504 Help Wanted Office-Clerical

OFFICE TRAINEE good typing inc computer familiarity good w math. Apply at Carpets of Farmington 33600 Grand River Farmington

PAYROLL - Individual to do monthly payroll. Rest of the month 3 to 5 days per week. Flexible hours. Mon - Fri. Experience required. Good pay. 583-2600

RECEPTIONIST - manufacturers rep agency desires sharp individual with pleasant personality for fast paced office to perform duties. Excellent grammar & spelling skills necessary. Accurate typist. Immediate opening. Send resume to M.M. 1573 S Telegraph, Bloomfield Hills 48013

RECEPTIONIST with data entry experience for small business in Livonia. Full time. Key for the job. 657-4010

RECEPTIONIST/FILE CLERK for Southland CPA office. Work with pleasant people with many benefits. 354-7381

RECEPTIONIST for medical Fortune 500 company in Novi, some benefits board experience helpful but will train. Light typing skills required. $3125-mo. Call Unitorce - Southfield 357-0038 or Livonia 473-2533

Receptionist

Home for the Holidays?

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Want to earn some extra cash for the holidays? Call Kelly today and schedule an appointment to register. We have long & short term opportunities for clerical, light industrial. The holidays are coming up. You must be dependable, energetic, have good clerical skills and phone skills. A professional manner and attitude is important. Work hours and positions require typing, word processing skills are a plus. Reliable transportation units are required.

Kelly offers excellent pay and benefits as well as the best job assignments in the area.

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Troy 362-1880

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The First And The Best
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Equal Opportunity Employer M/F/H

RECEPTIONIST
Birmingham firm seeking sharp multi-line person with excellent phone manners and typing skills. Knowledge of WordPerfect helpful non smoker. Call 540-6070

504 Help Wanted Office-Clerical

PURCHASING CLERICAL
entry level - full time - benefits. Apply in person at Northwest Due Plant 13450 Farmington Rd at Schoolcraft, Livonia

PURCHASE DEPT EXPEDITER
Entry level position - full time benefits. Apply in person at Northwest Due Plant 13450 Farmington Rd at Schoolcraft, Livonia

RECEPTIONIST - general office - With experience & good typing skills. Hours are 8 A.M. to 4 P.M. Experience inc. 42300 W. 9 Mile, Novi MI 48050 347-3300
An Equal Opportunity Employer

RECEPTIONIST
full time position for multi line phone system & general office duties including typing. Must have pleasant & professional attitude to handle all incoming calls. Health benefits available. Apply at INVISIP Company 13450 Farmington at Schoolcraft, Livonia or call Kathy at 525-1900

RECEPTIONIST - for geological consultant, experience on any system, plus light typing & level 100 extensions, long term. $14,700. Call Mary at Unitorce 646-7663

RECEPTIONIST
Full time, needed for busy Troy Real Estate office. Hours Mon thru Fri. Pay 9-5pm $5.87 per hour. For more information please call Theresa 641-1414

RECEPTIONIST/SECRETARY
Looking for both full & part time help. Depending for 9-5pm & 5-9pm. Duties include phone scheduling appointments light secretarial, and client interacting. 451-1400

RECEPTIONIST/CLERICAL for congenial, fast paced office. Light typing. Filing & data entry. Good with numbers. Ability to work under pressure. Non smoking office. 26400 Capitol Redford 937-4600

RECEPTIONIST - Southfield law firm needs a receptionist. Please send resume to Box 942 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Position available for sharp dependable person w/ good typing & an knowledge of computer, clerical duties. Prior experience in sales office helpful. Resume: Attention: I. Black, United Metrology 27260 Haggerty Rd., Farmington Hills MI 48331 489-5440

RECEPTIONIST
Birmingham employee benefit administrator needs full time receptionist to assume busy telephone switchboard (AT&T dimension) well versed direct line, fax and other related duties. At least 2 yrs office experience necessary. Must have sharp appearance good communication skills and typing 40wpm. This position offers a competitive salary $15-16K and good benefits package. Send resume to Personnel Manager 30700 Telegraph, Suite 4000, Birmingham 48010 or call Mr. Weber 645-6330

SECRETARIES - word processors for national construction company. Multi-Mar of DIN 6 Form switchboard plus $360-$400/wk. Call Dee at Unitorce 646-7662

504 Help Wanted Office-Clerical

RECEPTIONIST. Excellent opportunity. Individual interested in experiencing the business would include agency in Troy looking for individual to handle sensitive greet clients & assume light clerical duties including computer functions. Pleasant personality & good communication skills required.
Personnel 643-8200

SALES SECRETARY
Large Plymouth boat dealer requires sales secretary. Good clerical and customer skills required. Experience a plus. Contact Gary Lauman after Jan 3. 1990. Anderson Marine 668-9922

SECRETARY
Change call for 1990 exciting & frightening but always means growth. Let us help you with your career goals for the new year. Immediate openings in Livonia.
WIDMAN PERSONNEL DIV
31731 Northwestern Hwy, Ste 100E
Farmington Hills, MI 48018
932-0950
We are an Equal Opportunity Placement Agency whose fees are always paid by the employer.

SECRETARY/CLERK TYPIST
Northwest Metro area. Individual possessing excellent typing, verbal, clerical & telephone skills. Knowledge of trade association or customer service work a plus. Very little travel and overtime work. Please submit resume & salary history to Box 884, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Immediate opening in Southfield. Excellent typing, telephone, administrative skills & PC experience a must. Excellent working conditions & benefit package. Please submit resume & salary history to Box 940, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY
Position available for sharp dependable person w/ good typing & an knowledge of computer, clerical duties. Prior experience in sales office helpful. Resume: Attention: I. Black, United Metrology 27260 Haggerty Rd., Farmington Hills MI 48331 489-5440

RECEPTIONIST
Birmingham employee benefit administrator needs full time receptionist to assume busy telephone switchboard (AT&T dimension) well versed direct line, fax and other related duties. At least 2 yrs office experience necessary. Must have sharp appearance good communication skills and typing 40wpm. This position offers a competitive salary $15-16K and good benefits package. Send resume to Personnel Manager 30700 Telegraph, Suite 4000, Birmingham 48010 or call Mr. Weber 645-6330

SECRETARIES - word processors for national construction company. Multi-Mar of DIN 6 Form switchboard plus $360-$400/wk. Call Dee at Unitorce 646-7662

504 Help Wanted Office-Clerical

SECRETARIAL ASSISTANT
Part time, for patent law firm 3 days per week. Troy location. Call 362-3820

SECRETARIAL POSITION
Experienced in computer & typing skills. Needed for Troy area Dialcare Please call 737-8540

SECRETARY
Experience necessary re computer, financial, telephone, paper, deadlines, receivables, typing, general office duties. Bookkeeping applicants should call for interview 362-3110

SECRETARY - PART TIME
In law office. Approximately 2-3 evenings per week or weekends. Flexible hours. Please send resume to Attorney Wachner, PC, 1028 Buhl Bldg., Detroit MI 48226

SECRETARIAL
Permanent part time. Flexible hours, experienced with WordPerfect & computer helpful. Starting pay $6 per hour. 548-3520 or 377-2009

SECRETARY RECEPTIONIST
Southfield area. Full time. Send a full time position with accurate typing skills. Call Jun Hood at 538-2000

Secretary

SENIOR SECRETARY

MCI Telecommunications is currently interviewing candidates for a Senior Secretary position.

You need to be creative and proactive and have the ability to address challenges in this busy office. Ideal candidate will have preferably for a full range of administrative duties. At least 3 to 5 years experience preferably in a sales environment and IBM PC and word processing is required. You should also have excellent oral and written communication skills.

We offer exciting opportunity in a rapidly expanding company. Interested qualified candidates send their resume to: MCI Telecommunications 29870 Northwestern Hwy Dept. SS Southfield, MI. 48034. We are an equal opportunity employer M/F/H/V

MCI
Let us show you.

SECRETARY
Southfield law firm has a temporary to permanent position for someone with WordPerfect experience. Must be resilive and respondsive $184 plus benefits.
ARBOR TEMPS 459-1166

SECRETARY
to $22K
Join the exciting staff of a growing corporation in Livonia. Seeking professional Secretary with word processing & excellent clerical skills. Send resume or call 344-6700
Diversified Recruiters Co
27780 Novi Rd, Suite 100
Novi, Mi 48050
All Fees Company Paid

504 Help Wanted Office-Clerical

SECRETARY/
RECEPTIONIST
Aggressive growing real estate firm in Farmington Hills seeks polished professional outgoing person with typing. Must be dependable WordPerfect a plus. Full time position with benefits. Salary Commensurate.
Call Bev at 476-3700

SECRETARY & TELEMARKETERS
Part time positions for multi-line insurance agency.
357-3252

SECRETARY - Troy office. Must be self motivated. Experienced organizational & typing skills. Send resume to PO Box 1321, Troy, MI 48099

SECRETARY - type 45-50 wpm word processing on IBM PC helpful. Starting pay $5 per hour. 548-7660 Call Susan at Unitorce 646-7663

SPECIAL PROJECT

Winter is wonderful at Kelly

18 people needed!

You can choose your start date January 9 or 16, 1990. The assignment will last until the end of May. If you are available during the day are interested in long, fast paced projects with and are interested in working in the Plymouth area for a temporary assignment, call Kelly today to schedule an appointment.

Livonia...522-4020
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SWITCHBOARD/Customer Service
A Walled Lake/Novi area service company has a full time entry level opening for Switchboard/Customer Service. Customer contact & assorted other office functions. Opportunity for advancement. Call Ms. Miles, 347-3689

504 Help Wanted Office-Clerical

SALES SECRETARY
Growing organization is seeking a full time professional to assist Fast Paced Sales Dept. Word processing experience (Wordperfect) & good telephone etiquette required. Ideal candidate will have minimum of 3 yr experience in a sales support capacity. Opportunities for advancement are tremendous. Salary apply to Box 878, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL POSITION
Answering phones, light typing. Starting Pay $4.75 to $5.25 hourly depending on experience. Dec. 29th, before 1:00pm, at The Terrace Plaza, 30500 Northwestern Hwy, Livonia - ask for Mr. Prestage

SECRETARY FOR WEST side luxury condo development. Light typing and bookkeeping skills necessary. Call Mr. Bloom, Box 130 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/Part time. Manufacturer has firm seeking well organized individual. Good communication & typing skills. Word processing a plus. 15 hours per week. Salary $6.37 hr. Resume to Secretary, 4791 Telegraph Rd., Ste. 122 Bloomfield Hills, MI. 48013

SECRETARY - professional office seeks a self motivated individual. Self motivated self starter for single secretary office. Typing, light bookkeeping, telephone, computer experience. Will train. Benefits. Send resume to: M.J. Hanna Associates 28455 Hick Tech Drive Farmington Hills 48331

SECRETARY/RECEPTIONIST
For law office in Westland - 9:30am - 5:30pm. Typing, word processing. Prior legal experience. Must be reliable. Salary based on experience.
422-4666

SECRETARY - word processor for advertising agency. Letters to train. Typing 45 wpm. $19K. $17,000. Call Betty at Unitorce 646-7664

TELEMARKETING Farmington Hills $5 - $6 hourly. Southwestern area hrs. Flexible. Excellent bonus program. Call Carolyn 313-522-0400 Day 478-0092

TELEPHONE OPERATOR
Experienced. Maturity and pleasant personality a must. Position are Mon. Fri. 8:30-5 benefits. $6.50 per hour. Call Karen Alison for an interview 454-0300 ext 233

TELEPHONE
INTERVIEWERS
Pleasant work for experienced, bright, articulate callers. Day or evening: no selling. $5 per hr. to start. 11 Mile & Orchard Lake Rd. Call Edna 476-7292

Temp
Placement Specialist
Our firm has immediate need for experienced typing and data Temps. This is a full time position. Experience is a must!
ARBOR TEMPS 459-1166

504 Help Wanted Office-Clerical

SECRETARY/WORD PROCESSOR
Long term contract position work in with division of our company - available. Challenging opportunity with excellent compensation. Troy area. Send resume to 1717 Stephenson Hwy., Troy, MI 48083

STAFF ASSISTANT
for small insurance office in Farmington area. Must be trained in word processing and organizational skills a must. Salary negotiable. 737-8989

AUTO DEALERSHIP seeks Switchboard Receptionist. Light clerical. Send resume to Box 890, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TROY
General clerical duties for consultant firm. Light WordPerfect. Extra staff. 645-0900

TR Temporary Resources

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737-1711
An Equal Opportunity Employer

ENERGETIC Typist wanted for Berkley law firm. Must type 55 wpm & be self motivated. Call between 9:10am or 4:50pm 642-2515

505 Help Wanted Food-Beverage

ATTENTION MANAGERS
Western Waste Management Oversight Service is looking for a qualified manager. Pot pourri restaurant knowledge to use without working your self into the ground! Excellent working environment & competitive wages. Send resume to 100 N. Crooks Rd. Suite 100, Clawson, Mich. Attn Emery or call to set up interview. 435-3431

BAR PEOPLE & Wait People
Full & part time nights only. Call Tues & Fri. between 1-5pm. 421-3424

BARPERSONS & WAITPERSONS
Experienced only. Apply in person 19245 W 8 Mile Rd. Northwestern Everygreen & Southfield Detroit

BAR STAFF, WAIT STAFF, COOKS
Apply within between 2-4pm. Rieser's Keyboard Lounge, 1870 S. Wayne Rd., Westland 728-9330

BARTENDER
Wanted for the Backseat Saloon, 30K Grand River & Lahser. Call Bobby Cat after 7:30pm. 622-1119

BURGER KING
Immediate openings for building and equipment technician. Up to 18 per hour. Building experience helpful but not necessary. Immediate interviews available. Mon thru Fri. after 2pm. 32704 Grand River, Farmington

CASHIER - Bartender. Front help wanted. Hrs. 11am - 2:30pm. $5/hr. Full or part time, apply in person between 2:30 and 4pm. Sakura Japanese Restaurant 34344 W. 12 Mile, Livonia 462-2630

505 Help Wanted Food-Beverage

BARTENDERS are now being hired. We will train you. Great for college students. Also hiring wait staff for days & nights. Apply within Mon's Japanese Steakhouse, 16825 Middlebelt, Livonia, MI

BOB EVANS - SOUTHFIELD
353333
Now hiring experienced servers and experienced grill cooks. Apply 10's Mile & Telegraph

BUDDY'S
Farmington Hills now hiring GRILL & PIZZA COOKS, PREP'S, SALAD MAKERS, DISHWASHERS, all shifts, flex hours. Excellent wages, benefits & working conditions.
Apply: BUDDY'S, Northwestern & Middlebelt

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Part time position at Plymouth Plymouth Landing 340 N. Main, Plymouth

CHICHIS - restaurant of Livonia hiring for the following positions: wait staff, bus persons, host/hostess, cocktail servers, bartenders, pantry, line cooks, dishwashers, hot & cold preparation personnel. Full & part time, days & nights positions available. Apply in person, corner of Middlebelt & Schoolcraft (I96). A fun place to work with flexible hours

COOK - EXPERIENCED
for retirement home in Rochester Hills. Ask for Cheryl
853-2330

DRIVERS & INSIDE HELP
for Coney Island. Full or part time. Flexible 1708 Livernois, East Maple & Livernois

EVENING LINE COOKS NEEDED
Wages & benefits negotiable. No experience. Excellent learning environment in progressive restaurant. Brandy's Restaurant, call between 9am-12 noon, ask for Mr. Gracyk. 338-4300

FOOD SERVERS & DISHWASHERS
full & part time at W. Bloomfield Retirement home. Must have received transportation, no experience
Call Paul or Jan at 661-2999

HELP WANTED - Snack Shop
Work from 7am-10pm, making sandwiches, stocking stock and handling register. $4.50/hr 968-4670

MOUNTAIN JACKS

Due to rapid growth we are now seeking people for the following positions
• Bus Persons
• Hostess
• Dishwasher
Great pay, excellent benefits
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10 MILE & GRAND RIVER
FARMINGTON HILLS
Or call, 476-5333

505 Help Wanted Food-Beverage

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IN GARDEN CITY
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28484 FORD ROAD
GARDEN CITY
427-5270

HIRING DAY & NIGHT live persons hourly rate plus tips. Full or part time. Dishwashers, full time hourly. Hostess. Apply at Machinaw's 126 E. Main, Northville

HOSTIN/ESTES
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MANAGEMENT POSITION
For Gourmet carry-out catering establishment. Exciting opportunity for responsible individual
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MANAGER - 3 yrs food management experience. Career opportunity. To $25,000 to start.
Steven J. Greene Personnel
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Taco Bell is bringing our same - one style, and our success your way. We're looking for a store manager location in Rochester Hills. Join us as a crew member and you'll receive competitive wages, regular raises, free uniforms plus training.

If you are interested in joining our successful team, call between 9am and 5pm for Interviews. Jan 5th and Friday, Jan. 12th from 10am 12 noon and 2pm-7pm at

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Franklin Club Apts
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Southfield
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56 Electrical

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