504 Help Wanted Office-Clerical

RECEPTIONIST/
SWITCHBOARD OPERATOR
& SECRETARIAL

Looking for a little variety? We have an immediate opening for a dependable receptionist/switchboard operator & secretary. Approximately 4½ hours per day will be spent answering our switchboard & greeting visitors in our reception area. & the remaining time performing secretarial duties. The hours are 12 noon to 6pm, Mon. thru Fri. and Saturday 2-8pm. We are offering a good hourly rate plus an excellent benefit package to the right applicant. Should your background include previous receptionist/switchboard & secretarial experience, please forward a resume to:

D.L./Personnel, 30881 Schoolcraft Rd., Livonia, MI 48150

Equal Opportunity Employer
Male/Female/Handicapped/Vet

Receptionist/ Typist

If you have a pleasant voice and excellent phone skills, Kelly Services needs you. Receptionists are in national demand with typing skills of 35 + wpm are needed to answer 10 line phones, sort mail, 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

RE-ENTERING JOB MARKET?

$13,520 FEE PAID

Are you detail oriented, good with figures and have an accounting or related background or be willing to learn? This suburban company might be for you. Very nice people offering excellent benefits. Call Mary at 454-0909.

SNELLING & SNELLING

RESPONSIBLE
OFFICE HELP WANTED:

If you are mature, self motivated, have good common sense and possess these abilities; typing (45wpm), PC knowledge and have a pleasant phone voice, we have an opening for you in our Plymouth based company. Full and part time positions available. Please call, 453-6517

SECRETARY/ASSISTANT. Farmington Hills insurance agency, full time, flexible hours, good typing/phone skills. 855-1010, ext. 317

504 Help Wanted Office-Clerical

RECEPTIONISTS/
TYPISTS

OPPORTUNITY IS CALLING!

Answer by making a solid connection with ONYX. We are currently looking for qualified personnel to fill temporary & permanent employment opportunities in the northern suburbs.

Candidates must have:
- Excellent communication skills
- Typing 35 + wpm
- Experience answering phone systems with 10 or more lines.

Call Today for a phone interview.

ONYX
SOUTHFIELD 356-6699
TROY 649-5200
(Friday Pay the ONYX Way)

RECEPTIONISTS
SWITCHBOARD

Look no further! We have an assignment that meets your needs. All assignments offer good pay and benefits. Give us a call to find out more about our services! The assignments below are some of our current openings:

● RECEPTIONIST/SWITCHBOARD: Troy area assignments available now! These long and short term assignments require light typing. Experience a must.

TROY 588-5610

● SWITCHBOARD/RECEPTIONIST: NO typing required for these Troy area positions. Short and long term now available

Troy 588-5610

● SWITCHBOARD OPERATORS: Long term and temp to go permanent. Pleasant suburban company in Auburn Hills area. Need people experienced on large and/or small systems!

AUBURN HILLS 377-4980

● RECEPTIONISTS Large Auburn Hills area company has short and long term needs as well as temp to go permanent positions open. Light typing required.

AUBURN HILLS 377-4980

ENTECH
SERVICES, LTD.

504 Help Wanted Office-Clerical

ROYAL INSURANCE

Is seeking a self-motivated, energetic person to fill Service Clerical vacancy in Litigation Department. Must be able to type 50wpm, accurately. Computer experience helpful but not necessary. Liberal fringe benefits. For immediate consideration, call Mrs. Rose Mon. thru Fri., 8:30am-2:30pm. 653-9420 ext. 31

An Equal Opportunity Employer

SALES SECRETARY for manufacturer representative. Full time salaried or contact, company car provided, salary negotiable. Resumes to: PO Box 1220, Birmingham, MI 48012.

SALES SECRETARY
Mature, self-motivated individual needed for busy automotive sales office. Southfield area. Good typing and telephone skills essential. Send resume to Box 1320 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY
Needed for Farmington Hills based company. CRT experience required with Word Perfect preferred. Light shorthand and good typing. Send resume with salary requirements to: P.O. Box 2094, Farmington Hills, MI 48018

SALES/SERVICE SECRETARY
14 Mile/Farmington Rd. Established service company desires a friendly calling individual with good secretarial skills and telephone presence. Duties include basic secretarial, outside sales and service support, and incoming inside sales from prepared scripts. Competitive salary and benefits. Non-smoking office. Call Tues.-Fri., 8am-5pm, 661-4871

INDEPENDENT insurance adjusting office seeking dependable, self starter who can type 55wpm plus with dictaphone experience. Additional duties will include filing, mail distribution, back-up phone answering, computer input a plus. Send resume and salary history to: Adjusting Services, Unlimited, P.O. Box 2250, Farmington Hills, MI 48333

Temporary Secretary

Troy based Automotive Supplier is seeking a temporary Administrative Assistant. Position to last until 1st of July, could possibly become a permanent position. Excellent typing, grammar skills & regard for personal appearance a must. Please send resume to Attn: Bitt, Bitt & Desmond, Inc., 100 E. Big Beaver, Suite 1000, Troy, MI 48083. Attn: Human Resources.

SECRETARIAL ASSISTANT
To job engineers. Responsibility also includes coordinating factory scheduling and invoicing. Call for interview, Powered Products Mfg.
251-1770

SECRETARIAL
POSITIONS AVAILABLE
Bloomfield Hills company seeking experienced secretaries to work full and part-time positions. Other areas available. Call:

PARTNERS
IN PLACEMENT
474-8500

SECRETARIAL POSITION
General office work. Light typing and general bookkeeping. Computer experience not necessary, but helpful. Call American Refrigeration, Livonia.
478-9311

SECRETARIES
CLERK/TYPISTS
BOOKKEEPERS
LEGAL SECRETARIES
RECEPTIONISTS

We are currently recruiting for permanent positions. Send your resume or

Call LISA or BETH Today!
CORPORATE
CONNECTIONS
2690 CROOKS RD., SUITE 307
TROY, MI. 48084
244-9200
company paid fee eoe

SECRETARIES

We need your assist. Our corporate headquarters, located in Southfield, is expanding. We're seeking professional secretaries who possess solid skills including 60wpm-word processing a plus. If you are looking for a new career opportunity in a friendly work environment, send us your resume today. P.O. Box 322A, Detroit MI 48232

SECRETARIES
WORD PROCESSORS
Wang - WordStar
Word Perfect - Macintosh
DW 3 & 4 - Lotus, 1-2-3
Micro Soft Word

WORK WHEN YOU WANT
WORK CLOSE TO HOME

● GREAT PAY
● HOLIDAY PAY
● CASH BONUSES
● INSURANCE

557-5700
SNELLING
TEMPORARIES
NEVER A FEE

SECRETARIES - (13) for Troy & Southfield Fortune 500 company, some positions on Word Star, Word Perfect, Display Write 4, or Decmate, 1-5 mos. Free training for qualified people, $8.50-$9/hr. Call Anna at Unitrend.
646-8500

SECRETARIES - (11), type 55 wpm, Word Perfect, Display Write 1,2,4, or Wordstar for Fortune 500 company in Southfield, Livonia & Farmington Hills. Free word processing training for those who qualify. $15,600 to $18,900. Call Alice at Unitrend.
357-0034

SECRETARY Assistant Bookkeeper at the Golden Mushroom restaurant. Much variety included. Counting days, handling desk checks, typing on a word processor, filing and accurate record keeping. Tues. thru Sat. Good pay and benefits. Call
Mon. thru Fri. days 559-2161

SECRETARY/BOOKKEEPER
Looking for good organizer. Must have good phone, typing & speaking skills. Computer knowledge helpful but not necessary. Send resumes to: PO Box 1226, Birmingham, MI 48009

504 Help Wanted Office-Clerical

SECRETARY
AD AGENCY
ADMINISTRATIVE DEPARTMENT

Interesting variety includes environment in personnel, legal and administrative matters. $17,000, good, great benefits. 35 hour week. Fee paid. Call Barbara at 557-7810.
After 5 PM. Appointments Available
SNELLING & SNELLING

SECRETARY/
ADMINISTRATIVE ASSISTANT
to Sales Director. Duties include word processing, phone answering, occasional meetings. IBM-PC experience required. Pleasant, non-smoking Birmingham office. Salary in the mid/high teens. Send resume to: Retail Data, 124 N. Woodward, Birmingham, MI., 48009, Att: O.W.

SECRETARY/
ADMINISTRATIVE ASSISTANT

Multi-corporation company with offices in West Bloomfield seeking an individual with excellent administrative & secretarial skills. This
DIVERSIFIED POSITION, reporting to vice president and assisting others in the Executive Office, requires someone who can handle confidential matters with trust, is self-motivated and well organized!

If you have excellent typing, word processing and telephone skills, self-confidence and the determination to grow within our organization, we want to hear from you! We offer an excellent salary and fringe benefits. Please send your resume with salary history to:

FITNESS MANAGEMENT CORP
Attn: Personnel Vice President
7091 Orchard Lake Rd. Suite 300
West Bloomfield, MI 48322

SECRETARY
ADMINISTRATIVE ASSISTANT

Organized, self-starter, mature individual needed by large downtown Detroit law firm to serve as secretary and assistant to personnel manager. Act as liaison on behalf of personnel manager between management and employees, insurance companys and other benefit providers from telephone contact and correspondence. Good phone manner and accurate typing a must; good math aptitude a definite plus. Excellent benefit package. Send cover letter, resume and salary requirements to: Personnel Manager, Long Dust Klein and Vanzile, 1650 First National Building, Detroit 48226

SECRETARY
Advertising agency needs a secretary who enjoys fast paced office & team environment. Call Cindy, dependable, non smoker, WordPerfect a must. Those serious & qualified for a secretarial career only need apply. Immediate opening. Excellent Benefits package. Send resume to Box 980, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/BOOKKEEPER
for 1 person office, part time/full time position. Dow Lumber Co. 348-6120

SECRETARY
capable of taking and transcribing minutes must be available to work twice a month on Weds. 7:30pm-10pm. Temporary position, 1 to 2 wks only. Birmingham location $9-10/hr. Call today for appointment.

PROS TEMPORARY SERVICE INC.
575-9454
An Equal Opportunity Employer

SECRETARY/CLERICAL, part time position for small Southfield medical office. Optimal working conditions. No medical background required.
350-8340

SECRETARY/CLERK
TO $18,200

Major firm seeks professional secretary with 1 yr. of computer/typewriter experience. 50 + wpm. typing with excellent written and oral communication skills required. Independent thinker. Benefits include 2 weeks vacation after 1 yr., 401K, major medical. Call, 355-4141 or send resume to:
Arthur Thomas
4000 Town Center
Suite 730
Southfield, MI. 48075
"ALL FEES COMPANY PAID"

SECRETARY

Does you date slow you to work in the mornings. Monday thru Friday, 20 to 25 hours per week?

If this sounds like you, take advantage of this excellent opportunity in the Southfield area.

Candidates must have:
- Excellent communication skills
- 1 to 2 years experience on WordPerfect or WordStar software
- 2 years secretarial experience.

Call Today

ONYX
SOUTHFIELD 356-6699
TROY 649-5200
(Friday Pay the ONYX Way)

SECRETARY

Do you want to get involved with the auto industry? An excellent opportunity exists in Southfield. Sales based auto related firm for an experienced receptionist/secretary. Qualified candidates must have:
- Shorthand or steno skills
- 1 to 2 years word processing experience
- Excellent communication & organizational skills

Call Today

ONYX
SOUTHFIELD 356-6699
TROY 649-5200
(Friday Pay the ONYX Way)

SECRETARY

For Executive Vice President of midsize P/R firm. Excellent skills including shorthand or speedwriting required. Resume to PO Box 490, Dearborn, MI 48121.

504 Help Wanted Office-Clerical

SECRETARY
Excellent phone skills and general office skills. Must be a quick learner. To $14,500. Benefits. Fee paid. Call 399-3450.
SNELLING & SNELLING

SECRETARY FOR 3 ATTORNEY law firm, downtown Detroit. Friendly, fast paced environment. Exc. exp. preferred but not necessary. Salary negotiable. 963-1700

SECRETARY - For Westland real estate management firm. Flexible family run business, varied & interesting job. Office experience required.
729-2770

SECRETARY - For health agency in Southfield. Must be organized and have good typing & telephone skills. Must be able to work with people. Call Kathy, M-F 9-5 350-0020
An Equal Opportunity Employer

SECRETARY for high profile professional based company. Seeking conscientious self starter possessing 3 office experience, accurate typing, shorthand, Word Perfect & Lotus, verbal & written communications skills. Non smoker, unique opportunity & challenging position in pleasant office surroundings. If you qualify please submit salary requirement & resume to Employment Manager, PO Box 37, Franklin, Mich. 48025.

SECRETARY - Full time. Light bookkeeping, typing and shorthand required. PC experience helpful. Respond to 435-4422

SECRETARY
Full-charge bookkeeper will be able to adapt to fast-paced cellular telephone industry. Experienced in computerized accounting and bookkeeping. Call 8am-5pm. 261-9444

SECRETARY
full time, typing 65 wpm, shorthand 80 wmp, at least 2 yrs secretarial experience required. Downtown location, very pleasant conditions. Hours 9-5pm. Call Dianna 964-6680

SECRETARY, full time, needed immediately to work in 6 man Farmington Hills office. Applicant must have good professional experience & possess good work habits, good math aptitude & good typing & phone skills for multi-line phone system. Salary negotiable. 851-2761

SECRETARY
Full-time Secretary needed for Service Dept. Duties include statistical typing, Word Processing & Customer Phone Contact. Must have excellent organizational skills & work habits. Good benefits & working environment. Experience required. Send resume with salary history, to: Personnel Dept. P.O. Box 5034, Southfield, MI. 48076

SECRETARY/GENERAL OFFICE
Light typing, filing, telephone skills. Some bookkeeping knowledge helpful. Experience in tax or accounting office a plus but not required. Birmingham Area. Send resume and salary level desired to Box #154, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
GROWN DIVISION FIRM seeking organized individual who will be responsible for all secretarial duties for the Vice-President of Sales and the Human Resources Manager. Candidate must possess typing skills of at least 60wpm, have PC experience, good interpersonal skills and shorthand preferred. Salary commensurate with qualifications. Please submit resumes to: Box 872 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY III
$17,000 to $19,000

Prominent suburban company has secretary with good skills, 65 typing & some word processing experience. Company offers excellent benefits & career opportunities. Let us help you land this great job.
ALL FEES COMPANY PAID
PERMANENT STAFF
Southfield 353-0505

SECRETARY
INTERNATIONAL AUTOMOTIVE
SALES OFFICE

A successful fast-paced manufacturers representative offers challenging and pleasant surroundings. Good people skills and word processing are needed. $17,500. Excellent benefits. Fee paid. 353-2090
After 5 PM. Appointments Available
SNELLING & SNELLING

SECRETARY
LEGAL ENTRY LEVEL

Word processing, good phone skills. Nice small company. $15,000, fee paid. Call 399-3450.
SNELLING & SNELLING

SECRETARY - local food broker is looking for full time Secretarial person experienced in order processing, typing & filing. Salary based on benefits. Send resume to: P.O. Box 2865, Livonia MI 48150

SECRETARY
Must type 55wpm. Pleasant phone manner & general office skills required. Word Processing experience helpful. Long & short term assignments available in West suburbs. Competitive wages & benefits offered. Please call for personal interview

MGM
Office Services, Inc.
474-7756

SECRETARY - needed, earn $5-$7.50/hr. Temporary to permanent. Call Michelle 425-6228
ETD Temporary Services

SECRETARY
Needed part time, 20-25 hours a week, $5 an hour. Good typing skills. Call 471-2922

SECRETARY/OFFICE MANAGER
For Engineering office. Good math & typing skills a must. Pleasant phone manner & general office skills required. Word Processing experience helpful. Long & short term assignments available in West suburbs. Competitive wages & benefits offered. Please call for personal interview

MGM
Office Services, Inc.
474-7756

SECRETARY - Part time. Duties include filing, typing, word processing, data base entry & office organization for small office. Must be detail oriented & able to handle multiple tasks. Call or send resume to: Prodigy Inc., 2655 Orchard Lake Rd., Suite 105, Sylvan Lake, MI 48053, attention R. Kuhn

SECRETARY
Permanent part time (1pm-5pm) general office position for Farmington attorney. Good typing & telephone skills Call 471-8100

SECRETARY
Professional Ann Arbor CPA firm seeks Junior Secretary to perform switchboard, receptionist and secretarial duties. Word processing experience a plus! At least 1 year office experience preferred. Generous salary and benefits. If interested please send resume and salary requirements to: Ms. Young, P.O. Box 991, Bloomfield, MI 48303

PLANTE & MORAN RECRUITER for an equal opportunity employer

SECRETARY/RECEPTIONIST
General Studio Assistant
For Livonia Photographer
525-7575

SECRETARY/RECEPTIONIST
Full time position. Duties include telephone reception, filing, and word processing. Experience with Multimate is essential. Apply in writing to: 18000 W 9 Mile Rd. Ste. 406A, Southfield, MI 48075, Attn: Area Manager.

SECRETARY/RECEPTIONIST
For national real estate developer. Must possess:
- Strong interpersonal skills
- Strong typing skills
- Basic computer skills and accounting experience beneficial

Salary commensurate with experience. Send resume to: Secretary/Receptionist, 41700 Gardenbrook Rd., Suite 110, Novi, MI 48050.

SECRETARY/RECEPTIONIST
for National Brokerage firm. Some experience preferred but will train qualified individual.
433-8532

SECRETARY/RECEPTIONIST
for steel company in Southfield. Accurate typing necessary, 55 wpm. minimum. Lots of numerical typing too. General office duties. Typing experience preferred. Salary open. Benefits. For interview call Sharon Smith, 2-5 PM. 569-7110

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Part time evening for Westland office. Mon. - Thurs. evening. Excellent for student. Call Jean between 10 AM - 3 PM. 261-3760.

SECRETARY

Seeking a bright, enthusiastic, "people person" for general secretarial duties at our Main Office. Must have excellent typing and telephone skills. PC experience helpful, but not necessary. Top salary with excellent benefits including profit sharing, savings plan and union refund. Please call 644-5300, ext. 245.

Erb LUMBER CO.
Birmingham

SECRETARY - Southfield/Birmingham law office needs person with good typing & English skills. Shorthand preferable. 540-4100

SECRETARY
The Guild/Department of Volunteer Services at Sinai Hospital has an immediate opening for an experienced Secretary.
Requirements include: PC proficiency, excellent organizational and quality initiation skills, the ability to function effectively in a fast-paced environment. Experience with the Mac PC is a plus. Knowledge of highly desirable. Shorthand skills a plus.
We offer a competitive wage and comprehensive benefits package. For immediate consideration please submit resume to

SINAI
HOSPITAL OF DETROIT
Employment Office GTF
6767 W. Outer Drive
Detroit, MI 48235
Equal Opportunity Employer M/F

SECRETARY - Part time secretarial assistant. A Troy based, international automotive company seeks an organized, self motivated individual to carry for busy Marketing Department. Experience in coordinating travel arrangements, planning of Trade Shows and general clerical support. Must have WordStar word processing experience with good statistical skills. Knowledge of IBM PC and Lotus 1-2-3 helpful. Send cover letter, resume to: Box 124, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
To $20,000. Employer paid fee. Excellent environment. Good word processing skills helpful. Call

Personnel Systems
459-1166

SECRETARY/TYPIST - Part-time, Birmingham law office. Wordprocessing helpful, flexible hours. Must be detailed 642-7474

SECRETARY
varied duties include most general office functions. Excellent opportunity for self starter to advance with growing company. Call for interview 425-9910

SECRETARY

Village Green Management Company, a leading property management firm headquartered in Bloomfield Hills, Michigan has an opening for a Secretary in a fast-paced department. Applicant must have excellent secretarial, communication and organizational skills. Typing 50-70wpm, Memorywriter & word processing experience required. Offers an attractive salary, benefits package. Send resume with salary history to:

MS. MARI OTTO
Director of Human Resources
VILLAGE GREEN
MANAGEMENT COMPANY
30833 NORTHWESTERN HWY
SUITE 300
FARMINGTON HILLS, MI 48018
No Phone Calls Please

SECRETARY WANTED
High school graduate, math, & business skills for general office in Farmington Hills 855-1502

SECRETARY
With excellent organizational skills and general office experience to learn West Bloomfield Medical office. Will also act as personal secretary for director. Call 539-9450

SECRETARY/Word Processor
for busy secretarial service. Good office skills. Professional & pleasant. Part time. No benefits. 851-8130

SECRETARY - Word Perfect a must. 60wpm, strong secretarial background needed. Good growth potential with good benefits. To $19K
RETHWORK RESOURCES AGY.
964-5500 or 642-5400 Fees Paid

SECRETARY

Word processing secretary needed in busy sales office of major Farmington Hills distributor. $17-$18,000 & employer pays our fee for your experience

#1 Personnel Place
274-4230

SECRETARY
Word processing secretary with strong typing skills of 70wpm wanted to become a valued member of a dynamic, growing, highly professional sales office. Duties are fast paced, challenging but pleasant atmosphere, interesting work. Ideal candidate will have at least 2-3 years experience in a fast-paced environment. Competitive salary & benefit program offered. Send resume with salary requirements to:
Yoe/Holand & Associates,
27300 W. 11 Mile, Suite 500,
Southfield, MI 48034

SECRETARY - 2 days per week in Troy. For mature experienced person who has an easy, but busy job. Must be able to handle fast pace & be a self starter. Good typing, good phone skills a must. PC word processing experience helpful. Call 680-6602

SECRETARY-Experienced with salary ability for medical equipment company. Must excel in telephone sales, volume phone calls & extra typing. Call Mrs. Ann Allen, 8 Mile & 30pm & 10am week days 563-5815

A SENIOR PROGRAMMER

Major financial institution 3 yrs. experience. Way, Cobol & Pathway. CICS preferred. Excellent benefits. To $32K

NETWORK
RESOURCES
DOWNTOWN 964-5300
SUBURBS 642-5400

SMALL, high volume ad agency needs part time administrative assistant, good phone manners, filing, typing, word processing experience. Call 647-1600

STOCK BROKERAGE FIRM needs cashier. Experience preferred. Birmingham area. Call Joyce at 645-6900

SUPPLY CLERKS
Attention High School Graduates
Downtown Detroit company need full-time Supply Clerks. Candidates must be responsible, neat in appearance & trustworthy. Previous experience not necessary. Excellent package included. Send resume to:
Supply Clerks
P.O. Box 778
Detroit, MI 48231

Switchboard
Operator

Vlasic Foods, Inc. a dynamic subsidiary of Campbell Soup Company, has an opportunity for an experienced Switchboard Operator. To qualify, you need at least 2 years' switchboard experience preferably on an AT&T multi-line switchboard and good communication skills. Word processing experience and good typing skills are also required. We offer a competitive salary and complete benefit package. Come join our pleasant work environment. Send your resume to:

Vlasic Foods, Inc.
Human Resources Dept. CO
33300 W. 14 Mile Rd.
West Bloomfield, MI., 48322

An Equal Opportunity Employer

TELEPHONE RECEPTIONIST
Farmington Hills law office. 9am-5pm, 5 days, $4.25 to $5.75/hr. Depending on experience 489-4130

504 Help Wanted Office-Clerical

SWITCHBOARD
$ 1/2 hr. experience starts you at $15,000 & Dearborn employer pays fee. Front desk duties include phones, greeting clients & typing.

#1 Personnel Place
274-4230

TELEPHONE RECEPTIONIST - Immediate opening. 2 days per week, in Southfield, must be mature, like people & have pleasant telephone voice for this shared job. Call Mrs. Jensen 353-2602

THE RITZ CARLTON, DEARBORN is seeking a secretary for last placed sales department. Excellent typing skills, enthusiastic personality, pleasant phone voice, prepared. Synitrex Word Processing & plus Word. Please send resume to: The Ritz Carlton, Dearborn, Fairlane Plaza, 300 Town Center Dr. Dearborn, MI., 48126 Attn: Sales Department.

THE SEARCH IS ON...
CLERICAL SUPPPORT

Are you a flexible, highly motivated self-starting individual that is interested in building a career?

IF SO, WE ARE
INTERESTED IN YOU!!

Local company seeks ambitious individual who want to be involved in the daily operations of our organization.

QUALIFICATIONS:
- Previous office experience or education helpful
- Excellent organizational & interpersonal skills
- Ability to work with problems & pressure
- Ability to initiate and complete projects

We will offer an excellent salary & benefits package along with opportunities to advance. Interested candidates should send their resume to:

OFFICE MANAGER
P.O. Box 4266
Center Line MI 48015
An Equal Opportunity Employer

TYPING/TELEMARKETING, work in sales department to maintain mailing lists, prepare customer & prospects. Livonia 425-4815

TYPIST & General Office Clerk with strong communication skills, typing 60wpm, word processing & plus. Must be detail oriented. Please apply by resume to. Paging Network of Michigan Inc., 26333 Southfield Rd., Lathrup Village, MI., 48076.
Attention Sharon
An Equal Opportunity Employer

TYPIST - minimum 60wpm. Must know Word Perfect, salary negotiable. Send resume to: Box 1000, 29200 Northwestern Hwy, Southfield, mi 48034

TYPISTS - interested in learning P.C. Data Entry are invited in an Open House at Word Computers, 12798 Hubbard, Livonia on Sat., March 4th at 9am-1pm. See our System & apply for seasonal openings, full & part-time, days & afternoons. Call between 8-30am-4:30pm. 525-4774

Winter is
wonderful
at Kelly

No matter what the season, Kelly Services has plenty of jobs to offer. You'll make good pay and benefits and meet new people. Positions are now open for:

- Secretaries
- Receptionist/Typist
  35 + wpm, minimum 6 mo. experience
- Statistical typist
  45 + wpm. Experience with typing charts, financial statements and/or statistical reports

For more information, please call.

522-4020
Livonia
1-96 Officenter
33133 Schoolcraft
Livonia, MI 48150

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

WORD
PROCESSING

& other office positions available. Great pay, prominent companies, select locations.
Also needed heavy accounts payable clerks.

Short Term - Long Term
Your Terms

Temporary placement is our permanent concern. Please Call

J Martin
Victor
Temporaries
28215 W 10 Mile, between Halsted & Haggerty, (next door to Wendy's)
474-8722

WORD PROCESSOR - needed, earn $7-$9/hr. Temporary To Permanent. Call Michelle 425-6228
ETD Temporary Services

WORD PROCESSOR - needed, earn $7-$9/hr. Temporary To Permanent. Call Michelle 425-6228
ETD Temporary Services

WORD PROCESSORS
Needed for Bloomfield Hills major auto company. IBM Multimate experience required. Lotus 1-2-3 helpful.

PARTNERS
IN PLACEMENT
474-8500

WORD PROCESSORS
Major auto company seeking those skilled in Multimate, WordPerfect and Lotus. Also WordStar operators needed for Bloomfield Hills complex. Call for details.

PARTNERS
IN PLACEMENT
474-8500

WORD PROCESSOR - high production spot. Statistical typing, strong skills. Word Perfect a must. Excellent benefits To $18K
NETWORK RESOURCES AGY.
964-5500 or 642-5400 Fees Paid

Word Processors
Secretaries

If you have office and/or word processing experience, we have an opening in our office for you. Must type 50 WPM. Please call
Ms. Franklin at 737-1744

WORD PROCESSOR
Professional accounting firm in Southfield needs Word Processor with at least 3 yrs. experience and excellent grammar, spelling and typing skills. MBI and Lotus 123 publishing experience helpful. Nice work environment. If interested please send resume and salary requirements to: Ms. Yates, P.O. Box 891, Southfield, MI. 48037

An Equal Opportunity Employer

Word Processors
Administrative
Assistants

As a Wolverine Temporary you will receive the BEST WAGES paid by any temporary employee service company!

WOLVERINE
TEMPORARIES
Permanently committed To
The Needs Of Our Temps!
358-4270

504 Help Wanted Office-Clerical

Word Processors
Secretaries

Great career opportunities exist for experienced individuals! Read on for available assignments:

● WORD PROCESSING Secretary: Long term and temp to go permanent assignments in the Auburn Hills area. Excellent company. Experience on Wordperfect and/or Nbi and/or Wang. Training is available to qualified applicants

AUBURN HILLS
377-4980

● WORD PROCESSORS: Work in the Troy or Highland Park areas. Multiple positions available. Must type 50 WPM. Prefer experience on WordPerfect and/or Display/Write 3. Training available to qualified applicants.

TROY
588-5610

ENTECH
SERVICES, LTD.

Work today!
Call Kelly

Whatever your skill level, Kelly Services has a job that's right for you at a convenient location. As America's number one temporary help service, we put more people to work than anyone else. Call today! And our benefits and pay are hard to match!

Call today for any of these jobs.

- clerical
- light industrial
- word processing
- typist
- word processing
- data entry

Kelly's great benefits include vacation pay, long or short term assignments, job search training, top pay and health insurance. Apply at the Kelly office nearest you today.

Southfield
352-5220

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

505 Help Wanted Food-Beverage

ANGELO BROTHERS Restaurant now hiring wait persons, bus persons, dishwashers & host staff. Apply within: Angelo Brothers Restaurant, 33550 Ford Rd., Westland, after 12noon. 425-1872

AN OPPORTUNITY DIRECTLY FOR YOU BURGERS DIRECT. Now has a location in Oak Park & Southfield and are looking for people to join our management and training team. Full and part time available. If you are 18yrs or older and can meet a challenge call Allen between 2-5pm 968-0333

ASSISTANT
RESTAURANT MANAGER
& BANQUET MANAGER
Immediate openings. Excellent salaries and health benefits. Send resume to:

HOLIDAY INN
38123 W. 10 Mile
Farmington Hills, MI., 48024

A & W

New A & W restaurant is seeking management and assistant management staff. We offer:
- Competitive salary
- Paid vacation and holidays
- Insurance
- Growth opportunity

We require:
- Commitment to guest and employee satisfaction
- Ability to motivate
- Strong communication skills
- Restaurant management experience

Qualified candidates please forward resume and salary requirements to:
A & W - Drayton Plains
5115 Dixie Highway,
Drayton Plains, MI 48020

BAKER'S HELPER/CLERK
for muffin shop in Troy. Part-time. Apply in person. Ridley's (All My Muffins), 4052 Rochester Rd., Troy.

BAR HELP
Upper deck lounge at Softball City located at Gratiot & Grounds being full & part time positions. Hourly wage & tips. Send resume to: P.O. Box 4271, Troy, MI 48099, or call for application 689-3656

BAR MANAGER
for upper deck lounge at Softball City located at Gratiot & Grounds. Hrly 5pm-3am/5 days. Previous experience necessary. Send resume to: P. O. Box 4271, Troy MI 48099.

BARTENDERS
Better than average wage. Must be personable and have experience. Apply in person at Bill's Bar & Grill, 30 Mile & Hedge Road, Ryan Road area, Romeo.

BARTENDER - WAITSTAFF
Apply in person
Full or part-time. Open Mon.-Sat.
Call 416-1999

BARTENDER
WAIT PERSONS
Full & part time. Apply in person. The Bus Bar & Grill, 777 W. Ann Arbor Trail Plymouth. See Fran or Chip.

BOSCO'S
CAFE & GRILL
12 Mile & ORCHARD LAKE RD.

Experienced DELIVERY DRIVERS
Experienced RESTAURANT HELP
Apply within Mon.-Thurs. 2-4pm
Fri. No phone calls please! 27843 Orchard Lake Rd., Farmington Hills

BUDDY'S FARMINGTON HILLS
Now hiring
DAY WAIT STAFF
DAY & PM CARRY OUT
HOST/HOSTESSES
Excellent wages and working conditions. Apply: Buddy's, Northwestern & Middlebelt

BURGER KING
32704 Grand River / Farmington
Full-time Help Wanted - All Shifts.
- Applications Only -

CASHIER & UTILITY/
DISHROOM PERSON
work in food service industry, good benefits. Account located in Auburn Hills. Call before 11am or after 2pm. Mr. Tuvey. 370-5019
MARRIOTT CORP. An Equal Opportunity Employer

CHI CHI'S
MEXICAN RESTAURANT
of LIVONIA
NOW HIRING
DAY & NIGHT
Full & Part Time Positions Available
- WAITSTAFF
- BUSPERSONS
- HOST/HOSTESSES
- BARTENDERS
- COCKTAIL SERVERS
- DISHWASHERS
- LINE COOKS
- HOT & COLD FOOD PREPARATION PERSONNEL

Apply in person at: 29330 Gardenbrook Rd., Livonia, (corner of I-96 & Middlebelt.) "A Fun Place To Work" with flexible hours.

COCKTAIL WAIT PERSONS
full & part time. Apply within Comedy Castle 2593 Woodward Bersley

HIRING DAY COOKS. Start up to $6 an hour. Call or apply in person at Friendly Restaurant, 43370 Ann Arbor Rd., Plymouth, 459-8780.

COOK - BARTENDERS - wait persons, experienced, apply between 7pm - 10pm. Resters Keyboard Lounge, 1870 S. Wayne Rd., Westland 728-8330

505 Help Wanted Food-Beverage

COOK - for residence of 66 elderly residents in Livonia. Some special diets. Full-time, could be 4 days. Full Benefits
261-9000

COOK - MORNINGS
Forys of Troy now accepting applications. Experienced preferred. Full time - benefits. Apply in person Mon. - Fri., 9AM-5PM, 3270 West Big Beaver, Troy

COOK - Short Order. Full or part time. Competitive wages with benefits. Farmington area. Call Vickie
477-0099

COUNTER SALES & FOOD PREP
Fast food operation. Apply in person Dagwood's Deli 33175 Grand River, Farmington 474-3800

DELI COUNTER PEOPLE - full or part time. Experienced or will train. Days only. Apply Mon. thru fri. Tony Benefits. Call 1pm-4pm, Mon. thru Fri 643-7755

DENNY'S
NOW HIRING
Full time midnight dishwasher, midnight wait staff, host or hostess position all shifts. Premium pay and shift differential for midnight. Apply at: 27750 Novi Rd., in front of the Twelve Oaks Mall.
348-3370
An Equal Opportunity Employer

IMMEDIATE OPENINGS FOR
DINING ROOM SERVERS
(All and PM shifts)

BANQUET SERVERS
BANQUET SETUP
AM DINING ROOM BUS &
ROOM SERVICE
LINE COOKS &
KITCHEN HELP
Apply within
HOLIDAY INN
OF FARMINGTON
38123 W. 10 Mile
Farmington Hills
An Equal Opportunity Employer

DINING ROOM
Assistant Manager

We have an immediate opening for an Assistant Manager of our Innkeeper Restaurant at Metro Airport. Ideal candidate must have at least 2 yrs. experience in formal dining room service. Salary commensurate with experience. Full benefit package. Apply in person to the Personnel Office located in the Marriott Airport Hotel between 10AM-4PM Mon. thru Fri.

HOST
A Marriott Co.

DISHWASHER FOR AFTERNOONS
Apply in person Farmington Coney Island, 37125 Grand River, Farmington

DISHWASHER - Full or part time $5 per hour. Apply in person, between 9am-2pm, Monday, Newby's Fine Market, 827 W. Ann Arbor Trail, Plymouth, MI.

DISHWASHERS - Bus & Wait Staff. Apply in person, 8am-5pm, Tues - Sat.: Edgewood Country Club, 8399 Commerce Rd., Union Lake

DISHWASHERS
Days, 7am-3pm, 5 days per week. Apply: Hearts Desire, 36483 Plymouth Rd., Livonia. 425-1830
4pm-8pm

DISHWASHERS, full time, mature, reliable hardworks a Harper employers get higher pay. Home Sweet Home, Now 347-0095

DISHWASHERS-PART TIME, afternoons & weekends. No experience necessary. Rams Horn, 27203 Ford Rd., Dearborn Hts. 563-1331

DOWNTOWN NORTHVILLE
Small restaurant needs experienced waitperson to work 8 am-3 pm, 5 days per week. $3 per hour plus great tips. 348-2660

DRIVERS
Earn up to $10 per hour. Female or male. Must have car. Apply in person. The Bar-B-Que Pit, 24273 Middlebelt, Farmington Hills.

DRIVERS
- TOP PAY
- CAR ALLOWANCE
- MEDICAL INSURANCE
- PAID VACATION
- FLEXIBLE HOURS

Sweet Lorraine's To Go
Southfield
Call for interview 350-1505

DUE TO INCREASED BUSINESS
MOUNTAIN JACKS
is seeking career-minded kitchen & bar people. Call ask for "The Best Prime Rib in Town".
If food is your career as demonstrated by your work experience & great references you could qualify to join our team as a:
- SOUS CHEF
- ASSISTANT KITCHEN MANAGER
- HEAD COOK
- WORKING CHEF

Apply in person anytime
26207 W. WARREN
DEARBORN HEIGHTS

HOST/HOSTESS - Front of house host with outgoing personality. Wardrobe a plus. Part time & full time, days & some nights. 347-0095

HOST PERSON
WAITPERSON
BUSPERSON
APPLY:
EL HIBBLE'S COOK
8 Mile & Grand River
Livonia 474-0755

HOST STAFF & WAIT STAFF
Join our new team. Benefits and variation of work available. Apply in person: Nag's Head Pub, 15800 Middlebelt, Livonia. 522-5600

IMMEDIATE OPENINGS
HOT TRUCK
SPECIALISTS
We are looking for 3 experienced 2-3 person crews. Top wages & benefits pay & benefits. Unlimited opportunity for advancement