EMPLOYMENT

This Classification Continued from Page 9C.

504 Help Wanted Office-Clerical

BOOKKEEPER for computerized 1 person office. Southfield/10 Mile area Call between 8:30-9:30AM or 5:30-6:30PM 552-0755

BOOKKEEPER - Part time, 8AM-2PM, Mon-Fri. Must have knowledge of Accounts Payable and Banking, general office procedures & some computer experience preferred. PAT Auto Supply, 1100 Starkweather, Plymouth. 453-7200

BOOKKEEPER
With experience in billing, accounts receivable & accounts payable. Computer skills a plus. Full time position including benefits. Please respond with resume & salary history to Attention Carol, Campau Advertising Inc. 24725 W 12 Mile, Suite 120, Southfield, MI 48034.

CAREERS!!

CUSTOMER SERVICE $13,000
2 years intake sales experience, computer literate

RECEPTIONIST $14,500
3 years experience, busy phones & typing

SALES SECRETARY $18,000
2 years experience, WordPerfect, fast paced office

BOOKKEEPER $18,000
3 years full charge bookkeeping experience, financial statements & taxes

EXECUTIVE SECRETARY $26,000
5 years experience using shorthand & word processing

ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington 737-3150
Detroit 963-2230
Southfield 352-9090
Troy 585-2720
An Equal Opportunity Employer

Clerical Assistant

Our Finance Department has an immediate opening for a Clerical Assistant. Job responsibilities will include accounts payable, distribution of incoming and outgoing mail, create and maintain computer files, maintain department work schedules and distribute payroll records. Qualified candidates should be able to type 45 wpm, typing knowledge of Word Perfect and Lotus 123 preferred, good written and oral communication skills are required. Please send resume WITH SALARY REQUIREMENTS to Human Resources Department

AMERICAN YAZAKI CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

CLERICAL - Full time Job entailing word processing (Word Perfect 5.0 a must), Lotus 123, answering phones, filing, accounts receivable/payable. Starting salary based on experience. Mail or fax resumes only to: TVES, 36881 Schoolcraft, Livonia, MI 48150. Attention Karen

CLERICAL - FULL TIME
for Troy City Park Commission expansion. Knowledge of Word Perfect 5.0 a must, Lotus 123, answering phones, filing, accounts receivable preparation. Starting salary based on experience. Mail or fax resumes only to: TVES, 36881 Schoolcraft, Livonia, MI 48150. Attention Karen

CLERICAL - FULL TIME
for Troy City Park Commission expansion. Knowledge of Word Perfect 5.0 a must, Lotus 123, answering phones, filing, accounts receivable preparation. Starting salary based on experience. Mail or fax resumes only to: TVES, 36881 Schoolcraft, Livonia, MI 48150. Attention Karen

CLERICAL
(Full Time, Temporary)
Source One Mortgage Services Corporation has several entry level opportunities

For information regarding our current job openings call:

(313)488-7JOB

We offer a competitive benefits & salary package
Equal Opportunity Employer M/F/H

CLERICAL - PART TIME
Price Waterhouse has flexible hours Six Mile & Middlebelt. Call Nancy 522-9206

CLERICAL POSITIONS - Part time available at Art Van Furniture Evenings & weekends required. Date and time of interview. Mon-Fri. Apply in person, 29905 7 Mile Rd, Livonia

CLERICAL POSITION
Permanent part time with full time until July 15. Duties include Correspondence, computer entry, telephone answering. Send resume with present compensation to Box 5181, Dearborn, MI 48128

CLERK TYPIST
Detroit law firm seeks entry level Clerk Typist. Candidate should possess a minimum typing speed of 40wpm. Good phone manner & general clerical knowledge. Extensive advancement opportunity. This position is full time with benefits. Please apply in person for consideration. Please forward resume to:
CLERK TYPIST
P.O. Box 776
Detroit, MI 48231

CLERK TYPIST
To work in the budget & planning department. Light typing. Accounting or related background. Must have good communication skills. Must have telephone & some word processing experience. Excellent benefits package. Salary $15,000-$18,000. Please send resume to Personnel Dept. P.O. Box 2030, Bloomfield Hills, MI 48303-2030

CLOSING DEPT
Livonia Supplier seeking person(s) for experienced individual. 464-4171

CLOSING SECRETARY
Full time, must be experienced in preparing closing documents. Contact Elaine 641-1640

CUSTOMER SERVICE representative - Insurance agency, resumes to PO box #100, Bloomfield Hills, MI 48303-0100

CUSTOMER SERVICE
Representative needed for manufacturer of electrical products. Applicant must have excellent skills, strong attention to detail, in order processing & knowledge of general office equipment & procedures. Salary commensurate with experience & ability. Send resume to Personnel PO Box 576, Franklin, MI 48025

EXECUTIVE ASSISTANTS
Fortune 500 company seeks one year experience. Computer a plus. Excellent verbal and written skills. To $7/hr. Joe Singer at UNIFORCE 357-0644

504 Help Wanted Office-Clerical

DATA ENTRY MUST
General office work, start immediately. Call between 1-5pm, Mon-Wed 681-6129

DATA ENTRY
Part-time, Troy area. General office and data entry duties. Could go full time

REPORT PRODUCTION
Display/Write 5, Wheelwriter, typing 55wpm. Technical and statistical typing. Switchboard relief. Possible temporary to permanent. Troy.

Administrative Assistant
Organized? A go-getter? Business sense? Type 35wpm? Long term, possible permanent 1-96/Greenfield area.

TEMPORARY RESOURCES
737-1711

DATA ENTRY
Suburban service company needs your experience, accuracy, production. To $8.50/hr
Call Doreen at UNIFORCE 473-2932

DO YOU have good Secretarial/Word Processing skills and want to put them to good use? Let us assist you. We are a growing temporary service and offer long, short and temp-to-perm assignments with excellent pay. ETD Temporary Service 464-7078
An Equal Opportunity Employer

ENGINEERING SECRETARY
Simples, a leading national manufacturer of die safety systems, currently has a position available in our Livonia branch office.
The ideal candidate will be able to 3 years secretarial experience using shorthand & word processing
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington 737-3150
Detroit 963-2230
Southfield 352-9090
Troy 585-2720
An Equal Opportunity Employer

Receptionist
Individuals meeting the following criteria are asked to apply:
- High school diploma
- 3-5 years secretarial experience
- Word processing skills
- Proven verbal & written communications skills
- Attention to detail
- Professional appearance

We offer a competitive salary & a superior benefits package. Qualified applicants are asked to forward their resume & salary history in confidence to:
Project Engineer
SIMPLEX TIME RECORDER
31572 Industrial Rd./Site 200
Livonia, MI 48150
An Equal Opportunity Employer

EXECUTIVE SECRETARY for part time position in Southfield. Send resume to R.W. Mann, Ste 007, 16250 Northland Dr., Southfield, MI 48075

EXECUTIVE SECRETARY
Macintosh word processing experience needed by Fortune 500 company. Up to $9/hr. Call Susan at UNIFORCE 473-2931

EXECUTIVE SECRETARY
Excellent telephone and organizational skills. Computer experience required. Ability to work well with people and handle multiple priorities. Contact Peggy Converse 737-7111

FILE CLERK NEEDED
For bonded auditing company to file invoices, answer busy phones, recording and outgoing mail. Redford area. Please send brief resume to
Box 614
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

FRONT DESK HELP wanted for Chiropractic office. Apply in person, Mc Carthy Chiropractic Center, 31170 Haggerty, just S. of 14 Mile 661-8300

GENERAL OFFICE CLERKS
Advertising Service Firm in Farmington Hills seeks entry level general office personnel. Please respond if you possess the following:
- High school diploma
- Good phone communication skills
- Strong verbal and math skills
- Data entry experience
- Salary $5.50 per hour
- Hours - part & full time 8am to 5pm
- Good written and verbal communication skills

If you have these qualifications, contact
(313) 489-3427
Between 10am & 3pm
Mon thru Fri

GENERAL OFFICE
Part time for small office in Novi
Call 477-5000

GENERAL OFFICE
Detroit Lumber Company seeks office help. Phones, filing and typing. Contact Tracey 272-3600

GENERAL OFFICE - permanent position for person to do various office functions, must be well organized & good with figures. 8 Mile, Lahser area. Mr. Dein 353-0180 or 417-4171

GENERAL OFFICE
$18,200 FEE PAID
Great location and nice office atmosphere. Extensive word processing using WordPerfect. Immediate position. Call 549-5900 or FAX resume to 649-3528
SNELLING PERSONNEL SERVICES OF TROY

GENERAL OFFICE
Insurance Agency in Birmingham is looking for Receptionist/Personal Lines Assistant. 2 years experience required. Excellent growth potential. Send resume to: P. O. Box 1415, Birmingham, MI 48012-1415

INVENTORY, BOOKKEEPING
All jobs posted with number 27 we are looking for candidates with inventory and/or bookkeeping experience for long-term opportunities in Livonia and Westland. Excellent pay! Call as soon as possible to arrange an interview appointment.
425-9090
BENCHMARK
Temporary Help

LEASING - front desk position, attention to detail, professional image & enthusiasm a must. Typing ability of 50 wpm preferred, good wage & benefit package. Qualified applicants apply in person with resume. Benefits Gallery Commons. Immediate with experience & ability. Send resume to Personnel PO Box 576, Franklin, MI 48025

LEGAL SECRETARY - for partner of Farmington Hills law firm. Civil litigation/corporate/business practice. Minimum 3 years experience. Word perfect. Non-smoking. Excellent compensation package 626-5000

504 Help Wanted Office-Clerical

GENERAL OFFICE/ PART-TIME
Phone answering, light typing, filing, etc. Hours 1:30-5:30, Mon-Fri. Word processing helpful. Rochester Hills area. Call Kristyn at:
CAPRICORN CAPITAL
853-7050

INSURANCE - Small Bloomfield Hills agency desires personal lines CSR. Must 3 years minimum experience. Benefits. 334-0588

JUNIOR SECRETARY
Major manufacturing company in office assistance. Word processing a plus, up to 35 wpm. Call Georgeanne at UNIFORCE 357-0648

KEY ENTRY
Experienced Key Punch operators for day shift. Full or part time. Flexible hours. 478-8111

FARMINGTON HILLS personal injury firm seeking legal secretary to senior partner. 1-5 yrs experience. Non-smoking with Word Perfect 5.1, & good communication skills required. Send resume & salary requirements to Office Manager/2, 30300 Northwestern Hwy., Ste. 250, Farmington Hills, MI 48334

LEGAL SECRETARY
for partner of Southfield personal injury firm. Need at least 3 yrs. experience and excellent skills. Must be highly organized & a college graduate. Excellent salary & benefits package. Send resume to Lauren Gurstel, 26555 Evergreen, Ste 1530, Southfield, MI 48076

LEGAL SECRETARY
Livonia law firm. Legal experience, understand the technical aspects of various life safety systems & apply them in the processing & expediting of equipment orders.
Responsibilities include on-line computer order entry, outside purchasing, inventory control, personal computer operations, customer interaction & general secretarial responsibilities.
Individuals meeting the following criteria are asked to apply:
- High school diploma
- 3-5 years secretarial experience
- Word processing skills
- Proven verbal & written communications skills
- Attention to detail
- Professional appearance

We offer a competitive salary & a superior benefits package. Qualified applicants are asked to forward their resume & salary history in confidence to:
Project Engineer
SIMPLEX TIME RECORDER
31572 Industrial Rd./Site 200
Livonia, MI 48150
An Equal Opportunity Employer

LEGAL SECRETARY
Long term position available in Northville. Knowledge of Word Perfect 5.0 is essential. Immediate opening. Call for appointment:
ARBOR TEMPS
459-1166

LEGAL SECRETARY
Busy Southfield law firm has an immediate opening for a full time, mature, qualified secretary with several years of responsible legal experience. Must be organized, flexible, reliable, productive and flexible person with good word processing and organizational skills. Grammar, punctuation and verbal communication skills are essential. Compensation commensurate with qualifications.
Ask for Liz 354-1140

LEGAL SECRETARY: Southfield law firm, 1-3 yrs. experience. Excellent typing skills. Word Perfect 5.1 preferred. Salary commensurate with experience 355-4141

LEGAL SECRETARY - Experience necessary for law firm in Bingham Farms. 2 to 3 days per week. Call 644-2833

LEGAL SECRETARY
needed for Birmingham office. WordPerfect 5 experience in litigation & personal injury required. Call Gloria Pullen 540-3100

LEGAL SECRETARY
full time, small Southfield litigation firm. Experience required. WordPerfect. Non-smoking office. Call Sue at 827-7000

LEGAL SECRETARY, Southfield law firm, minimum 3 years experience. Benefits. Salary negotiable. Word Perfect 5 experience preferred. Please call between 8-30 and 10 AM 354-1550

LEGAL SECRETARY
Knowledge of Patent Law, to $25K
Knowledge of Trademark Law, $25K
Knowledge of Corporate Knowledge $25K
Martin Lundy & Associates 355-2440

LEGAL SECRETARY - self starter with substantial litigation experience. WordPerfect 5, shorthand, excellent typing and organizational skills required for fast paced, non-smoking Farmington Hills law firm. Outstanding benefits & excellent working conditions
LEGAL SECRETARY $24,000
Take your legal experience to the team. Small highly personalized suburban office offers profit sharing and the opportunity to learn new software. Send resume to Box 5000 or FAX resume to 649-3528
SNELLING PERSONNEL SERVICES OF TROY

LEGAL SECRETARY, $25,000
Challenging and diversified duties. Well known firm, corporate/real estate experience preferred.
LEGAL SECRETARY, To $24,000
Prestigious downtown firm, 3 YEARS legal experience. Professional atmosphere. Opportunity to grow with firm.
LEGAL SECRETARY To $24,000
Great work environment, plenty of work, lots of variety, 3 years litigation experience. Call 772-8780
ALL FEES COMPANY PAID
SNELLING PERSONNEL SERVICES

LOOKING FOR WORK? Date Entry, Typing 35 wpm, $5.25 to $6 an hr. Clerical/Phone/Receptionist, $6-10/hr. Receptionist $5/hr. If you are an eligible Oakland County resident call S.E.T. 334-9167

MACINTOSH SECRETARIAL
Unique secretarial support opportunity with leading advertising agency for Macpatch World on a 3 MAC. To $9/hr. Call Shane at UNIFORCE 648-8500

MAILROOM CLERK
15 people needed for 2-3 week assignment every month. Auburn Hills, near the Palace. Homemakers, retirees welcome.
TEMPORARY RESOURCES
588-9210 or 737-1711

OFFICE Filing Clerk/Part Time Farmington Hills law firm. Mon thru Fri, 1pm-6pm. Call between 2pm & 4pm only 855-2110

OFFICE ASSISTANT
Farmington Hills CPA firm seeks experienced person for permanent part time general office position. Excellent telephone skills a must. Duties include filing, answering phones, word processing & computer key punching. Knowledge in WordStar a plus. Call or send resume with salary requirements to:
FRANK & FREEDMAN, PC
30800 Northwestern Highway #110
Farmington Hills, MI 48334
(313) 851-8618

OFFICE CLERICAL
CUSTOMER SERVICE
ENTRY LEVEL A Non/Union area manufacturing and service company is looking for an ambitious organized individual with a pleasant personality to join its office clerical/customer service department. An understanding of basic office practice or related experience a plus. Contact our Personnel Department 347-3689

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Immediate opening. Minimum 5 years legal experience required, preferably corporate (merger/acquisition) Excellent typing skills and knowledge of WordPerfect 5.1, substantial experience in multi national clients requiring a high degree of professionalism and communication skills. Overtime required. Excellent pay and benefits for qualified applicant. Please forward resume to Laura Combs, Howard & Howard Attorneys, 1400 N Woodward Ave., Ste 230, Bloomfield Hills, MI 48304.

LOAN RECEPTIONIST - Growing credit union, real estate loan department, seeks self motivated individual with strong organizational & typing skills. Good communication skills & customer service experience a plus. Send resume & salary requirements to Loan Manager, 27841 Farmington Rd., Farmington, MI 48336

MARKETING SECRETARY
Hands-off director's pool for this advertising agency position.
To $8.50/hr. Call Sidney at UNIFORCE 646-8301

PART-TIME
OFFICE CLERK II
SWITCHBOARD OPERATOR
CHARTER TWP. OF REDFORD EMPLOYEES
CIVIL SERVICE COMMISSION
The Charter Township of Redford is accepting applications for a part-time PART-TIME OFFICE CLERK II/SWITCHBOARD OPERATOR. This is a regular Part-Time position working twenty (20) hours per week, Monday through Friday and as needed.
SALARY: Starting $7.23 per hour, with a maximum of $8.30 per hour.
AMONG THE REQUIREMENTS:
High school diploma or G.E.D. Certificate. Typing ability, 40 words per minute (one (1) year of office, receptionist or switchboard operator experience preferred
A complete job description is available at the listed address.
Apply IN PERSON at:
CIVIL SERVICE OFFICE
15145 SOUTHFIELD ROAD
REDFORD, MICHIGAN, 48239
ONLY during the following times
- MONDAY through FRIDAY
9 AM. to 4 PM
CLOSING DATE:
FRIDAY, MAY 1, 1992
The Charter Township of Redford is an equal employment opportunity employer and actively encourages black and other minority applicants as well as white applicants with regard to race.

OFFICE CLERICAL
Small contracting firm, in Troy, needs person with 5 years sales general office and some bookkeeping background. 37 hours a week 689-9669

OFFICE MANAGER - must have 5 years experience, Word Perfect, typing, computer skills & must. For immediate consideration, send resume with salary to: 24433 Mapleridge, Farmington Hills, 48335.

OFFICE RECEPTIONIST. Good typing skills, good phone skills, attention, communicator. Immediate opening. Call 9-noon 335-4933

★ Office Supervisor
Are You Ready To Work Smart?
Adia Personnel Services is one of the largest, temporary and full-time employment agencies in the free world, with more than 600 branches in the U.S. and over 1400 offices worldwide
We're looking for an outstanding, high energy, Office Supervisor for one of our branch offices
Minimum requirements include
• 2 Yrs. Business Experience
• Administrative Support experience
• A track record of success
We're offering an attractive salary plus an excellent benefits package. Fast paced opportunity!
Send resume to
ADIA
Attn: Andrea Towns
26555 Evergreen Road
Suite 127
Southfield, MI 48076
* NO PHONE CALLS PLEASE!

ORDER PROCESSING/INVOICING/INVENTORY POSITION
For national sales organization located in Troy area. Individual must be non-smoker, highly organized, have excellent math and communication skills and ability to work as a team player. Must be able to handle many requirements to Box 686, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

PARALEGAL Experienced - personal injury. Must have office experience. Salary commensurate. Call Fred Alice Ann for Martin 358-0100

PART TIME CLERICAL
Light computer skills, mail expert. Flexible hours. Call Sue Rich at 680-2049

PART TIME
Receptionist/Typist
N.W. Detroit/Redford area company has opening for part time Receptionist/Typist - 9am-1pm. Must have good phone skills, pleasant voice, and accurate typing. Lotus 1-2-3, and WordPerfect 5.1. Previous office experience preferred. Non-smoking office. All applicants will be tested. Call Kathy at 532-1530 Ext. 227 or 27700 Gratiot Rd., Site 100, Oak Park, MI 48237

PART-TIME with book-keeping skills to participate in home office. Other setter monitor weekly
Livonia area 531-8334

PAYROLL CLERK
Our Payroll Department is looking for individual with a minimum of 2 years payroll experience through a temp services bureau, preferably Control Data. Individual must be proficient with a calculator, detail oriented & have excellent communication skills. Control Data offers a fast paced, fun, dedicated future background is a must. Must be able to work well under pressure & meet deadlines. We offer a competitive benefit package. Interested candidates should apply in person Mon-Fri, 9am-noon.
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
(Formerly Fireman's Fund Mortgage Corporation)
27535 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

PAYROLL 1
GENERAL OFFICE
Experienced part-time, Mon-Fri, days Call 563-7945

POLICY TYPIST
Experience helpful. Send resume and salary requirements to
1760 Telegraph, Suite 200
Bloomfield Hills, MI 48302

PRESIDENT'S ASSISTANT
President of Detroit manufacturer needs experienced secretary. Shorthand a plus. To $18,000/yr.
Call Sandra at UNIFORCE 357-0036

504 Help Wanted Office-Clerical

PAYROLL CLERK/CANTON
Must be organized, good with numbers and have excellent communication skills. Flexible 30 hour week. Please send resume or letter to: CHILDTIME, Attn Judie James, 3101 N. Lilley, Canton, MI 48187. An Equal Opportunity Employer

PHONE OPERATOR/TYPIST
Experienced only. Term-pm or 8am-3pm. Growing company on Call library 534-0559

PHONE ORDER PROCESSERS
Heavy customer service type position. Knowledge helpful. Part time after 3pm, 20 hrs. Full time 9am-3pm or night person. $12 per hour earning potential. Must have strong telephone & typing skills for students, homemakers, retirees 476-7335

RECEPTIONIST 35 wpm typing, bookkeeping, 30 hrs. per week plus. Redford area. 534-4290

REAL ESTATE
CLOSING SECRETARY
Must be experienced in all phases, including preparing closing statements & documents, and processing FHA, VA & conventional sales. Call Doug Hardy 538-2000

RECEPTIONIST/GENERAL OFFICE
- full time. Mainly for typing
313-684-0555

RECEPTIONIST wanted, full or part time position. Must live in Redford or Novi or Detroit. No experience needed 348-7530

RECEPTIONIST
National firm requires general office help. Varied duties, familiarity with computers. Call Mr. Bergin at 557-7700
Respond to: Box 646
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

RECEPTIONIST/
SECRETARY
Light typing, heavy phones, greeting clients, front desk, non-smoking, pleasant environment.
START IMMEDIATELY!
Call CAROL 474-7744
MGM Services No Fee

RECEPTIONIST/SECRETARY
Plymouth corporate office seeking individual with Short hand & dictation helpful. Must have previous office & professional experience with demonstrated organizational & people skills. Pleasant type work environment. Benefits available after 6 months. Send resume with salary requirements to: Manager, PO box 701248, Plymouth, MI, 48170-0965
An Equal Opportunity Employer

RECEPTIONIST WANTED - to answer phones & greet clients, no experience necessary. Livonia. Please call 8 30am-noon 462-3210

RECEPTIONIST/SECRETARY
for Dearborn office 584-8300

RECEPTIONIST/SET-UP PERSON
Mortgage company in Southfield. Able to operate 5 line key system. Receptionist/Set-Up. Minimal experience required. Please contact Kathleen Long 532-8444

RECEPTIONIST: Southfield Title Co. looking for an outgoing person, front desk, strong telephone skills, people oriented. Call Jackie 354-9400 Ext. 24. Experience welcome! Benefits.

RECEPTIONIST
Available immediately, individual to greet customers and handle multiple tasks. Word Perfect experience preferred. Call Sue
CALL TAMMY, 643-0088

RECEPTIONIST
Interact with people in the creative atmosphere of this major advertising agency. Candidate must have excellent multi line phone experience. To $7/hr. Call Rose at UNIFORCE 646-7663

RECEPTIONISTS needed to join our team. Must have previous experience in team environment. Typing at a minimum of 45 wpm. We offer long, short and temp-to-perm assignments with excellent pay.
Call Kathy at 649-3944
An Equal Opportunity Employer

RECEPTIONIST - ENTRY LEVEL
Exceptional opportunity for energetic, motivated individual with a growing corporation. Must type 45 wpm, WordPerfect 5.0, preferably 1 year experience. Full time position, excellent benefits package. Call Laura Dumas. (313) 851-8550

SALES ASSISTANT. Excellent computer skills. PC/DOS/Windows. Perfect Interior Accounting skills helpful. Detail oriented. 548-1320

SALES SECRETARY
Immediate opening for experienced secretary with sales administration background. Must have strong office skills. Call O/E, Marie at 477-5540

SALES SUPPORT
Busy, growing manufacturers rep company in electronics is looking for detail oriented individual with excellent communication skills. Word processing 5.1, Lotus or Windows, experience in customer service & secretarial support. Accounting experience a definite plus. Forward resume with salary requirements to: M.S.I., 27765 Heath Dr., Novi, MI 48375

SECRETARIAL/
LIGHT BOOKKEEPING
Apply in person. Prestige Vision, 878 S. Hunter Blvd, Birmingham

SECRETARIAL POSITION open in fast paced office. Must have PC knowledge, Word Perfect 5.0, excellent communication and organizational skills. Bookkeeping experience preferred. Call Tammy 584-0133

SECRETARIAL - PART TIME
Please send resume to Box 1000, Observer & Eccentric Newspapers, Rochester Hills area. Must have strong Lotus skills. Call O/E, Marie at 477-5540

SECRETARY
Busy, growing manufacturers rep company in electronics is looking for detail oriented individual with excellent communication skills. Word processing 5.1, Lotus or Windows, experience in customer service & secretarial support. Accounting experience a definite plus. Forward resume with salary requirements to: M.S.I., 27765 Heath Dr., Novi, MI 48375

SECRETARIAL/
LIGHT BOOKKEEPING
Apply in person. Prestige Vision, 878 S. Hunter Blvd, Birmingham

SECRETARIAL POSITION open in fast paced office. Must have PC knowledge, Word Perfect 5.0, excellent communication and organizational skills. Bookkeeping experience preferred. Call Tammy 584-0133

SECRETARIAL - PART TIME
Please send resume to Box 1000, Observer & Eccentric Newspapers, Rochester Hills area. Must have strong Lotus skills. Call O/E, Marie at 477-5540

SECRETARY
Busy advertising agency is seeking a self starter with excellent typing & clerical skills. Candidate must be organized & capable liaison. WordPerfect 5.1 & Lotus 1-2-3 a plus. Benefits package & profit sharing. Please send resume & salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY/TYPIST - for fast paced Birmingham law firm. Word perfect required. Excellent typing. To Call Steve Muller 645-2440

SECRETARY/TYPIST needed for Troy City Park. Must be proficient in WordPerfect 5.1. Full time with excellent fringe benefits 680-6260

SECRETARY
WORD PROCESSOR
$15,000 PLUS
Opportunity plus with a growing company if you like lots of activity, exciting environment. This is for you! Good skills needed. Call Barbara at 484-0909
SNELLING PERSONNEL SERVICES

SWITCHBOARD OPERATOR Must have experience with multi line phone system. Excellent speaking voice & pleasant disposition. Full time, starting pay $6 per hr. if interested call 477-6550 ask 124

TYPIST - Mature typist needed for Title Search department in Livonia. Must type 55wpm, reliability a must. Full time afternoons. Call Liz set up interview 462-2668

SR. SECRETARY
SALES ASSISTANT
Seeking experienced individual for our Livonia Sales Office. Qualified candidate must work well with others, possess strong Word Perfect 5.1 and Lotus 1-2-3 skills, type 55 wpm. Position will also include reception duties. Must be able to handle multiple duties in a fast paced environment. Computer generated graphics experience helpful but not necessary. A competitive benefit package is offered. Send resume with salary requirements to Box 678
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

TYPIST/RECEPTIONIST
Management company is seeking full time employee. Accurate typing skills, min 45 wpm and excellent phone skills. Knowledge of IBM PC, Word Perfect 5.1 helpful. Hours 8am-1pm, 238-4833

504 Help Wanted Office-Clerical

SECRETARY
A Birmingham company seeks individual with excellent letter composition, typing 65 wpm and knowledge of Word Perfect 5.0 and $20,000 fee paid
Path, American/SCI 649-2010

SECRETARY
ADMINISTRATIVE ASSISTANT
A leading supplier of computer systems is seeking an administrative assistant to work in the administrative office. Responsibilities include, typing 60-70wpm (word Perfect preferred), 10key 12,3 strong verbal & written communication skills, & the ability to handle multiple tasks and phone calls. Must enjoy & be proficient in working with people. Knowledge of Lotus 123 required in the secretarial field. If you would like to be part of a dynamic team & a progressive organization, we would like to hear from you. We offer highly competitive salary & an exceptional benefit package. Send resumes to 2 PM MR. KESSCHI CT, HR DEPT, 30881 Schoolcraft, Livonia, MI 48150
Equal Opportunity Employer M/F
Affirmative Action Employer

SECRETARY - Birmingham General Dentist is in need of a mature person for part time hours. Approx 2 days per week at a second dental office. Must be organized, good judgment on the telephone
Call 644-6828

SECRETARY/BOOKKEEPER
for expanding wholesale food company. Must be experienced. Resume to Box 1000, Observer & Eccentric

SECRETARY/BOOKKEEPER
for growing suburban accounting firm. Must have Word Perfect & sales necessary. Send resume to G.E., Box 3228, Southfield MI 48037

SECRETARY
Expanding Southfield organization seeking candidate with exceptional skills. Ideal candidate will assist Marketing Department. Individual must possess excellent typing skills of 65 wpm, word processing knowledge (Word Perfect) and Word Perfect 5.1 and strong written communication skills. Applicant must be creative and able to take initiative to carry out and complete projects with little supervision. Minimal supervision. Excellent benefits package. Call
The person offers long-term employment opportunities with competitive salary and benefits offered. Please submit resume/salary requirements in confidence to
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

SECRETARY NEEDED For fast paced Law Office Downtown Detroit. Must Entry level position. Call 591-8740

SECRETARY, part-time. Seeking highly organized individual for one-man sales. Resume to Barbara Kouts Genesis, 555 S. Woodward, Ste 250, Birmingham, MI 48009

SECRETARY
Part time for financial planners. 3 days week Good typing & communication skills, typing 65 wpm. Computer & Word Perfect experience helpful. Salary commensurate. Send resume to P.O. Box 70100, Plymouth, MI 48170-0965

SECRETARY, permanent part time position, fully full time, must be bilingual, excellent computer skills, able to do all secretarial duties. Call for appointment, 9am-2pm. 451-2940

SECRETARY
Prestigious international company needs first class word processing background. Flexible hours. To $10/hr. Call Sloane at UNIFORCE 646-7662

SECRETARY, proficient in Word Perfect Windows 5.1, type 50 wpm, with superb attitude. Pleasant work environment. Hours are 8:30-5:30. Call Jerry, Mon and Tuesday 9am-noon 332-3921

SECRETARY/RECEPTIONIST
Entry level office opportunity. Computer skills good attitude and desire to learn. Please call between 9am-3pm 553-8501

SECRETARY/RECEPTIONIST for large Detroit area law firm. Excellent phone manner/personality a must. Will be tested. Salary & benefits commensurate with experience. Excellent benefits. Send resume to Box 828
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY RECEPTIONIST, Commercial Real Estate Developer. Excellent phone manner/personality a must. Will be tested. Salary & benefits commensurate with experience. Excellent benefits. Send resume to Box 828
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY/RECEPTIONIST - full time position. Knowledge of Word Perfect helpful. Call Sharon at 1-13911 Middlebelt, Livonia

ASSISTANT
KITCHEN MGR
Busy Southfield restaurant looking for responsible, reliable person. 5-9, 5 days and/or nights. Full benefits package. Call Mr. Bergin at 557-7700
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ATHENS CONEY ISLAND
Now hiring experienced cooks, waitstaff, host/hostess. Open 24 hours, competitive wages.
Please apply within, phone calls after 3pm. 730-1200

ATTENTION - Servers wanted Full & part time, days & evenings. Great pay. Apply in person, Mon thru Fri, 2 to 4pm. Big Boy's, 29800 Grand River, 30005 Orchard Lake Rd., Farmington Hills

ATTENTION - Waitstaff wanted to fill positions in our private dining room. Flexible transportation - to Marine Schools. Weekends required. Please call 1pm-4pm, Mon thru Fri. Ask for Cecile 334-0212

BANQUET WAIT STAFF
& Bus Persons. Good hourly wage Weekend work. Lifetime jobs 421-9220

BAR STAFF & WAITRESS
Contact person at
Wawa 484-8447

BARTENDER
Seasonal full time union position. Bar experience with knowledge of wine, outgoing personality, people-oriented skills, team oriented, attention to detail, professional appearance. Apply in person Mon thru Fri, 2pm-4pm. Bloomfield Hills Club, 2163 Lahser Rd., Southfield (Ask for Steve)

BARTENDERS NEEDED
Part time weekends. Apply with O'Brien's Tavern, 943 N. Main, Rochester & University

BATES HAMBURGERS - 33406 8 Mile, Livonia. 22291 Middlebelt, Livonia. Full & part time, days and uniforms furnished. Apply in person, 8am to 10am & 2pm to 3pm

BUDDY'S PIZZA - LIVONIA
Now hiring all positions, full and part time. Permanent staff. Experience preferred, but we will train energetic, customer service oriented people. Please apply in person anytime, at 33605 Plymouth Rd.

CASHIERS NEEDED
At Hardee's. Looking for part time cashiers to work fast-paced drive thru. Up to $5.25/hour. 11am-1pm, Monday-Saturday. Apply in person 24899 Northwestern, Troy

CHEF/LINE COOK
Full time, flexible schedule, excellent benefits. Experienced only. Reservations required. Pleasant working conditions. Apply in person, Mon-Fri, 4000 Cass Elizabeth, Waterford

504 Help Wanted Food-Beverage

BAR & WAIT STAFF, (female/male) and Cooks, all shifts available. Green Acres Lounge, 31410 Ford Rd. Garden City. 425-7373

BEVERLY HILLS GRILL
Seeking:
WAITSTAFF
BUS PERSON
HOST/HOSTESS
Apply in person
31471 Southfield Rd.
Between 13 & 14 Mile Rds

CASHIER/HOSTF PERSON, weekend and Cooks, all shifts available. Jimmy's Place Cafe between 2-4 Sat only

CASHIERS & WAIT STAFF
Full & part positions available. Apply after 1:00 Bob & Bettie, Harrywood Square, Farmington Hills

CHUCK MUER'S Pasa Restaurant has developed a reputation for high quality food, and friendly personal service. We have a brand new facility, loaded with red mahogany and the finest furnishings
We are seeking:
COOKS
WAITERS/WAITRESSES
HOSTPERSONS
If working in a fast paced, busy restaurant appeals to you, say good bye to your old employment and hello to Pasa
Apply in person 2-00-4 00
PASA
5656 W. Maple Road
West Bloomfield, MI 48033
corner of Orchard Lake and Maple

COLLEGE STUDENTS
Southfield Bennigan's is hiring wait staff, hosts, bartenders & food runners. Great hours, great pay. Apply in person Mon - Thurs, 2pm-4pm
BENNIGAN'S RESTAURANT
24015 Northwestern Hwy
Southfield
(8 of 12 Mile Rd.)

WANTED, PROFESSIONAL COOK. Apply in writing with resume to Meadowbrook Country Club, 40951 Grand River, Northville, MI 48167. Attention Chef Schuyler. No phone calls. No walk-in applications

COOK NEEDED - Full time, good pay. Call Ron or Sandy at 453-7070 Main Street Deli 273 Main St. Plymouth

COOKS - Available evenings & weekends. We offer flexible schedule, good working conditions, generous paid profit sharing
Olga's Kitchen, Tel-Twelve Mall, Southfield from 2-4pm, any day.

Experienced only. Apply within Jasapone Pete's, 33230 Cowan Rd., Farmington Hills

COOKS NEEDED. BUSINESS IS GREAT and have expanded. Night shift. Apply in person at 32-7212 Apply: Sandy's By The Beach, 23453 S Mac, Detroit 882-0333

COOK
★ Sweet Lorraine's looking for an experienced person for our Southfield Deli. Good benefits. Apply, in person, 7-5pm, Greenfield Rd., North of 12 Mile

COUNTER HELP - cooking & prep. Part time. Apply in person Tubbys Deli Shop, 16356 Middlebelt, S. of 6 Mile, Livonia

COUNTER HELP WANTED
Days, Nights, Weekends
Livonia Coney, 13973 Middlebelt
458-7400

DAY SERVERS
Full or part time positions. Meal Discount, Flexible hours. Apply in person, Denny's Restaurant, 29681 Telegraph Rd., Southfield

DELI HELP - Flexible hours. Part/Full time. Apply in person, Kroger, 33175 Grand River, Farmington

DELI PERSON, full time with experience, making sandwiches, salads and customer service. Ask for Kevin or Sarah. 357-6356

DETAIL AIDE needed part time AM & PM shifts. Flexible hours Some holidays & weekends required. Ask for Bonnie 669-5330

DISHWASHER, DAY.
$5.25 per hr.
ITALIAN CUCINA
39500 Grand River, Novi

DISHWASHER - LINE COOK
wanted full time. Experience helpful. Starting salary $5.15 per hour. Plymouth area. Call manager's office Mon-Fri 8am-3pm. 453-1180

EXPERIENCED BARTENDERS and Wait Staff for upscale special events. Positions available on an "as-needed" basis. Call Ms. Gibson. 390-8375

FOOD SERVER - PART TIME
Supplement your income. Flexible schedule. Weekend Call Ms. Gibson. 728-3648
An Equal Opportunity Employer

HELP WANTED Host Person and Bus Person. Ask for Dea
Tomas at 462-2830

HOST/HOSTESS, Bartenders, Bus Boys, Experienced Cooks & Dish Washer. Apply in person
Sebastian's Gr