504 Help Wanted Office-Clerical

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

LEGAL SECRETARY
A Full Service Agency
for the professional legal community
TEMP TEMP TO PERM PERM
Fee paid, exclusives, no charge resume service 9-5 gets you $25.00
PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 Phone 358-0060

LEGAL SECRETARY
Entry level for downtown law firm specializing in debtor-creditor law, including bankruptcy & related areas. 1-3 yrs office experience preferred, strong word processing required. Deltaphone experience preferred. Must have good communication skills. Salary commensurate with experience. Health & life insurance offered. Send resume, including salary history and/or expected salary, education to: Office Manager, Henkel Bldg., Ste 1768, Detroit, MI 48226

LEGAL SECRETARY
We are a well established suburban firm consisting of 2 overworked lawyers (one of whom is going) engaged primarily in corporate law, probate and estate planning matters. We are seeking a mature individual who has at least being a legal secretary and who has at least 3 yrs of law office experience (preferably non litigation). The job pays $24,500 to start and our fringe benefits are competitive. You be respected as an indispensable member of our small office family, working here although you can expect to be stressed out from time to time. A quick speaker with good sense of humor plans to remain a legal secretary just as long as better than fair even with offer given full consideration. Come on in now and find out these! Send us your confidential resume with employment history & qualifications and any other relevant information about yourself to Box 640
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

MARKETING SECRETARY
International agency has opening for Word Perfect and Harvard Graphics experience. Call Sylvia at UNIFORCE 357-0037

MESSENGER OFFICE ASSISTANT
for full time position in Bloomfield Hills area. Must have excellent driving record & clerical skills preferred. Send resume & salary requirements to: Office Manager, 300 E. Long Lake Rd., Ste 200, Bloomfield Hills, MI 48304

OFFICE Assistant - Typing, filing, photocopying & receiving sales. Full time, Monday thru Friday. Start August 25. Redford Township 534-0071

OFFICE COORDINATOR required for fast paced project management firm. Office charge regional health care facility. Duties include ability to track accounts payable & accounts receivable & dispatching maintenance to several offsite facilities. Skills required include bookkeeping, general clerical, organizational skills & ability to communicate effectively with customers, clients & vendors. A competitive salary & benefit package commensurate with experience is offered. Please respond with resume & salary history to box 624
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

504 Help Wanted Office-Clerical

MEDICAL Practice/Fitness Center in Livonia seeks hard working, energetic individual for bookkeeping and general office work. Management and computer skills a plus. Excellent opportunity for an individual who is self motivated. Call 425-9433

OFFICE ASSISTANT - Typing, Word Perfect 5.1, and Lotus 1-2-3 necessary. Airfreight experience helpful. Position located by the Romulus Airport. Mail resume to Personnel, 29115 Airport Drive, Romulus, MI 48174

OFFICE ASSISTANT - Immediate opening for mature, dependable person to provide support services for Office Administrator. Duties include mail, purchasing office supplies, and coordination of outside runs. Positive cheerful attitude, adaptability, and ability to work well with fellow employees in a fast-paced environment. It you like to keep busy send resume to: Office Administrator, 3001 W. Big Beaver, Ste. 400, Troy, MI 48084. No Calls.

OFFICE/CLERICAL
Part/full time
Michigan Auto Association, 33540 Michigan Ave., Wayne. 326-6400

OFFICE CLERK
Entry level, self motivated, full time non-smoker needed for retail office. General duties filing, typing & answering phones. Basic computer skills helpful. Organized & detail oriented. Call 348-3600

OFFICE HELP - PART TIME
Looking for a responsible person for permanent office position. Accounts receivable, phone contact with customers, and other clerical duties. Three days per week, approx. 20 hrs. Call 427-1187 for recorded message

OFFICE MANAGER
Law firm needs Office Manager Administrator. We require full charge bookkeeping with computer capability. Manager must administer Novell Lan System. Manage all aspects of support personnel, use initiative to carry out all management duties & report to executive partner. Please forward resume & salary requirements to box 616
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

OFFICE MANAGER - Experienced with computers, starting salary $25,000 or more plus benefits, only qualified, experienced individuals need to apply. Rochester Hills area. Call Paul or Joe 853-6263

OFFICE MANAGER/MESSENGER
For law office. No experience necessary, will train. Typing skills & reliable transportation necessary. Flexible hrs. Call Gina or Andrea between 10am-2pm 351-0180

OFFICE PERSONNEL
Top pay for your office experience! Work close to home. Immediate full and part-time positions available for the following skills. Word Processing, Receptionist/Switchboard, Data Entry, Word, Mail Merge, Insurance, Holiday Pay, and Bonuses. Call today for an interview.
NEVER A FEE
SNELLING TEMPORARIES
LIVONIA, 464-2100
SOUTHFIELD, 352-1300
AUBURN HILLS, 373-7500

PAYROLL ASSISTANT
Entry level Human Resource position Company needs payroll, taxes, WordPerfect & Lotus experience. Some college & must! Great benefits. Up to $19,500 Fee paid.
THE KPM GROUP 355-2440

504 Help Wanted Office-Clerical

OFFICE MANAGER/BOOKKEEPER
Small wholesale distributor needs Office Manager. Responsibilities include order entry, billing, general bookkeeping, credit & collections, word processing & other clerical duties. Prior bookkeeping & PC experience. Please send resume & salary requirements to: 12999 Farmane, Livonia, MI 48150

OFFICE MANAGER/
EXECUTIVE SECRETARY
Farmington Hills company seeking a secretary with a minimum of 2 years office experience in an executive secretary capacity with typing skills of 60 wpm. Strong organizational and proofreading skills. As well as proficiency in WordPerfect 5.0 and spreadsheets required.
We will consider only candidates who submit resume and salary requirements to Box 638
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PARALEGAL - Southfield insurance company seeks experienced professional, career motivated individual to work with corporate counsel. Involves research, preparing court pleadings, working closely with executive management. Minimum typing of 60 wpm. Send resume with salary requirements to: Paralegal, P.O. Box 300, Southfield, MI 48037.

PART TIME NI-H clerical person needed for fast paced marketing company located at Southfield/12 Mile. Flexible schedule varies 1-5 days per wk or all the demand requires. Call Margaret at 540-3050

PAYROLL CLERK
Temporary help service in Livonia has immediate permanent position available for a payroll clerk. Duties include weekly payroll, data for processing & dispatching employees to jobs. Must have data entry experience, enjoy working with people & be able to handle pressure.
Call Jet for an interview at 477-0575

PAYROLL CLERK
ENTRY LEVEL POSITION
Assertive, energetic, self-starting individual needed for national health services organization located in Southfield. Seeking person with this payroll experience with computer capability. Manager must administer Novell Lan System. Manage all aspects of support personnel, use initiative to carry out all management duties & report to executive partner. Please forward resume & salary requirements to box 616
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

PERSONNEL
Innovative training and development company has employment opportunity for full time Personnel Administrator. Responsibilities include payroll administration, recruitment, performance reviews, compensation management, and other clerical duties. Previous personnel experience required. Personnel education a plus. Competitive salary and benefits package. Send resume and salary requirements to Personnel Recruitment, 39819 Plymouth Rd., C-6020, Plymouth, MI 48170. No phone calls please.

PROGRESSIVE NEW
TEMPORARY SERVICE
Currently Seeks
WORDPROCESSOR
Receptionist/Secretary
ACCOUNTANTS
Cash bonuses and child care program available
Call Today for an interview
1-313-380-900
REMEDY
TEMPORARY SERVICES

RECEPTIONIST
Typing required, chiropractor's office. Apply in person, Mon., Wed., or Fri at 25430 Greenfield, Oak Park.

TROY MACHINE tool manufacturer is in need of a part time Receptionist with 2 years experience in Word Perfect & Lotus. Call for appt. Parker Majestic Inc. 1800 Stevenson Hwy 740-9040

504 Help Wanted Office-Clerical

PAYROLL CLERK & BOOKKEEPER
through trial balance for a PD bed home for the aged. Apply in person at: 38910 6 Mile Rd., Livonia, MI 48152

RECEPTIONIST- Full-time position for enthusiastic, responsive person with good communication skills. Previous experience required. Benefits paid medical & life. Apply: 30 Vincent Ct., Novi, MI 48375
Attn: Office Manager.

RECEPTIONIST NEEDED for national leasing company. Extremely busy switchboard requires an articulate, pleasant individual. Some light clerical duties. Previous switchboard experience helpful. Please send resume to: T.H., P. O. Box 8066, Farmington Hills, MI 48333-9066

RECEPTIONIST/SWITCHBOARD
Join the creative atmosphere of this advertising agency. Room for growth. Call Rae at UNIFORCE 846-8561

RECEPTIONIST
For small & crazy office
Call Sue - 476-0610

RECEPTIONIST - Excellent location, Wayne. Dependable, pleasant person to answer phone. 3-4 days per week. $5 per hour. Call Brenda 942-3050

RECEPTIONIST needed for busy industrial office. Health insurance background required, beginning wage based on experience.
Call 8am-12pm. 853-2233

RECEPTIONIST
Your people skills and two years experience are wanted for this plush advertising environment.
Call Ruth at UNIFORCE 357-0644

RECEPTIONIST/Executive Secretary - part time, interest must exist in some computer skills, public relations, or professional retail environment. Write P.O. Box 230400, Birmingham, MI. 48012

RECEPTIONIST
Part-time - Evenings & weekends. Some typing required. Good phone manner. $5 to $5.50/hr. 12 & Northwestern. Call Ron Miller. 948-7100

RECEPTIONIST- Full-Time
Must have excellent phone skills & some bookkeeping experience. Must be available to work weekends. Apply in person or call Ethan Allen, 19700 Mooney Blvd., Livonia 261-7780

RECEPTIONIST
Excellent opportunity for entry level front desk responsibility. Word Processing training or some experience desired.
Diversified Recruiters Co.
344-6700 FAX 344-6704

RECEPTIONISTS needed to join our team. Must have previous experience with multi-line phones and type a minimum of 45 wpm.
We offer long, short and temp-to-perm assignments with excellent pay. Call 464-7078
ETD Temporary Service
Call Bonnie at 464-7078

RECEPTIONIST
needed for full time position with Clarenon law firm. Call Lynn at. 588-7704

RECEPTIONIST/
WORD PROCESSOR
For health care company. Must have 1-2 years office experience using Word Perfect. Will train on telephone skills. Please send resume
Human Resources/C J
P.O. Box 8828
Ann Arbor, MI 48107
An Equal Opportunity Employer

RECEPTIONIST/
SWITCHBOARD OPERATOR
A Westland suburban manufacturing company has an immediate opening for a full time Receptionist/Switchboard Operator. Experience as a Receptionist preferred. Must type 45 wpm. Pleasant working environment & excellent benefits
Send resume to:
Interlock Corp. 1770 Mark St.
Westland, MI 48185
Attention Personnel

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
For a busy Birmingham office. Busy phones, word processing, typing, mail, travel arrangements, etc. Must be reliable, mature & well organized with excellent phone & computer skills. Position starting with salary requirements to: ANATEC, 30300 Telegraph Rd. Ste 200, Bloomfield Hills, MI 48025. Attn Tony FAX 540-4242 No calls please.

RECEPTIONIST/SUPPORT
FULL TIME
Are you ready to work Mon., Tues & Wed from 7am-3pm & Sat & Sun. from 7am-3pm, plus type 40wpm? Please contact Joyce Kuykendall, Mon.-Fri., 9-5 at Jewish Home for Aged, Southfield. 352-2339
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Part time permanent position for busy real estate office. Successful candidate will be orderly, mature, very personable & competent quantitiem. Mon.-Fri., 8am-5pm. Accurate clerical skills & ability to handle professional skills with reliability. Excellent salary & benefits for the right person. Call Bob/Angie at 473-8200

RECEPTIONIST/TYPIST
Immediate opening for a Receptionist/Typist. Must type a minimum of 65 wpm and have pleasant telephone etiquette. Please send resume and salary requirements to Box 642
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150
An Equal Opportunity Employer

RECEPTIONIST
People person needed for long term assignment in Plymouth. Appointment & testing, phones, type 45 wpm. Knowledge of WordStar, a plus. Contact Ann Marie at 459-1166 for immediate appointment.
ARBOR TEMPS 459-1166

RECEPTIONISTS
Metro Medical Group, a division of Sparrow Health System, has immediate openings for Receptionists to work on an on-call basis at our Livonia Medical Center. The chosen candidates must be able to type 35 wpm and possess a clerical experience. Interested applicants send resume to: Human Resources Department at:
METRO MEDICAL GROUP
35200 SCHOOLCRAFT
LIVONIA, MI 48150
An Equal Opportunity Employer

RECEPTIONIST
Intracorp, the largest independent provider of health care risk management services, is currently seeking a full time receptionist.
The qualified candidate will be responsible for efficiently handling 14 incoming lines in a pleasant, professional manner. Must be able to type 40-45 wpm. The position previous switchboard experience.
We are offering $14,500 to start, comprehensive benefits which include a 401K savings plan, profit sharing, medical, dental & tuition reimbursement. If you are looking for work with a professional team dedicated to providing the quality services our customers rely on, send your resume to:
Attention: Maureen Dobiesia
INTRACORP
26100 American Dr., Site 500
Southfield, MI 48034

RECEPTIONIST - Part time Mon-Fri 3pm-9pm. Answering phones, typing. Some computer experience required. Wrom area 624-4430

RECEPTIONIST NEEDED for part time position. Please apply at:
The Michigan Humane Society
37255 Marquette, Westland

RECEPTIONIST
Temporary position with environmental consulting firm. Position requires light typing & filing. $5 an hour 552-8826

RECEPTIONIST/SECRETARY Full time. Telephone, light computer experience necessary. Small South-field law firm. Non smoking office. Call Sue. 827-7000

RECEPTIONIST/SECRETARY with excellent communication skills, some typing, light computer and a great attitude, needed for busy real estate office. Call Chris. 478-1900

RECEPTIONIST - Word Processing & Data Entry experience for Bingham Farms accounting firm. Send resume to Pole & Associates, 30700 Telegraph, Ste 2150, Bingham Farms, MI 48025

RECEPTIONIST
Full time permanent position for busy W. Bloomfield office. Must be an efficient, reliable, mature individual with experience in phones & WordPerfect Benefits 853-2995

RECEPTIONIST
Entry level position open in busy West Bloomfield construction office. Front desk appearance & good communication skills are required. Computer knowledge helpful. Permanent full time Call 737-8500

RECEPTIONIST PART TIME
Mature homemaker with excellent communication skills, no typing required. Mon thru Fri from 9:30-3:30pm. Birmingham area. Send brief handwritten resume to PO Box 35275, Detroit, MI 48235

RECEPTIONIST/GENERAL OFFICE
Varied duties. Must have strong phone skills, typing 40-50 wpm, 10 key calculator skills work in busy office, full time. Send resume to Donna Stewart, 19100 West 8 Mile Road, Southfield, MI 48075

RECEPTIONIST - Retirement community is looking for an experienced self-directed person with good clerical skills and computer knowledge. Experience in a retirement community preferred. Apply in person: The Heathewood Apartments, 22800 Civic Center Dr., Southfield, between Lahser & Telegraph.

RECEPTIONIST
For Livonia mortgage lender, needed to manage phones, greet visitors and other general office duties in pleasant personality is a must for this full time position. Call Pat or John between 10am-2pm, for an interview, at 425-4320
An Equal Opportunity Employer

RECEPTIONIST/OFFICE ASSISTANT/COUNTER SALES - Bingham Hills law firm. Light typing. Responsible, organized, detail oriented, non-smoker $13,000 Send resume to Box #870
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

Receptionist/Secretary
COMMUNICATION COORDINATOR
Growing beverage company seeking experienced switchboard/multi-line operator 30-60wpm typing or word processing skills. Shorthand or dictation skills preferred. Must have good communication/people skills. Benefits available. EOE. Send resume & salary history to CC/TY, P.O. Box 5345, Plymouth, MI 48170.

SALES AUDIT CLERK
Interesting opportunity for our fast paced accounting division for a bright, analytical individual. Candidate for this position must have 1-2 years accounting & office clerical experience. Some college training & cash register experience is desirable. We offer employee benefits & merchandise discounts. Interested applicants, call personnel at 451-5237 or send resume to 45000 Helm St., Plymouth MI 48170
Winkelman's
An Equal Opportunity Employer

SECRETARIAL/GENERAL OFFICE - part time, permanent. Word Perfect experience required. Typing, telephones, etc. Farmington Hills CPA firm looking for. 851-7999

SECRETARIAL HELP NEEDED for management/development firm. Light and part time available. Typing 55wpm, WordPerfect 5.1, Lotus 1, receptionist relief. Send resume to Secretary, P.O. Box 864, Bloomfield Hills, MI 48303-0864. Specify full or part time and salary requirements.

SECRETARIAL position available. Accounting capabilities with computer experience needed. Deadline available. Call Laura Thurs July 30 between 12:30 & 4:30pm 299-8270 ext 287

SECRETARY - Bloomfield Hills Developer in need of secretary. Must know WordPerfect & Lotus. Responsible for entire office function. Able to work independently. Send resume to Box 652.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

504 Help Wanted Office-Clerical

RECEPTIONIST
Successful Southfield company seeks a professional individual to provide reception/switchboard duties in addition to other general office duties as needed. Ideal candidate will be well organized, have excellent communication skills & possess at least 2 yrs of office experience. Word Processing experience a plus. Generous salary & benefits if interested, please send resume to Mr. Martin, P.O. Box 691, Southfield, MI 48037

Plante & Moran recruiter for an equal opportunity employer

RECEPTIONIST
Pactel Paging, a national leader in personal communications paging and a subsidiary of Pacific Telesis, has an immediate opening for a Receptionist. Candidates must include light typing and assisting other departments as required. Candidates must have 2 years clerical experience and must be able to handle a very busy multi-line switchboard

Pactel offers competitive salary and fringe benefits, such as Medical/Dental, 401K savings plan and tuition reimbursement. Candidates should send their resumes including cover letter, stating salary requirements to

Pactel Paging
Attn: Human Resources
28600 Orchard Lake Rd., Suite 200
Farmington, MI 48334

NO PHONE CALLS PLEASE
An Equal Opportunity Employer

SECRETARY - BOOKKEEPER
Experienced with computers for office work. Some bookkeeping. Send resume to: Box 2 Grand Woods Mall, 31333 Woodward, Royal Oak, MI 48073

SECRETARY/BOOKKEEPER with computer knowledge in property management. Call Mr. Ginsburg 482-3210

SECRETARY - Full time position with computer knowledge in property management. Call Mr. Ginsburg 482-3210 Monday & weekends. Call or send resume Attn Chuck, 910 Parkway Dr., Garden City 48135. 981-3050

SECRETARY
Experienced secretary wanted to supervise three clerks. Previous experience office. Previous insurance knowledge a plus. This position requires excellent organizational skills in addition to having strong grammar, punctuation, and the ability to juggle several projects at once & work well with others in a team environment is expected. WordPerfect, Quattro Pro, Lotus experience a must. Send cover letter & resume by July 1st to: Box 2 Grand Woods Mall Centre, Ste. 401, Southfield, 48034

SECRETARY
Tolmar, Rudzewicz & Co. one of Michigan's largest independent CPA firms, has an immediate opening for a group secretary/administrative assistant. Applicants must have strong word processing & organizational skills, as well as a proficiency in WordPerfect 5.1 & Perfect 3.1 experience preferred. This great opportunity with a growing environment offers competitive salary & benefits. Please send resume & salary requirements to:
Angela Casano
26200 Greenfield, P.O. Box 5004
Southfield, MI 48086-5004 355-1109

SECRETARY
For small office in Sylvan Lake area, payroll, bookkeeping, scheduling. Call 682-0649

SECRETARY - for photography studio, knowledge of computers preferable, will train. Part time. Residential hrs. Very nice boss 737-1998

SECRETARY
Full time Bloomfield Residential/hotel experience, seeking excellent phone skills, knowledge of PC WordPerfect & typing. Reply to Box #5386
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY - full time. Must have PC experience, Lotus & WordPerfect for a fast paced auto shop. Benefits. Apply in person at 32810 W 8 Mile Rd., E of Farmington

SECRETARY
GUARDIAN INDUSTRIES has an opening in its corporate headquarters for Secretary to work closely with its Treasurer.

Responsibilities will entail a wide variety of secretarial assignments.

Applicants must be proficient in wordperfect and shorthand. The ability to work well under pressure, have a flexible work schedule and outstanding organizational skills are important. Exposure to international operations and drive perfect is helpful.

Guardian is a world leader in the glass industry and we offer a competitive compensation and benefits package.

Please send resume with salary history to Cindy Smith
GUARDIAN INDUSTRIES
43043 W 8 Mile
Northville, MI 48167

SECRETARY
High profile position with Fortune 500 Company. Word processing & strong phone experience is a must. Salary is $20-$23,000. Call Cassandra at ADIA PERSONNEL 358-8890

SECRETARY II
BUILDING DEPARTMENT
CITY OF SOUTHFIELD
Starting salary of $21,978 plus comprehensive benefit package including basic and master medical, deferred compensation, paid vacations and more. Will provide secretarial support to the Zoning Board of Appeals as well as general clerical support to the Building Department. Must attend all weekly meetings of the Board as well as take detailed minutes of proceedings. Requires high school diploma or equivalent as well as 3 years of post-secretarial duties. Must have excellent typing, shorthand, and transcription proficiency, as well as good oral communication skills. Apply by 5:00 p.m. Wednesday, August 5, 1992 at Personnel Office, City of Southfield, 26000 Evergreen Road, Southfield, MI 48076

SECRETARIES
CITY OF SOUTHFIELD
In addition to the above position, the City of Southfield has several current and anticipated secretarial vacancies. We invite qualified applicants to submit resumes for the purpose of establishing 6 month Eligibility Lists for various levels of Secretarial Appointments as eligible for various positions based on their specific qualifications. Minimum qualifications: High School diploma or equivalent, 2 or more years paid secretarial experience, advanced proficiency in typing and wordprocessing, excellent oral and written communication skills, some positions require shorthand or transcription skills. Starting salary $21,026. $21,978 or $23,067 depending upon the specific vacancy, all positions include comprehensive benefit package. Apply by 5:00 p.m. Friday, August 7, 1992 at the Personnel Office, City of Southfield, 26000 Evergreen Road, Southfield 48076

SECRETARY - needed for Troy professional office. Requires some bookkeeping, excellent computer skills, highly organized, self motivated, good people skills. Send resume to 100 E. Big Beaver, Suite 812, Troy MI 48083 By July 31, 1992
No phone calls please

SECRETARY/NO FAULT pre-legal, must have fault arbitration, typing & WordPerfect 5.1 Southfield 353-3600

SECRETARY - PART TIME
Flexible hours. Accounting office in Southfield. Computer knowledge helpful 537-1867

SECRETARY - Part Time position in pleasant business office in Woodward/11 Mile area. Duties required include typing 60 wpm, who hand 90 wpm & word processing experience. Send complete resume including salary requirements to PO Box 85, Royal Oak, MI 48068

SECRETARY - part time. 12-5pm Mon Wed Fri. Phone skills required, light typing, other office equipment experience. $5/hr. W Bloomfield. Contact Patty. 737-0909

SECRETARY
Prestigious insurance company in Troy seeks professional Secretary. Must be familiar with Word Perfect & Lotus software. Excellent opportunity. Send resume to JC, P.O. Box 404, Clawson, MI 48017

504 Help Wanted Office-Clerical

SECRETARY/Customer Service
Young aggressive manufacturer of sewing machines seeks organized & energetic individual in our sales/customer service department. Must have office experience & proficient typing skills. Knowledge of 1-5 is a must. Please send resume with salary requirements to Box 644
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY
Must be proficient in MicroSoft Word. Knowledge of Lotus 1-2-3 & Powerpoint. Excellent organizational skills. Call Sue at 557-0020

ARBOR TEMPS 459-1166

SECRETARY NEEDED for Southfield Corporate law firm. Responsibilities include typing, filing, assisting other departments as required. Candidates must have 2 years clerical experience and must be able to handle a very busy multi-line switchboard

SECRETARY - Proficient at WordPerfect 5.1. Working hours are 8:30 - 5:30. Competitive salary. Please call 737-9220

SECRETARY/RECEPTIONIST - Wanted for busy Birmingham office. Experience with accounting and payroll. Must Perfect 5.1 and Lotus 1-2-3. Data Processing, 691 N. Squirrel, Suite 250, Auburn Hills, MI 48326

SECRETARY/RECEPTIONIST
Small professional firm. Good English skills. 50wpm-set test. Word-Perfect Fringes. Full time. Salary open 8am-4:30pm EOE 356-5181

SECRETARY/RECEPTIONIST
Part-time Department office secretary for paychecks!, 4pm-9pm Monday thru Friday. Accurate Typing required. Call after 5pm for appointment 313-455-7800

SECRETARY/RECEPTIONIST
for fast paced PR agency. Outgoing, organized, results WordPerfect 5 experience desirable. 851-3983

SECRETARY/RECEPTIONIST
Full time. Excellent computer knowledge, typing 50 wpm, a must. Shorthand a plus, phone and organizational skills important. Excellent competitive salary and benefits. Send resume and salary requirements: MBIA, 41740 W. Six Mile, Suite 100, Northville, 348-9187

SECRETARY/RECEPTIONIST
Answer busy phone lines, typing (50wpm), filing, general office. Pleasant personality! Must be capable, conscientious, and dependable. Send resume with salary requirements to Administrator, 28555 Middlebelt, Farmington Hills, MI 48334

SECRETARY
Thomas Cook Travel, a leader in Travel for 150 yrs, seeks secretary with solid phone & word processing experience. Position is a must. Shop Dearborn location. Candidate should possess basic grammatical skills with 1-3 yrs experience

We offer an excellent salary/benefit package, including tuition reimbursement. 40 hr. Work week

Please call or write:
Dianne Lemaux
Thomas Cook Travel
4 Parklane Blvd., Ste 500
Dearborn, MI 48126
313-323-4374

SECRETARY TO CONTROLLER
Major real estate developer of Lotus and Word Perfect 5.1 experience. Fast paced office
Call Sally at UNIFORCE 357-0641

SECRETARY TO SALES MANAGER
Dearborn Div. W.R. Grace is offering an excellent full time opportunity for an individual experienced in Word Perfect, spread sheets, typing of 55 wpm, and general office duties. This one girl office position requires the ability to perform several tasks at one time, the ability to prioritize tasks and excellent phone skills. Starting salary of $19,000 plus a top benefit package. Send resume to:
Dearborn Div. W.R. Grace
27930 Orchard Lake Rd. Suite 110
Farmington Hills, MI 48334
No phone calls please.

SECRETARY WANTED - must have shorthand 100-120wpm, typing 60wpm, clerical experience helpful. Excellent organizational skills. Salary negotiable. Benefits. For interview, Collette 582-3030

SECRETARY
Your experience with Word Perfect 5.1 and Lotus is needed by international technology firm. Harvard Graphics a plus Call Sophie at UNIFORCE 473-2932

SOUTHFIELD SALES OFFICE
Looking to fill full time Secretary/Telemarketing position. Requirements include typing 50wpm, 10 key 679. Send resumes to Debbie PO Box 870, Southfield, MI 48037

STOW LONDON
You have just found your next job. Positive, fun office in Wixom, is expanding. We're looking for outgoing, friendly people to handle incoming calls. Competitive salary, great benefits. Call Mr. Sutton.
348-9100

SWITCHBOARD
Major computer corporation needs your big board experience and lively personality. Call Rene at UNIFORCE 473-2933

SWITCHBOARD/Receptionist
Temporary Position
for fast paced downtown Birmingham office. Experience & sharp phone skills required. Full time hrs. Call Mon.-Fri 8am-5pm. 645-0600

TELEPHONE OPERATORS
Full time, part time
Connect Answering Service, Plymouth, MI 455-7950

WAREHOUSE
Lorco Employment Agency
932-1000

WORD PROCESSING
SECRETARIES - Immediate suburban opening for experienced professionals. Lotus a plus.
Call Stacey at UNIFORCE 357-0036

WORD PROCESSOR/SECRETARY
Executive shared office group. Experience and customer-service oriented 2 days/week, 8:30-5. Word Perfect 5.1 required. Harvard Graphics/Lotus helpful Southfield 262-1402

WORD PROCESSORS
We are recruiting people for the Tri-County area with experience in
• WordStar 2000
• WordPerfect
• MicroSoft Word
Call today for an appointment
583-1919. Employment Group
Equal Opportunity Employer M/F/H

505 Help Wanted Food-Beverage

ACCEPTING APPLICATION for experienced Waiter/Waitress & Cooks. Apply at O'Sheehan's Tavern, 35450 Grand River, 474-8484

ALL POSITIONS for restaurant help: Wait staff, bus staff, cocktail waitress/waiters & dinners, 2 locations, Livonia, carry out shop. Southfield, full service. Apply in person at: 36147 Plymouth Rd., Livonia

BAR PERSON & GRILL COOK
Clean, friendly atmosphere. Apply J R's Lounge, 23610 Five Mile Rd., Telegraph 531-4780

BAR PERSON & Wait staff needed nights & weekends only. Apply within: Dunlaps Pub & Grub, 23451 W. 7 Mile

BARTENDER - Day or nights. Full or part time. Ernie's Bar. Schoolcraft, E. of Evergreen. Call Joe 271-4378 or 637-0965

CASHIER WANTED - 11:30am-3pm. 20-25 hours per week. Wait Person also needed part or full time. Apply at Roney Island Inn, New Boston Center 347-0310

CHILI'S GRILL & BAR, new restaurant opening. Hiring all positions, especially experienced cooks. Great pay & benefits. Apply in person at 32788 Northwestern Hwy., Farmington Hills

PROFESSIONAL EXPERIENCED COOKS WANTED
Apply in person Farmington Rams Horn 32435 Grand River, W of 8

505 Help Wanted Food-Beverage

BARTENDER/WAIT STAFF
Experienced. Days or evenings. Flexible hours. On The Tee Restaurant, 478-8193

CATES HAMBURGERS - 33468 Lyndon, Livonia 22291 Middlebelt, Farmington. Full & part time. Apply in person, 6am to 10am & 7pm to 5pm

BUS, DISHES, WAITSTAFF
Wanted for Banquets. Apply at Dominic's Coney Island, 501 South Rochester Road, Westland. 721-0070

CAPPUCCINO BAR needs responsible person to work 8:30am-3pm weekdays. Downtown Plymouth. Call 455-0445

COCKTAIL SERVERS
Part time or progressive Royal Oak night club. Apply after 5pm 549-3344

COOK
Dinner Shift, Experience Necessary.
Apply in Person
OCEAN GRILLE
Birmingham 646-7001

COOK - Experienced part-time & full time line cook. Must be available at Marriott Corporation. Apply in person at Northland Inn, 29850 Grand River in the Dietary Department. No phone calls please

Part time, Thrs Kegs Round, 8120 Telegraph, Bloomfield Heights 278-8490

COOK - Three times a week. Long term. Fun place to work. Apply in person. Pedro's Pub, 1009 N. Wayne Rd., Westland 722-1300

COOKS, KITCHEN PREPARATION, HOSTESSES/HOSTS - Apply within
BOB EVANS
13911 Middlebelt, Livonia
No phone calls please

COOKS
Line & Pizza. Full & part time, experienced. References. Apply: The Ale Abbot, 8700 Rochester Rd. Troy.

Cooks
Very good pay. All shifts available. Rams Horn Restaurant 355-8882

★ **COOK**
SWEET LORAINE'S
Looking for an experienced person for our Bloomfield Hills sale. Good benefits. Apply in person 2130 N. Greenfield Rd., N. of 12 Mile, Walled Lake

COOKS - Immediate openings in Farmington Hills 3 hrs. daily, Mon-Fri 2:30 to 5:30pm. $4.50 per hr.
Call Erika 626-2885

D. DENNISON'S
DISHWASHER - PORTERS
GENERAL UTILITY
Now hiring full & part time dishwashers for both days & evenings. Apply at Dennison's, 2 Miles W. of Telegraph, Corner Orchard Lake & 12 Mile

D. DENNISON'S
Now hiring mature full time day & evening wait staff. Experienced preferred but not necessary. Apply at Dennison's, 2-6 Miles West, Corner Orchard Lake & 12 Mile

EXECUTIVE CHEF with exciting ideas for large catering firm. Ann Arbor. Creative, self motivated, developed management skills & positive attitude. Join our team! 995-4270

EXPERIENCED - Banquet Wait Staff. Apply at: 25425 Telegraph Road, (N. of 10 Mile, eastside of Telegraph

EXPERIENCED Hostperson & Service Aide wanted at 4 star Restaurant. Apply in person, between the hours of 3pm-5pm, at 300 River Place, Detroit.

EXPERIENCED COOKED wanted morning hrs 8:30am-1:30pm. Experience only needed. Please call 357-8599

FINE DINING RESTAURANT
Charleston Restaurant has openings for the following positions
2 Experienced Fine Dining Cooks
• All Supervisor
• PM Bartender
Apply in person: Holiday Inn Dearborn, 22900 Michigan Ave., An Equal Opportunity Employer

SOUTHFIELD DELI requires food prep, general work & delivery. No drivers. Or will train. Experienced preferred but not necessary. 559-6322

GENERAL MANAGER for banquet & conference center. College degree with min. 8 yrs. banquet experience. Please send resume, salary requirements Box 660.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

HOST STAFF
Day Shift Available
Experience Necessary
OCEAN GRILLE
Birmingham 646-7001

IMMEDIATE Assistant Manager for small bake shop. Apply at
The Bagel Factory
24531 W. 12 Mile, Southfield.

JOHN SOUTHFIELD'S #1 Restaurant Concept. Now hiring Waiters/Waitresses, Busers, Bartenders, Cashiers, Brick Oven Cooks, Dishwashers, Pantry & Prep Cooks, Food Purchasing, Beverage Auditor, Norm's/Salvatore Scallopini, 29110 Franklin, Southfield, MI 48034 on at 43100 Crescent Blvd., Novi

MAITRE'D
Wanted for high volume Captain's Wanted for high volume restaurant in Southfield. Prior experience a must. Must be available for lunch, dinnerings, & late shifts to train & develop a good waitstaff team. Send resume to: C. Pasquale, 29110 Franklin, Southfield, MI 48034

MANAGER - Seeking career advancement? Position open at Ernesto's Italian Restaurant in Plymouth. Excellent benefits & personal growth opportunity. Send resume to: Ernesto, 41961 Plymouth Rd., Plymouth, MI 48170. Attn: Gene

MANAGEMENT OPPORTUNITIES
Are you currently working in an unchallenging, stagnant management position? If so ...
Elias Brothers Restaurants, Inc. is currently seeking highly motivated, career minded individuals to fill their management team. We offer:
• Competitive Starting Salaries
• Excellent Benefits
• Advancement Opportunities
• A Structured Training Program
Hiring, training, motivating and developing others are just a part of this challenging opportunity. Restaurant management experience is preferred
For immediate consideration, submit your resume to:
ELIAS BROTHERS PERSONNEL OFFICE
24438 RYAN RD.
WARREN, MI 48091

NOW ACCEPTING resumes for full time Restaurant Supervisor. Front house restaurant experience preferred. For immediate consideration submit your resume to
Attn: Restaurant Manager, 5341 Brighton Rd., Brighton MI 48116

505 Help Wanted Food-Beverage

LINE COOKS/DISHWASHERS
Needed. Apply in person at:
Chesnee's Restaurant, 22120 Van Born Rd., Dearborn Township

LINE COOKS- Experienced only. Must have major house experience. Apply in person. Apply: Attendant for ladies room from 8pm-2am. Thurs-Sat. Call Metro Music Cafe 458-1100

LINE COOKS Experienced preferred. Join a winning team. Call Paul between 2 & 5pm or apply within 42100 Grand River, New or call 348-8110

MANAGEMENT
POSITIONS AVAILABLE
Apply at Pizza Hut,
35443 Michigan Ave., Wayne

MATURE WAITPERSON Apply Jimmy's Coney Surprise & Deli, Walled Lake (14 Mile/Haggerty) 960-1170

METROPOLITAN MUSEUM OF FARMINGTON HILLS