504 Help Wanted Office-Clerical

Barclay Bi-Lingual Has Opened Its Doors

Assignments available soon for bi-lingual secretaries, translators and interpreters with the following languages: German, Spanish, French, Japanese and other European languages. Call

649-5117

DENNIS GIEZZI
BARCLAY DIVERSIFIED SERVICES

BIRMINGHAM law firm seeks experienced legal secretary with excellent skills Salary commensurate with ability plus benefits Call Pat. 645-0080

BOOKKEEPER - Commercial Insurance Agency, part time, experience a must Wage commensurate with experience 354-6110

BOOKKEEPER
Experienced in general ledger for small manufacturing company. Computer knowledge helpful. Salary commensurate with experience. Call Debbie for appointment. 689-2400

BOOKKEEPER experienced thru Trial Balance Salary commensurate with experience. Excellent benefits, salary requirement to Attention J Lanon, 26555 Evergreen, suite 602, Southfield, MI. 48076

BOOKKEEPER - full Charge. Southfield Management Co needs a Bookkeeper with good working knowledge of Accrual Entries Send resume to Box 832, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER
Full charge Through knowledge of general ledger, monthly financial statements, bank reconciliations, payroll, accounts receivable, customer invoicing, and subsidary ledgers Good opportunity for ambitious individual Pleasant surroundings in Farmington Hills office Send resume to Box 836, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

BOOKKEEPER-TYPIST
to train for time keeping position in large Southfield law office at American Center Posting, invoicing, bank deposits among duties Good numbers aptitude Mr Bachman 355-5000

BOOKKEEPER with good typing skills Able to do all payroll taxes and post ledgers. Must have experience in CPA firm Salary open to commensurate with abilities Southfield CPA 354-0742

BRIGHT PERSON for permanent position in our accounting office. Must be good with figures. 8 Mile - Lahser area Mr Peterman 353-0160

CAREER SECRETARY

Excellent opportunity at major west suburban company for experienced person with figure aptitude and good secretarial skills Challenging position with lots of variety Beautiful office, generous starting salary to $12,900, full benefits including dental, good advancement possibilities and company pays our fee Call now for a personal interview

PERMANENT STAFF
LIVONIA 522-4210

CASUALTY INSURANCE Agency needs girl for light commercial to assist in applications, endorsements, typing Some rating helpful Some experience necessary 559-5850

CLERICAL opportunity with experience in machine tool environment Must have good organizational skills Ability to work well with minimum direction Duties include filing, posting, typing, working with blue prints Attractive salary, excellent benefits Send resume and references to Box 722, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

CLERK TYPIST - good typing skills necessary General office experience helpful Plymouth area Contact Jerry Cantrell 455-2609

CLERK TYPIST needed for small Insurance office in Southfield Good mathematical and typing abilities Call for appointment 354-2050

CLERK TYPIST
Southfield Attorney needs Typist, to do WPM 3 day week Call Mr Rose at 355-1274

COLLECTOR

Experienced in collections, with proven ability will lead you this salaried position $1000 a month plus incentive Hurry Call Joe

353-2090
SNELLING & SNELLING PERSONNEL

DICTAPHONE TYPIST
Needed for 3 month assignment in Southfield area. Typing 55-60WPM. Call

GALLAGHER
968-1530

ENERGY

Fantastic earning range to $19,000 in great suburban area Super typist with data cap can enjoy immediate start and unlimited career potential Legal experience a must for this job

562-8900 649-4144
Your New Boss Pays Our Fee

HARRIET SORGE PERSONNEL

EXCELLENT OFFICE POSITION

Requires answering bookkeeping data processing experience Professional service firm in Northville area has opening for person to manage & account phone call financial matters, payroll, client billing & general ledger Applicants must be neat, well organized and have high quality standards Send resume to Box 722, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

EXECUTIVE SECRETARY
Challenging position available for sharp person with good typing and shorthand Southfield area Pleasant working conditions, full benefits Call 353-2209

EXECUTIVE SECRETARY

Excellent typing & shorthand skills, budget responsibility Experienced in working with Senior Management

Call For Interview

Michigan Life National Casualty
28333 Telegraph Rd., Southfield
355-5600 ext 215
An Equal Opportunity Employer

EXECUTIVE SECRETARY

CAREER POSITION International west suburban firm needs your professional secretarial skills and experience for a diversified spot in their corporate offices Good starting salary to $14,000, full benefits, promotion possibilities and company pays our fee CALL CABRIC TODAY for a personal interview. Company anxious to hire this week

PERMANENT STAFF
SOUTHFIELD 353-0505

EXPERIENCED Legal Secretary Plaintiff, negligence & real practice Benefits Southfield Ask for Marilyn 358-0010

FILE CLERK - part time, flexible hours 16-20 hrs weekly $3.35 per hr Apply in person Mercier Corporation, 115 W Brown St Birmingham, S W corner of Pierce & Brown between 2-4 pm Wed Aug 19

FULL TIME POSITION available for person with good typing & office experience Ferndale area Good benefits Contact Debbie 399-2839

GENERAL OFFICE - Purchasing, pleasant phone voice, experience preferred, but not necessary. Write to P O Box 306 Southfield, Mich. 48034.

GENERAL OFFICE - small manufacturer needs full time person for general office work Typing, bookkeeping, answering phones Experienced, responsible person preferred Good benefits Please call 357-1735

O & E

504 Help Wanted Office-Clerical

GENERAL OFFICE
We are seeking a person interested in a career in the business world Entry level position, good math aptitude, typing required, full benefits, Southfield area Call 559-7070

GENERAL OFFICE CLERK TYPIST
Dependable individual required for general office (general typing) typing position Pleasant phone personality required Receptionist experience helpful Will train. Entry level position. Excellent benefit program and working conditions. Send short letter of work history to P O Box 413, Farmington Hills, Mi 48024 354-5452

GENERAL OFFICE
A service management company located on the Southfield area is seeking a full time general office clerk If you are a responsible person with light typing skills and wish to join a company that offers potential growth possibilities, along with a good benefit plan, this may be the entry level employment opportunity you are seeking
For consideration, please call:
Diane Mikulec at 313-644-7600, Ext. 220
Equal Opportunity Employer M-F

GENERAL OFFICE, good typist, pleasant phone personality, mature and experienced for steady position in West Bloomfield Synagogue 851-6880

GENERAL OFFICE work- must have some knowledge of bookkeeping, part time with a potential of full time. Heating & Plumbing contractor 273-3240

GENERAL OFFICE - immediate opening for good typist. At least 60WPM. Pleasant telephone manner & figure aptitude Southfield office 356-0742

GENERAL OFFICE

Southfield professional firm needs an all around person for their office Must have a fast speed, sharp figure aptitude, and enjoy doing a variety of duties. Here is just the job, if you don't want the same routine everyday Generous starting salary and benefits If interested call 352-2500 ext 286
An Equal Opportunity Employer

INSURANCE
Agency has position open for Experienced Commercial Auto Rater American Center Bldg., Southfield Call Mrs Weiss 354-6400

INSURANCE AGENCY
Excellent opportunity for experienced person with knowledge of casualty and multi-peril policies Needed for growing agency Southfield location 355-4400

INSURANCE
Relaxed but demanding small office Variety of duties requires excellent office skills, typing at least 60WPM plus some math Efficient, conscientious, independent person desired Full fringe benefits Located in Southfield Call Carol 569-2494

INVENTORY CONTROL PERSON
For retail chain located in Town Center Building in Southfield CRT experience desirable Fully paid Blue Cross and Dental Please call 358-1191

JR STENO

Excellent opportunity to put your clerical skills to use Major financial firm seeks entry level secretary with typing & shorthand to work in administrative offices Salary to $8400 Full benefits & company pays our fee Don't delay.
Call Sheri Hillodsky

AMERICAN PERSONNEL 355-5526

KRECEPTIONIST CLERK
Typing, Filing, General Office Duties. Salary $850 Apply with-in Yankee Peddler, 23505 Freeway Park Dr., Farmington Hills Apply Tues & Wed, between 1-4 PM 478-7478

Law Office Receptionist-Secretary 10am - 5pm Monday thru Friday. Good command of English, imperative Call Mrs Smith 356-0070

LEGAL DICTAPHONE TYPIST
Needed for Southfield law firm. Legal experience required For appointment, please call Carole 355-2871

LEGAL OFFICE seeking excellent typist Will train 559-7070

LEGAL SECRETARY, part time, for Southfield law firm. Experience required Call between 11AM-4PM 352-6600

LEGAL SECRETARY needed for Troy law firm. Experience preferred but not required Excellent benefits Salary commensurate with experience Contact Dean for interview Phone 879-2000

LEGAL SECRETARY for Southfield law firm specializing in corporate & tax matters, unlimited career opportunity preferring para legal experience 5 yrs legal experience required, word processing experience desired, excellent salary & benefits. Send resume to box #787 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY for Southfield law firm Experienced Call Nancy 352-9080

LEGAL SECRETARYfor Southfield office will train, shorthand preferred. Salary commensurate with experience, benefits 557-4030

Legal Secretaries

Joanne Mansfield is a specialist in finding the best position for you in the legal field These positions include legal secretaries, para-legals, and law office management personnel

Permanent, part time and temporary positions available for experienced legal personnel in the greater metropolitan area

Invest in your future by contacting Joanne, the legal placement professional today All fees company paid.

MANSFIELD & ASSOCIATES, INC
900 Tower Drive - 8th Floor
Troy, Mi 48084
(313) 879-8832
Subsidiary of Laser Personnel Inc

LEGAL SECRETARY - experienced Mag card preferred, but will train 353-1611

LEGAL SECRETARY wanted Salary & benefits commensurate with experience 353-6630

- LEGAL SECRETARY -
Large Birmingham Law Firm - experienced in Probate Work Call 645-5000
An Equal Opportunity Employer

LEGAL SECRETARY TRAINEE position available with Southfield law firm Typing & dictaphone skills necessary. Call Vicki 353-6550

LEGAL SECRETARY
Bright, energetic person to work for Southfield law firm Excellent skills typing & dictaphone a must Experienced only Call Barbara, 356-7100

LEGAL SECRETARY TO $14,000 FEE PAID

Troy area, great benefits, and excellent "Dollar Reviews". Wide range of responsibilities and duties working for partner. Call Mark - Legal Department.

SNELLING & SNELLING
649-5900

LEGAL SECRETARIES

When thought turns to finding yourself a new position, contact Personnel at Law Whether you seek a small, medium or large practice located in Detroit, Southfield, Troy, Dearborn, Birmingham or some other city in the Tri-county area, our contacts will be of value to you

Tell us what you are seeking in terms of position, type of law practice, location and salary, then leave the rest to us When we share our client contacts with you, changing positions will become a rewarding and problem-free experience.

Never a charge to you for our courteous and professional placement assistance After hours appointments available for your convenience Telephone or write us this week.

PERSONNEL AT LAW
3009 TOWN CENTER, SUITE 2580
SOUTHFIELD, MICH 48075

Southfield	358-0600
Dearborn	322-3410
Renaissance Center	567-0141
Troy	649-2022

504 Help Wanted Office-Clerical

Legal Secretary Trainee $11,500

For large established general practice Associate degree in Legal Secretarial or 4 Mos related background with strong typing Fringe package with dental, prescription, paid 3 week vacation with 1st year Company Paid Fee.
Call 352-7070
SHARROW & ASSOCIATES
PERSONNEL AGENCY

LEGAL SEC'Y - General Practice
Experienced Preferred
8 Mile & Southfield area
Ask for Diane 354-5452

MANAGEMENT TRAINEE for rental agent. No license necessary. Will train. Excellent career opportunity. Southfield Home Rentals 968-5311

MANUFACTURERS REP
in Southfield has challenging opportunity for career minded secretary who can think We are looking for a dedicated person who can assume responsibility & handle everyday routines in a 5 man agency Good working conditions Your office skills required especially a pleasing telephone manner Experience preferred, salary open 557-4780

MARKET RESEARCH Firm - overall basis. Axes No experience necessary Call 642-7200, ext. 20

MATURE Person needed for reception position. Position involves extra time with a potential of full time. Heating & Plumbing contractor 273-3240

MATURE PERSON to work in office. No experience necessary. Excellent working conditions and wages 422-8142

MATURE WOMEN
For telephone marketing Work 6½ hours per day, 5 days per week Salary, bonus, hospitalization & share the profit plan Apply between 9 AM & 1 PM, 32743 W 7 Mile Rd., corner Beech Daly.

MESSENGER Girl Friday, experienced, needed for prestigious Southfield law firm Call Gerry 353-7620

N. W. DETROIT firm offers excellent pay benefits for a working Mom Must possess initiative, ability to meet deadlines and handle diversified assignments including great deal of photocopy work Requires 3 to 4 years experience, accurate typing, excellent spelling and grammar Knowledge of dictating equipment required 532-2600 ext 62

OFFICE SECRETARY
FEE PAID, $9,500PLUS

Excellent Southfield firm needs responsible person with accurate typing, and the ability to learn quickly Super benefit package Call Carol Lee

SNELLING & SNELLING
649-5900

OFFICE SUPERVISOR

Dynamic company needs a professional type person interested in accepting responsibility Office experience required $10,000 plus Call Sandy now

353-2090
SNELLING & SNELLING PERSONNEL

OFFICE WORKER needed, office skills and typing, pay negotiable Benefits included Esther Hills Nursing Center 354-2222

ONE CALL DOES IT ALL!
Place your classified ad with
Suburban Detroit's finest market
The Observer & Eccentric Newspapers
591-0900 Wayne
644-1070 Oakland
852-3222 Rochester/Avon
Use your Visa or Master Card

ORTHODONTIC SECRETARY Beginning immediately, personable individual with office management and clerical skills who enjoys meeting people. Excellent communication skills needed Computer experience helpful, full time, Birmingham area 642-9066

PAYABLE/SECRETARY CLERK

Property management company is seeking a neat dependable individual for a diversified position Processing Accounts Payable, typing, filing, etc Southfield area. Beautiful offices Recent experience not necessary

358-7377

PAYROLL CLERK- Permanent part time, maximum 25 hrs week $5 hourly Knowledge helpful, but not required, Southfield location Call Judy 557-7700

PAYROLL CLERK

A manufacturer with corporate offices in Troy, Michigan, has an immediate opening for a Payroll Clerk We are seeking a mature individual with at least 2-3 years experience in Payroll taxes plus an understanding of basic accounting Excellent salary and fully paid benefit program Qualified applicants should send resume with cover letter to

PERSONNEL DEPT
P O BOX 501
BIRMINGHAM, MI 48012
An Equal Opportunity Employer

PERSONAL SECRETARY
To real estate broker in Birmingham, typing, transcription helpful, fun errands, personal & business duties Knowledge of notary helpful 23-35 hrs weekly. Pay commensurate with ability Call Kathy or Kate 644-6700

PHONE OPERATOR
with Dictation 400 experience needed, full personnel department Excellent benefits Call 352-9770, Ext 424 or 426 Park Personnel Ministry Corp. 4969 Town Center, Suite 1500, Southfield

PROFESSIONAL RECEPTIONIST - busy switchboard, experience necessary Typing required Fringe benefits 352-6234

PROPERTY MANAGEMENT firm in Farmington Hills area is looking for person to train in Accounts Receivable Department Must have good Math Aptitude & experience on Adding Machine & Typewriter Part Time position Call Vivian 855-4400

RECEPTIONIST-Typist wanted for busy parent law firm Good typing skills and pleasant telephone manner essential 649-3223

RECEPTIONIST SECRETARY
For Troy law firm, typing 60 wpm, legal experience not required
Call Lesa, at 649-0120

RECEPTIONIST Mature, responsible person with initiative, good typing and dictaphone experience for Birmingham CPA office Hours 9 am to 2:30 Call Evelyn 645-1669

RECEPTIONIST-TYPIST - Southfield consulting firm has immediate opening for well groomed person Experienced on busy switchboard Position requires accurate typing of technical material Salaried position with excellent benefits Send resume to Mrs Bessesen, 25711 Southfield Rd., Southfield, Michigan, 48075
Equal Opportunity Employer M/F

RECEPTIONIST WANTED
for large Troy legal firm Excellent wages and benefits Call Mr. Moline 649-2200

RECEPTIONIST TYPIST to handle multiple line telephone and type 50 WPM Good benefits. Farmington Hills area

RECEPTIONIST-GIRL FRIDAY
For Advertising Agency in Southfield Typewriter & an excellent typist 5000 monthly. 353-3347

RECEPTIONIST - busy Troy law firm, needs sharp individual, good phone manner, varied duties, responsibilities Good fringe benefits 879-5150 ext. 100

RECEPTIONIST NEEDED for Troy law firm Must have good telephone, typing and spelling skills Mature individual with some office experience preferred 362-5387

RECEPTIONIST TYPIST for Livonia medical supply co Call Ms Cal lender for interview between 10-12pm 591-0200
An Equal Opportunity Employer

RECEPTIONIST
Mature person for responsible position in large sales office Good benefits, salary negotiable Call 352-9550
An Equal Opportunity Employer

RECEPTIONIST PAYROLL clerk Birmingham firm has a full time position Diversified duties require a well motivated, organized & well groomed individual with office experience Call Barbara at Bennecke & Kruse 642-8656

RECEPTIONIST TYPIST part time, for general contracting firm Livonia area Must be aggressive & perform general office duties Please apply in Box 828 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

RECEPTIONIST $10,000 TO START

Established brokerage firm needs your initiative and sharp skills for this varied position Swift raises, terrific benefits, fee paid

Snelling & Snelling
336-7400

RECEPTIONIST SECRETARY $13,000

Farmington location Seven calls, handle dictaphone, typing, schedule meetings, and handle other varied duties Type 60 WPM Fringes Fee Paid
Call
SHARROW & ASSOCIATES
PERSONNEL AGENCY

RELIABLE individual for general office to include typing, phone answering etc Southfield area 559-6265

SALES SECRETARY FEE PAID TO $11,000

Exciting office, national firm, wide variety of duties Excellent skills required for fast-paced position Note benefits Call Cheryl.

SNELLING & SNELLING
649-5900

SECRETARIES

Busy Southfield office insurance marketing department requires Secretary for Advertising Marketing area Good typing, shorthand & organizational skills needed

Call For Interview
Michigan Life National Casualty
28333 Telegraph Rd., Southfield
355-5600 ext 215
An Equal Opportunity Employer

SECRETARY - A rapidly expanding Troy Company is seeking a Take Charge, highly motivated Secretary with previous General Organizational type work Requires 3 to 4 years experience, accurate typing, excellent spelling and grammar Knowledge of dictating equipment required 532-2600 ext 62

OFFICE SECRETARY
FEE PAID, $9,500PLUS

Excellent Southfield firm needs responsible person with accurate typing, and the ability to learn quickly Super benefit package Call Carol Lee

SNELLING & SNELLING
649-5900

OFFICE SUPERVISOR

Dynamic company needs a professional type person interested in accepting responsibility Office experience required $10,000 plus Call Sandy now

353-2090
SNELLING & SNELLING PERSONNEL

SECRETARY - Mature person, office skills and typing, pay negotiable Benefits included Esther Hills Nursing Center 354-2222

SECRETARY - Bookkeeping Clerk Pleasant surroundings, congenial staff, excellent benefits, salary, training for word processing Call Mary

SNELLING & SNELLING
649-5900

SECRETARY SALES ASSISTANT
For large national Security Firm, located in Troy Phone manners, 60 WPM typing Benefits Pocket secretarial experience Call Lynne. 649-5760

SECRETARY SALES Expanding Sales Department of Suburban Hotel needs an experienced Secretary with excellent skills and professional demeanor. Reply to P.O. Box 285, Troy, Michigan, 48084.

SECRETARY
SALES OFFICE

Fast paced sales company in Southfield needs a sharp SECRETARY Must have excellent typing, dictation equipment experience, and enjoy people contact Excellent starting salary plus benefits Send confidential resume to Mr Neiman, P O Box 601, Southfield, Michigan 48037

Plante & Moran Recruiting for Equal Opportunity Employer

SECRETARY TO $12,000

Good skills and a pleasant personality which will get you the job Client contact is this top brokerage firm Call Cheryl

SNELLING & SNELLING
649-5900

SECRETARY-TYPIST
Fast growing company requires good typist with strong English grammar skills and recent office experience Pleasant environment, complete benefits Livonia location Call Tues, 1-4pm only 522-2919

SECRETARY with at least 1 year legal work in our negligenre area Call 559-4210

SECRETARY

With desire for advancement Mayer Funeral expression is looking for an aggressive individual for their expanding office in the Birmingham area Qualified candidate will have adequate typing and office skills salary commensurate with experience Compensation includes an excellent benefit package Please forward resume to

Equico Lessors, Inc.
Attn: Mr. Greg Pentiak
Ass't Vice President
P.O. Box 1138
Birmingham, Mi. 48012
(A subsidiary of the Equitable Life Assurance Society of the United States)

Senior Typists Secretaries Word Processors

We have long and short term assignments Call now for appointment.

LIVONIA 525-0330
SOUTHFIELD 569-7500
WARREN 977-0860
DEARBORN 565-8060

WITT SERVICES
The Temporary Help People

504 Help Wanted Office-Clerical

SECRETARY - $13,000

For Personnel Department of major Corporation offering comprehensive fringe package which includes dental, eye care prescription drugs Type 50 WPM, good phone and communication skills Fee Paid

525-7070
SHARROW & ASSOCIATES
PERSONNEL AGENCY

SECRETARY, Southfield, dependable self-starting who can type 60 WPM Good phone personality a "must". Call 8AM-5PM, Monday thru Friday for appointment 559-5400

SPANISH SPEAKING clerk-typist. Must type 50WPM and speak Spanish fluently 261-8820

Stenographer

With good typing and shorthand skills required for busy manufacturer of National Real Estate Company located in Southfield, suburban Detroit Metro Call Carmen between 7:30am and 5pm

353-5880

STENO/SECRETARY

We are seeking a dedicated and excellent secretarial skills for our environmental protection involves extensive shorthand, typing, preparation of reports and other secretarial duties To qualify you must have excellent shorthand and type 60 plus wpm Strong communication skills required Recent office experience preferred A competitive benefit package is offered. For consideration, please call:
MONDAY AND TUESDAY ONLY
9-11AM OR 1-3PM

661-7196

MANUFACTURERS HANOVER MORTGAGE CORPORATION
27555 Farmington Rd
Farmington Hills, MI 48018
corner of 12 Mile Rd

Equal Opportunity Employer M F H

STOCKROOM CLERK

Local corporation is seeking a self-motivated person to handle our collection, shipping, receiving, inventory control, duplication inventory control experience required preferably in office supplies and office furniture Other requirements include good math aptitude, light typing skills, the ability to lift to 35 lbs, a polished phone manner and the ability to work well alone, without direct supervision.

Call Personnel
646-1000
Equal Opportunity Employer M F H

SWITCHBOARD-CASHIER
Part time Experience preferred Contact Gerri Mullins, Livonia Chrysler Plymouth

TELEPHONE SALES & Customer relations person for Southfield hardware distributor Pleasant atmosphere and well organized need pleasant personality, typing and general office skills no phone or quotes, full time. 355-5890

TOWN CENTER. Experienced legal secretary. Good typing skills, pleasant phone Excellent benefits, competitive salary Call Laura 358-0620

TRAVEL AGENCY posting, filing & clerical Must type well! Hours Flexible In Southfield 424-8123

TYPING SERVICE
Resume, manuscript, typing, editing and composing. Professionally done. Call
Marilyn Brady - 552-8320

Assoc. In Personnel

TYPIST Experience helpful, but will train Apply at Commonwealth Land Title Insurance Co., 26555 Northwestern Hwy., MI 48076

TYPIST - immediate opening, 6pm-12 midnight Homulos-Area 292-8400

TYPIST - needed for Troy company who promotes from within, phone & typewriter experience helpful Offers above $12,000 plus benefits, fee paid

ACCOUNTS - payable person needed for busy dept of Birmingham manufacturer Advancement potential, $525 hr benefits and fee paid

LEGAL - secretary for Bloomfield Hills law firm, work for partner, mag card experience a plus $15,000 plus bonus A 5 day week

ADAMS & MARTIN
PERSONNEL
1000 S Woodward Birmingham

646-5600

DIAL A JOB
21 Hour Service To Hear About Our Most Recent Openings

646-8780

TYPIST RECEPTIONIST- For small Birmingham design office Must be accurate typist Hours 9am-4pm Salary $3.00 per hour Call Jackie 645-7700

TYPIST, Secretary, Bookkeeper Experienced for Livonia CPA firm Reply to Box 814, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

TYPIST SECRETARIAL SKILLS NEEDED

KELLY SERVICES has long and short term temporary assignments for TYPIST, SECRETARIAL & WORD PROCESSING SKILLS We offer top hourly rate, merit increase and paid vacation If interested, call for appointment Mon thru Fri between 9 AM & 3 PM at the office nearest you

29449 W. 6 Mile, Livonia
522-4020

4000 Town Center
suite 1225
Southfield
352-7490

999 W. Big Beaver, Troy
Suite 700
362-1180

2239 S. Telegraph
Bloomfield Hills
642-9650

KELLY SERVICES
"The Kelly Girl People"
Equal Opportunity Employer M F H

WORD PROCESSING TRAINEE

LOOK NO FURTHER Expanding firm needs your good typing and legal experience for this TOP SPOT. Excellent starting salary to $12,000, good benefits and company pays our fee CALL CATHY TODAY for personal interview Company anxious to hire

PERMANENT STAFF
SOUTHFIELD 353-0505

VIC TANNY
General office, full time, experience necessary Apply in person 1500 E Woodward at Big Beaver, Birmingham

504 Help Wanted Office-Clerical

Typists Secretaries Word Processors

CDI Temporary Services, Inc., a nationwide company seeks top flight talent for your skills We service all of southeastern Michigan So you can work at your own convenience, in your own area. Please call for an appointment.

CDI
Temporary Services
978-8433

Word Processors
TOP RATES FOR QUALIFIED OPERATORS

IBM
WANG
LANIER
XEROX

Call For Appointment

Suburban Office Services
ROCHESTER 651-1500
FARMINGTON 477-9840

505 Help Wanted Food-Beverage

BAKERY COUNTER PERSONS
Needed - Apply at The Cheesecake Factory Tall Half Bunter's Square Mall 14 Mile & Orchard Lake 855-5488

BANQUET SUPERVISOR, night hours Hostess Hostess Manager wanted Apply Southfield Manor 25626 Telegraph Rd 352-9020

BARTENDER, WAITRESSES & girls to outfit apply between the hours of 2-5pm 821 Nibble Nook, 27725 W 8 Mile, corner of Gratiot Road

BIG BOY RESTAURANT
Need experienced Cooks for day and night Apply 1996 East Long Lake Road, Troy 879-5866

BIG BOY RESTAURANT
needs experienced waitresses for nights Apply 15756 J L Hudson Dr., Southfield Ask for Jim 557-4700

BLOOMFIELD CHARLEY'S now accepting applications for mature dog food preparation person and pizza maker Apply in person - see Tony 5656 W Maple near Orchard Lake Rd

CHEF for full service Southfield restaurant Must resume to Chef, 16725 Centralia, Detroit, MI 48235

COOKS BARMAIDS & waitresses experienced Broad Oak Call between 3pm-6pm 356-2940

COOKS

FULL time evening shift now available Must have good experience and have neat appearance Excellent pay and benefits Apply in person between 1 & 3 PM or by appointment

BLAKENEY'S RANCH HOUSE
28333 Grand River, Farmington

477-8545

COUNTER HELP full time, apply in person Lobster Pot, Tally Hall Farmington Hills, Orchard Lake & 14 mile area

DAY WAITRESSES - now hiring Apply in person Northville Charley's 41122 W 7 Mile, Northville

EXPERIENCED COUNTER person for fast Deli operation Must be good Call Lance at 626-8950

EXPERIENCED COOK

If you have 2 yrs experience in quality cooking and are skilled in sauces & grill work apply 5 day week position 12 noon - 8pm Complete fringe benefits and good salary

HILLSIDE INN
41661 Plymouth Rd. Plym.

EXPERIENCED COOKS - afternoon shift Prospect Country Club 5 day week - Overtime opportunity Good working conditions Fringe benefits Call Tues thru Sun. 644-3316 or 644-5663

FULL & PART time career opportunities Available at Tiger Chef 944 S Opdyke Pontiac Inquire within Food manager 858-8399

FULL TIME Restaurant help all positions open Days & afternoons Apply in person Elias Bros 6675 Telegraph Birmingham 851-7000

GENERAL CATERING WORK 7am-3pm, full time Farmington area Call Mary at 553-2600 ext 363

HARDEES OF PLYMOUTH

is currently accepting applications for Shift Supervisors Applicant must be 18 yr or older with a high school diploma and have own transportation Management experience helpful but necessary, excellent growth opportunity

Apply in person at:
115 N. Main St.
Plymouth

HOSTESS, Cooks, Prep, Dishwashers Apply in person Tony Roma's Dearborn 28410 Grand River, Farmington

HOSTESSES
Part time, days & weekends no experience necessary Apply in person, Dingus Tele & Shopping Plaza, W 10 Mile Rd Southfield (Between Southfield & Evergreen) Rd

LUNCHEON CHEF and dining room personnel Apply in person after 2PM Ala Carte Cafe, Southfield 352-0710

LUNCH WAITRESSES
BARTENDERS
SERVICE ASSISTANTS
ALL TYPES KITCHEN HELP
Full or part time
Day or evening
Apply in person Mon-Fri 2:30-4:30PM

Steak & Ale
32324 Concord Dr
Madison Heights

NIGHT COOK
Hours 4-11 PM Mon thru Fri Apply in person, Fingers Salon, 22231 Telegraph Tele & Shopping Plaza, N of 10 Mile

PART TIME Help wanted- for sub contract food person Calciteria workers Apply in person Call for appt between 8 50AM-11AM Mon thru Fri South field 352-2600 ext 438

POT WASHER - UTILITY MAN
Full-time or Part-time Salary Open Nights No weekends 5 days week Call Chet Berens - for appointment 644-8412

Restaurant Help
OLGA'S KITCHEN
Tel-Twelve Mall

Applications are now being accepted for day and night shifts

WAITRESS
COOKS
BUSSERSONS

Must be 18 years of age Apply in person only between 3 and 5 pm. Monday through Saturday. No phone calls please

An Equal Opportunity Employer

505 Help Wanted Food-Beverage

RESTAURANT MANAGEMENT TRAINING

Sybra, Inc one of the nations largest Franchisees of Arby's Roast Beef Restaurants has several positions available in our Management Training Program Openings exist in Southfield, Troy, Redford, Plymouth & Pontiac
Our training program is a structured in-store program geared toward developing you into a continuing member of the management teams in just 4 weeks We seek promotable individuals with experience in the food service industry along with some college level education For more information please call Sybra, Inc 744-1020

Salad Bar Person
Waitress
Cook

DAY or AFTERNOON SHIFT
Paid vacation, Apply

Wonderland Big Boy
WONDERLAND SHOPPING CENTER
(Plymouth & Middlebelt Rds.)

522-5544

SALES MANAGER
Artcraft Concepts is seeking for this area a sales manager to build a sales force in the rapidly growing craft industry Previous direct sales experience helpful Experience dealing with company benefits and personnel, moving toward rapid advancement Fee interview call 851-6559

SANDWICH MAKERS - and light prep person Must have experience
The Cheesecake Factory Tall Half Bunter's Square Mall 14 Mile & Orchard Lake Road 855-5488

SIRLOIN'S N MORE OPEN
Broad Oak Restaurant, experienced cooks, waitresses, bussman personnel Apply at Sirloin's on Michigan Ave. Wayne or Broad Oak Rd Farmington Hills, Michigan

THE TOP OF THE SAGINAW HIGHWAY
Can't make it to the popular Southfield area restaurant & bar has immediate openings for Line Cooks High quality, high volume experience is an asset. Apply in person at the restaurant Ask for our other group management dinner & office skills with a pleasant phone manner Excellent working conditions, full benefits 788-3152

SECRETARY- CTC is seeking a secretary, must be an efficient typist, take dictation on shorthand Send resumes, any required to P O Box 2191, Southfield, Mich. 48037

SECRETARY - experienced, mature person for Farmington Village Cooperative, 31406 W 9 Mile, Farmington Hills 476-3181

SECRETARY for small legal firm in Southfield Word processing experience desirable Shorthand and dictaphone 358-1278

SECRETARY for Psychiatrist in Troy Typing, billing, appointments, bookkeeping Flexible hours 362-0888

SECRETARY/Receptionist Law Firm, Dictaphone Part-time Flexible hours Office experience helpful 559-1234

SECRETARY - Girl Friday for full time position with small prestigious company dealing in international business Must be self-motivated and a good typist Call Mr Lewis after 10:30 am 557-4500

SECRETARY LIGHT BOOKKEEPER
Oak Park Construction firm needs experienced Secretary with bookkeeping background No Shorthand 399-4051

SECRETARY

Our client seeks well organized and skilled shorthand 90, for sales manager. Salary $14,400 plus, fee paid. Call:552-8320.

Assoc. in Personnel

SECRETARY - part time, 2 days week, excellent communication skills needed Computer experience helpful, full time, Birmingham area 642-9066

PAYABLE/SECRETARY CLERK

Property management company is seeking a neat dependable individual for a diversified position Processing Accounts Payable, typing, filing, etc Southfield area. Beautiful offices Recent experience not necessary

358-7377

PAYROLL CLERK- Permanent part time, maximum 25 hr week $5 hourly Knowledge helpful, but not required, Southfield location Call Judy 557-7700

PAYROLL CLERK

A manufacturer with corporate offices in Troy, Michigan, has an immediate opening for a Payroll Clerk We are seeking a mature individual with at least 2-3 years experience in Payroll taxes plus an understanding of basic accounting Excellent salary and fully paid benefit program Qualified applicants should send resume with cover letter to

PERSONNEL DEPT
P O BOX 501
BIRMINGHAM, MI 48012
An Equal Opportunity Employer

PERSONAL SECRETARY
To real estate broker in Birmingham, typing, transcription helpful, fun errands, personal & business duties Knowledge of notary helpful 23-35 hrs weekly. Pay commensurate with ability Call Kathy or Kate 644-6700

PHONE OPERATOR
with Dictation 400 experience needed, full personnel department Excellent benefits Call 352-9770, Ext 424 or 426 Park Personnel Ministry Corp. 4969 Town Center, Suite 1500, Southfield

PROFESSIONAL RECEPTIONIST - busy switchboard, experience necessary Typing required Fringe benefits 352-6234

PROPERTY MANAGEMENT firm in Farmington Hills area is looking for person to train in Accounts Receivable Department Must have good Math Aptitude & experience on Adding Machine & Typewriter Part Time position Call Vivian 855-4400

RECEPTIONIST-Typist wanted for busy parent law firm Good typing skills and pleasant telephone manner essential 649-3223

RECEPTIONIST SECRETARY
For Troy law firm, typing 60 wpm, legal experience not required
Call Lesa, at 649-0120

RECEPTIONIST Mature, responsible person with initiative, good typing and dictaphone experience for Birmingham CPA office Hours 9 am to 2:30 Call Evelyn 645-1669

RECEPTIONIST-TYPIST - Southfield consulting firm has immediate opening for well groomed person Experienced on busy switchboard Position requires accurate typing of technical material Salaried position with excellent benefits Send resume to Mrs Bessesen, 25711 Southfield Rd., Southfield, Michigan, 48075
Equal Opportunity Employer M/F

RECEPTIONIST WANTED
for large Troy legal firm Excellent wages and benefits Call Mr. Moline 649-2200

RECEPTIONIST TYPIST to handle multiple line telephone and type 50 WPM Good benefits. Farmington Hills area

RECEPTIONIST-GIRL FRIDAY
For Advertising Agency in Southfield Typewriter & an excellent typist 5000 monthly. 353-3347

RECEPTIONIST - busy Troy law firm, needs sharp individual, good phone manner, varied duties, responsibilities Good fringe benefits 879-5150 ext. 100

RECEPTIONIST NEEDED for Troy law firm Must have good telephone, typing and spelling skills Mature individual with some office experience preferred 362-5387

RECEPTIONIST TYPIST for Livonia medical supply co Call Ms Cal lender for interview between 10-12pm 591-0200
An Equal Opportunity Employer

RECEPTIONIST
Mature person for responsible position in large sales office Good benefits, salary negotiable Call 352-9550
An Equal Opportunity Employer

RECEPTIONIST PAYROLL clerk Birmingham firm has a full time position Diversified duties require a well motivated, organized & well groomed individual with office experience Call Barbara at Bennecke & Kruse 642-8656

RECEPTIONIST TYPIST part time, for general contracting firm Livonia area Must be aggressive & perform general office duties Please apply in Box 828 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

506 Help Wanted Sales

ABOVE AVERAGE EARNINGS

are what you can expect by joining our Sales Team Expanding Real Estate firm has a limited number of Sales Positions available for Right Persons Sales experience necessary We provide a complete Inhouse Sales Training Program Call Miss Martin 689-3606

ACCENT YOUR POSITIVE

Join our professional sales team Super home plan FAST START TRAINING Call Mr Collins today for a confidential interview

New Lothrup Southfield 557-6200