EMPLOYMENT

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Farmington Hills, experience preferred Full time. Word processing required.
835-9095

LEGAL SECRETARIES - experienced, also Wang word processors with legal background needed for busy Southfield law firm Competitive salary, interested candidates call Ruth at 353-8500

LEGAL SECRETARY for Senior partner in Oakland County Law firm Plaintiff personal injury litigation, well organized individual Reply PO Box 409, Northville, MI 48167.

LEGAL SECRETARY. Use your word processing, shorthand & litigation experience at a suburban law firm Up to $20,000
Call Judy at Personnel at Law 358-0060

LEGAL SECRETARY/
RECEPTIONIST
Self motivated individual with general law office experience Typing and basic legal document tests will be given Call Kathy at 432-5050

LEGAL SECRETARY
For insurance company legal department. Litigation experience required. Send resume to 30700 Telegraph, Suite 2300, Birmingham, Mich 48010. Attention. Maureen Martin

LEGAL SECRETARY
Farmington Hills firm Experienced, self-motivated individual who enjoys responsibility with minimum supervision Excellent benefits Send resume to Box 516, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LET OLSTEN
PUT YOUR
SKILLS TO WORK
- Top Pay
- Bonuses
- Benefits
- No Fee

Long & Short
Term Assignments
TROY 362-4650
DETROIT 962-9651
LIVONIA 464-9490
S'FLD 354-0555

OLSTEN
Temporary Service
An Equal Opportunity Employer

Livonia Title Company needs full time employee. Good typing skills and accuracy with numbers required. Would consider college student for summer.
535-7370

LOAN
PROCESSOR
Commercial bank requires an individual with experience in processing loan documents. Knowledge of Lotus 1-2-3 Experience should be with a commercial bank or mortgage company in commercials with experience. Please call

MICHIGAN
NATIONAL BANK
- OAKLAND -
25800 Northwestern Hwy.,
Southfield, MI 48037
552-7564
An Equal Opportunity Employer

MATURE, ambitious Secretary to work in manufacturer's rep' office, in Southfield area Must have good typing skills, 60wpm - 75wpm. Spelling & grammar, punctuation & good communication skills required Computer experience helpful. Must be reliable & a self starter Send resume and salary requirements to Box 590, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE SECRETARY needed for executives of busy real estate office in Farmington Hills. Must be a self-starter, good organizer, have pleasant phone manner and be interested in learning the real estate business, word processing experience helpful. Please send Resume to Box #588, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

MATURE Secretary/Typist for Livonia Boat Dealership. Lots of Phone and customer contact. Office experience necessary. Start immediately
591-2347

MORTGAGE PROCESSOR
Experienced Southfield Title Co. ask for Jackie at:
540-6060

MISC. OFFICE WORK - filing, mail, computer entry, type 50 wpm. Excellent benefits. Send resume with salary requirements to Box 556, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

NEW & USED CAR BILLER
Experienced only in auto dealership. Apply in person 8-5 Livonia Chrysler Plymouth, 30777 Plymouth Rd

OFFICE CLERICAL
A growing manufacturing company in Farmington has immediate opening for career oriented individual. Typing, phone and typing skills a must. Call Debbie at 478-5330 or send resume to Plastline, P.O. Box 439, Farmington, MI 48024

OFFICE CLERK - With typing skills and the ability to do general office duties. Billing experience helpful but will train Call Berniece. 553-0233

OFFICE CLERK. Southfield location 2-3 days per week. Typing (45-55 WPM) & filing skills required Call between 2-5pm. ONLY, 424-8660, ext. 18

OFFICE HELP needed for phone work & various office duties. Prefer some phone experience. $3.35 per hour Part time to start developing to full time Apply in person, 887 Manufacturers Dr. Westland (Cherry Hill & Newburgh Rd)

OFFICE HELPER with accounting experience for G.E.M. Mature, with general office skills Light typing required Send resume to P.O. Box 814, Royal Oak, Mich., 48068

OFFICE MANAGER/Secretary for small mail order firm, Plymouth area Send resume to Box 593 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE
OPPORTUNITIES
VARIETY & REWARD
With An Industry Leader
Simplex is the recognized leader in the manufacture and marketing of specialized time equipment and building control systems Our current opportunities include the following position at our Livonia office:

SERVICE SECRETARY
Previous office experience is required along with 40 wpm or more typing skills and proven filing abilities along with credit and collection phone contact. You will be handling a variety of general office/clerical responsibilities in our service department.
Excellent salary, complete benefits and stimulating professional work environment are among the advantages of joining Simplex. If it sounds interesting to you, please contact:
SHARON EWALD
SIMPLEX
13050 Hubbard, Livonia, MI 48150
261-5910
An Equal Opportunity Employer

ONE PERSON OFFICE - for manufacturers representative, must have previous experience & references. Lathrup Village 559-6818

ORDER PROCESSING
CLERK
Large expanding wholesaler, in Bloomfield Hills needs organized individual to process orders. Person will also work with the sales department, proofing for accuracy. Detail oriented with mature attitude. No typing necessary. Good benefits including profit sharing. Call Personnel, 851-8780, ext.31

PART TIME for accounting office to write up books for small companies. Typing & accounting experience necessary. Approximately 12 days per month from 4th to 8th of each month Ideal for mother with children in school. Please send resume with salary expectations to Box 942, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PART-TIME OFFICE Clerk needed. Variety of duties, typing and computer experience helpful. Send resume Office Manager, 4844 Orchard Lake Rd., West Bloomfield, MI 48033

PART TIME - phone service, light typing, to start immediately. Apply in person - Superior Detroit Sales, 32875 Schoolcraft, Livonia

PART TIME RECEPTIONIST
Ideal hours for employment - college girl, 4 evenings 5-9, Saturday & Sunday. Good telephone manners, typing, sharp, bubbly personality. Harry S. Wolfe Co. Don Wolfe 631-5440

Part Time Sales Secretary
for busy Westland Real Estate Office. Good typing and phone manner required.
8:30 AM - 2PM. Call
Judy DePollo
326-2000
An Equal Opportunity Employer

PERSONAL LINES Customer Service Representative needed for Troy Insurance Agency, experienced. 649-0090

504 Help Wanted Office-Clerical

PART-TIME
SECRETARY
To Director of Health Care Corporation located in Western Wayne County. Qualified applicants must type 60 WPM and have shorthand skills of 80 WPM. Ideal position for a reasonable self-starter with strong organizational skills Mon thru Fri. 10am to 2pm. Competitive wages. Interested applicants should call 347-7377
An Equal Opportunity Employer

PART TIME
TYPIST
SECRETARY
Budd is seeking typists and secretaries for part time positions. Opportunity for excellent office experience 50 WPM typing, 80 per hour, no fringes
Send resume to

PERSONNEL MANAGER
THE BUDD COMPANY
3155 W. BIG BEAVER ROAD
P.O. BOX #2601
TROY, MI. 48084
Equal Opportunity Employer M/F

PATIENT RELATIONS
Permanent position in business office of large group practice. Some medical billing experience. Some typing & telephone work helpful but not necessary Will train inexperienced but promising applicant. Attend Blue Shield School. Good starting salary. Semi-annual review Fully paid Blue Cross/Dental & life insurance. 10 paid sick days per yr. 3 week vacation after first year. 2 weeks during first year. Pension & profit sharing plans. Medical/Dental reimbursement plan Pleasant working conditions. Dearborn location Send brief resume to Box 580, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PERMANENT/PART TIME
Merrill Lynch, Bloomfield Hills, 14PM, Mon.-Fri. Clerical secretarial job, requires client contact, strong typing, experience, in very busy hectic office Also knowledge of IBM-PC necessary. If you are hard-working, cheerful and enthusiastic, send resumes to
P.O. Box 815, Bloomfield Hills, Mich., 48303-0815, Att. L. Stulberg

REAL ESTATE Investment Advisors seeks experienced secretary-receptionist, some bookkeeping or legal experience desirable. Secretarial skills essential. Southfield office. Call for confidential interview H.T. Stulberg, 559-9090

RECEPTIONIST/SWITCHBOARD
Large Southfield Insurance Agency Must have pleasing telephone manner, good typing skills, previous experience Send resume to P. O. Box #2004, Southfield, MI. 48037.

Receptionist/Clerical

Entry level position for rapidly expanding local mortgage banker. Please call

Mr. Polick or Mr. Hire
Liberty Mortgage Corp.
358-2345

RECEPTIONIST, Part Time. Must type 50 WPM and have pleasant phone manners. Office experience necessary. Hours are Mon. thru Fri. 1-5pm. Reply to Box 504, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
For growing manufacturing plant, Troy area Send qualifications to P.O. Box 1256, Troy, MI 48099

RECEPTIONIST
Part time for large optical company in the westside area. Call between 9-11AM
543-3100

RECEPTIONIST with some typing & filing 50 hours per week. Rochester area Call between 3-5pm.
651-1187

RECEPTIONIST/TYPIST
45 wpm, general office experience, pleasant non-smoker, Bingham Center, Birmingham Call Kathy 540-0293

RECEPTIONIST/SECRETARY
Mature person for secretarial position. Ideal for someone who is looking for a home. Hours are 9 per hr. to 3pm. Homemakers welcome
510-9933

RECEPTIONIST for small Switchboard. PART-TIME 2 - 6 Mon. thru Fri. 9am-5pm. Manager's Office, North Park Towers, 16500 North Park Dr. Southfield.

RECEPTIONIST-SECRETARY
Full time position available for a responsible person with pleasant telephone personality and good clerical skills. Please send resume to Kirschner, Hutton Sports, 32 W. Big Beaver, Suite 237, Birmingham, MI 48010

RECEPTIONIST
Livonia company looking for receptionist. Typing required. Send resume to: Box #532, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - plastic surgery clinic in Southfield. Pleasant personality, able to work under pressure. Accurate typist, good clerical experience required. Medical background helpful. Excellent working location. Salary open. For appt call Mrs. Forbes, 557-1822
557-1822

RECEPTIONIST needed for busy office in NW Detroit. Must be able to answer multi line phone system, give statistics & expedite more than 1 task at a time. Pleasant & professional phone manner absolutely essential. Also some light typing & filing. For interview 838-5210

504 Help Wanted Office-Clerical

RECEPTIONISTS
Large expanding merchandise wholesaler in Bloomfield Hills needs two people with cordial demeanor & professional appearance to greet visitors & accomodate customers Experience required 1-3 years office experience Type 45wpm Good fringe benefits Please call for appointment.
Personnel 626-8700 ext 372.
Week beginning April 29 338-5300

RECEPTIONIST

Birmingham developer needs bright, cheery person for their front desk. Must have speedy typing skills, a good figure aptitude and a fast pace. Excellent salary and benefit package. If interested, please send confidential resume to Mr. Ward, P. O. Box 681, Southfield, MI 48037.

Plante & Moran, an employment agency representing for an equal opportunity employer.

RECEPTIONIST with typing skills, mature person for established firm. Permanent position. Walled Lake area Call 624-6668

RECEPTIONIST/CLERICAL
Experienced for Country Club. W. Bloomfield area Mon - Fri. 8-4 30 PM 30 wpm, light clerical. Call 661-1000, Ext. 277

RECEPTIONIST
For a prestigious professional firm, located in Bloomfield Hills. General office duties required Contact Jerry.
645-3780

RECEPTIONIST/SECRETARY
Front desk, heavy public contact and phones for Southfield temporary service office General secretarial duties.
352-2812

RECEPTIONIST, part time temporary, Southfield area. Working 13 am to 4 pm Mon thru Fri. answering phones and greeting clients. Contact Sandra
964-0021

RECEPTIONIST
Accurate typing 55wpm, schedule appts., file and answer phone. Must be friendly, articulate, bright & able to handle a very hectic pace. Non smoker. Call Mary Anne at Harper's
477-4404

RECEPTIONIST/TYPIST
Good communication and typing skills. Company of Southfield Hills. Full time position. Some benefits. Bloomfield/Pontiac area. Call between 8:30 AM and 5 PM.
656-8873

RECEPTIONIST/CLERK
Seeking Telephone & Front Desk Receptionist for busy Front Desk Duties also include Light Typing, Data Entry & General Clerical. $150 per week. Reply to Box 574 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST
Full time, 35 per hour, excellent benefits. Send brief resume immediately to: Ken Blakie, Hyder Truck Rental Inc., 755 Stephenson Hwy., Troy, MI. 48083 No phone calls please.
An Equal Opportunity Employer
Affirmative Action Employer

RECEPTIONIST, part time, to answer busy phone for friendly commercial real estate office in Southfield. 11AM to 3PM. Must be mature, with pleasant personality & appearance. Your job will grow with your ability. Typing 55 WPM, phone experience. $4.50-$5/hour. Call Kathleen.
353-9429

RECEPTIONIST/BOOKKEEPER
Mature experienced person with experienced person to handle secretarial & entry level duties. Must have excellent typing & filing Must have excellent phone & communication skills. Send resume to: Personnel Manager, 4536 Telegraph Rd., Bloomfield, MI 48010

SALES SECRETARY
Sharp individual with initiative and experience required. Full time, full time alternoons and evenings for a fast paced sales office. Call 557-7000 Resume to: Personnel, P. O. Box 500, Southfield, MI 48037. Attn SSC Or call:
353-3311, Ext. 17

SALES SECRETARY
Fast paced regional sales office of manufacturer's rep seeks secretary with strong organizational skills. Type 55wpm, shorthand 90wpm. Top based. Full service office complex. We offer good working conditions, attractive salary, excellent benefits. If you are hard-working, cheerful & enthusiastic, send resume to PO Box 995, Troy, 48099. Preference given to sales office background.

SALES - secretary - Southfield, type 70 WPM, dictaphone & sales aptitude, excellent benefits, $14,500. Fee paid

SECRETARY - bookkeeper, Birmingham, good, accurate typing, word processing & bookkeeping knowledge, $14,500

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

SECRETARIAL/CLERICAL
Ambitious & experienced person, some accounting & reception experience. Previous work experience with business contractor preferred.
253-0948

SECRETARIAL/RECEPTIONIST position available with downtown Plymouth law firm. Mondays, 3-6pm. Reply to Box 446, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - experienced with bookkeeping skills for small auto factory. Send resume to 782 Dennison Ct., Bloomfield Hills, MI 48013

505 Help Wanted Food-Beverage

504 Help Wanted Office-Clerical

SECRETARIES
TYPISTS
WORD PROCESSORS
needed for immediate assignments. Troy, Birmingham areas. Please call

MANPOWER
Temporary Services
585-5595

INSURANCE AGENCY has opening for experience secretary in life and group. Shorthand helpful. Typing required. Pleasant secretarial work experience. Troy location 649-1171

SECRETARY
A new position has been added at our Troy office and therefore, in the state operations and marketing areas. Responsibilities will include handling phone calls, typing, preparation of program and general office duties.
To be the successful applicant, you must have strong organization and planning skills, self-motivated and capable, the ability to work independently and accurately on special projects, and 50 WPM typing skills.
If you are looking for a career position, send us your resume now. We offer an attractive salary and benefit package. P.O. Box 2912, Troy, MI 48007.

SECRETARY - Birmingham. Typing 65wpm, some shorthand, light bookkeeping, real estate experience preferable Hours 9-3 or 9-5.
642-0741

SECRETARY
Birmingham/Bloomfield firm seeks experienced Secretary or recent Business school graduate for entry level position in sales office. Skills required include, accurate typing - 60 wpm and business math. Shorthand preferred. Must be very personable, highly motivated, work quickly & accurately under pressure. Writing & proof reading skills a plus. Send resume to Secretary,
PO Box 1098, Bloomfield Hills, MI. 48303 - 1098

SECRETARY - BOOKKEEPER
Part Time - Flexible hours
Farmington Hills
645-2110

SECRETARY/BOOKKEEPER Assistant Part time. Two 8-hour days per week. Typing 60-70 WPM, math & telephone skills and neat appearance necessary. Only qualified please apply in person 8AM-4PM DM Kitchen Mart Co, 1923 Hirde St., Troy

SECRETARY - Chamberlain Realtors in Lathrup Village needs person to answer busy phones and light typing. Call Sandy or Sue
557-4700

SECRETARY
Duties include phone, taking and processing orders, filing, customer service, typing, and other general office duties Good oral communication skills and general bookkeeping knowledge Send resume or apply Mon. - Fri. 9-5 PM to
SOUTH OIL SALES
8749 Auburn St.
Auburn Hills, MI. 48057
Att: Office Manager
P.O. Box 4217

SECRETARY
Excellent opportunity for qualified Secretary who likes responsibility. Troy location Typing 45-55. Pleasant working conditions, good benefits, insurance, other benefits. Call Mrs. Deike, for appointment.
649-2360

SECRETARY - EXPERIENCED
Industrial Hygiene Research Firm in Birmingham Area is seeking a personable, self-motivated individual. Shorthand & word processing skills for a challenging position in a fast paced, pleasant location in working conditions. Salary commensurate with experience. Send resume to: Personnel Manager, 4536 Telegraph Rd., Bloomfield Hills, MI 48010

SECRETARY
Full time position in Corporate Aircraft Sales/Marketing. Secretarial experience required. Good typing, filing, phone skills and salary commensurate to experience. Excellent benefits. Send your resume to Aviation Group, Inc., 1325 Airport Rd., Pontiac, MI 48054

SECRETARY

Immediate opening, full time. Must have strong form typing and numerical calculating skills. Will require good phone technique and a willingness to be essential for advancement. 32.50 - 34 per hr. plus benefits. Apply in person at
University Moving
11923 Brockfield Livonia
422-5020

SECRETARY - INSURANCE
Non-smoker, exceptional clerical office work includes typing, filing, etc. W. Bloomfield area
626-2622

SECRETARY
Mature adult for large Southfield based builder's office. Must have some typing word processing, some shorthand & bookkeeping skills. Good organizer, self motivated. Good salary plus benefits. Non-smoker preferred. Call between 1-3pm.
352-3600

SECRETARY
Mature person for Troy law office to do typing, filing, phone and billing. Good skills and ability to learn more important duties required. Work 5 days, typing word processing, some shorthand & bookkeeping skills. Good organizer, self motivated. Good salary plus benefits. Non-smoker preferred. Call between 1-3pm.
352-3600

SECRETARY
Mature person for Troy law office to do typing, filing, phone and billing. Good skills and ability to learn more important duties required. Work 5 days, typing word processing, some shorthand & bookkeeping skills. Good organizer, self motivated. Good salary plus benefits. Non-smoker preferred. Call between 1-3pm.
352-3600

SECRETARY needed for construction company, Good typing & math skills a must. Mon. thru Fri. 8:30am to 5pm. Westland area. Call 729-1666

SECRETARY/OFFICE MGR.
Birmingham location, full time position for mature, experienced secretary with good processing background & excellent grammar skills. Much variety & challenge in this small private office with a girl staff. Send salary requirements with resume to Box 4588, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY- Part time. For CPA office in Franklin. 2½ - 3 days per week. Word processing experience a plus but will train. Call 855-4838

SECRETARY
Permanent Part-Time
20 Hours per Week
BEATRICE/HUNT WESSON has a unique opportunity for an experienced secretary in the sales office located at 14 Mile & Stephenson Highway.
To qualify for this opportunity, you must have strong secretarial skills, including shorthand and the ability to work independently.
The position offers a complete benefits program, a good starting salary, and an opportunity to work approximately 22 hours per week.
To learn more about this opportunity, please call Wednesday or Thursday 9:00 AM to 12:00 Noon.
(313) 585-8197
Beatrice/
Hunt Wesson
750 Stephenson Hwy.
Suite 109
Troy, Michigan 48084
Equal Opportunity Employer
M/F/V/H

SECRETARY
Permanent part time, Birmingham location Willing to help relocate, old skills to 65-3392

SECRETARY
Purchasing department of large construction company. Requires experienced secretary/typist who can work independently and handle a variety of duties. Send resume to Secretary, 30400 Rose Orchard, P. O. Box 937, Southfield, Michigan, 48037.

SECRETARY
Rapidly growing industry service company located in the Southfield area has an immediate need for a full time individual with proven secretarial skills. Qualified candidate must have previous experience using electronic typewriters, word processing & dictation equipment. Salary open, 35 per hour. Full fringe company benefits. Call for appointment
548-2884

SECRETARY/RECEPTIONIST
Experience necessary. Typing of 45wpm. Good with figures. Salary commensurate with experience. Farmington Hills area. Call 474-4410

SECRETARY/RECEPTIONIST for large condo complex in Troy. Must be energetic work well under stress. Property management experience a plus. Send resume to: Northfield Hills, 1750 Brewstead, Troy MI 48084.

SECRETARY-
RECEPTIONIST
Birmingham/Bloomfield Real Estate Firm. Accurate typing skills, multi-line phone experience, appropriate manner for pleasant professional office.
Please Call Mrs. Webster 644-2211

SECRETARY
Secretarial position for a 4 man office in Farmington. National Original Equipment Supplier for Automotive Electrical Components. Have good typing, dictation & telephone skills a experience. Good working condition & fringe benefits.
An Equal Opportunity Employer

SECRETARYS
Excellent skills necessary. We have many great long term positions available. If you have shorthand we can put you to work immediately. Along with excellent pay we offer all of you positive secretarial experience free word processing training at our new training center on the following types of equipment:
- Zenith 460
- Wang
- Lanier
- IBM Display Writer
- IBM PC

Call MANPOWER for further details
Manpower
TEMPORARY SERVICES
PONTIAC 666-2200
MILFORD 685-9600

SECRETARY
Small office needs full time experienced, mature thinking individual. Good skills a must. Shorthand 60 WPM, typing 55 wpm, word processing.
13 Mile & Southfield.
352-5090

SECRETARY - Southfield manufacturers rep firm needs secretary, typing 50wpm, good communication skills. Call for appointment.
559-5554

SECRETARY
To Take Charge. Must have dynamic personality & ability to handle phones. Word processing experience required, telephone sales experience helpful. Salary plus.
835-0994

SECRETARY to work in FAST-PACED HIGH ENERGY office. Must be accurate and flexible, have pleasant phone voice and enjoy variety of work. Good working conditions, fully paid benefits. Plymouth/Telegraph area. Send resume to P. O. Box 29126, Redford Twp., MI 48239.

SECRETARY/TYPIST needed for ad agency in Southfield. Diversified fast paced environment. Excellent skills a must. Previous ad agency experience a plus. Excellent benefits Send resume to Box 440, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - typing 65 plus WPM, some shorthand, good telephone, Real estate experience preferable. Birmingham location
645-6750

SECRETARY with CRT experience needed, part time to start, becoming full time in August. Send resume, WIL, 374 Oliver, Troy, MI 48084.

SOUTHFIELD promotional firm has an immediate opening for a Receptionist/Secretary. Light typing & word processing skills. Benefits, advancement. Send resume to: PO Box 97, Birmingham, MI 48012.

STATISTICAL TYPIST for CPA office. State experience. Write Zack Fields & Co., 18711 Northwestern Hwy. suite 217, Southfield, MI 48034

STAT TYPIST
Fast moving Southfield professional firm needs your speedy typing skills. If you are a self starter, enjoy fast paced work and be interested in being trained on word processor. Genesis, Inc. 26600 Northwestern Hwy., Southfield, Mich 48034.

STRONG, EXECUTIVE SECRETARY
Needed for busy magazine rep firm in Troy. Advertising experience helpful. We are seeking a highly motivated self-directed individual with typing (70 WPM) dictaphone, word processing, shorthand. Call
643-8471
Laine Meyers Inc.

TOP NOTCH Career Minded Secretary. Salary depending on experience. Downtown Detroit. Send resume to:
P. O. Box 633, Detroit, Mich. 48231

TOP-NOTCH Legal Secretary wanted full time for small Birmingham law firm. Several years experience absolutely necessary. Excellent typing, word processing and office skills. Contact Jennifer at
645-3400

TYPING ESSENTIAL. Our office is at 8 Mile-Telegraph area. 48 hours per week. Call between 10am-4pm for Mr. Roberts at:
352-8126

504 Help Wanted Office-Clerical

TYPIST
Aggressive good Typist for full time position only. Call for appointment.
535-1980

TYPIST
Large Southfield Managing General Agency needs policy typist, previous experience preferred. Send resume to P. O. Box #2004, Southfield, MI. 48037, Attention R. P.

TYPIST RECEPTIONIST
Northwest office. Immediate opening. Send resume to Personnel, 31275 Northwestern Hwy., Suite 275, Farmington Hills, MI 48018

TYPISTS
Calling all 50 WPM or more typists who are interested in 30 or 40 hours a week assignments
For an immediate appt. call

Manpower
TEMPORARY SERVICES
SOUTHFIELD
353-8780

TYPIST/SECRETARY
Southfield law firm
559-5300

TYPISTS &
SECRETARIES
Part-Time
We are currently creating our own in-house pool of temporary clerk typists and secretarial assistants, to be used on both long and short term assignments. We are seeking experienced clerical professionals with excellent typing skills, word processing and/or shorthand skills to join our pool.
Rate of pay is competitive and commensurate with job assignment. If you would like flexibility and diversity a rationally recognized company can offer, please send your resume, in confidence to:
Box 572
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI. 48150
An Equal Opportunity Employer

TYPIST - We have jobs for you! If you can type 55 wpm, telephone 6-5 PM
MANPOWER
Southfield Office
352-8760

WEEKEND Receptionist for established crafts store in downtown Plymouth. Saturday 9 30 to 5, Sunday 10-5. Reply to box #446, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WE HAVE THE
DIFFERENCES!
- TOP RATES
- TOTAL BENEFIT PACKAGE
- BONUSES
- GIFT INCENTIVES
- TOP NOTCH BRANDS

Apply today for:
- SECRETARIES
- TYPISTS
- CLERKS
- LIGHT INDUSTRIAL WORKERS

Job opportunities for the following locations: Southfield, Farmington, Troy, Oak, Clawson, Troy, Warren, Rochester, Bloomfield, Pontiac.
NORRELL
SERVICES, INC.
Rochester 651-1500
Farmington 477-8840

WORD PROCESSING SPECIALIST
Insurance company in Southfield is looking for a Word Processing Text Processing Specialist with 1-2 years experience Knowledge of medical and insurance terminology helpful. Good typing, spelling, punctuation and grammar skills required. Competitive salary and excellent benefits. Apply Mon. to Fri. 8am-5pm. Lincoln Insurance Company, 15400 Providence Dr., Southfield, (across from the American Theatre)

WORD PROCESSOR
Experienced IBM displaywriter word processing operators needed for long term assignments in NE suburbs. 6 months experience & typing speed of 55wpm required. Overall offers excellent benefits including vacation pay, full medical insurance & referral bonuses, cross training & a medical insurance plan you can afford.
Norrell Services, Inc.
Office Automation Staffing Div.
335-1944

WORD PROCESSOR/Receptionist
If you can type 60 WPM we will train you in word processing. Pleasant phone manner required. West Bloomfield. Call 855-4675

LEGAL WORD PROCESSOR
Xerox, Wang or Display Writer experienced sought. $18,000-$18,500.
Call Judy at Personnel at Law: 358-0060

YOUR
SKILLS
ARE WORTH
$$$$$
We need experienced:
- Sr. Clerks
- Typists
- Word Processors
- Secretaries
- Telemarketers
- CRT Operators
- Word Processing Opns.

TOP PAY
BONUSES
BENEFITS
NO FEE
TROY 362-4650
DETROIT 962-9651
LIVONIA 464-9490
S'FLD 354-0555
OLSTEN
Temporary Service
An Equal Opportunity Employer

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for full time & part time bus people. Apply at dishwashers. Apply in person: 136 E. Main, Northville.

ALL POSITIONS - full or part time, apply between 2-5pm Mon. thru Fri. Mountain Jacks, 3360 Rochester Ct. Troy
828-7820

APPLICATIONS being accepted for part time Banquet Wait Persons. Call weekdays between 11 & 3 pm.
471-8050

APPLICATIONS BEING accepted for Day and Night Wait Staff & bartenders, experience necessary. Apply anytime, Hilltop Inn, 18738 Northville Rd., Northville.
348-3190

BANQUET HELP, part time. Bartenders, Wait People, Dishwashers. Prior experience helpful but not necessary. Pine Hawthorne Valley, 7500 N. Merriman, at Warren, Westland, MI.

BAR PERSON needed for wed & beer bar. Night, Friday. Apply between 1-5pm. Mon. thru Fri., 35351 Ford Rd., Westland.

BARTENDERS & WAITPERSONS. Cocktail experience. Apply in person after 7pm any night. Two locations, Bogie's Lounge Solid Gold, W. Grand River near Telegraph, 532-0055 or Bogie's Tree, 31275 Ford Rd. Westland.
729-0049

505 Help Wanted Food-Beverage

DAY WAIT PERSON, experienced. Apply in person: Hot Shots Saloon, 12115 Plymouth Rd. Livonia. 261-3350

Bates Hamburgers
Need Help, Midnights ONLY
Full and part time. Good wages for experienced help Will train. Apply in person 11am or 2pm-5pm.
33406 Five Mile, Livonia
and
Middlebelt at 9 Mile
Farmington Hills

BONANZA
FAMILY RESTAURANT
Now taking applications for
Full & Part time employment
UNIT MANAGER
ASSISTANT MANAGER TRAINEE
COOKS DISPENSERS
DISHWASHERS COUNTER HELP
Apply in person Mon.-Fri. 1-4pm
36350 W. 10 Mile, Farmington Hills
(1 block W. of Grand River)

BOSCO'S
WINE LIQUOR, DELI
PRIME MEATS & PRODUCE
12 MILE-ORCHARD LAKE RD
Looking for 1 or 2 deli help, 1 or 2 cashiers & produce help. Experience helpful but not needed. Also looking for experienced meat cutter. Pleasant surroundings. Please call Thurs. 11am-5pm. Fri. 10-6pm. Sat-Sun all day. Ask for Mr. Bosco
553-8777

BRIGHT COOK. Experienced. Full time nights. Salary depends on experience. Apply Mon. thru Fri. 2-4pm, nights. Apply within: 3100 W Maple, Walled Lake, 100 yds. W of Haggerty.

BROOKLANE GOLFCUP now hiring for Hostess & Wait Persons. Experience preferred, 18 years or older. Apply in person Sat Sun & Sun Mon.
$00 Ann Arbor Rd., Plymouth.

COOKS, WAIT PERSONS, experienced. Dishwashers. Apply in person: Biscuit Company Restaurant, 6071 Middlebelt, Garden City.

COOKS - 3 years experience. Must be good with eggs. Apply in person
Andoni's Family Dining,
1920 S Telegraph, W of VanHorn
1420 N. Telegraph, S. of Ford Rd.

COOK
WAITER/WAITRESS
BUS PERSON
FULL or PART TIME
Day or afternoon
Paid vacations
Apply in person
WONDERLAND BIG BOY
Wonderland Shopping Center
522-5544

COUNTER HELP
Fast food restaurant, full or part time, days or evenings. Flexible hrs. No experience required. Call Hardee's of Berkley to arrange an interview
542-2210

DAY COOKS
Must be available Mon. thru Sat., 8am-4pm. No experience required. Apply at Olga's Kitchen, Westland Mall.

DELI COUNTER HELP
Experienced or will train.
Dagwoods Deli Farmington
476-8200

DELI HELP, part & full time. Experienced Short Order Cooks, Counter Persons. Days only. Indian Bill, 7910 Crooks, Call 641-1440 or 247-9414 641-7753

DENNY'S NOW HIRING
Wait Persons, Host/Hostesses & Cooks to work in fast paced deli, night. Work steady with excellent benefit package, profit sharing, paid vacations & more. Apply within, 31441 Telegraph, (12 Mile & Telegraph) Southfield, or call
557-3403

DENNY'S RESTAURANT
30150 Ann Arbor Trail, Apply for all shifts. All positions, Full & part time, Tues. & Wed., 3PM-5PM

DISH MACHINE OPERATOR and misc restaurant help. Days, Mon-Fri, hourlie Apply 7am-3pm, Mon-Fri, 3001 W. Big Beaver at Coolidge, Troy or 30700 Telegraph, just S. of 13 Mile, Southfield Mick at the building cafeteria

DISHWASHERS - DAYS
ALSO BUS PERSONS
For Cory Kitchen - Plymouth. Apply after 3 PM. 18 Forest Place.
455-3310

DISHWASHERS NEEDED - full & part time positions available. No experience necessary. Apply in person Mon. thru Sat. 10am-3pm at Farmington Hills Country Club, 37700 Haggerty Rd., at 12 Mile.

DISHWASHERS NEEDED
Good wages. Apply in person at 29087 Plymouth Road near Middlebelt in Livonia.

DISHWASHERS
PANTRY/PREP COOK
Apply in person Mon-Fri, between 2-4pm. Full and part-time positions available. Good salary and benefits. Apply in person between 8 and 5 PM.
HOLIDAY INN
10 Mile at Grand River
Farmington Hills

DO YOU WANT to learn a trade in the food service industry? Buddy's will train you for the following positions:
Wait Staff, Busser, Carry-Out person, Dishwasher, Host (Hostess, Kitchen Help. Excellent career opportunities for advancement. Apply in person at Mon - Fri 31PM-41PM at Buddy's, corner Northwestern Highway & Middlebelt, Farmington Hills.

EXPERIENCED COOKS &
Waitress/Waiter. Apply in person. SAM'S HOUSE Restaurant, 31661 Telegraph Rd. near 8 Mile

EXPERIENCED GRILL COOKS &
Sandwich makers, full or part time for Deli Restaurant. Good pay & bonus.
815-1040

FARMINGTON
DAN'S SUBS
Has several positions available both days and evenings. Ideal for student, mids, 18 years.
476-7255

GLENHURST GOLF CLUB
Now hiring for help and cook. Experience preferred. Apply in person after 3PM: 34345 Six Mile, Redford.

HARDEES of PLYMOUTH now hiring. Hours are flexible, we will arrange our schedule around your school, job, etc. 150 North Plymouth, corner of Mill & Main St.

HOSTESSES
Day & afternoon shifts, part time 20-35 hours per week. Weekend evenings will be required 4-6 hours per day. Apply at Dagwood Restaurant, 37154 Ford Rd, West to 12 Mile Mall. No phone calls.
An Equal Opportunity Employer

HOSTESS - FULL TIME
Over 18. Apply at
Kentucky Fried Chicken,
27334 Plymouth Rd., Livonia.

HOST/HOSTESS, Wait Person. Apply in person: Tree Crest Restaurant, 16888 W. 8 Mile Rd, Southfield, Mich.

ICE CREAM
Store manager wanted. Rochester area. You must be 18.
771-4007 878-7434

KITCHEN HELP
Grill & Prep work experience helpful. Also need Bus person. Apply in person, 1pm - 4pm 33663 Plymouth Road, Livonia.

MANAGER - EXPERIENCED
Needed immediately. Good salary and benefits. Apply in person, HAM'S HOUSE Restaurant, 17661 Telegraph Rd. near 8 Mile

MANAGER for not serve ice cream store. Must have 2 years of supervisory experience required. Must be able to work weekends and day or evening hours. Call Jerry at 261-3440 with resume at: 31252 W. 8 Mile, Southfield.

505 Help Wanted Food-Beverage

COOKS
Experienced Must be quick.
EXCELLENT wage & benefit package.
Apply in person:
Silverman's Restaurant
34410 Ford Rd., Westland
975 Inkster Rd., Garden City

COOKS
Experienced. $5.50 & up per hour. Apply in person at 30897 Plymouth Road near Middlebelt, Livonia.

COOKS for afternoon & midnight shifts. Applications accepted 3½ hours per day. Apply a Denny's, 37250 Novi Rd. Next to 12 Oaks Mall. Applicants must be over 18. Benefits include paid vacation, health, dental & life insurance, profit sharing. Rate of pay will be based on prior experience & level of skills. Full & part time positions available.
An Equal Opportunity Employer

COOK SHORT ORDER
Prefer night shift weekdays only
For Golf Course, Plymouth
WAITPERSON
Preferably experienced college students. Fox Hills CC.
453-7272

COOKS
HOSTESS/HOST
WAITRESS/WAITER
BUS PERSONS
Experience preferred but will train. Full or part time positions available. Apply in person.
ORIGINAL
PANCAKE HOUSE
11116 W. Grand River
(between Evergreen & Southfield)

COOKS, NIGHTS - Prep Cooks, days & nights. Both full & part time. Apply in person: Bloomfield Charlie's,
5834 W. Maple, W. Bloomfield.

COOKS - sandwich & salad. Days, Mon-Fri. Hours: 9-3 pm Days, Mon-Fri. 3001 W. Big Beaver at Coolidge, Troy or 30700 Telegraph, just S. of 13 Mile, Southfield, Mick at the building caf