504 Help Wanted Office-Clerical

RECEPTIONIST/OFFICE CLERK
Must have pleasant phone manner above average typing skills, capable of working under minimal supervision. 2-3 years office experience required. Salary commensurate with qualifed. Computer and accounting background a plus. Send resume and salary requirements to:
Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

RECEPTIONIST/DATA ENTRY
Receptionist data entry clerk needed by local lender and office of large national company. Duties include screening phone calls and assigned general office duties. Typing speed of 60+ wpm. Must be able to work a flexible schedule. Please only qualified applicants may call Mike Neely between 10am and 2pm. 557-1430

RECEPTIONIST
Your first rate communication skills, personality & previous phone experience are all that is important position in this Bloomfield Hills headquarters. Typing of 50wpm & office experience is a must. Call today.

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

RECEPTIONIST SWITCHBOARD OPERATOR
Must have pleasant phone manner and ability to handle very busy phones. Switchboard experience preferred, long and short term assignments available. Ideal for those in urban area. Competitive wages & benefits. Please call for personal interview.

MGM
OFFICE SERVICES INC.
474-7766

RECEPTIONIST
Kelly Services needs typists who have typing speed of 50 wpm minimum. Receptionist duties are also involved. You should also be well-organized & 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

RECEPTIONIST
CLERK
DATA ENTRY
● Receptionist/Clerk assignment in Troy area. Requires excellent clerical skills and prior experience on Multitasks preferred.
● Data Entry: part time position in Bloomfield Hills. Hours are 4-7 p.m. or 5-8 p.m. Temp to go permanent.
ENTECH SERVICES, LTD.
377-4980

Receptionist/Typist
If you have a pleasant voice and excellent typing skills, we have a job we need 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

RETAIL SALES, part-time. Medical equipment dealer and company has immediate opening for a Sales Clerk in its Keego Harbor Mall. Training provided. 11:30-3:30 Mon-Fri., 9-3 every other Sat. Complete application at 1072 W. 14 Mile Rd.280-2020

SALES ASSISTANT - Position requires typing, clerical and administrative skills. Send resume and salary requirements to: Glasgal, 9357 General Dr., Plymouth, MI 48170.

SALES
ENTRY LEVEL
Our fast growing international company has immediate entry level positions. Your duties will include processing requests for quotes, tracking purchase orders, processing loading orders and pricing engineering changes.
A four year degree in Business is highly desirable, but not necessary. You must have a person analytical and organizational ability, a working knowledge of college level math, strong masics and good English composition.
For immediate consideration, please send resume, WITH SALARY REQUIREMENTS to:
Personnel Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
NO Phone Calls Please
An Equal Opportunity Employer

SALES SECRETARY - Needed full time for Birk Firm located near office. Bloomfield area. Confidential reply call 644-1757

SALES SECRETARY
Southfield company needs sharp individual with initiative to work in fast paced Data Dev. department math & organizational skills required.
Call
or Send resume to P. O. Box 300, Southfield, MI 48037

SALES SECRETARY
Growing organization seeking full time individual who is flexible, personable and would enjoy working in assigned department within our expanding production. Must have 6 months of word processing training, good communication skills and excellent phone etiquette. We offer an excellent benefit package and opportunity for career growth. Please call or submit resume to:
Human Resources
20800 Southfield Rd
Southfield, MI 48075
423-1000

SALES SECRETARY/Receptionist
In the Ann Arbor area. Busy sales office looking for an individual to handle our phone. Must have light typing. Experience in working in a sales office a plus. Part time with possibility of full time. Call Michael Cummins Lithu Printers for an appointment. 572-8414

SALES SECRETARY
Growing local financial subsidiary of Fortune 100 super regional bank is seeking to fill the position of Sales Secretary. Candidate must be extremely proficient with WordPerfect. Some mainframe computer knowledge helpful. Well organized, 1-1½ yrs. secretarial experience preferred. Send resume to: Administrator, P.O. Box 2000, Dept. 3499, Southfield, MI. 48037-3499

504 Help Wanted Office-Clerical

SCHOOL SECRETARY
Good typing, shorthand, organizational and communication skills essential. Word processing experience desired. Year round position. $18,530 - $18,634 to start. Apply in person: Northville Public Schools, 501 W. Main, Northville

PART-TIME Receptionist Secretary, downtown Rochester area. Ask for Judy. 652-0500

Part-Time Secretary
Purchasing & Distribution
National food service corporation located in Livonia, seeks a motivated individual for this part time position. Approximately 9-15 hours per week, preferably mornings, beginning at 8am. Responsibilities will include filing, typing, general office & data entry on IBM PC. Please send resume with salary requirements to Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ENGINEERING FIRM requires secretary/receptionist for professional office. Proficiency required in Lotus, Word Star and Word Perfect. Required for Personnel Mgr., Duke worth & Assoc., 14500 Sheldon Rd., Plymouth, MI 48170.

RECEPTIONIST/TRIAL AIDE
$14,000 yearly. Type 70 Wpm. Experience with Word Perfect, 5.0 or 4.2. Responsibilities include: Reception, filing general office equipment operations. Send Resumes to: Michigan Humane Society, Attention: Mr. Al Dubois, 719 Griswold, Ste 2315, Detroit, MI 48226

SECRETARIAL POSITION in Administrative Services at Oak Park School District. Applicants should have secretarial experience and possess above average office skills. Knowledge of word processing (Wordstar) and use of Dictation equipment is preferable. Send resume to the Office Of Business & Finance, Oak Park School District, 13900 Granzon, Oak Park, MI 48237

SECRETARIAL POSITION: Health care management business office. Applicants should have Word Processing experience, excellent and oral written skills, knowledge of medical terminology a plus. Full time benefits. Send resume to: P. O. Box 847, Lathrup Village, MI. 48076. Att: Administrative Services Supervisor.

SECRETARIES
Are you looking for a position in N. Oakland County? We have various level secretarial positions in Bloomfield Hills, Troy, Ferndale & 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
Our clients, major Oakland County corporations seek Secretaries with a minimum 2 years office experience for challenging fast paced positions. If you possess typing of 50 wpm, good organizational skills, we would like to hear from you. Starting salaries, $15-$24,000. To be considered call Susan Snider at Abilities Search Group, 851-3000.

SECRETARIES
ROCHESTER and TROY AREAS.
Must have good typing skills, pleasant phone manner and professional appearance. Real estate experience helpful. Call Karen for confidential interview.
641-1650

Secretaries
Typists
Word Processors
we are recruiting quality personnel for long & short term assignments in the Bloomfield Hills/Birmingham area. Call for an appointment.
CORPORATE PERSONNEL SERVICES
1637 W. Big Beaver
Troy, MI 48084
643-7840

SECRETARIES
We have current openings in Troy for secretaries with Multi Mate word processing & good shorthand skills. Medical background.
Sales/marketing secretary. Shorthand & multi mate necessary. Lotus & Dissoverify a plus.
Several program administrators are needed in Troy. Good clerical skills & computer experience necessary. Many positions.
Bonus pay, paid holidays, & health insurance available. Call for more information or send your resume to:
AMI PERSONNEL SERVICES
585-8260
30250 Edison
MADISON HTS. MI. 48071

SECRETARIES
WORD PROCESSORS
ARE YOU EARNING WHAT YOU ARE WORTH?
● Great Pay
● Holiday Pay
● Same week pay
THINK DOLLARS
THINK SNELLING
557-5700
SNELLING TEMPORARIES
NEVER A FEE

SECRETARIES - (13) - word processors, 6 mos. experience (13) for major corporation in Farmington Hills. Pays $5 wpm, high experience on Display Write 3 or 4, shorthand or secretarial nice but not necessary, will receive additional free training on software. 94.50-$5/hr. Call Molly at Uniforce 357-0034

SECRETARY
Advertising agency needs a secretary who enjoys fast paced office & team environment. Self starting, detail oriented, non smoker, WordPerfect a must. Those serious & qualified for a secretarial career only need apply. Immediate opening. Southfield, benefits package. Send resume to Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
American International companies has an immediate opening for a secretary in its Loss Control/engineering Dept. This responsible position requires excellent administrative skills, type 60 wpm, proficiency in word processing with the ability to work in a fast paced environment. Previous experience in a loss control/engineering environment is preferred. Full co. benefit package is available. Resume & salary history may be forwarded to American International Companies, 29566 Northwestern Hwy. Ste 400, Southfield, MI 48034

SECRETARY
Assistant to General Manager. Familiar with data entry and accounting procedures. For restaurant in Plymouth. Contact Libby 454-1444

SECRETARY
Birmingham co. needs someone who is experienced in shorthand, typing & possesses good communication skills. Data processing experience a plus. Excellent salary & benefits. Call 647-0300

SECRETARY/BOOKKEEPER
Full or part time. Woodward - 11 Mile area. Very interesting work with excellent pay & working conditions. Send complete resume & wages expected to: PO Box 95, Royal Oak, MI. 48068 or call 548-0480

SECRETARY/CLERICAL
Several full time in growing firm. Farmington Hills entry level or experience should apply. Duties include: accurate typing, computer experience (WordPerfect) a plus, good communication skills organizational ability, general clerical knowledge helpful. Pay commensurate with ability. Call Joyce 553-8150

504 Help Wanted Office-Clerical

SECRETARY
Custom injection molding facility has an immediate opening for an engineering secretary. Qualified candidate must have excellent typing skills, good telephone manner, be able to work within a dynamic environment in demanding related functions. Salary commensurate with exp. Please send resume along with salary requirements to:
ALINE PLASTICS
40300 Plymouth Rd - Plymouth, MI. 48170. Attn: Personnel Manager, - Engineering Secretary

SECRETARY
CUSTOMER SERVICE
$13 - $19,000
Farmington Hills firm is looking for two secretarial skills, computer experience & customer service ability to handle important auto accounts. Fast paced variety position for self motivated person. Excellent salary. Great benefits. Call for an interview.
ALL FEES COMPANY PAID
PERMANENT STAFF
Southfield 353-0505

SECRETARY
District Manager for International Corporation is seeking a well organized, experienced secretary for a busy sales office in Farmington Hills. Typing skills, word processing & good communication skills required. A challenging, full time position for qualified candidate. Excellent benefits & responsibilities. Excellent benefit package. Please send resume with salary requirements to Box #558, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Entry-level position for a department of 14 people. Must have excellent typing skills (knowledge of mate preferable), telexing, facsimiles, business letter writing, telephone skills, proofing of proposals. For immediate appointment, please call Rita, 323-4334
Excellent company-paid benefits.
Thomas Cook Travel
Dearborn, MI.

EE
SECRETARY - entry level word processing secretarial position available for a dynamic, personable person with very good typing skills, we will train you on our system for using Word perfect to type financial statements, correspondence & reports. If you have some office experience, a positive attitude & a desire to learn & want to work hard, excellent opportunity to develop your secretarial skills to their fullest, please send your resume & salary requirements to Secretary, Fortner Bushpecker, 24200 Amerisouth Dr. #500, Southfield, MI. 48034

SECRETARY
ENTRY LEVEL
Professional Southfield firm seeks reliable, hardworking individual to assist administrative staff in secretarial duties. Some typing and answering phones. Ideal candidate will be detail oriented and have good positive attitude. Excellent organizational and communication skills in addition to 1-2 years of secretarial and word processing experience. Generous salary and benefits. If interested, please send resume and salary requirements to: Ms. Reston, P. O. Box 891, Southfield, MI 48037

An Equal Opportunity Employer

SECRETARY - Excellent skills required in typing (65 + wpm), spelling, telephone etiquette & math for District Manager's office located in Farmington Hills. Collection & preparation of data will be necessary. Organizational abilities a must. Working knowledge of Lotus 1-2-3 required. Previous secretarial work experience necessary. We offer excellent company benefits. Submit resume to: W. Granger Inc., P.O. Box 897, Novi, 48050.

SECRETARY
Excellent opportunity to begin your career with the 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-Financial planning firm. Must have strong organizational skills, word processing experience & professional appearance. 12-Telegraph area. 442-6662

SECRETARY
FINANCIAL SERVICES AGENCY in Farmington Hills. Duties include, typing, filing, transcribing and word processing. Lotus helpful. Benefits available. Call Terry for an appointment at 362-0933

SECRETARY
for executive in creative department of major ad agency in Southfield, Knowledge of Macintosh and/or Word Processing helpful. Variety of duties. Salary commensurate with capability. Send Resume to: P.O. Box 449, Plymouth, MI. 48170

SECRETARY - Well busy Southfield office needed for general office duties. Must have extensive knowledge of computers and be familiar with WordPerfect. For appointment call 355-3730

SECRETARY
For busy Southfield non smoking office. Must have experience in bookkeeping, computers & all office procedures. Call 356-0000

SECRETARY - full time pleasant phone voice a must. Light typing & filing. Non smoker, potential for advancement 352-3305

SECRETARY - FULL TIME
Some evening work. Excellent phone skills required. Some Accounting and Typing needed. Hourly rate + bonuses/benefits. For interview call 649-1409

SECRETARY
Full time position. Must have experience in word processing and shorthand. Come in or call. Star Dust Sales, Inc., 23461 Industrial Park Drive, Farmington Hills 474-8200
An Equal Opportunity Employer

SECRETARY - FULL-TIME
Position. Excellent grammatical, clerical & interpersonal skills required. Shorthand and/or Word Processing helpful. Variety of duties. Salary commensurate with capability. Send Resume to: P.O. Box 449, Plymouth, MI. 48170

SECRETARY - full time. Answer phones, light typing & filing. Some book work. Exp. preferred. Call Sports Fab, Wixom Industrial Park. 347-3802

SECRETARY - FULL TIME, take charge, needed for busy Plymouth office. Word processing a plus. Ask for Ken or Georgiana. 455-5480 or 348-1212.

SECRETARY - full time
Excellent typing & organizational skills. Salary competitive. Send resume to: Director In-House, Action Center, 4410 W. 10 Mile Rd., Royal Oak, MI 48072.

SECRETARY
Great company. Lovely offices. Typing, word processing. To $17,000. Benefits. Fee paid. Call
399-3450.
SNELLING & SNELLING

SECRETARY
Join Mayfog at 13 Mile & Telegraph and the well known major automotive market needs a dependable person with excellent communication/organizational skills strong typing.
We offer a good salary & pleasing phone manner. General office experience is preferred. Varied duties in a stimulating environment. Attractive salary and benefits plus a pleasant business setting. Please call for appointment 258-5313
MAYTAG CO.
31100 Telegraph Rd, Suite 260
Birmingham, MI 48010
An Equal Opportunity Employer

SECRETARY
Livonia area Sr. Citizen Apt. Complex. General Office skills, ability to communicate with people. Pleasant working conditions. 981-9823

SECRETARY NEEDED
Lilly, Pads, Agency. A dependable person, mature, typing skills, general office duties, good telephone skills. Send resume to: P.O. Box 587, Farmington, MI. 48332-0587

504 Help Wanted Office-Clerical

SECRETARY: Marketing Research firm needs Secretary skilled in Word Processing (WS2000 preferred). Typing ability & grammar required. Salary based upon ability. Resumes only, to: The Creative Group, Inc., 31850 Northwestern, Ste. 260, Farmington Hills, MI. 48018

SECRETARY needed for senior citizen apartment complex in Livonia. Approx. 12 to 20 hours per week, $5.00 an hour. Call Diane 477-4221

SECRETARY
North suburban office furniture supplier is seeking a Secretary for the Engineering Dept. Ideal candidate must have hands on knowledge and experience in the automotive supplier seating field. Word processing and knowledge of Lotus required.
Please send your resume and salary history to: Bill Kaiser, Director, Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY/OFFICE MANAGER
to the show for our Southfield corporate office. Coordinate activities of 9 retail locations, supervise & coordinate the work load between yourself & two receptionist. Supervisory skills a must, excellent secretarial skills; shorthand or speed writing, 60wpm typing, take dictation & son to accept the challenge & grow with our company. You must be a strong self starter. Excellent salary plus benefits. Call Sarah, 354-7440

SECRETARY - PART TIME
Downtown Birmingham. Real estate experience preferred. Contact Ann 642-1115

SECRETARY/PART TIME
Permanent, needed half days, 5 days per week, for large chemical manufacturer for varied office duties. Good typing skills required. Non-smoker. 464-4558

SECRETARY - Part time, could work full time over the Christmas holidays. Light typing. Experienced, with excellent communication and office skills. Requires typing, 55 wpm, and basic knowledge of word processing. For information call, ask for Jack 358-1161

SECRETARY - person with strong organizational and communication skills needed to work for managers in our Farmington Hills office. Must have experience and ability to work in a dynamic small office environment. Excellent benefit package including salary history/requirements to: Personnel, 4050 W. Maple Rd., Suite 102, Birmingham, MI 48010

SECRETARY - PLYMOUTH
Construction company, $16K range. We work as staff secretary. Full company paid benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

SECRETARY
Professional design office. Pleasant environment. Gardner Office, light bookkeeping, typing (35wpm). Word processing and computer input. Salary commensurate with experience. Good benefits. Send resume to:
Mr. Ludwig, 29566 Haley Rd., Suite 200, Farmington Hills, MI. 48331.

SECRETARY/RECEPTIONIST
for busy office in Birmingham. Applicants must have good phone personality, typing 50wpm, knowledge in WordPerfect & transcription & be able to work fast. Knowledge helpful in Lotus, general contracting & accounting. A definite plus. Call Simon between 4PM-5PM, for interview appointment. 540-8833

SECRETARY RECEPTIONIST
Northville area. At least 3 years experience. Call
349-5400

SECRETARY/RECEPTIONIST
Southfield area manufacturing company has full time position available. Good typing, clerical & communication skills are required. Salary DOE. 967-2111

SECRETARY/RECEPTIONIST for college admissions office. Day to days assignments require team work & a high tolerance for stress. Schedule includes some evenings & weekend responsibilities. Varied duties include typing, filing, & phones. Salary range $13-$15,000. Benefits include college tuition. Send resume & cover letter by Jan. 25 to Sara Hedgpeth, Lawrence Tech, 21000 Romeo Road, Southfield MI. 48075.
An Equal Opportunity Employer

Secretary
Receptionist
Large commercial real estate company has immediate opening for qualified Secretary, who enjoys to work in a fun, fast paced environment.
We offer interesting work, friendly atmosphere, competitive salary, at a great location.
We require 55 wpm typing, computer or word processing knowledge. Send resume to or call:
Pam Johnson
Real Estate One
26711 Northwestern Hgy.
Suite 128
Southfield, MI 48034
353-4400

SECRETARY RECEPTIONIST
For busy office in Farmington Hills. Must have pleasant phone manner, typing 50 wpm, knowledge of Lotus helpful, excellent typing. $19-$22K range. Full corporate benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

SECRETARY
SALARY $15,500
This is to 5 variety job needs your organizational skills, typing 50wpm & phone skills. Lovely suburban office plus full benefits package. Call today.
ALL FEES COMPANY PAID
PERMANENT STAFF
Livonia 591-2221

SECRETARY
Southfield firm has immediate opening. Good typing, telephone skills, and PC experience a plus. Excellent working conditions and benefits package. Send resume to:
P. O. Box 2020, Southfield, MI 48037-2020
An Equal Opportunity Employer

SECRETARY TO
EXECUTIVE ASSISTANT & TO
OFFICE MANAGER
for high profile Southfield based company. Seeking independent, conscientious individual possessing the following:
• 3 years experience; preferably senior management exposure.
• Accurate typing and shorthand.
• IBM-PC experience - WordPerfect and Lotus.
• Excellent communication skills; both verbal & written.
• Sharp organizational and people skills.
• Strong sense of responsibility.
Unique opportunity for flexible, assertive person seeking challenging position in pleasant surroundings. Non-smoker. Qualified candidates submit salary requirements and resume to: Personnel Director, 29100 Northwestern, Ste. 365, Southfield, MI., 48034

SECRETARY with good background in computer operation, IBM AT, for Southfield based company. Resume to: Cost Controls, PO Box 528 Plymouth, MI. 48170.

504 Help Wanted Office-Clerical

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

SECRETARY
TO $20,000 FEE PAID
Exciting opportunity promotion from in office location needs Secretary to organize office. Typing of 50 wpm required and shorthand is a plus. For this diversified secretarial position, call 851-3600.
SNELLING & SNELLING
FARMINGTON HILLS

SECRETARY
Village Green Management Company, a leading national property management firm, is seeking a Secretary in Farmington Hills, Michigan has an opening for a Secretary in a fast-paced department. Applicant must possess secretarial, communication & organizational skills. Typing 60-70wpm. Management & property accounting experience a plus. We offer an excellent training & compensation package. Send resume with salary history to:
MS. MARTI OTTO
Director of Human Resources
VILLAGE GREEN
MANAGEMENT COMPANY
30833 NORTHWESTERN HWY
SUITE 300
FARMINGTON HILLS, MI. 48018
No Phone Calls Please

SECRETARY - wanted for busy Birmingham area real estate development office. Duties include typing 60wpm, phone experience & general office skills. Previous office experience necessary. Excellent benefits. Send resume & salary requirements to: Office/Secretarial Director, 4050 W. Maple Rd., Suite 103, Birmingham, MI 48010

SECRETARY
We're US Sprint, the fastest growing long distance company in America and we're looking for what it takes to become the industry leader.
It takes vision and daring and great people who are ready know their jobs. People like you.
We are looking for an efficient, detail-oriented Secretary to support sales and service efforts. Responsibilities will include order processing, contract preparation and receiving incoming personnel support. Some switchboard relief will be required.
Requirements include at least 2 years of secretarial/administrative capacity, accurate typing skills of 60 wpm, and IBM word processing experience using Lotus. Displaywrite IV preferred. Excellent oral and written communication skills essential.
We offer a very competitive salary and a comprehensive benefits package. Send your resume with salary history to:
US SPRINT
3000 Town Center
Suite 300, Dept. E-0062
Southfield, MI 48075
Equal Opportunity Employer M/F

SECRETARY/WORD PROCESSOR
To work in a dynamic office. Legal experience necessary. To $18,000. Fee Paid. Call.
PERSONNEL SYSTEMS
459-1166

SECRETARY
$17,000 FEE PAID
Work in corporate office for busy department. Good typing, PR and word processing skills needed. Excellent benefits. Call Mark at 649-5200.
SNELLING & SNELLING
OF TROY

SERVICE DISPATCHER
We currently have an entry position open for a dispatcher/clerk. The individual selected will be responsible for courteously receiving & processing customer service calls & keeping accurate records of all activities. Qualified candidates must be assertive, detail oriented & possess excellent phone skills. Typing or terminal keyboard skills are required. We will train qualified applicant. As an industrial tractor we are able to offer our employees a competitive compensation package. Just includes full fringe benefits.
For immediate consideration call Mr. Allen 251-2220
An Equal Opportunity Employer

SOUTHFIELD based company has immediate opening for assistant to work in the employment department. Must possess good communication and clerical skills. If interested, call Nationwide Security 355-0500

SOUTHFIELD PROPERTY - management company seeks full time receptionist. Experience preferred. Call 352-8550

START NEW YEAR RIGHT
Begin a career with
TEMPS BY SCOTT, INC.
We need Secretaries, Word Processors and all Clerical Duties. Call for appointment now!
Southfield 542-9000
738 S. Washington, Royal Oak
399-5500
26677 W. 12 Mile, Ste. 134, Southfield

STATISTICAL CLERK
Progressive leasing company in Southfield is seeking a statistical clerk. 1 year clerical experience, completion of 6 semesters of high school or college math related courses and accurate typing (35 wpm) required. Familiarity with computers desired. Excellent benefits package. Send resume to:
Human Resources & Benefits
Lease Insurance Companies
15800 Providence Dr.
Southfield, MI 48075

STATISTICAL TYPIST
With an eagle eye for figures and pleasant telephone voice. Salary commensurate with experience. Excellent benefits. Call Jane 591-4778

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

504 Help Wanted Food-Beverage

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

504 Help Wanted Office-Clerical

SWITCHBOARD/RECEPTION
A major financial planning broker/dealer, relocating to Troy, has immediate opening for a switchboard operator/receptionist. Must be well-groomed, well-spoken & have a pleasant personality. We are looking for an energetic, enthusiastic individual, since we do generate a lot of business. Experience with telephone systems is not necessary, some typing and light bookkeeping duties. We will consider a qualified entry-level, or a mature experienced person. Non-smoking. Salary commensurate with ability. Good benefits available. Please send resume, salary requirements to: Dept. 30A, 100 Renaissance Center, Suite 2210, Detroit, MI 48243.

TAX PREPARER
Experienced for Southfield accounting firm. 358-5845

Telephone Operator/Receptionist
Light typing, pleasant voice. Expanding distributor. Typing required. Send resume to Box 890, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TELEX OPERATOR - Plymouth branch of international trading firm is currently looking for a wire operator. Position requires some detail oriented person. Must be able to type 40 wpm. Send resume to: Prescott, Ball & Turben, 798 Penniman Ave., Plymouth, MI. 48170. Attn: Craig Fisher.

TRAFFIC ASSISTANT
Full time position available. Oakland County area. Must have minimum 3 years previous experience in traffic/transportation field. Good math ability and 10 key calculator skills necessary. Must be able to work independently and organize daily paperwork with experience. Send resume with salary history/requirements to: Attention: Personnel, Box 12, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Typist/General Office
To $18,000 FEE PAID
Bring your 50 wpm typing skills and cheerful disposition with you into our office and apply for this position in plush surroundings. Benefits and advancement potential.
481-3400
SNELLING & SNELLING
FARMINTON HILLS

TYPIST - PART TIME
Mon., Wed., Fri. 9-5. Word processing, experienced needed. Excellent typing skills. Ask for Fred 540-0344

TYPIST
Part-time
Dynamic health services clinic located in Redford has an immediate opening for an experienced typist. Applicants must have 50 wpm, have good organizational skills and enjoy working with the public. Work schedule Wed. 8am-6pm, Thurs. & Fri. 8am-5pm (40 hrs. wk.). Starting salary is $5.50 an hr. Interested applicants should call Jan 9am-5pm at
937-4550

TYPIST/WORD PROCESSOR
Full-time position open for typist. Must be experienced in Word Star program. Min. 60 wpm. Telephone screening & some clerical work associated. Full benefit package. Located near John R & Wattles. Apply transcribing cable records & phone coverage. Good spelling ability necessary. Salary range $13,000 - $18,000. Send resume to: Word Processing, Suite 232, 19627 West 12 Mile Rd., Southfield, MI 48076.

UNIQUE
That's Uni & service that's different from the rest. We offer work environment, such as automotive, banking, advertising, with excellent pay and benefits. If you have office skills, such as typing, word processing, or data entry and are looking for a challenging career, we invite you send resume to: 1408 Allen, Troy, MI., 48083

WE HAVE OVER A
QUARTER MILLION JOBS
OPENING PER YEAR
Snelling & Snelling, Farmington Hills, 313-851-3660.

Transcriptionist. $18,500
Secretaries/Recp. $15,000
Secretary. $18,000
Statistical Typist $16,000
Medical Secretary $20,000
Accounts Pay/Payroll. . . . $15,000
Receptionist $14,000
General Office $15,000

Want more money, better benefits and more challenging employment? Call for your pre-set appointment.

WE NEED YOU!
• Clerks
• Typists (50wpm)
• Data Entry Operators
• Word Processors
• 10-Key Adding Machine Operators
ON THE JOB TRAINING
BONUS PLAN
FRIENDLY ENVIRONMENT
Data Processing firm offers personal positions through April 17.
Apply in person:
SAT., JAN. 28
10AM-4PM
IFS DYNATAX
UNITAX
800 Plymouth Rd.
(between Levan & Haggerty at Industrial Dr.)
Plymouth, Michigan

WORD PROCESSING
$10.00/HR
WOLVERINE
TEMPORARIES
358-4270

504 Help Wanted Food-Beverage

WORD
PROCESSING
OPERATOR
Work 3:30 pm. to midnight at Pizzery restaurant in Troy. Must have experience in food service. We're the salsa/tex-mex people on Rt. 8520.
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 wanted, 3 years experience required. WPworkQ experience preferred. Good typing, grammar and spelling required. Pleasant working conditions. 179 E. Long Lake, Bloomfield Hills, MI. 48013

WORD PROCESSORS
Immediate openings for word processors, production typists. 50wpm or PC competitives. Career minded professional people only.
548-0500

WORD PROCESSOR
SOUTHFIELD - IBM Display/Write 36, production typing. $15-$20K range. Paid benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

WORD PROCESSOR
Entry level word processor for fast paced Southfield firm. Experience and 50 wpm required. Machine experience plus. Send resume to: P. O. Box 300, Southfield, MI 48037 or Call 353-3311, Ext. 217

WORD
PROCESSOR
Immediate opening for experience word processors. Typing speed 60wpm minimum. Engineering and industrial experience. Send resume to: Personnel, Box 584, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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● Secretaries . . . To $10 hour
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505 Help Wanted Food-Beverage

Afternoon
Manager
Top pay. Mature 25 plus years experience. Apply in person: 9am-11am or 2pm-4pm.
Bates Hamburgers
22291 Middlebelt
Farmington Hills

ANGELO BROS RESTAURANT now hiring wait persons, bus persons, dishwasher. Apply after 4pm at Angelo Bros. Restaurant, 33550 Ford Rd., Westland. 427-1872

APPLICATIONS NOW being taken for Dishwashers & Kitchen Prep. Apply within: 16825 Middlebelt. Moys Japanese Steak House.

ASSISTANT CLUB MANAGER
Huron River Hunt Country Riding Club of Farmington is seeking a qualified assistant club manager with a minimum of 2 years club or food service experience. Send confidential resume to:
PO Box 305, Farmington, MI 48332.

ATTENTION Homemade & returnees, for wait staff and kitchen help, famous Birmingham grill, salary negotiable. Call 646-7121

ATTENTION WAITSTAFF
Especially housewives & single parents. Day positions available. High volume family restaurant. Apply at Rochester Hills. Call after 7pm weekdays 852-9444

ATTRACTIVE BAR PERSON
Call for interview. Call between 10am-6pm. Night Cap Lounge
534-7581

BANQUET PANTRY COOK
to prep salads & desserts. No weekends or holidays. $5/$6 per hr. based upon experience. Apply Country Aires, Cass Lake, 3mi-9mi only. 878-1818

DAY & NIGHT BUS,
WAIT PERSONS,
PREPCOOKS, PANTRY
HOST/HOSTESS
We offer competitive wages.
Please apply in person at:
MERIWETHER'S
RESTAURANT
25443 Michigan, Southwest

BAR PERSON - Experienced. Full time, 5 days per week. 255-2386

BARTENDER
Westland lounge seeks experienced bartender. Full time. Call
455-7849 or 453-2244

BUSPERSON
Full time nights
Ryan's Tavern 424-1000
3100 W. Maple, (W of Haggerty)

505 Help Wanted Food-Beverage

BARTENDING
D. DENNISON SEAFOOD TAVERN
Full time position available. Must be flexible from Dinner days & nights. Good wages & tips. Looking for someone who is fun to work with, hard working, dedicated, friendly & experienced. Apply between 2pm & 4pm daily. 34567 Grand River at 12 Mile, Farmington Hills.

BILL KNAPP'S
30119 West Warren, Westland
Now Hiring Dinner Shift
• WAITPERSONS
• BUSSERS
• HOSTPERSONS
We are now accepting applications for full & part time help. Good pay with excellent benefits. Apply in person anytime. Ask for Bob or Tony
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Now Hiring
Flexible Hours
Premium Wages-Flexible Hours
For immediate interview
Call Jerry 2-5pm
26333 Ford Rd, Garden City

BUS PERSONS
NEED EXTRA CASH?
Day's Pub Restaurant offering Wage, based on performance - plus tips. Hours are 11am to 5pm. Other benefits available. To join our team, apply in person, Mon. thru Thurs.
MAX & ERMA'S RESTAURANT
31205 Orchard Lake Rd.
Masters Square Shopping Mall
Farmington Hills. 855-0990

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 & night shifts. Please apply at the Clarion Hotel, 31525 12 Mile in Farmington Hills. 553-0000

CHEF
Experienced cook to plan meals & oversee preparation of food in Southfield Senior Citizens apartment building. 2 meals daily. For further information call 352-7290

COOK ASSISTANT
Knowledge of quality cooking in an institutional setting desired. Experience in cooking includes including preparation of fruits, vegetables, cold food, desserts and dinner entrés. Call for interview. 358-3355

EXPERIENCED COOK - for pre-dinner, lunch and dinner shifts. Call for interview. 358-3355

EXPERIENCED COOK - for pre-dinner, lunch and dinner shifts. Call for interview. 25295 Grand River, Redford, MI. 532-1020

Experienced Delivery Drivers wanted. Apply in person bwtw. 3-4pm. Fri. 1-2pm. Call phone calls please! Bosco's Cafe & Grill, 27843 Orchard Lake Rd., Farmington Hills

EXPERIENCED MAITRE D'
For Country Club, good wages, bonuses, benefits. Apply in person: Manager: P.O. Box 3000 Franklin, MI 48025. No Phone Calls!

FULL TIME Manager & cashier. Day and night shift. Apply in person: 11310 Telegraph, Redford.

HELP WANTED - ALL PERSONNEL
All shifts for restaurant in the Plymouth area. Call after 2pm. 459-1883

HELP WANTED. Wait staff, host persons needed, full and part time. Apply in person: Mr. - Jonathan B. Pub, Livonia Mall.

505 Help Wanted Food-Beverage

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