504 Help Wanted Office-Clerical

LEGAL SECRETARY
Southfield law firm seeks experienced legal secretary with minimum 3 yrs. litigation background. Must be well organized, motivated and highly responsible. Excellent typing, dictaphone and communication skills required. IBM-PC with Word-Perfect experience desirable. Excellent benefits. Salary commensurate with experience and ability. Send resume, including salary history and/or letter to: Box 796 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
for Renaissance Center law firm. Must have 5 years legal and litigation experience (defense). Great benefits. Salary negotiable. For interview, contact Ms. Gordon at: 259-1110

LEGAL SECRETARY TO $24,000
Challenging and diversified position with well known firm. Litigation experience and good organizational skills qualifies you. Fee paid. Call 737-4300
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
Professional corporation has an opening for a full time secretary. Preference will be given to applicants with:
- Min. 5-7 yr. legal office experience
- Proficient typing and secretarial skills
- Strong organizational skills
- PC/Computer skills preferred
- Experience in microsoft word, Word-Perfect 5.1
- Self-starter
- Excellent communication skills
- Dictaphone transcription experience

We offer a competitive hrly wage and benefit package. Resume and salary requirements should be directed to: Box 800 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

OFFICE ADMINISTRATOR
Marketing & Creative Services company seeks an energetic & dependable person to keep things organized in our new Farmington Hills office. Multiple responsibilities include word processing (Mac system & WordPerfect experience preferred), receptionist/telephone duties. The right person can expect great career growth opportunities in a fun & exciting work environment. Send resume & letter describing yourself to: Adventure Marketing, 34405 West 12 Mile Rd., Suite 235, Farmington Hills, MI 48331

OFFICE ASSISTANT
Part time. Days or afternoons. Mon-Fri. Must be proficient with Wordstar. Send resume to: Box 812 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

OFFICE ASSISTANT
Busy Bloomfield office needs office assistant (non entry level) with good typing, organizational skills (both written & verbal), organizational skills. WordPerfect knowledge a plus. Must be self-starter, capable of responsibilities, & work well with people. Fax apply: Westfield Realty Ann at 646-8250

OFFICE HELP/ERRANDS, part time for busy Real Estate Office. Should possess typing and good phone skills. Must have car for errands and should be familiar with the Birmingham/Bloomfield area. Great for college school student! $5.00 per hour. Call 9am-5pm 644-5700

OFFICE MANAGER for manufacturers Rep — Answer phones — order processing. Typing, computer experience. Very exciting. 528-1677

OFFICE/PART TIME
24-30 hours per week. Typing/data entry experience. Farmington area. 477-7192

OFFICE PERSONNEL NEEDED IMMEDIATELY
Secretaries/
Receptionists/Clerks
Word Processor (all software)
Receptionist/Typists
Secretaries/Legal
Shorthand/Dictaphone
Data Entry Operators

GREAT BENEFITS!
TEMP-MED INSURANCE
OVERTIME PAY
HOLIDAY PAY
TOP WAGES
SNELLING TEMPORARIES
LIVONIA 464-2100 SOUTHFIELD 357-1300

NEVER A FEE

OFFICE POSITIONS
Data entry & Fax assistant positions available. Full time — Southfield location. Must have previous office experience. Good math ability & 10 key calculator skills required. Call before 12:00 noon. 557-1300

PART TIME office work. 15-20 hrs. a week. Computer and bookkeeping experience necessary. Bloomfield 338-9178

PART TIME TELEPHONE RECEPTIONIST — relatives, typing 55-wpm, with switchboard experience to answer basic telephone calls. Hours are in beautiful Town Center office. Outgoing personality and excellent people skills a must.
Call Roxanne Elliott 351-2602

PATIENT REGISTRATION
Contingent positions currently available for Registrars at our Galleria & South Lyon area facilities. Positions may consist of week days, evenings, Saturdays and holidays. Must have 1 yr. related experience in hospital medical/terminology, 35 wpm accurate typing, and/or proficiency on computer keyboard. Prefer additional medical experience with ICD 9 CM Coding and various health insurance plans.

Applications from candidates possessing these qualifications may be sent to: Our Southfield Employment Office, 8am-5pm Mon. thru Thurs. Typing test will be given at time of application

PROVIDENCE
Hospital and Medical Centers
16001 W. 9 Mile Rd.
Southfield, MI 48076
An Equal Opportunity Employer

PROCESSOR, Birmingham manufacturer's representative firm seeks individual experienced in order processing. Must know Lotus 123 and Word Perfect. Salary commensurate with experience. Call Ann at 433-3300

505 Help Wanted Food-Beverage

AMERICA'S FASTEST GROWING HAMBURGER CHAIN

Rally's FRANCHISE

Join the dynamic management team at Rally's and see how your efforts and expertise will be rewarded by greater promotional opportunities and financial success! We're looking for experienced General Managers and Assistant Managers for the metro Detroit area.

Our Management Compensation Package includes:
- Complete medical coverage
- Tuition reimbursement for qualified courses
- Paid vacations
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- Accelerated career growth into operations management, multi-unit supervision and training

If you want more than a job more than a paycheck you should consider RALLY'S. Previous management experience is preferred and your initiative and drive are required. For consideration, please send your resume to:

Rally's Hamburger's
14244 Lowe Dr.
Warren, MI 48093
Attn Personnel Director
Equal Opportunity Employer

504 Help Wanted Office-Clerical

PROFESSIONAL executive secretary for dynamic high tech firm. DW IV preferred. Free lance graphics. Up to $20,000/yr. Call Susan at UNIFORCE 540-8001

PROFESSIONAL SECRETARY
Strong WordPerfect and typing skills (min. 4 wpm) to work at clean financial institution. Excellent pay and benefits. Call

PERSONNEL UNLIMITED
751-5600

AFTERNOON OFFICE Receptionist/Telephone Scheduler: wonderful position to work with; located near 8 Mile & Farmington Roads; high school O.K. if mature, quick thinker and enjoy talking on the phone! Call Sandy - One Way Realty 477-8611

RECEPTIONIST
Short & long term assignments. Experience necessary. Call 444-7078
ETD Temporary Service

RECEPTIONIST, Waterford publisher of regional magazine; excellent phone skills, English, detail skills. Call 333-1300

RECEPTIONIST - Fast paced office in Southfield, needs highly motivated individual with pleasant telephone voice & minimal typing experience. Must work well under pressure & be able to handle several tasks effectively & efficiently. Good salary & benefit package. For interview, call Ms Brown, at 588-0444

RECEPTIONIST/LIGHT CLERICAL
12 mile & Orchard Lake Rd area.
313-663-6600

RECEPTIONIST - BLOOMFIELD HILLS law firm - full time. Opportunity to learn at entry level position. Nonsmoker. Call 335-5450

RECEPTIONIST
Entry level position. Light typing, filing and phone skills required. Will train. 841-3333

RECEPTIONIST needed for Southfield law firm. No experience necessary. Please send resume to: Sara Vertrano, 24580 Swanson, Southfield, MI 48034

RECEPTIONIST/Clerical for realtor. Ambitious professional appearance, front desk, varied duties, light typing. Apply at: 19184 Grand River, Detroit, 9-5 Mon-Fri.

RECEPTIONISTS
Several positions available. Multi-lines, good image, 30-50 wpm. Some jobs typing not required

ARBOR TEMPS. 459-1166

RECEPTIONIST
Southfield law office. Hours 8:30am - 5pm. Mon thru Fri.. Duties include answering phone, light typing, filing, light typing & errands for 3 attorneys. Call Contact Teri between 10am-2pm at 569-4311

RECEPTIONIST
$12,000
FEE PAID
Your outgoing personality and organizational skills start you now. Light word processing needed. Benefits and advancement. Call 649-5900 or FAX resume, 649-3526
SNELLING PERSONNEL SERVICES OF TROY

RECEPTIONIST
Busy Southfield office in the service industry is looking for a computer entry/receptionist. The organized individual should possess excellent phone manner and prior typing experience. Please send resume and salary requirements to: Box 858 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

RECEPTIONIST needed full time for Thomas Cook Realtors at Dearborn location. Requirements include 2+ years solid receptionist experience, professional manner, & light clerical abilities. Your skills are valuable to us!

We offer a very competitive salary & benefit package. Come join a company that's been in business for over 150 years! Send resume/call

Dianne Lemaux
Human Resources Rep
Thomas Cook Travel
4 Parklane Blvd #500
Dearborn MI 48126
313-323-4370
An Equal Opportunity Employer

RECEPTIONIST/TYPIST
Must know WordPerfect for fast paced manufacturing firm
Novi area 478-1442

ROLM experience preferred by dynamic telecommunication manufacturer for switchboard/receptionist. $7/hr. Call Rose at UNIFORCE 646-7664

SALES ASSISTANT/SECRETARY
Part time. Sales office. Customer contact experience a must. IBM - PC Salary, benefits, bonuses. Reply to 15719 Farmington Rd. Livonia, MI 48154

SALES SECRETARY
Non smoking company seeks sharp individual with initiative and good secretarial skills to work Nine hours Typing 40 wpm and ability to work well with others a must! Send resume to: Sales Secretary, P.O. Box 3000, Southfield, MI, 48037

SECRETARY - PART TIME
For Southfield attorneys office. Mon-Fri., 1-5PM. Will accept beginner experience preferred. 559-8138

SECRETARIES NEEDED:
Engineering firm has secretarial openings for receptionist and executive secretary. WordPerfect and Lotus a must. Non-smoking office. Please send resumes to:
ATTN: Kim
24293 Telegraph, Ste 220
Southfield, MI 48034

SECRETARY — Clerical Law firm. Full & part time. No experience needed; some legal helpful
Farmington area 645-5557

SECRETARY
EMPLOYEE RELATIONS
International corporation seeks outgoing professional with 1+ years experience typing of 60 wpm which is interested in advancement. M/M tuition reimbursement, dependent coverage. Call Arthur Thomas Executive Search, 355-4140

Secretary
FARMINGTON HILLS CPA firm has immediate opening for self motivated, experienced secretary. CPA office experience preferred. Position requires excellent interpersonal (communication skills, statistical typing, clerical and word processing (WordPerfect 5.0). Computer knowledge an asset. Competitive salary & benefit package. Qualified candidates reply to Attention
Colleen Kelly, Hart & Carter PC
32841 Middlebelt, Suite 200
Farmington Hills, MI 48334

505 Help Wanted Food-Beverage

ACCOUNT REPRESENTATIVE
kinko's
the copy center

Kinko's is looking for highly motivated professional people for our outside sales positions. We offer the opportunity to work for a progressive, rapidly expanding national company that is committed to training and customer service. Competitive salary and sales plus commission. Benefits include Health, a generous vacation plan and a retirement plan. Please reply to: Craig Shuler
24077 Research Dr. Farmington Hills, Michigan 48335 By May 17, 1991

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