504 Help Wanted Office-Clerical

Legal/Exec Secretaries
Temporary & Permanent Opening. AAA corporations looking for Legal Secretaries. Excellent skills required. Offer positions available. To $28,000.
CROSSMATCH PERSONNEL
SANDY MONROE 462-1967
All Fees Employer Paid

LEGAL SECRETARY
Experienced for law firm in Troy with Corporate/Real Estate experience. Computer training & excellent skills desirable. Salary & benefits commensurate with experience. Send resumes to: Office Manager, 1030 Wilshire Dr., Ste. 102, Troy, MI. 48084 or Call 643-9010

LEGAL SECRETARY
For Troy firm specializing in patents, trademarks & copyrights. Position requires word processing & organizational skills. Patent &/or litigation experience preferred. Please send resume to: Office Administrator, Klass & Nolan, 2000 W. Big Beaver, Suite 624, Troy, Mich. 48084

LEGAL SECRETARY/ ADMINISTRATIVE ASSISTANT
Small, modern, high powered, professional law & marketing office seeks communicator, highly literate, well dressed, non smoker, WordPerfect 5.1, Lotus, dynamic phone skills. $20-$25K. Resume to: Box 1053 Pick-wood, W. Bloomfield, 48322.

LEGAL SECRETARY
To $26,000.
This prestigious law firm offers an excellent opportunity to use your good Word Processing skills & strong legal background. Excellent benefits include bonus. Fee Paid. Call. Clearance. 353-2090
SNELLING & SNELLING

LEGAL SECRETARY
Up to $24,000
Ultra professional firm seeking 2 + years experience in corporate, real estate, wills & probate. Superior skills required. Comprehensive benefit package. Call Ann Arbor 747-9110 or Send resume to: Arthur Thomas Evans Search, 4000 Town Center, Suite 578, Southfield, MI 48075

LEGAL SECRETARY
TO $16,700
6 months' Personal Injury or Medical Malpractice experience, a Plus. Suburban location. Good benefits. 35 hour Week. Fee Paid Call. BARBARA, 772-8760
SNELLING & SNELLING

MAIL CLERK
Full time days. Must also handle stock. Some lifting may be required. Call between 1-2pmg and 4-5pm. 261-1100

MANUFACTURER'S Representative Looking for secretarial support/customer service for sales organization. Typing 60 wpm, word processing, PC, knowledge of sales, telephone a must. Excellent speaking & grammar. Not over 30. Will appoint. Salary commensurate. Call 349-0472

Member Service Representative
Excellent opportunity for individual with a minimum of 1 year experience in customer service, telemarketing/sales. The individual will attempt to resolve basic telephone problems/inquiries for the members of our association in a most direct & professional manner. Excellent telephone/listening skills are a must. Hours are Mon-Fri, 1pm-10pm, ½ hour lunch. Sat., 9am-3pm. We offer a complete benefit package & pleasant work environment. Reply to:
REPRESENTATIVE
P.O. BOX 2227
SOUTHFIELD, MI 48037

OFFICE ASSISTANT - Expanding mortgage & acquisitions company has diverse position available. Some typing, secretarial, receptionist duties. Will train. Salary DOE. Full time. Submit. Non smoking office. Resume to: Harmon Mortgage, Attn: Dept. 7001, Orchard Lake Rd., Suite 420C, West Bloomfield, MI 48322

OFFICE CLERICAL POSITION-Mature individual. Some experience with Computer, Flexible hours. Full/part time. Willing to train. Apply in person: Dayton Electric Corp., 2423 Commercial, Livonia. W. of Farmington Rd.

OFFICE CLERICAL
Send resumes to:
Mr. Joseph, 411 Meadowlane
Dearborn 48128

OFFICE SECRETARY for one person office. Billing, accounts payable and general office duties. Computer experience helpful. Good benefits. Radford area. Call Ann 937-296-2020

PART-TIME PERMANENT Word Processor. 15 to 20 flexible hrs. per week. Typing skills 60 + wpm. Call 540-4440

PART TIME TEMPORARY CLERICAL
Part time (20 hrs. wk.) position for reliable individual to assist in work in the Registration Office to assist with the influx of new students. Good aptitude for figures; data entry experience helpful; college degree preferred. Employment will be from approximately May 1 to Aug. 30, 1990. Possibility of additional employment beyond this date.
Submit letter of application, resume and references/salary to:
Katherine L. Grenda, Registrar
Center for Creative Studies
College of Art & Design
201 E. Kirby
Detroit, MI 48202
AA/EOE

PERSONNEL ASS'T
$18,000 No fee
Major Southfield corm any offers good benefits, generous raises and career growth to assist entry with personnel experience. Need good typing, strong organizational skills. Call RBS ASSOCIATES AGY. 540-4130

504 Help Wanted Office-Clerical

OFFICE ASSISTANT - Company in Plymouth seeking part time office assistant, pleasant phone voice & some driving required. Apply 9-3 daily, 1318 Goldsmith. 455-0626

OFFICE COORDINATOR
Medicare certified home health agency, seeking highly motivated mature clerical person with average typing, good terminology and excellent typing skills.
Uplohn
Health Care Services
356-1310

OFFICE/LEASING CONSULTANT
Full time for apartment complex in Novi. Enthusiastic, motivated individual, able to work weekends, computer skills helpful. Apply in person: Highline Club Apartments, 9 Mile & Haggerty, Novi

OFFICE MANAGER
Equipment leasing. Back ground. High energy type. $25-$30K plus perks & full benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

OFFICE RECEPTIONIST: Established industry company located in Plymouth desires experienced, full-time receptionist for its offices. The position requires pleasant and competent office communication skills, along with the ability to work with people effectively. An EQUAL OPPORTUNITY EMPLOYER, we encourage anyone desiring this position to send, in confidence, a detailed resume and a cover letter explaining how your experience matches our requirements to: Human Resources, 377 Amelia St., Plymouth, MI 48170

ORDER PROCESSING SPECIALIST for busy Sales Office. Responsibilities include keypunching customer orders, record update and order write up. Experience helpful. Come in or call:
Star Cut Sales, Inc.
23451 Industrial Park Drive
Farmington 474-8200
An Equal Opportunity Employer

PAYROLL CLERK
Immediate position available in Livonia. Computer experience required. Varied office duties. Part time/full time.
Call or send resume to:
CORPORATE PERSONNEL SERVICES
478-1010
16616 Middlebelt
Livonia, MI 48152
EOE NO FEE

PERSONNEL ASSISTANT
$20,000 FEE PAID
Growth driving suburban company offers good benefits and lots of variety in this fast paced hub position. If you can type 50wpm and have some word processing experience, they will also train you on their system. Any interviewing or payroll experience is a plus, but not necessary. Hurry call Shirley today!! 851-3560
SNELLING & SNELLING
FARMINGTON HILLS

PERSONNEL SECRETARY
$19,000
Your bright energetic personality, 3 years office experience, good math aptitude, word processing & typing is needed for personnel manager of suburban firm. Top benefits & advancement. Call today.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9060
An Equal Opportunity Employer

PLACEMENT COUNSELOR
Energetic person needed in our busy office to interview and place employees in temporary jobs. This is a career opportunity for someone who enjoys meeting and working with new people.
Please send resume to:
Personnel Systems
9433 Haggerty
Plymouth, MI 48170

POSITION AVAILABLE for computer input and light bookkeeping. Please send resume to: Greg Primeau, Lifestyle Homes, 31731 Northwestern Hwy., Suite 150W, Farmington Hills, MI 48018

PROOF OPERATOR
Positions available for afternoon work; good with 10-Key or numbers. Call Date Entry. Immediate openings.
Call 528-8100

PURCHASING/INVENTORY Clerk: Purchasing, expediting, inventory control and computer entry experience required. Send resume and salary requirements to: Operations Manager: 15101 Cleat, Plymouth MI. 48170

REAL ESTATE FULL & PART-TIME
We're expanding our beautiful new Birmingham office specializing in upscale residential properties. Professional attitude and pleasant personality required. Individuals to work in the Registration Office to assist with the influx of new students. Good aptitude for figures; data entry experience helpful; college degree preferred. Employment will be from approximately May 1 to Aug. 30, 1990. Possibility of additional employment beyond this date.
Submit letter of application, resume and references/salary to:
Katherine L. Grenda, Registrar
Center for Creative Studies
College of Art & Design
201 E. Kirby
Detroit, MI 48202
AA/EOE

RECEPTIONIST
Prominent Farmington area club has immediate position available, for part-time evening receptionist. Call 9-5pm for details 646-5050

504 Help Wanted Office-Clerical

FAST PACED office has immediate openings for mature dependable individual for busy front desk position. Duties include answering telephone, routing maintenance calls, typing and filing. Send resumes to: 3750 W. Big Beaver Rd., Suite 520, Troy, Mich. 48084, Attn: Sally

RECEPTIONIST/TYPIST
for busy Southfield law office. Flexible part time hours. Send resume to: 500 Corporate Woods Building, Southfield MI 48076

RECEPTIONIST
Short term assignments in Wayne County. 8-5 Monday - Friday. Call ETD Temporary Service 425-6226

RECEPTIONIST/CASHIER
Responsible, mature person with good people skills and some knowledge of auto mechanics for busy tune-up shop in Westland. Call

RECEPTIONIST needed for busy real estate development office in Birmingham. Pleasant phone voice with enthusiastic personality. Please send resume or resume with salary requirements to: P.O. Box 1120, Birmingham, MI 48012

RECEPTIONIST - Canton management office seeking personable individual with phone experience & accurate typing skills. Some weekend work required, good salary & benefits. Resume with salary requirements to: Box 8798, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/CLERK
Wanted for busy Northwestern Westside manufacturing facility. Responsibilities include telephone & able. Multi-task abilities including light typing, assembling customer orders, record update and order write up. Experience helpful. Come in or call:
Star Cut Sales, Inc.
23451 Industrial Park Drive
Farmington 474-8200
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
for Southfield CPA firm. Full time. Call Elaine 357-2400

RECEPTIONIST: For Birmingham office. Part-time Mon-Fri 9-3. Accounts Receivable Light Typing. Neat Appearance. 646-1144

RECEPTIONIST
Large GM Dealer seeks Receptionist to handle multi line phone system. Call 261-6900

RECEPTIONIST- Needed For Farmington Hills medical service office. Versatile and experienced. Full time. 737-9350

RECEPTIONIST/SECRETARY
Part time/full time. Light phone, typing. Fast-paced office. Birmingham area. Call Kathy 647-2600

RECEPTIONIST NEEDED- Plymouth area. Must have clear, pleasant phone voice, typing and basic skills. We train. Must have own transportation. Call 8am-5pm 773-5300

RECEPTIONIST - full time position available in busy real estate office for a pleasant person. Not necessary. Hurry call Shirley today!! 851-3560
SNELLING & SNELLING
FARMINGTON HILLS

PERSONNEL SECRETARY
$19,000
Your bright energetic personality, 3 years office experience, good math aptitude, word processing & typing is needed for personnel manager of suburban firm. Top benefits & advancement. Call today.
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills 737-5750
Southfield 552-9060
An Equal Opportunity Employer

ARBOR TEMPS 459-1166

RECEPTIONIST/SECRETARY
Enthusiastic, motivated person wanted for Birmingham based computer system and software firm. General office duties. Bookkeeping background helpful but not necessary. Please call Debbie at 647-7300

RECEPTIONIST
Suburban Position
Corporate environment experience required. $15,000-$16,000 plus medical, dental & life insurance paid. Call Arthur Thomas Executive Search. 355-4140

RECEPTIONIST/TYPIST
Southfield Based Export Co. seeking part motivated individual with excellent typing and (60-65 wpm) and good communications skills. Computer experience helpful. Good benefits. Please call Nancy at
EMERY INTERNATIONAL
CORPORATE TYPISTS
- Full time receptionist is wanted for fast paced Southfield real estate office. Hours are 8am-5pm. Must be reliable, cordial & have pleasant phone voice to take messages. Light typing required. Excellent benefits package. Please call. 387-6861

RECEPTIONIST/SECRETARY
Needed for market research and consulting firm. Front desk position for person with excellent oral communication and telephone skills. Variety in a professional business atmosphere. You must be able to type accurate 40 wpm. Word Perfect experience & plus. Benefits and growth potential offered. (11 Mile & Inkster Rds.) Call 352-3300

RECEPTIONIST/SECRETARY
word processing experience and some secretarial experience, pleasant telephone manner. Exceptional work ethic atmosphere in Southfield. Excellent benefits and salary. Specify software capability. Send resume to: PO Box 820 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Part time for professional association of an automobile supplier in Sales & Engineering 3 hrs. per day. Responsibilities include answering phones, general office duties, word processing & etc. Previous office experience helpfully with word processing & strong phone skills. Good benefits. A rewarding position for someone seeking a challenging career. Apply in person only.
PEACHWOOD INN
3500 W. SOUTH BLVD.
ROCHESTER HILLS

SALES SECRETARY
Duties will be explained. Hours from 4pm-9pm. Ask for Mr. Parks.
761-5500

SALES SECRETARY
Full time position in manufacturers' representative office. Experience required. Good typing and verbal skills required. Computer experience helpful. Must be willing to learn pricing procedures and order follow-up. Career opportunity for person looking for work with variety and challenge. Excellent benefits. Pleasant non-smoking Southfield office in 12 Mile/Northwestern Hwy area. Call for an appt at 355-1615

LOCAL INSURANCE office looking for individual with good phone & Secretarial skills, word processing & Dictaphone experience. Call Cheryl between 8:30-4. 737-4100

SECRETARIAL
An Administrative Secretarial position is now available at our Troy Corporate office. Qualifications include excellent secretarial skills; word processing and professional telephone etiquette and professional demeanor required. Accuracy, attention to detail and excellent grammar skills a must. Resume and salary expectations should be sent to:
Secretary Position - BS
Arbor Drugs, Inc.
P.O Box 7034
Troy, MI 48007-7034
An Equal Opportunity Employer

SECRETARIAL HELP
needed for busy real estate office in Birmingham 3pm - 7pm. Mon. thru Fri., Good people skills & dependability a must.
Call Joan: 642-2400

SECRETARIAL - Part-time. General office duties, bookkeeping, advancement opportunity for fast learner. 855-5533

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Northwest Detroit manufacturing company has the need for an experienced switchboard operator. Should have previous phone experience as well as ability to type, do accounts payable/receivable and perform other clerical duties. Must be pleasant and have the ability to deal with people. Competitive pay and excellent fringe benefits. Please send resume with salary requirements to: Joseph J. Bontomasi, Davis Tool and Engineering, 19250 Plymouth Rd. Detroit, MI 48228

RENTAL AGENTS
McDonald Realty is an expanding organization in the car/truck/van rental industry. Our locations in around Metro Detroit are in need of people who are organized, and have good phone skills. Full or part-time positions available. Major medical benefits, paid vacations and opportunity for advancement. Call Joe 931-4900

SALES OFFICE SECRETARY
Good growth potential is just one of the benefits offered by this company. Your good office skills & outgoing personality will win you here. $16,500. + great benefits. Fee Paid. Call Marion 353-2090
SNELLING & SNELLING

SECRETARIES
Eastern Michigan University is currently accepting applications for regular full time and temporary secretarial positions. Qualifications include: Completion of high school education or equivalent. Two years of secretarial experience required, one year of secretarial experience preferred. Ability to type 50 wpm and good phone skills. Apply Mon. thru Fri. between 10am-3pm. Turn-Pike Manufacturing, 30 010 Metropolis Drive, Romulus, MI

RECEPTIONIST/TYPIST
for Southfield CPA firm. Full time. Call Elaine 357-2400

RECEPTIONIST: For Birmingham office. Part-time Mon-Fri 9-3. Accounts Receivable Light Typing. Neat Appearance. 646-1144

RECEPTIONIST
Large GM Dealer seeks Receptionist to handle multi line phone system. Call 261-6900

RECEPTIONIST- Needed For Farmington Hills medical service office. Versatile and experienced. Full time. 737-9350

RECEPTIONIST/SECRETARY
Part time/full time. Light phone, typing. Fast-paced office. Birmingham area. Call Kathy 647-2600

RECEPTIONIST NEEDED- Plymouth area. Must have clear, pleasant phone voice, typing and basic skills. We train. Must have own transportation. Call 8am-5pm 773-5300

RECEPTIONIST - full time position available in busy real estate office for a pleasant person. Not necessary. Hurry call Shirley today!! 851-3560
SNELLING & SNELLING
FARMINGTON HILLS

RECEPTIONIST WANTED for our fast paced office. Accurate typing skills and clear communications skills required. Livonia area. Day shift, weekdays. 482-6113

RECEPTIONIST/SECRETARY
Livonia real estate office
Hours Monday through Friday.
Call Bill Arnold
Century 21 Hartford South

RECEPTIONIST
Positions available for long and short term assignments. Light typing and computer helpful. $5 & up per hour
ARBOR TEMPS 459-1166

RECEPTIONIST/SECRETARY
Enthusiastic, motivated person wanted for Birmingham based computer system and software firm. General office duties. Bookkeeping background helpful but not necessary. Please call Debbie at 647-7300

RECEPTIONIST
Suburban Position
Corporate environment experience required. $15,000-$16,000 plus medical, dental & life insurance paid. Call Arthur Thomas Executive Search. 355-4140

RECEPTIONIST/TYPIST
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EMERY INTERNATIONAL
CORPORATE TYPISTS
- Full time receptionist is wanted for fast paced Southfield real estate office. Hours are 8am-5pm. Must be reliable, cordial & have pleasant phone voice to take messages. Light typing required. Excellent benefits package. Please call. 387-6861

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RECEPTIONIST/SECRETARY
word processing experience, pleasant telephone manner. Exceptional work ethic atmosphere in Southfield. Excellent benefits and salary. Specify software capability. Send resume to: PO Box 820 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Part time for professional association of an automobile supplier in Sales & Engineering 3 hrs. per day. Responsibilities include answering phones, general office duties, word processing & etc. Previous office experience helpfully with word processing & strong phone skills. Good benefits. A rewarding position for someone seeking a challenging career. Apply in person only.
PEACHWOOD INN
3500 W. SOUTH BLVD.
ROCHESTER HILLS

SALES SECRETARY
Duties will be explained. Hours from 4pm-9pm. Ask for Mr. Parks.
761-5500

SALES SECRETARY
Full position in manufacturers' representative office. Experience required. Good typing and verbal skills required. Computer experience helpful. Must be willing to learn pricing procedures and order follow-up. Career opportunity for person looking for work with variety and challenge. Excellent benefits. Pleasant non-smoking Southfield office in 12 Mile/Northwestern Hwy area. Call for an appt at 355-1615

LOCAL INSURANCE office looking for individual with good phone & Secretarial skills, word processing & Dictaphone experience. Call Cheryl between 8:30-4. 737-4100

SECRETARIAL
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Secretary Position - BS
Arbor Drugs, Inc.
P.O Box 7034
Troy, MI 48007-7034
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SALES SECRETARY
Entry level position for mature individual with good secretarial skills and ability to work well with others in a fast paced Southfield Company. Positive attitude and willingness to learn is a must. Flexible hours including one evening a week and occasional Saturdays. Send resume and salary requirements to: P.O. Box 300, Southfield, Mi. 48037

SECRETARIES
Michigan National Corporation is seeking multi-lingual secretaries for its corporate office located in Farmington Hills and Downtown Detroit offices.
The ideal candidates will have 3 to 5 years prior secretarial experience with proficiency in word processing (DW or equivalent) organizational and strong interpersonal skills and a working knowledge of Lotus.
Send resumes with salary history or apply in person:
Tuesday thru Thursday, 10am - 3pm
Michigan National Corporation
Corporate Staffing
Dept SLC - 10/66
27777 Inkster Road
Farmington Hills, MI 48333-9065
We promote a drug-free environment. Substance abuse testing is part of the pre-employment process.
An Equal Opportunity Employer

SECRETARY/ADMINISTRATIVE
Birmingham CPA firm seeking well qualified individual to perform administrative and secretarial functions. Word Processing/spreadsheet skills. Strong phone skills. Some overtime. Good pay and benefits for right person. Call Chris at 433-3100, 8-5. Mon.-Fri.

SECRETARY - for expert firm with knowledge of business, corporations, taxes & other basic duties. Call for appointment 569-4500

SECRETARY-Full time. Computer knowledge required, typing 50 wpm, filing, good grammer and phone skills. Will train on Word Perfect, wholesale floral business. 553-0647

SECRETARY
Good typing and English skills a must. Word processing and computer skills helpful. Westland. Call between 8am-4:30pm. 326-3134

SECRETARY
Huron Services for Youth is accepting applications for a secretarial position. Qualifications include ability to type 60 WPM, knowledge of Microsoft Word, general clerical and reception ability, and switchboard experience. Candidates should enjoy young people and be a fast paced but pleasant environment. Position is located in our Garden City Office. Salary $13,000 plus excellent benefits. Please apply in person to:
Huron Services for Youth, Inc.
1952 S. Industrial, Suite J
Ann Arbor, MI 48104
or
27676 Cherry Hill Rd.
Garden City, MI. 48135
An Equal Opportunity Employer

SECRETARIAL position with computer form, Xerox 6085, Troy, sales experience a plus, $340/wk. Call Jane at Sodexho 646-6168

SECRETARY/LEGAL - Growing Southfield firm needs reliable, experienced person with knowledge of divorce, litigation, WordPerfect, typing 65-wpm. Starting salary negotiable. Please call 357-4885

SECRETARY
Needed for Construction Co. Typing & filing. Troy area.
Call between 9-11. 689-6200

SECRETARY-needed for Southfield law firm. WordPerfect required, Clerical background. Salary & benefits negotiable. 559-3600

SECRETARY, part time for Southfield Investment Company. Secretarial skills required. Will train.
Ask for Mary. 357-5670

SECRETARY- PART TIME. Typing, filing, dictation and phone skills. Flexible hours. Redford area. 532-2550

SECRETARY - permanent part time for busy Troy law offices. Good skills needed. Flexible hours.
Call 646-8228

SECRETARY (PROJECT)
for General Contractor in Auburn Hills Benefits Many. 377-2600
An Equal Opportunity Employer

SECRETARY
Professional for small, energetic engineering office associated with the automotive industry. Organized, flexible and available for overtime. Team oriented. Knowledge of Lotus and shorthand preferred. Attractive salary commensurate with qualifications. Send resume to: Lisa Susa-Kelly, Hydro-Craft, 32501 Dickard Lake Rd., Farmington Hills, MI. 48018.

SECRETARY
Real Estate Company
Call 462-0300

SECRETARY/RECEPTIONIST
Must have good communication, organizational skills. Word Perfect experience helpful but not necessary. Must be willing to learn & be able to handle multiple priorities. 35 per hour to start. Flexible hours. Resume to: Smith Chemical & Welding, 2163-S Maple St., Farmington, MI. 48185. 729-3555

SECRETARY/RECEPTIONIST
Full time position available in busy medical real estate firm. Skills to include Strong typing, word processing, and phone. Excellent benefits package. Respond with resume and salary requirements to: Box 8596, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Wanted for Southfield law firm. Must have at least 2-3 yrs. legal or secretarial experience and excellent telephone skills. Contact Barb Jester at 642-5000

SECRETARY/RECEPTIONIST. Clerical work & ability to communicate with customers in person & on phone for insurance agency in Southeast Livonia, Reply to: Box 531, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Major life insurance company in Troy seeking self-motivator. Must have a high degree of learning and organizational ability, with typing speed of 50wpm. Responsibilities include, mail distribution, routing phone calls, and secretarial/administrative support. Send resume to: Marilyn Maier, P.O.Box 4298, Troy, MI 48099-4298

SECRETARY With excellent typing skills needed for busy office. Must be for law office. 30-40 hrs. per week. Southfield location. 353-4660.

SECRETARY- word processor, DW3 & 4, or WordPerfect, educational institution, long term, typing 93 wpm. Call Wendy at Livonia 846-6158

SECRETARY + word processor. Livonia Fortune 500. WordPerfect or Wang, plus Lotus, typing 50 wpm plus. 38-37hr plus overtime. Call Time at Uniforce 337-0037

Senior Legal Secretary
$25,000 No fee
Beautiful offices of major downtown firm! Top benefits! Work for one attorney! Career growth!
RBS ASSOCIATES AGY. 540-4130

STAT TYPIST - WordStar 2000, CPA background, $15-$18,500 minimum. Benefits. Fee paid.
B. HAMIL PERSONNEL
424-8470

SWITCHBOARD OPERATOR
Large metro GM Dealer has immediate opening for switchboard operator. Pleasant phone voice and personality is a must. This position requires some clerical duties. No others will be considered. Call for appointment. 524-1400

SWITCHBOARD OPERATOR
Industrial supply company, in Redford area, seeking experienced, professional switchboard operator with minimum 3 years experience. Good salary and benefits. Send resume to: Switchboard Operator, P.O. Box 40629, Detroit, MI., 48240.

504 Help Wanted Office-Clerical

SPRING CAREER WEEK
FREE TO YOU
ALL FEES PAID

Legal Secretary	$25,000
Office Manager	$14,000
Secretary	$22,000
Receptionist	$12,400
Order Processor	$13,500
Accounts Receivable	$17,000
Accounting Clerk	$14,500
Personnel Secretary	$20,000
Secretary/Receptionist	$18,000

Sizzle into springt! We have more full time openings than applicants. Want more money, better benefits and greater advancement potential? Look no further! Spring of 90 is required. Call 851-3560
SNELLING & SNELLING
FARMINGTON HILLS

SUPERVISORY AIDE
PART TIME - DAYS
Must type, have good clerical skills. Work compensation helpful. Able to deal with public. Call Ms Wright 746-8703

TELEMARKETERS/ CUSTOMER SERVICES
We are looking for responsible people with light typing or CRT skills:
- Long term job
- Short term jobs area
- Weekly pay
- Free health benefits
- Medicare paid

Interviews will be in the TROY office on Tuesday afternoon, March 13. Please call for an appointment.
641-9930

THE BEST TEMPS IN TOWN WORK FOR:
OLSTEN TEMPORARY SERVICES
Farmington 354-0359
Dearborn 441-3413
Detroit 962-9650
Southfield 557-6660
Troy/Auburn Hills 641-9933
EOE M/F/H/V NO FEE

TELLERS
Immediate openings for 3 full time tellers. Must be dependable. Salary negotiable with experience. Apply in person: Wayne Credit Union, 34646 Sims, Wayne, MI 48184.

TRAVEL COORDINATOR
Growing national company has immediate position available. Experienced candidate to coordinate all travel arrangements company wide. Must have excellent communication skills with 2 yrs. travel service experience. Send resume and salary requirements to: Human Resources, Suite 2000, Southfield, Mi., 48075.

CPA FIRM needs statistical typist. 10 Mile & Southfield area.
Call 569-0320

TYPING
FILING
Some computer experience helpful.
Call 478-8410

TYPIST/SECRETARY, type 50 wpm, light sho.-hand a plus, busy office, many benefits. Free training on IBM System 36 word processor. Apply in person at Wayne Bailey Gallery, 32075 Schoolcraft, Livonia

TYPIST - with word processor experience. Typing 60 wpm. Knowledge of CPA firm. Send resume to: Mr. O. Green, 22515 Kenwyck, Southfield MI 48034

TYPIST - 60wpm, busy office look-ing for lively, energetic person. Light handwriting able to handle phone & file accurately 423-6008

WEEKEND RECEPTIONIST
Downtown Detroit. Sat. Saturday 8:30-5, and Sunday 10-5
WEIR, WEIR, BARDER & RANKE
500 South Main Street
Plymouth, 455-5000
Jerome Delaney

WIRE OPERATOR/CASHIER For Plymouth Industrial Supplier. Send resume and salary requirements to: Sharon Kelly P.O. Box 678 Plymouth, MI 48170 or call 459-6100

WORD PROCESSING trainee, intelligent, high energy, typing 35 wpm, will train. 50 plus wpm. $14000/mo. Call Wanda at Uniforce 646-7663

WORD PROCESSING SECRETARY
Full time position available in Troy office of a Major Insurance Company. Responsibilities include: excellent typing, proficiency in Word Perfect, written communication skills, word processing on WANG system, strong agent/client contact, and answering phones. Will be able to work independently without supervision. Good working conditions. Interested applicants please send resume and salary requirements to:
Employee Relations
P.O. Box 7037
Troy, MI 48098
An Equal Opportunity Employer

WORD PROCESSOR - earn accelerated pay executing word processor, strong secretarial skills & knowledge of Word Perfect 5.0 helpful. Benefits & bonus plan available. Call Future Force Temporary Help Service 528-8454 or 725-8770

WORD PROCESSOR
Major corporation seeks WP with 50 wpm and 1 + years experience. $320 helpful but willing to train. Excellent benefit package to include tuition reimbursement and dependent care! Call Arthur Thomas Executive Search. 355-4140

WORD PROCESSOR/Data Entry Clerk. Proficient in Edwin III, Microsoft Word & Lotus. Minimum 3 years of business related work experience, Associates Degree in Business preferred. Send resume & salary requirements to: The Knopf Company, Inc., 1126 S. Main St., Plymouth, MI 48170

WORD PROCESSOR
Mature, self-motivated word processor needed for fast paced Southfield office. Knowledge of WordPerfect required; Macintosh also helpful. Typing minimum 60 wpm. Ability to work under pressure/deadlines; weekends and flex hours as required. Send resume to: O. Box 300, Southfield, MI. 48037.

WORD PROCESSORS
Up to
$10.00/hr
Word perfect, Lotus 123, IBM 5520, Wordstar, DW3 & DW4.
WOLVERINE TEMPS
358-4270

WORD PROCESSOR
Word Processor needed for large insurance firm.
1-2 years business experience, will train.
Must possess accurate typing and excellent language skills.
NON SMOKING OFFICE
Please submit written letter describing work experience & abilities.
D. Economo
Meadowbrook Insurance
24370 Northwestern
Southfield, MI 48075

504 Help Wanted Office-Clerical

WORD PROCESSORS NEEDED
ALL SOFTWARE SYSTEMS
We are recruiting word processors for long & short term assignments in the downtown & metro area. Stop & call today for your appointment.
TOP PAY & BENEFITS
FREE TRAINING for qualified applicants with typing 55wpm.
CORPORATE PERSONNEL SERVICES
Livonia 478-1010
Detroit 963-0261
Troy 398-9900
(12 Mile & Woodward)
EOE NO FEE

505 Help Wanted Food-Beverage

AN EXPERIENCED PERSON Wanted to work in special order deli area. Tee Room in Corktown. Mostly a lunch time business. Excellent opportunity for second job or someone with children in school. Hours 9am-2pm (flexible), 5 days per week. No holidays, no weekends, no evenings. Call Ann Clare 963-6394

$$$$$$ - BOD EVANS
Now hiring experienced Servers (good tips) for Bar/Lounge and Food (premium pay). AM & PM. Apply: 30 Mile & Farmington, Bloomfield.

BAR PERSON & WAIT STAFF
Day or evening shifts. Experience preferred. Call Club Michigan Garden for interview 533-1430

BARTENDER-Experienced full time evening position. Dress for success. Apply in person: Southfield Manor, 25424 Northwestern Hwy.

BARTENDER & WAIT STAFF
Back Seat Saloon
Lake Orion Harbor
Call after 7:30PM 652-1119

Bates Hamburgers
Now hiring for all shifts FUL and part-time Excellent pay. Apply in person Bates Tiffany Plaza
33406 Five Mile, Livonia
or
22291 Middlebelt, Near 9 Mile, Farmington Hills

BOB EVANS
LIVONIA
Seeking aggressive individuals for a fast paced environment pay - full or part time - grill cooks, $5 & up based upon experience. Apply in person at 13911 Middlebelt at corner of Schoolcraft near I-96

BUS HELP WANTED
Full/part time mornings, evenings & weekends. Apply in person. 14600 Kinloch, Redford

BUS PERSON - Full-time for prominent Birmingham area club. Has immediate position available. Excellent benefits wages and benefits. Call between 9-5pm 646-5050

BUS PERSON - needed for private club, experience preferred, full or part time, salary plus tips, good working conditions, call Tues. thru Fri. 9-5 644-2500

BUS PERSONS- Full time. Experienced. For private club. Apply or call Debi 21531 Lahser Rd. 357-5353

EXPERIENCED help needed. Chef Assistant, Pastry Chef Assistant, pantry chef, dishwashers, experienced bartender wait staff. Call 981-2100. Excellent pay. Links at Pinewood Golf Course 669-9300

CLEATS RESTAURANT
in the Canton Softball Center is hiring now. Positions include: Wait Staff, Line Cooks, people & Concession staff. Will train. Apply Cleats, 45555 W. Michigan Ave. Canton. 483-5660

SHORT ORDER COOKS
Line cooks with experience. Top pay and good opportunity. Apply in person. Backstage, 17630 Woodward, Detroit between 1-4pm, Mon.-Fri.

COOK ASSIST
Experienced in saute line operation for Italian restaurant. Excellent pay for the right person. Apply in person, Mon.-Fri. from 1-4pm. Backstage, 17630 Woodward, Detroit

COOK: Full & part time.
Experienced, reliable, good pay. Redford area. For appointment Call between 1pm-6pm. 531-4640

COOKS, Dishwashers: Bus, Wait & Host Staff. Days, Eves. Apply within: Gageek, 25838 Middlebelt at 11 Mile, Farmington Hills

COOKS/DISHWASHERS
Experienced preferred. Will consider starting wage, benefits available. Apply in person: Big Boy, 31415 Grand River, Farmington Rd., Livonia. 261-1525

COOKS
Join a winning team, if you are honest, we want you. Positions available for Broiler Cooks, full & part time. Training is Top notch! We're a new restaurant & we pay better than our competitors. See us today!
COOKER'S BAR & GRILLE
38703 W. 7 Mile Rd. (at I-275)
652-3650

COOKS
Person needed to prepare meals (breakfast, lunch & snacks) in a day care center. No experience necessary. Hours 7am to 1.30pm. Benefits, paid vacation & personal leave, paid holidays, group health dental & life insurance. Child care available. Apply in person at: 38325 14 Mile, Farmington Hills. 661-5850

COOKS
Short Order, experience required. Must be fast & dependable. Good wages. Connor's, 8445 Telegraph 278-1168

COOK SUPERVISOR, full time position. Must be a modern service cook. 2 yrs. quality/quantity food production and 1 yr. supervisory experience required. Apply in person or send resume & salary requirements to: 3500 W. South Blvd. Rochester Hills, MI 48309

COOKS WAITSTAFF wanted for Plymouthview Restaurant located in Plymouthview Lanes. Prefer experienced cook, will train. Call between 3-5pm. 353-7871

Cooks, Waitstaff & Bartenders
Full or part time. Available immediately. Apply in person: 44115 W. 8 Mile, corner of 6 Mile & Sheldon.
348-1010

COOK - 3 days per week. Saturday & Sunday only. Pleasant working conditions.
Call Mrs. Johnson at: 255-8450

MANAGERS
Are you looking up to your potential in both salary & promotions? Burger Chef Franchise seeking hardworking individuals for management positions. We offer an excellent benefit package & rapid advancement opportunity. Call 781-7080

DELI COUNTER PERSON
Full or part time. Must be experienced or will train. Benefits. Troy. Call 1pm-6pm 643-7075

DEPENDABLE Dietary Aide needed. 3-8 pm. $4.40/hr. Plymouth Ct. Nursing Center. 459-0510

DISHWASHER - A general clean up, full time. Plymouth area.
call Tim Klotz 453-3891

DISHWASHER/POTTER
Full time. Call Chef Peter at Botsford Inn 474-4800

FUNERAL PREARRANGEMENT COUNSELOR
Sought by a progressive family-owned, multi-location funeral home. The preferred candidate should have prior funeral service or cemetary sales experience. A funeral director's license. Resume should demonstrate a strong commitment to family services and should be self-motivated organized and have excellent skills in working with people. We offer a highly competitive compensation and benefit package. Call Cathy at Henry J. Witt Funeral Home 937-3586 or Send resume to: 23450 Plymouth Rd.