504 Help Wanted Office-Clerical

ACCOUNTS PAYABLE/ OFFICE ASSISTANT
Help Thriving business! Full time to invoice. Professional couple with office office needs mature, organized person to handle accounts payable, Bookkeeping and computer experience a must. Part time, flexible hours. Call 459-7272

ACCOUNTS RECEIVABLE
Entry level. PC experience on Lotus 1-2-3 or Wordstar. Collection experience. Additionally, the candidate will possess knowledge of computer or dec entry systems. Previous or dec entry experience preferred. Excellent oral and written communication skills also required. May require telephone work dealing with customers.

Candidates possessing the necessary qualifications and experience are invited to forward their resumes and salary history/requirements to:

TECHNICOLOR VIDEO CASSETTE OF MICHIGAN, INC.
Attention: Human Resources - DE
39000 7 Mile Road
Livonia, MI 48152
Equal Opportunity Employer
Minority/Females/Handicapped/Vet

DATA ENTRY OFFICE CLERICAL
Full time clerical position in northwest Detroit. PC data entry and general office duties. Knowledge of Microsoft Word. Excel experience helpful. Send resume to: BOX 686, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY/SECRETARIAL
Full time position available at CPA firm. Must have office and word processing experience. Multi-Mate Advantage II used. Statistical typing, knowledge of Lotus 1-2-3 & Accpac knowledge helpful. Some phone work. Full benefits. Call 647-9840

DATA PROCESSING
High tech CPA firm offers opportunity for person with accurate typing skills. Experience with mainframe computers, WORDPERFECT, LOTUS preferred. Bookkeeping helpful. Flexible hours. Excellent benefits and pleasant working environment. Please send resume along with salary requirements to the address below.

Data Processing Supervisor
SCHMALTZ & COMPANY, P.C.
27777 Franklin Rd., Suite 2000
Southfield, MI. 48034

DENTAL ASSISTANT
General dentistry practice needs Dental Assistant, 3/4 days, pleasant atmosphere, some Saturdays, no evenings. Benefits. Contact Marie, Bennett Dentistry, Plymouth area. Experience preferred. Orchard Lake & 13 Mile 855-3456

DISPLAYWRITE IV
Fortune 500 high tech firm Experience Up to $20,000/yr
Call Susan at UNIFORCE 646-8500

ENTRY LEVEL - Full time position. $5/hr. Must have some computer, typing/construction service experience. Call Cindy, 1-4pm. 427-4520

EXECUTIVE ASSISTANT/ SECRETARY
$22,000 to Start

Executive office in West Bloomfield is seeking an individual with excellent secretarial skills. This diversified position requires someone who is self-motivated and well organized! Previous secretarial experience required.

If you have a background in and appitude for financial matters, excellent typing, word processing, telephone skills, are self-confident and have the determination to grow within our organization, we want to hear from you!

We offer an excellent salary, regular reviews with increases based on performance and full benefit package. Please send your resume including salary history to:

Executive Office
Attn: J. Berry
P.O. Box 2658
Farmington Hills, MI 48333

EXECUTIVE LEGAL SECRETARY
Large Southfield Law Firm downtown Detroit law firm with 250 attorneys & 505 total employees seeking an Executive Secretary for a busy Senior Partner. Requirements include typing of 80wpm, & shorthand or speedwriting of 100-120wpm a must. Candidate must be able to work independently & have excellent communication skills. Prior law firm attention to detail. Good telephone manner & ability to work overtime. 5 years plus of executive secretarial experience a must. Our benefit package includes 2 weeks paid vacation after 1 year, 8-10 paid holidays, 100% of personal days, medical, dental, vision, life, disability, retirement, health club & tuition reimbursement. Salary commensurate with ability & experience. For confidential consideration PLEASE SEND RESUME WITH COVER LETTER STATING SALARY REQUIREMENTS TO: Ms. C.A. McCormack, Sr. Executive Secretary, 2290 First National Building, Detroit, MI 48226 No Phone Calls Please
An Equal Opportunity Employer

EXECUTIVE SECRETARY To $30,000
Career opportunity for experienced secretary with top notch skills. Shorthand a plus. Immediate opening. Benefits Temporary to permanent

ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY
Prestigious large office needs Midcentrom Word. To $30/hr
Call Mary at UNIFORCE 646-7062

FARMINGTON HILLS area. 1 person office, must be mature, resile person for clerical, bookkeeping, payroll, experience preferred, paid holidays. No medical benefits. $5/hr. Send resume to 4366 Nineland Dr. West W. Bloomfield, MI 48323

FARMINGTON HILLS Insurance agency seeking part time Personal Lines clerical help. Entry level position. Send resumes to P.O. Box 2999, Farmington Hills 48333-2999

FILE CLERK - part time. Position in Farmington Hills. Call P.O Box 5198, Dearborn, Mi., 48128-5198

FILING CLERK - Southfield law firm needs high energetic applicant for busy file room. Organizing, filing, and experience a must. Send resume with salary history to: Box 700 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

FOHI CLOSURE CLERK
Full time position in Birmingham seeking for mature individual to monitor foreclosures. Word Perfect 5.0 a plus. Nonsmoking office. Call Debbie 10am-4pm 540-7701

FRENCH SPEAKING RECEPTIONIST
Farmington area, salary plus benefits. Ask for Crispin 277-5370

GENERAL OFFICE - diversified entry level position in Farmington. Must be experienced in word processing & Lotus. Need late charge outgoing call starter person. Health, dental & travel benefits. Moving to new office in Southfield. Positions available now. Send complete resume & salary history to: Trevor P.O. Box 721067, Berkley, MI 48072

GENERAL OFFICE
Immediate full time career opportunity. Organizational skills a must. Responsibilities include clerical duties, knowledge of Word Perfect 5.0, primary backup to busy Martin System. Telephone time. Competitive salary & excellent fringe benefits. Must be non-smoker. Bright, high energy person with excellent communication skills & ability to work as a team player. Join our established, progressive & rapidly expanding rehabilitation services corp.
If you are interested in growing with a leader in the healthcare industry, please send resume in confidence to

DIVERSIFIED REHABILITATION SERVICES
Personnel Dept.
755 W Big Beaver, Ste 405.
Troy, MI. 48084

GENERAL OFFICE
Full time/part time Farmington Hills 478-8410

GENERAL OFFICE - needed for manufacturing corp. Experienced in Accounts receivable, computers & phone skills a must. $6/hr. to start. Call for interview 852-3611

FRONT DESK/OFFICE ASSISTANT
A responsible and experienced person to assist resident, staff & guests at a retirement community located in Southfield. Responsibilities include, answering telephones, light typing, filing and bookkeeping. Resumes and applications being accepted at: The Heathwood, 23900 Bella Center Drive, Southfield, MI. 48034.

FRONT DESK SECRETARY
Automotive sales office offers a challenging position with "Big 3" clients. Your sunny personality and good word processing will WIN here. Call Sandra, 464-7000
SKILLING PERSONNEL SERVICES

GENERAL OFFICE - PART TIME
Hours can be flexible. A Farmington office, typing & communication skills required. Student/Retiree welcome. 471-0510

INSURANCE AGENCY seeking corporate law clerk (Attorney/Typist). Send resume to P.O. Box 2999, Farmington Hills 48333-2999

INVENTORY CLERK
Full time or part time. Nonsmoking office. Call 851-7830

INSURANCE - Plymouth Office needs Secretarial Assistant with 3 years experience. Strong organizational skills. Qualified person apply by calling Mr. Peter Mann, thru Fri., 8am-3pm 453-3636

INVENTORY CLERK - Small wholesale distributor needs detail oriented individual to help in order picking and inventory control. Knowledge of Lotus a plus. Nonsmoking office. Call Mr. Fleischer. 357-4500

LAW CLERK/PARALEGAL & Assistant Trainee (full time) needed for Troy law firm. Non smoking office. Call Barb 362-3300

SMALL Livonia law firm seeks full time legal secretary. Must possess good typing, typing & word processional skills, knowledge of WordPerfect required. Salary DOE. Call 476-1991 Send resume to: 34705 Seven Mile, Suite 250, Livonia, MI 48152.

LEGAL ASSISTANT PART TIME
Needed for busy Farmington Hills law firm. Must be energetic & personable. Ideal candidate will be willing to train. Evenings & Saturdays. Send resume to Hiring Partner, 29949-48 Northwestern Hwy., Farmington Hills, Michigan 48018

LEGAL CAREER OPENINGS
• Corporate Legal Department
• Temporary - Long Term Short Term
• Permanent Positions
• Temporary to Permanent

PERSONNEL AT LAW
UPTOWN 358-0060
DOWNTOWN 964-2909

LEGAL/EXECUTIVE SECRETARY/Typist. Wanted for partner of Novi/Northville law firm. Individual applying must possess strong organizational skills, accurate typing, transcription & shorthand/speedwriting ability. Litigation/corporate experience helpful as well as knowledge of word perfect 5.1. Call Ann. 348-3990

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For professional placement consultation, temporary or permanent, register now with THE Secretary's Legal Exchange
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188 OR 961-9415

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430

LEGAL SECRETARIES NEEDED
3 Positions: experienced (trainee/full & part Time Troy law firm. Non smoking Call Barb 641-7800

LEGAL SECRETARY/Experienced Wills & Probate. Ability to work overtime. 5 years plus of executive secretarial experience a must. Our benefit package includes 2 weeks paid vacation after 1 year, 8-10 paid holidays, 100% of personal days, medical, dental, vision, life, disability, retirement, health club & tuition reimbursement. Salary commensurate with ability & experience. For confidential consideration PLEASE SEND RESUME WITH COVER LETTER STATING SALARY REQUIREMENTS TO: Ms. C.A. McCormack, Sr. Executive Secretary, 2290 First National Building, Detroit, MI 48226 No Phone Calls Please
An Equal Opportunity Employer

LEGAL SECRETARY
Responsible, dependable and dedicated Secretary. Must be a skilled secretary with strong skills and experience. Must be busy Farmington Law Firm. Pleasant atmosphere with competitive salary commensurate with experience. Call Cindy 476-5606

LEGAL SECRETARY
With excellent skills and a minimum of 5 years experience. Must be senior partner of Southfield personnel firm. Call Mr. Ross at 626-8188. Required Salary commensurate with ability. Contact Cindy 353-7575

LEGAL SECRETARY for Troy law firm. Experienced in probate. Must know WordPerfect and have excellent typing skills. Top salary to qualified applicant. 643-4700

LEGAL SECRETARY needed for busy Farmington Hills firm. Experience in litigation. Knowledge of Wordperfect required. Call Judy 640-8282

LEGAL SECRETARY
Experienced for Farmington Hills law firm. Pleasant working conditions for non-smoker. Must have excellent skills. Salary commensurate based on experience 489-1444

LEGAL SECRETARY/ FAMILY LAW
Experienced secretary for Northwest 5 1/2 Southfield Town Center. Please call 357-4888

LEGAL SECRETARY
Experienced in probate. Call Mrs. Ingston & business law firm. Four years litigation experience for general practice & environment. Word-processing knowledge necessary and benefits 626-5000

LEGAL SECRETARY - Immediate opening for experienced Wordperfect secretary experience a plus. Call Nick 356-0696 or 350 8720

LEGAL SECRETARY, Birmingham area. Work with corporate law firm. Real estate experience helpful. Salary commensurate with experience. 540-0333

LEGAL SECRETARY - Must have at least 3 yrs legal experience for a firm Medical Insurance Defense Farmington Hills location in full service office. Northwestern Hwy area. Call Suzanne 855-1205

LEGAL SECRETARIES
Let our many years of placement experience work for you. We have short and long term assignments as well as temporary to perm placement positions. Become one of our growing numbers of quality legal secretaries.

CALL TODAY AND JOIN THE LEGAL STAFF TOP PAY & BENEFITS

CORPORATE PERSONNEL SERVICES
Berkley: 398-8960
Livonia: 261-1120
EOE NO FEE

LIBRARY ASSISTANT
$7.25 hr. 24 hrs per week, some evenings & weekends. Clerical skills, including computer preferred. Good skills with public a must. Send resume to Director, Farmington Community Library, 32737 W. 12 Mile Rd., Farmington Hills, MI 48334. No phone calls please!

MARKETING SECRETARY
Unique opportunity with successful Accounts receivable company. Service to $9/hr. Call Bara at UNIFORCE 357-0034

LEGAL SECRETARY, experienced, for Southfield insurance defense firm. Send resume and salary requirements to Box 998, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY - Suburban Plymouth firm, located in western Wayne County. Salary commensurate with experience. Flexible schedule. Send resume to: Box 670 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
For pleasant northern suburban law firm specializing in litigation. Must be excellent typist, experience in WordPerfect required. Competitive salary and fringe benefits. Resume to:

Box 864
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia,
Michigan 48150

LEGAL SECRETARY: 822-284. Corporate/Securities law. Call Ruth. 643-5580

EXPRESS PERSONNEL

LEGAL SECRETARY
Litigation experience, WordPerfect. Good with details, telephone, Prefer minimum 3 years experience. Farmingham. Free parking. Informal atmosphere. Call 540-7990

LOAN RECEPTIONIST
Growing Credit Union fast paced office needs friendly, outgoing individual with strong organizational & typing skills. Loan processing, mission skills & customer service experience a plus. Send resume & salary requirements to:
Loan Manager, 27961 Farmington Road, Farmington, MI 48336

MAIL ROOM/SUPPLY CLERK
Non-smoking company seeks, mature, reliable person. Must be energetic, responsible & maintain a good driving record. Full time with flexible hours including some evenings & Saturdays. Send resume to: Supply Clerk, P.O. Box 300, Southfield, MI., 48037.

MARKETING REP. needed in Clewiston, Florida area. MUST HAVE PHONE EXPERIENCE. $10/hr. Call 853-3939

NEW HOME SECRETARIAL
As part-time assistant to model home sales staff you will assist in development to perform duties as trainee in property, help buyers with color and material selections, supervise construction modifications, typing, hours 1-4 daily and some evenings, Monday, Tuesday, Wednesday, 11-4 Saturday and Sunday. We will train you. Must be willing to apply and obtain Real Estate Sales License. An exciting, educational and challenging opportunity. The Prudential Harry S. Wahls, Realtors New Home Division, 421-0660

NOW HIRING
• Word Processors $7-10
• Secretaries $7.50-11
• Legal Secretaries $10-12
• Switchboard $4-5
• Data Entry/Lotus $6-8
• Medical Billers $6.50-8

EXPRESS TEMPORARY SERVICE
Southfield 354-5590

OFFICE/CLERICAL - Small Plymouth office. Responsibilities include order entry, receptionist & typing. Must be energetic attitude, BC/BS, life, dental, paid holidays. Call Bernie 455-1431

OFFICE HELP - PART TIME
Bloomfield Hills area. Light bookkeeping, perfect for co-op high school student. 626-8472

OFFICE HELP - PART TIME
Bloomfield Hills area. Light bookkeeping, perfect for co-op high school student. 626-8472

OFFICE MANAGER/SECRETARY
Needed to join growing company. Up to $41/hr. depending on experience plus possibility of inside sales commission. Excellent working conditions, opportunity for advancement. Call Susan or Amy at:
OFFICE POSITION available with large Oakland County credit union. Ideal candidate will have bookkeeping exp. Experience preferred. 883-4302

OFFICE RECEPTIONIST
Fortune 500 Robin Enterprise. To $7.50/hr. to start. Call Ruth at UNIFORCE 646-7964

PART TIME OFFICE CLERK
Local dealer is looking for motivated, detailed people to work part time, (mornings and afternoons) in friendly office atmosphere, light typing, filing, handling phone calls, greeting customers, Livonia & Canton openings. Call Lisa 422-8798

PART TIME SECRETARY for busy real estate office in downtown Plymouth. Hours 9 am - 1 pm Monday thru Friday. Must type at least 55 wpm and have good telephone skills. 453-3400

PAYROLL/ACCOUNTS PAYABLE
Experienced person needed to handle accounts payable and payroll, payroll experience, knowledge of Lotus 1-2-3, typing 35 wpm, 10key competitive wage and full benefits. Please send resume or fax resume to: Attn. Controller, 2445 Brown Rd., Orion, MI 48359

PAYROLL CLERK
Community CVS of Novi is seeking a part time payroll Clerk. Duties to include processing of bi-weekly payroll and light clerical work. Office assistance experience preferred. Call for more information contact Lisa 348-1990

PAYROLL CLERK/TYPIST
With knowledge of computer, good work skills. Hours are 8:30 to 4:30 pm. Heavy typing, full time benefits, Redford area. 937-2000

PC PROGRAMMER 2 OPENINGS
Entry level programming experience. Degree in computer programming. Degree in Accounting or BBA/B experienced preferred. Working knowledge of Novell net ware. Accounting background & good communication skills. Full benefits. Please send resume to: Personnel Dept. Attn: Controller, 2445 Brown Rd., Orion, MI 48359

PERMANENT PART TIME position in Southfield. Non-smoking office of Manufacturing plant. Duties include: Working in accounts payable, light typing, phones & filing. For interview. Call 352-0000

PHONE RECEPTIONIST
Growing Farmington Credit Union needs well groomed self motivated person to help handle incoming phone calls, greeting & helping the public, correspondence, Typing a must, 35 wpm. Send resume or apply in person to, Accounting Manager, 27961 Farmington Rd. Farmington MI. 48336

• RECEPTIONIST •
For D.O.C. Optical Center in W. Bloomfield. Light typing, Lotus, Word, Wed. Excellent communication, telephone & interpersonal skills. Work with outgoing, energetic personality.
626-8200

RECEPTIONIST - Part time for large auto repair shop, afternoons. Apply in person: Mike Adams, 21530 Novi Rd., between 8 & 9 Mile.

RECEPTIONIST/SECRETARY
Ziebert International Corporation seeks a pleasant, outgoing person with good secretarial skills and at least three years of related experience to function as Receptionist and Secretary at our Redford Township manufacturing facility.

We offer a competitive salary, full benefits and a fast pace and congenial working environment.

To apply, send your resume and a letter of introduction to

Ziebert International Corporation
P.O. Box 1290
Troy, MI. 48007-1290
An Equal Opportunity Employer

RECEPTIONIST
Immediate opening for enthusiastic, dependable switchboard operator, Wordperfect experience preferred. Full benefits. Apply in person or forward resume, with salary requirements to: Personnel Department, Suite 200, 34700 Grand River Ave., Farmington Hills, MI 48335
Equal Opportunity Employer
Minority/Females/Handicapped/Vet

504 Help Wanted Office-Clerical

PUT YOURSELF IN OUR PLACE
If you possess 1-2 yrs. office experience, strong typing & CRT skills, effective verbal & written communication techniques, excellent telephone manner, ability to assume responsibilities under minimal supervision, there is a challenging position waiting for you at Orkin providing secretarial support to our Administrative Staff.

Select candidates will process new accounts & handle customer service inquiries utilizing various methods. Orkin offers competitive salary & benefit packages including company pension plan, 401-K, dental, medical, insurance available. Call for an appointment:

721-0450

RECEPTIONIST
Immediate opportunity with southeastern Michigan's largest supplier of hydraulic hose/accessories equipment. Full company profit sharing & medical benefits. Diesel & Optical Insurance.
Starting wage based on experience. Experience is helpful. Call 508-349-4018, ext. 356 to arrange an interview.

RECEPTIONIST - W. Bloomfield hair salon. Approx 30 hours per week. Call 661-0300 or apply in person at: 2929 Northwestern Hwy. ½ mile N. of 12 Mile on E. side of the road in the Northwestern Place at Apartments Unlimited.

RECEPTIONIST
Southfield based company seeking exceptional to handle multi-line phone system. Must have 1 year receptionist experience, WordPerfect knowledge, Lotus Graphics preferred and typing skills of 55 wpm. Excellent benefits package. Competitive salary/benefits package offered. Contact:

Community Home Care
Box 912
Plymouth
An Equal Opportunity Employer

RECEPTIONIST TYPIST

Techpoint Inc., the total information systems company, is seeking a Receptionist/Typist.

Qualified candidate must have good telephone skills and basic typing ability. Must have some knowledge of WordPerfect 5.1

Salary and benefits offered. Please send a resume with salary requirements to:

TECHPOINT, INC.
13975 Farmington Rd.
Livonia, MI., 48154

NO PHONE CALLS PLEASE

An Equal Opportunity Employer

RECEPTIONIST
$15,000 TO START

THE POSITION.
Enthusiastic, businesslike, professional Receptionist.

THE CANDIDATE.
Conscientious self-starter with excellent telephone manner and the ability to handle pressure with a positive good phone skills. Must have previous multi-line experience and experience and proven secretarial skills including word processing.

THE COMPANY.
Fortune USA Executive Offices in West Bloomfield.

THE REWARDS.
Excellent starting salary, life and health care coverage, paid holidays and vacations, pleasant work environment, size membership, tuition reimbursement and much more.

Call Ms. Berry at

FITNESS USA HEALTH SPAS
851-9000

RUN THE OFFICE
Small Troy firm needs strong secretary/administrator to handle all functions of office. Excellent PC, word and written skills required. Must have strong communication skills. Send resume with salary requirements to:
Box 1027, Bloomfield Hills, MI 48302-1027
An Equal Opportunity Employer

RECEPTIONIST
Southfield steel company has immediate opening for an experienced phone receptionist. Must have excellent appearance. Experience on AT&T phone system is helpful. Full range of benefits. Please call Rose/Marie for an appointment at 352-0000

RECEPTIONIST/SECRETARY
Non-smoking CPA office seeks receptionist/secretary position for full-time position. Good telephone skills. Accounting helpful. Word processing knowledge are required. Salary DOE. Call 661-7300
Or Send resume to: Personnel Manager
1500 Woodward - #230
Bloomfield Hills, MI., 48304

RECEPTIONIST
CANTON AREA
Long term temporary position. Typing, answering phones, good grammar, 35 wpm typing. Must be able to travel between Madison Heights, Canton, Ann Arbor, Detroit. Call 937-0300
An Equal Opportunity Employer
Minority/Female/Handicapped/Vet

RECEPTIONIST NEEDED...We know our customers get their first impression from our clerks! Needed for busy account. Proven experience with a multi-line phone system required. Must Light typing & mail processing required. Send resume to:
P.O. Box 372, Wayne, MI 48184

RECEPTIONIST

Positions available for front desk. Experience with multi-line phone system. Light typing. Good communication and interpersonal skills. Call for appointment.

ENTECH SERVICES, INC.
Troy 528-8090

RECEPTIONIST - In Waterford. Good grammar, spelling, filing, typing skills required. Full benefit package. Call 313-333-1300

RECEPTIONIST, experienced. Troy area. Call 362-3300 Ext. 3. Send resume to P.O. Box 3324, Farmington Hills, MI 48333-3324

RECEPTIONIST
Full time, experienced for Birmingham law firm 540-3366

RECEPTIONIST, Part-time for attorneys office 2-3 hrs per afternoon. Farmington Hills area. Office Call Adrienne. 932-3500

RECEPTIONIST - FULL TIME
Non-smoking office in Farmington. Farmington Hills. Phone, filing, light typing. 8:30-5pm $200 per week. Call Dale or Barb 855-2900

RECEPTIONIST
Creative atmosphere in plush Southfield office needs prior experience. Call Ms. Cole 557-0848

RECEPTIONIST/SWITCHBOARD
Part/full time, entry-level position available. Apply at Resident Royal Oak Ford, 550 N. Woodward, between 11 & 12 Mile

RECEPTIONIST
Part time position available for energetic, self motivated person. Dental or office & extensive phone skills mandatory for Farmington Hills real estate office. Contact Lisa 737-6818

RECEPTIONIST
With light bookkeeping experience for CPA office in Bloomfield Hills. Send resume to Personnel Dept., 1800 Woodward Ave., Ste 200, Bloomfield Hills, MI. 48304

RECEPTIONIST
Troy attorneys. Part time. Hours 1-5:30pm, Mon thru Fri. $5 an hour to start. Typing and computer skills. Call Sept 9th, Call between 3-4pm only, ask for Irene. 643-7900

504 Help Wanted Office-Clerical

RECEPTIONIST
Dependable, personable. Phones, light office work. Part time, mornings, evenings and weekends. Beautiful facility in W. Bloomfield. Salary negotiable. Julie. 661-1700

RECEPTIONIST, energetic, attitude, typing, phone experience. Call OPTOMETRIC OFFICE. Patient service, telephone, clerical responsibilities. Experience in professional office a plus. Full time. Private office, downtown Farmington. 477-1588

RECEPTIONIST
Immediate opening in a busy office. Must be a self-starter who can work independently. Experienced in Lotus 1-2-3. Including forming letters/mailing and WordPerfect. Excellent starting salary and benefit package. Interesting work environment. Send resume to:
Office Manager, P.O. Box 1,
Southfield, MI. 48034

RECEPTIONIST8
Full and part time positions available throughout the Metro Detroit area. Must be a professional with authoritative individual with excellent communication and telephone skills. Typing and word processing skills required. Please drop off a resume and fill out an application at: 29949 Northwestern Hwy. ½ mile N. of 12 Mile on E. side of the road in the Northwestern Place at Apartments Unlimited.

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Southfield based company seeking exceptional to handle multi-line phone system. Must have 1 year receptionist experience, WordPerfect knowledge, Lotus Graphics preferred and typing skills of 55 wpm. Excellent benefits package. Competitive salary/benefits package offered. Contact:

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THE CANDIDATE.
Conscientious self-starter with excellent telephone manner and the ability to handle pressure with a positive good phone skills. Must have previous multi-line experience and experience and proven secretarial skills including word processing.

THE COMPANY.
Fortune USA Executive Offices in West Bloomfield.

THE REWARDS.
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P.O. Box 372, Wayne, MI 48184

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Positions available for front desk. Experience with multi-line phone system. Light typing. Good communication and interpersonal skills. Call for appointment.

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504 Help Wanted Office-Clerical

SECRETARY/RECEPTIONIST - Farmington Hills manufacturer has immediate, full time opening for person with good, all around office & clerical skills. Good computer skills required, recent experience in manufacturing office, must be self starter. Salary negotiable, excellent benefits & vacations.
Call Mon thru Thurs 9-3 473-8005

SECRETARY
Troy office. WordPerfect 5.0 experience & basic math. Light bookkeeping, busy phones, filing, etc. Prior office experience required. Salary DOE. Call Ms. Kristen at 528-3930

SECRETARY
Troy based production company seeks top notch Secretary to round out its advertising sales staff. Job duties include heavy detail & proofread typing, coordination of meetings & some bookkeeping work for a sales staff of 8. Qualified candidate will possess a pleasant telephone manner, excellent typing speed, and knowledge of basic bookkeeping tasks at once. Please send resume, along with salary requirements to: Human Resources, P.O. Box 1437, Troy, MI 48099

SECRETARY
With real estate background preferred. Salary DOE. Call Diane L. Aftermarket, 425-3200

SECRETARY
with auto glass shop experience for small company. Good wages & benefits. 838-0133

SECRETARY-20 hours week. Must possess excellent word processing and proofreading skills and type 50 w.p.m. Send resume to: Louise Fitzsimmons, 30000 Michigan Ave., Wayne, MI 48184

SPORTS MINDED MANAGER/TRAINEE
To $17,000 salary. 40 hours. Fast paced environment. Must be high school grad.
Employment Center, Inc. Agency
669-1636

SWITCHBOARD
Experience on 25 line system with growing Farmington service firm. $7.50/hr. Call Ruth at UNIFORCE 646-7964

SWITCHBOARD OPERATOR
Immediate opening for switchboard/data entry position. NOLM phone system, non-smoking office, please apply at Lincoln Chevrolet, 28111 Telegraph, Southfield 355-1000

SWITCHBOARD OPERATOR
15 hours week, good voice, outgoing. Benefits. Bloomfield
ASI SERVICES 549-3830

SWITCHBOARD OPERATOR PART TIME
The City of Plymouth is seeking applicants for other positions for a part-time Switchboard Operator/Clerk. Flexible position. Starting pay is $6 per hour. Position entails operation of switchboard, greeting the public and providing clerical support to City Clerk and Director of Purchasing/Personnel. Minimum qualifications include typing of 50 wpm, and experience dealing with the public. Knowledge of computers and previous experience in City Clerk's office or purchasing department is desired.

Interested applicants should apply in person and send resume by Friday, August 30, 1991 to Personnel Department, City of Plymouth, 201 S. Main, Plymouth, MI. 48170

The City of Plymouth is an equal opportunity employer.

SWITCHBOARD RECEPTIONIST
Looking for mature person with pleasant personality who possesses excellent communication skills and has experience handling busy corporate switchboard. Prior experience in Royal Oak based office. Light clerical work including spreadsheet. We offer a competitive benefit package and competitive salary. Submit resume to: Personnel Manager, Security Mortgage, 1305 E. 11 Mile, Royal Oak, MI 48067

SWITCHBOARD/RECEPTIONIST
Part time, 20 hours, 9:30-2:30 / week 10 start Call 8:30am-11am 482-0530
482-0530

Mon.-Fri. 9-4pm
CHI-CHI'S
29330 Schoolcraft

TELEMARKETERS
Telemarketing positions available 1 year experience necessary. Day & evening shifts. Birmingham, Southfield, Bloomfield Hills, Farmington Hills areas. Call for phone interview

ENTECH SERVICES, INC.
737-1744

TELEPHONE INTERVIEWERS
Large Southfield Law firm needs Phone Interviewers to conduct
• Flexible Part Time
$6.00 hr.
Evenings/Days/Weekends Hours Available
• Convenient locations
Sterling Heights or Livonia
• Excellent communication skills
• Fluent reading skills
• Professional Appearance
Call for appointment, or apply in person: Between 9:00-5:00 Mon-Fri. Wednesday MOR-PACE, 31700 Middlebelt Rd., Farmington Hills, MI 48334 731-3242
An Equal Opportunity Employer

TELEPHONE RECEPTIONIST, part time, for Southfield business, afternoon & evening shifts available
Call 557-8758

TOP PAY for Word Processors. We are a growing temporary service looking for word processors who know WordPerfect, Lotus and Multimate. We offer cross training on our "Space Age" equipment. Call today to begin an exciting assignment with a local company. 644-7018
ETD Temporary Service

TROY OFFICE seeks motivated individual with excellent telephone manner. Computer & general office skills required. Light bookkeeping. Call Spring Service, 1757 Larchwood, Troy. Attention: Vickie

TYPIST/RECEPTIONIST, S.O. Secretary, 55 wpm, variety Benefits Bloomfield
ASI SERVICES 569-3830

WORD PROCESSOR
With excellent typing skills for busy law firm in Farmington. Wordstar helpful. Send resume to
Mr. Joseph, Box 818
29555 Northwestern Hwy.
Southfield, MI. 48034

WORD PROCESSOR/SECRETARY
Livonia research center. WP 5.1 and Lotus Up to $9.50/hr Call Sheila at UNIFORCE 473-2932

WORD PROCESSOR - Knowledge of Word Processor, Analytical attention to detail essential. Light clerical. Resume to P.O. Box 718 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WORD PROCESSOR
2ND SHIFT
Transcription/secretarial duties. Knowledge of medical terminology a necessity. Pleasant outgoing manner for a busy medical/legal office. Professional appearance and word processing/computer knowledge. 5PM to 1:30 AM. Send salary requirements & resume to: #708 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

504 Help Wanted Office-Clerical

WORDPERFECT 5.1
Secretary position for Fortune 500. To $10/hr. Call Sharon at UNIFORCE 646-7962

WORD PROCESSOR, experienced, on WordPerfect 5.0. Part/full time, flexible. Send resume to: Resource / Service, 2944 Farmington Hwy., Suite 600, Southfield, MI 48034.

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
BAKERS SQUARE NOW HIRING
• COOKS TO $8/HR
• SERVERS TO $12/HR
• DISHWASHER TO $6.50
• JANITOR TO $9/HR
Apply in person at
the following locations:
Birmingham • 823 Bowers
Canton • 9846 Sheldon Rd.
Troy • 28600 Greenfield
Warren • 29002 14 Mile
Westland • 34101 Warren Rd.

ASSISTANT COOK. Evenings, 4-8pm. Part time. Apply in person at American House Retirement residence, Rochester Hills. Call Barbara, 1-4, 852-9300, 853-1940

ASSISTANT MANAGER
Afternoons, short order restaurant, $20/DOE/yr. Phone 453-8023

HIRING experienced Banquet Wait Staff & Set Up Crew. Willing to work full time. Apply in person at Ladies Auxiliary of the Laurel Manor Banquet & Conference Center, 36000 Schoolcraft, Livonia. 462-0770

SERIOUS BARTENDER
COOK & DISHWASHER
Apply: Ann Arbor Inn Restaurant,
39405 Plymouth Road, Plymouth.

NIGHT BARTENDER, 5pm-1am. Apply in person: Ann Arbor Inn Farmington Hills area. Apply in person: C.J.'s, 9 Mile at Middlebelt.

BARTENDER
Experience preferred. Some training provided. Call.
483-8420 or 697-1732

BARTENDER - experienced with honesty & integrity. Victor's Restaurant, Farmington dining. 24 years. 43317 Grand River 348-1658

BARTENDER
Experienced part-time.
Model Lounge, Canton.
Ask for Bob

BATES HAMBURGERS
33408 Five Mile, Livonia
22291 Middlebelt, Farmington.
All shifts, full & part time, meals & uniforms furnished. Apply in person 8am to 10am & 2pm to 5pm.

BOB EVANS SOUTHFIELD
Now hiring evening waiters & waitresses, good tips, premium benefits
Apply 10% & Telegraph

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FOR LUNCH