504 Help Wanted Office-Clerical

CLERICAL-CUSTOMER SERVICE
Busy Farmington Hills office seeks energetic individuals to handle customer inquiries, complaints & refunds. Must have prior customer service experience, phone & clerical skills. Strong data entry & good communication skills are required. Non-smokers only. Call 476-0553

CLERICAL

Diebold, a recognized leader in the field of bank and security equipment, has the following excellent opportunity available:

CUSTOMER SERVICE DISPATCHER

This position will work in our Customer Service Department. Duties include: primary duties will be to take customer service calls, data base entry and other related duties. Candidate must possess strong communication skills, customer service attitude and minimum 50wpm typing ability.

We offer attractive salary and benefits with a progressive industry leader. For consideration, please send resume to: Employment Director, DIEBOLD, INC., 25070 Commerce Dr., Farmington Hills, MI 48335 EOE m/f/d/v

DIEBOLD, INC.

CUSTOMER SERVICE REPS
Excellent salary, benefit program, no experience necessary.
Call 477-4344

CUSTOMER SERVICE REPRESENTATIVE
A detail oriented, self-motivated, literate, energetic individual for a fast paced, growing business in Troy. Pay based on experience. 588-0800

CUSTOMER SERVICE
Full time position for a self-starter in busy home office. Good communication, clerical and phone skills required. Benefits. Mail resume to 30 E. Big Beaver, 41155 Vincenti Ct., Novi, MI., 48375 Att. Office Manager

CUSTOMER SERVICE REP PART TIME
Entry level customer service rep position, flexible hours, (approximately 30 hours) Monday through Friday, plus Saturdays and some Holidays. Position requires at least 1 year of customer service experience, clerical, phone manner with ability to work under pressure, and knowledge necessary on the 10 key pad production order entry a must. Interested applicants apply Mon.-Fri. between 8:30am & 12:30pm.
MERCURY FARMS
31111 INDUSTRIAL RD.
NOVI, MI 48150
Equal Opportunity Employer M/F

CUSTOMER SERVICE ASSISTANT
Leading regional distributor of top line of home brewing supplies, seeks an accepting applications for a customer service assistant. Responsibilities include:

- Accepting orders and answering telephone inquiries from kitchen designers, retail dealers, architects and builders.
- Using CRT equipment to enter orders, update data base information and other duties. Provide general clerical assistance.
- Showing & demonstrating appliances in our showroom to prospective customers.
- Experience with cooking or demonstrations before small groups is an advantage.

We are looking for a mature self-starter who is dependable, well organized & detail minded. Prior experience and/or advanced schooling a definite plus. We will provide spot-a-prize job training, compensation and benefits to the right candidate. Please forward resume in confidence to

Operations Manager
P.O. Box 71043
Bloomfield Hills, MI 48013

DATA ENTRY CLERKS
Several opening for experienced Data Entry Clerks. Must have good image & a minimum of 35 wpm typing. Some jobs may require answering telephone.
ARBOR TEMPS 459-1166

DATA ENTRY CONTRACT - A quality OEM supplier of automotive/truck/bus industry has an on call/contract opening for a data entry clerk at corporate office located in Farmington Hills. Qualified candidates must possess the following:
10K key strokes numeric and 11K key strokes alpha per hour. Familiarity with Mokbem series 21, and work 3 to 4 years experience in data processing. Interested parties should respond by letter, resume to: Box 464, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

DATA ENTRY
FULL TIME 4PM-12AM
PART TIME 11AM-4PM
An opportunity exists within a growing distribution company for an experienced Data Entry Clerk. Duties include data entry & general office support functions including sorting & filing. Successful applicants will have a high school diploma, accurate typings skills, minimum of 50 wpm, computer familiarity & ability of scheduling. Reply in confidence to Data Entry, P. O. Box 370, Wayne, MI. 48184

DATA ENTRY
Growth oriented manufacturer seeks a person with 6 months - 2 years Numeric Data Entry experience. Position requires support functions, and the ability to follow directions with minimal supervision. Please send resume to:
Human Resources/DEC, P. O. Box 5045, Plymouth, MI. 48170

DATA ENTRY- Permanent part-time position, for punctual reliable person. Due Date/Scheduled date are Jerry, Leave message 968-3332

DATA PROCESSING TECH Support to $23,000. Degree plus 2 yrs exp perience Benefits 473-7210
Steven J. Greenberg Associates

DENTAL ASSISTANT competent experienced person, enthusiastic about commitment, to growth of office in Livonia 464-1822

DEPENDABLE TEMPS
New Company Needs
• Administrative Assistant
• Book keeper
• Clerk Typist
• Receptionist
• Bookkeeper
Set your own hours!
Outstanding pay!
No Fees - EOE
Snappy Temporary Services
In Marcus Plaza
33138 Plymouth
Starting Heights, MI 48170
979-1080

EXECUTIVE SECRETARY
Secretary needed with WordPerfect experience for large company in the Livonia area. Variety of duties with convenient location, excellent pay. Apply immediately
ARBOR TEMPS 459-1166

FARMINGTON HILLS based company seeking individual with strong communication and computer skills. Computer experience, enjoy working with people. Contact Bob Mon-Fri. between 8-5 pm 489-0148, ext. 202

504 Help Wanted Office-Clerical

DESK RECEPTIONIST
For private club. College student preferred. Mon. - Fri., 8:30am-3:30pm. Computer and telephone knowledge helpful. Apply in person. B-Line, weekdays, 22777 Farmington Rd., Farmington.

EMPLOYEE BENEFIT COMPANY
is expanding and seeks a
RECEPTIONIST - Must have excellent typing skills, well groomed and enjoy answering the telephone.
CONSULTANT - A motivated individual to administer 125/Cafeteria Plan. Knowledge and experience required. Immediate openings, excellent benefits. Send resume/salary requirements to: 33228 W 12 Mile, Rd. 144, Farmington Hills, MI. 48334.

DW 4 executive secretary needed by Fortune 500 high tech firm. Up to $25,000/yr. Call Mrs Smith at UNIFORCE 846-8500

EXECUTIVE SECRETARY
Mental health field. Nonsmoker, computer, billing, managerial skills. Public relations & marketing interests. Part/full time. Apply with Executive Villas 10; Behavioral M.A.P.S.; 21900 Greenfield Rd. Oak Park, MI. 48237

EXECUTIVE SECRETARY
Realtor/Developer seeking assistant needed for office of physician/surgeon. Excellent A-1 typing and organizational skills required. Knowledge of WordPerfect necessary, shorthand desirable, but not essential. Must welcome a challenging and stimulating setting. Beautiful working environment and very good benefits for the right person. Send resume to:
Dianne Sievers, 3000 Town Center, Suite 1250, Southfield, MI 48075

EXECUTIVE SECRETARY
Southfield service company seeks mature, bright, hardworking, individual to assist president. Career oriented candidate willing to commit hours as required. Excellent secretarial skills required. Candidate must be energetic, 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. Openings for an experienced secretary to work with 3 top executives of company. Must have a professional demeanor. WordPerfect & shorthand required. Excellent benefit package. Send resume to Office P. O. Box 530455 Livonia MI. 48153

FINANCIAL PARA-PLANNER
Full time to work with CPA/Financial Consultant at national investment firm. Responsibilities include solid organizational skills & effective client relations. Experience with insurance preferred. Competitive compensation with good bonuses. Fax resume to:
Perry, 600 Renaissance Center, 18th floor, Detroit, MI. 48243
An Equal Opportunity Employer

GENERAL OFFICE
$6.00 per hour. Hours are 8:00AM-2:30PM. Resume to: P.O. Box 2342, Farmington Hills, MI. 48333.

GENERAL OFFICE - Light bookkeeping, full time, $5.50/hr. Ideal for seniors & retirees. Southfield location 569-4003

GENERAL OFFICE
Word processing experience. Minimum 60wpm, 2-3 days per week. 12 mile & Northwestern Hwy. Call Mrs Katz 356-1800

GENERAL OFFICE
Established management company is looking for responsible individual with pleasant phone personality for front desk. Must be accurate. Typist with experience in office procedures. Bingham Farms Center location. Call 644-8266

GENERAL OFFICE CLERKS
PART TIME
COLLEGE STUDENTS
HOMEMAKERS - RETIREES
Marketing services firm in Farmington Hills seeks entry level general office personnel. Please respond if you possess the following:

- High school diploma
- Pleasant phone manner
- Strong verbal & math skills
- Data Entry experience
- Salary $5.19-$5.50 per hour
- Flexible daytime hours

If you have these qualifications contact:
CAROLYN MUSSER - 488-3225
between 10:00am - 4:00pm
Monday thru Friday

GENERAL OFFICE - Light duties, part time, typing skills & very light bookkeeping. Beach & Schoolcraft area. Call between 8am-2pm 591-7100

GENERAL OFFICE - Filing, typing, accounting a plus. Car a must. General office duties. Part time, $5/hour. 8 Mile/Lahser area. 537-5300

GENERAL OFFICE
Full time EXPERIENCED Redford area. Call Robin, Mon. Tues. or Thurs. 9am-noon 531-1754

GENERAL OFFICE CLERICAL
Full time Westland Supervisor Benefits 729-7022

GENERAL OFFICE
Full time office work as needed. Typing 45 wpm, computer experience helpful. Apply 8140 Hix, Westland, Howard Allen Pro, between 8am & 5pm

GENERAL OFFICE Small Novi firm seeks help with filing, typing, phones. 8am-1pm, Mon-Fri. Start at $6/hr. Send resume to/apply at
Enkemann, 25480 Hoyt Rd. Novi
No phone calls, please

GENERAL OFFICE CLERK
Immediate full time opening. Responsibilities include receptionist, phones, mail, payroll support functions, minimum 2 yrs office experience required. Qualified applicants submit resume to Honeywell Inc., 23938 Research Dr., Farmington Hills, MI. 48335-9962 Attn: F.A.S.
Equal Opportunity Employer M/F

HOME HEALTH CARE COMPANY
looking for sharp individual to do their accounts receivable/payable. Must have basic bookkeeping skills. Typing and good phone manners. Please call Tress Mowbray 313-459-3115

LEGAL SECRETARIES
•Corporate Legal Departments
•Temporary - Long or Short Term
•Permanent Positions
•Temp to Perm
•Free Computerized Resume Service
•Free Job Counseling
PERSONNEL AT LAW
(FAX) 358-0235
SOUTHFIELD OFFICE
3000 Town Center, Ste 2580
Southfield, Michigan 48075
358-0060
DETROIT OFFICE
One Kennedy Square Ste 1032
Detroit, Michigan 48226
964-2900

LEGAL SECRETARY
Full time, 2 years experience typing 65/min, dictaphone. WordPerfect 4.2 experience required, knowledge of bankruptcy helpful. Small Birmingham office, salary based upon experience. Benefits. Please contact Kim 540-3340

504 Help Wanted Office-Clerical

INSIDE SALES
5 years experience, general bookkeeping, LOTUS and WordPerfect required. Typing minimum 65wpm. Manufacturer Rep. experience a plus. Must be team player. Send resume to: 27765 Heath Dr., Novi, MI 48376. 349-0320

INSURANCE AGENCY - Assistant Customer Service Rep. Must have excellent clerical & customer skills. Apply in person Professional Insurance Associates, 3028 Wayne, Wayne, Mi.

INSURANCE CO. located in Troy has an immediate opening for a proposal representative. Ideal individual would possess strong math skills, good oral communication, investigative & interpretive skills. Keyboard knowledge with a minimum of 12 mos. experience in a business environment working in a multi-insured function. CRT knowledge a plus.
Reply to Box #434, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

JUNIOR secretary/receptionist. Right candidate will be challenged by major advertising agency. $17,500/yr. Call Rene at UNIFORCE 846-7664

LEADING international auto manufacturer needs administrative assistant with excellent secretarial skills and word processing. Recent grads considered. To $23,000/yr. Call Mrs Stamp at UNIFORCE 357-0544

Legal

CIRCLE THIS
SECRETARY
Prestigious downtown law firm seeks a legal secretary with 5 years of plaintiff personal injury experience.
WORD PROCESSOR
Experience on WordPerfect 5.0 is necessary.
Excellent salary and benefits for these temporary to permanent positions. Call Sue or Jackie today!
CORPORATE PERSONNEL SERVICES
3215 S Rochester Rd.
Livonia, Michigan 48150
261-1120
NO FEE EOE

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

LEGAL SECRETARY
Troy law firm seeks secretary experienced in real estate, corporations and litigation with WordPerfect 5.1. Salary negotiable. Please send resume to: Human Resources Manager, 2855 Coolidge Rd., Suite 500, Troy, MI. 48084.

LEGAL SECRETARY - Birmingham firm seeks full time secretary. Interested will train right person. Call Janet 647-0404

LEGAL SECRETARY
Full time, Birmingham area. Experience desired. General law practice. 540-8311

LEGAL SECRETARY
Needed for very busy Birmingham domestic relations law firm. Minimum 3 yrs. experience. WordPerfect. Must be able to work well under pressure. 647-7900

LEGAL SECRETARY
With excellent skills and a minimum of 5 years experience to work for senior partner of Southfield personal injury firm. WordPerfect 5.1 required. Salary commensurate with ability. Contact Cindy 353-7575

LEGAL SECRETARY
for Town Center law firm. Corporate experience & Wang W.P. - preferred. Send resume to J. Hartnett, Kramer Metzler, 3000 Town Center, Suite #1700, Southfield, MI., 48075-1277.

LEGAL SECRETARY - Dependable, dedicated, litigation secretary, minimum 5 yrs. experience needed for busy Troy law firm. WordPerfect 5.0 preferred. Must be non-smoker who enjoys responsibility. Pleasant office. Salary commensurate with experience. 641-0500

LEGAL SECRETARY(general practice) Southfield law firm seeks experienced Personal computer and word processing experience required. Must be able to take transcription. Positive interpersonal skills required for practice-client relations. Send resume to: Carol, 2037 Orchard Lake Rd., Sylvan Lake, MI 48320

LEGAL SECRETARY
Immediate opening, mid-sized Bloomfield Hills firm. Legal experience required. Experience in litigation helpful. WordPerfect 5.1. Excellent pay and benefits for qualified applicants. Please forward resume to Office Manager, Howard & Howard Attorneys, 1400 N Woodward Ave., Ste. 250, Bloomfield Hills, MI., 48304

LEGAL SECRETARY/PARALEGAL
Southfield insurance company seeks hardworking, bright, career motivated individual to assist corporate counsel. Candidate must have 1 yr legal experience. Insurance background preferred. Non smokers only apply. Send resume to:
Legal Secretary
P.O. Box 300
Southfield, MI. 48037

LEGAL SECRETARY
Temporary/full time needed for Southfield office. General practice. Call Gina 351-0160

LEGAL SECRETARY Experience required, for 1 - 2 attorney office in Walled Lake. Must have Word processing skills, call for appt 624-4101

LEGAL SECRETARY, must know WordPerfect, 5.0 and have experience with litigation and contracts. Must be able to prioritize and work independently. Call Ann at 433-1803

LEGAL SECRETARY - Experience in litigation. Wordperfect, good with details, telephone, prefer minimum 3 yrs experience. Birmingham. Free parking. Informal atmosphere
540-7860

LEGAL SECRETARY - Experience for lawyer firm Medical Insurance. Convenient Farmington Hills location in full service building on Northwestern Highway
Call Suzanne 855-1205

LEGAL SECRETARY - Dependable, dedicated, litigation secretary, minimum 3 yrs. experience needed for busy Troy law firm. WordPerfect 5.0 preferred. Must be non-smoker who enjoys responsibility. Pleasant office. Salary commensurate with experience 641-0500

LIGHT office experience with data entry and good grammar needed by leading international financial institution. Call Darlene at UNIFORCE 357-0648

LIVONIA FOOD BROKER
looking for dictaphone operator. WordPerfect experience preferred. Resume to: TPC, P.O. Box 3304, Livonia, MI. 48150, Att: J.S.
An Equal Opportunity Employer

MAIL ROOM/SUPPLY CLERK
Non-smoking company seeks mail supply clerk. Applicant must be energetic, responsible & maintain a good driving record. Full time with flexible hours including some evenings & Saturdays. Send resume to Supply Clerk, P.O. Box 300, Southfield, MI. 48037.

MATURE PERSON for full time office staff position. People oriented, organized and dependable insurance agency, 7 Mile/Inkster Rd. area. Non-smoker. Call 2-5pm only 531-8443

MATURE QUICK learning individual wanted for full time position. Some typing, phone answering and computer skills required. Reply by send-ing resume to: 34275 Crompton Circle, Farmington Hills, 48335

MEDICAL ASSISTANT
Southwest/13 Mile area, for busy multi service office. Telephone & clerical duties, computer experience helpful. Good salary & benefit package. Resume to: Personnel P. O. Box 2170, Southfield MI 48037

504 Help Wanted Office-Clerical

LEGAL SECRETARY, very experienced for managing partner of growing medium size Farmington Hills law firm. Civil litigation & business practice. Administrative tasks a plus. Must be team player. Send resume to: 27765 Heath Dr., Novi, MI 48376. 349-0320

LEGAL SECRETARY/
WORD PROCESSOR
for food processor. Legal or attorney firm. Experience required. Salary based on position. Send resume and salary requirements: Office Manager, 6695 Telegraph, Bu. 1, Bloomfield Hills, MI., 48301.

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For professional, confidential, temporary or permanent, register now with THE SECRETARY OF TODAY
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8080 or 591-9415

MAIL ROOM clerk, office experience preferred. Major financial institution. $4.50/hr. Call Gretchen at UNIFORCE 357-2935

MEDICAL - manager, Rochester, all non position roles, office of dermatologist. Typing, accounting, peg board payroll, insurance, good communication with patients, benefits. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

MEDICAL SECRETARY needed 12 hours a week in Northville for 2 accounts Payable. Flexible hours. Call Louise 624-2113

NO EXPERIENCE NECESSARY
Growth oriented company is looking for a bright, outgoing person for our entry level position that requires no experience. Excellent opportunity for a recent high school graduate. This position entails general office skills & day to day operations with many advancement opportunities. Please forward office resume to: P.O. Box 1785, Troy, MI 48099

OFFICE ASSISTANT
Retail furniture company seeks dependable individual for part time Office/Clerical position. Required: motivated, self-starter, strong organizational ability, & some experience in basic office skills. Saturday work is required.
LAZ-BOY SHOWCASE SHOPPE
27754 NOVI ROAD
NOVI, MI 48050 348-3700

OFFICE ASSISTANT
Male/female 10AM-2PM daily. Busy office. $7/hr. Send resume to P. O. Box #9069, Walled Lake, Mi., 48390.

OFFICE CLERK - AFTERNOONS
North Oakland health care provider has opening for an office clerk to work the weekend afternoon shift 15 hrs. per week. Knowledge of High school diploma, good phone skills, typing, organizational ability and general office experience required. Some CPR or medical office technical helpful. Well groomed the ability to handle emergency procedure. Retirees welcome. Send resume to: Personnel Services Dept. PO Box 420, Lake Orion, MI. 48361

OFFICE/COUNTER PERSON
Part time. Must have good phone manner. Starting at $5/hr. Call Bill at Rod's Appliance 425-5040

OFFICE MANAGER - for small manufacturing firm, must be familiar with IBM PC's & Platinum software. Wages commensurate with experience. Benefits Wayne area. Ask for Mr. Trevino. 728-2222

OFFICE MANAGER for apartment complexes, must have bookkeeping experience. Ask for Sue 354-1706

OFFICE MANAGER
Full time position in small store office. Candidate must have good communication skills, ability to deal with customers & be organized. Office experience is strong person. Benefits available. Send resume or apply in person: Carl's Cleaners, 26955 Northwestern Hwy., Southfield, MI. 48034. Attn: Ms. Bernstein

OFFICE MANAGER
Full time position managing small business office.

- Payables, payroll, billing and general administrative
- Writing skills helpful
- Hours & salary negotiable

Please send resume to
Century Computer Corp
1515 Pontiac Avenue
Detroit, MI. 48226
Or Call (313) 965-0480

OFFICE MANAGER
FULL CHARGE
BOOKKEEPER
Fast paced suburban firm looking for a full charge bookkeeper/office manager to supervise support staff. Responsible for all computerized bookkeeping functions. Accounting. Call or send resume with requirements to:
ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410
Agency Fee Paid

OFFICE PERSONNEL
Immediate positions available. We provide Top Pay, Paid Holidays, Temp-to-Hire options, Over Time Pay, Bonuses. If you have any of the following as we call today for an appointment!
Wang Word Processing
Word Perfect (all versions)
Lotus, Multimate, Micro Soft Word
Receptionist, Typist, Data Entry
Livonia 464-2100
Southfield, 352-1300
SNELLING TEMPORARIES
NEVER FEE

OFFICE SECRETARY. Involves WordPerfect, Lotus 1-2-3, bookkeeping and data entry. Hours negotiable. Please send resume, references and salary requirements to B T Corp., 31390 Northwestern Hwy., Suite A, Farmington Hills, MI 48334

OFFICE SUPPORT needed for Sales Manager, full time, $5 an hour to start. Experience preferred. Medical & dental insurance available, 1 week paid vacation. Livonia Ask for Lori at 261-9000 or 462-8455 Ext. 101

OFFICE WORK - Full time Typing, bookkeeping, computer experience, filing and other office duties. Bloomfield Real Estate Office. Ask for Sharon or Susan 851-4100

OPTOMETRIC
Receptionist/Assistant. Dynamic, growing, experienced, full time. Walled Lake 624-1707

PART TIME Bookkeeping Assistant needed for tax accounting agency in Farmington Hills. Hours flexible. Ask for Dale 855-2900

POWERFULL CLERK
Experienced with knowledge of A/P & A/R a plus. Excellent fringe benefit program. Farmington Hills area. 471-1500

PERSON needed for clerical work located in Livonia warehouse, shipping & receiving department. Required: Send resume to Commerce Distribution, 15200 Commerce Dr. North, Dearborn, MI. 48120
No phone calls accepted

RECEPTIONIST
Light typing, filing & phone skills required. Full time. Benefits
882-1670

RECEPTIONIST OPERATORS
Work in Detroit's Fashion Block, looking for enthusiastic professionals with pleasant phone personality and customer service skills. Full or part time available. Day and evening hours. Apply in person: 1240 W 14 Mile Road, Clawson

RECEPTIONIST/TYPIST
If you have a professional appearance, good phone etiquette, are well organized, have strong typing, verbal and written skills, you are the person we are looking for to be our receptionist. We offer an excellent benefits and wage package. Apply in person, 2pm-4pm at Mitsubishi 48301 Commerce Center Dr., (N. of M-14, E. of Beck Rd.)
No Phone Call Please
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

PHONE SALES - Experienced, Knowledge of computer & clerical skills required. Call Mr. Ryan, 478-8126 Fitterton, Detroit, MI. 48238 Attn: B. Winter.

RADIOLOGY OFFICE seeks people oriented, flexible individual to do sorting, logging & report handling of 65-75 people, daily. Open to further discuss your qualifications.
832-8104

RECEPTIONIST/SECRETARY
to run 1 person office in Livonia. Computer experience required, minimum 2 years office experience. Full time. 421-3322

RECEPTIONIST
Part time weekends. Private country club. Hours 8-8. Must have Wordperfect experience. Walnut Creek Country Club, Bloomfield Hills. 855-0700

RECEPTIONIST - Birmingham Company seeks a friendly, fast paced office. Typing skills helpful. Ask for Nancy 433-3300

RECEPTIONIST
Part time evenings for private country club. Hours 5-9 Monday thru Sunday. Walnut Creek Country Club, Bloomfield Hills. 855-0700

RECEPTIONIST wanted part time for busy Farmington Hills real estate office. Experience preferred but phone system helpful. Must type 45 wpm and have good phone manner. Call Rabbi Manuel Asaeo, West Contact Janet Horner. 851-6172

RECEPTIONIST
Southfield law firm seeks entry-level clerical with 45 wpm typing, excellent communication & computer aptitude. Send resume or call:
DIVERSIFIED RECRUITERS CO.
27780 Novi Road, Ste 106
Novi, MI 48377-3421
All Fees Co. Paid 344-6700

RECEPTIONIST/SECRETARY
needed for the headquarters office of a Livonia area automotive parts company. Must be dependable, well organized, able to handle multiple tasks and have a professional phone manner. Light typing required, word processing experience necessary. Word Perfect and Lotus 123 a definite plus. Salary commensurate with experience. Please send resume to Box 450, Observer & Eccentric Newspapers, 36251 Schoolcraft Road, Livonia, Michigan 48150

RECEPTIONIST/General Office to $17,000. Livonia. 40 + years 3-5 yrs. experience. Wordperfect 5.0. Call Steven J. Greene Personnel

RECEPTIONIST/SWITCHBOARD
Experienced, 16-20 hrs. week, salary with benefits, $200/week to start. Call before 11am. 462-0550

RECEPTIONIST - dental office, Birmingham/W. Bloomfield area, morning only. 626-2100

RECEPTIONIST - FULL TIME
Answer phones, light typing & filing
540-3300

RECEPTIONIST - W. Bloomfield Real Estate Office. Typing, filing, nice phone manners.
The Michigan Group, 851-4100

RECEPTIONIST for major corporate sales office, Livonia, up to $18,000. Call Ruth at UNIFORCE 473-2934

RECEPTIONIST - BIRMINGHAM
Law firm seeks receptionist. Well paced office. Typing skills helpful. Call Steve Mueller 645-2444

RECEPTIONIST/SECRETARY
well train the right person. Resumes only. Blackacre Appraisal, 30700 Telegraph Road, Ste. 3638, Bingham, MI 48025, Att. Susan.

RECEPTIONIST
Full time. Must have phone & typing skills. Self-starter. Benefits.
Send resume to: Receptionist, PO Box #1011, Wayne, MI 48184

RECEPTIONIST - SECRETARY
must like extensive phone work with light typing. Wordperfect a plus. We offer a standard benefit package. Please call Charlene Call 7pm-9pm only. 355-2000

RECEPTIONIST/LIGHT TYPING
Part time for small growing vocational rehabilitation firm. No experience necessary but good attitude & like hours. Please send resume to WD Rehabilitation Services, 29011 Evergreen, Ste. 300 Southfield MI 48076

RECEPTIONIST/PAYROLL
Full time position in madison heights for a receptionist/payroll person. Must have basic knowledge of computers. Send resume to: Sandy, Box 464 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Bright, energetic individual needed for high volume office. Must be personable, knowledgeable on typing. Please send resume only to: Multi-Bank Services, 28411 Northwestern Hwy., Suite 1350, Southfield, MI 48034

RECEPTIONIST
Retail office is seeking an energetic & personable full time receptionist at our Farmington Hills office with the opportunity for advancement. Filing & light typing is required along with a good personality & excellent work habits. Join a team of professionals & become part of a fast paced company. Contact Mary at 661-2000 for more information. Attention Office Manager, 32225 Northwestern Hwy., Farmington Hills, MI 48018

SALES ASSISTANT
$20,000
Major corporate office has immediate opening for a sales/administration staff position. Duties include: correspondence on IBM Network System, document in Word Perfect, excellent secretarial and math skills required, plus strong organizational ability. Ideal candidate will have ability to do multiple tasks quickly and efficiently. Location Farmington Hills area. Send resume and salary requirements to 452, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES SECRETARY
Non smoking computer literate & sharp individual with initiative and good secretarial skills. Must have good phone 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.

SALES SECRETARY
Full time, mature individual to work with a sales/administration staff. Dictaphone, word processing, correspondence on IBM Network System. Excellent in Word Perfect, excellent secretarial and math skills required, plus strong organizational ability. Ideal candidate will have ability to do multiple tasks quickly and efficiently. Location Farmington Hills area. Send resume and salary requirements to 452, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Bright, mature, enthusiastic individual needed for fast paced investment/advertising company. Candidate must be organized, have good phone manner, Wordperfect 4.0 & 4.1. Excellent communication skills with 3 years experience required. We offer an excellent benefit package with opportunity for advancement. Interested applicants send resume with salary requirement to: Grant Dorbat, 26600 Telegraph Rd., Suite 100, Southfield, MI 48034-2448 Attention: Human Resource Dept

SECRETARY
Busy engineering firm in Livonia needs a self starting, energetic Secretary to take charge. Experienced with Word Perfect 4.2 & 5.0, Excel and Lotus 1-2-3 a must. Salary commensurate. Call Dorbat, open immediately
ECR BOUSH
11888 Merit Dr.
Livonia, MI 48150
591-4343 FAX 313-591-4333

WE ARE NOW HIRING:

- Secretaries
- Legal Secretaries
- Word Processor
- Accounting

EXPRESS
TEMPORARY SERVICE
643-8590

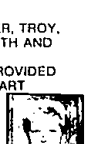
CELLULAR SALES CONSULTANT
Join the leader of the cellular industry here in Southeastern Michigan. Dynamic company rated among the top 100 fastest growing privately held firms in the state of Michigan is seeking confident sales professionals with at least 2-3 years inside sales experience in addition to good phone skills. No cellular experience required. Make up to $30,000-$50,000 the first year and excell into a 6-figure income in less than 4 years. Full benefits including the 401K Plan.
Send resume & brief cover letter to:
SALES MANAGER
P.O. Box 71043
Madison Hts., MI 48071

ART VAN FURNITURE
Are You Like Mo?
I'm 33, have 2 children, and want the better things in life. My career rewards me well for my efforts. I work between 42 and 46 hours in a well-displayed showroom. I enjoy people and get great personal satisfaction from knowing their lives will be better for having purchased my product. I presently earn in excess of $2500 a month salary plus commission and I'm not the highest paid salesperson in my company. I also have a full benefits package including major medical, prescription, dental, and even profit-sharing. If this sounds like you, we should talk.
NOVI
Mr. Sheridan 348-8922
WESTLAND
Mr. Webb 425-9600
LIVONIA
Mr. Phillips 478-8870

CAREER SALES OPPORTUNITY
For over 40 years a tradition of quality Real Estate Brokerage has been our Hallmark at:
WEIR, MANUEL, SNYDER & RANKE, INC.
Work with some of Michigan's highest earning Real Estate Sales Associates. A limited number of sales positions are currently available.

- OFFICES IN ROCHESTER, TROY, BIRMINGHAM, PLYMOUTH AND WEST BLOOMFIELD.
- IN-HOUSE TRAINING PROVIDED
- TRAINING CLASSES START REGULARLY

For more information and confidential interview with Phyllis Goodrich, Director of Career Development call 851-5500.



WEIR, MANUEL, SNYDER & RANKE, INC.
REALTORS

504 Help Wanted Office-Clerical

BECRETARY
Full time position for Human Resource consulting firm in Troy, MI. Position involves multi-line phone system, typing, data entry, Word-Perfect preferred, but not necessary. Excellent working conditions, benefits for K. Dedicated, A38, 6905 W Central, Toledo, OH 43617

SECRETARY
Full time needed in Personnel Dept at Corporate Office in Farmington. Must have mature and professional individual with excellent phone etiquette, knowledge of word processing, Lotus 123 and type 50 wpm. Offer excellent benefits package. Qualified applicants send resume with salary requirements to Mrs. Bauer, P.O. Box 3013, Birmingham, MI 48009

SECRETARY
Northwest Technical Society seeks a non-smoking secretary for its central ion department. Position demands a highly motivated, self-starter, capable of assuming a wide variety of responsibilities within deadlines. Requirements include 3-5 yrs. secretarial experience, typing 60wpm, PC skills (WordPerfect preferable), dictaphone, excellent communication (oral & written), grammar/spelling skills.
Send resume & salary requirements to:
Personnel Coordinator-SEC
P.O. Box 19346, Detroit, MI 48219

SECRETARY, N. Oakland area, stellar typing & data entry required. WordPerfect a plus. Resume to Box 454, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Personable, organizational individual needed. Mortgage or real estate background experience. Bernard Church 644-4010

SECRETARY
Part-time position available in Westland Health Care Facility. Duties include: light typing, phones, filing and other office responsibilities. Call Ginger, 9am to 4pm, at
326-9100 EOE

SECRETARY/RECEPTIONIST
Bright, mature, enthusiastic individual needed for fast paced investment/advertising company. Candidate must be organized, have good phone manner, Wordperfect 4.0 & 4.1. Excellent communication skills with 3 years experience required. We offer an excellent benefit package with opportunity for advancement. Interested applicants send resume with salary requirement to: Grant Dorbat, 26600 Telegraph Rd., Suite 100, Southfield, MI 48034-2448 Attention: Human Resource Dept

SECRETARY
Busy engineering firm in Livonia needs a self starting, energetic Secretary to take charge. Experience required. Word Perfect 4.2 & 5.0, Excel and Lotus 1-2-3 a must. Salary commensurate. Call Dorbat, open immediately
ECR BOUSH
11888 Merit Dr.
Livonia, MI 48150
591-4343 FAX 313-591-4333

WORD PROCESSING Professional needed for Southfield CPA Firm. Candidate must be proficient in Word Perfect 5 + "TYPIST" need not apply. Creativity and pleasant speaking attitude are important in the selection process for the position. We offer opportunity for Advancement, Benefits, Etc
Mail Resume to:
26261 Evergreen, Suite 200,
Southfield MI 48076
ATTENTION DIANE

WORD PROCESSOR
W. Bloomfield company seeks individual experienced using WordPerfect, 4-6 hours per week in a pleasant, casual atmosphere. Schedule and salary negotiable. Send resume to L.S. Management Inc., P.O. Box 250095, W. Bloomfield, MI., 48325

504 Help Wanted Office-Clerical

SOUTHFIELD insurance biller requires data entry operator with 9000 Series Cobol. $7/hr. Call Dana at UNIFORCE 357-0038

SWITCHBOARD OPERATOR/RECEPTIONIST - Fast paced Southfield company desires receptionist with superior telephone manner & a pleasant front desk appearance for a busy switchboard. Position requires neat appearance, sensitivity to Switchboard Operator, P.O. Box 300, Southfield, MI 48037

TELEPHONE OPERATORS
Full time, afternoons and weekends. Must type 40 wpm. Please call for more information 440-0043

TELEPHONE RECEPTIONIST/SECRETARY
Experienced individual needed for receptionist/secretary company. Full time. Computer experience helpful. Excellent fringe benefits. Call on location. Send resume with salary requirements to: P. O. Box 406, Plymouth, MI., 48170

2 POSITIONS open for misc. office work, typing & mail. Apply in person: CAB Machinery, 12001 Globe, Livonia.

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
BAKERS SOUAKE NOW HIRING
• COOKS TO $8/HR
• SERVERS TO $12/HR
• DISHWASHER TO $6.50
• JANITOR TO $9/HR
Apply in person at
the following locations:
Birmingham - 825 Bowers
Canton - 5946 Sheldon Rd.
Oak Park - 26060 Greenfield
Warren - 13802 Ryan
Westland - 36101 Warren Rd.

ASSISTANT COOK - Evenings
Experienced person, apply at Clancy's Bar & Grill, 32330 W. 8 Mile, Farmington Hills. 477-7317

ASSISTANT KITCHEN MANAGER and Line Cooks. Experience necessary. Apply in person Metropolitan Music Cafe, 328 W Fourth St., Royal Oak

ASSISTANT WAIT PERSON
Needed full time. Apply in person between 2:30pm-5pm at: Lapeirto & Mario's Restaurant

BAR PERSON - PART TIME
Experienced. Apply in person
19 S Main, Northville

BARTENDER/MANAGER
Full or part time. Apply & fun working environment. Sheridan On The Green, 5 Mile at I-275 420-0648

CARLOS MURPHY'S now accepting applications for full time day host/hostess position for 25-45 year old cocktail servers. Full time bartenders. Apply within 28214 Northwestern, Southfield
Monday - Wednesday, 2-4pm

COOK
Experience required for private club in South Lyon. Call Chris 437-7332

COOK - Full time days, experience preferred. Apply in person 21900 W 8 Mile, Southfield. Ask to speak with Laurie 353-7671

COOK, nights. Bartender & Wait Staff. Apply in person: 39405 Plymouth Rd., Plymouth, Mich

COOKS - for grill & prep work. Nice work in with busy lunches. Apply Lounge 5 Mile & Telegraph 531-4780

505 Help Wanted Food-Beverage

BAKER, Line Cook & Pantry positions needed immediately. Prior job stability a must. Willing to train. Apply in person to Radisson on the Lake, 1275 B. Huron, Ypsilanti
487-2009
An Equal Opportunity Employer

BUDDY'S
Farmington Hills
Now hiring:
PM Carry Out. PM. Grill and Oven Cooks. Bussers. Part time Bartender. Great wages. Apply Buddy's, Northwestern & Middlebelt.

COOK, ASSISTANT COOK, kitchen help. Full or part time. Experience preferred. Japanese Restaurant Akasaka, NE corner of Newburgh & 8 Mile 462-2930

COOK
Pantry, sandwich, salad.
Great opportunity for the right