504 Help Wanted Office-Clerical

OPERATOR/RECEPTIONIST
Typing required, Southfield location. Call & ask for Mr. Tharp, for further information. 354-2210

PARA LEGAL/Legal Assistant for law firm in Troy. Send resume to Sandi, 1189 W. Long Lake Road, Troy, MI 48098

PART TIME RECEPTIONIST senior citizen apartments. Southfield area. Mature person wanted Fri. 8-5, Sat 10-3 358-0212

PART TIME - secretary for suburban location. Type 35 wpm, enthusiastic independent thinker, some computer knowledge helpful. $1000/mo Call Carol at Unitrace 646-7663

PART TIME
Typing, long & phone. Farmington area. Call Lori between 10am-3pm at 477-7185

PAYROLL/ACCOUNTING
Our high-tech, Livonia-based company has an immediate opening in our Accounting Department. Main duties consist of all phases of payroll for approximately 430 employees, bind-assists, bookkeeping, and other related accounting functions. This position offers good career opportunities to the right applicant. An Associate Degree in Accounting or related field is preferred. A minimum of 3 years of experience is required. We are offering an excellent starting salary and fringe benefits, to the right applicant. Should you possess the required experience, please forward a resume or dealing your qualifications to.
B.H. PERIODICALS
30651 SCHOOLCRAFT
LIVONIA, MI 48150
Equal Opportunity Employer
Male/Female/Handicapped/Vet

PAYROLL CLERK
Entry-level position with Michigan Construction, 29250 Wixom Rd., Wixom. 312-349-4943

PERSONNEL CLERK

PART TIME position for sharp individual to assist with clerical functions in busy personnel office. Must be detail oriented, have typing (50-60wpm) and math skills as well as professional demeanor. Ideal possibly between students. Flexible days. Send resume or apply at

ADISTRA CORP.
101 Union St.
Plymouth, MI 48170
Personnel

PERSONNEL RECRUITER
A fast growing service company has an exciting position for a Personnel Recruiter with 2 years experience. Candidates must possess good communication skills. Send resume to P. O. Box 300, Southfield, MI 48037 or call 557-5700

PHONE OPERATOR

Rapidly growing business needs a person with multi-line phone experience. Excellent working environment. Advancement possibilities 647-0300

PHONE ORDER ENTRY - position, good attitude & pleasant voice required. Light typing & clerical. Call Mr. Ross for appointment. Experience a plus. Farmington Hills area. Call Joan for interview 477-1850

PROGRAMMER

Long term programming assignment available in Southfield area. Must have at least 2 years experience on an MAINFRAME FOUR mod computer. Please call or send resume to

ENTECH
SERVICES, LTD.
Technical Resources Group
1200 Chicago Rd.
Troy, MI 48083
588-9320

PURCHASING DEPT.
Entry level position, computer background preferred for fast paced office. Detail oriented individual able to operate independently, full time immediate opening. Call Jim Bennett, 624-5355

29830 Beck Rd., Wixom

RECEPTIONIST - Medium sized law firm in Bloomfield Hills, seeks experienced receptionist for busy office. Please send resume to Personnel, 1760 S. Telegraph, Su 300, Bloomfield Hills, MI., 48013.

RECEPTIONIST SECRETARY - Good phone & secretarial skills needed. Preferably Farmington or Southfield area. 358-5980

RECEPTIONIST - Farmington Hills office. Cheerful & professional phone manner, 50 wpm typing. Call Kathy 737-4027

RECEPTIONIST - 35 per hour, full time. Pleasant phone manner, good typing & filing skills required. Apply in person New Bright, 41915 Ford Rd., Canton.

RECEPTIONIST/SECRETARY
Full time position for friendly, dependable person in Livonia professional office setting. Organizational skills a plus 261-0110

RECEPTIONIST
Art Gallery, Light typing, answering, travel booking. Hiring at regional auction hqs. Apply at 29469 Northwestern Highway, Southfield, Mon-Fri, 11am-5pm. 354-2343

RECEPTIONIST - PART-TIME
for Custom Kitchen Showroom. 10am-3pm. Light typing, good phone son to assist Salesman with walk-in customers, answer phones. Telegraph & Long Lake Rd. For appointment, call 540-8680

RECEPTIONIST - for Southfield BASIC TV Communications Production Company. Outgoing personality, light typing, good telephone manner. Immediate opening. $5.50 per hour, 40 hour work week. Call 557-3030

RECEPTIONIST
Full time for Farmington Hills accounting firm. Duties include voice word processing and general office skills required. Please send resume and salary requirements to: P.O. Box 2654, Farmington Hills, MI. 48018

RECEPTIONIST
Wanted for small office. No experience necessary, we will train. Pleasant phone individual. Apply in person Mon.-Fri., 9-4:30. We are located at 987 Maplelawn, Troy (Maplelawn & Westland) (Cherry Hill/Newburgh area)

RECEPTIONIST
Fast paced Southfield company seeks Receptionist/General Office Clerk with pleasant disposition and front desk appearance. Mail to: P.O. Box 300, Southfield, MI 48037 or call 353-3209

RECEPTIONIST
We have an immediate opening for person with pleasant phone manner and strong typing skills. Company paid benefits. Call 357-1180

RECEPTIONIST - Part Time. Oldtimer experience helpful. Call for appointment Mon. thru Fri. from 9-5pm. Eaton Nursery, W. Bloomfield. 851-5440

504 Help Wanted Office-Clerical

RECEPTIONIST/SWITCHBOARD
Major corporation located in Bloomfield Hills seeks receptionist/switchboard experience a must, plus typing, mathematical aptitude & general but critical ability. Excellent benefit package. Send resume & salary requirements to
Receptionist
P. O. Box 930
Bloomfield Hills, Michigan, 48013
Equal Opportunity Employer
Male/Female/Handicapped/Vet

RECEPTIONIST
Entry-level position for growing property management firm relocating to Farmington Hills/Novi area. The successful applicant will have excellent typing skills, pleasant phone voice and professional appearance. Proficiency with adding machine & basic knowledge of word processing also desired. Comprehensive benefits are available. Management trainee only. No phone calls, please.
Certified Realty, Inc.
24350 Joy Rd., Suite 6
Redford, MI 48239

RECEPTIONIST
Large suburban based HMO seeks individual for Receptionist position. Includes responding to incoming telephone calls in a professional manner, directing visitors to their appropriate destination, and light typing. Requires the ability to verbally communicate with all staff and outside personnel, set direct activities and establish priorities. Typing 40-45 wpm. Excellent salary and benefits. Respond in confidence to:
HUMANA HEALTH PLAN
P. O. 223
Southfield, MI. 48037
An Equal Opportunity Employer

RECEPTIONIST/SALES CLERK
with general office duties. Redford area. Call 533-4646

RECEPTIONIST, part time, for Troy area. Light typing & some filing. Call or Fax contact Office Manager, 362-1300

RECEPTIONIST/File Clerk - For Southfield law firm. Typing required 30-50wpm minimum, phone skills important. For interview 358-5250

RECEPTIONIST - Part time, afternoon work for busy Birmingham Salon. Some typing & computer experience helpful but not necessary. 645-2787

RECEPTIONIST/SECRETARY - Part time, needed for afternoons Mon. thru Fri. in West Bloomfield. Computer skills a plus. Contact Carol. 855-3955

RECEPTIONIST - Birmingham clinic. Part time position requires good typing skills & pleasant phone manner. Mon - Thurs., approximately 26 hrs 647-0030

RECEPTIONIST-Small Redford company needs a part time receptionist (20-30 hrs), person with good secretarial skills. Will lead to full time position. For appt. call 255-0911

RECEPTIONIST/SECRETARY
Entry-level position with Bloomfield Hills law firm. Typing 60 wpm+, word processing experience helpful. Medical benefits. Call Joyce Luxon: 647-1212

RECEPTIONIST
Personable, mature person. Good phone manner, typing 50-60WPM, clerical & secretarial duties. Will train. Send resume to P.O. Box 62, Saline, Mich. 48176

RECEPTIONIST/Switchboard for new executive office building in Bloomfield Hills. AT & T system 75 experience helpful. Send resume to R.S. 7 W. Square Lake Rd, Bloomfield Hills, MI. 48013

RECEPTIONIST/CLERK
Part time leading to full time. To handle general office duties. Typing, organizational skills & professional phone manner essential. Computer experience helpful. BW Metro area. Call 8:30am-5pm 562-4492

RECEPTIONIST - Part time, with limited typing, for Bloomfield Hills Real Estate Office. Hours are Mon. thru Fri., 9am-3pm, Sat. 9am-5pm, Sun., 11am-5pm. Position requires good phone skills & pleasant personality. 540-5500

RECEPTIONIST
Livonia based wholesale distributor seeking Receptionist with pleasant phone manner. Responsibilities will include some typing, filing and use of PC. Qualified candidates please call Mari Mon.-Fri. from 8AM-4PM at 591-3311

RECEPTIONIST/SECRETARY
Full time position open in manufacturing company for mature individual. Accurate typing, neat appearance, ability to greet our customers in a professional manner essential. Apply in person 8:30am-2:30pm. 47725 Michigan Ave., Canton.

RECEPTIONIST/SECRETARY
BIRMINGHAM
Prestigious Real Estate Company needs person with general office skills, phone manner, and typing experience a must. Call 644-3500 for interview appointment.

RECEPTIONIST TYPIST
Southfield company seeking full time receptionist typist. Must be self motivated, have pleasant phone manner, type 50-60 WPM accurately. Send resume and salary history to Box 318, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Nations #1 real estate developer seeks a professional receptionist with strong telephone & typing customers, answer phones. Telegraph & Long Lake Rd. For appointment, call 540-8680

RECEPTIONIST - for Southfield BASIC TV Communications Production Company. Outgoing personality, light typing, good telephone manner. Immediate opening. $5.50 per hour, 40 hour work week. Call 353-0330

RECEPTIONIST
Full time for Farmington Hills accounting firm. Duties include voice word processing and general office skills required. Please send resume and salary requirements to: P.O. Box 2654, Farmington Hills, MI. 48018

RECEPTIONIST
Wanted for small office. No experience necessary, we will train. Pleasant phone individual. Apply in person Mon.-Fri., 9-4:30. We are located at 987 Maplelawn, Troy (Maplelawn & Westland) (Cherry Hill/Newburgh area)

RECEPTIONIST
PEDFORD COMPANY has a full time position available for person with good general office skills including typing, computer entry and light bookkeeping
TEMPORARY SERVICES 255-0050

SALES ADMINISTRATOR
for small manufacturer's rep company in I-696/I-275 area. Duties include problem solving, phone sales, clerical & general office. Must be organized, mature, pleasant & have 2 years experience. Excellent income potential for right person. Send resume, in confidence, to: Sales Administrator, P.O. Box 248022, Farmington Hill 48337

504 Help Wanted Office-Clerical

SALES ASSISTANT needed for advertising project in the Novi Center area. Must have basic computer knowledge. (Lotus). No programming needed. Secretarial skills needed, basic accounting helpful. Contact Becky from 9 to 3 at 374-1818

SALES OFFICE ASSISTANT
for prestigious Bloomfield Hills/Rochester home builder. Conscientious, people oriented individual with phone & typing needs & clerical. 12pm-5pm, except Thursday. Light typing skills helpful. Salaried position, all weekend, 1pm-4pm at: 851-3434

SALES/RECEPTIONIST - Up-beat, creative, career-motivated person with neat, professional appearance with strong communication skills needed to work in our new expanding Farmington office. Sell something you can believe in!
If you want to:
• Earn top $$$
• Be in an exciting environment with management types
• Enjoy a sated future
Then call Ms. Sarver, 10am - 2pm only. 354-3210

SALES SECRETARY
Sharp individual with office and excellent secretarial skills to work flexible hours (1 to 6pm) and part time Saturday. 45 wpm typing, math aptitude and organizational skills required. Call Mary Ann Pelton for appt. Dept. P.O. Box 12360, Birmingham, MI 48012.
An Equal Opportunity Employer

SALES SECRETARY

Excitement, variety and growth await a highly motivated skilled Secretary to handle most phone calls at company. $17,000 Fee paid Call Ann at 353-2090.
After 5 PM. Appointments Available

SNELLING & SNELLING

SEASONAL - Flex hr. date entry job needed in Novi area. Approx. 30 hrs per week for 6 months, perfect for student. $5/hr. Contact John D. Eckstrom, Steelcrafts Co. 349-7600

LEGAL SECRETARY TRAINEE for law firm in Troy. Typing. Bloomfield resume to: Dept. 1189 W. Long Lake, Troy, MI 48098

SALES SECRETARY - for growing manufacturing company in Ann Arbor area. Must be able to type & have good telephone skills. Word processing helpful. Please send resume to P.O. Box 07135, Detroit, MI 48207.

SECRETARIAL/BOOKKEEPING position available full-time for low key contractors office in Birmingham. Bookkeeping required. Submit resume & salary requirements to Secretarial Position, 851 S. Eton, Birmingham, MI 48009

SECRETARIAL/Computer Operator
Design firm seeks creative, safety experience helpful. Rochester area. 656-2828

SECRETARIAL POSITION
Part-time, for Church office. Hours: Mon-Fri., 8am-1pm. Some typing; must be good with people & have good telephone manner. Year-round position, beginning the latter part of May, 1988. Call or write for application form St. Edna Church, Office of Personnel, 15089 Newburgh, Livonia, MI. 48154 Phone: 464-2021

Secretarial

SALES SECRETARY

We're DataCard, the world leader in marketing high quality innovative products and services to the plastic card market. We have an immediate opening in our Zone Sales Office for a Sales Secretary located in West Bloomfield

You will provide secretarial support to lead sales representatives in this fast-paced position. Responsibilities include answering phones, typing sales proposals, maintaining the customer base, and other secretarial duties.

As a qualified candidate, you should have 1-2 years previous secretarial experience, preferably in a sales environment, with typing of 60+ wpm, good spelling, excellent written and verbal communication skills and the ability to be flexible and self-starter. Word processing experience is a plus.

For your contributions, DataCard rewards you with an excellent compensation and benefits package. For immediate consideration, please send your resume to:
T. Dahmen, DataCard Corporation
7201 Orchard Lake Road
#230A, W. Bloomfield, MI 48322

DATACARD CORPORATION

SECRETARIES
TYPISTS
DATA ENTRY
TRANSCRIPTION
RECEPTIONISTS
CLERKS
DRIVERS

If you live in:
WESTLAND
LIVONIA
PLYMOUTH
GARDEN CITY

We have excellent job openings in these areas. Good pay, benefits & bonuses. Come in and join the GOOD PEOPLE Team today & work tomorrow

TSI
OFFICE SERVICES
FARMINGTON HILLS
489-8990

SECRETARIES
WORD PROCESSORS
JOB SEARCHING?

Make the time in between jobs a positive experience by working as a temporary in a variety of companies for:

- Top pay
- Medical/life insurance
- Vacation/holiday pay
- Free word processing training
- No fee for permanent work

SEARCH OUT
MANPOWER
TEMPORARY SERVICES
353-8760

SECRETARY
CPA Firm in Troy seeks area has opening for entry level secretary. Skills should include 60wpm typing, ability to operate 10-key, quick to learn & capable of meeting deadlines. Send resume to Cathy Fitzpatrick, Hood & Co., attention Office Manager, P.O. Box 248022, Farmington Hill 48337

504 Help Wanted Office-Clerical

SECRETARIES
WORD PROCESSORS
CELEBRATE SPRING

$ Same week pay
$ Holiday pay
$ Bonuses
$ Insurance Program

CALL TODAY
WORK TOMORROW
557-5700
SNELLING
TEMPORARIES
NEVER A FEE

SECRETARY - ABG TV Network Sales office. 2 years experience. Typing, shorthand, good organization and communication skills. Call 350-2500. Capital Cities/ABC is an equal opportunity employer M/F/H

SECRETARY
Bloomfield Savings & Loan is seeking a secretary/clerk for the Personnel Dept. Qualified candidate should possess previous office experience, ability to organize & prioritize multiple tasks, type 50wpm, word processing experience, & excellent verbal & written communication skills. Please send resume to: Bloomfield Savings & Loan, Personnel Dept., P.O. Box 12360, Birmingham, MI 48012.
An Equal Opportunity Employer

SECRETARY
Bloomfield Savings & Loan is currently seeking a secretary for one of their busy Administrative Offices. Qualified candidate should possess excellent typing skills (60wpm), word processing experience, Lotus 1-2-3 experience preferred, ability to work with numbers, excellent inter-personal skills, ability to organize & prioritize multiple tasks. Please send resume & salary requirements to: Bloomfield Savings & Loan, Personnel Dept., P.O. Box 12360, Birmingham, MI 48012.
An Equal Opportunity Employer

SECRETARY - Bookkeeping experience. Part-time, no eves. or Sat. Salary commensurate with experience. We offer paid holidays. 855-8000

SECRETARY/BOOKKEEPER
Part time, immediate opening in small Farmington Hills manufacturer's starter; perfect for homemaker, $6 per hour to start. Call between 9-12: Suite 210, 30535 Southfield Rd., Southfield MI 48076

SECRETARY experienced for growing Medical Company. Good typing, phone & organizational skills required. Farmington Hills. 477-6280

SECRETARY - Experienced with computer background experience preferred. Typing 50 wpm. Call 522-1132

SECRETARY
Fast pace Farmington Hills office. Typing 65 wpm with proficiency in financial skills & word processing. Contact Nancy 737-0027

SECRETARY
Financial services firm headquartered in Oakland County seeks a professional secretary/receptionist with word processing and shorthand experience. Competitive salary and benefits. Send resume to: President, P.O Box 605, Pontiac, MI 48056.

SECRETARY for W. Bloomfield firm. Minimum 3 years experience. Computer experience mandatory. Call OMC, 645-1330

SECRETARY for roofing contractor near General Motors Bldg. Computer or knowledge helpful, typing a must. Good pay & benefits. Call Debbie between 8AM-2PM. 871-3383

SECRETARY from 1pm-5:30pm, Mon-Fri. Typing 40-45 WPM minimum, filing, phone, etc. Description helpful but will train. Salary negotiable. Ask for Betty 557-1658

SECRETARY
Full time. Typing, dictation & shorthand preferred. Farmington Hills. Call for an appointment 851-9881

SECRETARY - Full time position for busy department in growing Southfield health agency. 35wpm minimum required. Resumes only: Multiple Sclerosis Society, 21700 Greenfield Rd., Suite 409, Oak Park, MI. 48237

SECRETARY
Key position in a CPA firm. Must possess good secretarial skills, stand-up telephone, & familiar with IBM-AT Word Star. Send resume with salary requirements to:
BUSINESS COORDINATOR
401 S. Woodward, Suite 457,
Birmingham, MI, 48011.

SECRETARY
Leasing company seeks person with excellent typing skills, shorthand a plus. Must be personable. Salary commensurate with experience. Send resume to: Box 204, 30915 Northwestern Hwy., Farmington Hills, 48018. Attn: Secretary

SECRETARY
Management consulting firm in Plymouth is accepting applications for a secretary. The successful candidate will have experience with word & data processing systems & other secretarial functions plus strong communication skills. Salary commensurate with experience. Full benefits package. Please send your confidential resume & salary requirements: Box #940, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY MARKETING DEPART.

You'll enjoy the exciting atmosphere in this international company. Good typing and organizational skills needed. $14,000. Good benefits. Fee paid. Call Eleanor at 353-2090.
AFTER 5 PM. Appointments Available

SNELLING & SNELLING

SECRETARY- Must type, file, phone, shorthand preferred. Redford area. Will train the right dependable. Start immediately. Start at $7.00 per hr. Call 10am-2pm for appointment: 537-4974

SECRETARY
Needed for law firm. Dictation, transcription, word processor & excellent typing skills a must. Send resume to: Mulvey, Dolan, Cavanagh, 1000 Franklin Rd., Suite 1100, Southfield, MI., 48075-3354

SECRETARY - non-smoking office in Troy. Must know WordPerfect. Knowledge of Lotus 1-2-3 helpful. We need an efficient Person Friday. Send resume to: P.O. Box 776, Troy, MI. 48099

SECRETARY - Oak Park distributor of gift & novelty items has a position with excellent benefits. Must handle a variety of office & some sales responsibilities. Please call Mr. Altman at 541-1140

SECRETARY/Office Assistant for construction firm in Livonia. Varied skills including typing, record keeping & telephone. Mature & dependable, be able to handle complete office duties. Salary open. Smoke Plymouth area. Resume & salary expectations to Box 302, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - PART TIME
Goldwell Banker Real Estate in Livonia. 30100 Telegraph, Suite #222. Bloomfield. Call Cindy between 9am-12 noon. 476-6630

SECRETARY PART-TIME
Tues. & Thurs. Responsible person needed for busy office. Duties include telephone, typing, filing. Must be neat, courteous & organized. 296-0200

SECRETARY-Part time to full time. Light office for salesman, secretarial skills. Kings Harbor area. Call, 1-5pm. 981-7877

SECRETARY/RECEPTIONIST
Part-time, 4pm-9pm. Mon. thru Thurs. Best suited for 4036 Fox Lake Dr., Bloomfield Hills, MI. 48013

SECRETARY/RECEPTIONIST
Downtown Birmingham corporation needs full-time professional secretary/receptionist. Must have non-penal telephone and excellent typing skills. Call Mrs. Malcolm at 642-8574.

SECRETARY/RECEPTIONIST
Shorthand, typing, word processing PC experience. Troy office. Sem-Spm, 5 days, good salary & benefits. Resume to Box 204, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Architect's office. Must have good telephone skills & know word perfect.
J. HOWARD NUDELL ARCHITECTS
Southfield. 353-7370

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
Automotive supplier is looking for a person with good typing & communication skills. Salary commensurate with experience. Send resume to Box 555, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY Receptionist, mature, dependable, non smoker, for one person office. Bookkeeper Lotus Co. Excellent phone, typing & bookkeeping skills. Salary commensurate with experience. Call 559-3555

SECRETARY/RECEPTIONIST
for Birmingham law firm. Full time. Good typing skills, proficiency in word processing, excellent phone manner. Light bookkeeping. 40 hrs per week. Call for appointment: 644-6280

SECRETARY/RECEPTIONIST
National marketing firm seeks receptionist/secretary for Livonia office. Salary $4.50 per hour to start. Flexible, part time hours. Call Susan Spencer for interview 478-9391

SECRETARY

Regional sales office, Coolidge/Big Beaver location, seeks a mature, industrious person with a minimum of 2 years business experience. Responsibilities include operating typewriter and some computer skills (Wordstar, Lotus preferred), transcriber experience helpful. Good pay, benefits & bonuses. Non-smoker preferred. Phone: Mr. Dowler 649-5400
Or Mr. Hodges 649-3890

SECRETARY
To independent, registered investment firm. Will be involved in word processing, securities & insurance. Knowledge of these areas helpful. Experience. If you are desirous to work in an independent & comfortable environment, please call Bill Abbott between 9am - 4pm. 462-1855

SECRETARY
Troy Management Consulting Firm. If you are looking for an interesting position in a fast paced environment, we invite you to submit your resume or a letter of interest & your qualifications.
We require 3 yrs. experience, word processing skills, & ability to work with minimal supervision.
Write: Mr. Mitz, Suite 119, 3155 W. Big Beaver Rd., Troy, MI 48084.

SECRETARY - type 50 WPM, some computer knowledge helpful, enthusiastic person for busy office. $19,500/yr.

GENERAL - office person for major Troy corporation. Type 50 wpm, accurate, detail oriented, responsible, good telephone skills, self starter. NEVER A FEE
Paid vacations, Medical coverage
Holidays
Livonia - 462-2240

UNIFORCE
S'THFLD B'HAM
357-0134 646-7660

SECRETARY - Waterford insurance office; duties are diverse, interesting and challenging. Resume to: PO Box 605, Pontiac, MI 48056.

SELF-MOTIVATED person with office experience and good organizational skills, must know shorthand and have typing skills. Varied work - meeting people, arranging for meetings, keeping records and files and other responsibilities. Full time employment with benefits. Call: Personnel Dept. 349-3356.

SOUTHFIELD wholesale distributor seeks person with flair for office, office & cashiering duties. Word processing experience helpful. Phone Pat: 588-2992

STENO-CLERK CITY OF NOVI
The City of Novi has two job applications for the position of Steno-Clerk. Salary $17,599 plus COLA and a comprehensive fringe benefit package. This position requires: general office duties, communication skills & a minimum typing speed of 50WPM. Obtain & submit application by April 8 to: Linda Wise,
CITY OF NOVI
45175 W. 10 Mile, Novi
An Equal Opportunity Employer

SWITCHBOARD/SECRETARY TYPING
Immediate openings
Call Jai at ETS
425-5770 or 425-2700

SWITCHBOARD OPERATOR
Tamaroff Buick in Southfield has an immediate full time switchboard operator/office clerk. applicant must be organized, detail oriented, and able to work well under pressure. Opportunity for advancement. Auto dealership experience helpful. If you meet these requirements call. 353-1300, Ex 221

Switchboard Operators

Ready to work?
Call Kelly!

Kelly Services can put you to work immediately on a variety of long and short term assignments. All switchboard system experience is needed. We offer good pay and benefits.

Call the office closest to you for an appointment:

Bloomfield . 642-9650
Berkley. . . .398-7900
Farmington 471-2050
Southfield .352-5220
Detroit . . .259-1400
Rochester .852-8800

KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee
Equal Opportunity Employer M/F/H

TECHNICAL CLERK/TYPIST
Divisional office of large Fortune 500 manufacturing company seeks immediate opening for Statistical Typist to prepare Engineering and Production Reports, input production data into Personal Computer, Additional responsibilities include organizing and maintaining technical files, general office duties.

Send resume and salary requirements to:

Personnel Department
McINTOSH DIVISION
MASCO INDUSTRIES
39600 Orchard Hill Place
Novi, MI 48050
An Equal Opportunity Employer

TECHNICIAN
National computer products corporation seeks an experienced, ambitious Tech to supervise production of its Private-Label IBM-Compatible Computer system. Formal training 13210 Eight Mile Rd., Farmington Hills, Mich. 48024

TELEPHONE RECEPTIONIST - Immediate opening in Southfield. Must be mature, like people, have clear, pleasant telephone voice for the shared job.
Call Mrs Layne 351-2601

TYPIST/GENERAL OFFICE
Dependable, full benefits in 60 days. Apply in person or send resume: Mrs Miller, Langlois Corp., 12730 Arnold St. (corner Glendale), Redford, MI 48239

504 Help Wanted Office-Clerical

TELEPHONES AND CORRESPONDENCE
...are our lifeblood. We need the person best-qualified to properly route, and control a large volume of inbound calls at our hi-tech computer center, and to follow up on to insure error-free marketing correspondence. Previous hi-volume telephone experience required. Call Yvonne Clangenti 353-1911

TITLE CLERK
Experienced Title Clerk. Title Clerk for large national bank affiliate. Diversified position within a professional office atmosphere. Many opportunities available for the right person. Competitive salary. Written reply to: Personnel Director, P.O. Box 2459, Southfield, MI. 48037-2459.

TRANSCRIPTION/
WORD PROCESSOR
Non smoker only. Pleasant, outgoing manner for a busy medical/legal firm. Must have word processing & computer knowledge required. Send resume & salary requirements to Box #274, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI. 48150

TYPING, COMPUTER & order placement. Farmington area. Full time. Call Lori, between 10-12noon. 477-7185

TYPIST for title company in Birmingham. Immediate opening. Part time hours. 649-4505

TYPIST & GENERAL Office Experience. Full time. Southfield area. Benefits. Main office of Shopping Center Marketing firm. 559-5900
Ask for Theresa: 353-2122

TYPIST- Legal office, experienced & accurate. Benefits. Full time. Salary commensurate with experience. Southfield area. 358-0100

TYPIST/RECEPTIONIST - Part time 20-25 hours per week. Hours: Mon., Wed., Fri., 9-4:30 PM. 45 years. Call Mrs. Gilbert Dept. P.O. Box 12380, Birmingham, MI 48012.
An Equal Opportunity Employer

TYPISTS - dictaphone typist, general office, type 50 wpm, with telephone skills. Pleasant work environment, we invite you to submit your resume or a letter of interest & your qualifications.
We require 3 yrs. experience, word processing skills, & ability to work with minimal supervision.
Write: Mr. Mitz, Suite 119, 3155 W. Big Beaver Rd., Troy, MI 48084.

TYPISTS
(7am to 2:30pm)
(5pm to 12:30am)

Kelly Services has immediate long term assignments available for typists in Southfield. You must have recent typing experience. Word processing is desirable.

Call today for more information:

352-5220
Southfield

KELLY SERVICES
The "Kelly Girl" People
Not an agency; never a fee
Equal Opportunity Employer M/F/H

Typist

The Americare Companies has an immediate opening for a typist. Prior experience as a typist interested in potentially advancing into a secretarial position.

Requirements include excellent typing skills, ability to work independently and/or training using machine transcription equipment, and excellent spelling and grammar skills.

This entry-level, full-time position is accompanied by a competitive salary and a comprehensive benefit package including medical and dental insurance and continuing education programs. For consideration, please call for an application:

489-9220

Amerisure Companies
3333 W. 12 Mile Road
Farmington Hills 48018
An Equal Opportunity Employer

WANTED - Accounts Payable Clerk, Cashier, Warranty Clerk. Experience preferred. Excellent benefits. Apply in person only: Red Holman Pontiac, 2001 Ford Rd., Westland.

WORD PROCESSOR - PC experience, good knowledge of bookkeeping, busy Troy office. Mon. thru Fri. 8am-5pm. Salary open, benefits. Send resume to: Box 204, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR
Needed for fast paced Southfield office. Experience and 50 wmp required. Send resume to: P. O. Box 300, Southfield, MI 48037 or call 353-3311, Ext. 217

WORD PROCESSORS
EXEC SECRETARIES

Needed for a variety of interesting assignments at leading companies. Earn competitive wages while working short & long term assignments. Typing 50wpm necessary. No fee. Call now for an interview.

MGM
OFFICE SERVICES
Ren-Cen 567-6566
Southfield 557-0640

WORD PROCESS - secretary, for plush modern office, type 60 wpm, shorthand or dictation setting 80 wpm. Word Perfect, Multi Mate or Display Write 3 or 4, $14,700/yr. Call Nancy Lawrence 548-6188

W. BLOOMFIELD secretarial service needs part time receptionist/secretary. Typing, phone answering, good office skills, word processing a plus. Flexible hours, pleasant surroundings with experience. Call 851-8130

505 Help Wanted Food-Beverage

BAKERS SQUARE RESTAURANT & pie shop is seeking waitstaff, cooks, dishwasher, host/hostess and weekend janitor. We offer flexible work schedules, employee discounts, food, plus a competitive wage. Inquire at: 5948 Sheldon Rd. between 3pm-5pm

BANQUETS & CATERING PART TIME
Waiters/Waitresses - $3.20 per hr
Assistant Cooks - $5.65 per hr
Cooks - $6.65 per hour
Bartenders - $2.13 per hr plus
Dishwashers - $5.10 per hour
Customer - $4.10 per hour
Apply in person
Holiday Inn-Livonia
27777 Schoolcraft
Romeo's Garden Party
32550 Cherry Hill at Venoy
Romeo's Bloomfield
31013 Telegraph
N. of Square Lake Rd

BARTENDERS
Full time/part time, AM/PM for West Bloomfield restaurants.
851-0060

BIRMINGHAM AREA
Experienced wait staff, bartenders & cooks. Apply within: Incredible Edible, 31231 Southfield, Birmingham.

505 Help Wanted Food-Beverage

BLAKENEY'S RANCH HOUSE needs night serve Bartender. Six nights Tuesday thru Sunday 477-3340

BURGER KING
Help Wanted All Shifts!
Up to $5. an hr. Ages 15th & up. Please apply at Burger King, 29800 Gratiot at 32704 Grand River, Farmington

BURGER KING
Now hiring for all positions. Premium wages, flexible hours. Present applicants Mon., Fri., 1-5 pm for immediate interview at:
28333 Ford Rd., Garden City

BUS HELP

needed in newly remodeled restaurant evenings. Apply in person.
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Drake

• BUS PERSONS
• DISHWASHERS
We offer: Competitive wages, flexible hours (night shift finished by 10pm), bonuses, paid vacations, employee discount on meals.
Apply in person 2pm
BONANZA
FAMILY RESTAURANT
38350 W. 10 Mile Rd.
Farmington Hills

BUSSERS
Full/part time, days/nights
Ryan's Tavern
Plymouth

CAFE JARDIN At Somerset Mall is now hiring full time host/hostess & carry out person. Must be available days. $4.50 hr plus benefits. Please apply in person after 2pm: 1843 W. Big Beaver, Troy. 649-1346

CAREER OPPORTUNITIES

Advance in confidence your career in the restaurant industry. Learn Nouvelle Cuisine, Continental cooking & wild game dishes. Pastry, and a star a Sous Chef position available. All shifts available. Apply in person, Hiatake, 41661 Plymouth Rd. in Plymouth.

CARLOS MURPHYS
is now hiring for all positions in the kitchen. Competitive wages & benefits available. Apply in person Mon.-Fri. 2pm-4pm. Thru Fri.: 29244 Northwestern Hwy, Southfield

CARLOS MURPHY
NOW HIRING

Cocktail servers
Bartenders
Door people
Line cooks
Host/hostess

Apply in person only
Between 2-4pm Mon thru Sat.
29244 Northwestern Hwy
Southfield

CHEF KEITH FAMILE, proprietor of Restaurant Jacques Jeanne, is looking for qualified capable people to fill the following positions: Pastry Persons, Line Cooks, Dishwasher. Please call bete. 10-1pm to set an appt. 544-2861

COOK
Full and part time. Will train. Apply in person. The Box Bar & Grill, 71 W. Ann Arbor Trail Plymouth. Sk Chef

COOK
for large Nursing Home. Must have experience. Apply Mon.-Fri., 1-4pm Arnold Home, 18320 W. 7 Mile.

COOK, full or part time. Some exp necessary. Your effort or dependability will be rewarded! Apply at PADDY'S PUB, bet. 11am-2pm, Mon-Fri, 1809 N. Wayne Rd., Westland.

COOK
(Full time/midnights)
WAIT STAFF
(Part time/evenings)
Apply in person: Ivy Grains, 37543 Plymouth Rd., Livonia

COOKS, bar help & wait staff needed for Redeers Keyboard Lounge Wayne Rd. in Westland. Call for interview, 728-990

COOKS & DISHWASHERS, grd shifts, full time & part time. Apply in person or call: Hours Run, 15800 Middlebelt, Livonia 522-300

COOKS

El Nibble Nook Restaurant, 2'25 W. Eight Mile, Livonia. Apply interview between 2-4pm

COOKS, EXPERIENCED:
For day & night shifts. Full time. Livonia restaurant. Call Mary at 11AM-6PM 525-8440

COOKS
Immediate openings for Sub & Sauce Cook. Attractive salaried salary and bonus, this is commensurate with experience. Excellent opportunity for advancement. Apply (prefer) Buddy's, Northwestern & Middlebelt, Farmington Hills Ask for Wesley or Brent.

COOK/WAIT STAFF
Full time for Plymouth golf crb. Experience preferred. Call betg 5pm 453-1900

COUNTER HELP

needed in newly remodeled restaurant. Mushave slicing machine experience. Apply in person
ERNIE'S RESTAURANT
MUIRWOOD SQUARE
Grand River at Dake

DALY RESTAURANT

Immediate openings for all positions. Day & evening shifts
• Free meals
• Vacation pay
• Friendly working environment
• Good pay
• Paid breaks
Apply in person
31500 Plymouth Rd., Livonia

DAY BUS PERSON I, a day dishwasher, full or part time, $4.25 & up, retirees welcome, hours Dail of Rochester, Rochester Hills. 172 N. Adams

DAY & NIGHT WAITSTAFF
Experience is helpful. Apply in person between 2PM-5PM, Meriwether's Restaurant, 25485 Telegraph Road, Southfield

DELI COOKS, Wait Peon & Counter. Frier Tucks, 18 & Lahser.

DINING ROOM HOSTESS
Part time for Sunday dinner dining room. Evening hours. Must enjoy working with senior citizens. Some experience preferred but will train. Approximately 30 hours per week.
APPLY IN PERSON
Franklin Club Apts
26301 Frankh Rd.
Southfield

DINING ROOM
HOSTESS/HOST
SUPERVISOR
Evenings and weekends. Apply in person: Mayflower Hotel, 827 W. Ann Arbor Trail, Plymouth.

DISHWASHER & BUSPERSON
Day & Night shifts. Apply in person: Hero Beef & Spirits, 30645 Plymouth Rd., Livonia.

DISHWASHERS
Full/part-time
Ryan's Tavern
3100 W. Maple Rd, W.H Haggerty.

DISHWASHERS

Full and part time. $200 per hour starting. Apply in person: Mayflower Hotel, 827 W. Ann Arbor Trail, Plymouth.

DISHWASHERS

START AT $4.50 PER HOUR
Taking applications for full or part time positions to women senior citizens complex. Good working conditions, meals & uniforms furnished.
APPLY IN PERSON
Franklin Club Apts
26301 Frankln Rd.
Southfield

505 Help Wanted Food-Beverage

DISHWASHERS Wanted, day & evenings/nights, full & part time. Apply at Ryan's of Livonia, 31830 Plymouth, 2 Blocks left of Merriman.

DOORMAN
BANQUET DEPARTMENT
Visible hours. Sr. Citizens welcome. Ap