504 Help Wanted Office-Clerical

HI-TECH growing corporation, located in Farmington Hills, is seeking an experienced individual for immediate opening with skills in accounting, billing, computer data entry, communication experience and word processor operation. Salary commensurate with experience and education. Send resume to: DIGITAL MOTION SYSTEMS 23937 Research Park Dr. Farmington Hills, MI., 48024

If you are a WORD PROCESSOR Looking for a new challenge Call Today EDT TEMPORARY SERVICE 425-6226

IF YOU HAVE Bookkeeping, Accounts Payable/Receivables, and computer experience, we want to talk to you! This position requires office and receptionist skills. Call Norma, 476-2276

IMMEDIATE OPENINGS
Word Processors
Typists
Data Entry Clerks
Receptionists
File Clerks
Light Industrial
We are accepting applications Mon. - Fri. between 9-11 and 1-3 at 17200 W. 10 Mile, Suite 103, Southfield, between Southfield & Greenfield.
SNELLING TEMPORARIES NEVER A FEE

INSURANCE
Home office of Livonia Insurance company has immediate full time openings for:
Office Clericals
Benefits Analysts (Experienced)
Competitive salaries, 4½ day work week, company paid fringe benefits including health insurance, paid holidays & vacations. Call:
591-4690
Mon. thru Thurs. 7:30am-4:30pm Fri. 8am-12noon

INSURANCE SECRETARY State Farm Walled Lake. Client service representative. Auto, life, fire and health. Experience helpful. 624-7267

INSURANCE-STATE FARM Immediate position-Secretary with normal office skills, good phone voice, insurance experience helpful. Non-smokers. Mail resume to: Jim Dezaire Insurance Agency, 31281 Schoolcraft Rd., Livonia, MI 48150

INSURANCE-30 hrs. per week. Mature & good phone manner. Customer service, sales & typing. Will train. EOEM/F. Westland, 582-4218

JR. SECRETARY $6.25 - $7.00/hr.
Full time permanent position in N. Oakland county. If you possess computer or word processing experience; minimum 1 year office background & typing of 50wpm, call us for an interview. This position offers excellent benefits & growth potential. Anxious to hire.
ALL FEES COMPANY PAID
PERMANENT STAFF
Troy 585-2720
An Equal Opportunity Employer

LEASING CONSULTANT Large Troy property seeking individual with sales ability. Individual should be organized, energetic, and have office skills. Will train. Call Mon-Fri. 10-6 ask for Leslie. 643-6644

LEGAL/ADMINISTRATIVE SECRETARY Must enjoy client contact & have good verbal & organizational skills. 1 yr legal experience. Call Kathy at: 642-2000

LEGAL ASSISTANT, Corporate & Real Estate, downtown Detroit law firm. Excellent oral communication & written skills, organized, degree preferred, 1-2 yrs. experience. Send resume to Box #830, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL EXECUTIVE SECRETARY Challenging position for professional individual with legal expertise. Please call: 961-2455 544-7864

LEGAL- PART Time Billing Clerk/Typist - Secretary. 2-3 days per week. Must be intelligent, comfortable with numbers. 65 WPM minimum. WordPerfect 5.0 helpful. New offices in Top of Troy. Call Marie: 362-2222

LEGAL PLACEMENT Temporary & permanent openings **CROSSMATCH PERSONNEL** 2000 Town Center, Ste. 1900, Southfield, MI., 48075. 351-2675

SANDY MONROE 462-1967 All Fees Employer Paid

LEGAL SECRETARIES
Let our 25 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
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HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD Legal Personnel
Suburban Areas 362-3430
Penobscot Bldg 961-8580

LEGAL SECRETARY Needed for established Birmingham law firm. Salary commensurate with experience. Excellent fringes. Experienced in Word processing preferred. Send resume to: Robert Nyovich, 401 South Woodward, Suite 400, Birmingham, MI 48009.

LEGAL SECRETARY For Birmingham law firm. 2-3 years litigation experience, computer knowledge and WordPerfect 5.0 or Display Write 3 necessary. Excellent salary and benefits. Please contact: Faye 642-4585 An Equal Opportunity Employer

LEGAL SECRETARY - - excellent opportunity for experienced Legal Secretary at expanding South Oakland County law firm. Heavy typing including pleading/correspondence, familiarity with court filing procedures. Detail oriented, excellent grammar/spelling desired. Salary commensurate with ability. Call Jan 644-4433

LEGAL SECRETARY: Exellent pay for excellent skills. Must be experienced in Word Perfect, some data entry to TABS. Luxury Southfield high rise office building. Non-smokers only! Call Becky at 540-9077

LEGAL SECRETARY WANTED Northwest suburb. Call 258-0800

LEGAL SECRETARY - Experienced for Bloomfield Hills law firm. Wang or WordPerfect experience necessary. Call Jessica at 644-6970

LEGAL SECRETARY- Part Time. Experience preferred. $8. hr. Send resume to: Legal Secretary, 380 N. Main, Clawson, Mich. 48017

LEGAL SECRETARY Experience required. Full time, 40 hr. week. Benefits. Salary commensurate with experience. 261-2400

LEGAL SECRETARY For medium-sized Southfield law firm. Litigation experience required. WANG word processing. Excellent salary & benefits. 354-4030

LEGAL SECRETARY Small office, Southfield. Part time. 1-3 yrs. experience: Wordstar and/or computer skills a must. Mrs. Whittington 356-4433

LEGAL SECRETARY for Troy law firm. Experience necessary. Must have knowledge of word perfect & excellent typing skills. Top salary to qualified applicant. 643-6660

LEGAL SECRETARY Part time for law firm in Birmingham. Some experience necessary. WordPerfect knowledge helpful. Pat 642-2992

LEGAL SECRETARY - for Troy law firm. Experience with Word processing required. Salary commensurate with experience. Send resume to: Secretarial Committee, P.O. Box 99484, Troy, MI 48099 - 9484

LEGAL SECRETARY: Experienced, for small Bloomfield Hills firm, with good work environment. Word processing and communication skills important. All work for same partner with much responsibility and variety. Call 647-7200

LEGAL SECRETARY TRAINEE
Opportunity to use your secretarial skills for this entry level position. Hurry! $15,000 to start. Fee paid. Call Miriam at 353-2090.
SNELLING & SNELLING

LEGAL SECRETARY
Mid sized law firm in Western Wayne County is accepting applications for a legal secretary. Word Processing & dictaphone experience required. Litigation experience a plus. Competitive salary & full benefits. Please send your resume & salary requirements to Box #902, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARIES: $20-$25K. Many permanent openings. Suburban locations. Call Ruth at EXPRESS SERVICES. 643-8590

LEGAL SECRETARY for personal injury firm in Downtown Birmingham. Word processor. Salary commensurate w/experience. 258-6262

LEGAL SECRETARY Experienced, for Birmingham law office. Word processing experience required. Please call: 540-4160

LEGAL SECRETARY for Southfield law firm. Personal injury, & general law experience required. Salary commensurate with experience. Call Jeannine, 353-3600

LEGAL SECRETARY Experienced, for small Southfield firm. Proficient with WordPerfect. Salary commensurate with experience. Ask for Mary 827-4100

LIGHT INDUSTRIAL IMMEDIATE OPENINGS
We are accepting applications on Tuesdays from 9-11 and 1-3 at 17200 W. 10 Mile, Suite 103, Southfield, between Southfield & Greenfield.

LIVONIA CLAIMS OFFICE has excellent opportunities available for a Dictaphone Operator. Requirements: 1 yr. experience & typing of 55 wpm. Records Clerk position requires excellent filing & organizational skills. Customer Service Trainee, requires 1 yr. phone experience, light typing needed & general clerical skills. These full time positions offer excellent salary, comprehensive benefit package & opportunities for advancement. If interested call: 464-3800 Amerisure Company An Equal Opportunity Employer

LOOKING FOR A CAREER? Entry level office position; light typing, filing, switchboard. Chance for advancement. Excellent benefits. Hours: Mon. & Thurs. 12 noon- 9pm. Tues. Wed. & Fri. 9am-6pm. $160. plus a week, to start. Apply in person: Stark Hickey West 7 Mile at Grand River, Detroit, MI. An Equal Opportunity Employer

MAIL CLERK
Duties include all activities related to processing & distribution of internal & external mail. High school education and 1 or 2 years office experience required. Prior accounting exposure desirable. Excellent salary & liberal fringe benefits. Send resume to or apply at: Michigan Tractor & Machinery Co. 24800 Novi Rd. Novi, MI 48050 An Equal Opportunity Employer

MANPOWER
Needs typists, $5-$9/hr. Immediate positions available for long & short term assignments. Free word processing training available. Call for appt [illegible]
LIVONIA - 462-0024
DEARBORN - 271-5210

MARKETING DEPARTMENT needs full time general office help, Mon. thru Fri., 9am-4:30pm. Contact: Beth between the hours of 10am-11am only at 534-2378

MARKETING SECRETARY Male/female. Part time possibly full time. Troy office. All skills required. Report to President. Resumes to: Mr. B., 14 Kirks. Ct., Rochester Hills, MI 48309.

MARKETING SECRETARY
This dynamic growing company offers an exciting opportunity to use your outgoing personality and good word processing skills. $15,000 with paid dependent benefits. Fee paid. Call Eleanor at 353-2090.
SNELLING & SNELLING

MEDICAL ASSISTANT Part time. Experience preferred. Rochester medical office. Call 9-5 651-0162

MEDICAL BILLER/PART TIME Must have experience, afternoons and Saturdays for pediatric office in Livonia. Call Kate 478-1350

Medical Office Employment
Immediate placement opportunities for individuals experienced in:
- Admissions
- Collections
- Hospital Billing
- Medical Reception
- Medical Transcription
- Physician Billing

Earn great pay with no fee. Call a Tempro Representative today for more information.
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MESSENGER/FILE CLERK - for Farmington Hills law firm, reliable transportation necessary. Mileage reimbursed. Please call 851-8000

MESSENGER/FILE CLERK for Southfield law firm. Good driving record & dependable transportation required. Office experience preferred. Call 262-1600

MESSENGER for Troy lawfirm. Work 12-5pm, Mon - Fri. Own car. Call: Personnel Director at 362-4782

EXPERIENCED OFFICE PERSON for fast paced cellular business. Must have computer experience. 473-0331

OFFICE ACCOUNTING ASSISTANT
Leading computer software development firm is seeking experienced accounting personnel to join our growing organization. Responsibilities include Accounts Receivable/Contract Processing and Accounts Payable functions. 1-3 years of business experience required. Excellent benefits package and compensations offered for qualified and motivated individuals. Send resume to: LWA Attention: Mark Muench 14492 Sheldon Road, Suite 300 Plymouth MI. 48170

OFFICE ASSISTANT Plymouth based accounting firm has an opening for an Office Assistant. Statistical typing and general office skills required. Reply to: P. O. Box 445, Plymouth, MI., 48170.

OFFICE ASSISTANT needed for dental lab in Farmington area. Diversified duties, no experience necessary. 477-5900

OFFICE/CLERICAL - entry level position, typing skills required, Bosin & Skier PC, 30800 Northwestern Hwy. #100, Farmington Hills, MI. 48018 855-3902

Office/Dispatch
Plumbing company looking for dependable person with cheerful voice and personality to answer phones. Light filing. Day hours, some weekends & holidays. Full-time available. Farmington Hills (Grand River & Haggerty). Phone for appointment.
478-7758

OFFICE HELP - body shop in Southfield. Must have some computer experience. Apply in person only: Collision Craftsmen, 23235 Telegraph.

OFFICE HELP Needed to help run busy alarm company. Must have phone manners, good typing, English and math skills. Call Joy 559-0318

OFFICE MANAGER for small office. Some computer, accounting, billing & payroll knowledge necessary. Must be flexible, non smoking office, located at M14 & I275. Call Maxine at: 522-0231

OFFICE MANAGER/BOOKKEEPER Marketing communications agency in Birmingham is seeking a highly motivated, self-directed individual to assist C.F.O. in the administrative management of the agency. Responsibilities include maintenance of books & records through financial statements, supervision of clerical staff and general administrative duties.
Candidate will have a minimum of 3 years bookkeeping/management experience in advertising or other service industry. Experience with computerized accounting systems and WordPerfect, dBase III and Lotus 1-2-3 a plus. Please send resume with salary requirements to: Office Manager, 38705 West 7 Mile Rd., Suite 100, Livonia, MI 48152.

OFFICE MANAGER for small 5 person office. Must have minimum 5 yrs. experience with computer & secretary skills. Call: 356-5445

OFFICE/PHONE WORK Full or part time. Pleasant situation and people. Call Ann or Al at, 669-4060

Order Desk/Receptionist Must be experienced. Type 55 WPM. Full time - good telephone skills. Apply Flo-Tec Co., 45600 Mast St., Plymouth.

PART-TIME
Birmingham firm needs flexible receptionist/secretary with pleasant phone voice and accurate typing skills to work with select client list. 20 hour week needs punctual, reliable person. FEE PAID.
St. Clair Shores 774-0730
Troy 649-4144
Harriet Sorge Personnel

PART TIME CLERICAL & LIGHT COMPUTER. Will train. Approximately 20 hours per week, mornings. $5.00 per hour. Apply at. Thermo Window, 11963 Brookfield, Livonia or contact Pat 421-0610

PART TIME GENERAL OFFICE For homemakers wanting back into work force, parents with children in school and senior citizens with extra time on hand. Light office help. We are willing to work around your schedule! Part time hours - 5 days per week, $5.50 per hour-non smoking office. Apply at Circuits DMA, 32000 Capitol, off Farmington Rd., Livonia. No phone calls.

PART TIME - mornings, Livonia general office, answer phones, filing, light typing, dental experience desireable, salary commensurate with experience. Call Karen 427-2285

PART TIME receptionist needed, afternoons, for Bloomfield Hills law firm. 644-8666

PART-TIME RECEPTIONIST Part-Time person needed for Southfield Brokerage office. Mon-Thur, 5pm-9pm & Sat, 10-3pm. Contact Kim 353-8770

PAYROLL/ OFFICE CLERK
Successful Northville Manufacturer seeks mature & hardworking individual to coordinate Payroll Systems. 2-3 yrs. Payroll experience, a Must. Familiarity with spread sheets & computer systems, a definite Plus. Clerical skills necessary to provide periodical Administrative support. Small office environment with generous salary & benefits offered. If interested, please send resume & salary requirements, to: Ms. Ritter, P.O. Box 691, Southfield, MI. 48037.
Plante & Moran - Recruiter for An Equal Opportunity Employer

PERMANENT, full time position for executive office at 12 Mile & Northwestern. Light typing, good math, computer skills and general office experience required. Mon.-Fri. 8am-4:30pm. $5 per hour to start. Mrs. Mac Donald 353-0404 HOMEMAKER SHOPS

PERSON NEEDED to learn property management real estate business. Willing to work hard/long hours. $18,500 annually. Send resume to: P.O. Box 8149, West Bloomfield MI 48304-8149

PHONE RECEPTIONIST Troy, great opportunity for mature, flexible person who likes variety to assist in our phone message center. 2 days per week, light typing. Call Joy 680-6602

ACCOUNTING firm located in Troy has a position available as a receptionist. Must have good typing skills, have professional appearance and excellent people skills. Good training and working conditions. Please send resume with salary requirements to Box 948, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY Real Estate Office - immediate position open in Novi area. Word processing and real estate experience helpful, however, not necessary. Excellent benefits. Please send resume and salary requirements to: Box 904 Observer & Eccentric Newspapers, 38251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for hair salon, Tues. thru Fri., 2pm - 7:30pm. $3.75 per hour. Must like public contact. Birmingham area. Call Jackie 651-7484

RECEPTIONIST/CLERICAL Permanent full time position in Birmingham law firm to answer multi-line phone system. Open mail and perform clerical tasks for Billing Department. Good telephone and typing skills required. Must be articulate, pleasant and dependable. Call Mon. - Fri., 10-4 PM. 540-7701.

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 Rd., Suite 300 Farmington Hills, MI 48024 313-471-7100

RECEPTIONIST: For Southfield Law firm. Full-time position for dependable and responsible person. Experience preferred. Excellent benefits. 354-4030

RECEPTIONIST PART TIME for Birmingham CPA firm. [illegible] 642-6824

RECEPTIONIST: [illegible] Light typing for real estate office in Southfield. Mature person; retiree. [illegible] 354-1500

RECEPTIONIST, wanted, Full time. Some clerical work. Opportunity for advancement. Apply: 12300 Merriman Rd., Livonia.

RECEPTIONIST-Part time for busy auto customizing shop. Good phone manner & clerical skills. 2-5:30 PM & Sat. AM. Ferndale. 542-1100

RECEPTIONIST - Southfield law office looking for experienced mature person for Receptionist position. 352-4777

RECEPTIONIST, full time, Birmingham. Bright-articulate, must have accurate typing skills, light secretarial duties. 642-8840

RECEPTIONIST For large busy Livonia based office. Typing and general office skills a must. 462-3132

RECEPTIONIST Livonia office. Mature, non-smoker. Light typing and bookkeeping. Call Kayne 422-1380

RECEPTIONIST/SECRETARY: Typing, filing, general office duties. Pleasant appearance and phone manner. Full-time. Call 268-0070

RECEPTIONIST/SECRETARY Experienced. Minimum 45wpm. Prefer full time, will consider part time. Southfield, phone 569-8450

RECEPTIONIST/TYPIST Part time - for new W. Bloomfield medical office. Full time potential. Pleasant environment. Interest in billing helpful. 855-7500

RECEPTIONIST/SECRETARY. West Bloomfield area. Answering phones, light typing, pleasant phone voice. Start $6.00 an hour. Call Nancy. 932-0760

RECEPTIONIST/SECRETARY Good phone manner, typing skills. Wage commensurate with ability. Troy area. Call Mon. thru Fri., between 9am-3pm. 689-3900

RECEPTIONIST - experienced in multi phone lines, good verbal skills & light typing required, computer skills helpful. 20-30/hrs/wk. $5.50/hr. Douglas Management Co. Troy 528-1174

RECEPTIONIST/PART-TIME 11am to 3pm Mon., thru Fri., for busy out patient Mental Health Clinic in Livonia. Experienced only. Send resume: 14600 Farmington Rd., Suite 101, Livonia, 48154.

RECEPTIONIST/CLERICAL Busy Redford office needs mature responsible person to handle phone, filing and typing. Requires some errand running daily. Good benefits, for appt. call 538-0200

RECEPTIONIST Fast paced Southfield Company seeks Receptionist/General Office Clerk with pleasant phone manner and front desk appearance. Send resume to: P.O. Box 300, Southfield, MI., 48037

RECEPTIONIST/SECRETARY Word Perfect skills required, IBM 36/data entry experience a plus but not necessary. Respond by resume only to: St.Claire Inc. 37440 Hills Tech Dr. Farmington Hills, MI 48331

RECEPTIONIST/SECRETARY Wixom area. Must be an accurate typist, 50wpm or more. Familiar with computer processing; must be able to take notes at meetings. Non-smoker. Send resume with salary expected to: Eugene J. Casey, 32985 Hamilton Ct., Suite 110, Farmington Hills, Mich. 48018

RECEPTIONIST D & N Mortgage Corp. is looking for a receptionist with excellent phone manners to work approx. 30 hours per week in their Plymouth branch. Interested applicants please call: 453-0900 Equal Opportunity Employer Minority/Female/Handicapped/Vet

RECEPTIONIST WORD PROCESSOR
Troy division of large environmental consulting firm seeks an experienced receptionist skilled in Word Perfect 5.0, DBASE III Plus and Lotus 1-2-3. Full time, excellent benefits. Send resume to: K. Flemingloss, 50 W. Big Beaver, Suite 145, Troy, Michigan 48084.

RECEPTIONIST Full time position available at small service business. Ideal candidate should be a personable individual possessing good communication skills, adequate typing & general office experience. This growing firm offers excellent benefit package for qualified employee. Apply in person or call 649-6505, Mon.-Fri., between 9am-1pm at: R & P Associates 3250 W. Big Beaver, Ste. 245 Troy, MI., 48084

RECEPTIONIST/ SWITCHBOARD OPERATOR Downtown Detroit based firm seeks a well organized, dependable individual for an entry level position. Qualified candidates must be courteous & businesslike with excellent phone skills. Switchboard Operator experience is helpful but not necessary. Excellent opportunity for advancement in our growing firm. This position is full time with a full benefits package. For consideration please send resume to: Receptionist, P. O. Box 779, Detroit, MI 48231

Receptionists
Many great assignments waiting for just the right applicant. Call today to apply!
- EVENINGS - great for students! This part-time position is 4pm - 12am, Saturday, Sunday and Monday. Will answer multi-phones and do light typing.
- Indefinite assignments offering competitive pay and benefits! Switchboard experience a plus, not necessary. Apply today!

ENTECH SERVICES, LTD.
737-1744

RECEPTIONIST/TYPIST Good pay & benefits for right person. 569-1122

RECEPTIONIST - needed for service business in Ferndale, hrs. 9-5 Mon. thru Fri. Call Suzanne 548-2550

RECEPTIONIST/TYPIST Knowledge of word processing a plus. Wayne area. Call 721-2100

RECEPTIONIST for Southfield law firm. Good Typing skills required. Full-time. Call 559-2828

RECEPTIONIST Full time for a contracting firm. Light typing, experience preferred. Novi area. Call 344-4577

RECEPTIONIST - Experience preferred, downtown law firm. 8am-5pm. $5.50/hr. plus parking. Call Suzanne 963-1700

RECEPTIONIST, part time for Rochester Hills Real Estate office. 20 hrs. afternoons and evenings. Call Dottie Mon. thru Fri. 656-6900

RECEPTIONIST Troy law firm. Typing 45 wpm, filing, opportunity to advance and learn legal. Ask for Joyce 362-1000

RECEPTIONIST - Full time. Excellent communication & organization skills for financial service firm, Birmingham. Call 9am-5pm 644-2588

RECEPTIONIST for real estate office in West Bloomfield. Full-time. Typing required. Good telephone personality. Call Sharon 851-4100

RECEPTIONIST - Birmingham, light typing, experience not essential but pleasant telephone manners a must! 8:30am-5pm, Mon. thru Fri. 645-0741

RECEPTIONIST - Troy area. Answering multi-line phone system, typing/data entry, computer knowledge helpful. Contact Donna at Business Products 280-0700

RECEPTIONIST Energetic, cheerful personality to handle extremely busy switchboard for a large Troy insurance agency. Call the Office Manager 362-2220

RECEPTIONIST/SHOWROOM Position. Mature minded individual with general office & excellent communication skills needed. Benefits. Start immediately. W. Bloomfield/Farmington area. 851-0340

RECEPTIONIST - PART TIME Birmingham insurance company needs experienced mature telephone receptionist. Light typing, filing. Misc. clerical duties. 12:30 to 5. Call for an appointment 540-8300

RECEPTIONIST/GENERAL OFFICE Full time, beginning position with fast growing manufacturing company. Good communications skills and word processing skills required. Call for an appointment at, 451-2211

RECEPTIONIST Energetic person needed for fast paced design firm in Sylvan Lake. Word processing experience helpful. Good benefits. Contact Tom. 332-4443

RECEPTIONISTS - type 50 wpm, with switchboard experience, many openings with large company in Farmington, Livonia, Wixom. $950-$1125/mo. Call Sandra at Uniforce 473-2930 or Denise 357-0034

RECEPTIONIST - a general office person for major ad agency, type 50 wpm accurate, Rolm, Dimension, Horizon experience a plus. $950-$1125/mo. Oakland County area, call Diane at Uniforce 357-0034

RECEPTIONIST - full time. Articulate with good phone voice. Filing, light typing. Starting salary $5 per hour with benefits. Write to: International Search Consultants, 34705 W 12 mile, Ste 343, Farmington Hills. 48331

RECEPTIONIST/CLERICAL needed full time for busy office to answer multi-line phone system. Position also requires typing, filing, mail & other clerical duties as needed. Please send resume to P O Box 9226, Livonia, MI 48151

RECEPTIONIST-General Office Clerk - Accepting applications for a receptionist/general office clerk for busy office. Great benefits. Apply in person or send resume: Waterbed Gallery, 32975 Schoolcraft, Livonia, MI 48150

RECEPTIONIST-Small service company needs phone receptionist/secretary. Knowledge of Detroit and suburbs desireable. Typing essential. Send resume with qualifications and salary requirements to: H&R, Inc., P.O.Box 194, Farmington 48332

RECEPTIONIST Position available immediately, to answer buy phones, greet customers and sort mail. Typing speed 40 wpm necessary. Will be trained on computer. Please send resume to OSE Incorporated: 23640 REsearch Dr. Farmington Hills, MI, 48024. Att. Linda, or call 478-7875

RECEPTIONIST Southfield based company has an immediate opening for a person to handle busy telephones and front desk in our corporate office. Applicants must have a pleasant personality and good speaking voice. Light typing also required. Call: Marathon Mortgage Corp. 353-5700

RECEPTIONIST; Expanding Southfield based automotive ad agency, has an immediate opening for an experienced receptionist. Professional attitude a must. We offer full benefits, an attractive working environment and the opportunity for growth. Send resume to Marketing Network: 24567 Northwestern Highway, Southfield, MI. 48075.

RECEPTIONIST/SECRETARY required to work full time for a Southfield construction company. Job duties include, but not limited to, typing, filing, answering phone & ordering supplies. Skills required - WordPerfect and typing 50wpm. Minimum 1 year experience. Please send resume to: Office Manager, P.O. Box 606, Franklin, MI., 48025-0606.

RECEPTIONIST: Full or Part-time An automotive supplier located in Farmington Hills, is looking for a part-time receptionist to begin working in Sept. Requirements are excellent telephone skills, typing, and general knowledge of business and office procedures. Send resume: Box 796, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150 Equal Opportunity Employer M/F

RECEPTIONIST/SECRETARY Typing, filing, general office skills, pleasant appearance and phone manner. Full Time - Call Curtis, 261-1600

RED CARPET KEIM SUBURBAN 261-1600

RECEPTIONIST $7.00 PER HOUR PART-TIME
Immediate opening to answer telephones and direct calls. Includes light clerical, filing and typing.
FLEXIBLE HOURS; Mornings, Evenings & Saturdays.
WE WILL TRAIN YOU APPLY IN PERSON NATIONAL CREDIT CORP. 7091 ORCHARD LAKE RD. At 14½ Mile, WEST BLOOMFIELD

RENTAL AGENTS Mc Donald rentals is an expanding organization in the car/truck/van rental business. Our 6 locations in and around Metro Detroit are in need of people who are organized and have some clerical skills. We will train you to do the rest. Full and part time positions available. Major Medical benefits, paid vacations, opportunity for advancement. Apply at: 12795 Telegraph Rd., Taylor, or 30950 Ford Rd., Garden City

SALES DEPARTMENT SECRETARY Entry level position-Southfield based firm needs secretary with sharp phone personality and good typing skills. For interview call Mary 827-7180

SALES SECRETARY Southfield company. Entry Level job for sharp individual with initiative to work in fast paced sales department. Excellent typing and organizational skills required. Send resume to: P.O. Box 300, Southfield, MI., 48037

SALES SECRETARY Appliance manufacturer's district sales office requires person with excellent typing, computer and general office skills. Experience preferred. Send resume to: KitchenAid, 37740 Hills Tech Dr., Farmington Hills, MI 48331 An Equal Opportunity Employer

SALES SECRETARY Top-notch Secretary needed for Sales Dept. in rapidly growing Farmington Hills Co. Word processing experience & excellent phone skills a must. Benefits. Please submit resume to: Personnel Department, 23684 Research Drive, Farmington Hills, MI 48024

SCHEDULER - PAYROLL Office position for dedicated caring individual. Multiple duties include typing, bookkeeping, billing & scheduling. For interview contact Michigan Professional Services, Mon-Fri., 8-5, 352-5340

CONSTRUCTION Secretary 60wpm, word processing, switchboard relief. Able to handle deadlines. Resume & hourly wage to: P. O. Box 442, Wixom, 48096, Attn: Joanna

SECRETARIAL - Due to expansion, large insurance agency has several secretarial/agent assistant openings. For the right skills, full time, part time & limited hours will be considered. Applicants should possess 55-60wpm typing with PC & Lotus familiarity. Machine transcription ability helpful. Please send resume to Barb Mulrooney, 31440 Northwestern Hwy., Suite 100, Farmington Hills, MI 48018

SECRETARIAL/PART TIME Preferably with legal secretarial or transcription experience to tape & record federal government conferences in Detroit area. 2-3 days per week. All equipment furnished. No typing necessary. Call or write: Ace Reporting Service, 1000 W. 70th Terrace, Kansas City, MO. 64113. 813-784-2405 or 816-363-3657

SECRETARIAL POSITION Open in private vocational school in Livonia. We need a motivated person who can work in a fast-paced environment. Typing and filing skills a must. IBM computer experience preferred. Candidate must also be able to work with students and faculty. Full benefits. Salary commensurate with experience. Send resumes to: Box 934 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Secretary/Administrative Assistant 5 yrs. experience, financial planning, insurance preferred. Experience on Novell, WordPerfect, computers. Send resume to Davies & Associates, 2855 Coolidge Rd., Ste. #100B, Troy, MI., 48084.

SECRETARY - a position is available for an outgoing pleasant person for general clerical duties in addition to other office responsibilities. Experience a must. Ferndale area. 399-6683

SECRETARIES
Immediate positions for professional individuals in the Troy area. Must have excellent office skills with typing 55+ wpm. Benefits packages and excellent pay offered. Challenging and varied work. Call for an appointment.
ENTECH SERVICES, LTD.
588-5610

SECRETARY ASSISTANT For Sterling Heights Doctors office. Word processing, inventory, banking and a variety of duties, make this position interesting and challenging for the right, friendly, self motivated person. Call Shirley. 254-1857

SECRETARY - At least 2 years experience, with good phone manner, typing and bookkeeping. Southfield area. Call 9AM-3PM, 354-2080

SECRETARY/BOOKKEEPER Computer services company needs experienced person with multiple office skills. WordPerfect & Lotus experience a plus. Duties to include word processing, bookkeeping thru trial balance, receptionist. Experience mandatory. Please send resume & salary requirements to: Comptek Inc., 37535 Grand River Cutoff, Farmington, MI 48024

SECRETARY - Computer terminal input experience for AP/AR, payroll, and invoicing. Full time. Livonia area. 421-7860

SECRETARY Detroit based financial institution has an opening for a full time, hard working, self starting person with accurate typing skills (50 wpm) & 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 - Enjoyable working environment in a family business for an experienced part time secretary. Farmington. 474-6933

SECRETARY Entry level secretary needed. Must have good typing and knowledge of office procedures. Troy area. Send resume to: 1408 Allen, Troy, MI 48083

SECRETARY - For small office in Ferndale, Mon-Fri. Accurate typist, some bookkeeping experience helpful. Knowledge of computers a plus. Blue Cross and pension plan included. Please submit resumes to: Box 884 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - for Development & Public Relations Office of private school. Computer proficiency a must. Prefer a minimum 3 years experience in position of responsibility: strong organizational, clerical, writing & communication skills. Send resume by Sept 4. Po box 329, Bloomfield Hills, MI., 48013

SECRETARY - For small contruction company in Novi. Experienced in fringe benefits, accounts payable/ receivables and payroll. 478-3738

SECRETARY For exciting front desk position. Excellent typing, computer skills and phone personality needed. Detail minded person to start immediately. Hours 1:30 to 9pm, Mon thru Thurs, and 9-5 Sat. John Casablanca's; Plymouth location. 455-0700

SECRETARY for real estate developer. Good computer skills with knowledge of Word Perfect. Property management background a plus. Requires communications skills. Salary with benefits. Birmingham/ Bloomfield Hills area. Include resume in reply to box 932 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY, full time in busy office. Bookkeeping & PC experience necessary. Send resume with salary requirements to: P O Box 33106, Bloomfield Hills, 48303-3106

SECRETARY Full-time, Mon-Fri, typing 40 wpm a must. Answer phones. Starting salary $6/hr. Call before 3pm: 535-2101

SECRETARY Great part time job for someone with secretarial skills & likes dealing with people. 20 flexible hours per week. Troy area. Ask for Mr. Mankoff or Diana. 362-2220

SECRETARY
Growing company has immediate opportunity for responsible, organized individual. Must have good telephone skills & previous word processing experience. Work involves variety and challenge in good office environment. Please send resume with salary requirements to: Lynn Bojincff, 17330 Twelve Mile Rd., Suite 200, Southfield MI 48076

SECRETARY - Immediate opening, 3 days per week in Southfield for mature, experienced secretary. Good grammar, general office skills & word processing a must. Call Barbara 262-1400

SECRETARY - Immediate opening, responsibilities include: phones, customer sales inquiries, invoicing, accounts receivable, filing, excellent typing skills required. Word Perfect & Lotus experience a plus, excellent benefits for this salaried position. Brighton area. Send resume to Box #904, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/ Large Michigan based retailer seeks qualified applicant to join their loss prevention department located in Southfield. Individual selected will perform a variety of job responsibilities. We seek someone who is well organized & has excellent communication skills. We offer an excellent salary & a full benefit package. Please respond with resume including salary requirements to: Box 898 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Livonia lawfirm. Secretarial experience, good typing skills, general office duties. Word Processing knowledge. 427-0500

SECRETARY
Major advertising agency needs secretary for busy PR group. Secretarial support for 2 executives, plus back-up to office manager on client billings. Position requires 2 yrs. secretarial experience, typing at 60 wpm, word processing, inter-personal & organizational skills. Knowledge of accounting and/or Lotus 1,2,3 a plus.
We offer a competitive salary & benefits package plus tuition reimbursement, interesting work & a pleasant, professional environment.
Send resume & salary requirements to: D'Arcy, Masius, Benton & Bowles PO Box #811-TRL Bloomfield Hills, MI. 48303 An Equal Opportunity Employer

SECRETARY Marketing research firm, 11 Mile/Inkster Rd. area, seeks bright, energetic individual with strong typing skills of 70-80wpm to work in a fast-paced environment. Must have ability to handle a variety of duties. Word processing experience a plus. Benefits an growth potential offered. Call Roberta at Yee/Minard & Assoc. 352-3300

SECRETARY/MARKETING, growing fast paced Southfield company requires a marketing secretary. Individual should possess experience in word processing, preferable using WordPerfect, be able to type 50 wpm and have at least 1 yr. office experience. Interested candidate should send a resume with salary history to: N. Platter P O Box 207, LV, Lathrup Village, MI, 48076

SECRETARY/OFFICE Assistant Rapidly growing company has entry level position in the Finance Dept. Typing, filing, & word processing skills necessary. Must be able to handle a variety of tasks. Competitive salary & excellent benefits. Send resume with salary history to: V.P.-Finance, Nederman Inc., 6100 Hix Rd., Westland, MI 48185

secretary -
New & Exciting
Spectra Services Corporation
Now recruiting for all types of positions.
- Long & short term assignments.
- Benefits.
- Vacation pay, long & short term.
- Individual attention.
- Holiday pay.

Looking for: Word Processors, Clerks, Receptionists, Secretaries, Data Entry & Accounting. Call Janie Suvanto in Troy at 649-6330
EOE NO FEE

SECRETARY/OFFICER MANAGER Responsible & mature person for Farmington Hills CPA firm. WordPerfect experience preferable. Full time. Call 855-0503

SECRETARY, part time. Busy small office. Mature person, excellent secretarial skills, pleasant telephone manner. Southfield. Contact M. Thomas: 646-3118

SECRETARY, PART-TIME (30 hr. week) for music ministry of large active church in Birmingham. Basic computer skills and operation of varied office machines required. Organizational and people skills a must. Contact Bertha Fuque for further details at 646-1200

SECRETARY - PART-TIME Experience preferred, Troy area. Approx. 30 hrs. per week. 583-9500

SECRETARY - PART TIME. Call days, Farmington. 474-0015

SECRETARY/PART TIME For law office. Good skills with less experience welcome. Sarah. 642-4149

SECRETARY - part time, Southfield, experienced secretary. Must be flexible & like people, good grammer, typing & general office skills a must. Call Personnel Dept. 351-2600

SECRETARY/RECEPTIONIST TEMP-PERMANENT Full time position for a very organized professional with a minimum typing 50 wpm. Must know Word Perfect. Call Michelle at 425-6226 EDT TEMPORARY SERVICE

SECRETARY/RECEPTIONIST Livonia Real Estate Office Full time 9-5, Mon. - Fri., experienced in office procedures. Must start immediately. Call J. Hughes. 522-8000

SECRETARY/RECEPTIONIST Public Relations firm in Livonia needs self starter. Excellent typing & phone skills plus ability to work on numerous detailed projects at once. Computer experience required. Knowledge of WordPerfect 5.0 helpful. Benefits package. Send resume & salary history to Box #896, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST - needed for permanent full time position - with benefits. Strong typing skills a must. Send resume to or apply at 35118 Michigan Ave. Wayne.

SECRETARY/RECEPTIONIST Full time. Architectural firm. Computer knowledge desirable. Excellent fringe benefits. Wah Yee Associates. Ms. Grohe 489-8160

SECRETARY RECEPTIONIST Take charge individual with excellent telephone skills and computer knowledge - prefer WordPerfect - needed for a professional business environment. We offer a competitive salary & an excellent benefit package. Send resume to: Anatec 30300 Telegraph, Suite 200, Birmingham, MI 48010 or for appointment call Mary Campion 313 540-4440

SECRETARY
RESEARCH & TRAINING PROGRAM
The University of Michigan Medical Center
The Department of Physical Medicine & Rehabilitation is seeking a regular, full time secretary to type correspondence and manuscripts, maintain files, receive and route telephone calls and deliver and pickup materials. Accurate wordprocessing at 60 wpm, is necessary, knowledge of D-Base, Lotus and Microsoft word is desirable. This is a creative, dynamic position for a supportive, energetic, goal oriented individual.
Applicants should forward two copies of their resume to:
THE UNIVERSITY OF MICHIGAN MEDICAL CENTER Employment Office 300 NIB Room 8A08 Box 0422 (082075WC) Ann Arbor, MI., 48109/0422
A non-discriminatory, affirmative action employer.

SECRETARY - SALES DEPT. National service corporation located in Canton is seeking a motivated secretary with diversified background to fill vacancy in a fast paced office. The ideal candidates must be self motivated & reliable with excellent communication skills, good typing skills, PC experience, & accurate with numbers.
The position offers a variety of duties, competitive salary & benefits. Please send resume & salary requirements to: Human Resources Dept. P. O. Box 33579 Detroit, MI., 48232-5579

SECRETARY Southfield Electronic rep firm has immediate opening for dependable team oriented person with good phone personality & typing of 65 wpm. Some experience with word processing & lotus preferred. Non smoking office. For interview send resume to: R.O. Whitesell & Assoc., 18444 W. 10 Mile, Southfield, MI 48075. Or call Mon.- Fri. 559-5454

SECRETARY THE VERDICT
If you have some legal background and seek a challenging position, this spot is for you! Dynamic corporate attorney needs right arm. Desire self-starter who enjoys independence and great responsibility. Office located downtown. Call Diane for immediate interview.
855-8910
ADIA No fee to applicants An Equal Opportunity Employer

SECRETARY TO $17,000
Marketing Department of major corporation seeks Secretary with excellent clerical skills and word processing background. Full benefits & beautiful office environment. Call 344-6700 or send resume to: DIVERSIFIED RECRUITERS CO. 27780 Novi Rd., Ste. #104, Novi, MI 48050. All Fees Co. Paid.

SECRETARY Two openings for busy sales office. Requires strong secretarial background with word processing. Competitive salary & benefits. Send resume to: Lisa Cahalan, Sunshine Biscuits, 21850 Melrose, Southfield, MI. 48075. No phone calls please.

SECRETARY: Typing skills, good phone manners, Mon., Wed., Fri., 9-5pm. Architectural firm downtown Birmingham. Resume: Victor Saroki & Assoc., 124 W. Maple Rd., Birmingham, MI 48009. 258-6707

SECRETARY
We are seeking a receptionist/secretary with excellent communication and organizational skills for our office in Livonia. Individual must be able to type 45wpm. Call today for an appointment:
CORPORATE PERSONNEL SERVICES
LIVONIA 478-1010

SECRETARY/WORD PROCESSOR for busy office. Good office skills. WordPerfect 5.0. Telephone answering. Good communication skills. No benefits. 851-9100

SECRETARY - 1 man law office, Southfield. Salary and Blue Cross. Pleasant, no pressure office. Please send resume to: Box 804, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SELF MOTIVATED, high energy individual sought for general office help. Challenging opportunity-immediate opening. Strong math skills helpful-non smoking office. Competitive wage offered with excellent paid benefit package. Apply at Circuits DMA, 32900 Capitol, off Farmington Rd., Livonia. No phone calls.

SENIOR TELLER FULL TIME
Suburban bank has a full time position available for a Senior Teller. Senior Teller experience required. Pay commensurate with experience. Competitive benefits. Apply in person only at The Village Inn, 300 No. Hunter Blvd., Birmingham on Wed. Sept. 6, from 11am-5pm No phone calls accepted.
An Equal Opportunity Employer

SERVICE ASSISTANT For revolving lending institution. Full time - retail hours. Good communication skills, team player, previous credit or customer service experience desirable. Good benefit package. Call 10am-9pm 644-0060

STAFF SUPPORT SECRETARY Time Engineering, Inc., an innovative and diversified technical services company has an immediate opening for a Staff Support Secretary. The qualified candidate must have:
+ Strong PC skills (Desk Top Publishing, WordPerfect, Excel)
• Effective communication skills
• Professional/responsible attitude
Please forward resume and salary requirements to: Time Engineering, Inc. Human Resources Department 1522 E. Big Beaver, Troy, MI., 48083 Attn: Dave Stinson

SUPPLY CLERKS Large corporation in downtown Detroit is looking for physically fit, reliable individuals to work in Shipping & Receiving Dept. This full time position includes benefits with advancement in this large company. Interested candidates forward resume to: *Supply, P. O. Box 779, Detroit MI 48231*

Switchboard
Ready To Work? Call Kelly.
Immediate Openings
Kelly Services has immediate openings for Switchboard Operators. All types: ROLM, Dimension, Executone. Some light typing is also helpful. You will also need good phone skills and a personable manner for this executive office positions. Both long and short term assignments are available. Reliable transportation a MUST.
Please call today for more information:
Troy 362-1180
KELLY TEMPORARY SERVICES
The "Kelly Girl" People "The First And The Best" Not An Agency; Never A Fee Equal Opportunity Employer M/F/H

TELEMARKETER To set demonstrations on industrial equipment. Good salary plus bonuses. Benefits. 532-4700

TELEMARKETING
SALES LEAD PROCESSING/ CLERICAL SUPPORT
The Marketing Department in a rapidly growing Farmington Hills manufacturing company has an immediate opening for two part time positions - one for telemarketing and one for sales lead processing clerical support.
Telemarketing candidates should possess excellent telephone skills and have some computer exposure. Previous telemarketing experience would be helpful.
Sales Lead Processing/Clerical Support position requires good basic office skills as well as a familiarity with data entry.
Send replies to: Marketing Department, P.O. Box 570, Farmington Hills MI 48332 An Equal Opportunity Employer

TELEPHONE OPERATORS for answering service in Livonia, midnight/afternoon shift. Will train. Pay based on experience. 523-6900

TELEPHONE RECEPTIONIST Full time. Paid benefits. Apply in person: Gorman's Gallery, 29145 Telegraph Rd., Southfield.

TELEPHONE RECEPTIONIST Full or part-time. $5.00 an hour. Livonia-Northville area. Call 464-2771

TEMPORARY RECEPTIONIST position. Sept. 13 thru Sept. 29. Automation Data Corp., light typing, microsoft word, $5 an hour. Call Lora 8am to 5pm. 244-8484

TYPIST/BILLING CLERK Machine shop office experience preferred. Full benefits. Garden City area. Hytrol Manufacturing 261-8030

TYPIST PART-TIME Dynamic health services 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 is $6.50 per hour. Interested applicants, call Jan from 9am to 5pm, at 937-4350 An Equal Opportunity Employer

TYPIST PART TIME Birmingham. 540-6500

TYPISTS
Can you type 40wpm or more? We have positions for you. Call now for an appointment.
TR Temporary Resources 737-1711
Livonia-Farmington Hills-Troy
Southfield 353-7505
An Equal Opportunity Employer

TYPISTS - (50 wpm accurate), 4-8 mos. office experience for major corporation in Livonia, Wixom & Novi. $950-$1125/mo. Call Alice at Uniforce 473-2930

WORD PROCESSING SECRETARIES
Flexible position available with major auto company. Those skilled in MultiMate or WordPerfect needed.
PARTNERS IN PLACEMENT 474-8500

Word Processing Secretaries
Immediate long and short term positions with prestigious company in the Troy area. Ideal for individuals with experience on Microsoft Word and DisplayWrite 3. Minimum of 2 years office experience required. Entech Services can provide training on software. Great pay & benefits programs available. Please call Jude to schedule an interview.
ENTECH SERVICES, LTD. COLE SOURCE GROUP 588-5610

Word Processors/ Secretary
Looking for professional individuals for 2 top-notch assignments. Please call to schedule an interview.
* Part time indefinite position. Work only Wednesday, Thursday and Friday. Earn great pay and benefits! Word processing experience required - will be trained on custom package.
* This 3 month assignment offers excellent pay! The ideal applicant must be proficient on Microsoft Word with Macintosh.

ENTECH SERVICES, LTD.
737-1744

WORD PROCESSING SECRETARY for real estate office. Secretarial background with at least 1 yr word processing & dictaphone experience. Prefer experience in multi mate software. Salary & benefits. Southfield location. Call between 8:30-5:30pm 353-5400 An Equal Opportunity Employer

WORD PROCESSOR For fast paced Southfield company. Experience with WordStar and Macintosh helpful. 60 wpm. required. Send resume to P.O. Box 300, Southfield, MI., 48037

WORD PROCESSOR Expansion has left us in need of experienced Word Processing Secretaries in our Downtown Detroit and N. Oakland offices. Must possess good typing abilities and professional demeanor. Send resume to: 1408 Allen, Troy, MI 48083

WORD PROCESSOR for Birmingham law firm. 1 year minimum word processing experience, 70wpm N.B.I 4000 system, will train. Call Kathy 642-2000

WORD PROCESSOR/TYPIST for Southfield CPA firm. Knowledge of Lotus & word perfect required. Excellent compensation package. Please call for interview. 559-2222

WORD PROCESSORS - 6-8 mos. experience for Oakland County ad agency, Office Writer & Display Write 4 experience, free training. $7-$9/hr. Call Charlotte at Uniforce 357-0034 or Haley at 473-2930

WORD PROCESSORS - for major corp. in Farmington, Livonia, (6-12 mos experience), Word Perfect, Display Write 4 or Decmate. Many openings. $1450-$1475/mo. Call Betty at Uniforce 473-2930 or Delores 357-0034

Xyvision. Operator.
Full Time/Part Time/Freelance
We are a fast-paced exciting organization in the Dearborn area with an opening for an experienced Xyvision operator. Candidates should have 1 year Xyvision experience in document production.
We offer a competitive starting salary with a fully paid benefit package. Interested candidates should send their resume and salary requirements to:
Society of Manufacturing Engineers
Human Resources Dept. 1 SME Drive P.O. Box 930 Dearborn, MI. 48121
An Equal Opportunity Employer

505 Help Wanted Food-Beverage

APPETEASER-NEW OWNER Applications for full time positions now being accepted for days and nights: host/hostess, waitstaff, bussers, sou chef. Apply in person between 2 and 5 at 280 N. Woodward, Birmingham.

ASSISTANT MANAGER TRAINEES for bagel shop. Salary plus bonus. Apply in person: The Bagel Factory, 24551 W. 12 Mile Rd., Southfield.

AT SUBWAY
We need friendly outgoing people for mornings & days. Managers also wanted. GOOD PAY. Apply in person: 6870 Orchard Lake Rd. in West Bloomfield Plaza. 737-0253

ATTENTION: Are you dependable, hard working, get along well with people? If you are then you are what we are looking for. The Original Pancake House is now hiring full time cooks & bus persons. Great hours, pay & benefits. No experience necessary. Apply in person between 2-4pm at 19355 W. 10 mile Rd., Southfield.

BACKSTAGE now hiring Line Cooks, Security & Bartenders. Apply in person, 1pm-4pm., Mon.-thru Fri. Backstage Complex, 12300 Woodward Ave. Detroit.

BAGEL SHOP is now accepting applications for full & part time baker trainees. Apply in person: The Bagel Factory: 24551 W. 12 Mile Rd. Southfield.

BAGEL SHOP looking for full time day counter help. Apply in person, The Bagel Factory, 24551 W. 12 Mile Rd., Southfield.

BANQUET PORTERS - full time/part time, days, nights, weekends a must, hourly plus tips, apply in person - ask for Tom, Holiday Inn Livonia West, Mon. thru Fri. 9-5. 17123 Laurel Park Dr., Livonia

BAR PERSON, full time, Days & Nights. Snack Person, part & full time, Days & Nights. Apply in person: Wonderland Lanes, 29435 Plymouth Rd., Livonia.

BAR PERSONS & WAIT STAFF Apply within: LeBordeaux Inc., 30325 6 Mile Rd., Livonia.

BAR PERSON WANTED - No experience necessary, excellent tips, good wages. Livonia area. Ask for Sam 427-1137

BARTENDERS BAR BACK WAIT STAFF DOOR PERSON
Apply within: Keynard, 24230 W. 8 Mile Rd., 1 blk. W. of Telegraph.

BARTENDERS, HOSTESS/HOST & Wait Staff needed. Apply: Capers Restaurant, 8701 Inkster Rd., Westland, MI.

BARTENDERS - Wait Staff, Bussers. Full & part time. You can now become a part of our exciting new restaurant. Due to continued increases in business you to can be a member of our team. Merriman Street Grill, 7660 Merriman Rd., I-94 Merriman Rd. exit. [illegible]

BARTENDER, WAIT PERSON, Cook & Kitchen Help. Full or part time. Starting Gate Saloon & Restaurant, 135 N. Center St., Northville.

[illegible] is now accepting applications for wait staff. Please apply in person between 2-4pm at 45411 Ann Arbor Rd. in Plymouth.

BONANZA RESTAURANTS Looking for: Cooks, Bussers, Dishwashers, Cashiers, Host/Hostesses. Competitive wages, great advancement opportunities. Fun atmosphere. Apply in person: 33450 W. 7 Mile, Livonia 30353 W. 10 Mile, Farmington

BRAND NEW RESTAURANT NOW HIRING Line and prep cooks, up to $8 an hr. Bussers up to $5 an hr. Cashiers up to $5 per hr. Waitstaff, $2.65 ph hr. plus tips. Mark Stephens Steak Factory. Call after 2pm [illegible]

BUSPERSONS & DISHWASHERS $4.25 per hour full time. Male & females & senior citizens welcome. Apply in person at [illegible] Family Dining, [illegible] Telegraph near Ford Rd. [illegible] Telegraph near Van Born.

BUS PERSONS & WAIT PERSONS are now being hired for [illegible] Restaurant, [illegible] Middlebelt, Livonia. Apply in person. Must be at least 18 yrs. of age.