## 502 Help Wanted Dental-Medical

RN CLINICAL SUPERVISOR
PRIVATE DUTY

Immediate position available on a full-time basis to supervise our Adult/Rehab Vent and Non-Vent case loads. Ideal candidate will assess, plan, implement and evaluate care needed. Salary negotiable. Excellent benefits package. Resumes to: Personnel Dept. PO. Box 5030, Bloomfield Hills, MI 48303-5030

ACCOUNTS PAYABLE CLERK/ RECEPTIONIST. Experienced preferred. Send resume to: P.O. Box 1590, Troy, MI 48084

ACCOUNTS PAYABLE/ ACCOUNTS RECEIVABLE CLERK. Troy firm is seeking dependable, self starter, who is well organized and has a desire to work in a detail oriented position. Experience in standard office procedures a must. Please send resume with salary requirements to: Personnel, P.O. Box 7028, Troy, MI 48007-7028

ACCOUNTS PAYABLE/ ACCOUNTS RECEIVABLE. Experienced individual needed to handle all Accounts Payable and Accounts Receivable for Clawson firm. Computer literate. Part time days 23-30 hours a week. $7-8½/hour. Send resume to:

A.R.P. PO Box 348
Clawson, MI 48017

ACCOUNTS RECEIVABLE. 2-3 days/week for Livonia - we estimate office (6 Mile & Haggerty). Computer knowledgeable, light bookkeeping, paying bills, commissions and non-phone sales office. Call for interview. Century 21 Hartford South 464-8400

Administrative Assistance
Immediate openings for the Detroit area. Associates or Bachelor's Degree required. Knowledge of administrative/management format with three to five years experience. Must have Word/Perfect 5.1 with typing of 60-81 wpm. Experience in Personnel, Social Service or Secretarial Science desired. Call 8am-3pm. NO FEE. E.O.E.

METROSTAFF
Temporary Personnel Services
569-8700

ADMINISTRATIVE ASSISTANT. Vice president of major financial institution needs secretary with financial experience. To 30k. Call Sharon at UNIFORCE 646-7863

ADMINISTRATIVE SECRETARY for last period, student-friendly office. Experience required in WordPerfect 5.1/Lotus, dictate m. & dictaphone. Knowledge of DOS Type 50wpm, excellent writing skills. Phone Faye $5.50 an hour & up to start. Pauly in Southfield to Box 594,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADVERTISING AGENCY. Secretary/General Office. Office for busy ad agency in Farmington Hills. Must be personable with excellent typing and PC and Macintosh Apple computer skills. Knowledge of Internet MS Word 5.0, Lotus 1-2-3, MS Word 4.0, Pagemaker 4.0 & Persuasion 2.0 a plus. Salary commensurate with experience. Call Sandy 737-7077

ADVERTISING SECRETARY. Advertising agency has challenging position for take charge person. Knowledge of Quarks a plus. To 27k. Call Shirley at UNIFORCE 646-6301

AUTO DEALERSHIP
Has immediate openings for service cashier and warranty clerk. Full time, permanent, excellent pay and benefits. Must have dealership experience. Send resume to: Box 902,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

AUTO/MOTORCYCLE Dealership. Busy, growing dealership in the Livonia/Farmington area is in need of an Employee Position. This Position that can keep up with a high volume sales pace. If you are an ambitious self-starter who is familiar with assistance in handling vehicle sales transactions including RO, title & mileage affidavits, finance contracts & inventory control, we have the perfect position for you. Excellent pay & benefits. Salary range in the mid 20's. Please forward resume to: Controller, 31811 Plymouth, 22575 Hesslip, Hunt, MI 48135

ACCOUNTS PAYABLE
Computer literate, self starter who has immediate full time opening for individual with good math, typing & communication skills. Starting rate is commensurate with experience. Health & life insurance provided. Send complete resume in confidence to 496
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ADMINISTRATIVE ASSISTANT to the president of a growing sports wear wholesaler. Must be able to handle multiple duties in a fast paced environment. Good phone manners a must. Computer & general office skills necessary. Non smoking Canton office. Send resume with salary requirements to Box 548
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

Administrative Assistant

Our Finance Department has an immediate opening for an Administrative Assistant. Job responsibilities will include assuming process distribution of incoming and outgoing mail, assisting in maintaining system maintain department work schedules and attendance record. Qualifications include ability to type 45 wpm, have working knowledge of Word Perfect Lotus 123, good written and oral communication skills a must. Please send resume WITH SALARY REQUIREMENTS to apply in person at Human Resource Department

AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187

No Phone Calls Please

An Equal Opportunity Employer

## 504 Help Wanted Office-Clerical

IMMEDIATE OPENING entry level accounting position. Solomon accounting software experience a plus. Send resumes to Personnel, 231 S. Woodward Ave., Suite 218, Birmingham, MI 48009

ACCOUNTING CLERK - experience needed; knowledge of Lotus 1,2,3 & WordPerfect. Excellent benefit package. Resumes to: Personnel Dept. PO. Box 5030, Bloomfield Hills, MI 48303-5030

ACCOUNTS PAYABLE CLERK/ RECEPTIONIST. Experienced preferred. Send resume to: P.O. Box 1590, Troy, MI 48084

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Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

BOOKKEEPER for computerized 1 person office. Southfield/10 Mile area. Call between 8:30-9:30AM or 5:30-6:30PM. 552-0155

BOOKKEEPER - full charge, with experience in Decisive accounting & payroll, capable of performing all accounting functions, and adjusting journal entries. Must have excellent math skills. Salary based on experience. Contact Pat Williams 459-8314

BOOKKEEPER/Office Administrator with experience for busy 3 attorney Bloomfield Hills law firm. Computerized billing. Contact Patty 645-1550

BUSY ADULT & PEDIATRIC office HEAVY PHONE & FILING, medical experience. Part time Wayne at John R. Troy. After 10am. 689-1130

CHOICE OPPORTUNITIES
Call for immediate appointment
Secretaries..... to $10/hr
Graphics a plus..... to $11/hr
Word Processing..... to $9.50/hr
Data entry..... to $8/hr
Jr accountant..... to $7.50/hr
UNIFORCE TEMPORARY SERVICE
SOUTHFIELD • 357-0036

BOOKKEEPER
Excellent Opportunity
Positions available NOW!
SOME LONG TERM
Must Perfect 5.1/Win 4.1 MS Word
Lotus Shortcuts/typing
CALL MANPOWER.
671-1010 - Detroit Office

EXECUTIVE ASSISTANT. Southfield based manufacturer needs experienced secretary. Short-hand a plus. To $19,000/yr. Call Sandra at UNIFORCE 357-0036

EXECUTIVE CHEF REQUIRED to lead a staff of 30 employees. Must be busy suburban, convention hotel. Qualified candidate must have minimum 2 years sous chef experience, quality control, purchasing and employee relations. Salary negotiable with experience. Send resume, in confidence to:

Box 564
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

EXECUTIVE SECRETARY. Southfield based software firm seeks a bright, mature individual who is a self-starter, organized and can commit hrs. as required. Qualified candidate must have experience, able to work flexible hrs., organized with attention to detail, typing 50wpm, min. Lotus experience a plus. Send resume with salary requirements to: Personnel Dept. PO. Box 300, Southfield, MI 48037

EXECUTIVE SECRETARY - Southfield based software firm needs experienced secretary. Lotus and WordPerfect a plus. To $20K to start. Call Sheely at UNIFORCE 473-2532

FRONT DESK
RECEPTIONIST/SECRETARY
Exciting position in growth oriented international Southfield company. Must have prior receptionist experience and possess good processing skills. Knowledge Mature attitude plus phone manners a must. Call for O/E Mgr. appointment 476-2540

GENERAL OFFICE - WordPerfect 5.1 must. Southfield Trans Agency. Ask for Gilbert 356-8820

GENERAL OFFICE/DATA ENTRY. Energetic office is looking for individual to join their winning team. This a full time position. Must have a smoking environment with benefits package. Apply in person at 30 Corporate Circuits DMK, 32900 Capitol, Livonia, off of Plymouth. 427-9146

GENERAL OFFICE.
Entry level position. Must be a self-starter, have people skills and enjoy a unique presence to support an sales staff at the Town Center in Southfield. Part of full time. $5.50 an hour & up to start. Pauly in Southfield to Box 594,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

GENERAL OFFICE/BOOKKEEPER Position. Mon. - Fri. 8:30-5:30. Typing 40 wpm. Knowledge of computer, and people skills a must. Pay based on experience. Send resume to:

2403 Dorchester
Troy, MI 48083-4209

GENERAL OFFICE
40 hours week - typing skills required. Call 644-4620

GENERAL OFFICE Receptionist. Part-Time 20-30 hrs. per wk. Must work experience with solid production data - entry required. Please send resume & salary requirements to: Box 1000, PO Box 253000, Franklin, MI 48025

GROWING COMPANY looking for Group Insurance Rate Clerk. Call Chi & Associates, Human Resource Consultants, Sandy Bruce at 661-0500

IMMEDIATE GENERAL OFFICE JOBS AVAILABLE
Familiarity with computers helpful
• General office
• Light typing
• Data entry
• Telemarketing
CALL MANPOWER
471-1870

INSURANCE AGENCY, Farmington Hills location seeks part time clerical assistant for filing, correspondence. Salary commensurate with experience. Call Kate at 476-8020

INSURANCE AGENCY in Farmington Hills looking for commercial lines assistant. Must be detail oriented, excellent working conditions. Salary commensurate with experience. Call 553-0300

Large Metro Dealership seeking individual to file sales/delivery positions. Person must possess excellent phone skills, organizational skills, and have word processing skills. Excellent compensation and benefits package. Please send resume to:

P.O. Box 4944
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISTANT/PART TIME
General office duties
Call Bob 557-3300
1-800-371-8490

OFFICE ASSISTANT - for property management firm. Duties include variety of duties. WordPerfect & Lotus a must. Salary commensurate with experience. Send resume to: 325 South Woodward, Birmingham MI 48009, attention Judy

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

LEGAL SECRETARY for Troy insurance firm. Minimum 3 years experience. Salary commensurate with experience. Call Office Manager, 649-1330

LEGAL SECRETARY
3/yrs experience required. Typing & criminal file trial attorney WordPerfect experience. 647-7977

LEGAL SECRETARY, experienced personal injury. Detroit's office. WordPerfect. Southfield Town Center building. 356-2100

LEGAL SECRETARY for Southfield attorney. Need, permanent/part time. Well pay. Call Ms. Gaines at 559-8300 with salary details. 353-8630

LEGAL SECRETARY
2-5 yrs. personal injury experience. Must have or comparable computer skills required. Salary commensurate with ability. Excellent benefits. Send resume to:

Office Mgr. 315 S Woodward
Suite 200, Royal Oak MI 48067

LEGAL SECRETARY - Full time 3 years experience typing 55 wpm, dictaphone. WordPerfect 4.2 experience required. Knowledge of real estate helpful. Small Birmingham office seeking self motivated experience. Benefits. Please contact Kim at Murphy PC at 540-3340

LEGAL SECRETARY - Seeking full time person with legal secretary with 1-2 years litigation experience. We offer excellent benefits and competitive salary. Experienced paralegal may be considered. Please send resume to: SH, P.O. Box 8068, Farmington Hills, MI 48333-9068

LEGAL SECRETARY/TRAINEE. Large non smoking law firm in Bloomfield hills. 1-2 years experience. Word Perfect 5.1 helpful. Salary commensurate with experience. Call Brigitte at 645-8020 or fax 645-2500

LEGAL SECRETARY. Immediate opening in litigation. Excellent salary and benefits. Call Brigitte at 645-8020 or fax 645-2500

LEGAL SECRETARIES
Call for an appointment
Diversified Recruiters Co.
344-6700 FAX 344-6704

RECEPTIONIST
Exciting office seeks a professional receptionist to greet clients & handle phones. Must have 2 years experience. Word Processing is a plus. Typing 50 wpm. Lotus 123.
TEMPEXCHANGE 557-5600

RECEPTIONIST - Small bloomfield law firm seeks a self motivated, part time assistance for receptionist duties. Must be detail oriented. 8AM - 12:30PM. 10-45 wpm. 2 years experience preferred. Call with qualifications, Linda Gordon, Mon 1 Tuesday at Rich Suite 300 Bloomfield Hills MI 48302-0183

RECEPTIONIST/GENERAL OFFICE
full time. Morning Tues - Friday. 313-464-6355

RECEPTIONIST/SECRETARY. for long standing, growth oriented, Farmington Hills manufacturer. Must be self motivated with good organizational abilities, good math skills, good typing and word processing, sales 50 wpm required. Call for interview 489-7174

RECEPTIONIST - Well established Farmington Hills company seeks office manager/receptionist. Knowledge of WordPerfect 5.1 helpful. Excellent benefit package. Please call Betty Ann, 661-9600

Art Lee Equal Opportunity Employer

RECEPTIONIST
Interesting position for the creative person. Must have 2 years experience. Word processing experience. Typing 50 wpm. Lotus 123 helpful. Call Sharon at UNIFORCE 646-7863

RECEPTIONIST - Small Southfield law firm seeks self motivated individual with good phone manners. Word Perfect 5.1 helpful. Salary commensurate with experience. To $7/hr. Call Rose at UNIFORCE 646-7863

RECEPTIONIST

Detail-oriented highly organized individual to assist in basic clerical duties. Good communication skills required for this diversified position.

313-464-3777

SECRETARIAL ADMINISTRATOR. Solid typing skills, dictation, experience a must. WordPerfect 5.1 plus. 37k. Some travel, so work included. Excellent benefits package. Call Ann at UNIFORCE 70 PO Box 3021 Bloomfield MI 48302

SECRETARIAL HELP - part time 2-3 days per week. Typing skill necessary. $5.25 per hour. Call 356-7063

SECRETARIAL Word Processing. WordPerfect 5.1 70 + wpm required. Some typing. Salary & travel expense to $22.50 an hour.
Reference & resume response to
Attn Anita 183 S Opdyke
Ste 127 Auburn Hills 48326

SECRETARY
Contemporary hard-working individual needed for busy office. Person must be reliable, self motivated, multi-line oriented, and computer literate (WordPerfect preferred). Bookkeeping experience helpful. Pleasant working environment. Salary commensurate with experience. Call for personal interview available. Send resume with salary requirements to: Box 8550
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY COORDINATOR
For fast paced manufacturer in Southfield. Must be dependable, organized and experienced with word Perfect & Lotus. 424-8555

SECRETARY - For small Southfield law office. WordPerfect 5.1 preferred, experienced. No legal experience necessary. 353-2880

SECRETARY for general contractor office in Troy. Must have knowledge of computers, word processing, typing, phone skills, and filing skills. Send resume to: Human Resources, 1970 Opdyke Rd., Auburn Hills, MI 48326

Art Lee Equal Opportunity Employer

SECRETARY - FULL TIME. Some legal experience preferred. Typing 50 wpm. 258-5898

SECRETARY
Inc. corporation in Madison Hts. Value added reseller seeks an individual with Computer skills WordPerfect 5.1 & Lotus 1-2-3
Diversified Recruiters Co
344-6700 FAX 344-6704

SECRETARY
Immediate opening for full time position. Must be professional & dependable with excellent typing & filing skills, computer experience and excellent phone skills. Send resume/letter to:

Box 1000
Observer & Eccentric News
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY - Livonia law firm seeks a full time, experienced, top secretary with strong organizational skills. Knowledge of probate matters, must be customer oriented. WordPerfect 5.1 required, typing 60 wpm minimum. Excellent benefits, salary & benefit package offered. Send cover letter and resume to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

SECRETARY
Full time, experienced with experience on Wordperfect and Lotus 1-2-3 for Northville Township. Permanent position, pleasant working environment. Salary commensurate with experience. Send resume to:

Box 8
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY
Full time receptionist with experience on Wordperfect and Lotus 1-2-3 for Northville Township. Permanent position, pleasant working environment. Salary commensurate with experience. Send resume to:

Box 8
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY
Part-time. Farmington Hills law firm seeks individual for busy office in Troy. Excellent benefits and pleasant environment. Interested please send resume to:

RECEPTIONIST
P.O. Box 9128
Troy, MI 48099-9128

## 504 Help Wanted Office-Clerical

SECRETARIES
TROY AREA
WHY REGISTER WITH JUST ONE SERVICE?

MGM SERVICES
Can help put you to work!
• Computerized Testing
• Computerized Testing
• Software Training
• Qualified candidates
• New assignments daily

IMMEDIATE OPENINGS
For the following skills
• 45 + Typing
• General Office skills
• 1 year work experience
• Some computer skills helpful

MGM SERVICES 689-9480

RECEPTIONIST/COORDINATOR. Position for OEM supplier. Requires word processing, Lotus 1-2-3, and good communication skills. Knowledge of business helpful. Send resume to: Box 514
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY, FULL TIME, seeking individual with Word Perfect experience. Salary for busy insurance agent. Able to type 55wpm, view transcriber, operate calculator, prepare investment business. $7 hour to start and resume to: Lauck Financial Group of Michigan. Attn Jennifer 2615 Coolidge Highway, Suite 206, Troy, MI 48084

Art Lee Equal Opportunity Employer

SECRETARY
Full and Part time positions for busy real estate agent in Plymouth. Has fun, flexible hours. Salary but not necessary. Call Pat 459-8300

SECRETARY needed for downtown Birmingham law firm. Word processing experience & WordPerfect 5.1. Send resume to: Box 1000, 36251 Schoolcraft Rd., Livonia MI 48152-1899

SECRETARY
PART TIME - FLEXIBLE HOURS
Nice, sincere, good typist. Good memory, unique person, able to work independently. Fun place for growth, real estate office
Ask for Jackie 737-9030

SECRETARY
Part-time for fast growing mortgage team. Training facility in Plymouth. Call Jeanette at 459-7837 from 10-2. Canton Twp., MI 48187

SECRETARY. Part time. Bookkeeping experience required. Good people skills. Resume to Barbara Kopitz, Inland Real Estate, 2101 Jericho, Troy, MI 48084. Fax 362-4525 Attn Barb

RECEPTIONISTS

Several openings in Plymouth & Canton in Multi-line group image 30 - 50 wpm. Call for appointment

ARBOR TEMPS 459-1166

RECEPTIONIST NEEDED for national manufacturer in Farmington Hills. Individual must possess pleasant telephone manner, be detail oriented, organized, and have previous switchboard experience. Word processing skills a plus. Dependable work ethic. Salary commensurate with experience. Call 855-4906

RECEPTIONIST

Exciting office seeks a professional receptionist to greet clients & handle phones. Must have 2 years experience. Word Processing is a plus. Typing 50 wpm. Lotus 123.
TEMPEXCHANGE 557-5600

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Detail-oriented highly organized individual to assist in basic clerical duties. Good communication skills required for this diversified position.

313-464-3777

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OFFICE CLERK - For fast growing company. Part time to start, possible full time. Write GN-RDS PO Box 10 Southfield MI 48037-0010

OFFICE MANAGER
Are you ready for a change? Person with retail office experience needed to manage Garden White Furniture. Need store & person staff. You will be responsible for inventory control, customer service, credit processing, etc. This is a beginning your position, you will undergo an extensive training program. Company benefit package. Send resume to Garden White Furniture Company, 2100 Coolidge Highway, Troy, MI 48083. Attn Maggie Gawlinski

PERSON NEEDED With skills in accounts receivable, purchase order processing, Word Perfect, Lotus, and freight allocation. Send resume to:

Attn Lisa PO Box 250545
West Bloomfield, MI 48325

★ PERSON WANTED
(Near or Admin) Office work for busy Bloomfield Hills engineering. Good typing skills and with ability to perform various hours 9am-3pm, 5-9pm. Call Mr. Ross 652-4212

REAL ESTATE
CLOSING SECRETARY
Must be able to handle all phases including closing, escrow, title, mortgage, and insurance. Call Dave Harris 559-7000

RECEPTIONIST
Full time Duties include: filing, general office duties. Call Mr. Ross 30700 Telegraph Suite 3476, Bloomfield, MI 48025

RECEPTIONIST - Mature receptionist for Corp. Good typing, calculator & phone skills a must. Please call Jennifer 282-9600

RECEPTIONIST/GENERAL OFFICE
Experience required. Send resume to: Human Resources, P.O. Box 47915, Oak Park, MI 48237

RECEPTIONIST/TYPIST - part time. Hours Mon - Fri. Flexible. Medical research firm located in Troy. Call Helen at 362-8300

RECEPTIONIST/PLUS
3 days/week. Outgoing personality for responsibilities involved in phone sales & more. Please call Jerry 261-9600

RECEPTIONIST - Needed full time for busy office in Livonia. Must have pleasant phone manners, enthusiasm & be willing to work hard. Send resume to: Vid Good Studio, 29000 Stephenson Hwy., Troy MI 48084 Attn Hilda

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313-464-3777

SECRETARIAL ADMINISTRATOR. Solid typing skills, dictation, experience a must. WordPerfect 5.1 plus. 37k. Some travel, so work included. Excellent benefits package. Call Ann at UNIFORCE 70 PO Box 3021 Bloomfield MI 48302

SECRETARIAL HELP - part time 2-3 days per week. Typing skill necessary. $5.25 per hour. Call 356-7063

SECRETARIAL Word Processing. WordPerfect 5.1 70 + wpm required. Some typing. Salary & travel expense to $22.50 an hour.
Reference & resume response to
Attn Anita 183 S Opdyke
Ste 127 Auburn Hills 48326

SECRETARY
Contemporary hard-working individual needed for busy office. Person must be reliable, self motivated, multi-line oriented, and computer literate (WordPerfect preferred). Bookkeeping experience helpful. Pleasant working environment. Salary commensurate with experience. Call for personal interview available. Send resume with salary requirements to: Box 8550
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY COORDINATOR
For fast paced manufacturer in Southfield. Must be dependable, organized and experienced with word Perfect & Lotus. 424-8555

SECRETARY - For small Southfield law office. WordPerfect 5.1 preferred, experienced. No legal experience necessary. 353-2880

SECRETARY for general contractor office in Troy. Must have knowledge of computers, word processing, typing, phone skills, and filing skills. Send resume to: Human Resources, 1970 Opdyke Rd., Auburn Hills, MI 48326

Art Lee Equal Opportunity Employer

SECRETARY - FULL TIME. Some legal experience preferred. Typing 50 wpm. 258-5898

SECRETARY
Inc. corporation in Madison Hts. Value added reseller seeks an individual with Computer skills WordPerfect 5.1 & Lotus 1-2-3
Diversified Recruiters Co
344-6700 FAX 344-6704

SECRETARY
Immediate opening for full time position. Must be professional & dependable with excellent typing & filing skills, computer experience and excellent phone skills. Send resume/letter to:

Box 1000
Observer & Eccentric News
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY - Livonia law firm seeks a full time, experienced, top secretary with strong organizational skills. Knowledge of probate matters, must be customer oriented. WordPerfect 5.1 required, typing 60 wpm minimum. Excellent benefits, salary & benefit package offered. Send cover letter and resume to: Box 1000, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48152

## 504 Help Wanted Office-Clerical

SMART - self starting non smoker, needed for part time clerical work. Word processing, filing, answering phones, some books keeping. Apply 42900 W. 9 Mile, Novi

WE ARE A new and fast growing temporary service currently accepting applications for our Troy office opening. Call today for an appointment.

SECRETARIES/TYPISTS
TELEMARKETERS
(Part Time Available)
RECEPTIONISTS/SWITCHBOARD
WORD PROCESSERS
ASSISTANT BOOKKEEPERS

TOP PAY AND BENEFITS

STAFFING SOURCE
Temporary Services
646-4393

WORD PROCESSING SECRETARIES NEEDED
Immediate openings for the following positions:
• WordPerfect 5.0/5.1
• Word Perfect (WIN/MAC)
• Display Write IV
Short-term and permanent available
CALL MANPOWER
471-1870

WORD PROCESSOR
Prestigious Southfield firm seeks a part time, night word processor. Must have WordPerfect 5.1, and typing 65-80wpm. Approximately 4 hours per evening, schedule is flexible. Pleasant working environment and can work independently. Salary based on experience. Requirements to Box 490
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

## 505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for all positions. Apply in person
Big Event Restaurant
15411 Middlebelt, Livonia

ASSISTANT MANAGER
Experienced Bar Manager, Dinner Shift, Short Order, full time $7.00/hr. Call between 2-4pm and bring references
Athens Restaurant
30665 Ford Rd
Garden City

ATHENS CONEY ISLAND
Now hiring experienced cooks, waitresses, dishwashers. Open 24 hours. Apply within. Please call before 3pm. 730-1290

ATTENTION
HOMEMAKERS & STUDENTS
Part time Days & Evenings at Aldys
Days & Evenings at Aldys Flexible hours, free meals, employee discounts and benefits available after 6 months. Apply in person
Aldys
10am-11:30am or 2:30-4:30pm

AHDY'S
34475 Michigan Avenue
Wayne MI 48184

BAKERS HELPER part time to start, may become full time. No experience necessary. Call Tuesday, Wednesday, Thursday 1-4:30pm. 30550 Grand River, Farmington. 478-2010

BANQUETS
Lounge, Banquet chart, Set Dining, and weekends. Must be 21 years old. Apply at Ann Arbor Express Restaurant
27341 Ann Arbor Trail
Mon - Fri, 10 AM - 3:30 PM
728-8105

BAR HELP

night shift
To apply call
474-3533

BARPERSON AND PORTER needed for afternoon shift 5 Mile & Merriman area. Call for appointment 531-4780

BAR & WAIT STAFF needed for regular and weekend shifts. Must have knowledge for day & night shift. Apply in person between 2-4pm. Ask for Jerry only. Body Rock Gym, 19245 W 8 Mile, Detroit

BAR & WAIT STAFF
Only the best need apply. Charlie's
7640 N. Wayne Rd., Westland

BUDDY'S - FARMINGTON HILLS
NOW HIRING
BUSSERS, all shifts
Dishwashers, all shifts
Competitive wages and benefits
Apply at
Northwestern & Middlebelt

BUDDY'S - FARMINGTON HILLS
NOW HIRING
GRILL & PIZZA COOKS, PREP
SALAD MAKERS
PM BUSSERS
Competitive wages and benefits
Apply at BUDDY'S
Northwestern & Middlebelt

BUS PERSONS, Dishwashers, full & part time, no experience necessary. Apply Mon-Fri, 27235 Ford Rd., Dearborn Heights 563-1331

BUS PERSON
Short order house, nights, weekends, 30-40 hours a week, $5.00 an hour. 453-3423

BUS PERSONS & wait staff needed full time, all shifts. Apply in person Big Boy's, 20800 Haggerty Rd., Novi

CASHIER
Enthusiastic, capable individual. Must be able to work weekends and holidays. Apply in person. Apply in person: Mitch's, 4000 East Eleven Mile, Warren

CASHIER/HOSTESS/GEN. workforce, part time lunch & evening. Call Jerry at Place Carte between 3 & 5pm only 354-3642

CASHIER & WAIT STAFF
Apply within. Lou, Stock & Barrel, Northwood Square, Farmington Hills

CHILI LINE COOKS
Full time, flexible hours, excellent benefits. Experienced only.