500 Help Wanted

OFF-SET PRESSMAN M/F
Experienced Operator for Heidelberg GTO & A.B. Dick presses. Excellent benefits. 348-5200

OIL EXPRESS now hiring for Assistant Manager position. Apply in person Wed. thru Thurs. at: 18915 Telegraph, S of Seven Mile.

PAINTER
Apartment community is seeking an individual to fill a full time position. Experience preferred. Apply in person Mon. - Fri., 8am-5pm. Country Ridge Apartments, 30545 Crest Forest, Farmington Hills

PAINTER, experienced, maintenance skills. 721-8111.

PARA LEGAL: Needed for Law Firm, located in Troy. Must have 110 yrs. experience in Probate. Academic Credentials. Call Barb, 641-7800

PART-TIME OPPORTUNITIES

Build Your Career With EDS
At EDS, our clients' support staff plays a vital role in the success of our dynamic computer and communications services company. If you have immediate, permanent, part time, third shift openings at our Livonia location for the following:

• EQUIPMENT OPERATORS
• ENCODING OPERATORS

ENTRY LEVEL POSITIONS available EDS offer competitive salaries based on prior experience along with career advancement opportunities. If you are interested in one of these positions, please send your resume today to: EDS, 12888 Deadline & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer
Minority/Female/Disabled/Handicapped/Vet

PHOTO FINISHING
We are an aggressive entrepreneurial company that has recently introduced a state-of-the-art technology in film processing. Our growth has created an immediate opportunity for an account representative who will be responsible for *customer support and training.* To qualify, you should 2 or more years experience in the photo finishing industry. Experience in operating lab equipment is a plus. Other retail experience is a plus. Please send resume to:
Print Technology, Inc.
25877 Trolley Industrial Dr.
Southfield, MI 48034

PLACEMENT SPECIALIST - part time, contracted service. We be responsible for recruitment, job development, placement & marketing. Bachelor degree in Social Work or requirements to Manager, Troy Human Resource Center, 2001 W Big Beaver Rd, Troy, MI 48098

POLICE OFFICER
Canton Township is accepting applications for Police Officer from candidates who possess at the following minimum requirements
Associates degree or related field
MLEOTC certification/academy graduation
Satisfactory completion of MLEOTC written and physical exam
Salary $23,923 - $34,618 per yr.
plus excellent fringe benefits
Apply at: Canton Township
Personnel Division
1150 S. Canton Center Rd
Canton, MI 48188

PRESS OPERATORS
Experienced progressive dies for medium sized stamping company. Located in NW Detroit. Send resume to Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PRINTING COMPANY
needs a full time, experienced Oddo or Harrada operator. Apply 13000 Hubbell, just S. of Fenkell, Detroit

PRINTING/COUNTER SALES
Experienced Sales Person, with management potential. Call Sarah Kolsky. For appointment: 348-5200

PROBATION PROJECTS OFFICER
35th District Court, B.S. or B.A. in Associates with work experience. Fundamentals of Substance Abuse Counseling. Familiar with Microsoft Personal computer and data collection. Work experience preferred. $22,000 plus excellent fringes. Equal Opportunity Employer. Send resume to: Susan Cowing, Director of Probation
Court Administrator
660 Plymouth Rd, Box 3050-C
Plymouth, MI 48170
Closing date 2/1/91

PROFESSIONAL Movers/Drivers 1 year experience required with professional moving company. Immediate openings 398-6087

PROGRAMMER/OPERATOR
Needed for a rapidly growing automotive supplier in Walled Lake. Requires experience with System 38 and RPG II Programming. Manufacturing background preferred. Salary range is $18-$22K annually. Excellent site, dental, and medical insurance upon 90 days. Send cover letter and resume to
Cheryl Coleman
PO Box 515
Walled Lake, MI 48390

REAL ESTATE SALES
$25,000 guaranteed! If you always wished to start a career in real estate, but feel you couldn't take a chance on a lower first year income, now is the time to get started. Call Mr. Barthuss at 261-0700 to find out about our guaranteed income program, and start immediately in a lower level of unlimited potential. Livonia-Redford

REAL ESTATE ONE

SALES CLERK
Part time, for educational supply store. Apply Fri., Dec. 28, Sat. Dec. 29, 11AM-3PM at
THE LEARNING CONNECTION
29130 Southfield Rd
Southfield Plaza

SOCIAL WORKER AIDE
Family & Neighborhood Services is looking for a full time or part time professional to join an interdisciplinary treatment team in providing community based skill building services to persons with mental illnesses. Prefer responsibilities organize & conduct programs of social rehabilitation, activities of daily living skills, leisure activity (training & community living skills. Complete and written documentation of client progress. Transport clients as assigned. Minimum requirements high school diploma, good writing skills, valid chauffeur's license, experience working with persons who have disabilities & eligibility for state social work tech license preferred. Excellent benefits. Send resume to: Family & Neighborhood Services, Human Resource Department 230, 26807 Michigan Avenue, Inkster, Mich 48141
An Equal Opportunity Employer

500 Help Wanted

RESIDENTIAL CAREWORKER - full time & part time positions working with closed head injured in a long term residential setting. Requires high school diploma. Prefer 2 years experience in human services. Competitive salary and benefits. Send reply to: Sylvia Gleason, 28105 Greenfield Rd., Suite 100 South, Southfield, MI 48076

SECURITY OFFICERS
NATIONWIDE SECURITY has unarmed positions available in the specialized areas of hospitals & industrial security. We offer starting salaries up to $7/hr. Company benefits & assignments close to home. Apply Mon.-Fri. 8:30am - 3:30pm at
23800 W. 10 Mile
Southfield - 353-5500
8750 Telegraph, Ste. 304
Internship Office Park
Taylor - 292-1280
29286 Van Dyke
Warren - 751-2014
2512 Carpenter Rd
Ann Arbor - 971-5858

REPS TO promote 900 numbers. Creative ideas. Earn 50-40% of profit. Work 20-40 hrs. Send resume to IPI, P.O.1441, Troy, MI 48099

SENIOR COMPANION
Needed for day and afternoon hours at Grand River Village of Farmington Hills. Excellent wage with good benefits. Pleasant working environment. Please apply at: Personnel, 36150 Grand River, between Halstead & Drake

SENIOR PROGRAM ANALYSTS
• Unisys 510/340, Cobol 74, DMS II
• MVS, CICS, VSAM, Datacom
PROGRAMMER ANALYSTS
• C, Unix, windows
• Cobol graphics, fortran, C, Unix
• Dec Vax/VMS, fortran & assembly
• IMS300, MPE, Image data, Cobol
663-6446

NATIONALLY Accredited Child Care Center seeks mature creative person for Teaching Assistant position. Preference given for experience and education. Call for details: 525-5787

TEACHER ASSISTANTS
Needed for Plymouth area preschool. Some experience or education is helpful. Part time hours.
Call 8:30am-4:30pm 459-9494

TELEMARKETING - Setting appointments for our sales people. Very high earnings working in an art gallery near you. Tom: 274-9199

TELEPHONE SALES
WILL TRAIN
Additional people to become best telemarketers in the business. Westland office. $6/hr. & up after training. Bonus & incentives. Call Today. Davis, 8am-4pm 721-0349

TEMPORARY & PERMANENT HELP needed to open our new Farmington Hills City on Grand River. 11 mile & Lasher. Call 476-1777 or 545-5390

TRAVEL AGENT - minimum 2 yrs experience corporate/leisure. Must be customer service oriented. Apply to trained preferred, contact Pam 636-8113

TROY/ROCHESTER AREA
Experienced cabinet installers/staining in condominiums. Call Carol at Real Estate One, 328-1300 or 852-6500

WAREHOUSE POSITIONS
Full time Southfield location. Must have previous Hi Lo driving and heavy lifting. Warehouse shape. Up to date excellent benefits. Send resume to Attention Mark, P.O. Box 5091, Southfield, MI 48086

$90 DOT/JOB/90 WORKING DAYS
Earn $6-$8 per hour. No evenings, weekends. Nation's largest home cleaners. Part/full time. Car necessary. 471-0930

502 Help Wanted Dental-Medical

QUALIFIED medical biller - flexible schedule. Suburban medical center. Up to $9/hr. Call Pat at
UNIFORCE 357-0641

CERTIFIED AIDES
For senior citizens home. Part time, all shifts with future full time positions possible. Call for appointment 352-1071

CLAIMS PROCESSOR

Amicare Services, Inc., a private duty home health care company sponsored by the Sisters of Mercy, has an opportunity available for a Claims Processor.

Responsibilities include processing on a weekly basis, performing quality assurance audits of all bills, collecting unpaid commercial insurance claims, and additional duties as necessary. To qualify, you need a high school diploma with a necessary. To qualify, you need a high school diploma with a minimum of 1-2 years billing experience in a medical setting.

We offer outstanding benefits and compensation. For immediate consideration, send your resume in confidence to

Human Resources Manager
Amicare
Services, Inc.
34663 Twelve Mile Rd.
Farmington Hills, MI 48331

An Equal Opportunity Employer

CLERICAL ASSISTANT
Fast paced dental office seeking a pleasant, highly motivated person for full time clerical assistant position. Must be mature, energetic and enthusiastic. This is a very people oriented organization. Computer and dental knowledge preferred. Salary commensurate with experience. Call Pat at 476-2326

DENTAL ASSISTANT
Needed for full time position in Plymouth office. Experience necessary. Must be mature, dependable and hardworking. Call 453-1190

DENTAL HYGIENIST
Part time. Walled Lake. Do you love relating to & helping people? Are you reliable, dependable & friendly? Do you enjoy experience & a sense of community with people? Our growing practice is searching for a talented hygienist dedicated to the prevention of dental disease. You will be taught phase controls, educate patients on gum disease & can as screening for cavity prevention. Call days 669-5720 or evenings 683-5525

DENTAL PATIENT COORDINATOR
Are you interested in being on the leading edge of Dentistry? The Center For Advanced Laser Dentistry is seeking an experienced Career oriented individual. Please call for this excellent position 569-5809

502 Help Wanted Dental-Medical

FULL TIME POSITION available for experienced Dental Assistant. Great benefits. Good advancement opportunity. Wayne/Westland area. Please contact Leslie: 728-1702

DENTAL ASSISTANT
West Dearborn. Experienced. Full or part time. 562-5610

DENTAL ASSISTANT/Receptionist: Experience preferred. 4 day week. Redford area. Caring, efficient, friendly office. Call, 937-2968 or 851-3789.

DENTAL ASSISTANT
General dental office in Livonia seeking Dental Assistant Mon.-Thurs. Must be experienced with an outgoing personality. Great benefits for the right person. 477-5821

DENTAL ASSISTANT - cheerful friendly person, full time. Experienced desirable but will train. Southfield area. 568-2364

DENTAL Assistant & Receptionist. Full & part time for pleasant office in Livonia. Good opportunity for responsible, motivated individuals. Experience preferred. 427-8581

DENTAL ASSISTANT
Unique career oriented individual who has definite goals in mind, needed for a progressive dental practice. Must meet qualifications, including 2 yrs. of dental experience, and be willing to expand your skills in dentistry. Benefits package including uniform allowance available to full time candidate. Ask for Jan. 722-5133

DENTAL HYGIENIST
Full or part time Starting Hesgits Office

DENTAL HYGIENIST
Family oriented. Friendly atmosphere. Garden City - Westland
861-2444

DENTAL HYGIENIST
We need a dedicated, caring person to join our practice in Berkley. 3 Saturdays/month. Call Today. 398-5545

DENTAL HYGIENIST
needed in the Ann Arbor area for Periodontal office. Part time. *Four Year Term available, salary negotiable.*

DENTAL HYGIENIST - We are a high quality group practice with the latest equipment & the latest dentistry techniques including Irrigation. Part time or full time w/benefits. Call Cathy, Kathy or Ann 261-9696

DENTAL/INSURANCE A computer position. Experienced only. Full time, benefits. Sterling Heights office 978-9440

DENTAL OFFICE Manager needed for Dearborn office (Fairlane). 11 mile & Lasher. Call 476-1777 or 545-5390

TRAVEL AGENT - minimum 2 yrs experience corporate/leisure. Must be customer service oriented. Apply to trained preferred, contact Pam 636-8113

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QUALIFIED medical biller - flexible schedule. Suburban medical center. Up to $9/hr. Call Pat at
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Amicare
Services, Inc.
34663 Twelve Mile Rd.
Farmington Hills, MI 48331

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Part time. Walled Lake. Do you love relating to & helping people? Are you reliable, dependable & friendly? Do you enjoy experience & a sense of community with people? Our growing practice is searching for a talented hygienist dedicated to the prevention of dental disease. You will be taught phase controls, educate patients on gum disease & can as screening for cavity prevention. Call days 669-5720 or evenings 683-5525

DENTAL PATIENT COORDINATOR
Are you interested in being on the leading edge of Dentistry? The Center For Advanced Laser Dentistry is seeking an experienced Career oriented individual. Please call for this excellent position 569-5809

502 Help Wanted Dental-Medical

NURSE AIDES
NEW WAGE SCALE

$6.00 - $7.00

Growing home care agency is seeking qualified experienced aides for private duty cases throughout Oakland County. Choice of Days & Hours. Call between 10am - 4pm Monday thru Friday.

NURSING UNLIMITED

540-2360

NURSE AIDES
Enjoy a full-fulfilling career with United Home Care. Quality home care nursing agency in suburban western Wayne County.
• Flexible hours
• Competitive pay
• Transportation allowance
• Benefits package negotiable
• Supportive management
If you have experience please call

981-8829

NURSES
AIDES - Full Time
Part time - full time positions. Experience not necessary. Will train. New starting rate. See Carol Brown
NORTHGATE WEST
8365 Newburgh Rd
Westland, MI 48185
An Equal Opportunity Employer

OPHTHALMIC ASSISTANT
Experience given for someone who have outgoing personality. Call
641-6535 or 476-0571

PARAMEDICS
Community EMS of Novi is seeking full & part time Michigan licensed paramedics. For additional information contact Lisa 344-1990

PERSONNEL COORDINATOR
Join our rapidly growing medical company located in Pontiac and coordinate our personnel functions. Responsibilities will include time and attendance records for payroll, recruitment and testing of applicants, new employee orientation, benefits administration, maintaining salary survey information and personnel files. Ideal candidate will have Human Resources Educational background or prior experience required. Submit resume in confidence to Box 929, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PHYSICAL THERAPIST Technician, Receptionist and Biller (3 positions), for a progressive physical therapy agency in Southfield. Experience preferred. Call 557-5446

PROFESSIONAL environment requires experienced medical transcriptionist! Up to $11/hr
Call Tonl at UNIFORCE 357-0037

RECEPTIONIST - modern medical facility. $5/hr. Call Monty at
UNIFORCE 473-2934

RECEPTIONIST For Pediatric office in Farmington Hills. Part to full time. Must be caring and friendly with pleasant phone manner. Light typing, filing & occasional patient care 553-4040

RECEPTIONIST/SECRETARY
Rapidly growing medical clinic located in Pontiac requires a full-time receptionist/secretary to join the administrative staff. Duties will include telephone switchboard, appointment scheduling, typing and filing. 45 WPM typing required. Word processing and prior experience in medical setting preferred. Submit resume in confidence to Box 924 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

REGISTERED ULTRASOUND Technician needed for busy OB-GYN office in Livonia. Part time position with no weekends. Call Barbara for interview 478-4900

REGISTERED X-RAY TECHNICIAN
Part or full time. Birmingham area. No weekends. Call 647-4425

RESIDENT AIDE - 3pm-11pm. 99 bed home for the aged. Pleasant Lake Living conditions. Some study time available
Trinity Park West
39310 6 Mile Rd
Livonia 464-2772

RN
FULL-TIME/PART TIME
Day Shift
New starting rate & benefits
See Mrs. Martin
Director of Nursing
261-5300
NIGHTINGALE WEST
8365 Newburgh Rd
Westland, MI 48185
An Equal Opportunity Employer

RN/LPN
FULL TIME/PART TIME
Apply in person
Marycrest Manor
15475 Middlebelt
Livonia, MI 48154
427-9175

RN's, LPN's, NURSE AIDES
• Competitive Salary
• Sign Up/Referral Bonus
• Free State Certification
• 1 yr. experience phone & car required
PROFESSIONAL HEALTH CARE
PERSONNEL
357-3450

RN's - LPN's
West Bloomfield - Farmington Center, near Maple & Drake, has immediate openings for RN's and LPN's. Very competitive salary.
Call Mrs. Subotich at 661-1600

SOCIAL WORK
DESIGNEE
Apply at:
Bortz Health Care
28 S. Prospect
Ypsilanti, MI

VETERINARY ASSISTANT For Animal Hospital in Farmington area. Part or full time. Afternoons
Call 478-5401

X-RAY TECH, part time to start, willing to learn medical assisting, busy ear, nose & throat office in Farmington. Call for an interview at 477-7377

X-RAY TECH - Unique opportunity in N. Oakland County. No nights or Sundays. Send resume to 11824 Mastwood Blvd., Hartland, MI 48353

504 Help Wanted Office-Clerical

Accountants Jr.
Bookkeepers

needed for TEMPORARY positions. Showcase your skills while seeking the right permanent job.
We need your experience! LOTUS 1st experience, OR strong computer skills a plus

Call or send resume to Betty
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

ACCOUNTING
CLERKS

needed for TEMPORARY positions, coming & going. Computer skills needed.
• LOTUS
• PEACHTREE
• REALWORLD
• PLATINUM
• SOLOMON
• OPEN SYSTEMS
• ACCPAC
• DACEASY
• EXCEL
If you have experience in ANY of these softwares, call or send resume to Betty
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Employment Agency Fee Paid

ADMINISTRATIVE Assistant with word processing. $8 hr. Call Tara at UNIFORCE 473-2934

504 Help Wanted Office-Clerical

ACCOUNTANT 2-3 years experience, general ledger, financial statements, computer literate, service oriented, detail oriented, self motivated. Southfield location. Send resume to: Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

ADMINISTRATIVE Assistant with word processing. $8 50/hr. Call Tara, UNIFORCE, 473-2934

ADMINISTRATOR SECRETARY
Full &/or part time. Evenings & weekends. Organizing, research, typing, word processing, writing, computer skills. Downtown Birmingham/Upper Quadrant. Non Smoker. Permanent at will contract. Write: President, Suite 300, 19765 W. 12 Mile Rd. Southfield, MI 48076
Call, 647-1564

ADVERTISING - major agency needs strong word processor. Multimedia advantage preferred. Up to $10 50/hr. Call Sue at
UNIFORCE 646-7661

AMBITIOUS MATURE individuals needed for full or part time, word processing & receptionist positions at high image busy executive suites on Troy & Livonia. Send resume to: Personnel Department, P.O. Box 2564, Livonia, MI 48151

AUTO - ACCOUNTS PAYABLE
Looking for individual with some auto dealership experience. Must have knowledge. Excellent benefits, working conditions & room for advancement. Call Jim Schwendel, 28111 Telegraph, Southfield
355-1000

BI-LINGUAL - Japanese preferred. Accurate typing. Good pay.
Call Chris at UNIFORCE 357-0641

BOOKKEEPER

Follmer, Rudzewicz & Co., one of Michigan's largest independent CPA firms, has several open Clients in the metro Detroit and Ann Arbor areas searching for experienced Bookkeepers. Some positions require F/S and/or supervisory experience. If interested please send resume and salary requirements to H.R.
Follmer, Rudzewicz & Co.
26200 American Drive
Suite 500
Southfield, MI 48034
Recruiting for an Equal Opportunity Employer

BOOKKEEPER
Full time. Knowledge of Peachtree Software preferred. Western Wayne County. Call 451-7200

BOOKKEEPER FULL CHARGE
1 girl office, computer, benefits. Farmington area. Salary negotiable. P.O. Box 599, 29555 Northwestern Hwy., Southfield, MI 48037

BOOKKEEPER - FULL CHARGE
needed for Oak Park wholesale distribution company. Full time. Mon. - Fri. in desirable office. Must have experience & computer knowledge.
Call 543-2700

BOOKKEEPER needed for Mailing & Printing company. Full time. Send resume to Alternative Mailing Services, 24039 Research Drive, Farmington Hills, MI 48335

CLERICAL ASSISTANT
Part time, 20 hours weekly, $5 per hour. Call Lora
559-8040

CLERICAL - $5.58 50/HR
will train
Call Today 557-1200
Fee $95 00 Employment Agency

CUSTOMER SERVICE
Mature, reliable. Good with people, phone & figures. Good detail attention to details. Non smoker. Send resume to Customer Service, NEXUS of Michigan, 28175 Haggerty W 6 Mile, Southfield, MI 48034

CUSTOMER SERVICE/data entry. Good phone skills. Good typing. Plymouth/Canton. Up to $6 50/hr
Call Cathy at UNIFORCE 473-2934

DATA ENTRY accurate key strokes. Fast paced environment $5 50/hr. Call Kathy
Call Sue at UNIFORCE 357-0644

DATA ENTRY Computer Operator. For busy distribution company. Experienced, accurate, attention to details, no smoking. Send resume to Data Entry, 27150 W. 8 Mile, Southfield, MI 48034

DATA ENTRY - job pay. Pleasant Birmingham firm. $7000/mo.
Call Mary at UNIFORCE 646-7664

EXECUTIVE SECRETARY
Southfield service company seeks mature, bright, self motivated individual to assist president. Career oriented position with good benefit package. Prior experience required. Excellent secretarial skills a must. Duties are varied and challenging. Qualified candidates must be energetic, willing to work long hours, be self motivated, and organized with attention to details. Send resume to Executive Secretary, P.O. Box 300 Southfield, MI, 48037

EXECUTIVE secretary with word processing for dynamic suburban executive $9 50/hr
Call Irene at UNIFORCE 357-0036

EXECUTIVE SECRETARY

Large Southfield based consulting firm has immediate opening for an experienced Executive Secretary for its Human Resources Consulting Group. Responsibilities include test administration and scoring, screening resumes, and coordination of the firms campus recruiting efforts, as well as traditional secretarial duties. Candidate must have excellent secretarial and interpersonal skills, as well as a minimum of two of maturity. Excellent starting salary and benefits package. Interested parties send complete work history and salary history in strictest confidence to HR
Follmer, Rudzewicz & Co.
26200 American Drive
Suite 500
Southfield, MI 48034
An Equal Opportunity Employer

Farmington Hills firm has full time work. Computer experience. Send resume to: Box 926 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FINANCIAL AIDE ASSISTANT
Must have experience. Minimum two years. Part time, Jan thru March. Net close hours Call Lois 559-8040

FULL TIME SECRETARY
General office duties, typing. Knowledge of computers helpful. Minimal 1yr. experience required. Birmingham area. Call Monday - Friday. Send resume to Secretary, 1036 N. Hunter, Birmingham, MI 48009

GENERAL CONTRACTOR seeks mature individual experienced in construction office procedures. Must have excellent experience, good typing a must. EEO employer. Send resume to Dept Starfire 145 S. Livernois #258, Rochester Hills, MI 48307

GENERAL OFFICE
Small office seeks multi-talented person with outstanding personality. Typing, accounting, writing and computer skills would be a plus. Some evening and weekend hrs. $4 50/hr to start 650-2299

LEGAL SECRETARY - divorce & general civil litigation firm has opening for qualified individual w/ 3+ years experience word perfect 5 0 ASAP 835-5770

LEGAL
SECRETARIES

Let us do the work 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 SECRETARY
Defense practice. Experience required. WordPerfect. Resume includes salary to 3231 W. Big Beaver, Suite 222, Troy, MI 48084

LEGAL SECRETARY
Experienced. For Farmington Hills law firm. Litigation working conditions for non-smoker, must have excellent word processing. Salary negotiable, benefits, paid holidays. For interview call Mon. thru Thurs 9-3 473-9305

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Needed for Southfield Law Office. Litigation experience necessary. WordPerfect 5.1. Full or part time. Non smoker only. 358-4477

LEGAL SECRETARY
For 7 attorney firm in Birmingham. Bankruptcy/litigation experience required. Salary commensurate with exp. Send resume and salary requirements to: Office Manager, 8493 Telegraph, Ste 1, Bloomfield Hills, MI 48013

CAPABLE TAKE charge Office Assistant with basic understanding of small business operation and light purchasing experience. Salary commensurate with experience. Call Sally 10am-noon 646-1120

OFFICE MANAGER & Receptionist, permanent, needed in a full service, Southfield real estate brokerage. Pleasant working conditions. Send to Debbie, P.O. Box 308, Southfield, MI, 48037

OFFICE MANAGER - Accounts receivable/payable. Prior office computer experience necessary. Prior construction experience required. Send resume to O.M., P.O. Box 447, Northville, MI 48167

PAYROLL CLERK
Large downtown Detroit firm is in need of a full time Payroll Clerk to assist Manager. Some duties will include:
• Preparing & processing employees time sheets
• Manual checks
• Adjustments
• Garnishments
• Answering phones
• Light typing
Previous payroll experience a plus. This position includes full benefits package. Compensation based on resume & salary history to
Payroll Clerk
P.O. Box 779
Detroit, MI 48231

PERMANENT PART TIME
Telephone and public contact Clerical and sales ability. Flexible hours. Ask for Mr. Cone. 644-8845

PHONE RECEPTIONIST 2 - 3 days. Fast Center, Farmington Hills seeks a person *extraordinaire with strong organizational* & clerical skills. Word processing skills necessary. Send resume w/salary requirements to Box 2341 10 Mile/Drake Road, Farmington Hills 48335

SECRETARY
Detroit based financial institution has an opening for a full time, hard working, self-starting person with accurate typing skills (50wpm) and word processing experience (WordStar & plus). Person should have the ability to take on various responsibilities and have an excellent phone manner. Candidates will have the potential for advancement in the financial industry. For consideration send resume to Box 838 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/EXECUTIVE
Challenging opportunity with strong administrative responsibility to Corporate Officer of Real Estate Development firm. Delegation, computer & word processing experience necessary. Strong organizational skills & attention to detail a must. Qualified candidates should forward resume with salary requirements to Personnel Director, 999 Haynes, Suite 385, Birmingham, MI 48009

SECRETARY - PART TIME
Publisher near Oakland University. Good typing and proof reading skills essential. Macintosh experience helpful. 12-15 hrs 373-8400

SECRETARY
Part time. Secretary with excellent word processing & telephone skills. Person needed to work evenings & weekends for busy Real Estate Developer in Birmingham. Qualified applicants should forward resume with salary requirements to Office Manager, 999 Haynes St., Suite 385, Birmingham MI 48009

SECRETARY - Plymouth Financial Planner. Typing 65wpm, shorthand 90wpm. Knowledge of computers. Mature, non-smoker, pressure personality. Hours 8AM-5 30PM. Send resume and salary requirements to P.O. Box 235, Plymouth, MI 48170

SECRETARY/RECEPTIONIST
full time. Career opportunity. $7 00 per hr. Call 425-8544

STATISTICAL TYPIST
Motivated, sharp individual needed for our growing CPA firm. Must be proficient in WordPerfect 5 0. WP 5.1 a plus. Excellent typing, grammar and language skills. Needed Good benefits. Full time permanent position. Send resume including salary history to
Debbie Suzek
PERAIN FOHD REE CO
901 Wyndham Dr. Ste. 400
Troy, MI 48084

SWITCHBOARD RECEPTIONIST
Immediate opening with a small growing company located in Novi near 8 Mile/Haggerty. Requires excellent telephone skills. Prior experience helpful. Responsibilities include greeting people, taking telephone messages, typing and other duties as assigned. Nice salary with benefits and opportunity for advancement. Send resume to BOX 926OE, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST - For W. Bloomfield Real Estate Office. Full & part time. Pleasant phone manner, light typing, filing. Call Sharon or Steve at The Michigan Group, 931-4100

RECEPTIONIST/SWITCHBOARD operators with experience for speaking high-tech company. Up to $320/wk. Call Marge at UNIFORCE 646-8501

RECEPTIONIST. For Farmington Hills CPA firm, full time positions, competitive salary & benefits. Send resume to P O Box 764 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST

Adia has both temporary and permanent positions available for Receptionists. Also seeking people for Board experience. Excellent pay and benefits. Call today for an appt.

ADIA PERSONNEL
655-8910
32000 Northwestern Hwy. Suite 175, Farmington Hills, MI 48334
No Fee. An Equal Opportunity Employer

ATTORNEY seeking Secretary. No legal experience needed. Good office skills, with dependable work. Immediate needed. Submit resume to Attention Office Manager, 17940 Farmington, Ste 220, Livonia, MI 48152

DEPENDABLE full time Secretary needed for Farmington real estate office. Good pay, great office. Experience preferred. Ask for Mike, 478-2000

SECRETARY/ADMINISTRATOR
Southfield area Computer services firm. Experience with IBM PC's & Word Processing. Knowledge of accounting & LOTUS. Desirable. Support for a 3 man office. Must be able to work independently. Salary plus benefits. Send to Box 918, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - automation company in Farmington Hills seeks *people oriented with strong organizational* & clerical skills. Word processing skills necessary. Send resume w/salary requirements to Box 234-10 Mile/Drake Road, Farmington Hills 48335

SECRETARY
Detroit based financial institution has an opening for a full time, hard working, self-starting person with accurate typing skills (50wpm) and word processing experience (WordStar & plus). Person should have the ability to take on various responsibilities and have an excellent phone manner. Candidates will have the potential for advancement in the financial industry. For consideration send resume to Box 838 Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/EXECUTIVE
Challenging opportunity with strong administrative responsibility to Corporate Officer of Real Estate Development firm. Delegation, computer & word processing experience necessary. Strong organizational skills & attention to detail a must. Qualified candidates should forward resume with salary requirements to Personnel Director, 999 Haynes, Suite 385, Birmingham, MI 48009

SECRETARY - PART TIME
Publisher near Oakland University. Good typing and proof reading skills essential. Macintosh experience helpful. 12-15 hrs 373-8400

SECRETARY
Part time. Secretary with excellent word processing & telephone skills. Person needed to work evenings & weekends for busy Real Estate Developer in Birmingham. Qualified applicants should forward resume with salary requirements to Office Manager, 999 Haynes St., Suite 385, Birmingham MI 48009

SECRETARY - Plymouth Financial Planner. Typing 65wpm, shorthand 90wpm. Knowledge of computers. Mature, non-smoker, pressure personality. Hours 8AM-5 30PM. Send resume and salary requirements to P.O. Box 235, Plymouth, MI 48170

SECRETARY/RECEPTIONIST
full time. Career opportunity. $7 00 per hr. Call 425-8544

STATISTICAL TYPIST
Motivated, sharp individual needed for our growing CPA firm. Must be proficient in WordPerfect 5 0. WP 5.1 a plus. Excellent typing, grammar and language skills. Needed Good benefits. Full time permanent position. Send resume including salary history to
Debbie Suzek
PERAIN FOHD REE CO
901 Wyndham Dr. Ste. 400
Troy, MI 48084

SWITCHBOARD RECEPTIONIST
Immediate opening with a small growing company located in Novi near 8 Mile/Haggerty. Requires excellent telephone skills. Prior experience helpful. Responsibilities include greeting people, taking telephone messages, typing and other duties as assigned. Nice salary with benefits and opportunity for advancement. Send resume to BOX 926OE, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Troy advertising company seeks congenial individual. Word/Perfect 5 1. Must have good typing, phone manner. Pleasant working atmosphere. Call Joyce 641-0400 ext. 185

SMALL COMPANY looking for full time telephone operators. Must type at least 40 wpm, Farmington. For more information call 440-0049

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

TELEPHONE RECEPTIONIST/Secretary. Experienced individual for medical company. Full time, computer experience helpful. Excellent fringe benefits. Canton location. Send resume with salary requirements to: P.O. Box 409, Plymouth, MI 48170

TYPIST
Position for Southfield law firm. 80 plus w.p.m., WordPerfect & plus. Call Donna 352-8380

WORD PERFECT or DW IV for advertising agency. If experience will cross train. 557-2500
Call Jean at UNIFORCE 646-7661

WORD PROCESSING
Temporary word processing positions available with possibility of permanent employment in the research department of a computer consulting company. Word perfect experience preferred with knowledge of spread sheet packages. Send resume with salary requirements in reference to Box 922, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSORS
$9 PER HR.
• WordPerfect
• Lotus 1-2-3
• Microsoft Word
Immediate work available for long & short term assignments
ARBOR TEMPS 459-1166

505 Help Wanted Food-Beverage

BARTENDER & WAIT STAFF - Part time, evenings only.
Apply in person. Keego Harbor. Call after 7 30 pm 682-1119

BATES HAMBURGERS
33406 Ann Arbor Trail, 22291 Middlebelt, Farmington Hills. All shifts, all positions, full & part time, benefits & uniforms furnished. Apply in person, 9am-10am or 2pm-5pm

RESTAURANT
MANAGEMENT
OPPORTUNITIES

KITCHEN SUPERVISOR

If you possess a desire to learn and grow, are mature and have a positive attitude, like people and are willing to take charge, this just might be the opportunity for you

Apply in person to Mike VanBeek
Director of Operations
D. DENNISON'S
SEASONS TAVERN
Laurel Park Place, Livonia
Six Mile & I-275
(Next to Jacobson's)
An Equal Opportunity Employer

TREMORS NIGHTCLUB - now hiring door host/hostesses & cocktail waitress. Apply 5-7pm Mon.-Fri. 8 Mile-I275

UNIQUE NEW RIVERTOWN AREA Bar & Restaurant looking for all positions. Full/part Days/Nights. Call between 2 30 & 4 30, Mon. Thurs only. 567-8020

WAITSTAFF, BARTENDER, HOSTESS/HOSTESS needed. Apply in person Tues. thru Sat between 2 & 4pm. Medallion, 4343 Orchard Lake Rd. W. Bloomfield 851-9540

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
BAKERS SQUARE NOW HIRING
• COOKS TO $8/HR
• SERVERS TO $12/HR
• DISHWASHER TO $8/HR
• JANITOR TO $9/HR
• MANAGERS $21,000+
Apply in person at
the following locations:
Birmingham - 325 Dowdall
Canton - 5948 Sheldon Rd
Troy - 2665 Coolidge at Greenfield
Warren - 13602 14 Mile

BOB EVANS
SOUTHFIELD
Now hiring full/part time servers. Good tips. Also full/part time cooks, premium pay, both full benefits. Apply 10's Mile & Telegraph

RAM'S HORN
Now hiring Wait Staff, afternoon shift. Good tips, good working conditions. Apply within: Ram's Horn, 20365 Middlebelt,