504 Help Wanted Office-Clerical

RECEPTIONIST
10 Mile & Southfield area Energetic Receptionist/Secretary needed 25 to 30 hrs. a week, to answer telephones and some light typing. May lead to permanent full-time position. Should have a good sense of humor. Call Dan at 443-2630

RECEPTIONIST
Dynamic Southfield company seeks Receptionist with pleasant phone manner and professional appearance. Hours are from 10:00 a.m. until 7:00 p.m. Mon.-Fri. Send resume to: P. O. Box 300, Southfield, MI 48037

RECEPTIONIST
Novi based company is seeking a Receptionist. Duties include light typing. PC experience a plus. Hours are 8:30am-3:30pm. Send resume to Knight Enterprises/Della Fuel, 40600 Grand River, Novi MI 48050, attn Shirley Trombetta

RECEPTIONIST - Michigan Business Magazine, with Southfield offices in the Prudential Center area, needs a full time all around person to handle front desk responsibilities. Typing & office skills essential. Benefits & salary in the mid teens. Call Ron for an appt. 357-8300

RECEPTIONIST - need person with pleasant phone manner, who is dependable, detail minded & accurate speller. Phones, UPS mailings, catalogs, misc office duties. Non smoker. Benefits. Immediate opening. Send resume & salary requirements to Office Manager, 31251 Industrial Rd., Livonia, MI 48150

RECEPTIONIST/SWITCHBOARD Operator. Minimum 1 yr experience as a receptionist. Must be personable, courteous, enthusiastic, neat and organized. Excellent communication skills and attendance are required. We offer a full benefit package. Send resume to 14147 Farmington Rd. Livonia Mi 48154
An Equal Opportunity Employer

RECEPTIONIST/SECRETARY
Full time. Looking for that "special" person to fill an immediate opening in rapidly growing nation wide computer company in Farmington Hills. General office skills necessary, with word processing a plus. Call Marilyn at 855-6130 or Send Resume to: Softech, Inc. 31275 Northwestern Hwy Ste. 140, Farmington Hills, MI 48018

RECEPTIONIST
Friendly personality needed for important position at our Plymouth headquarters. Previous phone experience with light typing skills required. Pleasant non-smoking environment. Send letter or resume with salary requirements to: Receptionist, P.O. Box 29, Plymouth, MI 48170

RECEPTIONIST CLERICAL
Entry level openings for person who types 40-50 wpm & has a high school diploma. Beginning weekly salary $200 plus benefits. Good position for person willing to learn in advance with a growing co. Our office located on 8 mile E of Evergreen has a great group of people & we would like to welcome a positive thinker to our firm. Call for an interview. 535-8260

RECEPTIONIST
$12,480 FEE PAID
This busy work place in NW suburbs is offering advancement potential, 2 pay raises within the first year and a liberal vacation policy. A cheerful personality, good typing and some word processing knowledge will land you this great opportunity! Call Julie at 851-3660.
SNELLING & SNELLING
FARMINGTON HILLS

RESPONSIBLE SECRETARY for Birmingham lawfirm. Good typing skills. WordPerfect knowledge helpful. Immediate opening. Contact Sally between 9am-5pm. 258-9490

SALES OFFICE CLERICAL
A well established consumer products company offers an advancement opportunity for you. Varied responsibilities include data entry, typing and telephone communications. $15,600. Fee paid. Call Bernice at 353-2090.
SNELLING & SNELLING

SALES SECRETARY
Plymouth. Good sales quotes, etc. experience Lotus 1-2-3 & WordPerfect. $18K range. Full corporate benefits. Fee paid.
D. HAMIL PERSONNEL
424-8470

REAL ESTATE Closing Secretary wanted. Must have experience. Legal secretary background a plus. Salary based on experience. Van Esley Real Estate 459-7570

EXCELLENT CAREER OPPORTUNITY FOR EXECUTIVE SECRETARY/ ADMINISTRATIVE ASSISTANT
Experienced, dependable and cheerful individual needed for automotive sales office in the Bloomfield Hills area. Must be a conscientious self-starter with excellent communication, organizational, bookkeeping, shorthand (80 WPM) & typing (65 WPM) skills. Pleasant telephone manner a must.
Short term benefits include attractive compensation. Long term benefits include opportunity to assume full company secretarial responsibilities. We are looking for the right person for a long term relationship. Non-smokers please send resume and/or letter of interest to:
PERSONNEL MANAGER
2075 FRANKLIN RD
BLOOMFIELD HILLS, MI 48013

SECRETARIAL POSITION available in out-patient department servicing traumatic brain injured. Must have good typing, organizational and telephone skills. Send resume and salary requirements to P.O. 1033, Troy, MI 48099

RECEPTIONIST - Southfield, phone skills, typing, sales background helpful, benefits. Fee paid

SECRETARY - Troy, typing, phones, logging inventory into computer, sales background with strong growth potential, $20,000. Fee paid

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

relocation firm
ACCOUNT MANAGER well established. Progressive company seeks an individual to manage corporate accounts and handle relocation process. Individuals applying must have:
• 1 to 3 years employee transfer relocation or real estate experience
• Excellent communication and people skills
• Leadership quality
• Ability to organize and handle details.
Excellent salary and rewarding career opportunity available
Send resume to: P.O. Box 6127, W Bloomfield, MI 48304

SECRETARIAL One person ad sales office in Birmingham. Approximately 10-15 hrs. per wk. Flexible. Word processing skills a +. 644-0450

SECRETARIES
$17,000 TO $22,000
Our clients, well known corporations, have various secretarial openings from entry level to executive Secretary. For consideration send resume or call 344-6700
DIVERSIFIED RECRUITERS CO
27780 Novi Rd., Ste. 104
Novi, MI 48050 All Fees Co. Paid

SECRETARY
Advertising agency, Southfield - immediate opening. Good opportunity to work in a great office - no time for boredom. Fast paced office needs secretary with good organizational skills. Experience in WordPerfect. Dependable & self starter. Non smoker. Benefits package. Send resume to Box 216, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
An excellent opportunity for an experienced secretary in a rapidly growing multi-national company located in Plymouth. If your secretarial skills include WordPerfect and shorthand, you possess excellent verbal and written communication skills, and have worked in a personnel, sales, or general management environment, please send your resume to Box 248 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Bloomfield Hills contractor seeks individual to do all typing, filing and any other administrative support required for small office. Send resume and salary requirements to P.O. Box 633, Bloomfield Hills, MI 48303-0633

SECRETARY/BOOKKEEPER for construction company in Livonia. Computer experience necessary. Full time. 422-0112

SECRETARY/Bookkeeper, experienced for growing company located in Redford Twp. Ask for Chuck. American Van. 255-6226

SECRETARY - busy Livonia real estate office. Responsible position with opportunity for advancement. Outstanding oral & written communication skills required. Knowledge of word processing & spread-sheet programs desired. Own transportation, salary negotiable. Light typing & bookkeeping. Non smoker. Resume to K. W., 31153 Plymouth Rd., Suite 104, Livonia, MI 48150

SECRETARY/CLERK
For service department of manufacturers rep. Light phones, filing, scheduling, typing. Salary negotiable. Benefits. Send resume to: Personnel Manager, 32493 Schoolcraft, Livonia, MI., 48150

SECRETARY/CLERK
Experienced secretary/clerk for Novi based ambulance service. Flexible hours. Accurate typing, word processing & strong organizational skills required.
Contact Lisa at 344-1990

SECRETARY
Computer, Wordprocessing, typing, & administrative work. Send resume or letter to: AFC Roofing, 13101 Eckles Rd., Plymouth, MI 48170

SECRETARY - Entry level, full time only. Typing, invoicing, filing. Must be detail oriented & accurate. Resumes requested. 851-4014

SECRETARY DEPARTMENT
Great opportunity for an individual with a minimum 2 years secretarial experience. Duties are diversified & require a responsible, well organized person capable of working independently with the ability to prioritize their workload. Must enjoy working with figures. Typing 50wpm, word processing experience desirable. Excellent benefit package & pleasant work environment. Reply to:
DEPARTMENT SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI. 48037

SECRETARY
for busy home care agency. Organizational skills a must. Mature, experienced individual needed. Ability to accurately type 50wpm & handle busy phones in a professional manner. Knowledge of computers & good math skills helpful. $15,000 a year to start with scheduled increases & benefits. UHHS 451-2255
An Equal Opportunity Employer

SECRETARY - for Southfield CPA office. Pleasant atmosphere, excellent benefits. Long term position. Write K. Adams, P.O. Box 3184, Southfield, MI 48075

SECRETARY
Development Firm in Birmingham seeks an individual with excellent word processing & dictaphone experience. Must be professional in appearance & a team player. Send resume with salary requirements to Personnel Director, 999 Haynes, Suite 385, Birmingham, MI 48009

SECRETARY - for Southfield office needed, excellent typing & phone skills required. Excellent pay & benefits. Call Bonnie 827-7160

SECRETARY - for insurance management. Full time with benefits. Must have office, typing, & dictaphone experience. Birmingham location. Send resume to: Box 232 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for general contractor in Auburn Hills. Full time. Typing, telephone, filing. Benefits. Mary 377-2600
An Equal Opportunity Employer

SECRETARY
For beautiful property management office in Troy. Ideal applicant will work well independently, enjoy people contact and telephone work, and have excellent typing and word processing background. Send Resume to: Troy Secretary, PO Box 864, Bloomfield Hills 48303-0864

SECRETARY-Full time, immediate opening. Excellent typing, word processing and organizational skills required. Call. 422-6160

SECRETARY Full time, computer knowledge required. Typing 60+ wpm. Filing, good grammar and phone skills. Farmington Hills wholesale floral business. 553-0647

SECRETARY full time for Southfield law firm. Must type 50 wpm, know Wordstar, Wordperfect or Microsoft word. Be punctual & mature. Will train. Salary negotiable. 278-1160

SECRETARY
Immediate opening at Farmington Hills corporate location for secretary with minimum 1 year experience on Mackintosh System, knowledge of WordPerfect and Microsoft Excel preferred. Must type 70 wpm. Rush resume or call
Personnel Unlimited, Inc. 30100 Van Dyke, Suite 210D, Warren, MI 48093 751-5608 FAX 751-8815

SECRETARY
Immediate opening Jr. executive secretary, need good written and communication skills, word processing preferably WordPerfect. Farmington Hills location. 4 day week available til September.
Good working conditions. Hours 8:30-5pm. Salary open. Call Sharon 478-8400

SECRETARY
Insurance agency needs clerical support person with personal lines background. This is an impressive and cheerful office in the Farmington Hills Area.
WOMAN PERSONNEL DIV
31731 Northwestern Hwy. Ste. 109E
Farmington Hills MI 48318
932-0980
We are a Permanent Placement Agency whose fees are always paid by the employer

SECRETARY
Kelly Services became the leader in the temporary service industry precisely because we recognized the value of a skilled secretary. In keeping with that tradition, we're looking for a bright, energetic individual to work in our exciting Business Shows Department.

You'll distribute leads from the shows, schedule the use of the display booths, and handle general departmental typing and filing. Entering invoices into the computer and maintaining balances for the ledger will also be involved.

To qualify, you must have typing skills of 40-50 wpm with 1 year's general secretarial experience and word processing is essential. Will train on DW4 and Lotus 1-2-3. Excellent communication skills are essential.

We offer excellent opportunities for growth, a competitive salary and excellent benefits. For consideration, please send your resume with salary requirements in confidence to
Personnel Recruiter
KELLY SERVICES, INC.
999 W. Big Beaver
Troy, MI, 48084
An Equal Opportunity Employer

SECRETARY - Life insurance background essential. Property Casualty helpful. Farmington area. Permanent, full time. Self starter. Call Susan for appointment 478-7602

SECRETARY
Manager seeks secretary with PC/Word processing experience, 50wpm typing and strong organizational skills. Professional phone manner, proficient math and time management skills a must. Will consider sharp, part-timer with schedule flexibility - degree preferred. Resume & salary history required. Qualified applicants respond to: Volt Energy Systems, 17368 West 12 Mile Rd., Southfield, MI 48076 Attention: Mark Richter
An Equal Opportunity Employer

SECRETARY- PART TIME
Afternoons. Good typing skills. Minimum 2 yrs. office experience. Send resume to: R. Schwartz, Eastwood Clinics, 26711 Woodward, Huntington Woods, MI 48070

SECRETARY/PART TIME
Experienced. Type 50 wpm., excellent phone skills, word processing a plus. Hours: Mon. - Fri., 9-12 Only. Non-smoker. $7-$8 per hour. Resume to 4190 Telegraph Rd., Bloomfield Hills, MI., 48013

SECRETARY-Part time. Flexible hours. Start $7 an hr. Need typing, number skills. Birmingham. 540-4480

SECRETARY
Private MI. College is seeking Secretarial position for new Troy location. Requirements include excellent typing, communication skills & word processing knowledge. Excellent benefit package. Send resume to: Director, 411 Nivard Grosse Pointe, MI., 48230 By Jan 26

SECRETARIES
Sinai Hospital is in the process of rebuilding it's clerical resource pool. We are looking experience for Secretaries and Medical Secretaries to work on a temporary basis.

Requirements include: 1 year of recent clerical experience, excellent interpersonal skills, typing of 50 wpm, and knowledge of IBM/PC with Wordperfect. Knowledge of medical terminology and dictaphone is preferred.

Candidates looking to work approximately 1 week to a few months at a time need only respond.

For immediate consideration please respond with resume to:
Employment Office KB
SINAI HOSPITAL
6767 W. Outer Drive
Detroit, MI. 48235
Equal Opportunity Employer M/F

SECRETARY for Farmington Hills company. Must have good typing skills, shorthand desired but not required. Word processing & computer skills necessary. Should be cooperative & dependable with good organizational skills. Send resume to Box 244, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/RECEPTIONIST
Self starter, excellent typing, telephone & general office skills. Experience required. Madison Hts. accounting & tax office 589-1777

SECRETARY/RECEPTIONIST - Doctor's office. 25 hours wk. $7.50 per hour. I-275 & Six Mile. Spelling, grammar, typing important. 37672 Professional Center Dr., Su. 140, Livonia, MI., 48154

SECRETARY/RECEPTIONIST
Immediate full time opening in pleasant office environment for a secretary/receptionist. Duties include answering telephone, filing & typing. Must be pleasant, organized & detail oriented. Salary commensurate with experience. For interview call Mr. D. Goldfarb 522-7711 or apply in person at
HADLEY ARDEN INC
12985 Wayne Rd., Livonia

SECRETARY
Southfield/Birmingham law firm requires individual with good typing & English skills, shorthand & word processing helpful 540-4100

SECRETARY
Southfield CPA firm. Typing & general office work. Salary & medical benefits. Call Jeanne for appointment 354-4044

SECRETARY - Troy office self motivated person, excellent organizational & typing skills, send resume stating salary requirements to PO Box #1321, Troy, MI 48099

SECRETARY
With word processing experience needed full time in Troy. Must have previous switchboard experience. Accurate typing of at least 65wpm and be well organized
Call 649-4454, ext 504
EOE

TRAFFIC CLERK
Full time entry level position available. Southfield location. Must have previous office experience, traffic background preferred. Must have excellent math ability, calculator skills. Send resume including salary requirements to: P.O. Box 5091, Southfield, MI., 48086

TYPIST/RECEPTIONIST needed for Livonia office. Good typing skills a must. Will train. Send resume to: Great Lakes Title 17187 Laurel Park Dr. Ste 216 Livonia MI 48152

SECRETARY
We are looking for a detailed oriented secretary, who is well organized, has excellent communication skills, and who has a minimum of 4 yrs. secretarial experience. Responsibilities include: Assisting with hotel arrangements for meetings, maintaining meeting records, correspondence, compilation, preparation and proof reading program copy. PC/Word Perfect and CRT experience a plus! Must be available to work overtime. Excellent salary and benefits.
Send resume to: Personnel Co-ordinator, American Concrete Institute, PO Box 19346, Detroit MI 48219

TYPIST/ PROCESSING CLERK
Clerk typist needed to process membership and subscription applications, plus a variety of miscellaneous tasks. Excellent grammer and telephone skills, typing 50 wpm, aptitude for math, computer or data entry preferable. Requires 2-3 yrs pertinent experience. Old Redford area. Call Barb. 532-2600, ext 262

WANTED part-time help. Shipping and office work. No summers. Possible job share. 455-4922

SECRETARY
Progressive national real estate development and management company is offering an opportunity for the right individual to become part of our winning team. This individual will assist the commercial property management department. The position will require 3-5 years secretarial experience. Excellent typing, word processing and organizational skills. If you work well with people and want to learn the commercial real estate management field while earning an excellent salary with benefits, send your resume including salary requirements to: Yvette Henshaw. P. O. Box 2360, Farmington Hills, MI., 48018

SECRETARY/Receptionist for Real Estate Appraisal office, part time. Require knowledge of Wordperfect 5.0/60wpm, good spelling & grammar skills, non smoker preferred. Responsibilities will include general office duties. Send resume to: B Hanlon, 3221 W. Big Beaver, Ste 114, Troy, Mi 48084

SECRETARY
Southfield real estate firm needs secretary with word processing experience, excellent typing skills and bookkeeping background. Please send resume with salary requirements to: P.O. Box 70, Southfield, MI 48037

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Victor Interim Services
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Equal Opportunity Employer M/F

Word Processing
CHECK IT OUT
Experienced Dbase 3 clerk needed for 4 month assignment in Plymouth. Must be knowledgeable with start up and entry of information into Dbase 3 package. Previous experience with any type word processing also required
Please call Diane at 522-4020 for more details
Livonia
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KELLY TEMPORARY SERVICES
The "Kelly Girl" People
"The First And The Best"
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WORD PROCESSING executive secretary, Farmington Hills, Livonia, type 50 wpm plus, dictaphone helpful. $1400/mo Uniforce 473-2934

WORD PROCESSOR
Experienced only. Part time, evenings & weekends. $8-$14 an hour. Dearborn 565-7072

W. Processing
Start Work Right Away
If you're ready to work immediately, Kelly Services is the place to call. If you have word processing experience and are available to work evening hours, we may have the assignment for you. Medical terminology and transcription skills A MUST.
The position is located in the Royal Oak area, reliable transportation is required
Call our office today for more information and to schedule an appointment
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"The First And The Best"
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WAREHOUSE POSITIONS
Full time. Southfield location. Must have previous Hi-Lo driving experience. Excellent benefits. Send resume to: Attention Mark, P.O. Box 5091, Southfield, MI 48086

WORD PROCESSING secretary, for Troy computer company, phone experience necessary, Xerox 6085. $1575/mo. Call Mike at Uniforce 646-7664

WORD PROCESSOR RECEPTIONIST, proficient at WS. Knowledge of general office equipment. $8.50 to start. Send resume to: Position Available, Suite 101, 6689 Orchard Lake Rd., W. Bloomfield, 48322

Word Processors
needed immediately for short term, long term and temp to permanent positions. See today the businesses who appreciate your skills and offer
UP TO $9.50 PER HR. Call:
ARBOR TEMPS 459-1166

WORD PROCESSOR
Engineering firm seeking an experienced word processor with firm knowledge of the use of WordPerfect software through an IBM PC computer. Qualified candidates who possess 3-5 yrs. of word processing experience, with above average spelling, grammar, and organizational skills should apply. This is a full time permanent position, with excellent fringe benefits and working environment. If you meet these qualifications, please send a detailed resume and salary requirements to
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• Day & night Busstaff
• Day & night Host/Hostess
• Day & night Prep Cooks
• Day Line Cooks & Dishwashers
Apply in person: Meriwethers Restaurant, 25485 Telegraph, Southfield, between 2pm-5pm

APPLICATIONS are now being taken to train Bartenders. Apply within 16825 Middlebelt. Must be at least 18 years of age.

APPLICATIONS now being accepted at YaYa's Flame Broiled Chicken. Join our winning team. Enthusiastic & hard working employees needed full & part time. Cashier, counter & kitchen prep positions. Apply Mon-Fri. 9-4, located at 29596 Seven Mile Rd., next to Crowleys at Livonia Mall 474-9570

ASSISTANT COOK - EVENINGS
Good pay. Clancy's in Farmington Hills 477-7177

ATTENTION: The Original Pancake House is seeking ambitious & energetic individuals to join our high quality team. Immediate openings for all positions. Flexible hours, great pay plus benefits. Apply in person between 2-4 pm at 19355 W 10 Mile Rd. Southfield

ATTENTION WAITPEOPLE
Do you enjoy working with seniors? We're looking for Servers in our dining room, full & part time. Will train. For further details please contact Jan at Franklin Terrace Apts
358-0212

BAKERS SQUARE
now hiring wait people for days or nights, part time or full time available. Excellent benefits, great pay, earn up to $12 per hour. Apply in person at 26660 Greenfield, Oak Park, between 3PM-5PM daily
An Equal Opportunity Employer

BANQUET WAIT STAFF
Immediate openings for part time evening & weekend employment. No experience necessary. Wages to $5.40 an hour. Paid vacation. Apply in person only Roma's of Bloomfield, 2101 S. Telegraph, Bloomfield Hills, or Roma's of Livonia, 27777 Schoolcraft, Livonia

BAR STAFF, WAIT STAFF, COOKS
Apply within between 6pm-10pm. Reiser's Keyboard Lounge, 1870 S. Wayne Rd., Westland 728-9330

ASSISTANT COOK
For American House Retirement Residence. Please apply in person 14265 Middlebelt Road, Livonia

ASSISTANT MANAGER - Sharp, enthusiastic, service oriented individual for upscale hotel restaurant. Food & beverage management experience required. Best Western - Greenfield Inn (I-94 at Oakwood)

BAKERS and Production Assistant needed for gourmet food company. Livonia. 261-7211

BAR PERSON - part-time
VIW 6695, 1426 S. Mill, Plymouth. Call Mr. Van 459-6700

BURGER KING - Livonia franchise is looking for both part & full time employees for all shifts. We are also looking for managers. Good pay, excellent benefits. Homemakers, Sr citizens & students are all welcome. Call Mr. Salem after 2pm 522-3311

BUS PERSON, FULL TIME
5 days per week. Mon.-Fri. Apply in person. Ground Floor Cafeteria 26555 Evergreen (in Travelers Tower), Southfield

CATERING MANAGER Excellent career opportunity for an individual experienced in meeting and banquet arrangements. Full time. Salary. Send resume and salary history to Director of Sales, Radisson Hotel, 14707 Northville Rd., Plymouth MI 48170

BANQUETS
Part time positions, mostly Sundays, available with suburban banquet facility. Experienced waiters-waitresses. Send resume to: Suite 594, 29555 Northwestern Hwy., Southfield, MI., 48034

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$$$$$$
Now hiring experienced servers and experienced grill cooks. AM & PM. Apply 10's Mile & Telegraph

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Full or part time, some lunches required. $7 per hour guaranteed. 453-1632

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Now hiring Bus Attendants. Full or part time evenings from 4pm. Apply in person between 3-6pm or call 348-5555

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Pleasant working conditions. Apply in person Mon.-Fri. between 11am-3pm. Sheehan's On The Green, 35450 5 Mile, Plymouth

COOKS
Needed for part time days & nights for busy casual restaurant & bar. Located near Metro airport. Please apply in person at Merriman Street Grill 7660 Merriman Rd., Romulus

NOW HIRING:
Full or part time for new restaurant. All positions available.

Bus Persons	Prep Cooks
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Ideal Job for:
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No experience necessary.
Raise potential at all positions up to 50¢ per hour within 8 months of hire.
FULL-TIME BENEFITS: 30 to 40 hours per week
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• Holiday Pay 6 times per year
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• Retirement Program
• Sick Benefits
PART-TIME BENEFITS: 10 to 25 hours per week
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• Schedules to meet student needs. We stop serving at 8:30 pm so students get home early.
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Please call 358-4457 or apply in person between 10 AM and 6 PM. Ask for Mr. Thacker or Mr. Bowman.
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Troy/Birmingham/Bloomfield Hills Jack Cloud	689-7300
Plymouth/Northville/Canton Jerome Delaney	455-6000
West Bloomfield/Farmington Birmingham/Bloomfield Hills Paul Koopko	851-5500

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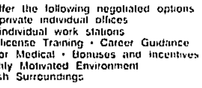

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