504 Help Wanted Office-Clerical

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

SELF-MOTIVATED, career-minded individual with superior mathematical, analytical and communicative skills needed for high volume, detail-oriented position. Successful applicant will have proven receptivity for Chapter 13 Bankruptcy case intake and analysis. Professional challenge and opportunity for self-direction abound. Secretarial office, but based Detroit Bankruptcy Court appearances required, so reliable transportation is essential. Computer and legal background are desirable. Excellent benefits and competitive salary.

Send resume and brief (one page maximum) narrative describing your qualifications to: Box 238
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

AUTOMOTIVE SALES AGENCY
in Birmingham, seeks energetic, competent, computer literate, well rounded Office Manager. Ability to wear several hats & be a team player absolutely necessary. Send resume to: W.A.R. Specialty Vehicles, 1010 Bowers, Ste B, Birmingham, MI 48009.

OFFICE ASSISTANT
Part-time. Basic secretarial skills, 2 full days a week, 8:30 to 5:30, other future possibilities. Please contact Aimee, 1-800-237-0448

OFFICE ASSISTANT - Part-time. Property management experience preferred with bookkeeping and computer skills. Farmington Hills area. Call: 661-9111

OFFICE CLERICAL - Must have accounts payable experience, 10 plus with knowledge of billing. Computer skills necessary. Send resume: P.O. Box 531117, Livonia, MI 48153.

OFFICE/CLERICAL
Full time, typing skills required, all around office duties. Must have tool shop experience and benefits, retirement. Apply within: Acme Carbide Die, 6202 Executive Dr. East, Westland, MI 48185.

OFFICE CLERK
Large Southfield CPA firm has an exciting entry level opportunity available for an energetic, organized individual. Duties include: Mail runners, general office duties. If interested call between 9-11am & 1-4pm 409-1800 ext. 332
An Equal Opportunity Employer

OFFICE MANAGER- Dearborn Hgts. heating contractor seeks a bright, energetic person to run all aspects of office. Duties include: phone management, dispatching, client contact, payroll & overall office management. Salary negotiable. Call: Climate Control, 730-8500
Ask for Bob:

OFFICE POSITIONS
Bloomfield Hills based mortgage banking firm has the following positions:

Post Closers
Escrow Clerk
Data Entry
Accounting Clerk
Fusing Clerks
Fax Clerks

Qualified appicants must have experience in some of the following: filing, computer, 10 key, 25 key minimum, 10 key, escrow, accounting, data entry, excellent communication skills, and high energy level in a high volume environment. Excellent benefits. Interested candidates send resume and SALARY REQUIREMENTS to: Human Pers. Personnel Recruiter, FIRST SECURITY SAVINGS BANK, 2160 Telegraph Road, Bloomfield Hills, MI 48302
An Equal Opportunity Employer

Opportunity
DATA ENTRY
Major suburban corporation has immediate short and long term needs for experienced data entry operators with 9,000 key strokes and attention to detail. Excellent earning potential. Call Donna at 799-3910
Uniforce Temporary Services

PARALEGAL
For Southfield Defense firm. Medical/nursing back ground preferred. Please send resume to:
Collins, Einhorn, Farrell & Ulanoff, Attn: Administrator, 4000 Town Center, Suite 909, Southfield, MI 48075

PARALEGAL
Town Center Plaintiff firm seeks Paralegal with two years experience in personal injury department. Responsibilities include:
• Client Interviewing
• Research
• Preparing Pleadings
• Non-Fault Benefits
Competitive salary & benefit package. Submit resume to:
Pamela Hastie
1000 Town Center
Suite 500
Southfield, MI 48075
or FAX to: 313-948-9494

$5.75 - $7.50 An Hour
TACO BELL.
On Haggerty Rd., at 8 mile, in Novi is looking for employees who are:
• Dependable • Friendly
• Punctual • Productive
We are willing to pay
TOP WAGES to top performers
Apply in person. No Phone Calls Please.
TACO BELL.
A PepsiCo, Inc. Company

Restaurant
Tired of Boring Dead End Jobs?
If the answer is yes, then we have a challenge for you.
Ruby Tuesday is opening at the corner of 12 Mile and Orchard Lake Roads in Farmington Hills.
We've got a fun working atmosphere with plenty of positions available.
• Wait Staff • Bussers
• Line Cooks
• Host/Hostesses
• Dishwashers
• Prep Cooks
Highest wages paid to start and a full line of benefits including Day One Health Insurance, Credit Union, Meal Discounts, Paid Vacations, and Flexible Hours.
This is your chance to work in a beautiful new restaurant with professional management and secure first class operations.
Apply in person
Monday - Saturday
9am - 7pm at the
Clarion Hotel 31525
W. Twelve Mile Rd.
Farmington Hills
Room #254.
Ruby Tuesday.
Opportunity Employer

504 Help Wanted Office-Clerical

OFFICE CLERK
Are you naturally friendly & have a desire to help others? Farmington Hills law firm in need of a full time person to help with copying, filing, errands & phone answering. Reliable transportation required along with a good attitude. We offer attractive offices & excellent benefits. Send resume to: P.O. Box 9067, Farmington Hills, MI 48333.

OFFICE CLERK
We are seeking a professional, career oriented person with the following qualifications: good phone skills, Word Perfect, knowledge in Paradox a plus. Two year degree required. Salary range $7.50 - $9.00/hr. based on experience. Submit resume and salary requirements to:
Zone Crane Pro Service
40040 Grand River, Suite 400
Novi, MI 48376
ATTN: Donna Chambo
District Administrator

OFFICE COORDINATOR
Busy Southfield employment agency, sophisticated, fast-paced, powerful support person. Duties include: front desk, customer service, some bookkeeping, data entry, and administrative support of sales people. Position has high potential for growth. Experience preferred, but willing to train in some areas. Salary to high teens. Call Ms Snow.
354-2410
ACCOUNTANTS ONE
24133 Northwestern Hwy., Ste 202
Southfield, MI 48075
agency fee paid

OFFICE MANAGER
Needed working Office Manager. Applicant must possess the following skills:
• Ability to hire and train staff
• Daily service contracts
• Excellent computer skills
• Excellent telephone skills
• Excellent inter-personal skills
• 3 years managerial experience
Successful candidate will be a dedicated team player who wants to secure their future through working hard. Salary commensurate with experience & job history. Profit sharing benefit package. Send resumes to:
Office Manager Position
P. O. Box 02133
Detroit, MI. 48202

OFFICE CLERK
Assist accounts payable, deposits, filing, and telephone. Call Rene between 8am and 1pm at: 453-5804

OFFICE
NOW HIRING!
• Word Processing Secretaries
• Data Entry Operators
• Receptionists
• File Clerks (preferred)
• Computerized Accounting
Excellent assignments at leading companies. All applicants must have 6 months recent clerical experience & be available to work 40 hrs. per week, Monday thru Friday.
522-4020
Kelly Temporary Services
Equal Opportunity Employer M/F/D

IMMEDIATE OPENING - for experienced, Accounting/Secretarial, Busy Southfield office. Professional environment. Full time, competitive salary, & phone lines. WordPerfect & Lotus a plus. Call Sally 443-2544

OFFICE COORDINATOR
Industrial manufacturer seeks a dynamic individual to fill a high profile position. We don't want just a Receptionist, we want a team player!
Candidate requirements include:
• 4-year degree
• Experience on a multi-line phone system
• Basic office/computer skills.
The candidate must enjoy a fast-paced diversified environment. Duties include:
• Coordinating office activities
• Directing incoming calls
• Sales dept. support
• Various projects
Pleasant non-smoking office. Great opportunity for right individual. Good salary & benefits. For immediate consideration, please submit cover letter with resume & salary requirements to:
Human Resources Dept.-OC
P.O. Box 40101
Redford, MI 48239

504 Help Wanted Office-Clerical

PARISH SECRETARY
Immediate opening. Full time, Westland. Greek-speaking period. Benefits. Call Father James: 525-6789

PART TIME CLERICAL position. Flexible hours. Office experience required. Apply at: U.S. Industrial Tool & Supply, 15101 Oak, Plymouth.

Part time Machine/Computer Operator experienced with Data Base, Word Processing, Desk Top Publishing and Modem. Mon-Fri, non-smoker, Berkley area. Call Marsha after 11AM 543-3340

PERSONNEL CLERK/TYPIST
ITT Automotive Aftermarket Division is seeking a personnel clerk/typist with word processing skills (WordPerfect preferred), proofreading, a typing speed of 50wpm and two years general office experience. Duties include: maintaining computer of attendance reports benefit claims processing, telephone coverage, education and misc. office work. Qualified candidates please submit resume to:
ITT AUTOMOTIVE, INC.
AFTERMARKET DIVISION (PCT)
3000 UNIVERSITY DR.
AUBURN HILLS, MI. 48326
An Equal Opportunity Employer M/F/H/V

PICTURE FRAME
Distributor needs Customer Service/Order Desk. Looking for outgoing, dependable, mature individual to join our Livonia office staff. 32 to 40 hrs. Call Debbie: 425-3353

PLYMOUTH CPA FIRM
Has position available now for an experienced/capable of creative solutions for tax preparation and Digital for our 1040 clients. Immediate interviews. Send resume lynn salary desired to: Michael T. Fant, CPA, 9380 Lilley, Plymouth MI 48170. 455-4802

ENTRY LEVEL RECEPTIONIST for West Bloomfield. Word Perfect experience & other secretarial duties. Call 810-478-7747

RECEPTIONIST/SECRETARY - Great telephone skills, good organizational ability, computer literate and some bookkeeping knowledge could be your avenue to great opportunity with a growing service company. Benefits offered. Send resume & job history to: P.O. Box 194, Farmington 48332

RECEPTIONIST needed for busy Bloomfield Hills practice suite of professionals. Experience a must. Contact Pamela, 433-3332

RECEPTIONIST
Computer/insurance experience preferred. Full time.
261-6000

RECEPTIONIST
Office management receptionist for public relations firm. Must have great attitude & dealing with people.
Call Michele 458-7070

RECEPTIONIST/SECRETARY
Good phone, dictaphone and Word-Perfect skills. Birmingham law firm. Send resume to: Box 206, Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Choice front desk opportunity for your recent experience and choice personality with expanding corporation. Call Ruth at 473-2934
Uniforce Temporary Service

RECEPTIONIST
Choice front desk opportunity for your recent experience and choice personality with expanding corporation. Call Ruth at 473-2934
Uniforce Temporary Service

RECEPTIONIST
needed for busy hair salon in Canton. Must be mature, have good phone skills and professional appearance. Salon & bookkeeping experience preferred. Flexible work hours. Call Donna, Tues.-Fri. 10AM-5PM 981-5811

RECEPTIONIST
Livonia based company is seeking a qualified candidate to perform light secretarial duties and be responsible for some phone coverage. Must have good phone skills, be a team player and professional appearance. Knowledge of retail sales are a plus. Please send resume and salary requirements to:
Human Resources Department
P.O. Box 31823 Industrial Rd.
Livonia, MI 48150.

RECEPTIONIST/SECRETARY
Full time, Livonia area. Detail oriented & personable individual possessing a high energy level, professional image & strong organizational skills needed immediately. Experience with word processing/typing & filing required. The highly mobile position offers $6-7/hour to start, benefits & a bonus after 1 year working. To apply, please call Ken Johnson, Mon.-Fri. 9am-3pm: 313-591-3119.

RECEPTIONIST
Sterling Bank & Trust is seeking a qualified receptionist to direct incoming calls, greet clients, and handle a variety of miscellaneous clerical duties. The successful candidate must be pleasant and professional, have excellent verbal communication skills, and be able to handle multiple, 1-2 years previous receptionist or clerical experience necessary.
Starting offers a competitive salary plus profit sharing, opportunity for advancement, a full benefits package, and a smoke-free environment.
For consideration, please send resume with salary requirements with confidence to:
STERLING BANK & TRUST
One Towne Square
17th Floor
Southfield, MI. 48076
Attn: Human Resources
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Needed for Bloomfield Hills Architectural firm. Good phone skills, some typing required, filing, blueprint running, misc. office tasks. Fast-paced office. Send resume to:
Lipod Tinsley & Associates
2555 S. Telegraph Rd., Suite 425
Bloomfield Hills, MI 48302

RECEPTIONIST
Full-time Receptionist needed for a private ambulance company. Must have typ. office/clerical experience.
Send resume to:
COMMUNITY EMS
25400 W. Eight Mile
Southfield, MI 48034
Attn: Human Resources

504 Help Wanted Office-Clerical

RECEPTIONIST
Needed immediately for busy Bloomfield Hills office. Experienced only need apply. Call Sandra, Fax Father James: 433-2333

RECEPTIONIST - CLERICAL
Full and part time. 3 shifts, 8 to 5pm and 5 to 9pm. Plymouth.
Call: 451-1409

RECEPTIONIST - part time, for attorney, nonsmoking office. 13 mile & Telegraph area. No typing required. Please call
540-4311

RECEPTIONIST
For Farmington Hills law firm. No medical benefits.
848-3300

RECEPTIONIST - PART-TIME
Busy office. Phones, clerical office duties. Mon., Wed., Fri., 8 to 5.
Call: 547-3507

RECEPTIONIST
For exciting Auburn Hills company. Must be flexible, outgoing & able to 25 hours per wk.
377-0200

RECEPTIONIST/OFFICE
Immediate - Pleasant phone manner, typing, computers, general office work. Farmington Hills area. Call
489-8000

RECEPTIONIST needed for safety engineering company. Must have good phone skills and typing. Benefit package included. Send resume to: 1742 Crooks Rd., Troy, MI 48084.

RECEPTIONIST - part-time for publishing company. Excellent communication skills and typing a plus. Resume to: BNPCO, P.O. Box 2000, Troy, MI. 48007. Dept: BNP

RECEPTIONIST
Full time. Law office. Typing skills required. Entry level position with salary commensurate with experience.
810-559-3830

RECEPTIONIST
needed for long term assignment in Livonia.
ETO Temporary Service
An Equal Opportunity Employer

RECEPTIONIST
Light typing & filing. Good phone voice. Southfield. Resumes only to B & W Associates, 17200 W 10 mile, Ste. 202, Southfield, MI. 48075.

RECEPTIONIST - Growing Farmington Hills office looking for energetic, personable employee. Good phone skills to join our team. Light typing, will train. Health insurance. Call Nancy 932-3100

RECEPTIONIST - part time, permanent. 1pm-5:30pm. Some figure work. Our office is located in Troy. Must drive & have own dependable auto. $5/hr. to start. Call 9-1pm only: 543-7900

RECEPTIONIST
Experienced only. Heavy phone, filing, typing. WordPerfect 5.1. Send resume to: Stuart, Frankel & Drugman Co., 3221 W. Big Beaver, Ste. 106, Troy, MI 48084.

RECEPTIONIST/OFFICE HELP
Responsibility including typing, filing, computer input & answering phones. $5-$7/hr. depending on experience. Send resume to: P. O. Box 790, Madison Heights, MI 48071

RECEPTIONIST - Dependable, mature person for non-smoking office. West Bloomfield area. Experience preferred. Send resume to: Chico Title Co., c/ Frank Tarpouzio, 26000 Harper, St. Clair Shores, MI 48081.

RECEPTIONIST
Busy Farmington Hills CPA office seeking a full time receptionist. Typing, filing and computer knowledge required. Full benefit package offered
810-851-2211

RECEPTIONIST FOR Northville insurance agency. General office duties, phone, computer experience, good communication skills. Send resume to: CES, 560 Griswold, Northville, MI 48167.

RECEPTIONIST/SECRETARY
For West Bloomfield - N. Plymouth Twp. Must have good memory & communication skills.
Mail resume to: 37874 Avon Lane, Farmington Hills, 48331

RECEPTIONIST/GENERAL OFFICE
Full time for busy contractor in Berkley. Phone, typing & bids, process unemployment claims. Experience in WordPerfect and/or Lotus 1-2-3. Job requires a mature person. Salary commensurate with experience. Call 1-5pm: 548-5779

RECEPTIONIST — Birmingham Chamber of Commerce seeks people seeking for a mature, full time receptionist. Duties include greeting calls & mail, clerical duties. Hourly wage. Must have positive personality, good work ethic and knowledge of local area. Please fax resume to: 644-0266 NO CALLS

RECEPTIONIST/GENERAL office. Livonia area firm seeking experienced person to handle busy communication skills to handle telephones and a variety of general office duties. Must type 50-60 words per minute. Must be detail oriented to detail a must. Call 522-5600, Ext. 131 for details.

RECEPTIONIST/TYPIST
Sch-attorney, Southfield law firm is looking for a bright, articulate person who is able to work with people. This is an excellent introduction to the profession of law. Must be a non-smoker. Health & life insurance offered. Send resume & cover letter to: Box 2000, Penobscot Building, 535 Griswold, Detroit, Michigan 48226.

RECEPTIONIST - Fast growing specialty retailer is seeking a professional for corporate offices. Full time with benefits package. Requirements: Prior phone experience helpful, strong organizational skills, person able disposition, typing a plus. Advancement opportunities available. Send resume to: Receptionist, Mr. Bulky Treats & Gifts, 755 W. Big Beaver, Suite 1400, Troy, MI 48084.

RECEPTIONIST: Multi-specialty medical group seeks experienced front office person to handle busy phone lines, appointment bookings and more. Must have outstanding phone manner and basic computer background. Salary is commensurate and fringe benefits. Send resume with salary requirements to:
Manager, MES, 30300 Northwestern Hwy., Ste. 302, Westland, MI. 48185.

SALES SECRETARY
$18,000 PLUS
Stable friendly company offering variety and challenge to use your good word processing skills. Good benefits and growth potential. Call Melissa Edwards and spread sheet experience a plus. Call Diana, 464-0600.
SKELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

RECEPTIONISTS
$6.50-$8.50
Long term to permanent positions available in Livonia. Full & part time hours. Unskilled candidates will have 6-20 line phone experience. Autoinjective & computer skills a plus. Call immediately for more information.
591-1100
ACRO SERVICE CORP.

RECEPTIONIST
Afternoons
Needed 12-7pm for busy Redford, physical therapy clinic. Must be people-oriented, able to sit on phone. Numeric aptitude & typing skills a plus. Resume to:
5810 Beech Daly
Redford, MI 48239
An Equal Opportunity Employer

RECEPTIONIST-FULL TIME
SOUTHFIELD LOCATION OPEN
Ambitious & energetic person to be responsible for telephone phone system in HOUSEKEEPING dept. Light typing & filing. Excellent opportunity for advancement. Excellent benefits package. Other responsibilities include: filing and general clerical duties. Must be organized and have a positive attitude & support several individuals at a time in a fast paced environment. Apply in suite in confidence to OFFICE MANAGER, Suite 300, 21415 Civic Center Drive, Southfield, MI 48076

SALES Secretary/Receptionist
We have a unique position for a self starting professional individual with a good appearance, personality & strong organizational skills. Knowledge in WordPerfect and Lotus 123 a plus. Creative experience required. Full time, $7-$8.50 per hour to start. Mail resume and salary history to: Mr. Lee, Modelair Mfg., 42938 Plymouth Oaks Blvd., Plymouth, MI 48170.

SALES SECRETARY
A leader in the Automotive OEM industry is currently seeking a sales secretary to provide clerical/administrative support to a sales department and interface with customers. Must be an organized, detail oriented person with initiative. Position requires good communication skills, strong grammar skills, good people skills. Flexibility and a positive attitude are key requirements. Must have 55 wpm plus experience (WordPerfect & Lotus) required. Fewer 2 years sales experience with OEMs. Professional, pleasant office located in Farmington Hills. Excellent benefits, competitive salary. Send resume/salary requirements to: Office Manager, P.O. Box 7094, Novi, MI. 48376

A BUSY REAL ESTATE OFFICE in Southfield needs efficient full-time receptionist. Call Lisa at: 353-7170

MARKETING SECRETARY
ITT Automotive Aftermarket Division is currently seeking a marketing secretary for its Sales/Marketing Department. 5 years general office experience required. Excellent word processing and transcribing skills are required. Data entry and general office duties are required. In addition to transcribing and typing service supporting a marketing/sales department, the successful candidate will possess good PC skills, in spreadsheets and database and have prior experience supporting a marketing/sales department. Please forward your resume including salary history to:
ITT AFTERMARKET DIVISION
3000 UNIVERSITY DR.
AUBURN HILLS, MI. 48326
An Equal Opportunity Employer M/F/H/V

FARMINGTON HILLS personal injury law office has immediate openings for the following positions:

LEGAL SECRETARY:
Litigation experience required

PARALEGAL:
Experience with No-Fault insurance law required.

INSURANCE BILLING CLERK:
Medical billing experience preferred.

RECEPTIONIST:
Phone experience preferred.

Please send resume and salary requirements to:
Law Firm
P. O. Box 230547
West Bloomfield, MI., 48325

SECRETARY/RECEPTIONIST
Custom home builder in Northville looking for full time help. Requires good communication & office skills. Computer knowledge helpful. Please send letter or resume to: JPC, 31700 Telegraph Rd., Ste 120, Birmingham, MI 48025.

SECRETARIAL help wanted. Phone, typing & filing. Flexible hours for now, could grow to full-time. Flexible work time up to 18 hours a week. Call Jim Adams or brief resume back to: Attn: Jim Maher Co., 29777 W. 10 Mile Rd. Southfield, MI 48034

SECRETARIAL POSITION
Southfield Public Schools, DISTRICT
Send letter of interest and resume to Business Office, 24661 Cleveland School District, 1501 W. Lincoln Blvd., Dearborn Heights, MI 48127.

SECRETARY
Administrative assistant for corporations local sales office. Must be self starter, well organized, know WP 5.1, some Windows, some supervision. $18,000/yr. to start. Excellent benefits package, including tuition reimbursement.
ROBERTS SYSTEMS, 459-1166
9433 Haggerty Rd., Plymouth, MI

SECRETARY/Bookkeeper with good communication skills, computer expertise in WP5.1 & general ledger needed for CPA firm. Send resume: BAC, 30700 Telegraph Rd., Ste. 2675, Birmingham MI 48025

SECRETARY/
CUSTOMER SERVICE
Interviewing this week! Be the lucky one to land one of three exciting positions at this fast paced growing Farmington Hills office.
If you have excellent clerical and interpersonal skills and are growth motivated, call today for a combined interview. Company paid fee.
OFFICE MATES 5, 585-4200
An Equal Opportunity Employer

SECRETARY
Experienced. Typing 50 wpm. WordPerfect & excellent communications skills required. Full time, benefits. Salary requirements to: HR/Secretary, 29566 Franklin Rd., Southfield, MI 48034. Fax: 353-7258

SECRETARY
For busy builder in Novi. Must have office & computer experience. Send resume to: Landover, 39956 Dearmoor, Farmington Hills, MI. 48331.

SECRETARY for long established residential real estate office in the city of Plymouth! Ideal candidate would have present experience with a real estate office, mortgage broker or title insurance office.
Send resume to: Box 232
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - Full time. Must have strong experience using WordPerfect, TOWPIN required. Ability to communicate with a variety of clients, as well as strong grammar & editing skills required. Send resume and salary requirements to:
Human Resources Department, 25882 Orchard Lake Rd., Ste. LB, Farmington Hills, MI 48336.

SECRETARY
Growing national service firm has opportunities for experienced secretaries, varied word processing skills. Temp to perm opportunity. Call Barbara: 473-2951
Uniforce Temporary Services

SECRETARY needed for safety engineering company. Computer experience. Good grammar & phone personality necessary. Send resumes to: 1742 Crooks, Troy, MI 48084.

SECRETARY - needed for position in Livonia. Must have WP or Lotus. Possibility temp-to-perm. 464-7078
ETO Temporary Services
An Equal Opportunity Employer

SECRETARY
Proficient with Word Perfect with views and page editing typing 55-60 WPM. Pleasant/courteous telephone manner. Knowledge of basic math skills. Ability to handle several projects simultaneously. Call 8 - 5, Mon/Fri. Send resume & cover letter to: American Dispenser Sales, 30600 Telegraph Rd., Suite 2250, Bingham Farms, MI 48025. Attention: Dispenser Sales Manager

NO PHONE CALLS ACCEPTED.

504 Help Wanted Office-Clerical

SECRETARY
National real estate and management company located in downtown Ann Arbor seeks experienced individual to supply support to property management team. Strong verbal and written communication skills a must. Lotus 123 and MS Word experience required. Please send resume to:
McKINLEY PROPERTIES, INC.
Attn: Human Resources Dept.
P.O. Box 8648
Ann Arbor, MI 48107-8649
EOE - M/F/H/V

SECRETARY
Needed for small fast-paced non-profit organization. Computer skills necessary. WordPerfect proficiency required. Good phone manner, typing and ability to relate well to others. Must have initiative and ability to work independently and to handle multiple demands on time. Full time, benefits package. Send to: Humane Society for Humanistic Judaism, 29800 Orchard Lake Rd., Suite 140, Farmington Hills, MI 48334

SECRETARY
PART TIME
Fast-paced convention department seeks individual who is proficient in WordPerfect, has excellent secretarial and proofreading skills, and demonstrates a high degree of detail. Send resume & salary requirements to: Personnel Manager, P. O. Box 19346, Detroit, MI 48219

SECRETARY
Property management company, downtown Birmingham. Real estate & legal experience preferred. Send resume to: P.O. Box 192, Birmingham, MI 48012

SECRETARY/RECEPTIONIST
experienced, full time position, typing needed by fast growing Oakland County CPA firm. Reply to: P.O. Box 214792, Auburn Hills, MI 48321

SECRETARY/RECEPTIONIST
Fast paced Farmington Hills insurance company. Must have professional telephone skills & be proficient in WordPerfect. Minimum 3 years office experience. Competitive salary & benefit package. P.O. Box 2203, Southfield MI 48037

SECRETARY/RECEPTIONIST
Immediate opening in Farmington Hills ad agency for full-time secretarial position. Must have computer skills (Microsoft Word and Excel). Must also have a terrific phone personality. Please send salary & benefits Call Mon.-Thurs.
Ask for Sandra (810) 649-7300

SECRETARY/SALES Coordinator - Part time. Southfield location. Parts training, customer relations, cookies, breakfast pastries, pies, light secretarial work. General background helpful. Must be computer literate with knowledge of Windows & graphics software. Possible full time in the future. Send to our office manager, P. O. Box 718, Lapeer, MI 48446.

SECRETARY
Secretary/Receptionist needed for busy Executive Assistant to President of small manufacturer in Farmington Hills. Self starter needed for follow-up with appointment, travel arrangements, meetings, filing and dictation. Qualified candidates will possess keen attention to detail, exceptional telephone and communication skills, speed of 55 wpm, knowledge of Word Perfect 5.1 and 3.0 and Lotus 1-2-3 software. Flexible schedule available. Salary range from $8-$13 per hour. Please send resume with salary requirements to: Secretary/HR, P.O. Box 5072, Farmington Hills, MI 48333-9072 EOE

SECRETARY
The Ohio Company, a leading regional investment firm, has an entry level position in our downtown Birmingham office. Candidate should be a trustworthy individual who can type 50 wpm, have excellent communication skills, & be able to handle direct customer assistance. For more information, please call between 9am & 4pm: 258-7814

SECRETARY-TRAVEL AGENT
Need Energetic, pleasant person with excellent communication skills, travel arrangements, word processing, filing, & telemarketing required. PC & Dataware knowledge a plus. Medical/travel benefits included. Submit resume & salary requirements to:
P.O. Box 721067
Berkley, MI 48072

SECRETARY WANTED. Good computer & people skills necessary. Good benefits. Birmingham area. 642-0338

SECRETARY/WORD PROCESSOR
Good phone skills, WordPerfect 5.1, telephone answering. Part time, 9-5, 3-4 days a week. Call 851-9100
Restaurant, 8700 Rochester Rd., Troy, N. of So. Lk. Road.

SECURITY Position Opening Soon
COUNTER HELP POSITIONS
Hours 8 hr. days/wk. $6/hr. to start
8539 Lilley, Canton 416-1991

BIG BOY
NOW HIRING WAIT STAFF
all shifts available, apply in person, 8 Mile & Haggerty

BUS PERSONS
Students part time. Excellent wages & tips. Good working conditions. Kent's Manor, 2235 Orchard Lake Rd., W. Bloomfield, E. of Middlebelt.

BUS PERSONS
The Original Pancake House is now hiring full or part time. Excellent pay & working conditions. Apply in person at 1360 So. Woodward, Birmingham.

CADILLAC CAFE
Farmington Hills newest answer to quality dining and night life will be
OPENING SOON!
We would like you to join our team! We are still hiring for the following positions:
WAIT STAFF
HOSTESS/HOST
BUS & DISHWASHERS
Apply in person Mon. thru Fri. 9-5
30555 Grand River
478-2010

CHERRY BLOSSOM RESTAURANT
in Novi, needs waitstaff, host person, weekend dishwasher; also, host, cashier, bus & bar tender. 380-8100

CHILIS' GRILL & BAR
32708 Northwestern Hwy., Farmington Hills Hiring Cooks, Food Servers, Dishwashers & Bussers. Flexible hours. Excellent benefits. Competitive wages. Apply in person 2-4pm Mon-Fri or call 313-932-0061

COME JOIN OUR TEAM
The Omni International Hotel is holding a JOB FAIR for the following full time & part time positions:
Servers (Restaurant, Banquet, Room Service, Cocktail), Bussers, Bartenders, Host/Hostesses, Dishwashers and Cooks.
Omni International Hotel
9AM - 12PM
Tuesday, January 11, 1994
Lerned Street Entrance
Detroit, MI 48226

Drug Free Workplace
An Equal Opportunity Employer

NIGHTS - Girls/Dot Cook needs experienced. Part-time or full time. Apply at: Fingers Saloon, 23339 Ford, Dearborn Heights. (313) 562-3910

COOK - Jon's Good Time Bar & Grill is now hiring full & part-time cooks. Flexible schedule. Apply at: 27843 Cherry Hill (just W. of Inkster Rd). 981-9488

DELI PERSON/DELIVERY PERSON
Full or Part Time. Days.
Experienced, Reliable.
Livonia area. 525-9176

Experienced Cashier or experienced cook, able to make new business for catering and carryout food. Send pure job for right person.
313-455-3000
Voice Mail @ 7136

FAST FOOD MANAGERS
Immediate openings for fast track managers. To $27,000 to start + bonus, benefits. National stock, travel bnfs. 473-7210

STEVEN J. GREENE PERSONNEL

FULL or Part Time Hiring Sales or Driver positions. Must be 18 and have own car to qualify for driving position. Apply within: Legend Pizza, Redford's

504 Help Wanted Office-Clerical

TWO POSITIONS available, telemarketing and general office. Full time. Daytime hours. Hourly, commission and benefits. Apply at: Cresswood Lounge, 37885 Plymouth Rd., Livonia (btwn. Inkster & Middlebelt). Ask for Lou.

COOK/SOUS CHEFS
Due to increased business Mountain Jack's Restaurant is now hiring for the following positions: Prep Cooks, Line Cooks & Pastry Chefs. Flexible hours. Excellent career opportunity. Apply in person: 13750 Hall Rd., Clinton Twp. (Lakeside area).

COOKS
The Original Pancake House is now hiring full or part time. Excellent pay, benefits & working conditions. Apply in person at 1300 So. Woodward, Birmingham.

DISHWASHER needed for nights. Apply within: Mackinnon's at 176 E. Main Street, Northville.

FULL TIME Lines Cooks. Experienced in cooking steaks. Apply: Chicago Music Bar, 21400 Michigan Ave., Dearborn.

FULL TIME Wait Staff wanted. Apply at: Chicago Music Bar, 21400 Michigan Ave., Dearborn.

GRAFFITI NIGHT CLUB
Now hiring Wait Staff & Security. Apply in person: 30100 Grand River at 696 E. Merriman, Westland.

MATURE, PROFESSIONAL
Needed for River Square Restaurant in Rochester. Contact Mrs. Harden at: 656-3107

HOSTS/HOSTESS
The Original Pancake House is now hiring full or part time. Excellent pay & working conditions. Apply in person at 1300 So. Woodward, Birmingham.

HOST STAFF
Full & part-time, days or nights. Apply at: Bullers & Bassett, 190 N. Hunter, Birmingham.

Hudson's Westland
Applications now being accepted for high energy level individuals who are committed to superior customer service. Flexible hours.
• COOKS
• DISHWASHERS
• HOSTS (Top $ for experienced)
• Prep Cooks
• Bussers
• Bus People
• Host/Hostess
• Expeditor
Please apply at location.
525-4255/348-3200
restaurant
ICHI-CHI'S NOW HIRING!!
FOOD SERVERS & COCKTAIL SERVERS
Apply in Person, Anytime
No phone calls, Please!
CHI-CHI'S
29330 Schoolcraft Road
Livonia
aoe,m/f

RESTAURANT - LODGING
Now opening for Cocktail Club Food Beverage Managers, Theme/Dinerhouse Managers, Kitchen Managers, Bar Managers, HR Graduates. 932-1170
Fairlane Accommodations, 29470 Schoolcraft
Farmington Hills, MI 48334

ROCKY'S OF NORTHVILLE
now hiring experienced servers, day & night shift. Apply in person 41122 W. 7 Mile

RYAN'S STEAKHOUSE
Now hiring positions for Kitchen/Server/Salad Bar Attendant. Apply in person: 34615 Warren, Westland.

STEAK & ALE
PLYMOUTH
is now accepting applications for:
• BUSSERS
• HOST/HOSTESS
• SALAD BAR
• DISHWASHERS
Paying up to $7 per hour.
Apply in person Mon-Fri 3-4pm
40347 ANN ARBOR RD.
(at I-275)

UNDER NEW OWNERSHIP
NAGS HEAD PUB/REDFORD
Now Hiring Waitstaff
Wait Staff & Dishwashers
Apply in person
Call 937-4220

UPTOWN DELI & CATERING seeking Delivery Person & Food Prep Cook/Cashier. Good pay. Good hours. Apply within: 29948 Orchard Lake Rd, Farmington Hills.

WAIT PERSON - Days. Flexible hours. Dishwasher, full-time. Same Cafe in Novi. 474-8887

WAIT PERSON
Full and part time. Apply in person:
Bonfire Grill
777 W. Ann Arbor Trail, Plymouth

WAIT PERSON
Part-time. Good pay. Call Linda at Kevin's Diner, Southfield. 357-3570

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★ **McDONALDS**
NEW STORE OPEN
(1st Mile & Haggerty Rd.) Hiring All Shifts. Starting $5.10/hr. Call Darlene or Joe (313)218-0080
Apply in person at:
21050 Haggerty Rd.

NOW HIRING management personnel. Full/part-time. Flexible hours. Apply in person: Gale Marie, Haggerty Rd., N/S Metro Parkway, west from Halsted.

OLGA'S KITCHEN- Hiring all positions. Am & Pm shifts. Will train. Flexible hours. Apply within: 35308 Ford Rd, Dearborn Hts.

OUTBACK STEAKHOUSE
NOW HIRING
• WAITSTAFF
• LINE COOKS
• DISHWASHERS
• BUS PERSONS
Only experienced service-minded well people need apply. Applications taken Monday through Friday 2-4pm. Mon thru Fri at 42871 Ford Rd., Canton.

PERSONABLE enthusiastic, mature, responsible people of great character are sought.
To work PART TIME, ALL SHIFTS in our $500,000 per year Detroit houses. Seniors and college a bonus.
Call Michele at 810-380-4990.

PRESTIGE CLUB & BANQUET
Evening only. Apply at: 22925 W. 8 Mile near Telegraph, after 3pm. Or call Mr. Agency: 537-3860

RED ROBIN
Business Opportunity
Novi's newest restaurant located at
Novi Town Center
43250 Crescent Blvd., Novi.
Now accepting applications for:
• Bar Staff
• Servers
• Host/Hostess
• Expeditor
Please apply at location.
525-4255/348-3200

JOE MUER
is Opening soon in Oakland County
**JOE'S G