504 Help Wanted Office-Clerical

LEGAL SECRETARY - Experienced in WordPerfect, family law and personal injury. Small firm, pleasant atmosphere. Fax resume: 651-8138 Or send 31379 Northwestern Hwy., Ste. 103, Farmington Hills, MI 48334.

LEGAL SECRETARY Experienced for prominent Southfield law office. Non-smoker. Salary commensurate with ability and excellent benefits. Send resume to:
Richard B Kapes
PO Box 220
Southfield, MI 48037-0207
All replies confidential.

LEGAL SECRETARY
Temp to Perm. 5 years+ experience in litigation, a word perfect. Type 70 WPM. Call Patrice 535-7270

LEGAL SECRETARY-Immediate opening. Wanted for small Bloomfield Hills firm. WordPerfect experience. Please call Beth 642-2010

LEGAL SECRETARY - no legal experience necessary. Bookkeeping skills a plus. Call Sue Hughes, Farmington Hills. Call Now 626-9966

LEGAL SECRETARY, Bloomfield law firm in Southfield. 3 to 5 years general. Salary commensurate with experience. Fax resume to: 810-647-9643 or call Leslie, 810-647-9463

LEGAL SECRETARY - for med mpact law firm in Southfield. Must have excellent typing skills. Word 6.0 experience needed. ☎ 810-433-4600 6161 Box 2966

LEGAL SECRETARY/PARALEGAL For office of personal injury attorneys. Experience MANDATORY. Salary commensurate with ability. Southfield Town Center.
Call Joanne 358-4648

LEGAL SECRETARY for Southfield law firm. Must have minimum of 5 years experience in litigation. Excellent skills required. Send resume to: Office Administrator, PO Box 218, Southfield, MI 48037-0218

Legal secretary experienced in general litigation practice. Proficient in WordPerfect 6.0 required. Resume must be able to work independently. Send resume with salary to: Box 2164, N. Beach Dary, Dearborn Heights, MI 48127 No phone calls.

LEGAL SECRETARY
We seek polished legal secretary for prominent Southfield law firm with a Microsoft preferred. Call or send resume to: Kathleen Mullen, 3000 Town Center, Suite 2333, Southfield, MI 48075. 355-1140

LEGAL SECRETARY - deadline driven personal injury department in Birmingham law firm seeks legal secretary with minimum of 2 years legal experience. Must know Word-Perfect 6.1 and be detail oriented. Please send RESUME & COVER LETTER to Michael Pitt, P.C., 280 N. Woodward, Suite 400, Birmingham MI 48009 Attn Barb Smith.

LEGAL SECRETARY

Personnel Services
Litigation experience. Must have excellent skills. Word Perfect, 50 wpm, & WordPerfect 5.1 knowledge. Competitive salary & benefits. Send resume today to: Box 886
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

LEGAL SECRETARY for Troy firm with emphasis in real estate, tax and litigation experience necessary. WordPerfect 6.0 a must. Will be working directly for attorney and requires a fast and effective assistant, salary and benefits commensurate with experience. Send resume to Office Manager, 2721 Troy Center Drive, Suite 400, Troy, Michigan 48084. No phone call please.

LEGAL SECRETARY

$26-29,000
This posh suburban firm has immediate opening for a litigation secretary experience, wordperfect 5.0a or 6.0 proficiency required. Lots of variety. Opportunity to advance, full benefits. Call Kathy at 772-6780 or Fax resume to 772-6911.
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY

To $26,000
2-3 years litigation experience WordPerfect 5.1 Challenging and diversified duties. Friendly environment. Generous benefits package. Overtime coverage. Immediate opening. Call Kathy at 772-6780
SHELLING PERSONNEL SERVICES

LEGAL SECRETARY
Wanted for small Southfield, non-smoking, Farmington Hills office. Prefer mature individual with minimum 3-5 years experience. Must be dress, better skill. Must be reliable, responsible and self-motivated. Salary commensurate with skills and experience. Send resume and salary to: Legal Secretary Position, Box 2164, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia MI 48150

LEGAL SECRETARY

Excellent opportunity to work for General Counsel of a national manufacturing firm. Litigation experience required. Must have outstanding organizational skills. Salary & fully paid benefit package provided, including 401k bond reserve, apply in person, or call Lance Cary, Personnel Dept., 34-41 Hamlin Rd., Rochester Hills, MI 48309.
Phone 810-656-0700
Fax 810-656-9640
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

LEGAL WORD PROCESSOR/SECRETARY
Need 5 yrs. minimum, word processing & client telephone experience for law firm in Birmingham. Excellent proofreading and typing skills required. Must be detail oriented and team oriented. Fringe benefits, competitive salary. Word Perfect 5.1 and dictaphone required. Occasional over time required. Send resume to Box 908
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

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36251 Schoolcraft Rd
Livonia MI 48150

MEDICAL RECORD CLERK

Contingent position in Health Information Services at Providence Park Hospital located in Novi. Hours are based on needs of department to include weekdays & weekends.

Required qualifications will include 1 year medical record experience, medical record terminology & 50 wpm typing or computer keyboard proficiency.

Interested candidates must send a resume detailing experience & availability to the address below:

PROVIDENCE PARK
Human Resources Center
47601 Grand River Ave.
Novi MI 48374
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARIES

LITIGATION . . . . . TO $30,000
CORP. LITIGATION. . . . . TO $29,000
CORPORATE . . . . . TO $28,000
BANKRUPTCY . . . . . TO $25,000
PATENT . . . . . TO $35,000

Temp positions available
TO $13 PER HOUR
CALL MARY AT
848-3330
or FAX resume to 848-PAT-2
M BOOKBANK & ASSOCIATES
PERSONNEL SERVICES

M & T SERVICES NEW LIVONIA OFFICE

OFFERING
Summer Jobs
Long-Term Jobs
All Fields!
Clerical
Electronics
General Labor
Shop Work
Call for more information and a personal interview.

261-6311

NATIONAL company seeking individual with strong office administrative skills. Must be organized and possess experience in areas of customer service, accounts receivables, payroll, etc. Apply in person on 1-23-94 at UniFIAST CORP., 30966 Industrial Rd., Livonia, MI No Phone Calls Please

OFFICE ASSISTANT - needed part time. Must be proficient in typing (40 wpm), be personable & possess many other skills. Send resume to: Box 948, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd Livonia MI 48150

OFFICE ASSISTANT
Full time entry level, Southfield location. Must have business office experience, good math ability & 10-key calculator skills necessary. Send resume to P. O. Box 5087, Southfield, MI. 48046.

OFFICE ASSISTANT

Do a little bit of everything in this small friendly company. We are a growing company & our business is increasing with no end in sight. Pay is your day, this is for you! $16,640 and benefits.
Call 455-0900
SHELLING PERSONNEL SERVICES

OFFICE CLERICAL - Some bookkeeping knowledge, Business Television Video - Walled Lake Call for Roger Kaz 810-363-7800

OFFICE CLERICAL
For retail location in Farmington Hills. Answer phones & great customers, computer skills helpful. Full benefits.
☎ 810-433-4600
6161 Box 2992

OFFICE CLERICAL

Full time in Livonia. Good organizational skills required. Contact Lisa, 313-2000, ext. 210

OFFICE HELP/FRANCHISE
Part time for busy real estate office. Should possess clerical skills. Must have access for errands and should be familiar with the Birmingham Bloomfield area. Great for high school/college student. 646-0002

OFFICE MANAGER-established Livonia Company has immediate full time position w/ benefits. Candidates who apply should have full charge computerized bookkeeping experience. Wholesale distribution & accounting experience a plus. Apply in person or send resume to
Jack Hoffman
13113 Hubbard Rd
Livonia MI 48150

OFFICE MANAGER for busy interior designer. Computer, telephone, general office. Part time in Birmingham area. Please send resume to: P.O. Box 96043, Troy, MI 48099

OFFICE MANAGER for busy Uniform pool office. Experience required. Must have accounting and computer skills. Excellent pay and benefits. Send resume to P.O. Box 3147
Farmington Hills, MI 48331

OFFICE MANAGER/SECRETARY
Wanted for Plymouth office. Position requires a detail-oriented individual with 3 + years of office management and computer experience. Capable of handling multiple tasks. Send resume and salary requirements to: Office Manager, P.O. Box 700218, Plymouth, MI 48170-0958

OFFICE STAFF ASSISTANT
For insurance office in the Farmington Hills area. 35 hours per week. Ask for Jim or Suzette 476-3610

PAYROLL/PERSONNEL - Full time position available for responsible individual to assist with personnel/payroll/phone duties. Must possess excellent communication skills, match skills & typing at 60 WPM. Experience preferred. Excellent benefits & health insurance included. Fax resume or send resume to: Box 3147
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

PERFECT SUMMER JOB - 24 per hour College student preferred. Perform general duties & Public Relations. Page ☎ 647-2966 Ext. 10.

PERSONAL SECRETARY-Part Time for busy executive, Birmingham.
☎ 810-433-4600
6161 Box 7154

PHONE ORDER PROFESSIONS
Data Entry. Full & part time positions available. Excellent medical & dental benefits. Flexible shifts. 100% tuition reimbursement program. Nice local atmosphere.
PHONE RECEPTIONIST
20-40 hours/week, days & evenings required. $5-$10/hour. Call Livonia, 422-5223

REAL ESTATE Secretary/Receptionist. $18,000 annual to start, 40 hours per week. Experience required in real estate, computer experience, detail oriented individual. Call Bob Dixon. 981-4466

A FAST PACED OFFICE. Full time, Phones, Receptionist, Microsoft Windows, Excel, Accounting data entry. Energetic personality. Must be able to drive to Canton. Sterling Ins. & Dennis Kercher.
Office Manager, 501 W. Big Beaver Rd., Ste. 800, Troy, MI. 48084.

RECEPTIONIST
Waterford Hospital, full time. Send resume to: PO Box 723 Bloomfield Hills, MI 48303

RECEPTIONIST
Southfield Accounting firm seeking self-motivated individual. Telephone, filing, WordPerfect 5.1 experience desirable. Full time desired however hours negotiable. Salary commensurate with experience. Send resume to: P.O. Box 72808, Berkley, MI. 48072.

RECEPTIONIST/CLERK TYPIST
for busy Southfield insurance office. Telephone experience helpful. Full time, Mon - Fri. Benefits. Send resume to:
BOX 618
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

504 Help Wanted Office-Clerical

THIRTY person, Farmington Hills professional society has opening for receptionist with future growth potential. Shorthand experience important. Some college preferred. Excellent benefits package. Salary negotiable. Respond with resume to:
Communications Department
P.O. Box 9065
Farmington Hills, MI 48333

RECEPTIONIST
In busy pre-dance office. Full time. Evenings and Saturdays. Call Terri 443-0239

RECEPTIONIST
Part time position for Birmingham salon. Peter's Place For Hair
887 E. Maple. 640-3292

RECEPTIONIST
Full or part time for busy dealership. Must be outgoing. Canton area.
397-5890

RECEPTIONIST
Needed for Rochester Non-Profit. Proven professional skills required. Excellent benefits.
Call 852-9300

RECEPTIONIST ASSISTANT
Entry level. Extensive phone duties & phone personality. Type, file, know many duties in busy environment. 642-5202

RECEPTIONIST
for Chiropractic office. Mature, people/health oriented, will train 35 + hours per week between 12 to 6pm
SW Livonia 462-2262

RECEPTIONIST
For fast paced Southfield property management company. Must have office experience. Typing & computer skills. Neat & dependable. Immediate opening. 352-8550

RECEPTIONIST
Administrative Assistant - Immediate opening for person with strong phone skills, computer knowledge & ability to handle diversified duties in fast-paced, amazing office of Farmington Hills.
Call Joyce 553-1000

RECEPTIONIST/DATA ENTRY Possible part time position with some office experience & friendly telephone voice. WordPerfect 5.1 plus 12 months experience required. Send resume to: ECA, Inc., P.O. Box 70034, Plymouth, MI. 48170. No calls please.

RECEPTIONIST
Individual needed for fast paced automotive warehouse. Must have phones & word processing. Must have good math skills, computer knowledge, experience with Word-Perfect. Full time with excellent benefits. Send resume with salary requirements to: 200 Industrial Dr., Plymouth, MI 48170

RECEPTIONIST
Work hours 7:30am-4:30pm. Full time, permanent. A part time back position for an outgoing personality with an eye for detail. We are a growing creative company & require a receptionist with initiative and growing with a busy 5line switchboard. Excellent phone etiquette, professional attitude & appearance for greeting vendors & clients. A computer literate person with strong interpersonal & oral communication skills are a must. Hence organizational skills for light clerical duties. We offer excellent benefits. A friendly team oriented staff in a stress free environment. Salary $17,500 and review after 90 days. Send Resume, Prime Tube Inc., 13101 Estes Rd., Plymouth, MI 48170

BALES & ENGINEERING
Secretary Wanted
Fast paced office with diversity. Candidate must be familiar with Word Perfect & Lotus application. Opportunity for student assisting engineers in marketing department. Salary based on experience & computer skills. Send resume. Prime Tube Inc., 13101 Estes Rd., Plymouth, MI 48170

BALES SECRETARY for busy one girl manufacturers representatives office. Must be self motivated & have 4 day per week. Flexible hours. Must have typing skills, a friendly phone voice. WordPerfect experience
Send resume to: Personnel
P.O. Box 2025
Rochester, MI 48308-1212

BALES SECRETARY/Sales support staff. Part time job in Canton area. Looking for a mature, professional individual for a multi faceted position. Must be a quick study with above average typing skills. Computer literacy a plus. Pay based on experience. Please call Sandy at 810-981-9600

BALES SECRETARY - fast paced position to run office for 4 sales people. Must be a self starter with friendly with positive attitude, great phone voice. Must have typing & wanted WP Type 60 + wpm, order entry experience. Salary based on experience. Send resume to: Personnel, 165 W. Liberty, Plymouth, MI 48170

QUOTE SECRETARY ASSISTANT
Full time entry level position for self motivated person with pleasant phone personality, typing & filing skills. Will be responsible for assisting with our estimating staff. Previous office experience preferred. Salary based on experience & salary requirements to Box 948
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARIAL/CLERICAL
Part time for busy Bloomfield Center, 11 to 5 Mon Fri. Start $5/hr.
☎ 810-433-4600
6161 Box 7109

SECRETARIAL POSITION

Seeking administrative assistant for a growing corporation in the health care industry. Ideal candidate will report to Director of Operations. Candidate must have a minimum of 3 years experience in administrative assistant, WordPerfect, excellent secretarial and communication skills. Send resume and salary history to:
Human Resources/C J
PO Box 8004
Ann Arbor, MI 48107
An Equal Opportunity Employer

SECRETARIAL SUPPORT - Full time 6 month position. Knowledge of WordPerfect 5.1 and good interpersonal skills. Resume 734-420-2020

SECRETARIES

$21-$24,000
Permanent and Temp to Perm Assignments in Bloomfield Hills
Top companies with best of benefits
WordPerfect 5.2 for Windows a plus
Call 851-7740
FAX 355-5899

THE KPM GROUP

SECRETARY/ASSISTANT
To President and Dean of small college. Strong secretarial, typing, organizational skills, and competency in Word Perfect 6.0 required. No shorthand required. Please send cover letter, resume, and salary requirements to: Presidents Office, St Mary's College, 3535 Indian Trail Orchard Lk, MI 48324.

SECRETARY/BOOKKEEPER - Administrative duties, Benefits, Resume to: 30835 W. 10 Mile, Farmington Hills, MI 48336 474-3378

SECRETARY CORPORATE

Major Manufacturer has openings with multiple locations has immediate short and long term openings. Word with Windows and Lotus a plus. Top salary. Call Joyce 473-2931
Uniforce Temporary Services

SECRETARY
Concrete company in The Novi area seeks Secretary. Qualified candidate will have excellent written communication skills. Must be organized. Resume with knowledge of Windows environment. Apply in person or submit resume with salary history to:

Edw. C. Levy Co.
Human Resources Dept.
5300 Dix Ave.
Dearborn MI 48210
313 849-8271

EOE/AA

SECRETARY CORPORATE

Da. specialized Secretary. Composed by major publishing company. Executive office openings for your Call Stacey 799-3947
Uniforce Temporary Services

SECRETARY

Detroit based financial institution has an opening for a full time, hard working, self starting person with accurate typing skills (60 wpm) and word processing experience. Excellent benefits. Person should have the ability to take on other responsibilities and have an excellent phone manner. Send resume and salary requirements to:
Olde Discount Corp.
Human Resources
751 Griswold St.
Detroit, MI 48226
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST position available for a computer consulting firm. Applicant should possess a friendly, efficient manner, and desire to organization skills. Knowledge of word processing and spreadsheet software a definite plus. Send resume to: 28815 G Orchard Lake, Farmington Hills, MI 48337

RECEPTIONIST/CLERICAL
Pleasant phone personality a must. Duties include answering multi-line phone, light typing & light filing. Full time position with benefits. We consider entry level. Send letter/resume to: PVH, 31300 Southfield Rd., Suite 300, Southfield, MI 48076. Attn: Sandy Hoffman

RECEPTIONISTS/C & SERETARIES

$17,500-$27,000
ALL FEES PAID BY COMPANIES
Great metro locations. Many Fortune 500 companies. If you are a pleasant professional with stable experience and strong computer skills, phone is your job. Call today.
SHELLING PERSONNEL SERVICES

RECEPTIONIST/PHONE CLERK
Temporary to permanent position open. We consider good student, with teacher references, or prior school experience (vocational/ or formal clerical training. Will train. Must be capable of handling busy phones in a personable, professional manner. Must possess good legible handwriting. Must pass physical/drug screen. Must be prompt, have reliable or later departing background/experience to
Please Mail resume, Attn: Office Manager, 19200 W. Eight Mile Rd., Southfield, MI 48075 by 5/17/94. No phone calls please.
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

SALES CORRESPONDENT

We are seeking a highly motivated Mechanical Engineer with strong clerical skills. Responsibilities will include, but will not be limited to, answering telephone, processing incoming/outgoing mail, typing proposals and maintaining correspondence and order followup.

The successful candidate must have a pleasant telephone manner, be capable of working independently with minimal supervision, establishing priorities and have strong interpersonal skills. Experienced in the use of word processing software, windows desirable. Typing skills of 50 - 60 wpm and excellent grammar. Salary commensurate with experience, attractive benefit package. Qualified applicants interested in working in a fast paced environment, please send their resume to the attention of Tom Lascombe.

THE OILGEAR COMPANY
41267 VINCENTI COURT
NOVI, MICHIGAN 48375
An Equal Opportunity Employer

BALES & ENGINEERING
Secretary Wanted
Fast paced office with diversity. Candidate must be familiar with Word Perfect & Lotus application. Opportunity for student assisting engineers in marketing department. Salary based on experience & computer skills. Send resume. Prime Tube Inc., 13101 Estes Rd., Plymouth, MI 48170

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CLERICAL - Typing 35 wpm, personability and word processing skills. Will train on computer. Call Arthur Thomas, 355-4140

SECRETARY — Leasing department of commercial real estate, needs secretary with strong typing and computer knowledge. Typing of correspondence, leases, reports, telephone support with follow-up is required. Other duties as assigned (include 401(k) plan. Please send resume and salary history to:
Mr. L. Gregory
PO Box 2065
Southfield, MI 48037

SECRETARY-MEDICAL
HENRY FORD HEALTH SYSTEM'S
Medical Specialty Center is seeking Secretary Part time with benefits

Requires high school graduate or equivalent, two years of office experience, 50wpm Medical terminology and familiarity with word processing. Strong phone skills.

Qualified candidates interested in this flexible position, should send resumes to

HENRY FORD
HEALTH SYSTEM
Employment Division Dept JK-SEC
800 Fisher Building
Detroit, MI 48202
An Affirmative Action/Equal Opportunity Employer M/F/D/V

SECRETARY needed, experienced mature construction secretary/office support person who understands estimating, for busy Livonia contractor. Job is office. Must resume to: 32225 Schoolcraft, Livonia, MI 48150.

SECRETARY - part time (10-20 hrs) for medical service company. Word Perfect. Note location change to P.O. Box 141, Novi, MI 48376

SECRETARY PART TRIPE - 9am to 3pm. Must have Word Perfect. Professional phone manner, Word-Perfect 5.0, strong typing, Windows. Mail resume to Attn Gail, 24429 Indoplex, Farmington, MI 48335.

SECRETARY PART-TIME

Permanent Job Flexible hours
WordPerfect 5.1 Southfield area.
Call Lori at ADIA
(810) 478-1115
(810) 660-2519

Secretary/Receptionist part time may lead to full time. No phone calls please. Send resume to: Dealer Manager, ATEQ Corporation, 42040 Kaponsee, Canton, MI 48188

SECRETARY/RECEPTION - position available in Southfield. Varied duties. WordPerfect 5.0. Lotus, busy phones. Please send resume with cover letter to: Dan Smith, 24100 Southfield Road, Suite 315, Southfield MI 48075

SECRETARY
Royal Oak based construction needs secretary with WordPerfect skills. Immediate opening.
HR Management, 549-0809

SECRETARY/RECEPTIONIST needed part-time for active, non-smoking Southfield law firm. Light supervisory duties required. Excellent typing skills. Word Perfect 5.1 experience preferred. No benefits. Send resume to Box 884
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST

Outgoing and professional to handle phone lines, typing, and all secretarial functions. Microsoft helpful. Includes: salary, hospitalization, dental and life care.
Please phone (810) 541-9600
YAMAZEN INC.

SECRETARY/WORD PROCESSOR needed for busy Farmington Hills home. Home office & computer experience required. Entry level position.
540-4100

SECRETRIAL

Looking for a challenging & rewarding position? I am seeking a polished professional to be the "in office" member of a successful marketing team. Variable hours, competitive salary, & excellent benefits package. Send resume to: Marketing Department, PO Box 7088, Troy, MI 48007-7088.

504 Help Wanted Office-Clerical

SECRETARY

A leading financial services company seeks a highly motivated, organized Secretary for Vice Corporate Headquarters.

Primary responsibilities will include maintaining accounting department's library, and maintaining material indexes, as well as supporting assist review process.

Successful candidate will have excellent word processing skills, ability to accurately type 45-60 wpm, one to three years' secretarial experience, and excellent phone and customer service skills. High school diploma or equivalent required. College coursework preferred.

We offer salary commensurate with experience and an attractive working environment. For consideration, please forward your resume in confidence to: Human Resources, P.O. Box 10164, P.O. Box 8065, Farmington Hills, MI 48333-9065

We promote a drug-free environment. Substance abuse screening is part of the pre-employment process. Equal opportunity employer

SECRETARY - entry level, legal, WordPerfect with Windows, Word Perfect 5.1, typing ability, Southfield, $8-$10/hr. Fee paid

SECRETARY - Detroit, Excel & WordPerfect a plus, phone line busy phone, $9-$11/hr. Fee paid

SECRETARY - experience in Microsoft Word & Excel. Detroit location. Challenging, international company. $12/hr. Fee paid

HUMAN RESOURCE - position in Sales Dept. Energetic, outgoing and detail oriented. Salary $22,000 plus commission, Fee paid

LOIS RAY PERSONNEL

SOUTHFIELD 559-0560

SECRETARY - Experienced Typing 60 wpm, computer literate, Word-Perfect 5.1, Lotus 1-2-3, Southfield area. Property management company

SECRETARY for Birmingham law firm. WordPerfect & litigation experience required. 60 wpm minimum. Ask for Jennifer, 258-1100

SECRETARY
Full time for CPA firm. Specialize in Individual Typing. WordPerfect for Windows & Novell Network a plus. Send resume to Attn: Personnel, 30445 Northwestern Hwy., Suite 200, Lake Rd., P. O. Box 8165, W. Bloomfield, MI. 48323

SECRETARY
Full or part time for architectural firm. Must know Lotus & Word Perfect. 645-2805

SECRETARY
Part time, Monday thru Friday, $7-$8/hr. Please send resume to: 250 Martin Rd., #204, Bloomfield, MI 48304

SECRETARY, general office work with books,typing experience
Send Resume to Box 844
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY, good typing & telephone skills a must. Send resume or apply in person to: Dodge West, 2001 Delaware, Unit 3-B, Walled Lake, MI 48390 Or Call 624-5480

SECRETARY
Growing property management company has immediate full time secretary with basic office/clerical skills. Must be detail oriented, dependable, benefits. Send resume & salary history to: P.O. Box 2480, Farmington Hills, MI 48333

SECRETARY
INTERNATIONAL MARKETING
We seek people with a firm personality and word processing skills. Call Marketing secretary, Call Arthur Thomas, 355-4140

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(810) 660-2519

Secretary/Receptionist part time may lead to full time. No phone calls please. Send resume to: Dealer Manager, ATEQ Corporation, 42040 Kaponsee, Canton, MI 48188

SECRETARY/RECEPTION - position available in Southfield. Varied duties. WordPerfect 5.0. Lotus, busy phones. Please send resume with cover letter to: Dan Smith, 24100 Southfield Road, Suite 315, Southfield MI 48075

SECRETARY
Royal Oak based construction needs secretary with WordPerfect skills. Immediate opening.
HR Management, 549-0809

SECRETARY/RECEPTIONIST needed part-time for active, non-smoking Southfield law firm. Light supervisory duties required. Excellent typing skills. Word Perfect 5.1 experience preferred. No benefits. Send resume to Box 884
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST

Outgoing and professional to handle phone lines, typing, and all secretarial functions. Microsoft helpful. Includes: salary, hospitalization, dental and life care.
Please phone (810) 541-9600
YAMAZEN INC.

SECRETARY/WORD PROCESSOR needed for busy Farmington Hills home. Home office & computer experience required. Entry level position.
540-4100

SECRETRIAL

Looking for a challenging & rewarding position? I am seeking a polished professional to be the "in office" member of a successful marketing team. Variable hours, competitive salary, & excellent benefits package. Send resume to: Marketing Department, PO Box 7088, Troy, MI 48007-7088.

504 Help Wanted Office-Clerical

SECRETARY

Fast paced Livonia real estate office seeks full time Secretary with bookkeeping experience, knowledge of real estate office and computers helpful. Position immediately available. Call Curtis for interview at 261-1800

SECRETARY: Part-time for non profit organization in Farmington Hills. 3 days a week. Must have good phone manner and typing skills. Must know Microsoft Word for Windows. Salary $7-$8/hr. Send replies to Box 372
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Rapidly expanding small firm is seeking an energetic person to handle all duties relating to the clerical/administrative functions of an office including: Telephone, filing and typing. Must have computer skills. Experience in accounting/ payroll a plus. Resume and salary requirements a must to be considered. Send to Box 878
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY: Brokerage Department of commercial real estate firm, needs secretary with strong typing, dictaphone and computer skills. Duties include: Composition of correspondence, proposals, travel arrangements and followup is required. Team effort a must. Nice beside package for a dedicated person. Please send resume and salary history to:

Ms Helen Baber
PO Box 2067
Southfield, MI 48037

SENIOR ADMINISTRATIVE SECRETARY

To provide secretarial and administrative support to the Medical Director. Must be have minimum of 3 years experience in senior secretarial/administrative support in an interpersonal, typing, word processing, and computer literate. Interested applicants should send resume with cover letter to:

Recruiter/Secretary
DMC Harper University Hospital
1795 Hancock
Detroit, MI 48201

member of The Detroit Medical Center and affiliated with Wayne State University.

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Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7500
Taylor 942-0137
Novi 348-3740

SWITCHBOARD
OPERATORS
• Immediate openings
• Various locations
• Must have experience
To schedule an appt call
Temp Express
(313) 557-5600

Switchboard Operator/Receptionist! Must have pleasant phone voice and professional attitude. Minimum 60 wpm communications. Switchboard experience is a plus. Send resume to Acme Manufacturing Co., 650 W. 12 Mile Rd. Madison Heights MI 48071

SWITCHBOARD OPERATOR
Livonia based temporary company looking for part or full time receptionist to handle switchboard. Light typing and filing duties. Cheerful personality. Call Mary Ann Kroll at CHARLEY'S CRAB - TROY
Now hiring cooks & pastry assistant
Apply in person or call 879-2000

CHEF

BLOOMFIELD HILLS RESIDENCE
House Manager/Chef for exclusive residence. Must be available for dinner hours. Requires polished image. Contact Ben Schwartz 932-1170
Harper Associates 29870 Middlebelt
Farmington Hills, MI 48334

CHEF TIM FATINO AT
D.DENNISON FARMINGTON HILLS
is hiring qualified COOKS and KITCHEN HELP for his newly remodeled, high volume restaurant. If you're interested in a progressive culinary ability, and make the best wages, call or stop in for an interview. We're also hiring WAIT STAFF, MANAGER TRAINEES and SUPERVISOR
DROP IN WITH THE BEST
27909 Orchard Lake Rd
810-553-7000

COOK
SWEET LORRAINE'S
Looking for an experienced cooked breakfast person for our Southfield cafe. Good benefits and further employment available. Apply in person 2-5pm. Greenfield Rd. N of 12 Mile

COOK, days & evenings, part shift
New Port Restaurant
11791 Farmington Rd., Livonia
525-7840

COOK
for senior adult foster care home, some experience preferred. Call Pat 420-8000

COOK, full time, please inquire Stiff's Lounge, 8631 Newburgh Rd., Westland, MI 48185
Ask for Suzanne 459-7720

COOKS - Full & part time, nights. Good wages & benefits. Call Mark between 2 & 5pm
COOK/WAIT STAFF
full/part time, full menu, good wages, good environment, apply after 5pm, O J's Detroiter, 321 Livernois Rd. 542-9621

COOK WANTED
Restaurant in Livonia area. Full time, experience preferred.
Call between 1-5pm 477-6598

505 Help Wanted Food-Beverage

AMBITIOUS & friendly waiter/waitress, for busy Persian Italian family restaurant. Experienced. Evenings. Great tips. Call 455-5210

APPLICATIONS ACCEPTED for part time Banquet help. Pot washers & dishwashers. Farmington area. Call weekdays 477-8045

APPLY NOW
Accepting applications for full & part time experienced Cooks, & Wait Staff. Embers Deli, Orchard Lake Road. Call 683-3344

APPLY WITH IN - Mo's Restaurant is hiring for these positions. Wait staff, bus staff & kitchen staff. Must be 18 yrs old. No phone calls please. Mo's Restaurant, 16425 Middlebelt, Livonia

ARBY'S

Management positions available with franchisee. Fast food experience preferred, unique opportunity for the right individual. Send resume to Arby's, 8654 Telegraph Rd., Dearborn Heights, MI 48127

BAKER - Experienced, $6.50 per hour based on experience. Applications available in Novi.
Call for information 348-3034

BAKERS ASSISTANT part time Middle shift, 10am-6pm.
Apply at Lorenz Bakery
13931 Farmington Road

BAKERY ASSISTANT/SALES
Part-time days in Southfield. Some experience necessary. Good with public. Responsible. 357-4340

PRESTIGIOUS private country club/ Oakland County accepting