504 Help Wanted Office-Clerical

RECEPTIONIST/ SWITCHBOARD
Positions offering career opportunities to experienced receptionists and switchboard operators. Long and short term assignments are available in areas near you! Call us today for details!
ENTECH SERVICES, LTD.
Farmington Hills 737-1744
Dearborn 336-8888

RECEPTIONIST
For CPA firm in Farmington Hills. 626-2400

RECEPTIONIST anted for Southfield Area law firm. Experience preferred. Call Kim 537-4400

RECEPTIONIST-Farmington Immediate opening, 9-5. Pay $5.75 per hour. Heavy telephone traffic. Clerical duties. Typing & data entry. Friendly atmosphere. 474-9870

RECEPTIONIST/TYPIST
Small Plymouth office, Part time, 20 - 25 hours per week, 1-5pm, or 2-5pm weekdays. Good typing, grammatical & handwriting skills a must. Call Linda 459-5999

RECEPTIONIST/FULL TIME
Mature person for small fast-paced office in Livonia. Skills should include typing, some knowledge of PC, good phone skills a must. Call Sharon 522-0231

RECEPTIONIST/CLERICAL
Full time position open for person with professional phone manner, organizational ability and excellent typing skills. Send resume only to: Corporate Installation Services Inc., 25220 Trans-X, Novi, MI., 48050.

RECEPTIONIST
busy veterinary hospital seeks responsible, reliable individuals. Full/part-time. Computer/medical experience helpful but required. Apply in person Hartrick Veterinary Clinic 4706 N. Woodward, Royal Oak

RECEPTIONISTS/TYPISTS - for major corp. in Oakland County, type 40-55 wpm. Some data entry helpful. Major corporations with many locations in Novi, Plymouth, Southfield, Detroit. $1000-$1225/mo. Call Carol at Uniforce 357-0034 or June 473-2930

RECEPTIONIST
Prestigious Birmingham Real Estate Company seeks mature individual for part-time position. Typing and telephone experience preferred. Monday, Wednesday, and Friday 1-5 p.m. Saturday hours also. Contact Nicholas Billig at 644-3500.

RECEPTIONIST $13,000
Great clients, handle phones, will train on IBM computer. Pleasant work environment. Hours flexible. Livonia location.
ALLEN & ASSOC., 525-7870

RECEPTIONIST - full time position for a mature, dependable individual to answer multi line telephone system, & perform clerical assignments such as filing, mail, data entry in Birmingham law firm. Excellent telephone skills required. Data entry experience helpful. Call Mon. thru Fri. 10-4 540-7791

RECEPTIONIST/PART TIME
Southfield technical support center has immediate opening for permanent part time receptionist. Excellent typing (word processing preferred) and communications skills necessary. Forward resume to: DSUSA, 4000 Town Center, Ste. 655, Southfield, MI 48075.

RECEPTIONIST
Southfield Property Management Company seeks a professional, outgoing Receptionist with 1+ year's experience to handle busy switchboard. Some light typing. Excellent salary & benefits. Send resume & salary requirements to: Amurcon Corp., 26555 Evergreen, Ste. 1118, Southfield, MI. 48076

RECEPTIONIST
Immediate opening for receptionist for a busy, national advertising agency. Must have good communication skills and a pleasant, professional manner. Please send resume and salary requirements to: Box 784, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.

RECEPTIONIST
Full-time position for mature person with a friendly manner for front lobby and switchboard. Good typing skills, well organized and enjoy dealing with people. Paid benefit package. Apply in person:
Frank W. Kerr Company
43155 W. 9 Mile, Novi

RECEPTIONIST/ TELEPHONE OPERATOR
Immediate opening for Receptionist/Telephone Operator. Will train right applicant. Prior experience and typing skills a plus. Excellent salary with liberal fringe benefits. Send resume, with prior salary history, to, or apply at:
Michigan Tractor & Machinery Co.
24800 Novi Rd.
Novi, MI., 48050
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Immediate opening for experienced candidate for front desk position. Duties will include answering phones, typing correspondence, filing, general office duties, Accounting, typing, Wordperfect experience, & the willingness to cooperate as a team member a must. Company paid benefit package, salary commensurate with experience. Please send resume with salary history to Box #752, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST TYPIST
Plymouth manufacturer has immediate opening in our non smoking office. Must be a dependable individual with a clear phone voice to answer phones, door, direct calls, take messages and type. Excellent benefits.
LOC Performance
201 Industrial Drive
Plymouth
453-2300
Equal Opportunity Employer Male/Female/Handicapped/Vet

SALES SECRETARY
Immediate opening for busy Wayne office. Candidate to handle numerous responsibilities: typing, phones, paper work processing, special projects, etc. Must possess 55 WPM typing, excellent organizational skills, accuracy, quick learning ability & adapt to hectic schedules & surroundings. Salary negotiable plus benefits. If qualified, Call Kyle 729-8300

SALES SECRETARY
A major industrial electronics distributor has an immediate opening for an experienced secretary to support our busy sales department. We are looking for a highly motivated person who must possess excellent organizational and communication skills. Typing and word processing skills are a must. This is a challenging position for those who can handle a diversified amount of tasks. Position offers competitive wages, excellent benefits, profit sharing and advancement opportunities. Send resume in confidence to: Laura O'Neil, Pioneer Standard Electronics, 13485 Stamford, Livonia, MI 48150. An Equal Opportunity Employer

SALES SECRETARY
International manufacturing headquarters in Bloomfield Hills requires an individual with excellent secretarial skills and strong emphasis on grammar. Applicant must be familiar with data and word processing on IBM PC. Permanent full time position with full benefit package. Salary is commensurate with experience. To arrange an interview call: 335-8630

REAL ESTATE SECRETARY
$300 per week. Busy office. Must have good typing skills and resume. Call Angela: 489-7570

SECRETARIAL ASSISTANT to job engineers. Responsibilities also include coordinating factory scheduling & invoicing. Call for interview: Powered Platforms, Mfg. 231-1770

SALES SERVICE REP
An immediate opening for a person with some computer experience, along with typing & sales service experience. Send resume & salary requirements to: P.O. Box 433, Wayne, MI 48184.

LANDSCAPE Company looking for Secretary. General office duties including answering phones, light bookkeeping, etc. 535-6066

$5.50-$9/HR
SECRETARIAL POSITIONS
All skill levels. Long & short term jobs - some to go permanent. Many immediate openings. Ask how you can win $1000 or a color TV
MANPOWER
TEMPORARY SERVICES
471-1870

SECRETARIAL
Full time clerical position available for highly motivated individual to assist the Construction Secretary. Typing, filing, good proof reading skills and word processing experience a must. Reply quickly to: Clerical Assistant, P. O. Box 937, Southfield, MI., 48037.

SECRETARIAL POSITION
Typing, filing & answering phone. Southfield location. Call Debbie. 557-7005

SECRETARIAL POSITION with accounting background and computer knowledge. Excellent benefits. Livonia area. Send resume to: L. Fleck, 17209 Franceville, Livonia, MI 48152

SECRETARIAL POSITION
Part-time for general contractor. Must have good typing & basic accounting knowledge; will train on specifics. Call Karen. 464-2240

SECRETARIAL position in a patent law firm. Must be outgoing, reliable and professional. Must type 50 wpm. Word Perfect experience desirable. Send resume to: I. Weiner & Assoc. P.C., 3000 Town Center, Suite 2700, Southfield, MI 48075

SECRETARIAL POSITION
N. American headquarters Wixom based company has immediate opening for well versed Technical Secretary. Excellent typing & communication skills a must. Some computer knowledge helpful. Min. 3 yrs. secretarial experience. Call for interview, Mrs Scofield 624-5900

Secretarial

Receptionist and Secretary
Botsford General Hospital currently has two part-time secretary/clerical positions available.
The Radiology Department seeks a Receptionist to work 7 a.m. - 3 p.m., Saturday, Sunday and rotating holidays, (fill-in as needed). High School graduate or GED required. Typing 50 wpm and two years' experience in a medical setting preferred.
Botsford Family Services seeks a Secretary to work 4 p.m. - 9:30 p.m., Monday - Friday. High school graduate or GED required along with typing 55 wpm. Additional business courses preferred. Also, should have previous experience as a secretary in a medical/counseling facility and exposure to medical billing and chemical dependency procedures.
If interested in either position, please call Barbara Giorgio at 471-8556 or send resumes to:
Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48024
An Equal Opportunity Employer

SECRETARIES WORD PROCESSORS
Wang - Wordstar
Word Perfect - DW 3-4
Lotus 1-2-3 - Micro Soft Word
ARE YOU EARNING WHAT YOU ARE WORTH?
• EXCELLENT PAY
• HOLIDAY PAY
• INSURANCE
• CHALLENGING POSITIONS
IMMEDIATE OPENINGS
557-5700
SNELLING TEMPORARIES
NEVER A FEE

SECRETARY/ADMINISTRATIVE Assistant to sales director. Duties include word processing, phone answering, occasional mailing. IBM PC experience required. Pleasant non smoking Birmingham office. Salary in the mid to high teen's. Send resume to Retail Detail, 132 N. Woodward, Birmingham, MI., 48009, attention D. W.

SECRETARY
A Southfield located major insurance company is seeking a good typist for a secretarial position in our employee benefits department. If you type 55 wpm, utilize a transcribing machine, have excellent spelling, grammar and punctuation skills and love a challenge, we would like to talk to you. The position requires good oral skills, strong mathematical skills, general office skills and the ability to work under the pressure of deadlines. Excellent benefits package. Please Call Classie Husher for interview at 423-2003
Equal Opportunity Employer M/F/H

Equal Opportunity Employer Male/Female/Handicapped/Vet

SECRETARY/ASSISTANT
for small fast-growing company. WordPerfect a must, Lotus preferred. Must be self-starter & quick learner. Must be flexible & available for overtime. Excellent compensation, commensurate with experience. Opportunity for growth. Send resume to: TIP Engineering, 28501 Orchard Lake Rd., Farmington Hills, MI 48018.

SECRETARY
Birmingham CPA firm needs a conscientious, motivated individual who is seeking a challenging position which offers variety, responsibility and opportunity for growth. Qualifications: Must be dependable, willing to learn and a team player. Send confidential resume or note to Maleis & Assoc., P.C., Att'n.: Jackie, 401 S. Woodward, Suite 457, Birmingham, MI., 48009

SECRETARY
Bloomfield Hills real estate developer's and attorney's office. Must be experienced in word processing, clerical and telephone skills. Legal experience helpful. Looking for individual who's self motivated, organized and works well with others. Send resume in care of: Employer, 2525 Telegraph, Su. 306, Bloomfield Hills, MI., 48013.

SECRETARY/BOOKKEEPER
Job Share opportunity, flexible scheduling computer experience a plus. Send resume to: Tillman Electric 907 Irvin, Plymouth, MI 48170

SECRETARY/ CLERICAL
Multi-state sales firm located in Farmington Hills has excellent opportunity for experience secretary with word processing skills. Must have at least 1 year secretarial experience with typing skills of 45 to 50 WPM, well organized and excellent people skills. Primary emphasis will be a variety of computer work. Benefits plus cash bonus and profit sharing.
Send resume with current salary/requirements to:
Personnel Dep't. JD, P.O.Box 1600, Farmington Hills, MI., 48333

SECRETARY For manufacturers rep firm in Troy. Full time. General office experience needed. 524-0936

SECRETARY for small downtown Detroit law office. Mature person, excellent skills required: Typing, shorthand & dictaphone. 963-5422

SECRETARY
For small downtown Detroit office; full time. Will train. Call for appt 222-1700

SECRETARY
Come join the growing Toys R Us team. We are currently looking for organized candidates possessing good secretarial skills. Typing 60 WPM a must, dictation helpful. Must be able to work independently. This full time position includes benefits after 90 days and competitive wages. Please send resume with salary history to:
TOYS R US
7000 Haggerty, Canton, MI., 48187
An Equal Opportunity Employer

SECRETARY
COMMERCIAL REAL ESTATE
Commercial bank in Troy has an immediate career opportunity for an experienced Secretary. Candidate should possess professional customer relation and excellent typing skills. Knowledge of mortgage loan documentation preferred, but not required. Salary commensurate with experience. Send resume and salary history in confidence to:
HUMAN RESOURCES - SOE
P.O. Box 5823
Troy, MI., 48007-5823
Equal Opportunity Employer M/F

Secretary/Customer Service Clerk
Distribution Center
National Corporation is seeking a Secretary/Customer Service Clerk for our Distribution Center at 13501 Ashurst Court in Livonia, Michigan. 40 hour work week, 8-5pm, Mon-Fri.
Candidates should possess necessary secretarial/clerical skills including excellent typing & good communication skills. Pleasant phone personality, a Must. Apply in person or mail resume, to:
Russell McKee
VIRCO
MANUFACTURING CORPORATION
13501 Ashurst Court
Livonia, MI. 48150
Equal Opportunity Employer Male/Female/Handicapped/Vet

SECRETARY
Detroit-based Financial Institution has an opening for a full-time hard-working self-starting person with accurate typing skills (50 WPM) and Word Processing experience (Wordstar, a Plus). Person should have the ability to take on various responsibilities & have an excellent phone manner. Candidates will have the potential for advancement in the financial industry. For consideration, send resume to:
Secretary
P.O. Box 779
Detroit, MI. 48231

SECRETARY
DISTRICT SALES OFFICE
PART-TIME FLEXIBLE
Our district sales office in Farmington Hills is seeking a detail oriented, highly organized, motivated individual to fill our part-time secretarial position. Must possess excellent phone manner, typing of 60, computer background and general office skills. If you desire excellent full time benefits with part-time flexible hours, please call Lorraine at:
DEARBORN DIV., W.R. GRACE,
553-2272
An Equal Opportunity Employer

SECRETARY/ENGINEERING
ITT Teves America is seeking an experienced secretary to support our anti-lock brake engineering department. The qualified candidate will possess a high school diploma and 1-2 years experience as a secretary, preferably in an automotive engineering environment. Typing speed of 60wpm and PC word processing skills a must. We offer competitive salaries and a comprehensive benefit package. For prompt consideration, please direct your resume, including salary requirements to:
Personnel Administrator
ITT Teves America
1290 Maplelawn, Troy, MI 48084
An Equal Opportunity Employer

SECRETARY/Executive Assistant
For fast paced office. Mature, reliable, accurate, attention to details, experienced. Good telephone, typing skills. No smoking. Send resume to Mrs. S., at Jober, Inc. 27150 W. 8 Mile, Southfield, MI 48034

SECRETARY
Food service sales office located in Farmington has opening for full time Secretary. Typing and shorthand required. Computer experience a plus. Send resume to: Box 726, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Food service sales office located in Farmington has opening for full time Secretary. Typing and shorthand required. Computer experience a plus. Call 851-6875 or send resume to: Box 726, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
for fast paced national building co. in executive offices. Prefer word processing & Lotus experience. Call Colette 651-6940

SECRETARY for Southfield construction company. Must have computer and bookkeeping knowledge and good office skills. Excellent benefits. Please call 358-0606

SECRETARY for shipping department. Full time, benefits. $5 per hour. Apply at: 24850 N. Industrial Dr., N. of Grand River, between Haggerty and Halsted.

SECRETARY
for Farmington office. Excellent salary and benefits for experienced person with good organizational skills and Word Perfect experience. Send resume to Box 710Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for full time position in high volume OEM automotive manufacturers reps office, located in Rochester. Must have excellent typing skills, shorthand or equivalent, some knowledge of IBM personal computer, general bookkeeping skills, pleasant personality & telephone technique. Approximately 5 years office experience required & sales office experience preferred. We are looking for a mature, well organized individual who is capable of handling the varied aspects of a busy sales office. Salary commensurate with experience. Send resume to box 704 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
for W. Bloomfield office. General office skills preferred but will train, full or part time. 851-4014

SECRETARY for multi faceted entrepreneurial real estate investment firm. Computer literate Lotus a must. Downtown Birmingham. Please call Susan 644-4330

SECRETARY
for young growing company. Looking for mature, ambitious person to do secretarial, office work, light accounting & bookkeeping. 477-7727

SECRETARY - Full Time. Group insurance sales office, Southfield. Excellent fringe benefit package. Shorthand necessary. CRT/PC experience preferred. 350-3357

SECRETARY
Full time position available for sharp, energetic person. Must have typing and good phone skills. Send Resume to:
Personnel Manager
20755 Greenfield Rd., Suite #104
Southfield, MI., 48075.

SECRETARY
full time, phone answering and filing skills, 1 person office, $5.00 and hour. Immediate openings 354-3213 483-5555

SECRETARY
General office, phones, computer experience, knowledge of Wordperfect, full time, 8am-5pm. Benefits, retirement. Northville area. Reply to: PO Box #009, Northville, MI. 48167

SECRETARY
Growing Farmington representative & distributor of industrial instruments & valves seeks individual for full time position in order department. Technical typing skills & ability to work with people desired. Excellent benefits. Send resume & salary requirements to Box #612, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Immediate opening for experienced, congenial person for manufacturers rep office located in central Livonia area and employing a staff of 20 people. Must have excellent, diversified office skills and pleasant telephone personality. Salary commensurate with experience and skills, plus fringe benefits. Reply in confidence to: Box 696, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY JUNIOR
Immediate opening in our Controllers Dept. for an individual with excellent typing skills (50wpm) to assist with typing financial statements & correspondence. Must enjoy working with numbers. Strong organizational ability required. Word processing experience desirable. Excellent benefit package & pleasant work environment. 1-2 years general office experience required. Send resume to:
JUNIOR SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI. 48037

SECRETARY - leasing company needs general office person. Typing skills & phone etiquette required. Send resume to: Lease Acceptance, 30955 Northwestern Hwy, Farmington Hills, Mich 48018. Attn: Cathy.

SECRETARY LIFE INSURANCE $18,000
If pleasant surroundings and co-workers are important to you, investigate this opportunity now. Variety includes word processing. Call Bernice at 353-2090.
After 5 PM, Appointments Available
SNELLING & SNELLING

SECRETARY - manufacturing office in Farmington Hills seeks bright, alert person with some knowledge of production scheduling, inventory or labor planning Or must be willing to learn. Computer background is required. Call Mon. thru Thurs. between 9-3 471-2300

SECRETARY - mature, part time, flexible hours. Answer phones, typing, some paper work, Livonia area. 522-2580

SECRETARY
National Health Agency requires good communication & office skills, steno, typing and filing. Excellent benefits. Send resume with salary requirements to: Box 620 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

SECRETARY needed part-time. Strong phone communication skills a must, typing & general clerical duties. Entry level, will train. 474-5060

SECRETARY/OFFICE MANAGER
must know Macintosh, Word and Excel. Desk top publishing a plus excellent working environment. Salary commensurate with experience. Send resume to: CNC Technology Inc. P.O. Box 2120, Farmington Hills, MI 48333

SECRETARY/PART TIME
For pleasant real estate office in downtown Farmington. 2 evenings a week and Saturday. Ask for Jackie. 478-6000

SECRETARY: Part time, flexible hours. Computer experience necessary. Call 349-6228

SECRETARY - PART TIME
needed for interior design firm. 9:30am-3pm, 5 days/wk. Troy. Call after 6pm, ask for Cindy 641-0024

SECRETARY - PART TIME, 2 or 3 days per week in Southfield for a mature experienced secretary. Must be flexible & like people, good grammar, typing & general office skills a must. Word processing helpful. Call Mrs Jennene 351-2602

SECRETARY
Personable, flexible, experienced secretary needed. Exciting, expanding company, northern suburb. Resume: 1408 Allen, Troy, MI. 48083

SECRETARY/RECEPTIONIST
Must be able to type 40wpm. Word/Processing experience helpful but will train the right person. From 10am-5pm, ask for Lynn 476-8071

SECRETARY-RECEPTIONIST
Front desk, busy phones, type 60, growth potential, benefits. Fee Paid
SHARROW PERSONNEL
24763 Van Dyke, Centerline
Call 759-6910

SECRETARY/RECEPTIONIST
Wanted to work in Lathrup Village office in accounts receivable dept. Duties include answering phones, light typing, data entry - some computer experience helpful. Salaried position, Mon. thru Fri. For interview call Ms. Jones at 559-8120

SECRETARY/RECEPTIONIST
rapidly growing security service co. located in Southfield area has an immediate need for a full time Secretary & Receptionist. Qualified candidates must have previous experience. Good starting wage with company paid health benefits. 355-0500
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Growing Southfield company requires a Secretary/Receptionist. Individual should type 50 wpm, have a pleasant personality, be well organized & have word processing experience. Interested candidates should send a resume with salary history to: N. Platter, P.O. Box 207L.V., Lathrup Village, MI 48076

SECRETARY/RECEPTIONIST
Opening in Farmington Hills CPA firm for secretary/receptionist. Experience in CPA firm preferred, but not required. Shorthand or speedwriting and good typing speeds helpful. Overtime January thru April. Duties: telephone, word processing, processing tax returns, filing, etc. Salary commensurate with ability. Call Kris at 626-3800

SECRETARY/RECEPTIONIST
Due to rapid expansion, Farmington Hills Engineering Firm requires a Secretary/Receptionist. Experience with computer, typing and general office duties preferred. Excellent salary, benefits and 401 K pension plan. Please send resume including salary requirements to: Director of Administration, 27200 Haggerty Rd., Suite B-12, Farmington Hills, MI 48331

SECRETARY
Secretarial position available in our Southfield office. Must have excellent math and organizational skills, type 55 wpm., and be attentive to details. Send resume to: P.O. Box 300, Southfield, MI., 48037

SECRETARY
Self-motivated person for a variety of duties. Strong typing & organizational skills. Wordperfect & Lotus 1-2-3. Resume to: Director of Allocations, United Way of Oakland County, 50 Wayne St., Pontiac, MI 48058. An Equal Opportunity Employer

SECRETARY
Southfield firm needs typing 55-60, shorthand 70-80, some word processing for a newly created position. Upbeat person who can work independently. Must have some secretarial background. Salary depending on experience. Full benefits. All jobs fee paid.
Graebner Employment Services
776-0200

SECRETARY
Southfield professional organization is seeking an Entry-level Secretary. We are willing to train an enthusiastic individual who possesses good basic skills. Excellent opportunity for the right candidate. Send resume & salary requirements to: Box 655, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
To Real Estate Developer. Computer and secretarial skills necessary. Intelligence and ability to work independently. Part-time 10am-3pm. $10.00/per hour. Terrific opportunity. Resumes to Maple Village Development Corp. 28111 W. 14 Mile, Suite 201, Franklin, MI 48025

SECRETARY WANTED
Must like telephone work.
Call Land Data
626-3443

SECRETARY/Word Processor
for busy office. Office skills, Word Perfect, professional. Part time. No benefits. 851-8130

TELEPHONE INTERVIEWING
Part-time market research, no sales. Evenings and weekends. Excellent income supplement for professional people. Will train.
Call Barbara Miller at: 827-2400

SECRETARY
We are seeking a secretary who enjoys working in a busy environment. Word processing, typing 60 wpm, strong communication and organizational skills required. Candidate must possess a minimum of 2-3 years experience in the secretarial field. We are offering a good hourly rate plus an excellent benefit package to the right applicant. Should you meet the qualifications for this position, please send resume including salary requirements to:
D. L./Personnel
30681 Schoolcraft
Livonia, MI 48150
Equal Opportunity Employer Male/Female/Handicapped/Vet

SECRETARY WORD PROCESSOR
Growing company located in Western Wayne County has a full time opening for an experienced secretary. Successful candidate will be self-motivated, well organized and a team player. Qualified applicants must type 60wpm and have excellent spelling and grammatical skills. Applicants must also have a working knowledge of IBM Displaywriter or IBM Displaywrite word processing system/software. Competitive wages and full benefits. Interested candidates should contact Mrs. Jansen: 565-7823

SOCCER SECRETARY, Part-time Soccer knowledge preferred. Approx. 20 hours. Apply in person: Livonia Family Y, 14255 Stark Rd.

SUPERVISORS
Growing organization is seeking candidates with previous supervisory experience. Ideal candidate will have experience in shipping & receiving, inventory control and/or banking. Interested applicants should submit resumes to
Guardian Security Services
20800 Southfield Rd
Southfield, MI 48075
423-1000

SUPERVISOR To $21,000
Leading corporation seeks word processing professional with diversified software background. Please call: 344-6700 or send resume to: Diversified Recruiters Co., 27780 Novi Rd., Suite 104, Novi, MI 48050.

TELLERS PART-TIME
Michigan's largest savings institution has positions available as follows:
Lathrup Village - 27777 Southfield at Sunset (11½ Mile)
Canton Twp. - 41401 Ford Rd. near Haggerty
Teller Pool - Will work Mon. & Fri. approx. 9:30am-3:30pm at local Oakland County branch offices. Must have personal transportation.
Positions offer public contact with excellent working conditions, competitive pay, and 2 weeks of paid training. Candidates must have a good math aptitude and light typing ability. Cash handling experience desirable. Apply in person 10am-2pm, Mon. thru Fri. at the location of your choice or at First Federal Bldg., corner of Woodward & Michigan, 5th floor, Personnel Dept.
FIRST FEDERAL OF MICHIGAN
1001 Woodward
Detroit, MI 48226
An Equal Opportunity Employer

TRANSCRIPTIONIST
Must possess strong dictaphone & word processing skills. Experience with office procedure required. Private professional Southfield firm. 355-0280

TWO POSITIONS OPEN:
For Farmington Wholesale Co.
#1: Experienced Bookkeeper. Computer knowledge is helpful. Must be able to follow up past-due invoices.
#2: Secretary. Answering phones with some office work. Computer knowledge is helpful. 489-6900

TYPIST - EXPERIENCED
Familiar with data entry. Also requires answering phones. Redford office. Call after 11am 535-3877

TYPIST
Immediate opening, Western Wayne County area. Full time typist needed for busy health services corporation. Must type 55 wpm., have good organizational skills and previous office experience. $5.62/hour to start. Call Billie 9am-12noon Mon. thru Fri. 721-8100
An Equal Opportunity Employer

TYPISTS - (50 wpm). for major advertising agency. Memory typewriter experience, will be trained on Panasonic. $15,600. Call Becky at Uniforce 646-6500

VIDEO PRODUCTION company - entry level position. Flexible hours. If your typing is excellent, your phone skills good, start "up front" immediately in part-time position. Call Tues. or Thurs. 354-3330

WORD PROCESSING, Word Perfect. Experienced for receptionist and other office duties. Good phone skills a must. Nice environment. Farmington Hills area. Call Lolly at: 737-7111

WORD PROCESSOR
Word processing position available in fast-paced Southfield company. Typing 60wpm required. Send resume to P.O. Box 300, Southfield, MI. 48037.

WORD PROCESSOR
Growing Employee Leasing Company in Troy has many contract positions for professional, highly skilled W.P. Secretaries. Positions can last for years & include benefits. Send resume: 1408 Allen, Troy, MI. 48083

WORD PROCESSOR - for major financial corp. in Detroit. IBM 5520 plus speed writing or shorthand. Excellent opportunity. $1575/mo. Call Ruth at Uniforce 646-7663

WORD PROCESSOR needed with good typing skills and proven secretarial background. Top pay and benefits. For interview, call:
ARBOR TEMPS 459-1166

WORDPROCESSOR - Start up company must locate person with WordProcessing capability and his/her own equipment. For accurate, professional document generation. Pay negotiable. Call 647-8737

WORD PROCESSORS - for major hospitals in Oakland County, medical terminology helpful. Free training on Displaywrite 4 & Wordperfect for those who qualify & type 50 wpm accurate. $1450-$1650/mo. Call Betty at Uniforce 357-0034 or Marge 473-2930

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for goal-oriented Chefs who desire a challenging career opportunity. Call Mary at 453-1632.

APPLICATIONS BEING ACCEPTED for part time banquet waitstaff. Call weekdays between 11am-2pm 477-8050

ARBY'S Telegraph at Joy, Dearborn Hgts. and Wonderland Mall, Livonia now hiring. Premium pay, for day & closing shifts. 261-6132

ARBY'S
UNIQUE MANAGEMENT OPPORTUNITY
Growing franchise seeks capable, experienced persons for a challenging opportunity. Submit resume to PO Box #2212 Farmington Hills, MI. 48018

ASSISTANT COOK SUPERVISOR
A 210 bed Nursing Home, located in Wayne, has immediate openings. Competitive wages & benefit package. For appointment, call 320-0403, ext. 221

ASSISTANT COOK - days, full time & Night Grill Cook, full time, Mon thru Fri. Fingers Saloon, 23231 Telegraph. 353-3910

BANQUETS & CATERING PART TIME
Waiter/Waitresses up to $5.20 per hour. Cooks up to $5.55 per hour. Bartenders up to $48 per shift. Dishwashers up to $5.10 per hour. Custodial up to $5.10 per hour. Supervisors, up to $50 per shift.
Apply in person
Mon.-Sat., 10am-4pm.
ROMA'S of Livonia
27777 Schoolcraft Rd.
ROMA's of Garden City
32550 Cherry Hill at Venoy
ROMA's of Bloomfield
2101 S. Telegraph. N of Sq. Lk. Rd

FIRST EDITION LOUNGE
now accepting applications for a few good Barpersons. Apply in person, 1:30pm-4:30pm, 18334 West Warren Ave., 2 blocks W. of the Southfield Freeway

BAR HELP NEEDED
Experienced. The Classy Chic Lounge, 29447 Ford Rd., Garden City, corner Middlebelt & Ford Rd.

BARTENDER
COOK
WAIT PERSON
Apply in person The Box Bar & Grill, 777 W. Ann Arbor Trail, Plymouth. See Fran or Chip

BARTENDERS
Full time days/nights - apply in person 2-6pm
APPETEASER
280 North Woodward
Birmingham

BARTENDERS & WAIT STAFF
Experienced with references. Near RenCen. Please call between 9am-3pm, 259-3273

BLOOMFIELD CHARLEY'S
is seeking qualified, dependable people to join our team. Positions available are: preps & night dishwashers. Apply within: 5656 W. Maple.

BOUNCER & WAIT STAFF for progressive downtown Royal Oak dance bar. Apply after 9pm at: 1815 North Main, Or call: 589-3344

BUDDY'S/FARMINGTON HILLS
Now hiring
NIGHT DISHWASHERS
DAY PREP PEOPLE
For a family restaurant. Excellent wages and working conditions. Apply Buddy's, Northwestern & Middlebelt.

BURGER KING
Now hiring all shifts. For immediate interview, apply in person 2-5pm., 28333 Ford Rd., Garden City.

FULL AND PART TIME BUSSERS & Waitperson needed. Excellent tips. Call Mary, 453-1632.

BUS PEOPLE - DISHWASHERS
Part time after school & weekends. No experience necessary. Rams Horn, 27235 Ford Rd., Dearborn Hts. 563-1331

BUS PERSON
Full time days, Ryans Tavern, 3130 W Maple, W of Haggerty. 624-1000

BUS STAFF - Full time, benefits. Must be able to carry trays. Call Diane at Botsford Inn. 474-4800

CAN'T WAIT FOR A JOB? We'll train you. The Original Pancake House is looking for ambitious, energetic wait/host people to join the staff at our busy restaurant. Good hours, good pay, good benefits. Apply in person between 2-4pm at 19355 W 10 Mile, Southfield.

CARLOS MURPHYS
is now accepting applications for all areas of employment. Competitive wages, flexible hours, and good working environment. Apply within, 29244 Northwestern Hwy., Southfield. 352-6330

SAUTE & BROILER CHEFS
needed evenings. Apply in person between 2 and 4 PM Mon. thru Fri. The Red Timbers Inn, 40380 Grand River, Novi.

DENNY'S FARMINGTON HILLS
Grand River & Halsted - has openings for Cooks & Dishwashers. Best hours - best pay! Apply in person.

COOK - full time, immediate opening in dietary unit of apt. complex in Plymouth, Contact Mr Crowley 451-0700

COOK/FULL TIME/PART TIME
Great pay, flexible hours. Apply in person: Jon's Good Time Bar & Grill, 27553 Cherryhill, just W. of Inkster Rd.

COOK PART-TIME
Experience preferred. On Grand River between Beech & Inkster. Call between 9am-3pm 537-0667

COOKS - all positions, under CIA grad, Plymouth Hilton, apply in person, 14707 Northville Rd. Plymouth

COOKS - DISHWASHERS WAIT STAFF
Full Service Wait Staff, 2 restaurants. Farmington area. 851-4094

COOKS - EXPERIENCED
Good pay, good benefits. Apply in person, Tues.-Sun., 27225 W. Warren Rd., Dearborn Hts.

COOKS
Full and part-time. Experience preferred but not necessary. Starting at $5.50. Apply between 2 & 4pm or 8 & 10pm. The Ground Round, 3310 N. Woodward, Royal Oak. 549-3044

COOKS
Full & part time
Experienced - broiler experience preferred. Pay negotiable. Call Tues. thru Sun., 12 noon-6pm 421-2114

COOKS- SHORT ORDER
Full or part time, excellent wages & benefits, no experience necessary; must be reliable, Farmington area. Call Vicki: 477-0098

COOKS WANTED
Donna's Place. All shifts available. Good pay to start. Must be able to work weekends. Apply in person: corner of I-96 & Wixom Rd., exit 159. Ask for Donna. 349-8380

COOK & WAITPERSON POSITIONS
Help with lunches & banquets. Flexible hours. Livonia/Farmington area. Please call 476-8385

DALY RESTAURANT
Taking applications for all positions. Day & evening shifts. Free meals, vacation pay, paid breaks, friendly working environment.
● COOKS - up to $8.15/hr.
● WAIT STAFF - up to $3.45, + tips
● CARHOP/DISHWASHER, (up to $5/hr. + tips)
Apply in person:
31500 Plymouth Rd., Livonia

DAY AND NIGHT
● Bus Persons
● Wait Staff
● Night Host Staff
● Night Dishwashers
We offer competitive wages. Please apply in person:
MERIWETHER'S RESTAURANT
25485 Telegraph, Southfield.

DELI CLERK
No experience necessary. Evenings & weekends. Canton Country Market 459-7845

DENNY'S RESTUARANT in Westland has immediate opening for part time midnight Busboys & Sat. & Sun. daytime Host person. Up to $5 per hour. Apply in person 7725 Wayne Rd, or call 427-2711
An Equal Opportunity Employer

DINING ROOM SERVERS
BUS PEOPLE, BANQUET SET-UP, BANQUET SERVERS
AM and PM shifts
Full and part-time
Apply in person:
HOLIDAY INN
38123 W. 10 Mile
Farmington Hills
An Equal Opportunity Employer

DISHWASHERS - day or night, full or part time. Good pay. Reasonable hours. Apply in person only. In [illegible] Cafe, 500 E 4th, Royal Oak.

DISHWASHERS - full time, good pay, apply in person, Plymouth Hilton, 14707 Northville Rd.

DISHWASHERS - full time, evenings and weekends. Call: Chef Alan, Botsford Inn. 474-4800

DISHWASHERS
Holly's is now hiring Dishwashers - evening shift. Apply at: Holly's, 1020 W. Ann Arbor Rd., Plymouth.

DISHWASHERS - Part-time perfect after school job. Tues thru Fri afternoon. Call 9am-6pm. Mrs Maddox Cake Shop, Farmington Hills

DOMINOS PIZZA
NOW HIRING 10 DRIVERS
31333 Orchard Lake Rd.
Farmington Hills
Ask for Darren. 851-9100

EVENING Host Person-Assistant Manager. Call private club, in Bloomfield Hills, for more information. 644-3450

FAMILY'S TO GO Part-time help for lunch, mothers very welcome, counter help, food preparation and delivery with incentives for Greek American owned Restaurant. 626-2900

HELP WANTED: WAIT STAFF, Dishwashers & Kitchen help. Apply at: Harry's, 12966 Telegraph, Redford.

HOLLY'S is now hiring Hostess's, Evening Cooks & Evening Dishwashers. No experience necessary. Please apply in person 1020 W. Ann Arbor Rd, Plymouth

HOSTESS/GREETER
needed to greet customers. Applicant must be neat in appearance and enjoy dealing with the public. Great opportunity for the right person. For an interview contact New Car Sales Manager: DON MANN.
LEO ADLER NISSAN
Grand River/8 Mile
Farmington Hills
471-5353

HOST PERSONS
Part time evenings
Ryan's Tavern, 3100 W.
W. of Haggerty 624-1000

ITALIAN CUCINA RESTAURANT now accepting applications for Day and Night Line Cooks. Experience required. Contact Chef Tom 454-1444

KEY WEST
Taking applications for all positions.
• Bartenders
• Cocktail Servers
• Bar Backs
• Doormen
Apply within: 24230 West 8 Mile (1 blk. W. Telegraph)

IMMEDIATE OPENINGS for kitchen help and full time day Waitperson at Unisys facility, in Plymouth. Waitperson job is ideal for person who needs to be home by mid afternoon. Prior experience necessary for both positions. Call Mon. thru Fri., Ed 451-4900
An Equal Opportunity Employer

KITCHEN HELP
Steady work. Will train. Weldon's Pastries, Livonia. Call 471-1660

KITCHEN HELP WANTED
Flexible hours, Glen Oaks Golf Course. Call between 11-5 PM. daily. 626-2602

KITCHEN MANAGER
Private club in Farmington Hills seeks a full time Kitchen Manager. The outgoing applicant must have experience in cooking, baking, scheduling and inventory controls. Start Immediately. Call Mike Schram for interview: 661-2303

KITCHEN STAFF
Immediate opening for kitchen staff in private club in Farmington Hills. [illegible]/hour based on experience. Ideal for culinary students. Apply in person: Detroit Tennis & Squash Club, 31031 Drake Road, Farmington Hills, (South of 14 Mile).

LINE COOK (experienced) - full time, nights. Top pay & benefits. Rattle's Restaurant, 18730 Northville Rd. 348-3490

LINE COOK - for evening shift. Must have experience. Good benefits. Call: Chef Alan, Botsford Inn. 474-4800

MAINTENANCE PERSON NEEDED
Benefits. Apply at: McDonalds, 1645 S. Wayne at Palmer, Westland.

NEW RESTAURANT OPENING
Hiring all positions including Delivery Persons. Southfield location. Call before 11 or after 3pm354-3640

NIGHT HOSTESS
For an exclusive Southfield restaurant. Call: 358-3227

NOW ACCEPTING APPLICATIONS for bar tenders, cooks, wait personnel, apply in person, Mon. thru Fri. Sheehans on The Green, 39450 8 Mile, Plymouth.

NOW HIRING all positions. Bus person, kitchen help, wait staff; dishwashers starting at $4.00. Apply at: Kyoto, 1985 W. Big Beaver, Troy. Or call: 643-6340

ORIGINAL PANCAKE HOUSE
Now hiring for our new restaurant...Cooks/prep cooks, Waitstaff, Buspersons, Hostess/host, full & part time. Paid vacations, medical benefits, pension plan. Apply in person daily, 8am-5pm. 1360 S Woodward, Birmingham.

NOW HIRING ALL POSITIONS
Progressive Mexican restaurant chain has immediate openings in the Dearborn/Garden City area. We need cooks, managers, assistant manager, wait staff & bus help. Restaurant experience necessary. For more information call 427-6500
Excellent opportunities, fast growing business!

NOW HIRING
Bartenders & Wait Staff
Trio's Lounge
7640 Wayne Rd., Westland

PAPA ROMANO'S OF WESTLAND is now hiring Delivery & Inside Help for days and nights. Apply in person at: 8003 North Wayne Road in Woodcrest Plaza

PART TIME COOKS
Apply in person at: The Sporting Club, 13090 Inkster Rd, Redford

PASTRY CHEF
Full time. Top pay. Company paid health insurance & vacation. Bloomfield gourmet shop. Call Peter for appointment: 640-2256

PREP COOKS - Mature adults for Italian Cucina in Plymouth. Full-time. Contact Libby at: 454-1444

PREP POSITION available. Experienced or willing to learn. Garde Manger or pantry position available, experience helpful. Roberts Poco Cafe, 326 S. Main, Ann Arbor.

PROFESSIONAL WAIT STAFF & BUS PERSONNEL
With experience in fine dining. Must have own transportation. Immediate full and part time temporary positions available.
First Impressions, 2727 Second, Suite 314, Detroit. 963-2190

RAM'S HORN
Now Hiring: Cooks, Wait Staff, Bus Persons, Host/Hostess. All shifts available. Full & part time. Apply within: Ram's Horn, 20365 Middlebelt, Livonia. 477-4770

RESTAURANT
Now accepting applications for wait persons & bussers. Full or part time. Excellent benefits, no Sunday hrs. Employees discount. Please apply in person: Personnel Dept
JACOBSON'S
37500 6 Mile Rd - Livonia
An Equal Opportunity Employer

TACO BELL of Farmington Hills is now hiring for all shifts, full or part time, temporary or permanent. Flexible schedules, competitive pay. 476-3138

RESTAURANT STAFF NEEDED
Positions available for:
• WAITSTAFF
• BUS HELP
• DISHWASHERS
• LINE COOKS
• AND PREP HELP
Apply in person:
Jacques & Jovan's,
30100 Telegraph Rd., Birmingham.

Ruby Tuesday Restaurant
TWELVE OAKS MALL
Now hiring full or part-time
Wait Staff
Night Line Cooks - Start $5.50 Hr.
Apply In Person Anytime

STAGE & CO.
Now Hiring
All positions available
Experienced full time employees wanted. Good working conditions. Apply in person Tuesday thru Friday, 2-5pm. 6873 Orchard Lake Rd., West Bloomfield.

STATION 885
now hiring experienced Line Cooks, Wait Staff & Bus Boys. Day or Night Shift. Full or part-time. Apply within, Mon-Sun, 2-6pm: 885 Starkweather in Plymouth's Old Historic Village 459-0885

THE WYNDHAM NOVI HOTEL
has immediate openings with flexible full or part time hours. Experience is not necessary, but a friendly personality and willingness to be a Team player are required. Great benefits are available
Housekeepers (Days only), Housekeeping Houseperson (days afternoons or part time midnights), Dishwashers (days or eves.)
Applications are available at the Front Desk
(I-96 & NOVI RD.)
EOE/M/F/H/V

UPSCALE ITALIAN RESTAURANT in Troy, seeking line cooks, will train, Call 689-6920

WAITPERSONS & COOKS
Ram's Horn Restaurant between 12 & 13 Mile on Orchard Lake Rd. Full and part time positions available. 855-6582

505 Help Wanted Food-Beverage

JOIN THE FAMILY MCL CAFETERIA
$4.50 FULL TIME
3 immediate positions open. $4.50 to start with raise reviews at 2 months and 8 months after hire.
Excellent benefits include:
- Health insurance
- Paid vacation after 9 months
- Holiday pay
- Free meals
- Free uniforms
- Retirement plan

Looking for responsible, mature people. No experience necessary. We will gladly train you. Please call Mr. Thacker 358-4457 or apply in person between 10 a.m.-8 p.m. we'd be happy to talk to you about joining the MCL team!
MCL CAFETERIA
Tel Twelve Mall
Southfield, Mich.

GOOD TIME. GREAT TASTE.
NOW HIRING
FULL TIME MAINTENANCE POSITIONS
$5.00 per hour to start
WE OFFER THE FOLLOWING:
- Group Insurance
- Meals Furnished
- Supervised Training
- Paid Vacations
- Uniforms Furnished
- Job Variety

Apply in person:
44900 Ford Rd., Canton Twp. (W. of Sheldon)
40241 Michigan Ave., Canton Twp. at I-275
2193 Rawsonville Rd., Belleville at exit 187
McDonald's is an Equal Opportunity Employer M/F

STEP INTO A GREAT CAREER... AS A McDONALD'S MANAGER
YOUR EXPERIENCE WILL ADVANCE YOU TO NUMBER ONE
Bring your management experience to McDonald's, the World's Number 1 Restaurant. We need assertive ambitious people who aren't afraid of success. BRING US YOUR PROVEN ABILITY to handle people AND RUN AN OPERATION. In return we will make it worth the effort. In addition to an excellent starting salary we will provide you with excellent fringe benefits, including Medical, Dental, Life insurance and paid vacations.
Your experiences can move you up!
Apply in person at:
McDonald's
353 N. Canton Center Rd.
(between Ford Rd. & Cherry Hill Rd.)
Canton, MI 48187
A GREAT AMERICAN SUCCESS STORY
Equal Opportunity Employer M/F

Hardee's
This is your opportunity to join the Hardee's Restaurant Team. Hardee's is looking for bright, energetic and friendly people.
Hardee's has what it takes to win you over:
- FULL AND PART-TIME POSITIONS
- DISCOUNT ON MEALS
- PAID BREAKS
- UP TO 60 POSITIONS AVAILABLE
- STARTING WAGE UP TO $4.50 PER HOUR
- LIFE INSURANCE
- HOSPITALIZATION
- PAID SICK DAYS FOR FULL TIMERS
- PAID VACATIONS FOR FULL TIMERS
- OPPORTUNITY FOR ADVANCEMENT
- EMPLOYEE REFERRAL BONUS FROM $25 TO $50

OUR NEW RESTAURANT
Located at Michigan Ave. and I-275 is Now Accepting Applications. Call Monday-Saturday Between 9:00 a.m.-6:00 p.m.