504 Help Wanted Office-Clerical

OFFICE ASSISTANT - FULL TIME Southfield location. Entry level position. Must have previous office experience, good math ability and 10 key calculator skills necessary. Responsibilities include bookkeeping, various clerical duties. Call Bob, 11:00am 352-0379

OFFICE ASSISTANT - Experienced, good organizational skills, detail oriented, typing, telephone, filing, light bookkeeping. 24-30 hrs. per week. Troy/Birmingham area. Please send resume to: Box 848 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE ASSISTANT $6.75/HR. NO FEE Major Southfield company offers this ladies friendly office and dinner ground. Need 40 wpm. typing, good English, 1 yr. office experience. BUS ASSOCIATES AGY. 540-4130

OFFICE MANAGERS Assistant for our Redford location. Detail oriented with a degree/must have 50wpm typing, computer experience, 10 key calculator, knowledge of debits & credits, team work attitude & attendance record. Office-retail oriented work experience helpful. Apply at: Robinson Furniture, 2050 E. 8 Mile at Dequindre. No calls please.

OFFICE PERSONNEL NEEDED IMMEDIATELY!!! Great opportunity to put your clerical skills to work for:

TOP WAGES
TEMP MEDO INSURANCE
CASH BONUSES
OVERTIME PAY
HOLIDAY PAY

We have long and short term assignments available now! Work anywhere and when you want to. We are currently accepting applications for the following positions:

Word Processors
Legal/Medical Secretaries/Receptionists
Secretaries
Typists
Data Entry Operators
Receptionists
Switchboard Operators
Clerks

SNELLING TEMPORARIES
Livonia, 464-2100
Southfield, 352-1300

NEVER A FEE

OFFICE WORK & GAME SALES - Full time. Will train. Apply within: Giant 756, 30747 Ten Mile Rd., Farmington Hills, MI.

OFFICEWRITER or Word Perfect. Detroit and Bloomfield advertising agencies. Up to $5/hr. Call Connie at Uniforce. 646-7561

OPTOMETRIC receptionist/assistant, full time. Walled Lake area. 624-1707

LARGE CORPORATION seeking communications specialist with minimum experience of 3 yrs. Degree/certification preferred. Forward resume to: PO Box 5121, 13th Floor, Southfield, MI 48076. Attn: Cathy Grube.

PART TIME - file clerks. Expanding Farmington Hills company. $5.50/hours. Call Uniforce(313)729-2024

PART TIME RECEPTIONIST for Troy law firm. Hours 8:30-1, Monday thru Friday. Light typing. Non-smoking female preferred. Call Office Manager. 646-1330

PAYROLL CLERK, experienced. Send letter of application and resume by Mon., Oct. 29, 1990, to:

Business Office
Birmingham School District
1501 N. Beech Daly Rd.
Dearborn Heights, MI 48127

PERSONAL BOOKKEEPER - Executive needs bookkeeper 2 to 3 times a month, likely longer in Troy area. Call Sandy 9-6 Mon.-Fri. 680-9950

PHONE RECEPTIONIST Farmington Hills Law Office. 8:30am-5pm, 5 days per week 489-8787

PROPERTY MANAGER-Experienced Property Manager for multiple sites. Knowledge of accounting and maintenance. Send resume and salary requirements to: RK&A, 990 S. Rochester Blvd., Troy, MI 48084.

RECEPTIONIST Livonia CPA firm seeks experienced receptionist/secretary. Typing/word processing and previous office experience preferred. Send resume to Box 8400, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST for pleasant South-field law office. Good typing skills and ability to handle busy phones necessary. Non smoker. Salary commensurate with experience. Excellent benefits package. Send resume to: Richard B. Kapes, P.O. Box 2207, Southfield, MI 48037-2207. All replies confidential.

ABUNDANCE OF JOBS

- WORD PROCESSORS Typing 50 wpm
- CLERK TYPISTS Typing 45 wpm
- GENERAL CLERKS 3 yr. Experience
- TELEMARKETERS (Must have experience in long distance communications)
- Vacation Holiday Pay
- Group Medical Insurance
- Bonuses for Referrals

427-7660
GENERAL MANAGEMENT SERVICES
14700 Farmington Road
Livonia, MI 48154
Not An Agency - Equal Opportunity Employer - Never a Fee

NBD BANK, N.A.
currently has full and part-time entry-level positions available for the following areas:

OFFICE/CLERICAL
Typing 45-50 WPM; excellent communication skills; Lotus 1-2-3/CRT or PC.

TRUST SECURITY/CLERICAL
Good math aptitude; 1-2 years accounting experience or college course work; good analytical skills and CRT knowledge.

AUTHORIZATION CLERKS
(Part-time) excellent communication skills; CRT helpful.

We offer a pleasant working environment, competitive salaries and a benefits package. For consideration, send your resume to:

C. Jennings
Troy Regional Human Resources
NBD Bank, N.A.
900 Tower Drive
Troy, MI 48098

NBD

NO PHONE CALLS, PLEASE.
An Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

PERSONAL ASSISTANT for director of rehabilitation company. Must have good organizational and clerical skills. Flexibility and willingness to learn new tasks a must. Full benefits. Call Mr. Perelman at 350-3600

PROCESS SERVERS-All areas. Experienced only. Apply in person at 2006 Penobscot Bldg. on Tues. & Wed., 10-2:30 & 10-2:00 on Thurs. 9-5.

PROPERTY REVIEWER National company has part-time permanent full-time position open for review property records. Basic math & clerical skills required. Hrs. 8am to 1:30pm, Mon-Fri. Pay: 351-8832 An Equal Opportunity Employer

PURCHASING ASSISTANT

Entry level full time needed at Corporate Office. Individual must possess excellent math and organizational skills, computer and typing ability (50 wpm), be detail oriented and able to work well with people in a pressure atmosphere. Offer excellent benefits. Call: 644-3000, ext. 351

Erb LUMBER CO.
An Equal Opportunity Employer

PURCHASING CLERK: Southfield wholesale distributor seeking ambitious self-starter. Prior purchasing experience required. Computer usage experience and strong math skills. Good opportunity with a rapidly growing company. Send resume including salary history to: Personnel Director, P.O. Box 5041, Southfield, MI 48086-5041.

REAL ESTATE - Birmingham office seeking person with bookkeeping background & title insurance experience, must be familiar with real estate closing procedures. Call & ask for Carol or Joan 645-5800

RECEPTIONIST/SWITCHBOARD Short notice and long term assignments in Wayne & Oakland County. 464-7079 ETO Temporary Service

RECEPTIONIST For Bloomfield Hills law firm. Entry level. Compensation commensurate with experience plus benefits. Call Susan 644-3300

RECEPTIONIST Needed to answer telephone and do bookkeeping work. Full time. Livonia area. Please call mornings only. 476-2666

RECEPTIONIST/switchboard. Multi-line telephone. Typing 35 WPM. Call Susan at Uniforce 473-2931

RECEPTIONIST/switchboard, experience necessary. Growing high-volume office. Call Marge at Uniforce 646-8501

RECEPTIONIST - PART time evenings, Mon.-Thurs., 5:30pm, 8:30pm. 12. Typing required, experience not necessary. Call Pat 624-9680, Mon-Thur. from 10am-4pm.

RECEPTIONIST - Full time for Physical Therapy Clinic. Previous experience helpful. Send resume: Office Manager, Box 564, Observer & Eccentric Newspapers 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST - TEMPORARY Full time temporary receptionist for firm. Duties include handling multiline phone system, mail, data entry & invoicing. Good telephone & typing skills required. Call Pat: Mon.-Fri. 9-9 540-7701

RECEPTIONIST - Answer phones. Data entry, typing 60 wpm. Prior office experience preferred. Will train. Pleasant area. Resumes to: Box #562, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/TYPIST needed to answer phones, handle some typing, experience with word processing helpful. Competitive salary and benefits. Please send resume and salary requirements to: Froude Engineering, Inc., Attention: Linda Chirnay, 32201 Schoolcraft, Suite 818, Livonia, MI 48150

RECEPTIONIST/SECRETARY Full time position with small company. Inclusive answering telephone. Good pleasant atmosphere. Duties: Must possess good general office skills. Please send resume to Southfield office. Competitive salary & benefits. Non-smokers only. Send resume with salary requirements to: Box 458 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST Branch office of large life insurance company located in Bloomfield Hills is seeking and individual with good typing and communication skills. Position offers full benefits and a pleasant working environment. Ability to commensurate with experience. Please send full resume to:

Manulife Financial
500 N. Woodward, Suite 250,
Bloomfield Hills, MI. 48304
Attention: Rosemary Jenks

RECEPTIONIST SECRETARY For Livonia photographer. Assist in running studio. 525-1575

RECEPTIONIST-TYPIST Must be experienced in WordPerfect software. Excellent working conditions and benefits. 548-6333

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST Immediate opening. Experience required in typing, clerical work, WordPerfect 5.0, & answering phones. Salary $14,000. Send resume to: 1825 B. Woodward, Suite 180, Bloomfield Hills, MI 48302

RECEPTIONIST for professional offices in Livonia. Light typing, clerical, congenial atmosphere. Non-smoking office. 261-2030

RECEPTIONIST Part time, Mon & Fri, 8-5pm. Answer phone and general office duties. 737-0970

RECEPTIONIST/TYPIST 45 w.p.m. Pleasant atmosphere. Call ask for Charmaine 477-0650

RECEPTIONIST: $6/HR. Livonia area. 1 yr. experience. Word Perfect. Full time. Benefits. 473-7210 Steven J Greene Personnel

RECEPTIONISTS SUN - Nights 11pm-7am, which will become 56 hours every two weeks. No smoking, spacious Village. 17330 Dartmouth, Redford. Call Jan, 531-6874

RECEPTIONIST/CLERICAL POSITION full time. Benefits. Livonia computer graphics company. Send resume to: Personnel Dept., 11887 Belden Ct., Livonia, MI 48150.

RECEPTIONIST NEEDED General office skills, full time 8am-5pm. Mon.-Fri. Telecommunications Contractors, Inc., 21555 Meacham, Suite 18, Southfield MI 48075

RECEPTIONIST - pleasant voice, ability to communicate well, typing, desire to learn new skills, positive you for this hourly position in a fast paced Troy office. Call 828-3291

RECEPTIONIST - PART-TIME for Farmington Hills insurance office. Flexible hours. Answering phones & assisting in office duties. No insurance experience necessary. Please call Chrisy at: 737-8869

RECEPTIONIST - FULL TIME for executive office suite. Immediate opening. Responsibilities include switchboard, typing. Send resume to: Personnel, Box 256106, West Bloomfield, MI. 48325-0128.

RECEPTIONIST/CLERICAL PERSON needed for insurance office in Farmington. Must be capable of answering busy phone & perform various clerical duties. Apply at Box 5041, Southfield, MI 48086-5041.

RECEPTIONIST Excellent opportunity. Growing company in I-275 corridor. Diverse switchboard, administrative, clerical responsibilities. Required friendly phone and typing skills. Pleasant work atmosphere. Good salary, benefits. Congenial environment. Please send resume to Southfield office. Competitive salary & benefits. Non-smokers only. Send resume with salary requirements to: Box 458 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Receptionist/ Bookkeeping

Our client, a division of a Fortune 500 consumer products manufacturer, has an interesting and challenging position available immediately for a Receptionist/Bookkeeper.

The ideal candidate should have excellent typing (65 wpm), spelling, organization, and phone skills. Bookkeeping and PC experience are desired.

We offer an excellent salary and benefit package including bonus potential. Please send your resume in confidence to:

Bentley, Barnes & Lynn
Confidential Reply Service
Dept. EXD/AY
3001 W. Big Beaver Rd.
Suite 303
Troy, MI. 48084

All replies will be promptly forwarded unopened to our client. NO PHONE CALLS PLEASE. Our client is an Equal Opportunity Employer

NATIONAL FINANCIAL SERVICES Firm needs personable Secretary/Sales Assistant for Plymouth office. Salary & benefits. Send confidential resume to: P.O. Box 1234-C, Plymouth, MI 48170.

FAST PACED BIRMINGHAM LAW Firm needs Dictaphone Typist/Secretary. Good clerical skills required. Good pay with excellent benefits. Call Steve Muller 645-2440

Receptionists, Switchboard Operators Needed

Kelly Services is currently looking for Switchboard Operators, Receptionists, in the Livonia, Plymouth and Canton areas. These are long and short term assignments with 6 months prior experience necessary. For more information, please call today!

Livonia 422-4020
1-96 Officentr
33133 Schoolcraft

Westland 326-5590
806 Wayne Road

KELLY Temporary Services
Equal Opportunity Employer M/F/H

SALES SECRETARY Busy automotive parts supplier located in Auburn Hills requires an experienced sales secretary to fill an immediate vacancy. The successful candidate will be proficient in using Word Perfect 5.0 & Micro Soft Excel software with a Macintosh Plus computer, as well as have excellent organization skills. The position requires a professional appearance and attitude.

If you are an experienced secretary, enjoy your job responsibilities as a secretary, and wish to be that all important "right hand" to a busy sales and marketing director and staff of 3 sales engineers, we want to talk with you. We offer a comprehensive company paid benefit package and competitive salary structure. Please send your resume including wage expectations or current salary to:

Automotive Products (USA) Inc.
4000 Pinnacle Court
Auburn Hills, MI 48326-1754
Attention: Personnel Administrator
NO PHONE CALLS PLEASE

504 Help Wanted Office-Clerical

RECEPTIONIST needed immediately for plush Southfield office in Troy. Competitive benefits & salary. Professional appearance & excellent telephone skills required. Position involves answering busy incoming lines & greeting the public. Submit resume indicating minimum salary requirements to: Personnel PO Box 4828, Troy, 48099-4828.

RECEPTIONIST/ SECRETARY

A Troy based firm is in need of an energetic entry level person that has excellent telephone skills and can type 50 wpm. Computer skills a plus. $5.00 to $6.00 an hour. Call 680-9100

RECEPTIONIST - Our Southfield and Livonia locations has immediate openings for energetic individuals with outgoing personalities and professional appearances. Required to answer phones, do light clerical, busy executive office center. Previous experience in multi-line telephone with AT&T Phone System a plus. $13,000 - $14,000 yr, depending on experience. Medical benefits. Call Tuesday - Friday after 10am. Southfield 354-5290 Livonia - 591-7200

RECEPTIONIST

Many positions open for receptionists with clerical skills and experience. Some typing required. Short, long and temporary to full time positions available in the Farmington/Southfield areas. Call today!

ENTECH SERVICES, INC.
737-1744

SALES ADMINISTRATION CLERK Southfield wholesale distributor has an immediate opening for a sales secretary, responsibilities included typing, filing, and general clerical duties. Shorthand a plus but experience with Lotus, Word Perfect, First Choice are important. Communication and organizational skills are a must. Please send resume with salary requirements to:

SALES MANAGER, PO BOX 33105
DETROIT, MI.48232.
E.O.E., M/F/H/V

PERSONNEL SECRETARY Downtown Detroit area. If you are looking for stability in a large company with benefits, this is an opportunity is for you. Excellent benefits including up to $100 tuition reimbursement per year & 3 weeks vacation your first year. Call Sharon at Office Mates 5, 259-1720
No Fees or Contracts

SECRETARY Experienced word processor to work with sales & customer service management in a fast paced environment. Must have excellent communication skills, knowledge of sales skills including shorthand. Must be personable, mature & well organized. Excellent salary & benefits. Send resume in confidence with salary requirements to: Box 8400, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL POSITION - Full time, knowledge of word processing and routine office work. Birmingham area. 647-3400

SECRETARIAL POSITION, full time for sales and other assistance, typing, computer experience, (with Microsoft works a plus). Persons applying should be organized and a self-motivated team player. Pleasant phone manner. Laurel at 649-3100.

SECRETARY BOOKKEEPER 1 person contractor's office in Birmingham. Must be familiar with payroll & word processing. Send resume & salary requirements to: Attn. Secretarial Position, P.O. Box 9091, Troy, MI 48099

SECRETARY/BOOKKEEPER Full or part time position, Real Estate experience preferred. Please call after 3:30pm 425-6200

SECRETARY BOOKKEEPER For Psychologist office. Mature experienced person, 30 hrs. Computer experience a plus. 1-2 years minimum. Call 851-3700

SECRETARY/CLERICAL for commercial general contractor in Southfield. Must have computer (Lotus) and word processing experience. Send resume to: Office Manager, 24469 Greenfield, Southfield, MI. 48075.

SECRETARY Clerical position available in busy Southfield property management office. Good typing, filing & phone skills required. Send resume with salary history to: Clerical Position, P.O. Box 5071, Southfield, MI. 48086

SECRETARY - Entry level, pleasant phone voice, organized and quick learner. Credit Union experience. 588-5370

SECRETARY EXCELLENT OPPORTUNITY International financial firm seeks Secretary with outgoing personality. 1 + years experience, typing of 60wpm, excellent grammar and communication skills. Generous benefit package includes major medical, dental, tuition reimbursement, and more. Call Arthur Thomas Executive Search Consultants 352-1450

SECRETARY - experienced, for busy manufacturer representative's office relocating to West Bloomfield. Previous word processing required. Ask for Connie 569-0003

SECRETARY For general office duties. Must be mature, well organized, have a pleasant phone personality. Construction knowledge helpful, but not necessary. Salary commensurate with skills. Send resume with salary desired to: Box 493 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY HUMAN RESOURCES Immediate opening for enthusiastic, self-motivated individual for Human Resources Department.

Duties include: answering switchboard, maintenance of files, report preparations & other clerical functions. Lotus & WordPerfect is necessary. 2-4 years related experience preferred. Compensation range is benefit package provided. Send resume with salary requirements & history to:

Human Resources Department
Modular & Plastic Products
6300 Hughes Dr.
Sterling Heights, MI 48312
An Equal Opportunity Employer

SECRETARY/Managers Assistant typing skills required. Phone & computer skills helpful. Call Brian 669-5600

SECRETARY Metro Medical Group, a division of Health Alliance Plan, has an immediate part-time (4-6pm) position available for a Secretary. Must be able to type a minimum of 60wpm & have excellent communication skills. Previous health care experience a plus. We offer an excellent starting salary. Interested applicants should send a resume to the Human Resource Dept. at:

METRO MEDICAL GROUP
35200 SCHOOLCRAFT
LIVONIA, MI. 48150
An Equal Opportunity Employer

SECRETARY Needed for a non smoking Southfield CPA firm. Must know Word Perfect, possess excellent typing skills and be detail oriented. CPA firm experience helpful. Contact Keya at 354-1127

SECRETARY NEEDED for Southfield law office. Contact Mr. Cohen 557-1440

SECRETARY/PART TIME Small manufacturer located in Wixom. Please telephone, 9am-3pm. 347-3333

504 Help Wanted Office-Clerical

SECRETARY ENGINEERING & PLANNING The City of Birmingham is accepting qualified applicants for the position of Secretary. Under the direction of the City Engineer the successful applicant will perform a wide variety of secretarial and clerical support duties in the Engineering and Planning Departments. Must be proficient in typing and office organization skills and the ability to deal tactfully with the public.

Minimum qualifications: Possession of a high school diploma, or its equivalent plus one year of office procedures at the college level preferred; excellent typing skills, shorthand or equivalent skills and a minimum of 1 to 2 years of office experience. Familiarity with word and data processing procedures desirable. Salary range $19,103.20 to $25,640.64 with a comprehensive fringe benefit program. Applications must be received by Friday, November 30, 1990 at the Personnel Office, 151 Martin St., Birmingham, MI. 48009.

An Equal Opportunity Employer

SECRETARY - INSURANCE Property experience, 95 range typing. Pleasant phone. $18K range, full benefits. No fee.

B. HAMIL PERSONNEL
424-8470

SECRETARY Permanent part time for group insurance firm. Must have excellent typing, calculator PC and CRT experience preferred. 350-3357

SECRETARY - Position in growing company across Greenfield from Mall. Excellent salary and fringe benefits. Word processing experience & shorthand required. Paralegal training helpful. Mail resumes to: Franklin D. Kerry, 3155 W. Big Beaver, Suite 100, Troy, MI 48084.

SECRETARY/RECEPTIONIST Farmington Hills C.P.A. Firm has part time position for person with good typing & communication skills. Computer experience helpful. Call Gerald at 626-8282

SECRETARY/RECEPTIONIST for accounting office. Computer experience and typing required. Accounting experience helpful. Pay commensurate with experience. Send resume to: Box 535 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY - Southfield. Experience on Macintosh II Desk Top Publishing Equipment. $19K Range. Paid benefits. Fee paid.

B. HAMIL PERSONNEL
424-8470

SECRETARY/STENO National heating company seeks fast paced team oriented position in small office. Requires good communication skills, knowledge of PC and steno. Excellent benefits. Send resume and salary requirements to: Box 540 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

Equal Opportunity Employer M/F

SECRETARY SUBURBAN PUBLICATION Outgoing personality, excellent typing skills, knowledge of Word Perfect a must. Construction background, knowledge of Lotus a plus. Call Arthur Thomas Executive Search 352-1450

SECRETARY - TROY AREA Insight, a major provider of automotive stores & warehouses, has immediate, seeking a full time secretary to work in its Troy area. The ideal candidate will possess the following: excellent typing/word processing skills, two years of clerical experience, shorthand/speed writing a transcriptionist a plus. The position offers a comprehensive benefit package & a competitive salary. Qualified candidates can send resumes to:

Insight at Galkomatics, Inc., Secretary Position (Troy Area), 9073 Big Lake Rd., Clarkston, MI. 48018.An Equal Opportunity Employer

SECRETARY - Typing, answering phones, invoicing & some bookkeeping. Mon-Fri. Hours: 8am-5pm. Westland. 729-5505

SECRETARY - type 50 wpm., word processing, light bookkeeping & other duties. Start $5.50-$6.50. Apply: 8-5. Professional Staffing Industries, 24355 Capitol, Redford

SECRETARY/W. PROCESSOR Mature & experienced. Varied, fast paced position. 3 years exp. Lotus, WP 5.0 required. Lotus, Harvard graphics a plus. Executive phone. 11 Miles/Lahser. 262-1404

SECRETARY $16,640 FEE PAID
Sales office of automotive supplier needs Secretary to back up Executive Secretary. Salary $16K. No fee fee you for this exceptional opportunity. Call Ruth at 643-8590

SNELLING & SNELLING OF TROY

SECRETARY: $18-20K. Southfield area. Exceptional opportunity! Call Ruth at 643-8590

EXPRESS PERSONNEL SERVICE

SECRETARY 20,000 SERVICE CHARGE PAID BY CO
Brand new position. Company needs quick learner that requires little or no supervision. Typing of 60 a must. Call 399-3450.

SNELLING & SNELLING

SECRETARY - 3 days, Troy, experienced secretary/word processor. Quality position in professional surroundings. Good grammar basics and experience with WP 5.0/5.1 a must. Call J.J. 680-6600

SECRETARY Private school in Lathrup Village. Full time. Word processing a must. 552-9600

SECRETRY/RECEPTIONIST For Law Firm, Southfield area. Need 1-2 years legal experience with WordPerfect 5.0. Respond to: P.O. Box 2900, Dept. 8, Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

STRONG word processor. Major advertising. Up to $10 50/hr. Call Sue at Uniforce 358-0037

SWITCHBOARD OPERATOR - Experience needed full time for Southfield mortgage firm. Call Craig Mackey 827-3390

SWITCHBOARD OPERATORS
Experienced Only
Bloomfield Hills Area
Prestigious Company
Global Contacts Inc.
352-7719

SWITCHBOARD OPERATOR/RECEPTIONIST Fast paced Southfield company desires receptionist with good telephone manners for busy switchboard. Position requires varied duties. Send resume to: Switchboard Operator, P.O. Box 300, Southfield, MI. 48037.

THE PLYMOUTH Community Chamber of Commerce is looking for a full time receptionist. Excellent typing & grammar skills a must. Call between 9am-11am or 3-5pm 453-1540

TYPIST/RECEPTIONIST/Phone/Personalizer Full-time. Includes 2 evenings. Minimum 50wpm, diversified position, case records, misc. duties. 3 years experience minimum. EOE. Resumes only: Green Road Counseling Center 2000 Green Road, Suite 250 Ann Arbor, MI 48105.

WE NEED ENERGETIC people with experience in a shipping & receiving environment. Typing, data entry, customer service, good phone manner, order taking are some of the skills needed. Work is in Livonia area. If a fast paced casual atmosphere appeals to you ... call now!
Manpower's Automotive Division
322-9525

WORD PROCESSING OPERATORS Working knowledge of W.P. 5.1, Lotus & Microsoftword preferred. Oakland Mall area. Work schedules can be 1 day to indefinite
MANPOWER
Temporary Services
674-1800

504 Help Wanted Food-Beverage

ALL POSITIONS - Cooks, Wait Persons, Bus Persons, Bartenders, Host Persons. Apply in person: Chimneys, 1 N. Saginaw St., Pontiac.

ASSISTANT DAY COOK- Mon.-Sat. 21 hrs. Experienced or will train. Good working conditions. Novi area. Please call Bridget at Fairlane 348-4404, 478-1538

ATTENTION Now hiring bus persons. Apply in person Tues. & Fri. 2-5pm. Meadowbrook Country Club, 40941 W. 9 Mile Rd., Northville

BAKER: Sales backing, decorating & pastry experience a must. $10 - $12 hourly. 261-3660
Call Matta Catering, between 9am-5pm, Mon.-Fri. 278-6400

BANQUET SUPERVISOR Hourly wage. Must be available full time, holiday weekends. Apply in person. Mon. - 3 pm. Mon., Tues., Wed., Mayflower Hotel, 827 W. Ann Arbor Trail. Ask for Joanne.

BARTENDER - Days, 30 - 35 hrs. per week, Mon. thru Fri. Knights of Columbus, Livonia. Call 464-0500

BARTENDER - male or female, night shift. Apply: 9am-11am, Mon-Fri Derby Bar, 13421 Middlebelt, Livonia.

BARTENDERS & WAIT STAFF Part time or full time. Experienced. Up to $7 an hr. Apply in person: Southfield Manor, 23428 Telegraph.

BARTENDER, WAITSTAFF Now hiring full and part time, day and evening shifts. J.J.'s Pub & Club of Garden City. 522-8450

BILL KNAPP'S
12 Mile & Orchard Lake Rd.
is currently looking for quality kitchen personnel. No experience necessary for hard working and energetic person. We are fun. We offer excellent wages, benefits and free meals to those who qualify. EOE

BOB EVANS SOUTHFIELD
HIRING ALL POSITIONS.
AM & PM Shifts $5.25
Full & Part Time.
Apply: 10% Bike & Telegraph

$$ Need Extra $$ Christmas Money?
We have openings all shifts
Please apply in person:
BURGER KING
32704 Grand River
Farmington, MI

BUS PERSONS Needed for day and night shifts. Responsible, mature attitude. Experience preferred. Apply in person: Golden Mushroom, 17600 W Ten Mile, Mon.-Fri. between 3-5PM.

504 Help Wanted Food-Beverage

TSI
Office Services
is in immediate need of an
Executive Secretary
Fluent in
JAPANESE
For a major corporation in Southfield. Must be proficient in Dictation & Typing. Qualified applicants please call Julie.
589-7088
An Equal Opportunity Employer

TYPIST/CLERK: General Office. Experienced only. Call Karen at 565-5600

TYPIST Full time. Tues-Sat. Experienced in WordPerfect. Ask for Cheryl 427-7337

TYPIST-RECEPTIONIST for Livonia CPA firm, must have knowledge of word processing. Call for Interview, 462-1130

WORD PROCESSING secretary - WP 5.0/5.1 or DW IV, form college. $400/wk. Call Jerry at Uniforce 645-7584

WORD PROCESSING SECRETARY For dynamic, growing Market Research firm. Requires solid Word Processing experience (WordPerfect preferred), strong typing skills (70-80 wpm), and administrative abilities. Interesting work in pleasant, relaxed, professional environment. Competitive salary and benefits. Send resume with salary requirements to:
Yeakel Hayward & Associates
27300 W. 11 Mile
Suite 500
Southfield, MI. 48034

WORD PROCESSOR Needed for long & short term assignments in Troy, Farmington & Oakland County. Call 464-7078 ETO Temporary Service

WORD PROCESSOR - experience required. Salary negotiable. 559-2200

WORD PROCESSOR - Detroit advertising agencies. Mac or WP 5.0. $7.50/hr. Call Jean at Uniforce 646-7561

WORD PROCESSOR Dazzling Southfield location for the person with strong experience in WordPerfect 5.0. Some additional secretarial duties required. Minimum 50 wpm.

WIDMAN PERSONNEL DIV.
31731 Northwestern Hwy, Ste. 109E
Farmington Hills, 48334
932-0980 or FAX: 932-0985
We are a Employment Agency. Employment Agency whose fees are always paid by the employer.

WORD PROCESSOR Mature, reliable Word Processor needed for fast paced Southfield office. Must know WordPerfect and Macintosh required. Minimum typing speed of 50 wpm. Must be capable of working independently with attention and direction and be under pressure. Flexible hours can be required. Send resume to: Word Processor, P.O. Box 300, Southfield, MI. 48037.

Word Processors
Looking for choice assignments with flexible scheduling & top pay, then join our team!
Victor
Interim
Services
261-3830
Equal Opportunity Employer M/F

Word Processors
Immediate Long/Short Term Assignments available for Downtown/Southfield/Troy areas for the following:
• Displaywrite IV
• Microsoft Word
• Officewriter
Other Software Experience welcome
WOLVERINE
358-4270

XEROX OPERATOR Downtown Detroit law firm needs xerox operator for full time position. Must be able to work accurately in a fast paced environment. Office and mail experience a plus. Hours 10:30AM-7PM, Mon-Fri. Send Box 582, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

505 Help Wanted Food-Beverage

ATTENTION Now hiring bus persons. Apply in person Tues. & Fri. 2-5pm. Meadowbrook Country Club, 40941 W. 9 Mile Rd., Northville

BAKER: Sales backing, decorating & pastry experience a must. $10 - $12 hourly. 261-3660
Call Matta Catering, between 9am-5pm, Mon.-Fri. 278-6400

BANQUET SUPERVISOR Hourly wage. Must be available full time, holiday weekends. Apply in person. Mon. - 3 pm. Mon., Tues., Wed., Mayflower Hotel, 827 W. Ann Arbor Trail. Ask for Joanne.

BARTENDER - Days, 30 - 35 hrs. per week, Mon. thru Fri. Knights of Columbus, Livonia. Call 464-0500

BARTENDER - male or female, night shift. Apply: 9am-11am, Mon-Fri Derby Bar, 13421 Middlebelt, Livonia.

BARTENDERS & WAIT STAFF Part time or full time. Experienced. Up to $7 an hr. Apply in person: Southfield Manor, 23428 Telegraph. 353-9020

BARTENDER, WAITSTAFF Now hiring full and part time, day and evening shifts. J.J.'s Pub & Club of Garden City. 522-8450

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12 Mile & Orchard Lake Rd.
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BUS PERSONS Needed for day and night shifts. Responsible, mature attitude. Experience preferred. Apply in person: Golden Mushroom, 17600 W Ten Mile, Mon.-Fri. between 3-5PM.

505 Help Wanted Food-Beverage

BUJOU RESTAURANT Full time day sealed position. Good pay. Experience helpful. Apply in person: 30654 Southfield Rd., Southfield, MI. 644-5222

BUS PERSONS - Must, hardworking. No experience necessary.
HOME SWEET HOME
43180 W. Nine Mile, Novi. 347-0095

BUS PERSONS needed for all days. $3 plus tips. Apply in person 2-4pm. Big Boy's, Orchard Lake Rd. at Maple, Westbloomfield

BUSSER - morning & afternoon. Dishwasher, afternoon. Apply in person of Livonia. Please apply, Mon. thru Thurs., 2-4pm. 37714 - 5 mile

BUSSER Part time, evenings Great tips 549-3098

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Day & Night Chefs Wanted
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KITCHEN HELP - Lunches only. Part time, 3 days a week. Will train. Apply: Holiday Saloon, 31331 Plymouth Rd., Livonia. 261-1330

COOK - Experienced. Needed for Bar help and wait staff for nights. Apply in person, Joe's Rock Cafe, 19245 W. 8 Mile, Detroit

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• DISHWASHERS
Apply in person Mon-Fri. 9am-5pm
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505 Help Wanted Food-Beverage

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CASHIERS/DELI
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