504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT

Must have above average secretarial skills and computer experience. Insurance knowledge helpful but not essential. Excellent salary and benefits for qualified candidate. Send resume and salary requirements to: P.O. Box 2006 Southfield, MI 48037

EXECUTIVE SECRETARY
Southfield real estate firm looking for experienced executive secretary for vice president of leasing. Requires strong clerical and communication skills, must be independent and familiar and possess professional attitude, good organizational skills, and word processing abilities. Benefits. Please send resume to: Box 130, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK
Part time, hours 1-6.
For Birmingham law office.
Call Dianne 644-2213

GENERAL OFFICE HELP - Part time for manufacturing firm in Novi/South Lyon area. Call between 9am-2pm 537-7100

GENERAL OFFICE Word processing, mailing, typing. Novi, 2-3 days/week, flexible days, competitive salary. 12 miles & Haggerty area. Mrs. Katz, 356-1800

GENERAL OFFICE
Bookkeeping experience. Immediate full time position, part time in fall. Some experience preferred. Apply at 32535 Stephenson Hwy., Madison Heights (near 14 Mile).

GENERAL OFFICE Growing W Bloomfield office seeks a well rounded person to assist with a very energy of varied duties. An experienced sec/ clerk with typing, word processing, 10-key & general office abilities. Send resume with salary requirements to: Box 1000, PO Box 3033, Farmington Hills, MI 48333

GROWING YOUNG company seeks organized person with clerical skills with pleasant phone voice for general office position. PC experience a plus. Full or part time available. Call 478-0709

HIGH-TECH manufacturer needs person experienced with computers $7/hr. Call Rose at UNIFORCE 649-7660

HIGH-TECH medical center needs experienced word processing and Lotus 1-2-3 50/hr. Call Melissa at UNIFORCE 357-0036

INNOVATIVE manufacturer needs part-time data entry clerk, office clerk. Ideal for homemakers. $6.50/hr. Call Martha at UNIFORCE 473-2931

INSIDE SALES/Customer Service Computer order entry. Excellent telephone and general office skills required. Call Phyllis 728-1900

INSURANCE AGENCY in Northville needs Personal Lines Customer Service Representative. 3 years experience. Call 9-5. 348-1434

INSURANCE OFFICE, Ann Arbor, Commercial CSR experience preferred knowledge of word processing, rating, & computers. Full time with benefits Call Cheryl. # 30345 LODPM 995-4444

INSURANCE
Part time, personal lines CSR, for Bloomfield office. Insurance experience necessary. Leave message 333-8533

INSURANCE SUPERVISOR TO $20,000 FEE PAID

A new position has available in a long established exciting sales office. This rapidly growing company offers super working conditions, outstanding benefits and a variety of responsibilities. If you are a detail oriented person and can type 50 wpm, give Mary Pat Hall a call 644-3400
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

KEYPUNCH
We are now accepting applications for full time, permanent positions at our Livonia office. Call now for an appointment.
INDATA CORP. 422-8003

EXPERIENCED LEGAL Secretary for Senior Partner & Associate Southfield law firm. Lotus 1-2-3 wordperfect. Excellent surroundings and benefits. 353-4141

LEGAL SECRETARY
Experienced Part/full time. Salary negotiable. Farmington Hills area. Call 9am-3pm 851-8787

LEGAL SECRETARY - Oakland County Probate Court. Experienced WordPerfect 5.0 Non-smoking office Call Linda 355-5554

LEGAL SECRETARY
with minimum 2 yrs experience needed for Southfield defense firm. Excellent salary. Call 352-2553

LEGAL SECRETARY: Troy law firm seeks 3 yr Secretarial Work Processing and at least 1-2 years legal experience in either corporate/real estate planning or litigation required. Salary commensurate. Send resume to: Office Manager, PO Box 99484, Troy, MI 48099

LEGAL SECRETARY - part time, 2-3 days/week. Typing required. Call for appt 537-5297

LEGAL SECRETARY
For Southfield law office. Full/part time. Knowledge of WordPerfect. Call 559-4053

LEGAL SECRETARY
1-2 years legal experience. Organizational skills, word worker, salary negotiable 552-1190

LEGAL SECRETARY for general practice Experienced in WordPerfect required salary commensurate with ability. Farmington Hills. 626-9968

LEGAL SECRETARY Experienced only. Must be diligent and hard working. Competitive salary. 642-8934

LEGAL SECRETARY
MICHIGAN CORPORATION
Corporation seek Legal Secretary in general counsel department. Outstanding skills & 2 + yrs legal experience required. M/M, dental, optical, disability insurance, tuition reimbursement. Call Arthur Thomas Executive Search 355-4140

LEGAL SECRETARY TRAINEE

$17,000 FEE PAID
Suburban law firm will train sharp Secretary. Good typing and word processing needed. Full benefits Call 649-3900 or fax resume to 649-3576
SNELLING PERSONNEL SERVICES OF TROY

MC DONALD RENTAL is an expanding organization in the car/truck rental business. We are now taking applications for full time experienced rental agents for our Northville, Garden City, Taylor, Monroe & Detroit locations. Major benefits, paid vacations, opportunity for advancement. Interested parties may apply at 17000 Northville Rd Northville, MI 48167

MORE THAN JUST A SECRETARY

We are searching for a qualified Secretary to record and transcribe legal depositions in the Metropolitan Detroit Area. Steno skills not required.

AS AN EMPLOYEE, you will receive comprehensive training, variety filled work (half of which can be done in your home), excellent earnings potential, and the opportunity to become a State-certified court recorder

WE REQUIRE
A professional in appearance and action. Typing skills of 50 wpm, intelligence, self discipline, ability to be open, full time and willingness to travel in a 60-70 mile radius.

If interested, please call Mary Thompson at 1-800-748-0442 between 8:00am & 5:00pm June 10-14

Network Reporting Corporation
Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARY
10 attorney firm, in Bloomfield Hills, has positions in litigation and non-litigation. Four years minimum experience. Salary dependent on experience. Send resume and salary requirements to: P.O. Box 2006 Southfield, MI 48037

EXECUTIVE SECRETARY
Southfield real estate firm looking for experienced executive secretary for vice president of leasing. Requires strong clerical and communication skills, must be independent and familiar and possess professional attitude, good organizational skills, and word processing abilities. Benefits. Please send resume to: Box 130, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FILE CLERK
Part time, hours 1-6.
For Birmingham law office.
Call Dianne 644-2213

GENERAL OFFICE HELP - Part time for manufacturing firm in Novi/South Lyon area. Call between 9am-2pm 537-7100

GENERAL OFFICE Word processing, mailing, typing. Novi, 2-3 days/week, flexible days, competitive salary. 12 Miles & Haggerty area. Mrs. Katz, 356-1800

GENERAL OFFICE
Bookkeeping experience. Immediate full time position, part time in fall. Some experience preferred. Apply at 32535 Stephenson Hwy., Madison Heights (near 14 Mile).

GENERAL OFFICE Growing W Bloomfield office seeks a well rounded person to assist with a very energy of varied duties. An experienced sec/ clerk with typing, word processing, 10-key & general office abilities. Send resume with salary requirements to: Box 1000, PO Box 3033, Farmington Hills, MI 48333

GROWING YOUNG company seeks organized person with clerical skills with pleasant phone voice for general office position. PC experience a plus. Full or part time available. Call 478-0709

HIGH-TECH manufacturer needs person experienced with computers $7/hr. Call Rose at UNIFORCE 649-7660

HIGH-TECH medical center needs experienced word processing and Lotus 1-2-3 50/hr. Call Melissa at UNIFORCE 357-0036

INNOVATIVE manufacturer needs part-time data entry clerk, office clerk. Ideal for homemakers. $6.50/hr. Call Martha at UNIFORCE 473-2931

INSIDE SALES/Customer Service Computer order entry. Excellent telephone and general office skills required. Call Phyllis 728-1900

INSURANCE AGENCY in Northville needs Personal Lines Customer Service Representative. 3 years experience. Call 9-5. 348-1434

INSURANCE OFFICE, Ann Arbor, Commercial CSR experience preferred knowledge of word processing, rating, & computers. Full time with benefits Call Cheryl. # 30345 LODPM 995-4444

INSURANCE
Part time, personal lines CSR, for Bloomfield office. Insurance experience necessary. Leave message 333-8533

INSURANCE SUPERVISOR TO $20,000 FEE PAID

A new position has available in a long established exciting sales office. This rapidly growing company offers super working conditions, outstanding benefits and a variety of responsibilities. If you are a detail oriented person and can type 50 wpm, give Mary Pat Hall a call 644-3400
SNELLING PERSONNEL SERVICES
FARMINGTON HILLS

KEYPUNCH
We are now accepting applications for full time, permanent positions at our Livonia office. Call now for an appointment.
INDATA CORP. 422-8003

EXPERIENCED LEGAL Secretary for Senior Partner & Associate Southfield law firm. Lotus 1-2-3 wordperfect. Excellent surroundings and benefits. 353-4141

LEGAL SECRETARY
Experienced Part/full time. Salary negotiable. Farmington Hills area. Call 9am-3pm 851-8787

LEGAL SECRETARY - Oakland County Probate Court. Experienced WordPerfect 5.0 Non-smoking office Call Linda 355-5554

LEGAL SECRETARY
with minimum 2 yrs experience needed for Southfield defense firm. Excellent salary. Call 352-2553

LEGAL SECRETARY: Troy law firm seeks 3 yr Secretarial Work Processing and at least 1-2 years legal experience in either corporate/real estate planning or litigation required. Salary commensurate. Send resume to: Office Manager, PO Box 99484, Troy, MI 48099

LEGAL SECRETARY - part time, 2-3 days/week. Typing required. Call for appt 537-5297

LEGAL SECRETARY
For Southfield law office. Full/part time. Knowledge of WordPerfect. Call 559-4053

LEGAL SECRETARY
1-2 years legal experience. Organizational skills, word worker, salary negotiable 552-1190

LEGAL SECRETARY for general practice Experienced in WordPerfect required salary commensurate with ability. Farmington Hills. 626-9968

LEGAL SECRETARY Experienced only. Must be diligent and hard working. Competitive salary. 642-8934

LEGAL SECRETARY
MICHIGAN CORPORATION
Corporation seek Legal Secretary in general counsel department. Outstanding skills & 2 + yrs legal experience required. M/M, dental, optical, disability insurance, tuition reimbursement. Call Arthur Thomas Executive Search 355-4140

LEGAL SECRETARY TRAINEE

$17,000 FEE PAID
Suburban law firm will train sharp Secretary. Good typing and word processing needed. Full benefits Call 649-3900 or fax resume to 649-3576
SNELLING PERSONNEL SERVICES OF TROY

MC DONALD RENTAL is an expanding organization in the car/truck rental business. We are now taking applications for full time experienced rental agents for our Northville, Garden City, Taylor, Monroe & Detroit locations. Major benefits, paid vacations, opportunity for advancement. Interested parties may apply at 17000 Northville Rd Northville, MI 48167

MORE THAN JUST A SECRETARY

We are searching for a qualified Secretary to record and transcribe legal depositions in the Metropolitan Detroit Area. Steno skills not required.

AS AN EMPLOYEE, you will receive comprehensive training, variety filled work (half of which can be done in your home), excellent earnings potential, and the opportunity to become a State-certified court recorder

WE REQUIRE
A professional in appearance and action. Typing skills of 50 wpm, intelligence, self discipline, ability to be open, full time and willingness to travel in a 60-70 mile radius.

If interested, please call Mary Thompson at 1-800-748-0442 between 8:00am & 5:00pm June 10-14

Network Reporting Corporation
Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST

needed immediately for Birmingham property management company. Must possess good typing & math skills. Growth potential. Non smoker. Excellent benefits. Send resume to:
Personnel Manager
3100 Telegraph, Ste 210
Birmingham, MI 48010

RECEPTIONIST/TYPIST
Growing geriatrical & environmental consulting firm seeks full time receptionist to handle switchboard, greet visitors & type technical reports, minimum 60 + wpm is required. Word processing experience preferred. Moving to new facility at Mi-14 & Haggerty in the summer. Comprehensive benefits package offered to successful candidate. For immediate consideration please send resume: Manager of Human Resources, SME
34400 Glendale Ave
Livonia, MI 48150
An Equal Opportunity Employer

RECEPTIONIST - Part time, full or part time. Send resume to: Medical Assistant, 16161 W 12 mile, Ste 0-1, Southfield, MI 48076

RECEPTIONIST
Typing, some record keeping required. Full time. Apply 613 Manufacturers Dr., Westland 728-5700

RECEPTIONIST Needed for Farmington Hills development company. Full time. Experience required. Salary + benefits. Call 442-0707

RECEPTIONIST/ORDER ENTRY
part or full time. Typing or computer experience helpful but not necessary. Send resumed to: 14500 Job, Plymouth, 48170

RECEPTIONIST
Several positions available. Must have good image, 30-50 wpm. Some jobs typing not required

ARBOR TEMPS. 459-1166

RECEPTIONIST - TEMPORARY
Needed for conveniently located in Southfield. Excellent telephone skills required. Full and part time hours available from June 24 - Sept. 12, Mon-Fri, 8:30 - 5:30. Call Ms. Wanda Michaels. 358-8040

RECEPTIONIST Needed for Redford Veterinary office. Must be exhibit, tactic, organized, pleasant and mature. Experience preferred. Send resume to: Westland Veterinary Care Center, Attention: Linda Snow, 34429 Grand River Detroit, 48219

RECEPTIONIST/ SECRETARY

Plush Farmington Hills seeks your professionalism in greeting our clients. Typing of 50 wpm, and a sparkling personality will land this career opportunity of a life time. Call 851-3500

Receptionist

Ideal front desk position for you. Good communication skills and typing for this choice position with advancement potential. $18,600 to $20,000 DOE. Call Laura, 464-0900
SNELLING PERSONNEL SERVICES

SALES SECRETARY
Non smoking companies seeks sharp individual with initiative and good secretarial skills to work flexible hours. Typing 40 wpm, and ability to deal with others a must! Send resume to: Sales Secretary, P.O Box 300, Southfield, MI, 48037.

RECEPTIONIST
CLOSING SECRETARY
Must be experienced in the preparation of closing packages.
Call Doug Hardy at 538-2000

SECRETARIAL/DATA ENTRY - part time. Flexible hours, 16-25 hrs per week. Birmingham area. Status Fax Jewelry 682-4737

SECRETARIAL
Prominent Southfield law company seeks experienced Executive Secretary. Must know Illustrator, Adobe Type & be well versed in all phases of Secretarial duties. Call 528-8100

SECRETARIAL POSITION available part-time data entry. Salary $ Dependent on experience. Call Arthur Thomas Executive Search. 355-4140

SECRETARY/ WORD PROCESSOR $17,600

Upscale surroundings and really nice people will make your work day pleasant. Good skills and experience appreciated here Call Barbara. 454-0300
SNELLING PERSONNEL SERVICES

Telephone Operator/Receptionist. Weekends only. Very good and courteous Full time Star Lincoln Mercury, Southfield 354-4900

SECRETARY/RECEPTIONIST
Type 50-60 wpm accuracy, heavy typing, previous phone experience, general office duties. Advancement potential. Non smoking. Pleasant pleasant atmosphere. Send resume to S.B., Great Lakes Power, 2006 Tobacco Ct., Warren, MI. 48089

SECRETARY
Busy contractor seeks self starter to handle diversified duties. Good typing, phone, communication and computer skills. Excellent wage/ benefits. Apply at Mechanical Comfort, 1100 Owendale, Bldg D Troy 528-2727

SECRETARY - Farmington Hills based sales office seeking a part time secretary. Duties to include typing, telephone, order entry and customer service initially. 20 hours per week (hours flexible) possibly leading to full time. Send resume/ work experience in confidence to: SBE, 28200 Orchard Lake Rd. Suite 109, Farmington Hills, MI., 48334

SECRETARY
for CPA firm. Strong secretarial skills & WordPerfect experience necessary. Good benefits & salary. 13 Mile & Telegraph area. 642-5824

SECRETARY
For Troy Ad Agency. Typing 65 wpm, word processing plus 3 years secretarial experience required. Send resume with salary requirements to: Personnel, Suite 2500, 755 W Big Beaver, Troy, MI 48084
An Equal Opportunity Employer

SECRETARY
needed for short and long term assignments Call 464-7078
ETD Temporary Service

SECRETARY needed, general office skills. Knowledgeable in payroll and computers. Administrative, experience preferred. Bring resume to ICTB Services, Detroit Metro Airport, NW Baggage Claim area.

SECRETARY/RECEPTIONIST
Busy property management company needs a bright, friendly person with good secretarial skills and positive attitude to handle front desk. Should be well groomed, typing 65 wpm, & knowledge of WordStar + plus, send resume & salary to Parking, 32400 Telegraph, #262, Birmingham, MI 48010

RECEPTIONIST
Successful high tech software company has an opening for a professional with strong phone, management, and general office skills. A minimum of 2 years general office duty experience required. Wordperfect 5.1 knowledge required. Salary in the $14K to $17K range plus excellent benefits. If interested please send resume to Beth Gehring, HR coordinator, 38705 7 Mile Road, Ste 450, Livonia, MI 48152-1005, or call between 8:00 - 8:00 eves Mon - Thurs 313-476-6485

504 Help Wanted Office-Clerical

SECRETARY
BOOKKEEPER
Excellent typing & data entry experience plus payroll required for temporary position in Northern Suburbs that will go permanent.
DATA ENTRY
Minimum 1 yr experience for excellent data entry temporary position in Northern Suburbs. 595-4080
QUALITY ACCOUNTING TEMPS

secretary

LAW DEPARTMENT SECRETARY

The chosen individual will report to an associate counsel at our corporate office located in N.E. Detroit.

Responsibilities include typing, filing, phones and general office duties. Requirements are at least 3-5 years as a professional secretary, excellent telephone and communication skills and typing (70 wpm). Word Processing skills are mandatory. College course work is considered a plus, as is experience in a legal setting; however, neither is required.

We offer a competitive wage and excellent benefits package. Please send a resume with salary requirements to

FRANK'S NURSERY & CRAFTS, INC.
5201 Cass Avenue
Detroit, MI 48234
Attn: Law Dept. M.C.
No Phone Calls Please

An Equal Opportunity Employer

SECRETARY

Northwest Technical Society seeks a word processing secretary for its certification department. Position demands a highly motivated, self-starter, who is capable of assuming a wide variety of responsibilities. Requirements include: 3-5 yrs. secretarial experience, 70wpm, PC experience, (WordPerfect preferred), dictaphone, excellent communications skills & basic programmer/spelling skills.
Send resume & salary requirements to:
Personnel Coordinator-SEC
P.O. Box 19348, Detroit, MI 48219

SECRETARY/RECEPTIONIST position available July 8th Mature, energetic person. No experience necessary. Call Wanda 454-4900

SECRETARY
Rochester Hills planner seeks sharp non-smoker with good secretarial skills. 656-9090

SECRETARY

Due to promotion our client in Bloomfield Hills area seeks an assistant. Ideal candidate will have insurance background and word processing experience. WB Lotus their software. Send resume or call:
DIVERSIFIED INCORPORATED
27780 Novi Road, Ste 106
Novi, MI 48377-3418

All Fees Co. Paid 344-6700

SECRETARY with thoroughness and by modern medical center. Medical terminology preferred. Up to $8.50/hr. Call Mary at UNIFORCE 648-8501

SECRETARY with insurance background for new department of major firm. Phones, typing and work with numbers. $18,000/yr. Call Carla at UNIFORCE 646-7661

SECRETARY/WORD PROCESSOR
Company in Plymouth needs secretary/word processor. Very good typing 2-3. Excellent pay & benefits. Temp-to-perm. 459-7078
ETD Temporary Service

SECRETARY/WORD PROCESSOR
PROFESSIONAL FIRM
Excellent opportunity for those who possess sound word processing skills and 1 yr. equal experience for real estate development in Troy. Good organizational skills, motivation & flexibility a must. Send resume & salary requirements to: Manager, 2990 Crooks Rd., Suite 400, Troy, MI 48084

SECRETARIAL POSITION
Part time, Administrative Clerk, City of Wayne Building/Engineering Department, approximately 25-30 hours per week, excellent typing skills - 45/50 WPM, ability to effectively communicate with the public, some clerical experience required. $6.00-$7.00 hour. Application at City Hall, 3355 South Wayne Road, Wayne, MI 48184 Interviews will be held by 6-27-91
An Equal Opportunity Employer

SECRETARY - able to compose letters on WordPerfect, organize files, in Waterford office. Requires no weekends & vacation. Legal experience preferred. Call 333-1500

SECRETARY/Administrative Assistant-experienced computists for Birmingham CPA firm. WordPerfect experience required. Plush working conditions, excellent salary & benefits. For appt call 540-6600

SECRETARY AND ACCOUNTING CLERK
Needed for construction firm. Must be professional, well-organized and thoroughly. Experience desired in word processing, filing, office equipment usage, and dealing with people. Must know PC program knowledge a plus. Send resume to
145 S. Livernois, Suite 258
Rochester Hills, MI 48309

SECRETARY BOOKKEEPER for psychologists, starting 10 hours one evening, willing to work into full time. Lucky downtown Royal Oak office 545-8900

SECRETARY/BOOKKEEPER
Position available for a well organized conscientious person. Bookkeeping & computer experience required (Word Perfect). Peachtree. Send written reply to: 21130 Bridge St Southfield, MI 48034

SECRETARY
Busy contractor seeks self starter to handle diversified duties. Good typing, phone, communication and computer skills. Excellent wage/ benefits. Apply at Mechanical Comfort, 1100 Owendale, Bldg D Troy 528-2727

SECRETARY - Farmington Hills based sales office seeking a part time secretary. Duties to include typing, telephone, order entry and customer service initially. 20 hours per week (hours flexible) possibly leading to full time. Send resume/ work experience in confidence to: SBE, 28200 Orchard Lake Rd. Suite 109, Farmington Hills, MI., 48334

SECRETARY
for CPA firm. Strong secretarial skills & WordPerfect experience necessary. Good benefits & salary. 13 Mile & Telegraph area. 642-5824

SECRETARY
For Troy Ad Agency. Typing 65 wpm, word processing plus 3 years secretarial experience required. Send resume with salary requirements to: Personnel, Suite 2500, 755 W Big Beaver, Troy, MI 48084
An Equal Opportunity Employer

SECRETARY
needed for short and long term assignments Call 464-7078
ETD Temporary Service

SECRETARY needed, general office skills. Knowledgeable in payroll and computers. Administrative, experience preferred. Bring resume to ICTB Services, Detroit Metro Airport, NW Baggage Claim area.

SECRETARY/RECEPTIONIST
Busy property management company needs a bright, friendly person with good secretarial skills and positive attitude to handle front desk. Should be well groomed, typing 65 wpm, & knowledge of WordStar + plus, send resume & salary to Parking, 32400 Telegraph, #262, Birmingham, MI 48010

RECEPTIONIST
Successful high tech software company has an opening for a professional with strong phone, management, and general office skills. A minimum of 2 years general office duty experience required. Wordperfect 5.1 knowledge required. Salary in the $14K to $17K range plus excellent benefits. If interested please send resume to Beth Gehring, HR coordinator, 38705 7 Mile Road, Ste 450, Livonia, MI 48152-1005, or call between 8:00 - 8:00 eves Mon - Thurs 313-476-6485

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
Growing geriatrical & environmental consulting firm seeks full time receptionist to handle switchboard, greet visitors & type technical reports, minimum 60 + wpm is required. Word processing experience preferred. Moving to new facility at Mi-14 & Haggerty in the summer. Comprehensive benefits package offered to successful candidate. For immediate consideration please send resume: Manager of Human Resources, SME
34400 Glendale Ave
Livonia, MI 48150
An Equal Opportunity Employer

RECEPTIONIST - Part time, full or part time. Send resume to: Medical Assistant, 16161 W 12 mile, Ste 0-1, Southfield, MI 48076

RECEPTIONIST
Typing, some record keeping required. Full time. Apply 613 Manufacturers Dr., Westland 728-5700

RECEPTIONIST Needed for Farmington Hills development company. Full time. Experience required. Salary + benefits. Call 442-0707

RECEPTIONIST/ORDER ENTRY
part or full time. Typing or computer experience helpful but not necessary. Send resumed to: 14500 Job, Plymouth, 48170

RECEPTIONIST
Several positions available. Must have good image, 30-50 wpm. Some jobs typing not required

ARBOR TEMPS. 459-1166

RECEPTIONIST - TEMPORARY
Needed for conveniently located in Southfield. Excellent telephone skills required. Full and part time hours available from June 24 - Sept. 12, Mon-Fri, 8:30 - 5:30. Call Ms. Wanda Michaels. 358-8040

RECEPTIONIST Needed for Redford Veterinary office. Must be exhibit, tactic, organized, pleasant and mature. Experience preferred. Send resume to: Westland Veterinary Care Center, Attention: Linda Snow, 34429 Grand River Detroit, 48219

RECEPTIONIST/ SECRETARY

Plush Farmington Hills seeks your professionalism in greeting our clients. Typing of 50 wpm, and a sparkling personality will land this career opportunity of a life time. Call 851-3500

Receptionist

Ideal front desk position for you. Good communication skills and typing for this choice position with advancement potential. $18,600 to $20,000 DOE. Call Laura, 464-0900
SNELLING PERSONNEL SERVICES

SALES SECRETARY
Non smoking companies seeks sharp individual with initiative and good secretarial skills to work flexible hours. Typing 40 wpm, and ability to deal with others a must! Send resume to: Sales Secretary, P.O Box 300, Southfield, MI, 48037.

RECEPTIONIST
CLOSING SECRETARY
Must be experienced in the preparation of closing packages.
Call Doug Hardy at 538-2000

SECRETARIAL/DATA ENTRY - part time. Flexible hours, 16-25 hrs per week. Birmingham area. Status Fax Jewelry 682-4737

SECRETARIAL
Prominent Southfield law company seeks experienced Executive Secretary. Must know Illustrator, Adobe Type & be well versed in all phases of Secretarial duties. Call 528-8100

SECRETARIAL POSITION available part-time data entry. Salary $ Dependent on experience. Call Arthur Thomas Executive Search. 355-4140

SECRETARY/ WORD PROCESSOR $17,600

Upscale surroundings and really nice people will make your work day pleasant. Good skills and experience appreciated here Call Barbara. 454-0300
SNELLING PERSONNEL SERVICES

Telephone Operator/Receptionist. Weekends only. Very good and courteous Full time Star Lincoln Mercury, Southfield 354-4900

SECRETARY/RECEPTIONIST
Type 50-60 wpm accuracy, heavy typing, previous phone experience, general office duties. Advancement potential. Non smoking. Pleasant pleasant atmosphere. Send resume to S.B., Great Lakes Power, 2006 Tobacco Ct., Warren, MI. 48089

SECRETARY
Busy contractor seeks self starter to handle diversified duties. Good typing, phone, communication and computer skills. Excellent wage/ benefits. Apply at Mechanical Comfort, 1100 Owendale, Bldg D Troy 528-2727

SECRETARY - Farmington Hills based sales office seeking a part time secretary. Duties to include typing, telephone, order entry and customer service initially. 20 hours per week (hours flexible) possibly leading to full time. Send resume/ work experience in confidence to: SBE, 28200 Orchard Lake Rd. Suite 109, Farmington Hills, MI., 48334

SECRETARY
for CPA firm. Strong secretarial skills & WordPerfect experience necessary. Good benefits & salary. 13 Mile & Telegraph area. 642-5824

SECRETARY
For Troy Ad Agency. Typing 65 wpm, word processing plus 3 years secretarial experience required. Send resume with salary requirements to: Personnel, Suite 2500, 755 W Big Beaver, Troy, MI 48084
An Equal Opportunity Employer

SECRETARY
needed for short and long term assignments Call 464-7078
ETD Temporary Service

SECRETARY needed, general office skills. Knowledgeable in payroll and computers. Administrative, experience preferred. Bring resume to ICTB Services, Detroit Metro Airport, NW Baggage Claim area.

SECRETARY/RECEPTIONIST
Busy property management company needs a bright, friendly person with good secretarial skills and positive attitude to handle front desk. Should be well groomed, typing 65 wpm, & knowledge of WordStar + plus, send resume & salary to Parking, 32400 Telegraph, #262, Birmingham, MI 48010

RECEPTIONIST
Successful high tech software company has an opening for a professional with strong phone, management, and general office skills. A minimum of 2 years general office duty experience required. Wordperfect 5.1 knowledge required. Salary in the $14K to $17K range plus excellent benefits. If interested please send resume to Beth Gehring, HR coordinator, 38705 7 Mile Road, Ste 450, Livonia, MI 48152-1005, or call between 8:00 - 8:00 eves Mon - Thurs 313-476-6485

504 Help Wanted Office-Clerical

WORD PROCESSORS NEEDED
WordPerfect 5.1
Displaywriter 3 & 4
Decmate NBI
Wang
Lotus 1-2-3

We are recruiting word processors for long & short term assignments in
DETROIT
LIVONIA
SOUTHFIELD
TROY

Hurry & Call today for your appointment

TOP PAY & BENEFITS

CORPORATE PERSONNEL SERVICES

Livonia	261-1120
Detroit	961-0267
Berkley	398-8960
NO FEE	EOE

WORD PROCESSOR/PART TIME
WordPerfect 5.1 experience required. Flexible hours 25-35 hrs/week. Send resume & salary requirements to: PO Box #3198 Dearborn, MI 48128-3198

WORD PROCESSORS
$9 PER HOUR
• WordPerfect
• Lotus 1-2-3
• Data Entry - 87.00/hr

Short & long term assignments available

ARBOR TEMPS 459-1166

Wordprocessors

SIZZLING SUMMER JOBS

Up To $10/hr

Call Pat
Wolverine Temporaries

358-4270

504 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for experienced Wait Person. Full time nights. Apply within. Alexander The Great, 34721 Warren, Westland

505 Help Wanted Food-Beverage

ALL SHIFTS OPEN - paying premium wages, free uniforms, flexible schedule. Taco Bell, 1 Mile east of Inkster. Apply in person. 422-8061

APPLY NOW:
Wait Staff, Bar persons & Short Order Cooks. Harmony Inn Pub, 27734 W. Warren Rd., Westland

ARE YOU TIRED OF WORKING for the rest? COME and grow with the best! Bakers position. Apply in person or call
COZY CAFE
15 Forest Place
Plymouth
455-3310

ASSISTANT MANAGER
Hungry Howies Pizza & Subs in Southfield. Experience with delivery/ shift supervisor. 569-1517

BAR PERSONS WANTED, no experience necessary, excellent pay and tips. Full and part time. Livonia area. 427-1137

BARTENDER - Experienced, mature, part time. Nights and weekends. Apply weekdays: Gametta Lounge, 33837 Ford Rd., Westland.

BARTENDERS, short order cooks, wait staff. Experienced only need apply. Call 326-3337. Apply in person: Jalapeno Pete's & Pasta Restaurant, 32122 Cowan Rd., Westland across from the Mall.

BARTENDERS & WAIT STAFF
Part time. Apply in person. Blue Ribbon Bakery, 30664 Orchard Lake, Keego Harbor.

BAR & WAIT PERSON Wanted part time. Sat & Sun., days & nights. Please apply within: Dunlap's 23633 W. 7 Mile

BOB EVANS SOUTHFIELD

Now hiring AM & PM grill cooks, AM & PM servers, bus persons/cashiers. full/part time. Starting $5.25-$5.50. Apply 10% & Telegraph.

CAFETERIA
Good food, good pay.
Call 8am-2:30pm
248-620-Ext 1-549

CATERING company in Southfield needs full/part time help. Please call Betty or Jill 557-8300
An Equal Opportunity Employer

CHEF SUPERVISOR
For university dining department in Farmington. Apply for appointment please call 489-8966

COOK, Culinary Arts degree preferred. For full time Executive benefits package. Day hours available. Apply at Food Cellar, 15Lakes, sandwiches etc1 Marymoor Hotel in Plymouth 453-1632.

COOK

Good pay & benefits. Great opportunity for the right person. Call:
Sweet Lorraine's Cafe
in Southfield, 559-5986

COOK/HOME STYLE
Part time position available, mostly weekends Westland
Call Lori 729-3946
An Equal Opportunity Employer

COOK (INSTITUTIONAL)
Dietary, in Westland
Retirees welcome
261-9500

COOKS, BARTENDERS, WAITSTAFF
All shifts. Apply within:
Reiser's Keyboard Lounge, 1870 S. Wayne Rd., Westland 728-9330

COOKS & DISHWASHERS. For Chinese Vegetarian restaurant. Call Vince. 258-5788

COOKS

RAMSHORN RESTAURANT. Excellent working conditions. Very good pay. Apply within: 28990 Orchard Lake Rd Farmington Hills. Call, 855-8882

COOKS, Short Order
Full time. Pay well. Honeytree Restaurant, Farmington Hills
855-0880

COOKS - WAITSTAFF
Full time, days & evenings. Breakfast experience helpful. Apply within: SAGEOS, 25938 Middlebelt.

COUNTER HELP needed for pizza store in Livonia. Ask for Angelo. 261-0600

COUNTER PERSON. Donut finisher. All shifts. Full or part time. Pay depends on $3.75 plus tips. Fast Donuts & Cones 478-4848

DEPENDABLE DIETARY AIDE needed 3pm-8pm 20 hrs per week $4.80/hr Plymouth Ct Nursing Center 455-0510

DISHWASHER, part time Friday and Saturday evenings 8-9 PM Weathervane Hotel in Plymouth. 453-1632

EMBASSY SUITES SOUTHFIELD

Has immediate openings for the following positions
• SALES MANAGER
2 years hotel experience, corporate market required
• SOUS CHEF
Minimum 5 years Sous Chef prior experience with large volume restaurant. Pastry experience.
Please respond by resume or in person to Human Resources
EMBASSY SUITES SOUTHFIELD
29100 FRANKLIN RD.
SOUTHFIELD, MI 48034
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

EXCELLENT OPPORTUNITY For Assistant Dining Room Manager, for large restaurant in Livonia. Great pay, suits to Vince Bland 190 N Hunter, Birmingham, MI 48009
762-3170

EXPERIENCED Wait Staff & Cooks. Apply in person. Omega Restaurant, 24844 W Michigan Ave., Wayne
722-3170

HOST/HOSTESS - Now taking applications for night time hostess position for full time day shift or part time evening shift. Excellent working conditions. Please apply by appointment only
Blue Jeans a Ranch House
Farmington Hills 477-3340
Jean Marie Schmidt

HOST/MANAGER - NIGHTS
Full time. Must have strong food & beverage experience. Apply in person: West Gates 8am-11am or 2pm-5pm at Bonfire Pit, 25000 Grand River Ave., Farmington Hills.

HOST PERSON

Days. Please apply in person. Sweet Lorraine's Cafe
Greenfield, N. of 12 Mile

JOIN THE BEST TEAM IN TOWN

MAX & EMMA'S RESTAURANT at 19 Adams Rd is looking for interested Pantry Line & Prep Cooks Bus & Dishwasher positions also available. Apply Mon-Fri, 2-4 pm. No phone calls please. An Equal Opportunity Employer

KITCHEN HELP NEEDED: For private country club. Must have experience. Apply within. Westland area. Ask for Lisa 421-9790

LINE COOK & PANTRY PERSONNEL
Full time experience preferred
Home Sweet Home, 42180 Nine Mile
Novi 347-0063

MANAGER TRAINEE

National company. First year to $20,000 (base + bonus) 2 year management experience restaurant or retail or degree (2 or 4 year). Excellent benefits & training. Career opportunity. Call Gary 473-7210
Steven J. Greene Personnel

RESTAURANT MANAGER
personable, hard working, service oriented person, extensive wine background, at least 2 years management experience in fine dining and wine bar. Excellent benefits. Personnel, Moveable Feast 326 W Liberty, Ann Arbor, 48103

RESTAURANT Now hiring Wait Staff, Bus persons, Host/Hostess, Bartenders, Dishwashers. Apply in person Mon-Fri between 9am-5pm at Tavern on 13, 13 Mile at Southfield, in the Comerica Mall (formerly Michael's) a unique restaurant corporation restaurant.

SERVERS - WAIT PEOPLE
Day & night shift. Apply in person
Big Boy Restaurant
11310 Telegraph

505 Help Wanted Food-Beverage

MCDONALDS
is now hiring for all shifts. Days, nights & weekends. Also assistant manager positions available. Apply in person at 19311 Farmington Rd., N. of 7 Mile

NEW SPORTS TAVERN
now hiring all positions: bar person, wait staff, kitchen help. Experienced only. Apply at 27206 Michigan Ave.
An Equal Opportunity Employer

NOW ACCEPTING applications for Cook and Cashier. No experience necessary. Apply in person at Hong John Silver, 461 S. Wayne Rd., Westland

Restaurant

Join A Winner Be A Winner

Work with best seafood restaurant in America and find out how good it feels to be a winner. We offer full and part time opportunities

Openings Available:
• Line Cooks
• Dishwashers
• Day/Night Utility

We offer
• Full & part time
• Flexible hours
• Great starting salary
• Training & advancement
• Meal discounts
• Paid vacations/holidays
• Profit sharing/savings plan
• Eligibility for Group Health/Dental Insurance

Get with the best. Discover the difference quality can make. Apply in person daily.

RED LOBSTER

24705 12 Mile Road
Southfield

An Equal Opportunity Employer

SANDWICH/COUNTER PERSON
Full or part time. Experienced. Troy area. Call Mary, Mon.-Fri. 9-4
Call Mon.-Fri., 1-4 643-7755

SHERATON OAKS

is now accepting applications for:
PM/AM WAITER
HOUSEPERSON
Apply in person at:
27000 Sheraton Dr., Novi.