504 Help Wanted Office-Clerical

CLERKS/TYPIST: Attorneys in Farmington Hills will train for their office. Typing and spelling skills essential. Experience not required. Starting wage, $4.50 per hour, with regular increases Call, 855-8363

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

CLIENT SERVICES COORDINATOR As a Temporary/Permanent Nursing Placement Agency our product is service. Do you have the personality & skills to become part of our Ann Arbor team? If so call. 357-7087 Health Care Professionals

CUSTOMER SERVICE REP for non smoking Manufacturer Rep office, S & Farmington. Self-motivated, mature person with basic PC skills; must be detail oriented, light secretarial. $6/hr. Send resume to P. O Box 530875, Livonia, MI, 48153.

CUSTOMER SERVICE REP
Experienced customer service rep needed for Detroit marketing firm. Must have professional phone manner and typing skills. Full-time hours. Many, many openings. Shifts may vary from 8am to 8pm. To schedule an interview call:
TEMPEXCHANGE 557-5600

DATA ENTRY CLERK
Full time position available with large medical lab in Southfield. Previous medical billing experience preferred Benefits. Apply in person or send resume to: Citation Clinical Lab, 23775 Northwestern Hwy., Southfield, MI 48075

DATA ENTRY/CLERICAL
International manufacturing company has an immediate opening for a part-time (flexible 20-25/hour week) data entry operator. Qualified candidate should have excellent data entry skills, strong organizational skills & be detail oriented Send resume to
MARKETING DISPLAYS INTERNATIONAL
Attention Marketing Department
P.O Box 376
Farmington Hills, MI 48332-0376

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

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 interview call: TEMPEXCHANGE 557-5600

DATA ENTRY
Prestigious service company requires your accuracy, productivity and experience To $6 50/hr.. Call Dona at UNIFORCE 473-2932

EXECUTIVE LEGAL SECRETARY needed for senior partner & domestic relations law firm. Minimum 5 years experience, 3 years in domestic 647-7900

EXECUTIVE SECRETARY
for Bloomfield mortgage banking office Seeking recent college grad. Lotus knowledge, professional appearance & communication skills a must Entry level position. Call Kim 335-0260

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

FILE CLERK: 8 Mile - Telegraph. Healing rep. seeks part time clerk, 10am thru 2pm. 3 days per week, thru June. For details call Janet between 2 and 4pm 354-3710 ext. 28

EXECUTIVE SECRETARY
Expanding Farmington Hills manufacturer needs confident secretary with WordPerfect, Lotus and Harvard Graphics a plus $9 50/hr to start Call Sally at UNIFORCE 473-2933

FOLLETT - college stores is the nations largest operator of college bookstores. Our store at the University of Michigan, Dearborn has an opportunity to perform clerical accounting functions assuring the accurate processing & reporting of all accounting transactions. A minimum of 1-2 yrs experience in accounts payable, accounts receivable or inventory control is preferred. Any retail or college bookstore experience is helpful but not necessary. Follett offers a competitive salary commensurate with experience as well as an excellent fringe benefits package. No appointment necessary. Walk-in during regular store hours with resume & referrals preferred. No phone calls please.
An Equal Opportunity Employer

EXECUTIVE SECRETARY
Top producer in Financial Services Firm has immediate opening for individual with excellent technical skills and the ability to prioritize and juggle a hectic work load. Person should be comfortable within a "Boss/Secretary" relationship and work well under pressure. Should be available if extended day is necessary to "finish up". We offer beautiful, non-smoking offices; great staff support personnel; state-of-the-art equipment; full benefits and good salary. Send written response to:
Janna Snyder
AMERICA GROUP INSURANCE & FINANCIAL SERVICES
State Mutual Companies
Suite 405, Franklin Center Building
29100 Northwestern Hwy.
Southfield, MI 48034

ADMINISTRATIVE ASSISTANT
Major Detroit financial institution needs experience with Word Perfect and Lotus. To $8/hr. Call Stephanie at UNIFORCE 646-7661

ADMINISTRATIVE ASSISTANT
Fortune 500 executive office prefers Macintosh experience for choice opportunity. Up to $9.50/hr. Call Susan at UNIFORCE 473-2931

FRONT DESK
Energetic, verbal, detail person, part time or full time positions available. 332-5754

FULL TIME POSITION available. Job entails word processing (wordPerfect 5.0 a must), answering phones, filing, accounts payable & accounts receivable preparation. Starting salary $8.25/hr. + benefits. Resume to: T.V.E.S. 36887 Schoolcraft, Livonia MI, 48150, att: Karen

FULL TIME receptionist/typist, basic accounting, experience necessary. Good salary & benefits. 532-4700

GENERAL CLERICAL
Experienced in out-patient mental health preferred. Standard working hours & conditions. Good starting salary & benefits. Send resume to: Office Manager, Suite 250, 29226 Orchard Lake Rd., Farmington Hills, MI 48334

GENERAL OFFICE/PART TIME
General contractors office - bookkeeping & clerical experience. Flexible hrs. Call 9am-5pm. 478-3345

SECRETARY, HEALTHCARE
Corporate hospital headquarters. Experience with WordPerfect and medical terminology a plus. To $9 50/hr. Call Meredith at UNIFORCE 646-7662

INSIDE SALES/ RECEPTIONIST
Well established west side company seeks experienced person able to organize information & handle customer inquiries. Pleasant atmosphere, full benefits, very competitive salary, stable position. Send resume in confidence to:
SSN-915
Emplex Corp - PO Box #2497
Southfield, MI 48037
An Equal Opportunity Employer

INSURANCE AGENCY - North Woodward area. Commercial service representative. Experience required in commercial property & casualty. Full benefits. 366-1700

INSURANCE
PERSONAL LINE CSR
Min. 5 yrs. experience with sales & clerical ability. Salary commensurate with experience & ability.

RECEPTIONIST
Strong clerical skills & good telephone manner.
Send resume to: Box 352 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

INVENTORY BOOKKEEPING
Are you good with numbers? We are looking for candidates with inventory and/or bookkeeping experience for long term opportunities in Livonia and Westland. Spread sheet and financial analysis experience are big pluses. Excellent pay. Call as soon as possible to arrange an interview appointment.
425-9090
BENCHMARK
Temporary Help

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY
Full or part time. 5 years experience. Computer experience required. WordPerfect. Southfield law firm. Contact Nancy at 353-3810

Insurance
CLERK
Livonia branch Michigan based Property and Casualty Insurance Company is presently looking for an individual who is a fast learner, flexible and has the ability to handle multiple duties. This person will assist underwriting with computer (60wpm) registration of applications, ordering reports, opening, sorting and distributing mail, in searching for numerous files. Being energetic and agile would be a plus! Please send resume and salary requirements to: Ms. Frances Crawford, Supervisor, Lake States Insurance Co., P.O. Box 530600, Livonia, MI., 48153-0600.

TROY LAW FIRM seeks experienced Legal Secretary, corporate labor & litigation with Wordperfect 5.1. Salary negotiable. Send resume to: Office Manager, 901 W. Big Beaver Rd., Ste 500, Troy, MI 48084.

LEGAL
- Corporate Legal Departments
- Temporary - Long or Short Term
- Permanent Positions
- Temporary to Permanent

PERSONNEL AT LAW
Mail or Fax your resume in confidence to:
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX # (313) 358-0235
UPTOWN: 358-0060
DOWNTOWN: 964-2909

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY
for Senior Partner of Southfield Personal Injury Firm. Need at least 3 yrs. experience & excellent skills. Must be highly organized and a college graduate. Excellent salary & benefits. Send resume to: Lawrence Oursten, 26555 Evergreen, Ste. #1530, Southfield, MI, 48076.

LEGAL SECRETARY
3+ years experience in divorce & family law. WordPerfect 5.0. Farmington Hills area. Call: 855-5770

LEGAL SECRETARY
For busy, small Southfield law office. Pay and benefits commensurate with ability. Send resume and references to: Office Manager, 20300 Civic Center Drive, Suite 203, Southfield, MI., 48076.

LEGAL SECRETARY
Wanted to join upbeat, young, fast-expanding, mid-size law firm in Bloomfield Hills. Some experience in commercial litigation sought. Please respond to: Office Manager, 1760 South Telegraph, Suite 300, Bloomfield Hills, MI 48302

LEGAL SECRETARY
Wanted - Experience required. 15/Telegraph area. Ribitwer & Sabbota. Contact J. Sabbota 540-2600

LEGAL SECRETARY/TRAINEE
for non smoking law firm in Bloomfield Hills. 1-2 years experience necessary, with computer skills. Call Barb: 333-2400

LEGAL SECRETARY with litigation experience for Bloomfield Hills lawfirm. WordPerfect a plus. Excellent salary & benefit package. Send resume to: PO Box 8355, Bloomfield Hills, MI. 48302

LEGAL SECRETARY - part-time. Bloomfield Hills law firm seeks an experienced Legal Secretary available 20-25 hours weekly. Candidates must demonstrate minimum 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 & salary commensurate with experience. Send resumes to Hiring Coordinator, 1533 N. Woodward, Suite 250, Bloomfield Hills, MI. 48304.

LEGAL SECRETARY Wanted for Farmington Hills office. WordPerfect & legal experience a must. Call between 9-5. 937-3336

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

LEGAL SECRETARY
Good telephone & typing skills required. Experience with WordPerfect 5.1 preferred. Send resume to: Law Offices, 2410 South Commerce, Walled Lake, MI 48390

LEGAL SECRETARY - Experienced for Farmington Hills law firm. Pleasant working conditions for nonsmoker. Must have experince in word processing. Salary commensurate w/experience 489-1444

LEGAL SECRETARY
Needed for downtown Birmingham law firm. 1 year corporate and estate planning experience desired with WordPerfect. Send resume to. Office Manager, PO Box 1899, Birmingham, MI 48012-1899

LEGAL SECRETARY
Small nonsmoking office in Plymouth seeking experienced litigation/domestic law Secretary with knowledge of WordPerfect. Applicant must be intelligent with excellent typing & organizational skills. Good grammar & professional attitude a must. Ask for Lisa 459-5688

LEGAL SECRETARY/PARALEGAL
Well established Bloomfield Hills law firm has immediate full time position in Estate Planning Dept.. Prerequisite for interview: strong secretarial skills, extensive experience with trust agreements, thorough knowledge of probate & tax planning Must be well organized and a team player. Send resume to: 200 E. Long Lake Rd. Ste. #110, Bloomfield Hills, MI., 48304-2361, attn: P. J. Philips.

LIBRARY RESEARCH/ ADMINISTRATIVE ASSISTANT
Part-time, flexible hours, year around. Computer skills, knowledge of office procedures & equipment necessary. Library experience, especially serials, government stocks or ILL, helpful. Good telephone skills & service attitude required. Contact Margaret Thomas: 646-3118

MACINTOSH WORD PROCESSOR
Barton Malow, Michigans 2nd largest privately held corporation has an opening for an experienced part time Macintosh word processor between 4pm & 8pm. Candidates must have the following qualifications:
- Page Maker & Word 4.0
- Type 80-85 wpm

Please submit your resume to: Barton Malow Co., 27777 Franklin Rd. Ste. 800, Southfield, MI. 48034. Attention Human Resources.
Equal Opportunity Employer M/F

MORTGAGE MONITOR
Experience with 2nd mortgage necessary. Legal a plus. Top pay. Call Celia at UNIFORCE 646-6168

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

OFFICE CLERK - for growing Troy company. Able to process orders, receipts, etc. Assist in various office duties, employer benefits provided. Respond to: Office Clerk, PO Box 1191, Troy, MI 48099-1191

OFFICE/RESERVATIONS
flexible hours, days, evenings, weekends. 960-9443

OFFICE MANAGER, Paralegal & Receptionist, must be experienced. Full time. Downtown Detroit law office. For interview call: 964-4080

OPERATIONS MANAGER
Air freight forwarder has opening for OPS manager. Must have previous air freight forwarding experience. Experience in banking & haz material & computer preferred. If qualified, please call Kathy Tuba at 946-8854

OUTREACH PRESENTATIONS to civic groups primarily in Oakland County. Part time, flexible hours, mileage paid. Must have own car, Typing, phones. $8 per hour. Send resume to: OC-4, Personnel, 4000 Crooks Rd. Ste<204, Royal Oak, MI 48073

MAIL ORDER company needs reliable self-organized person, polite voice manner for entry level position in order processing. Computer skills helpful. Please call 453-4050 between 3-5pm.

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. Writing 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 MANAGER
Minimum one year bookkeeping & payroll experience. PC aptitude. Part time/15 hours per week. Growth position. 363-2958

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 Kathy Tuba at 946-8854

PART TIME - person for afternoons, to do order entry & invoicing for Farmington Hills manufacturer. Must be computer literate. Good for home maker. Call only Mon. 9am-3pm. Tues. noon - 3. 473-9305

PAYROLL MANAGER - Troy Publishing Co. with 100 employees looking for conscientious, experienced person to compile, allocate & record payroll data in accounting dept. Must be detail oriented, proficient with computers & Lotus 1-2-3. Requires a high degree of integrity & ability to handle confidential information. Please submit resumes to: P. O. Box 2600, Troy, MI., 48007, attn: K.L.A.

PHONE ANSWERING - typing, filing, mail. 15-20 hrs /wk. Mac experience preferred. Send resume or letter to: PTC, 23373 Commerce Dr., Suite A-2, Farmington Hills, MI 48335.

PHONE ORDER PROCESSERS
Heavy customer contact. Light record keeping Part time after 5pm. Could lead to full time for the right person. $12 per hour earning potential. Will train the right people. Great position for students, homemakers, retirees. 476-7356

PURCHASE ORDER section of small accounting dept. needs reliable business professional. data entry skills & preferably in Mac intosh environment using Excel/microsoft works. Call 462-0550, ext. 124

RECEPTIONIST SECRETARY
Manufacturing company has an opening for a Receptionist/Secretary. This individual should have good telephone & typing skills with the ability to handle a variety of office duties, prior automotive related experience helpful. Salaried position with benefits. Please apply in person between 9am & 4pm at. Plymouth Stamping, 315 W. Ann Arbor Rd., Plymouth. 453-1515

RECEPTIONIST
Needed for Southfield law firm. Willing to train. PLeasant phone personality required. 358-1960

RECEPTIONIST for small Bloomfield Hills office. Pleasant phone voice. Typing skills & dependability a must. Call Pat. 540-4960

RECEPTIONIST
Needed for growing construction company in Novi, full time Computer knowledge helpful. 348-4300

RECEPTIONIST/SECRETARY
Southfield Real Estate Office looking for mature individual to answer phones and type Word Processing required. 354-8200

RECEPTIONIST/CLERICAL ASS'T
Full or part time Typing required. Benefits. 25660 Lahser. (Southeast corner Civic Center & Lahser) Southfield, 48034350-2020, ext. 224

RECEPTIONIST needed for HVAC manufacturers rep, experience 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: Greseel Detroit Movers, 21140 Trolley Industrial Drive, Taylor, MI 48180

RECEPTIONIST/Novi real estate office. Light typing and phones. weekends only, 10am-2pm. Call:
Mon. thru Fri. ONLY
between: 9am-3pm
Ask for Robin at: 348-3000

RECEPTIONIST/SWITCHBOARD
Full time for busy Farmington Hills sales office. Accurate typing skills required. Send resume to: Receptionist, P.O. Box 378, Farmington, MI., 48332-0378.
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
needed for busy sales & administrative office. Must have excellent phone skills, accurate typing at 50wpm. Non smoking office. Excellent benefit package. Send resume to: Secretarial Position, 29777 Telegraph Rd., Suite 2650, Southfield, MI 48034. No phone calls please.

RECEPTIONIST/SECRETARY
Royal Oak based rapidly growing distributor seeks energetic, motivated, full time front office person. Must possess WordPerfect skills & delightful phone voice. If qualified, mail resume to: Systems Specialties, 4921 Leafdale, 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 NEEDED:
Articulate
Light typing, 35wpm

RECEPTIONIST: Part-Time Responsible, organized, people loving person for high energy environment. Good phone skills & appearance necessary. Duties include scheduling appointments & cashiering 1 full day plus evenings & or mornings. Send resume & salary history to C/O Management, 3514 Sutton Place, Bloomfield Twsp, 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. Receptionist, P.O. Box 300, Southfield, MI 48037

RECEPTIONIST - full time needed for busy Southfield construction office Typing and filing Non smoker. Call Friday at: 357-4590

RECEPTIONIST/SECRETARY SALES - responsible, mature adult with an enthusiastic phone voice. Permanent position. 425-4813

RECEPTIONIST
For Farmington Hills CPA firm. Full time, light bookkeeping experience helpful Call 855-0503

RECEPTIONIST/SWITCHBOARD
Major high tech company needs your front desk experience. Rolm or Dimension preferred To $7.50/hr. Call Rone at UNIFORCE 646-7664

RECEPTIONIST
Requirements: excellent phone manner, good math & typing skills, professional appearance & attitude. Full time. Benefits. 852-0300

RECEPTIONIST
Part time, possible full time. Must type, reliable, some experience, good hours. Plymouth & Telegraph area. Apply in person, 9am & 5pm, Beals Inc., 24540 Capitol, Redford.

RECEPTIONIST
Part time, 12-4, Mon-Fri. Secretarial Service in Lathrup Village looking for experienced Phone Operator. Must speak very clearly, possess excellent spelling & penmanship skills. Call: 557-2434

RECEPTIONIST
An opportunity is available in our Bloomfield Hills residential builder & property management firm. This individual should have good telephone & typing skills with the ability to handle a variety of general office duties. Call 642-4666
An Equal Opportunity Employer

RECEPTIONIST needed full time for busy photography studio in Troy. This is a temporary entry level position that may lead to permanent. Pleasant phone manner, enthusiasm & general office skills a must. Data entry computer skills a plus. Send resume to: Mid Coast Studio, 2616 Industrial Row, Troy, MI 48084, Attn: Kristie

RECEPTIONIST
A new and dynamic original equipment manufacturer for the automotive industry is seeking a Receptionist for it's Troy 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 416:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An EEO Employer M/F

RECEPTIONIST
Part-time position available for energetic, self-motivated person. General office & extensive phone skills mandatory for Farmington Hills real estate office. Call Lisa between 9am-4pm 737-6818

Receptionist
Experienced Receptionist for large corporation in Southfield. Must have professional phone manner and Multimate experience. Call for an appointment.
STAFFING SOURCE
Temporary Services
646-4393

RECEPTIONIST (Part Time)
Executive Relocation Corporation, a rapidly expanding subsidiary of Michigan National Corporation, has an excellent opportunity at its West Bloomfield location for a professional receptionist.
Qualified candidates should possess 1-3 years experience and a working knowledge of WordPerfect and Lotus. This is a part-time, Monday - Friday position working from 1PM - 6PM.
As a member of Michigan National, we offer competitive compensation and an excellent working environment. Any candidate may fill out an application Tuesday - Thursday, between 10AM - 2PM or, for an immediate interview, call:
Ms. Patricia Corby
313-737-7060
Michigan National Corporation
27777 Inkster Road
Farmington Hills, MI. 48333
We promote a drug-free environment. Substance abuse testing is part of the pre-employment process. We are an Equal Opportunity Employer

SALES OFFICE COORDINATOR
Southfield market research firm offers excellent opportunity for experienced, take-charge professional to assume a high degree of responsibility in coordinating activities for our national field sales force.
This position handles a variety of administrative activity including budget planning and monitoring, travel arrangements, expense reports, plus accounting & financial records. Excellent interpersonal, communications & time management skills. LOTUS and PC skills. Degree highly preferred.
Personnel Manager
Automated Marketing Systems, Inc.
26533 Evergreen Rd., Suite 400
Southfield, MI 48076
EQUAL OPPORTUNITY EMPLOYER

NATIONAL LEASING COMPANY needs Secretary to assist marketing departement. Lotus, WordPerfect 5.0, typing & organizational skills required. Benefits & excellent work environment. Please send resume to: P.O. Box 9068, Farmington Hills, MI. 48333-9068.

SECRETARIAL
To assist Bloomfield Hills Real Estate Broker. 646-5000

SECRETARY
Bloomfield Hills real estate office. Word Perfect 5.1 & strong organizational skills needed. Part time, afternoons. Send resume & salary requirements to: P.O. Box 7584, Bloomfield Hills, MI 48302

SECRETARY/BOOKKEEPER
Fast paced office requires dedicated individual with excellent typing & grammar skills. Knowledge of WordPerfect 5.1 necessary. Accounting experience using Platinum a must. Send resume to: Personnel Dept./Bookkeeper, 1573 S. Telegraph, Bloomfield Hills, MI 48302

SECRETARY/BOOKKEEPER
For expanding W. suburban company. Must be experienced. Resume. American Van 255-6226

SECRETARY - fast paced office requires individual with excellent grammar, typing & organizational skills. Knowledge of Wordperfect 5.1 essential. Send resume to: Personnel/Secretary, 1573 S. Telegraph, Bloomfield Hills, MI 48302.

SECRETARY - For growing 2 attorney law firm across from Somerset Mall. WordPerfect experience essential, para-legal training helpful. Resume: Franklin G. Koory, 3155 W. Big Beaver, Ste 100, Troy, MI 48084

SECRETARY FOR lawn care service. One person office. Typing, data entry, phone & reception skills needed. Apply or contact between 9-4pm. 24788 Crestview Court, Farmington Hills, 478-9393

SECRETARY for Livonia purchasing office, of National company, seeks an organized, detail oriented individual working 35 hours a week. Mon. thru Fri.. Duties are varied but include typing, processing mail, filing, phone answering, computer entry, and special projects. This is an interesting position providing a good opportunity to learn & grow in a pleasant environment, non-smoking office. Call 261-6085, between 2pm-5pm, Mon., Thurs. or Fri.

SECRETARY
Full time, permanent position available in Troy for experienced Secretary with Harvard Graphics and Word Perfect skills. Call...
EXPRESS SERVICES
643-4364
Never A Fee. Never A Fee.

SECRETARY - Immediate part time position. 3 full days. WordPerfect a must. Royal Oak office. Call Liz at, 546-7222

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

SECRETARY/RECEPTIONIST
Non smoking office. 1-2 Yrs. experience. Organizational, computer & telephone skills a must. Great opportunity for a creative self-starter. Call, ask for Fred, 737-2600

SECRETARY
part time for financial planner. Good communication skills, typing 75 wpm, shorthand. Computer & insurance office experience required. Non smoker. Send resume to: P.O. Box 700233, Plymouth, MI 48170

SECRETARY/RECEPTIONIST
Redford real estate office seeks responsible person with typing & phone skills for full time weekday position. Call Jon Ruud: Century 21 Today 538-2000

SECRETARY
Some word processing helpful. Phones, filing, 60wpm, temporary to permanent. No Fee.
MGM Services
589-9660.

SECRETARY WANTED
For Southfield law office. Must have excellent typing skills. Call, 358-3048

SECRETARY - Livonia sales office, seeks a reliable, experienced, full time secretary with strong organizational skills to handle a variety of responsibilities, must be customer oriented, WordPerfect 5.1 required, typing 60 wpm minimum, shorthand 80 wpm, salary & benefit pacakge offered. Send confidential resume to Bruce Macdonald, 17370 Laurel Park Dr. North, #330, Livonia, MI 48152

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 posses necessary secretary/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
Type, file, & answer phones. Small office, Livonia area. $4.50 hour to start. 474-8948

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 necessary. Non-smoking office, full time. Send resume & salary requirements to: 6905 Telegraph Rd., Ste 114, Bloomfield Hills, MI 48301

SECRETARY/WRITER. Requirements: 3 + yrs experience, Major/English or Journalism, type 75wpm on terminal for sales account executive staff for data/telecom sales & service. Salary $23-$25K + benefits. Send resume to: Personnel, Wolverine Telecom, 1675 Research Dr., Troy, MI 48083.

SR. CLERK - Troy area, provides clerical support for undergraduate & graduate degree programs. Education equivalent to completion of high school & at least 2/yrs qualifying work experience required. The ability to type accurately (50 wpm), excellent communication skills, and a demonstrated ability to deal with the public required. PC experience required, excellent fringe benefits, minimum salary $6.84/hr.
Send resume by March 27 to OC-1, Central Mich. University, 755 W. Big Beaver Rd., #222, Troy, MI 48084.
NO PHONE CALLS
CMU is an affirmative action/equal opportunity institution

STAFFING SUPERVISOR
A leader in temporary office personnel services seeks an inside sales supervisor for their new location in Novi. This person will interview & evaluate people for positions in the office-clerical field. Applicant needs organizational skills and the ability to motivate self & others. A dynamic sales attitude & personality are essential for success in this position. Excellent training compensation and benefits. Please forward your resume to Remedy Temp, P.O. Box 653, Novi MI 48376-0653

SWITCHBOARD RECEPTIONIST
Southfield Auto Dealer needs full time switchboard receptionist for busy location. Phone 10am-12 Noon Mon.-Fri. 355-7814

TECHNICAL WORD PROCESSOR/ SECRETARY
Support to group of dynamic engineers on reports, permits, schedules, etc. Must be able to work well under pressure. Superior typing and word processing skills absolute requirement (WordPerfect 5.1). Great opportunity for the right person.
Send resume to:
Executive Assistant, The Traverse Group, Inc., 3772 Plaza Drive, Suite 5, Ann Arbor, MI 48108

TELEPHONE OPERATORS
Mornings and evenings. $5 to start. Only pleasant voices, detail-oriented need apply. Will train. Southfield, (313) 423-1300

THE TRAVELERS COMPANIES
Secretary - Part-time 4-5 hrs/day, Mon-Fri. Work for department manager & staff in Southfield. Required: strong PC background, excellent grammar & organizational skills. Duties: word processing, filing, transcription & general office work. Experience required, salary commensurate. Benefits. The Travelers Companies. An Equal Opportunity Employer. The Travelers actively promotes a "Drug Free Workplace." Please send resume to: Box 372
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

TITLE INSURANCE AGENCY desires full time secretary with WordPerfect, Lotus & Quicken computer skills Prior title experience preferred, however, must have extensive real estate experience. Salary commensurate with experience. Send resume to: Fidelity Title Co., 32100 Telegraph Rd Ste 215, Bingham Farms, MI 48025

TOP NOTCH SKILLS
Word Processing Secretary, minimum of 1 year experience, needed in the Dearborn area. Long term commitment and proficient in the following:
- Excel on IBM
- Word Perfect (any version)

Additional skills needed.
- Shorthand
- Harvard Graphics
- Freelance

Call Marlene at 336-6550 to schedule an immediate interview.
Fairlane Plaza North
290 Town Center Drive
Suite 321
KELLY SERVICES

TRANSPORTATION Company seeking full time person. Must be computer oriented Experienced on phone, customer relations & typing & be a team worker. Good benefits. Send resume to Box 348
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

QUALITY TYPIST for Novi property management firm. 15/hrs per week. $5/hr. Non smoker. Call Susan between 10am - noon at 348-6400

TYPIST/RECEPIONIST
Medical Management Co. seeking full time individual with accurate typing skills (minimum 45 wpm), excellent phone manner & WP experience Call between 11am & 1pm 258-4835

UPGRADE DEPT. needs assistant. Must detailed oriented & familiar with computer keyboard. Must be fast & accurate and can think & reason. Call 462-0550, Ext. 174

VERTERINARY HOSPITAL
Part time Receptionist, 18 or over. Light typing. filing & good phone skills required, 3 days per week. 4pm-9pm. After 1pm call 348-6505

WORD PROCESSING
Any system or software package. Must type 50wpm. Medical, legal or general office experience required. To schedule an interview call TEMPEXCHANGE 557-5600

WORD PROCESSING
Openings for:
- Wordperfect 5 0/5 1
- Pagemaker
- Lotus 1,2,3
- Microsoft
- Wang

MGM Services
589-9660

WORD PROCESSING
Headquarters of international manufacturer requires your take charge skills and word processing experience. To $8/hr. Call Sharon at UNIFORCE 646-7663

WORD PROCESSORS (ANY SOFTWARE)
RECEPTIONISTS/SWITCHBOARD
DATA ENTRY CLERKS
Top Pay, Full and Part Time openings in all areas. We offer Holiday Pay, Bonuses, Temp-Med Insurance. Call today for an interview!
LIVONIA, 464-2100
SOUTHFIELD, 352-1300
SNELLING TEMPORARIES
NEVER A FEE

WORD PROCESSOR
Temporary assignments using WORDSTAR in the Birmingham/Bloomfield area. $10 per hour. Call Mastrantuono & Associates, (313) 355-2440

WORD PROCESSOR - experienced on Word Perfect 5.1, part/full time, flexible. Send resume to: Resource Realty, 29444 Northwestern Hwy, Suite 500, Southfield MI 48034

W. BLOOMFIELD OFFICE - Needs mature person with pleasant personality. Sat. & Sun. Answering phones, light typing, filing. Ask for Sharon or Steve. 851-4100

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for experienced Wait Staff - willing to work flexible hours. Inquire at: 39000 Schoolcraft, Livonia 462-0770

A GREAT JOB OPPORTUNITY awaits you at SALAD SCENE in the FOOD COURT at Tel-Twelve Mall, Southfield. Benefits, free meals, start at $5.00 hr. Apply in person.

ANGELO'S RESTAURANTE
Opening for experienced waitperson 537-6810

ASSISTANT COOK - days.
Full time Clancey's Bar & Grill, 32350 W. 8 Mile, Farmington Hills. 477-7177

BAKER'S ASSISTANT/DONUT Fryer - Full time, midnights. Apply in person at: Home Bakery, 300 Main Street, Rochester.

BAR STAFF, WAIT STAFF & Cook wanted. Apply within, after 8pm: Reiser's Keyboard Lounge, 1870 S. Wayne, or call 728-9330

BARTENDER WAITPERSONS
Full time day shift. Apply in person the Box Bar & Grill 777 W. Ann Arbor Trail Plymouth

BUDDY'S PIZZA - LIVONIA
NOW HIRING:
Day Shift Bus Person. Experience preferred, but will train energetic dependable people to work with our team. Please apply in person anytime. 33605 Plymouth Rd.

BUSY WEST BLOOMFIELD Family Restaurant is adding waitstaff. Please apply at: E.G. Nicks, 8066 W. Maple, West Bloomfield, 851-0805

CAKE DECORATOR
Experienced and creative.
Full time, excellent benefits.
Apply in person.
Mon - Sat. 9am to 5pm
MACHUS PASTRY SHOP
633 S. Adams, Birmingham

CANTON SOFTBALL CENTER
Is accepting applications for Concession Stand Manager. Apply at, Cleats Restaurant, 46555 W. Michigan Ave., Canton. Mon-Fri. 2-5pm.

CASHIER & PREP HELP - mature, responsible, part time work, no holidays/weekends. Days & evens. Mon-Thur. Royal Oak area. Call: Mrs. Lopez, 1-4pm, 544-4953

CHUCK MUER'S BIG FISH
Join the opening of Chuck Muer's Big Fish Restaurant opening soon. Muer restaurants are known for great food, exceptional service and an intense focus on quality. We seek people who can strengthen our tradition. Hiring all positions, kitchen and front of the house. Apply in person 2 - 4 Mon. - Fri. 700 Town Center Dr., Dearborn, formerly Chuck Muer's Fairlaner. (No calls please)

CLUB HOUSE/ DINING ROOM MANAGER
Sportservice Corporation currently has an opening for an experienced individual to be responsible for supervising approximately 65 employees at Hazel Park Racetrack. Position requires 2-5 years' foodservice experience in a high-volume, fine dining atmosphere. Union experience a plus. Send resumes to: General Manager, Sportservice, Hazel Park Racetrack, 1650 East 10 Mile Road, Hazel Park, MI. 48030.
An Equal Opportunity Employer. Our Company Utilizes Drug-Screening.

CONCESSION MANAGER
Salary & commission. Should have food service experience. Apply after 7:30pm Mon. thru Thurs. Ford Wyoming Drive In, 10400 Ford Rd. Dearborn.

NEED AN experienced Line Cook, breakfast & dinner experience, 2 yrs. preferable. Apply in person ONLY:
HOLIDAY INN LIVONIA WEST
17123 N. Laurel Park Dr., Livonia
Attn: Ray Garrow, Executive Chef
No Phone Calls Please

COOKS: Full and Part-time. Immediate opening. Good pay and good working conditions. Farmington area. Apply in person: 23819 Farmington Rd. Farmington Or call for interview, 477-0099

COOK
Sweet Lorraine's is looking for an experienced person for our Southfield cafe. Apply in person 2-5 pm, Greenfield Rd., North of 12 Mile.

COOKS, PREPS & dishwashers, full & part time, experience a plus. Apply in person. Mr. B's Farm, 24555 Novi Rd., Novi. 349-7038

COOKS & WAIT STAFF - experienced, reliable & mature with pleasant attitude. Honey Tree Restaurant, Novi. Call Pete or Janice 349-2470

COUNTER HELP
Cooking, full or part time. Apply in person S. of 8 Mile Rd 18368 Middlebelt.

COUNTER PEOPLE
DELIVERY PERSON
Days only, full or part time, Mon-Fri., Troy. Benefits. Call 1-4. 643-7755

DAY WAITSTAFF POSITIONS
Will train with little experience. Apply Mon. thru Fri., 2-4pm. Beaujacks, 4108 W. Maple, Birmingham

DRIVERS & COOKS
Must be dependable, good driving record. Apply in person at The Pizza Hut, 31200 W. 10 Mile, Farmington

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

FARMINGTON HILLS' NEWEST DELI - now taking applications for Waitstaff, Cashier/Host, Marketing/Delivery. Good money, great place. Apply at: Lox, Stock & Barrel, NW corner of Drake & Grand River.

GOURMET COOK & RESTAURANT HELP
Full Time. Corktown, Detroit
Call 964-6504

GRILL PERSON
Mature
540-0630

HOST/HOSTESS/WAIT PERSON
Apply in person:
Sebastian's Grill
in Somerset Mall, Troy
2745 W. Big Beaver.

LINE COOKS
Experience necessary. Full or part time. Apply within: Bageo's, 25938 Middlebelt at 11 Mile Rd.

PREP & LINE COOKS, Line attendants - full & part time. Must be available weekends & holidays. Apply in person only. Sweden House, 29477 7 mile, Livonia.

RAM'S HORN - NOW HIRING
Experienced Cooks. All shifts, good pay, good working conditions. Apply within: 20385 Middlebelt, 1 blk. S. of 8 Mile, Livonia. 477-4770

SERVERS - Part time AM shift Must be dependable, & be able to work weekends & holidays. Apply Holiday Inn Southfield, 26555 Telegraph Rd. No phone calls.

SHORT ORDER COOKS
WAITPERSONS
Days or eves., Looking for experienced & reliable individuals. Good pay - good tips. Call 10am-3pm, Connor's, Dearborn Heights 278-1188

SIZZLER
Steak, Seafood, Salad
Now hiring for our newest restaurant.
- Meat Cutters
- Cooks
- Salad Bar

Apply in person:
6677 North Wayne Road, Westland, 2-5pm

MAJOR RETAILER now hiring restaurant service personnel for Little Caesar's Pizza Station to be located inside K-Mart. Full & part time positions. Day, eves & weekends hrs available. No experience necessary Apply in person Mar. 23, 1992 between 10am-5pm at: K-Mart 4430, 33400 W 7 Mi., Rd., Livonia.
313-474-8810
An Equal Opportunity Employer

MANAGER
to $30,000 Full menu, family dining chain. 2-5 yrs management experience Excellent benefits Career opportunity. Relocation 473-7210
Steven J Greene Personnel

PART TIME HELP NEEDED cashiers/host/hostess/wait staff/receptionist Apply in person at 18690 Telegraph Rd. Just S. of 8 mile, have fun while you work at Chaplin's Comedy Club, apply anytime between 12 30-7pm

PASTRY PERSON
Some experience, creative & energetic, good pay, great working environment R I K 's Bar Restaurant, W Bloomfield 855-9869

SHIELDS OF NOVI
Hiring kitchen and waitstaff help for days & nights Apply in person 2-5pm at 43100 Grand River, Novi

WAIT PERSON - AM shift, experienced, full time position, must be dependable, able to work flexible shifts, weekends & holidays. Apply Holiday Inn Southfield, 26555 Telegraph Rd No phone calls

WAIT PERSON and COOK
full and part time Apply after 3pm at.. Hart Time, 19170 Farmington Rd., Livonia

WAIT PERSON - Experienced Flexible hrs., 7 day operation. Apply in person. 25634 Halstead Rd., Farmington 476-5193

506 Help Wanted Sales

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ACCEPTING APPLICATIONS
SALES ASSOCIATE
Full or part time. No phone calls please. Apply in person at: Mobil Oil Company, 29401 5 Mile, Livonia.

Agents Needed. No cold calling, farming or sitting open houses. Unlimited buyer leads provided! Real Estate License needed
Help-U-Sell 335-0050

This Classification Continued on Page 4G.

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

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Why not join us at one of our scheduled Career Nights and discover what the Real Estate profession is all about, and how it might fit into your current or future career plans.

Please call Bette Ball to reserve a seat, or feel free to drop in any night at one of the locations indicated.

BETTE BALL - 647-6400

BIRMINGHAM OFFICE
975 S. Hunter Blvd., Birmingham
Tues - April 7: 7-8:30 pm
Tues - May 12: 7-8:30 pm

ROYAL OAK OFFICE
206 N. Woodward, Royal Oak
Tues - April 21: 7-8:30 pm
Tues - May 26: 7-8:30 pm

TROY OFFICE
4850 Corporate Dr., Troy
Tues - March 24: 7-8:30 pm
Tues - April 28: 7-8:30 pm

WEST BLOOMFIELD OFFICE
7115 Orchard Lake Rd., West Bloomfield
Tues - March 31: 7-8:30 pm
Tues - May 5: 7-8:30 pm

ROCHESTER/SHELBY OFFICE
48534 Van Dyke, Utica
Tues - April 14: 7-8:30 pm
Tues - May 19: 7-8:30 pm

Chamberlain REALTORS

RED WING TICKET WINNERS

Alan Bird
27478 Bridle Hills Dr.
Farmington 48336

Dennis Michels
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Livonia 48152

Please call the promotion department of the Observer & Eccentric before 4 p.m. Friday, to claim your free tickets.

591-2300, ext. 2153

Congratulations!

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Janice Finkel
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Judi Robertson
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Marcella McGrath
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37435 Greenwood
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This Contest Is over. Thank you for playing.

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