CLASSIFIED ADVERTISING

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SECTION	
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Help Wanted	C,G
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Merchandise For Sale	C
Real Estate	E,F,G
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MORE CLASSIFIEDS ON PAGES

This classification continued from Page 120 in S.F.

504 Help Wanted Office-Clerical

FRONT DESK SECRETARY

Farmington Hills based advertising company, word processing skills preferred, non-smoker, good telephone skills, benefits salary $15,000.

Call
Barry Harrison

CABLE MEDIA CORPORATION
661-5530

GENERAL CLERICAL
A full time permanent office position is waiting for you! Come to work in a pleasant, friendly, non smoking office! Learn more about taxes & computers! This upbeat & diverse job includes telephone & clerical responsibilities with light typing. A competitive wage is offered along with medical & life insurance, paid holidays, vacation & a profit sharing plan. Apply at: 32900 Capitol, off Farmington Rd., Livonia. No phone calls.

GENERAL OFFICE Clerk, Farmington Hills automotive, 40 plus work, plus data entry, $1125-$1200/mo. Call Denise at Uniforce 357-0648

GENERAL OFFICE WORKER for Birmingham area restaurant. Are you flexible enough to work some evenings and some Saturdays when necessary? Bookkeeping, computer knowledge, typing skills helpful. Full time or part time acceptable. Call Bernice at 258-5555.

HOMEMAKERS
W. Suburban firm looking for homemakers with rusty skills interested in re-entering the work force. Join us in our pleasant office environment for a position in inventory control. Willing to train a motivated candidate. Send resume listing any previous work experience and company requirements to: Dept. 1175, P. O. Box 3914 Redford Mi. 48239

INSURANCE OFFICE Staff member, full or part time, non-smoker, will train. Perfect for re-entering work force. 643-6251

INSURANCE AGENCY in Redford needs Personal Lines person with 2 or more years experience. Excellent benefits. Call Judy, 255-8350

INSURANCE AGENCY in Farmington Hills. Personal lines, full or part time experienced CSR, fringe benefits including retirement. 851-7793

INSURANCE AGENCY
Needs dependable person with cheerful voice and personality to answer phones, general office duties, typing and some computer data entry. Non smoker only. Mail resume to: Jim Barone Insurance Agency, 31281 Schoolcraft Road, Livonia, MI. 48150.

INSURANCE Commercial lines Customer Service Representive. Minimum 3 yrs. exp. Send resume to: Box 374 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Insurance
PERSONAL LINE CUSTOMER SERVICE ASSISTANT
Career Opportunity for a highly motivated self-starter in a non-smoking office. Typing skills required. If you are a committed hard worker and can perform numerous job functions please call Pat Pavlatich 357-4626

INSURANCE SECRETARY
Minimum 2 yrs. experience. Work for 1 agent. Must know all aspects of life & disability processing. Word processing & Lotus 1,2,3 a big plus. Salary commensurate with experience. Call Pam. 644-2070

LEGAL ASSISTANT position available. Must have minimum 2 yrs. plaintiff personal injury experience. Send resume to Patti Tomal, Bloom & Ravenhurst, 30040 W. 7 Mile, Livonia, MI 48152

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE Agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

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

LEGAL SECRETARY - For small Southfield firm. Proficient with Word Perfect. Salary commensurate with experience. Mary, 827-4100

LEGAL SECRETARY - Full time for Bloomfield Hills law office. Word processing required, litigation experience preferred. 258-9610

LEGAL SECRETARY with 1-3 yrs. experienced, for Bloomfield Hills law firm. Word processing experience necessary. Phone Denise 858-2443

LEGAL SECRETARY
part-time for Troy law firm, 1-5pm daily. 1 year experience. Call 649-1330

LEGAL SECRETARY
For general practice in the Troy-Rochester area. Flexible hours. Call Contact Jerry 852-2111

LEGAL SECRETARY for Southfield personal injury law firm. Experience required, knowledge of WordPerfect preferred. 353-7818

LEGAL SECRETARY
Experienced for Sole Practitioner, Farmington Hills. Salary commensurate with ability. 737-7170

LEGAL SECRETARY
for Troy insurance defense law firm. Must have 2 years legal experience and word processing. Contact Office Manager 649-1330

504 Help Wanted Office-Clerical

NEEDED IMMEDIATELY
TYPISTS
If you can type 45-55wpm call today for an appointment.
FOSTER-DAVIS
Temporary Personnel, Inc.
559-2700

OFFICE ASSISTANT - growing real estate office in Farmington Hills needs responsible person who is detailed oriented with good phone skills. Word Perfect 50 experience & feels comfortable with computers. full or part time. 855-8678

OFFICE MANAGER
Must have knowledge in word processing, preferably Word Perfect, payroll and taxes. Non smokers, Berkley area.
ORDER ENTRY (Entry Level)
Building products distributorship needs experienced computer data order entry person. Must be detail oriented and possess good math skills. Salary commensurate with experience. Excellent benefit package. Please send resume to:
Pella Window & Door Company
20000 Rotunda Drive
W. Bloomfield, Mi., 48322
Attn: Personnel
An Equal Opportunity Employer

PART TIME EXECUTIVE SECRETARY for Manufacturer's Representative. Office experience necessary. Write P.O. Box 962, Bloomfield Hills, Mi., 48303-0962

PAYABLE/PAYROLL
National property management company needs person data entry experience to process invoices, distribute and pay payroll. Prefer working know how with either Skyline or Jobs systems. Non-smoking office. Send resume with salary history to: Controller, The Heymar Co., 26588 Northwestern, Suite 300, Southfield, MI. 48034

PAYROLL/PERSONNEL DEPARTMENT HEAD
Rochester Hills based multi-branched computer dealer has detailed minded candidate to head the payroll department. Some typing required. Applicant must be experienced in computerized payroll and all Federal, State & Local filing requirements as they relate to payroll. Qualified applicants may apply by contacting Lou Poulos between 8 & 11 a.m. at 853-1837

PENSION ADMINISTRATOR
Pension & profit sharing, sales & administration computer sales, pension plan administrator with at least 1 yr of experience. Small pleasant suburban office. Salary & benefits negotiable. Send resume to Experts Administrators, 28105 Orchard Lake Rd., Ste 210, Farmington Hills, MI 48018

PERSONNEL coordinator, for expanding temporary help franchise. 2 years experience, write Temp Help, Box #403, Birmingham, MI. 48012

PERSONNEL REPORTERS. Southfield firm seeks part time persons to prepare pre-employment personnel reports. Personnel experience preferred, not necessary. Good verbal and writing skills needed. Call Harry or Elinor 9am - 3pm daily:
351-8841 351-8884
An Equal Opportunity Employer

PRODUCTION DATA ENTRY Clerk: Monday, Tuesday, Wednesday 8 a.m. 8 to 4:30, Tues thru Fri, 8 till noon. Farmington Hills area. 622-1100

PURCHASING CLERK
Immediate opening for a full time entry-level position. Duties include: secretarial skills. Full benefits, non-smoker. Please send resume in confidence to:
Federal APD
24700 Capitol Avenue Ct.
Farmington Hills, MI 48331
Attn: Joann
An Equal Opportunity Employer

MORE THAN A RECEPTIONIST
Growing Southfield corporation has responsible position including handling phones, write letters, type and a variety of office duties. Good typing skills. Pleasant office area. $14,000 - $16000 plus A-1 benefits & many extras. Call Connie 478-6200

MERCHANDISE PRODUCTION Coordinator in Farmington Hills looking for friendly, outgoing personality to greet our customers. This responsible job position is the heartbeat of our operation. Hourly plus benefits. Call Karen. 471-2241

RECEPTIONIST & SECRETARY wanted for Southfield. Some typing experience necessary. Ask for Cindy. 946-9310

RECEPTIONIST/TYPIST
Organized business oriented person (Perfect 5 phone answering) typing experience required for busy group & incentive travel company. 35 hour week. Benefits. Please send resume to: 30100 Telegraph Rd. Ste 475, Bloomfield Hills, MI 48025

RECEPTIONIST & Medical Technician for a Pediatricians office in Westland. 326-6900

RECEPTIONIST/SECRETARY
Non-smoking CPA office seeks self-motivated, experienced secretary for full-time position. Your good telephone techniques, accurate typing skills, and knowledge of computers are a plus. Send resume and compensation requirements to:
Personnel Manager
30100 Telegraph, Suite 337
Birmingham, MI 48010

RECEPTIONIST
Retail office seeking an energetic & personable full time receptionist with the opportunity for advancement. Filing & light typing is required along with a good phone manner & excellent work habits. Join a team of professionals & benefits that are the fast growing communications field. Submit your resume to:
MOBILTRONICS, INC.
Attention: Office Manager
31075 John R
Madison Heights, MI 48071
An Equal Opportunity Employer

RECEPTIONIST
Progressive Insurance Co. in Southfield is seeking an individual who enjoys working with the public and has the ability to deal effectively with people. Minimum 1 yr. exp. in a high volume receptionist or directly related experience. Typing skills presently at 35 wpm are required. Excellent working conditions. We offer a comprehensive benefits package. Send your resume or apply. Mon. thru Fri., 10-4pm
Cuna Mutual Insurance Group
Legislative Insurance Co.
15000 Providence Pkwy.
Southfield MI 48075

504 Help Wanted Office-Clerical

RECEPTIONIST: Full-time needed for Sales Office of Canton production Co. Please call Barb for an appointment at 397-5015

RECEPTIONIST/SECRETARY
Plymouth Real Estate office needs part time help. Evenings & weekends. Call Mary at: 459-4401

RECEPTIONIST
for Bloomfield Hills architectural firm, general office responsibilities. Call Luber/Tringali Assoc. 647-7499

RECEPTIONIST
4-17 hrs/wk. Chiropractic office. Must be people oriented. Some typing. Hour of Detroit or Union Lake. 348-7530 or 835-6080

RECEPTIONIST - Mature, responsible individual for reception and light clerical duties for law office. Typing 50wpm, excellent benefits. Call Mon-Wed, 9am-12 noon 642-7733

RECEPTIONIST for Northville Insurance Agency. General office duties. Typing & computer experience, good communication skills. Send resume to: CES, 600 Griswold, Northville, MI 48167

RECEPTIONIST
High tech company in Livonia seeking full-time receptionist to handle fast paced front desk reception area. Duties include answering all incoming calls on SL-1 switchboard, greeting visitors, typing/word processing, etc. Perfect candidate will have previous SL-1 or equivalent switchboard experience, great phone voice and personality, WordStar word processing experience and the ability to professionally handle the numerous communications needs of the company. Great pay and benefits for qualified candidate. For more information send resume or call:
DP Corporate Services, Inc.
11801 Farmington Rd
Livonia, MI 48150
Attn: Debbie Keer
261-8200

RECEPTIONIST/DATA
Processor, entry level.
Full time position. Flexible hours
Farmington Hills 478-9800

RECEPTIONIST - switchboard, typing, word processing, data processing. Southfield. $7.50/hr. Call Diane at Uniforce 646-8501

RECEPTIONIST - switchboard, type 50 plus, word processing. Work in counts payables. $1125/mo. Call Kristie at Uniforce 646-8500

RECEPTIONIST - General office duties. 30 hrs. per week, Mon. thru Fri. Livonia area. Salary commensurate with experience. 478-8960

RECEPTIONIST
Full time for fast paced office answering phones, dealing with public. Benefits offered. Contact Ms. Schmidt at 532-5959

RECEPTIONIST/TYPIST
Busy Southfield office has a strong energetic person with good communications skills Mon.- Fri. 9-5. Ask for Pat or Barbara 557-4700

RECEPTIONIST-Full time. Word processing and medical records experience. Able to work varied hrs. Mental health facility, Bloomfield Hills area. 646-3500

RECEPTIONIST for Southfield publisher, unflappable detailed person. Good typing, spelling, grammar, numerical skills, computer skills a plus. Call weekdays 357-5300

RECEPTIONIST NEEDED for small service office. Good phone voice required. Light typing, filing, pricing and stocking parts. Apply in person: Brennemen Bldg. 12763 Stark Rd., Livonia

RECEPTIONIST - permanent 2 days per week. Individual with excellent phone personality & typing 5 wpm for architectural firm. Send resume to: Victor Saroki, 104 W Maple Rd. Birmingham, MI. 48009

RECEPTIONIST/SECRETARY
Outgoing individual needed for fast paced office. Strong secretarial skills desired. Salary range $15-18,000. Send resume to: BCM, 255 S. Adams, Suite 200, Birmingham, MI 48009 Attention Sue Ann

RETAIL PARTY supply store, needs full time help. If you are a team player call Ann for Part or Full time 357-8700

RECEPTIONIST/SECRETARIAL position with good organizational skills, word processing & Lotus experience necessary, salary commensurate with experience, please send resume to box #360, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Busy Farmington Hills office looking for dynamic & personable individual to handle incoming calls & greet customers in a courteous, professional manner. Duties include filing, some data entry & general office functions. If you are a team player with a front desk personality please send resume and salary requirements to: Box 368, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECORDS CLERK
Downtown Birmingham firm, needs a clerk to work in their records department. 30 wpm typing & ability to handle detailed assignments required. Will train on Wang equipment. Must be dependable & have good communication skills. Send resume & salary requirements to: Box #342, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST POSITION - For insurance office in Farmington to answer multi-line phone system and perform various clerical duties. Good typing skills required. $3.50 per hr. w/benefits. 473-2474

RECEPTIONIST/
SWITCHBOARD OPERATOR
Fast paced Southfield Company desires Receptionist with superior phone manner and a pleasant front desk appearance for a busy switchboard. Position requires varied hours. Send resume to: P. O. Box 300, Southfield, MI. 48037

RECEPTIONIST/SECRETARY
WordPerfect skills required.
Min. 3 years. Entry experience a plus but not necessary.
Call or send resume to:
St. Clair Inc.
37440 Hills Tech Dr.
Farmington Hills, MI. 48331
553-2474

RECEPTIONIST - Birmingham insurance agency. Typing 50 wpm, applicant must be professional & friendly in dress, manner & speech. Typing & basic office skills required. Excellent benefits. Please call Lori for interview. 540-2500

REGIONAL CHURCH OFFICE in Redford area taking applications for bookkeeper and receptionist/secretary. Organizational and general office duties. Must be self-starter. Dictating equipment, word processing and computer experience. Non smoking office. Send resume to: Church Office, P.O. Box 19006, Detroit, MI 48219-0006 by June 7.

RN'S NEEDED
Dynamic pediatrics practice in Oakland County. A personal prepared childbirth experience is required. Pediatric background required. Contact Sakiko Southworth Association, 1 June 1, for an application. 758-4715

RUNNER/FILING CLERK
Full time position. Flexible to work in Birmingham law firm. Must have filing experience and own transportation. Good benefits
Contact Judy 646-6262

SALES SECRETARY
For active Farmington Hills computer company. An exciting career opportunity for a self-motivated, mature 3 years experience performing sales office duties. Word processing skills a must. Excellent salary and benefits. 553-9250

SALES SECRETARY/Administrative Assistant needed for medical equipment company. Must be experienced with word processing experience. Good telephone & math skills a must. Please send resume to: Box 322, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY
Entry level position for creative individual with good secretarial skills and ability to work well with others in a fast paced Southfield Company. Positive attitude and willingness to be a team play a must! Flexible hours including one evening a week and occasional Saturday. Send resume with salary expectations to: P.O. Box 300, Southfield, MI. 48037

JUNIOR SECRETARY
Pasquale Food Co.
Has an immediate opening with our worldwide headquarters in Southfield for an individual with good all around clerical skills. Typing 40wpm. Individual must be people oriented, have good typing, & speech & pleasant telephone manner. Excellent benefits package. Reply to:
JUNIOR SECRETARY
P.O. Box 300
SOUTHFIELD, MI. 48037

SECRETARIAL/ INSIDE SALES
Fortune 500 company is seeking inside sales person for expanding foreign sales office. Must have excellent customer communications skills, aggressive work attitude, and general math skills. Excellent opportunity with full corporate benefit. Send resume to:
Mr. D.G. Bannister
Dowman Metal Products Division
Cyclops Corporation
6015 Middlebelt Rd.
W. Bloomfield, MI 48329

SECRETERIES
We are seeking experienced secretaries for typing, filing and word processing skills. Prefer candidates with shorthand. Positions are with our company headquarters.

Call George Guza at 660-7180 for appointment or send resume to:

Kerco Realty & Development, LTD.
31731 Northwestern Hwy.
Troy, MI. 48084

SECRETARY - A computer consultant firm in Southfield is looking for an energetic and non-smoking secretary with minimum 2 years office & telephone experience. Knowledge of word processing & data processing. Send resume to: P.O. Box 1169, Birmingham, Mi. 48012 or call 642-6290.

SECRETARY - Advertising agency - Bloomfield Hills area. Word processing. Good opportunity to work in a great office - no time for a commute. Fast paced office needs secretary with good organizational skills experienced in WordPerfect. Dependable attitude and good benefit package. Send resume to Box 206, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SALES SECRETARY
Garden City firm needs mature sales secretary with minimum 1 yr. WordPerfect experience. D base helpful. Must have excellent organizational & phone skills. Detail oriented and able to work on own.
Ask for Laura 261-0062

SUBY ASSOCIATION office in Livonia seeking energetic person for typing, word processing, data input and phones. Flexibility needed for variety of interesting tasks 471-3966

SECRETARIAL
Part time, flexible hours, with previous experience (preferably legal and/or real estate) desired to join re-enter the work force, with good typing and general office skills, and familiar with word processing. Please send resume to:
Parker, 31874 Northwestern Hwy.
Farmington Hills, MI 48018.

SECRETARY (DEPARTMENT)
Great opportunity for an individual with a minimum of 2 years secretarial experience. Duties are diversified and challenging. Must be self-motivated person capable of working for more than 1 individual & having the ability to prioritize assignments. Typing 50 wpm. Word processing desirable. Excellent benefit package & pleasant work environment. Reply to:
DEPARTMENT SECRETARY
P.O. BOX 2052
SOUTHFIELD, MI 48037

SECRETARY, experienced, for insurance division of Southfield law firm. Must have WordPerfect computer experience. 948-1231

SECRETARY - Experienced in office procedures. 12noon-5PM. Car required. Adaptable. Self motivated. 639 Purdy, Birmingham. 540-9555

SECRETARY - for 1 person sales agency. Must be professional. Neat, have word processing experience (70wpm) & polished phone skills. Send resume to: D. Eisenberg, 34157 Aurby, Livonia, MI. 48150

SECRETARY
Full time position with Farmington Hills Construction Company. Experienced in computer software. Typing required. Minimum 55-60 wpm, shorthand a plus. Good benefits. Salary commensurate with knowledge & experience. Send resume & salary requirements to: Box #326, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
GENZLINGER ASSOCIATES INC.
A computer software house which develops, markets and supports computer software for sales force manufacturers is seeking an organized, career minded, dedicated individual to work in a professional smoke-free environment.

- 2 Years secretarial experience.
- Excellent typing skills.
- Thorough knowledge of WordPerfect.
- Ability to professionally interact with both Clients and Co-workers.
- Willingness to accept responsibility.
- Pleasant telephone manner.

Apply to:
GENZLINGER ASSOCIATES INC.
2 Northfield Plaza, Suite 215
Troy, MI. 48098 879-7073

SECRETARY needed for downtown Birmingham law firm. Must know WordPerfect, have minimum 2yrs. secretarial experience, typing and filing skills. Will train in legal Call Dawn 647-6968

SECRETARY

Insurance Company based in Southfield is seeking a secretary for its litigation department. Duties include office experience, excellent communication skills, and accurate typing. (45wpm). Knowledge of legal procedures and terminology desirable but not required. Send resume with salary requirements to: Personnel Secretary, P.O. Box 405, Southfield, Mich 48037-405

SECRETARY
Shorthand, PC knowledge, typing & clerical duties. Mail resume & salary to: Attention: Judith Grasko, Blue Water Vacations, 29410 Five Mile, 21455 Melrose, Southfield 48075.

SECRETARY - BUMMER
Starting July 2nd thru August. Suby Canton law firm. Full time. Typing, WordPerfect preferred. Will train phone experience. Send resume to: Livonia location, Reference Suby Canton Law Firm.
333 W Fort St., Su. 2010, Detroit, MI. 48226

SECRETARY NEEDED: For Bloomfield Hills Labor Law Firm. Must have excellent typing and shorthand skills. Competitive salary. Blue Cross and Dental benefits. Send resume to Eleanor Blue, 2050 N. Woodward, Suite 350, Bloomfield Hills, MI. 48013.

SECRETARY/OFFICE CLERK
Must have typing skills, be detail orientated, accurate filing, pleasant phone manners, some data entry skills and construction experience & knowledge helpful. Word processing required. Please send resume to: Box 294 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

MARKETING SECRETARY
Guardian Photo, a national wholesale photo processing company, has an opening on its Corporate Staff for a Marketing Secretary. In addition to normal secretarial duties for our Marketing Department, this individual is involved in Marketing Administration, certain special project functions and assistance in production of sales presentations.

To qualify, your secretarial skills should be top notch. You must possess the maturity to function in a pressured situation, and have the ability to handle several tasks at once. Previous experience in marketing or related discipline is definite plus.

We offer a competitive wage and an excellent benefit package. Please submit your resume including Salary History to:

Personnel Department
Guardian Photo, Inc.
43045 West Nine Mile Rd.
Northville, MI 48167

SECRETARY - Experienced, with WordPerfect - Lotus skills. Quality oriented work environment. 3 days/wk. First Center.
Attn: Kim
Call for appt 262-1400

SECRETARY
Full time for private rehab firm in Livonia area. Computer literate, dictation and good spelling a must. Call Carolyn 462-9422

SECRETARY
Light bookkeeping.
At least 2 years experience
634-0000

SECRETARY/OFFICE MANAGER
for Farmington CPA firm, experienced in Word Perfect & data entry, bookkeeping helpful. Send resume to 22917 Case, Farm. Mi. 48024

SECRETARY-Organized, detail oriented self starter. WordPerfect 5.0, dBase & Lotus preferred. Call Jeff 353-4500

SECRETARY - part-time. Experience necessary. $6 per hour. Apply in person: Livonia YMCA, 14255 Stark Rd.

SECRETARY/PART TIME
Mature, experienced individual for home improvement office. General office duties required. Call 421-3500

SECRETARY
Part time. For Insurance Office. Flexible hours. Garden City area. Call Randy. 425-5900

SECRETARY
Phone answering, typing orders & filing required. Full time.
New Center area. 872-6370

SECRETARY/RECEPTIONIST
With bookkeeping background. Full or part time. Apply in person: 30683 W. 8 Mile, Livonia.

SECRETARY RECEPTIONIST
Must have good phone skills, accounts payable and general clerical experience. Full time. Salary & benefits. Great growth potential. Call Mr. Fleischer 353-8882

SECRETARY/RECEPTIONIST
Candidates should be experienced, hardworking self starters & dependable. Word processing skills necessary. Full time days. Forward resume to: Secretary, 29410 Five Mile, Livonia, 48154

SECRETARY/RECEPTIONIST
for fast growing downtown Birmingham Real Estate office. Must have positive attitude, outgoing personality and typing skills. Salary based on experience. Send resume to: Box 4219, Auburn Hills, MI., 48057.

SECRETARY/RECEPTIONIST
Southfield commercial real estate firm seeks organized & experienced full time person with phone, Word-Perfect and light bookkeeping skills. (Non smoker). Salary & benefits negotiable. Please send resume to:
Mr. Salsea, 5000 Town Center, Suite 501, Southfield, MI 48075.

SECRETARY/RECEPTIONIST needed for a non smoking Southfield office. Must have WordPerfect 5.0, Lotus 1-2-3 & word processing. Candidate must be self motivated with good communications. Send resume with salary requirements to: Secretary, P.O. Box 405, Southfield, Mich 48037-405

SECRETARY
Local foundation seeking a self-motivated individual to work for professional staff. Must be able to organize, have excellent typing and communication skills, pleasant telephone manner, word processing (WordPerfect preferred) and phone experience. Send resume to: Livonia location, Reference Suby Canton Law Firm.
333 W Fort St., Su. 2010, Detroit, MI. 48226

SECRETARY NEEDED: For Bloomfield Hills Labor Law Firm. Must have excellent typing and shorthand skills. Competitive salary. Blue Cross and Dental benefits. Send resume to Eleanor Blue, 2050 N. Woodward, Suite 350, Bloomfield Hills, MI. 48013.

STAFF ACCOUNTANT
Full time position for 1 year public and/or private experience. Must have good accounting, typing and computer experience. Responsibilities include collections, A/R, reporting, design Lotus schedules, converting financial system, AP & G/L. Complimentary employee benefit package. Send resume to: Box 354 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY - PART-TIME
Permanent, 20+ hours. Good phone manner. Ability to tel in for vacation & sickness important. Good company. Southfield location. Great opportunity. Send resume to Box 358, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Real estate company seeks an entry level full time secretary (ideal opportunity for recent high school graduate). Typing & shorthand or speedwriting are required. Benefits include medical, dental, life, disability insurance & vacation. Please send resume & salary requirements to: Weatherford/Walker Developments, Inc., Dept. CC, P.O Box 2298, Farmington Hills, MI 48333

SECRETARY RETAIL SALES
Sharp retail sales secretary wanted for our Farmington Hills office! Dynamic, progressive firm looking for a special individual who can work in a fast paced environment, maintain a sunny disposition, who is detail oriented & has some office experience. Good typing a must! Shorthand skills are desirable. This full time position is an excellent opportunity for the team player who enjoys helping others. Submit your resume to the attention of:
MOBILTRONICS INC
Attention: Office Manager
31075 John R
Madison Heights, MI 48071

SWITCHBOARD/RECEPTIONIST
Westside engineering firm is seeking a receptionist to handle phones, typing, filing & mail. Computer & word processing ability preferred. We offer a competitive starting salary and excellent benefit package. Please send resume & salary history to Box 318 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TELEMARKETING
Overachievers needed. Bring your confidence and energy level work for us $5 per hour plus bonuses for phone work. Farmington Hills. Call for appointment 478-0097

TELEPHONE OPERATOR
Excellent opportunity for train Southfield area. Day, evening or midnight shift. 557-5956

TELEPHONE RECEPTIONIST/Secretary Rochester Hills area. Pleasant phone manner, typing skills. Blue Ribbon concern in Farmington Hills area. Pleasant office environment. No weekends or evenings. Send resume with cover letter to: Box 294, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TELEPHONE RECEPTIONIST
for Southfield office. Light typing skills. General clerical. Livonia Area. Full time position 471-3500

TYPING, FIGURE WORK,
Public Relations
Part time and full time.
Call George or Tanna 538-2100

TYPIST - Full time/part time. Small Farmington law firm, will train. Apply: Secretary, 29410 Five Mile, Livonia. For appointment call 471-4030

TYPIST/RECEPTIONIST
Computer knowledge helpful.
Send resume. Dept. 3, Wang St.
Plymouth, MI. 48170

TYPISTS - Xerox Memory, 50 wpm. Romulus, full & part time, $5-$6/hr. Call Duane at Uniforce 357-0037

WORD PROCESSING secretary - Southfield area property management. WordPerfect 5.0, Office Writer, Lotus. Will train in 1400-6157/mo. Call Ann at Uniforce 357-0026

WORD PROCESSOR
Assignments in Wayne & Oakland County. Will cross train if qualified - excellent pay.
ETD Temporary Service 425-8226
An Equal Opportunity Employer

WORD PROCESSOR
Rochester Hills engineering firm has a position available in the Word Processing Department. Applicant must be at ability 5-10 years experience in a similar situation. Position will be multi-talented with fast paced environment. Qualified candidates must type a minimum of 65 wpm. & have excellent grammer & communication skills. For an interview call 852-3100
An Equal Opportunity Employer

WORD PROCESSOR
Full time production position available for a fast paced, detail oriented, career oriented individual interested in growing with a large fast paced successful organization. Candidates should possess accurate typing skills of 65+ words per minute, organizational skills, medical terminology an asset. We provide a competitive salary and a complete employee benefit package. Send resume to:
Cathy Wilson, 26211 Central Park Blvd., Suite 500, Southfield, MI 48075. No phone call please.
An Equal Opportunity Employer

504 Help Wanted Food-Beverage

WANTED: SMILING FACES
To work as
HOSTS - SERVERS & COOKS
at our 12 Mile & Southfield location. Above average wages, good working conditions and we are willing to work with you so that our schedule meets your needs. Please apply in person from 2-5 p.m. Monday thru Friday.
Olga's Kitchen
Olga's Kitchen

WIN DINNER FOR TWO at
Jacques Demers®

Send your name and address, including your zip code, on a postcard addressed to:
JACQUES DEMERS
OBSERVER & ECCENTRIC NEWSPAPERS
36251 Schoolcraft Road
Livonia, MI 48150

We'll impartially draw names for winners from your entries. Watch your hometown newspaper Classified sections where we will print the winners' names. If you find your name among the classified advertisements, call 591-2300, ext. 404, and claim your prize. Winners will appear on Thursdays For This Contest. One entry per family please.

Quality Dining Comes from Quality Leadership

I demand quality... you should expect it. And, that's what you'll find at my restaurant.
We have developed a wide-ranging menu guaranteed to satisfy and delight. At Jacques Demers you know the "score". Quality dining is our only "goal".

Jacques Demers RESTAURANT & LOUNGE

IN THE EMBASSY SUITE HOTEL SOUTHFIELD
28100 Franklin Rd. (corner of Franklin & I-696)
Call (313) 355-8000
Inter Open Tomorrow, Sept. 21, 1990 • 9 A.M.