EMPLOYMENT

504 Help Wanted Office-Clerical

GENERAL CLERICAL

Interesting variety for you, includes multi-line telephone, this is a fast paced company offering security and growth. Some office experience and good clerical aptitude needed. Call Sandra 981-8000.
SNELLING PERSONNEL SERVICES

GENERAL OFFICE, A/R. Computer experience a must, full time position, benefits. Please send resume to Office Coordinator, 2010 Cole, Birmingham, MI 48009
No fee/or thru 4/30/91

GENERAL OFFICE - light typing, filing & telephone, good phone & people skills. Applicants must be 17 or older with a disability or be of low income status. Minimum wage. Apply Yoakum's Warehouse, Telegraph & N. Center, 29115 Meadowbrook, Novi. 6 W. corner of 12 Mile, or call 347-3860

GENERAL OFFICE - Full time for Southfield... Property Management maintenance office. Call Mon.-Fri. 1-5PM. 557-1030

An Equal Opportunity Employer

GENERAL OFFICE/WAREHOUSE worker - Travel required, duties would include sales of janitorial supplies, trade show set-up, possible sales positions. Pleasant, fast paced, reliable & personable. Wages negotiable. Can apply at: 31893 8 Mile Rd., Livonia

GENERAL OFFICE

Established management company is looking for a responsible individual with good people skills for our front desk. Must be good typist with experience in office procedures. Computer knowledge helpful.
Bingham - Farms - Center
644-8268

GENERAL OFFICE

Patient, systematic, loyal, serene, able to follow directions, detail oriented. If these words describe you, please send resume by mail, or in person to:
SNETHKAMP JEEP EAGLE
23951 Plymouth Rd.
Redford, MI. 48239
Attn.: Laurie Cowell

JAPANESE speaking secretary. Up to $10/hr. Call Jo at UNIFORCE 357-0644

LEASING/MARKETING Consultant needed for Livonia office. Experience required. Call between 2-5pm 425-5200

LEGAL SECRETARY/ASSISTANT Experienced. Will perfect 8 to 5 personal injury & domestic, salary negotiable. 20 hrs minimum. Call 9:30-3, Farmington Hills 851-8787

LEGAL SECRETARY-Birmingham area. Worker's compensation expertise preferred. Salary commensurate with experience. 540-0335

LEGAL SECRETARY for associate with small Troy general practice/defense firm, minimum 2 yrs experience, good typing skills & communication skills required.
Contact Dale 649-5300

LEGAL SECRETARY for Birmingham law firm. Must have 2 years experience, knowledge of litigation helpful. Word Perfect a must. Excellent benefits. Call Judy 642-7622

LEGAL SECRETARY
Experienced. Part time. WordPerfect 5.1. Farmington Hills plus surroundings. Telephone 553-9310. After 6pm, call 335-7264

LEGAL SECRETARY- experienced Plaintiff personal injury litigation, mainly active. Wordperfect 5.0. Salary commensurate with experience. Southfield, Meritym 358-0100

LEGAL SECRETARY- full-time, for Bloomfield Hills office in Walled Lake. Good typing, word processing, people skills. (313) 624-4044

LEGAL SECRETARY, for Southfield attorney. Experienced required. 20-25 hours per week. Word processing preferred. 357-7778

LEGAL SECRETARY - Administrative, executive supervisory position. Senior law partner in Farmington Hills. Career oriented, litigation, college, non-smoking. Excellent salary & benefits. 626-5000

LEGAL SECRETARY
Troy law firm seeks full time secretary with experience in corporate business finance, banking and litigation. Must know WordPerfect 5.1. Please send resume to:
Office Manager, 801 W. Big Beaver, Suite 500, Troy, MI 48084.

LEGAL SECRETARY
for downtown Detroit firm. Must have some legal & word processing experience. Excellent competitive salary & benefits. Call or send resume to: Bettinger Caldwell, 517 E. Maple, Suite 210, Detroit, Mich. 48226 961-1525

LEGAL SECRETARY/WORD PROCESSOR needed part time Monday-Wed-Fri for Troy law firm. Must type 60 wpm or more (Word Perfect 5.0), use dictaphone & have excellent organizational and telephone communicate with experience. Please call Margaret at: 524-2870

LEGAL SECRETARY
PERSONAL INJURY
TO $25,000
Great benefits and beautiful office make for a comfortable work environment. If you have 3 years + experience, call or send resume to: Braithwaite & Associates, 24901 Northwestern Hwy., Suite 124, Southfield, MI 48075 355-2440

LEGAL SECRETARY
Bloomfield Hills law firm seeks an experienced Legal Secretary. Candidates must demonstrate minimum 60 w.p.m. accurate typing, word processing proficiency, dictaphone experience, effective oral and written communication skills and an ability to work in a team environment. Non-smoking Office. Send resumes to: Hiring Coordinator, 1533 N. Woodward, Suite 250, Bloomfield Hills, MI 48304

LIVONIA MFG. company has a full time position available for an excellent typist, possessing a high level of accuracy, efficiency and proficiency in Lotus 1,2,3. If you are dependable, flexible and a self-starter please send resume with salary requirements to: Personnel Dept., 12445 Levan Rd., Livonia, MI 48150

LOCAL RETAILER is looking for a mature lady (prefer 40 years +) part time (evenings & weekends) in a friendly office atmosphere. Accurate typing, word processing involved, handling phones. Livonia & West Dearborn openings available. Call Lisa 348-6020

MANUFACTURING company seeking gallery person for typing, filing, accounts payable, accounts receivable. Applicant must be self motivated, computer skills a plus (Inquiry 2 Benefits). Send resume to: Mayan Manufacturing, Inc. 9281 General Dr., Plymouth, MI 48170.

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Experienced for Farmington Hills law firm. Pleasant work conditions for non-smoker. Must have experience in word processing. Salary commensurate with experience
489-1444

LEGAL SECRETARY - full time position available for law firm in Bloomfield Hills. Minimum 5 years legal experience with WordPerfect 5.0 knowledge. Must have excellent skills. 647-4343

LEGAL SECRETARY
For medium sized Southfield law firm. Experience in personal injury and/or products liability. Wordperfect 5.0. Good benefits and salary. Call Judy 357-1150

LEGAL SECRETARY
Two positions available. Litigation experience plus good organizational skills qualifies you. Lots of variety. Great benefits. Call Mon.-Fri. 9-5PM. 557-4780
SNELLING PERSONNEL SERVICES

PART TIME McIntosh user with office skills & some bookkeeping needed for flexible time in a small non smoking office. Woodward corridor Birmingham business is looking for you. $4 per hr. Call: 540-1708

OFFICE ASSISTANT
Part time, Farmington Hills. Mon-Fri. Must be proficient with Wordstar. Send resume to: Po Box #2112, Bloomfield Hills, MI 48303-2112

OFFICE ASSISTANT
Part-Time (20-25 hrs.), entry level position with international consulting firm. Position requires detail orientated person with some typing skills. Word processing a plus but will train right person. Varied duties will include: filing, telephone relief, copying, binding, inter-office mail runs, light lifting. Valid drivers license required. Send resume to: Personnel Department, Design Environmental Consultants, 41850 Garden Block Rd., Novi, MI 48375
Equal Opportunity Employer M/F/H

OFFICE CLERICAL
Full time position for experienced individual with excellent clerical skills (typing, data entry, reception/switchboard). Forward resume and salary requirements to: Personnel Manager, P.O. Box 2000, Bloomfield Hills, MI. 48304
An Equal Opportunity Employer

OFFICE HELP
needed full time for auto dealership located in Southfield. Experience preferred but not essential. 351-0870

OFFICE MANAGER, mature person seeking permanent position in busy advertising sales firm. Auburn Hills location. Word processing & excellent typing skills required. 373-1026

OFFICE MANAGER
SUBURBAN POSITION
Professional firm seek office manager with 3 + years experience in personnel management/full charge computerized bookkeeping. Professional presentation, outstanding communication/technical skills required. Will be interacting with top level management. Salary open. Comprehensive benefits. Call Arthur Thomas Executive Search, 355-4140

OFFICE MANAGER
Southfield professional corporation requires office administrator with experience in the general bookkeeper with computer supervisory experience, management of Novell Computer Network; hiring & firing of support personnel, purchase of office equipment, furnishings, supplies, etc. Please forward resume & salary requirements to Box #778, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OPERATIONS CLERK
To work for Investment Firm located in RenCen. Must be detail oriented. Must have good typing skills. Brokerage experience a plus. Resume only: Sherson, Lehman Brothers 600 Renaissance Center, Suite 1800, Detroit, MI. 48243.
An Equal Opportunity Employer

ORDER PROCESSING DEPT
Computerize mail order business. Has full time entry level position in Canton/Westland. Typing, organization, pleasant voice. 487-2220

PART TIME
Receptionist in Veterinary hospital. Over 18 years. Typing, filing and good phone skills required. Hours 4 PM - 9 PM, 3 evenings per week Saturdays, 8 AM - 5 PM.
After 2 PM call 349-8505

PERMANENT/part time, insurance office staff assistant for Southfield area. Insurance experience helpful. Call Barb 11am/2pm-4pm 559-2772

PERMANENT part time assistance needed, approximately 30 hours per week. Salary negotiable. Typing, filing, mail, computers (WordPerfect & Lotus experience a plus) Respond with letter and resume to: E&J Gallo Winery, 3250 W. Big Beaver, Suite 333, Troy, MI. 48084, Att: Clerical

PERSONNEL CLERK/TYPIST
ITT Parts Supply Division is seeking a Clerk/Typist with word processing skills, letter, memo, and form preparation. Ability to deal with a variety of clerical duties will include typing, preparation of attendance reports, benefit claims processing, and telephone/computer operation. Qualified candidates please submit resume to Personnel Dept./BG, ITT Parts Supply Division, 3300 University Dr., Auburn Hills, MI 48321
Equal Opportunity Employer
Unions/Female/Handicapped/Vet

AMATEUR PHOTOGRAPHERS
Now hiring full-time. Excellent fringe, medical benefits. Also life & disability insurance. You must 35mm & lenses plus dependable/economical transportation. Will train the right people. 478-7355

AFTERNOON OFFICE Receptionist, flexible schedule, wonderful people to work with located near 6 Mile & Farmington Roads, high school O.K. if mature, quick thinker and enjoy talking on the phone! Call Sandy - One Way Realty 477-5ELL

RECEPTIONIST/ENTRY LEVEL
Sharp, enthusiastic person wanted for growing national lease company. Phone and general office work. Hard working applicants only need apply. Send resume and salary expectations to
Processing Dept. PO Box 9067
Farmington Hills, MI 48333-9067

RECEPTIONIST
Short & long term assignments. Experience necessary. Call 474-7078
ETD Temporary Service

RECEPTIONIST
For environmental lab full time experienced. Prefer word processing skills. Send resume to: Ms. R. Davis 4455 Fletcher, Wayne, MI 48184

RECEPTIONIST
Entry level position (light typing, filing and phone skills required) Wal Mart

504 Help Wanted Office-Clerical

RECEPTIONIST for law office. Busy front desk position. Computer experience preferred, but will train. Salary commensurate with experience, good benefits. Respond to Box 738, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST/SECRETARY - sharp, energetic person, non smoking office, apply at 35400 Plymouth Rd. Livonia

RECEPTIONIST/switchboard. Multi-person 2 shifts available provider. $6.50/hr. Call Susan at UNIFORCE 473-2931

RECEPTIONIST
13 Mile & Telegraph law office, 1pm-5:15pm. Pleasant office environment. Call 540-8311

RECEPTIONIST, full-time for Troy area, to answer busy switchboard & occasional word processing skills. Call Margie at: 637-2400

RECEPTIONIST PART TIME
Medical Dentist office, sales & service. Southfield area.
Call Lois 357-3950

RECEPTIONIST
For Southfield Computer Firm. Must have good phone skills & cheerful phone voice. Hours are: Mon-Fri, 8:30-5 Phone Ann at: 352-1563

RECEPTIONIST NEEDED - Part time for small downtown law firm. Some office experience required. Send resume to: Office Manager, 1818 Buhl Building, Detroit, MI. 48226.

RECEPTIONIST - Part time for busy Farmington Hills office. Must have good typing skills, Wordstar preferred, but will train. Flexible hours. Call Margaret 8:30-1pm: 471-9044

RECEPTIONISTS
Several openings. Multi-lines, good attitude, 50-55 wpm. Some jobs typing not required

ARBOR TEMPS. 459-1166

RECEPTIONIST/BOOKKEEPER
Full time, 2000 hours annually, position non-smoking office, Southfield area. Computer and construction back ground necessary. Send resume to: 26248 Franklin Rd., Southfield, MI 48075

RECEPTIONIST - Southfield law firm seeks receptionist, 55 wpm, some word processing experience, professional phone skills required. Send resume to: Office Manager, 20833 Southfield Rd.,Ste 240, Southfield, MI. 48075

RECEPTIONIST- Part-Time
Personable, mature individual for Receptionist/Clerical/Front Desk position in busy executive suites in Bloomfield Hills. Excellent telephone skills a must. 25-30 hrs. wk. Call Sandi between 10-noon. 452-5680

RECEPTIONIST
Needed to cover 1 & 2 week vacation replacements. Must be able to do light typing, answer 6-10 busy phone lines.
MGM Services 689-9660

RECEPTIONIST
$17,000 No Fee
Beautiful N. Suburban offices of major corporation! Great benefits! Advancement opportunity! Need professional phone skills 55 wpm typing
RSB ASSOCIATES AGY. 540-4130

RECEPTIONIST/CLERK TYPIST
Full time hourly position for busy Farmington Hills based company. Previous office experience a must. Excellent phone management of clients, several office duties. Call Ms. Adams or Ms. Sitz 9am-10am 851-1770.
An Equal Opportunity Employer

RECEPTIONIST PLUS
Position requires positive enthusiastic attitude & excellent communication skills. Typing helpful. Competitive salary & benefit package with opportunity for advancement. Contact Pat:
FIRST SECURITY SAVINGS
Livonia, MI 591-6770
An Equal Opportunity Employer

RECEPTIONIST/GENERAL OFFICE
$17,000 Fee Paid
Birmingham company needs your pleasant personality, sharp phone skills and 45 wpm typing. Company offers excellent benefits package including dependent coverage. Call 649-2010 or resume to: Patti Midoff, American/SCI., Inc., 2075 W. Big Beaver, Suite 600, Troy, MI., 48084 Fax 649-5125

RECEPTIONIST/CLERK
Busy Southfield firm seeks detail oriented person with excellent communication/organizational skills for full time position. Telephone work/public contact. Additional duties include copying, mailing & filing. Computer familiarity a plus. Salary/benefits. If qualified, we welcome. Send resume to: Attn: Holly, 17515 W. Nine Mile, Ste. 1170, Southfield, MI. 48075

RECEPTIONIST
$19,000
Get in on the ground floor! Major international firm located in Farmington Hills seeks multi-talented person with excellent written & oral communications skills, strong typing, familiar with Wordstar & Lotus 123 to deal with diverse & fast paced spot. Fee paid. Call Shirl Hill today!
B TO S PERSONNEL 559-6910

RECEPTIONIST
(PART-TIME)
We are looking for an energetic individual to act as main Receptionist for our fast-paced residential/commercial office. Responsibilities include answering & screening all incoming calls & greeting visitors. Previous phone experience a must. This part-time position involves 10-15 hours. Individual will work 3 days one week and 2 days the following week. Qualified candidates should apply Mon-Fri 8am-4pm
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

RENTAL CLERK- For Radisson at Metro. From approximately 2-9pm, Mon-Fri. Clerical ability a must. Call Teresa 352-7397

RDLM preferred for switchboard/receptionist at dynamic telecommunication manufacturer. $7/hr. Call Sue at UNIFORCE 649-7664

SALES SECRETARY
Non smoking company seeks sharp individual with initiative and good secretarial skills to work flexible hours. Typing 40 wpm and ability to work well with others a must. Send resume to Sales Secretary, PO Box 300, Southfield, MI. 48037

PERSONABLE Switchboard/Receptionist. Light typing and misc duties for stock brokerage firm located in Bloomfield Hills. For appointment call 338-5067

SECRETARY/ASSISTANT
FORTUNE 500 COMPANY
Major firm requires highly professional secretary with 2+ years experience, outgoing personality/quality skills for employee relations position. Dependent coverage, tuition reimbursement. Call Arthur Thomas Executive Search, 355-4140

SECRETARY/CLERICAL/ERRANDS
Assistant to Real Estate Broker/Attorney. Must be proficient with WordPerfect & prefer experience with mail merge. Bloomfield Hills office 35/hr. to start. Students welcomed. Russ Massie. 648-5000

SECRETARY - FULL TIME
General secretarial opening available in law office (Legal Preferred). Required two years of secretarial experience, along with dictaphone and word processing experience (Wordperfect 5.0 a plus). Excellent opportunity for a self-motivated team player to work in autonomous environment. Excellent benefits. Southfield area. Salary commensurate with abilities. Please send resume to Box 772, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

ENTRY LEVEL Secretary for Rochester Hills Human Service Agency. Must possess good organizational & interpersonal skills. Typing & typing experience required. Excellent phone skills a must. Awareness of disability issues helpful. Excellent compensation package. Send resume to: 21700 Northwestern Hwy., Ste. 1140, Southfield, MI 48075

SECRETARIES
Temporary and permanent opportunities for professional secretaries with strong word processing, data handling typing, word processing (Wordperfect and/or Macintosh) and customer service. Corporate environment. Call
PERSONNEL UNLIMITED 751-5000

SECRETARY/BOOKKEEPER needed. Growing company needs a special person to handle general secretarial & accounting duties. Must have good typing & phone/customer skills. Occasional overtime & weekends required. Smoke free office. Medical benefits after 60 days. Send resume & salary expectations to: Mr. Moore P. O. 298 Franklin MI. 48025

SECRETARY/CUSTOMER SERVICE
Experienced person to type, answer phone, handle customer service & process orders for four person office. Pleasant Farmington Hills area. Call Charlene Electrical Equipment Corp., call Carol 347-2300, between the hours of 3:00pm - 5:00pm

SECRETARY - Full time, relative. Bloomfield Hills, experienced in general office skills. Typing, book keeping, phone. Must have basic computer skills. 477-6500

SECRETARY/GENERAL OFFICE
Small 1 person office needs full time mature person. Great opportunity to get back into the work force. Must have typing skills and good clerical ability preferred. Northville area. Call Don 348-0100

SECRETARY
Needed for short & long term assignments. Call 474-7078
ETD Temporary Service

SECRETARY
Needed for small computer firm. Duties consist of answering phone, billing invoices and errands. Full time, benefits. $5.50 to $6. Apply in person at 28244 Ford Rd., Garden City or call 522-5627
JTPA funded

SECRETARY - new Farmington Hills office of international company requiring typing, word processing & Lotus 1 2 3, work in sales & purchasing, bonus. $18,000. Fee paid

SECRETARIES - Downtown Hills typing 65 wpm, Word Perfect 5.0, good grammar, punctuation, proofreading & personality. 10 yrs work background. $20,000. Fee paid

JAPANESE - speaking secretary. Southfield, general secretarial duties, word processing, ability to read & write in Japanese. Benefits. To $25,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

SECRETARY
Part time (10-3pm, Mon-Fri) secretary for real estate development company in Farmington Hills. Good phone, people skills, general clerical, telephone & typing skills are necessary. Word Perfect experience preferred. Pleasant non-smoking work environment. Please send resume & salary requirements to: Department PTS, P.O. Box 2298, Farmington Hills, MI 48333

SECRETARY/RECEPTIONIST
Insurance company in Garden City. Must be able to type. Please call Carla, Mon.-Fri., 8am-5pm. 427-7500

SECRETARY/RECEPTIONIST
Mature person with good personality & excellent clerical skills for 2 evenings and every other week end. Call Carol, Century 21 Today 261-2000

SECRETARY/RECEPTIONIST
Physician's office. Approximately 75 wpm, typing, word processing, strong communication skills, also 50 work flexible hrs.
Please send resume to H. R./SEC. P. O. Box 2500C, Plymouth, MI. 48170

SECRETARY/RECEPTIONIST
automotive supplier is seeking an individual for full time position flexibility required. Telephone work/telephone, greeting visitors, typing, word processing, data entry & other general office duties. Accounting background helpful. Excellent benefit package. Send resume to Johnson Stamping Co. 9120 General Dr., Plymouth, MI 48170

SECRETARY/SALES for medical equipment company. Phone contact with physicians. 3 years minimum office experience. Part time to full time Now 380-7251

SECRETARY
Secretary with capabilities of working into office manager. Wordperfect, Lotus 1 2 3, retail background plus life & a full time permanent position for you in the Livonia area.
Excellent benefits
Immediate start
Call Ann
585-8820
MET SERVICES

SECRETARY to the marketing dept. Challenging position for independent, self motivated person who can assist an expanding health care group. Marketing dept. in Farmington Hills. Salary commensurate with experience. 2100 E. Maple, #300, Birmingham. M-F 8:00 Attn: E.B.

SECRETARY
To $18,000
Human Resources Department of major company seeks a promotable secretary with excellent clerical and interpersonal skills. Send resume or call
DIVERSIFIED RECRUITERS CO
27600 Northwestern Hwy.
Novi, MI 48377-3427
All Fees Paid 344-6700

Senior Legal Secretary
$27,000 No Fee
Prestigious Troy firm offers top benefits package in friendly, professional environment. Need 3 or more years exp. and bankruptcy exp. preferred and strong office skills (shorthand not required)
RBS ASSOCIATES AGY 540-4130

SMALL BUSINESS looking for full time help. Must type 45 wpm for answering service. Farmington location 440-0943

TELEPHONE OPERATOR
Fast paced position seeking individual to answer telephones This operator must be able to operate 12 in-coming lines. Hrs 7am-4pm Excellent benefits. Call 473-1446

TECHNICAL SALES ASSISTANT
Small manufacturers rep office is seeking an experienced full time secretary for the emerging position involves product pricing, customer phone inquiries, quotations, positions, & orders. Technical aptitude helpful. Must be a mature committed individual with strong organizational skills. Experience in computer operations is preferred. Pleasant phone manner, math skills & a cooperative attitude are essential. Salary & benefits are commensurate with qualifications & experience. Send resume to Ballus Inc., 6020 W. Maple Rd., Ste 204, W. Bloomfield, MI 48322

TELEPHONE RECEPTIONIST
Mature person needed with switchboard experience to answer busy phones two days a week in Troy office. Pleasant personality and excellent people skills a must
Call Rosemary Jones 680-6601

WORD PROCESSOR
W.P. Multi-mate, 50 wpm
Short & long term assignments
Call 474-7078
ETD Temporary Service

504 Help Wanted Office-Clerical

SENIOR CLERK
Southfield area, provides clerical support for manager-sales & production & degree program office. Education equivalent to completion of high school & at least 2 years qualifying work experience required. The ability to type accurately (50wpm), excellent communication skills, & demonstrated ability to deal with the public required. PC experience required. Excellent benefit package. Minimum salary $8.55 hour, hourly increase by May 6 to
OC-1, Central Michigan University, Travelers Tower, Suite 119, 26555 Evergreen Rd., Southfield, MI 48076. NO PHONE CALLS.
CMU is an Affirmative Action/Equal Opportunity Institution.

SWITCHBOARD
Part time. Experience helpful
Orchard Lake Country Club.
682-0100

TITLE Insurance Agency desires Secretary-Escrow Person with real estate & word processing experience, part time, fast hours with potential full time. Call 642-1115

WHERE HAVE ALL THE WORD PROCESSORS GONE?

We have a great demand for word processors experienced in Word Perfect, Lotus, Microsoft Word, Multi Mate, Jobs are available throughout metro Detroit. Long & short term assignments available. Call now for an appointment to be interviewed.

528-8454

FUTURE FORCE
TEMPORARY HELP SERVICES
NEVER A FEE

WORD PROCESSOR/CLERICAL
Needed for full time morning shift. Fortune 500 office in Troy. Team player with a positive attitude a must. Responsibilities include switchboard backup, filing, light general office support. Lotus 1-2-3 and Database a plus. Medical and dental benefits. Call Marge at:
Vic Mannion, Square D Company,
1960 Rochester Dr.
Troy, MI 48083-2163

WORD PROCESSOR with WordPerfect background needed in Birmingham. Salary $8 - $9 an hour. Call answering service 878-6630

WORD PROCESSOR
SECRETARY
55 + wpm. Phone, filing
MGM Services 689-9660

WORD PROCESSORS
$9 PER HOUR
• WordPerfect
• Lotus 1-2-3
• Data Entry - $7.00/hr.
Short & long term assignments available
ARBOR TEMPS 459-1166

505 Help Wanted Food-Beverage

ATTENTION: Hiring bus persons. Good pay, up to $5/hr + corporate bonuses. Apply in person at 40941 W 8 Mile Rd., Northville

ATTENTION:
Line Cooks - Part time morning shift or full time evening shift, up to $8 an hour, plus bonuses. Call 348-3300

Also full & part time Servers. Days & evenings available.
Apply in person Mon.-Fri. 2-4pm
The Ground Round
30005 Orchard Lake Rd
FARMINGTON

BAKERS KEYBOARD
World's Oldest Jazz Club
Now hiring: Experienced Bartenders. Wait Staff & Host/Hostess (no previous experience necessary) Call Dela Entry - $7.00/hr.
20510 Livernois, Detroit, MI 48221

BANQUETE MANAGER
Immediate opening for experienced banquet manager. Good starting salary. Apply in person Holiday Inn Livonia West.

BANQUET Servers, Banquet Bartenders, Cashiers, Busmen. Apply within. 18525 Victor Parkway, off 7 Mile at 275, Livonia

BENNIGAN'S
Now accepting applications for Waitstaff. Apply Between 2-4pm Monday thru Friday at 40441 Ann Arbor Rd., Plymouth.
459-8907

BOB EVANS SOUTHFIELD
Now hiring full & part time servers. Day & eves. Good tips, full benefits
Apply 10 + & Telegraph

BUS HELP & DISHWASHER
for Mitches Restaurant. Please apply in person, 4000 Cass Elizabeth, Waterford

BUSPERSONS needed for day & night shift. Experience helpful but not required. Apply at The Golden Mushroom 18100 W 10 Mile, corner of Southfield

CHILI'S
Cooks/Kitchen Help Wages $6 to $8 an hr. Part-time/full-time
Day/Night/Weekend Schedules
Excellent benefits. Apply in person
A Marketing Company

MITCHS - Now has opportunities for the following positions: Broiler Cooks, Salad makers, Pizza makers. Please apply in person, 4000 Cass Elizabeth, Waterford.

505 Help Wanted Food-Beverage

BARTENDERS - FULL & PART time for exclusive Oakland County Club. Some experience necessary. Call Wed. thru Sun., 12-3pm, ask for Mike Marsh:
851-2220

BATES HAMBURGERS - 33406 6 Mile, Livonia, 22291 Middlebelt, Farmington. Immediate openings, midnight shift, shift premium. All shifts, full & part time, meals & uniforms furnished. Apply in person 8am to 10am or 2pm to 5pm

BUS PERSONS, Dishwashers full and part time. Affiliate with experience necessary. Apply in person: Bonfire Grill 27233 Ford Rd., Dearborn Heights 563-1331

CARLOS MURPHY'S

Now accepting applications for all positions. Must be available to work days. Apply in person Mon. thru Wed between 2-4pm

29244 Northwestern Southfield
No phone calls

CHEF/PASTRY
Full time position available for best side specialty bakery. Experience preferred Call 979-3960

COOK
Culinary arts graduate or equivalent. Mayflower Hotel in Plymouth 453-1632

COOK
Full time. Take charge of kitchen. Steffs Lounge, 8631 Newburgh Rd. Westland. Call Suzanne 459-7720

COOK
Good pay & benefits. Great opportunity for the right person. Call:
Sam Lorraine's Cafe
In Southfield, 559-5988

COOK NEEDED for Beverly Hills Nursing Center. Excellent working conditions. 5000 Greenfield, Royal Oak, near 12 Mile Rd.

COOK - Short order experience, part time, days, no Sun. Ideal for semi-retired. Archive Coney 29433 W 8 Mile, Livonia 474-7878

COOKS - SHORT ORDER
Good pay. Honey Tree Restaurant, Farmington 477-5660

COOKS Call 855-4866

DAYTIME WAIT STAFF - & front desk clerks. Fill out applications at Hotel Coachlight, Mariott, 17200 N Laurel Park, Livonia
An Equal Opportunity Employer

DETROIT'S NEWEST entertainment center is recruiting Bartenders, Cooks, Wait staff. Apply in person after 2pm 5001 Woodward, Detroit

DISHWASHERS & COOKS :
for broiler, sandwich, salts and prep, for Birmingham restaurant. Good opportunities. Contact Vivian Bland 258-5788

EXPERIENCED FRY COOK. Afternoon shift. Excellent wage. Please apply in person. Silverwheels Restaurant, Haggerty Rd. at Levan

IMMEDIATE OPENINGS for Cashiers & bakery people. Apply in person Joey's Fruit & Deli, 26235 Greenfield, Southfield

LINE COOK
Joey's Fruit & Deli, 26235 Greenfield, Southfield
524-1000

MARIO'S PIZZA NOW HIRING:
Cashiers, Drivers, Cooks, Clerks
Dependable inquire within
36147 Plymouth rd. at Levan

MARIO'S PIZZA now hiring delivery person, full time or part time. Pays $6 to $8 an hour. Must be dependable. Apply in person at: 36147 Plymouth at Levan, Livonia

OPENING SOON
Downtown Plymouth upscale Bistro. All positions, full & part time
333-3419 650-9481

PREP PANTRY help & Saute Cook
Excellent Wages & Benefits Growth potential. Contact Rick at Lumpy's in Plymouth 453-2002

SOUTH ST. GRILL accepting applications for waiters, room service & hosts. Also bar staff & entertainment. Apply in person 26555 Telegraph Rd., Southfield

RESTAURANT
YOUR EMPLOYER OF CHOICE...
EL TORITO
If you're a smiling face seeking a fun work environment and a great group of people to work with, we currently have openings for
ALL POSITIONS
Energetic and ambitious team members.
• Competitive salaries
• Flexible schedules
• Medical benefits
• Credit Union
• Food & Discounts at all company locations
• Paid vacations
• Extensive training
Apply anyday
between 11 AM & 8 PM
EL TORITO
26551 Evergreen
Southfield
An Equal Opportunity Employer

506 Help Wanted Sales

A BIRMINGHAM COMPANY
Relocation Counselor
Guarantee + Incentives
584-5 Adler 642-1520

A CAREER IN REAL ESTATE
SALES WITH US IS A "REAL JOB".
Our programs and training systems are so effective we guarantee you a minimum annual income of $25,000 with unlimited bonuses.
DON'T GAMBLE WITH YOUR BUSINESS CALL ME TODAY!!!
GIE KELLY 644-4700
REAL ESTATE ONE, INC.
Bloomfield - Birmingham

A CAREER SALES OPPORTUNITY
Career Advancement Opportunities
Sales Force. We offer training allowance, in addition to first year commissions & performance bonuses. Complete office support including lings benefits.
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• 9am - 1pm, Sat
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$32K - $36K
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Sales Opportunity
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Personnel Dept. 21728 Eureka Rd., Taylor, MI 48180

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For more information and confidential interview with Phyllis Goodrich, Director of Career Development call 851-5500.

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Sales

Sentry Insurance, a leading multiline insurer, is expanding in the Greater Detroit area. At Sentry, expansion plus opportunity can equal you, if you have experienced success. Our needs are in two areas of our organization:

SALES REPRESENTATIVES sell property and casualty insurance to business group life and health, pensions and individual life. Complete training is provided at company expense. We have a competitive compensation plan (base salary, plus full commissions), a strong employee benefit package and products geared to our markets. If you have demonstrated success in a public contact position, here is an opportunity to expand your career and improve your income.

SALES MANAGERS provide field support and work to develop newly hired sales representatives. We are looking for people who have been successful in selling or managing people who sell property and casualty insurance. You will find our compensation and employee benefit packages attractive.

SENTRY has the opportunity - if you are ready to see your career progress, let's discuss your qualifications at our OPEN HOUSE.

LOCATION: Dillon Inn
Orchard Lake Road at I-696
30715 12-Mile Road, Farmington Hills, MI
TIME: 10:00 a.m. to 6:00 p.m.
DATE: Tuesday, April 30, 1991

If you are unable to attend, please forward your resume to

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