EMPLOYMENT

504 Help Wanted Office-Clerical

ASSISTANT
Part time, afternoon hours. Requires good phone skills. Typing 40wpm, filing, some computer work. Salary range $5-$7 per hr. Send resume with cover letter to: Service Unlimited, 53 W. Huron, Pontiac, MI 48342. No phone calls please

BRITAIN/NAIRN CORPORATE - office seeks individuals to assist in organization & communication skills for full time entry level clerical position. Computer experience a plus, must be a detail self starter capable of handling multiple priorities.
Call 649-1150
An Equal Opportunity Employer

BOOKKEEPER/ACCOUNTANT
Growing company is seeking mature, energetic person who has complete knowledge of all accounting functions through financial statements, knowledge of computers & accounting packages a plus. Submit resume with salary history to 14330 Joy Rd., Detroit, MI 48228. Attention: Controller

BOOKKEEPER - Growing cutting edge health care is seeking a company is looking for a part time Bookkeeper. We are a small organization of highly motivated professionals. Wages commensurate with experience. Please send resume to 3500 W South Blvd Rochester Hills, MI 48309. Attention: Controller

BOOKKEEPER/PART TIME
For travel agency. Bookkeeping experience a must. Travel agency experience helpful, but not necessary. Call Peggy, 9am-5pm 425-5835

BOOKKEEPER/SECRETARY
Needed by busy Birmingham ad agency. Must type, have Pentium hours Call 644-1680

Business Manager
Part Time Flexible Hours
Bookkeeping, computers, shorthand helpful. Ideal for retiree. Desirable for educational clinic. Resumes: Bloomfield Hills, Suite 3, Bloomfield Hills, MI, 48302.

CAREERS!!

CUSTOMER SERVICE/SALES
$12,000 - 2 years office experience

SECRETARY $17,500
3 years experience, Word Perfect

LEGAL SECRETARY $24,000
General Practice, 3-4 yrs. experience in litigation. Excellent benefits.

EXECUTIVE SECRETARY $28,000
10 years stable secretarial experience, must know WordPerfect Lotus, shorthand is a plus

Additional positions available
Evening appointments available

ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington: 737-5150
Detroit: 963-3230
Troy: 545-2120
An Equal Opportunity Employer

Cashier
ROZ & SHERM
has an opening for a cashier. Good math aptitude. Must understand deposits, credits & computer entry skills. Good communication skills a must. Excellent salary. No evenings or Sundays. Liberal discounts.
Call Karen 855-8855
BLOOMFIELD PLAZA
MALE OR FEMALE

CENTER MANAGER - Southfield, Eastside Suite Retail. Must be outgoing and people-oriented for a fast-paced, high volume location. Must be experienced in sales and office management and proficient with computers and Word Perfect. (Harvard Graphics and Lotus a plus.) Send resume and salary requirements to 2000 Town Center, Suite 1900, Southfield, MI 48075

Clerical

General Clerk
PART TIME
We are a leading producer of commercial printing and seeking an energetic, self-motivated individual to provide clerical support in a person office. Duties will include answering phones, providing customer orders, invoicing, etc.
Applicants should have experience in the above. Computer experience is also preferred.

For immediate consideration, send resume or letter to

SUN CHEMICAL
General Printing Ink Div.
11522 Donald
Livonia, MI 48150
Equal Opportunity Employer M/F/H

CLERICAL
Hennige Business Systems has an immediate full time opening. The position requires data entry & clerical duties. Detail oriented with good communication skills. Send resume to Hennige Business Systems, 41180 Bridge St. Novi, MI 48375

CLERICAL/RECEPTIONIST
Dependable, part time clerical/receptionist needed to provide clerical & receptionist support for busy telecommunications company in Southfield. Typing skills necessary, switchboard experience helpful. Send resume: GP Telecom, 26899 Northwestern Hwy., Suite 100, Southfield, MI 48034. Attn: Linda Grubb
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERICAL
Full time general office work for Southfield apartment complex. Call Mon.-Fri. 9-5. 354-8300
An Equal Opportunity Employer

CLERICAL - Part time
Phone answering, typing/wordperfect, 20 hours a week, Bloomfield Hills area. Reply to: Box 322, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia, MI 48150

CLERK/DELIVERY PERSON
For Troy law firm. Must have own reliable transportation & excellent driving record. 20-30 hours/week, Monday/Friday, 12noon1pm till 5pm. Call Diane. 849-1100

CLERK
Growing W. suburban area company has immediate positions for Office Clerks. Must have 6+ months office experience. Typing ability helpful. Call O/E at: 478-5540

CLERK/TYPIST: Attorneys in Farmington Hills will train for short office. Typing and spelling skills essential. Experience not required. Starting wage, $4.50 per hour, with regular increases. Call, 855-5562

CLERK TYPIST
Corporate headquarters has an immediate full-time opening for an individual to work the 10:30am-6:30pm shift with occasional Saturdays. Qualifications include: typing 50 wpm, with a minimum of 1 year general office experience. Computer/Data experience preferred. Second language a definite plus. We offer competitive salary & benefits. Reply to:
CLERK TYPIST
P.O. Box 2227
Southfield, MI 48037

CLERK TYPIST
Detroit based firm seeks entry level Clerk Typist. Candidate should possess a minimum typing speed of 40wpm. Good phone manner & general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. For consideration please forward resume to:
CLERK TYPIST
P.O. Box 779
Detroit, MI 48231

CLERK TYPIST - full time, answering phones, filing, typing. Start $6/hr + benefits. Please send resume to: Attn: Faye, P.O Box 71903, Madison Heights, MI 48071

COLLECTION FORECLOSURE Support Person needed by Southfield mortgage firm. Position requires good typing & telephone skills. PC familiarity helpful. We need an organized person who can work under pressure. Call Mr. Baum, 827-3390

COMPUTER ENTRY
Prestigious home service company requires your accuracy, productivity and experience. 58/hr.
Call Dona at UNIFORCE 473-2933

CONSTRUCTION CONTRACTOR seeks knowledgeable, insurance person to coordinate insurance & claims. Livonia area. Ask for Kathy 353-5850

CROSSMATCH PERSONNEL INC.
Permanent & temporary openings
• Receptionist
• Secretaries
• Executive Secretaries
• Legal Secretaries
• Data experts, etc.
ALL FEES EMPLOYER PAID
352-7555

CUSTOMER SERVICE REP
Lots of Telephone contact. Data entry, billing, & microfiche. Customer service experience a must. PC knowledge preferred. Send resumes to: Human Resource Development, 2100 W. Big Beaver, Troy, MI 48084. Supervisor, 2000 Town Center, Suite 1900, Southfield, MI 48075

CUSTOMER SERVICE REP
Fast growing consumer finance company has opening in our office for someone who enjoys meeting the public & handles figures accurately. Competitive salary and comprehensive benefits. Fleet Finance, Inc., 28211 Northwestern Hwy., Suite 104, Southfield, MI 48034.
338-4522
Equal Opportunity Employer M/F

CUSTOMER SERVICE REPS
needed for distinctive survey work in northern Oakland county. Day & evening positions available. Typing of 30wpm. NO SELLING. Pay $5.75/hr. Call for an appointment.
TEMPORARY RESOURCES
737-1711

DATA ENTRY
Full time data entry position available. Must be reliable & accurate with good communication skills. Send resume and salary history to: Knight Enterprises Inc., 40600 Grand River, Novi, MI 48375. Attention: Shirley Trombetta

DATA ENTRY
Mature & self motivated person for part time help - possibly full time. Temp to hours. Ideal for homemaker. Computer skills preferred but not necessary. WB train.
5 Mile/Levan Area
462-0590

DATA ENTRY OPERATORS
Immediate openings with major marketing firm in Detroit. Long term temporary positions. Must have recent work experience. Production speed minimum 10,000 KSPH required. To schedule an interview call:
TEMPEXCHANGE
557-5800

504 Help Wanted Office-Clerical

CUSTOMER SERVICE REP for non smoking agency selling insurance. Seeking an individual with good secretarial skills plus at least 1 year experience in large commercial lines, preferably national insurance. Excellent salary & benefits. Send resume to: P.O. Box 1300, Birmingham, MI 48012-1300

EXECUTIVE SECRETARY
Office Administration Manager
Minimum 3 yrs. management experience. 63 wpm on WordPerfect 5.1, Lotus experience a must. Send cover letter & resume to
Office Manager 12 Sill
PO Box 250015
Franklin, MI 48025-0015

EXECUTIVE SECRETARY
Top producer in Financial Services Firm has immediate opening for individual with strong interpersonal skills and the ability to prioritize and juggle a busy work load. Person should be comfortable within a "Dose/Secretary" relationship and work independently. Should be available if attended day is necessary for "crisis-out". We offer beautiful, non-smoking offices, great staff support personnel, state-of-the-art equipment, full benefits and good salary. Send written response to

FRONT DESK SECRETARY
A choice position with an international company. Enjoy interesting people and great benefits with this up-scale automotive company! $18,000 to start. Call Ms. Hoffman at SNELLING PERSONNEL SERVICES

FULL TIME receptionist/typist, basic accounting skills a dispatcher necessary. Good salary & benefits
Call 348-3200

GENERAL CLERK/TELLER
Dependable, part time, could lead to full time Office experience preferred
Call 533-0040

GENERAL OFFICE - full time, reliable person, flexible hours. Word Perfect, typing, phone. Southfield area. Berb'W 356-6700

GENERAL OFFICE DUTIES
for fast paced Insurance company. Please forward resume to GSA International, 29500 Northwestern Hwy., Suite 250, Nov, MI 48375

GENERAL OFFICE HELPER
Needed: Typing, calculator, good hand writing essential. Full or part time. Apply Mon.-Fri., 9am-3pm. 8140 Hix, Westland, MI

GENERAL OFFICE - Looking for great place to work? We are looking for an easy going confident person to help out our 15-20 hrs /wk. Filing, typing, etc. Call Cindy 399-1492
An Equal Opportunity Employer

GENERAL OFFICE/CLERICAL
Needed for department in Farmington Hills. Must know some bookkeeping and perform secretarial tasks, typing required. $6.85 per hr. Call 313-348-2027 JITPA FUNDED

INSURANCE AGENCY - North Woodward area. Commercial service representative. Experience required. Knowledge of property/casualty. Full benefits. 398-1700

Insurance
CLERK
Livonia branch Michigan based Property and Casualty Insurance Company is seeking applicants for an individual who is a fast learner, flexible and able to multitask to handle multiple duties. This person will assist customer service in processing (80wpm) registration of applications, ordering reports, opening, sorting and distributing mail, filing and back up for numerous files. Being energetic and "Mr. Fixit" helpful is a must. Please send resume and salary requirements to: Ms. Sandy Crawford, Supervisor, Lake States Insurance Co., P.O. Box 530669, Livonia, MI 48153-0669

JUNIOR SECRETARY
RECEPTIONIST - major advertising agency needs typist with good personality and general office experience. $5 to $7/hr. Call Georgeann at UNIFORCE 357-0648

LEARN TO BE A RECEPTIONIST
On job training, plus good placement. $50 fee. Ask for Patti
UNIFORCE
689-9660

LEGAL SECRETARY
Busy Southfield Law firm has an immediate opening for a full time mature, quantied secretary with several yrs. exp. in litigation. Word perfect preferred but we are willing to train. Call Mrs. Rita at 313-244-9500

FOLLETT - college stores is the nations largest operator of college bookstores. Our store at the University of Michigan, Dearborn has an opening for a full time clerical worker. Computer skills preferred but not necessary. WB train.
5 Miles/Levan Area
462-0590

DATA ENTRY
Temp. to perm. position available in Ann Arbor. Microsoft Word, Lotus 1-2-3 & basic bookkeeping skills necessary. Shorthand a +.
Call for appointment:
ARBOR TEMPS 459-1166

FULL POSITION AVAILABLE for telephone answering and typing. Experience preferred but we are willing to train. Call Mrs. Rita at 313-244-9500

FOLLETT - college stores is the nations largest operator of college bookstores. Our store at the University of Michigan, Dearborn has an opening for a full time clerical worker. Computer skills preferred but not necessary. WB train.
5 Mile/Levan Area
462-0590

DATA ENTRY OPERATORS
Immediate openings with major marketing firm in Detroit. Long term temporary positions. Must have recent work experience. Production speed minimum 10,000 KSPH required. To schedule an interview call:
TEMPEXCHANGE
557-5800

504 Help Wanted Office-Clerical

TROY LAW FIRM seeks experienced Legal Secretary for corporate labor & litigation with Wordperfect 5.1. Salary negotiable. Send resume to: Office Manager, 801 W. Big Beaver Rd., 5th Floor, Troy, MI 48084

LEGAL SECRETARY
for Southfield defense firm. Experience at least 3 years
355-4141

LEGAL SECRETARY
3+ years experience in divorce & family law. WordPerfect 5.0. Farmington Hills area. Call 553-0300

LEGAL SECRETARY NEEDED, full time, Bloomfield area, must have Legal and Wordperfect required. Salary commensurate with experience. Please call 645-1003

LEGAL SECRETARY for Livonia one secretary office. Some legal experience and word processing skills required. Compensation commensurate with qualifications 525-9090

LEGAL SECRETARY
Wanted to join upbeat, young, fast-expanding, mid-size firm in Bloomfield Hills. Some experience in commercial litigation sought. Please respond to: Office Manager, 2000 Town Center, Suite 300, Bloomfield Hills, MI 48302

LEGAL SECRETARY
Farmington Hills personal injury law firm is seeking a secretary with 1-3 yrs. experience. Must have excellent word processing, telephone and word processing skills. For immediate consideration, please forward resume to: Office Manager, 28345 Orchard Lake Rd., Farmington Hills, MI 48334

LEGAL SECRETARY
Wanted - Experienced received 15+ Telegraph area. Rubinow & Sabbota Contact J. Sabbota 540-2500

LEGAL SECRETARY/TRAINEE
for non smoking law firm in Bloomfield Hills. 1-2 years experience preferred but will train with proper skills. Call Barb 333-2400

LEGAL SECRETARY with litigation experience for Bloomfield Hills law firm. WordPerfect a plus. Excellent salary & benefit package. Send resume to PO Box 8295, Bloomfield Hills, MI 48302

LEGAL SECRETARY
ADMINISTRATIVE
Major Detroit law firm seeks professional, Legal experience preferred, not required Salary benefits
Call Arthur Thomas, 355-4140

LEGAL SECRETARY
$24,000 FEE PAID
Will train with this busy law firm. Full benefit pkg. Word perfect 5.1 litigation experience needed. Call 649-5300 or fax resume to 649-5310
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY - part-time, Bloomfield Hills law firm seeks an experienced legal secretary. Available 20-25 hours weekly. Candidates should possess excellent typing, 60wpm accurate typing, WordPerfect proficiency, dictaphone experience, effective oral & written communication skills & an ability to work in a team environment. We offer a non-smoking atmosphere, lovely office, great staff & competitive compensation package commensurate with experience. Send resume to: Office Coordinator, 1533 N. Woodward, Suite 250, Bloomfield Hills, MI 48304

LEGAL SECRETARY - $25,000
Established firm seeks with people oriented personality. Corporate/real estate experience a plus.

LEGAL SECRETARY - to $25,000
Outstanding Southfield opportunity. Corporate/real estate a plus. Excellent benefits. Opportunity to advance. Benefits

LEGAL SECRETARY - $24,000
Prominent Downtown firm. Defense litigation. Word perfect. Excellent salary & benefits. Immediate opening. Call Ann Marie 722-8750
Snelling Personnel Services

LIBRARY RESEARCH/ADMINISTRATIVE ASSISTANT
Part-time, flexible hours, year round position. Skills include knowledge of office procedures & equipment necessary. Library experience, especially searching, government docs or ILL helpful. Good telephone manner & typing skills required. Contact Margaret Thomas
645-3243

MACINTOSH WORD PROCESSOR
Barton Malow, Michigans 2nd largest general contractor has an opening for an experienced part time Macintosh word processor between 4pm & 8pm. Candidates must have the following qualifications
8 Page Mailing & Word 5.0
or Type 80-85 wpm
Please submit your resume to:
Barton Malow Co., 27777 Franklin Rd. Suite 2000 Southfield, MI 48034
Attention Human Resources
Equal Opportunity Employer

MANUFACTURING COMPANY is looking for a person to do a minimum of 5 years office clerical experience including knowledge of computer data entry, typing, production control, light bookkeeping, telephone answering and other related duties. Starting pay $8 - $10 per hr plus health insurance and 10 paid holidays

Send resume, Sales & Engineering
32705 Glenwood Rd.
Livonia, MI 48150
An Equal Opportunity Employer

MARKETING RESEARCH
Incoming service & polling with data entry, and ability to detail are required. Training provided
to 35 hrs/wk. Call Diane at
UNIFORCE 646-0166

SECRETARY/HEALTHCARE
Corporation hospital based physicians. Experience with WordPerfect and medical terminology a plus.
To $9 $10/hr. Call Meredith at
UNIFORCE 646-7662

NATIONAL HEALTH CARE company is seeking an individual willing to utilize their telephone, organizational and clerical skills in a team environment. Birmingham location, benefits. EOE 646-1150

PETCO - Part time individual with data entry experience & minor bookkeeping ability. Good pay. Call Mr. Kaplan 262-0049

OFFICE ADMINISTRATION - Southfield marketing agency, individual to handle phones, light reception & general office duties
Keyboard & computer knowledge a must, work directly with creative & account service personnel. Written skills a plus. Entry level position with strong growth potential. Please send resume with salary requirements to Box #408
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OFFICE/RESERVATIONS
Flexible hours, days, evenings, weekends 900-9433

OPERATIONS AGENT
Air freight forwarder has opening for OPS agent. Previous air freight experience desirable. Full/part/temporary positions will be considered. Typing a must. If qualified, call Harry Tuba at 946-8454

OPERATIONS MANAGER
Air freight forwarder has opening for OPS manager. Must have previous air freight forwarding experience. Experience in banking & freight rates/charges a plus. Must be organized & computer preferred. If qualified, please call Harry Tuba at 946-8454

ORDER ENTRY/BILLING CLERK
Livonia distributor of janitorial supplies seeks experienced individual to do data entry, customer billing, and help answer phones. Experience on computerized accounting system required. Full time position with benefits. Send resume to:
12110 Hubbard, Livonia, MI 48150, attention Pam Lewis

OUTREACH PRESENTATIONS In Oakland County primarily in Detroit. Mileage paid. Must have own car. Typing, phones. $6 per hour. Send Resume to: OC-4, Personnel, 4000 Chase Rd. Ste 204, Royal Oak, MI 48073

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
Tool shop needs a self-motivated clerical person to fill multi-task position. In addition to general clerical duties, must have office experience including WordPerfect skills. Must also be able to use Lotus 1-2-3, including creating spreadsheets. Must be willing to work 35 hours, 8 days per week, starting time 7am. Send resume to: PO Box 70238, Detroit, MI 48219-0238 We are an Equal Opportunity Employer M/F

OFFICE MANAGER/SECRETARY
For small business in Royal Oak area. Mature individual, strong organizational abilities, excellent oral and general office skills, computer experience. Full time, excellent starting pay. Send resume to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OFFICE MANAGER, Paraegal & Receptionist, must be self motivated. Full time. Downtown Detroit law office. For interview call 964-4080

OFFICE MANAGER
Minimum one year bookkeeping & office experience. Must have computer/15 hours per week.
Growth position 363-2958

OPTICAL RECEPTIONIST
Experience preferred, for office in Bloomfield area. Call 562-8000

PARALEGAL - Challenging domestic relations care legal position available in Bloomfield Hills law firm. Experience required. A highly motivated, self-starter with good communication skills will find this position rewarding. This law firm seeks a person who is able to take responsibility & bring matters to completion. Send resume to Box 382
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART TIME 2 or 3 full days per week. Troy Area, spacious free facility. Requires previous office experience, WordPerfect and Lotus 1,2,3, make-ready professional appearance and manner. Send resume to 1707 Northwood Drive, Troy, MI., 48084

PHONE ORDER PROCESSING
Heavy customer contact. Light record keeping. Part time after 5pm. Could lead to full time for the right person. $5/hr per hour, plus potential. Wait training the right people. Great position for students, homemakers, retirees 478-7355

PURCHASE ORDER section of small accounting dept. needs reliable business professional data entry skills & preferably with Macintosh environment using Excel and Word works. Call 482-0550, ext 124

RECEPTIONIST - part time. Dermatology clinic, Farmington, approximately 35 hrs per week, call Nancy or Kim 459-8100

RECEPTIONIST
Southfield Real Estate firm seeks a people oriented individual with excellent telephone, word processing/Word Perfect proficiency, dictaphone experience, effective oral & written communication skills & an ability to work in a team environment. We offer a non-smoking atmosphere, lovely office, great staff & competitive compensation package commensurate with experience. Send resume to: Office Coordinator, 1533 N. Woodward, Suite 250, Bloomfield Hills, MI 48304

RECEPTIONIST - $25,000
Established firm seeks with people oriented personality. Corporate/real estate experience a plus.

RECEPTIONIST
needed for Bloomfield law firm. Willing to train. Pleasant phone personality a must. Salary negotiable. Call Pat 540-4960

RECEPTIONIST
needed for Southfield construction company in Nov. full time. Computer knowledge helpful. Call 348-4300

RECEPTIONIST/SECRETARY
Southfield Real Estate Office
looking for motivated individual to answer phones and type Word Processing required 354-6200

RECEPTIONIST/CLERICAL, ASST
Full or part time. Flexible hours. Benefits. 25850 Lahser (Southeast corner Lahser & Lahser Rd. Southfield. 423-4350-2020, ext 224

RECEPTIONIST needed for HVAC manufacturer in Troy. Typing required, non smoking office. Please send resume with salary requirements to: Personnel Director, PO Box 47935, Oak Park, MI 48237

RECEPTIONIST
Full time. Word Processing, good typist, excellent phone skills a must. Send resume to: Hunter Ltd., 29800 Milburn, 21140 Trolley Industrial Drive, Taylor, MI 48180

RECEPTIONIST/Typing real estate office. Light typing and phones. Bloomfield area. Call Barb
Mon. thru Fri. ONLY
between: 8am-3pm
Ask for Barbara 626-3000

RECEPTIONIST/SWITCHBOARD
Full time for busy Farmington Hills law firm. Light typing, filing, telephone and Sprint experience required. Receptionist, P.O. Box 376, Farmington Hills, MI 48332
An Equal Opportunity Employer

RECEPTIONIST
$15,600
FEE PAID EMPLOYMENT
If you're energetic, you'll advance with this growing company. Mac Intosh, Word Perfect, Lotus 123 helpful and a must. Call 644-4500
SNELLING PERSONNEL SERVICES

RECEPTIONIST
A new and dynamic original equipment manufacturer for the automotive industry is seeking a receptionist/part time typist for Headquarters Office
Major duties include answering the telephone, greeting and directing visitors, handling travel arrangements, mail and other office duties as required.
This is an ideal opportunity for someone who displays a professional demeanor both on the telephone and in person. Must have prior office experience. Accurate typing ability helpful
We offer competitive salary commensurate with experience and a full range of employee benefits
Please send resume and salary history to Box 418
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

An EEO Employer M/F

SALES SECRETARY
CHALLENGING SALES OFFICE OPPORTUNITY (PART-TIME)
You will be responsible for administrative and clerical duties, including telephoning customers and leads with product and price information, handling customer calls, travel arrangements and order processing. Position will average 25 to 30 hours per week.
A minimum of 1 year's secretarial experience is necessary, along with excellent telephone skills and word processing skills. High school graduate or equivalent, completion of a secretarial program preferred.
UDS Motorola is a world leader in the design and manufacture of advanced telecommunication modems and other digital communications products. For consideration, send resume to 7091 Orchard Lake Road, Suite 250, W. Bloomfield, Michigan, 48322. An equal opportunity/affirmative action employer.

504 Help Wanted Office-Clerical

RECEPTIONIST - Westlake suburban mechanical contractor has immediate opening for a Receptionist, 8am-3pm, Mon thru Fri. Responsibilities include, answering phone, light typing, filing, general office duties. Call Becky. 344-9800

RECEPTIONIST
For growing commercial printer. Must possess good phone etiquette, organization & communication skills. Computer word processing knowledge a plus. Please call for appointment.
Call Mrs. Hall 313-541-6130
Pat Bradley, NPI, 580 S. Main St., Northville

RECEPTIONIST SECRETARY
Manufacturing company has an opening for a Receptionist/Secretary. The individual should have good telephone & typing skills with the ability to handle a variety of office duties, prior automotive related experience helpful. Full time position with benefits. Please apply in person between 9am & 4pm at: Progressive Stamping, 315 W. Ann Arbor Rd., Plymouth, MI

RECEPTIONIST/SECRETARY
needed for busy sales & administrative office, accurate typing 40 - 50wpm, basic knowledge of computers helpful. Send resume to Secretarial Position, 29777 Telegraph Rd., Suite 2600, Southfield, MI 48034 No phone calls please

RECEPTIONIST/SECRETARY
Thirty man Detroit based food distributor seeks a energetic, motivated person to fill a challenging position. Must possess WordPerfect skills & delightful phone voice
If qualified, mail resume to Systems Specialist, 4921 Lesdale, Royal Oak, MI, 48073

RECEPTIONIST FOR growing mortgage banking firm. Must be personable, neat & have the ability to communicate with the public. This entry level position offers the possibility of advancement. Call Greg 354-2070

SKILLS REQUIRED
Articulate
Light typing, 35-wpm

RECEPTIONIST - Part-Time Responsible, organized, people loving person for high energy environment. Good phone voice & typing & appearance necessary. Duties include scheduling appointments & cleaning in full day plus evenings & or morning. Send resume to Personnel Director 5211 Corporate Place, Bloomfield Twp. MI 48301

RECEPTIONIST/SWITCHBOARD OPERATOR
Fast paced Southfield company desires receptionist with superior telephone manners and a pleasant front desk appearance for a busy switchboard. Position requires varied hours. Send resume to: Personnel, P.O. Box 300, Southfield, MI 48037

RECEPTIONIST
UP TO $7/HR
• ROLM
• PBX
Experience a must
Call today!
WOLVERINE
STAFFING SERVICES
358-4270

NATIONAL LEASING COMPANY needs attorney's assistant/mail room/department. Lotus, WordPerfect 5.0, typing & organization skills required Seniority & excellent work environment. Salary commensurate. Send resume to P.O Box 9068, Farmington Hills, MI 48333-9068

SECRETARY, Bookkeeping/Payroll Growing construction company, in person office. Immediate opening. Computer experience helpful, salary full time. Call 335-6616

SECRETARY - duties include data entry, light typing, filing, back up various jobs, 4pm-12am, Sun thru Thurs Call Kelsey or Trella, 8am-5pm 352-4820

SECRETARY - fast paced office requires individual with excellent grammar, typing & organizational skills. Knowledge of Wordperfect 5.1 helpful. Send resume to: Personnel/Secretary, 1973 B Telegraph, Bloomfield Hills, MI 48302.

SECRETARY - For growing 2 attorney law firm across from Somerset Mall. WordPerfect experience preferred, para-legal training helpful. Resume: Frankel & Gladstone, 31555 Big Beaver, Ste 100, Troy, MI 48084

SECRETARY
for 3 person office. Tree service. Must have experience on computer. Computer bookkeeping helpful. Salary commensurate with ability. Call Mitford area (Days) 948-1231
(Evenings & weekends) 437-9329

SECRETARY - for fast paced medical equipment sales & service company. Must be proficient in Word Perfect 5.1, good communication skills, excellent telephone manner, excellent knowledge of general office procedures, Call Mrs. Hall 313-541-6130 Pat Bradley, NPI, 580 S. Main St., Northville

SECRETARY FOR town case settlement firm. One person office. Telephone skills entry, phone & reception skills. Knowledge of Word Perfect helpful. 9 am 24788 Crestview Court, Farmington Hills.

SECRETARY - Immediate part time position. 3 full days. WordPerfect a must. Royal Oak office
Call Lisa at 548-2222

SECRETARY
International manufacturing headquarters requires your take charge skills and word processing experience. Call Sharon at 645-7662
UNIFORCE 646-7662

SECRETARY
Leading design/build construction firm has an immediate opening for an energetic, self-starting individual to assist our Marketing & Sales Operations Department. Qualifications include strong telephone skills, experience, accurate 60 WPM typing, and word processing knowledge. Ground Primary work activities include word processing, proposal preparation, filing and data entry. Experience with WordPerfect 5.0 and Microsoft Microsoft Word 4.0 a plus! Training provided if qualified, send resume to:
R. A. DEMATTIA COMPANY
45501 Helm Street
Plymouth, MI 48170
Attn: Vice President, Design/Build

An Equal Opportunity Employer

SECRETARY
needed for Bermingham CPA office. Full or part time. Experience necessary. 433-3770

SECRETARY - part time for small Livonia law office. Macintosh computer experience required.
Call Matt, 474-9900

SECRETARY
Office furniture distributor is seeking a mature individual to serve as secretary for our distribution center. Hours are 8am to 5pm, Mon. thru Fri. Candidates should possess necessary secretarial/clerical skills, including above average typing and 10 key adding machine. Pleasant phone personality a definite plus. Interested candidates please send resume to: Method Office Distributors, 13501 Ashurst Ct. Livonia MI 48150

SECRETARY - part time. Word processing, spread sheets & general office skills for engineering department. Communication skills required. Excel and Windows-Word a+. Word Perfect skills desired. Send resumes to: H. Blatchford, Personnel, P.O. Box 397, Troy MI 48099-0397.
An Equal Opportunity Employer

SECRETARY/SALES ASSISTANT
Major security firm. Must be organized, accurate & pleasant. Able to handle fast paced atmosphere. Must have excellent client/phone relations. Please forward resume in confidence to 918, attn. Patty, 600 Renaissance Center, Suite #1800, Detroit, MI., 48243
An Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

SECRETARIAL POSITIONS IMMEDIATELY AVAILABLE
$19-$30,000
A variety of positions in Bloomfield Hills, Bermingham, Troy and Detroit. All require 85wpm typing, WordPerfect 5.1 and Lotus. Mail resumes to: Path Alright, Americana 501, 2075 W. Big Beaver, Ste. 800, Troy, MI 48084 FAX: 649-5125

SECRETARY/BOOKKEEPER
Fast paced office requires dedicated individual with excellent typing & filing skills. Knowledge of Word-perfect 5.1 necessary. Accounting experience using Peachtree helpful. Send resume to: Personnel Dept./Bookkeeper, 1973 B. Telegraph, Bloomfield Hills, MI 48302

SECRETARY - Livonia sales office, seeks people experienced, full time secretarial with strong organizational skills to handle a variety of responsibilities, must be customer oriented. WordPerfect 5.1 required, typing 60 words minimum, shorthand 80 wpm salary & benefit package offered. Send complete resume to Bruce Macdonald, 17370 Laurel Park Dr North, Livonia, MI 48152

SECRETARY/RECEPTIONIST
Entry level, full time. Downtown location. Word Perfect, Word Perfect experience a must. Please call for more information 963-4100

RECEPTIONIST/SECRETARY
Non smoking office. 1-2 yrs experience. Organizational, computer & typing skills a must. Excellent opportunity for a creative self-starter. Call, salary to Fred, 737-2600

SECRETARY
Seeking a mature, people oriented, part-time secretary. Must be able to handle a flexible schedule (mostly some Saturdays). Excellent phone and customer relations skills are required. Some construction knowledge helpful. Apply in person at
Paint Fashions, Inc. 40480 Grand River Ave., Novi, MI

SECRETARY
Some word processing helpful. Phones, filing. 50wpm, temporary to permanent full time
MGM Services
649-9660

SECRETARY
SUBURBAN POSITIONS - 3
Hard working, up-front personality fits sought for fast paced positions. To $21,000 M/M, dental, 401K.
Call Anthony, Pentech 355-4140

SECRETARY/Word - Processor
Southfield area law firm requires person with word processing skills and good typing. Experience required 540-4100

SECRETARY
Wordperfect experience helpful. 40wpm, telephone experience required. Pleasant office, full time. Send resume & salary requirements to: Personnel Dept. Box 114, Bloomfield Hills, MI 48301

SECRETARY/WRITER - Requirements 3 yrs experience, Math/Engl or Journalism, type 75-wpm an interest for sales account support, time start for data/telecom sales & service Salary $23-$25K + benefits., Send resume to Personnel, Wolverine Telecom, 1875 Research Dr., Troy, MI 48083

SECRETARY - Word Processor
Southfield area law firm requires person with word processing skills and good typing experience required
540-4100

SECRETARY
SUBURBAN POSITIONS - 3
Hard working, up-front personality fits sought for fast paced positions. To $21,000 M/M, dental, 401K.
Call Anthony, Pentech 355-4140

SECRETARY/Word - Processor
Southfield area law firm requires person with word processing skills and good typing experience required
540-4100

A GREAT, JOB OPPORTUNITY
Fast Paced Sales Come in the Food Court at Tel-Twelve Mall, Southfield. Flexible hours, good wages. Apply in person.

ALL POSITIONS AVAILABLE
Both day & night. Apply in person
Sees Brothers, 11310 Telegraph, Redford

ASSISTANT COOK - days
Full time. Cranbrook Prep & Grill, 32550 W. 8 Mile, Farmington Hills
477-7177

ASSISTANT MANAGERS -
Experienced only, A & W Restaurants Cak Valley Mall, (Inv.) Fri. Sat. Sun. Evenings, 12pm to 4pm only. 262-1780

BANQUET WAIT STAFF Plus Pertions - Part time, up to 36.50 an hr. Must appear and be presentable, experienced. Apply in person Southfield Manor 25636 Telegraph, Southfield, MI., 48034. 352-9020

BAR STAFF, WAIT STAFF & COOK
Part time, Apply in person, Bert's Restaurant Lounge, 1870 S Wayne Rd. Wayne

BARTENDER/WAIT PERSON
Full & part time. Apply in person at Kevins Pub, 23234 Greenfield Rd., Oak Park

BUDDY'S - FARMINGTON HILLS
NOW HIRING
AM HOST/HOSTESS
Competitive wage with benefits
Apply BUDDY'S
Northwestern & Farmington

BUDDY'S PIZZA - LIVONIA
NOW HIRING:
Day Shift Bus Person. Experience preferred, but will train energetic dependable people to work with our team. Apply in person 29566 Plymouth Rd.

CANTON/PLYMOUTH AREA - SPORTS LOUNGE RESTAURANT
WAIT STAFF WANTED
Experienced Food & Beverage
6166 Canton Center Rd.
Canton, 459-4020

CANTON SOFTBALL CENTER/CLEAR RESTAURANT
is opening for the spring and is hiring staff for the following positions:
wait staff, service assistants, cooks, concessions and outdoor maintenance. Apply in person March 19-19, 9am-5pm at 6161 W. Michigan Ave. Must be 18 or older.

CASHIER, BUS PERSON, & DISHWASHER
Full time & part time positions available. Apply in person Sigma Pi Grill, 27301 Middlebelt, Garden City

CASHIER & PREP HELP - mature, responsible part time work, no holidays, Mon.-Fri. 9am-2pm. Evens Mon.-Thur. Royal Oak area. Call Mrs. Lopez, 546-4953

CHUCK MUTT'S BIG FISH
Now Open, formerly of Chuck Muse's Big Fish Restaurant opening soon. Full & part time positions. Must be great food exceptional service and attitude. Must be energetic & friendly people who can strengthen our team. Apply in person Mon. thru Sat. 10am-2 & 4pm - 7pm 700 Town Center Drive, Dearborn, Lobby entrance Opening Drive in, 19400 Ford Rd. Dearborn

COCKTAIL WAITSTAFF
Rochester area duck Pit and/or Pit Pub. Experience necessary. Apply in person 1430 N Main at Rochester & University

CONCESSION MANAGER
Salary & Commission. Should have food service experience. Apply after 7:30pm Mon thru Fri. Hunter Ford Proving Drive In, 19400 Ford Rd. Dearborn

COOKS, PREPS & dishwashers, full or part time, experience a plus. Apply in person Mr. B's Farm, 24555 Novi Rd. Novi 349-7028

COOKS & HELPER
Part time, nights. Clancey's Bar & Grill, 32750 W. 8 Mile, Farmington Hills 477-7177

COOK
Sweet Lorraine's is looking for an experienced cook and for a food head cafe. Apply in person 2-5 pm. Greenfield Rd., North of 12 Mile

DAY WAITSTAFF POSITIONS
Will train with little experience. Apply Mon. thru Fri., 2-4pm. Beaubien's, 4108 St. Maybe, Birmingham.

DELI PERSON with experience, full time, making sandwiches, salads and customer service. Ask for Brian or Gabeh.
352-8558

DELI STORE - part & full time help wanted. Southfield
357-1373

DINING ROOM Service Manager for beautiful family restaurant. Wonderful atmosphere. Good hours. Resume to 31209 Schoolcraft, Livonia, MI 48150

D. DENNISONS, seafood tavern, Laurel Park Mall, is now hiring for all positions. Kitchen & dining room, full time only. Apply in person ONLY at 37716 Six Mile, Livonia

HOST/HOSTESS/BARTENDER
Apply in person
Sebastian's Grill
in Northwestern Mall
2745 W. Big Beaver

MANAGER
to $30,000 Full menu, family dining - clean 2-5 yrs. management experience. Excellent benefits. Career opportunity. Relocation.
472-7210
Steven J. Greene Personnel

McDONALD'S
If your looking for a job with flexible hours, look no further. Now hiring for all shifts. Also hiring for a day-time manager. Apply in person at 220 Ann Arbor Rd. in Plymouth.

504 Help