504 Help Wanted Office-Clerical

RECEPTIONIST - Weekend area, no typing phone voice & able to make appointments. Mature homemaker, Welcome. Mon., Wed. Fri. 8am-3:30pm. Send reply to: PO Box 35278, Detroit, MI 48235

RECEPTIONIST/SWITCHBOARD
Large Southfield Insurance Agency. Professionalism, flexibility, and positive attitude required. Knowledge of WordPerfect necessary. Experience with Hyatt systems helpful. Call Darlene 353-8800 ext. 5869
An Equal Opportunity Employer

RECEPTIONIST - Southfield office seeks a conscientious, pleasant individual to create a good first impression with visitors & telephone calls. Responsibilities include switchboard, mail room, general typing & data entry. Part time, 9am-3pm. Wages $4/hr. Call Mike at 827-7720

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.

RECEPTIONIST/ SECRETARY
Plush Farmington Hills office seeks your professionalism in greeting our clients. Typing of 50 wpm, and a sparkling personality will land this career opportunity of a life time. Call 851-3660.

RECEPTIONIST/ GENERAL OFFICE
TO $17,000
Livonia office. Excellent benefits, light typing. 3-4 yrs. general office experience + knowledge of WordPerfect. Fee paid.
473-7210
Steven J. Greene Personnel

SALES SECRETARY
An International C.P.A. is seeking a mature individual to function as a sales secretary. Successful candidate will have 2+ yrs. secretarial experience (includes typing, filing, travel arrangements. Desired computer skills to include Microsoft Word and Fraction. Salary range to $20,000. Send resume to: Attn: M.B., box 78 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Will word processing skills. Experienced and mature. Please submit resume with salary requirements to: Office Manager, 2627 Fourth St., Wayne, Mi., 48184.

Receptionist
Front desk charmer needed by a high-tech suburban firm. Interesting variety includes typing. Call JoAnne at 464-0909.
SHELLING PERSONNEL SERVICE

SALES SECRETARY
Entry level. Busy professional sales office/showroom is looking for personable, detail & math oriented person to represent a top quality product. Duties include clerical, product demonstrations, entering orders on computer, and working with homeowners, builders and architects. Excellent benefit package. Send resume to Pete Window & Door Company, 3280 S. Rochester Rd., Rochester Hills, 48307.
An Equal Opportunity Employer

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A JOB OPPORTUNITY ARISES THIS WON'T LAST FOR LONG!
478-0300
REGAIN HAIR CENTER

SECRETARY
Entry-level, pleasant personality preferred, 9-5:30pm, $7-$8 an hr. with benefits. Quiet Southfield office. Call 352-5858

SECRETARY for smoke free environment, Birmingham/W Bloomfield area. 30-35 hours per week. Word processing and computer skills required. Benefits available. 833-1170

SECRETARY
for friendly small suburban firm. Word perfect experience desired, benefits, 401 K savings plan, profit sharing and more. For consideration, please send resume to Kathy Eno at:
AMERSURE COMPANIES
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Equal Opportunity Employer

SECRETARY
Major Michigan firm offers excellent salary/compensation package commensurate with outstanding typing skills. Word processing skills required include tuition reimbursement, 401K, dependent coverage. Call Arthur Thomas Executive Search, 355-4140

504 Help Wanted Office-Clerical

RECEPTIONIST/BOOKKEEPER
experienced individual with working knowledge of office organization & bookkeeping needed for immediate employment. Lotus 1-2-3 & word processing skills a must. Send resume to: Bookkeeper, 27840 Bradner, Northville Mi. 48167

RECEPTIONIST
Two front desk receptionists for computer dealer, part time, experienced in multiple phone lines. Professional appearance and attitude. Morning or afternoon shifts available. Location Square Lake Rd. & Telegraph. Call Marijit, 334-3800

RECEPTIONIST
Full time position available in a Northern Oakland County medical practice. Competitive benefit package and pleasant working conditions. If interested, please send resume to: Box 208, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
HUMAN RESOURCES DEPT.
Ameristare Companies, a national leader in the property & casualty insurance field, is a progressive organization offering commitment of service that customers and exceptional growth opportunities to professional employees.
We currently have an opening for a talented secretary in our Human Resource Development area. The successful candidate will have 1 to 3 plus years of secretarial experience, excellent organizational and analytical skills, typing speed of 60 wpm, strong written and oral communication skills, experience on a PC/Windows platform (5.0), familiarity with PC graphics program, and flexible, customer oriented qualities.
High School diploma required. Associates degree preferred.
Ameristare provides a competitive salary, comprehensive medical/dental plans, tuition reimbursement, pension, 401 K savings plan, profit sharing and more. For consideration, please send resume to
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504 Help Wanted Office-Clerical

Secretary
LEGAL SECRETARY
Michigan National Corporation has an excellent opportunity for an experienced Legal Secretary.
Responsibilities include correspondence, documents and notes, maintaining files and calendars for legal staff and some attorneys.
The ideal candidate must have 1 - 2 years legal experience, excellent attention and verbal, a high school diploma, and word processing (WordPerfect 5.1) and transcription skills.
Located at our headquarters in Farmington Hills, Michigan offers an attractive working environment, competitive compensation package, and excellent benefits. For consideration, please forward resume to:
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National
Corporation
Human Resources - Starting/MR-LS
P.O. Box 2050
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An Equal Opportunity Employer

SECRETARY needed, general office duties, knowledge in payroll and computers. Administrative experience preferred. Bring resume to: IGTB Services, Detroit Metro Airport, NW Service area.

SECRETARY
New company requires secretary with excellent word processing (WPS.1). Administrative and people skills required. Exposure to legal and insurance matters helpful, but not required. Send resume including salary requirements to: 30300 Telegraph, Suite 203, Birmingham, MI 48010.

SECRETARY
Part time summer position. Also accepting resumes for full time. Troy area, McintoSh, M.S word. Mac Drive. Typing 45-60 wpm. Shorthand a plus.
BCC
29250 Gelsthe
Roseville, MI 48066.
774-0100 or fax 778-8048

SECRETARY/RECEPTIONIST
for Southfield CPA firm. General office skills and Word processing required.
353-3230

SECRETARY/RECEPTIONIST
Engineering firm seeks word processing, general office and communication skills required. Mr Hanna 539-2300

SECRETARY/RECEPTIONIST
needed for Farmington Hills real estate office. Must have accurate typing skills, good phone manners, & be dependable. Ask for manager. 474-3303

SECRETARY RECEPTIONIST
Needed for CPA firm. Computer and bookkeeping experience preferred. Excellent working conditions. Send resume to: Elliott & Ward, 6960 Orchard Lake Rd., Suite 204, West Bloomfield, MI 48322

SECRETARY/RECEPTIONIST
High energy, part time or full time position in outstanding Southfield office location. Typing, easy entry and good phone skills needed. Call 948-8800

SECRETARY
Short & long term, 50 wpm. Experience necessary. Call 464-7018
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SECRETARY with insurance background for new department of major lender. Typing and work with numbers. $18,000/yr. Call Carla at UNIFORCE 646-7661

504 Help Wanted Office-Clerical

SECRETARY
To community relations dept. of progressive child welfare agency located in southfield. Min. 2 yrs. office experience w/accurate typing (58-60wpm) Knowledge of WordPerfect helpful. Excellent benefits package. Send resume & salary requirements to Box #192, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSING personnel needed. Macintosh/Micro Soft Word, Word Perfect (all versions), Lotus, Estimate, and all other software needed. Top pay. Paid Holidays, Temp-Med Insurance, Over Time Pay.
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358-4270

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504 Help Wanted Office-Clerical

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505 Help Wanted Food-Beverage

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Farmington/Farmington Hills
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Fast paced Mediterranean Pizza & Subs in Southfield. Experience will determine wage. Call 569-4517

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Great Opportunity. Benefits.
Send resume to:
Albans Bottle & Basket, 190 North Hunter, Birmingham, MI 48009.

BAR PERSONS WANTED, for upscale Pizza Restaurant. Pizza & Subs in Southfield. Experience will determine wage. Call 569-4517

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Great Opportunity. Benefits.
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BUS PERSONS WANTED, for upscale Pizza Restaurant. Pizza & Subs in Southfield. Experience will determine wage. Call 569-4517

BARTENDERS & WAIT STAFF
Needed for all shifts. Apply in person at: Mission Hills Golf Course, 14650 Sheldon, Plymouth. 453-0347

BARTENDER, WAIT STAFF
Needs experienced only. Apply in person: Charters, 7640 N. Wayne Rd., Westland.

BAR & WAIT PERSON Wanted part time, Sat & Sun., days & nights. Please apply within: Dunlap's 23631 W. 7 Mile.

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In Southfield. 559-5986

505 Help Wanted Food-Beverage

CATERING SALES MANAGER with at least 2 yrs experience in sales & banquet service. Excellent salary & benefits. Mail resume to: Box #218, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

COOK - Short Order, nights. Experience helpful. $6 per hour to start. 12 noon-8pm. Southfield 353-0016

COOKS - WAITSTAFF
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COOKS
WAITSTAFF
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LINE COOK & PANTRY PERSONS, wanted. Experience preferred. Home Sweet Home, 43180 Nine Mile Rd., Novi. 347-0095

LINE COOKS - Fast-paced seafood restaurant in Auburn Hills seeking experienced line cooks. 2 years minimum seafood experience high shifts 332-7744

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PIZZA MAKERS, Wait Staff, Salad Persons, Bus Persons, Dishwashers and cashiers. Apply: Sam Italian Deli, 4033 W. 12 Mile, Berkley.

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Highly motivated person for full time position, some experience required. Send resume (no calls) to A & W Restaurant, 32900 Ford Rd., Garden Heights, MI 48127

RESTAURANT STAFF - Cooks, Wait staff, busboys, hostesses/hosts, Bartenders, Dishwashers. Apply in person Mon.-Fri between 9am-5pm at: Tavern on 13, 13 Mile at Southfield, in the Corners Mall (formerly Michael's) a unique restaurant corporation restaurant

SERVERS, Host/Hostesses, Cooks - wanted. Good pay. Flexible hours. Apply in person at: The Royal Oak Ground Round, 3310 N. Woodward. Mon.-Fri. between 2-4pm & 8-10pm

WAIT STAFF - Experienced for days & evenings. Jonathon's Family Restaurant, Wayne, MI.
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WAITSTAFF
wanted full time, days & nights am personnel in seafood. Auburn Hills area. Phone. 332-7744

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