504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
For Vice President of leasing of an International Real Estate Corporation located in the New Center area. Sophistication, communication, initiative & clerical skills required. Call Ms. Gordon for interview only to: Box 849, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Busy Southfield real estate office looking for an experienced executive secretary with good communication skills. The successful candidate must possess a high degree of skills & accuracy. Qualifications include: typing 90 wpm, shorthand 100-120 wpm and good math aptitude. 9-10 years experience in a similar capacity. Salary commensurate with experience & qualifications. Company paid benefit pack age available. Please call:

357-6187

FILE CLERK
Immediate opening for full-time File Clerk. Transcriptionist have pre-employment apprentice, light typing skills, but will train. Must be outgoing, cooperative salary and benefits. Send resume to: Office Manager, Willms & Company, CPAs, Attention: Pam Hicks, 2000 Town Center, Ste. 1100, Southfield, MI 48075.

FLEXIBLE
FREE
That describes our service
We offer full-time clerical positions throughout Metro Detroit. Currently seeking accounting clerks experienced in data processing, word processing & spreadsheets. Also need typists speed 45 wpm.
Call now for an appt.

FUTURE FORCE
TEMPORARY HELP SERVICES

FRONT DESK receptionist required in artistic Southfield atmosphere. Solns, Up to $4/hr.
Call Ruth at UNIFORCE 357-0037

WE ARE SEEKING a dynamic & energetic receptionist for our part-time position. You will be responsible for data entry, word processing (knowledge of Lotus 1-2-3 preferred) and must be prepared to accept additional responsibilities. Pay range is $5.25 per hr. Send resume to: Box 846, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

GENERAL OFFICE
2 weeks vacation, 401K, Blue Cross, Blue Burn Nursing Home.
1212 N. Woodward, Bloomfield Hills

GENERAL OFFICE duties. Birmingham office seeks energetic runner. Must have adequate transportation. Please call Nancy 433-3300

GENERAL OFFICE - FULL TIME
Small, pleasant Oak Park office has non-smoking Marketing office (10 sales & Marketing staff members) (no sales), typing and filing, $5/hr. No benefits. Mon.-Fri., 9-5pm. Call: 442-2400

GENERAL OFFICE - EXPERIENCED
Phones, typing, customer sales. Minimum, responsible, fast paced, interested. Call Cindy or Sue between 10am-2pm. 548-2121

GENERAL OFFICE - Full time with benefits. Computer input, phones, clerical, Word Perfect knowledge. Apply within: Marty's Beauty Supply, 30675 W. 8 Mile, Livonia. Between 9am-5pm. Mon.-Fri.

GENERAL OFFICE
for busy Farmington Hills medical treatment company. Must have excellent phone skills. Permanent position, full time only. Must be 18. Ask for Marie:
Glinda Enterprise 471-6990

GENERAL OFFICE
PERMANENT
PART TIME
Clarkson Firm seeks mature detail oriented, responsible person with good communication, typing & organizational skills. Knowledge of multi-line phone system, Mon-Fri, 9am-1pm; possibility of full time hrs. $5.50 to $6 an hr. Call between 11-noon, ask for Judy.

583-2945

HIGH SCHOOL graduate with office experience, secretarial skills and some word processing helpful. Call Sylvia at UNIFORCE 357-0034

INSIDE SALES/Customer Service Rep District sales office located in Farmington Hills area will have opening beginning June 17 for experienced person. Duties include: order entry, some word processing, telephone customer contact, and good math aptitude. Salary based on salary requirements to: Lipdey Sales Inc., 27300 Haggerty Rd., Suite F1, Farmington Hills, MI 48331 No phone calls please.
An Equal Opportunity Employer

INSURANCE ASSISTANT
For Life & Group Benefit Insurance Agent in Bloomfield Hills area. MUST HAVE PRIOR INSURANCE EXPERIENCE. Secretarial duties, much more! Send resume to: Box #832 (Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

JAPANESE firm requests Japanese speaking receptionist. $13/hr.
Call Jo at UNIFORCE 357-0644

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. On-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430

LEGAL SECRETARY
Experienced corporate, Birmingham Law Firm. Telegraph/13 Mile Area. 647-8653

LEGAL SECRETARIES
Corporate Legal Departments
• Temporary - Long or Short Term
• Permanent Positions
• Temp to Perm
• Free Computerized Resume Service

PERSONNEL AT LAW
(FAX) 358-0253
SOUTHFIELD OFFICE
3000 Town Center, Suite 2580
Southfield, Michigan 48075
352-5000

DETROIT OFFICE
One Kennedy Square, Ste. 1632
Detroit, Michigan 48226
223-2600

LEGAL SECRETARY - Birmingham area. Worker's compensation, experience preferred. Salary commensurate with experience 540-0333

LEGAL SECRETARY for senior managing partner, Farmington Hills. Litigation & corporate. Excellent salary, benefits. Non-smoker. 626-5000

LEGAL SECRETARY/PLYMOUTH
Small private practice. Legal experience and knowledge of Word Perfect 5.0. Non-smoker. Good salary and benefits. 453-1878

504 Help Wanted Office-Clerical

BIRMINGHAM - general practice law firm seeks experienced (at least 3 years) legal secretary. Must know WordPerfect. Salary commensurate with ability. Call 540-1232

LEGAL SECRETARIES
Let our 30 years of excellence 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 OR 961-9415

LEGAL SECRETARY Troy law firm seeks a Level 2 Secretaries. Word processing and at least 1-2 years legal experience in either corporate/estate planning or litigation required. Nonsmoker. Send resume to: Office Manager; PO Box 99484, Troy, MI 48099

LEGAL SECRETARY
Part time position in Southfield high-rise office complex. Non-smoking office. Call Pat: 353-5300

LEGAL SECRETARY - full time position. Southfield Town Center. Some legal word processing experience required for general practice law firm, non smoker. Call Jackie 358-4545

LEGAL SECRETARY for Southfield Personal Injury firm. 2 to 3 yrs. experience. Contact Mrs. Raven Mon.-Fri. 9:30-5pm. 352-6500

LEGAL SECRETARY
for small law firm in Birmingham. Minimum 1 year legal experience required. Good skills & Wordperfect 5.0. Call Mrs. Jackson 642-2972

LEGAL SECRETARY - full time. Minimum 4 yrs. experience. Must have previous WordPerfect 5.0 experience. Strong litigation required. Resume: Steven Z. Cohen, Esq., 6735 Telegraph, Ste. #340, Birmingham, MI, 48010. 258-9400

LEGAL SECRETARY
Southfield law firm seeking full time Secretary. Please call Michele: 357-5740

LEGAL SECRETARY - Oakland County firm. 1-2 years experience. Word Perfect 5.0. Non-smoking office. Call Linda: 352-5355

LEGAL SECRETARY
WordPerfect and legal experience preferred. 30-40 hrs./week for West law firm. Salary commensurate with experience. Call Diane: 380-8400

LEGAL SECRETARY for Southfield law firm. Personal injury, medical experience, general litigation and WordPerfect experience required. Salary commensurate with experience. Call Jeannine at 353-3600

LEGAL SECRETARY
Southfield Plaintiffs firm seeks Secretary with minimum 3 yrs. experience. Excellent typing skills. Salary commensurate with experience. Contact Diane between 9am-5pm at: 352-8150

LEGAL SECRETARY. Farmington Hills, Hot Springs Area. Real Estate, Corporate business, estate practice, prior legal, word processing experience. Salary, fringe benefits, performance perks, resume Box 3174 Northwestern Hwy. Farmington Hills MI. 48334

LEGAL SECRETARY

Professional corporation has an opening for a full time secretary. $6/hr. Will be given to applicants with:
• Min. 5-7 yr. legal office experience
• Excellent typing and secretarial skills
• Strong organizational skills
• PC/computer skills & experience
• Experience in Microsoft Word, WordPerfect 5.0, 5.1
• Self-starter
• Excellent communication skills
• Dictaphone transcription experience

We offer a competitive hourly wage & benefit package. Resume and salary requirements should be directed to: Box 830 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

No Phone Calls Please
An Equal Opportunity Employer

MORE THAN A RECEPTIONIST
Outgoing personality required for responsible position including operating switchboard & variety of office duties. Good typing skills, WordPerfect a plus. Farmington area. Excellent salary & benefits & many perks. Call Connie 478-0200

RECEPTIONIST - BLOOMFIELD
Would like fast, accurate receptionist to learn entry level position. Nonsmoker. Call 335-5456

RECEPTIONIST
Entry level position. Light typing, filing and phone skills required. Will train.
RECEPTIONIST needed for Southfield law firm. No experience necessary. Please send resume to: Sam Vallrianos, 24500 Swanson, Southfield, MI 48034

RECEPTIONIST/Clerical for realtor. Ambitious professional appearance, front desk, light typing, filing, telephone. Mon-Fri. 9-5. Call Ms. Gray: 19184 Grand River, Detroit, 9-5 Mon-Fri.

RECEPTIONISTS
Several openings. Multi-lines, good image, 30-50 wpm. Some jobs typing not required.
ARBOR TEMPS. 459-1166

RECEPTIONIST for busy office, multi-lines, must have good phone skills. Light typing. Call Ms. Gray 478-0200

RECEPTIONIST/SWITCHBOARD operator needed by Nov! service provider. Multiple lines $6.50/hr. Call Rose at UNIFORCE 473-2933

RECEPTIONIST - Minimum 50 wpm, light typing, filing and phone skills. Send resume to: Phyllis, 27490 Schoolcraft, Livonia, MI 48150.

RECEPTIONIST needed for Plymouth real estate office 15 - 20 hours per week, evenings and weekends. Call Sheila at 453-5800

RECEPTIONIST WANTED
For busy switchboard, experience necessary. Call Lesleigh Jewelers at 347-4110

RECEPTIONIST/SECRETARY
Bring personality and typing skills. High school grad or equivalent. Small office Detroit area $6.00/hr. + insurance. Send resume to: Box 847 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, full time, experience is a must. Typing 50wpm, multiline switchboard, flexible to overtime, good phone voice, business presence. Will be tested on typing skills. Send resume to Grand Marina Fashions, 19000 Hubbard Dr., Detroit, Contact Mrs. Sharon
No phone calls, please

RECEPTIONIST/TYPIST
Growing geriatrics/rehab environmental consulting firm seeks full time receptionist to handle switchboard, greet visitors & type technical reports. Minimum 50 + wpm required. Word processing experience preferred. Comprehensive benefits package offered to successful candidate. For immediate consideration, please send resume to:
Manager of Human Resources, SME
34400 Glendale Ave
Livonia, MI 48150
An Equal Opportunity Employer

RECEPTIONIST - part time. Ideal for student or $$$ job. Financial Services. Livonia location. Call Ann 591-0068

BALES ASSISTANT/SECRETARY.
Team player. Sales office & customer contact experience a must. IBM - PC. Salary, benefits. Resume: Reply to 15716 Farmington Rd. Livonia, MI 48154

SALES SECRETARY
Non smoking company seeks sharp individual with initiative and good secretarial skills to work flexible hours. Typing 40 wpm, and ability to work well with others a must! Send resume to: Sales Secretary, P.O. Box 300, Southfield, MI, 48037.

SECRETARIES
(TEMPORARY)
Immediate positions. WordPerfect, Multimate & Microsoft Choices where and when to work!
DIVERSIFIED
RECRUITERS COMPANY
344-6700

504 Help Wanted Office-Clerical

NEED ASSISTANT to the general manager for administration, supervision & execution of the following duties: Accounting, Purchasing, Production Scheduling, Plant Expansion, Maintenance & Employee Relations. Computer & Accounting background are a must. Excellent working conditions. Send resume to: Box 1012, Observer & Eccentric Newspapers, 2-V Industrial, 48353 West Ruo, Wixom, MI, 48393.

OFFICE MANAGER needed for auto repair facility, good clerical & typing skills. Good pay & benefits. Ask for Todd, or Ken 668-0000

OFFICE/PART TIME
24-30 hours per week. Typing/data entry experience. Farmington area. 477-7182

OFFICE POSITIONS
Data entry & Fax assistant positions available. Full time - Excellent benefit package. Must have previous experience. Good math ability & 10 key calculator skills required. Call before 12 noon. 352-1538

PART TIME
GENERAL OFFICE
Part time position available to work 20 hours per week, Monday - Friday, 12:30-4:30 P.M. Must be available to work Friday mornings during the year. Southfield Town Center. Some legal word processing experience required for general practice law firm, non smoker. Call Jackie 358-4545

LEGAL SECRETARY for Southfield Personal Injury firm. 2 to 3 yrs. experience. Contact Mrs. Raven Mon.-Fri. 9:30-5pm. 352-6500

LEGAL SECRETARY
for small law firm in Birmingham. Minimum 1 year legal experience required. Good skills & Wordperfect 5.0. Call Mrs. Jackson 642-2972

LEGAL SECRETARY - full time. Minimum 4 yrs. experience. Must have previous WordPerfect 5.0 experience. Strong litigation required. Resume: Steven Z. Cohen, Esq., 6735 Telegraph, Ste. #340, Birmingham, MI, 48010. 258-9400

LEGAL SECRETARY
Southfield law firm seeking full time Secretary. Please call Michele: 357-5740

LEGAL SECRETARY - Oakland County firm. 1-2 years experience. Word Perfect 5.0. Non-smoking office. Call Linda: 352-5355

LEGAL SECRETARY
WordPerfect and legal experience preferred. 30-40 hrs./week for West law firm. Salary commensurate with experience. Call Diane: 380-8400

LEGAL SECRETARY for Southfield law firm. Personal injury, medical experience, general litigation and WordPerfect experience required. Salary commensurate with experience. Call Jeannine at 353-3600

LEGAL SECRETARY
Southfield Plaintiffs firm seeks Secretary with minimum 3 yrs. experience. Excellent typing skills. Salary commensurate with experience. Contact Diane between 9am-5pm at: 352-8150

LEGAL SECRETARY. Farmington Hills, Hot Springs Area. Real Estate, Corporate business, estate practice, prior legal, word processing experience. Salary, fringe benefits, performance perks, resume Box 3174 Northwestern Hwy. Farmington Hills MI. 48334

LEGAL SECRETARY

Professional corporation has an opening for a full time secretary. $6/hr. Will be given to applicants with:
• Min. 5-7 yr. legal office experience
• Excellent typing and secretarial skills
• Strong organizational skills
• PC/computer skills & experience
• Experience in Microsoft Word, WordPerfect 5.0, 5.1
• Self-starter
• Excellent communication skills
• Dictaphone transcription experience

We offer a competitive hourly wage & benefit package. Resume and salary requirements should be directed to: Box 830 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

No Phone Calls Please
An Equal Opportunity Employer

MORE THAN A RECEPTIONIST
Outgoing personality required for responsible position including operating switchboard & variety of office duties. Good typing skills, WordPerfect a plus. Farmington area. Excellent salary & benefits & many perks. Call Connie 478-0200

RECEPTIONIST - BLOOMFIELD
Would like fast, accurate receptionist to learn entry level position. Nonsmoker. Call 335-5456

RECEPTIONIST
Entry level position. Light typing, filing and phone skills required. Will train.

RECEPTIONIST needed for Southfield law firm. No experience necessary. Please send resume to: Sam Vallrianos, 24500 Swanson, Southfield, MI 48034

RECEPTIONIST/Clerical for realtor. Ambitious professional appearance, front desk, light typing, filing, telephone. Mon-Fri. 9-5. Call Ms. Gray: 19184 Grand River, Detroit, 9-5 Mon-Fri.

RECEPTIONISTS
Several openings. Multi-lines, good image, 30-50 wpm. Some jobs typing not required.
ARBOR TEMPS. 459-1166

RECEPTIONIST for busy office, multi-lines, must have good phone skills. Light typing. Call Ms. Gray 478-0200

RECEPTIONIST/SWITCHBOARD operator needed by Nov! service provider. Multiple lines $6.50/hr. Call Rose at UNIFORCE 473-2933

RECEPTIONIST - Minimum 50 wpm, light typing, filing and phone skills. Send resume to: Phyllis, 27490 Schoolcraft, Livonia, MI 48150.

RECEPTIONIST needed for Plymouth real estate office 15 - 20 hours per week, evenings and weekends. Call Sheila at 453-5800

RECEPTIONIST WANTED
For busy switchboard, experience necessary. Call Lesleigh Jewelers at 347-4110

RECEPTIONIST/SECRETARY
Bring personality and typing skills. High school grad or equivalent. Small office Detroit area $6.00/hr. + insurance. Send resume to: Box 847 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, full time, experience is a must. Typing 50wpm, multiline switchboard, flexible to overtime, good phone voice, business presence. Will be tested on typing skills. Send resume to Grand Marina Fashions, 19000 Hubbard Dr., Detroit, Contact Mrs. Sharon
No phone calls, please

RECEPTIONIST/TYPIST
Growing geriatrics/rehab environmental consulting firm seeks full time receptionist to handle switchboard, greet visitors & type technical reports. Minimum 50 + wpm required. Word processing experience preferred. Comprehensive benefits package offered to successful candidate. For immediate consideration, please send resume to:
Manager of Human Resources, SME
34400 Glendale Ave
Livonia, MI 48150
An Equal Opportunity Employer

RECEPTIONIST - part time. Ideal for student or $$$ job. Financial Services. Livonia location. Call Ann 591-0068

BALES ASSISTANT/SECRETARY.
Team player. Sales office & customer contact experience a must. IBM - PC. Salary, benefits. Resume: Reply to 15716 Farmington Rd. Livonia, MI 48154

SALES SECRETARY
Non smoking company seeks sharp individual with initiative and good secretarial skills to work flexible hours. Typing 40 wpm, and ability to work well with others a must! Send resume to: Sales Secretary, P.O. Box 300, Southfield, MI, 48037.

SECRETARIES
(TEMPORARY)
Immediate positions. WordPerfect, Multimate & Microsoft Choices where and when to work!
DIVERSIFIED
RECRUITERS COMPANY
344-6700

504 Help Wanted Office-Clerical

RECEPTIONIST/LIGHT BOOKKEEPING
Looking for a "people person" with good old fashion work ethics who is willing to learn. Some computer experience helpful (WordPerfect 5.0/ Lotus 1-2-3). Training. Accounting Estate Development firm. Please send resume to: PO Box 1012, Bloomfield Hills, MI, 48013.

SECRETARIAL POSITION
for small commercial mortgage banking firm which is a subsidiary of a major commercial bank. Candidates must have prior experience with word processing equipment, preferably WordPerfect 5.1 and possess strong office organizational skills. Competitive salary & benefits. Send resume to: 100 Bloomfield Hills Parkway, Ste 130, Bloomfield Hills, MI 48304

SECRETARIES
WORD PROCESSORS
• Word Perfect 5.1
• Lotus, Windows
• Short & Long Term Assignments
Call Ruth for an appointment

EXPRESS
TEMPORARY SERVICE
643-8590

SECRETARY/BOOKKEEPER
Position available for a well organized, conscientious person. Computer experience required WordPerfect preferred. Duties include: Accounts Receivable/Payable, General Bookkeeping, Typing and light filing. Salary commensurate. Send to: 21130 Bridge St., Southfield, MI, 48076

SECRETARY
Come to work for the Top Manager in our region headquarters as an Administrative Development Coordinator at 7 Mile & 275, we provide support to all Kentucky Fried Chicken units in Michigan & Ohio.
We seek an energetic, people oriented individual with typing (70 wpm), dictation, shorthand (90 wpm), knowledge of PC's (Lotus 123, Multimate, or WordPerfect) & at least 5 years office super and sec. This individual will be expected to take charge of the office in the Top Manager's administrative & secretarial support to the Region Manager.
As part of our team, KFC offers a comprehensive benefits & compensation program commensurate with skills. Please send your resume with salary requirements to:
KFC National Management Co.
28705 7 Mile Rd., Livonia, MI 48152,
Attention Personnel
An Equal Opportunity Employer

Secretary
FARMINGTON HILLS CPA firm has immediate opening for self motivated, experienced secretary. CPA office experience preferred. Position requires excellent interpersonal communication skills, statistical typing, (people skills are important) (WordPerfect 5.0). Computer knowledge are asset. Competitive salary & benefits package. Qualified candidates reply to Attention:
Colleen Cahill, Rehm & Carter PC, 32841 Middlebelt, Suite 400, Farmington Hills, MI 48334

SECRETARY
For senior attorney in 5 attorney Bloomfield Hills law firm. Required: approximately 8 years legal secretarial experience in general business and corporate areas, with some work in litigation. WordPerfect, good communication skills, ability to full quiet offices, excellent working conditions. Salary commensurate with ability, and benefits competitive.
Call 642-5455

SECRETARY for small general practice law firm in Birmingham. Maturity, ability to work independently & independently. A strong PC background is also required with knowledge of packages, such as Lotus 123, Word Perfect, and DOS. WAYS. Please send resume WITH SALARY REQUIREMENTS or apply in person at:
Human Resources Department
AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

MORE THAN A RECEPTIONIST
Outgoing personality required for responsible position including operating switchboard & variety of office duties. Good typing skills, WordPerfect a plus. Farmington area. Excellent salary & benefits & many perks. Call Connie 478-0200

RECEPTIONIST - BLOOMFIELD
Would like fast, accurate receptionist to learn entry level position. Nonsmoker. Call 335-5456

RECEPTIONIST
Entry level position. Light typing, filing and phone skills required. Will train.

RECEPTIONIST needed for Southfield law firm. No experience necessary. Please send resume to: Sam Vallrianos, 24500 Swanson, Southfield, MI 48034

RECEPTIONIST/Clerical for realtor. Ambitious professional appearance, front desk, light typing, filing, telephone. Mon-Fri. 9-5. Call Ms. Gray: 19184 Grand River, Detroit, 9-5 Mon-Fri.

RECEPTIONISTS
Several openings. Multi-lines, good image, 30-50 wpm. Some jobs typing not required.
ARBOR TEMPS. 459-1166

RECEPTIONIST for busy office, multi-lines, must have good phone skills. Light typing. Call Ms. Gray 478-0200

RECEPTIONIST/SWITCHBOARD operator needed by Nov! service provider. Multiple lines $6.50/hr. Call Rose at UNIFORCE 473-2933

RECEPTIONIST - Minimum 50 wpm, light typing, filing and phone skills. Send resume to: Phyllis, 27490 Schoolcraft, Livonia, MI 48150.

RECEPTIONIST needed for Plymouth real estate office 15 - 20 hours per week, evenings and weekends. Call Sheila at 453-5800

RECEPTIONIST WANTED
For busy switchboard, experience necessary. Call Lesleigh Jewelers at 347-4110

RECEPTIONIST/SECRETARY
Bring personality and typing skills. High school grad or equivalent. Small office Detroit area $6.00/hr. + insurance. Send resume to: Box 847 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST, full time, experience is a must. Typing 50wpm, multiline switchboard, flexible to overtime, good phone voice, business presence. Will be tested on typing skills. Send resume to Grand Marina Fashions, 19000 Hubbard Dr., Detroit, Contact Mrs. Sharon
No phone calls, please

RECEPTIONIST/TYPIST
Growing geriatrics/rehab environmental consulting firm seeks full time receptionist to handle switchboard, greet visitors & type technical reports. Minimum 50 + wpm required. Word processing experience preferred. Comprehensive benefits package offered to successful candidate. For immediate consideration, please send resume to:
Manager of Human Resources, SME
34400 Glendale Ave
Livonia, MI 48150
An Equal Opportunity Employer

RECEPTIONIST - part time. Ideal for student or $$$ job. Financial Services. Livonia location. Call Ann 591-0068

BALES ASSISTANT/SECRETARY.
Team player. Sales office & customer contact experience a must. IBM - PC. Salary, benefits. Resume: Reply to 15716 Farmington Rd. Livonia, MI 48154

SALES SECRETARY
Non smoking company seeks sharp individual with initiative and good secretarial skills to work flexible hours. Typing 40 wpm, and ability to work well with others a must! Send resume to: Sales Secretary, P.O. Box 300, Southfield, MI, 48037.

SECRETARIES
(TEMPORARY)
Immediate positions. WordPerfect, Multimate & Microsoft Choices where and when to work!
DIVERSIFIED
RECRUITERS COMPANY
344-6700

504 Help Wanted Office-Clerical

RECEPTIONIST
Microwave Distributors Inc. a rapidly growing distribution company with 380+ employees located in 27 states, is seeking a receptionist for our Farmington Hills office.
Reporting to the VP-Administration. This position will be responsible for the processing of calls, not handled by our voice-mail system, greeting visitors and general office duties for the product marketing administration and finance departments. The ideal candidate will have strong interpersonal and communication skills, typing at 50 wpm and the ability to handle multiple tasks. If professional seeking a challenge, send your resume and salary history with your letter to:
Microwave Distributors
Attention Vikki Lynch
Office Administrator
28000 Grand River
Farmington Hills, MI. 48335
An Equal Opportunity Employer

SECRETARY
General Contractor needs person with professional speaking & writing skills. Word processing, Lotus 123 & typing (50-60 words per minute) a must. General Contractor office experience a definite plus. Self-starter or those with 5 year minimum of construction office experience. Non-smoker. Must have own transportation. Hours Monday-Friday & benefits discussed at interview. Send handwritten resume to: Box # 852, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY

Yazaki EDS Engineering, Inc., has an opening for a Technical Secretary in one of our Engineering Development Departments. The candidate will type 55 wpm, possess excellent communication skills, and have computer experience. Some knowledge of background in physics, chemistry, and/or math is preferred. Qualified candidates may submit a resume WITH SALARY REQUIREMENTS or apply in person at:
HUMAN RESOURCES DEPT.
YAZAKI EDS ENGINEERING, INC.
6800 HIGHLAND ROAD
CANTON, MI 48187
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

TITLE Insurance Agency desires full time secretary/receptionist with real estate & word processing experience. Salary open. Rex Ins. Agency. Call full time. Call 642-1115

TRANSCRIPTIONIST
Full and part time transcriptionist positions available for person with real estate & word processing experience. Salary open. Rex Ins. Agency. Call full time. Call 642-1115

TRANSCRIPTIONIST
Experienced
8 Mile/Southfield area.
535-5500

TYPIST - Professional individual required. Farmington area. Corporate office. Must type 55wpm (will be tested) word processing skills a plus. Non-smoker. Call 489-0555

EVENING WORD PROCESSOR
Downtown Detroit law firm has immediate opening for evening (6-11pm) Word Word Processor. Must have WordPerfect 5.0 experience preferred. Good benefits. Paid parking. Reply to Box #854, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR/
OFFICE CLERK
National firm in north Southfield office. Experienced, mature, non smoker. WordPerfect, Lotus back ground preferred. Excellent employee benefits. Send resume to Box 812 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR for downtown Detroit law firm 3 years experience. Present working conditions for non-smoker. Competitive salary & benefits. Send resume to: Box 844, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSORS
PAPER HOUR
• WordPerfect
• Lotus 1-2-3
• Typing - $7.00/hr.
Short & long term assignments available.
ARBOR TEMPS 459-1166

WORD PROCESSOR/clerical - Birmingham CPA firm has and immediate full time position available. Experience in word processing is required. Knowledge of Multimate a plus. Competitive salary & benefits offered. Call Ms. Gray at 642-5500

SECRETARY
General Contractor needs person with professional speaking & writing skills. Word processing, Lotus 123 & typing (50-60 words per minute) a must. General Contractor office experience a definite plus. Self-starter or those with 5 year minimum of construction office experience. Non-smoker. Must have own transportation. Hours Monday-Friday & benefits discussed at interview. Send handwritten resume to: Box # 852, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Food-Service

BAKERS NEEDED
Morning shift
Mark of Oxford
28 Mile & Gratiot
Call 749-5300

BARPERSONS Wanted. No experience necessary. Full & part-time. Excellent pay & tips. Livonia area. Call 427-1112

BARTENDERS, experienced, wanted. Lakeview Banquet & Conference Center, 29000 Schoolcraft, Livonia 462-0270

BOUNCER & WAIT STAFF
For Gentlemen's Club. Late night club. Apply after 9pm. Call 348-3344

BATES HAMBURGERS - 33406 5 Mile, Livonia. 22291 Middlebelt, Farmington. Immediate openings, midnight shift, shift premium. All shifts, full & part time, meals & uniforms furnished. Apply in person 8am to 10am or 2pm to 5pm

BUDDY'S - FARMINGTON HILLS
Now hiring Bartender, excellent money, fun place to work. Apply Buddy's, Northwestern & Middlebelt.

Arby's
RESTAURANT MANAGEMENT POSITIONS
Two years management experience or two years college necessary. Excellent salary, benefits, and opportunities for advancement. Up to $22,000 annually to start. Call Chuck Williams between 8am-10am or 2pm-5pm at: 721-1870, or send resume to:
Arby's Regional Office
c/o Chuck Williams
29515 Southfield Rd.
Southfield, MI 48076
An Equal Opportunity Employer

504 Help Wanted Food-Service

RECEPTIONIST
Microwave Distributors Inc. a rapidly growing distribution company with 380+ employees located in 27 states, is seeking a receptionist for our Farmington Hills office.
Reporting to the VP-Administration. This position will be responsible for the processing of calls, not handled by our voice-mail system, greeting visitors and general office duties for the product marketing administration and finance departments. The ideal candidate will have strong interpersonal and communication skills, typing at 50 wpm and the ability to handle multiple tasks. If professional seeking a challenge, send your resume and salary history with your letter to:
Microwave Distributors
Attention Vikki Lynch
Office Administrator
28000 Grand River
Farmington Hills, MI. 48335
An Equal Opportunity Employer

SECRETARY
General Contractor needs person with professional speaking & writing skills. Word processing, Lotus 123 & typing (50-60 words per minute) a must. General Contractor office experience a definite plus. Self-starter or those with 5 year minimum of construction office experience. Non-smoker. Must have own transportation. Hours Monday-Friday & benefits discussed at interview. Send handwritten resume to: Box # 852, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

505 Help Wanted Food-Beverage

ASSISTANT MANAGER
Experienced, dependable person to manage sales, be a banquet operation. Evenings & weekends full time. Fox Hills Country Club, 7 Mile N. Territorial, Plymouth 453-7272

BANQUET HELP - Entry level position available. Apply at Livonia Garden City, Bloomfield, Wall staff, Salary, Lathrup Village, Lincoln Park, bus help. Potential for advancement, ideal for homemakers. Call Mon.-Fri., 10AM-4PM. 437-1990

BARTENDERS
COCKTAIL SERVERS
WAITERS/WAITRESSES
LINE COOKS
DISHWASHERS
PANTRY/PREP COOKS

Join the growing team at CASA LUITA. Excellent pay & great environment to work. Full or part time. 29800 Northwestern Hwy. Lunch 2083 West Big Beaver, Troy

BRAND NEW banquet facility is seeking individuals to form a top service team. Wait Staff, Bus, Bartenders, Cooks, Dishwashers. Apply in person. 422-0010

CHEF
PART TIME
Apply in person after 11am
HUNTER'S
28500 Schoolcraft
Livonia
(between Inkster & Middlebelt)

COOKS
Immediate opening, needs experience, competitive wages & benefits. Hours are Tuesday-Saturday between: 8:30-11am or 1:30-3pm.
493-3065

COOK - Experienced. Flexible hours. Full or part time. San Marino Bar Course - On The Ice Restaurant 476-6193

COOK
Good pay & benefits. Great opportunity for the right person. Call:
Sweet Lorraine's Cafe
in Southfield, 559-5986

COOK- Prepare lunches at Plymouth Daycare Center. Hours 9am-1:30pm. Only care for your own chooser. Call. 453-5520

COOKS, BARSTAFF, WAITSTAFF
All shifts. Apply within:
Reiser's Keyboard Lounge, 1870 S. Wayne Rd., Westland 728-8330

COOKS/DISHWASHERS
D. Dennison's has immediate opening for both full & part time people for both days & evenings. Apply in person between 2-5pm. N.W. corner Orchard Lake & 12 Mile

COOKS
Experienced, all shifts. Apply in person only at Raina Horn 8590 Middlebelt, S. of Joy, Westland

DAY BARTENDER
For area sports bar in Royal oak area. Apply after 6pm. Call 549-3344

DAY MANAGER/HOSTPERSON.
Classic Office. Experienced agents wanted. Apply in person (or by mail) Mon-Fri between 3pm-5pm at the Ann Arbor Trail Apartment. Send resume to: Chris 31500 Northwestern Hwy., Suite 100, Farmington Hills, MI. 48334

MARIO'S PIZZA now hiring delivery person, full time or part time. Pays $4 to $5 an hour. Must be dependable. Apply in person at:
34147 Plymouth at Levan, Livonia

DELI PERSON - for counter help. Southfield. Mornings, experience in making sandwiches & salads, ask for Brian or Sabah 352-6556

DIETARY AIDE
American House Farmington Hills Retirement Residence is looking for mature, dependable person to work in Dietary. Must be available for day and afternoon shifts. Apply at 24400 Halsted Road

EXPERIENCED DISHWASHER & Stock person. Banquet facility, full time days. Benefits. Call Mon-Fri. 10am-2pm. 473-1832

EXPERIENCED BROILER COOK
Part time. 477-4303
Farmington Rd. N of 9 Mile. Call for interview after 2pm. 477-1000

EXPERIENCED DAY COOK wanted. Apply after 2pm: Capriccio Italian Deli, 1477 John R, Troy

588-6000

FOOD PREPARATION
25 hours per week. Starting at $4.50 hour. Livonia area. Call 523-4911

GENERAL CAFETERIA
Ideal for 8 conditioning benefits available. Work hours: Call 8am-2:30pm 349-9200 ext 2549

HIRING PM AM Wait Staff, AM PM Bartenders & Cooks. Applebee's Restaurant, 40339 Michigan, 2 blks E. of I-275, Canton. 326-5870

HOST PERSON WANTED
Evenings. Experience preferred but not necessary. Please contact Red Timbers' 478-7154

KICHEN SUPERVISOR
D. Dennison's Restaurant has an opening for a mature individual with fresh seafood background. Some supervisory experience required. Apply in person between 2-5pm. N.W. corner Orchard Lake & 12 Mile

KITCHEN PERSONNEL - cooks, dishwashers, counter help. Wages to $7.75/hr. W. Bloomfield Country Club. Call for appointment Tues.-Fri. 9-5. 655-1900

LINE COOK
Accepting applications for a full time, weekday & weekend cook position

LIVONIA
GROUND ROUND
RESTAURANT
Wages negotiable, based on experience & pay out to date productivity, group health & life insurance available. Apply in person after 7pm at
17050 Laurel Park So.
LIVONIA
An Equal Opportunity Employer

LINE COOK - Experience necessary. Pay commensurate with experience. Full time, night position only. Apply in person in a neat appearance. Jacoby's 32777 W Warren, Garden City

LINE COOK & PANTRY PERSON
Apply in person. Bonfire Grill, 30600 Hunter Blvd., Livonia, 43180 New Mile Rd., Novi 347-0093

LINE COOK & PREP COOK
Seeking a dynamic team. Bloomfield Cafe Chef Hamad, after 2pm 358-0344

LOSE POUNDS AND INCHES the healthy & fun nutritional way. Money back guarantee included. For information call Dennis Paul 354-0313 Remember for things to change, you must change

MEAT CUTTER/EXPERIENCED
Deli and Meat Clerk
Clean-up & Stock
Full or part time. Mr. T's Meats & Deli Livonia 425-5661

505 Help Wanted Food-Beverage

MANAGEMENT
DOMINO'S PIZZA
Now Hiring
Management Personnel
Tom Gilpin 458-8355

MANAGERS, BARTENDERS
WAITSTAFF, COOKS & PORTERS
Now accepting applications for new Livonia location. Apply at: Woodbridge Tavern, 28E St. Auban between Jefferson & the River, Detroit. Mon. thru Thurs. 2:30pm-5:30pm. 313-259-0878

MICHIGAN'S finest stakes shop is looking for a fudge maker. Will train. Part time days, excellent working environment. Call Debbie, 459-1990

NEW RESTAURANT OPENING!
Mancino's in Farmington Hills. All positions including: Bartenders, Dishwashers, Prep persons, etc... All shifts. Full & Part time. Apply in person only: Mon.-May 13 - Sat., May 18, Noon-7pm. 38487 W. 10 Mile, (In Freeway Plaza on 10 Mile,