000. Qualified applicants send resume & salary history to Box 698, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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505 Help Wanted Food-Beverage

ACCEPTING applications for Wait Staff, Round Table Club in Plymouth. Call Randy for interview. 453-1632.

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Arby's Roast Beef Restaurant has immediate openings for persons 18 yrs & older to work lunch and/or closing shifts. We offer:
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Apply in person at
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505 Help Wanted Food-Beverage

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BAR PERSON WANTED - to work days or nights. Call Armando, Farmington Hills 626-2982

505 Help Wanted Food-Beverage

505 Help Wanted Food-Beverage

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Positions are available on the day or night shift for full or part time. If you are an enthusiastic, energetic individual, apply daily at:

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