CLASSIFIED ADVERTISING

844-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

MORE CLASSIFIEDS

This classification continued from Page 9C in B,Wb,T,Ro,S.

504 Help Wanted Office-Clerical

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume Mrs. B. at 3600 E. NOrthus of Mich. 8 Dndrdn. 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE CLERK
Entry level position available in Southfield area. Must have good organizational skills & pleasant phone personality. Experience not necessary. Call or send resume to: P.O. Box 300, Southfield MI 48037

CUSTOMER SUPPORT REPRESENTATIVE
National data processing computer co., offering challenging position in our customer support department, servicing a large customer base. We are looking for an assertive individual with excellent written and oral communication skills, who will act as a team player. Must be self motivated and enjoy working in a busy, problem solving environment. 2 year college degree, or previous experience in a customer service, clerical or customer support rep a must. Please send resume, including salary history to: S.W./Personnel, 30681 Schoolcraft Rd., Livonia, MI 48150

Equal Opportunity Employer
Male/Female/Handicapped/Vet

CUSTOMER SUPPORT REPRESENTATIVE
Nationwide data processing computer company offering challenging position in our Customer Support Dept., servicing a large customer base. We are looking for an assertive individual with excellent written and oral communication skills that works well as a team player. Must be self motivated and enjoy working in a busy, problem solving environment. 2 year college or previous customer service experience as a pharmacy technician or customer support rep a must. Please send a resume including salary history to: S.W./Personnel, 30681 Schoolcraft Rd., Livonia, MI 48150

Equal Opportunity Employer
Male/Female/Handicapped/Vet

DATA ENTRY Computer Operator
For busy display/word processing office. Experienced, accurate, attention to details; no evenings. Send resume to: Mrs. S. at Jobar, Inc., 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY OPERATOR

Kelly Services seeks energetic individuals for both long and short term data entry assignments. You must be quick and accurate and be able to perform general clerical duties.

For more information about these positions, please call:

Troy
362-1180

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

DATA ENTRY PEOPLE (40), 3-6 mos. experience for Livonia film corporation. Type 45-50 wpm accurate. Free training for those who qualify. Mo. 3 shifts, $875/mo. Call Anna at Unforce 473-2933

DATA ENTRY
We are looking to put experienced data entry people to work on a variety of assignments, both short & short term. Must type at least 50 WPM & have reliable transportation. Call now for personal interview:

MGM
OFFICE SERVICES INC.
557-6040

ENTRY LEVEL CLERK
Our Livonia client is looking for an energetic for an entry level clerk in our software support department. Position requires a high school diploma or equivalent, good communication skills needed, knowledge of computers helpful, but not mandatory. For consideration, please submit a complete application between 8:30am & 5pm. We are located at: 30681 Schoolcraft, (between Levan & Middlebelt & Merriman Rd)

Equal Opportunity Employer
Male/Female/Handicapped/Vet

ENTRY LEVEL OFFICE POSITION
Full time. Variety of office duties. Must be good with figures. Call Sue at Say-on Drugs, 851-7741.

EXCELLENT OPPORTUNITY!
Leading firm needs Experienced Word Processing, a Must! To $19,500. Benefits. Fee Paid.
Call ... 399-3450
SNELLING & SNELLING

EXECUTIVE SALES Assistant
Must know Word Perfect or Word Star. Self starter, competitive salary. Contact Bill or Tracy 353-0250

EXECUTIVE SECRETARY
for Birmingham-based Real Estate Development & Management Company. Extra pay bonus possible. Fax/Telex, Lotus & shorthand experience. Excellent benefits provided. Send resume to: H. W. Dodd, P.O. Box 1120, Birmingham, MI. 48012

EXECUTIVE SECRETARY
Farmington Hills finance company needs secretary for president. Must be personable and have excellent typing skills, shorthand helpful. Salary to commensurate with experience. Send resume to: Personnel, 33450 Inkwood, Plymouth, MI 48170

EXECUTIVE SECRETARY
Needed to assist "perfectionist" president of Southfield corporation. Must be flexible on overtime and attentive to detail. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

EXECUTIVE SECRETARY
$21,000
Successful engineering firm seeks organized, skilled person with initiative to work for president & Vice President. Benefits, Fee Paid. Call Marie, 353-2090
After 5pm - appointments available
SNELLING & SNELLING

EXECUTIVE - secretary, Bloomfield Hills, executive's secretary, shorthand, word processing & experience for president of company. Benefits, $23,000. Fee paid

SECRETARY - Farmington Hills very broad range of good typing & typist, benefits, $17,000. Fee paid

TELEMARKETER - Bloomfield Hills, phone & customer service, CRT experience helpful, benefits, $7.50/hr. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

504 Help Wanted Office-Clerical

EXTRA CASH
It's time to start shopping for the holidays & we have the way for the extra, exceptionists with heavy phone experience, word processors, executive secretaries, & 10 key operators.

Short Term - Long Term
Your Terms

Temporary placement is our permanent concern. Please Call:

J Martin
Victor
Temporaries
26215 W 10 Mile, between Halstead & Haggerty, (next door to Wendy's)
474-8722

FARMINGTON HILLS INSURANCE Agency needs experienced Secretary. Fee Paid.
Call Anne, after 4pm, 478-2004

FILE CLERK - Full time position available with computer & benefit package. Light typing desired. Contact Janet 545-6200 ext 250

FILE DOCUMENT CLERK
for a defense litigation firm in Farmington Hills. Typing necessary, experience preferred. Send resume to P.O. Box 3040, Farmington Hills, MI 48333-0040

GENERAL OFFICE - entry level position at Southfield based insurance company. Accounting/Data Entry skills helpful, benefits provided, 37½ hour work week. Send resume to: North Point Insurance Co., 26715 W. 12 Mile Rd., Southfield MI 48034

GENERAL OFFICE - Seeking mature individual with experience, answering phones, typing, filing, purchase orders. Send resume to Range & Construction, 515 Bowers Rd. Pontiac, MI 48055. Att: Judy

GENERAL OFFICE
Answer telephones, process orders, maintain Sales Records, typing skills & knowledge of computers. Apply at: 30625 Cherry Hill Rd., Canton (corner Ridge Rd.)

GENERAL OFFICE - Full time for Livonia Dentist and Staff. No experience necessary, will train.
Call Susan 455-4990

GENERAL OFFICE People, type 40-50 wpm & beginning word processors (3-6 mos. experience) for major corporation in Livonia, Novi, Plymouth & Farmington. Salary commensurate with experience. Call Alice at Unforce 473-2930

GENERAL OFFICE - part time to full time. Typing, Bookkeeping. Good with figures. Attention to detail. Office & computer experience preferred but may be willing to train. Downtown Rochester. 656-1813

GENERAL OFFICE
$14,500. Good Clerical & people skills needed. Salary increase opportunity! Great Suburban location. Fee Paid.
Call ... 399-3450
SNELLING & SNELLING

GENERAL OFFICE
We are looking for bright, energetic individuals (male & female) for our Southfield and Livonia offices to answer phones, file, sort & distribute mail and some light typing. Starting salary is $263.50 per week with substantial benefits package during the first 18 months. We offer excellent benefits including 100% tuition refund program), vacation program, and promotional opportunities.

Please send resume or brief letter (no telephone calls please) to:
METROPOLITAN LIFE
PERSONNEL OFFICE
660 NEW CENTER ONE BLDG.
DETROIT, MI 48202
An Equal Opportunity Employer

GENERAL SECRETARY
TO $18,000 FEE PAID
Good typing & shorthand required for small Troy office. Full benefits and relaxed atmosphere.
Call 649-5900
SNELLING & SNELLING OF TROY

GENERAL SECRETARIES

Needed for a variety of long & short term assignments in the Southfield area. Earn competitive wages at top companies. Typing 55 WPM, good phone voice, computer experience helpful. Call needed. For personal interview:

MGM
OFFICE SERVICES INC.
557-6040

GLAMOUR SPOT!
$13,000. to $15,000. Fee Paid
Start 1988 in a beautiful downtown commercial Real Estate firm. Beautiful office, variety & friendly atmosphere. Typing of 50 WPM required for this position, which also offers super benefits, a convenient location & great hours. Could be an immediate hire! Call ... 851-3660
SNELLING & SNELLING
FARMINGTOWN HILLS

HOME TYPIST
Must pick-up and deliver work in Southfield area. 45wpm. Fee based on production. Call Donna between 1PM-3PM 350-8549

IMMEDIATE OPENINGS
Kelly Services has immediate openings for Secretarial Operators. All types: ROLM, Dimension, Executone. Some light typing is also required. You will also need good phone skills and a personable manner for this executive office position. Both long and short term assignments are available.

Please call today for more information:

Troy
362-1180

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

Home office of Livonia insurance company has immediate full time openings for:

Office Clericals
Benefits Analysts
(Experienced)

Competitive salaries, 4½ day work week, company paid fringe benefits including health insurance, paid holidays & vacations. Call:

591-4690
Mon. thru Thurs. 7:30am-4.30pm
Fri. 8am-12noon

KEY PUNCH Operators, experienced only, 2nd and 3rd shifts covering Jan. 3rd. Growing business needs you. Telegraph & 8 Mile area. Call Nancy.

LEGAL SECRETARY
With 1-2 years experience needed for full time receptionist/secretarial position with Clarkson Law Firm. Send resume to: Lynn, 340 North Main St., Clarkson, Mich. 48017

LEGAL SECRETARY
experienced for a defense litigation firm in Farmington Hills. Word experience preferred. Excellent benefits. Please respond to P.O. Box 3040, Farmington Hills, Mich 48333-0040

504 Help Wanted Office-Clerical

IN 1989
OPPORTUNITY WILL ONLY KNOCK ONCE!
● COME IN NOW! ●

General Office Assistant	$12,500
Secretary/Receptionist	$13,000
Accounts Receivable/Accounts Payable Clerk	$16,400
Office Assistant	$17,000
Receptionist	$13,000
Legal Secretary	$23,000
General Office Secretary	$15,000

Now that you have collected your Christmas Bonus, moved on to better pay, more advancement & better benefits. We have more Job Openings than we can list here. If you type 50 WPM, come in now - for pre-set appointments. Call ... 851-3660
SNELLING & SNELLING
FARMINGTOWN HILLS

KEYPUNCHERS
Experience preferred for our new Ann Arbor office. Full and part time positions available. Call for commensurate with experience. Call Automated Resource, 994-0581 to arrange interview.

LEGAL SECRETARY for Appeals Department in 18-attorney firm. Experience required. Lanier word processor. Good benefits and Downtown Birmingham location. December. For appointment, call Jean Carmichael at 961-0033 or 433-1414, and send resume to 800 South Adams Road, Birmingham 48009

LEGAL SECRETARY needed for Birmingham personal injury law firm. 1 to 3 years experience. Computer knowledge required.
Call 642-5757

LEGAL SECRETARY
Partner in rustic Troy law firm needs secretary with 2 yrs. experience. Great salary & benefits. Send resume to Sandi, 1189 W. Long Lake, Troy, MI., 48098.

LEGAL SECRETARY - For tax/corporate attorney. Good phone manner and typing. Ability to learn and work independently. Send resume to: 801 S. Main, Suite 205, Birmingham, MI 48011.

LEGAL SECRETARY - With at least 3 years experience for downtown Detroit heavy medical practice in Troy. Computer experience helpful, requires typing speed of at least 65 to 70 WPM and able to assume substantial responsibilities. Word processing experience helpful, Word Perfect/Ami. Salary commensurate with experience: benefits, Call Mary Ann Hall, 540-3340

LEGAL SECRETARY Trainee
Bloomfield Hills. Word processor & dictation skills necessary. Salary commensurate with experience. Resume to: Linda, 860 W. Long Lake Rd. #200, Bloomfield Hills, MI., 48013

LEGAL SECRETARY 2 days, for 1 attorney & 5 lawyer office in Troy, pleasant surroundings. Experience on all machines, some legal experience preferred, salary depending upon experience. Will train as necessary. Call 649-5051 649-0730

LEGAL SECRETARY/Office Manager, 2 years litigation experience, excellent organizational skills, 65 + team typing, familiar with IBM systems & WordPerfect program. Salary plus benefits. Send resume: Law Office, 17315 W. 9 Mile Rd., Suite 755, Southfield, MI. 48075, Attention Lynn.

MATURE PERSON for office in Southfield. Bookkeeping, payroll system, general office duties. Will consider full or part time. 423-5040

MORTGAGE LOAN PROCESSOR
Experience required, excellent pay & benefits. Ask for Betty at 591-8770

MTI CORP., is seeking 2 full time employees to join our customer support staff. The position requires phone answering, light typing, computer entry and filing. Accounting background would be helpful but not required. Salary will be $900 plus, depending upon experience and capabilities. Interviews will be held on Thurs., Dec. 29th, & Fri., Dec. 30th, between 9 to 4pm. We are located at 14 mile West of Sheldon Rd., MTI, 41000 Technology Park, Plymouth. 459-2410

NON-SMOKER with positive telephone personality & general office skills requiring intermediate to advanced computer experience; Life Insurance agency background desired but not imperative. Resume to: P.O. Box 723, Dearborn, MI. 48127

OFFICE CLERICAL - Seeking a mature individual for part time position with CPA firm in the Northwestern Highway/Middlebelt Rd area. Good communication skills, accurate typing a must, hours negotiable. Call for interview call Ms. Simmons or Mr. Pointon 737-4994

OFFICE
Full time. Bookkeeping experience preferred. Great benefits. Bloomfield Hills Furniture. 540-4520

OFFICE SERVICES - For prestigious Birmingham law firm, telephones, copying, etc., no typing. $6.00/hr contact Mary Lou or Jean 258-1618

ORDER PROCESSING CLERK
General office position for person with good clerical skills, excellent typing ability, and math aptitude. Must be able to work flexible hours. Send resume to: P. O. Box 300, Southfield, MI 48037

PART TIME CLERICAL Person needed, hours 9-1pm, 5 days per week; $5.50 per hour. Good typing skills required. Send resume to: P.O. Box 2112, Madison Heights, MI 48071.

PART TIME - Community Coordinator, Maclean Hunter Cable TV. Good typing skills and good communication skills required. Please apply in person: 29141 Pardo, on Middlebelt, Garden City.

PART-TIME OPPORTUNITY
CUSTOMER RELATIONS GENERAL CLERICAL
Previous telephone experience required.
HOURS AVAILABLE:
5pm - 10pm
(Mon. - Thurs.)
(Salary/Commission)
8.30am - 5.30pm
(Mon. - Thurs.)
11.30am - 3.30pm
(Mon. - Fri.)
SALARY RANGE
$5.50 - $6.50/hour
Please apply Tues. - Fri., 8am-4pm.
The Employment Department
FREEMAN'S FUND
MORTGAGE CORPORATION
21555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

PART-TIME
20-25 hours, type 45-50, clerical misc. assignments. $6. per hour. Please call 522-7286

PAYROLL
Candidates should have 1 yr experience in preparation of payroll & payroll taxes. Will be responsible for the journals necessary for the preparation of the financial statement. Experience with automated systems a plus. Send resume to: Marti Bywaters, Inc., 5800 Crooks, Suite 205, Troy MI 48098. Att: Ms. C Swenson

PAYROLL SPECIALIST
Large Livonia based company seeking energetic & accurate payroll person. Experience helpful but not necessary. Good starting salary & bonus plan. Good opportunity for advancement. Apply in person at: Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

PERMANENT PART TIME
Flexible hours for students. Clerical, telephone, public contact & sales ability. Ask for Mr. Corns. 644-6845

PERSONNEL ADMINISTRATOR
Non union repetitive manufacturer, Rochester area. 200 hourly employees. Experience preferred. Send resume to:
3777 Product Dr.
Rochester Hills, MI 48309

504 Help Wanted Office-Clerical

PERFECT
Part Time Position

NEEDED: Sharp, aggressive individual for long term assignment with Customer Service position in the Livonia area. Fast paced environment. Excellent phone skills required. Monday through Friday, 8:30am - 12:30pm, 20-30 hours per week. If you meet these requirements, CALL TODAY for an interview!

ENTECH
SERVICES, LTD.
336-8888

PERSONNEL ASSISTANT
Full time. Entry level position, 1 year related experience required. Send resume to Box 432, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERSONNEL SECRETARY
Interesting position with a nice variety of responsibilities, including Word Processing. $15,000. Super Benefits and Fee Paid. Call Sandy. After 5pm - appointments available
SNELLING & SNELLING

RECEPTIONIST
Bloomfield Hills area. Typing, 9a-mp etc., word processing experience helpful. $4-$4.25/hr 644-2600

RECEPTIONIST
Needed for fast paced cellular phone company. Call Karen for appointment at 31122 West & Main, West of Middlebelt, Farmington Hills.

RECEPTIONIST/SECRETARY
with word processing experience for manufacturers rep firm in Troy, Pleasant surroundings. Good starting salary, medical/dental benefits. Start Jan. 1, 1989. Hours: Mon.-Fri. 8AM-5PM. 280-0668

RECEPTIONIST. Data Entry, pleasant phone manner. Typing 50 wpm, will train. Novi area. For appt. ask for Lisa or Sandee 344-0400

RECEPTIONIST/Secretary for busy medical practice in Troy. Computer experience helpful, requires excellent organizational skills & phone telephone etiquette. Call Connie 649-2313

RECEPTIONISTS - for major corporation in Farmington, Southfield, Troy & Auburn Hills. Some switchboard experience & type 45-50 wpm accurate. $6.50-$7.50/hr
Call Marsha at Unforce 646-8500

RECEPTIONIST - for local CPA firm requires some typing, books keeping and computer experience. Send resume to Att: David Greenbaum, Berlin & Greenbaum, Suite 200 32000 Northwestern Hwy. Suite 275 Farmington Hills, MI 48018

RECEPTIONIST/CLERK TYPIST
For Novi manufacturing plant. Accurate typist, 55 wpm. Familiar with figures. Some computer experience helpful. Good benefits. Immediate opening. Work Mon.-Fri. 8am-5pm. Call for application: 476-4350

RECEPTIONIST
Growing company in Farmington has immediate opening for career-minded individual. Good telephone & typing skills a must. We will be open Dec. 27, 28, 29 & Jan. 2. Call Mr. Elia for an appointment at 476-0213

RECEPTIONIST
Typing, word processing experience and good telephone skills required. One girl office in Troy. Excellent benefits and working conditions. Send resume to:
1650 Auburn Drive
Suite 103
Troy, Mich. 48083

RECEPTIONIST-N/V is looking for an individual with excellent writing skills for a non-smoking public relations firm. Responsibilities include a posh manner to handle phones, clients & the press. Must be very strong on following thru b/c people & know your way around an Apple computer send resume to: 555 S. Woodward, Suite 703, Birmingham MI 48009 Attn Maureen

RECEPTIONIST
STERLING SAVINGS BANK
A progressive mortgage lender has a career opportunity available for a full time receptionist to work from 10:30AM-7:30PM, some Saturdays required. Successful candidates must be pleasant, professional and possess good communication skills. Apply in person or send resume to:
Sterling Savings Bank
Attn: C. DeLeo
28400 Northwestern Highway
Suite 400
Southfield, Mich., 48034
An Equal Opportunity Employer

RECEPTIONIST
needed for busy 8 bed skilled nursing facility in Livonia. Job shares position, 8:30am - 5pm., $7 per hour. Paid vacation days and holidays. Must have a multi line phone system, switchboard experience. Resumes to: Personnel Coordinator, Spectrum Human Services, 36900 Mallory, Livonia, 48154
An Equal Opportunity Employer

RECEPTIONIST/SWITCHBOARD OPERATOR. Dependable, detail-based firm seeks a well-organized, personable individual for an entry-level position. Qualified candidates must be courteous & professional with excellent phone skills. Switchboard Operator experience helpful but not necessary. Excellent opportunity for advancement in our growing firm. Interviews will be held this week with a full benefit package. For consideration, please send resume to: Receptionist/Switchboard Operator P. O. Box 779 Detroit, MI. 48231

RECEPTION/SECRETARY
Candidate should have 2 yrs of secretarial experience with ability to type 50 wpm. Good telephone & communication skills are required. Word processing experience a plus. Send resume to: Marti Systems, Inc. 5800 Crooks Suite 200, Troy, MI 48098. Att: Ms. C. Swenson

IMMEDIATE POSITION available for Sales & Service Coordinator with accounts receivable, Lotus computer & word processing experience. Salary mid-teens. Call Tuesday 8am-5pm.

SALE SECRETARY - position full time, negotiable wages depending on experience. 5 days a week. Call Rick 274-8002

504 Help Wanted Office-Clerical

Receptionist

Kelly Services is seeking individuals available both long and short term to answer & line phones. You must be personable with excellent telephone skills. Light clerical duties also involved.

For more information about going to work for America's number one name in temporary help, please call:

Troy
362-1180

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

SALES SECRETARY
Immediate opening for individual with order entry experience. Must have knowledge of IBM Compatibles & Wordperfect. Professional appearance & phone voice a must. Call Sue for interview at DPR 443-0055

SECRETARIAL
Full time secretarial position for non-profit housing corporation providing secretarial service in West Bloomfield & Wayne County to people with mental retardation. Requirements include typing, filing, making, receipt & use of personal computer. Send resume to: Community Opportunity Center, 18318 Middlebelt, Livonia, MI., 48152.

Secretaries
ABSOLUTELY PERFECT START IN 1989
Expanding Farmington firm needs (wo (2) professional secretaries with word processing. Variety positions, to $17,000
Full benefits. Call Today or send resume to:
PERMANENT STAFF
28200 Orchard Lake Rd.
Farmington Hills, MI 48018
737-5750
ALL FEES COMPANY PAID

SECRETARIES
WORD PROCESSORS
ADMINISTRATIVE ASSIST.

JOIN THE PROFESSIONALS
IMMEDIATE OPENINGS
LONG TERM ASSIGNMENTS

● Competitive pay
● Holiday pay
● Medical
● Same week pay

MAKE THE MONEY
YOU FINALLY DESERVE!

557-5700
SNELLING
TEMPORARIES
NEVER A FEE

SECRETARIES/TYPISTS for Fortune 500 company with offices in Farmington, Novi & Livonia, work 40 hrs per week, top pay, immediate employment, type 55-60 wpm accurate, 3-6 mos. word processing experience, $8.50-$9/hr. Call Sandra at Unforce 357-0648

SECRETARY
An OEM Manufacturer that supplies the automotive industry has an opening for entry level secretary. Good office skills including shorthand are essential. Office located in Southfield. Submit confidential resume to: N. Jones, P. O. Box 46334, Cincinnati, Ohio 45246
An Equal Opportunity Employer

SECRETARY
Entry level. 50-wpm typing required. Pleasant telephone manner.
Call 851-2700, extension 405

SECRETARY - for Troy law firm, experience preferred 1 yr. 70 wpm word processing experience, proficient with dictaphone transcribing equipment. 641-1600 ext 100

SECRETARY for Tgelf office. General office skills required. Call for an interview. 522-4006

SECRETARY - full time Mon thru Fri 8-5pm, experience in typing bookkeeping, & filing. For more information Call 532-6291

SECRETARY
Full time position for investment banking firm located in Birmingham. Candidate must have good secretarial and organizational skills along with word processing/computer knowledge. Must be personable and with experience. Call S. Papoas 644-2701

SECRETARY - FULL TIME
Knowledge of real estate office preferable. Ask for Shirley Robertson at 313-349-6800

SECRETARY
General office. Full time. Friendly 2 girl office in Livonia. Call for interview. 427-0750

SECRETARY
Highly motivated individual possessing sharp typing skills, needed for permanent secretarial position, for northwest suburb CPA firm. Word processing and/or entry experience required. Excellent benefits. 557-4425

SECRETARY
Immediate position available for assistive person. 50 + words a minute.

For more information about going to work for America's number one name in temporary help, please call:

Farmington Hills
471-2050

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

SECRETARY
INTERIOR DESIGN STUDIO

Outstanding opportunity to join Michigan's premier design studio. Immediate opening for Secretary/Librarian. Home Furnishings experience helpful. Outgoing personality & excellent communication skills, a Must. Apply in person:
GORMAN'S - Southfield
(Telegraph at 12 Mile)

SECRETARY
Minimum 2 years experience. Word processing, good letter writing skills, and telephone telephone experience. Executive office. Send resume and salary requirements to: Mary Hurlbut, 2105 North St. Southfield, Suite 1200, Bloomfield Hills, MI 48013.

SECRETARY NEEDED for growing auto related firm located in Haggerty-10 Mile area. Spanish speaking a plus. Familiar with Panasonic KX-T007M or computer experience. Good telephone etiquette, accurate typing, & grammar skills. Ability to use Telex, FAX & Dictaphone. Position will open Jan., 1989 with a competitive salary & benefits. Send resume to: Box 420, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Nice phone voice, good typing skills, light filing. Call Jeff. 968-3181

SECRETARY POSITION available in production and reception areas. Please send resume to: Advanced, P.O. Box 97, Wayne, MI., 48184.

504 Help Wanted Office-Clerical

SECRETARY
Professional, polished person needed. Word Processing. To $16,000. Benefits. Fee Paid.
Call ... 399-3450.
SNELLING & SNELLING

SECRETARY
Some bookkeeping experience preferred. Word processing experience required. Part time. Flexible hours. Rochester Hills. 652-6560

SECRETARY
Southfield company needs an energetic, detail oriented individual able to work long hours as needed, with administrative capabilities, knowledge of Wordperfect word processors, and strong organizational skills. Competitive with superb benefits. Please send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

SECRETARY
Temporary position with high potential for advancement. Required skills: Type 60WPM, word processing/computer literate, IBM or Macintosh, excellent phone personality and professional look & appearance. Qualified candidates should forward resume to: General Electric Co. 25900 Telegraph Rd., Southfield, MI. 48034. Att: I.B. McIntosh An Equal Opportunity Employer

SECRETARY wanted for large bank user facility, full time. Must have good clerical and bookkeeping skills. Please forward resume with salary requirements to: Box 438, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/WORD PROCESSOR for Fortune 500 company in Southfield Maturity, competence, & experience a plus. Wordperfect, Peachtext, Lotus 1-2-3 most helpful. $8.75-$9/hr. Call Sylvia at Unforce 646-7664

SECRETARY
$17,000 PLUS
FEE PAID
This dynamic, growing corporate office is looking for a poised, polished professional to assist their Human Resources Manager/Legal Counsel. Knowledge of legal terminology and/or personnel benefits a plus. Minimum typing of 55 WPM, word processing experience required. Top secretarial experience required. Top benefits. New plush office. Call Teri now at
SNELLING & SNELLING

SWITCHBOARD
OPERATOR

With one of the following

● ROLM
● Dimension
● ISDN
● Centrex
● PBX

Immediate positions available for both long & short term. Call today for more information:

Farmington Hills
471-2050

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

SWITCHBOARD/RECEPTIONIST
Wanted 45 hrs weekly minimum, experience preferred. Call ... 471-0044

TYPIST/CLERK
Immediate opening in Westland area for an individual with good typing & math skills. Good starting salary. Excellent benefit package. Send resume to box 426 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

THE JOB OF YOUR DREAMS
OFFICE ASSISTANT
$11,000. to $14,000. Fee Paid
Work for a growing company in a relaxed atmosphere. Some travel involved. Typing of 50 + and computer will train on Word Processor. Great advancement opportunities.
Call Today ... 851-3660
SNELLING & SNELLING
FARMINGTOWN HILLS

TYPIST
Desired high school graduate with ability to type 50+wpm. WordPerfect & transcription experience preferred.
Send resume/apply:
BRIGHTON HOSPITAL
12851 E. GRAND RIVER
BRIGHTON, MI. 48116
(313)227-7111
An Equal Opportunity Employer

TYPIST
Kelly Services is seeking a typist who is available for a long term assignment. 50 + wpm and accuracy a must.

For more information about this position, please call

Farmington Hills
471-2050

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

TYPIST/RECEPTIONIST
Needed For professional office. Full time. Livonia. Call 6:30am-5:30pm 591-8200

WORD PROCESSOR/MANAGER
Southfield secretarial service needs experienced supervisor. Must be self-motivated & enjoy a wide variety of responsibility.
Susan 477-9191

WORD PROCESSOR
RECEPTIONIST
Mature person with 2 years word processing experience. Must possess general office skills. Excellent working conditions.
BENJAMIN, WOODHOUSE & GUENTHER
14430 Michigan Ave.,
Dearborn
582-4260

WORD PROCESSOR
Entry level word processor for fast paced Ann Arbor corporation. Experience and 60 wpm required. Macintosh experience plus. Send resume to: P. O. Box 300, Southfield, MI 48037 or Call 353-3311, Ext. 217

Word Processor/
Secretary

Excellent opportunity with a major Livonia corporation. Knowledge of Lotus 123 and Word Perfect required. 2 years minimum office experience desired. Great Pay! Positions start immediately!
CALL TODAY!

ENTECH
SERVICES, LTD.
336-8888

505 Help Wanted Food-Beverage

BARTENDER for nights Tues thru Sat. Salary. Call Dolly's Pub & Deli, 34505 Grand River, Farmington. Call for an appointment. 478-8566

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
for the new Ground Round Restaurant in Livonia for the following positions:

- KITCHEN MANAGERS
- BAR MANAGER
- DINING ROOM SUPERVISOR

Excellent starting wages for qualified candidates. Apply in person at or 2pm at:
30103 S. Laurel Park
LIVONIA
(on 6 Mile across from Jacobsen's)
An Equal Opportunity Employer

DAY & NIGHT BUS COOKS, HOSTS & BARTENDERS
We offer competitive wages
Please apply in person at:
MERIWETHER'S RESTAURANT
25485 Telegraph, Southfield

BARTENDER
Full or part time, nights. Excellent wages & benefits. Farmington area. Call Vicki 477-0099

BARTENDER
Full & Part time. Apply in person Box Bar & Grill, 777 W. Ann Arbor Trail, Plymouth. See Chip or Fran.

BARTENDER - Nights experienced only. Apply in person Nicky's Dining & Cocktails, 155 W. Big Beaver, (W. of I-75) Troy.

BUS HELP - DISHWASHER
$4.75 per hour to start. Apply in person. Wagon Wheel Lounge, 212 S Main, Northville.

BUS PERSON
Full Time Nights
Ryan's Tavern, 624-1000
3100 W. Maple, (W. of Haggerty)

CHEF COOK
Cardinal Mooseheart Estates is seeking a full time Chef Cook to supervise, plan & prepare daily meals in our local community. Must have experience with purchasing & inventory control. Good scratch cooking & creative skills required. Pleasant working environment & benefits package. Non-smoker only. Please send resume to:
Food Service, 32001 Cherry Hill, Westland, Mich. 48185.
An Equal Opportunity Employer

505 Help Wanted Food-Beverage

COOK
Full & part time, apply in person Bar Bar & Grill, 777 W. Ann Arbor Trail Plymouth, see Chip or Fran

COOK - MIDNIGHT SHIFT
Full or part time. $6.00 per hour Mama Locricchio Family Restaurant, 12 Mile at Orchard Lake Rd. 474-8567

COOK
Short Order. Full or part time. Excellent wages & benefits. Farmington area. Call Vicki 477-0099

COOKS
• TOP PAY
• MEDICAL INSURANCE
• PAID VACATION
• FLEXIBLE HOURS
Call Sweet Lorraine's Cafe in South Field for interview. 539-5980

COOKS - 2 years experience. Immediate opening. Apply in person Andora's, 5709 S. Telegraph. Dearborn Hts.

COOK & WAIT STAFF
In bowling alley inside bar. Livonia/Westland area. Full and part time needed. 722-7790 or 478-2410

COUNTER HELP
needed in newly remodeled restaurant. Must have slicing machine experience. Apply in person.
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

DELI needs evening help 30-40 hours per week. $4/hour to start. Please call Mark. 981-5371

WAITSTAFF
Professional, polished. Benefits high volume restaurant. Call Mary, for time, 352-8790 or apply:
DIAMOND JIM BRADY'S,
PRUDENTIAL TOWN CENTER
10'½ & Evergreen, Southfield

DISHWASHERS/BUS PERSONS
Are you hardworking, looking for extra money, a good working environment & desirable benefits? Then join our team. Full & part time, evening positions available.
Apply in person, Mon-Thurs
MAX & ERMA'S RESTAURANT
31205 Orchard Lake Rd
Hunters Square Shopping Mall,
Farmington Hills
855-0990

506 Help Wanted Sales

CAREER SALES OPPORTUNITY

For 37 years a tradition of quality Real Estate Brokerage has been our Hallmark at:
Weir, Manuel, Snyder & Ranke, Inc.
Work with some of Michigan's highest-earning Real Estate Sales Associates. It's contagious. Due to an extremely active residential real estate market, a limited number of sales positions are currently available. For information about training and opportunity, call:

Rochester
Bill Jamnick 651-3500

Troy/Birmingham/Bloomfield Hills
Jack Cloud 689-7300

Plymouth/Northville/Canton
Jerome Delany 455-6000

West Bloomfield/Farmington
Birmingham/Bloomfield Hills
Paul Koepke 851-5500

WEIR, MANUEL, SNYDER & RANKE, INC.
REALTORS

505 Help Wanted Food-Beverage

Max & Erma's
RESTAURANT • BAR & GATHERING PLACE

The busiest new restaurant in Rochester Hills is now accepting applications, from high-calibre, enthusiastic people to fill the following positions:

- Waitpersons
- Bussers
- Hostesses
- Kitchen Associates

If you would like to work flexible hours in a fun environment please apply in person at the restaurant Monday through Friday 2 p.m. - 4 p.m.

70 North Adams Rd.
(In the Meadow Brook Mall)

507 Help Wanted Part Time

DO YOU HAVE MONDAY AND THURSDAY MORNINGS OR AFTERNOONS FREE?

Want to earn extra cash?

You can work as an independent contractor about four hours a week for $32.00 if you have a station wagon, van or pick-up truck.

CURRENT OPENINGS ARE IN:
☐ Plymouth
☐ Canton

Interested persons must possess a polite business-like attitude, be self-motivated and have dependable transportation.

FOR MORE INFORMATION OR TO APPLY

591-0500

INTERESTED IN SELLING REAL ESTATE?

ASSOCIATE WITH TWO GENERATION OF SUCCESS

Well trained salespersons have an advantage!
Excellent training programs including:
"FREE to Qualified Individuals" PRE-LICENSE classes.

EARN 90% WITH NO HIDDEN COSTS!

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647-1900

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DARLENE SHEMANSKI
453-6800

ROCHESTER
MANAGER
853-0200

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JAN GRUPIDO
689-3300

LIVONIA
DON KAMEN
522-5333

WEST BLOOMFIELD
DALE RICHMOND
683-1122

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LLOYD EDWARDS
268-1000

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