EMPLOYMENT

504 Help Wanted Office-Clerical

AUTO BILLER full/ph high volume new/used car dealer. Experienced or will train. Competitive pay & benefits. Send resume to: PO Box 530354, Livonia, 48152

CLERICAL CO-ORDINATOR Full-time, 1st shift. Responsible for a variety of detail oriented tasks. $5.25 per hr. plus benefits. Call 477-1892

CLERICAL - Part time, 13-15 hrs/wk. Prefer student or retired person who is self directed & able to work morning hours. Will work on a flexible schedule. Filing, dictation, & typing skills a must. Call Joan, 30 or July 8 only, 9am-5pm. 462-2444

Clerical

We are an international membership organization headquartered in the Detroit area. We are currently looking for the following positions:

Word Processor Operator

We have an immediate opening for an individual with 1 year of word processing experience in a fast paced environment. Must type at least 60wpm with excellent grammar and communication skills. Ability to interact well with others is also required.

Switchboard/ Receptionist

Looking for Switchboard Operator with 1 year experience in customer service environment. Excellent oral communication and organization skills a must. Word Perfect 5.1 a plus.

We offer a competitive starting salary with a fully paid benefit package. Interested candidates should send their resume and salary requirements to: Society of Manufacturing Engineers, Personnel Dept. G.D. Box 930, Dearborn, MI. 48121. An Equal Opportunity Employer

CLERK TYPIST - Part time, with wholesale distributor of optical goods, Downtown Rochester 651-4808

CLERK TYPIST
Rapidly expanding Detroit based firm seeks entry level Clerk Typist. Candidates should possess a minimum typing speed of 40wpm, good phone skills & general clerical knowledge. Excellent advancement opportunity. This position is full time with complete benefit package. Please send resume to:
P.O. Box 2787
Detroit, MI 48231

CUSTOMER SERVICE
Mature, reliable. Good with people, telephone & figures. Accurate, attention to details. Non smoker. Send resume to: Kitchen Service, Jobar, Inc., NEXUS of Mich. & Canada, 27150 W. 8 Mile, Southfield, MI 48034

CUSTOMER SERVICE REPRESENTATIVE
Pagenet, the largest independent paging company in the nation, continues to experience dramatic growth. We are searching for a Customer Service Representative to join our team. This fast paced position includes direct customer contact, telephone inquiries and contact with sales. Excellent communication skills and attention to detail a must. Send resume and salary history to:
Pagenet
25330 Telegraph, Su 100
Southfield, MI. 48034
Att: Customer Service Manager
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
TO $23,000
Work directly for President of Troy corporation. Excellent skills required. Shorthand a plus. Top benefits. Send resume or call:
DIVERSIFIED RECRUITERS CO.
27780 Novi Road, Sta 106
Novi, MI 48377-3421
All Fees Paid 344-8700

DATA ENTRY SUPERVISOR. Entry level to learn the publishing business, evenings & midnights. To supervise 8 to 10 people, we offer Hospitalization, 100% college reimbursement, savings plan program and career advancement. Resume or apply in person, 32815 Folsom Rd. Farmington Hills MI. 48024. Att: Pamela Cunningham.

EXECUTIVE SECRETARY
Discreet person with strong office skills needed for large NW suburban Corp. To $18K. Fee Paid. Call Allan Ross 585-4583

EXPERIENCED Bookkeeper for Real Estate Office in Farmington Hills. Ask for Ann. 851-8700

FAST PACED Birmingham law firm needs secretary/typist with experience. Full time, good benefits. Call Steve Muller 645-2444

FORTUNE 500 high tech firm needs executive secretary with DW 4. Up to $20,000/yr. Call Mrs. Smith at UNIFORCE 646-8500

FULL TIME Insurance Sales Secretary. State Farm, called lake area. 624-7287

SMALL CONSTRUCTION FIRM Needs a pleasant, self motivator to do general office. Must type 50-60 wpm, bookkeeping knowledge, Accounts Payable/Receivable & payroll plus. Send personal & confidential resume to: P.O. Box 21741, Detroit, MI 48221 Attn: Mel. Please include desired salary. $7 hour to start, before you send resume information.

GENERAL OFFICE
Beverly Hills Receivable Club has an opening for an experienced Secretary with excellent office & people skills. Must be personable, reliable, non-smoker & in good physical condition. Call Jo 642-8500

JUNIOR SECRETARY - Word Perfect 5.1 required, Processing and Lotus up to $8.50/hr. Call Susan at UNIFORCE 646-8501

KEYPUNCH/
KEYTAPE OPERATORS
Experience required. Day and afternoon shifts available
Farmington area. 474-1136

LEGAL ASSISTANT: With experience needed for small Birmingham Law Firm. Concentrating in Real Estate & Commercial Litigation. Salary commensurate with experience. Send resume to Box 268:
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia,
Michigan 48150

LEGAL SECRETARY
Experienced - For Farmington Hills personal practitioner. Salary commensurate w/experience. 489-7070

LEGAL SECRETARY
With excellent skills and a minimum of 5 years experience to work for senior partner of Southfield personal injury firm. Word Perfect 5.1 required. Salary commensurate with ability. Contact Cindy 353-7575

LEGAL SECRETARY
Plaintiff medical malpractice.
Southfield. Non-smoking, office Word Perfect 5.1. 355-1727

LEGAL SECRETARY for 2 associates in Troy law firm. Hrs 8:30-5. Minimum 2 yrs experience in Probation Law. Call Office Manager 649-1330

LEGAL SECRETARY
SOUTHFIELD DEFENSE LITIGATION FIRM. GOOD BENEFITS AND OUTSTANDING WORKING CONDITIONS 354-6644

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Experienced. Full time. Excellent skills. Word processing. Salary commensurate with experience. Call Mrs. Bouchard 455-0860

LEGAL SECRETARY
Full time, needed for small corporate planning and litigation practice located in Plymouth. Knowledge of WordPerfect helpful. Salary commensurate with experience. Call Mike Bouchemel 455-0860

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Let our 30 years of service and experience work for you. For professional pleasant atmosphere, temporary or permanent, register now with The Secretaries. No fee to applicants.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS
AGENCY, INC.
626-8188 OR 961-9415

MEDICAL/LEGAL SECRETARY
Plaintiff medical malpractice,
Southfield. Non-smoking, office, WordPerfect 5.1. 355-1727

MORTGAGE CLOSER
Established firm in mortgage company seeks Mortgage Closer experienced in FHA/VA/conventional loans. Knowledgeable and experienced with expertise. Contact Nancy at: 553-3200

ORDER PROCESSOR
Personable and dependable individual needed to process orders and assist solving sales a must! Word processing and typing skills of 40 wpm are required. Interested applicants forward resume and salary requirements to: P.O. Box 10060, Detroit, MI. 48210.
An Equal Opportunity Employer

PART-TIME LEGAL SECRETARY
Needed for non smoking Law Firm in Troy. Experienced in Workmans Compensation & Computers.
Call Barb, 641-7800

PART TIME RECEPTIONIST
12:30-5pm, 5 days/wk., busy switchboard. Must have good phone technique, professional appearance, organized, reliable, dependable & mature. Apply in person: Lakeshore Plastics, 34700 Grand River, Farmington, MI.

PART-TIME SECRETARY. Experienced with Data Entry & Word Processing. Apply between 7-9pm, at Automated Control Systems. 34303 Industrial Rd. Livonia.

PERMANENT, PART TIME
Work order clerk. Fast-paced Claims department. Typing, office experienced, motivated person Mon-Fri, 1-6pm. Good communication/organizational skills plus typing 45 wpm, extensive phone usage/typing. Salary. Call Judy, Mon-Fri, 11am-Noon 563-2545

PHONE CONSOLE OPERATOR/
RECEPTIONIST
Experience with Northern SL1 console helpful, but not mandatory. Other misc office duties required at console. Hours 8am to 5:30pm, Mon.-Fri. Apply in person, or fax a person starting July 8th or anytime during that week, between 8:30am to 11am and 1:30pm to 4pm to:
PSI, 11900 Mayfield, Livonia.

EXCELLENT OPPORTUNITY
Claims adjuster. Experienced in setting personal injury claims. Non smoker. Farmington/Southfield personal injury law firm. Ask for:
Mark P. 737-4400

504 Help Wanted Office-Clerical

PRINTING COMPANY looking for person to run office. Printing experience required. Excellent pay & benefits. Reply to box 308 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST SECRETARY
for fast paced Southfield office. Must be able to handle multiple phone lines. Typing a must. Computer a plus. Word Perfect & salary requirements to: 21477 Bridge St Southfield, 48034

RECEPTIONIST-EXPERIENCED
for 10 years from an Bloomfield Hills Salary commensurate with ability. Call Mrs. Bouchard salary requirements to: Office Manager, 6995 Telegraph, Su. 1, Birmingham, MI., 48010.

RECEPTIONIST - SWITCHBOARD
Experienced 18 - 25 hrs. Salary with benefits. $200/wk. to start. Call before 11 am 642-0582

RECEPTIONIST - Animal Hospital
Approximately 30 hrs/wk, afternoons Sat. Detail oriented. Call 24261 Greenfield Rd., Oakland, MI

RECEPTIONIST
Experienced, Mature, reliable. Good telephone skills. Prepare small office. Send resume to: Receptionist, Jobar, Inc., NEXUS, 27150 W. 8 Mile, Southfield, MI 48034

RECEPTIONIST
Insurance Office needs an experienced individual, able to handle a multi line switchboard, in a busy office. Accurate typing a plus. Excellent benefits & Wages. 352-1155

RECEPTIONIST/TYPIST
Highly motivated individual wanted for growing Rochester firm. PC Windows knowledge and typing 45 wpm. Interesting environment. Send resumes to: Attn: Patty, 51 W. Third, Rochester Hills, MI., 48307-1488

RECEPTIONIST - full time position available for busy sales and advertising agency for an outgoing person with strong people skills. Must have minimum of 2 yrs office & telephone experience with accurate typing skills of 60wpm. Competitive salary & benefit package. Send resume to: Group Publisher, Office Manager, 23042 Commerce Dr., Farmington Hills, Mich 48335.

RECEPTIONIST with light typing 8:30am-5pm Mon-Fri. Benefits. Resume to: Quad/Graphics, Carla Mc Griff, 12425 Hover, Livonia 48150 or phone 261-8800

SECRETARY/BOOKKEEPER
Full time. Pleasant phone voice. Typing. Call 9am-12 noon.
540-0400

SECRETARY
Full time, downtown location. Typing 50 wpm. Word/Perfect 5.1 experience a must. Call 965-4100

SECRETARIAL
Motor restoration engineering agency, located in downtown Detroit, has openings for experienced secretaries. Applicants must have excellent typing skills. Word/perfect experience preferred. Please submit resume, detailing experience skills and salary requirements. Please send resume to: Box 318 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CONSULTING firm needs executive secretary. Word Perfect and Lotus. Up to $30K. Call Mrs. Sauer at UNIFORCE 357-0037

504 Help Wanted Office-Clerical

SALES SECRETARY
Non smoking company seeks sharp individual with attitude and good secretarial skills to work flexible hours. Typing 60 wpm and ability to work well with others a must! Send resume to: Sales Secretary, P.O. Box 300, Southfield, MI., 48037.

PROPERTY MANAGEMENT
SECRETARY
An excellent opportunity for a motivated individual with good people skills. Word Perfect computer secretarial abilities & some PC experience. Send resume to:
Berenich & Kruse Development Corporation, 30140 Woodward, Suite 250, Bloomfield Hills, MI 48304.
Attention: Brenda
An Equal Opportunity Employer

SECRETARY - Minimum of 5 years exp. Word Perfect, Lotus, WordPerfect 5.1. Previous international business experience helpful. Send resume with salary requirements to: 47300 W. 8 Mile, Novi, MI 48375 EOE

SECRETARY/RECEPTIONIST
Entry level position, in a rapidly growing environmental consulting firm in Novi. The best candidates will have basic computer (WordPerfect, LOTUS 1-2-3), general office and telephone experience. Typing speed of 45 wpm is required. Non-smoking environment. Please send resume to: 24371 Catherine Industrial Rd. Suite 203, Novi, MI 48375
No phone calls please
An Equal Opportunity Employer

SECRETARY/Stenographer
Small fast paced team oriented office looking for individual with good communication and office skills. Stenography, typing and filing. Excellent benefits. Send resume with salary requirements to:
Dale Carter Rd. Suite 370, Canton, MI. 48187.

SUPERVISOR
MICROFILM DATA ENTRY
Challenging position in high volume profitable company. Must possess supervisory experience an opportunity to utilize your skills & talents. Micrographic &/or data entry experience required. Send salary requirements & resume to:
Personnel Dept
P.O. Box 7064
Troy, MI 48007
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

TELEPHONE RECEPTIONIST/SECRETARY positions. Full time & part time. Word Perfect experience preferable, but will train. Call 958-5303

TERMINIX INTERNATIONAL - General office help needed full time. Pleasant working environment. Call Mrs. DEBBI, Dental Strong personality, good attitude, good verbal skills & desire to help people. Terminix International in Novi. 348-1030

Typist/Word Processor

Farmington Hills based Communications Company, seeks an outgoing individual with excellent typing skills. Pleasant setting to work at our Renaissance Center location. Applicant must possess strong organizational skills. A good work ethic and some experience working with word perfect. We offer competitive salary, health benefits, bonus program, profit sharing and tuition reimbursement. Send resume & salary requirements to:

PERSONNEL DIRECTOR
PO Box 2909
Farmington Hills MI 48333
EOE

W. BLOOMFIELD COUNTRY Club seeks sharp Receptionist. Phone, typing, filing, member contact. 851-8000, ask for office

RECEPTIONIST FOR BUSY
Southfield Law Firm. Must be experienced and have some legal knowledge 948-1231

504 Help Wanted Office-Clerical

secretary

EXECUTIVE SECRETARY

Our client, a leading Auburn Hills, MI based company specializing in high technology products is currently seeking an experienced Executive Secretary. Position entails providing general executive secretarial support.

The qualified candidate will have previous executive secretarial experience along with the abilities to: handle highly confidential information and pressure situations while maintaining flexibility and composure; type 60 wpm accurately; take dictation; monitor budget as required; and in addition, the candidate must be self organized, professional self-starter with strong interpersonal, oral and written communication skills. An international cultural awareness and understanding is desired.

Our client offers a competitive salary and comprehensive benefits. Please mail/fax your resume in complete confidence to:
Professional Reply Service, Dept. E8
Thompson Recruitment Advertising
2000 Town Center, Suite 1900
Southfield, MI. 48075
All replies will be forwarded to our client uncopied. No phone calls please. Our client is an
Equal Opportunity Employer

SUMMER WORK, 40 hr./wk. PC experience required. Data entry & data base management skills required. Excellent receptionist skills needed. send resume and cover letter to: Data base Administrator, 470 Church St., P.O. Box 930, Bloomfield Hills, MI 48303-0901 or call 644-5210

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
For full time, days, permanent. Host Person/Reservationist. Apply within, Mon-Wed. 2pm-4pm. at: Carlos McMurphy's, 2891 W. Maplewood, Southfield. No phone calls.

COOK
Experienced, full time or part time. Apply in person. On The Tee, 28634 Halsted, Farmington Hills

COOKS
Accepting Applications Now!
O'Sheehan's Eatery, Farmington Hills location 474-6484

DELI HELP
Experienced Good wages
Apply at Kosher Wieland Arse
Call Marc, 421-0880

DISHWASHER-PART TIME

For banquets in Farmington Hills. Call 10am-2pm 473-1832

EXPERIENCED CAREER COOK in Italian & American foods. Full time, days & evenings. Apply after 1pm. Caprario's, 1477 John R., Troy

INSURANCE SALES PERSON
40 year old Southfield Agency desires Agents with an established book of business. Property, Casualty, Life. Excellent markets including auto, competitive rates, highest commissions. Please call 644-5157

LINE COOKS
SERVERS

Starting at $7 per hour. Part time / nights, and full time closing - nights. Also looking for high quality Servers. Full and part time benefits. Apply in person 2-4pm Mon.-Fri.

THE GROUND ROUND
30005 Orchard Lake Rd.
Farmington Hills

505 Help Wanted Food-Beverage

EMBASSY SUITES
SOUTHFIELD
Has immediate openings for the following positions:
• SALES MANAGER
2 years previous experience. Corporate market required.
• SOUS CHEF
Minimum 1 year Sous Chef prior experience with large volume restaurant catering operation.
SERVERS
Restaurant lunches and cocktails
Please telephone, or resume or application to Personnel Director.
EMBASSY SUITES SOUTHFIELD
28100 FRANKLIN RD.
SOUTHFIELD MI. 48034
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

HOLIDAY INN - Southfield, accepting applications for working Chef. Please apply in person to Kathy Keller, Food & Beverage Director, 28555 Telegraph

POSITIONS AVAILABLE
• Bartender
• Cooks
• Host Person
Apply at:
El Nibbie Nook Restaurant
27725 W. 8 Mile, Livonia
474-0755

RESTAURANT STAFF: Cooks, Wait staff, Bus persons, Host/Hostess, Bartenders. Days and evenings. Apply in person Mon-Fri, between 9am-5pm at 14 TAVERN, On 12 Mile at Southfield, In the Corners Mall (formerly Michael's) a unique restaurant corporation restaurant.

RESTAURANTS
THE RATTLESNAKE CLUB
300 River Place
Detroit, MI 48207
(Joe Campbell, Chef de Cuisine)

RIVER PLACE INN (Hotel)
1000 River Place
Detroit, MI 48207
(Mc Dougall at the Detroit River)

Now are accepting resumes for Dinner cooks & line cooks w/3-5 yrs exp. Banquet experience. Apply in person Mon-Fri, between 3-5pm or by appointment only. Interviews will be by appointment only.
NO CALLS ACCEPTED

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
BAKERS SQUARE NOW HIRING
• COOKS TO $6/HR
• SERVERS TO $12/HR
• DISHWASHER TO $6.50
• JANITOR TO $9/HR
Apply in person at
the following locations
Birmingham - 825 Bowers
Canton - 5940 Sheldon Rd
Oak Park - 26060 Greenfield
Warren - 13600 14 Mile
Westland - 36101 Warren Rd

FOOD SERVICE/COOK MANAGER
Needed for school-age environment complex in local suburban setting. Enthusiasm, energy, and related experience are "must-haves" for this position. Responsibilities also include purchasing, budgets, menu planning, and supervision. Send complete work history and salary requirements to Ms. Terry, P.O. Box 3043, Birmingham, MI 48009

RELIEF COOK
Relief Cook needed for growing term care facility, must have prior experience with cooking for special diets. Greenery Extended Care Center, 34225 Grand River Ave., Farmington, 477-2373 or 471-37

SALVATORE SCALLOPINI
OF AUBURN HILLS
NOW HIRING All positions. Apply in person. Mon-Fri 10-3
2612 N. Squirrel Rd at Walton in Auburn Square Shopping Center

SAUTE COOKS - EXPERIENCED
Excellent personal growth opportunity under Chef Ernesto Delle-Donne. Ernesto's Restaurant, Plymouth 453-2022

SERVERS & PREP PERSONS wanted. Good pay. Flexible hours. Apply in person at The Royal Oak Bistro, 2110 N. Woodward at Mon.-Fri. between 2-4pm & 8-10pm.

506 Help Wanted Sales

A CAREER IN REAL ESTATE SALES WITH US IS A "REAL JOB"
Sales programs and support systems are so effective we guarantee you a minimum annual income of $25,000 with unlimited potential.
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