504 Help Wanted Office-Clerical

BOOKKEEPER - Full or part-time Woodward/11 Mile Rd. area office. Experience in computerized bookkeeping & word processing required. Send resume with: expected salary range to: P.O. Box 65, Royal Oak, MI 48068.

BOOKKEEPER - full charge/computer skills required. Lower Rate Distributor of Construction Survey Instruments. Mail resume to 27300 Dequindre Rd. Novi, MI 48374-1334

BOOKKEEPER - Full charge, computer through general ledger and job cost. Downtown area. Resume to 30500 Van Dyke, Bx. M-J, Warren, MI. 48093

BOOKKEEPER - FULL CHARGE Needed part time for construction/building company. 12-15 hours weekly. Salary negotiable. Some computer knowledge preferable. Please send resumes to BOX 746, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

CITY OF NOVI POLICE DEPARTMENT EXECUTIVE SECRETARY

Word Processing Skills a Must!

The City of Novi Police Department is seeking a qualified individual who has excellent secretarial and computer skills. Can assume office responsibilities under supervision and enjoys considerable public contact. Salary range is $21,000 - $23,000 plus fringe benefits. Obtain and submit application by May 1, 1992 to the City of Novi, Personnel Office, 45175 W.-10 Mile, Novi, MI 48375

An Equal Opportunity Employer

CLERICAL - Experience in data entry in knowledge is also control area a plus. Light typing, filing & general phone contact. Apply or fax call for an appointment 481-2200

Clerical

IF YOU HAVE THE SKILLS KELLY HAS THE JOBS

Kelly Temporary Services has immediate assignments for the following skills

WORD PROCESSING SECRETARIES

- 6 months recent experience with Displaywrite 4
- Top notch skills
- Short term assignments at a major firm in the Redford area

DATA ENTRY OPERATORS

- High production required (10,000 a day)
- Short and long term assignments in Livonia

For more information call

Livonia - 1-96 Office Center 33133 Schoolcraft 522-4020

Westland 896 Wayne Rd 326-5590

KELLY TEMPORARY SERVICES

Equal Opportunity Employer/M/F/H

CLERICAL JOB Fast-paced Livonia law firm seeks an energetic person to handle various duties. Must know Word Perfect 5.1 & Lotus 1-2-3. Call Bob Frasier 464-7700

CLERICAL - PART TIME Company located in Livonia has an opportunity for a part-time clerical worker at its office. Hours are a minimum of 20 hours with a week to respond. Call Personnel at 464-7700. Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

CLERICAL - PART TIME Typing & word processing experience required. Knowledge of computer helpful. Hours are flexible - 15 to 25 hours per week. Call Bob Frasier at 464-7700 for an appointment.

MICHIGAN CAT 24800 Novi Rd. Novi, MI 48375 Affirmative Action Employer

CLERICAL PART-TIME OFFICE CLERKS 4 HOUR SHIFTS

Challenging clerical positions available in a fast-paced professional environment. Will be involved in handling customer service, extensive telephone and keyboard skills and accurate figure aptitude. Competitive salaries and 3 or 4 hour shifts. Send resume to:

FORD CREDIT P. O. Box 1732 DEARBORN, MI. 48121

We are by choice An Equal Opportunity Employer

CLERICAL/PHARMACY AIDE

Metro Medical Group a Division of Health Alliance Plan has an immediate full time, 11-9:30 PM shift, part time shift hours and weekends available at our Livonia Medical Center. The chosen candidate will be responsible for clerical experience and be able to type 45 WPM. We offer competitive starting salary and benefits package. Interested applicants, please send resume to:

Human Resource Dept. Metro Medical Group 35200 Schoolcraft Rd. Livonia, MI 48150

An Equal Opportunity Employer

CLERICAL POSITIONS For Mortgage Company Loan Center. Part time, summer help ideal for college students. Flexible pay, some benefits. Apply in person 37770 Archwood, Livonia

An Equal Opportunity Employer

CLERICAL SUPPORT CLERK

The Wilcom branch of our expanding company has an immediate opening for full time clerical support services.

The Successful candidate must possess prior data entry experience, customer service experience. They must have proven ability to work effectively in a very fast-paced environment, be motivated, self-starter & a creative thinker.

Quaxmed candidates send resume & salary requirements to

S&R Equipment Co. Inc., 51722 Grand River Ave., Wilcom, MI 48393

CLERK TYPIST - Full time position involving light typing. Will train for their office. Typing & spelling skills essential. Hours are 8 - 4:30 M-F. Starting wage $4.50 per hour with regular increases. 855-5000

COLLEGE STUDENT - full time summer employment for insurance agency. Must have good typing, excellent phone, typing & computer skills required. Call Bethany at 10am-3pm 476-6680

COMPUTER OPERATOR needed at Lear Siegler located in Plymouth. Candidate is to manage point-of-sale system. 2 years PC experience required. Knowledge of Novell helpful. Call Patty 449-2010. Or resumes to American Electronic Components, 1200 Brown St. Bx 800, Troy, MI 48083. Fax 649-5125

CREATIVE STENOTYPIST

Leading company looking for energetic person for entry level credit investigation. Fast paced assistant experience helpful but willing to train. Send resume to P.O. Box 9066, Farmington Hills, MI 48333

504 Help Wanted Office-Clerical

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

CLERK TYPIST P.O. Box 778 Detroit, MI 48231

CUSTOMER SERVICE Coordinator. Good organizational skills a MUST. Typing, the ability to learn & handle computer system, & a good telephone personality are required. 542-1133

Customer Service $6.50 Per Hour

Immediate, full time position available in our West Bloomfield executive offices.

To take advantage of this a excellent opportunity you must be able to organize and process correspondence quickly and efficiently.

Word Processing Skills a Must!

Benefits include life and health care coverage, paid holidays and vacation, tuition reimbursement and complimentary bus membership.

If qualified, call Ms. Bach today.

FITNESS USA HEALTH SPAS 737-7200

DATA ENTRY CLERK needed for Auburn Hills company. Phone experience, some Digital Rainbows computer knowledge, math helpful. Pick up Send resumes to: 2670 Auburn Rd., Auburn Hills 48326

DATA ENTRY Leading national service firm needs your experience, accuracy & productivity. To 50 WPM. Call Dariana at UNIFORCE 473-2932

DATA ENTRY needed for long term positions. Good pay. Alpha and Numeric experience a must. Lotus 123, WordPerfect, or Symphony experience a plus. Call for an interview time.

425-9090 BENCHMARK Temporary Help

DATA PROCESSOR Minimum 4 years experience, short data, generate reports, word knowledge LOTUS 1-2-3 & WordPerfect, must type at least 65 wpm. LEO/AAP. Resumes only: Green Road Counseling Center 2000 Green Rd. Suite 250 Ann Arbor, MI 48105

DO YOU have perfect attendance? 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. 484-7078

ETD Temporary Services An Equal Opportunity Employer

ENTRY LEVEL Clerical opening, part time, 4-8 hrs/wk. Use Wordperfect company located in Southfield - typing skills helpful, good phone etiquette & attitude. Call Mary Ann 351-8847 or 6870

An Equal Opportunity Employer

ESTABLISHED & fast growing industrial supply company located in Livonia is looking for a Data for their Order Entry Dept. Able to type 40-50 wpm experience with 10 key calculator & ability to work well with others. $5.45/hr plus benefits. Call Dawn at 458-7000 ext 5218

EXECUTIVE SECRETARY - Vice president of major bank needs your sales charge experience. Financial experience preferred. To 30 50/hr. Call Sharon at UNIFORCE 646-7661

EXECUTIVE SECRETARY/PLANNING ASSISTANT - for Certified Financial Planner in Southfield Town Center Area. Full time or part time, flexible. WordPerfect & computer knowledge required. Outstanding growth opportunity for the right person. 58-59 per hour. Non-smoking office. Call 8am-1pm 948-7900

EXECUTIVE SECRETARY PART-TIME Excellent Wordperfect & dictaphone skills needed for busy Birmingham law firm. Entry Development firm. Weekend & evening hours. Please send resume and salary requirements to Office Manager, 250 Martin St., Suite 201, Birmingham, MI. 48009-3830

FORECLOSURE TECHNICIAN Full time position in foreclosure department of Birmingham Law firm. Knowledge of WordPerfect 5.0 a plus. We train in foreclosure processing. Non-smoking office. Call Linda Mon. thru. Fri. 9 to 5pm. 540-7701

FULL CHANGE BOOKKEEPER/SECRETARY. One person office. Strong accounting, background & computer skills required. Construction office experience helpful. Send resume & salary requirements to 1467 Allen Drive, Suite F, Troy, MI 48083

GENERAL CLERICAL person needed. Typing, filing, answering phones. Apply in person: 13800 Tyler, Detroit, Grand River/Schaefer

GENERAL OFFICE - typing, bookkeeping, answering phone. Recent graduate welcome. Call Mr. Bailey at 851-5 days Deadline 337-6630

GENERAL OFFICE Clerical help needed for Farmington Hills Medical Company. Typing helpful. Full time with benefits 737-4404

GREEN TREE ACCEPTANCE is seeking a Loan Processor, for its home improvement division. Candidate should be detail oriented & possess excellent telephone skills. Experience with FHA or Conventional real estate loans is a plus. Full time experience necessary. Full time position with Great Benefits. Apply in person or send resume to Director Tree Acceptance 38705 Seven Mile Rd. Suite 180, Livonia MI 48152

GUY OR GAL FRIDAY needed for Troy law firm. Full time position. $3.50 an hour. Excellent benefits & chance for advancement. Must have transportation. Duties to include phone, filing, deliveries, clerical. Send resume, school transcripts & references to Box 732, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

Human Resources Clerk PART TIME HIGHLAND SUPERSTORES INC has a part time position available in our Human Resources Dept. at our Corporate Office in Plymouth. The individual will assist in Human Resources administration with various clerical duties including processing employee paperwork, typing, maintaining files & communicating with employees, both on the phone & in person. You will have at least 2 years clerical/administrative experience, typing of 40-50wpm, knowledge of WordPerfect or related software, excellent communication skills with the ability to interact effectively with others, good organizational skills and be able to handle multiple tasks with deadlines.

We offer an opportunity to work in a fast paced, team based environment. If you meet our requirements please forward with your resume or apply in person to

HIGHLAND SUPERSTORES INC. Human Resources-HHC 908 North Sheldon Rd Plymouth, MI 48170

Equal Opportunity Employer

INSIDE SALES COORDINATOR Bearing distributor has immediate sales needed Dan Park area Bearing Co. Inc. Call 478-1330.

Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

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: 30095 Crown Center, Ste. 250 Southfield, MI 48075 FAX # (313) 358-0735 UPTOWN/DOWNTOWN 258-0060 964-2909

504 Help Wanted Office-Clerical

INSIDE SALES/RECEPTIONIST. Well established westside company seeks experienced person able to organize, multitask & handle customer involved. WordPerfect helpful, presentable personality & reliable. Very competitive salary. Send resume in confidence to BSN-870 EMPLEX CORP. PO BOX 82497 SOUTHFIELD, MI 48037

An Equal Opportunity Employer

INSURANCE AGENCY in Southfield area looking for Commercial lines personal lines. Mail resume and salary requirements to: 21800 West 10 Mile Rd., Suite 210, Southfield, MI 48075

JUNIOR SECRETARY/RECEPTIONIST - Major advertising agency needs your agreeable personality and general office experience. To $7/hour. Call Geodgeed at UNIFORCE 649-8166

LEGAL SECRETARIES

Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with The Legal Secretaries, Inc.

ALL FEES EMPLOYER PAID HILLSTROM & ROSS AGENCY, INC. 626-8188

LEGAL SECRETARIES

Experienced, for permanent & temporary assignments.

ALL FEES EMPLOYER PAID JOANNE MANSFIELD Legal Personnel 362-4330; Fax 362-4881

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

LEGAL SECRETARY Experienced, for a small law firm in Bradford Full time position. Resume required 537-2010

LEGAL SECRETARY 3 plus years divorce and family law. Excellent salary and benefits. Farmington Hills. Contact Pam, 855-5770

LEGAL SECRETARY for Troy defense firm. Must have 2 yrs experience in litigation. Medical background helpful 649-1330

LEGAL SECRETARY with minimum 2 yrs. legal experience for Troy-Civil law firm. High school grad, excellent typing skills, word perfect preferred. Call administrator, between 3pm & 5:30pm est. 259-8300

LEGAL SECRETARY - for partner of Farmington Hills law firm. Civil litigation/corporate/business practice. Minimum 3 years experience, Word-Perfect, must non-smoke with good compensation pack age 626,5000

LEGAL SECRETARY Excellent opportunity for experienced legal secretary to work in expanding personal injury area firm. Must possess excellent typing/word processing skills. Call Pat 559-8100

LEGAL SECRETARY - with Micro Soft Word 5.5 and/or WordPerfect 5.1 looking to work long, short and temp-to-perm assignments. Call today to begin an exciting assignment with ETD Temporary Service. 464-7078

An Equal Opportunity Employer

LEGAL SECRETARY needed for busy plaintiff personal injury firm with WordPerfect skills. 1-3 years legal experience necessary. Call Bob Frasier 464-7700

LEGAL SECRETARY - for Southfield law firm. WordPerfect & legal experience needed, non smoking office. 358-1060

LEGAL SECRETARY Part time for Farmington office in Southfield. Must have legal and WordPerfect experience. Call Mr. Albert 354-6400

LEGAL SECRETARY, full time for Southfield/Birmingham location. Department of Birmingham Law firm. Law experience helpful. Word Perfect, 5.1 Benefits available. Send resume to Diane Ferguson, 30300 Telegraph, Suite 100, Bingham, MI. 48010

★ LEGAL SECRETARY

Dynamic law firm in Northville needs your MicroSoft 5.5 skills. Add yourself to our team and enjoy typing, and the exciting Summer position can be yours. Call today.

ARBOR TEMPS 459-1166

LIVONIA SECRETARY Long term assignment WordPerfect experience required.

#1 Temporaries 274-4230

LOOKING FOR WORK? Call Ice 55-5 for Administrative Assistant, $15000 month. If you are an eligible Oakland County resident call E & T. 354-9181

MACINTOSH SECRETARY Unique executive support opportunity with leading advertising agency for Macintosh Word on a Mac. To 8/hr. Call Shane at UNIFORCE 646-7662

MARKETING SECRETARY Harvard Graphics a plus for this administrative support position. Call Shirley at UNIFORCE 646-7664

MICROSOFT WORD Dynamic financial firm needs take dictation. To 8 50/hr. Call Susan at UNIFORCE 473-2931

OFFICE ASSISTANT Triangle Pacific Corporation, one of North America's leading manufacturers of kitchen & bathing cabinets has an immediate opening for an Office Assistant. We are looking for an individual who has experience in an office environment to join our team. Duties include order entry & billing, accounts payable & cash application, a minimum typing speed of 35 wpm in 10 key are essential to this position. Also will handle a peaceful phone manner. We provide various benefits as well as a salary which is commensurate with experience.

APPLY IN PERSON

Triangle Pacific Corporation 38760 Grand River (N. Mac Ct. off Haggerty) Farmington Hills, MI 48335 313-471-7845

PARALEGAL - Southfield insurance company seek a experienced paralegal, detail oriented motivated individual to work with corporate counsel in review research, preparing court pleadings, working closely with executive management. Minimum typing of 60 wpm. Send resume with salary requirements to: 33-32 Box P.O. Box 300, Southfield, MI 48037

PAYROLL CLERK Detroit based company seeks capable, ambitious individual for payroll and benefits. Previous experience is desirable. Excellent opportunity for the right individual. Compensation includes full benefits. For consideration send resume to

PAYROLL CLERK P.O. Box 778 Detroit, MI 48231

PERSON FRIDAY Mature, responsible individual for receptionist/office duties. Computer experience beneficial, must have reliable transportation (some driving required).

- Full benefits package
- Hrs. 7am-3pm daily

Send resumes to

Linda Porter The HMS Co 1230 E. Big Beaver Troy, MI 48083 Phone 689-3232 Fax: 689 0465

504 Help Wanted Office-Clerical

MARKETING SECRETARY Dynamic, personable, self-starter needed for a fast-paced marketing department in the food service industry. Candidate will report to the Marketing Manager and must be able to function independently. The ideal candidate will have at least 2 years secretarial experience and a sensitive WordPerfect 5.1 experience. Salary is open, plus 401K, profit sharing & salary requirements to: Box 764 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

An Equal Opportunity Employer

SMALL COMPANY - looking for full time person. Must be person with high secretarial skills to answer phones & use WordPerfect. 681-6200

OFFICE ASSISTANT. Part Time Fast-paced Birmingham law firm seeks a part time person with Macintosh experience to assist in marketing. Call 645-2883 ext. 3

PROFESSIONAL Receptionist. Must have excellent communication skills. Computer helpful. Salary commensurate. Send resumes to: Office Manager, 585 S. Woodward, Suite 703, Birmingham, MI 48009

PARALEGAL Experienced - personal injury. Word Perfect 5.1 preferred. Immediate opening. Southfield office. Ask for Marilyn 358-2100

PERSON FRIDAY For busy travel agency. Excellent phone skills necessary. Some typing. Call work involved. Send resume to: Mrs C. Eisenberg, 29740 Franklin Rd., Southfield, MI 48034

PHONE ORDER PROCESSORS - Heavy customer contact. Light record keeping. Part time after 3pm. Could lead to full time for the right person. $10 per hour to start. Potential. Will train the right people. Great position for students, homemakers, retirees. 478-7355

PRESIDENT'S ASSISTANT Professional Detroiter manufacturer needs experienced secretary. Shorthand, Word Perfect, Lotus. Call Sandra at UNIFORCE 357-0037

PRODUCTION/Purchasing Data Entry - Firm, minimum 3 years experience computer network & knowledge in BOM's, structure & function. Knowledge of shop & purchasing environment a plus. Daily job functions include entering & updating production jobs, purchase orders & maintaining files. Good organizational skills a must. Please call for an appointment 481-3200

REAL ESTATE CLOSING SECRETARY Must be experienced in all phases, including post closing. Closing statements & documents, and processing new loans. Call Doug Hardy 538-2000

RECEPTIONIST/GENERAL OFFICE - full time. United Tool 981-8100 or 884-0555

RECEPTIONIST - must be energetic, positive & friendly. Typing & computer skills required. Hourly rate from $5 50 - $7 50. 474-4383 Farmington

RECEPTIONIST - full time - busy Southfield land development firm. WordPerfect. Rapid Fire a plus. Prefer non smoker. 559-7430

RECEPTIONIST - Busy Southfield law firm. Responsible person for Farmington office. General office duties, typing, personal touch. App area hrs. Mon-Fri. 8-5. Call Ms. Bell 737-2400

RECEPTIONIST NEEDED - Full time. Warm personality, good typing skills and voice. Math & typing abilities a must. Must enjoy working the public. Must have own transportation. Call between 8am-5pm. 473-3300

RECEPTIONIST/TYPIST Small professional office in Birmingham, seeks person with good typing, typing & general office duties. Must know dictation/shorthand and be familiar with WordPerfect. Call Bob Frasier 642-4800

RECEPTIONIST - For Farmington law firm. Full time. Related experience preferred. Please send resume and salary requirements to Box 726 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RECEPTIONISTS needed to join our team. Must have people skills, experience with multi-line phones and type a minimum of 45 wpm.

Call Mary Ann 352-1060 ETD Temporary Service. 464-7078

An Equal Opportunity Employer

RECEPTIONIST/FRONT DESK. Lingerie company located in Southfield seeks person full or part time. Call Jeanette 332-5756

RECEPTIONIST/SECRETARY Southfield law firm seeks full time person for Westland office. Typing skills required. Call 721-3600

RECEPTIONIST needed for busy West Bloomfield Century 21 office. Previous real estate experience preferred. Ask for Joan 626-8800

RECEPTIONIST - Full time. Southfield law firm seeks person with typing, filing & WordPerfect. Send resume & salary requirements to Box #3089 Southfield, MI 48037-3089

RECEPTIONIST, PART TIME, for Troy law firm. Light typing, telephone station skills, data entry skills a must. Resume to PHPC 1100 W. Big Beaver, Troy, Attn: Dept. SW

RECEPTIONIST, excellent phone skills a must, working knowledge of Word Perfect and Lotus. Apply in person or send resume to 31700 Beaver Ct., Livonia, MI 48150 Ask for Marlene.

RECEPTIONIST - full time, front office for a busy Farmington Hills office. Must be a people person. Non-smoker. Word processing experience helpful. Call Sam, 471-8800

RECEPTIONIST, Southfield law firm seeking career minded person, front desk, strong telephone skills, people oriented. Word Perfect helpful. Experience welcome/Benefits. Salary commensurate. Call 358-EOE

RECEPTIONIST/SWITCHBOARD OPERATOR Multi-Line phone system. Medical office. Mature, reliable, experienced only. Troy area. Please send resume to P.O. Box 2600, Troy, MI 48007-2600

RECEPTIONIST/CLERICAL Entry level position for full time receptionist. Word processing clerical experience helpful. Starting pay $5 per hour. Send resume and salary requirements to Joyce Wakcott, 775 S. Adams Rd., Suite 210, Birmingham, Mich. 48009

RECEPTIONIST - part-time, approximately 20 hours. Typing, filing & phone skills needed for busy Real Estate office in Plymouth. Call Marilyn at 459-8222

Remerica HOMETOWN REALTORS

RECEPTIONIST FOR BUSY OFFICE Front desk position. Must be organized, pleasant & have good use of 10 WPM, pleasant voice & attitude, excellent. Send resume to

Personnel Director WSDN TV, 37 Franklin Rd. Southfield, MI 48034

An Equal Opportunity Employer

SALES ADMINISTRATION Fast paced sales department seeks person with good PC skills required for sales order processing and customer service. Position involves multitasking and requires an extensive phone contacts with customers & vendors. Call for appointment - Ann Nowak 353-3220

REPRODUCTIONS OPERATOR Position available in Rochester Hills area for individual with Canon operator reproduction equipment & maintain an excellent typing speed to make prints & correspondence. Must also able to perform light duties (part of building maintenance tasks & blueprint duties. Submit resume to: Personnel Mgr. 1000 Rochester Hills Drive, 2871 Bond St, Rochester Hills, MI 48309

Equal Opportunity Employer

Minority/Females/Handicapped/Vet

SALES SUPPORT CUSTOMER SERVICE Busy, growing manufacturers rep company in Livonia is looking for detail oriented, self starter. Qualifications are: Word processing & Lotus or Windows, experience in customer service & secretarial support. Automotive experience a definite plus. Please send resume to: MSI, 32875 Heath Dr., Novi, MI 48375

504 Help Wanted Office-Clerical

RECEPTIONIST/SWITCHBOARD OPERATOR Fast paced Southfield company seeks receptionist with experience in phone manners and a pleasant front desk appearance for a busy switchboard. Position requires no overtime hours. Send resume to: Receptionist, P.O. Box 3000, Southfield, MI 48037

RECEPTIONIST, Rochester Hills firm has an immediate opening for an experienced receptionist/switchboard operator. Individual must have excellent communication skills, a professional appearance, a more than typing speed of 53 wpm and be willing to perform a wide variety of clerical duties. Please send to Personnel Manager, Gittens - Webster Company, 2871 Bond St. Rochester Hills, MI 48309

Equal Opportunity Employer

Minority/Females/Handicapped/Vet

REAL ESTATE office looking for part time secretary/coordinator. Must have good appearance and knowledge of computers helpful. Salary plus bonus. Call Rick Kanner for Dave Osrans at 421-7040

SECRETARY - Legal & General Office. Secretary for Southfield law firm, practice firm. 50 WPM, 2 yrs experience required. WordPerfect 5.0 a plus - Call 350-8080

SECRETARIAL ASSISTANT Major auto company seeks your office experience. Word processing 2 plus. 10 to 87 50/hr. To start Call Gabe at UNIFORCE 337-0648

SECRETARIAL POSITION Permanent part time. Summer only hours. Must have Word Perfect 5 Word Perfect and basic secretarial skills required. Must live north of Vernoon. Beco Enterprises Inc. Troy. Contact Linda for immediate interview 362-7200

SECRETARIES WORD PROCESSORS RECEPTIONISTS

Make a fresh start with the newest Temporary Service in Oakland County. Excellent salary, bonuses & benefits. Call for an appointment,

REMEDY TEMP 313-360-0900

SECRETARY/Administrative Assistant for Livonia manufacturer. Long term. Experienced in Word Perfect, accounts receivable collections & office coordination. Send resume to 37850 Plymouth Rd., Livonia 48150.

SECRETARY/BOOKKEEPER For construction firm. Rochester. Full time. Resumes to Box 740 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

SECRETARY

Expanding Southfield organization seeking candidate with exceptional secretarial skills to assist/support Marketing Department. Candidate must possess accurate typing skills (50 wpm), strong communication skills (Harvard Graphics and WordPerfect 5.1) and strong interpersonal communication skills. Applicant must be creative and able to take initiative to carry out and complete projects in a timely manner with minimal supervision. Excellent organizational skills a must!

This position offers long-term growth potential and comes with complete benefit package offered. Please submit resume and salary requirements in confidence to

Box 610 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

An Equal Opportunity Employer

SECRETARY

Flexible schedule approximately 20 hours per week. Excellent typing, spelling, grammar & exceptional sense of humor a must. Duties include WordPerfect, filing dictation.

Send letter of application to Geraghty & Miller, Inc. 23600 Liberty, Farmington, MI 48335

Equal Opportunity Non-smoking Environment

SECRETARY FOR national association office in Birmingham. Coordinate all aspects of a 3 day annual convention. Excellent organizational and verbal & written communication skills. Minimum 2 years experience & proficiency in PC environment required. Word Perfect 5.1 & Lotus 1-2-3 required. Send resume to Personnel Dept., P.O. Box 794, Bloomfield Hills, MI 48303

SECRETARY - Full time, minimum 3 years experience. Word Processing a must. Legal background preferred. Send resume to: Kraus & Rivard PC, 24824 W Warren, Dearborn Heights, MI 48127.

SECRETARY - Southfield law firm full time, needed for Troy law office. 55 plus word, word processing experience. Call Bob 680-1234

SECRETARY/Full or part time For fast-paced law firm. Litigation experience preferred, but not necessary. Knowledge of word perfect, Lotus 1-2-3 and dictaphone. Call Office Manager, 30600 Telegraph, Suite 2350, Bingham Farms, MI 48025 or call 647-8088

SECRETARY, needed for appraisal office. Word processing skills and knowledge of WordPerfect 5.1 & Lotus 3 1 required. Responsibilities include typing of narrative reports, computation and maintenance of files and general office duties. Call Competitive Salary & Benefits Package. Qualified Applicants only need apply apply Call 313-471-6787

SECRETARY - Northville Real Estate & Law office. Salary & responsibility. Good phone & computer skills. 348-5100

Secretary

OPERATIONS SECRETARY

Denny's Restaurants, the nation's largest full-service family restaurant chain, is looking for an energetic, demonstrative Assistant for their local office. Must have 5 years experience, 120 necessary skills in a 5-state area.

Qualified candidates will be problem solvers, motivated and have excellent communication skills. Ability to work with customers in a service-oriented environment. Strong organizational skills and strong interpersonal skills are also essential.

If you desire a small, friendly office environment along with the rewards of working with a growing company, please send your resume to: Denny's Inc. Attn: HR 3221 W. Big Beaver Rd., Suite 300 Troy, MI 48084 Equal opportunity employer, M/F/D

SECRETARY - Part time opening for person with general office skills, typing, filing, phone. Mon - Fri, NW Detroit. Send resume to Box 714, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

SECRETARY, part time, starting salary $5/hr. Send resume to R. & E. Trucking, 14161 Lahser Rd, Plymouth MI 48170

SECRETARY - part time. Detail oriented person to handle phone, process orders, write purchase orders, maintain computer. Resume to: MSI, 32875 Heath Rd., Rochester Hills MI 48309

SECRETARY - Part time, small Rochester Hills manufacturer. Word Secretary to split 33 hour per week position. Light typing, re-order, 3 years experience in typing, shorthand and/or Word Perfect. 248-852-8045

SECRETARY - Part time 3-4 hours daily. Good typing skills, WordPerfect, Lotus. Send resume to: D & M Associates, 24133 Northwestern Hwy., Suite 210, Southfield, MI. 48075

SECRETARY

Prestigious international company needs first class word processing background. Flexible hours. To $10/hr. Call Sloane at UNIFORCE 646-7663

SECRETARY - Proficient in Word processing 5.1, type 80 wpm, with some accounting skills. Allow approximately 2 months for training experience. Hours 8-5pm. 532-5801

SECRETARY/RECEPTIONIST - for busy Southfield law firm. Word processing and phone & typing skills required. Contact Trudy 353-4555

504 Help Wanted Office-Clerical

SECRETARY/ACCOUNTING Holiday Inn Livonia. Job Posting: An opening for secretary/accounting position reporting to the general manager. You are perform general secretarial & administrative duties, and will be responsible for a variety of routine posting & calculating duties. Accounting experience and/or operating procedures, maintaining a secure file system, and the ability to deal from guests, tenants as well as employees is a must. You will also be responsible approving and receiving all accounts for guests management, buy & pay checks with credit procedures. You must have excellent oral & written communication skills. We offer a competitive starting salary & excellent company benefits. If you feel your experience is relevant to our operation, please apply in person Tues. - 1-5pm, Wed. 10am to 3pm, Thurs. 10-3pm, Holiday Inn Metro Airport 31200 Industrial Expressway, Romulus MI 48174

Equal Opportunity Employer

Minority/Females/Handicapped/Vet

SECRETARY/RECEPTIONIST Full time, & 5. Must have basic office skills. Apply in person: 34440 Industrial Rd., Florida, between Wayne & Huron River Dr.

SECRETARY - wanted, Southfield law firm. Word Perfect experience preferred, salary negotiable. 357-4844

SECRETARY/WORD PROCESSOR For CPA office. Experience mandatory. Salary commensurate. Dana CPA PC, 29100 Northwestern, Sp 250 Southfield, 352-8244.

SECRETARY

WordPerfect experience helpful, but will train. Pleasant personality necessary. Non smoking office, full time. Send resume & salary requirements to: Box 114, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

SECRETARY, 1-3 years experience required, pleasant voice, fast paced firm. Applicants send resume to Office Manager, 30600 Telegraph, #230, Bingham Farms, MI 48025

SPRING INTO THE WORK FORCE!

We are accepting applications for the following positions

WORD PROCESSORS (Mary Schwerer) RECEPTIONIST/SWITCHBOARD TELEMARKETERS (Hours and days available) DATA ENTRY OPERATORS CUSTOMER SERVICE SECRETARIES/TYPISTS

Call today for an appointment!

TOP PAY, TEMP-MED INSURANCE HOLIDAY PAY, OVERTIME PAY

LIVONIA, 464-2100 SOUTHFIELD, 352-1300

SNELLING TEMPORARIES NEVER A FEE

SR SECRETARY/SALES ASSISTANT

Seeking experienced individual for our Livonia Sales Office. Qualified candidate must possess strong skills in Word Perfect 5.1, Lotus 1-2-3 and dictation. Position will also include reception duties. Ideal candidate will have excellent attitude in a fast paced environment. Computer generated graphics experience helpful, but not necessary. A competitive benefit package is offered. Please submit resume and salary requirements in confidence to

Box 610 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

An Equal Opportunity Employer

SWITCHBOARD OPERATOR Must have experience with multi line phone system. Excellent speaking voice & able to deal with stress. Full time, starting pay, $6 per hr. Please send resume to: Box 724 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

TRANSCRIPTIONISTS needed with experience, own equipment. Send resume to: Box 734 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

WORD PROCESSORS Must have excellent typing and secretarial skills, current experience using WordPerfect, Harvard Graphics & plus To $9 50/hr. Call Stacey at UNIFORCE 357-0648

WORD PROCESSOR

Join the Troy office of Geraghty & Miller, Inc. a rapidly growing & recognized leader in the environmental services community. We are currently seeking a self-motivated, detail-oriented professional possessing excellent word processing and grammatical skills to handle a variety of duties. Knowledge of WordPerfect 5 1 and Lotus 1-2-3 is essential.

We offer an excellent starting salary and comprehensive benefits in a fast-paced congenial environment. For immediate consideration, please send your resume indicating salary requirements, in complete confidence to

Geraghty & Miller, Inc. 30 West Big Beaver Road, Suite 245 Troy, MI 48084

Equal Opportunity Employer M/F

WORD PROCESSOR Non-smoking company seeks an experienced secretarial skills WordPerfect and Macintosh required. Minimum typing speed of 60 wpm. Must be capable of handling multiple projects. Attention direction and function with ease. Salary commensurate with ability and two year course. Send resume to: P O Box 300, Southfield, MI 48037

WORD PROCESSOR - Bloomfield Real Estate Office needs mature person with great personality. Choice of 2 - 40 hour shifts or 5 - 8 hour shifts. Answering phones, light typing. Reply Call Sharon or Steve 851-4100

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for Sous Chef and Pastry Chef positions. Serious about working, apply within. Joe Muer's The Great Restaurant 34733 Warren, Westland

APPLICATIONS now being accepted for Bus Boys, Dishwashers, Hostess and Cashiers, at Tree Vine, Mediterranean Restaurant, Northville. Contact Apply in person from 3-5PM, Tues.-Fri. Northville Square Phone Calls

ARA SERVICES, Ford Michigan Truck, call in help wanted for catering. Monday thru Friday 447-0730

ASSISTANT KITCHEN MGR

Busy Southfield restaurant looking for assistant kitchen manager. Position requires food service experience. Send resume to Box 650 Observer & Eccentric Newspapers 36251 Schoolcraft Rd Livonia MI 48150

AWARD WINNING Restaurant, is seeking qualified bar, bar & busboy. Apply within Lark & Sagamore, Pontiac Mon -Fri 3-5pm

BAR PERSON - For clean, friendly Mt. Clemens Sports Bar. Weekends & late people. 5 Mi & Telegraph area. For appointment call 531-1780

BAR PERSONS Job & part time. Non smoking Bar & Grill 533-0177

BARTENDERS - WAITPERSONS. Cooks, Dish, Prep, etc. All positions. Good opportunities for hard working committed people. Apply Apply at Shoeki Pizza, 25101 Telegraph, Southfield, between 2-3pm.

BATTS HAMBURGERS - 33408 5 Mile, Livonia. 22291 Middlebelt, Farmington. Full & part time, meals & bonuses. Apply within or call person 6am to 10am & 2pm to 6pm.

BUS ATTENDANTS Part time, evenings, for private club $3 an hour plus tips. Must live within 25175 Farmington Rd 477-1000

BUSERS, COOKS, WAIT STAFF - Needed for new restaurant. Apply in person: Big Boy's, 20800 Haggerty Rd. Novi

BUS HELP - FULL TIME Wait Staff - Flexible Hours Sam's Club, Novi 474-8887

CASHIERS NEEDED At Hardees. Looking for part time cashiers to work fast-paced drive thru. Up to $5 / hour. 11am-4pm, Monday-Saturday. Apply in person 24999 Northwestern Hwy

505 Help Wanted Food-Beverage

CASHIERS & WAIT STAFF Experienced, top wages, benefits. Apply at Farmington's newest restaurant. Apply within: Lou, Black & Barrel, Mulwood Square, Drake & Grand River.

CHILIS COOKS, BUS, HOST/HOSTESS Full & part time. Flexible hours. Excellent benefits. Apply within: Lou, Black & Barrel, Mulwood Square, Drake & Grand River.

COOK Applications being accepted for part time Banquet Cook. Call Bernard at 477-8050

COOK - Experienced. Day or night. South. Excellent pay, reversing working conditions. Victor's Now Inn, 43317 Grand River. 348-1434

COOK nights, apply in person at Chatters Lounge, 7840 N. Wayne Rd., Westland

COOKS - EXPERIENCED Too pay. Excellent working conditions. Wagon Wheel Saloon Big Beaver & Rochester Rd.

COOKS, NEEDED. BUSINESS IS GREAT and have expanded. Night Cooks needed, good on the grill. Apply: Sandy's By The Beach, 28433 S. Beach, Harrison Twp. 463-3090

COOKS - Part time or full time position available. Join a Good Time Bar & Grill. 27700 Cherry Hill, (just W. of Inkster). Great place to work.

COOKS & WAIT STAFF Friendly working conditions, benefits available. Apply in person: Sheeny Pete's, 15231 Farmington, Livonia. 261-5551

COUNTER HELP Part time days. Pizza Man, Livonia. Ask for Angelo. 261