EMPLOYMENT

504 Help Wanted Office-Clerical

LOOK NO FURTHER JOB-O-RAMA

ALL FEES COMPANY PAID

Exec Secretary	$20,000
Receptionists	$15-$18,000
Sales Secretary	$17,000
Data Entry	$16,000
Clerk Typists	$12,000
Staff Accountant	$17,000

Want more money, better benefits, great advancement potential? Look no further. We have several full time openings than applicants. Come in now! Call 851-3660.

SNELLING & SNELLING
FARMINGTON HILLS

MARKETING DEPARTMENT BOOKKEEPER, $23,000
A fast expanding suburban team can use your excellent bookkeeping skills. If you are detail minded and energetic people. Good benefits Fee paid. Resource at 353-2090. - After 5 PM Leave message.

SNELLING & SNELLING

MGM OFFICE SERVICES

Available Permanent, Temporary & short term assignments in Southfield, Livonia, Farmington Hills, Walled Lake Areas.

- TYPISTS
- WORD PROCESSORS
- SECRETARIES
- DATA ENTRY RECEPTIONISTS
- FILE CLERKS

Call today for an appointment
Students Welcome
474-7766

MORTGAGE PROCESSOR
Clerical & phone skills required. Experience desired but will train. Apply Chester Area. Call 375-2626

Beech Daly & 5 Mile. Office Manager, bookkeeper, experienced telesales, some bookkeeping, hours 9-4, some Saturday. 532-3323

DENTAL ASSISTANT
Full time positions available in our Southfield office. Must have minimum one year previous office experience. Excellent math ability & calculator skills necessary. Should have excellent communication skills. Send resume including salary requirements to: Attention: Personnel, P.O. Box 5791, Southfield, MI 48086

OFFICE CLERICAL
Full time opportunity for organized hard working individual. Must be High Grad. with good comprehension, computer skills a big plus, ability to deal with the public, good work habits. Good benefits. Excellent work environment. For interview appointment, call Sheila Furniture, 851-7150. John Giordano 453-4500

OFFICE MANAGER
Mature, organized person needed for fast paced marketing dept. 2 years management experience preferred. Excellent communication skills - both verbal & written necessary. Good public relation skills needed. Experience with group health insurance programs and mass marketing campaigns helpful. Excellent benefit package included. Dearborn 582-1183

OFFICE - Position involves typing, filing, computer usage, telephone call, banking a cash register & office duties. Hours - 5-9, M-F, Sat. Call the Student Mushroom Restaurant, 8-4pm 559-2187 or 559-4230

OFFICE POSITIONS AVAILABLE
Full time immediate opening. Clerical duties required. Will train for qualifications. Benefits. Please send letter with reference to Personnel Dept. 32740 Hilltop, Farmington Hills, Mich. 48018
An Equal Opportunity Employer

OFFICE SUPERVISOR - for Pontiac MSP & Wayne Lake Rd) non profit agency. Supervisors 2 computer perience, ability to coordinate & duplicate cash total, inventory control $15-$20,000, excellent benefits. 645-1330

OFFICE & TELEPHONE (not sales), part time. Experienced. Flexible daytime hours. Farmington Hills. Mr. Waldorf 474-0780

504 Help Wanted Office-Clerical

OFFICE TRAINEE

Must be dependable & able to type. Learn computer & a variety of office duties. Personnel Manager, 2921 Industrial Row, Troy, MI. 48084

PART TIME position for mature, responsible individual with Southfield firm for varied office duties. Approximately 20 hrs/wk. Hrs. are negotiable. Must type 50 wpm, good opportunity to learn Word Star computer program.
Please call Mrs. Rozowski between 9am-noon 827-7180

PART-TIME Secretary. Troy. Must have dependable transportation. Word processing helpful. Resume to PO Box 1826, Troy, MI 48099

PART TIME, typing, filing, miscellaneous Southfield office. Flexible hours. Reply to Box 300, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

PAYROLL CLERK, part time, mature with figure background, and typing skills. Vicinity of 11 Mile & Southfield 559-8449

PAYROLL - PLYMOUTH
Salaried, Union, non, hourly. Tax management experience $16-17K. Full benefits. No Fee
B. HAMIL PERSONNEL
424-8470

PEOPLE PERSON
$6.00 Hour Great benefits
Progressive suburban company needs full time general office person. Require 40WPM accurate typing & good phone skills
EXPRESS ENTRY COMPANY
EMPLOYMENT CENTER 11 540-4130

PERMANENT Part Time- Southfield area auto & homeowners insurance agent needs a bright, dependable pleasant person for 3 days per week to assist with public. Experience helpful but not required if you are willing to learn the insurance business. Send resume to. State Farm Insurance-Agent, 27041 Southfield Rd. Lathrup Village, Mich. 48076

PERSONNEL COORDINATOR - for growing national temporary service, must have 18 mos/2 yrs experience with clerical & light industrial. Competitive salary plus bonus & benefits. Call Pat Gray at Unforce 646-7660

PERSONNEL

Secretarial/Receptionist

Fast-paced office seeks an energetic individual with outgoing personality, excellent typing skills, good organizational skills and ability to handle pressure situations. Opportunity to grow with growing company. Please call for a personal interview.

261-6222
Aatec Resources
25355 Five Mile, Livonia, MI 48154
An Equal Opportunity Employer

Personnel/Training Coordinator
Rochester retail business with 300 + employees is seeking a Human Resources professional. Must have personnel generalist & benefits administration knowledge, strong communication skills & stand-up facilitation experience. Management experience helpful. Send resume & wage history to:
Economy Better Blooms
1835 S. Rochester Rd.
Rochester Hills, MI 48063
Attn: S. Mathes

POLICE CLERK/DISPATCHER for City of Gibraltar. Typing, filing & other clerical duties. Use of computerized data system. Police telephone & radio procedures. Also involves public contact. Salary $18,000-$20,000 depending on qualifications. Application available thru June 24 at City Clerk office, 429 N. Main. Questions may be addressed to Chief Lindell, 285-5000

QUOTATION CLERK
Must have good arithmetic, handwriting & word communication skills. Also, must be organized, able to work under pressure. Livonia Area. Benefits. 421-9300

RECEPTIONIST - Part time position answering phones, typing, filing & working with computer. Must be mature, dependable, non smoker. Franklin area. Please call between 10am-3:30pm at 626-5004

504 Help Wanted Office-Clerical

Real Estate Coordinator

Prior real estate secretarial experience helpful. Requires - organizational skills, management ability, initiative, self-direction and a good sense of humor. Salary $12,500-$15,000. Bring resume to interview. Call Joy 737-2005

Receptionist-Assistant Manager
Needed for Farmington Hills beauty spa. Chance for advancement. Call Debra 855-0476

RECEPTIONIST - part time, afternoons, 2-6pm. Telephone answering & light filing, send resume to Right Enterprises, 40600 Grand River, Novi, MI 48050

RECEPTIONIST
Full time. Tappers Jewelry, Southfield Ask for Elaine 357-5578

RECEPTIONIST for 10 lawyer law firm in Farmington Hills. Typing required. Good phone manners essential. Call Ginger 851-4111

RECEPTIONIST/SECRETARY-Full time for busy Farmington Hills Real Estate office. Hours noon to 9:00 p.m. Typing required 54-60/hr. to start. ASK FOR DEBBIE. 851-5700

RECEPTIONIST PART-TIME Admitting Clerk - 4pm to 8:30pm, Mon. thru Fri. Filing, light typing, switchboard. Cancer Care Center, 19810 Farmington, Livonia 474-3500

RECEPTIONIST - Busy Southfield law firm needs pleasant, mature telephone receptionist. Other clerical duties & light typing required. Salary commensurate with experience. Contact Marsha at 353-1550

RECEPTIONIST/FILING CLERK
Needed by established downtown Northville law firm. Pleasant surroundings & good benefits. Send resume to: Rice, Rice, Gilbert & Marston, 3454 Penobscot Bldg., Detroit, Mich 48226. Attn: Greta

RECEPTIONIST VETERINARY CLINIC

Full or part time. Non smoker. Must like people & pets. Typing skills essential. Excellent fringe benefits. Salary open. 349-5900

RECEPTIONIST wanted. Full time position in Southfield area. Typing a must. Computer skills helpful. Flexibility, with some errands. Include salary requirement. Please send resume to Box 258 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
An opportunity is available with a Birmingham residential builder & property management firm. This individual should have good typing & telephone skills. Must also have an ability to handle a variety of general office duties. Send resume to box 252, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

RECEPTIONIST
Veterinary hospital. We have openings in the South Western Oakland County areas for warm, friendly people who excel in customer service. Must be well organized & love a hectic pace. Flexible schedule includes some weekends & evenings. Full training & complete benefit package. Resume to: Professional Veterinary Hospital personnel, 15555 W. Ten Mile, Rd., Southfield, MI 48075.

RECEPTIONIST/SECRETARY
A growing Northville-based contracting organization has an exceptional full time opportunity in its expanding administrative services area.

We are seeking an assertive individual who also possesses outstanding oral and written communication skills to assist with accounts receivable, collection of job costing data and invoicing procedures. Outstanding telephone, organizational and typing skills are required as well as 2+ years of prior experience in a fast paced environment.

We offer a competitive salary and benefits as well as a pleasant working environment. Qualified individuals should send a resume and salary history to: Box 248 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - full time medical, phone/sales experience required. 828-8408

RECEPTIONIST - for Troy area insurance agency. Clerical skills required. Good salary plus benefits. Call 583-1660

RECEPTIONIST
Full time. Phone answering, typing, light secretarial duties, Birmingham. 6:30-5pm 642-8840

RECEPTIONIST: Part time. Responsibilities include answering phones, typing, simple bookkeeping, light typing, answering phones. Troy area. Weekly 649-3997

RECEPTIONIST/BOOKKEEPER
Rochester dental office. Peg board experience helpful
Call 652-7770

RECEPTIONIST NEEDED
full time by Bloomfield fashion designer. Filing, light typing & word processing. Call 458-0020

RECEPTIONIST - FULL-TIME
Auto Dealership experience preferred. Switchboard experience necessary. Please call for appointment. 471-2044

RECEPTIONIST for law firm. Mature, responsible, non smoker. Birmingham/Southfield area. Advancement opportunities for the right person. Ask for Kathy 540-3350

RECEPTIONIST - Novi area 1-2 years experience. Good phone & organizational skills, some bookkeeping, typing. Days. Call: Kathy M., Mon-Fri., 10-3pm. 625-9600

RECEPTIONIST
position available with Dearborn firm, pleasant phone voice, greeting clients & typing 50 wpm. Excellent salary & benefits, call 234-1388

RECEPTIONIST/SECRETARY
Heavy phone work, light typing and letter composition. Send resume to: Equitable Group, P.O. Box 51, Royal Oak, MI., 48068

RECEPTIONIST - for major Troy corporate office. Top notch phone voice with IBM PC, Word Star or Word Perfect. $16-$17,000. Call Lorna at Unforce 646-8501

504 Help Wanted Office-Clerical

RECEPTIONIST/SWITCHBOARD
for insurance Co. Ability to work we under pressure & handle high call volume a must. Full time, benefits Resume to P. O. Box 71710, Madison Heights, MI., 48071

RECEPTIONIST for busy office. Must have pleasant phone voice and good office skills. Typing, filing, etc. Full time position. Apply in person 12700 Merriman, Livonia, between Plymouth & Schoolcraft.

RECEPTIONIST
$12,000. Typing desk position for individual with outgoing personality & some clerical experience. Lots of phone work. Wet brain word processing 525-7870

RECEPTIONISTS - switchboard, type 30 wpm, some experience in Dimension, Merlin, Executone or Intercom for major land developer in Southfield $210/wk. Call Marie at Unforce 357-0034

RECEPTIONIST-SECRETARY
LIVONIA - Good skills, professional person. $14K minimum. Paid benefits. No Fee
B. HAMIL PERSONNEL
424-8470

RECEPTIONIST/PART-TIME
We are looking for a bright, energetic individual with general typing, switchboard (Mitel) & pleasant phone voice for fast growing construction company in Redford. Call Walt train the right person. Salary negotiable. Call between 8am-10am: 534-1057

RECEPTIONIST/SECRETARY
Architectural firm has immediately opening. Excellent phone manner, grammar, & typing skills; Knowledge of Word Perfect ability & at least minimum 2 years professional business office experience. Hahlan, Lerner & Assoc., 100 Galleria Officentre Suite 129, Southfield, MI 48034 356-3400

RECEPTIONIST
Urgent and immediate need exists for receptionist with excellent switchboard experience, light typing and professional attitude and phone etiquette. Southfield employer. Long term temporary assignment. Please call:
The Employment Connection
425-3220

RECEPTIONIST POSITION
Immediate opening for a busy administrative office. The ideal candidate must be detail oriented, have excellent typing skills & familiar with the Memory typewriter & have an outgoing personality with a desire to greet people with a smile. Please send resume to: P.O. Box 3089, Farmington Hills, MI 48333. Attention: Personnel

RECEPTIONIST/CLERK TYPIST
Insurance office needs receptionist/clerk typist to answer 4t incoming phone lines and perform various clerical duties. Must have pleasant speaking voice and type 45 wpm. No experience necessary - will train. Excellent benefits. Send resume or letter of introduction to:
Administrative Manager, P. O. Box 2708, Livonia, MI 48151-2909

RECEPTIONIST
FULL TIME
Well established firm in W Bloomfield offers an excellent working environment and benefits, is seeking a flexible, pleasant telephone and communication skills, general clerical duties, and typing. Experience helpful, interested parties should call Mon-Thurs between 8am-11am only. 737-7050 ext 23
An Equal Opportunity Employer

RECEPTIONIST $12,480 FEE PAID

Big or Little Company, Non Smoking is seeking a poised professional individual to answer phones, greet clients, collection of job costing data and invoicing procedures. Outstanding telephone, organizational and typing skills are required as well as 2+ years of prior experience in a fast paced environment.

SNELLING & SNELLING

RECEPTIONIST Suburban Firm

Established firm seeks a professional receptionist to handle clientele interacting. Must have good experience and 60+ wpm typing required. Benefit package included. Call 352-1400. Ask for Jennifer, Arthur Thomas & Assoc. Executive Search Firm, 30600 Telegraph, Suite 378, Southfield, MI 48075

RECEPTIONIST
Metropolitan Detroit's largest cellular communication equipment firm seeking receptionist who enjoys public contact. Answer phones, greet customers, type in busy office. Previous office experience preferred but not mandatory for the right person. Salary commensurate with experience & salary requirements to or apply at Office Equipment, 30100 Telegraph, 32825 Northwestern Hwy., Farmington Hills, MI 48018 (just S. of 14 Mile Rd.)

RECEPTIONIST

Public relations firm located in Southfield has immediate opening for a receptionist. Light typing & typing, excellent telephone & people skills & a minimum of 3 yrs of office experience required. We offer a excellent salary & benefits package. Send resume & salary requirements in confidence to: Personnel Director, Cadwell Communications Management, 17117 W Nine Rd., Suite 700 Southfield, MI 48075. An Equal Opportunity Employer

SALES SECRETARY
Bloomfield Sign & Manufacturing Co. requires an individual with excellent secretarial skills & strong emphasis on grammar, spelling, able to telemeter with Data & Word Processing. Permanent full-time position, with full benefit package. Salary commensurate with experience. Call to arrange an interview. 335-5600

SALES - secretary for Troy corporation, type 60 wpm, shorthand 70-80, excellent communication skills plus data entry. $19-$20,000. Call Lillian at Unforce 357-0034

SECRETARIAL POSITION
available to the gal with top-notch skills, including Shorthand, in a Southfield-based regional Sales Office. Send resume to: Box 296, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Food-Beverage

McDonald's

RESTAURANT MANAGEMENT
FULL & PART TIME
McDonald's Restaurants in West Suburban areas, are looking for aggressive, hard working people to fill management positions. Experience is preferred but not necessary. Excellent career opportunities with good pay and benefits.
CALL 474-7700 FOR INFORMATION
Equal Opportunity Employer

The Midwest's Finest Family Restaurant Needs The Midwest's Finest Management Trainees!
- Full benefits including immediate insurance and more
- Profit sharing
- Quarterly bonus
- FREE meals
- We promote exclusively from within so the opportunity for advancement is outstanding
- No more than 6 days per week
- Bill Knapp's is celebrating 40 years of continued growth, is not franchised to limit your potential, or owned by another company with other interests.

Sound like a career instead of a job? IT IS!
If you have a two or four year college degree or previous management experience, please send resume or letter of interest.
16995 S. Laurel Park Dr.
Livonia, MI 48154
Attn: Pam Barthlow
OR
3500 Greenfield Rd.
Dearborn, MI 48120
Attn: Al Stokes

Bill Knapp's FAMILY RESTAURANT

504 Help Wanted Food-Beverage

504 Help Wanted Office-Clerical

RECEPTIONISTS

Kelly Services has immediate long term (1 year, plus) assignments available for full time Receptionists in the Troy area working in a busy, professional office answering phones. Good typing skills required (50wpm plus) Prior experience preferred. Please call:

Troy . . 362-1180
Berkley . 398-7900

KELLY SERVICES
The "Kelly Girl" People
Not An Agency; Never A Fee
Equal Opportunity Employer M/F/H

SALES SECRETARY - Novi area. Pleasant phone voice, helpful to customer communications. Organize, develop & implement procedures for recording & filing various sales reports. Must be able to type at a correct rate of 60wpm. 1 year office, Send resume to: Manager, 30425 Stevenson Hwy. Madison Hts, Michigan, 48071

SALES SECRETARY
Suburban location. Takeoff to $17,500. Benefits. Fee paid. Call 399-3450.
SNELLING & SNELLING

SALES SECRETARY
$17,000 FEE PAID
Strong sales support position with Worcester experience are the keys to getting hired. Excellent benefits. Professional office & management level contact are parts of this package. Call 649-3900
SNELLING & SNELLING OF TROY

CORPORATE SECRETARY
For Troy based Warren manufacturer. Strong financial secretarial background. Heavy computer & knowledge-word processor. $23K range, corporate benefit package. No Fee
B. HAMIL PERSONNEL
424-8470

SECRETARIAL
Downtown Birmingham services firm now accepting applications for word processing operators in secretarial marketing dept. Word Perfect & Displaywrite 3 system used. Training/on experience also needed. Good working environment & full benefit package for right individual.
964-3815

SECRETARIES
CAREERS
EXECUTIVE SECRETARY
$16,000
Be the true "right arm" to two world class executives. Your excellent skills can help you land this golden opportunity.

SECRETARY
TO $18,500
This company has an need of all of your skills. Lots of variety because you will be involved in all phases of the business.

OFFICE MANAGER
TO $25,000
Your professionalism & experience will be rewarded with this position with a limitless career path.

Evening Appointments Available
Call today for a confidential interview. Let us put your talent to work in your future by paying our fee.

OM5
Division of Management Recruiters of Troy
585-4200

SECRETARIES
If you're good & you know it....You'll want your salary to show it! If it doesn't.... CALL TODAY.
Permanent Staff places ALL phases of office support personnel.

ALL FEES COMPANY PAID
SOUTHFIELD 353-0505

SECRETARIES - word processors needed for many locations, full & part time. $15-$20,000. Call Lorraine at Unforce 357-0034

SECRETARIES
WORD PROCESSORS
EXCELLENT OPPORTUNITIES ARE AVAILABLE
Top pay
Holiday pay
Flexibility
Insurance
Same week paychecks
IMMEDIATE OPENINGS
CALL 557-5700
SNELLING TEMPORARIES
NEVER A FEE

SECRETARY-ACCOUNTING DEPT. Entry level position, fast pace office environment. Ability to handle a variety of duties. Excellent typing skills required. Experience preferred. Send resume to: PO Box 5098, Southfield, Michigan, 48086

SECRETARY
A Southfield C.P.A. firm requires Word Processing & statistical typing skills. Full or part-time. 353-3550

SECRETARY
Birmingham/Southfield area law office has a position available with good typing, English & shorthand skills. Entry level position.
840-4100

SECRETARY/BOOKKEEPER - Experienced individual for Real Estate development firm. Word Perfect experience and communication skills required. Light bookkeeping and shorthand preferred. Send resume with salary requirements to: PO Box 878, Birmingham, MI 48009

SECRETARY/BOOKKEEPER
For Livonia industrial & commercial real estate office. Immediate opening. Send resume to:
Grubb & Co. 33640 Schoolcraft, Livonia, Mich. 48150.

SECRETARY BOOKKEEPER
Non smoker for small Pontiac office. Immediate position available. Light typing, general office skills, bookkeeping experience essential.
334-5338

SECRETARY/ENGINEERING
Livonia company has an immediate opening for a self-motivated person possessing strong organizational & communication skills. Experience preferred. Word processing & data entry a plus. Will interface with customers & sales department. Apply at Allwards Inc., 12001 Levan.

SECRETARY - Entry level position with Southfield electronic rep firm. Type 60 wpm, previous office experience preferred. Non-smoker. Call for appointment. 569-5455

SECRETARY for Southfield law firm. Looking for light administrative secretarial skills & word processing background. Excellent working conditions & benefits. 354-4030

504 Help Wanted Office-Clerical

SECRETARY

Enthusiastic secretary needed to assist executive/owner. Prior real estate or mortgage banking experience helpful. Strong secretarial skills plus communication skills required. Great opportunity to expand your present skills and broaden your experience. Salary range depends on your benefits and a friendly, professional environment. Telegraph/12 Mile area. Please send resume to: C.D.I., 30215 Southfield Road, Suite 115, Southfield, MI 48076

SECRETARY

Experienced with good typing skills and phone manner, shorthand preferred. Manufacturers representative longer. Send resume to:
TEITEL BROKERAGE, INC.
Sales Enterprises Dept.
Bloomfield Hills, Mi. 48013.

SECRETARY

FARMINGTON HILLS
Campbell Soup Co. currently has an opening for a secretary in Sales. The correct candidate will have some PC experience, Lotus and DWrite helpful. Excellent phone presence. Excellent salary plus full benefits. Call Marlene at 855-8966.

SECRETARY
FARMINGTON HILLS - Strong 65-70 typing for prominent organization. Sales Dept., experience a big plus. $18,500 range to start. Full benefits. No Fee.
B. HAMIL PERSONNEL
424-8470

SECRETARY

Farmington Hills based insurance company has a permanent opportunity for one who possesses the following:
- Minimum 2 years secretarial/administrative experience to include composing correspondence
- Minimum 60wpm typing skills
- Proof reading skills
- Organizational skills
- Ability to work effectively with all levels of employees.
- Minimum 6 months Word Perfect DisplayWrite experience
- Human Resources experience preferred
- Must be able to work in a fast paced environment

If you are the qualified candidate we seek, please send your resume, salary requirements to Box 240, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY
Fast-paced Livonia area farm seeks experienced individual with good typing skills (55-60wpm). Must handle variety of interesting and varied duties. Must be a fast and accurate typist. Word processing experience preferred. Salary DOE. Box 254 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

E.O.E.

SECRETARY for growing corporation. Letter composition, typing and filing skills needed. Call 532-0805

SECRETARY-for INSURANCE OFFICE with word processing & computer skills for our Southfield Office 353-5800 ext. 252

SECRETARY
For one person office. 1-96 & Wyoming area of Detroit. Nice office in secure building. Must have good telephone manner, light typing, filing & billing skills. Call Mr. Walker for appointment. 862-2791

SECRETARY - Full time, good typing & shorthand skills. Pleasant telephone personality. Start immediately. Call Larry 664-0175 week.

SECRETARY - FULL TIME
Word processing, phone and discussions, various duties. Elliott Travel, Farmington Hills, Mr. Schubiner 855-7707

SECRETARY
Good typing & phone skills, pleasant attitude and ability to work independently. Word Perfect knowledge preferred but willing to train right individual. Rochester area. 651-3300

SECRETARY - Good self starter, typing, general office work. 1 person office, Southfield Area. Call between 9am-5pm 559-1488

SECRETARY - Immediate opening 3 days per week in Troy for mature, experienced secretary who likes variety. Must be flexible, able to handle file, fast paced & lots of people. Good grammar, typing & general office skills a must. PC + word processing experience helpful. Call Joy 680-5600

SECRETARY
Law firm in Tel Twelve area needs secretary with excellent skills. Legal experience not necessary but preferred. Skills should include 70WPM word processing, organization & excellent grammar. If you're looking for a long lasting job security position. Debby. 649-1700

SECRETARY Needed for dynamic, entrepreneurial environment. Must be out-going personality prime requisite. Ability to handle detail work & correspondence with minimal direction necessary. We are looking for someone who has excellent spelling, grammar & editing skills. Birmingham location. Call Ann 646-7791

SECRETARY

New Northwest building, development & management company seeks articulate, professional secretary for a 2 person office. Must have excellent communication skills and word processing experience. 3-5 years of experience. Excellent salary and benefits. If interested, please send resume and salary requirements to Mr. Asbury, P. O. Box 681, Southfield, MI 48037.

Plants & Moran recruiting for An Equal Opportunity Employer

SECRETARY

(NON-SMOKER)
In Engineering Dept. of NW Detroit organization. This position requires an individual who can assume responsibility with little supervision and take initiative necessary to perform a variety of duties recognizing deadlines. Requirements include typing, shorthand/steno, good math competencies, and other secretarial tasks as well as possess excellent interpersonal communication skills. Must be willing to work overtime when necessary. Word processing experience preferable. Please state salary requirements to:
PERSONNEL COORDINATOR
P.O. Box 18348
Detroit, MI., 48219-0150

SECRETARY/OFFICE MANAGER
Growing Northville manufacturer company seeks well organized, mature secretary with 3-5 years office experience. Computer knowledge required. Congenial working environment. Downtown Birmingham location. Salary in mid teens, paid parking, benefits. Send resume only to: Retail Detail Inc., 133 N. Woodward, Birmingham, MI 48011

SECRETARY
Part time, possible full time, for small office in Troy. Must be experienced. $6.50 to start. 689-3730

SECRETARY - Part time, Flexible, good office skills, legal experience & computer knowledge helpful. Call Canton law office. 981-1811

SECRETARY
Part Time Mornings. Must be computer literate. Livonia area. Call Mike 261-1400 726-2042

SECRETARY PLUS
Opportunity for self-motivated person to be involved in operations of a small but fast-paced office. Typing, light bookkeeping, basic computer skills + all an asset. Pay commensurate with experience.
Farmington Hills. 553-0522

504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST
For Real Estate Property Management Company. Good wages & benefits. Send resume to: Lindy's Management, 851-4800

SECRETARY/RECEPTIONIST
Small Lake Fastener company is looking for individual with good telephone personality & basic secretarial skills. Entry level position offers a company, college & benefit package. Please send resume to or apply at: G.T. Special Products, 21137 W. Maple Rd., Walled Lake, MI. 48088

SECRETARY/RECEPTIONIST
Mac Valves, Inc., located in Wixom - 5 miles W. of Detroit, has an opening for an experienced Secretary/Receptionist with excellent secretarial skills, knowledge of general office procedures & ability to operate a very busy switchboard. Data Entry helpful but not necessary.
Mac Valves is a 30 year old company. We offer competitive salary, outstanding fringe benefits & a secure future with advancement opportunities. Send resume to:
Mac Valves, Inc.
30565 Beck Rd., P.O. Box 111,
Wixom, MI 48096
Attention: Ken Regalo

SECRETARY/RECEPTIONIST
Full time for a human services agency. Resume to: Whole Life Program, 32633 West 7 Mile, Suite 9, Livonia, MI 48152

SECRETARY/RECEPTIONIST
Property insurance company relocating to Livonia. Immediate opening available for experienced secretary & underwriting secretary. Good typing skills required. Word processing. Complete benefit package included. Send resume with salary requirement to: PMIC, 4000 Town Center, Suite 690, Southfield, MI 48075.

SECRETARY/RECEPTIONIST
Progressive construction company seeking full time individual - strong administrative skills including typing, bookkeeping and a variety of accounting procedures. Professional image and good public relations are essential. Some computer and word processing experience beneficial. Farmington area. Salary commensurate with qualifications. Send resume to: Box 256, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY (SALES) - Progressive, growth oriented Southfield firm is seeking an individual for busy sales dept. Applicant must have accurate typing skills, a pleasant personality, front desk appearance & professional attitude, word processing knowledge is helpful. Excellent opportunity for the individual who qualifies. Send resume to: PMIC, Box 40, Lathrup Village, MI. 48075

SECRETARY - Young individual with a minimum of 2 years general office experience including word processing (55-60wpm). Shorthand preferred. Excellent grammar, spelling & telephone skills. We offer competitive salary vacation & benefit package. Please contact Joan or Kate 758-1040

SECRETARY
Sharp person needed for general office. Bookkeeping duties, accurate rate typing, main and phone answering skills a must. Word Perfect, IBM/PC knowledge helpful. Terrific opportunity.
$ EXCELLENT SALARY $
CAB, 642-2277

SECRETARY
Southfield sales office needs dependable detail oriented secretary. Must have good typing, organizational skills, type 60wpm, shorthand dictation. EZ1 or word perfect processing experience preferred but not necessary. Fringe benefits, full or part time. Call Joyce at 557-8470

SECRETARY

Southfield based property management division of a national corporation has immediate opening for an experienced Secretary and Administrative Assistant for a dynamic team of several property supervisors. This is a highly diversified and challenging position. Grammar/typing, typing and spelling skills are essential. Knowledge of Word Perfect plus Excellent benefit program. Please send resume to:
Hall Financial Group.
27777 Franklin Rd., Suite 600,
Southfield, MI 48034
Attn: Mr. Manko

SECRETARY(s)

2 experienced secretaries needed for rapidly growing company in downtown Ann Arbor. Candidate should type 50 wpm, be able to transcribe from dictaphone, know Word Perfect, be familiar with Microsoft Word and LOTUS back-ground helpful. Send resumes or questions to Annette at 769-8520. If interested and qualified, please send resume and salary requirements to:
McKinley Secretary Position,
P.O. Box 8649,
Ann Arbor, MI 48107-8649

SECRETARY
to Assistant of high profile Executive. Opportunity to work in pleasant surroundings. Southfield based firm, non smoking office. Good benefits/Salary commensurate with experience. Submit resume & salary requirements to: P. O. Box 235, Franklin, MI., 48025.

SECRETARY

To the VP. Must have shorthand, IBM PC, Lotus 1, 2, 3 background and experience with trade arrangements. $22K with excellent benefit package. Fee paid.

OFFICE MATES 5/
MANAGEMENT RECRUITERS
2929 Plymouth Rd. - Suite 202
Ann Arbor, MI 48105
769-1720

SECRETARY/TO $17,000
Word processing experience required. Fee Paid.
Personnel Systems
761-5252

SECRETARY TO $14,000

Our Troy clients need secretaries with minimum 2 years experience, excellent skills. Word processing a plus. If you have typing of 50wpm & secretarial skills, please call for an appointment or send resume to:
PERMANENT STAFF
911 W. Big Beaver Rd.
Troy, MI 48084
352-4004
ALL FEES COMPANY PAID

SECRETARY

Troy commercial/industrial real estate development and management company seeking the successful candidate with strong typing and shorthand skills. IBM PC and/or Xerox Memorywriter experience very helpful. Call after 10am. 362-8030

SECRETARY - typing & word processing skills, organization of filing system experience a plus. Submit resume with salary history & requirements to: High Enterprises, 30600 Grand River, Novi, MI. 48050

SECRETARY

Versatile including computer terminal operation, excellent typing & dictaphone transcription skills, 4 days, 8:30am-4:30pm. Southfield. Benefits include: medical, dental & pension. Pleasant congenial atmosphere. Please send resume: Dallas Behavioral Healthcare, P.O. Box 5136, Southfield, MI 48086-5136.

SEEKING general office/clerical person for busy D.P. Services Organization, could involve some organizational & communication skills, Word processing & Lotus experience a plus. Light typing, bookkeeping, full time salaried position plus benefits. Send resume only: Tax Base Personnel, 20100 W. Civic Center, Southfield, MI. 48076

SOUTHFIELD Area auto dealer seeks dependable, outgoing individual with pleasant telephone skills. Duties include some cashiering, data entry & filing. Call for appointment: 352-8030

505 Help Wanted Food-Beverage

SHIPPING CLERK
Computer experience necessary. Invoicing and some accounts receivable. Send resume to: 5433 Miller Road, Dearborn, MI 48126

SOUTHFIELD Law Firm seeks secretary. Good salary & benefits. Typing minimum of 50 WPM, word processing & dictaphone experience. Only qualified need apply. Call Marilyn between 10am-4pm 358-1950

SR. TYPIST - for training spot with major Troy corporation, will receive training on special software program. Some knowledge of IBM PC, $15,000. Call Andrea at Unforce 646-7662

STAFF accountant - Southfield, 3 yrs experience in accounting, knowledge of Lotus 1,2,3, general ledger time nights. Also Cook needed. Mon thru Fri. 11am -2:30pm. Mon Lounge 487-9770

BARTENDER for night shift. Bolognese Restaurant. Experience required. Benefits available. Call Sandra 474-4800

BAR-WAIT PERSON
Part-time, 40 hrs/wk. Between 10am and 8pm. Hot Shot Saloon, 24121 Plymouth, Livonia 261-1350

BURGER KING

Now hiring for Summer, all shifts Up to 5 per hour Redford area at 32704 Grand River, Farmington.

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

CAFE BON HOMME
Accepting applications for night Chef. Full time position available. Salary commensurate with experience. Apply in person in person only. For appointment call
Greg Goodman 453-6250

CAREER OPPORTUNITIES
Advance your career. Work with chef David Wagner (C.I.A.) on latest food prep concepts. Large, fast paced kitchen. Sous chef, line cook & pastry chef positions. Apply in person. Hillside, 41661 Plymouth Rd., Plymouth.

CARLO'S MURPHYS NOW HIRING
- Line Cooks
- Dishwashers

APPLY IN PERSON ONLY
Mon thru Sat. 2-4pm
29244 Northwestern Hwy
Southfield
An Equal Opportunity Employer

CASHIER and KITCHEN HELP
Full and part time. Days & evenings. Farmington Hills area. Call between 2 & 5pm. 474-9125

CHEF - EXPERIENCED
La Bruceria & Westland, fine service restaurant. Call 728-7173

CHEF KEITH FAMIE proprietor of Lark Lakewood, in Ann Arbor, Michigan is looking for qualified capable people to fill the following positions:
Wait Persons, Service Assistants, Host Persons, Line Cooks, Pastry Chef. Applications accepted between 3-5pm. 544-2681

CHEFS - EXPERIENCED
with Greek specialties and salary. Starting Wage $9 per hour. Apply between 11am-5pm, Mon.-Fri. only. Mall's Catering, 3555 S. Telegraph, Dearborn.

CHI CHI'S
Mexican Restaurant of Livonia now accepting
- BUSPERSONS
- HOSTPERSONS
- WAITSTAFF
- DISHWASHERS
- BARTENDERS
- COCKTAIL STAFF
- ID CHECKERS

Day & Night - Full & Part time positions available.
Apply in person, corner of Middlebelt & I-96 in Livonia.

COOK/EXPERIENCED
Needed for private club in Birmingham. Afternoon shift, good wages & benefits. Hours are 10am-2pm. Sat., 10 AM. - 4 PM. 644-2500.

COOK
Experienced & fast for breakfast & lunch, deli style. Excellent pay. Benefits available. Call 540-0610

COOK, experienced, days, 58 an hour to start, also prep cook and dishwasher. Apply in person at Clock Jr. located 7 Mile, Farmington Shopping Center. 476-8215

COOK
Flexible hours, $6.00 plus per hour to the right person. Breakfast experience helpful. Start immediately. Also day Wait Person. Guerney Lake Dairy, 21300 Hoover at Stephenson Hwy 349-1464

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COOK - Full time, days & afternoons. Rams Horn Restaurant, 29 Mile Rd. Dearborn Hts. 563-1331

COOKS

EXPERIENCED
Looking for mature, experienced Cooks for Banquet facility, full time evening shifts. Excellent working conditions, generous salary & benefits, top pay. Apply by appointment only:
BLAKENEYS
FARMS GR