CLASSIFIED ADVERTISING

644-1070 Oakland County 591-0900 Wayne County 852-3222 Rochester/Rochester Hills

MORE CLASSIFIEDS

This classification continued from the last page of Section F.

504 Help Wanted Office-Clerical

RELIABLE INDIVIDUAL with own transportation needed part time for Southfield lawfirm. Job duties include filing documents with various courts, filing & light typing. Please call 557-8200

SALES SECRETARY

Full time, 50 wpm, typing required. Salary open + benefits. 559-8000

SALES SECRETARY

Needed to support dynamic sales team for top consulting company. IBM Displaywrite experience a plus. Must be flexible & professional for this fast paced office. Good benefits. To $15K. Fee Paid. 994-5500 NETWORK RESOURCES

SECRETARIAL/CLERICAL for W. Bloomfield accounting firm. Part time permanent. Must be familiar with computers, accounting knowledge helpful. Send resume to: B.H., Box 3238, Southfield, MI 48037.

504 Help Wanted Office-Clerical

Receptionists Secretaries

Professional individuals needed for long and short term assignments.

- Receptionists need switchboard or multi-line phone experience. Light typing a +.
- Secretaries must type 50 WPM. Free word processing training will be offered to qualified applicants!

Excellent earning potential. Call today — find out why we're different!

ENTECH SERVICES, LTD.

Farmington Hills 737-1744
Troy 588-5610

SEASONAL EMPLOYMENT

Inputers, editors, sorters, machine operators, letter sealers, math checkers & receptionists. Starting pay $4.00 to $5.00 an hour. Contact H & R Block

473-9095

504 Help Wanted Office-Clerical

Receptionist/ Typist

If you have a pleasant voice and excellent phone skills, Kelly Services needs you. Receptionists and receptionist typists with typing skills of 35+ wpm are needed to answer 10 line phones and perform general clerical duties. Assignments are generally short-term.

For more information please call us:

Troy
362-1180

KELLY SERVICES

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

RECEPTIONIST Full/Part Time

We currently have an opening for a company receptionist. Receptionist to work in our Farmington Hills office. We're looking for a bright and detail-oriented individual, we're looking for you!

This is a full time OR part time position (8:00am to 5:00pm) or (8:00am to 12:30pm and 12:30pm to 5:00pm) requiring excellent telephone and interpersonal skills. In addition to answering incoming calls to the Farmington Hills office you will also provide clerical support. We require a high school diploma or equivalent, as well as the ability to type.

To take advantage of this opportunity, please send your resume to:

BOX 694
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

An Equal Opportunity Employer

SALES SECRETARY $19,500

This employee-oriented company is a mature seller/starter with 2 plus years secretarial experience, typing of 55 plus and word processing skills. Sales and light bookkeeping a plus. Excellent benefits including profit sharing, tuition reimbursement and performance bonuses. Call Sally, 464-0909.

SNELLING & SNELLING

TROY ADVERTISING CO. seeks congenial secretary/typist. Word perfect a plus, 50-60 wpm, phone skills, and able to prioritize work. Send resume to Box 566 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

THE JOB YOU'VE WAITED FOR IS NOW AT YOUR FINGERTIPS!

It doesn't get any better than this. Permanent Staff has recently received an opening from a Fortune 500 client in the Southfield area! It's important you! This new secretarial position requires 5 years work experience, IBM or Lotus 123 (MS DOS 3 plus) in addition to many word systems 36. If you have that extra edge and are looking for an opportunity to grow with an established firm, call us today for an interview.

Many positions are possible through Permanent Staff.

ALL FEES COMPANY PAID
PERMANENT STAFF
Livonia 591-2221

SECRETARIAL/ADMINISTRATION

Full time, salary $8.50 - $8.00/hr commensurate with ability, company paved health & pension. Small pleasant non smoking office of a growing equipment leasing firm. Contact Zac Bell 352-7800

SECRETARIES - for major Fortune 500 company in Farmington, Southfield & Novi areas. Type 55-60 wpm. Light word processing helpful (4-6/mos). Call Helen at Uniforce 357-0648

504 Help Wanted Office-Clerical

Secretarial Asst. Part-Time Days

Great opportunity for organized, personable individual to work in busy engineering dept. Duties will include typing, filing, answering phones and performing special assignments. Ability to type 50 wpm, previous clerical experience and strong communication skills are a must.

Position offers schedule flexibility and attractive wages. You may apply in person at:

GARDEN CITY HOSPITAL
(Orthopedics)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, Ext. 4277
An Equal Opportunity Employer

secretarial

ADMINISTRATIVE SECRETARY

Excellent career opportunity for top-notch secretary with strong organizational skills to report to Director Vice President of large suburban hospital. 2-4 years secretarial experience, college preferred. Position requires high level proficiencies in typing, word processing, shorthand and all office procedures.

We offer an excellent salary and benefit package in the Farmington Hills area. Please submit resume stating qualifications to Eileen Nichols, Employment Manager:

ST. JOSEPH MERCY HOSPITAL
900 Woodward
Pontiac, MI., 48053

An Equal Opportunity Employer

SECRETARIAL SKILLS

I need a dependable person with good typing skills, a word processing background, and solid work ethic. You will also be responsible for all of a departmental secretary for 1-2 months for this Farmington Hills firm. Excellent short term compensation. Call Diane at 356-7083

SECRETARIAL SKILLS

I need a dependable person with good typing & some word processing skills to complete a project that will take 1-3 months. If you think you have a resume, write a one page letter outlining why you are perfect. Reply to box 600, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIES

Are you looking for a position in N. Oakland County? We have various secretarial positions in Bloomfield Hills, Troy, Flint & Birmingham. Stable background a must. Call for an interview today.

ALL FEES COMPANY PAID
PERMANENT STAFF
850 Stephenson Hwy, Suite 303
Troy, MI 48083
585-2720

SECRETARIES

If you enjoy being a part of a team, Secretary and are looking for recognition and opportunity for advancement, join us with Fortune 500 company awards you. Competitive pay and benefits. Immediate openings. Call Nancy at 589-0500.

SECRETARIES TOP PAY

3 month assignment for secretary with 60 wpm typing & transcription skills. Dictation an asset.

Long term assignment for financial secretary with 70 wpm typing & 80 wpm shorthand or 100 wpm typing.

Immediate assignment for secretary with good shorthand & typing. Includes some travel

ONYX
Southfield 356-6699
Troy 639-5200
(Friday Pay the ONYX Way)

SECRETARIES WORD PROCESSORS

YOU CAN NEVER BE SIGNED UP WITH TODAY'S TEMPORARY HELP SERVICES

- COMPETITIVE PAY
- HOLIDAY PAY
- SALARY BONUS
- INSURANCE

557-5700
SNELLING TEMPORARIES

SECRETARIES

$18,200-$22,000 FEE PAID

Nationwide company has 2 secretarial openings in their automotive related firm. Must have 2 years secretarial experience, typing 55 wpm, IBM/PC, above average inter-personal skills and excellent verbal and written communication abilities. College or automotive background a plus. Benefit offices and excellent benefits. Call Mary at 464-0909.

SNELLING & SNELLING

SECRETARY

Administrative/right-hand person needed with strong Title Insurance knowledge to assist owner in preparation of all aspects of the business. Good benefits. To $20K. Fee Paid. 994-5500 NETWORK RESOURCES

Advertising agency needs a secretary who enjoys fast paced office & team environment. Self starting, dependable, non smoker. WordPerfect a must. Those serious & qualified for a secretarial career only need apply. Immediate opening. Southfield. Benefits package. Send resume to Box 514, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY OFFICE

Should have all around skills such as bookkeeping, telephone, office management. Word processing with WordPerfect helpful.

J. Howard Hudell Architects
Southfield • 353-7370

SECRETARY/BOOKKEEPER for 1 Person Office. Payroll, Payroll Taxes, Accounting, Typing, etc. Farmington Hills. 553-4411

SECRETARY/BOOKKEEPER

Full or part time. Woodward 1 mile area. Experience. Very interesting work. With excellent pay & working conditions. Send your resume & wages expected to: PO Box 85, Royal Oak, MI. 48068

SECRETARY/CLERICAL needed for small Livonia CPA firm. Send resume to: 12700 Naples Dr., Plymouth, MI 48170.

SECRETARY/CLERK

Highland Superstores is one of the largest & fastest growing Electronics & Appliance Retailers in the nation. Written our new corporate headquarters, we have an immediate opening for an individual with at least (2) years Secretarial/Clerical experience to work in our Human Resources Department. Qualified candidate will possess P.C. knowledge, strong clerical & supervisory communication skills. Knowledge of WordPerfect or Lotus 1-2-3 a Plus.

We offer an excellent benefit package & fast-paced growth environment. Please send resume or apply in person, to:

Highland Superstores
Human Resources Department-SOE
909 N. Sheldon Rd.
Plymouth, Michigan 48170
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY

Corporate attorney with Fortune 100 Company in Farmington Hills area, seeks an ambitious, intelligent secretary for a busy, no-nonsense office. Must have 3-5 years secretarial experience, excellent shorthand, typing and word processing skills and accept overtime assignments. We offer an excellent starting salary with comprehensive benefit package.

Forward your resume, including salary history to:

General Counsel
P.O. Box 2025
Bloomfield Hills, MI. 48303-2003

An Equal Opportunity Employer

SECRETARY - excellent grammatical, clerical & interpersonal skills required. Word processing & dictaphone experience a must. Salary commensurate with experience & skills. Send resume & salary requirements to Lisa Fisher, 25555 Melrose, Ste 7, Southfield, 48075

SECRETARY

Excellent opportunity to begin your career with this Troy based company. Must have word processing knowledge, type 55wpm accurately & excel at secretarial skills

ONYX
Southfield: 356-6699
Troy: 649-5200
(Friday pay the ONYX way)

SECRETARY

Experienced, 2 man office in Farmington Hills, full time. Good telephone skills essential. Must be self initiative and drive to help company grow. Call 477-7066

SECRETARY

Fast paced Livonia company needs an energetic, competent secretary. Top notch skills required. Computer experience necessary. Send resume with salary requirements to: Secretary, 33209 West Six Mile Road, Suite 111, Livonia, MI. 48152

SECRETARY - for Troy law firm, experience preferred, 1 year, 70 wpm word processing experience, proficient with dictaphone. Non-smoking environment 641-1800, ext. 100

SECRETARY

for busy manufacturing office. Duties include receptionist, typing, filing and material purchasing. Looking for an organized matter person. Excellent salary and benefits. Troy area. Ask for Eric at: 280-0630

SECRETARY

for Farmington office. Excellent salary and benefits. Must be experienced person with good organizational skills & some computer experience. Send resume to Box 368, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for busy Troy office. Good telephone manners and typing skills. Work with wide variety of responsibilities with minimum supervision. Reply to: Secretary, P. O. Box 912, Bloomfield Hills, MI 48303-0912

SECRETARY

Full time entry level position available immediately. No experience necessary, although good polished interpersonal skills a plus. Good salary plus commission & full benefits. Please call Rick. 274-0002

SECRETARY-Full time position available for Southfield based Leasing Company. Must have at least one year of typing experience. Pleasant atmosphere. Call Jerry at 20755 Greenfield Rd., Suite 104, Southfield, MI 48075

SECRETARY

Growing construction firm seeking responsible secretary for word processing and general office duties. Minimum 2 years secretarial experience required. Successful candidate must have IBM Wordperfect experience. Salary commensurate. Comprehensive benefit package. Send resume to Office Manager, The Argos Group, 27777 Franklin Rd., Suite 875, Southfield, MI 48034.

SECRETARY

Guardian Industries has an opening for a part time Secretary in its corporate Accounting Department. Responsibilities include typing, filing, and other general office assignments. Excellent secretarial skills including word processing experience required. Wordperfect and prior experience in an accounting environment is helpful. Hours are approximately 10 AM. - 3 PM., Mon. - Fri. Please send a resume or letter to: Robert Merrick.

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

SECRETARY - Immediate opening in W. Bloomfield sales office. Responsibilities include telephone, order processing, some word processing. Contact Barbara for interview. 855-5433

SECRETARY

Immediate position available for assertive person. 50 + wpm a must.

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 - Livonia general contractor's company seeks a secretary who has good secretarial skills and promotes a professional image and positive attitude (2 years minimum). The successful candidate will have experience on IBM PC equipment, word processing & lotus. Able to manage a constant work flow, secretary for 3 department heads. If interested, call Esther 591-6000, ext. 218

SECRETARY - Livonia, word processing experience, exposure to Lotus a plus.

WORD PROCESSOR - Birmingham, Gesara Multimate experience.

RECEPTIONIST - Southfield, great phone personality a must.

ACCOUNTING - Accounts receivable/accounts payable, and billing background.

Diversified Recruiters
27780 Novi Rd., Suite 104
Novi, Michigan 48050

344-6700

No Fee - Company Paid

SECRETARY: Marketing Research Company. Secretary skilled in Word Processing (WS2000 preferred). Good spelling & grammar required. Salary based upon ability. Resumes only, to: The Creative Group, Inc., 31600 Northwestern, Ste. 280, Farmington Hills, MI. 48018

SECRETARY - Part time, for Southfield brokerage firm. Experienced, with excellent communication and office skills. Requires typing, 55 wpm, and basic knowledge of word processing. For information call, ask for Jan: 358-1181

504 Help Wanted Office-Clerical

SECRETARY

Minimum 3 yrs. office experience. Ability to type 50-60 WPM and dictaphone & a working knowledge of the word processor is required. We offer an outstanding benefit package. Please call or send resume to: Gharbi Associates, Inc., 14141 Farmington Rd., Livonia, Mich. 48154 421-3000

An Equal Opportunity Employer

SECRETARY

Needed to handle phone work, light bookkeeping, typing & general office duties. Must have some experience. For interview call: 471-5696

SECRETARY/OFFICE MANAGER to run the show for our Southfield office. Must have some supervisory experience (9 retail locations, supervise & coordinate the work load between yourself & the receptionist. Supervisory skills a must, excellent secretarial skills; shorthand or speed writing, Dictaphone, take charge person to accept the challenge & grow with our company. You must be a strong self starter. $17,000 to $20,000 to start plus benefits. Send resume to: Box 2, 25555 Lancaster #205, Southfield, MI 48034

Secretary

Opportunity With A Leader

We are Panaphic Systems, Inc., one of the world's leading developers of software products for the computer industry. We currently have an excellent Secretarial opportunity in our conveniently-located Farmington Hills office.

You'll be responsible for providing secretarial and administrative support to our sales staff. You should have at least 2-3 years' secretarial experience and excellent communication and organizational skills. Knowledge of Word Perfect, Lotus Writer and PC experience helpful.

This position offers an opportunity for future advancement as well as a good salary and a wide-ranging benefits package. For confidential consideration, please send your resume to: Human Resources Coordinator, Dept. GE, 18, 1119 W. 12 Mile Road, Farmington Hills, MI 48331. An equal opportunity employer, M/F/V/H

PANSOPHIC

SECRETARY

Our worldwide headquarters has an opening for a Secretary with excellent secretarial skills & a minimum of 5 years experience. Experience important in this position are SHORTHAND 80wpm & typing 55-60wpm. Excellent benefit package & beautiful working environment. Reply to:

SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI. 48037

SECRETARY - part time, data entry, good typing skills, will train, 15-25 hours per week. Livonia retail store. Call Jim 522-9208

SECRETARY - PART-TIME Typing and dictation. Send resume to: National Standards, 677 S. Adams Rd., Suite 200, Birmingham, MI 48009

SECRETARY - part time State Farm agency looking for afternoons, approx. 1:30-5:30, Mon. thru Fri. General office duties in Farmington Hills. Call 851-5050

Secretary (Part-Time)

Masco Corporation, a Fortune 500, diversified manufacturer, has an immediate part-time opportunity available for an experienced Secretary. The hours are flexible, permanent part time position are 4:30 - 8:30 pm. and required every other Saturday.

Working in our Corporate Legal Department, the ideal candidate should possess strong typing, spelling and organizational skills. PC experience is a plus as is previous legal experience.

This position is accompanied by a competitive salary. Please send your resume in confidence to:

Human Resources - Dept. SE

Masco Corporation
21001 Van Born Road
Taylor, MI 48180

An Equal Opportunity Employer

SECRETARY

Position available for experienced secretary with America's largest full-service real estate company. We need an individual with good math, typing skills, excellent English/grammar & ability to pay attention to detail. Fun working environment in Farmington Hills regional office. Send resume with salary requirements to: Attention Diane

Coldwell Banker
31600 Grand River, Suite 130
Farmington Hills, MI 48018
A Member of the Sears Financial Network.

SECRETARY - Property management company looking for self-motivated individual. Shorthand and word processing required. WordPerfect preferred. Salary commensurate with experience. Send resume and salary history to: Personnel, 33255 Northwestern Hwy, #180, Farmington Hills, MI 48018

SECRETARY/RECEPTIONIST

Principal of suburban sales agency needs an amiable, motivated working individual for light dictation, typing, lots of phone. Meeting schedules, messages, and other details straight. Some experience a plus, salary commensurate. Age not a factor; enthusiasm, sense of humor are. Modern office, small professional staff. Send letter and resume in Mr. Gregory, 4492 Team St., Plymouth, MI 48170.

SECRETARY/RECEPTIONIST

Part or full time. Please mail resume and salary requirements to: Real Estate Office, 25561 W. 12 Mile, Suite 207, Southfield, MI 48034.

SECRETARY/RECEPTIONIST

Good phone & clerical skills necessary. Good pay and benefits. Send resume to Tyndell Photographic, a leading wholesale photography company, 13035 Wayne Rd., Livonia, MI., 48150

SECRETARY/RECEPTIONIST

Needed for growing company. Must have pleasant phone manner, typing ability, 3-5 years secretarial experience, be able to talk customer on days over the phone and have a neat appearance. Please call after 11am. 355-2000

SECRETARY/RECEPTIONIST. Berkshire Realty, Southfield firm has immediate, full time opening for secretary/receptionist. Word processing experience required. Some light bookkeeping. Send resume with salary requirements to: Box #448, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST

Seeking front desk professional for rapidly expanding hi-tech automotive manufacturer. Facilities located in Livonia. Accurate typing a must, purchase orders & invoices. Good telephone manner required. Salary commensurate with capabilities. Please send resume to: 15367 Schoolcraft, Livonia, MI. 48150. Attn: Pat.

SECRETARY

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

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST

N.W. Livonia Real Estate office needs an experienced full time Secretary. Real Estate experience helpful. Ask for George or Sandie. 476-3400

SECRETARY/RECEPTIONIST — Work for a growing company in an exciting atmosphere. Sharp individual with excellent written and verbal communication skills to handle phone ringing and general office duties. Lisa A. 851-2500

SECRETARY/Receptionist for full time position in Livonia office. Word processing experience & professional phone manner required. Offering comprehensive benefit package & opportunity for advancement. Call 421-3374

SECRETARY/RECEPTIONIST for busy office in Birmingham. Applicants must have good phone personality, strong background in WordPerfect & transcription & be able to work 7AM-4PM. Experience in Lotus, general contracting & accounting a definite plus. Call Mr. Simon between 4PM-5PM, for interview appointment. 540-8433

SECRETARY/ RECEPTIONIST

$12-$14,000 FEE PAID

If you have 1 year general office experience and typing of 50 wpm, this office position offers you 40 hours, frequent raises, diversification and relaxed atmosphere in beautiful Farmington. Interviews will start soon so don't delay. Call today.

SNELLING & SNELLING
FARMINGTON HILLS

SECRETARY

ROCHESTER AREA.

Must have good typing skills, pleasant phone manner and professional appearance. Real estate experience helpful. Call Karen for confidential interview.

641-1650

SECRETARY

Some bookkeeping experience preferred. Knowledge of Word Perfect. Bloomfield Township. 334-2481

SECRETARY TO V.P.

TO $18,000. Excellent benefits. With proven secretarial background. Word processing experience helpful but will train qualified individual. Personnel Systems 459-1166

SECRETARY TO $16,000

International corporation seeks secretary with 1-3 years experience supporting to officer of company. 55+ wpm typing, 80+ wpm shorthand, good math, spelling & grammar skills required. Tuition reimbursement, dental, optical, savings, cafeteria style and retirement income. Call 354-1440. Or send resume to: Arthur Thomas, 4000 Town Center, Suite 578, Southfield, MI 48075.

"ALL FEES COMPANY PAID"

SECRETARY/TYPIST for CPA firm. WordPerfect word processing experience required, 12 Mile & Telegraph area. Excellent benefits. 642-5624

SECRETARY

type position available at large metro dealership to assist sales and finance managers. Must enjoy dealing with people and have ability to function with minimum supervision. Call 531-7100

Between 11 & 4 for appointment
Ask for Ron Wilson

SECRETARY/TYPIST

Southfield based corporation seeking self motivated individual with excellent typing skills, minimum 50wpm and general office knowledge. Pleasant working environment. Will train on WordProcessor. Pleasant working atmosphere. Excellent benefits. Call weekdays 557-8140

SECRETARY wanted for general contractor in Livonia. Five minutes from home. Good typing skills and excellent phone skills. Shorthand preferred but not necessary. Call today for interview. 478-1311

SECRETARY

With Wang experience. Mature individual. Excellent typing. $10-$22K range. Full corporate benefits. Fee Paid.

B. HAMIL PERSONNEL
424-8470

SECRETARY
WORD PROCESSORS
AT Systems, Immediate Openings.
$8-10/HR
Temporary Solutions,
645-0900 Birmingham

SECRETARY/WORD PROCESSOR To work in a law office. No legal experience necessary. To $18,000 Fee Paid. Call:

PERSONNEL SYSTEMS
459-1166

SECRETARY

$20,000 FEE PAID

Novi company in growth phase looking for friendly outgoing Secretary who will be focal point of office. Company has international ties and great benefit package. Hurry, call 851-3660.

SNELLING & SNELLING
FARMINGTON HILLS

STOCKBROKER helper/Clerical. Entry level, start training Monday. Birmingham area. Non smoking environment. 642-0711

PROFESSIONALS NEEDED to operate 12 line switchboard. Must be Queen, Chris & Westbury graduate. Light typing required. Ask for Ms Hold, 569-0442

SWITCHBOARD OPERATOR

With one of the following

- ROLM
- Dimension
- IBM
- Centrex
- PBX

Immediate positions available for both long and 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

Telemarketing

Financial services group, expanding its telemarketing team, needs high-energy types with proven inside sales/customer service record. Super phone voice. FEE PAID.

St. Clair Shores 774-0730
Troy 649-4144

Harriet Sorge Personnel

TELEPHONE RECEPTIONIST

mature person needed 2 or 3 days per week to answer telephones in plush offices at Liberty Center in Troy. Must be flexible. Light typing. Call Carol 680-8801

TOP TYPIST

Word Perfect experience. To be trained as legal secretary. Non-smoker. Ask for Mark: 737-8400

TRANSCRIPTION TYPIST needed for small office in Southfield. Competition & hours flexible. Send resume to: Robin & Assoc. 26333 Evergreen, Southfield, MI. 48076

WORD PROCESSOR

SOUTHFIELD - IBM Display-Write 36, production typing, 516-$20K range. Paid benefits. Fee Paid.

B. HAMIL PERSONNEL
424-8470

504 Help Wanted Office-Clerical

Telephone Representatives (PART-TIME)

Our collection administration department is seeking individuals with excellent verbal communication skills. Qualified candidates must possess the ability to work under pressure & tactfully handle incoming calls from our mortgagee. Previous responsibilities include screening telephone calls, preparing letters for mailing & processing mail. Spanish speaking would be an asset. Qualified candidates will have accurate typing capabilities of 40wpm. Work days are from 11:30am-3:30pm, Mon-Fri. Individuals must be flexible with these evening hours. A competitive benefit package including an Employee Stock Ownership Plan is being offered. Qualified candidates should apply Mon-Fri, 9am-4pm.

The Employment Department
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

THE EATON CORPORATION Controls Division, has need for part time clerical help in our Automotive Marketing Department in Southfield. Qualified candidate must have previous office experience with excellent typing and general clerical skills and should be able to handle a wide variety of duties. Working knowledge of word processing and memory typewriter also needed. PC experience or previous experience in marketing/sales atmosphere a plus. This position involves clerical support. 15-20 hours per week! Our fine staff in a fast-paced sales office. Please contact Lauren Miller, Eaton Corp., 28101 Northwestern Hwy., Southfield, MI., 48037. 354-9778

An Equal Opportunity Employer

TRY SOMETHING DIFFERENT

Tired of being in a crowd and not being treated like you should. We are people who need people and want just temporarily! We offer unique employment opportunities and excellent pay and benefits. Secretaries, Word Processors, Typists. Don't settle for less.

Call 569-0500. We have immediate openings.

TYPIST

Immediate opening for experienced, accurate typist, 60wpm minimum. Engineering and industrial experience helpful. Non-smoker. Birmingham/Southfield area. Call Ann Apirl, P.O. Box 582, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST

Kelly Services needs typists who have typing skills of 50 wpm minimum. Word processing skills also involved. You must also be well organized and articulate.

Call us today!

Bloomfield Hills
642-9650

KELLY SERVICES

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

TYPIST

Kelly Services is seeking a typist with skills in a long term assignment. 50 + wpm and accuracy a must.

For more information about this position, please call:

Farmington Hills
471-2050

Troy
362-1180

KELLY SERVICES

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

TYPIST/RECEPTIONIST

Needed for marketing Services Company in Rochester. Minimum typing speed 60 wpm. Call 931-2517

TYPIST/RECEPTIONIST

Birmingham CPA Firm looking for quarry typist with word processing experience. Responsible position with a variety of duties. Send resume & salary requirements to Quest, Dick & Whitman: 32001 Telegraph Rd., Ste. #3165, Birmingham, MI., 48010

TYPIST/WIRE OPERATOR

Brokerage firm seeks accurate Typist (40 WPM minimum) to work in a fast-paced environment. One to 2 yrs. office experience necessary. Person will be responsible for various office duties including answering phones, inputting orders & receiving securities. Excellent opportunity for advancement in a growing firm. This position is full-time with a benefit package. Positions are available in Detroit & Warren branch offices. For consideration, please send resume to:

OLDE DISCOUNT CORP.
Personnel Dept.
721 Griswold St.
Detroit, MI. 48226

WORD PROCESSING OPERATOR

Work 3-30 pm to midnight at Pharmaceutical Co. in Ann Arbor. Must call or chemical terminology helpful. Will train eligible candidate on IBM 5520.

Call Beth
Ann Arbor
761-5700

KELLY SERVICES

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

WORD PROCESSOR - Novi. Transcription/Secretarial duties, non smoker only, excellent typing & neatness. Pleasant, outgoing manner for a busy medical/legal Novi office. Preferably experienced with word processing/computer knowledge & telephone skills required. Send resume & salary requirements to: Box 474, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR, needed in Troy. Should have 1 year experience & type 50wpm. Salary $11,000 plus benefits. Call Rose Ann at 879-8630

504 Help Wanted Office-Clerical

WORD PROCESSOR

Entry level word processor for fast paced Southfield company. 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

Highly motivated individual needed with strong word processing skills. Wordperfect, Wordstar, or Displaywrite experience. Excellent benefit package. To $15.5. Fee Paid. 994-5500 NETWORK RESOURCES

WORD PROCESSOR OPERATOR. Perform transcribed and complex clerical/typing assignments. Must have word processing skills & training, also, willingness to learn complex computer systems. Salary currently $13,903 + $17,088. Blue Cross or HMO, retirement plan & usual fringe benefits. Do not call. Send resume to: Wayne Oakland Library Federation, 33030 Van Born Rd., Wayne, MI 48184, Attention: Personnel

WORD PROCESSOR TRAINEE

$18-$19,000 FEE PAID

Fast paced, high energy, an employee oriented company that offers excellent benefit package including paid vacations, holidays, and participation Prime location, various duties and growth potential. If you have good typing skills and experience, this position may be for you. Call today, 851-3660.

SNELLING & SNELLING
FARMINGTON HILLS

505 Help Wanted Food-Beverage

AKASAKA - looking for maintenance person, kitchen help & dishwasher. Apply in person: Akasaka Japanese Restaurant, 37152 6 Mile, (Laurel Commons), Livonia 462-2630

ALL AREAS. Cooks, Bussers, Dishwasher, Prep, Hostess & Waitress. Inquire at Blue City Restaurant, 1947 W 10 mile, Southfield

ANGELO BINGS RESTAURANT now hiring wait persons, bus persons, dishwasher. Apply in person at 33550 Geo Bros. Restaurant, 33550 Ford Rd., Westland. 427-1872

APPLICATIONS being taken for Mister Pastry Deli, 2850 W. Maple, Troy, between 9am - 3pm 649-1808

APPLICATIONS NOW being taken for Waiter/Waitress & bus persons. Apply at: Moy's Japanese Steak House, 31313 Ford Rd.

BANQUET PANTRY COOK to prep salads & desserts. No weekends or holidays. $4.50 per hr. based upon experience. Troy Area. Call Pam, 8am-5am only. 879-1619

DAY & NIGHT BUS, WAIT PERSONS, PREPCOOKS, PANTRY HOST/HOSTESS

We offer competitive wages
Please apply at:

MERIWETHER'S RESTAURANT
25485 Telegraph, Southfield

BAR PERSONS, Waiters/Waitress & Kitchen Help. Full or part time. Apply in person. Rogala's Bar, 31831 Ford Rd., Garden City.

BAR & TABLE WAIT PERSON 18 to 20 hr per week, days only, apply between 10am-6pm. Hot Shot Saloon 28121 Plymouth Rd. Livonia. 261-1350

BARTENDER- Part time nights. Pay commensurate with experience. Apply: J. W. Stokes, 31425 W. 12 Mile, Farmington Hills. 553-3550

BARTENDERS

Experienced, reliable person, 32-35 hr. per wk. Must be able to work Mondays & Tuesdays. Call for appointment or apply within. Cops Lounge, 22332 Gratiot (Between Twelve & Eleven Dr.) 533-6450

BARTENDING

D. DENNIGSON SEAFOOD TAVERN Full time position available. Must be reliable to work days & nights. Good wages & tips. Looking for someone who is fun to work with, hard working, dedicated, friendly & experienced. Apply within, between 2pm & 5pm, 27809 Orchard Lake Rd. corner of 12 Mile, Farmington Hills.

BILL KNAPP'S

16995 South Laurel Park Drive, corner of I-275 & Six Mile, is now accepting applications for full & part time Busing & Dishwasher positions. Good pay with excellent benefits. Apply in person anytime. Ask for Jerry or Tina 464-6363

BURGER KING

Help wanted - all shifts, 34 hour and up. Apply in person: 32704 Grand River, Farmington.

BURGER KING

Now hiring - Days & Afternoons Premium Wages & Benefits

For immediate interview
Apply in person 2-5pm
28333 Ford Rd, Garden City

BUSPERSON, responsible mature attitude, experience preferred. Day shift available. Apply at
The Golden Mushroom, 18100 W. 10 Mile Southfield

BUS PERSONS, day & night shift available. About pay & working conditions. Apply in person: 32704 Grand River, Farmington.

BUSSER WAIT STAFF

Due to the steady increase in business we are now ready to expand our restaurant staff. Positions are available for both day & evening shifts. Please apply at the Clarion Hotel, 31525 W. 10 Mile in Farmington Hills. 553-0000

CAFETERIA WORK available, food prep and line server, cashier opening, part time 9:30 to 2:30, Mon. thru Fri. Excellent pay available.
Call between 2 and 3pm 533-8740

CAITIER for cafeteria in Farmington Hills. Drake & 12 mile area. Full or part time days. Please call corp. after 2pm 553-9336

CASHIER

Mature person. Part time, 11am-3pm, Monday thru Friday in fast paced deli. Apply in person.
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

CASHIER

Part or full time. Good pay & benefits. Southfield carry-out deli. Call Bill, Harry or Bob 352-7377

CATERER PERSON - Must be experienced. On and off premise. $8/hr. plus benefits. Apply:
Matt's Catering, 3535 S. Telegraph, Dearborn. 274-6400

CHUCK MUERS UPTOWN located at 1111 W. 14 Mile at Stephenson, Madison Hts. is now accepting applications for dish machine operations, for day shift. Good benefits. Apply with in

COCKTAIL SERVERS, BARSTAFF, DOOR PERSON and Barbacks. Apply within: Hay Week, 31230 W. 6 Mile, Detroit, 1 blk W. of Telegraph

MICHAEL'S RESTAURANT & BAR
17600 W. 13 Mile Rd.
At Southfield Rd.
540-4444

COOKS
PANTRY PERSON
WAIT STAFF
BUS PERSONS

McDonald's

RESTAURANT MANAGEMENT

FULL & PART TIME

McDonald's Restaurants in West Suburban areas, are looking for aggressive, hard working people to fill management positions. Experience preferred but not necessary. Excellent career opportunities with good pay and benefits.

CALL 474-7700 FOR INFORMATION

Equal Opportunity Employer

RUBY TUESDAY RESTAURANT NOW HIRING

We're Ruby Tuesday's, a group of full service specialty restaurants owned by Morrison, Inc., located throughout the Southeast, Midwest & suburban Detroit areas — A new restaurant with a new idea, we're looking for the very best people.

Wait Staff, Kitchen Staff, Bartenders, Hosts, Bus, Dishwashers and Management applications being accepted. Highest wages paid to start. It's a great opportunity to work in a beautiful restaurant with secure, first-class operations. Apply in person Twelve Oaks Mall, Information Booth, Daily 9 a.m.- 9 p.m.

Ruby Tuesday

Twelve Oaks Mall

We're having a family get-together!

Management Career Open House
Tuesday, January 17, 1989
10 a.m. to 7 p.m.
Elias Brothers Corporate Headquarters
4199 Marcy, Warren, MI

Come meet some of the family members of Elias Brothers Restaurants, Inc. face to face. We'll be happy to talk with you about what makes a career at Big Boy or Top Hat something special.

As a result of our continued success and growth, we have job opportunities for:

Managers
Assistant Managers

It's our policy to make everyone feel at home by treating them with respect, consideration and understanding. That's why we offer excellent salaries including a monthly bonus plan, an outstanding benefit package, a structured training program and advancement opportunities.

If you'd like to be a member of our Big Boy family, get together with us at our Management Career Open House. Or, if you're unable to attend, send your resume to: Elias Brothers Corporate Headquarters, Personnel Office, 4199 Marcy, Warren, MI 48091.

Big Boy

Careers with a family feeling

Equal Opportunity Employer M/F