504 Help Wanted Office-Clerical

PART-TIME OPPORTUNITIES

Build Your Career With EDS

At EDS, our clerical support staff plays a vital role in the success of our dynamic computer and communications services corporation. We have immediate permanent part-time 3rd shift openings at our Livonia location for the following

- MAIL OPENER EQUIPMENT OPERATORS
- ENCODING OPERATORS

ENTRY-LEVEL positions also available. 10-key experience a plus

EDS offers competitive salaries based on prior experience, along with career advancement opportunities. If you are interested in one of these positions, please send your resume today to

EDS/RPS
38777 Six Mile Rd.
Suite 100, Dept. 9QJ3039A
Livonia, MI 48152

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

PART TIME OR FULL TIME position. Must have experience with general ledger, customer correspondence and excellent follow-up skills. Position at Import Company. Send resume and recommendation to 25555 Evergreen, Suite 1616, Southfield, MI, 48076, Attn EM

PERSON needed to assist during holiday season (Nov. 15, Jan 15). Must enjoy working with public, answering phones, etc. Some lifting required. $5 an hour. Mail Boxes Etc. Southfield 352-6968

Phone Order Processors
Heavy customer contact. Light record keeping. Part time evenings/Sat. could lead to full time. The right person could make $6-$7/hr. Great position for students, homemakers, retirees. Will train the right persons. For directions call 476-7355

PRINT CENTER OPERATOR
Southfield law firm. To operate Print Center for Wanges Word Processing System & clerical duties. Experience helpful will train 262-1600

PROFESSIONAL RECEPTIONIST
$14,000 FULL BENEFITS BUSY FRONTDESK. PLUSH FARMINGTON OFFICE FEE PAID
CALL TODAY
PERMANENT STAFF
SOUTHFIELD 353-0505
FARMINGTON HILLS 737-5750
An Equal Opportunity Employer

Professional Office Staff
Are you an experienced clerical candidate with marketable skills? We have placement opportunities for individuals experienced in
- General Reception
- Data Entry
- Secretarial
- Typists

Earn top pay with NO FEE. Call a representative today for an interview

TEMPRO
443-5590

PROMINENT FIRM
Needs Secretary/Receptionist with excellent people skills. Great location. To $19,000. Benefits. Fee paid. 399-3450.
SNELLING & SNELLING

TROY BASED CPA firm seeking enthusiastic, outgoing person to fill full time Receptionist position. Some experience preferred. Position will also include light typing, filing and other clerical duties. Please send resume to Geisinger & Dial, 1700 W. Big Beaver, Suite 315, Troy, MI, 48084. Att: Debbie Gaeschke

TELEPHONE RECEPTIONIST
for insurance agency. Strong typing skills. Livonia area 471-3500

PROFESSIONAL RECEPTIONIST
PLYMOUTH - Executone back-ground, busy board. $16K range. Full corporate benefits. Fee Paid
B. HAMIL PERSONNEL
424-8470

RECEPTIONIST/SECRETARY
immediate openings
Call - 425-6226
ETD Temporary Service

RECEPTIONIST
for Southfield law firm. Experience required. Looking for non smoker with excellent communication skills. Call 354-4030

RECEPTIONIST
Immediate opening for a mature experienced person. This job requires a dependable individual with good typing skills - phone manner, pleasant voice & appearance
Great benefits
LOC PERFORMANCE
201 INDUSTRIAL DR
PLYMOUTH
453-2300
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RECEPTIONIST
Good phone, typing and organizational skills. Please send resume marked Confidential. 20011 Evergreen, Suite 202, Southfield, MI 48076. Attention Patti

RECEPTIONIST/SECRETARY
Seeking sharp individual with excellent phone manners and typing skills. Must have IBM/Word Perfect experience, non smoker
Call Mary at 540-6070

RECEPTIONIST
Growing Property Management/Real Estate firm located in Farmington Hills has immediate opening for a Receptionist. This entry level position is available for a motivated individual seeking to gain experience in a variety of fields including Word Processing, Bookkeeping and correspondence. The applicant must have good typing skills, excellent phone etiquette, professional appearance and own their own transportation. Please call or reply to
CERTIFIED REALTY, INC.
Receptionist Position
38345 W. 10 Mile Road
Suite 300
Farmington Hills, MI, 48024
(313) 471-7100

RECEPTIONIST
Part-time, for busy Livonia based office plus flexible hrs. Contact Alex between 10-5, Mon-Fri 421-2660

RECEPTIONIST/SECRETARY
For Farmington Hills insurance firm. Good clerical skills and some computer knowledge. Call Juli Reed, 855-0080

RECEPTIONISTS - (6-10 mos experience) Some experience on Dimension, Executone, Horizon helpful. Light typing helpful, call Uniforce 473-2930

RECEPTIONIST/FILE CLERK
Mature person needed for growing health care distributor. Benefit package. Hrs 8-4:30pm. suburban location. Call Diane 478-9000

RECEPTIONIST NEEDED
Pleasant personality to answer busy phone lines & handle light typing & misc. general office duties. Send resume to. 14800 Keel St., Plymouth, MI 48170

RECEPTIONIST
Beginning in Nov. for a mature, experienced person. This job requires a dependable individual with good typing skills, phone manner, pleasant voice & appearance. Call Pat between 10am-1pm. 261-9010

RECEPTIONIST
Good phone, typing, & organizational skills a must. Call Chris Brierty for an interview at 370-9000

RECEPTIONIST/Clerical. Part time. 5 days/wk. Must have good typing skills & pleasant phone manner. Call Chris 478-2118

RECEPTIONIST/CLERK for growing company in Southfield. Requires organizational skills, will train, good benefits, nice atmosphere. 335-1030

504 Help Wanted Office-Clerical

RECEPTIONIST
Individual must be motivated, aggressive and willing to learn. Job discription includes computer data entry. Please send resumes to: 24400 Northwestern Hwy., Ste. 203, Southfield, MI., 48075

RECEPTIONISTS - 4-6 mos. experience, type 40-50 wpm, professional appearance & able to deal with top level executives. Major Southfield corporation. Dimension, Executone or Horizon helpful. $7-$8/hr.
Call Alice at Uniforce 357-0034

RECEPTIONIST
Full time position with Southfield company. Must have good voice and speaking manner, good appearance and a high energy level to work some evenings and Saturdays. Non smokers only need apply. Call Mr. Lewis, Tues.-Fri., 11am-4pm at 557-4553

RECEPTIONIST - PART-TIME
Prestigious, private bank, Bloomfield Hills - seeks 2 experienced part-time Receptionists. Excellent telephone, typing & communication skills. Many varied & interesting responsibilities in beautiful surroundings. Send resume & letter to Republic Bank, S.E., Att - Personnel Officer, 1700 N. Woodward Ave., Bloomfield Hills, Mi. 48013

RECEPTIONIST - $8/HR
No typing required
Call Today 557-1200
Fee $95.00 JRI Agency

RECEPTIONIST/GENERAL OFFICE
Full time, basic knowledge of front desk, typing and general office duties. Farmington Hills area 471-1400

RECEPTIONISTS
Positions available full time, long term. Light typing and filing. Call Arbor Temps 453-1166

RECEPTIONIST/SECRETARY
full time position. Typing & phone answering experience preferred with some marketing. Management possibilities 344-9500

RECEPTIONIST - for quality oriented Birmingham cpa firm. Please send resume to Kirschner, Hutton & Shevin, 30200 Telegraph, Ste 237, Birmingham, 48010

RECEPTIONIST
Full time (8 30-5 30) for RenCen law firm will train. Excellent benefits. Professional demeanor a must. Contact Ms Eaton 259-1110

RECEPTIONIST
We need professional, experienced Receptionists to work in Southfield, Troy & Detroit areas. Good opportunity with room to grow. 589-0500

RECEPTIONIST - $12,000
Southfield firm. Accurate typing, good speaking skills, nice phone manner. Lots of variety. Fee paid 772-6760 SNELLING & SNELLING

RECEPTIONIST - Full time position with major electronic distributor in Livonia. Data entry, general office duties, light bookkeeping, pleasant professional phone manners a must. Call 462-1209

RECEPTIONIST
Livonia company looking for a positive individual with good telephone skills and general office experience. Computer experience helpful but will train. Call 464-1210

RECEPTIONIST - SECRETARY
Full or part-time positions open for Canton real estate office. Must have good communications, light typing and clerical skills. Call for interview 455-7722

RECEPTIONIST
needed for physical therapy facilities. Southfield/Livonia locations. Good phone personality and office skills needed. PT billing experience helpful. Contact Linda 471-3310

RECEPTIONIST
Part time, Mon-Thurs, 10am-2pm. Requires good phone skills and pleasant manner. Call Personnel at 644-3460
An Equal Opportunity Employer

RECEPTIONIST
Weekend receptionist for prestigious real estate firm in Birmingham. Hours-Sat 9-5, Sun 11-4. General office duties. Call Margie at 644-3500

RECEPTIONISTS/Customer Service Reps. Livonia Tax office has immediate openings. Good telephone skills and light typing required. Full time, February-April 15. Potential part-time April-January. Please call to set up interview 525-4774

RECEPTIONIST/SECRETARY
Full time position with Troy financial planning firm. Must have good voice and speaking manner, typing skills and some computer experience necessary. Starting salary $13,000. Full benefits provided. Call Mary for interview 649-1831

RECEPTIONIST/BOOKKEEPER
for accounting firm in Farmington Hills, light typing, computer experience, casual & enjoyable atmosphere. Please send resume to Stuart & Schram & Associates, 31275 Northwestern Highway, Ste #225, Farmington Hills, MI., 48018

RECEPTIONIST/SECRETARY
Fast paced, growing Oakland County based health care & fitness company seeking motivated, flexible individual. Excellent phone manner required. Send resume and salary history to: 30100 Telegraph, Suite 420, Birmingham, MI 48010
An Equal Opportunity Employer

RECEPTIONIST
Busy Farmington Hills office needs a receptionist for its corporate headquarters. Responsibilities include answering phones, greeting visitors and related duties. This position requires an organized & professional individual. We offer a complete benefit program. Call 553-6260

RECEPTIONIST/SECRETARY
Downtown Detroit law firm is looking for entry level secretaries, receptionists and legal secretaries. Word processing background a must. Good benefits, negotiable salary. Send resume to Box #522, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST-Experienced, full time for Birmingham CPA office. Pleasant phone manner and front desk appearance. Ability to greet clients and perform clerical duties. Excellent wages and benefits. Mathews, Nightingale, Reich, & Scott PC, 30100 Telegraph, Suite 268, Birmingham MI 48010. Call for appt 642-2002

RECEPTIONIST
$17,500
Choice position with an automotive supplier sales office. Be that key person dealing with the Big 3 clients. Word processing needed. Hurry! Call Bernice 353-2090.
SNELLING & SNELLING

RECEPTIONIST
$15,600
FEE PAID
Work in Rochester! Small friendly office needs good Receptionist with accurate typing and office skills. Full benefits. Call 649-5900.
SNELLING & SNELLING OF TROY

RECEPTIONIST
To work 8-16 hours per week on the afternoon shift. Some weekends required. You may apply in person or contact
GARDEN CITY HOSPITAL
(Osteopathic)
6245 N. Inkster Road
Garden City, MI 48135
421-3300, ext. 4277
An Equal Opportunity Employer

RECEPTIONIST/Marketing position available. National co seeking high energy enthusiastic people/orientated individuals to handle our high volume of incoming calls. Must have excellent telephone & communications skills & a good knowledge of the suburban Detroit area. Telemarketing background a must, typing a plus. Full time position available. 2 years minimum telephone experience necessary. Call Nadine at Great Places from 9am-5pm for details. 354-8040
An Equal Opportunity Employer

RECEPTIONIST
Retail office is seeking an energetic & personable permanent part time receptionist with the opportunity for advancement. Filing & light typing is required along with a good personality & excellent work habits. Excellent opportunity for co-op student. Join a team of professionals & become part of a fast growing communications field. For more information, please call 567-7960 or apply in person at 32825 Northwestern Hwy., Farmington Hills, just South of 14 Mile Road.

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Wanted for busy Birmingham real estate office. Looking for mature, responsible individual. Some experience necessary in handling phones and word processing. Salary commensurate with experience. Send resume and salary requirements to
Receptionist Position
30150 Telegraph Rd., Ste. 371
Birmingham, MI 48010

RECEPTIONIST
Large real estate company in Northville has entry-level position available. Good typing and filing skills, excellent phone manners required. Individual should be organized and word well with others. Call Chuck Fast for a confidential interview, 349-1515
SCHWEITZER REAL ESTATE
BETTER HOMES & GARDENS

RECEPTIONIST/SWITCHBOARD OPERATOR
WDFX FM is seeking a full time switchboard operator and receptionist. Individual must be friendly, organized and capable of handling a large volume of phone calls and visitors. Typing experience required. Salary commensurate with experience. Please send resume to "Receptionist", WDFX FM, P. O. Box 459, Royal Oak, MI., 48068

RECEPTIONIST
Health care company, Madison Heights/Troy area, is seeking personable & energetic receptionist. Ideal candidate must have previous experience in answering phone, performing light typing & filing. Full time position, 8am-5pm. Full benefits. Send resume to Box 518, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Leading design/build firm seeks experienced, energetic receptionist for their fast-paced Plymouth office. Qualified candidate will possess professional attitude, outgoing phone manner, and good communication skills. Complete benefits and compensation package. Send resume to.
R.A. DEMATTIA CO.
Human Resources Dept.
45501 Holm St.
Plymouth, MI 48170
An Equal Opportunity Employer

Receptionist

Let Your Fingers Do The Earning

Kelly Services, the nation's leading supplier of temporary help, has immediate long and short-term job opportunities for receptionists and typists in the Troy area. You must be dependable, have good interpersonal and phone skills, a professional manner, and 35-40 wpm typing skills. Reliable transportation is also required.

Kelly Services offers excellent pay and benefits, as well as the flexibility most full-time jobs don't offer.

For your choice of several excellent opportunities, call Kelly Services today. You could be working tomorrow!

Troy 362-1160

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

RED WING TICKET WINNERS

JONAS PARKER
55129 W. Maple
W. Bloomfield

PHYLLIS KLEIN
3750 Napier
Canton

Please call the Promotion Dept. of the Observer & Eccentric Tuesday, October 31, 1989 to claim your TWO FREE RED WING TICKETS.

591-2300, ext. 404

CONGRATULATIONS!

ROOM FOR GROWTH
Are you looking for an opportunity to work in a growing, progressive industry. Our expanding company has need for Secretaries w/2+ yrs experience. Must type 45+ WPM. Resume to 1408 Allen, Troy, Mi 48083

SALES SECRETARY
Part time, 2 days per week. Typing, filing, phone & computer work. $6/hr. Farmington Hills 477-7885

SALES SECRETARY
$18,000. SOUTHFIELD LIGHT SHORTHAND WORKING WITH EXECUTIVES. TOP BENEFITS PLUS FEE PAID CALL TODAY
PERMANENT STAFF
SOUTHFIELD 353-0505
FARMINGTON HILLS 737-5750
An Equal Opportunity Employer

SALES/ SERVICE STAFF ASS'T
That's your title. You will be organizing accounts information, typing reports & correspondence, interfacing with client by phone, preparing sales reports, and using a word processor, all in our busy Southfield office. If you are sure you can do this and you don't smoke, then we want to hear from you. Send your resume today to: Box 538, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CHURCH SECRETARY
Part Time. Flexible hours. Experience needed. Livonia area. 421-5406

QUIET 1 person office in Wixom, needs an experienced secretary/receptionist to answer phone, type & take service orders. Must be non smoking & dependable. Send Resume to: Box 468, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

= "SECRETARIAL" =
We are looking for an "organized" mature person. Pleasant phone voice, loyalty & easygoing helpful. Ask for Wendy, 478-2000

Secretaries/ Word Processors
Excellent opportunities available with large corporations for top notch secretaries/word processors in the Dearborn area. Requirements include 2 years office experience and experience on any of the following:
- WordPerfect 4.2
- WordPerfect 5.0
- NBI

Both short and long term assignments available. We offer competitive pay and benefits.

ENTECH
SERVICES, LTD.
336-8888

SECRETARY: Engineering Sales Office. Experienced, self directed, for congenial office. Full or part-time. Send resume and hand written cover letter to Huppert Engineering: 2000 S. Woodward, Suite 100A, Bloomfield Hills, 48013.

504 Help Wanted Office-Clerical

Sales Secretary
Large custom injection molding facility has an opening for a Secretary in our sales department. Qualified candidate should possess experience within an automotive sales environment, along with computer and word processing skills. Individual should have a take-charge attitude and work well under pressure. Please send resume along with salary requirements to
A-Line Plastics
40300 Plymouth Rd.
Plymouth, MI 48170
Attn: Personnel/Sales

SECRETARIES
HIGHLAND SUPERSTORES is one of the largest growing Electronics & Appliance Retailers in the nation. Within our corporate headquarters, we have immediate openings for individuals with at least 2 yrs. Secretarial experience. Qualified candidates will possess P.C. knowledge, strong clerical & excellent communication skills. Knowledge of WordPerfect or PSF Write or Lotus 1-2-3, a Plus!

We offer a competitive salary & excellent benefits package. Please send resume or apply in person, to
Highland Superstores
Human Resources Dept -5
909 N. Sheldon Rd
Plymouth, MI 48170
An Equal Opportunity Employer

SECRETARY
Bubbly detail-minded, hard working person needed. To $17,500. Fee paid. 399-3450.
SNELLING & SNELLING

SECRETARY
Computer company needs person with experience using Wordprocessing and multi line telephone system. Please respond with salary requirements to Box 516 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Development Firm in Birmingham seeks a motivated individual who is seeking a challenging position with growth potential. Word Perfect & dictaphone experience required. Light bookkeeping helpful. Flexible hours & benefits. Send resume & salary requirements to Office Manager, 999 Haynes, Suite 385, Birmingham, MI 48009

SECRETARY
Excellent opportunity for a part-time experienced mature individual with Wordprocessing. WordStar preferred and Stat typing, for a small CPA firm in Southfield area. 2 yrs minimum experience. Call 855-4838

SECRETARY
Exciting opportunity to grow with new commercial real estate company. Secretarial/Support person must have solid office skills including telephone, typing, communication and organizational abilities. Call 948-1900

SECRETARY
Exciting opportunity exists in our beautiful new Southfield office for individuals looking for entry level secretarial jobs that offers great growth potential. We need bright, hard working, ambitious people with good typing skills and WordPerfect or Data Entry experience. We offer excellent starting salary and benefits. Interested applicants can send employment history to KL
FOLLMER, RUDZEWICZ & CO
26200 American Drive
Suite 500
Southfield, MI., 48034

SECRETARY
Fast paced Redford office seeks a well organized dependable self starter. Applicants for this position should have basic data entry skills, wordprocessing and type 50-60 wpm minimum. We offer competitive salary and benefit package. Please contact K. MacLachlan at 538-6633

SECRETARY for marketing department. Rapidly growing company is in need of a qualified marketing secretary. Word processing skills and typing fluency is a must. Knowledge of Lotus and WordPerfect would be a definite asset in this position. Please submit resume to Vice President of Marketing, FFRC, 30955 Northwestern Hwy., Farmington, Mich 48018

SECRETARY-Full time permanent position. No experience, no typing. Southfield area. Non smoking office 443-1327

SECRETARY - FULL-TIME
Experienced individual w/excellent communication & office skills. Requires typing 55 WPM, basic knowledge of Word Processing. Southfield. Call Tom Boaks, 358-1181

SECRETARY
Full time for 1 person office. Duties will include bookkeeping, payroll, phones, billing. Livonia area. Contact Mary Sue or Jerry at 525-5885

SECRETARY- Full time. Typing 60wpm, IBM compatible computer knowledge, word processing, experience preferred. We offer competitive salary and full benefits. Send resume to: Mr John Ament, 17515 W 9 Mile Rd., Southfield, MI 48075

SECRETARY
full or part time for Southfield accounting firm. Must type 55 wpm accurately. Word processing and 1 yr. accounting office experience preferred. Send resume to Personnel Department, 3000 Town Center, Ste #2050, Southfield, MI., 48075

SECRETARY
Growth oriented manufacturing firm has position available at headquarters location for a talented secretary. Only aggressive individuals need to apply. Send cover letter & resume to: P.O Box 2500C, Plymouth, Michigan 48170

SECRETARY - life insurance office in Troy has full time salaried position for person with general office skills, no insurance experience necessary. Call Mrs Littell 649-1577

SECRETARY
Multi-state sales organization with corporate offices in Farmington Hills has an immediate opening for a Secretary. Requirements include good phone manner, 60 WPM typing, and good organizational and interpersonal skills. CRT and word processing helpful. Minimum 2 years clerical experience. Salaried position includes full benefits and profit sharing. Send resume with salary requirements to
Personnel Dep't., SEC
P.O. Box 1800
Farmington Hills, MI., 48018

SECRETARY
Opening for experienced Secretary with a knowledge of Wordstar. This is a general office position reporting to the Branch Manager. Duties include confidential secretarial work, receptionist, typing, filing & general office work. Send resume & salary requirements to. P.O. Box 5134, Southfield, MI 48086-5134, Attention Tom

SECRETARY - PART TIME - 2 or 3 days a week in Southfield. Must be experienced and mature with good grammar, typing and general office skills. Call Mrs. Jennens 351-2602

SECRETARY PART TIME-needed for small real estate appraisal company in Farmington Hills. Call 9-5, Mon.-Fri. 553-8800

SECRETARY - part time, temporary position starting Nov 1st to May 31st. Skills required, typing, computer & general clerical. Applicant should have experience dealing with the public. Please call Mrs. Dasain, 557-9690

SECRETARY/RECEPTIONIST
We are looking for a bright, energetic person for our busy CPA office in Bloomfield Hills. Applicants must have excellent typing and telephone skills, be personable and well organized. Send resume with salary requirements to: Office Manager,
Jenkins, Magnus, Volk & Carroll
2005 Woodward Ave, Suite A
Bloomfield Hills, MI 48013

SECRETARY/RECEPTIONIST
for days, 24 hrs a wk, for busy adoption agency. Must have excellent phone skills & Word Star computer training. Located at 13 Mile & Telegraph in Birmingham. Please call between
10am & 2pm. 646-7790

SECRETARY/RECEPTIONIST - Novi office requires experienced person for general office work. Interesting & varied tasks, must be people-orientated. Call Mrs. Shorey, 851-8770

504 Help Wanted Office-Clerical

SECRETARY/CUSTOMER SERVICE
Excellent opportunity available in sales office at our Farmington Hills location. Qualified applicant must type at least 60 wpm., must have 3+ yrs. office experience, aptitude for working with numbers and excellent communication skills. Word processing experience helpful. We offer a competitive starting salary and liberal fringe benefits including medical, dental, profit sharing & savings plan. Send resume and salary history to: Stacy Granzow, National Adhesive, 24083 Research Drive, Farmington Hills, MI., 48024

SECRETARY
Needed for property management company in downtown Ann Arbor. Candidates should be able to type 60-70 wpm. Word processing experience necessary. Spreadsheet experience preferred. 2-3 years secretarial experience with excellent interpersonal & telephone skills required. If interested, send resume & salary requirements to:
McKINLEY PROPERTIES
Secretary Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

SECRETARY
Part-time Tues., Thurs., Fri. Permanent. Must have W.P./IBM PC skills, be dependable and well organized. $6-$6.50 per hour.
Call Ms Glassman at 737-7000

SECRETARY/ RECEPTIONIST
9-5
RUSH ... Southfield based firm seeks dynamo with shorthand, Word Perfect, Lotus 1,2,3.
Fast paced, variety spot with never a dull moment. Salary $18,000 + + + full benefits, fee paid.
Call Sheri Hill today!
AMERICAN
SCI 649-2010

SECRETARY
Reporting to our warehouse manager this position demands excellent clerical skills, computer familiarity & enthusiasm to get involved in all aspects of warehouse management. We offer growth potential & challenge. Excellent starting salary and complete benefit package at our Plymouth headquarters. Qualified individuals should respond in confidence with a resume & salary history to Box 506, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Seeking an extremely organized, professional, confident, self-motivated individual to support our busy executive sales department. Must type 65+, have at least 3 years of general office experience, and excellent verbal as well as written communication skills. An insurance related background is a plus! Please send resume and salary requirements to
MIDWEST BENEFITS CORPORATION
25505 W. 12 Mile #3000
Southfield, MI 48034
Attn. Personnel/Secretary

SECRETARY - Small Troy insurance repair firm seeking experienced full time secretary. Candidates must possess excellent communication skills, in addition to typing and the ability to work with figures accurately. Knowledge of word processing is necessary. WordPerfect 4.2 or 5.0 would be a plus. Needed immediately. Excellent working conditions and benefits. Salary commensurate with experience. Call Julie to schedule an appointment 362-1740

SECRETARY
Southfield office, typing 50wpm minimum, good office & phone skills. Call aft. 6pm 626-6251

SECRETARY
Southfield Health Promotion Co. needs a versatile person who types 60 wpms, (word perfect preferred). Non smoking office. Call 352-7686

SECRETARY - strong organizational skills. Willing to train on computer billing. CPA firm, Farmington Hills 353-8562

SECRETARY
TO $14,500 FEE PAID
Lovely new suburban offices. Great benefits. Career minded, word processing people person needed. 399-3450.
SNELLING & SNELLING

SECRETARY
$18-$20,000
Two positions available. All you need to qualify: Accurate typing, some word processing, good organizational skills. Full benefits.
Fee paid. Call 772-6760.
SNELLING & SNELLING

SECRETARY
$19,000
FEE PAID
Lots of word processing in this well known Bloomfield Hills firm. Great benefits. Nice environment and lots of variety. Call 649-5900.
SNELLING & SNELLING OF TROY

SECRETARY
$19,200+ - Fee Paid
Nationwide company has an opening for your two years' plus secretary/word processing experience. Typing 60wpm, shorthand 70wpm, with above average communication skills. Top benefits & great location. Call Mary at 464-0909
SNELLING & SNELLING

SECRETARY 3-4 months, 30 hrs per week. Filing, phone & typing. Will train on computer. Macintosh skills a plus. Call 788-8990

SERVICE CASHIER
Large independent auto repair facility needs office person afternoons until 7:30pm and alternate Saturdays. Must have excellent communication skills and helpful team spirit, as well as strong typing or data entry experience. 348-5115

SIKKENS CAR REFINISHES
A division of Akzo Coatings Inc., has an immediate opening for a senior secretary. Candidate must have 3-5 years secretarial experience. Skills required are: 65wpm typing, word processing and Lotus, shorthand a plus. Candidate must be enthusiastic, have good communication skills, be flexible and a team player. Please send resume with cover letter and salary history to:
Sikkens Car Refinishes
1696 Maxwell, Troy, MI 48084
Attn. Administrative Manager
An Equal Opportunity Employer

SILKSCREEN PRINTER
Immediate opening in Troy to work eves. now until Christmas. Experience necessary. Call for details.
ExtraStaff 645-0900

SOUTHFIELD SECT'Y!
FEE PAID - $18-$20,000
Asking for at least 3 yrs. experience as a secretary using word processing, IBM/Word Perfect, good grammar, accuracy, organizational skills and phone work. Benefit plan.
649-8797 or 962-0565
DOROTHY DAY PERSONNEL, INC.

SWITCHBOARD OPERATOR
Dearborn company has immediate opening. Must have pleasant and clear speaking voice. Must have interpersonal skills and be able to work under pressure. Great working conditions and benefits. For an appointment, call Lisa 277-8671 ext. 314, between 9-11am.
An Equal Opportunity Employer

SWITCHBOARD/RECEPTIONIST
For investment company in downtown Ann Arbor. Hours are 2-6pm Mon-Fri. Aptitude with numbers preferred. Please send resume & salary requirements to:
McKINLEY ASSOCIATES
Switchboard Position
P.O. Box 8649
Ann Arbor, MI 48107-8649

TALK-TALK-TALK
Enthusiastic, articulate people needed for various telemarketing assignments! Great opportunity for retirees, homemakers & students. Experience helpful. Top pay plus excellent benefits!
TSI
OFFICE SERVICES
489-8990

504 Help Wanted Office-Clerical

SOUTHFIELD FIRM. Must be dependable, accurate in filing & typing. good phone voice, will train. $4.00 per hour. Immediate. 356-3355

SPANISH TYPIST
Challenging opportunity for Bi-Lingual person w/Word Processing experience. N. Oakland. 589-0500

SWITCHBOARD OPERATOR
Large medical office. Toshiba perceptions. Excellent benefits. Farmington Hills area. Call Mr. Asher Between 8-10am 553-0010 ext 248

TRAFFIC ASSISTANT
Full time entry level position available. Southfield location. Previous experience in traffic/transportation industry preferred. Good math ability and calculator skills necessary. Send resume along with salary requirements to: Attn Personnel, P.O. Box 5091, Southfield, MI 48086

TRANSCRIPTIONIST
Challenging position in Cardiology Dept. of Oakland Cty hospital. Will train in Medical terminology. Hours 3-11:30pm. Must have Word Processing experience. Call 589-0500

TYPIST - CPA firm requires statistical typist with word processing experience. Send resume to. Mr. Greenbaum, 32000 Northwestern Highway, Ste. #275, Farmington Hills, MI., 48018.

TYPIST
Farmington Hills
Challenging diversified work, phone experience necessary. 553-2727

TYPIST - for quality oriented Birmingham CPA firm. Please send resume to Kirschner, Hutton & Shevin, 30200 Telegraph, Ste 237, Birmingham, 48010

TYPIST
PART-TIME
Dynamic health service clinic located in Redford has an immediate opening for an experienced typist. Applicants must type 60 wpm, have good organizational skills and enjoy working with the public. Starting salary $6.50 per hour. Interested applicants, call Jan 9am to 5pm at
937-8550
An Equal Opportunity Employer

TYPIST/RECEPTIONIST
Must have car & be willing to run errands. Good spelling & grammar essential. Call 399-2066

TYPIST/RECEPTIONIST part-time, 2:30-5:30 p.m. Mon.-Fri. Law office Southfield. Call Julie at 353-5333 between 11a.m.-2p.m

TYPIST - SECRETARY for art gallery. One person office. Birmingham. Experienced only.
Mr Tom, 644-5430

TYPIST/WORD PROCESSOR
Responsibilities include data entry, word processing, mailing & billing of reports. Entry - level position. Contact Krisanne Mon. thru Fri. 9am-12 noon. 353-4646

WATERFORD TOWNSHIP
Independent insurance agency needs a career minded professional with solid P/C background to manage commercial house accounts. Salary, package benefits, pleasant work environment & growth potential make this an excellent opportunity. Send resume to: BERKFIELD & CO., 2625 Pontiac Lake Rd. Pontiac, MI. 48054
313-682-0044

WE NEED YOU
CLERKS
TYPISTS
DATA ENTRY
SECRETARIES
RECEPTIONISTS
WORD PROCESSORS

IMMEDIATE OPENINGS

We offer competitive wages and benefits
CALL TODAY!

1067 East Long Lake Rd., Ste. #200

LIVERNOIS
524-6160

WHO SAYS YOU'RE JUST A CLERK?
At Victor Interim Services, we know that every person is important.
- File Clerks
- General Office
- Receptionist/Switchboard
- Word Processor/Secretary

Call & let us show you how valuable you are!
Good Pay - Benefits
474-8722

WORD PROCESSING - secretary for major corp in Detroit. IBM 5520. shorthand 60 wpm, lending background helpful, $1650/mo. Call Alex at Uniforce 646-7662

WORD PROCESSOR NEEDED
Must know Word Perfect
Call Michael - 425-6226
ETD Temporary Service

WORD PROCESSORS - 4-10 mos. experience with Word Perfect, Display Write 4 or Decmate. Free training for qualified individuals. Many openings. $9-$10/hr. Call Angela at Uniforce 646-6166

WORD PROCESSORS NEEDED!

WordPerfect 5.0

Immediate long term temporary positions available in downtown & Plymouth areas. Hurry & call today for your appointment.

TOP PAY & BENEFITS

FREE TRAINING for qualified applicants with typing 55wpm.

CORPORATE
PERSONNEL
SERVICES
Livonia 478-1010
Detroit 965-0267
NO FEE EOE

WORD PROCESSORS - $10/HR
All Systems, All Areas
ExtraStaff
Birmingham - 645-0900

WORD PROCESSOR
National company, in N. Oakland area, has opening for Word Processor w/WordPerfect or DisplayWriter experience. Nice working environment with good pay. 589-0500

WORD PROCESSORS
Our client, a Novi based corporation seeks Word Processors with excellent computer skills for their new office. Will train on their software. Send resume or call, 344-8700
DIVERSIFIED RECRUITERS CO.
27780 Novi Rd., Ste. 104
Novi, MI 48050 All Fees Co. Paid

Word Processors
Temporary & permanent positions available. Earn up to $10.00/hour. Experience with WordPerfect or Macintosh Microsoft Word needed immediately. Please call 358-4270
WOLVERINE TEMPORARIES

$ EXTRA MONEY $
Get set for the Christmas Season & make extra $$$ now! We have many seasonal positions available for skilled, experienced office workers. Call today-start tomorrow. 589-0500

McDonald's
RESTAURANT MANAGERS
FULL & PART TIME
McDonald's Restaurants in West Suburban areas, are looking for aggressive, hard working people to fill management positions. Experience is preferred but not necessary. Excellent career opportunities with good pay and benefits.
CALL 474-7700 FOR INFORMATION
Equal Opportunity Employer

505 Help Wanted Food-Beverage

ACCEPTING applications for full-time and part-time buspersons and dishwashers. No experience necessary. Apply in person only 6590 Middlebelt, S. of Joy Rd.

ACCEPTING APPLICATIONS
for Full-time/Part-time Bus Persons, Dishwasher, Cooks. Apply in person: Ram's Horn Restaurant, 8590 Middlebelt Rd., Westland

ACCEPTING APPLICATIONS
for 5 dependable, hardworking & mature individuals to train. $3.50/hr. Full & part-time day & evening shifts. Wendy's, 30725 Twelve Mile, corner of Orchard Lake.
Call Angie, 474-7500

AFTERNOON MANAGER
Experienced in family style dining. For personal interview please call Silverman's Deli & Restaurant General office. 458-2272

A MOTIVATED INDIVIDUAL wanted for expanding Commercial Industrial RE Co. Vision, Ethics, personality is important. Will train. Support staff in place. Top Commissions. Send Resume to Manager, 32548 Five mile, Livonia, MI 48154

ARBY'S
Earn up to $5/hr
Arby's Roast Beef Restaurant has immediate openings on lunch & closing shifts
We offer
- Frequent wage review
- Paid Breaks
- Vacation pay
- Discounted meals
- Free uniforms
- Retirement program
- Stock program
- Extremely flexible scheduling

Apply in person at:
ARBY'S ROAST BEEF
TEL-TWELVE MALL
SOUTHFIELD

BAKER/PASTRY CHEF. Mayflower Hotel and Round Table Club in Plymouth. Flexible schedule. Wages negotiable based upon experience. Culinary Arts graduate preferred. Interviews by appointment.
Call 453-1632.

BANQUET PORTERS, banquet servers, line cooks, restaurant servers wanted. Apply in person - Holiday Inn Livonia West, 6 Mile & I-275. 17123 Laurel Park Dr. North

BARTENDERS
WAIT PERSONS
HOST PERSONS
Full time positions available, immediate openings. Experience preferred. Apply in person Mon. thru Sat., 9am-7pm at The Radisson Hotel, 14707 Northville Rd., Plymouth.

BARTENDERS
5 days a week. Apply between 12 noon-3PM, at 16830 Telegraph Rd., Detroit.

BARTENDER/WAIT PERSON
Nights & weekends. Full or part time. Bel Aire Lanes, Farmington, 476-1550. Also Mayflower Lanes, Redford, 937-4420

BILL KNAPP'S
BUSSERS
COOKS
SERVERS
HOSTPERSONS
DISHWASHERS
Full & part time positions available. No experience necessary. Complete paid training provided. Excellent wages. Benefits available.

Grand River/Halstead 478-3540
Evergreen/US 10 358-3390
8 Mile/I-275 464-4303

BUDDY'S-FARMINGTON HILLS
NOW HIRING
WAIT STAFF/FLEX HOURS
Excellent wages and working conditions. Apply BUDDY'S, Northwestern at Middlebelt.

BUSBOYS full or part time, after school or evens. $4 hour. Apply in person Southfield Manor. 25425 Telegraph. 352-9020

BUS PERSON - DAYS
Capraro Italian Deli
1477 John R, Troy
588-8000

BUSPERSON. Mayflower Hotel and Round Table Club in Plymouth. Guaranteed $7 per hour minimum. Must be available to work lunches and dinners. Call 453-1632.

BUS PERSONS, DISHWASHERS, part time, afternoons and weekends. No experience necessary. Ram's Horn, 27235 Ford Rd., Dearborn. 563-1331

Bussers Dishwashers
MCL CAFETERIA
START UP TO $4.50
Immediate part and full time positions. Raise potential up to 50 cents within 8 months. No experience necessary

FULL TIME BENEFITS.
-Health insurance 70% paid
-Paid vacation after 9 months
-Free meals
-Holiday pay 6 times per year
-Retirement program
-Sick benefits

PART TIME BENEFITS
-Flexible schedules
-Half price meals
-We stop serving at 8:30pm

Please call 358-4457 or apply in person between 10am and 8pm. Ask for Mr. Thacker or Mr Bowman.
MCL CAFETERIA
TEL TWELVE MALL

CAPERS
Needs: Chef, Chef's helper, Host/Hostess & Waitstaff. Call Carolyn for appointment. 8701 Inkster Road, Westland 261-5434

CHAMPION GRILL
Livonia's newest, full service restaurant, still has a few openings for lunch & dinner shifts.
Host/Hostesses
AM Bussers
Wait Staff
Prep. Pantry
Apply in person, 37716 Six Mile, Laurel Park Place
(next to Jacobson's)
Equal Opportunity Employer M/F

CHI CHI'S
MEXICAN RESTAURANT
of LIVONIA
NOW HIRING
DAY & NIGHT POSITIONS
- BARTENDERS
- COCKTAIL SERVERS
- SECURITY PERSONNEL
- BARBACKS
- WAITSTAFF
- BUSPERSONS
- HOST/HOSTESSES
- LINE COOKS
- DISHWASHERS
- HOT/COLD FOOD PREPARATION

Full & part time positions, days & nights available. All temporary summer jobs have been filled - ONLY hiring long term employment. Apply in person, 29330 Schoolcraft Road, Livonia (corner I-96 & Middlebelt) A fun place to work with flexible hours.

COOK NEEDED
midnight position, hours 12:30-8am. Some experience required. Livonia cafeteria. Contact Diane Moore 525-6300, ext. 37

505 Help Wanted Food-Beverage

BUS STAFF/WAITSTAFF
Private Club. Full/part-time. Flexible hours. Bus staff $5 plus per hour to start. Benefits. Apply in person, Meadowbrook Country Club, 40941 W. 8 Mile Rd., Northville.

Busy Restaurant
Looking for responsible & reliable individuals - All Shifts. Full & part-time available. Meals & uniforms furnished. Apply in person 8am-11am and 2pm-5pm.
Bates Hamburgers
33406 5 Mile, Livonia
AND
Middlebelt & 9 Mile
Farmington Hills

CHATTERS LOUNGE. Waitpersons & Bartenders, full and part-time. Good wages. Apply in person, 7640 Wayne Rd. Westland

CHINESE CUISINE - waiter or waitress. Evenings & weekends. No experience necessary. Located in the Southfield Plaza.
Call 2-4pm 569-7540

CIRCUS TICKET WINNERS

NICK SCARIS
[illegible] Appleton
Redford

FALKNER FAMILY
[illegible]
Redford

ANDREA ROGERS
[illegible] Shenclair
Garden City

MICHAEL WILLIAMS
[illegible] Rutledge Crossing
Farmington Hills

KAYE MAKI
[illegible] Blair Dr
Troy

MRS. JAMES REYNOLDS
[illegible] Forest Way
Bloomfield Hills

ROSALAIN KOMANA KUNG
950 East Danbury Circle
Birmingham

WATSON FAMILY
[illegible] Nantucket Dr
Southfield

JODY BIEGALSKI
[illegible] Lemont Ct. E
Canton

MATTY JOE STEVENSON
[illegible] Independence
Sterling Heights

Please call the Promotion Dept. of the Observer & Eccentric Tuesday, October 31, 1989 to claim your FOUR FREE CIRCUS TICKETS.

591-2300, ext. 404

CONGRATULATIONS!

COOK, ASSISTANT CHEF & PANTRY PERSON. Mayflower Hotel and Round Table Club in Plymouth. Wages negotiable based upon experience. Fine dining experience or Culinary Arts students-graduates preferred. Interviews by appointment, call 453-1632

COOK
Full time. Apply in person The Box Bar & Grill, 777 W. Ann Arbor Trail Plymouth. See Chip

COOK
Part-time. Private school. Bloomfield Hills area. Call Matt between 8:30am-2pm, Mon-Fri. 646-8900

COOK, PART TIME WEEKENDS
Westside child care agency seeks professional cook experienced in quantity food preparation. $7.50 per hr. Excellent working conditions. Send resume or letter to: P.O. Box 40503, Detroit, MI 48240

COOKS, Bartenders, Wait Staff
Full or part time nights. Excellent wages & benefits. Experience preferred. Contact Dane 477-0096

COOKS - Excellent wages, fun atmosphere, job requires fast-paced, motivated team members only. Apply within. LIVONIA CHARLIE'S, 31501 Schoolcraft, Livonia.

COOKS
Excellent day shift now available, experience preferred. Top pay, benefits. Pleasant, ambitious people need only apply.
BLAKENEY'S
RANCH HOUSE
Farmington Hills 477-3540

COOKS
Full time, days, Mon.-Fri. Experienced Culinary School Graduate. Excellent benefits. Skyline Club, 2000 Town Center Dr., Suite 2900, Southfield

COOKS NIGHT
Dependable, responsible. Must have own transportation. Call Farmington O'Sheehan's 474-4434

MANAGEMENT OPPORTUNITIES
We are seeking quality people to fulfill our needs for future growth in Oakland, Macomb and Lapeer counties. Fast-food experience and/ or college is a plus. We offer:
- Full and part-time positions
- Competitive starting salary
- Bonus opportunities
- Profit sharing
- 5 day work week
- Regular performance reviews
- Medical, dental and life insurance
- Advancement opportunities
- Communication with top management

Send your resume or call between 9 am and 5 pm, Monday-Friday.
Michigan Multi-King
314 Town Center
Troy, MI 48084
(313) 528-2660
Equal Opportunity Employer

BURGER KING

505 Help Wanted Food-Beverage

COOKS
Full time. Vacation pay & benefits. Experience not necessary. Starting pay $4.50 with experience. Apply in person.
The Ground Round
30005 Orchard Lake
FARMINGTON

COOKS - PANTRY & SALAD
Full time. Days, Mon.-Fri. Culinary School Graduate. Excellent benefits. The Skyline Club, 2000 Town Center, Suite 2900, Southfield.

COOKS-SHORT ORDER
No experience necessary. Full or part time. Nights & weekends. Also day dishwasher. Kenny's Food & Spirits, 8108 Canton Center Rd., Canton & ask for Victor.

COOKS - Short order, must be experienced and reliable. $130 sign up bonus. Connor's, 8445 Telegraph, Dearborn Hts. 278-1188

COTTAGE INN PIZZA
now hiring cooks & drivers. Own car drivers can earn $8-$12 per hour. 6643 N. Wayne Rd., Westland Shopping Plaza. 595-7222 or 481-8822

COUNTER SALES - Work in the world's number one chain of coffee & donut shops. Hours 5am - 2pm, 6 days week. Prefer experienced person but will train. Steady year around employment. Free uniforms. Excellent working conditions. Also part time openings available for day & evening work Saturdays & Sundays. Apply any time after 2pm. Dunkin Donuts. 31080 Orchard Lake Rd., Farmington Hills.
DUNKIN DONUTS
It's worth the trip

DAY TIME CASHIER wanted. No experience required. Monday-Friday. 11-5pm. Livonia area 422-3095
An Equal Opportunity Employer

DISHWASHER- Part time. Mon-Fri, 8-2. Excellent working conditions. Livonia area. Call Karen 8am-11am. 525-8740

DISHWASHER/CLEANUP
Perfect after school job, part time. Tues. through Sat., flexible schedule. Mrs. Maddox Cake Shop. Farmington Hills 553-7550

DISHWASHER
Night shift, Wed. thru Sat. nights. Nice Livonia restaurant. 525-7840

DISHWASHER/PORTER
Full time. $5.25 hour. Must be able to work nights & weekends. Call Chef at Botsford Inn. 474-4800

DISHWASHERS
$5-$6 per hour, plus benefits. Call Ranch at The Mayflower Hotel.
453-1632

DONUT MAKER - Must be experienced in night donut production & have hand cut donut background & pride in work. Join the world's leading chain of coffee & donut shops. Apply in person any day after 2pm. Dunkin Donuts. 31080 Orchard Lake Rd., Farmington Hills.
DUNKIN DONUTS
It's worth the trip

DRIVERS EVENINGS
Part time. Pay between $6-$8 hr. Must be dependable. Apply within, 34147 Plymouth Rd. at Levan.

FOOD SERVICE. Suburban office complex cafeteria seeking Food Service Personnel. Will pay top dollar for the qualified individual including health benefits. Specifically looking for Executive Waitpersons, general utility and Pantry. Mon. thru Fri., days only. Call Betty in Southfield 746-8000 or Bill in Plymouth, 451-4800.
An Equal Opportunity Employer

HAGELSTEIN'S BAKERY
ROYAL OAK
Now accepting applications. Cake decorators, icers - days. Baker's helper - pm. Sales help - am/pm. Apply in person. 541-0588

HELP WANTED FOR Managers & Day help for the Proctor Peddlers of Westland, Wonderland & Livonia Malls. Apply in person 9am-5pm at each location.

HELP WANTED -Waitstaff & dishwasher, day and evening shifts available. Apply within - Sabatini's, 31632 Plymouth Rd., Livonia.

HOSTESS/HOST, BUS PERSONS & DISHWASHER wanted. Farmington area. Call Richard
478-8484

I CAN'T BELIEVE IT'S YOGURT!
Assistant Managers & Staff Positions
We are seeking responsible & personable individuals who are quality & service oriented.
- Flexible schedules - days & eves.
- Friendly atmosphere
- Competitive wages
- Multiple locations (Southfield, W. Bloomfield)

Ask for Store Manager
OLD ORCHARD PLAZA
Orchard Lake/Maple Rd.
855-1360

KITCHEN HELP
Now accepting applications for Line Cook, full or part time. No experience necessary. We pay top wages. Ideal for students. Apply within at: D. Dennison's Seafood Tavern, 27905 Orchard Lake Rd., corner of 12 Mile, Farmington Hills.

LIVONIA FIRM needs person with experience for general office/clerical, filing, light typing, some computer experience preferred, approximately 25 flexible hrs. per week. $4.25/hr. Call Angie 464-1830

Pickett SUITE INN

The Suite Smell of Success
The Pickett Suite Inn located in Romulus, MI is accepting applications for the position of:
Deli Kitchen Manager

Responsibilities including:
- Food preparation for Deli Cafe and some banquet functions.
- Sandwich production for Deli.
- Ordering and receiving of food product.
- Control of inventory and par stocks.
- Supervision of kitchen.

We offer very competitive salaries plus an outstanding benefit package to include:
- Company wide bonus plan.
- Health, dental, life.
- Paid vacation.
- State-of-the-art video training.

Please apply in person and ask for Cheryl Rzepka, Executive Office.

PICKETT SUITE INN
8600 Wickham Road
Romulus, MI 48174
EOE M/F