504 Help Wanted Office-Clerical

ORDER PROCESSING CLERK
SECRETARY
2 yrs. data entry experience required. Responsibilities include: preparation and entry of orders with basic secretarial duties, typing, 55 wpm, accurate and detail oriented. Excellent salary & benefit package. Send resume to: Cal Industries, PO Box 3129, Plymouth, 48170 Attn: Cecil Crowell

PART TIME RECEPTIONIST
Mon., Wed., Fri., 4pm-7:30pm, every other Saturday, 12-4pm. Must be energetic and caring. Experience helpful but not necessary. Tapper Chiropractic Clinic, 6 Mile & Newburgh 464-8565

PAYROLL/CASHIER
Operate Kronos Time Keeping System. Prepare semi-monthly payroll and daily bank deposits. Must have payroll background. Apply Mon-Fri, 8am-4pm, Embassy Suites Hotel, 28100 Franklin Rd., Southfield.

PAYROLL CLERK
W. Detroit manufacturing company has need for good accounts/auditing clerk. Experience in payroll/time-keeping/accounting desired but helpful. Some overtime & weekends. Send resume or letter to Box #848, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL CLERK
Detroit-based company seeks detail-oriented individual for Payroll Clerk position. Previous experience is desirable. Competitive salary commensurate for the right individual. Compensation includes full benefits. For consideration, send resume to:
Payroll Clerk
Box 04-2300
Detroit, MI 48231

PAYROLL CLERK experienced in computer. Detail oriented. Programs ADGPAC, Lotus, and MASIS. Send resume to Box 872 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERMANENT PART Time - resume hours, 8-Noon, telephone, public contact & typing ability. Southfield/13 Mile, Call Mr. Cone 644-8545

PERSONEL SECRETARY
part-time person have knowledge of WordProcessing, general office duties, flexible hrs. Call 541-1027

PRINT CENTER COORDINATOR
for Downtown law firm. Requires supervisory print operations for two laser printers, photocopying projects and provide backup to reception. Some knowledge of office automation helpful. Interested applicants should forward resume and salary history to: H.K., M.M.D.A. 2400 First National Bldg., Detroit, MI. 48226

PROFESSIONAL person with experience to answer phone and type various forms in a busy environment. Calculator proficiency helpful. Able to work closely and accurately with others. Good pay, medical insurance, and 401(k) plan benefits. Please send resume to: Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PURCHASE ORDER ENTRY Person Accurate typing on computer a hours 8am-noon. Full time, hours 8am-noon. Apply at Plymouth area. Send resume to: PO Box 5336, W Bloomfield, Mich. 48033

504 Help Wanted Office-Clerical

PROPERTY MANAGEMENT/
EXECUTIVE SECRETARY
Organized motivated secretary with typing, shorthand, bookkeeping, WordPerfect, lotus and property management experience needed to work with Birmingham Real Estate Developer. Salary & benefits are negotiable. Ask for Mike or Lisa. 647-6210

MORE THAN A RECEPTIONIST
Outgoing personality required for responsible position including handling switchboard & variety of office duties. Good typing skills, Farmington area. $13,000-$15,000 plus A+ benefits & many extras. Call Connie 478-6200

RECEPTIONIST
Prestigious Birmingham Real Estate Company seeks mature individual for part-time position. Typing and telephone experience preferred. Saturday hours. Contact Nicholas Billig at 644-3300.

RECEPTIONIST needed. No experience necessary. Apply at Bill Cook Chevrolet Cars, Grand River & Farmington. 471-0044

RECEPTIONIST/TYPIST with some bookkeeping. Good typing skills required. Contact John Brosseau, 525-7000. GAYCO AUDIO VISUAL, Livonia Mall.

RECEPTIONIST - top notch, full time for busy advertising agency. Must be professional, positive, good typist, have excellent telephone manner and have being a receptionist. Competitive salary, benefits and excellent working environment. Send resume to: Competitive Edge, Attn: Personnel, 50 W. Big Beaver, Suite 500, Troy, MI 48084. Please no phone calls.

RECEPTIONIST to work in Northville office. Phones, typing, etc. Ask for Marilyn at 349-5400

RECEPTIONIST needed for a South-field law firm. No experience necessary. For appointment call: Sara, between 9:30 & 4:30 355-2770

RECEPTIONIST
wanted for veterinary hospital in Rochester - part time.
Call 852-3650

RECEPTIONIST for health care office in Bloomfield Twp. $4.50 to start. We train. Some typing experience needed. Part or full-time 338-5800

RECEPTIONIST & TYPIST needed for temporary and permanent positions. Great pay. TempExchange, 557-0600

RECEPTIONIST - with strong word processing & client communications skills. Southfield CPA firm. Ask for Debra 352-4260

RECEPTIONIST WANTED
Experienced receptionist for fast paced office. Good starting salary & benefit package for right person. For appointment call: 540-8300

RECEPTIONIST
Dependable, part time receptionist needed at Quality Copier Service, 29517 W. 9 Mile, Farmington Hills. 478-1130

RECEPTIONIST
Troy based independent insurance agency looking for a full time receptionist. Must be self starter, motivated, some experience required. Please send resume to box 698, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST
for advertising agency in Birmingham. Good phone voice & typing skills a must. Full time.
Call Julie 540-4220

RECEPTIONIST/SECRETARY
Employment Opportunity
Available Immediately
Call today for appt.
425-8226
ETO Temporary Service

RECEPTIONIST/TYPIST
Mature person with good organizational skills. Typing accuracy and phone skills required. Apply Mon-Fri, 8am-4pm, Embassy Suites Hotel, 28100 Franklin Rd., Southfield.

RECEPTIONIST needed for consultant firm. Involves some clerical work. Computer experience helpful. Benefits. Send resume to: Techna Corp., Administrative Manager, 44808 Helm St., Plymouth, MI 48170
An Equal Opportunity Employer

RECEPTIONIST/LOAN Processor. Looking for bright energetic individual with good communication skills. Please send brief resume to: Guardian Savings, 31 Downtown Hills Park Way, Stil. 120, Bloomfield Hills, MI 48013. Attn: Cheryl Brown, 642-7600

RECEPTIONIST
Full time available for busy West-side office. Must be enthusiastic and have courteous phone etiquette. Light typing required. Must be at least 18. Call Miss Walden, 427-6335

RECEPTIONIST/PART-TIME
in Farmington Hills dental office. Good telephone skills, light typing, general clerical. 20 hours per week. Salary open. Paid vacation, holidays and benefit package commensurate.
between 10am-4pm, 476-8157

RECEPTIONIST
Hours 9-6, Mon. thru Fri. Must have typing experience, P. C. helpful. Pleasant telephone manner. Mature, energetic person. Apply in person: Beachwood Inn, 3500 W. South Boulevard, Rochester Hills.

RECEPTIONIST/GENERAL OFFICE
Entry level position available for person with clerical skills, typing ability and pleasant phone manner. Must be able to work flexible hours. Send resume to: P. O. Box 300, Southfield, MI 48037

RECEPTIONIST - with excellent telephone skills. Livonia based construction company needs customers, direct phone calls, keyboard experience preferred. Excellent opportunity for advancement including purchasing, data processing & cross-over entry. Call 522-7165

RECEPTIONIST/SWITCHBOARD - Plymouth manufacturing firm seeks experienced receptionist with accounting, clerical duties. Familiarity with AT&T systems would be a plus. Send resume to Howmet Corp. 1050 Ann Arbor Rd. Plymouth, MI. 48170. Attn. CK

RECEPTIONIST/SECRETARY
Rochester Hills' Electronic Manufacturer needs person with minimum 2 years prior office experience, 55 wpm typing, filing experience, a Plus. Apply at: ADCO, 1900 Northfield Dr., Rochester Hills. off Crooks Rd. between Auburn and M59; or call Mona for appt. 853-8620

RECEPTIONIST needed for a rapidly growing financial company. Some typing required. Candidate must be professional & personable, excellent advancement opportunities along with good compensation & benefits. Send resume to: FFINC, 30955 Northwestern Hwy., Farmington Hills, Mich 48018

RECEPTIONIST
Prestigious firm in Bloomfield Hills seeks an experienced full-time Receptionist. Excellent telephone, typing & communication skills required as well as a very professional appearance. Send resume and salary history to: Republic Bank B. E. Attention: Personnel Officer, 1700 W. Woodward Ave., Suite 8, Bloomfield Hills, MI 48013

RECEPTIONIST SECRETARY

Local based engineering firm has immediate openings which require someone who is personal, with excellent phone skills, typing, & word processing. Experience with word pro & word perfect is plus. Apply or send resume to: ECS/Russell, 11818 Market St., Livonia 48150

RECEPTIONIST/
SWITCHBOARD OPERATOR -
Corporate Service, a major risk management company has the ideal 911 position available.
RECEPTIONIST/SWITCHBOARD OPERATOR, minimum 1-2 yrs prior experience, general clerical skills required, greet visitors, & perform mail, typing 45 wpm required.
MAIL CLERK - sort, date & distribute mail, process outgoing mail packages, relieve switchboard operator & assist supervisor.
Excellent benefit package offered. Please forward resume with salary history to Personnel Manager, Corporate Service, INC. 29500 W. 5 Mile, Livonia, MI. 48154
An Equal Opportunity Employer

RECEPTIONIST - FULL-TIME
Phones, typing, computer skills & filing. Call for interview. 661-4141

RECEPTIONIST
Canton area, typing, filing, bookkeeping experience preferred. $5.00 an hour. 455-1515

RECEPTIONIST SECRETARY
Part office. Some typing. Excellent opportunity for right person. Call 476-2646

RECEPTIONIST/TYPIST
Full time for Southfield law firm. Contact Carol 10am-noon: 559-2828

RECEPTIONIST - Immediate openings for Southfield and Ann Arbor. No experience necessary, will train. Ask for Judy: 332-7960

RECEPTIONIST - FULL TIME for busy Farmington Hills Accounting firm. Experienced only.
Ask for Karen. 831-3300

RECEPTIONIST - Light typing & filing. Great office procedures. Experienced. Benefits, full time. Reply P.O. Box 03331, Detroit, MI. 48203.

RECEPTIONIST
for summer help, for construction company in Livonia hours 8am-5pm, Mon thru Fri, phone etiquette important. 427-0090

RECEPTIONIST for rapidly growing Livonia temporary service. Great opportunity, variety job & must like people. Maturity a plus. Call Vickie 464-3034 or 473-2930

RECEPTIONIST/SECRETARY for busy medical office. Excellent telephone skills, typing 55 wpm. Monday-Thur, 12-8:30pm, Sat. 8:30-4:30pm. $5.50 plus benefits. Call 474-1144

RECEPTIONIST- Full time entry level, good communication skills, accounting helpful. Located near I-75 of D. Resume to: P.O. Box 34377, Detroit, Mich. 48234

RECEPTIONIST (ORIGINATED)
For active property management office needed immediately. Phone experience, light typing a must! Call Tina 9am-3pm 626-1181

RECEPTIONIST/SECRETARY position available, part time at Telecel Communication Corp., Livonia. Secretarial skills necessary. Call Linda Boyle for interview at: 525-0400

RECEPTIONIST
Birmingham area. Typing required. Real Estate background preferred. Send resume to: Black Acre Associates Corp., 30700 Telegraph, Suite 3636, Birmingham, MI 48010

RECEPTIONIST/TYPIST
Immediate opening at Birmingham title company. Word Processing experience helpful. Full benefits including profit sharing. Pay according to experience. Call 642-2107

RECEPTIONIST
Full time position with major Southfield law firm. Pleasant telephone, light typing required, switchboard experience a plus. Full benefits, 35 hour. Call 827-4455

RECEPTIONIST - for Fortune 500 company in Southfield, Northwest Township. Need experience a plus, variety job, light word processing. MCR equipment experience a plus. 81325 -$1400/mo. Call Leslie at Uniforce 357-0034

RECEPTIONIST
Immediate opening for that friendly and professional person. Will greet people, answer phones and form wide variety of administrative duties and responsibilities. Livonia location. Send resume to Box 878 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical *

RECEPTIONIST

Southfield corporate office seeks a conscientious individual to create a good first impression with visitors and phone contacts. Responsibilities include switchboard, mailroom, general backup for entry, and accounts payable. Non-smoking. $8.50/hr plus benefits. Call Joan 827-7720

RECEPTIONIST
Detroit based company is looking for a pleasant, eager & well organized individual. Ideal candidate will have 2-3 years related experience, good telephone & typing skills. Knowledge of word processing and M. Company offers good growth potential for the right individual, friendly surroundings, good pay & benefits. Send resume to:
M. Johnson
CYANOKEM, INC.
12361 Schaefer Highway
Detroit, MI 48227

WORD PROCESSOR/SECRETARY
Full time position for Livonia CPA firm. Minimum one year experience. Excellent typing skills, 55 wpm, strong grammar and spelling required. Knowledge of word processing and general office. Salary between $15,000-$18,000 depending on experience. Reply to: EPPS & Company, 34777 Twelve Mile Rd., Ste. 205, Livonia, MI 48152.

RECRUITER

High energy, dynamic personality needed by personnel group interested in advancing their career. Great! Strong phone skills, detail follow-up and good interpersonal skills are required. Previous experience a plus. FEE PAID.
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

REGIONAL CHURCH OFFICE in Redford Township seeks applicants for July 15 opening for self motivated bookkeeper with bookkeeping & general secretarial skills. 3 years experience. Dictaphone, word processing & computer experience. Non smoking office. Salary commensurate with experience. Reply, PO box 19001 0001. Detroit, MI. 48219 by May 31.

RESIDENT SERVICE DIRECTOR
Assistant
Good phone skills. Benefits.
Call Marcella 356-8020

SALES ASSISTANT
National cable TV network is seeking a sales assistant for its Detroit sales office. Excellent organization/communication skills a must. Fast paced position with chance for advancement. Ideal candidate lives in Northern Suburbs. Please send resume with recent salary history to: Sharon Fiedler, 600 Corporate Park Center, Suite 1960, Detroit, 48243

SALES SECRETARY
International manufacturing headquarters in Bloomfield Hills requires an individual with excellent secretarial skills and strong emphasis on telephone sales. Applicant must be familiar with data and word processing on IBM PC. Permanent full time position with benefit package. Ideal candidate is commenturate with experience. To arrange an interview call:
335-8000

SALES SECRETARY/
RECEPTIONIST
Southfield office is looking for a bilingual person with minimum 2 years prior office experience, 55 wpm typing, prefer shorthand, but not required. Computer skills a plus. Send resume WITH SALARY REQUIREMENTS or apply in person at:

Personnel Department
AMERICAN YAZAKI
CORPORATION
6700 Haggerty Road
Canton, MI 48187
NO Phone Calls Please
An Equal Opportunity Employer

SECRETARIAL/COMPUTER Operations position available immediately in management office of high rise office complex. Must be self motivated, enthusiastic person with Dictaphone, Word Perfect experience. Send resume to: 3000 Town Center, Suite 10, Southfield, MI 48075
An Equal Opportunity Employer

SECRETARIAL/CLERICAL
Skills needed for the position in our order processing group. If you are an energetic well organized and type 53 wpm you are qualified for this challenging position at our Oak Park office. Attractive salary and benefits. Reply by resume to: Vice President P.O. Box 37180 Oak Park, MI 48237

SECRETARIAL
Immediate full & part time positions available at established Livonia law actual business. Excellent career opportunity for self motivated individual. Ideal candidate will have 3 years secretarial office experience. Contact Jim between 10am-12 522-4208

SECRETARIAL POSITION

N. American headquarters Whom seeks bilingual (Spanish) Immediate opening for well versed Technical Secretary. Excellent typing & communication skills a must. Some travel involved. Salary commensurate with experience. Reply to: EPPS & Company, 34777 Twelve Mile Rd., Ste. 205, Livonia, MI 48152.

SECRETARIES

Keep our office on track.
Amicare Home Health Services is a rapidly expanding multicare home health company sponsored by the Sisters of Mercy Health Corporation. Our fast-paced environment requires talented, well organized Secretaries to keep our operations flowing smoothly.

You will provide support for Directors in several departments. 3 years of secretarial experience is required, preferably in health care setting. Good word processing, transcription, recordkeeping and communication skills are required.

If you are an enthusiastic self-starter, you may be the right person we're looking for. We offer excellent skills with a competitive salary and benefits. To apply, please send your resume to:

Shannon Morris
AMICARE HOME HEALTH
SERVICES, INC.
34605 12 Mile Rd.
Farmington Hills, MI.,
48331-3221

SECRETARY
Birmingham CPA firm needs a conscientious, motivated individual who is seeking a challenging position with a variety, meaningfulness and opportunity for growth. Qualifications: Must be dependable, willing to learn and a team player. Send qualifications resume or note to Marks & Associates, P.C., Attention Jan Hile, 401 S. Woodward, Suite 437, Birmingham, MI. 48009

504 Help Wanted Office-Clerical

SECRETARIES
Michigan National Banks Corporate headquarters has openings for experienced secretaries who are interested in a fast paced atmosphere. Position requires strong interpersonal skills, typing 55 wpm, Lotus & typing skills of 65 wpm. Send resume with salary requirements to:
Michigan National Corp.
Human Resources-Dept. DU/SEC
P.O. Box 9065
Farmington Hills, MI 48333

We promote a drug free environment. Substance abuse testing is part of the pre-employment process

An Equal Opportunity Employer

SECRETARIES
WORD PROCESSORS
Wang - Word Star
WordPerfect
Microsoft Word
DW 2-4, Lotus 1-2-3
WORK WHEN YOU WANT
WORK WHERE YOU WANT
IMMEDIATE OPENINGS
ALL AREAS
● Great pay
● Holiday pay
● Cash Bonuses
● Professional
● Insurance
WORK WITH PROFESSIONALS
557-5700
SNELLING
TEMPORARIES
NEVER A FEE

SECRETARY

Accounting firm in Southfield is in need of an experienced secretary to assist two people in the office. Applicants should have good communication skills, good typing and shorthand speed. Experienced with word processing. Word Perfect, Word Perfect. If interested in working for a growing firm with a friendly atmosphere pays good starting salary and benefits, please send resume and salary history to: R.F.D.
Fortmer, Rudzewicz & Co.
26200 Greenfield
Suite 500
Southfield, MI. 48034

SECRETARY/ADMINISTRATIVE
Assistant to Sales Director. Duties include word processing, phone in evening, occasional mailings, IBM or equivalent required. Pleasant working environment. Salary in the mid high teens. Send resume to: Retail Deals, 132 N. Woodward, Birmingham, MI 48009. Attention: D. Cone

SECRETARY
A FORTUNE 500 COMPANY with a manufacturing plant in Livonia is searching for a mature, professional secretary for our sales department. The position requires good typing and shorthand ability along with excellent communication skills. Qualified applicants must possess good decision making skills, be a self starter and be able to work without close supervision. If you are looking for a new challenge and meet these job requirements, please forward your resume along with salary requirements to Box 782, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Bloomfield Hills CPA firm is looking for highly motivated person with strong organizational skills and a desire to work in a support staff. Statistical typing experience is desirable. Prior CPA firm experience preferred. Please send resume, salary requirements and recent typing test to: Personnel Manager, Vitale, Caturano & Carrick, 2625 Woodward Ave., Suite A, Bloomfield Hills, MI 48013.

SECRETARY/BOOKKEEPER
Job Shop seeking computer experienced person to do bookkeeping. Electronic 807 trim, Plymouth, MI 48170

SECRETARY/BOOKKEEPER
Needed to run small construction office. Must be self-starter, smart and neat. Please call between 10am-2pm 626-2750
secretary

DEPARTMENT SECRETARY

Corporate Communications

Little Caesar Enterprises, Inc., one of America's fastest growing restaurant chains is currently looking for an energetic, extremely organized Secretary for its Corporate Communications Department.

The ideal candidate will be responsible for the day-to-day clerical support, assist in organizing media contacts through press releases, advance leads and replies for donation requests.

Qualifications include 2-3 years secretarial experience, excellent oral & written communication and organizational skills, knowledge of IBM PC and ability to type 70wpm. Shorthand skills a plus and must be willing to relocate to our new Corporate Headquarters, the Fox Theatre, later this year.

Interested applicants please forward your resume and salary history to:

Human Resources Department-CC
Little Caesar
Enterprises, Inc.
Corporate Headquarters
24120 Haggerty Road
Farmington Hills, MI. 48024

Equal Opportunity Employer M/F

SECRETARY
Detroit-based financial institution has an opening for a full-time hard-working individual with skills, 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 a minimum of 3 years experience in a financial industry. For consideration, send resume to:
Secretary
P.O. Box 779
Detroit, MI. 48231

SECRETARY

Eaton Corporation has an immediate opening in its logic Products Division sales office position involves secretarial support for Regional Sales Manager and staff. Candidates must have previous secretarial experience in a sales office with excellent typing and transcribing skills. IBM-PC experience preferred. WordStar, Tlcd ad Lotus 1-2-3 spreadsheet required.

EATON
CORPORATION
Logic Products
Division
26101 Northwestern Hwy.
P.O. Box 755
Southfield, MI 48037
Equal Opportunity Employer
M/F/H/V

SECRETARY

(EXECUTIVE)
To $25,000
Senior Vice President of corporate headquarters seeks high level management secretary. Excellent communication skills and outstanding professional presence required. Call 344-8700, or send resume to: Diversified Recruiters Co. 27700 Hoover Rd., Suite 101, Warren, MI 48093.

SECRETARY - experienced, part or full time, phones, typing, & dictation. Southfield 352-8440 / 471-4763

SECRETARY
Experienced, word processing skills, ability to handle variety of assignments with little supervision. Work independently or as part of team. Contact: Human Resources Dept., P.O. Box 987, Troy, MI 48007.

SECRETARY - seeking company needs general office person. Typing skills & phone etiquette required. Send resume to: Lease Acceptance, 30935 Northwestern Hwy., Farmington Hills, MI 48018. Attn: Cathy.

504 Help Wanted Office-Clerical

SECRETARY - experienced for fast paced office, type 60wpm, speak phones, be personable. Full time. Greenfield/14 Mile. 637-0909

SECRETARY
experience in WordProcessing, IBM computer to note, entry, and sort events, filing and preserving phones. Pay commensurate with experience. Call between 9am-5pm for appointment. Automated Control Systems (313) 522-9223

SECRETARY
For sales department of Farmington Hills company. Must have good typing skills, shorthand desired but not required. Word processing and computer skills a definite plus. Should be a self starter, dependable with good organizational skills. Send resume with salary requirements to: P.O. Box 818 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY for General Manager of fast paced company. Must be self starter, organized, able to learn computer skills. Good pay & benefits, excellent working conditions. Non smoking company. Apply at 12350 Beech Daly, Redford or call 937-3370

SECRETARY for small Bloomfield Hills law firm. Word processing skills required. Legal experience not necessary. 258-4883

SECRETARY for GA/UR department of health care insurance company. Typing 50 w.p.m., word processing experience, excellent interpersonal and communication skills. Medical terminology experience. Call Weekdays 9am-11am 354-2378 or send resume to: P.O. Box 437, Lathrup Village, MI 48076.

SECRETARY

Large construction company has entry level position available for individual with computer experience, typing and proof reading skills. Word processing experience preferred. Send resume including salary requirements to: Box 894 Observer & Eccentric, P. O. Box 931, Southfield, MI. 48037.

SECRETARY NEEDED
Good telephone skills required. 3 days a week, Mon., Wed., & Thurs. Call Sandy 10AM-2PM, 331-9050

SECRETARY

Needed for growing Downtown Ann Arbor Company. Candidate must be able to type 60-70 wpm. Word processing experience preferred. Specialized experience preferred, 2-4 yrs. experience required. Excellent interpersonal skills in necessary. Competitive salary. If interested please send resume with salary requirements or apply in person to:
McKINLEY ASSOCIATES
Secretary Position
320 South Main, Suite 405
Ann Arbor, MI 48104

SECRETARY/OFFICE MANAGER
Farmington Hills manufacturer's representative requires candidate for 1 to person office, mature & self motivated. Send resume to: Box 876 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TELEPHONE INTERVIEWING
Part-time mature individuals, Mornings, Evenings and weekends. Excellent income supplement for professional people. Will train. Call Bet-Tech Inc. at after 9pm at: 827-2400

TELEPHONE receptionist - plush offices in Southfield, must have clear voice, pleasant telephone manner, good typing skills, 5 days per week, call Debbie 351-2807

TELLER - Full time position with growing Farmington Credit Union. Previous experience and human relations skills a plus. Salary 13,000-$20,000/per year. Send resume to: Member Services Supervisor, 23617 Liberty, Farmington, Mich 48024

THE ABOW CO., the leading Troy brokerage agency seeks an energetic Data-Clerk to handle our excellent analytical and communication skills. Must be able to work as a team and work with experienced sales agents after training period. Sales degree and/or individual life insurance experience preferred but not required. Send resume with salary requirements to: C. Beutler, P.O. Box 7007, Troy, Mi. 48007

TRANSCRIPTION TYPIST
Immediate opening, Southfield, 5 days, total 20 to 30 hours a week. Flex time available including evenings. Medical transcription experience helpful. Must type 60wpm. Apply in person at: 33244 Ford Rd., Garden City, Mon thru Fri, 8am-5pm.
JTPA FUNDED

TYPIST/RECEPTIONIST
Dearborn office has a full time opening for a typist. Must type 50-60wpm and have 1-2 years experience. Duties will also include relieving our switchboard office operator. Send resumes to: Kasle Steel Corporation, 4343 Wyoming, Dearborn 48126.

WORD PROCESSOR
Immediate openings with Established Western Wayne County Companies - No Fee
Call 425-6226
ETO Temporary Service

WORD PROCESSOR
Busy Farmington Hills consulting engineering firm has opening for experienced IBM PC Word Perfect word processor. Will prepare technical reports and proposals. Accuracy & speed are important. Excellent benefits and pleasant co-workers. Call Bert Weisman at 851-7000
833-8300
NTH CONSULTANTS, LTD.
Affirmative Action Employer

WORD PROCESSORS needed for free training at Olympia Office Workforce & Office Writer positions with Fortune 500 company in Southfield, Troy, Bloomfield & Detroit. Growth opportunities. $18,200-$19,000. Call Alesia at Uniforce 642-7882

WORD PROCESSORS - for Fortune 500 company in Southfield, Troy, Bloomfield, Plymouth, Livonia, West & Detroit. Many positions require knowledge a plus, free training for qualified people on Displaywriter, 5 & Wordperfect. Type 50 wpm. Great rates. $1430-$1650/mo.
Call Joyce at Uniforce 357-0034 or Wanda 473-2930

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
for post-oriented Assistant Manager, who loves a challenge. Call Career Call Mayflower Hotel, Plymouth, 453-1832.

Accepting Applications
Baker's Square now hiring:
• Cooks to $7.50/hr.
• Servers to $2.10/hr.
• Host to $3.35/hr. Dish to $3.75/hr.
• Managers - $25,000 plus
Warren - 10001 Mack
Oak Park - 25000 Greenfield
Westgate - 629 Bowers St.
Canton - 5343 N. Sheldon

ATTENTION Homemakers, Students, Retirees, Artist of Canton City now has openings for day and & evening shift. Apply in person: 30043 Ford Rd., Garden City.
An Equal Opportunity Employer

BARTENDER
Part time weekends, over 21. Private club in Livonia. Call Larry after 6PM

BARTENDERS, BROILER COOK & Wait Staff. Experienced with references. Near Fairlane. Please call between 9am-3pm. 336-1275

BARTENDER, waitstaff, cocktail, Bookkeeper, Club Cue. Apply in person, 8 Mile & Sheldon Rd.

Bates Hamburgers
33405 5 Mile, Livonia
$3.00 an hour to start. Looking for reliable people for evening work. Full and part-time. Meals & uniforms provided. Apply in person between 8am & 11am and 2pm & 5pm.

BENNIGANS NOW HIRING for cooks. Apply in person, 8am, thru Fri, between 8-4pm, at 43441 Ann Arbor Rd.

505 Help Wanted Food-Beverage

BUS PEOPLE - for busing tables. Full time. Salary: $5 per hr. plus tips. Bloomfield Hills restaurant. Ask for Ed 334-4561

BUS PERSONS & DISHWASHERS, full or part time. Apply in person The Greenery, 30806 Northwestern Hwy., 2-5pm. 3310 N. Woodward, corner Coolidge.

BUSSERS
COOKS
New restaurant now hiring full and part time. Dearborn area/Southfield/Birmingham. Apply in person between 3pm-5pm daily, 1300 Woodward

Busy Restaurant
Looking for responsible & reliable individuals - Days and afternoon shifts. Full & part-time available. Apply in person between 8am-11am and 2pm-5pm.
Bates Hamburgers
33406 5 Mile, Livonia
AND
Middlebelt & 9 Mile
Farmington Hills

CAFETERIA WORKER needed. Mon thru Fri, 11:30-1:30pm, 2:30-3pm. Alexander Hamilton Life Bldg., Farmington Hills area. 476-4537

CASHIER - Full time, Days. No experience necessary. Apply at Baker's Rack in Plymouth. 453-7158

CASHIER/CARRY OUT PERSON
Full and part time.
Call: 661-2327

CHEF - Experienced in food cost & food cost control. Full time employment. Creative & talented persons only apply. Lake Orion area. Call Marilyn: 628-6800

CHEF'S & COOKS
wanted for cutting edge fine dining restaurant in Farmington area. Send to P.O. Box 1341 Royal Oak, MI 48068-1341

COCKTAIL PERSON/PART-TIME
Fridays and Saturdays for Livonia Elks. Contact Jerry at
7am-2pm, 425-2248

COOK - full time. Immediate opening in delicatessen of not, located in Plymouth. Contact Joe Kingery
451-6700

COOK/KITCHEN MANAGER
SUSPERSION/DISHWASHER
Apply in person after 2PM.
Bill Cook, 1200 Ann Arbor Rd., 19170 Farmington Rd. at 7 Mile, Livonia.

COOK - Line experience preferred, full time position available. Apply in person: Grandma's Restaurant, 180 E. Main, Northville.

COOK NEEDED
Experienced. Night shift. Livonia restaurant. 525-7540

COOK
Part time. Brae Burn Golf Club, Northville area. 9-14 hours per week. $6.70 per hour 453-1600

COOK & part-time dietary aide for senior citizen apartment complex in Westland. 451-1155

COOK
retirement residence
278-6430

COOKS
Accepting applications for full or part time positions for night only. Good working conditions, excellent pay. Experience required. Excellent opportunity for advancement. Apply in person, 27809 Orchard Lake Rd., Farmington Hills, corner of 12 mile.

COOKS
Bob Evans
Apply in person
Livonia, 29770 Plymouth Rd.
Westland, 1970 S. Wayne, W/Cleland
Ask for Bill or Judy. 729-9330

COOKS
DISHWASHERS
Excellent wages, fun atmosphere, job requires fast paced individuals, team members only. Apply within at Livonia Country, 31001 Schoolcraft, W. of Merriman.

COOKS - experienced, full & part time. Apply in person: West Point BBQ, 33617 Michigan Ave. ¼ block W of Telegraph.

COOKS - Part time & temporary, days, total 20 to 30 hours a week. Flex time available including evenings. Medical transcription experience helpful. Must type 60wpm. Apply in person at: 33244 Ford Rd., Garden City, Mon thru Fri, 8am-5pm.
JTPA FUNDED

COOKS - Experienced opportunity to work with a certified master Chef and 1984 Olympic Silver Culinary team member. Apply in person at the Skyline Club, 2300 Town Center Suite 2900 Southfield, Mon thru Fri, 9am-5pm 350-8020
An Equal Opportunity Employer

COOK, Wait Persons, Bar Persons. Apply in person D.J.'s Dockside, 321 Lakeshore, Grosse Pointe Shores.

COOK - 3 years minimum experience. Background in banquet food preparation. Knowledge of kosher knowledge. Must have references. Full time, top pay. Call Deborah 358-0212 ext 39

DALY RESTAURANT

Today applications for all positions. Day & evening shifts. Free meals, flexible pay, paid breaks, friendly working environment.
● COOKS - up to $8.15/hr.
● WAIT STAFF - up to $3.45, + tips
● DISHWASHER/BUSSER
Apply in person:
31500 Plymouth Rd., Livonia

DAN'S SUBMARINES
Farmington sandwich makers, full and part time. Good hours, good pay. Apply in person

DELI COUNTER PERSON
Full/part-time. Days only. Experience or will train. Mon-Fri. Troy, Berkshire, Call Mon.-Fri. 1-4, 643-7718

505 Help Wanted Food-Beverage

DAY COOK - 7 hours - 6-3pm, full time. Salary: $5 per hr. plus tips. Bloomfield Hills restaurant. Ask for Ed 334-4561

DIETARY AID, to serve in plexiglass room of small retirement residence in Birmingham. Pleasant atmosphere. Afternoons, some weekends. Call Rich at 645-6232

DISTRICT SUITE HOTEL has immediate openings for AM & PM cashiers room service - full or part time. AM starts at $4.50 per hour. Excellent benefits. Apply in person, Radisson Suite Hotel, 27229 Grand River, Farmington Hills.

DINING ROOM MANAGER
Experienced, 6 nights, no Sundays. Apply in person:
Bonnie's Arts, 306 Main St.,
Rochester, MI 651-2250

DISHWASHER/CLEANING/
MAINTENANCE
Interviewing for nights & weekends. Apply in person between 3pm-6pm, Mon.-Fri. Golden Mushroom Restaurant, corner of 10 Mile, Southfield, 6 Mile Lahser

DISHWASHERS, SALAD PERSON
BUS PERSONS
Part-time, nights. No experience necessary, will train. Starting at $4.00/hour. Apply at Hertz Beef & Spirits, 36655 Plymouth Rd., Livonia.
425-1620

DISHWASHERS & UTILITY Workers. Full & part time positions available. Up to $4.25 per hour. Must have transportation & references.
338-0212 ext 39

DO YOU WANT to be just a cook for the rest of your life? If you aspire to be a chef someday, let a certified executive chef train & guide you to the top. Apply at Hunter House on Michigan's finest kitchens. Apply in person: Schoolcraft, Somerset Mall, 2745 W. Big Beaver, Troy, MI.

DUE TO INCREASED OPEN HOURS
BILL KNAPP'S corner of 275 & 8 Mile has immediate full time & part time cooks with management position in their future. Excellent benefits with good pay. No experience necessary if you are willing to learn your training program. Also hiring part time cashiers for April, May, & June, any time. Ask for Judy 476-0223

FAST GROWING YOGURT franchise seeking ambitious individuals to open and operate a highly profitable store in Bloomfield area. Retail experience helpful but not preferred. Start limited, fully funded pre-opening, plus generous incentive program. Send resume to: Yogurt, 6905 Telegraph, Suite 200, Bloomfield Hills, MI 48301. Apt. 4, Brighton, MI 48116.

FOOD SERVICE WORKERS
Various positions available.
Please call 852-7800, ext. 34

FULL & PART TIME personnel needed for nursing home kitchen experience. Farmington area. Applications available at Hillcrest Pavilion, all shifts & hours. Call Marnell Dorman, 477-8000

HOSTESS/HOST
Full or part time. Mature person, pleasant atmosphere. Apply in person: No phone calls. Pheasant Landing, 540 N. Main, Plymouth.

ITALIAN FINE DINING RESTAURANT in Plymouth now has the following positions available: Bartenders, waitstaff, busboy, & dishwasher. Apply in person: 30500 Ann Arbor Rd., Plymouth, MI

RESPONSIBLE mature help needed for Kitchen/Counter in carry out sub shop. Flexible working conditions. Flexible hours. 261-6429

KITCHEN HELP
Broiler, assist in sandwich, pizza. Prep cooks, dishwashers. Full & part time. Apply within: Bonnie's Restaurant, 100 N. Hunter, Birmingham

KITCHEN HELP
Steady work, full time, Apply at Weldon's Pastries, Livonia.
Call 471-1530

KITCHEN MANAGER/COOK
Part-time for pre-school in Redford. Possibly full time in Fall. Pay negotiable. Call Jackie at 937-5430. Experience in food preparation preferred. Resume and letter of interest with phone number to P.O. Box 777, Redford, MI 48240

LEPKO'S RESTAURANT is seeking to West Bloomfield. Now hiring all positions. Cashier, Deli & Bakery. Apply at Birmingham LePeep, 333 So. Woodward Ave.
An Equal Opportunity Employer

Part-time
• COOKS
• HOSTESS
• BUSSERS
• DISHWASHERS
• OFFICE CLERK
THE TROWBRIDGE
24111 Civic Center Drive
Southfield, MI 48034
Between 12-4pm 532-0300

MAJOR FOOD service company seeks part time personnel for industrial dining service. Must be available for AM & PM shifts. Call back up for qualified applicants. Call between 8:30-4:30pm, Mon-Fri 623-4078

MANAGER

Excellent opportunity to manage the dinner operation at a fine steakhouse, Birmingham restaurant - free group insurance program - salary commensurate with experience.
Apply in person:
APPETEASER
330 N. Woodward
Birmingham

NEW OWNERS - need cooks, bartenders, dishwashers, waitstaff. Apply in person: 2100 S. Lilley Rd. 427-2371

NEW RESTAURANT located in the Mayflower Hotel in Plymou