504 Help Wanted Office-Clerical

RECEPTIONIST/SWITCHBOARD
Airline seeking mature, dependable person with pleasant personality and professional appearance. Must have general office experience and maximum 55wpm. Apply to:
Director, Administration
Trans Continental Airlines
838 Willow Run Airport
Ypsilanti, MI 48198

RECEPTIONIST
Busy Farmington Hills office needs a Receptionist for it's corporate headquarters. Responsibilities include answering phones, greeting visitors and other related duties. This position requires an organized and professional individual. We offer a competitive benefit program and competitive compensation. 653-8260

RECEPTIONIST
Southfield company needs a receptionist to greet & interview job applicants as well as perform clerical duties such as typing. This is an exciting position in a busy office. For appointment call Arlene at 357-6406

RECEPTIONIST
GREET THE CELEBRITIES
Use your great personality, good skills and 1 to 2 years experience to greet the celebrities from point point. Meet & greet VIP's in the recording industry. Fast paced busy position. Call Today.
ALL FEES COMPANY PAID
PERMANENT STAFF
SOUTHFIELD 353-0505

RECEPTIONISTS
Take the first step in your career path. We have several openings for experienced receptionists operating at good typing skills. Our clients are in Troy, Bloomfield Hills, & Southfield.
ALL FEES COMPANY PAID
CALL TODAY or send resume to
PERMANENT STAFF
911 W BIG BEAVER, SUITE 310
TROY, MI 48084
362-4004

RECEPTIONIST/SWITCHBOARD OPERATOR
Douglas & Lomason Company, a leading supplier to the domestic automotive industry, has a position available for a Receptionist/Switchboard Operator at its corporate office located in Farmington Hills. The successful candidate should possess an ability to handle a busy switchboard, greet visitors and applicants; type 45wpm; and have good clerical and communication skills. High school diploma or equivalent required. Interested candidates should send a resume or stop by the following address and complete an application:
DOUGLAS & LOMASON COMPANY
24800 Halwood Court
Farmington Hills, MI 48331-1508

REDFORD TWP. RECORDER'S OFFICE
CIVIL SERVICE COMMISSION
Applications are being accepted for the position of Clerk Typist Grade 4 in the Department of Public Works. The rate of pay is $4.34 per hour. Minimum requirements: Typing 35 wpm, completion of 30 years Education from High School or equivalent, four (4) years of responsible secretarial experience. A complete job description is available at the listed address. Apply in person at:
CIVIL SERVICE OFFICE
15145 Beech Daly Rd.
Redford, Mi. 48239
Only during the following time, 8 AM. - 4 PM., Mon. - Friday. Closing date is 4 PM., Fri., Oct. 28, 1988. Redford Twp., is an equal employment opportunity employer and is seeking qualified black and other minority applicants as well as, white applicants without regard to race.

SALES SUPPORT
Right candidate starts with a accounting for electronic distributor in Troy, Mr. Foster 261-5379

504 Help Wanted Office-Clerical

REGIONAL/BRANCH SECRETARY
• A major industrial electronic distributor has an administrative position available in our Livonia office. We are looking for a mature and highly motivated person who must have excellent organizational and communication skills. This position requires dealing with people on the executive level, typing 40 wpm or more, or skills a must. Responsibilities include: Negotiation of rents and personnel administration as well as payroll and purchasing responsibilities. This position is a challenge to those who can handle a diversified amount of tasks. Position offers competitive wages, excellent benefits and profit sharing. Only experienced persons need apply. Send resume in confidence to:
LAURA O'NEIL
Pioneer Standard Electronic
13485 Stamford
Livonia, MI 48150
An Equal Opportunity Employer

RESEARCH SECRETARY
Part Time
• Career Development Opportunity
• Excellent Benefits
• U. of M. Benefits
Department of Mechanical Engineering needs a half-time Research Secretary to work with one or two faculty members. Type proposals, manuscripts and work on a Macintosh computer including engineering text with technical equations, assist the faculty with telephone inquiries, library searches and data base work. Requires strong typing skills (at least 60 wpm), and good organizational and communication skills, and the ability to work independently with technical supervision.
Refer to job #A078-077M-C and send your resume to:
A. Meisels
THE UNIVERSITY OF MICHIGAN
1009 Dennison Bldg.
500 S. State St.
Ann Arbor, MI., 48109
A non-discriminatory, affirmative action employer

SALES SECRETARY
Sharp individual with initiative and excellent secretarial skills to work flexible hours for fast paced Southfield company. 55 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 SERVICES Administrator for automotive sales office in South-field. typing 60 wpm, detail oriented, good organizational skills. Administrates quotations and purchase orders. Sales communicate with customer service. Send resume and salary requirements to: 26600 Telegraph, Suite 109, Southfield, MI. 48034

SECRETARIAL HELP - needed 20 hours per week, flexible schedule. Typing, filing at construction from office, located near 11 Mile/Central Park Blvd., in Southfield. For interview contact: AJ Etkin Construction Co., Maureen Burns. 737-5600

SECRETARIAL POSITION open in a pleasant Troy office. Good math, typing and communication skills a must. Salary: $15,900 per year with benefit package. Resumes should be sent to: Personnel, Box 324, 32500 Concord Dr., Madison Heights, MI., 48071.

SECRETARIAL POSITION available immediately in regional church office. Self-motivated person with organizational & general secretarial skills including word processing. For more information call the Business Administrator. 835-9300

SECRETARIAL SKILLS
I need a dependable person with good typing & some word process-ing skills to complete a project that will take 1 to 2 months. If you do not have a resume, write a 1 page letter outlining your background. Reply to: Box 902, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARIES
Advertising Agency
Lintas:Campbell-Ewald, a major advertising agency located in Warren is looking for secretaries with 1 year experience. Qualified candidate must be able to type 60WPM and have word processing experience. Candidates may call for an application or send their resume to:
Ms Katherine A. Szisz
Clerical Recruiter
Lintas:Campbell-Ewald
30400 Van Dyke
Warren, MI 48093
874-3400
An Equal Opportunity Employer

SECRETARIAL - (Typing 55-60 accurate) for major advertising agency in Southfield, professional image a must. Free training will be given on Word Perfect, Display Write 3 & 4, (6-12 mos. office experience), $7.50-$8.50/hr. Call Betty or Uniforce 357-0641

SECRETARIES
WORD PROCESSORS
IMMEDIATE OPENINGS
TOP PAY
FLEXIBLE SHIFTS
CASH BONUSES
INSURANCE PROGRAM
SAME WEEK PAYCHECK
557-5700
SNELLING TEMPORARIES
NEVER A FEE

SECRETARY/ASSISTANT
For Substitute Teacher in Public Schools. 1/2 time position. Advanced proficiency in office practices, math, shorthand, word processing. Also excellent English skills, writing and spelling skills. Independence of action and follow-through are a must. Demonstrate initiative and flexibility in taking direction from several different administrators and administrative secretaries. Submit letter of interest by Nov. 1, 1988, to Dr. John Graham, Supervisor Of Personnel, Southfield Public Schools, 24661 Lahser Rd., Southfield, MI 48034.
An Equal Opportunity Employer

SECRETARY/BOOKKEEPER, shorthand, typing good telephone skills, & excellent personality. Live near Novi & Farmington. Send resume to F.E.I., 40030 Grand River, Bldg A, Suite 200, Novi MI 48150.

Secretary/Bookkeeper
TO $28K/FEE PAID
Proven secretarial background with experience in accounts receivable, accounts payable, trial balance, personal bookkeeping.
PERSONNEL SYSTEMS
761-5252 459-1166

SECRETARY/CLERICAL
Growing company has excellent opportunity in Marketing Dept. for a mature, organized individual. Must have good typing & telephone skills. Word processing skills desirable. Pleasant office, located near 11 Mile/Central Park Blvd., in Southfield. For interview contact: AJ Etkin Construction Co., Maureen Burns. 737-5600

SECRETARY/COMPUTER
Growing company is seeking a mature, self motivated individual with good communication & presentation. Must have data entry/word processing experience. Excellent benefits. If interested send resume to: Greg McMaster, 13042 Fairlane, Livonia, MI. 48150

SECRETARY
CPA firm in Tel/12 has openings for secretary with 1 year minimum experience. Skills should include 50wpm typing & word processing. Must be quick to learn & capable of meeting deadlines. Word Perfect skills a plus. Send resume to:
Auch Dept., Coles, Kopmeyer, Hoag & Co., 30100 Telegraph, Su. 222, Birmingham, MI., 48010.

SECRETARY
Dictaphoning, good spelling, Medical/vocational. Farmington hills area. Call Carolyn. 553-8958

SECRETARY
Entry level but with 70wpm accuracy. J & D Auto Auction & Recovery. Call 9:30-4:30, 837-0900

504 Help Wanted Office-Clerical

SECRETARY
Excellent skills required in typing(55+wpm), spelling, telephone etiquette and math for district manager's office located in Farmington Hills. Collection experience preferred but will be necessary. Organizational ability a must. Working knowledge of Lotus 1-2-3 a plus. Prior secretarial work experience necessary. We offer excellent company benefits. Submit resume to: Lynn Ginger, P.O.Box 697, Novi, MI 48050.

SECRETARY For Troy law firm, experience preferred but not necessary. 70 wpm typing, word processing desired, proficient with Dictaphone. Non smoking environment. 641-1800, ex 100.

SECRETARY-for small downtown-Detroit law office. Fast, accurate shorthand, typing, dictaphone required. Call 963-8427

SECRETARY for Administration Building. Interesting, diversified duties. Must be fast, accurate typist, 50-70wpm and shorthand or speed writing required. Competitive starting salary plus excellent fringe benefits. Send resume to: Alpena Jenck, Director of Public Schools, 550 W. Merrill, Birmingham, MI., 48012.

SECRETARY for small Bloomfield Hills law/firm. Full time. 258-4883

SECRETARY - for Manufacturers Bank. Shorthand & typing skills required. Prior experience. Send resume to: PO box 2210, Southfield, MI 48037-2210

SECRETARY for small Construction Co in Southfield. Major duties include typing, filing, phones, computer entry. Send resume to: Box 838 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - for technically oriented contract labor co. 1 girl office. Experienced word processing, typing, telephone, bookkeeping, payroll, insurance, hiring papers. Salary commensurate with experience. Send resume to: Department Director Services 31119 Northwestern Hwy., Farmingham, MI 48010. 646-4280

SECRETARY
Full time position. Must have experience in word processing and proficient hand. Contact Jim at Cals. Starcut Sales, Inc., 23461 Industrial Park Drive, Farmington 474-8300

SECRETARY-Full time needed for non-profit health agency. Good typing, telephone, word skills, excellent benefits. Salary commensurate with experience. Mature person non-smoker. Ask for Cindy, Southfield. 552-0480

SECRETARY
Full time for consulting Engineering firm. Typing, filing, telephone & other general office duties. Word processing experience necessary. Salary negotiable. Please send resume to: Jennifer Edwards, ZEL, Inc., 1159 E. Michigan Ave., Ypsilanti, MI., 48198.

SECRETARY - Immediate full time position for busy Southfield law office. Must have pleasant phone manners and organizational ability. Medical helpful. Salary based on skill typing. Hours 7:30 to 4pm. 356-2144

SECRETARY
Large professional development company needs bright, energetic individual with 1 or 2 years office experience. Typing, making travel arrangements, Word Processing experience helpful, but not necessary. Send resume to: Secretary, P. O. Box 5071, Southfield, MI. 48086

SECRETARY - Leading environmental consulting firm has an immediate opening for an experienced person. Must have good typing, word processing skills. Knowledge of Microsoft Word a definite plus. Duties will include: word processing of technical reports, proposals & reports, making travel & meeting arrangements, taking & recording accurate phone messages & general clerical duties. Salary commensurate for 12-15 professionals. This position requires a dependable self starter with excellent attitude, good skills, excellent interpersonal & telephone skills. Some overtime and occasional casual date, will be required. Salary commensurate with demonstrated skills & qualifications. Excellent company paid benefits package. Please send resume with salary requirements to: Personnel Manager, Clayton Environmental Consultant, 22375 Haggerty Rd., Novi, MI 48050. No phone calls please.
Equal Opportunity Employer M/F

SECRETARY-Looking for mature, responsible person to handle secretarial duties in our Livonia office. Part-time, could lead to full time. Contact Irene 397-3759

SECRETARY - Minimum 2 years experience for Southfield office. Take charge person to organize, coordinate & handle the work load of 3 managers. Minimum typing 50wpm, shorthand or speed writing helpful. 12:30-2:30, Wed., 8-4:30 Secretarial duties, accounts payable, and payroll. Washington Square Dialysis Center, 5205 McAuley Dr., Ypsilanti 434-4680

SECRETARY
Small manufacturing firm seeking ambitious individual for various office responsibilities. Typing & general bookkeeping experience helpful. Benefits. Send resume & salary requirements to:
Bernard Corp., 3275 Martin Road, Walled Lake, MI, 48088

SECRETARY
Southfield company needs an energetic, highly professional secretary, able to work long hours as needed, with administrative, bookkeeping, knowledge of computers/word processing, and strong organizational skills. Qualified applicants, please send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

SECRETARY
Southfield professional firm has immediate opening for an experienced professional secretary with excellent skills. Fast paced office with good mix of clerical/administrative duties and public contact. Starting salary to 20's with excellent potential. If interested please send resume and salary history in strictest confidence to Box 902 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
TO $18,000 FEE PAID
Top Executives of this suburban company are seeking a professional, outgoing individual with typing of 65 wpm, and word processing experience. Super benefits. Call Teri now 464-0909.
SNELLING & SNELLING

SECRETARY
Troy publishing co. needs experienced secretary with excellent typing and organizational skills. Send resume in confidence to: President, 2282 Livernois, Troy, MI., 48083.

SECRETARY - with good secretarial and word processing skills and some office experience. Immediate opening with national firm located in both new offices in Southfield. Pleasant working conditions and company paid benefits. Reply to: Box 586, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY with good typing & dictaphone experience. Good hourly rate Fee Paid.
Leonard & Assoc. 287-8020

SECRETARY
Word processing a must. 2 years experience. People skills. To $16,000. Benefits. Fee paid. Call 399-3450.
SNELLING & SNELLING

SECRETARY
$19,800 FEE PAID
Nationwide firm seeking your secretarial expertise of 2 years plus. Requirements are: typing 55 plus wpm, shorthand or speed writing 80 plus wpm, above average verbal and written communication skills and a professional presentation. Excellent benefits and growth potential. Call Mary at 464-0904.
SNELLING & SNELLING

SECRETARY - 2 attorney law firm, serves from Somerset Mall. Excellent salary & fringe benefits. Word Processing experience preferred. Knowledge of Paralegal training helpful. Mail resume to: Franklin G. Kortz, 3155 W. Big Beaver, Suite 100, Troy MI 48084.

504 Help Wanted Office-Clerical

SECRETARY
Lots of people contacts. Math aptitude and positive attitude a must. Some CRT experience helpful. Good typing skills 45-50 wpm. Please call Sue Harvey aho-hum on recent vacation. 258-5200 ext. 372
B and E Systems
200 E. Long Lake, Bloomfield Hills.

SECRETARY - MATURE
Royal Oak, Xerox 9700 Memory computer. Excellent spelling, clerical skills, $18K range. Paid Benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

SECRETARY
Must have 60-65 wpm, accurately, be experienced on IBM Displaywriter and exceptional with telephone communication. The job requires person with good attitude, who can work with relatively little direction. If interted, apply weekdays, 9-4 PM.
HANDLEMAN COMPANY
500 Kirts Blvd., Troy
First stop light N. of 15 Mile
Equal Opportunity Employer
Male/Female/Handicapped/Vet
An Affirmative Action

SECRETARY/OFFICE MANAGER
For growing Birmingham firm. Word processing experience helpful. $7-$8.50 per hr. 647-3310

SECRETARY - PART TIME
for Livonia based office. Must be organized and have pleasant personality. Duties include general office work, typing, and telephone skills. Some computer knowledge helpful but not necessary.
Call Ann 622-8235

SECRETARY - part time for small company. Real Estate experience not necessary but preferred, will train. 373-8009

SECRETARY - PART-TIME
Southfield firm has an immediate opening. Daily work schedule Mon. thru Fri. mornings, 8:30-12:30. Good typing, a Must - and P.C. experience a Plus. Respond to: P.O. Box 2020, Southfield, MI., 48037-2020.
An Equal Opportunity Employer

SECRETARY - part time. Dictaphone, good spelling, will train. 20 hours (entry level) 532-8958

SECRETARY
Part time position available for highly motivated individual to assist Construction Secretary. Must be detail-oriented and organized. Work-related knowledge a plus! Please Call Pam at 352-0532.

SECRETARY
PERMANENT PART TIME position available in Bloomfield Hills area. Good typing, Phone & organizational skills a must. Perfect for students. Call now!!

ENTECH
SERVICES, LTD.
737-1744

SECRETARY PLUS
Secretary needed with excellent typing skills, shorthand or speed writing, word processing, planning & organization for a busy modern office in Livonia. Pleasant working conditions. Salary commensurate with experience. Send resume to: Maureen Brennan, Hardees Food Systems, 32974 Schoolcraft Rd., Suite #207, Livonia, MI. 48152

SECRETARY/RECEPTIONIST
Typing & filing required. Benefits. Word processing desired. Benefits. Southfield Area. 354-4044

SECRETARY/RECEPTIONIST
for Southfield CPA Office. Data processing experience not necessary. Call Leah Belin 352-3350

SECRETARY - RECEPTIONIST
Competitive wages. Benefits.
Resume to: P.O. 43657 Port St., Plymouth, MI 48170 or phone 451-3300

SECRETARY/RECEPTIONIST
For fast growing CPA firm in Livonia. Excellent benefits package. Send resume to: Francis C. Barazzuol, Suite 100, 17199 Grand River Ave., Ste 100, Bloomfield, MI 48237.

SECRETARY - RECEPTIONIST for prestigious downtown art gallery. Excellent salary, benefits. Computer a plus. Non smoking office. 963-2350

SECRETARY/RECEPTIONIST
For Southfield law firm. Excellent Full time position. Send resume to: Box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CALL-IN TYPIST
Must be high school graduate with ability to type 50wpm. Word Perfect experience preferred. Send resumes: BRIGHTON HOSPITAL
12851 E. Grand River
Brighton, MI 48116
(313) 227-1211
An Equal Opportunity Employer

TYPIST - PART TIME days for non smoking office in the Telegraph/Grand River area.
Call between 9am-5pm: 535-5500

TYPIST
Part time, part time, Wednesday & Thursday. Fast, accurate, decendable Berkley area. 557-0014

TYPIST/RECEPTIONIST
Good typing & phone skills a must. After noons, 1-5 pm, Monday thru Friday. Southfield location. Call Mrs. Thomas: 355-5400

TYPISTS - for major fortune 500 company in Southfield. Type 55 wpm, 6-12 mos office experience & some word processing experience helpful. Will require free instructions on special equipment. 88-58/hr. Call Jane at Uniforce 646-7582

VETERINARY Receptionist/Assistant, full or part time. Must enjoy working with people as well as animals. Please fax out resume at: 410 N. Woodward, 2 blks N. of 13 Mile.

VOCATIONAL COLLEGE
Needs part time clerical person with excellent skills to assist in all aspects of placement activities. $5 per hour. Call Janet 564-7387

504 Help Wanted Office-Clerical

SECRETARY - 3 years experience with some word processing and telemarketing skills. Salary + Bonus. Call Mr. Hatau at 357-3448

SECRETARY-part-time. Experienced, with bookkeeping skills preferred. Farmington area. Flexible hours. Leave message. 652-3434

SENIOR SECRETARY
Southfield office of an international firm has an opportunity for an individual with excellent administrative skills and a minimum of 3 years secretarial experience. Must be self directed and be able to maintain a positive attitude in a fast paced environment. Requirements include, excellent typing 50 WPM, shorthand 80 WPM, outstanding organization skills and knowledge of Word Processing. Familiarity with Lotus preferred. Salary commensurate with experience. Excellent benefit package and pleasant work environment. Send resume to:
Senior Secretary
PO Box 2227, Southfield, 48037

SOUTHWEST AIRLINES
MARKETING SECRETARY
Immediate opening in Plymouth. Light typing. Fee paid. Written & verbal skills, type 55 s wpm, available to work some evenings & weekends. 2 to 3 years secretarial experience preferred. Excellent airline benefits package. Send resume to: Attention VLC, P O Box 36644, Dallas, TX 75235. 1-800-531-5601

STAT TYPIST - BIRMINGHAM
CPA firm, IBM Quietwriter PC. $17K range. Paid Benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

STEP INTO A CAREER
Fed up with temporary work? Put roots for growth? Our company offers temporary & permanent work opportunities at Detroit area. A position with us is a step into a career. Take a look, contact one of our unique opportunities, send resume with cover letter to: Cost Management Service, 1408 Allen Drive, Troy, Michigan 48083

SWITCHBOARD OPERATOR needed. Experience preferred for import dealership in Farmington. Hours approximately 48 hours per week. Call Mary Jo. 471-0044

SWITCHBOARD
OPERATOR/
RECEPTIONIST
Outgoing individual with switchboard/receptionist experience to work long or short term assignments in Southfield, Farmington Hills & surrounding areas.
Top Pay - Benefits - No Fee
TEMPORARY
RESOURCES
737-1711
Southfield • Livonia • Taylor
Troy • Ann Arbor • Farmington Hills

SWITCHBOARD OPERATOR/
CLERICAL ASSISTANT
Our client, an active Detroit Area Transportation Broker, has an immediate need for a person to handle Switchboard Operator/Clerical Assistant. If you possess a pleasant telephone manner and excellent clerical skills, this opportunity may be for you:
• 2 years proven skill handling a high volume, multiline PBX system.
• 2 General clerical experience, including filing, 10 key Calculator and light typing.
• Excellent written communication skills.
This opportunity is best suited for a mature and enthusiastic employee, who likes a fast paced and varied job. Outstanding salary, medical and dental benefits. Interested applicants should send resume and Salary History to:
Jamie E. Callaghan, Sr.
Callaghan & Assoc.
633 Lakepointe, Suite A
Birmingham, MI 48009
An Equal Opportunity Employer

TECHNICAL
SECRETARY
$14,000 FEE PAID
Suburban sales office has immediate opening for candidate with 3 years office experience. Good typing and word processing skills required. Pleasant surroundings. Call Debbie, 649-5900.
SNELLING & SNELLING

TELEPHONE RECEPTIONIST
Typing and filing required. Benefits. Apply: 9:00-11:30AM, 10725 Capitol, Detroit.

TEMPORARY HELP WORKS
NATIONAL TEMPORARY WEEK
Do you like flexibility, variety & freedom? Do you like a working plan, fits into your situation best? We have immediate openings for:
• Secretaries
• Word Processors
• Typists
• Switchboard Operators
• Receptionists
• Clerks
Call now for an appointment
Top Pay - Benefits - No Fee
TEMPORARY
RESOURCES
737-1711
Southfield • Livonia • Taylor
Troy • Ann Arbor • Farmington Hills

TOP DOLLAR for legal secretary with minimum 5 years litigation experience to work for managing partner in Bloomfield Hills law firm. Must have excellent typing and English skills, familiarity with Word Perfect preferred. Send resume to: Box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CALL-IN TYPIST
Must be high school graduate with ability to type 50wpm. Word Perfect experience preferred. Send resume: BRIGHTON HOSPITAL
12851 E. Grand River
Brighton, MI 48116
(313) 227-1211
An Equal Opportunity Employer

TYPIST - PART TIME days for non smoking office in the Telegraph/Grand River area.
Call between 9am-5pm: 535-5500

TYPIST
Part time, Wednesday & Thursday. Fast, accurate, decendable Berkley area. 557-0014

TYPIST/RECEPTIONIST
Good typing & phone skills a must. After noons, 1-5 pm, Monday thru Friday. Southfield location. Call Mrs. Thomas: 355-5400

TYPISTS - for major fortune 500 company in Southfield. Type 55 wpm, 6-12 mos office experience & some word processing experience helpful. Will require free instructions on special equipment. $6-$8/hr. Call Jane at Uniforce 646-7582

VETERINARY Receptionist/Assistant, full or part time. Must enjoy working with people as well as animals. Please fax out resume at: 410 N. Woodward, 2 blks N. of 13 Mile.

VOCATIONAL COLLEGE
Needs part time clerical person with excellent skills to assist in all aspects of placement activities. $5 per hour. Call Janet 564-7387

WAREHOUSE OPERATORS
Several immediate and on-going needs for experienced Wang Operators to work on-site at major automotive firm. Top wages for candidates possessing excellent overall clerical skills. Short and long term assignments available. Please call:
THE EMPLOYMENT CONNECTION
483-3900 or 425-3270

WEST BLOOMFIELD Health Club now hiring part time exceptional, right clerical, typing 4 plus, flexible hours, no weekends. Apply: Ask for Jo or Dan between 9am-6pm 841-5214

WORD PROCESSING OPERATOR
Entry level, Southfield firm. Typing 55 wpm, WordPerfect. Will train. Call Mary Galasso. 848-8300

WORD PROCESSING
SECRETARY
$21,500
Wonderful opportunity to capitalize on your good skills and experience. Join this famous company and enjoy all the advantages, beautiful offices, great benefits. Call Pat or Bernice, 353-2080.
After 5 PM, Appointments Available
SNELLING & SNELLING

WORD PROCESSOR
Entry level word processor for fast paced Southfield company. Experience and 80 wpm required. Machinish experience plus. Send resume to: P. O. Box 300, Southfield, MI 48037 or Call 353-3311, Ext. 217

504 Help Wanted Office-Clerical

WORD PROCESSOR
With Word Perfect experience preferred for Berkley professional firm. Must have excellent typing speed and transcription experience. General office & telephone background required. Computer literacy helpful. Pleasant working environment.

Call Mr. Kanners, Monday thru Friday, 9-4 pm 542-9161

WORD PROCESSOR
For Southfield CPA firm. Must have secretarial skills. Send resume to:
Word Processor
26877 Northwestern Hwy.
Suite 200, Southfield, MI 48034.

WORD PROCESSORS
Immediate positions. Word Star experience helpful. Full-time, Benefits. Livonia Law Firm. Send resume to: Box 876, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Word Processors
2 openings exists for Word Processors in Plymouth and Livonia. Word Perfect preferred/will train qualified individuals. For information, call:
ARBOR
TEMPS
459-1165

WORD PROCESSOR
SECOND SHIFT
NOW
5:00pm thru 1:30am schedule begins after 5 to 8 week day shift orientation. Transcription/secretarial duties, nonsmoker only, superior spelling a necessity. Pleasant, outgoing manner for a busy medical office. Professional appearance, word processing/computer knowledge. Send resume and salary requirements to Box 868Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR
SECOND SHIFT
5:00pm thru 1:30am schedule begins after 8 to 8 week day shift orientation. Transcription/secretarial duties, nonsmoker only, superior spelling a necessity. Pleasant, outgoing manner for a busy medical office. Professional appearance, word processing/computer knowledge. Send resume and salary requirements to Box 868Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSORS
MANDAYCROFT
We have long & short term temporary assignments in the Detroit area. Top pay, medical insurance increase, holiday pay & health insurance. Call for an appointment.
CORPORATE
PERSONNEL
SERVICES
DETROIT..... 965-0267
LIVONIA..... 478-1010

WORKING SUPERVISOR - Experienced on Nixdorf systems. Accounting resumes only. Contact Joyce Ban, 27400 Southfield Rd., Lathrup Village, MI 48076

CASHIERS
Highland Super Stores are immediately filling part time openings at our Southfield location. Job duties include: Cashiering, Deli duties, Phone contacts & requires good oral communication skills. Flexible schedule needed days & weekends. Please apply in person to:
Highland Super Stores
23381 Telegraph Rd.
Southfield, MI.
Equal Opportunity Employer M/F

$
Citation is an employment service specializing in long-term assignments. We have full & part time positions available.

HOURLY RATES
START AT $6 AN HR

We will assign you to positions that are:
• On-the-job-training
• Career opportunities
• Professional office environment

NO FEE -
CALL FOR FURTHER
INFORMATION
CITATION SERVICES
573-7188
Or send resume to:
29400 Van Dyke, Suite 310,
Warren MI 48093
An Equal Opportunity Employer

505 Help Wanted Food-Beverage

HELP WANTED - Restaurant Manager, Cooks, Pantry, Dishwashers, host/hostesses, Cashiers, Wait Staff, Bussers & Bartenders. Experience helpful but not required. All days & shifts available. Apply in person: Mon. thru Friday, 10am-4pm, Big 17123 Laurel Park Dr. Livonia (I-275 & I-96)
Equal Opportunity Employer M/F

ALBIE'S PASTY & SUB SHOPS
Join the winning team. Responsible, enthusiastic, mature people for full & part time assistant manager & crew positions in Southfield, Livonia & Westland locations. 722-7827

APPLICATIONS NOW being taken for Dishwashers & Wait Persons. Apply within: Moy's, 16625 Middlebelt, Livonia.

ASSISTANT COOK
Sun. thru Thurs. 9am-6.30pm
Contact Tim - 459-3691

Assistant Food Service Manager
Cook
Day & evening hours, competitive pay/bonus plan. Great advancement opportunity for self motivated person. Apply in person after 3.30pm
Happy Houses
33700 Ford Rd., Westland

ATTENTION
STUDENTS
Table busing positions now available. After school & weekend shifts. Apply Tally Hall, Mall office located on Orchard Lake Rd at 14 Mile or call 858-3444

ATTRACTIVE BAR Person wanted. The Night Cap Lounge. Will train. Call for interview between: 10am-3pm. 534-7591

AVAILABLE NOW!
PART-TIME Evenings & Weekends
All Positions. Apply: Burger King, 32700 Grand River, Farmington.

BAKER & ASSISTANT MANAGER
Mature, responsible baker & assistant manager. Apply in person: 1800 s Rochester Rd., Rochester Hills, Hamlin Square Plaza.

BANQUET COOK/BREAKFAST COOK
Must be neat in appearance, dependable & responsible. Apply in person: Mon-Fri, 9am-1pm, Ramada Inn Metro-Airport, 8270 Wickham Rd, Romulus, 48174

BANQUET MANAGER
At least 2 yrs experience of banquet & catering. Apply in person: Mon-Fri, 9am-4pm, Ramada Inn Metro-Airport, 8270 Wickham Rd. Romulus, 48174

BAR PERSONS & Wait Persons, full or part time. Livonia. Call Tues. or Fri. between 12 noon & 5pm
422-8290

BAR STAFF, WAIT STAFF & PIZZA MAKERS
Part time & full time. Nights & weekends. No experience necessary. Farmington Hills. Call 626-2422

BARTENDER - part time lunches, Mon thru Fri & part time weekends. Flexible schedule. Dakota Inn Rathalsden Farms 887-8722

BARTENDERS
COCKTAIL STAFF
JANITORIAL
Westland Lounge 326-7170

BUS PERSONS
All shifts available. Apply: Airport Inn, 550 sign up bonus. Must be dependable. We work around school schedules. Connor's, 8448 Telegraph. 278-1188

505 Help Wanted Food-Beverage

BARTENDERS - full & part time, days or evenings. Apply in person, Hungry Howie's, 6430 Telegraph at 13 Mile

BAR & WAIT STAFF WANTED
for an upscale nightclub, evening hours required. Experience preferred. Apply in person: Lo Jacks, downtown Detroit. For an interview contact Carmen at 965-2229

BARTENDER HAMBURGER of Novi, up to $6/hour, all positions, all shifts, full/part time. Refreshment income. Apply in: Grand River at Novi Rd.

BEHINGANS
Now hiring dishwashers, line cooks & prep cooks. Apply in person between 2-4pm, 40441 Ann Arbor Rd., Plymouth.

BUDDY'S/NORTHWESTERN
Now hiring all shifts
WAIT STAFF, KITCHEN
CARRY OUT, BUSSERS
DISHWASHERS
Excellent wages and working conditions. Apply: Buddy's, Northwestern & Middlebelt, Farmington Hills.

BUDDY'S PIZZA is now seeking part time Bus Persons, Hostess, Cashiers & Dishwashers. Experience not necessary. Apply in person at Buddy's Pizza - Livonia, 33605 Plymouth Rd., Livonia.

BUS HELP
needed immediately for day or night shifts, Sundays off, in fast paced deli. Apply in person.
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

BUS PERSON/PANTRY PERSON
Evenings. Apply in person 2-4PM Monday thru Friday. Red Timber's, 40330 Grand River Novi

BUSPERSONS - applications being accepted. All shifts. Apply in person only. Rams Horn, 20385 Middlebelt, Livonia.

BUS PERSONS & WAIT PERSONS
Experienced. Hours to suit.
Full time 11AM-1:30PM
Trails Restaurant, 4163 Orchard Lake Rd.

BUSSER - Lunch & Dinner
$7 an hour, in Plymouth
Call Randy, 453-1632

CASHIER
needed immediately for weekends or Sundays off, in fast paced deli.
Apply in person.
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

CASHIERS, COOKS & ASSISTANT MANAGERS
for a family Restaurant at Wonderland Mall, Livonia.
Call Craig Caruse, Mon.-Fri., 2pm-5pm 522-8388

CASHIERS & WAITSTAFF Please apply in person: Ease Bros. Bar & Grill, 31301 Telegraph & Plymouth Rd., Redford.

CHEF'S
ASSISTANTS
Due to recent expansion we have kitchen openings in our retail gourmet department. This is an excellent career opportunity to use your present culinary experience and improve your skills. $5.50 per hour to start with scheduled wage increases. For further information, please call
270-1295 or 270-1296
Mon. thru Fri., between 9-4pm
FARMER JACK
SUPERMARKETS

OLGA'S KITCHEN EXPRESS
Summit Place Mall. This is a New Digs Restaurant opening. Hiring Cooks, Cashiers, Bussers, Pay range up to $4.50 hr. Can go to $7. Full time, Part time, Flexible 32 hours per week daily between 11am-6pm

COOK HELPER - weekends Dishwasher, kitchen help. Good pay. Clancy's Bar & Grill, Farmington Hills.

COOK/DINNERTIMES - Full time. Top salary for experienced cook. Apply in person. 9am to 3pm. My Grandma's, 31945 Plymouth Rd., Livonia, 1 block W. of Inkster

COOK
Monday - Friday, 10 am - 3 pm
& Mike & Everyman. Call after 2 pm
Ask for Gary: 531-0300

COOKS & BUS PEOPLE
for days & afternoons. Excellent pay & working conditions. Golden Lantern, 33231 Five Mile.

COOKS
day shift, Mon. thru Fri. 40 hr. work week. Up to $7.50/hr. Apply between 2-4pm. Holiday Inn, Livonia Inn 33700 Ann Arbor Trail, Westland
427-5222

LES AUTEURS - An American Bistro, needs to fill the following positions: Cooks and Night Bartenders, Service Assistants. Excellent opportunity to learn & advance. Good benefits package & benefits available. Apply: Les Auteurs 222 Sherman Dr., Royal Oak 544-2887

LIGHT JANITORIAL
& DISHWASHING
Hours: 8 30AM-4PM, Mon-Fri No weekends, no holidays.
TOP PAY
Apply in person: Dogby Works, corner 13 Mile & Orchard Lake Rds.

LINE COOK - EXPERIENCED
Night work. Apply in person after 1:30pm. Coopers Arms, 306 Main St., Rochester

MCDONALDS OPENING SOON
M-59 & Crooks Rd. Now hiring all shifts. Flexible schedule. $4.25 per hour, free food. Call Kim anytime at 644-9247 or 558-4072

MICHAEL'S RESTAURANT & BAR
WAIT STAFF - Full Time
HOST PERSON - Full time
540-2444

MR. SPORTS of Farmington Hills now hiring enthusiastic bartenders & wait staff. Call Kim for an interview at 851-2990 or 534-7420

NIGHT COOK - Immediate opening, full time. Good working conditions. Nova Area. Please call Frank or Bridgette 348-4404

NIGHT PREP COOK
EVENING BUS PERSON
DAY & NIGHT HOST
NIGHT DISHWASHER & COOK
Opportunity advancement available. Apply in person:
O'Sheehan's, 35450 Grand River (at Drake).
or call 474-6444

NOW HIRING RESTAURANT HELP. Day and Night shifts, all positions. Must have experience. Apply in person. Insurance available. Uncle Sams Village Cafe, 3337 Greenfield, Dearborn

PASTRY CHEF
For The Round Table Club
in Plymouth
Call Randy 453-1632

PIZZA/ICE CREAM PARLOR in Farmington. Mon. - Sat. 10:00am-1:00pm or more. No experience necessary, $5 per hour 471-2200

PIZZERIA UNO
NOW HIRING
For a new restaurant in W. Bloomfield & Troy. Full time & part time positions available. Apply in person Mon. thru Fri. 9-4pm at 6745 Orchard Lake Rd.

RADISSON PLAZA HOTEL
at Tomcentar in Southfield is now accepting applications for full time Restaurant positions & bus persons. Must be able