504 Help Wanted Office-Clerical

BOOKKEEPER
Large Farmington area company located in Southfield has opening for accurate detailed Bookkeeper. Up to 30 hours per week. Send resume to: P.O. Box 5071, Southfield, MI. 48086

BOOKKEEPER/RECEPTIONIST
20 25 hours per week
Send resume to: P.O. Box 24078, Orchard Lake, MI.48324

BOOKKEEPER - TROY
Min 3 yrs bookkeeping experience, emphasis on accounts receivable. Type 45wpm, PC experience required. Lotus helpful. Excellent benefits. Send resume & salary requirements to BKR, P.O. Box 306, Troy, MI 48083

CAREERS!!
ENGINEERING Secretary $22,000 WordPerfect 5.1, Lotus, and knowledge of Engineering Industry a plus.
ADMINISTRATIVE Assistant $23,000 Lotus, Word Perfect Spreadsheet, and desktop publishing a plus
SECRETARY $18,000 WordPerfect 5.1, strong typing, fast paced office.
PURCHASING ASSISTANT $18,000 Heavy purchasing, data entry background a must.
COMPUTER TIMES $23,000 Must have 3-5 years experience in commercial insurance.
Additional Positions Available
Equal Opportunity Employer
ALL FEES COMPANY PAID
PERMANENT STAFF
Farmington Hills: 737-5750
Southfield: 552-9060
Livonia: 591-2221
Troy: 585-2720
An Equal Opportunity Employer

CHURCH SECRETARY - 30 hours per week Monday-Friday. Excellent typing & organizational skills, bookkeeping & telephone skills required. Competitive salary, paid medical & life insurance. Plymouth Presbyterian Church, PO Box 7, Novi, MI 48376 349-5666

CLERICAL
- Accounting
- Clerical Typist
- Engineering
- Support Services Clerks
- Immediate Positions 539-0200

CLERICAL
Detroit, a recognized leader in the field of data processing equipment, has the following excellent opportunity available

CUSTOMER SERVICE DISPATCHER
This position will work in our Customer Service Department. Your primary duties will be to take customer service calls, data base entry and retrieval, order processing for replacement parts and more. Our requirements are outstanding communication skills, customer service attitude and minimum 50wpm typing ability.
We offer attractive salary and benefits with a progressive hospital leader. For consideration, please send resume to: Personnel Director, DIEBOLD, INC., 23070 Commerce Dr., Farmington Hills, MI 48335 EOE m/f/d/v

DIEBOLD, INC.

CLERICAL
Detroit, a recognized leader in the field of data processing equipment, has the following excellent opportunity available

CUSTOMER SERVICE DISPATCHER
This position will work in our Customer Service Dispatch Operation. Primary duties will be to take customer service calls, data base entry and retrieval, order processing for replacement parts and more. Our requirements are outstanding communication skills, customer service attitude and minimum 50wpm typing ability.
We offer attractive salary and benefits with a progressive hospital leader. For consideration, please send resume to: Personnel Director, DIEBOLD, INC., 23070 Commerce Dr., Farmington Hills, MI 48335 m/f/d/v

DIEBOLD, INC.

CLERICAL
GENERAL CLERK
As the World's largest Drunken firm in Property/Casualty Insurance Industry, Chubb recognizes people as its most valuable asset.
We currently have an opening for an organized, detail oriented individual with knowledge of Word Perfect 5.1, light typing skills and experience with basic numerical filing systems required.
We offer a competitive starting salary, comprehensive benefit package and the opportunity to grow professionally and personally. Interested applicants should forward their resume to:
Human Resources Manager
Chubb Group of Insurance Companies
15 Mercantile Mall, Suite 200
P.O. Box 7628, Troy, MI 48007-7628
Equal Opportunity Employer M/F

CLERICAL positions available in the Livonia area. Must have good typing and phone skills a must
Call for an appointment 464-7074
Office Temp Service

CLERK — knowledge of office machines, good attention to communication skills, ability to learn/operate a multi line phone console. Downtown Ypsilanti area. Call 434-5500

Ideal candidates will be dependable, reliable, a team player.
Apply in person only at
The Holiday Inn
5801 Chubb/Ford Service Drive
at Ford Rd.
Tues or Wed, July 23 or 24
2:00 pm - 8:00 pm
M.N. COMPUTER SERVICES, INC.
Equal Opportunity Employer

CLERK TYPIST
$14-$16,000 FEE PAID
But, if typing is your forte, and you enjoy performing a variety of tasks in a fast paced office to support one person, then this job is for you, and have good people skills. Call Mary Ann Kelly 851-7800.
SKILLING PERSONNEL SERVICES
FARMINGTON HILLS

CLERK needed for growing Real Estate & Property Management firm in Troy. Varied position. For more information & salary requirements call Roseanne 362-7384

504 Help Wanted Office-Clerical

CLERICAL
Full time general office for Southfield property management company. Call Mon, Tue, Wed, 352-4043
An Equal Opportunity Employer

CLERICAL HELP - Take charge person needed. Must be pleasant and like dealing with public. Garden City & Dearborn locations. Apply: Merlino, 22967 W. Outer Dr., Dearborn.

COLLECTIONS (PART-TIME)
We have several opportunities available for individuals looking for Career oriented positions on a part-time basis. Good verbal and written communication skills are required. Previous telephone/collection and mortgage backgrounds are a must. Must in order to assist our customers with their Delinquent accounts. Scheduled work hours will be:
Mon-Thurs and Sat
9:00am-3pm
(Approx. 25 hours)
Additional hours may be required. Spanish speaking would be a plus. A starting salary of $4.35 plus a competitive benefit package are being offered. Qualified candidates should apply Mon-Fri 9am-4pm.
Human Resources
FIREMAN'S FUND
MORTGAGE CORPORATION
27555 Farmington Rd.
Farmington Hills, MI 48334
Equal Opportunity Employer M/F/H

CORPORATE Account Receivable Collector, 30 hours per week, $8 per hour. Downtown Gage, 32330 Ford Rd., Garden City, MI, 48135

CROSSMATCH PERSONNEL
EXECUTIVE SECRETARY
Dearborn area, $22,000 + excellent skills, $22K - $25K depending on experience. Work for a Multi-Million Dollar Corporation. Call Agnes as soon as possible for interview.
Temporary to permanent positions available. 352-7555

CUSTOMER SERVICE REPS
Excellent salaries, benefit program, no experience necessary.
1-800-874-4584

CUSTOMER SERVICE REPRESENTATIVE
A detail oriented, multi-line literate, energetic individual for a fast paced, growing business in Troy. Required skills include:
- Typing
- Data Entry
- Telephone Etiquette

DATA ENTRY CLERKS
Several opening for experienced Data Entry Clerks. Must have good typing & a minimum of 45-35 wpm typing. Some jobs may require answering telephone.
ARBOR TEMPS 459-1166

DATA ENTRY
Detroit area company has a need for Data Entry people with reliable transportation to travel throughout the Metro area. Must have good driving record. Call 528-8100

DATA ENTRY
FULL TIME: 11AM-7PM
PART TIME: 11AM-4PM
An opportunity exists within a growing distribution company for an experienced Data Entry Clerk. Duties will include data entry, general office procedures including sorting & filing. Successful applicants will have a high school diploma, accurate typing skills, minimum of 50 wpm, computer familiarity & flexibility of scheduling. Reply in confidence: Data Entry, P.O. Box 370, Wayne, MI, 48184.

DATA ENTRY operator - 9000 key stroke for growing Southfield insurance biller. $8/hr. Call Dana at UNIFORCE 357-0036

DATA PROCESSING TECH Support To $23,000. Degree plus 2 yrs exp. Excellent benefits. 473-7210
Steven J. Greene Personnel

DENTAL ASSISTANT: congenial experienced, detail oriented, enthusiastic about commitment, to growing practice in Livonia. 464-1827

DESK RECEPTIONIST
For petite club. College student preferred. Mon. & Fri., 6:30am-3:30pm. Computer and tennis knowledge helpful. Apply in person, 31311 Lawn, weekdays, 22777 Farmington Rd., Farmington.

EMPLOYEE BENEFIT COMPANY
Has immediate openings for
RECEPTIONIST - Must have excellent typing skills, word processing and entire attention to telephone.
CONSULTANT - A motivated individual to assist our Benefit Department. Knowledge and experience required. Immediate openings, excellent benefits. Send resume/salary requirements to: 33228 W 12 Mile, Ste. 144, Farmington Hills, MI, 48334.

ESCROW SECRETARY
$25,000 FEE PAID
Well known Southfield firm has immediate position for your real estate and escrow experience. Responsibilities will include closings and working clients. There is the opportunity for advancement. Excellent benefits and location. Call Mark at 949-5900 or FAX resume 948-3528.
SKILLING PERSONNEL SERVICES OF TROY

ESTABLISHED management company is looking for responsible individual with pleasant phone personality for front desk. Must be accurate Typist with experience in office procedures. Bingham Farms/Location Call 644-8266

EXECUTIVE SECRETARY
Secretary needed with WordPerfect experience for large company in the Livonia area. Variety of duties with permanent location, excellent pay. Apply immediately.
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY
Mental health field. Nonsmoker, computer, billing, managerial skills, public relations & marketing interests. Part/full time. Apply with Curriculum Vitae to: Behavioral Art & 3 Pillars, 2100 Greenfield Rd Oak Park, MI 48237

EXECUTIVE SECRETARY
Southfield service company seeks a mature, bright, hardworking, individual to assist president. Career oriented candidate willing to commit to long range. Excellent secretarial skills. Qualified candidate must be energetic, willing to work flexible hours, be self motivated and organized with attention to details. Send resume to
Executive Secretary
P.O. Box 500
Southfield, MI, 48037

FAST PACED Birmingham law firm needs Dictaphone typist. Good benefits. Call Steve Mutter 645-2444

FAST PACED Birmingham law firm needs Dictaphone typist. Good benefits. Call Steve Mutter 645-2444

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

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
EXCELLENT OPPORTUNITY
1 year plus experience, outstanding skills & professional demeanor required for exciting position within Michigan based corporation. Short-hand preferred, excellent salary, tuition reimbursement, dependent coverage. Call Arthur Thomas
Executive Search at 355-4140

EXECUTIVE SECRETARY
Reliable, personable secretary needed for office of physician/author. Excellent A-1 typing and organizational skills required. Knowledge of WordPerfect necessary, shorthand desirable, but not essential. Must be capable of handling and simulating setting. Beautiful working environment and very good terms for the right person. Send resume to:
Dianne Stevens, 3000 Town Center, Suite 1250, Southfield, MI 48075.

FRONT DESK SECRETARY
Farmington Hills based advertising company. Word processing skills required. Light typing. Good telephone skills. Benefits. Salary $15,000.
Call Barry Hamilton
CABLE MEDIA CORPORATION
661-5530

FRONT DESK SECRETARY
Fortune 500 company offers a secure future to a skilled Secretary who can handle busy phones as well as advanced word processing. To $19,700 +, great benefits. Call Bernice now! 464-0609.
SNELLING PERSONNEL SERVICES

FULL TIME - position available. Must type 50 wpm. Apply in person at Art Van Furniture, 22555 Greenfield, Southfield, Mon. thru Fri., 10am to 5pm

GENERAL OFFICE position available. Multiple job responsibilities for motivated individual. 8:30-5pm, Mon-Fri. Call Roseanne 362-7384

GENERAL OFFICE - PART TIME
Hours: 11AM-5PM daily. Typing, filing, phone, calculator, light payroll, counting. 10 Mile/Grand River area. Call for appointment 478-6770

GENERAL OFFICE SKILLS
Dependable person for sales office, Haggerty, 12 mile area. Good with phone and computer and/or sales experience helpful. Flexible hours.
GENERAL OFFICE skills required. Full time position. Knowledge of Word Perfect 5.1 plus. South field location. Call Phil 354-9310

GENERAL OFFICE - Light bookkeeping, full time, $5.50/hr. Ideal for seniors & retirees. Southfield location. 569-4003

GENERAL OFFICE WORK
Typing, answering phones, filing. Blue Cross Blue Shield. 401K Plan. 40 to 48 hrs. per week. Must be dependable. Call, 313-595-8400

GENERAL OFFICE
Word processing experience. Minimum 50wpm. 2-3 days per week. 12 Mile & Northwestern Hwy. Call Sally Katz 358-1800

GENERAL OFFICE CLERKS
PART TIME
COLLEGE STUDENTS
HOMEMAKERS - RETIREES
Marketing services firm in Farmington Hills seeks entry level general office personnel. Please respond if you possess the following:
- High school diploma
- Pleasant phone manner
- Strong verbal & math skills
- Data Entry experience
- Salary $5.19 -$5.50 per hour
- Flexible daytime hours

If you have these qualifications contact:
CAROLYN MUSSER - 488-3228
between 10:00am - 4:00pm
Monday thru Friday

HOT LIST
IMMEDIATE NEEDS:
- Sta Data Entry Operators
- Word Processors
- Word Perfect Typists
- Hand Stitch Operator

SNELLING TEMPORARIES
TROY 362-5090 DETROIT 871-2700

IMMEDIATE OPENING for the right person! Requirements: people oriented, detail oriented, numerical and clerical skills. Call Erin Walsh for an interview at 356-1111

INSURANCE AGENCY - Assistant Customer Service Rep. Must have word processing skills. Apply in person. Professional Insurance Associates, 3028 Penniman, Wayne, MI.

INSURANCE AGENCY - Troy has an immediate opening for a proposal representative. Ideal individual would possess strong math skills, good oral communication, investigative & interpretive ability. Keyboard knowledge with a minimum of 12 mos. experience in a business environment working in a math related function. CRT knowledge a plus.
Reply to Box #634, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

INSURANCE - PART TIME
Personal office seeks person 3 days/wk. $6.50/hr.; 3 month review. Will lead to full time position. No fee.
B. HAMIL PERSONNEL 424-8470

JUNIOR SECRETARY - WordPerfect 5 required. To $8.50/hr. Call Susan at UNIFORCE 848-8501

LEGAL SECRETARY
Small, general practice firm in Farmington. Full time. Experience & strong skills required. Salary commensurate with experience & ability. Ask for Mr. Anderson 478-5868

LEGAL SECRETARY - Birmingham law firm. Legal experience required. Call Janet 647-0404

Legal Secretary
Full time, Birmingham area. Experience desired. Call Ann Marie 540-8311

LEGAL SECRETARY
Needed for very busy Birmingham domestic relations law firm.
Must be able to work independently. WordPerfect. Must be able to work well under pressure. 647-7900

LEGAL SECRETARY
With excellent skills and a minimum of 5 years experience to work for senior partner of Southfield personal injury firm. WordPerfect 5.1 required. Injury/Commutemate with ability. Contact Cindy 353-7575

LEGAL SECRETARY
for Town Centre law firm. Corporate experience & Wang W.P. preferred. Send resume to J. Hartnett, Kramer Marlson, 3000 Town Center, Suite 1700, Southfield, MI., 48075-1277.

LIGHT OFFICE experience with data entry & good grammer needed by leading international financial institution." Call Darlene at UNIFORCE 357-0648

Legal Secretary
Immediate opening, mid-sized Bloomfield Hills firm. Legal experience required. Experience in litigation helpful. WordPerfect 5.1.
Excellent pay and benefits for qualified applicants. Please forward resume to Office Manager, Howard & Howard Attorneys, 1400 N Woodward Ave, Ste 250, Bloomfield Hills, MI., 48304.

LEGAL SECRETARY/PARALEGAL
Southfield insurance company seeks hardworking, bright career motivated individual to assist corporate counsel. Candidate must have 1 yr. legal experience.
Insurance background preferred. Non smokers only apply. Send resume to:
Legal Secretary
P.O. Box 300
Southfield, MI., 48037

LIKE PEOPLE? Enjoy talking on the phone? Our client is looking for 2 part time people to do surveys over the phone. Must be professional, speak clearly and have at least 2 years of verifiable work experience. Hourly pay rate, no commission. Call to schedule an appointment. (No Fee)
DYNAMIC PEOPLE. 484-6500

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Troy law firm seeks secretary experienced in general, corporate and litigation with WordPerfect 5.1. Salary negotiable. Please send resume to: Office Manager, 801 W. Big Beaver Rd., Ste. 500, Troy, MI., 48084.

LEGAL SECRETARY
Full time, 2 years experience, typing 65/min., dictaphone, WordPerfect 4.2 experience required, knowledge of bankruptcy helpful. Small Birmingham office, pleasant atmosphere. Salary commensurate with experience. Benefits. Please contact 540-3334

LEGAL SECRETARY - Dependable, dedicated, litigation secretary, minimum 5 yrs. experience required for busy Troy law firm. WordPerfect 5.0 preferred. Must be computer literate, employee responsibility; Pleasant office. Salary commensurate with experience. 641-0500

LEGAL SECRETARY
SALARY TO $24,000
Our client seeks a highly skilled, professional legal secretary with 2 plus yrs. experience in corporate law for this growth oriented firm. Pleasant work environment, opportunity for advance, excellent benefits. Fee paid. Call 772-4700.
SNELLING PERSONNEL SERVICES

LIVONIA FOOD BROKER
Has immediate opening for operator. WordPerfect experience preferred. Resume to: TPC, P.O. Box 3304, Livonia, MI 48150, Att: J.S.
An Equal Opportunity Employer

LIVONIA FUNERAL home has immediate opening for 1 person full time office position. Caring, responsible, reliable, light typing, accounting. 10 Mile/Grand River area. Call for appointment 476-0770

MAIL ROOM/SUPPLY CLERK
Non-smoking company seeks, mail/supply clerk. Applicant must be energetic, responsible & maintain a good driving record. Full time with benefits package including some overnings & Saturdays. Send resume to: Supply Clerk, P.O. Box 300, Southfield, MI., 48037

MARKETING - position, Birmingham, 17yrs experience, big 10 company, excellent skills, benefits & oral skills, benefits. Fee paid

COMMERCIAL - casualty insurance clerk, experience required, $10/hr. 5 hrs per day, 6 week assignment. Fee paid
1 on 1 WordPerfect 5.1 training
Resume service
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

MATURE PERSON for full time front desk position. People oriented, organized and dependable. Insurance agency, 2 Mile/Mack area. Non-smoker. Call 2-5pm only: 881-3300

MEDICAL ASSISTANT.
Southwind/12 Mile area, for two doctor family practice. Must have clerical duties, computer experience helpful. Good salary & benefit package. Resume to: Personnel, P. O. Box 2770, Southfield MI 48037

New Home Secretarial
As part-time secretary to model home sales agent in popular Livonia subdivision. Duties include: Meeting hostess to customers, help buyers with color and material selections, make construction modifications, typing. Hours: 1-6 daily and some evenings, 12-6 Saturday and Wednesday; 12-6 Saturday and Sunday. We will train. Must be willing to apply and obtain Real Estate license. An exciting, educational and rewarding position. The Prudential Henry S Wolfe, Realtors New Home Division. 421-5660

New Home Secretarial
As part-time secretary to model home sales agent in popular Livonia development. Duties include: Meeting hostess to customers, help buyers with color and material selections, make construction modifications, typing. Hours: 1-6 daily and some evenings, 12-6 Saturday and Wednesday; 12-6 Saturday and Sunday. We will train. Must be willing to apply and obtain Real Estate license. An exciting, educational and rewarding position. The Prudential Henry S Wolfe, Realtors New Home Division. 421-5660

OFFICE ASSISTANT
Retail Northwestern seeks dependable individual for part time office position. Must be detail oriented, motivated, self-starter, strong organizational ability, & some experience in basic office skills. Ability to work is required.
LA-ZBOY FURNITURE SHOPPE
27784 NOVI ROAD
SERVICE DRIVE, 12 OAKS MALL
349-3700

OFFICE HELP
for North Redford Towing.
Call 531-1503

OFFICE HELP WANTED
No experience required. Apply at: 31411 W. 8 Mile Rd., Tuesday thru Friday, 9am-5pm

OFFICE MANAGER - for small manufacturing firm, must be familiar with Lotus 1-2-3 and WordPerfect. Wages commensurate with experience. Benefits. Wayne area. Ask for Mr. Trinity. 728-2272

OFFICE PERSON to run blue prints full time, will train. Redford area. 25215 Glendale, 261-1100, between Telegraph & Beech Dey.

OFFICE PERSONNEL
Immediate openings available. We provide Top Pay, Paid Holidays, Temp-Med Insurance, Over Time Pay, Bonuses, Free Training on the following skills call today for an appointment:
Wang Word Processing
Word Perfect (all versions)
Lotus, Multimate, Micro Soft Word
Excellent Typing, Data Entry
Livonia 464-2100
Southfield, 352-1300
SNELLING TEMPORARIES
NEVER A FEE

OFFICE POSITION AVAILABLE with large Oakland County credit union. Tasks will include teller responsibilities. Experience preferred 683-4302

OFFICE WORK - Full time Typing, bookkeeping, computer experience, typing and other office duties. Bloomfield Real Estate Office. Ask for Sharon or Steve 851-4100

PART TIME OFFICE
Typing, billing, other duties. Nightingale Home Healthcare, 8383 Newburgh, Westland Near Joy Rd.

PAYROLL CLERK
$16,000 FEE PAID
Top firm offers career spot for organized person with strong math, payroll, benefits, changes and light computer with Lotus needed. Outstanding benefits. Call Mrs. Smith 649-5900 or FAX resume to: 948-3528
SNELLING PERSONNEL SERVICES OF TROY

RECEPTIONIST with Rosen experience needed by growing high-tech manufacturer. 37Yrs. Call Ruth at UNIFORCE 646-8484

RECEPTIONIST
4pm-8pm Typing and PC experience required. Must work well with public. Apply in person
Peachwood Inn
3500 W. South Blvd
Rochester Hills

504 Help Wanted Office-Clerical

OFFICE SECRETARY: Involved WordPerfect, Lotus 1-2-3, bookkeeping and telephone reception. Please send resume, references and salary requirements to: S. F. Ford, 31290 Northwestern Hwy., Suite A, Farmington Hills, MI 48334

PAYROLL CLERK
Experience required. Knowledge of A/P & A/R a plus. Excellent fringe benefit program. Farmington area 473-1500

ALERT WOMAN
Wisom office needs receptionist and light office work. Full time, many benefits.
Call Mr. Robbins 348-4788

RECEPTIONIST/General Office to $17,000. Livonia. 40 +/wpm. 3-5 yrs. experience. WordPerfect. 473-7210
Steven J. Greene Personnel

RECEPTIONIST/SECRETARY
Full time position with benefits and good communication skills. Call for interview appointment 853-0660

RECEPTIONIST
Light typing, filing & phone skills required. Full benefits
882-1670

RECEPTIONIST - Birmingham company seeks receptionist for fast paced position. Typing skills required. Ask for Nancy. 433-3300

RECEPTIONIST/CLERK
Minimum typing 35-40 wpm, 35 hour, full time. Birmingham investment company. Call 540-9220

RECEPTIONIST/SECRETARY
Livonia real estate office. Part time, evenings and some typing. Fax, phone, computer. Jay Hughes. 522-8000

RECEPTIONIST - full time position for Troy/Sterling Hts. area insurance agency, pleasant phone manner a must 583-1880

RECEPTIONIST/SECRETARY
to person with 2-5 years Word Perfect. Computer experience necessary, minimum 2 years office experience. Full time. 421-3322

RECEPTIONIST in Canton • Permanent • Mon-Wed • Pm • Good typing and telephone skills a must. Wordprocessing. Call for interview appointment 981-2100

RECEPTIONIST
Part time evenings for private country club. 5:30pm Wednesday thru Sunday. Wabeek Country Club, Bloomfield Hills 855-0700

RECEPTIONIST/office assistant with knowledge Southfield Chamber firm. Word processing experience preferred. Full time. Pleasant atmosphere. $8 per hour. Call Connie or Dee for interview 13-334-1040

RECEPTIONIST wanted part time for busy Farmington Hills real estate office. Must have multi-line phone system helpful. Must type 45 wpm. Evenings and weekends available. Ralph Roberts Assoc., Hills. Contact Janet Horner. 851-6172

RECEPTIONIST OPERATORS
Good to Excellent Opportunity looking for enthusiastic professionals with pleasant voice, hearing and customer service skills. Full or part time available, day and evening hours. Apply in person: 1240 W. 14 Mile Road, Clarenon.

RECEPTIONIST
Southfield Real Estate firm, entry-level clerical with 45 wpm typing, excellent career growth in major corporation. Call Mrs. Smith 649-5900
DIVERSIFIED RECRUITERS CO
27780 Novi Road, Ste 106
Novi, MI 48377-3427
All Fees Co. Paid 344-8700

RECEPTIONIST/SECRETARY
needed for the headquarters office of a Farmington area automotive supply company. Must be dependable, well organized, able to handle multiple tasks and have a professional phone manner. 2-3 years secretarial and word processing experience required. Word Perfect and Lotus 123 a plus. Excellent benefits and pay for experience. Please send resume to Box 450, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SALES ASSISTANT
$20,000
Major company seeks professional with excellent customer relations & telephone skills. Training from a corporate sales environment. Serious applicants only.
DIVERSIFIED RECRUITERS CO
27780 Novi Road, Ste 106
Novi, MI 48377-3427
All Fees Co. Paid 344-8700

SALES SECRETARY
Non smoking company seeks sharp individual with initiative and good attitude. Full time, flexible work hours. Typing 40 wpm, and ability to work well with others is a must. Salary commensurate with experience. Call Mr. Ross, P.O. Box 300, Southfield, MI., 48037.

SALES SECRETARY
Full time, Birmingham based to work with a sales/administration staff. Responsibilities include typing correspondence on IBM Network System, proficient in Word Perfect, analyzing sales and math skills required, plus strong organizational ability. Good telephone manner with ability to do multiple tasks quickly and efficiently. Salary $18,000 - $20,000. Good benefits and salary requirements to: Box 453, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LAW OFFICE
Secretary/Receptionist for South-field plaintiff's firm. Non smoker. 1-2 years experience preferred. Salary helpful. Call Office Manager, 352-7800 ext. 10.
SOUTHFIELD SALES office looking for sales secretary willing to work full time for 3 months then the position will become part time for 2 and 3 days per week. Applicant must have excellent typing skills, knowledge of computer experience with Lotus & Multimate a plus. Call Lois 424-8200

SECRETARIAL
Bright, alert person needed for fast-paced, busy office. Manufacturer company in the 12 Mile/Orchard Lake area. Computer knowledge and organizational skills and flexibility needed for multi-faceted real estate investment firm. Must have Microsoft Word and Lotus 1-2-3. Please send resume to Personnel Director, 36700 Grand River Ave., Farmington Hills, MI 48335

SECRETARY/CLERICAL
Send resume to:
Suites & Associates, PO Box 37094, Detroit, MI 48237-0094

SECRETARY - Full time for nursery/day camp program. West Bloomfield area
Call 661-1000, ext 255

SECRETARY
Full time position for a secretary in Southfield health care rehabilitation company. The successful candidate must have good typing, clerical, telephone answering, and organizational skills. Pleasant surroundings, competitive salary. Please send resume and salary requirements to Human Resource Manager, 29000 Chase, Romulus MI 48174

SECRETARY full time, benefits, computer experience Birmingham Church. 644-4010

SECRETARY
Interesting career opportunity in our fast paced accounting division for a bright, adaptable individual.
Candidates for this position should have excellent communication skills, strong organizational ability, good math aptitude, type 60-65 wpm, Lotus 1,2,3, & Wordperfect computer experience, with 1-2 years related office experience.
This position, in our corporate headquarters in Plymouth, offers good starting salary, benefits & merchandise discounts. Qualified applicants should call Mrs. Gilbert at 451-5227

Winkelman's
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARIAL
full time, word processing, filing. Power Platforms Mfg., 35305 Glendale, Livonia. 261-1770

SECRETARIAL
20-25 hours per week. WordPerfect experience, good phone & people skills. Farmington Hills area. Call Bouquet at 661-1000 ext. 239

SECRETARY/ASSISTANT
Manufacturing company in Livonia seeks individual with WordPerfect and Lotus experience. Ability to work independently, clerical/general office duties and quote preparation. Salary formed / resume and salary requirements to: Box 454 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

SECRETARY - FULL TIME
For Farmington Hills accounting firm. Bookkeeping experience a plus. Please call 9am-5pm 471-3161

SECRETARY
Needed for fast paced Bloomfield temple office to provide secretarial support. Must be detail oriented, organization skills, be detail oriented & organized. Accurate typing & Word Perfect experience a must! 661-0040

SECRETARY needed for smoke free W. Bloomfield office. Word processing skills required. Flexible work hours 30-35 hour work week. 855-1170

SECRETARY, N. Oakland area, skilled typist, data entry experience, WordPerfect a plus. Resume to: Box 414, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Part-time position available in Westland Health Care Facility. Duties included: Light typing, phones, filing and other office duties. Contact Carol Ginger, 9am to 4pm, at:
729-0110 EOE.

SECRETARY/RECEPTIONIST for small accounting firm in Redford. Full time, part time. Call between 8:30am-5:00pm
334-0144

SECRETARY/Receptionist. 50wpm, WordStar or equivalent. Non smoking sales environment. Pleasant Farmington Hills. Paid benefits. 478-2220

SECRETARY/RECEPTIONIST
Bright, energetic, detail-minded individual needed for fast paced manufacturing company. Candidate must be organized and have good typing skills. Wordperfect 4.0 & 4.1. Excellent communication skills a must. Prior clerical experience. We offer an excellent benefit package and good opportunity for advancement. Qualified applicants send resume with salary requirements to: Box 452, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

An Equal Opportunity Employer

KITCHEN HELP
Middle aged person for 60 bed home for handicapped. Full time benefits. Apply in person 10am-4pm Monday thru Friday. Michigan Lutheran Hgs. Based makes average. Apply: 6700 Rochester Rd., Troy.

COOK WANTED
Experienced, great pay for right persons. Also Wait Staff. Mr. Mike's Fine Food & Wine Store
COOKS Wanted
Good Working Conditions.
RAMADA INN NORTHWEST
Call Mr. Rd. between 2-4 p.m.
Apply within. 855-8882

DISHWASHERS, Bartenders & Waitstaff, Apply in person. Mon-Fri. Hellenic Cultural Ctr., 36378 Joy Rd. (between Wayne & Newburgh)

FOOD PREP-Day help, full or part time. Flex hours. $5/hour. WB train. Apply in person: Bagel Deli, 33175 Grand River, Farmington, 477-3800

GOURMET CARRY-OUT seeks counter help & drivers. 18 & over. Our car. Flexible hours. Call Fred, 471-6618

Hotel
FIRST CLASS - quality hotel is seeking Restaurants manager, Minimum of 2 yrs. management experience in upscale restaurant with prior responsibility for P & L & training staff, at least 25. Experience in managing multiple restaurants and beverage outlets in upscale hotels preferred. Qualified candidates please forward resume and salary requirements to: Box 428, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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KITCHEN HELP
Middle aged person for 60 bed home for handicapped. Full time benefits. Apply in person 10am-4pm Monday thru Friday. Michigan Lutheran Hgs. Based makes average. Apply: 6700 Rochester Rd., Troy.

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SERVERS
Starting at $7 per hour, Part time - nights, and full time closing - nights. Also looking for night Cocktail Servers. Ask with Great personality. Apply in person 12pm-5pm-Fri.
THE GROUND ROUND
30005 Orchard Lake Rd.
Farmington Hills

MANAGER/COOKS for fast service deli/cafe in Farmington & Orchard Lake Heights. Call for appointment
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ASK FOR DON OR JUDY
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SUBWAY
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42971 W. 7 Mile Rd.
Please call,
ask for Manager,
349-6070

PART TIME • Banquet, Wait person & Bartender. Some experience needed. Members Club, Plymouth Area. Call Bonnie Rosenberg 453-1780

PART TIME • FULL TIME
Utility, Cooks and Hosts/Hostesses, both shifts available. Apply Monday-Friday 2-6pm, Olga's Kitchen, Twelve Oaks Mall

PIZZA MANAGER - Experienced Manager. Day & night shift. Apply in person Bravo's Pizza, 2163 Pontiac Trail (corner of Pontiac Trail/Wixom), Walled Lake.

RESTAURANT
2 NEW ROCHESTER
RESTAURANTS NOW ACCEPTING
APPLICATIONS
FOR THE FOLLOWING POSITIONS:
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- Bartenders
- Busboys
- Host Staff
- Kitchen
- Line Cooks
- Dishwashers
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Hardworking, highly motivated people requested for exciting new project. Apply in person Monday thru Friday between 10am-3pm at:
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Rochester
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EXPERIENCED LINE COOKS
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885 Starkweather, in Plymouth's Historic Old Village. 459-0883

WAITSTAFF, DISHWASHERS & HOUSEKEEPING wanted for new elegant dining restaurant. Must be well organized and have good communication skills, unique experience for hard working positive individuals. Apply in person from 9am to 5pm at the Cous Rail 840 N. Pontiac Trail, Walled Lake

Wait Staff & Kitchen Help
Now accepting applications
Mitch Cohen's, 25500 Brookpath
Apply in person only

504 Help Wanted Food-Service

ASSISTANT COOK - Evenings. Experience preferred. Apply at Clancy's Bar & Grill, 33350 W. 8 Mile, Farmington Hills. 477-7177

ASSISTANT WAIT PERSON
Needed full time. Apply in person Monday thru Friday at: Lapanto 318 S. Main, Royal Oak.

BAKE SHOP now hiring Bagle Bakers, will train. Apply in person 24531 W 12 mile at Telegraph, Southfield.

BAR MANAGER
Working bartenders. Fun exclusive private club. Must have polished image, good people skills. Call Ms. Schwartz, Harper Assoc., 932-1170

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Experienced. Apply in person. Wagon Wheel Lounge, 212 S. Main, Northville 349-8686

BARTENDER/MANAGER
Full or part time nights. Busy & fun working environment. Bogie's Pizza, The Green, 5 Mile at I-275. 420-0646

BIG BOY RESTAURANT
Experienced cooks, food preparation. Full time. Apply in person 15780 J. L. Hudson Drive off Greenfield.

COOK, ASSISTANT Cook, Kitchen help. Full or part time. Experience preferred. Japanese Restaurant, Alisaka, NE corner of Newburgh & Ann Arbor. 462-2630

COOK
Pantry, sandwich, salad.
Great opportunity for the right person. Call:
Sweet Lorraine's Cafe
559-5986

COOKS - Cook for A & prep work. Nice lounge with busy lunches. Jff's Lounge, 6 Mile & Telegraph, 531-4780

COOK
Short order, nights. Experience helpful. $4/hr, to start. 12 - 16 hrs. 353-0018

COOKS - Pizza and line cooks, part time, want you to add shifts for our monthly publication. Letter & resume to: Cooks, 29000 Grand River, Novi, Mich. Bldg. 2, Suite 170, Southfield, 48075

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