504 Help Wanted Office-Clerical

PART-TIME: LEGAL secretary or word processing person for over-flow work, on Mon, Tues and Thurs. Southfield Law Firm requires Original Equipment, Commercial Real Estate, or Corporate Law experience a plus. Contact Ken, 358-2090

PART TIME OR FULL TIME position. Must have experience with general ledger, customer correspondence and excellent telephone skills. Position at Import Company. Send resume and salary recommendation to 26555 Evergreen, Suite 1818, Southfield, MI. 48076. Attn: EK

PART TIME

Permanent part time position, must be able to work Mon-Fri 5-8 hours daily. Mail Order Company. Typing skills required (duties will include filing, mail processing and typing)

Benefits include, paid vacation, holidays and participation in company profit sharing program

Novi Town Center location. Call Vicky Delta 349-8000
Liberty Mutual Insurance Group
An Equal Opportunity Employer

PART TIME POSITIONS available for Telemarketing and general office work. Stanley H. Kaplan Educational Center, 18412 Woodward Dr., Southfield, or call 569-5320

PART TIME PROGRAMER
2 yrs experience in basic Family of HIS & or mainframe of PCs. Mail resume & salary requirements to D. P. Manager, P O Box 8, Wayne, Mich 48184

PAYROLL SPECIALIST

Large Livonia based company seeking full time payroll specialist. Ideal candidate should possess a minimum of 5 years payroll experience. Excellent salary & bonus plan. Great opportunity for advancement. Send resume to Box 470, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

PERSONNEL RECEPTIONIST
Due to recent internal promotions, fast paced personnel service requires a multi-talented individual to manage busy reception area. Seeking mature, professional candidate with excellent telephone skills, per Competitive wages and benefits. Please call

The Employment Connection
425-3220

Phone Order Processors
Heavy customer contact. Light record keeping. Part time evenings. Salt could lead to full time. The right person could be perfect for a friend, or mother to students, homemakers, retirees, people in the right personal situation. For directions call 476-7355

PROFESSIONAL RECEPTIONIST

$15,000 FULL BENEFITS BUSY FRONTDESK. PLUSH SUBURBAN OFFICE NEED YOU TODAY!

PERMANENT STAFF
SOUTHFIELD 353-0200
FARMINGTON HILLS 737-5700
An Equal Opportunity Employer

Professional Office Staff

Are you an experienced clerical, or a beginner with marketable skills? We have placement positions 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

PROPERTY MANAGEMENT SECRETARY

$13,000 PLUS PROFIT-SHARE
Fast paced upscale corporation office seeks a high energy person to compliment their growing executive staff. If you have good secretarial skills, typo at least 50 wpm, then our client company is for you. The dynamic corporation offers a great location and plush environment. Call Arlene now at 851-2662
Evening appointments available. All fees company paid.

SNELLING & SNELLING
FARMINGTON HILLS

PURCHASING CLERK
Full time position for a versatile person who has experience in purchasing inventory control functions. Send resume to Fic Case Inc. 35334 Plymouth Rd. Livonia, MI 48150 Attn S. K. Thomas

Purchasing Clerk

Well organized person with basic clerical functions for busy Purchasing Department. Must be the last-oriented and confident. Some accounting background helpful. Full-time position with benefits. Send resume to Box 453, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

QUALITY CONTROL ADVISOR
Good customer relations and able to handle stress. Contact
Ann Worthington
HINES PARK LINCOLN-MERCURY
453-2424, ext. 250

PBX RECEPTIONIST, full time, entry level position available. Typing 4 key experience required. Send resume to: Personnel Dept. PO Box 2037, Southfield, MI 48037
An Equal Opportunity Employer

PROFESSIONAL RECEPTIONIST
PART-TIME 17.30 to 6.30 PM. 5 days $8.00 per hour. Fee Paid

B. HAMIL PERSONNEL
424-8470

PROFESSIONAL RECEPTIONIST
PLYMOUTH - Executive background. Busy office. Wide range full corporate benefits. Fee Paid

B. HAMIL PERSONNEL
424-8470

MORE THAN A RECEPTIONIST, outgoing personality required for responsible position including handling switchboard and variety of office duties. Good typing skills. Farmington area. $13,000 to $15,000 plus A-1 benefits and many extras. Call Connie 478-0200

RECENT
HIGH SCHOOL GRADS
OR BACK TO WORKERS
$10,400-$14,560 FEE PAID
Many office positions available. Full benefits, advancement and plush surroundings are waiting to train on word processors, general computers. If you only have light office experience or have not worked in a few years and can type 50 wpm, we have a job for you. Call Sandy now, and start next week. 851-3660

SNELLING & SNELLING
FARMINGTON HILLS

RECEPTIONIST/SECRETARY
Immediate openings
Call Ann
ETD Temporary Service

RECEPTIONIST - full time. Data entry experience helpful. Now. Call for appointment 344-0400

RECEPTIONIST/SECRETARY
Full time. Excellent opportunity for people oriented person. Rochester Hills. Call for interview: 853-0680

RECEPTIONIST NEEDED - part time for W. Bloomfield (Beach Elem.) Thurs., Fri. & Sat. Call Direct at: 626-4648

RECEPTIONIST - Full time for law office, W. Bloomfield. Please call Suzanne 855-1205

RECEPTIONIST needed part time or full time. Pleasant, fun place. Non smoking office. 8am-4pm, Mon.-Fri. Ask for Cheri 478-5900

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

RECEPTIONISTS - with switchboard experience, (8-10 max.) for major Livonia, Plymouth & Farmington Hills companies. $12,225/max. Call Julie at Uniforce 477-8600

504 Help Wanted Office-Clerical

RECEPTIONIST - for very busy office. Word processing, typing, and general office skills necessary. Pleasant/professional phone manner a must. Send resume attn: Anne Marie, Box 414 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
Afternoons, 40 hours per week. Benefits. Small retirement home in Southfield. Call Anne's Mead, 18100 W. 12 Mile Rd.

RECEPTIONIST/SECRETARY
Farmington Real Estate office looking for dependable part-time person. Wed., Thurs. & Fri., 9-5pm. Non-smoke preferred. Call Fr. Perry Realty, 476-7840

RECEPTIONISTS - (3-8 max. experience), type 40-50 wpm, professional appearance & manner, openings in Southfield, Livonia & Novi, salary open. Call Elaine at Uniforce 357-0034

RECEPTIONIST/SECRETARY
for law office. Full time immediate opening. General office duties, filing, some messenger work. We train. Room for growth. Benefits. Farmington Hills Area. 855-0993

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

RECEPTIONIST for private country club. Advance typing and communication skills. Excellent benefits. 6 months part time training, full time beginning Dec. 1, 1989. Apply in person, 8am-5pm, 405 E. Long Lake, Bloomfield Hills

RECEPTIONIST - Part time for condo clubhouse. Approximately 15hr per week. 5-10pm on weekdays, weekends and holidays ½ days. Must be flexible to work rotating schedule. Apply at: Northfield Hills condo clubhouse, 1750 Brentwood Dr., Troy, between 1-4pm

RECEPTIONIST

Manufacturers office of prominent real estate development firm is seeking an experienced receptionist/telephone operator. Ideal candidate will enjoy a busy environment. Your hours will be 12:30pm-4:30pm, Mon-Fri. Call Mr. George Gua 258-6300

RECEPTIONIST/Administrative Assistant needed for Admissions Dept of busy automotive school in Livonia. Duties include handling switchboard, light typing, handling large mailings, and some data input. Immediate openings. Please call Mr. Alberts at Motech 522-9510 from 8 a.m.-4 p.m. to set interview appointment

RECEPTIONIST/SECRETARY
Birmingham CPA firm looking for multi-phone system. Duties include phones, typing and filing skills necessary. Friendly working conditions and atmosphere. Salary commensurate with experience. Fringe benefits. Call for appointment
FOGEL, CAHN & CO 540-2100

RECEPTIONIST/SECRETARY
If you are full of energy and have the natural ability to very fully communicate I have a full time employment opportunity available. Excellent typing and other secretarial skills are required for this position. If you are a positive thinker and are hungry for work please apply in person
Martin Instrument Company
8005 Edgewater Drive
Westland, MI. 48185
729-7700

RECEPTIONIST/CLERICAL
Busy Southfield Real Estate Property Management company seeks full-time permanent Receptionist to handle a variety of office duties including telephone, typing, filing, customer service. Applicant must have professional appearance & attitude. We offer a competitive salary & benefits. Please send resume & salary requirements to:
29548 Southfield Rd., Ste. 200,
Southfield, MI. 48076

RECEPTIONIST

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

RECEPTIONIST - full time
Livonia area. Light computer, general office skills needed. Benefits
Call Matistat 459-7900 452-2156

RECEPTIONIST/SECRETARY
10am-7pm, Mon-Fri. Typing 50 wpm, phone $5.50 an hr
Call Matistat 459-7900

RECEPTIONIST/SECRETARY
Part or full time with good typing & communication skills. 642-1117

RECEPTIONIST/SECRETARY/Part time. Excellent phone manner, typing 40 wpm. Flexible schedule. Mon-Fri Call Judy at 540-5970

RECEPTIONIST/SECRETARY
Immediate opening for a mature person. Start at $6/hour. All benefits. Royal Oak Birmingham area 549-1200

RECEPTIONIST - PART-TIME
near Oakland Mall. Lotus & MS Word helpful. Begin immediately. Please call 548-6444

RECEPTIONISTS
Positions available full time, long term. Light typing and filing. Call Arbor Temps 459-1166

RECEPTIONIST. Experienced part-time for Farmington Hills Accounting Firm. Flexible hours
Ask for Karla at 851-3300

RECEPTIONIST WITH a future. We are a fast growing company and need a general office person for Edwards Glass Co. Livonia 422-7540

RECEPTIONIST - Full time. Livonia company's pleasant telephone manner, professional appearance. Light typing a must. Please call Mrs. Wilson 425-5225

RECEPTIONIST - energetic, all around person needed. Must have good speaking, voice & typing skills. Full time W. Bloomfield Call Barb 626-3443

RECEPTIONIST-Part time for friendly Canton Chiropractic office. Minimal typing skills required. Afternoon & evening hours. Will train right person. Would compensate for with experience. Call 455-6767

RECEPTIONIST
For Troy insurance co. Mature, with pleasant phone manner, to handle multi line phone system, great visitors, handle mail & variety of clerical duties. Ask for Barbara 879-2200

RECEPTIONIST
For Insurance Agency in Troy. Will train for switchboard. Good communication skills and computer knowledge required. Entry level position. Phone 643-8200

RECEPTIONIST
Good phone, typing and organizational skills. Please send resume and/or Confidential, 29031 Everygreen, Suite 202, Southfield, MI 48076. Attention Patti

RECEPTIONIST/Data Entry. General Office duties, light bookkeeping. 2 yrs. office experience necessary. Non smoker. Send resume w/salary history to: 32969 Hamilton Court, #211, Farmington Hills, 48018

RECEPTIONIST
Afternoons. Must have good communication skills and strong typing or data entry ability. Davis Auto Care, 807 Doheny Dr., Northville 349-5115

RECEPTIONIST, needed for Downtown Manufacturing co. free insurance Center. Duties include answering multi line telephone system, typing & filing. Good phone voice a must. Send resume to PO Box 07478, Detroit MI 48207

RECEPTIONIST/SECRETARY
National organization needs full time person. Must have positive attitude, WordPerfect skills, good communication skills and desire to learn administrative management position in new future. Responsible achievers, this is your calling. Starting salary $5 an hour. Call 296-4922

RECEPTIONIST/Clerical, for manufacturing firm, full time entry level position available. Qualified individuals to exhibit good communication and organizational skills, great telephone manner, and typing skills. Please send resume to: Box 476, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Full time position with fast paced Livonia distributor. Must have phone voice and personality, basic office skills and computer back ground important. Benefits offered.
Send resume to: P. O. Box 9007, Livonia, MI., 48151.

RECEPTIONIST
Mature individual for Farmington location. Experience required. Approximately 10 incoming lines, typing, meeting setup, errands. Send resume to: Helen Ross Pres. Sentry, 32770 Grand River, 200, Farmington, MI. 48024
An Equal Opportunity Employer

RECEPTIONIST full time, experienced for Livonia office. Entry level position to an experienced person or office work. Benefits. Send resume to: Box 482 Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, Michigan 48150

RECEPTIONIST, Manufacturer/Distributor in Southfield is looking for person to handle phone load position for someone with light typing and phone experience. Apply in person: Accurate Products Co., 26 Mile (betwn. Beach Day & Hester)

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Person. Phone, typing, office filing, and front desk appearance. Send resume to P.O. Box 2000, Southfield, MI. 48037

RECEPTIONIST/TYPIST
Computer center needs articulate self-starter for front desk. Must be noon till 5pm, Mon. thru Fri. Job requires typing. Must be available for full time when necessary. Typing 40wpm. Full benefits. Send resume to SecureData Corp., Personnel, 1080 W. Entrance Dr., Auburn Hills, MI 48057

Receptionist

Career opportunity with a growing company. To $2,600. Benefits. Fee paid. 399-3450.
SNELLING & SNELLING

RECEPTIONIST
Large real estate company in Northville has entry-level position available. Good typing and filing skills, pleasant phone manners required. Individual should be organized and work well with others. Call Chuck, fast for a confidential interview. 348-1515

SCHWEITZER REAL ESTATE
BETTER HOMES & GARDENS

RECEPTIONIST/General Clerical. Fortune 500 Corporation seeking permanent full time Receptionist to our fast paced Livonia sales office. Requirements: dependable outgoing personality, 35 wpm, excellent telephone skills on a Merlin 15 line combo phone system. Duties include mail processing, light to moderate typing, some general clerical. Word processing skills a plus. Must be able to work Mon. thru Fri. 8am-5pm. Company profit sharing program & full benefits. Please call for an appointment at our new facility in Livonia. Laurel Park Office Plaza 34777 Plymouth Rd.

RECEPTIONIST/SECRETARY
Immediate opening for full-time front desk position. Duties to include answering telephones, greeting visitors, typing and assisting with general office duties. Word processing skills helpful but not necessary, will train. Position requires a professional appearance and pleasant telephone manner. Competitive benefit package included. Starting pay commensurate with experience. Apply or send resume to
L & J Bay Showcase Shoppes
25300 Grand River
Farmington Hills, MI. 48024
Call 474-1341

RECEPTIONIST

Growing Property Management Real Estate firm located in Farmington Hills has immediate opening for a Receptionist. The entry level position is available for detail minded individual seeking to gain experience in a variety of fields including Word Processing, Bookkeeping and Customer Relationship. 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.
Professional Position
38345 W. 10 Mile Road
Suite 200
Farmington Hills, Mi., 48024
(313) 471-7100

RECEPTIONIST

Johnson Controls, Inc. has an opening available for a receptionist. Greeting visitors, directing phone calls and other duties as assigned. Clerical tasks are all part of this job. If you have good communication skills and want to work in a dynamic environment, we encourage you to contact us.

Please send your resume to

JOHNSON
CONTROLS, INC.
P.O. Box 5004
Novi, MI 48050

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 personable, have good interpersonal and phone skills, a professional appearance and 35-40 wpm typing skills. Relative 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 362-1180

KELLY TEMPORARY SERVICES

The "Kelly Girl" People
"The First And The Best"
Not An Agency But Rather A Fee
Equal Opportunity Employer M/F/H

RE-ENTERING JOB MARKET?

If you are detail oriented, good with basic Math and have any previous accounting experience or would be willing to learn, this might be the job for you. Great location, salary, hours and benefits. Fee paid. Call Mary at 484-0909.
SNELLING & SNELLING

SALES SECRETARY NEEDED for small busy manufacturing representative agency. Accurate typing, sales follow up, good phone demeanor, experience necessary. Salary negotiable. Call Mon. thru Fri., 8:30am-5pm, LGO Southfield. 569-8240

SALES SECRETARY
SALARY TO $10,000

Livonia firm needs your customer service experience, computer skills & Right Price background. Great location plus benefits. Call today.
ALL FEES COVERED AND PAID
PERMANENT STAFF
Livonia 591-2221
An Equal Opportunity Employer

SALES/SERVICE - looking for enthusiastic self-starter. Full time challenge. Some clerical. Manufacturing & Rep in Livonia. Send resume: P.O. Box 823, Plymouth, MI 48170

CHURCH SECRETARY
Flexible hours. Experience needed. Livonia area. 421-8406

504 Help Wanted Office-Clerical

SECRETARIAL/OPERATIONS OFFICE, 32 hrs. plus benefits, payroll experience a must, send resume & salary requirements to: LIFE CENTER 15419 Middlebelt, Livonia, MI 48154

SECRETARIAL: Position, permanent part time, 4 to 8 hrs. Knowledge of National Corporation. Type 50 wpm minimum, $7/hr. Contact Jerry Inter at 473-5900

SECRETARIAL
Sales Correspondent, full time position, accuracy of paramount importance, proficiency in clerical skills, typing, bookkeeping, inventory control, filing, general office equipment operations. Position requires a great deal of customer contact and experience required preferably in construction industry. Send resume to: Box 424 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

"SECRETARIAL"
We are looking for an "organized" person. Must have pleasant phone voice, loyalty & easygoing helpful. Ask for Wendy 478-2000

SECRETARIES & Word processors for major corporations in Plan Development Office. Light typing, Word Perfect or Display Write 4 16-10 hours a week. Call Sue Bryant, Call Margaret at Uniforce 473-2930

SECRETARIES
$18-$25,000

Our clients, well known corporations have immediate openings for temps from entry level to executive secretary. Call today for details.
313-344-6700
DIVERSIFIED RESOURCES CO
27780 Novi Rd., Ste. 104
Novi, MI 48050 All Fees Co. Paid

Full-time position with unlimited variety working for busy executives in Southfield. Applicant should be mature, experienced secretary with good typing skills, word processing. Send resume with salary requirements to: Box 2000, Observer & Eccentric Newspapers, 1900 W. Maple, Southfield, MI 48075

SECRETARY/ COORDINATOR
$22,000

Busy corporate office needs poised, professional Secretary to handle PR, projects and special assignments. Good typing, word processing and shorthand are needed. Executive offices, full benefits and lots of variety. Call 649-5900
SNELLING & SNELLING

SECRETARY
Entry level secretary needed for audit department. Some experience with Word Perfect, 3.0 preferred. Full benefits, pleasant atmosphere. Call Zimmerman, Kopmeyer, Hoag & Co., PC 30150, Grand River - Suite 444, Birmingham, MI 48010

SECRETARY
Entry level opportunity with exciting professional services company. Challenging position requires excellent typing skills, good telephone manner, PC personality. Word Processing experience and plus. Reply to
THE ADVANTAGE GROUP
2690 Crooks Road, Suite 201
Troy, MI 48084

SECRETARY
Established Southfield company for professional image and personality seeks a secretary who is organized, able to type 70 + wpm. Knowledge of shorthand a plus.
Arthur Thomas & Associates
4000 Town Center, Suite 578
Southfield, MI 48075
Or Call 355-4140

SECRETARY

Exciting opportunity exists in our beautiful Southfield office. Ideal for individuals looking for entry level secretarial job. Potential opening for growth potential. We need bright, hard working individuals who are good typing skills and WordPerfect 5.0 a plus. Will train others. Offer excellent starting salary and benefits. Interested applicants can send employment resume to:
FOLLMER, RUDZEWICZ & CO
26200 Lahser Road
Suite 300
Southfield, MI. 48034

SECRETARY
Experienced Secretary needed for downtown Ann Arbor investment company. Candidates should be able to type 70-80 wpm, have excellent typing & spreadsheet experience necessary. Microsoft Word & Lotus background preferred. 4-5 years secretarial experience & excellent references are a must. Please call American SCI, Inc. (ask for Cindy Cole) 649-2010

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. Jones 351-2602

SECRETARY

Professional appearance and manner. Great benefits and location. To $17,000, fee paid. 399-3450.
SNELLING & SNELLING

SECRETARY/RECEPTIONIST
Part time in local office of national real estate company in downtown Farmington. Pleasant working conditions, 2 evenings and Sat. of 8 hours. Call Jackie. 478-6008

SECRETARY/RECEPTIONIST. Full time position for busy Plymouth law firm. Pleasant working conditions. Experienced Secretarial skills required. Call after 9am 459-7317

SECRETARY/RECEPTIONIST
needed part time for Troy office. General office skills, type 50 wpm. Word Perfect 5.0 a plus. Please call American SCI, Inc. (ask for Cindy Cole) 649-2010

SECRETARY/receptionist - excellent growth opportunity available thru our corporate headquarters for candidate possessing good communication & typing/keyboard skills. Apply in person or send resume to Leticia Corp. 1700 W. Hamilton, Rochester Hills, 48309 852-0557

SECRETARY/RECEPTIONIST
We are looking for a bright, energetic person for our busy PPA office in (Bloomfield Hills. Applicants must have excellent typing and computer skills, be personable and well organized. Ideal candidate will have requirements to: Office Manager,
Jerry Hayes, Bagshaw & Co. Certified
2605 Woodward Ave, Suite A,
Bloomfield Hills, MI 48013

SECRETARY/RECEPTIONIST
for busy small manufacturing company. Good typing, computer skills, plus personality important. Call Joe or Jan 559-3300

SECRETARY/RECEPTIONIST - Non smoking environment. Light typing for general office work. Interesting & varied duties in a people-oriented atmosphere. Call Mrs. Shorey, 631-9770

SECRETARY RECEPTIONIST
for busy Insurance office in Southfield. Pleasant voice & front desk appearance. General office experience preferred. Call Carol Ann for an appointment. 356-4399

SECRETARY/RECEPTIONIST.
Small Southfield Law firm seeks talent phone manners and typing skills. Must have IBM/Word Perfect experience, non smoker.
Call Mary 540-6070

SECRETARY/RECEPTIONIST
needed for local entrepreneur. Perfect a part time job. Company offers a particularly generous benefit package along with a pleasant and relaxed working environment.
Widman Personnel
31731 Northwestern
Ste. #109E
Farmington Hills, MI.
832-0980

SECRETARY
TO $18,000 FEE PAID

Major advertising agency. Lotus experience needed. Friendly environment. Opportunity to advance, full benefits. 1-772-6760.
SNELLING & SNELLING

SECRETARY - Troy based company seeks self-starter to handle variety of full-time employment. Company offers comprehensive benefits & profit sharing benefits. Please send your resume & salary requirements to: Box 434, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
$19,500

Prestigious Bloomfield Hills firm. Some word processing experience. (WordStar is plus). Lots of variety, lots of responsibility. Great benefits, 401K, tuition and more. Fee paid. Call Barbara 772-6760.
SNELLING & SNELLING

SENIOR WORD PROCESSORS

- Displaywrite III & IV
- CP/I
- Word Perfect
- Lotus L & III
- Data entry also, in the Southfield, Farmington Areas. Call

SCOTT GROUP
542-9232 354-2466
"never a fee"

SOCIAL WORKER - Experienced for pediatric office. Part time to work with pediatric Oncology patients and family. Please send resume and a letter describing background and qualifications for the position to: L. Derle, 30375 W. Outer Dr., Ste.200, Detroit, MI 48235

504 Help Wanted Office-Clerical

SECRETARY'S DREAM

$15,500-$17,000 FEE PAID
Join this busy work place as one of their key employees! The job offers a lot of variety and you can be assured you will never be bored. This dynamic work place offers great pay, a pleasant working environment and good benefits. If you possess good skills and type 50 wpm, this is an opportunity. You must not pass by! Call Julie, 851-3660
Evening appointment available.
SNELLING & SNELLING
FARMINGTON HILLS

SECRETARY
with solid administrative & computer skills to fill permanent position for health promotion organization. Must type 50 wpm. Word Perfect 5.0 be an organized self-starter. Non smoking office and generous & salary history to: A.I.P.M., 24450 Evergreen Rd., Suite 200, Southfield, MI 48075

Service Cashier

Large GM dealer has immediate opening for an experienced Service Cashier. Must be computer literate, costing repair orders and be familiar with Cash Accounting. Must be adept at new systems with a pleasing personality. Basic knowledge of typing required, no others will be considered. Call for appointment 534-1400

SUPERVISOR

We are seeking an individual with 2-3 years supervisory experience, preferably with a financial institution. Ideal candidate possesses interpersonal, communication and leadership skills, is a self-motivator with strong analytical, mathematical and organizational skills. Ability to operate a computer work for staff and subordinates. This position involves a lot of contact on & off staff members. We offer a competitive salary & benefits package. Ad range of $18,500-$20,000. Qualified candidates should forward confidential resume stating salary requirements or apply Mon-Fri, 8am-4pm.
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48018
Equal Opportunity Employer M/F/H

SUPPLEMENT YOUR EARNINGS

Part time or full time positions now seeking
LIGHT INDUSTRIAL WORKERS

APPLY WITHIN AT
SNELLING
TEMPORARIES
37625 Ann Arbor Rd
Suite 100
Livonia, 464-2100

17200 W. 10 Mile Rd
Suite 100
Southfield, 557-3700

SWITCHBOARD OPERATOR/
Receptionist. A major corporation, located in Farmington Hills, seeks experienced professional person to answer our busy phones in our lobby. Excellent salary & benefits package. If you are detail oriented, able to work under pressure, send your resume to P O Box 1349, Troy, MI 48099
An Equal Opportunity Employer

Switchboard Operator

Excellent opportunity for a Switchboard operator. Also looking for part-time in an insurance environment 1 year switchboard experience and excellent communication skills required. Downtown Telephone System experience desired. Send resume or apply Mon thru Fri. 12 noon
CUNA Mutual Insurance Group
Human Resources - Benefits
15600 Providence Dr
Southfield, MI 48075

SWITCHBOARD/RECEPTIONIST - Fortune 500 Company seeking qualified individual to operate PBX dimension switchboard, greet customers and visitors and perform light typing duties. Ideal candidate will have a pleasant personality, professional appearance and clear voice. Convenient suburban location with benefits. Reply to Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Switchboard

Ready To Work? Call Kelly.

Immediate Openings

Kelly Services has immediate openings for Switchboard Operators All types - HOUR. Dimension, Executive, Some light typing and a lot of fun. You will also need good phone skills and a personable attitude for this executive office position. Both long and short term assignments are available in the Troy and Southfield areas. Reliable transportation is 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 But Rather A Fee
Equal Opportunity Employer M/F/H

TERRIFIC OPPORTUNITY

For Secretary/Receptionist
Growing company. Business by outgoing personality needed. Light typing skills. To $14,500. Fee paid. 399-3450.
SNELLING & SNELLING

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

TYPIST - good PC skills, $18,000 per year. We need your typing. Send resume to Career Strategies, 20740 Ryan Rd Warren, MI 48091

TYPIST/PC PROCESSOR
Part-time A Troy publishing company has immediate opening for typist/processor. Requirements are 50 wpm typing, knowledge of Word Perfect 5.0 and ability to work independently, organizational skills, & knowledge of English & Day position. Full benefits available. Call Mary Ann Mon-Fri, 8-4pm. 352-0910

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

Word Processors

Temporary & permanent positions available. Earn up to $10.00/hour. Call today with Word Perfect for Macintosh Macintosh Word Perfect immediately. Please call 358-4270

SNELLING
TEMPORARIES
CALL TODAY
TROY DETROIT
528-5122 871-2700

WORD PROCESSORS

"I Heard It Through The Grape Vine"

Win FREE tickets to see GLADYS KNIGHT at the Fabulous Fox

SNELLING
TEMPORARIES
CALL TODAY
TROY DETROIT
528-5122 871-2700

WORD PROCESSORS

LOTUS 1-2-3
DISPLAYWRITE III & IV
WORDPERFECT

Immediate openings in Detroit and Suburban Areas. Professional appearance, manners and previous office experience required. Must type 50-55 wpm. Call 8am-5pm for appointment

METROSTAFF

Temporary Personal Services
425-8368 569-8700
NO FEE EOE

WORD PROCESSORS NEEDED!

WordPerfect 5.0

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

TOP PAY & BENEFITS

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Immediate openings in Farmington Hills area. Prior office experience a must. Discover the North Western difference today. FREE CROSS TRAINING AVAILABLE FOR QUALIFIED APPLICANTS. For appointment call

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For Dearborn, Southfield & Troy areas
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- $6-$10.50 PER HOUR
- PAID VACATIONS
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- BONUSES
- FREE TRAINING
- NO FEES!

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CONTEMPRA
TODAY!
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504 Help Wanted Food-Beverage

ACCEPTING applications for full-time/part-time waitstaff, busboys, dishwashers. No experience necessary. Apply in person only. 5390 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

ACCEPT THE CHALLENGE with a growing team. Day Servers, full & part time. Cooks needed. $5.7 per hour. Also bus persons. Take advantage of our excellent corporate benefits including health & life insurance, paid vacations & holidays. Apply in person between 2-5pm.
The Ground Round
3310 N. Woodward
ROYAL OAK

AFTERNOON MANAGER
Experienced in family style dining. For personal interview please call Silverman's Deli & Restaurant General office. 459-2272

BAKER
Immediate opening for gourmet bakery in Livonia. Flexible hours. Call for appointment. 261-7211

BIG BOY RESTAURANTS
Accepting applications for
all positions at
8 Mile 464-6870
7 Lake 477-1979
Livonia Mall 591-2300
Pay based on experience. Benefits

505 Help Wanted Food-Beverage

A MOTIVATED INDIVIDUAL wanted for expanding Commercial Industrial RE Co. Vision, Ethics, personality is important. Will train. Support staff in place. Top Commission. Great Resume to: Manager, 32646 Five Mile, Livonia, MI 48154

BANQUET PORTERS, banquet servers, line cooks, restaurant servers needed. Apply at Holiday Inn Livonia West, 8 Mile & I-275. 17123 Laurel Park Dr. North

BARTENDER
Experienced
Part time evenings
Clancy's, 477-7177

BARTENDER
2 days, 2 nights. Start immediately. Apply 8471 N. Telegraph
Delys Lounge

BUDDY'S-FARMINGTON HILLS
NOW HIRING
WAIT STAFF & BARTENDERS
BUSSERS
Excellent wages and working conditions. Apply BUDDY'S, Northwestern at Middlebelt.

BUSER-KING
Full-Time - $5.00/hr. 8AM-4PM
Part-time - $4.25/hr
All shifts available. Apply at: 32704 Ford Rd. Garden City

BUS BOYS full or part time. Southfield area, private club, will train. Apply Tues-Sat. 21631 Lahser Rd., Southfield 357-5353

BUS HELP-HOSTESS/HOSTS/COOKS. Full or part time positions available. Bob Evans Restaurant, 4190 Ford Rd., Canton.

BUS PERSON - DAYS
Capriano Italian Deli
1477 Maplelawn, Troy
588-6000

BUSPERSON. Mayflower Hotel and Round Table Club in Plymouth. Experienced $7 per hour. Dinner. Must be available to work lunches and dinners. Call 453-1832

BUS PERSON
Part time for cafeteria in Traverses Square. Apply in person: Apply at Fried Chicken, 24432 W 10 Mile, Southfield

COUNTER SALES - Work in the world's number one chain of coffee and tea. Hours are Monday 3pm-7pm, 6 day week. Prefer experienced person but will train. Employee paid group employment. Free uniforms. Excellent working environment. Also part time openings available for day & evening work. Saturdays & Sundays. Apply in person: Ground Round, Dunkin Donuts, 31080 Orchard Lake Rd., Farmington Hills
DUNKIN DONUTS
It's worth the trip

DAY BUS STAFF/HOSTSTAFF and banquet needed. Mon.-Fri. 11:30am-3:30pm. Also Sat. & Sun. Night shift. Call & ask for Laura. 422-4550

DELI HELP WANTED
Mature person for sandwiches & counter help, part time/full time. Majestic Market, Southfield. Call Gwen or Sarah

DISHWASHER
Night shift. Wed. thru Sat. nights. Nice Lunch area. Call 525-7640

DISHWASHERS
Evenings, full time $5 an hour.
Call Cathy at Ground Round, 31080 Farmington Hills. 477-7177

DISHWASHERS
$5-$6 per hour. Full benefits. Call Randy at The Mayflower Hotel 453-1632

DONUT MAKER - Must be experienced in night donut production & have high energy, 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 $4-$6 hr. Must be dependable. Apply within, 36147 Plymouth Rd. at Levan

FIRST IMPRESSION Restaurant formerly known as Bonfire Grill, wait staff, chef, cook, bus boys, dishwashers. Immediate openings. Full time or part time. Apply at: Grill situated Good Salary. Call for interview.
Ann Marie 459-0229

GOURMET CARRY OUT & Catering co. needs versatile Counter & Delivery help. No nights or weekends, immediately. Call 2pm-7pm. 737-8190

BILL KNAPP'S
RESTAURANT
Corner I-275 & Six Mile Rd.
is now looking for a neat & clean individual to assume the Grill Cook duties. No experience necessary. We will train. Join our team & enjoy a rewarding program. Good pay with excellent benefits. Also hiring part time bussers for evenings. Call Cathy, time, 464-6363, ask for Jerry or John.

HIGH SCHOOL/College students. Small bagel shop looking for counter help. Flexible hours, good pay. Apply at: The Bagel Factory, 24351 W 12 Mile at Telegraph.

HIRING NOW

- Counter Help
- Food Processors

- Immediate Positions
- Farm Hills/W. Bloomfield Area
- Same week pay
- Benefits

OLSTEN TEMPORARY SERVICES

Dearborn 441-3181
Detroit 963-9650
Jackson Heights 313-3387
Southfield 354-0558
Troy/Auburn Hills 641-9930

EOE NO FEE

HOST PERSON - Days. Excellent hours. Good pay.
Clancy's Bar & Grill
32350 W. 12 Mile
Farmington Hills
477-7177

LINE COOK - for nights. Dishwasher for Day & evenings. Apply Nankin Mills Inn 33700 Ann Arbor Trail Westland 427-0622

MARIOS PIZZA
now hiring part time inside work. Days & evens. Apply within: 36147 Plymouth Rd., at Levan.

NOW HIRING full time and part time servers & grill operators.
Please apply at Bob Evans 1014 Mile & Telegraph Rd

LOOKING FOR A CHANGE OF PACE?

Come over and try our New place.

The Main Event Sports Bar and Grill, Has some Key positions yet to fill.

Banquet Servers and Line Cooks too,