504 Help Wanted Office-Clerical

6 ATTORNEY TRIOY LAW FIRM with wills, trusts, estate planning, probate, seeks Legal Secretary for permanent, full-time position. Ideal candidate will possess 5 years legal experience in probate, Litigation & thorough knowledge of Word Perfect. Must have excellent English grammar & proof reading skills as well as proficiency in computer & ability to make well to people. Contact Cathy, (810)649-1100

LEGAL SECRETARY/ EXPERIENCED. For sole-this Farmington Hills firm specializing in Estate Planning, Probate, Guardian and Elder Law. Wonderful, self-starter, opportunity, excellent compensation package. Must have 5 years exp., references. Fax resume to P. O. Box 3739 I, Detroit, Mi. 48237.

Legal Secretary Professionals

Our client, a progressive, multi-national firm in Troy, Michigan, has immediate opportunities for two talented individuals.

Legal Secretary Litigation

As a legal secretary in our Litigation Department, you will manage litigation docket and provide support for discovery, tracking and reporting corporate subsidiary information.

Legal Secretary Patent

As the chosen candidate for our Patent Department, you will provide primary support for patent counsel, including management of patent files and docket.

Responsibilities for both positions include typing and transcribing dictation, maintaining calendars, preparing legal correspondence, maintaining files, & coordinating meetings, preparing other documents, calling bills and disbursements, filing court papers and distributing a high volume of mail, and performing various duties as assigned by the attorney.

Qualifications include a high school diploma or equivalent and a minimum of 5 years of secretarial exp., especially in the area of litigation or patent law respectively. We require a high degree of proficiency in word, (Microsoft Word) and excellent communication skills. Candidates must have strong team orientation and the ability to function in a fast paced environment with minimal supervision are highly preferred.

In return, our client offers attractive working conditions, an excellent salary and benefits package. Please send your resume to: Human Resources Worldwide, Confidential Reply Service-Legal, 30777 Northwestern Hwy., Suite 113, Troy, Mi. 48084.

All replies will be forwarded, unopened to our client, his phone calls will not be accepted. We are an Equal Opportunity Employer.

MEDICAL RECEPTIONIST needed. Bookkeeping experience necessary. Southfield (810) 557-8798

MEDICAL SUPPLY COMPANY
Part time office. Mon-Thurs. 10am-4pm, Fri. 8am-1pm to start into full time. Duties include: Office duties will be shipping and receiving of delicate parts, filing, light phone, work and computer skills a must. Pull benefits. Send letter and resume to box 984 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

NESTLE FOOD COMPANY
We are seeking a full time merchandiser for the Farmington Hills - Southfield area. Applicants must possess a valid driver's license. This is an hourly position, 30 hrs. per week with full benefits and overtime. We offer paid vacations, incentive bonuses, and a company car use of your personal car.
Please send resume to: Box 910 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150
Equal Opportunity Employer

OFFICE ASSISTANT/BUYER-Manufacturing company, seeks individual for computerized inventory, maintenance & purchasing. Must have minimum of entry requirement to P.O. Box 51221, Livonia, MI 48151-0221

OFFICE ASSISTANT - 15-20 hrs/wk. Flexible hours. Southfield area. Call Mr. Reed after 6pm (810)443-6121

OFFICE ASSISTANT
Full time, part time. Bloomfield location. Must have previous office experience. Excellent math & typing aptitude. Pleasant work environment. Send resume to P. O. Box 5081, Southfield, MI., 48034.

OFFICE ASSISTANT

RECEPTIONIST
We have an immediate opening for a receptionist. Perfect candidate would have WordPerfect training & a minimum of 2 years office experience. Highschool graduate, good communication skills & typing skills. We offer a competitive salary & attractive benefit package.
Send resume to:
Human Resources
Chrysler/EJI
12341 Schoolcraft Highway
Detroit, MI. 48227
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RECEPTIONIST
Federal ARC, a leader in parking and access control systems, is seeking an experienced receptionist. Minimum 1 year experience, excellent telephone & customer service skills, customer contact, word processing knowledge required. We are a company that feels our people make a difference. Full and part-time to our success. Join us and share in our success. Please send resume and salary requirements to:
FEDERAL ARC
24700 Crestview Ct.
Farmington Hills, MI 48336
Attention: Cindy Lewis
An Equal Opportunity Employer

RECEPTIONIST - General office clerical. Receptionist, typing, some typing knowledge and skills. Please fax resume to 810-348-5484

RECEPTIONIST/CLERK - full or part time, 25 hrs. minimum, some knowledge of Word Perfect. Call Cindy at Business Services, 810-356-9194.

RECEPTIONIST
Needed for busy Law Office. Send Resume to Lynne, 380 N. Main, Clawson, MI 48017

RECEPTIONIST
Pediatric practice with professional phone machinery & exceptional skills.
ARBOR TEMPS 458-1166

RECEPTIONIST
for Country Club in W. Bloomfield. Part-time, varied hours, some evenings. 3-4 Days/week. Call Mrs. Pitt. (810) 855-7000

RECEPTIONIST/Bookkeeper/d/
Data Entry, Modems, 40 hrs, paid vacation & holidays, full time. Call Mr. Gorman, Chevrolet, 810-560 Ford Road, Garden City

RECEPTIONIST - PART TIME
for Bloomfield Township Assessor's Office. Typing required. Microsoft Word knowledge preferred. Assessment experience helpful. Call Trish 810-411-5665

RECEPTIONIST
SWITCHBOARD OPERATOR
needed for busy auto dealership. Send resume and letter, explaining why you are a Great Switchboard Operator to:
810-645-7880

RECEPTIONIST
Full-time for busy automobile office in city of Troy. Must be organized, have good telephone manner, and enjoy a fast paced office environment. Call 810-524-8400

RECEPTIONIST - Multi-line phones, filing, photocopy, typing, 35 hrs. Mon.-Fri., 9-5, Lathrup Village area. Call Helene at Trinity, 559-9000

RECEPTIONIST - Per Diem Troy Medical Office. Mon. Wednesday, Friday. Call Cathy at Troy Medical, 1140 Adam Dr., Troy, MI 48083

504 Help Wanted Office-Clerical

OFFICE SUPPORT
• CUSTOMER SERVICE
• CLERICAL/PURCHASING
• RECEPTIONIST
• ENGINEERING CLERK
• WORD PROCESSOR
Immediate need
Anxious to hire
CALL TEMPEXCHANGE
(810) 332-8000

ORDER ENTRY SPECIALIST - to join our customer service contract furnishing team. Must type 55wpm on WordPerfect. Well presented, self-motivated person with entry level experience. Send resume with salary, history to: Alex A.C. Manager, P.O. Box 763 HL, Bloomfield Hills MI 48302-73 10

PAYROLL CLERK
Handleman Company, a specialty merchandiser of music, videos, books, and software manufactured overt, has an immediate opening for Payroll Clerk in our Troy corporate office.

Qualified candidates must possess:
• High School diploma
• 2 years general office experience, PC knowledge preferred
• Excellent organizational skills, attention to detail and attention to detail
• 50-key experience necessary

Please send resume which must include salary requirements to:
HANDLEMAN COMPANY
HR DEPT - PYD
500 KIRTS BLVD.
TROY, MI 48084
An Equal Opportunity Employer

RECEPTIONIST - Enthusiastic, organized person for busy Chiropractic office. Must be good phone manner, have a upbeat attitude & BE good with people. Call 810-771-5464

★ RECEPTIONIST - PART TIME
Eves. & Weekends
32 hrs. per day
Very Possible Schedule
Beautiful West Hill real estate office seeks a responsible person, homemaker or retiree. • SUPER ATMOSPHERE
• Ideal for someone who is calm, clarified
ASK FOR ROBIN:
Mon-Fri., 9AM-5PM, ask for Ext. 23
Leave message on voice mail

WE'LL MISS YOU SANDY!
Sandy is our Receptionist AND SHE'S LEAVING.
We're looking for someone to take Sandy's place. Her friendly smile will be missed by all her guests. She has Reuben English skills and can handle our 8 phone lines with ease.
If you think you can fill Sandy's shoes and want to join our fast paced growing company call Ann Marie at (810) 862-1900 RIGHT AWAY!!

RECEPTIONIST - Part Time
for buy Farmington Hills law office. Good people skills, non-smoker. Ask for Linda 810-737-8400

RECEPTIONIST/CLERICAL
Dependable, with experience, for busy Sterling Heights real estate. Full time plus bonuses. 810-254-4940

RECEPTIONIST/SECRETARY
Part time for fast paced real estate law firm in Livonia. Experience preferred, but not necessary. Ask for Dawn. (313) 462-9600

RECEPTIONIST/TYPIST - Part time. Experienced. Fast paced office with sub-phone line system. Must be detail-oriented, type accuracy and have knowledge of general office procedure. Pay.
RECEPTIONIST
Real estate & exploration Co. needs full time Receptionist. Competitive wages & benefits. Send resume to: 31700 Middlebelt, Suite 100, Farmington Hills, MI. 48334

RECEPTIONIST/SECRETARY
Immediate opening for lively experienced receptionist with good communication skills. Must type. Pull benefits. Not to exceed 30 hrs. Farmington Hills, MI 48331

RECEPTIONIST
for real estate company in Troy. You need outstanding telephone & typing skills to perform various duties in this exciting, fast paced office. Hours are flexible, including working conditions & bonuses, non-smoking environment. Call Judi between 10 A.M. 2pm at 810-641-1660

RECEPTIONIST
Front desk position with mid-sized Farmington Hills CPA firm. Good telephone skills, some typing & clerical duties. Experience preferred. Salary commensurate with experience. Benefits. Send resume to: Mr. Joseph, 29200 Northwestern Hwy., Ste. 115, Southfield, MI., 48034.
An Equal Opportunity Employer

RECEPTIONIST
We have an immediate opening for a receptionist. Perfect candidate would have WordPerfect training & a minimum of 2 years office experience. Highschool graduate, good communication skills & typing skills. We offer a competitive salary & attractive benefit package.
Send resume to:
Human Resources
Chrysler/EJI
12341 Schoolcraft Highway
Detroit, MI. 48227
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

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Federal ARC, a leader in parking and access control systems, is seeking an experienced receptionist. Minimum 1 year experience, excellent telephone & customer service skills, customer contact, word processing knowledge required. We are a company that feels our people make a difference. Full and part-time to our success. Join us and share in our success. Please send resume and salary requirements to:
FEDERAL ARC
24700 Crestview Ct.
Farmington Hills, MI 48336
Attention: Cindy Lewis
An Equal Opportunity Employer

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Pediatric practice with professional phone machinery & exceptional skills.
ARBOR TEMPS 458-1166

RECEPTIONIST
for Country Club in W. Bloomfield. Part-time, varied hours, some evenings. 3-4 Days/week. Call Mrs. Pitt. (810) 855-7000

Receptionist/Bookkeeper/d/
Data Entry, Modems, 40 hrs, paid vacation & holidays, full time. Call Mr. Gorman, Chevrolet, 810-560 Ford Road, Garden City

RECEPTIONIST - PART TIME
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RECEPTIONIST
SWITCHBOARD OPERATOR
needed for busy auto dealership. Send resume and letter, explaining why you are a Great Switchboard Operator to:
810-645-7880

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Full-time for busy automobile office in city of Troy. Must be organized, have good telephone manner, and enjoy a fast paced office environment. Call 810-524-8400

RECEPTIONIST - Multi-line phones, filing, photocopy, typing, 35 hrs. Mon.-Fri., 9-5, Lathrup Village area. Call Helene at Trinity, 559-9000

RECEPTIONIST - Per Diem Troy Medical Office. Mon. Wednesday, Friday. Call Cathy at Troy Medical, 1140 Adam Dr., Troy, MI 48083

504 Help Wanted Office-Clerical

RECEPTIONIST
Full-time. Willingness to perform other duties. Ideal candidate will receive a plus. Pull range of benefits. Redford area. 16hr-30 hr. Mornings. 313-937-2000

RECEPTIONIST - fast paced sales in Canton in need of someone with experience with professional image, typing & phones. Reply to box 3776 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RECEPTIONIST
WORD/PROCESSOR
Part time. Word Processing skills required. Microsoft Word preferred. $7.30/hour. Call Kim 810-637-4988 or fax resume to 810-637-4988

RECEPTIONIST
Light figure work. Part-time permanent. Busy law offices in Troy, 9/hr. 4 to hour days. Must drive & have own reliable transportation. Call for appointment. 8-5pm. 810-643-7900

RECEPTIONIST
For Bloomfield Hills sales office. Pleasant work environment. Must be MS-Word & possess excellent phone skills. Salary commensurate with experience. Fax to: 784 Industrial Ct., Bloomfield Hills, MI 48302

RECEPTIONIST/CLERICAL - entry level, full time position in Birmingham law firm for personable person with good telephone & people skills. Must be computer literate & have good attendance. Call Ellen, Tiny Pot, 810-540-7701

RECEPTIONISTS
2 part-time openings for busy company in Troy. Great as starter position or for "Empty-nest" people. Call Amanda at: 810-801-8049
For immediate consideration.

RECEPTIONIST
Hallmark Cards, Inc. has immediate opening for full time Receptionist in Livonia. Pleasant phone manner and reliability a must. $6.50 - $7.50 per hour, depending on skill. Call for an appointment at 313-464-2100.

RECEPTIONIST - Troy Sales Office looking for person for receptionist, morning or afternoon. Great opportunity for a student or homemaker seeking flexible hours. Must be energetic, friendly and neat. Call Betty at 810-362-0633 to arrange interview.

Receptionist/Secretary
We are expanding & need experienced receptionist for our new location. Responsibilities include switchboard, greeting customers, secretarial, and mail. Send resume to: Bob Products, 21680 Coolidge, Oak Park, MI 48237

RECEPTION WITH computer experience
Engineering firm offers Blue Cross/Blue Shield & 10 paid holidays. Fax resume including salary requirements. 810-737-4328
31700 Middlebelt Rd, Ste 120
Farmington Hills, MI 48334

RECEPTIONIST/TYPIST - fast paced engineering firm in Southfield looking for energetic, self motivated worker. Must know Word for Windows. Pull range of benefits. Salary commensurate with experience. Fax resume including salary requirements to: Attn. Sandra, 810-355-1391 or call 810-355-1391, Or fax: 313-568-2501

SECRETARY - Experienced, friendly, organized, self-starter, multi-line phone system. Must be able to work independently, pull benefits. Send to P.O. Box 431084, Pontiac, MI 48343-1086

SECRETARY
for Southfield law firm. Excellent typist. No prior legal experience. 810-355-2040

SECRETARY for fast paced sales agency in Troy. Computer knowledge. Pull-time. Send to: Box 5066 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

Hodgson, Tyk, Hotaling & Assoc.
Call: CATHI DLANCY
Telephone: (810)-615-9222 ext. 14

RECEPTIONIST - Part time, for medical practice in Southfield law firm. Will be responsible for handling initial contact between the law firm and its clients. Must be able to operate telephone console and may also be assigned word processing duties on WordPerfect 6.0. Send resume and salary requirements to:
Box 442, 19769 W 13 Mile, Southfield, MI 48076

RECEPTIONIST
Modern, upbeat Bloomfield family seeks full-time afternoon receptionist. Outgoing, self-motivated, and must be organized, positive, and have a strong work ethic. Ideal candidate lives in Bloomfield or Southfield.
Send resume & salary history to:
RECEPTIONIST
P.O. Box 780481
Lathrup Village, MI 48076

RECEPTIONIST/
ACCOUNTING CLERK
$18,000/YEAR PAID
Light accounting experience with Lotus and good front desk skills needed. Must be able to operate 10 line phone system.
Suburban location. Call Mark
810-649-3330
or FAX resume to 649-FAX-2
M.BOOKSPAN & ASSOCIATES
PERSONNEL SERVICES

RECEPTIONIST
Are you looking for a permanent position? We have several clients in Southfield & Bloomfield Hills needing experienced individuals for their front desks in the Medical, Dental, Law offices, greeting clients & light word processing duties. Salary $7.50 - $8.00/hour with benefits. Company paid fee.
PERMANENT STAFF
Troy: 810-528-2730
Farmington Hills: 810-737-8730

RECEPTIONIST
Excellent opportunity for mature receptionist to present that crucial first impression for our company. Ideal candidate possesses excellent phone skills and a professional customer service attitude. Pull benefits, working uniform, typing 45 wpm and PC skills. We offer a pleasant place to work, competitive salary, with excellent benefits including 401K. Send resume to:
Automated Marketing Systems
26848 Evergreen Rd., Suite 300
Southfield, MI 48076
FAX (810) 353-0196
EOE

SALES ORDER CLERK/Typist
Dependable detail oriented person needed for fast paced position. Approximately 30 hours per week, possibility of more. Excellent typing skills & attention to detail a must. Send resume with salary history to:
Office Manager 25709 Precision
Dearborn Heights, MI 48125

ENTERTAINMENT AGENCY, + is seeking full time secretary. Must-have experience helpful. Good typing & grammar a must. Call 313-454-8750.

SECRETARIAL CLERICAL/BOOKKEEPING position available for entertainment industry supply company. Send resume to: PO Box 1984, Detroit, MI 48207.

RECEPTIONIST
A new and dynamic, original-equipment manufacturer for the automotive industry is seeking a Receptionist for its Troy headquarters. Candidate duties include operating the telephone, greeting the visitors, and other office duties as required. This is an ideal opportunity for someone who enjoys a challenging and fast paced environment and is personable and an person. Must have prior office experience. Advanced telephone skills, typing 35 wpm preferred and a full range of computer skills. Please send resume and salary to:
DURA AUTOMOTIVE SYSTEMS, INC.
1708 Northwood
Troy, MI 48084-5531
ATTN: Receptionist

BOB-MJF
SECRETARIAL POSITION for Telecommunications firm. Organized, detail oriented, pleasant personality. Ability to multi-task in fast paced environment. Ability to type 35 wpm. Salary & benefits. Call Sheri or Marsha, 810-371-1000

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Small Livonia real estate management/construction firm seeking talented full time person with excellent communication and typing skills. Ideal candidate will be detail oriented, organized, self-starter, flexible. Interested persons please forward resume to: Mr. Lewis Property Management, Inc., 17197 N. Laurel Park Dr., Suite 171, Livonia, MI 48152.

RECEPTIONIST
Farmington Hills insurance office, looking for a motivated person with excellent phone skills. Pull benefits. Salary commensurate with experience. Fax resume to 810-851-9220

Oaktec
Employment Services
810-486-0404 810-477-4070

RECEPTIONIST/CLERICAL
Pull time, some typing.
Waterford/Pontiac Area

Please send or fax resume to:
Patty Wisecup
GONZALEZ DESIGN/ENGINEERING
30300 Stephenson Hwy.
Madison Heights, MI 48071
Phone: (810) 399-4750
Fax: (810) 399-4448
EOE

SECRETARIAL HELP - Part-time with experience in word processing, micro-cart and a flexible time management. For small non-profit office, Bloomfield Hills area. Salary negotiable. Mon.-Fri. 313-421-1900

SECRETARIES
PART TIME
Eastern Michigan University is seeking to fill two part time secretarial positions in our Finance and Management Departments. Must type a minimum of 40 wpm and have at least one year of secretarial experience. Salary range: Low $9 Max. POSITION CLOSES 10/10 - Apply at Employment Office, 310 Pierce Hall, Ypsilanti, MI 48197
An Equal Opportunity Employer

SECRETARIES
$10.00/hr. assignments
Strong computer skills required
THE KPM GROUP
810-355-2440

SECRETARY/BOOKKEEPER
General office & computer experience required. 313-538-8226

Secretary - Bookkeeper
Experienced in all phases of office work. Computerized bookkeeping. Good pay, benefits. Send resume to: PO Box 6008, Wixom, MI 48393

Secretary/Bookkeeper
Full-time. Must be organized & word processing skills needed. Telephone skills a must. Call Sandy
810-851-9708

SECRETARY - Entry level. Word processing & bookkeeping experience helpful. Pull range of benefits. Salary requirements to: Attn. Sandra, 810-355-1391 or call 810-355-1391, Or fax: 313-568-2501

SECRETARY - Experienced, friendly, organized, self-starter, multi-line phone system. Must be able to work independently, pull benefits. Send to P.O. Box 431084, Pontiac, MI 48343-1086

SECRETARY
for Southfield law firm. Excellent typist. No prior legal experience. 810-355-2040

SECRETARY for fast paced sales agency in Troy. Computer knowledge. Pull-time. Send to: Box 5066 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

for national health agency. Requires good communication and filing skills, computer literate and Pull Excellent benefits. Send resumes to Box 975 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150
An Equal Opportunity Employer

SECRETARY FOR law firm. Computer & typing experience a must. Hardworking, will train.
810-583-4800

SECRETARY
Growing Birmingham technology firm has immediate opening. Experience in sales or customer service and a pleasant communication skills required. Must be hard working & willing to learn. Salary commensurate with experience & plus.
Brainstorm Technology Group, Inc.
3573 Rochester Rd.
Troy, MI 48083
810-633-3060

SECRETARY
Long term assignment with automotive research co. 90-13 pr. hr.

RECEPTIONIST
Bookkeeper, general office, typing. 90-80 pr. hr.

Dependable people needed for great long and short term assignments with top companies. Must have good typing and bookkeeping, medical transcription and 40% production. Many jobs available. Call Temporary Connection at:
Farmington Hills . . . (810)615-0880
Madison Heights . . . (810)545-3560
WESTERN STAFF SERVICES

SECRETARY
MARKETING
Positions in client services department. Ideal candidate will have interact with clients. Suburban location. Salary commensurate with experience. Fax a plus. 90-20-$15.00/hour.
Call Debbie, 248-786-1861
UNIFORCE SERVICES

UNIFORCE SERVICES
SECRETARY, PART-TIME.
W. Bloomfield building company. 1-3pm, Mon-Fri. Excellent typist. References.
810-661-1337

SECRETARY RECEPTIONIST
Needed for Sterling Heights Real Estate. 30 - 40 hrs. Call Jerry, Century 21 Sterling, 810-254-4940

SECRETARY & RECEPTIONIST
Bloomfield Hills area, Bookkeeping & typing required, preferred experience with Word Processing, Data-Base software, knowledge of Lotus helpful. Good communication skills, organized, self motivated, able to work independently, responsibilities vary with people. Salary commensurate with experience. Fax resume to: Box 5049 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

WORD PROCESSORS
We have your match! Do you prefer WordPerfect, Word or Lotus? If so, we have an opening for you. We are looking for a Word Processor to work with our Data Entry Clerks with 2,000 SWP's. Come in & apply today.
LIVONIA
35245 Bellingham, Ave., 248 Mill Middlebelt, N. of I-96
PONTIAC
385 Wide Track Drive, 8 804 Summit Place Mall
INTERIM PERSONNEL

504 Help Wanted Office-Clerical

SECRETARY II
Needed for fast-paced not-profit Bloomfield Hills organization. Responsibilities include typing, filing, light bookkeeping, and other duties as assigned. Ideal candidate will have excellent typing skills, good communication skills, and be detail oriented. Pull benefits package. Salary commensurate with experience. Send resume to: Operations Manager, P.O. Box 1021, Bloomfield Hills, MI 48303

SECRETARY
Immediate opening for a self-motivated, detail oriented person with 5 years secretarial exp. of 60 WPM & good computer skills in Wordperfect & Lotus. Must have good communication skills & the ability to multi-task & prioritize. Send resume & salary history to: Human Resources, 30 McCormick Blvd., Suite 90, Big Beaver, Suite 500, Troy, MI 48084
An Equal Opportunity Employer

SECRETARY
Large auto dealership has immediate opening for experienced secretary. Must have knowledge of Word Perfect 6.0, Will assist management, prepare correspondence, skills & pleasant disposition a must. Ideal candidate is seeking long-term employment who is disciplined in solid work schedule, dependable, and willing to join the extra mile. Send resume with recent references to:
Ms. Donna Davis
Executive Office
Mel Farr Ford, Inc.
24700 Greenfield Rd.
Oak Park, MI 48237
An Equal Opportunity Employer

SECRETARY
Southfield law firm seeks secretary with at least 3 years personal injury Sales & Workers Compensation. Top salary & benefits. Fax resume to:
810-353-6254

SECRETARY with strong organizational skills required for nonprofit position. Typing 80wpm, spreadsheet, word processing, filing, telephone, calling skills. Good benefits. Send cover letter & resume to:
SECRETARY SEARCH
UCP/DETROIT
23077 Greenfield
Southfield, MI. 48075
(810) 559-1096

SECRETARY - 2 days a week (Mon. & Wed.). Duties include answering phones & some Word Perfect. Southfield location. 810-352-8080

SENIOR ADMINISTRATIVE SECRETARY
Oakwood Hospital, a subsidiary of Oakwood Healthcare System, is seeking a Senior Administrative Secretary.
The qualified candidate must be a high school graduate or equivalent, possess 5-8 years of secretarial experience, have excellent typing skills (60 wpm), have a typing speed of 70 words per minute. Other requirements include proficiency in Word WordPerfect 5.1, Lotus and Harvard Graphics, excellent communication, outstanding organizational and computer skills are required, as well as the ability to interact with physicians and various hospital personnel.
We offer a competitive salary and an excellent benefits package. For consideration, please send your resume in confidence to:
Oakwood Hospital, Human Resources Dept., Attn: J.J., 23400 Michigan Ave., Suite 111, Dearborn, MI. 48124.
An Equal Opportunity Employer

OAKWOOD HOSPITAL
A subsidiary of Oakwood Healthcare System

SMALL NOVI PARTING CO.
Requires full time Receptionist to assist President with many direct duties. Ideal candidate should have strong organizational, grammar & communication skills. Positive attitude & flexibility a must. Computer experience is helpful. Pay commensurate with experience. Please send resume to: Position, PO Box 808, Novi MI 48376.

SUPPLY MA/SILLING CLERK
Michigan's largest Canon dealer has an opening for a detail oriented Clerk in their Novi office. We are looking for a self-starter with prior office experience and attention to detail. Ideal candidate must have sales indicating profit sharing through 401 K. If you are interested in working in a positive environment with an emphasis on customer service and quality, please send your resume and cover letter to:
MA SUPERVISOR
JOB REFERENCE #94-072
HOVAKA BUSINESS Systems, Inc.
41100 Bridge Street
Novi, MI 48375
EOE

SWITCHBOARD/CLERICAL
Immediate opening for a Switchboard/Clerical position. Multi-line phone system. Excellent benefits and working conditions. Non-smoking office. Pleasant atmosphere.
Jon Peters Chevrolet
19111 Telegraph Road
Southfield
(810) 356-7000

SWITCHBOARD RECEPTIONIST
Switchboard/Receptionist must be people & service oriented and demonstrate Pull or part time. PAGE IV TOYOTA Telegraph North of 8 mile Southfield (810) 352-8800

TELEPHONE SURVEYORS
Marketing research firm seeks people to conduct telephone surveys. Pull-time, 35 hr. Troy area, both evenings, eves. & weekends. Pull and part time positions. Call 810-528-0700

TRANSCRIPTIONIST/
RECEPTIONIST - FULL TIME.
40 hours, Mon.-Fri., Bloomfield Hills area & transcribing experience needed. Good typing & transcribing skills. Call Cindy: 313-464-3251

TYPIST - 60 wpm or better. Full-time, Heavy phones. General office. Pull benefits. Apply at: 661 Lincoln, Ferndale.
810-547-3907

WORD PROCESSING SECRETARIES
Immediate openings. Experience preferred in Microsoft Windows, Word, Word Perfect, Lotus, Wordpro. Call for appt.
TEMPEXCHANGE
(810) 557-5600

WORD PROCESSING
Are you type 50 wpm and have prior experience? Our review dept. is seeking individuals with these qualifications. Pull benefits package. $300 + wk based on experience. Overtime opportunities. Contact Kelly Services, 30600 Ford Center Dr., Ste. 228, Garden City, MI 48135

WORD PROCESSOR - NOVI
Transcription/secretarial duties. Non-smoking office. Superior salary range for a busy medical/legal practice. Word processing/typing experience required. Medical transcription helpful. Excellent benefits & salary requirements to:
Box 946
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

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We have your match! Do you prefer WordPerfect, Word or Lotus? If so, we have an opening for you. We are looking for a Word Processor to work with our Data Entry Clerks with 2,000 SWP's. Come in & apply today.
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INTERIM PERSONNEL

504 Help Wanted Office-Clerical

WORD PROCESSORS
RECEPTIONISTS
NEEDED IMMEDIATELY!!
Temp-to-Hire.
Full and part time positions:
WORD PERFECT
LOTUS, AMPRO
MICROSOFT WORD
EXCEL, HARVARD GRAPHICS
If you have any of these skills
Call today!
SNELLING PERSONNEL SERVICES
Livonia, 513-464-1300
Southfield, 810-352-1300
Taylor, 313-24-6777
Auburn Hills, 810-373-7800

505 Help Wanted Food-Service

★ ACCEPTING APPLICATIONS
Deli concepts, nights & weekends and Bakery Manager
Call 8pm-6pm 810-968-0966

Accepting Applications
Immediate Openings
HOST/HOSTESS
SERVICE ASSISTANT
LINE COOK
PASTRY COOK
Apply in Person
230
230 Hamilton Street
Downtown Birmingham

Accepting Applications
Immediate Openings
WAIT STAFF
SERVICE ASSISTANT
PANTRY COOK
SAUTE COOK
Apply in Person
BEVERLY HILLS GRILL
31411 Southfield Road
Between 13 & 14 Mile Roads

AJ'S RESTAURANT
Now hiring all positions: Wait Staff, Bartending, Dishwasher, Cook. Experienced and honest a must. Apply in person: 39405 Plymouth Rd., Plymouth, Mi. 313-459-7000

ALL SHIFTS AVAILABLE - for Buffet in Garden City. Pull & part time. Call for appointment 425-3000

APPLICATIONS being accepted for part-time banquet staff positions. Farmington area. Call 313-476-8080

APPLY WITHIN - Now accepting applications for Kitchen Prep/Cook, Helper, (18 yrs) & Dishwasher (19 yrs). Willing to train. Apply at Rusty's Restaurant, 14625 Middlebelt.

ARTFUL
WAIT STAFF
Busy w. Broadmoor upscale restaurant is adding staff. Day & evening positions. E.O. Hicks, 6086 W. Maple Rd., W. Bloomfield.
810-851-0805

ASSISTANT MANAGERS
An Exciting opportunity awaits you with a 4 star rating. Must have experience in fast food restaurant operations. Excellent benefits, insurance, bonuses & profit sharing. Call Carl Tues. - Fri., 2-4 PM.
810-262-6663

A WEST BLOOMFIELD nursing home is 2/3 of a mile from Orchard Lake. Competitive wages, fabulous shifts. Contact Maintenance: 810-360-4000

BANQUET SERVERS, Restaurant Servers & Bar Staff, part-time. The Plymouth Manor & Cozy Corner, 1 mi. east of I-275, Plymouth.
313-455-3311

★ BANQUET SERVERS
Part-time
Experienced only
Over-the-table position
& uniform.
$6-$10/hr. 810-478-3810
FIRST IMPRESSIONS
TEMPS

BAR HELP - NIGHTS
Pony Express Saloon
Farmington/Livonia
Contact Joe. 810-474-3533

Bar/Restaurant
J.W.'S SALOON
12 Mile & Orchard Lake Rd.
COOKS
Days or Nights, Full or Part-time
$6 & up, dependent on experience.
Apply within, no phone calls.

BARTENDERS, WAIT STAFF, DOOR STAFF
Westland Center Area 7:30PM
313-729-8040

BAR/WAIT STAFF
No experience necessary. All shifts. Dakotas
157 W. Main Street, Northville.

BOB EVANS
HIRING all positions. Apply with:
W. 30867 Flynn - Romulus 326-2430

BORDER CANTINA
In Novi & Brighton is hiring:
MANAGEMENT - qualified individuals with 2 yrs. food service. Apply at Wattlebird, Hostbatt, Bugsepple & Wattlebird. Apply in person at 21420 Novi Rd. 8724 W. Grand River, Brighton.

BOTTOMLINE INN
FULL TIME WAITSTAFF
Blue Cars Medical paid after 30 days. Apply in person:
Bottoms Inn, 28000 Grand River, Farmington Hills

BREAKFAST COOK
Experienced. Full time. Benefits. $8.00 an hour. Apply in person or call, Bobbie Conrad Beef House, Plymouth. 313-453-1882

BURTON MANOR IN NOVI
is hiring part time help for:
Bar Staff, $6 per hr. + tips
Banquet Servers, $7 per hr.; Bartenders $6 per hr.; Banquet Subcontractors & Cooks - experienced, $8/hr. Experience helpful but will train the right person. Call Mr. Mandelbaum (3 locations to work at).

Accepting application for full/part time WAITSTAFF/BARTENDER UP TO $8.00/HOUR. Will work around school schedules. Apply in person: Bonfire Grill, 30000 Grand River, 40841 West Eight Mile, Northville.

Business Is Booming!
Positions available:
Bar-Waitstaff, Grill Cook, $7-$11; Servers, $4-$12; Cashier/Counter, $4-$7; Dishwasher, $4-$7. Apply at: Lou Bosh & Bernard Inn Corner of Drake & Grand River, Farmington Hills.

BUS PERSON & COOKS
Breakfast/Lunch. Mon-Fri 8-3; Cooks, full/part time, flexible hours. Apply Mon-Fri. Pulitzer Restaurant, 43190 Grand River, Novi

BUS PERSONS
Full or part-time. Responsible individuals. Apply in person. Chicago Beef House, 21800 Michigan Ave, Dearborn.

BUS PERSONS - Full & part time shifts available. Day & evening hours. Apply in person: Chuck Wagon, 2661 W. Maple Rd., Bloomfield Hills.

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

CASHIER Host/Hostess - Apply at the Gallery Restaurant, the center of Maple & Telegraph, Bloomfield Plaza Middle the Mall. 810-851-0515

CHEF
Experienced needed for popular upscale Italian and Italian Restaurant in Oakland County. Creativity & management skills a must. Send resume to: 4200 Orchard Lake Rd., Suite 200, Farmington Hills, MI 48024

CHEF
Opening now location in Plymouth, Northville & Downtown Ann Arbor. Lucrative pay & benefits. Call Chris from 8am-11am: 810-471-1227

505 Help Wanted Food-Service

CHEFS - Working individual has opportunity to work at one of 3 upscale Corporate Dining Rooms. Ideal candidate will have 5 years experience in Executive Pastry Chef, The Kitchen.

CHUCK E. CHEESE
New Hiring Decline, Bussers, starting at $5/hour, flexible & weekend hours, free food, free uniforms, paid training, between 9am & 6pm. Mon - Fri, 43061 Ford Rd, Canton

CHUCK MUER'S
MERIWETHER'S
Hands down & night's best staff, best-place scoop!, Hiring! Host Person (business position). Apply in person: 25485 Telegraph Rd., Southfield, Call 810-948-1310

COFFEE HOUSE - is in Birmingham looking for full-time, part-time help. Apply within: 307 S. Eton, Birmingham 313-642-8233

CONFECTIONERY Manufacturer seeks individuals for production help. Food experience helpful, but not necessary. Some heavy lifting required. Apply in person: 1000 Brighton area. Call 810-486-0064

★ COOK
Sweet Lorraine's looking for an experienced grill cook for our Southfield Cafe. Good benefits. Ask. Apply in person 5 days. Grandmaid Plc., N. Lake.

COOK
Full time, Pull service restaurant. Good working conditions. 10am-2pm Tues. thru Sat. 313-293-4343

COOK - Joe's Good Time Bar & Grill
Pull or Part time - Cook position
Apply at: 27563 Cherry Hill, Just W. of Inkster. Flexible schedule.
Pun place to work.

COOKS HELPER
for Plymouth Town Apts. Full time, call Mon. thru Fri. Sat 313-451-0700

COOKS
LA LUNA GRAN CAFE
Immediate openings full & part-time. No experience necessary. Will train. Call Robert/Kevin 810-643-7070

COOKS NEEDED
OLGA'S KITCHEN (Wonderland Mall & 7 Twelve Oaks Mall). Apply: Strong & premium wages. Apply within.

COOK/SUPERVISOR to assist food service director. Apply in person: Hungarian Cultural Center, 29275 W. 8 Mile, Livonia. Call Ms. Pryte Pull-time. 313-464-0620

COOKS, WAITSTAFF, BUSSERS
Apply in person at: Bryan's Restaurant, Bloomfield, 30671 Telegraph, Bloomfield Hills. Bus Persons Call Bryan. Apply in person at: 5 Oakland County Club, 1061 Indianwood Rd. Lake Orion.

NOW HIRING - Bus, wait, bar, kit