504 Help Wanted Office-Clerical

PERSONNEL SECRETARY
Good "People skills". Type 45-50 wpm. Accurate, Excellent proofreading ability needed. Exciting environment. Full benefits. Fee paid. Call 313-642-7272.
SNELLING & SNELLING

PHONE OPERATOR. Experience preferred. Typing helpful. Reference. 7:30am-7:30pm M-F, alternate weekends. Alene, Redford. 533-4874

PHONE RECEPTIONIST
Tidy, organized receptionist, mature, flexible person who likes variety to assist in our Livonia office. Phone center, 2 days per week, light typing.
Call Joy. 560-6602

ACCOUNTING firm located in Troy has immediate opening for a receptionist. Must have good typing skills, have professional telephone manner and excellent people skills. Good training and advancement opportunity. Please send resume with salary requirements to Box 9648, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - Southfield law office has immediate opening for a mature person for Receptionist position. 357-4777

RECEPTIONIST - Experience preferred, downtown law firm. 9am-5pm. $5.00/hr. plus parking. Call Susanne 963-1700

RECEPTIONIST, part time for Rochester Hills office. Mornings, 9-1 hrs. afternoons and evenings. Call Dottie Mon. thru Fri. 656-6900

RECEPTIONIST
Troy law firm in exquisite 43 wpm, filing, opportunity to advance and have fun! Call Ann 362-1000

RECEPTIONIST - Full time. Excellent communication & organization skills for busy Farmington Hills/Farmingham. Call 9am-5pm 644-2568

RECEPTIONIST
Energetic, friendly personality to handle extremely busy switchboard for a large Troy insurance agency. Call Pat 362-2200

RECEPTIONIST/SHOWROOM Position. Mature minded individual with general office & clerical experience. Location skills needed. Benefits. Start immediately. W. Bloomfield/Farmington area. 851-0340

RECEPTIONIST - PART TIME
Birmingham professional company needs experienced mature telephone receptionist. Light typing, filing, 34wpm. Call Mrs. Ryan 258-1515. Call for an appointment 540-9300

RECEPTIONIST
Energetic personnel needed for fast paced design firm in Bloomfield Hills. Word processing experience helpful. Mt. Good benefits.
Contact Tom. 332-4443

RECEPTIONIST - full time.
Articulate with good phone voice. Filing, light typing. Starting salary $5 per hour plus bonus. Apply to: International Search Consultants, 24705 W. Nine Mile, Suite 343, Farmington Hills, 48331

RECEPTIONIST/CLERICAL
needed. Full time for Troy office to answer multi-line phone system. Position also requires typing/word mail & other clerical duties as needed. Please send resume to P O Box 5126, Troy, MI 48007

RECEPTIONIST-General Office Clerk - Accepting applications for a receptionist/general office clerk for busy office. Great benefits. Apply in person or mail resume to: Westland Gallery, 32975 Schoolcraft, Livonia, MI 48150

RECEPTIONIST
Position available immediately, to answer busy phones, greet customers and KEEP THEM HAPPY! 40 wpm necessary. Will be trained on computer. Please send resume to: GSE Incorporated: 23640 Research Dr. Farmington Hills, MI 48024. Attn Linda, or call 476-7875

RECEPTIONIST: Expanding Southfield based engineering company has an immediate opening for an experienced receptionist. Professional attitude a must. We offer a pleasant, attractive working environment, and the sky is the limit for growth. Send resume to Marketing Network: 21507 Northwestern Highway, Southfield, MI. 48075.

RECEPTIONIST/SECRETARY
required for work in the Northwest Southfield construction company. Job duties include, but not limited to, typing, answering phone & order/ordering supplies. Skills required - Word/Lotus and computer literate. Minimum 1 year experience. Please send resume to: Office Manager, P.O. Box 606, Franklin, MI., 48025-0606

RECEPTIONIST: Full or Part-time. An automotive supplier located in Farmington Hills, is looking for a part-time receptionist to begin working in Sept. Requirements are excellent telephone skills, typing and general knowledge of business and office growth environment. Please send resume: Box 790, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
Equal Opportunity Employer M/F

RECEPTIONIST PART TIME
for Birmingham CPA firm.
642-5824

RECEPTIONIST
For Wixom law office.
Call 537-3550

RECEPTIONIST - Telephone & typing skills a plus. Excellent entry level position with growing Livonia magazine publisher. Call 458-5010

RECEPTIONIST
for Southfield office. Duties include typing & filing. Full time position. Call 356-2838

RECEPTIONIST/Secretary. Entry level position for large organization. Duties include light typing, typing & mailings. Call for interview 433-3000

RECEPTIONIST-INSURANCE
office, full time to start. Great opportunity for advancement. Southfield area. 1-283-5100

RECEPTIONIST/SECRETARY
Typing 45 wpm, able to answer multiline phones. Call 425-8229
ETO TEMPORARY SERVICES

RECEPTIONIST CLERK
Full time 40 plus hours. Apply at 3905 Woodward Ave. Zale our novelty. No phone calls please

RECEPTIONIST
Redford area. Must have clear pleasant voice, math & typing abilities & enjoy working with the public. Call 2-5pm 773-3300

RECEPTIONIST: Part-time, Birmingham Clinic, Mon thru Thurs. 8 - 8:30pm, Sat. 9am to 1pm. Excellent communication skills & light typing required. Call 647-7600

RECEPTIONIST Auto Dealer seeks organized individual to manage internal communications of such placed business. Call Pat Underwood for appointment at 421-1300

RECEPTIONIST - A dynamically growing software firm in Novi seeks a receptionist with 5-10 line phone experience. Word processing skills and a desire to grow. If qualified, please call Carol 347-4800

RECEPTIONIST
Professional appearance and good phone manners needed for Birmingham law firm. Experience preferred, but will train excellent candidate. Call JoAnn 647-1140

RECEPTIONIST/SECRETARY, busy phone position, light typing and general clerical duties. Accepting applications on Tuesday & Wednesday, between 10am-2pm.
ERSCO CORPORATION
22750 W 8 Mile
Southfield, MI

RECEPTIONIST
Office receptionist & export person needed. Typing (minimum 35-50 wpm), filing, answering phones (must be good with phone). Some experience preferred, but not necessary. Southfield location. Mr. Luckey or Mr. Morris 8am-5pm. 569-8822

RECEPTIONIST/SECRETARY
Needed for health care facility. Full time position Mon. Thru Fri. 8:30-5pm. A variety of office duties for a friendly, outgoing person to meet & greet the public in a congenial environment. Apply in person only at Plymouth Ct. Health Care Center, 105 Hegarty Rd. Plymouth.

RECEPTIONIST
Computer distributor needs an experienced receptionist. Opportunity for advancement. Send resume with salary history to:
Nomax
32713 Schoolcraft Rd.
Livonia, MI 48150
313-427-1010

504 Help Wanted Office-Clerical

RECEPTIONIST-Small service company needs phone receptionist/secretary. Knowledge of Detroit and suburbs desirable. Typing essential. Send resume with qualifications and salary requirements to: H&R, Inc., P.O. Box 1804, Farmington 48332

RECEPTIONIST/SECRETARY
Seeking to train individual interested in a full time position in our Garden City office. Duties will include answering phones, word processing & general office work. Call for appointment, ask for Ann. 522-7726

RECEPTIONIST wanted for Troy based company. Must have a pleasant phone personality and be willing to do general office duties. Please call Mon. thru Fri. 9 till 5.
Ask for Andrea 362-1200
An Equal Opportunity Employer

RECEPTIONIST
Fast paced Southfield Company seeks Receptionist/General Office Clerk with pleasant phone manner. Send resume with salary requirements to: P.O. Box 300, Southfield, MI. 48037

RECEPTIONIST, National Entertainment Network is seeking a dynamic responsible person. Approximately 30 hours per week, flexible schedule, fun working environment. Reply immediately to: Marketing Director, PO Box 2161, Southfield, MI 48037

RECEPTIONIST
Busy office seeking professional for front desk position in Farmington Hills, accurate typing a must.
PARTNERS IN PLACEMENT
474-8500

RECEPTIONIST
D & N Mortgage Corp. is looking for a receptionist with excellent phone manner to work approx. 30 hours per week in their Plymouth branch. Interested applicants please call:
453-0000
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RECEPTIONIST
Major motion picture equipment rental house, in Farmington Hills, is looking for a full time receptionist. Must type 50wpm, have good communication skills, a positive attitude and enjoy a variety of duties. Call 471-1611 or send resume to:
VDI, 23801 Industrial Park Dr.
Farmington Hills, MI., 48024

RECEPTIONIST - Farmington Hills law firm. Experienced professional with pleasant voice, personality and polished image needed to answer busy switchboard. We offer excellent pay and an attractive working environment. Word processing skills a plus. Send resume: J.M., 32533 W. 12 Mile, Suite 150, Farmington Hills, MI., 48331, or call 489-5600

RECEPTIONIST
Butler Parker is seeking an experienced receptionist to handle an in-going & outgoing calls. Typing 70 wpm, public contact & some previous accounting experience. We provide excellent benefits & competitive salary. Call between 8am-1 pm, Tues. or Wed., ask for Bruce Carter.
484-3400

RECEPTIONIST/ TYPIST

Large banquet and conference center is seeking a personable, flexible individual. Must type 60 wpm, accurately. Nights & weekends. Ability to work with clients taxes at: 19000 Hubbard Drive, Dearborn, 48126

RECEPTIONIST/SECRETARY
Architectural firm has immediate opening. Excellent phone manner, typing, knowledge of Word 4.2 & working knowledge of Lotus 1-11-III. 3-5 years professional business experience preferred. Architectural office experience beneficial. Nathan, Levine & Associates, Inc. 100 Galleria Office Center, Ste. 129, Southfield, MI 48034 358-3400

RECEPTIONIST/SECRETARY
Needed for market research and consulting firm. Entry level position for person with excellent oral communication. You must be able to type accurately (50-35wpm) and have experience working in a professional business atmosphere. Benefits and growth potential offered (11 bills and related duties).
352-3300

RECEPTIONIST - Full Time
Well established firm in W. Bloomfield offering excellent benefits & pleasant working environment seeking a full time receptionist. Position requires excellent telephone communication skills & general clerical abilities with min. typing 40wpm & general knowledge of business practices preferred. Please send resume with salary requirements to: P.O. Box 8121, W. Bloomfield, Mich. 48304

RECEPTIONIST/ SECRETARY

$14,560 FEE PAID
Growing Birmingham company needs sharp front desk Receptionist. Accurate typing and organizational skills needed. Full benefits. Word processing and great location. Call 649-1900
SNELLING & SNELLING OF TROY

RECEPTIONIST

Full time position available at our Farmington Hills office. Must possess strong telephone skills and be capable of handling a large volume of calls. Light typing & good math skills also required to handle miscellaneous office procedures. Excellent benefits package. For immediate consideration, please apply at: Molly Foods Inc., 31111 Industrial Rd., Livonia, MI 48150
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Architectural/interior design firm located in Bloomfield Hills has an immediate opening for an experienced receptionist/typist. Qualified candidate must have excellent telephone etiquette & communication skills. 50 plus typing skills & organizational ability. This challenging position offers a competitive salary & benefit package. Qualified candidates send resume to:
Smith & Schurman Associates, Inc.
1625 Woodward Ave.
Bloomfield Hills, MI. 48013

RECEPTIONIST

Prestigious local CPA firm seeks a charming, personable receptionist for the Rochester office. Professional environment. Duties include answering phone, light typing and general office duties. Excellent opportunity and much contact with the professional business world. No experience necessary. Minorities encouraged to apply. If interested, please send resume to:
Personnel
305 Barclay Circle, Suite 1005
Rochester Hills, MI 48063
An Equal Opportunity Employer

RECEPTIONIST
Growing Property Management/Real Estate firm located in Farmington Hills has immediate opening for a receptionist. This entry level position is available for a motivated individual seeking to gain experience in a variety of fields including word processing, bookkeeping, and correspondence. The applicant must have good typing skills, excellent phone etiquette, professional appearance, and own their own transportation. Please call 477-0900, or
CERTIFIED REALTY INC.
Receptionist Position
34345 W. 10 Mile Rd., Suite 300
Farmington Hills, MI 48024
313-471-7100

Receptionist
Switchboard Operator
2 positions currently available. If you have either multi-line phone or switchboard experience, this may be for you. Both long and short term. Good pay. Call for immediate consideration.
ENTECH SERVICES, LTD.
737-1744

SALES SECRETARY
Southfield company, Entry Level job for sharp individual with initiative to work in fast paced sales department. Excellent typing and organizational skills required. Send resume to: P.O. Box 300, Southfield, MI., 48037

504 Help Wanted Office-Clerical

Receptionist Needed

For busy medical clinic. Insurance billing experience a must. If you are outgoing, caring, and enjoy people contact, please call Shelby. Fee paid. 484-0909.
SNELLING & SNELLING

RECEPTIONIST/ MESSAGE CENTER
Full time for fast-paced Southfield real estate office. Hours 8-5pm. Must be reliable, pleasant and have a pleasant phone voice to take messages. Light typing required. Excellent benefit package. Please call:
SCHOSTAK BROTHERS & CO., INC.
357-6167

RESUME TYPIST
Needed full-time for growing company in Farmington Hills. Requirements: Word Perfect, able to work independently in busy environment. 40wpm. Send resume:
Recruitment, CBS Inc.
30500 Northwestern Hwy., #100
Farmington Hills, MI 48018

SALES SECRETARY
Top-notch Secretary needed for Sales Dept. in rapidly growing Farmington Hills Co. Word processing experience & excellent phone skills a must. Benefits. Please submit resume to: Personnel Department, 23884 Research Drive, Farmington Hills, MI 48024

SALES SECRETARY
5 to 7 years experience. 2 years experience in electronics sales. Word Processing in Lotus. Good verbal & phone sales skills. Work with sales force. Strong phone skills & follow up. Basic knowledge payable, invoices, and purchase orders. Knowledge a plus. Availabity to work well with minimum supervision. Box 968 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SCHEDULER - PAYROLL
Office position for dedicated caring individual. Multiple duties include typing, bookkeeping, billing & knowledge of computer helpful. Project Michigan Professional Services, Northville. 348-3033

PLYMOUTH corporation seeking Executive Secretary with general office, organizational & clerical skills. Minimal shorthand secretarial experience required. Send resume to: box 956 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DEPARTMENT SECRETARY
Real estate investment company seeks a well organized individual that has the following qualifications:
• Good communication skills.
• 2-5 years secretarial experience
• Word Processing & Lotus experience
• Attitude with numbers
• Willing to work 30-40 wpm
Qualified applicants should send resume and salary requirements to:
McKINLEY ASSOCIATES
Personnel Position
P.O. Box 8849
Ann Arbor, MI 48107-8649

RECEPTIONIST/ TYPIST
Open in private vocational school in Livonia. We need a motivated person who will work in a fast-paced environment. Typing and filing skills a must. IBM computer experience preferred. Candidate must also be able to work with students taxes at: utly. Full benefits. Salary commensurate with experience. Send resume to: Box 834 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Computer terminal input experience for AP/AR, payroll, and invoicing. Full time, Livonia area. 421-7658

SECRETARY
Construction firm seeking qualified Secretary. Basic duties to include light typing, phones, and general office duties. Basic computer skills a must. Previous construction industry experience helpful. Call during business hours: 478-6028

SECRETARY - EXPERIENCED
Needed for Bloomfield Hills Realtor. State Farm Agent. Call 422-8780

SECRETARY/CLERK

HUMAN RESOURCES DEPT.
HIGHLAND SUPERSTORES is one of the largest Electronics & Appliance Retailers in the nation. Within our corporate headquarters, we have an immediate opening for a secretary with at least 2 yrs. Secretarial/Clerical experience - to work in our Human Resources Dept. Qualified candidates will possess P.C. knowledge, strong clerical & excellent communication skills. Knowledge of WordPerfect or Lotus 1-2-3, a Plus! A knowledge of Human Resource procedures, including compensation concepts, a Plus!
We offer a competitive salary & excellent benefits package, in a fast-paced growth environment. Please send resume or apply in person, to:
Highland Superstores
Human Resources Dept.-SC
909 N. Sheldon Rd.
Plymouth, MI. 48170
An Equal Opportunity Employer

SECRETARY
Detroit based financial institution has an opening for a full time, hard working, self starting person with excellent typing skills (50 wpm) & word processing experience (Wordstar is plus). Person should have the ability to take on various responsibilities & have an excellent telephone manner. Candidates will have the potential for advancement in the financial industry. For consideration send resume to:
Secretary
P. O. Box 779
Detroit, MI., 48231

SECRETARY/EXECUTIVE
Country Club in W. Bloomfield seeks person with shorthand and word processing capabilities. Full benefits. Salary negotiable. Send reply to Box 824, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Food-Beverage

REACH FOR SUCCESS!

Big Boy International, a division of Elias Brother's Restaurants Inc., has immediate openings available for:

WAITRESS/WAITERS CASHIERS

For full and part time on the day and night shifts. We have EXCELLENT BENEFITS and can provide FLEXIBLE HOURS. Other positions are also available. Stop in and see what we're all about!

Big Boy
10 MILE & TELEGRAPH
Equal Opportunity Employer M/F

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 474-7705 FOR INFORMATION
Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARIAL - Due to expansion, large insurance agency has several secretarial/assist. assistant openings. For the right skills, full time, part time & limited hours will be considered. Applicants should possess 45-50wpm typing with PC & Lotus familiarity. Machine transcription ability helpful. Please send resume to: Box 1, Mercury, 31440 Northwestern Hwy., Suite 100, Farmington Hills, MI 48018

SECRETARIES
$16-$20,000
Our clients, leading corporations, have immediate openings available from entry level to Executive Secretary. For confidential interview call 348-8700 or send resume to:
DIVERSIFIED RECRUITERS CO.
27780 Novi Rd., Ste. 194
Novi, MI 48050 All fees Co. paid.

SECRETARY
Conscientious person needed for part time position in Lathrup village. Excellent typing a must, shorthand a plus. Will work Mondays & Fridays. Non smoking office
PARTNERS IN PLACEMENT
474-8500

SECRETARY - Conscientious person needed for part time position in Lathrup village. Excellent typing a must, shorthand a plus. Will work Mondays & Fridays. Non smoking office
PARTNERS IN PLACEMENT
474-8500

SECRETARY - For small office in Farmdale, Mon-Fri. Accurate typist, some bookkeeping experience helpful. Knowledge of computers a plus. Blue Cross and pension benefits provided. Please submit resumes to: Box 804 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - For small construction company in Novi. Experienced in hinge benefits, accounts payable, receivables and payroll. 478-3730

SECRETARY for real estate developer. Good computer skills with knowledge of Word Perfect. Property management background a plus. Requires communications skills. Send resume with benefits. Birmingham/Bloomfield Hills area. Include in reply to box 852 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - For small Southfield law firm. Will train. Salary commensurate with experience. PC experience helpful. 355-1700

SECRETARY full time for Southfield accounting firm. Some computer knowledge helpful.
357-1863

SECRETARY-FULL TIME
60wpm. Proficient in word processing, typing, transcribing, structure, and editing. Capable of handling deadlines. Knowledge of computers helpful. Resume with desired hourly wage to: P.O. Box 442, Wixom, 48096. Attn: Joanna.

SECRETARY
Full time position. Must have excellent clerical & organizational skills & be a self starter. Send resume to Kresge Eye Institute, 3994 John R, Detroit, MI 48201.
Attn Janet Hermanowski
An Equal Opportunity Employer

SECRETARY - Growing Farmington Rep & Distributor of industrial fasteners & instruments seeking secretary/typist. Technical typing and phone skills helpful. Excellent benefits. Send resume and salary requirements to: Box 932, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/INSURANCE ADMINISTRATOR
Experienced in the health benefit insurance area required. Responsibilities include secretarial duties, proposal preparation, computer data maintenance of client accounts, with resume and salary requirements to: Manager, P.O. Box 7007, Bloomfield Hills, MI 48302

SECRETARY - PART-TIME
Experience preferred. Typing area. Approx. 30 hrs., per week. 643-9580

SECRETARY-mes/female, energetic, individual, experienced in real estate, property management. Call Mr. Roberts Area Company Growth, Energy 633-6300

SECRETARY - Manufacturing rep firm seeks person full time secretary with Word Perfect 5.0 & Lotus experience. Knowledge helpful. Excellent benefits. Send resume to: JLM, PO Box 2726, Farmington Hills, MI 48333

SECRETARY
Must have shorthand & be able to work well with people. Also involves a variety of duties. Call Ed Hickel for interview 355-1135

SECRETARY/ OFFICE MANAGER
$16-$20,000 FEE PAID
This employee oriented company needs your 3 plus years secretarial experience. Typing of 55 wpm, shorthand of 60 plus wpm, word processing experience and an outgoing personality are required. Excellent benefits package including dental, Blue Cross/Blue Shield, life insurance, 401K. Excellent compensation in friendly non-smoking office. Call Pam Joe between 11-12, 3-5 at 535-8135

SECRETARY/OFFICE MANAGER
Automotive parts manufacturing company seeks a sales & engineering office located in Bloomfield Hills is looking for a "take-charge" secretary/office manager.
Duties & responsibilities will include secretarial, light accounting, & light personnel work. Qualified applicants will have proven office experience including typing, computer usage & ability to work under pressure.
Interested individuals please send resume to:
HI-LEX CORPORATION
5200 Wayne Rd.
Battle Creek, MI 49015

504 Help Wanted Food-Beverage

Restaurant Opportunities

At Denny's there's a lot of things that make us successful, the most important of which is our people. And for their efforts we provide them with rewards they deserve including good wages (to $6/hour), merit increases, performance reviews, benefits, advancement opportunities and flex schedules. Full and part-time positions now available for:

Buspersons
Dishwashers
Hostpersons

Apply in person at:
Denny's Restaurant
27750 Novi Road
Novi, MI 48050

Denny's, Inc. An Equal Opportunity Employer

JOIN THE CHAMPIONS!

Livonia is gearing up for a new type of eatery...THE CHAMPION GRILL! We are a full service restaurant offering excellent starting wages and a chance for growth for mature, responsible individuals. We are willing to train.

NOW INTERVIEWING FOR THE FOLLOWING POSITIONS:
Porters - General Utility - Prep Cooks - Pantry - Line Cooks - Host - Hostess - Waitstaff - Bartenders - Bus Personnel - Supervisory Personnel

APPLY IN PERSON
Mon. thru Fri. 1-7 PM
Sat. 10-2 PM
CHAMPION GRILL
Laurel Park Mall at 8 Mile & I-275
Livonia
Next to Jacobson's
No phone calls please
Equal opportunity
Champion Grill
Dennison's Sirloin Tavern

504 Help Wanted Office-Clerical

SECRETARY
SCHEDULING IN CHARGE
Run a satellite office for a professional consulting firm. If you have good skills and like to work independently, this is for you! $17,680 to $21,680 paid. Call Denise at 353-2060.
SNELLING & SNELLING

SECRETARY
Major firm seeks a professional Secretary, typing 70wpm, shorthand desired but not required, knowledge of Wang OID 140 a definite plus. Excellent benefit package. Send resume to:
Arthur Thomas & Associates,
4000 Town Center, Suite 878,
Southfield, MI 48075
or call, 355-4140

SECRETARY - PART TIME.
Call days, Farmington.
474-0015

SECRETARY/PART TIME
For law firm in Southfield. Prior legal experience welcome. Salary.
642-4149

SECRETARY - part time, Entertainment company, Southfield, experienced secretary. Must be flexible & be people, good phone manner, typing & general office skills a must. Call Personnel Dept. 351-2600

SECRETARY
Part-time/short term. Word processor, experienced. Downtown Farmington area.
474-8500

SECRETARY - part time for female life insurance executive. Insurance background helpful. Computer experience necessary. 3 days, 6 hours per day. Call Amy or Gloria
855-1010
me

SECRETARY/RECEPTIONIST
Full time. Architectural firm. Computer knowledge desirable. Excellent benefits. Wah Yee Associates, Inc. Grove 489-8160

SECRETARY RECEPTIONIST
Take charge individual with excellent telephone skills and computer knowledge - prefer WordPerfect - needed for a professional business environment. We offer a competitive salary & an excellent benefit package. Send resume to: Anatec 50300 Wixom Road, Wixom, Michigan 48010 or for appointment call Mary Champion 313 624-2400

SECRETARY/RECEPTIONIST
Full time; 40 plus hrs. per week, light typing skills required. Kensington Hills. 628-1100

SECRETARY RECEPTIONIST for busy contracting office in W. Bloomfield. Typing, good phone voice & professional appearance necessary. Word perfect preferred. Call Lynn at 855-8411

SECRETARY/RECEPTIONIST
for insurance agency in Southfield. Good typing & phone skills required. Insurance background helpful but not necessary. Call Karmel at
356-0632

SECRETARY/RECEPTIONIST
Full-time for construction office. $7.00 per hour plus benefits. Send resume to: 24499 Greenfield, Southfield, MI 48075

SECRETARY/RECEPTIONIST
for busy contracting office in W. Bloomfield. Typing, good phone voice & professional appearance necessary. Word perfect preferred. Call Lynn at 855-8411

SECRETARY/RECEPTIONIST
for insurance agency in Southfield. Good typing & phone skills required. Insurance background helpful but not necessary. Call Karmel at
356-0632

SECRETARY/RECEPTIONIST
Full time. Experience in Mergers and Acquisitions co. Computer skills required. Prior WordPerfect experience, typing, filing, etc. Non-smoking office. Resumes to: Acrodyne Corporation, 7001 Orchard Lake Rd., Suite 420C, West Bloomfield, MI 48322.

SECRETARY - registrar - to work in Southfield facility, at John Cassidain Call Modeling & Career Center. Full time. Typing & computer skills necessary. Must have personality plus. Plymouth 454-5700

SECRETARY - SALES DEPT.
National service corporation located in Canton is seeking a motivated secretary with diverse sales background to fill vacancy in a fast paced office. The ideal candidates must be self motivated & reliable with pleasant telephone skills, good typing skills, PC experience, & accurate with numbers.
The position offers a variety of duties, competitive salary & benefits. Please send resume & salary requirements to:
Human Resources Dept.
P.O. Box 33378
Detroit, MI., 48232-5579

SECRETARY - Southfield, national firm, strong work background, typing, IBM PC, Multi Mate, tape transcription, word processing & operational ability, full benefits, with pension plan. 617-2000. Fee paid

RECEPTIONIST - positions, Warren, Birmingham, Bloomfield Hills, typing, good phone ability, benefits, $12-14,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

SECRETARY
Successful growing company seeks intelligent, energetic individual for front office position. Applicant must possess excellent phone & typing skills as well as strong math ability. Excellent compensation in friendly non-smoking office. Call Pam Joe between 11-12, 3-5 at 535-8135

504 Help Wanted Food-Beverage

HUDSON'S TWELVE OAKS FOOD SERVICES

We have the following opportunities for full & part time positions.
—DISHWASHERS
—HOSTESSES & HOSTS
—LA COOKIE & CANDY
YOGURT DEPT.
Experience not necessary. Motivated applicants will be trained in food preparation, cooking & presentation.
PREMIUM WAGES
To applicants based on experience in food services. Employee benefit program to include insurance, merchandise discounts, uniforms & meals. Interested applicants should apply at the Personnel office, third level.
Equal Opportunity Employer

Max & Erma's RESTAURANT • BAR & GATHERING PLACE is Opening Soon in LIVONIA!

Max & Erma's, the exciting casual theme restaurant opening soon in Livonia features eclectic decor and great food at moderate prices. If you've been looking for exciting full or part time work in a fun environment, come see us. Experience helpful but not necessary.

- Hostpersons
- Waitpersons
- Bartenders
- Bussers
- Fry Cooks
- Broiler/Sauté
- Pantry
- Dishwashers
- Grill Cooks

Apply in person at The Quality Inn - Room 238
(SE Corner of I-275 and 6 Mile Road)
Tuesday, Sept. 5 through Saturday, Sept. 9
9 a.m. - 7 p.m.

504 Help Wanted Office-Clerical

SECRETARY - 1 man law office. Southfield, Salary and Blue Cross. Pleasant, no pressure office. Please send resume to: Box 894, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BOUTIFIELD - single family mortgage banker is looking for an experienced secretary. Call Craig McCracken 827-3390
An Equal Opportunity Employer

TELEPHONE RECEPTIONIST
Full or part-time, $3.00 an hour. Livonia-Northville area.
Call Lori 464-2771

TROY TITLE AGENCY will train enthusiastic person with good math and typing skills to prepare closing papers. Real Estate experience helpful. 362-3880

TYPIST/BILLING CLERK
Machine shop office experience preferred. Full benefits. Gardner Metal area. Hytrol Manufacturing 261-0030

TYPIST, for health researcher & hepatitis needs experienced, exact, fast, accurate typist, plus filing, part time, should be health minded. Birmingham/Bloomfield area. 335-8063

TYPIST
Insurance office seeking bookkeeper/typist for fast paced atmosphere. Salary & benefit package available. Send resume to: Box 1, P.O. Box 5098, Southfield, MI., 48086.

TYPIST PART-TIME
Dynamic health services clinic, located in Redford, has immediate opening for an experienced typist. Applicant must type 60 wpm, have good organizational skills and enjoy working with the public. Hourly salary is $6.50 per hour. Interested applicants, call Jan from 9am-to 5pm, at 937-8550
An Equal Opportunity Employer

TYPIST-RECEPTIONIST
Word processor experience. Warren location. $12,000 to start. Full benefits. Fee Paid.
B. HAMIL PERSONNEL
424-8470

TYPISTS - (50 wpm accurate), 4-8 mos. office experience for major corporation in Livonia, Wixom & Novi. $350-$11125/mo. Call Anca at Uniforce 473-2930

WANG OPERATORS
Several immediate and on-going needs for experienced Wang Operators to work on-site at major automotive plant. Top wages for short-term dates possessing excellent over-all clerical skills. Light typing required plus. Long term assignments available. Please call:
The Employment Connection
485-3900 425-3220

WORD PROCESSER for Novi law firm. Qualified individual with excellent typing, spelling, & transcription abilities. Some legal knowledge helpful. Contact Ann 348-3980

WORD PROCESSING SECRETARY for real estate office. Secretarial experience, knowledge of word processing & dictaphone experience. Prior experience in multi state software. Salary & benefits. Southfield location. Call between 8:30-5:30pm 353-5400
An Equal Opportunity Employer

WORD PROCESSORS $minimum experience for Oakland County temp agency. Office Writer & Display Writer a plus. Immediate openings. 87-$9/hr. Call Charlotte at Uniforce 357-0024 or Harley at 473-2930

WORD PROCESSOR-receptionist, part time. Good typing skills. Northville - W. Bloomfield offices. Call Randy 344-8833

WORD PROCESSOR
For fast paced Southfield company. Experience with WordStar and Macintosh helpful. 60 wpm, required. Send resumes to P.O. Box 300, Southfield, MI., 48037

WORD PROCESSOR

Immediate opening for experienced Word Processor using WordPerfect. Accurate typing, 60 wpm minimum. Engineering & industrial experience. Northwestern office. Non-smoker. Birmingham/Southfield area. Call Marcia at Box 974, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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Career opportunities! Now offering long and short term positions. Requires typing 50+ wpm. Prefer experience on WORD PERFECT 4.2 or 5.0 and Office Writer. Training is available on these packages. Applicants Ask about our excellent pay and benefits packages. Call to schedule an appointment.
ENTECH SERVICES, LTD.
737-1744

505 Help Wanted Food-Beverage

APPLICATIONS BEING ACCEPTED for part time Banquet Wait Persons. Call week days 477-6050

505 Help Wanted Food-Beverage

ASSISTANT MANAGER TRAINEE for bagel shop. Salary plus benefits. Apply in person: The Bagel Factory, 24551 W. 12 Mile Rd., Southfield.

AT SUBWAY

We need friendly outgoing people for evenings & days. Pay $5 per hour. Apply in person: 6610 Orchard Lake Rd. at 13 mile, W. Bloomfield Plaza. 737-6950

ATTENTION: Are you dependable, hard working, get along well with others? If so, we have you and we are looking for. The Original Pancake House is now being full time cooks & bus persons. Great hours, pay & benefits. No experience necessary. Apply in person between 2-4pm at 19355 W. 10 mile Rd., Southfield.

ATTENTION HOMEMAKERS
Earn extra money! The Radisson Suite Hotel is looking for Add Ons - Offering competitive wages and benefits. Call: 37523 Grand River, Farmington Hills.

BAGEL CHOP is now accepting applications for full & part time bakery trainees. Apply in person: The Bagle Factory, 24551 W. 12 Mile Rd. Southfield.

BAGEL SHOP looking for full time day counter help. Apply in person: The Bagle Factory, 24551 W. 12 Mile Rd., Southfield.

BAKER - Early AM. No experience necessary. Counter help days and nights, flexible schedule, cash register experience required. Assistant managers & supervisors with food service and some management experience required. Apply in person Lovin Muffins 7403 Orchard Lk Rd (just N. of 14 mile) W. Bloomfield

BAKER/PASTRY CHEF
For private dining club in Plymouth. 453-1832

BAR PERSON, Cook & Bar Manager also. Waitpeople. Winter Garden Inn. 533-1430

BAR PERSON, full time, Days & Nights. Grace Person, part & full time, Days & Nights. Apply in person: Wonderland Lanes, 28455 Plymouth Rd., Livonia.

BAR PERSON & WAIT PERSON
Part time, Days & Nights. Apply: Will Irish, Mayflower Lanes, 26600 Plymouth Rd., Redford.

BAR PERSON WANTED - No experience necessary, excellent tips, good wages. Livonia area. 427-1137

BARTENDERS, HOSTESS/HOST & Wait Staff needed. Apply: Capers Restaurant, 8701 Inkster Rd., Westland, MI.

BARTENDERS WAITRESSES BARBACKS

Come join the best party in the free world.

CLUBLAND

America's most entertaining dance club is opening soon in the newly renovated State Theater.

Thunderdome Enterprises is now hiring enthusiastic party professionals for all positions.

Apply in person Monday-Thursday, 12-8PM at the ITT BUILDING, 2036 Woodward 2nd Floor (Starting Sept. 11)

COOK - LINE

Broiler, Saute & Fryer. Experienced. Full time. Days & Nights. Paid vacations, time and ½ over 40. Bonus for Christmas & New Year's Eve. Insurance available. Apply in person After 4pm at Amrites Restaurant, 32777 W. Warren, Garden City

COOK
Part-time. Fri. Nights & Sat. Days. Sidney's Bar & Grill.
477-7177
Call

COOKS
All shifts. Full or part-time. Egg experience. Mama Lucrecchia's, 12 Mile at Orchard Lake Rd.

COOKS/DISHWASHERS-Housekeeping. Banquet & full time wait staff. Also Bus Person wanted for Kitchen & Wait Staff. Red Coach Lyon. Please call for appointment, Tues. thru Sat. between 10am-4pm.
437-7337

COOKS
Full & part time positions. Also needed part time Dishwasher. Available at Senior Citizens Residence in Southfield. Experience preferred. Please call 358-0212

COOKS NEEDED
Full or part time. Flexible scheduling. Benefits available. Apply within: Jonathon B Pub, Livonia Mall.

505 Help Wanted Food-Beverage

BIRMINGHAM Community House food Service. Banquet manager, part time wait persons. Day & evening positions. Also part time Cook. Call 644-5833

BOB EVANS SOUTHFIELD
Hiring full and part time personnel, ages 16 and over. Apply 10-4 Mon. and Tuesday. Bob Evans Farms

BUSPERSON DISHWASHER, experience is a plus but not a necessity, necessary. Rams Horn, 27233 Ford Rd. Dearborn Hts. Mi. 563-1331

BUS PERSONS & WAITSTAFF
Needed. Good pay, benefits available. Apply in person:
Sidney Petit's, 15251 Farmington Rd., Livonia. 261-5551

Busy Restaurant

Looking for responsible & reliable individuals - All Shifts. Full & part time available. Meals and uniforms furnished. Apply in person 8am-11am and 2pm-5pm.

Bates Hamburgers

33408 5 Mile, Livonia
AND
Middlebelt & 9 Mile
Farmington Hills

CASHIER, Deli & Grill person, full & part time. Experience preferred. OCC Orchard Ridge, P.O. Box 4179, Farmington Hills, MI 48333-4179 474-7566 or 544-7056

CLEANING & PORTER - Retired person, if you are looking for cleaning & porter work, call Mr. Ryan at Grill, Westland 425-2454

COCK