504 Help Wanted Office-Clerical

OFFICE ADMINISTRATOR For a high tech computer firm. Excellent organizational and office skills a must. Duties include travel arrangements, dictaphone, word processing and telephone skills. Previous office experience required. Send resume to: 27000 Cabot Drive, Suite 350, Farmington Hills MI, 48024

OFFICE ASSISTANT Immediately hiring for full time receptionist/secretary. Person must have excellent telephone etiquette, minimum typing skills, preferably have WordPerfect 5.0 experience, pleasant personality and dependable attitude required. Salary commensurate with experience. Dearborn Heights. 9am to noon, 291-7900

OFFICE/CLERICAL/SECRETARIAL

Immediate openings for experienced Word Processors, Data Entry Clerks & General Clerical Help. Long term & short term assignments. Competitive pay & benefits. Stay busy & gain experience working at some of the metro areas top companies!

NORRELL SERVICES
553-5860

OFFICE GENERALIST with keyboard, customer service and light accounts payable experience. Call Pontiac manufacturing company. Full time with benefits Please phone Office Manager 334-4588

OFFICE MANAGER/BOOKKEEPER for established Southfield based computer company. Associate degree in business with at least 2 years experience in accounting and experienced office work. Microcomputer and word processing knowledge helpful needed. Complete benefit package. Call for interview 557-6200

OFFICE MANAGER-needed for Southfield consulting firm. Must have experience in computer analysing. Required to oversee a vast data system and coordinate 9 staff members on 20 computers. Excellent opportunity. Employer. Send resume to EAA Inc., 29800 W 8 Mile, Suite 406A Southfield, MI 48075. ATTN Linda Kaye

OFFICE POSITION - FULL TIME Someone to perform various office duties-typing, filing and assisting with mailing requests. Call for appointment. Nadine Austin, Reimer Floors, 30400 Telegraph Rd., Bloomfield Hills, MI 553-4050

OFFICE POSITION available 9am-3pm, Apply Fox Fire Friendly & easy going personality wanted for variety of duties for small office in Bloomfield area. Typing & 10 key calculator a must. Some computer experience helpful but will train the right person Call Dawn 455-8300

OPHTHALMIC TECH/ASSISTANT Busy multi-doctor office seeks energetic Ophthalmic Assistants. Full or part time. Prior experience or COT/COA preferred. Position offers training in ophthalmic medical procedures, good pay & benefits. Send resume to: Administrator, 29275 Northwestern Hwy., Ste 100 Southfield, MI, 48034

ORDER ENTRY-Receptionist, accounts receivable, inventory control, tele-communications with customers. Typing, fax, and more for small stamping company. If you are an energetic person and this sounds interesting to you call 323-1440

OUR CUSTOMER SERVICE TEAM needs a self motivated individual to help us service our growing number of customers. No outside travel required. Position requires a very good problem solve for our customers. Customer service experience desired. Medical product knowledge a plus. Mail computer applications to: Send resume to, Mrs. K. Adams, P.O. Box CN 3355, Livonia, MI, 48151

PART TIME CLERICAL Good clerical and communication skills for fast paced medical office 20 hrs per week. Opportunity for advancement. Please call Jeff Straight. 356-8860

PART TIME
Permanent part time position for Detachome Sprint in our central Plymouth office. Ideal for someone who enjoys a fast paced environment. Typing & speaking skills necessary, word perfect knowledge a plus.

You may work like 19-25 hours weekly on a flexible schedule and choose from Mon-Fri, 7 a.m. - 6 p.m. Fri. Part time benefits include: paid vacation, holidays and participation in company profit sharing program. Novi Town Center location. Call Traci Kelly, Liberty Mutual Insurance Group An Equal Opportunity Employer 347-5000

PART TIME PERSON to file, answer phones, etc. Apply within: 25215 Glendale, Redford. 255-2280

PART-TIME RECEPTIONIST Mature adult. Clerical, typing skills. Hours: Mon-Fri, 8AM-12 Noon, Tues-Thurs 8am-5pm. 362-5110

PAYROLL CLERK Full-time position in Southfield property management office. Computerized payroll knowledge required. Good benefit package. Call Mon thru Fri. 9am-5pm 352-7515 An Equal Opportunity Employer

PAYROLL REP
Growing national Southfield corporation needs experienced payroll person with knowledge of payroll ledgers, accounts receivable, and general ledger. Send resume to: F. MacFarlane PO Box 207 LV, Lake Orion, MI 48035

PERSONNEL ASSISTANT needed for Northern Suburban area Col-lege graduate or 2 plus yrs. office management experience required. Knowledge of Personnel functions necessary. Computer literate with good typing skills a must. Call Pat Flynn for initial interview 553-2444. American Personnel Services "Fee paid by employer"

PERSONNEL DIRECTOR-Fast paced, rapidly growing company seeks self-starter with personnel management experience. Please send resume and salary requirements to: Operations Manager, PO Box 252, Brighton, MI 48012.

PERSONNEL High energy, dynamic personality needed by dynamic interested in sales/marketing background. Strong communication skills, detail follow-up and professional background. Send resume, Teamwriting or typing test background, a plus Fee Paid St. Clair Shores 774-0730 Troy 649-4144 Harriet Sorge Personnel

PERSONNEL SECRETARY
Our company is in the fast growing service industry. We are looking for a bright person with an outgoing personality, good communication skills and typing. Then won't be a dull moment in your day. You will greet our clientele, answer the phone, type, etc. Call or send resume for confidential interview.

761-6272
LAATZ SERVICES
29590 First Mile Rd.
Livonia, MI, 48154
An Equal Opportunity Employer

RECEPTIONIST/Word Processor Full-time, Word Perfect experience necessary. Fast-paced office. Call Joanne, 433-2070

RECEPTIONIST Full time temporary assignments Call ETD Temporary Service 420-5226

RECEPTIONIST needed for fast paced insurance agency in Livonia. Dependable, pleasant personality & computer skills make a must. Light typing. Competitive salary, long term employment. Send resume to: K. Spencer, P O Box 9228, Livonia, MI 48151

RECEPTIONIST
Livonia CPA firm seeks experienced receptionist/secretary. Typing/word processing and general office experience preferred. Send resume to: Box 4856, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - light typing, experience preferred but not necessary. Call & ask for Marge 341-8744

RECEPTIONIST WANTED. Part time, flexible hours, for Charmaine Hair and Nails Salon. Call 476-2120

RECEPTIONIST/TYPIST Part-time, flexible hours. Call 644-9026 to schedule an interview.

504 Help Wanted Office-Clerical

PURCHASING
Permanent, part time help needed. 4 hrs per day, 20 hrs per week, typing 60 wpm, experience helpful but not required. Call 591-2211 ext 103

QUALIFIED INDIVIDUAL with skills in WordPerfect and data entry, plus some experience in accounting or bid needed for part time, afternoon position, 1-5pm, Mon.-Fri. This position is offered by Advanced Technology and Testing, located in Livonia. Interested candidates should call between 1-3pm, 522-1900 522-1900 EOE

RECEPTIONIST/CLERK
West Detroit service company seeking mature person with good phone voice, able to type at a work. Call Machele 272-6304

RECEPTIONIST
Small Southfield, general practice law firm. Some clerical skills necessary 552-0400

RECEPTIONIST/OFFICE HELP
Individual with skills needed greet customers and perform light office duties Berkley 472-0331

RECEPTIONIST - PART TIME
For West Bloomfield health club. Flexible, morning hours. Call back at 661-1000, ext. 301

RECEPTIONIST - typist, major temporary help service staff, previous personnel experience a plus, growth opportunity. Call Rececca 645-7660

RECEPTIONISTS - front desk, for large Bloomfield Hills advertising firm. Switchboard & typing, 870-7700. Call Rose at Uniforce 646-7664

RECEPTIONIST/CASHIER
Part time, excellent job for college, HS student. Typing helpful. Apply in person Precision Tune, 26610 W. 8 Mile, Southfield

RECEPTIONIST/SWITCHBOARD-Individual must be articulate, outgoing with pleasant personality. Some experience required. Medium size office in Troy. Call between 9am-3 30pm. 643-0952

RECEPTIONIST
energetic and enthusiastic needed for progressive Birmingham salon. Afternoon and evening hours. Apply in person. Experience and typing skills preferred. 258-5090

RECEPTIONIST
Typing, telephone. Insurance - Real Estate. Well train. Maple-Orchard Lake area. 8:30AM-5PM. 737-0151

RECEPTIONIST
Livonia company has immediate opening for Receptionist with good telephone skills and a pleasant personality. Full time position. Call to schedule interviewer. 591-6622

RECEPTIONIST - General Office Must have excellent telephone skills, be organized and dependable. Troy Area Office. Resume to: Box 270 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Not 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/Delta Fuel, 40600 Grand River, Novi MI 48050, attn Shirley Tromatella

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

RECEPTIONIST
Part time, responsible person to work in Chiropractic & Natural Health Science Clinic. 473-8520

RECEPTIONIST Needed for 2-3 mornings a week and 1-2 evening. Fitnesse Exercise co. Call Mon-Fri. 9am-noon 531-3468

RECEPTIONIST - full time for Troy law office. Good communication skills. Typing necessary. Call Sue at 643-9241

RECEPTIONIST NEEDED Immediate for dynamic environment. Telephone experience preferred. Excellent benefits. Ask for Gayle 352-1000

RECEPTIONIST
For Medical Clinic. Some experience necessary. 10 Mile/Greenfield area. 557-0248

Liberty Mutual Insurance Group An Equal Opportunity Employer

PART TIME PERSON to file, answer phones, etc. Apply within: 25215 Glendale, Redford. 255-2280

RECEPTIONIST - Work Perfect for Metro Solt seeks experienced Good telephone skills a must. Salary commensurate with ability. Contact Lody at 737-7111

RECEPTIONIST
Part time for small software developer to work 10-2pm. Mon.-Fri. Excellent phone skills required. Call between 12 & 12:30pm 655-8155

RECEPTIONISTS
Positions available for short and long term assignments. Light typing and filing helpful.

ARBOR TEMPS 459-1166

RECEPTIONIST PART TIME
Experience in multi phone lines. Good verbal skills & light typing required. Computer knowledge helpful. $6.50 per hour. Douglas Management, Troy 528-1174

RECEPTIONIST
Full time for auto supplier on Schoolcraft Rd. in Livonia. Pleasant phone voice & some light typing required. $5.50 per hour plus benefits. Bilingual a big plus. Contact Sandee Brosch 462-9300

RECEPTIONIST
Professional appearance, excellent phone manner, great visitors, light typing skills, some experience required. Send resume to: Patricia Warner, The Jackson Kimball Law Firm, 1370 Penobscot Bldg., Detroit, Mich. 48226

RECEPTIONIST - Full time, must be outgoing with great phone skills. Must have a pleasant, multi-line phone volume, light typing (45wpm), and general office duties. Computer knowledge helpful. Good pay and benefits. Non-smoking office. Please send resume, with salary requirements, to: Jenn-Air Distribution, 32500 Grand River, Su 101, Farmington, MI., 48024.

RECEPTIONIST
Dearborn employer needs your outgoing personality & typing skills to handle busy front desk & other general office duties. $300/wk. All fees company paid

#1 Personnel Place
274-4230

RECEPTIONIST
$5 to $7/hour
Immediate positions
Call CONTEMPRA
TODAY
583-9500

RECORD KEEPING and billing person. Immediate full-time position available. Typing mandatory. Contact office manager 722-5300

RECEPTIONIST
Property Management firm located in Farmington Hills is in search of a full time Receptionist with some experience to fill a front desk position. The applicant must have typing & word processing skills (WordPerfect preferred), excellent phone etiquette, professional appearance, & own their own transportation. Please call evenings at: 276-9213 or Sunday at Lake Rd. area

RECEPTIONIST POSITION
220 Crown Drive,
Dearborn Hts., MI 48127

RECEPTIONIST/TYPIST
ITT Parts Supply Division, a division of ITT Automotive Inc., is currently seeking a Receptionist/Typist at ITT Headquarters Office. Experienced individual with good telephone manner and excellent typing skills (50wpm minimum). Computer/Word processing experience considered a plus. To apply, send your resume and salary history to:

PERSONNEL DEPT.
ITT PARTS SUPPLY DIVISION
3000 UNIVERSITY DR.
AUBURN HILLS, MI. 48057-7016
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST - Michigan Business Magazine, with Southfield offices in the Prudential Center area, needs a full time at sound person to handle front desk responsibilities, typing & office skills essential. Benefits & salary in the mid teens. Call Ron for an appt. 557-8300

RECEPTIONIST/SECRETARY
Full time. Looking for that "special" person to greet clientele efficiently in rapidly growing nation wide computer company in Farmington Hills. We offer a pleasant environment and good benefits. Send resume to: Box 304, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

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

RECEPTIONIST - Immediate opening! Corporate headquarters located in Bloomfield Hills seeks mature individual to present that crucial first impression for our company. Ideal candidate possesses excellent phone skills and a professional, dutiful demeanor. Duties include typing 50 wpm, greeting visitors, mail, clerical duties. Send resume to: BCEI, 2555 S. Telegraph Rd., Suite 400, Bloomfield Hills, MI 48013, Attn Dawn.

RECEPTIONIST

Up to $7.00/Hour
Long term, full time or part time positions available

Call
358-4270

WOLVERINE TEMPORARIES

RECEPTIONIST
Branch office of large life insurance company located in Bloomfield Hills is seeking an individual with good typing and communication skills. Position offers full benefits and a pleasant working environment. Salary is commensurate with experience. Please send full resume to:
Manufacturers Financial Group
500 N Woodward, Ste 250
Bloomfield Hills 48013
ATTN: Rosemary Jenks
EOE

Receptionist/ Clerk Typist
Immediate openings in Downtown Detroit and Suburban Areas for people with good clerical skills, experience and excellent communication skills. MUST type 40-45 wpm for clerical positions.
Call 9am-4pm for appointment.

METROSTAFF
Temporary Personnel Service
425-6368 569-8700
NO FEE EOE

RECEPTIONIST
Work independently in Farmington Hills as a receptionist! Individual must be self-starter, have good telephone and have switchboard experience. Excellent pay offered! Please call us today for an appointment.

WE PUT EXPERIENCE TO WORK.

ENTECH SERVICES, LTD.
737-1744

Receptionist

PART-TIME RECEPTIONIST SWITCHBOARD OPERATOR
National clinical reference laboratory is seeking a part-time Reception-ist/Switchboard Operator. Responsibilities include operating switchboard, greet and assist visitors, monitors laboratory supervisors for telephone calls and leaves calls and messages; some typing and filing. Must have 1-2 years switchboard experience and excellent oral communication skills.

Call 313-525-4080 for application.
ROCHE BIOMEDICAL LABORATORIES, INC.
32427 Schoolcraft Road
Livonia, MI 48150

An Equal Opportunity Employer M/F/H/V

RESPONSIBLE PERSON to work part-time in small office. Typing and computer knowledge helpful. Call Kathy at Boss Tags 420-0370

SALES SECRETARY
Full service gift business company seeking individual for our order department. Inside sales. P.O. Box 299, Ypsilanti, Mich. 48197

SALES SECRETARY
Plymouth, Good sales duties, etc. experience. Lotus 1-2-3 & WordPerfect. $18K range. Full corporate benefits. Call Ann

B. HAMIL PERSONNEL
424-8470

SALES SECRETARY
Sharp individual with initiative and excellent secretarial skills to work for fast paced VP of Sales. Pleasant office. Farm. Call Ann at Fleet Feet Fitness Fitness Fashions, 1370 Penobscot Bldg., Detroit, Mich. 49226

SECRETARIES
Dearborn employer needs your outgoing personality & typing skills to handle busy front desk & other general office duties. $300/wk. All fees company paid

#1 Personnel Place
274-4230

SECRETARY
$5 to $7/hour
Immediate positions
Call CONTEMPRA
TODAY
583-9500

SECRETARIAL/TELEPHONE
Bloomfield - Full time. Ask for Kathy. 637-2400

SECRETARIES
Our expanding company is in need of professional, experienced, word processing secretaries. Must know Display Write 4 or Lotus. Call Farmington/Southfield area. 528-8100

SECRETARIAL/CLERICAL BOOKKEEPING
A shopping center in the Telegraph/Southfield Rd. area has an opening in its one person administrative office. Please respond if you possess the following:

- Type 70wpm accurately
- Strong Math Skills
- Pleasant phone and public relations manner
- Energetic self-starter
- Non-smoker
- Banking or Real Estate Experience Helpful

8:30am-5pm, Mon-Fri. Excellent benefit package. Respond by submitting resume, salary requirements and hand written letter to: Box 248 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

SECRETARY for publishing company in Lat Time. General office duties. Must have pleasant phone manner & type maximum 50wpm. 3 1/hour. For appointment call: 425-9533

SECRETARY
For Southfield based regional office of Fortune 500 financial services company. Responsible Professional Secretary. Experienced in IBM-XT Word Processing. Computer application. Competitive salary, outstanding benefits. Close knit team environment. Call Mrs. Walters long term customer service oriented person. Applications must have good telephone communications, math and typing skills. Send resume to: Box 304, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY Full time, computer knowledge required. Typing 50 wpm. Fixing good grammar and phone skills. Farmington Hills wholesale floral business. 553-0647

SECRETARY full time for Southfield law firm. Must type 50 wpm, know Word-star, Wordperfect or Microsoft Word, be punctual & mature self-starter. Salary negotiable. 278-1160

SECRETARY
Immediate opening. Jr. executive secretary, needs excellent written communication skills, word processing, prefer Wordperfect. Farmington Hills location & day schedule. Salary commensurate. Good working conditions. Hours 8:30-5pm. Salary range. Call Sharon 478-8400

SECRETARY

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

You'll distribute leads from the shows, schedule the use of the display booths, and assist the departmental typing and entering. Entering invoices into the computer and producing invoices 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 DWS and Lotus 1-2-3. Excellent communication skills are essential.

We offer excellent opportunities for growth, a competitive salary and excellent benefits. If interested, please send your resume with salary requirements in confidence to:

Personnel Director
KELLY SERVICES, INC.
999 W. Big Beaver
Troy, MI, 48084

An Equal Opportunity Employer

WORD PROCESSING Secretary, for computer company, phone experience necessary. Xerox 6085, $15/hrs Call Mike at Uniforce 646-7664

WORD PROCESSING
Secretary for Farmington Hills law firm. Bookkeeping and Word-Perfect preferred. Salary and benefits negotiable. 559-3000

SECRETARY-Part time. Flexible hours. Start $7 an hr. Need typing-number skills. Bernhardsen. 540-4460

SECRETARY - part time
Flexible hour. Typing and good phone skills needed. Birmingham area. 644-0700

SECRETARY/RECEPTIONIST
Immediate full time opening in pleasant, on the premises, law firm. Duties include answering telephone, filing & typing. Must be independent, organized & detail oriented. Salary commensurate with experience. For interview call Mr. D. Gustafsh, 522-7711 or apply in person at

HADLEY ARDEN INC.
12985 Wayne Rd., Livonia

SECRETARY/RECEPTIONIST
Farmington Hills company looking for experienced individual for temporary position. Call 477-2200

SECRETARY/RECEPTIONIST
Small Southfield architect office, seeks bright, Medical benefits & good bookkeeping. 559-8550

SECRETARY/RECEPTIONIST
For manufacturing company in Garden City. Typing & general office work. Pleasant personality & good phone skills a must. 427-8700

SECRETARY/RECEPTIONIST
Full time position requires 60 wpm, excellent phone voice & professional appearance. $8.50/hr to start, please call 399-5522

SECRETARY (SALES)
High tech firm in Southfield is seeking a responsible individual for telesales department to greet visitors, direct telephone calls and word processes a variety of business correspondence. The ideal candidate will possess previous secretarial experience, word-processing and typing skills and a business degree or equivalent experience with client contact helpful. Good opportunity for self-starter. Salary and benefits package.

Qualified candidates forward resume (salary) P.O. Box #451, Lathrup Village, MI. 48076

SECRETARY - A small southfield law firm has an immediate position for an experience Secretary. Some principal work experience helpful. Excellent benefits. Salary commensurate with experience. Please send resume to: Sharon Miles, 26699 W. 12 Mile, P.O. Box 2008, Southfield, MI 48034 or phone 352-5040

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

SECRETARY
Southfield office. Typing & general clerical work. Salary & medical benefits. Call Jeanne for appt. 354-4044

SECRETARY
Top-notch personnel agency in Farmington Hills seeking highly motivated, self-starter secretary possessing the following skills

- Typing 60-80wpm
- Experience with word processor or personal computer
- Excellent organizational skills
- Pleasant phone manner
- Minimum 3 years secretarial experience
- Bookkeeping and payroll experience

Qualified candidate please call Kathy at 553-4044

SECRETARY - Troy office, self motivated person, excellent organizational & typing skills, send resume stating salary requirements to PO Box 41321, Troy, MI 48099

SECRETARY/TYPIST
For medium size office. Apple Word Perfect experience a must. Good opportunity for advancement. Call Joe at 737-4131

SECRETARY
with real estate experience & leasing experience for Wayne County area. Call Shirley 425-5200

SECRETARY
$17,000
Creative, fast paced department of major international company offers good benefits & excellent benefits. Good skills. Call Ms. Dow 358-3100 DAVIDSON LAIRD & ASSOC. Executive Search

TELECOMMUNICATIONS
ACCOUNT COORDINATOR
Dynamic growing company offers an excellent opportunity to use your people skills. Responsibilities include say, Work with executives from major firms. Excellent benefits, fee paid. Call Eleanor at 353-2090. SNELLING & SNELLING

TELLERS
Birmingham Teachers Credit Union. Full time position available. Good benefits. Call Cindy Hoover 539-3000 ext 25

504 Help Wanted Office-Clerical

SECRETARY/BILLER
Previous experience preferably in a Physicians Clinic. 55wpm typing & familiarity with insurance verification & billing.

ASSISTANT BILLER
Ability to type 40wpm. Familiarity with computer billing systems

These positions are available at our
ALLEN PARK LOCATION
Contact:
Michigan Health Care Corporation
7430 Second Avenue
Detroit, MI 48202
874-5043

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

TYPISTS
CLERKS
RECEPTIONISTS
We're looking for dependable individuals to work for various companies in the Troy area! Positions are available for receptionists, typists and general office clerks. Long term employment available. Call us today for an appointment.

WE PUT EXPERIENCE TO WORK.

ENTECH
SERVICES, LTD.
588-5610

TYPIST
Southfield sales firm seeking full time typist to input data on computer. Although computer experience not necessary, typing 45 wpm is a must. Call Mon-Fri. 559-1200 Ask for Penny 557-4850

VICTOR ADVANTAGE
Source of income, flexible schedule secretarial, word processing/word employment, opening daily
Never a fee! Call us no contracts

- File Clerks
- Receptionists
- Data Entry
- Typists

Victor Interim Services
474-8722
Equal Opportunity Employer M/F

WORD PROCESSING executive secretary. Must have Wordperfect, type 50 wpm plus, dictaphone helpful, $1400/mo Uniforce 473-2934

WORD PROCESSING Secretary, for computer company, phone experience necessary. Xerox 6085, $15/hrs Call Mike at Uniforce 646-7664

WORD PROCESSING SECRETARY

If you're an experienced word processor or secretary, we can put you to work today. Or, if you have good basic clerical skills, Kelly Services training can help you keep pace with a rapidly changing world of work.

Training and cross training available on

- Multimate
- Displaywrite IV
- Word Perfect
- Word Star
- Apple/Macintosh
- And more!

We offer excellent pay, holiday pay, vacation pay and the opportunity to work at some of the best companies in town

For details, call

Farmington Hills . . . 471-2050

KELLY
TEMPORARY
SERVICES
The "Kelly Girl" People
The First And The Best
Not An Agency, Never A Fee
Equal Opportunity Employer M/F/H

WORD PROCESSOR
Experienced operator, part time, evenings & weekends. 58-134 an hour. Dearborn 563-7012

Word Processors
Needed immediately for short term, long term and temp to permanent positions. Get today the businesses who appreciate the quality you bring.

$9 + PER HOUR
ARBOR TEMPS 459-1166

WORD PROCESSORS
WE NEED YOU!
Immediate long term positions in metropolitan Detroit area. Experience in any of the following: Displaywrite 4 or 5, Wordstar, Lotus, Wordperfect. Typing 55wpm, proficiency in word processing required.

WORD PROCESSOR
Our Southfield Executive Office Center has a full time position available for a word processor. An individual with skills in WordPerfect, good communication background, & willing to work in fast paced environment. We offer a competitive salary, benefits, & network of centers, along with the opportunity to grow. Call P O Box 2564, Livonia, 48151-2564

WORD PROCESSORS
$7 to $12/hour
Immediate positions
Call CONTEMPRA
TODAY
583-9500

Word Processors
Up to
$10/hr
Long & short term assignments available
CALL
WOLVERINE
TODAY
358-4270

W. Bloomfield
Waterford
Commerce Twp.

- 10 Data Entry Clerks Needed
- Long term assignments
- Excellent salary
- Fringe benefits

SNELLING
TEMPORARIES
528-5122

504 Help Wanted Food-Beverage

ASSISTANT COOK
For Amateur Hour Retirement Residence. Please apply in person: 6195 Middlebelt Road, Inkster

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

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

BAR STAFF, WAIT STAFF, COOKS Apply within between 6pm-10pm. Annie's Kosher Lounge, 1810 S. Wayne Rd., Westland. 728-9330

505 Help Wanted Food-Beverage

APPLICATIONS BEING ACCEPTED for the following positions

- Day & Night Busbelt
- Day & night Host/Hostess
- Day & night Prep Cooks
- Day & night Dishwashers

Apply in person Meriwethers Restaurant, 34567 Grand Telegraph, Farmington, between 2pm-5pm

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

ATTENTION WAITPEOPLE
Do you enjoy working with seniors? We're looking for Servers on our dining room, full & part time. Well train. For more details please contact Jan at Franciscan Terrace Apts 459-1000

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

BARTENDERS
Lunch & dinner shifts available
Experience necessary
Apply in person 2-5pm
OCEAN GRILLE
280 N Woodward
Birmingham 646-7001

BUDDY'S - FARMINGTON HILLS
NOW HIRING
GRILL COOKS
PREP, SALAD MAKERS
DISHWASHERS, BUSSERS
Excellent wages, benefits and working conditions. Flexible hours. Apply Buddy's, Northwestern at Middlebelt.

BUSSPERSON
Full or part time, some lunches required $5 per hour guaranteed 453-1637

COOKS, BARTENDERS & WAITSTAFF
Pleasant working conditions
Apply in person between 11am-3pm. Sheehan's On The Green, 39450 S Mile, Plymouth

COOKS
Lunch & dinner shifts available
Experience necessary
Apply in person 2-5pm
OCEAN GRILLE
280 N Woodward
Birmingham 646-7001

Victor Interim Services
474-8722
Equal Opportunity Employer M/F

COOK
Sweet Lorraine's Cafe was selected "Restaurant of the Year" by Detroit Monthly Magazine. To maintain this high standard, we are looking for a quality individual to join our staff. We offer an excellent opportunity for the right person. Please call: 559-5986 to arrange for interview.

COOK
Experience preferred. Hours Monday-Friday 6:30am-6pm. Ask for Rick 100% PAY 646-6440

COUNTER/CASHIER
for Jewish-style Deli opening in Telegraph Market area. Call Mr. Lipson, 559-0300-535-0000 For interview call 623-2600 or Fax 623-2641 Between 10am-4pm.
NICKOLA FOODS

AN INVITATION
TO CHANGE YOUR LIFE!
Financial Consultants find out more about a career with a No. 1 system in real estate. FREE pre-licensing training (small material charge). Full time training is on your side. Call Ms. Cait PHILLIS STUTZMANN for appointment 464-6400

CENTURY 21
Hartford South
464-6400

A CAREER IN LINGERIE
Joni Camisa, latest growing direct sales firm delivering top earnings. Call Pat, 476-0518 522-4376

ARE YOU COMPETITIVE? Looking for a challenging and rewarding career in real estate? At Century 21 Gold Tiny RIDGE we offer a "FREE" pre-licensing course, on the premises, 100% commission program. Call or stop in confidentially for an interview with an incentive bonus plan expense account, liberal benefits and travel and advancement opportunities. College degree helpful but not business experience, drive, integrity, sales personality and stable background are important attributes. If you desire a challenging and rewarding career send confidential resume to:
Jim Dunlap
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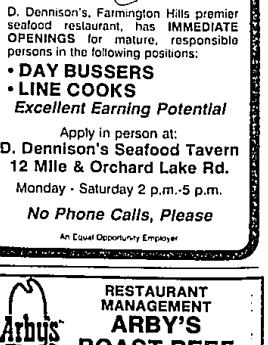

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