504 Help Wanted Office-Clerical

IMMEDIATE OPENINGS

Kelly Services is in need of Data Entry Operators for both long and short term assignments. You must be fast and accurate and have familiarity with any keyboard style.

For more information, please call:

Troy 362-1180
295 Kirts Blvd.
Suite 100
Troy, MI 48084

KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

Insurance-Experienced Only AGENCY POSITIONS
Southfield • Livonia • Troy
Detroit • Dearborn • Farmington
Coordinator • Underwriter
CSR's-Marketing-Claims-Rating
CONCORD PERSONNEL
22500 Middlebelt Rd. 478-2200

Kelly HAS ASSIGNMENTS FOR:
Word Processing Operators (all models)
Experienced Data Entry Operators
Secretaries (shorthand/dictaphone)
Typists (40 wpm+)
Switchboard Operators
Receptionists

If you qualify for any of these, want temporary work, are available for an 8 hour day, Monday - Friday -- WE NEED YOU!

Farmington Hills
37000 Grand River Ave.
(at Halsted)
471-2050

KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

KEYPUNCH OPERATORS
Thetford service bureau. Experience required. Full or part-time. Days or evenings. 937-1180

504 Help Wanted Office-Clerical

KEYPUNCH OPERATORS
We are looking for 10 experienced operators to fill immediate openings due to our day and afternoon shifts. Join us in our Livonia location. Don't miss this great opportunity!
INDATA CORP. 422-8002

LEARN Word Processing or Lotus, 1 on 1 training, excellent instructors. Birmingham or Downriver locations. PC Tutors, Inc., 284-6652.

LEGAL ASSISTANTS
Solid corporate Paralegal experience is being sought by this locally headquartered national firm. A four year degree, along with three to four years experience is desired. This is an extremely well-managed, growth-oriented, mainframe client. Superb benefits included: bonus and stock options. To $25,000.

LEGAL SECRETARY
Enthusiastic secretary with good shorthand experience is needed by this small practice. Should have front office experience. WP skills on WANG. To $18,500.
Many, many others to choose from. Contact us for details.

PERSONNEL AT LAW
3000 TOWN CENTER, SUITE 2580
SOUTHFIELD, MI. 48075
358-5050

ONE KENNEDY SQUARE, Ste. 1533
DETROIT, MI. 48226
964-2909

LEGAL SECRETARY/TRAINEE
for law firm in Troy. Must type 50wpm. Send resume to Sandi, 1189 W Long Lake, Troy, MI. 48098

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE Agency for Legal Careers.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY
For plaintiff's personal injury attorney. Experienced plus IBM/PC WordPerfect. Southfield. 355-1555

504 Help Wanted Office-Clerical

LEGAL SECRETARY - Birmingham law firm seeks experienced, self motivated individual with domestic relations experience. Word Perfect, Dictaphone. Pleasant working environment. Salary commensurate with experience. Call Fran 258-4000

LEGAL SECRETARY
Defense litigation office, of major insurance company, seeks candidate with minimum 2 years related experience. Trying Tort/Personal Injury preferred. Word processing skills a plus. Flexible hours available including dental. Salary commensurate with experience. Re-locating to I-275 corridor.

For confidential consideration send resume and salary requirements to:
Gary R. Schwitzer Esq.
Citizens Insurance Co. Of America
33 W. Huron, Ste. 300
Pontiac, MI. 48058
Equal Opportunity Employer M/F

LEGAL SECRETARY
Experience in Wordperfect & Personal Injury/litigation. Hours negotiable. Ask for Mark 737-8400

LEGAL SECRETARY • for 5 member downtown Birmingham law firm. Requires experience in general litigation, shorthand, word processors, & excellent typing skills. Pensing provided. Call 647-6700

LEGAL SECRETARY - For 2 attorneys practicing in Southfield. Salary commensurate with experience. Call Mr. Abbott. 354-6400

LEGAL SECRETARY-BIRMINGHAM
Litigation and word processing experience required. Salary negotiable. Call Margaret 642-1611

LEGAL SECRETARY
for Southfield defense firm. Word processing experience necessary. Call 355-4141

LEGAL SECRETARY
Top skills needed for high pay position with 5 attorney Farmington Hills Law Firm. Call 851-6770

LEGAL SECRETARY for Troy law office. Experience required. Word processing & District Court practice experience helpful. Salary commensurate with ability. 643-4444

LEGAL SECRETARY
Need energetic person for fast paced Southfield law firm. Work with two people in pleasant surroundings. Call 355-4800

LEGAL SECRETARY
needed for busy Birmingham law office. Full-time. Non-smoker. Executive Word Processing experience necessary. WordPerfect experience preferred. 75-80 WPM typing speed. Medical benefits provided. Please call Julie Tigani. 642-6642

LEGAL SECRETARY/Office Manager. 2 years litigation experience. Excellent organizational skills, 65+ wpm, familiar with IBM systems & WordPerfect program. Salary plus benefits. Send resume: Law Office, 17515 W. 9 Mile Rd., Suite 755, Southfield, MI. 48075. Attn: Lynn.

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARY for medium sized Southfield law office. Word processing necessary. Minimum 3 years legal experience. Excellent working conditions. Call Evelyn at 262-1600

MANPOWER
Has positions available for general clerical, switchboard, typist and word processing secretary. Call for appt.
MANPOWER 462-0024
37625 Ann Arbor Rd. Suite 109, Livonia

504 Help Wanted Office-Clerical

MEDICAL OFFICE EMPLOYEES
We are looking for qualified individuals to work as:
- Hospital/Physician Billers
- Medical Transcriptionists
- Typists
- Medical Secretaries
- Collectors

For more information, please call:
TEMPRO
24100 Southfield Rd.,
Suite 310
Southfield, MI. 48075
443-5590

MEMBER SERVICES
Growing Dental Plan looking for the right person with excellent telephone skills. Position requires: pleasant personality and willingness to assist and service subscribers and providers. Dental background required. Please send resume to: Personnel, 2000 Town Center, Suite 2200, Southfield, Mich., 48075

MERRY CHRISTMAS
Now is the time to earn money for holiday gifts. We have a variety of seasonal clerical jobs available. Sign up today and start tomorrow. 569-2000

NATIONAL RESEARCH company needs outgoing person who enjoys working with people. No experience necessary. Will train. 10 Mile & Southfield, Mich. Call Mornings, 9am-11am Only, ask for Ms. Moore. 569-0444

OFFICE ASSISTANT
Immediate opening at Bloomfield Hills Architectural Firm. Production directional duties. Minimum 50 WPM, 1 yr. word processing experience required. Send resume to: Office Manager, P. O. Box 289, Bloomfield Hills, MI., 48303-0289.
An Equal Opportunity Employer

OFFICE CLERICAL
Person to process work order, invoice for small paper department. Farmington Hills area.
Call Judy. 855-1604

OFFICE CLERICAL - full-time, 40 hours. Benefits. Some computer, telephone answering, filing, etc. Redford. Call Marcia 531-2340

OFFICE CLERK
Immediate full time position available with architectural/engineering firm for blueprints, deliveries & misc. office duties. Must have reliable transportation. $4 per hour plus mileage expense & benefits. Send resume to: Coquillard/Dunham/Peterson & Argenta, 3000 Town Center, Suite 815, Southfield, MI. 48075.
An Equal Opportunity Employer

OFFICE HELP - full or part time, general office experience desired. Call & leave message 427-0819

OFFICE HELP, part time, 8:30-12:30 Mon. thru Fri. Must type. Livonia area. Reply to Box 200, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE HELP. Person needed with average typing skills for growing company. Will train on all office procedures, no accounting necessary.
Call 261-8300

OFFICE MANAGER/Person Friday to President of small construction company. Need accounting and status 1,2,3 and word processing. Rochester area. Send resume to: Box 194, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE PERSON needed, light typing, phones, filing, some PC knowledge helpful. Call for appointment 533-9820

ONE (1) GIRL OFFICE
In Northville area is looking for a full-time Secretary. General duties; Word Processing, & Plus. Call for an interview at
349-1212 or 455-5880
Sat. & Sun. calls, O.K.

504 Help Wanted Office-Clerical

ORDER DESK/
CUSTOMER SERVICE
Farmington manufacturer has immediate opening in Sales Dept. for outgoing self-starter with excellent communication skills. Good with details & follow-thru. Requires 2 years in related position. Heavy customer contact, expediting & data entry. Computerized order entry background a plus. Please send resume to: Sales Dept., Aero Products, Inc., 25433 Industrial Park Dr., Farmington, MI. 48024.

PART-TIME/FLEX TIME
National firm has unique diversified position which requires outgoing personality, good communication & record keeping skills. Establish your own work at home. Call 661-7832

PAYROLL CLERK
PART TIME
To provide assistance in the Finance Department. Must be detail oriented and have at least 1 year related experience. You must also have payroll tax knowledge. Please submit resume to: Attn: Karen, 2000 Town Center - Suite 2200, Southfield, Mich., 48075

PAYROLL CLERK
Immediate opening for experienced Payroll Clerk. Position will be 25 hours per week, Mon. thru Fri., hours flexible to your needs between 8am & 2pm. Most Sundays required to process time cards. Will also perform general clerical duties in the payroll dept. For information and appointment, call:
270-1296
BORMANN INC.
Farmer Jack Supermarkets
An Equal Opportunity Employer

POLICE CLERK
City of Novi, salary $14,244 plus COLA and a comprehensive fringe benefit package. Typing speed 50 WPM and excellent general clerical skills and good working relationships with the public are required. Obtain and submit application by Dec. 5, 1988.
PERSONNEL DEPARTMENT
45175 W. 10 Mile Rd.
Novi, MI., 48050
An Equal Opportunity Employer

PART TIME
Full time for busy Farmington Hills accounting firm, experienced only. Ask for Karla at 851-3300

REAL ESTATE
CLOSING SECRETARY
Must familiar with all phases of processing and closing FHA, VA and Conventional residential transactions. Call D. A. Hardy for confidential interview.
CENTURY 21
Today 538-2000

RECEPTIONIST SECRETARY
PART TIME
Apply within
427-8420
552-6500

RECEPTIONIST-Part time, 3pm-6pm, Mon-Fri, 8am-1/noon, Saturday. Experience preferred but not necessary. 538-1606

RECEPTIONIST-Franklin salon, fashionable, personable with excellent phone skills. Full time, room for growth, hourly wage. 855-5458

RECEPTIONIST/SECRETARY
part time, flexible hours, immediate opening. Must type 50wpm. Phone & filing. Must have good math aptitude. Send resume to: Personnel, 210 E Gerard, Madison Hts, MI 48071

RECEPTIONIST
Full time for CPA firm. Telegraph & 10 key a plus. Accurate typist, pleasant phone voice, word processing helpful. 2-3 years office experience necessary. Must be willing to work overtime. 645-6013

RECEPTIONIST - Part time for Barcelona salon. The Ginger Group. Call: 545-2767

RECEPTIONIST
Part time position available in downtown Royal Oak hair salon. 544-4540

RECEPTIONIST
Busy law office. Light typing. Non smoker. Farmington Hills Area.
Ask for Mark 737-8400

RECEPTIONIST - immediate opening, part time/full time, for information booth at Wonderland Mall.
522-4100

RECEPTIONIST/TYPIST
Full time & part time.
Middlebelt & Plymouth Rd area.
281-6300

RECEPTIONIST
Light typing for tiny photography studio, flexible hours.
Call Kristie 280-0840

RECEPTIONIST/GENERAL OFFICE
Must have good working knowledge of telephone manner, use proper grammar and have sufficient typing skills. Call 459-4148, Ext. 228

RECEPTIONIST for veterinary hospital in Southfield. Part time position for ambitious self starter. Send resume and references to: R. Moggio, P.O. Box 725043, Berkley, MI., 48072

RECEPTIONIST
Fast paced office looking for individual to fill Receptionist position. Possible transportation a must. Send resume to: Receptionist, 17177 N. Laurel Park Dr. Ste 163, Livonia, 48152

RECEPTIONIST/SECRETARY
Word processing experience necessary. Excellent telephone skills a must. Excellent pay & benefits. Send resume to: Wendy Newton, 333 B. Woodward, Suite 263, Birmingham, MI 48009

RECEPTIONIST SECRETARY
Immediate opening with fast paced growing organization located near I 696 & Northwestern. Light typing & pleasant phone manners required. Call Marilyn betw. 9am-Noon at
355-5060

RECEPTIONIST - Immediate need for a dependable person with good phone, filing & typing skills for busy agency. Full time plus benefits. Send resume to: EHCS, 1187 Beach Daly, Redford, MI 48239
An Equal Opportunity Employer

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

RECEPTIONIST Switchboard Operator wanted for busy dental company. Knowledge of horizon phone system and basic office skills required. Contact: Emily Johnson between 9am -5pm Mon thru Fri. 478-1300

RECEPTIONIST
Prestigious Birmingham Real Estate Company seeks a professional, mature receptionist for part-time employment. Good typing skills and phone manners essential. For additional information call 644-3500

RECEPTIONIST/Office Assistant
Immediate opening at Bloomfield Hills Architectural Firm. Reception, phones, general office. Minimum 50 WPM, 1 yr. word processing experience required. Send resume to: Office Manager, P. O. Box 289, Bloomfield Hills, MI., 48303-0289.

RECEPTIONIST - Video production/post production facilities in Farmington Hills seeks attentive receptionist. Duties include operating a Rolm console, light typing and assist clients with dinners. Hours are 2pm-10pm Mon thru Fri. Ask for Jeanne at 471-8010 Ext 8021

RECEPTIONIST
For Novi branch of private non-profit agency. Requirements include 50 WPM typing and 1 year general office experience. Switchboard and/or word processing background helpful. Please send resume to:
Personnel Office, 117 Turk St.
Pontiac, MI., 48053
An Equal Opportunity Employer

RECEPTIONIST
Part time, Monday thru Friday, 8 to 4 pm, Michigan Sale Deposit Co., Farmington Hills. 626-8844

RECEPTIONIST - EVENINGS
needed for local substance abuse treatment program for adolescents & young adults. Evening & Sat. hrs. Please call for Personnel 553-2610

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST - property management company located in Southfield is in need of a person who likes to interact with the public, has a good typing skill & likes to have varied duties, we offer an salary commensurate with experience, vacation & health insurance. If you feel that you would like to join our team please send resume to Box #214, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONISTS
Call today for these great opportunities!
- Part time assignment in Southfield area. This long term position requires someone who has 1 year experience and types 40-50 wpm.
- Several assignments in Birmingham/Redford area. Typing and office skills a plus!

ENTECH
SERVICES, LTD.
737-1744

RECEPTIONIST/Switchboard
Part time position available, experience plus but not necessary. West Bloomfield area. $4 per hour. Call Wed. thru Sun. 12-5 855-1800

RECEPTIONIST
Busy office needs full time person with good telephone skills & experience in typing, filing & general office duties. Salary DOE. Pleasant working conditions. Send resume to: Personnel, 6100 Rex Road, Westland MI 48185

RECEPTIONIST
Busy Farmington Hills office needs a dependable person to handle reception duties. Responsibilities include greeting clients, operating visitors and other related duties. This position requires a pleasant and professional individual. We offer a complete benefit program and competitive compensation. 553-5290

RESPONSIBLE person/student for 1 girl office. The ideal candidate will possess a pleasant phone manner, office & computer skills. Full time, Monday thru Friday. Telegraph & 13 Mi. in Birmingham. 646-1067

RETAIL WHOLESALE Secretarial/clerical position. Must have math & books keeping. Good typing required. Full time only. Farmington 10 Mile/Woodward. References. Contact Greg or Gary 541-2023

SALES OFFICE SECRETARY
Assistant sales office manager in Livonia sales office. Word processing & telemarketing skills, bonus, benefits. Reply to: Box 230, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY
Sharp individual with initiative and excellent secretarial skills. Will be responsible for fast paced South-field 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
National chemical company located in Troy requires a Secretary to fill opening in Sales Dept. This is a full time position offering a competitive salary & a complete benefit package. Ideal candidate will be individual with good typing skills & 1-3 years experience. Responsibilities include: word processing, with some knowledge of spreadsheets, filing, Telephone & Sales support. Please send resume with salary requirements to: Box 102 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
REAL ESTATE
OFFICE
Small Southfield based industrial real estate and development company seeking a competitive Legal Secretary. Experience in real estate important, word processing experience required. Excellent benefits package. A neat professional appearance and excellent communication skills a must. Please submit resume and salary history to: Geoffrey M. Eaton, Eaton Industrial Relations, 21711 W. 10 Mile Rd., Southfield, MI 48075.

SECRETARY/RECEPTIONIST/C
Full time, for small, Walled Lake CPA firm. Word processing/Word-Perfect. Please send resume to 5585 P.O.A. Drive, Walled Lake, Mi., Ste. 101, 48088.

SECRETARY/RECEPTIONIST
for management office. Light bookkeeping, phone and typing. Troy area. 524-1633

Secretary/
Receptionist
Individual needed to assist secretary/receptionist duties on a full time basis in our Southfield office. Candidate should possess strong organizational and interpersonal skills, good phone techniques, and the ability to work independently. 60 wpm typing. Word processing experience a must. Call Betty or Theresa at 443-5590

SECRETARY/RECEPTIONIST
Southfield professional organization seeks a professional secretary with 1-2 years experience. Statistical typing, filing, & organizational skills required. Excellent salary & benefits. Please send resume with salary requirements to: Box 210Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY - Strong word processing required for this position supporting our marketing dept. for Vice President. Knowledge of word processing, travel arrangements, proposal preparation, correspondence, client record keeping and customer relations necessary. Experience with Microsoft Word, spread sheet and dictation equipment a plus. Excellent salary and company paid benefit plan. Submit resume and salary requirements to:
Manager of Administration
P.O. Box 9041
W. Bloomfield, MI 48304
Equal Opportunity Employer M/F/H

SECRETARY/Vice President of Sales - Troy publishing company, located in Troy, needs experienced secretary for sales department. Send resume in confidence to: Marilyn, 2318 Colorado Ave., Rochester Hills, MI 48309

SECRETARY - wanted for Birmingham/Southfield law firm, requires good typing & English skills, experience a shorthand helpful. 540-4100

SECRETARY
with PC experience & good phone etiquette. Must be detail oriented. Southfield office. Send resume to: Box 192, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
1 person office. Sales service experience helpful.
Call Mark. 464-4078

SENIOR TYPISTS
$5.50-$6.50/HOUR
Needed for Dearborn, Troy & Southfield areas.
Call
CONTEMPRA
TODAY!
563-5900

504 Help Wanted Office-Clerical

SECRETARY for friendly busy Southfield real estate office. 2 years secretarial experience required. 60 wpm, typing. Some computer work and phone answering. 353-8624

SECRETARY
for Ann Arbor marketing agency. 2-4 hrs. per day. Requires top typing & spelling skills, calc. Exceptional salary and environment. 769-0634

SECRETARY for Farmington Hills CPA firm. Office & word processor experience required. Call between 8am-5pm. 851-3300

SECRETARY for multi company location. Typing, answering telephone and other general office functions. Birmingham location. Contact Mr. Murphy 644-8974

SECRETARY - Full time position available at Suburban Medical Clinic. Salary commensurate. Contact Administrator 591-0453

SECRETARY - full time. Knowledge of real estate preferred. Ask for Shirley Robertson. 349-6800

SECRETARY, full time, for property management firm. Candidate should possess good secretarial skills, strong organizational & interpersonal skills, good phone techniques & the ability to work independently. Good pay & benefits. 626-2078

SECRETARY

Full time due to our recent expansion. Candidate must have good typing skills, phone skills and organizational skills. Health care experience preferred but not necessary. Please send resume to:
Waterford
Special Tree
28000 Chase
Romulus, MI 48174
Equal Opportunity Employer M/F

SECRETARY
Immediate opening for entry level Secretary. Ideal candidate will possess necessary and computer familiarity to perform a variety of duties including: The Rupp & Bowman Co., Facility Systems Group, 24505 Industrial Park Circle, Farmington Hills, MI 48018, Attn. Bob Lane, 478-9000

SECRETARY PART TIME IN Farmington Hills for Professional Tax Firm. Fast, America's oldest tax insurance company. Typing and phone skills essential. Call 489-4210

SECRETARY - part time, for management service company. Responsibilities include dispatching service calls, maintaining customer database & filing. Must have typing requirements for manager & technicians. Candidate should have working knowledge of computer data entry, good typing skills, 40 wpm, familiar with general office procedures. Good pay and benefits. Reliable skills are essential. Hrs. are flexible but approximate 6-7 hrs per day with a 5 day week. Call for appt. and please phone Moore National Battery Vice Division at 557-4400

SECRETARY- Part time, Must type 75 WPM & have good office & telephone skills. Word processing experience a plus. Competitive wages. Call 557-0300

SECRETARY-PART TIME. Seeking experienced, organized, pleasant secretary for a professional association. Send letter of application and resume to: Michigan Psychiatric Society, 21700 Northwestern Hwy, Ste. 1150, Southfield MI 48075.

SECRETARY
Plymouth area architectural design/purchasing firm seeks person with typing and computer experience. Highly organized intricate filing system to maintain. Excellent benefits and work environment. Please send resume with salary requirements to: Box 102 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
REAL ESTATE
OFFICE
Small Southfield based industrial real estate and development company seeking a competitive Legal Secretary. Experience in real estate important, word processing experience required. Excellent benefits package. A neat professional appearance and excellent communication skills a must. Please submit resume and salary history to: Geoffrey M. Eaton, Eaton Industrial Relations, 21711 W. 10 Mile Rd., Southfield, MI 48075.

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for management office. Light bookkeeping, phone and typing. Troy area. 524-1633

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Receptionist
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An Equal Opportunity Employer

SECRETARY - Strong word processing required for this position supporting our marketing dept. for Vice President. Knowledge of word processing, travel arrangements, proposal preparation, correspondence, client record keeping and customer relations necessary. Experience with Microsoft Word, spread sheet and dictation equipment a plus. Excellent salary and company paid benefit plan. Submit resume and salary requirements to:
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P.O. Box 9041
W. Bloomfield, MI 48304
Equal Opportunity Employer M/F/H

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SECRETARY
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SECRETARY
1 person office. Sales service experience helpful.
Call Mark. 464-4078

SENIOR TYPISTS
$5.50-$6.50/HOUR
Needed for Dearborn, Troy & Southfield areas.
Call
CONTEMPRA
TODAY!
563-5900

504 Help Wanted Office-Clerical

SUPPORT STAFF POSITION
Entry level position in Bloomfield Hills CPA firm. Requirements include a professional appearance, good typing & communication skills & flexibility in hours. Excellent benefits offered. Salary DOE will commensurate with experience. Send resume to: Helen Lundquist, 500 N. Woodward, Ste. 150, Bloomfield Hills, MI. 48013.

SWITCHBOARD/
GENERAL CLERICAL
Accounts payable individual with secretarial duties for a general office person whose duties will be varied. Typing 50 WPM. Excellent communication skills & previous switchboard experience desirable. Please send resume with salary requirements to:
Box 178, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI. 48150.

SWITCHBOARD OPERATOR - duties will include light typing, filing, light bookkeeping. Send resume to Branch Administrative Manager, 21819 Hayes Rd. Detroit, 48237

Switchboard
Receptionist
Kelly Services seeks a short, outgoing professional to staff our Southfield office. In this position, you will handle 12 incoming lines and 45 extensions.

Responsibilities also include greeting customers and cashiering/billing duties. Starts immediately.

Please call:
Livonia
522-4020
KELLY
SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

SWITCHBOARD/RECEPTIONIST
Automotive Supplier seeks an experienced Switchboard/Receptionist. Ideal candidate must be capable of handling a variety of duties in addition to operating switchboard. Efficient typing skills needed; accounts payable experience helpful. Good starting salary, in addition to excellent benefit program. Candidates should be interested in a personal interview - should contact:
Automotive Supplier
4387 Lapeer Rd.
Auburn Heights, Michigan 48057
377-4997

TAKE THESE
JOBS ...
AND
LOVE THEM
As a Manpower Temporary, you'll go on a variety of interesting assignments. Challenging assignments. All the best companies in (your city). And you'll make good money at it.

If you have experience on any office computer system, we have work for you. And we offer FREE word processing training to upgrade your skills.

Plus, Manpower provides competitive pay, great fringe benefits and flexible work hours.

If you're tired of the same old, same old ... add some variety.
Work for Manpower

400 Town Center Dr. #101
Dearborn, MI. 48126
271-5210
MANPOWER
TEMPORARY SERVICES

TIRED OF YOUR CURRENT JOB? Are you an accurate typist? Would party seeking a pleasant disposition like? We will train you with the latest word processing software required for this position. A neat professional appearance and excellent communication skills a must. Please submit resume and salary history to: Geoffrey M. Eaton, Eaton Industrial Relations, 21711 W. 10 Mile Rd., Southfield, MI 48075.

TRY SOMETHING DIFFERENT
Tired of being lost in the crowd & not being treated as you should? Learn the difference at O'S Management Services. We offer unique employment opportunities & excellent Premium Wages. Flexible hours.
For immediate interview, apply in person, 2-5pm:
28333 Ford Rd., Garden City.

BUS PERSON & DISHWASHER wanted for part time nights. Apply at: Bullwinkle's Bar & Grill, 26721 Seven Mile Rd., Redford.

BUSPERSONS - Full time, day shift, no experience necessary. Farmington Hills, 27235 Ford Rd., Dearborn Hts., 563-1331

BUSSER - Lunch & Dinner.$7 an hour, in Plymouth. Call Randy, 453-1532

CAN'T WAIT FOR A JOB?
WE'LL TRAIN YOU
The original Pizzaiolo House is looking for ambitious, energetic wait/busy people to join the staff at our busy restaurant. Good hours, good pay, good benefits. Apply in person between 2-4 at 18355 W 10 Mile, Southfield.

CHI CHI'S
Mexican Restaurant of Livonia
A FUN PLACE TO WORK!
Flexible Hours
IS NOW HIRING
- Busperson
- Host/Hostesses
- Line Cooks
- Dishwashers
- Food Preparation
- Cocktail Servers
- Barbacks

Day & Night - Part & Full Time
Apply in person, corner of Schoolcraft & Middlebelt (I-96)

COCKTAIL SERVERS - experienced, mature, responsible attitude, apply in person at the Gardens Restaurant, 18100 W. 10 Mile, Southfield, between 3-5pm, Mon. thru Fri.

COOK
Experienced. Full time. Apply in person: 2-5 PM., Mayflower Hotel, 207 W. Main, Plymouth, MI. 453-1820

COOK
Experienced. $8.25 per hour to start. Apply in person: Wagon Wheel Lounge, 212 S. Main, Northville

COOK
Full time. Apply Tavern, 3100 W. Maple (west of Haggerty) 624-1200

COOK
Prep Cook. Days and evenings. Full time for The Round Table Club in Plymouth. Call Randy, 453-1532

COOKS - bus persons, dishwashers, kitchen assistants. Apply Greg, Dennis's Place, Wixom Rd. Truck Stop. 2903 Wixom Rd. at I-96.
Apply in person between 9am-11am, or 2-5pm.

COOKS, COUNTER & Dishwasher, experience preferred but not necessary. Apply in person only, Mon thru Fri. after 2pm. Dawn Deal, 3254 Orchard Lake Rd. Orchard Lake, 48033 in the A & P Shopping Center. No phone calls please.

COOKS HELPER - full time, Plymouth area, call Mon. thru Fri. 8-4 451-0700

COOK - SHORT ORDER
Experienced. Day shift, Mon.-Fri. 10AM-4PM. Jasmine Lounge in Redford. 534-0333

COOK - SHORT ORDER
Full or part time. Excellent wages & benefits. Peggy's Food & Spirits, Farmington. Contact Vicki 477-0099

COOKS
LINE AND PREP COOKS
DAY WAIT STAFF
We offer excellent benefits.
Please apply in person at:
MERIWETHER'S
RESTAURANT
25483 Telegraph, Southfield.

COOK & WAIT STAFF
Experience necessary. Nights. Apply in person: Maine Ale Restaurant, 37770 Plymouth, Livonia.

DISHWASHER - Afternoons. Tuesday thru Friday, 2pm-8pm. B-L. Great job for student or retiree. • Mr. Maddox Cake Shop, Farmington Hills 553-7250

504 Help Wanted Office-Clerical

WORD PROCESSOR
65 to 80 WPM tested. 35 hour work week. Overtime available. Great benefits. Fee Paid.
ALLEN PERSONNEL
525-7870

WORD PROCESSOR
Southfield professional firm has immediate opening for an experienced Word Processor. Must have Wordperfect experience but will train proficient individual with excellent typing skills. Excellent starting salary and potential. If interested please send complete work & salary history in strictest confidence to:
FWP
Folmer, Rudzewicz & Co.
26200 American Dr.
Suite 500
Southfield, Mich., 48034

Word Processors
$7-$10/HOUR
Needed for Dearborn, Troy & Southfield areas.
Call
CONTEMPRA
TODAY!
563-5900

Word Processor/
Receptionist
Mature person with 2 Yrs. word processing experience. Must possess good office skills. Excellent working conditions.
Benjamin,
Woodhouse & Gunther
14430 Michigan, Dearborn
582-4260

X-RAY TECH - Full time for busy Internal Medicine office. Must have experience in Flare and low dose mammography. Call Lori 563-3600

505 Help Wanted
Food-Beverage

ASSISTANT COOK
Sun. thru Thurs., 9am-8:30pm
Contact Bill 7am - 4:30pm

BAR HELP - good pay & tips. Good Time Bar, Livonia. 425-1484

BARTENDER - prestigious club looking for experienced bartender, full time employment. Must be neat. Apply Wed. thru Sat., 11am-5pm. 21631 Lahser Rd. Southfield.
Ask for Cheryl 357-5353

BARTENDERS for cocktail lounge, experienced. Apply Mon. thru Fri. 3 to 5pm at 10 Mile Restaurant, 18100 W. 10 Mile Rd. Southfield

DILL KNAPPS
is now hiring for the following positions.

WAITRESS/WAITER
HOST/HOSTESS
Looking for friendly, energetic people to work day shift, (11am-3pm.) Night shifts also available. No experience necessary. We have an excellent training program. We offer flexible working hours, a discount card, scholarship plan, paid vacation, excellent wages & many other generous benefits. Please apply in person anytime at:
24580 Grand River Rd. (at 10 Mile) Southfield
1900 Telegraph Rd. (at Long Lake Rd) Bloomfield Hills.
27825 Orchard Lake Rd (at 12 mile Rd) Farmington Hills

BREAKFAST COOK
- 6am to 2pm shift
- Health & life insurance
- Good working conditions
- We test your current wage

Apply: Richard & Reiss, 273 Pierce St., Birmingham 642-7700

BREAKFAST & LUNCH Wait Staff
Full time. Apply in person, 3-5 PM, Mayflower Hotel, 207 W. Ann Arbor Trail, Plymouth. 453-1820.

BURGER KING is now hiring for all shifts. $4.00 and up. Apply in person after 4pm. 32704 Grand River, Farmington near Orchard Lake Rd.

BURGER KING
Top Pay, Bonuses & Attendance Premium Wages. Flexible hours.
For immediate interview, apply in person, 2-5pm:
28333 Ford Rd., Garden City.

BUS PERSON & DISHWASHER wanted for part time nights. Apply at: Bullwinkle's Bar & Grill, 26721 Seven Mile Rd., Redford.

BUSPERSONS - Full time, day shift, no experience necessary. Farmington Hills, 27235 Ford Rd., Dearborn Hts., 563-1331

BUSSER - Lunch & Dinner.$7 an hour, in Plymouth. Call Randy, 453-1532

CAN'T WAIT FOR A JOB?
WE'LL TRAIN YOU
The original Pizzaiolo House is looking for ambitious, energetic wait/busy people to join the staff at our busy restaurant. Good hours, good pay, good benefits. Apply in person between 2-4 at 18355 W 10 Mile, Southfield.

CHI CHI'S
Mexican Restaurant of Livonia
A FUN PLACE TO WORK!
Flexible Hours
IS NOW HIRING
- Busperson
- Host/Hostesses
- Line Cooks
- Dishwashers
- Food Preparation
- Cocktail Servers
- Barbacks

Day & Night - Part & Full Time
Apply in person, corner of Schoolcraft & Middlebelt (I-96)

COCKTAIL SERVERS - experienced, mature, responsible attitude, apply in person at the Gardens Restaurant, 18100 W. 10 Mile, Southfield, between 3-5pm, Mon. thru Fri.

COOK
Experienced. Full time. Apply in person: 2-5 PM., Mayflower Hotel, 207 W. Main, Plymouth, MI. 453-1820

COOK
Experienced. $8.25 per hour to start. Apply in person: Wagon Wheel Lounge, 212 S. Main, Northville

COOK
Full time. Apply Tavern, 3100 W. Maple (west of Haggerty) 624-1200

COOK
Prep Cook. Days and evenings. Full time for The Round Table Club in Plymouth. Call Randy, 453-1532

COOKS - bus persons, dishwashers, kitchen assistants. Apply Greg, Dennis's Place, Wixom Rd. Truck Stop. 2903 Wixom Rd. at I-96.
Apply in person between 9am-11am, or 2-5pm.

COOKS, COUNTER & Dishwasher, experience preferred but not necessary. Apply in person only, Mon thru Fri. after 2pm. Dawn Deal, 3254 Orchard Lake Rd. Orchard Lake, 48033 in the A & P Shopping Center. No phone calls please.

COOKS HELPER - full time, Plymouth area, call Mon. thru Fri. 8-4 451-0700

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KELLY SERVICES Classifieds

OFFICE AUTOMATION

WORD PROCESSING SECRETARY
Exec sec for Pres. office of major Sfld firm. WordPerfect or DW4 W/P and TMO exp. req.
CALL JANE SOUTHFIELD
352-5220

WORD PROCESSING SECRETARY
Long term assignment for insurance co. DisplayWrite 4 secretary using dictaphone.
CALL MARIE FARMINGTON HILLS
471-2050

DATA ENTRY OPERATORS
5 Data Entry Operators needed