504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY

Southfield service company seeks bright, hard-working individual to assist president. Duties will be diversified and challenging. Excellent secretarial skills required. Qualified candidates must be willing to work flexible hours, be self motivated, and organized with attention to details. Send resume to: Executive Secretary, P.O. Box 300, Southfield, MI. 48037.

EXECUTIVE SECRETARY

Unique opportunity for well organized non-smoking self-starter with computer typing, communications, and computation skills. Must possess ability to work well with staff & institute members. Responsibilities include executive and secretarial duties for Chief Executive Officer, Administration of Awards/Honors Programs and supervisory experience. Must be able to travel twice yearly to conventions. Working knowledge of windows and assisting with registration, etc. Accuracy and thoroughness are paramount necessities, as is the ability to work independently, independently and unsupervised within deadlines. College degree preferred but not required. PC and shorthand skills preferable. Excellent salary and benefits. North-west Detroit. Send resume and salary requirements to: American Concrete Institute, Personnel Department, P. O. Box 19348, Detroit, MI 48219-0150

EXECUTIVE secretary to hovi electronics in Farmington Hills. To $25,000/yr. Call Lynn at Unitforce 473-2931

EXPERIENCED SECRETARY Must have Macintosh computer experience & Knowledge Word, Works & Page Maker. Creativity and desire to learn a plus. Send resume and salary requirements to:

MARS ADVERTISING
24209 Northwestern Hwy., Southfield, MI. 48075 Attn Becky.

FARMINGTON HILLS dealer needs experienced Full time/Part time receptionist. Call 9am-4pm, Mon.-Fri. for interview 471-0044

FARMINGTON HILLS computer distributor is looking for an experienced sales secretary with min. 3-5 yrs sales office experience. Must be able to handle multiple job functions with very little supervision. Excellent opportunity. Excellent salary & benefits. Please call Linda at 553-9250

Entry level file clerk needed immediately. Experience helpful but willing to train. Must live in Southfield location. Benefits package included. Call Donna at 827-4300

FILE CLERK (s)

Full-time and temporary positions. Southfield area. Forward resume for consideration. (NO PHONE CALLS PLEASE)

HORIZON Health Systems

Human Resources - FC
28100 American Dr.
P.O. Box 5153
Southfield, MI. 48086-5153
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

FULL SERVICE BOOKKEEPER for Auto Liver Firm. Desire individual with experience in manual payroll system bookkeeping. 20-25 hours per week. Pleasant working conditions. Call Diane at 649-1100

GENERAL OFFICE
Full time entry level position in our Farmington Hills location. Filing, data entry, and good organizational skills required. Good attendance and willingness to work are a must. Non-smoker. Call 489-0537

GENERAL OFFICE - Hours 7-4, good math & 10 key calculator skills needed. 2 yrs experience preferred. Must enjoy telephone customer service, work in busy office. Full time long term employment. Please send resume to: Shirley Wright, 19100 W. 8 Mile, Southfield, MI. 48075

GENERAL OFFICE PART TIME
Positions open for detailed persons with good clerical skills. Interesting & diversified duties. National firm in Southfield. Call 353-0300
An Equal Opportunity Employer

GENERAL OFFICE CLERK
Full time. Knowledge of WordPerfect 5.0 helpful. Apply between 8 & 9am & 6:30 & 7:30pm, Mon.-Fri. at Liberty Corporate, 29777 Telegraph, Suite 2631, Southfield

General Office Clerks
Full Time Temporary Opportunities (Afternoons & Evenings) Work Hours! Highland Superstores has full time, temporary opportunities for individuals at our corporate office in Plymouth. We are currently seeking individuals with general office background.

We offer an excellent opportunity to work in a dynamic, fast paced environment. We also offer a generous employee discount plan. Please send resume or apply in person to
HIGHLAND SUPERSTORES
Corporate Human Resources-T
909 N. Sheldon
Plymouth, MI 48170
An Equal Opportunity Employer

JOBS WITH BENEFITS
Administrative Assistant, to $18,000
File Processor $13,000
Double Oakland County residents call SET 354-9187

LAW FIRM located in Troy desires a part time bookkeeper. Flexible hrs. $7.50/hr. Respond to: Nemes Allen & Co., 30200 Telegraph rd. Suite 165, Birmingham, MI 48010

LEASING CONSULTANT
Full time needed for suburban apartment complex. Must have people skills and typing ability. Leasing experience not necessary. For information call 624-9445 or 624-9449.

busy Farmington Hills litigation firm seeks top-notch Legal Secretary with minimum of 3 years exp. preference. Excellent growth potential. Salary negotiable. Liz 737-4747

LEGAL SECRETARIES
Southfield Area 362-3430
or 961-8580

LEGAL SECRETARY
3 yrs. experience. Permanent position. 10-20 hrs. per wk. 559-6100

LEGAL SECRETARY
With 1-3 years experience wanted for Bloomfield Hills law firm. Word processing experience necessary. Phone Denise at 858-2440

LEGAL SECRETARY
Defense litigation office of a major insurance company is seeking qualified applicants. Preferred candidates will have a minimum of 2-3 years related experience, including 1 year legal experience at the paralegal level. Strong typing skills essential. Word processing skills a plus.

CITIZENS INSURANCE COMPANY OF AMERICA offers an excellent flexible benefit package including dental, profit sharing and education reimbursement. Salary commensurate with experience.

For confidential consideration, send resume and salary requirements to:

CITIZENS INSURANCE COMPANY OF AMERICA
Attn: Managing Attorney
17187 N. Laurel Park Dr.
Suite 363
Livonia, MI 48152
Equal Opportunity Employer M/F

LEGAL SECRETARY - Trainee for non smoking law firm in Troy. Must have 1 to 2 yrs experience, computer skills necessary, high school graduate with high academic credentials. Call Barb 641-7800

LEGAL SECRETARY for Troy law firm. Word processing & shorthand required. 1-2 yrs experience. Legal background preferred. Non-smoker. Salary commensurate.
Secretarial Committee, P.O. Box 99484, Troy, MI 48084-3328

LEGAL SECRETARY - 24 hrs per week, personal injury, workers compensation practice for Southfield attorney. WordPerfect 5.0, experienced only. Call 354-0838

LEGAL SECRETARY - Law firm seeking mature, responsible secretary 2 days per week. Word Processing, dictaphone & telephone experience a must. Sue 647-4230

LEGAL SECRETARY
A small Southfield Law Firm. Minimum 1-2 yrs. legal experience in general practice & PI. Word Perfect 5.0 preferred, with great telephone skills. 353-3850

LEGAL SECRETARY - Must know Microsoft Word and Apple Macintosh. $12.50 per hour plus benefits. Legal experience required. 100 wpm typing, excellent grammar, familiar with State & Federal Court.
Town Center, Southfield 355-3885

504 Help Wanted Office-Clerical

Full time, Monday - Friday. Light typing. Non-smoking female preferred. Call Office Manager 649-1330

PERSONAL BOOKKEEPER - Executive home office. 20 hrs. / wk. 2-3 days a month. Must live in Troy area. Call Sandy 8-6 Mon.-Fri. 680-9950

PERSONNEL OFFICE CLERK - Part time, 2 days a week. Entry level, will train. Applications accepted Mon.-Fri., 10am-2pm
Bartz Health Care of Ypsilanti
28 E. Forest Avenue
Ypsilanti, MI. 48198

PROPERTY MANAGER-Experienced Property manager for top people skills. Knowledge of accounting and maintenance. Send company and salary requirements to: PRAA, 990 E. South Blvd., Troy, MI 48098

PROPERTY REVIEWER
Part time permanent clerical position open to review property records. Basic math & clerical skills required. Hrs. 8am-10:30am, Mon-Fri. Pay $5.25/hr.
An Equal Opportunity Employer

PURCHASING CLERK. Southfield wholesale distributor seeks ambitious self-starter. Some purchasing experience required. Computer usage helpful. Excellent benefits. Salary commensurate. Duties include but are not limited to processing & distribution of incoming/outgoing mail, general typing, paper inventory, receiving & blocking deliveries, light maintenance of office machines, etc. Full time. Mon. thru Fri. Old Redford area. Excellent benefits. If you are reliable & energetic, please contact Marylou 532-2600 ext 234

OFFICE ASSISTANT FULL TIME Southfield location. Entry level position. Must have previous office experience, good math aptitude and 10 key calculator skills necessary. Responsibilities include switchboard & various clerical duties. Call before 11:00am 352-2179

OFFICE ASSISTANT, full or part time, Farmington Hills insurance agency. School hours possible. Life & medical insurance experience helpful. Send resume to P.O. Box 3379, Farmington Hills, MI 48333

OFFICE CLERICAL DUTIES
Top organizational skills, some Steven Spielberg Experience helpfully. Pay commensurate with ability.
Wilson area. Call 347-1230

OFFICE CLERK
Part Time
A research services division of Control Data Corporation is seeking an individual to perform a wide array of clerical duties. You will work 20 hours per week, Monday thru Friday. You must have previous office experience, typing or data entry skills, a pleasant phone manner and good organizational skills. Send your resume or letter of interest to:

Branch Manager
P.O. Box #51036
Livonia, MI. 48150
an affirmative action employer

OFFICE - CUSTOMER SERVICE
Position for pointing company interesting work for an intelligent, non smoker. Must be organized, personable, Some office experience necessary. Beech Daly/7 Mile area.
255-3372

OFFICE HELP, experienced, part time evenings and weekends
Apply Lasky Furniture,
29055 Plymouth Road, Livonia, 48154 No phone calls please

OFFICE HELP
Typing, computer background, organizational skills and excellent communication and phone skills required. Tel Twelve area 645-6663

OFFICE HELP
Will train ambitious person for position in downtown Royal Oak office. Good typing & phone skills a must.
546-1553

OFFICE MANAGERS Assistant for our Redford location. Detail oriented. A pleasant phone voice. 50 words per minute typing, computer experience, 10 key calculator, knowledge of debits & credits. Good work attitude & attendance record. Office-related oriented work experience helpful. Apply at Robinson Furniture, 2050 E. 8 Mile at Dequindre. No calls please.

OFFICE PERSONNEL NEEDED IMMEDIATELY!!!
Great opportunity to put your clerical skills to work for
TOP PAY
TEMP MEDINSURANCE
CASH BONUSES
OVERTIME PAY
HOLIDAY PAY
We have long and short term assignments available now. Work where and when you want to. We are currently accepting applications for the following positions:
Word Processors
Legal/Medical Transcriptionists
Secretaries
Typists
Data Entry Operators
Receptionists
Switchboard Operators
Clerks
SNELLING TEMPORARIES
Livonia, 464-2100
Southfield, 352-1300

NEVER A FEE

OFFICE POSITION - full time for very busy Livonia office. General office background & pleasant phone manner necessary. Some typing required. Call 478-1503

OFFICE RECEPTIONIST
Plymouth company, dental experienced receptionist. This position requires good communication and office skills. Send resume to
Aldjack & Company, 377 Amelia, Plymouth, MI. 48170

OFFICE SECRETARY NEEDED
To perform daily functions for a local Livonia transportation company. Duties will include typing, computer input, filing & communicating with other office personal for afternoon shift. Previous office experience required. Call for interview appointment after 2pm 464-0121
An Equal Opportunity Employer

OPTOMETRIC receptionist/assistant, full time, Walled Lake area 624-1707

504 Help Wanted Office-Clerical

OFFICE ADMINISTRATOR-Troy distributor is seeking office administrator. Successful candidate will have recent experience: including credit and collections, payroll preparation and insurance administration. You will manage and prioritize responsibilities and accounts payable, activity sales and customer relations. If you possess the background and are looking for a change, please send your resume to: Helen Homes, Forberg Scientific Inc., 2719 Industrial Row, Troy, MI 48084.

OFFICE ASSISTANT - Experienced, good organizational abilities, detail oriented, typing, telephone, filing, light bookkeeping. 24-30 hrs. per week. Troy/Birmingham area. Please send resume to: Box 542 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ORDER ENTRY/FOLLOW UP
Fast paced environment. Please send resume to: Box 538 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LARGE CORPORATION seeking commercial paralegal with minimum experience of 2 yrs. Degree/education preferred. Forward resume to PO Box 5121, 12th Floor, Southfield, MI 48076 Attn: Cathy Grube

PART-TIME file clerks, expanding Farmington office, approx. 15 to 20 hour. Call Lisa at Unitforce 473-2934

PART TIME RECEPTIONIST
For Troy law firm. Hours 8:30-1, Monday thru Friday. Light typing. Non-smoking female preferred. Call Office Manager 649-1330

PERSONAL BOOKKEEPER - Executive home office. 20 hrs. / wk. 2-3 days a month. Must live in Troy area. Call Sandy 8-6 Mon.-Fri. 680-9950

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Bartz Health Care of Ypsilanti
28 E. Forest Avenue
Ypsilanti, MI. 48198

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OFFICE HELP, experienced, part time evenings and weekends
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OFFICE PERSONNEL NEEDED IMMEDIATELY!!!
Great opportunity to put your clerical skills to work for
TOP PAY
TEMP MEDINSURANCE
CASH BONUSES
OVERTIME PAY
HOLIDAY PAY
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Word Processors
Legal/Medical Transcriptionists
Secretaries
Typists
Data Entry Operators
Receptionists
Switchboard Operators
Clerks
SNELLING TEMPORARIES
Livonia, 464-2100
Southfield, 352-1300

NEVER A FEE

OFFICE POSITION - full time for very busy Livonia office. General office background & pleasant phone manner necessary. Some typing required. Call 478-1503

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An Equal Opportunity Employer

OPTOMETRIC receptionist/assistant, full time, Walled Lake area 624-1707

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
N.W. Detroit Manufacturing Co. has a need for an experienced switchboard operator. Should have previous phone experience as well as the ability to type, do accounts payable, and perform other clerical and general duties. Must be pleasant and have the ability to deal with people. Competitive Salary. Excellent Fringe Benefits. Please send resume with salary requirements to: Box 539 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Excellent opportunity. Growing company in I-275 corridor. Diverse workload, administrative, clerical responsibilities. Requires friendly poise and maturity and good office skills and experience. Computer skills helpful. Good salary. Many company paid benefits. Congenial environment. Please send resume in confidence to: Receptionist, Box 538 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Many positions open for receptionists, typists, data entry. Experience on must-line phones. Short, long and temporary to full time positions available in the Farmington/Southfield areas. Call today!

ENTECH SERVICES, INC.
737-1744
Receptionists, Switchboard Operators Needed
Kelly Services is currently looking for switchboard Operators, Receptionists, the Livonia, Plymouth and Canton areas. These are long term and short assignments, 6 months prior experience necessary. For more information, please call today!

Livonia - 1-96 Officentar 33133 Schoolcraft
Westland 326-5590
896 Wayne Road

KELLY Temporary Services
Equal Opportunity Employer M/F/H

RECEPTIONIST-TYPIST
Must be experienced with WordPerfect; software. Excellent working conditions. Salary commensurate. 548-6333

RECEPTIONIST - Busy real estate office $6 per hour. Drop off or mail resume to: 17121 Orchard Lake Rd., Suite 100, W. Bloomfield, MI 48322

RECEPTIONIST/full time. Bloomfield Hills real estate development builder. Mon.-Fri., 9am-5:30pm. $6.50/hr., full benefits
Call Jeanette 644-3460

RECEPTIONIST Needed, part-time hours 12-3. Duties include Distributive, filing & general office functions. Apply between 9-4 at 1717 Hamlin, Rochester Hills

RECEPTIONIST
Permanent part time, afternoons 1-5:30pm. Prestigious, Bloomfield/Birmingham law office. Excellent salary. Non-smoker. 644-2833

RECEPTIONIST/GENERAL OFFICE
Typing A 10 key skills needed. 3-5 days week, benefits. Starting rate $6/hr. Reply to:
The Controller
31800 W. 8 Mile Rd.
Farmington, MI 48336

RECEPTIONIST
Responsible for answering phones, light typing & other office duties. Salary and benefits commensurate. Please call Mr. Rock 522-9520, Motech Education Center, 35155 Industrial Rd. Livonia

RECEPTIONIST
Medium size company located in Livonia has an opening for an experienced receptionist. Some typing required. Good salary and benefits. Send resume to P.O. Box 598, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/CLERICAL For a growing Michigan Business Association in Southfield. Full time position. Well benefits. Word processing and good phone skills needed. Send resume of inquiry/resume with salary requirements to Box 606 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES ADMINISTRATION CLERK
Southfield wholesale distributor seeking individual with strong clerical and people skills. Extensive telephone contacts with national sales force, typing, computer data entry, filing, and general office administrative functions. Send resume including typing speed, computer experience and salary history to Personnel Dept., P.O. Box 5041, Southfield, MI 48086-5041

SALES ADMINISTRATIVE ASSISTANT PART-TIME
Balaeavite a subsidiary of a Fortune 400 consumer products manufacturer currently seeking a Sales Administrative Assistant for a part-time position in our Livonia, Michigan office. The qualified candidate will have outstanding clerical skills (word processing, microcomputer experience), a positive, problem-solving approach for dealing with customers, and the ability to work 20 hours a week and independently in this office. Specific responsibilities include: maintenance of regional customers' sales files and clerical support to the Regional Sales Manager.

Balaeavite offers a competitive compensation. Interested candidates should contact Bob at 313-422-7626, Monday thru Friday, between 8:30 AM. and 5 PM.

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

FAST PACED BIRMINGHAM LAW Firm needs Dictaphone Typist/Secretary. Good clerical skills required. Good pay with excellent benefits. Call Leslie 645-2440

PERSONNEL SECRETARY
for downtown financial firm. If you are looking for stability in a large company & type 60wpm net, this opportunity is for you. Excellent benefits include: up to $1000 tuition reimbursement per year & 3 weeks vacation your first year. Call Sheryl at Office Males 789-1720
No Fees or Contracts

FARMINGTON COMPANY seeking individual with word processing skills & shorthand a plus. Experience in customer service & management. Qualified candidate should contact 471-1400

504 Help Wanted Office-Clerical

RECEPTIONIST CLERICAL COLLEGE STUDENT
PART TIME - Livonia - perfect position for the local college student. Monday thru Thursday 9-9 P.M., Saturday 9-1 and Sunday 12-5. Looking for the bubbly personality - must have a pleasant voice. Permanent position - more hours in the summer. Call 421-5660 and ask for Susan.

The Prudential
Harry S. Wolfe, Realtors
32398 Five Mile

SALES SECRETARY
Busy Southfield distributor supplier located in Auburn Hills requires an experienced sales secretary to be an immediate vacancy. The successful candidate will be proficient in Word Perfect 5.0 & Micro Soft Excel software with a Macintosh Plus computer as well as other secretarial organization skills. This position requires a professional appearance and attitude.

If you are an experienced secretary, enjoy working independently as a secretary, and want to be that all important right hand to a busy president and sales director and staff of 3 sales engineers, we want to talk to you. We offer an extensive comprehensive company paid benefit package and competitive salary structure. Please send your resume including wage expectations or salary history to:

Automotive Products (USA) Inc.
1000 Kenrich
Auburn Hills, MI 48326-1754
Attention Personnel Department
NO PHONE CALLS PLEASE

SALES SECRETARY
A national wholesale distributor has an immediate opening for a sales secretary. Responsibilities included are typing, filing, and general office duties. Shorthand a plus! Experience with Lotus 1-2-3 and Word Perfect. First Choice are desired. Communication and organizational skills are a must. Please send resume with salary requirements to
SALES MANAGER PO BOX 33105
DETROIT MI 48232
E.O.E. M/F/H/V

FUNDRAISING SECRETARY full time at non-profit health agency located in Farmington Hills. Typing 60wpm, pleasant telephone manner. Knowledge of Diabetes is an asset, but not essential. Call American Diabetes Association, Southfield Call Cindy 552-0480

Secretarial

A California-based company, Rohin-Sinar is an industry leader in the industrial laser marketplace. Rohin-Sinar's continued expansion has created opportunities in our Midwest sales & service office.

Administrative Marketing Secretary

We are looking for a high energy, enthusiastic individual with a proactive approach to "getting the job done." Ideal candidate will possess a highly motivated marketing sales team. Ideal candidate will have multiple 10 jobs at one time, but also set priorities and be organized and detail oriented to ensure project deadlines are met.

Ideally you'll have 4 - years secretarial experience with excellent typing and organizational skills, along with strong attention to detail and follow-through. Shorthand/dictaphone a definite plus

Receptionist Typist

How often have you formed a lasting impression of a company by the way you were greeted? Very few people do, but Rohin-Sinar recognizes that first impressions are critical.

You'll greet visitors, handle those phone calls and perform other duties as assigned. You should have 2 - 3 years clerical experience and excellent typing skills. Permanent phone system experience ideal.

Rohin-Sinar offers an excellent salary and benefits package including a 401 (k) plan. Please send resume or stop by to complete an application. Rohin-Sinar, 43701 Mast Street, Plymouth MI 48170. We are an equal opportunity employer

ROFIN-SINAR

SECRETARIAL HELP needed for small busy engineering office. Successful candidate should be computer literate, energetic, well organized and capable of working on multiple projects. We offer excellent salary and benefits including profit sharing. For additional information please contact Kim Rosen 358-5445

SECRETARIAL POSITION full time in small sales office. Word processing computer experience (with Microsoft Word) a plus. Pleasant personality should be organized and self-motivated. Must have pleasant phone manner. Liberal fringe benefits.
Call Kathy 348-8038

SECRETARIAL POSITION - Holiday Inn, Auburn Hills seeking energetic, phone oriented individual to assist in our Sales Department. Great benefits and excellent growth potential. Call Kathy Briggs to arrange for interview 373-4550

SECRETARY BOOKKEEPER
For Psychology office
Mature experienced person 30 hrs. Computer experience a plus. 1-2 evenings. Call 545-8901

SECRETARY/CLERICAL for computer consulting firm in South-West Detroit. Must have construction office experience. Salary commensurate. Send resume to: Office MGR, 24405 Grand River, Southfield, MI 48021

SECRETARY - Entry level, pleasant phone voice, organized and quick learner. Call Kathy 559-6370

SECRETARY - experienced for busy manufacturer representatives office. Knowledge of typing clerical and people skills. Extensive telephone contacts with national sales force, typing, computer data entry, filing, and general office administrative functions. Send resume including typing speed, computer experience and salary history to Personnel Dept., P.O. Box 5041, Southfield, MI 48086-5041

Secretary
EXPERIENCED SECRETARY
Needed for fast paced Southfield Office. Applicant must be organized, possess good typing skills, pleasant telephone sales. Full time with benefits. Send resume & salary requirements to C. G. Clare, 33458 14 Mile Rd., #30 Farmington Hills, MI 48018

SECRETARY for small company. 60wpm, light bookkeeping, familiar with Wordperfect. Livonia area 422-6660

SECRETARY FULL TIME
Must be experienced in the medium size manufacturing firm. Must have computer knowledge and strong background in accounting. Excellent benefit package & salary. Please send resume to Box 2568, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd. Livonia, Michigan 48150

SECRETARY Full time. 50 to 60 wpm accuracy. Electronics and computer experience. Aggressive, Call ask for Charles Hart. 273-0682

SECRETARY Full-time. For small Farmington Hills Law Firm. Call between 8 and 5pm 851-7502

SECRETARY
HUMAN RESOURCES
Immediate opening for enthusiastic self-motivated individual for Human Resources Department

Duties include: switchboard, restock, board, maintenance of files, report preparations & other clerical functions. Lotus & WordPerfect a definite plus. Approximately 2-4 years related experience preferred. Competitive wage & benefit package provided. Send resume with salary requirements & history to:

Human Resources Department
Globe & Plastic Products
6300 Hughes Dr.
Sterling Heights, MI 48312
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARY/FLOATER
Guardian Industries a world leader in the glass industry is seeking experienced Secretary for its corporate headquarters. Solid secretarial and communication skills are required. Proficiency in WordPerfect preferred. Variety of duties, assignment position - more hours in the summer. Call 421-5660 and ask for Susan.

The Prudential
Harry S. Wolfe, Realtors
32398 Five Mile

SECRETARY
Mature, reliable Word Processor needed for fast paced Southfield Office. Applicant must be organized and Macintosh required. Minimum typing speed of 60 wpm. Must be able to work independently, assisting with little direction and function well under pressure. Long term hours (as required). Send resume to Word Processor, Box P.O. Box 300, Southfield, MI. 48037

WORD PROCESSOR- experience preferred, but will train. $22,000/year. Call Jane at Unitforce 473-2931

WORD PROCESSOR $10-13 hr. Part time 3:30-11pm Tues & Wed Bloomfield Hills law firm. Call Ruth EXPRESS PERSONNEL 645-8300

XEROX OPERATOR
Downtown Detroit law firm needs operator for our copy center. Must be able to work accurately in a fast paced environment. Office and copying experience a plus. Hours 10:30AM-7PM. Please send resume to Box 582 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

505 Help Wanted Food-Beverage

ACCOUNTING/ACCOUNTANTS
BAKERS SQUARE NOW HIRING
• COOKS TO $8/HR
• SERVERS TO $12/HR
• DISHWASHER TO $8/HR
• JANITOR TO $9/HR
• MANAGERS $23,000 +
Apply in person at
the following locations
Birmingham - 823 Bowers
Canton - 5946 Sheldon Rd.
Oak Park - 26560 Greenfield
Warren - 13607 14 Mile
ALL POSITIONS - ALL SHIFTS
Apply in person
Bob Evans Farms
134 No Center, Northville

ASSISTANT DAY COOK - Mon -Sat 24 hrs. Experienced, or will train. Good working conditions. Call Neal Please call Bridget or Frank 348-404 478-1536

BAKER Cake baking, decorating & pastry experience a must $10 - $12 hour. Call Metro Catering between 9am-5pm Mon-Fri 278-6400

BANQUET SUPERVISOR
Hourly wage. Must be available full time Friday, Saturday, Sunday. Apply in person Noon - 3 PM. Mon - Tues - Wed. Mayflower Hotel, 827 W. Ann Arbor Trail, Plymouth

BANQUET WAIT STAFF
Hourly wage. Full or part time. Must be available weekends and weeknights. No experience necessary - we train. Excellent hourly money for income makers. Apply Mayflower hotel, 827 W. Ann Arbor Trail, Plymouth. Ask for Joanne

BARHELP & KITCHEN HELP
Dishwasher full & part time
Kitchen help part time days
J R's Lounge 531-4780

BARTENDER - Days 30 - 35 hrs per week, Mon, Thru Fri. Knights of Columbus, Livonia Call 464-0500

BARTENDER
OCEAN GRILLE
Birmingham 646-7001

BARTENDERS & PIZZA MAKERS
Part time, evenings and weekends for Farmington Hills bowling center. No experience necessary. 626-2427

BIJOU RESTAURANT
Full time day salad position. Good pay. Earn after attention bonuses. Apply 30855 Southfield Rd. Southfield, MI 644-5522

BILL KNAPP'S
Family restaurant now hiring for the following full & part time positions
• GRILL COOKS
• DISHWASHERS
We offer excellent benefits, flexible schedules & will train. Apply in person between 2pm-4pm Mon thru Fri at 40900 Ann Arbor Rd., Plymouth EOE

BILL KNAPP'S
12 Mile & Orchard Lake Rd.
is currently looking for Quality kitchen personnel. Competitive starting salary for hard working and energetic people. Full and part time. We offer excellent wages, benefits and true means to those who qualify. EOE

BOB EVANS SOUTHFIELD
HIRING ALL POSITIONS
AM & PM Shifts
Full & Part Time
Apply 10 to Mile & Telegraph

BUS PERSON, Mayflower Hotel, Round Table Club in Plymouth, part time, excellent tips. 453-1521

BUS PERSONS DISHWASHERS
Part time eves. & weekends. No experience need apply. Apply Lotus 27235 Ford Rd., Dearborn Heights 562-1000

FINE DINING RESTAURANT
Day & Night Chefs Wanted
Experienced in Italian Cuisine
Apply Lexington Grille 22032 Plymouth Rd. Livonia Ask for Lucciano at 422-0777

CHI CHI'S of LIVONIA
Now hiring for
• SERVERS
• COCKTAIL SERVERS
• SERVICE ASSISTANTS
• KITCHEN HELP
• HOSTESSES
Flex time schedules - part time & full time. Apply Mon. thru Fri., between 2pm-4pm. 29330 Schoolcraft Middlebelt
An Equal Opportunity Employer

505 Help Wanted Food-Beverage

BUS PERSONS Neat, hardworking. No experience necessary
HOME SWEET HOME
43180 W. Nine Mile, Novi. 347-0095

BUS PERSONS needed for all days, $5 plus tips. Apply in person 2-4pm. The Ground Round, Farmington Hills, 30005 Orchard Lake Rd.

BUSBOY/BUSGIRL
Needed for day and night shifts. Responsible, mature attitude. Experience preferred. HOME SWEET HOME
43180 W. Nine Mile, Novi. 347-0095

BUS PERSONS needed for all days, $5 plus tips. Apply in person 2-4pm. The Ground Round, Farmington Hills, 30005 Orchard Lake Rd.

BUSSER - morning & afternoon Dishwasher, afternoon Mon. & Tues. Ford of Livonia. Please apply M.-Fri. thru Thurs. 2-4pm 37714 - Grand River

BUSSER
Part time evenings
Great tips
549-3098

EXECUTIVE CHEF
Exciting opportunity available for a hands-on working professional with minimum 2 years kitchen management experience and excellent references. Excellent salary. Send resume & salary history to: P.O. Box 47234 Detroit, MI 48247 EOE

COMING SOON
WONDERLAND BIG BOY
GRAND OPENING
immediate openings are available on the day & night shifts for all positions. Flexible hours & days to fit your schedule. Apply at Wonderland Big Boy
42114 Merriman
KITCHEN HELP - Lunch and part time 3 days a week. Will train.
Wonderland Restaurant 29411 Plymouth Rd. Livonia 261-1390

ARE YOU AN EXPERIENCED COOK? Want to earn a good wage? Apply Sabaroff's Restaurant, 14411 Telegraph at N. Old Mine Rd.

COOK - Experienced needed for Italian restaurant. Full time, future position. Offering competitive wages. Call Ed 645-5390

COOK - FULL TIME
Benefits, vacations, cooking. Ask for Mrs. Sevin 9-4 Mon.-Fri. 941-5130

COOK
Days & afternoons. Experienced only. Good working conditions. Golden Lantern 33311 Grand River Livonia

COOKS & DISHWASHERS
Full & part time. $7.10 to start. Full benefits, vacations, uniforms, free dinner meals. Apply in person
THE GROUND ROUND,
17050 S. Laurel Park
Livonia, Mi., 48154
An Equal Opportunity Employer

COOKS full time experienced. Breakfast & midnight shift. Excellent benefits & full time no exceptions. Apply Mr. Lee's Chinese Cuisine, Farmington, 35500 Grand River, Off Drake Rd.

COOKS & BRIEF COOKS
Excellent starting salary and benefits. Apply in person between 2 AM and PM shifts available. Apply at Smith Brothers Co., 7476 W. Maple Troy, corner of Coolidge

COOK
Wanted for days. Mon.-Fri. Experience needed. Located in Novi area. No experience necessary - we train. Excellent hourly money for income makers. Apply Mayflower hotel, 827 W. Ann Arbor Trail, Plymouth. Ask for Joanne

DISHWASHER/COOK wanted part time. Must have own transportation. Apply Lotus 27235 Ford Rd., Dearborn Heights 562-1000

DISHWASHERS/MAINTENANCE - Part time, days & part time weekends 474-8440

DISHWASHERS/MAINTENANCE - Part time, evenings and weekends. Apply in person between 3 & 6 Mon. thru Fri. Holiday Inn Express, Berkley Center, 10 Mile & Southfield Rd. Excellent pay & benefits. Ask for Lessie

EXPERIENCED GOURMET deli prep cook. Must have knowledge of customer service. Homemakers, retirees welcome. Brian 352-8156

EXPERIENCED DISHWASHER - Plymouth needs general kitchen help and packaging help. Up to 40 hrs. Call after 10am 455-3477

HOSTESS - New Hiring at Forest Lake Country Club. 401 Golf Course Drive, Northville. Call 348-3000 Telegraph, In-person Wed-Sun

HOLIDAY INN LIVONIA WEST - Now hiring for all positions. Flexible hours, cashiers, servers, busperson, front desk, & cleaners. 17123 Laurel Park Dr. North Livonia

HOLIDAY INN NORTHFIELD
Hiring
• AM WAIT STAFF •
• BANQUET SETUP •
Night wages. Part time & full time. Apply Holiday Inn 25105 Telegraph

INSIDE SALES REPRESENTATIVE
Part time, 20 hrs. Flexible hours. Pleasant working conditions. Benefits available. Call Mr. Ron 552-9411 Farmington Road Livonia 261-5373

RECRUITER
Will function as administrative assistant to Vice President. Must have high industry experience, strong personality, clerical skills. Full or part time. Call or send resume to: Sabrina Nelson, Harper Associates, 30777 Northwestern Highway, Farmington, MI 48334 932-1970

HOST / BUSGIRL
Great starting hourly wage. Good working conditions. Benefits available. Apply in person at 15233 Farmington Road, Livonia 261-5373

505 Help Wanted Food-Beverage

Max & Erma's
RESTAURANT • BAR & GATHERING PLACE
Opening Soon in BIRMINGHAM!
Max & Erma's, the exciting casual theme restaurant opening soon in Birmingham features eclectic decor and great food at moderate prices. If you've been looking for exciting full or part time work in a fun environment, come see us. Experience helpful but not necessary.
• Hostpersons • Fry Cooks
• Waitpersons • Broiler/Sauté
• Bartenders • Pantry
• Bussers • Dishwashers
• Grill Cooks • Prep Cooks
Apply in person at Max & Erma's in The Plaza of Birmingham
210 S. Woodward
Monday—Saturday • 9 a.m. - 6 p.m.

AFTERNOON RECEPTIONIST

A.O. Smith Automotive Products Company, a major supplier of automotive components to the "Big Three," is seeking a part-time, afternoon receptionist for our busy Farmington Hills