### 504 Help Wanted Office-Clerical

LEGAL SECRETARY - experienced for Birmingham law office. Word Processing skills nessary. Salary negotiable. Call 569-2233

LEGAL SECRETARY
for medium-sized Westland law office. Experience preferred. Call Carla for interview. 421-5510

LEGAL SECRETARY needed for Non-smoking Southfield Law Office. 2 yrs. experience; will instruct Word Processing. Good benefits 358-0111

LEGAL SECRETARY
Full time position with small Farmington law firm. Prior legal experience and excellent skills necessary. Call, ask for Ivar: 478-5606

LEGAL SECRETARY
Word Perfect and personal injury experience. Minimum 2yrs. Southfield law office. Non-smoker. Ask for Mark 644-5410

LEGAL SECRETARY
Experienced, for Farmington Hills Attorney. Word processing required. Salary commensurate with experience. 489-7070

LEGAL SECRETARY
Birmingham Plaintiff Litigation firm. Word Processing, Shorthand, typing necessary. 2-3 years experience. Salary commensurate with experience. Excellent benefits. 645-1003

LEGAL SECRETARY
EXPERIENCED
For small, busy, non-smoking Farmington Hills Law Firm. Real Estate and General Law practice. Excellent communicative, grammatical and word processing skills required. Salary to $20,000 + benefits. Please ask for Marilyn at 855-0995

LEGAL SECRETARY
for well-organized partner in General Law Office. Must be able to operate IBM P.C. with DisplayWrite III Software. Good working conditions & benefits. Salary commensurate with experience. Send resume to: Box 368, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES
PERM
TEMPS

If you are an experienced Legal Secretary who enjoys the variety of Temporary assignments, call us to learn how you can earn more money by working with us. Special need exists for those experienced with XEROX 860/8010/6085 and IBM PC AT/XT.

If you prefer permanent full-time employment, you will be happy to know we have a diverse range of permanent positions always available in Detroit and surrounding suburbs.

There is never a charge to you for our courteous and professional placement assistance. After hour appointments are available. Contact the office most convenient to you.

PERSONNEL AT LAW

3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI. 48075
358-0060

ONE KENNEDY SQUARE, Ste. 1632
DETROIT, MI. 48226
964-2909

LEGAL SECRETARY
For Downtown Detroit Law Firm. Send resume to: 2020 Buhl Building, Detroit, Mich., 48226

LEGAL SECRETARY NEEDED
Minimum of 3 yrs experience, must be ambitious, motivated & hard working. Great pay in small fast paced firm. Looking for a challenge? 353-4600

LEGAL SECRETARY - Top Notch for small Birmingham law firm. Several years experience necessary. Excellent typing, word processing & office skills. Full or part-time position. Contact: Colette at 540-5900

LEGAL SECRETARY
Bloomfield Hills firm needs Legal Secretary for Domestic Relations partner. Minimum (5) years experience. Must be well-organized & have strong Word Processing skills. Position available immediately. Call Office Manager. 642-7880

LEGAL SECRETARY
Law firm in Plymouth is interviewing for the position of legal secretary. Applicants should have prior experience in the legal field and should be capable of operating word processing equipment. Salary plus full benefits. Please send your confidential resume & salary requirements to: Box 386, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRTARY-Experienced for downtown Detroit law firm. Word processing required. Benefits included. 963-1610

LIVONIA
RECEPTIONIST/SECRETARY
Real Estate - immediate position available, word processing & real estate experience helpful, however, not necessary. Excellent benefits. Please send resume & salary requirements to: Box 392Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

### 504 Help Wanted Office-Clerical

MATURE High School or College student needed for office, errands & light typing. Must have car. 20-30 hrs. per week. Please send letter to:Mrs. Hardman, 300 S. Woodward, Birmingham, Mich. 48009

MATURE RECEPTIONIST
needed part-time, for Troy office. Good typing & clerical skills, a Must. Please call 524-1344

MEDICAL OFFICE EMPLOYEES

We are looking for qualified individuals to work as:

- Hospital/Physician Billers
- Medical Transcriptionists
- Typists
- Data Entry Clerks
- Medical Secretaries

For more information, please call:

TEMPRO
24100 Southfield Rd.,
Suite 315
Southfield, MI., 48075
443-5590

MIDNIGHT
KEYPUNCH OPERATOR

Livonia office needs your IBM 129 or 4 phase experience for production spot. Work 12:30 to 8:30am. Company pays fee & $290 weekly.

#1 Personnel Place
274-4230

MOTHERS/STUDENTS
Full & part time positions.
Hours flexible, 8:30am to 8pm
$5. an hour plus commission
Kay & Kay Tile Company of Farmington Hills is seeking employees to take telephone orders. Should have good communication skills.
Call Rose Ann at 879-6630

NEED EXTRA CASH?
Flexible hrs. Full or part time. Accepting applications for this temporary clerical position between 11am-4pm, Mon.-Fri. Call Valerie 559-7926

OFFICE ASSISTANT

Computer firm has immediate full time opening for mature individual to assist software & hardware service department. Duties include answering service lines, routing call to appropriate technicians, typing, filing & assisting technical departments with day to day operations. Computer/Word Processing experience a plus. Send resume to:

PERSONNEL
23100 Providence Dr.,
Suite 360,
Southfield MI 48075.

OFFICE CLERICAL
Inventory Control - Livonia Area. Call Mr. Garvey 591-6437

OFFICE CLERICAL - Part-time
Good telephone skills; some typing, filing & order-taking. 2 to 3 days per week. Oakland Mall area. 585-5464

OFFICE CLERICAL for small retail furniture store in Livonia. Will train. Call 474-9722

OFFICE HELP
Non smoker, full time. Bloomfield Area. Benefits. 540-4520

OFFICE PERSONNEL - Our expanding co is looking for experienced career orientated individuals. If you have set goals, good office skills & are looking for a company to grow with submit a resume with cover letter to: 1408 Allen Dr. Troy MI. 48083

OFFICE POSITIONS
Typists (45WPM or more), Receptionists, Word Processors. Call for immediate positions!

TempExchange Inc
Temporary Help Services
Southfield
557-5600

ONE woman law firm needs Secretary, experience unnecessary. Typing skills required. PC experience helpful. 350-1060

Order Desk Clerk
Immediate openings for outgoing individuals who enjoy phone work and fast paced operation. Excellent office environment. Southfield area. Call 647-0300

PARALEGAL, experienced for a defense litigation firm in Farmington Hills. Excellent benefits. Please respond to: P.O. Box 3040, Farmington Hills, MI 48333-0040

PART TIME - General Office.
Answering phones, typing, taking payments, misc. office duties for our Detroit, Taylor & Livonia locations. Apply only at: Lasky Furniture, 29055 Plymouth Rd., Livonia.

PART TIME
Office Assistant with sales ability and public contact experience. Ask for Mr. Cone. 644-6845

PART TIME SECRETARY
Permanent 25 hour per week position with financial planning firm in Troy. If you are an excellent typist, take shorthand and are good on the telephone call for an interview. PC experience helpful, non smoker preferred. Mr. Hepiner 643-8926

PART TIME TYPIST
Birmingham area 540-8590

### 504 Help Wanted Office-Clerical

PART TIME

Weekend Secretary needed at America's Largest Full-Service RealEstate Co. in West Bloomfield. Light typing, good phone manner, real estate experience helpful but not necessary. Great for student! Call Jan at 737-9000

PAYROLL/ PERSONNEL ADMINISTRATOR

Excellent opportunity for a sharp individual to administer payroll functions for 400 employees in marketing services corporation. Must have experience with computerized payroll (ADP, Paychex, etc.) as well as a strong knowledge of filing federal and state taxes, FICA and W2's. Excellent math and organizational skills required for this diversified position. Full benefit package. Qualified candidates send resume and salary requirements to:

ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Attn. Personnel

PAYROLL PROCESSOR
Immediate opening with a development company in Southfield. Will process automated payroll for 325 employees. Qualified candidate will have 2-3 yrs. experience in all facets of automated payroll processing including all taxes & journal entry. Lotus 1-2-3 experience is desirable. Send resume with salary history to: Box 396, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PROFESSIONAL OPERATOR
needed in busy West Dearborn auto dealership, Mon.-Fri., 8am-6pm. Excellent benefits.
Call Village Ford 565-3900

PROPERTY TAX CLERK
Financial institution located in the Ren-Cen is seeking an experienced property tax clerk. Must have min. of 1 yr. experience in a mortgage loan servicing area- preferably in the tax department. Must also have good math, good communication & organizational skills & type 45 WPM. Qualified candidates send resumes to: Regency Savings Bank, 200 Renaissance Center, Suite 2250, Detroit, Mich. 48243. Attn: Human Resources Dept.
No phone calls please.

RECEPTIONIST/CLERK
Entry level, typing minimum 55 wpm. For Farmington Hills law firm. Contact Kathy 626-3448

RECEPTIONIST Must be pleasant & punctual. Full time, open to discussion. Farmington/12 Mile. No experience required. Call Bob 489-4130

RECEPTIONIST for busy phone of commercial real estate office in Southfield, 3 years office experience required. Must have phone experience, typing 55wpm. 353-9494

RECEPTIONIST for busy office. Must be organized, articulate, have typing speed of 70 wpm, pleasant voice & attractive personality. No calls. Send resume to: Personnel Director, WXON-TV, 27777 Franklin Road, Southfield, MI. 48034.
An Equal Opportunity Employer

RECEPTIONIST
For Birmingham Law Firm
Light typing & bookkeeping experience. 645-5770

RECEPTIONIST/Typist for Royal Oak office. Must have neat, pleasant appearance. Will train. Non smoker only. 549-6410

RECEPTIONIST - For Birmingham property management firm. Must have good phone personality and typing skills. Start immediately. Call Joann. 645-2111

RECEPTIONIST/Accounting Clerk - Diversified duties with electrical contractor. Computer knowledge. Send resume to: Guardian Electric, 831 E. Lewiston, Ferndale, MI 48220. Attention: Nancy.
An Equal Opportunity Employer

RECEPTIONIST - EXPERIENCED
Southfield company. Phone skills, typing & filing experience. Salary & benefits. 552-0800

RECEPTIONIST
Part Time. Duties include; phones, word processing and typing. Call: 647-3310

RECEPTIONIST/TYPIST
For Livonia CPA office, part time. Salary commensurate with experience. 525-2515

RECEPTIONIST/SECRETARY
for Southfield law office. Creative growth position. Non smoker. Ask for Linda 644-5410

RECEPTIONIST wanted 5½ days for pleasant small office. 12 Mile/Northwestern area. For appointment 353-0899

RECEPTIONIST - PART TIME
to work Afternoons in Birmingham law offices (13 Mile-Telegraph). Light typing required. Call 540-6480

RECEPTIONIST - Farmington area firm seeks receptionist with pleasant personality. Good opportunity for the right person. Please call & speak with Diane. 855-8100

RECEPTIONIST - Part time for busy Birmingham Pediatricians office. Good typing skills necessary. Will train. Send resume to 511 Pierce. Birmingham, MI. 48009

RECEPTIONISTS - VIC TANNY has immediate openings for Receptionists in our Plymouth location. Mature responsible persons. Call for appointment. 459-8890

RECEPTIONIST - Bloomfield Hills, type 50. Salary based on experience. Benefits. Fee Paid. Resumes: 24735 Van Dyke, Centerline, 48015
SHARROW & ASSOC., 759-6910

RECEPTIONIST
Mortgage Co. seeks capable individual for receptionist & Misc. clerical duties. For appointment, call Mrs. Elliott 358-8707

RECEPTIONIST - Bloomfield Hills Answer phones, greet visitors. Some typing a must. Experience helpful, but not necessary.
Call Denise: 335-3333

RECEPTIONIST/TYPIST With bookkeeping background. Computer knowledge helpful but willing to train. Please send resume to: Pacer Contracting Corp., 13830 Stansbury, Detroit, Mich. 48227

RECEPTIONIST - with excellent Telephone skills. Livonia-based Communications company. Assist customers, direct phone calls; keyboard experience preferred.
Call Barbara Davis 522-7165

RECEPTIONIST/COUNTER Person Growing national wholesale distributor seeks excellent phone personality with good typing, filing & spelling skills. Full time $7 per hr. plus benefits. Apply in person:
28721 Plymouth Rd.

RECEPTIONIST - PART TIME to answer phones for a fast paced office environment located in Farmington Hills. Phone experience a must. Reply to Box 342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
for busy Southfield CPA Firm. Good typing skills & professional phone skills required. Word processing experience helpful. Send resume to: CPA, 26877 Northwestern Hwy, Suite 200, Southfield, MI., 48034

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk appearance. Mail resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3209

RECEPTIONIST/SECRETARY
Full time assistant position available at local CPA firm. No office experience required, but preferred. Must have good telephone skills. Full benefits. Call between 3 & 5 pm, ask for Denise: 356-2180

RECEPTIONIST
Space Howard School of Broadcast in Southfield is looking for someone with good math, communication & typing skills. Word processing helpful. Evening Shift 1pm-10pm
Call Ms. Reke 569-0101

RECEPTIONIST
Friendly fast paced Southfield advertising firm has immediate position available for individual with excellent organizational and communication skills. Must have pleasant voice and attractive personality. Wage competitive. Call Mr. Adams between 10-4 PM. 559-7926.

### 504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
National franchising company headquartered in Bloomfield Hills seeks a professional, energetic, individual with IBM computer word processing experience. Knowledge of Displaywrite II a plus.
Call Kathy 737-4080

RECEPTIONIST SECRETARY
New office, Auburn Hills. Experienced person for telephone, word processing, clerical. Full benefits. Start immediately. Send resume & salary requirements to: Personnel, 54 N Adams, Suite 104, Rochester Hills, MI., 48309

RECEPTIONIST/SECRETARY - (2 positions open). Need excellent typing, telephone & people skills for executive offices. Experience preferred. Professional appearance & positive attitude. Apply Mon. thru Fri. 9-4:30 at Embassy Suites, 28100 Franklin Rd., Southfield

RECEPTIONIST-for the Mane Connection Hair Salon. Must be outgoing & organized with a positive attitude. Much room for advancement. Full & part time positions available. Apply in person: Fri. 9-9-88, 10am-4pm, 29111 8 Mile, just E. of Middlebelt.

Receptionist/Business Assistant
Our Plymouth dental office is searching for an enthusiastic, congenial person to join our dental team full time. If you have excellent business and communication skills, and are truly excited about a career in dentistry, please call 455-2890.

RECEPTIONIST/TYPIST
Enjoy dealing with high-level Executives in this exciting atmosphere. Use your personality & good typing. Salary to $14,560. Fee paid.
Call Eleanor 353-2090
After 5 PM. Appointment Available
SNELLING & SNELLING

RECEPTIONIST - Part time position for a busy social service agency in Livonia. $6.00 per hour, 3 days a week. Experience with multi line phone or switchboard preferred. Direct resume to: Personnel Director, Michigan Human Services, 38900 Mallory, Livonia, MI., 48154.
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Bloomfield Hills Executive Business facility has immediate full-time opening. Work for busy executives in a challenging environment. Applicants must be detail-oriented with excellent telephone skills. Send resume to: R.S., 7 W. Square Lake Rd., Bloomfield Hills, Mi. 48013

RECEPTIONIST - Part time. Entry level for mental health clinic. Responsibilities: answer multi-line telephone, light typing, prepare charts, filing & misc. clerical. Mature, people-oriented person required. Send resume to: Ms. Marty Frazho, South Woodward Clinic, 111 S. Woodward, Suite 250, Birmingham, MI 4800.

RECEPTIONIST for non-profit health agency. 35 hrs. per wk. Good telephone & communication skills necessary. Ability to work with people. Knowledge of office procedures, 40 WPM typing. Send resume or letter of application to: Program Director, AFMC, 23999 Northwestern Highway, Ste.#210, Southfield, MI., 48075.

RECEPTIONIST

General contractor looking for an outgoing person with good telephone, typing, filing & general clerical skills. Send resume & salary requirements to: Office Manager, 31313 Northwestern, Suite 206, Farmington Hills, MI 48018.
An Equal Opportunity Employer

RECEPTIONIST
Major brokerage firm in downtown Birmingham has immediate opening for a full time receptionist. Responsibilities include: light filing, typing & other general office duties. Contact Linda Burk, Monday-Friday, 9-5 pm: 540-3200
SHEARSON LEHMAN HUTTON
An Equal Opportunity Employer

RECEPTIONIST
Data processing consulting firm in Troy has an immediate opening for an entry level receptionist. Qualified applicant must have excellent telephone skills and some computer experience. Please, send resume or call - Judy Thomas, Sirco Enterprises, Inc., 2265 Livernois, Suite 100, Troy, MI 48083. 362-2200
An Equal Opportunity Employer

RECEPTIONIST/
Switchboard Operator
Westland manufacturing operation is looking for a receptionist/switchboard operator. Rolm telephone system. Light typing/word processing. Pleasant office environment. Excellent fringe benefits. Send resume to: Interlock Corp.,
1770 Marie St., Westland, MI 48185, Attention Personnel

RECEPTIONIST
An opportunity is available with a Birmingham residential builder & property management firm. This individual should have good typing & telephone skills & have the ability to handle a variety of general office duties. Send resume or call 642-8688
BENEICKE & KRUE
DEVELOPMENT CORP.
1600 No. WOODWARD AVE.
BIRMINGHAM, MI 48009

RECEPTIONIST/Secretary. A growing rehab agency seeking mature, dependable individual with pleasant professional manner & excellent phone & organizational skills. Good typing & word processing (Word Perfect) a plus. Excellent benefits. Non smoking office. Send resume to: Betty Toton, Office Manager, Rehabilitation Network, 28275 Northwestern Hwy., Suite 208, Southfield, MI 48034.

RECEPTIONIST
Actively seeking a receptionist for a large well established Livonia company. Professional attitude and good organizational skills a plus.

ARBOR TEMPS
459-1166

RECEPTIONIST/SWITCHBOARD OPERATOR
Downtown Detroit-based firm seeks a well-organized, dependable individual for an entry-level position. Qualified candidates must be courteous & business-like, with excellent phone skills. Switchboard Operator experience helpful but not necessary. Excellent opportunity for advancement in our growing company. This position is full-time with a complete benefit package. Please send resume to:
Switchboard Operator
P.O. Box 779,
Detroit, MI. 48231

RECEPTIONIST
Full time entry level position available immediately in rapidly growing computer company located in Farmington Hills. This individual should possess a good speaking voice, excellent phone manner, and a professional appearance. Experience in receptionist position desired. If this is the opportunity you have been looking for, call or send resume, in confidence, to:
Patty Giorgio
ParaData Computer Network, Inc.
37525 Interchange Dr.,
Farmington Hills MI 48331-3742
(313)478-8400
An Equal Opportunity Employer

Receptionists

Switchboard experience a +. Must type 30-40 wpm and have 1 yr. office experience. Short term assignments now available in Southfield area. Call us!

ENTECH
SERVICES, LTD.
737-1744

RECEPTIONIST for veterinary hospital in Rochester area, part time. Mature, professional, computer experience helpful. 852-3680

RECEPTIONIST, FULL-TIME
Birmingham Mortgage Company. Good compensation. Call Leonard, 646-4663

RECEPTIONIST/TYPIST-For 1 girl office in Southfield, must type accurately, be pleasant & personable. Salary & blue cross. Call Mr Adell or Mr. Davis, 356-8400

### 504 Help Wanted Office-Clerical

RECEPTIONIST - national distributor of gifts & novelties is seeking receptionist, experience a plus. Call & ask for Mr. Altman 541-1140

RECEPTIONIST/SECRETARY
Typing 50 wpm., dependable, organized. Basic word processing helpful. Call 569-0100.

RECEPTIONIST - mature. Answer phones, light typing, computer knowledge helpful, will train. Farmington Hills. Call Nancy. 471-5480

RECEPTIONIST. Will train. Podiatry office. Mon. and Sat. mornings. Must type well. Good advancement potential. Southfield, 569-9920

RECEPTIONIST/CLERICAL
full time, phone skills, dependable, organized, typing 50 wpm. Troy. 649-6330

RECEPTIONIST/GENERAL OFFICE - Bloomfield Hills area, must have excellent telephone manner, good spelling, typing & organizational skills, call 258-0200

RECEPTIONISTS
2 Part time positions available for Birmingham Hair Salon, Wed., Thurs. & Fri. Evenings, 3pm-9pm. Also available Sat., 8:30am-5pm. 540-3262

RECEPTIONISTS (7) for major advertising agency. Type 45-60 accurate. Some data entry helpful. Must work well under pressure, excellent growth opportunity. Call Margaret at Uniforce 646-8501

RECEPTIONIST
Full time position with busy Troy publishing company. Outgoing personality & good telephone skills needed. Duties include sorting mail & some typing. Send resume to: Betty Nolan, Performance Resource Press, 2145 Crooks Rd, Suite 103, Troy MI 48084.

RECEPTIONIST NEEDED
Immediate opening in small downtown Birmingham office. Salary starts at $12,000 annually & applicant must be a HS graduate. Good typing skills & phone voice a must. Please send resume to: 255 E. Brown St., Suite 110, Birmingham, MI 48009 Attention: Deborah.

RECEPTIONIST
SWITCHBOARD

2 part-time openings in Troy. 8am-1pm or 12 noon-5pm. Light typing. Open immediately.

TEMPORARY SOLUTIONS
Birmingham 645-0900

RECEPTIONIST
Moeller Manufacturing a leading company in Livonia is looking for a full time person with good typing skills & a pleasant voice. We offer good pay, Blue Cross & Blue Shield & profit sharing. If you would like to become part of a winning team please call Mr. Lee 591-6222

RECEPTIONIST—REAL ESTATE
Beautiful new Birmingham office specializing in up-scale residential properties. Professional attitude and pleasant personality needed for busy atmosphere. Exceptional phone and good typing skills necessary. Must be dependable and self-motivated. Ask for Jenifer!

HANNETT, INC.
REALTORS
646-6200

Receptionist
Growing and dynamic manufacturing company has full-time position with excellent benefits available for a reliable skilled receptionist with professional telephone manner. Responsibilities also include light typing, filing, travel arrangements and a variety of general duties. Good front office appearance a must. Apply in person, Mon. thru Fri. 8-11am at
29199 Orchard Lake Rd.
Farmington Hills

RECEPTIONIST
Your first rate communication skills, personality & previous phone experience can lead to a permanent position in this Bloomfield Hills headquarters. Typing of 50wpm & office experience is a must.

ONYX
356-6699
(Friday Pay the ONYX Way)

SALESPERSON
for order processing. Westside area. Call between 8:30 & 4 PM. 278-9500

SALES SECRETARY for a fast paced automotive supplier. Phone skills, typing, word processing & organizational skills, a Must. Light bookkeeping background, a Plus. Send resume & salary requirements to: 6420 Farmington Rd., Ste.-108, W Bloomfield, MI. 48322

SALES SECRETARY
Sharp individual with initiative and excellent secretarial 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

SALES SECRETARY
Temporary (3-4 months) full time position to fill in for maternity leave. Typing, filing, answering busy phones. Will be trained on computer. Ideal for person returning to work force. May lead to permanent position. Please call for an appointment, Linda Melville, GSE Inc., 23840 Research Dr., Farmington Hills, MI 48024. 476-7875

$ECRETARIE$
Work for major auto company. Word processing helpful, but will train qualified applicants. Various locations and hours available.
PARTNERS IN PLACEMENT
474-8500

SECRERTARY
Wanted for Southfield law firm. General negligence experience necessary. Salary commensurate with experience. Benefits. 559-4210

SECRETARIAL/ GENERAL OFFICE

Temporary full-time Secretary needed for manufacturing facility located in Novi, MI. Assignment will last approximately 6 to 9 mos. and requires varied secretarial and general office skill. Full benefits.

347-7372
9am-5pm

SECRETARIAL
Light duties. 40 hours a week. Birmingham office. 1 year experience & good references required. $3.50 hr. Call 647-6210

SECRETARIES
Exciting permanent position in progressive service company. Must have excellent communication skills, phone manner & proof reading. 6 months experience is necessary on an IBM PC using WordStar.

NEW BIRMINGHAM OPENING for secretary with WANG experience or training. Must be dependable & able to progress quickly. Fast pay increases & excellent benefits.

ONYX
356-6699
(Friday Pay the ONYX Way)

SECRETARIES
TYPISTS

Christmas will be here sooner than you think. We have Top Paying Temporary Jobs with Top Companies. Don't Delay - Call Today!

TEMPORARY SOLUTIONS
646-0900

SECRETARY/ADMINISTRATOR
Evenings &/or weekends. Required: Computer, secretarial, accounting, writing, typing, degreed, upper quartile. Non-smoker, permanent at will contract. Respond: President, 16827 W. 12 Mile Rd., Suite 300, Southfield MI 48076

### 504 Help Wanted Office-Clerical

SECRETARY/
ADMINISTRATIVE ASSISTANT
for a small, but growing office in the Square Lake/Telegraph area. Applicant must be commited to a healthy lifestyle. Word processing skills required, experience with DisplayWrite 4 helpful. Salary range - $18 to $20,000. Call:
THE WELLNESS GROUP, 338-1870

SECRETARY/ADMINISTRATIVE Assistant for Southfield real estate co. Applicant must be a self-starter, organized & able to format & type business correspondence. Good telephone & filing skills required. Send resume & salary requirements to: Box 388, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Are you looking for an interesting position with a challenge? If you are a good typist, personable & enjoy variety, call us. Birmingham location. Full time. Entry level with benefits. 647-5789
An Equal Opportunity Employer

SECRETARY, Birmingham CPA firm needs secretary possessing the following skills, typing, phones, filing, word processing. Send resume with salary requirements to: Porvin & Tobes P.C., 30600 Telegraph Rd. Suite 3150, Birmingham, MI. 48010

SECRETARY/BOOKKEEPING - Computer and general office duties. Full time, 8-4.30pm, fringes. Redford area. 535-5550

SECRETARY/BOOKKEEPER
Executive assistant. Interesting challenging work. Full or part time. Call. 489-8558

SECRETARY
Experienced secretary needed with word processing skills of 70 plus WPM, pleasant phone manner, good spelling & grammar required. No shorthand necessary. Salary based on ability. Resumes only. The Creative Group, 31800 Northwestern Highway, Suite 380, Farmington Hills, Mich. 48018

SECRETARY
Fairlane Health Services Corp., a subsidiary of Henry Ford Health Care Corp., is looking for a full-time Secretary with strong organizational skills, Word Processing knowledge & a professional image. Typing: 60 WPM, WordPerfect knowledge preferred. Good pay & benefits. Send resume to: P. Nunez, Fairlane Health Services Corp., 31780 Telegraph Rd., Birmingham, MI. 48010.
An Equal Opportunity Employer

SECRETARY-Farmington CPA firm seeking experienced typist. Full/part time. Computer knowledge helpful. Call, 471-7890

SECRETARY - for Farmington CPA. Excellent typing, word processing, communication, & grammar skills required. 478-7440

SECRETARY FOR LAW OFFICE
Full time.
13 Mile & Telegraph area.
258-5959

SECRETARY for Southfield law office, full & part position, no experience required. Word processing & typing skills desired, 557-6200

SECRETARY FOR SALES OFFICE
Good clerical & communications skills required. Mrs. Friedmann, 399-8833

SECRETARY - for busy, friendly commerical Real Estate office in Southfield. Typing - 70 wpm. 3 years office experience, need a detail oriented person, with computer experience, 353-9494

SECRETARY for major entertainment co. in Southfield area. Full time, benefits. Office experience required. Bill 559-4544

SECRETARY
For Manufacturers Rep. fulltime, 8.30AM-5PM. Duties include: typing, word processing, filing, phones, computer helpful. Salary commensurate with experience. Please respond to: P.O. Box 275, Northville, Mich., 48167

SECRETARY, full time, wanted for small law office in Birmingham. Some legal experience required. 647-5530

SECRETARY - Full time position for a Rochester sales office. Must possess good office skills. Please send resume to: Box 350, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY- Growing company seeks word processing, computer, phone skills. WordPerfect helpful or will train. Non smoker. Resume: TWI Int'l., 7001 Orchard Lake Rd., #420C, W. Bloomfield, MI. 48322

SECRETARY

Guardian Industries, a dynamic multi-national corporation has created a new opportunity for an experienced Secretary on its corporate staff. In this position, you'll be responsible for a wide variety of administrative and clerical projects. Outstanding organizational skills are required. Prior Word Perfect experience is a plus.

Guardian offers a competitive compensation and employee benefit package. Interested applicants should forward a resume to:

Robert Merrick
GUARDIAN INDUSTRIES
43043 W. 9 Mile
Northville, MI., 48167

SECRETARY
Major trade association based in Southfield seeks experienced Secretary for its Accounting Dept. with 2 years secretarial experience. Accurate typing (55 wpm), shorthand (80 wpm) and strong statistical typing skills required. Accounting experience desired. Excellent benefit package. Send resume to:
HUMAN RESOURCES
P. O. Box 5210
Detroit, MI 48235

SECRETARY - Mature person with good office skills for full time position in Southfield. Full benefits. Send resume to: Box 384, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY-Minimum 3 yr office experience. Ability to type 50-60 wpm accurately. A working knowledge of the word processor is required. The position is temporary 2-3 months. Please call or send resume to: Ghafari Assoc. Inc, 14147 Farmington Rd., Livonia MI 48154. 421-3900 An Equal Opportunity Employer

SECRETARY
Needed for bankruptcy/corporate attorney. Excellent skills with Word Processing experience preferred. Please send resume to:
Personnel Manager
3000 Town Center, Suite 1700
Southfield, MI 48075

SECRETARY/Office Manager/Receptionist - For law office in Woodward/9 Mile area. Will consider training candidate with good office skills. Salary negotiable. 541-0300

SECRETARY - Part time. Typing, filing, bookkeeping, word processing, experience necessary. 8-15hr per week. W.Bloomfield area. Call 9-5 255-0820

SECRETARY/PART TIME
Answer phones, typing and bookkeeping. Send letter/resume to: 23000 W. 8 Mile, Southfield, MI 48034. Attn: J. O'connor

SECRETARY- PART TIME
Mon. Wed. & Fri. Must have excellent organization & communication skills for regional office of Pier I Imports. Apply in person: 4100 N. Woodward Ave., Royal Oak.
An Equal Opportunity Employer

SECRETARY-PART TIME
IBM PC experience. Hrs. flexible. Rochester. Call 652-7806

SECRETARY, part time, excellent phone & typing skills. Call: Jewish Community Center.661-1000, ext 202

SECRETARY/RECEPTIONIST - typing, filing, word processing desireable. Excellent opportunity & benefits. Southfield, 354-4044

SECRETARY/RECEPTIONIST - Southfield area, full time. 569-3630

SECRETARY/RECEPTIONIST
for Southfield Law firm. Typing, filing & communication skills required. Salary commensurate with experience. Please call Jeannine 353-3800

SECRETARY/RECEPTIONIST
Wanted for new real estate office in Livonia. Flexible hours. 462-0822

SECRETARY/RECEPTIONIST, needed part time. Good typing & pleasant phone manners required. Please call Chuck Fast 349-1515

### 504 Help Wanted Office-Clerical

SECRETARY RECEPTIONIST
Farmington Hills brokerage firm seeks secretary/receptionist for busy office. Salary commensurate with experience. Possible advancement. Call Marilyn 737-2600

SECRETARY/RECEPTIONIST
Public Relations Agency in Livonia needs self starter with excellent typing & phone skills plus ability to work on numerous detailed projects at once. Benefits package. Send resume & salary history to Box #370, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST

New CPA firm, 12 Mile, Telegraph area, looking for detail oriented individual with strong secretarial skills. Computer word processing experience preferred but willing to train. Excellent opportunity for growth. Salary commensurate with ability. Fringe benefits.

FOGEL & CO.
540-2700

SECRETARY/ RECEPTIONIST
Fast paced Bloomfield Hills firm has entry-level, full time position for quick learning, confident, non-smoking individual with excellent clerical skills. Must be able to handle a busy phone center and clerical duties with accuracy and ease. Send resume with salary expectations to: Box 378, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Duties include phone operator, typing, order entry preparation of shipping documents and other clerical duties. Experience required. Typing minimum of 55wpm. Full time position available immediately. Plymouth/Canton area. Call Ron 455-7755

SECRETARY/ RECEPTIONIST
This is not an easy job.
It's a GREAT job! You must type 80 wpm., like people, be accurate & care about your work. If you are all of the above - we need you.
Please call
399-5522

SECRETARY/
SALES CORRESPONDENT
Thermal Ceramics has a career opportunity for a Secretary/Sales Correspondent in our Plymouth, MI. (Detroit) sales office. Responsibilities include processing sales orders and inquiries via computer terminal; telephone contact with customers; customer service; inventory control; scheduling shipments; invoicing; performing related secretarial duties as assigned. IBM CRT experience preferred. 2-5 years experience and typing proficiency required. Must be detail oriented and possess good communication skills. Send resume in confidence to:
R.G. SEDORE
District Sales Manager
THERMAL CERAMICS
409 Plymouth Rd., Suite G
Plymouth, MI., 48170
Equal Opportunity Employer
Male/Female/Handicapped/Vet

SECRETARY
To sales staff. Salary & benefits. Excellent working conditions. 552-0800

SECRETARY/TYPIST
For small Southfield Law Firm. Familiarity with Xerox Memory Writer essential. Call 559-8774

SECRETARY WANTED
For general office work. Salary open depending upon experience ($5.60-$8.00). Benefits offered. Hours, 8.30AM-5PM. All State Insurance, 26647 Southfield Rd., Southfield. Ask for Mr. McRae 559-8000

SECRETARY/ WORD PROCESSOR
Needed for a long term assignment in Plymouth. Typing speed of 55 wpm with word processing programs. For interview, call:

ARBOR TEMPS
459-1166

SECRETARY ... for Troy Law Firm. Experience preferred but not necessary. 70 WPM typing. Word Processing knowledge desired. Proficient with Dictaphone. Non-smoking environment. 641-1800 ext. 100

SECRETARY
17,000
Growing construction company needs to add a Team Player with Word Processing to their happy staff. Good benefits & fee paid.
Call Marie - today, 353-2090
After 5 PM. Appointment Available
SNELLING & SNELLING

SERVICE DISPATCHER
We currently have an entry-level opening in our Service Dispatch operation. The individual we seek will be responsible for courteously receiving & processing Customer Service calls, scheduling service repair & keeping accurate records of all activities. Qualified candidates must assertive, detail-oriented & profess excellent communication, phone mannerisms & organizational skills. We will train qualified applicants. As an industrial leader, we are able to offer our employees a competitive compensation package that includes full fringe benefits. For immediate consideration, call Sharon Ewald, 261-2950
An Equal Opportunity Employer

SHIPPING & RECEIVING clerk, light typing required, full time position. Call for interview. Quality Controlled Electronics, Inc. 485-4242

SOUTHFIELD LAW FIRM
Secretary/Receptionist. Minimum 2 yrs. experience. Will train in word processing. Non-smoker.
Gary Eisenberg P.C.,
2000 Town Center, Suite 1780,
Southfield, Mich. 48075
357-3550

STEP INTO A CAREER
Fed up with positions that offer no room for growth? Our company offers temporary & permanent opportunities in all clerical areas. A position with us is a step into a career. To be considered for one of our unique opportunities, send resume with cover letter to: O/E Management Services. 1408 Allen Dr. Troy, MI. 48083

SWITCHBOARD/TYPIST
Data processing firm seeking articulate self starter for front office position. Responsibilities include switchboard, typing and secretarial support. Part time 12 noon-5PM. Full benefits. Send resume to: Secure Data Corp., Personnel Dept., 1080 W. Entrance Dr., Auburn Hills, MI., 48057.
An Equal Opportunity Employer

TELEPHONE SALES
Incoming telephone sales & light clerical. Hourly. Mon.-Fri. Some typing skills necessary. Will be trained on CRT. Need pleasant mature sounding person. 14/Middlebelt Area. Full time & afternoon part time. Call 855-9278

TELLER - PART TIME
Position open at our Northville office. Candidate must have good math, clerical skills & public contact experience. Previous teller experience required. Excellent starting salary with paid vacation. Apply in person 10am-3:00pm, Mon. thru Fri.
DETROIT FEDERAL SAVINGS
250 No. CENTER
An Equal Opportunity Employer

TRANSPORTATION CLERK
Great opportunity available for person interested in an entry level clerical position. Applicants should have excellent math skills and some office experience. This position offers an excellent benefit package. If interested and qualified apply in person:
FOODLAND DISTRIBUTORS
12701 Middlebelt Road
Livonia, Mich.

TYPIST/DATA ENTRY
Entry level opening for pleasant individual with accurate typing skills to work on IBM system 36. Well organized & ability to meet deadlines. Full time with benefits. Southfield location. Call Olga. 569-4300

TYPIST/RECEPTIONIST
For well established Farmington Hills manufacturer. Good fringes, regular hours. Call 553-7740
An Equal Opportunity Employer

### 504 Help Wanted Office-Clerical

TEMPORARY HELP SUPERVISOR
ONYX is Growing
If you have at least 6 months experience working for a temporary help service dealing in secretaries, typists, telemarketing or word processing, you can join a fast growing Southfield temporary & permanent services firm.

You will evaluate applicants, match them to current job openings, & assist in securing additional client companies. If you believe you have the courage, ambition, & confidence to excell, you could be the branch manager of the next ONYX office.

ONYX
356-6699

TYPIST/CLERICAL
Position, full time.
Min. 45 WPM. Novi.344-1611

WAREHOUSE HELP
Experienced Warehouse help needed at our Southfield location. Must have previous Hi-Lo driving experience. Full time position, excellent benefits. Send resume including salary requirements to: Attention: Personnel, P.O. Box 5091, Southfield, MI 48086

WORD PROCESSING
SECRETARIAL
Enroll in FREE job training and placement. Call Wayne Westland Community Schools for qualifications at
595-2314
An Equal Opportunity Employer

WORD PROCESSING/SECRETARY
We are looking for an intelligent, ambitious person for our upbeat, busy Birmingham office. Excellent typing skills necessary along with good grammar and proof reading skills. Salary commensurate with skills and experience.
Call Anne. 646-7701

WORD PROCESSING SECRETARY
Bloomfield Hills Executive Business facility has immediate opening. Work for busy executives in a challenging environment. Applicant must be mature with excellent Secretarial skills & DisplayWrite III experience. Lotus helpful. Send resume to: W.P., 7 W. Square Lake Rd., Bloomfield Hills, MI. 48013

WORD PROCESSORS
Troy & Southfield area company's are seeking motivated individuals with Word Perfect, Word Star or DisplayWriter experience. Long & short term assignments.
BENEFITS TOP PAY
Call today!
CONTEMPRA
TEMPORARY PERSONNEL
583-9500
Subsidiary of
Dorsey Business Schools

Word Processors Typists

If you have word processing or typing skills, we have positions available for you! FREE training is provided to qualified applicants. Call today for more information!

ENTECH
SERVICES, LTD.
377-4980

WORD PROCESSOR
For Birmingham Office. NBI and legal experience preferred. Send resume to: Mrs. Hartnett, 2020 Buhl Building, Detroit, Mich., 48226

WORD PROCESSOR
NOVI
Transcription/Secretarial duties, non-smoker only, superior spelling a necessity. Pleasant, outgoing manner for a busy medical/legal Novi office. Professional appearance, word processing/computer knowledge and telephone skills required. Send resume and salary requirements to: Box 362Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSORS
LEADING COMPANIES

Dynamic Troy area corporations are seeking highly motivated individuals with word processing and typing experience. Long and short term assignments available on various software packages, including Data General and Displaywrite. Specialized training will be provided to committed and dedicated professionals. If a positive and corporate environment appeals to you, and you type at least 45 wpm, call Shelly today!

ENTECH
SERVICES, LTD.
588-5610

### 505 Help Wanted Food-Beverage

SILVERMAN'S RESTAURANTS
NOW HIRING
DAY BUS HELP
($4.00 hour)
MIDNIGHT BUS HELP
(Shift Premium)
AFTERNOON BUS HELP
(Flexible Hours)
WAITSTAFF
EXPERIENCED
Afternoon shift or Midnight shift
COOKS
Afternoon shift, midnight shift,e excellent wage & benefits.
Apply at various locations:
LIVONIA (2), NOVI, WESTLAND, PLYMOUTH, GARDEN CITY
An Equal Opportunity Employer

ABOVE MARKET WAGES
- Wait Staff
- Kitchen Staff

Apply within, 10-8pm Mon. thru Fri., Joy Hall Manor, Joy Rd. 3 blks. E. of Middlebelt, behind Domino's

ALOHA YOGURT
& TREAT SHOPPE
NOW HIRING:
Day & Evening Counter Help
(Days): 588-4528 (Eves.)583-4814

APPLICATIONS being accepted for part-time Banquet Wait Persons. Farmington area. Call weekdays, 11am-2pm. 477-8050

ARBY'S

ARBY'S ROAST BEEF RESTAURANTS has immediate openings on all shifts. These are outstanding opportunities as we are willing & able to work around your schedule. Those over 18 are encouraged to apply. We offer

- Up to $5.50/hr. to start depending on location
- Rapid advancement with pay increases
- Paid breaks
- Paid vacation
- Discounted meals
- Free uniforms
- Flexible scheduling
- 401K retirement program
- Health & dental insurance
- Mangement opportunities

Please apply in person at
ARBY'S ROAST BEEF

27872 Novi Rd - 12 Oaks Mall
575 Ann Arbor Rd. - Plymouth
5066 N. Wayne Rd. - Westland

ASSISTANT Cook needed for days. Apply at Fingers Saloon, 25231 Telegraph, Tel-Ex Plaza, Southfield. Excellent hours. 353-3910

BUS PEOPLE
Seeking night bus persons for full service restaurant. Apply within:
330 MERRILL ST. RESTAURANT
330 Merrill St., Birmingham.

### 505 Help Wanted Food-Beverage

ASSISTANT MANAGER - evenings
COOK - part time.
For bar & grill in Farmington Hills. Call 477-7177

ATTENTION: Are you dependable, hard working, get along well with people? If you are, then you're what we're looking for. The Original Pancake House is now hiring full time bus persons. Great hours, pay & benefits. No experience necessary. Apply in person between 2-4pm at 19355 W 10 Mile, Southfield.

ATTENTION: Experienced Cooks - Worked for the rest, come work for the best! The Original Pancake House needs energetic, ambitious cooks to join our high quality team. Day hours, great pay plus benefits. Apply in person between 2-4pm at 19355 W. 10 Mile, Southfield.

BAKER'S SQUARE Restaurant and Bakery of Canton is now hiring for all positions. Days/nights, full or part time. We will pay the top wages in the area for the right people. Apply in person daily, 2-4pm., 5948 Sheldon Rd.
An Equal Opportunity Employer

BAKERS SQUARE now hiring:
COOKS-$6.50
SERVERS-$40-$100
CASHIERS-$5.00
Apply in person at the following locations: Oak Park-26660 Greenfield. Birmingham-825 Bowers St. Canton-5948 Sheldon Rd.

BAKERY SALES
Full-time/part-time Sales experience helpful but not necessary. Full-time - full benefits package. Apply in person, Mon. thru Sat. 9am-5pm.
Machus Pastry Shop
633 S. Adams, Birmingham
An Equal Opportunity Employer

BARTENDER - Male or Female wanted full and part time Redford Bowl, 22150 Grand River, 2 blocks west of Lahser. 531-2271

BARTENDERS
Apply within: Key West, 24230 W. Six Mile, one block west of Telegraph.

BARTENDERS
COCKTAIL SERVERS
BUS PERSONS
AM/PM SERVERS
BANQUET STAFF
MAIDS
Good salary and health benefits
Apply in person
HOLIDAY INN
(10 Mile at Grand River)
Farmington Hills

BARTENDERS, WAIT STAFF
& Bus Persons. Full & part time. Call Mon.-Fri., 9am-5pm
698-1234

BARTENDERS WANTED
Full or part time, no experience necessary. Must be attractive & work well with public. Call anytime & leave message. 427-4173

BARTENDERS
WAIT STAFF
BUS HELP
DISHWASHER
SALAD MAKER
Experienced! Apply in person, or send resume to: Mitch's, Inc., 4000 Cass Elizabeth, Pontiac, MI 48054

BATES HAMBURGER of Novi, up to $6/hour, all positions, all shifts, full/part time. Retirees welcome. Apply with in; Grand River at Novi Rd.

BERKSHIRE HOTEL
28111 Telegraph, Southfield
Now hiring banquet and room service personnel. We offer excellent benefits and wages. Please apply in person between the hours of 9-4pm., Mon. thru Fri. No phone calls

BILL KNAPP'S
corner of Orchard Lake Rd.
& 12 Mile is now hiring
DISHWASHER - Noon Time
Good pay with excellent benefits. No experience neccessary for we have our own training program. Apply in person, anytime, between 9am-9:30pm, ask for Jerry or Mike
553-4822

BUDDY'S
NOW HIRING!
KITCHEN - BARTENDERS
WAIT STAFF - CARRY-OUT
HOST/HOSTESS - BUSSERS
Flexible work schedule. Excellent wages & working conditions. Apply BUDDY'S, Farmington Hills (Northwestern & Middlebelt)

BUS PERSONS
Nights, full or part time.
Alexander The Great
34733 Warren, Westland

BUS PERSON & VALET PARKING ATTENDANT for the Round Table Club. Call 453-1832.

CASHIERS & KITCHEN HELP WANTED - Flexible hours in fast paced deli. Apply before 11AM or after 2PM. Plaza Deli, 29145 Northwestern Highway at 12 Mile, Southfield

CHEF
Experienced in Daily Specials. References. For appointment, call:
Sandi: 682-1816
send resume to: Mitch's, Inc., 4000 Cass Elizabeth, Pontiac, MI 48054

CHI CHI'S
MEXICAN RESTAURANT
OF LIVONIA
NOW HIRING

- Buspersons
- Host/Hostesses
- Waitstaff
- Cocktail Servers
- Bartenders & Bar Buspersons
- I.D. Checkers
- Line Cooks
- Dishwashers
- Cold & Hot Food preparation

Day & Night - Full & Part Time
Flexible Hours
Apply in person - corner of Schoolcraft (I-96)
A FUN PLACE TO WORK!!

COOK - A fast paced deli is looking for experienced counter person. Apply in person: Deli Unique, 25290 Greenfield, Oak Park, 1 blk. N of 10 Mile. 967-3999

COOK
BUS PERSON
WAITER/WAITRESS
SALAD BAR PERSON
Full & Part Time/Days or Afternoons. Students or homemakers welcome, flexible hours. Competitive wages, benefits. Apply in person:
LIVONIA BIG BOY
Plymouth & Farmington Rds.
421-4349

COOK - Day Busperson, Dishwasher. Full time. Apply in person, La Bordeau Restaurant. 30325 W. 6 mile, Livonia.

COOK
Full time, Sun thru Thurs, 8.30am-5.30pm. Contact Tim. 459-3891

COOK
Full time - $5.50/$6.25 per hour starting. Apply in person The Box Bar & Grill, 777 W Ann Arbor Trail, Plymouth, see Chip

COOK-NIGHTS-Full or part time, Mon-Fri, no weekends. Easy Menu-light experience, will train. Apply: Fingers Salon, 25231 Telegraph, Southfield, Tel-Ex Plaza. 353-3910

COOK
Part time position, weekend & vacation relief for senior citizen complex. Experience required. Good working conditions. Contact Mr. Hazlett
Franklin Club Apts
28301 FRANKLIN RD.
SOUTHFIELD
353-2057

COOK POSITION AVAILABLE- experience preferred but willing to train. Apply at: Cleats, 46585 W. Michigan Ave., Canton, 483-5660

COOK
Residential childcare agency seeks individual to assist in food service dept. Experience required in quantity food preparation & production. Excellent working conditions & benefits. Send resume only to: Food Service Manager, MCHS, 26845 W 6 mile, Detroit, MI. 48240
An Equal Opportunity Employer

COOKS
Flexible hours, primarily days, good pay, benefits. Apply in person.
DIAMOND JIM BRADY'S
10½ Mile & Evergreen,
or call Mary or Tom, 352-6780

### 505 Help Wanted Food-Beverage

The Midwest's Finest Family Restaurant Needs The Midwest's Finest Manager Trainees!

We are looking for career-minded individuals to enter our Food Production Manager Training Program.

If you:
- Have previous management experience or
- Have demonstrated leadership abilities

We'd like to meet you. Upon qualification, we offer a complete benefit program including:
- Immediate medical insurance
- Paid vacations
- Profit sharing
- Education Reimbursement...and a lot more.

Please send a resume or letter of interest to

Bill Knapp's.

Attn: Product Mgr. Recruiting
110 Knapp Dr. Battle Creek, MI 49015

WANTED

* DESCRIPTION *
Hardworking individuals who are neat, courteous, dependable, and who enjoy working with and serving others. Full-Time and Part-Time positions available for days, evenings and weekends.

* REWARD *
Training, competitive pay, flexible hours, meal benefits and an opportunity to grow with the company.

APPLY IN PERSON ONLY
At The Sveden House

31530 GRAND RIVER between the Hours of 9:00 AM & 5:30 PM