EMPLOYMENT

504 Help Wanted Office-Clerical

BOOKKEEPER/CASHIER
part time, experienced person with accounts payables, accounts receivables and inventory knowledge, computer experience necessary. Call for appointment 645-5515

BOOKKEEPER - Experienced accounts payable, accounts receivable, general ledger, payroll, manufacturing company. Wayne-Westland area. Non-smoking office. Reply to: Box 907, Observer & Eccentric, PO Box 07, Wayne, MI 48184

BOOKKEEPER
Full time. Must have hotel & restaurant experience
BOTSFORD INN 474-4800

BOOKKEEPER FULL CHARGE
We need your experience for immediate temporary assignments. Computer skills a must. Lotus a plus. Call or send resume

ACCOUNTANTS ONE
24133 Greenfield, Suite 202
Southfield, MI 48075
354-2410

BOOKKEEPER, general office, half day per week. Call Ann/Evergreen Mill computer, Lotus, DOS. Call 353-0778

BOOKKEEPER - PART TIME
Farmington Hills area Real Estate Development and Property Management firm has position available. Experienced Bookkeeper to assist with Multi-property portfolio including Accounts Receivable, Accounts Payable, Payroll and Financial Statements. We are fully computerized and use WordPerfect, Lotus and LIBRA. Pleasant work hard and still have fun at the office. Send resume to:
CERTIFIED REALTY, INC.
Attn: Rick Rosenberg
38345 West 10 Mile Road
Suite 300
Farmington Hills, MI 48335

Bookkeeper/Secretary
Full charge Bookkeeper for property management firm. Will do Computer Full responsibility for payroll, accounts payable & general ledger. Must be familiar with PC-based accounting programs. WordPerfect a plus. Job includes light duty secretarial duties. Good hourly & vacations bonuses. Send resume & salary history to: Schoen & Company, 37117 W. 9 Mile Rd., Suite 1335, Southfield, MI 48075

BOOKKEEPER
work week schedule, responsible for law firm on monthly billings. Must know time slips.
BOOKKEEPING CLERICAL, DATA ENTRY
Part time position in Plymouth
454-4544

CAREERS
New office needs several individuals, full time & part time positions available 313-953-9533

NEW COMPANY ... GROWING FAST ...
looking for Medical Data Entry & Clerical positions. Typing Experience preferred but not necessary. Willing to train. Call contact Kimberley 442-1890 - Southfield

CLERICAL HELP needed part time in the Novi area. Please call Mr. Greene at 348-5640
clerical

IF YOU HAVE THE SKILLS KELLY HAS THE JOBS
Kelly Temporary Services has immediate long and short term assignments for a variety of positions

Word Processing
Switchboard Operators
• Minimum of 6 months experience
• Typing minimum of 50 words
• Excellent phone manner

Word Processing Secretary
• WordPerfect experience helpful

Data Entry Operators

For more information call
Livonia 522-4320
1-96 Officentre
31133 Schoolcraft

GIRL/GUY FRIDAY/RECEPTIONIST
Computer software company in Rochester Hills seeks a bright, enthusiastic individual for a Girl/Guy Friday position. Minimum office experience required. Send resume and salary requirements by February 14 to: Manufacturers Services, ISC, 2925 Waterview Drive, Rochester Hills, 48309

IMMEDIATE OPENING
general clerical, with good phone skills. 425-5932

IMMEDIATE POSITION - bright, energetic, strong personality to work front desk position, able to deal directly with people, must have strong phone communication skills. Send resume to P.O. Box #530548, Livonia, MI 48153 or Call Manager at 471-0441

INSURANCE AGENCY
In Birmingham seeks experienced Administrative Assistant as the end group. Will also need general office help for two departments. Call Ann, Fri., 9am-5pm. 1(800) 866-8634. Ask for ADP 1076-2-485

JAPANESE BILINGUAL
International corporation has candidate who speaks and writes Japanese with proficiency in accounting and light bookkeeping skills. Call Sara at UNIFORCE 357-0038

LARGE METRO Detroit Chevrolet dealer has immediate opening for Name & used car data. Excellent salary. Call for appointment 334-1400

SENIOR PARTNER seeks experienced Pt Legal Secretary, excellent salary & benefits. Call Ann 354-2500

LEGAL
• Corporate Legal Departments
• Temporary - Long or Short Term
• Permanent Positions
• Temporary to Permanent
PERSONNEL AT LAW
Mail or Fax your resume
Attn: Kathy Lewis
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX # (313) 358-0235
UPTOWN 358-0060
DOWNTOWN 964-2909

LEGAL SECRETARIES
Let our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY - Southfield area law firm requires individual with word processing and secretarial skills. Light experience required. Shorthand helpful.

LEGAL SECRETARY - Minimum 5 yrs. experience, WordPerfect 5.0 required, experienced in corporate & estate plan document preparation preferred. Very good pay & benefits paid. Send resume & salary requirements to: Box #800, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY needed for Birmingham law firm. Must have corporate & litigation experience. Good salary & benefits. Call Donna 646-6292

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

CLERK TYPIST
Full or part time, office experience required. Excellent career opportunity for advancement 565-5600

CONVENTION SECRETARY
N.W. Detroit (Old Redford area) Inc. has a fast paced, service a non-smoking detail oriented secretary who is well organized, has excellent communication skills & a minimum of 5 yrs. secretarial experience. Major responsibilities include assisting with hotel arrangements for the facility, maintaining meetings records, correspondence, & compilation, preparation & proofing of program copy. PC (WordPerfect) experience essential. Shorthand or transcription desirable. Send resume & salary requirements to
Personnel Coordinator-CS
P.O. Box 19348
Detroit, MI 48219

DATA ENTRY/WORD PERFECT 5.1
Assistant to corporate executive. Excellent opportunity for an experienced individual. 565-5800

DISTRIBUTOR in Farmington Hills needs detail oriented person for telephone and general office. Mon-Wed. WR Hours 12-5. 477-3103

EXECUTIVE SECRETARY
Executive office of international firm requires top notch skills. To $8/hr. Call Sharon at UNIFORCE 645-7664

EXECUTIVE & GENERAL OFFICE ASSISTANT NEEDED
For fast-paced office located in the Novi area. Must be self-starter and require minimal management oversight. Typing and organizational skills a must. WordPerfect and phone experience a plus. Please send resume to Box 956.
Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Dynamic Southfield based Corporate Attorney seeks an experienced Secretary with excellent skills. Word Perfect 5.1 preferred. Salary commensurate with experience. Call Ann at 352-3900

FAST-PACED SECRETARIAL POSITION
Work for two attorneys in Troy office. Light typing, many phone experiences. Call Mary Ann at 362-4881 or 936 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

FRONT DESK
Marketing division of leading international company has position for receptionist with all around skills. $6/hr. Call Colleen at UNIFORCE 357-0644

FULL & PART TIME
Do you enjoy customer contact? Looking for full or part time positions (salary commensurate with experience). First of America is Michigan's 2nd largest bank holding company with many opportunities for advancement.
Apply in person at First of America - Plymouth, 333 S. Main
An Equal Opportunity Employer

GENERAL OFFICE IN LIVONIA
Full time position for person with phone manner and good typing necessary. Computer experience helpful. Call Mrs. Hunt 10am-3pm 473-7820

GENERAL OFFICE
Full time position with benefits. Good typing necessary. Apply in person, 9am-5pm at
National Mortgage Corp. 8735 Telegraph, Suite 295, Birmingham

GENERAL OFFICE
Maple Road & Coolidge Hwy
Troy area. Temporary part time, or full time. Data entry by both handwritten and computer, some telephone. State experience. Reply to: Box 870, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

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LEGAL SECRETARIES
Our 30 years of service and experience work for you. For professional placement services, temporary or permanent, register now with THE agency for Legal Secretaries.
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

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An Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARIES
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4681

LEGAL SECRETARY needed, temporary full time, to cover maternity leave. Small personal injury law firm. Mid February through the end of May. Ask for Debbie 354-5990

LEGAL SECRETARY
Must have excellent typing, English and Word Perfect experience. Non-smoker, Farmington Hills area. Ask for Mark 737-8400

LEGAL SECRETARY/Receptionist
For Bloomfield Hills law firm. Minimum of 2 years legal secretarial experience. Knowledge of WordPerfect required, good interpersonal skills, grammar and proofreading abilities a must. Prefer candidate who can
Call - 642-4585

LEGAL SECRETARY - PART TIME
34 hours per week in Farmington Hills law firm. 5 yrs experience. Word Perfect 5.0. 932-3500 ext. 247

LEGAL SECRETARY - Experienced WordPerfect 5.0, P.I. & domestic. Salary negotiable. Call 8-30-2:30. Farmington Hills 851-7054

LEGAL SECRETARY - Birmingham, experience, litigation, WordPerfect, medical benefits, free parking, small dynamic firm 540-0600

LEGAL SECRETARY - Part Time
Experienced. Able to work independently. Word Perfect 5.1
Days - Mon & Wed 552-0200

LEGAL SECRETARY
For Non-Gen Law Firm. We're looking for a highly organized individual with 2 yrs legal experience. Must have excellent Typing, Communication skills. Administrative, 259-8300

LEGAL SECRETARY for managing partner of Farmington Hills law firm. Civil litigation and business practice. Administrative skills, WordPerfect, non-smoking. Excellent salary, benefits & opportunity 626-5000

LEGAL SECRETARY
ADMINISTRATOR
Highly skilled, 3-5 years litigation large plus. 2 attorneys, Troy based Hills. Resume & salary requirements to PO Box 2314, Bloomfield Hills, MI 48302-2314

LEGAL SECRETARY
Busy Southfield law firm seeks an immediate opening for a full time experienced qualified Secretary with several years of responsible legal experience. We are looking for a dependable, productive and flexible person with word processing and organizational skills. Grammar, punctuation and verbal communication skills are essential. Compensation commensurate with qualifications. Will consider only qualified applicants with resumes. Ask for Ed 354-1160

LEGAL SECRETARY for non smoking law firm in Bloomfield Hills. Must have 2-5 years experience in litigation. Type 70-80wpm. Computer skills necessary. Call Barb 332-2408

LEGAL SECRETARY to work in Troy law firm for partner specializing in Estate Planning. Tax and Corporate matters. Should be familiar with WordPerfect. Salary based upon experience. Call Jan at 643-7450

LEGAL SECRETARY - part time, 2-3 days/week for Troy law firm. Non-smoking office. Civil litigation experience helpful. Word Perfect 5.0 helpful. We are a rapidly expanding rehabilitation services corporation.
If you are interested in growing with a leader in the health care industry, send resume in confidence to
MEDI-SPESCH SERVICE
Outpatient Rehab Agency
Personnel
755 W. Big Beaver, Ste 404
Troy, MI 48084

RECEPTIONIST - PART TIME
for progressive Birmingham firm. Call Ann at 645-3780 or 645-3787

RECEPTIONIST/SECRETARY
Must know WordPerfect. Part time 10AM-3PM. Mon.-Fri. Bloomfield area 358-3940

RECEPTIONIST NEEDED for busy Southfield Doctor's office practice. Experienced desired, but not necessary. Full-time. Call between 9am & 3, Mon-Fri. 352-2808

RECEPTIONIST
Telephone duties include typing, filing, & light bookkeeping. Law office in Bloomfield Hills. Word processing experience helpful. $5.50 per hour to start. Good benefits 338-4990

RECEPTIONIST - part time for real estate office in Bloomfield Hills. Duties person with pleasant phone voice. Typing necessary, must like phone system. Fri. afternoons & evenings. Experience a plus. Call for Linda Smith. 646-6030

RECEPTIONIST - West Bloomfield Corporation seeking mature, responsible individual with excellent skills as to answer phones, type, file. Much contact. Mon-Fri. 8:30-4:00 evening, and weekend hours. Good salary & benefits. Call Ann at Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST MEDIA SALES
Major Detroit performance arts center seeks competent receptionist who will handle telephone, mail, light typing, data entry, and other duties. Career advancement. Interested applicants please forward resume & salary info to: Tony Turner Broadcasting, 600 Civic Center Drive, Suite 100, Detroit, MI 48243. Attn: Anne Marie

RECEPTIONIST/Entry Level for Bloomfield Hills law firm. Pleasant appearance and phone voice a must. Word Perfect. 335-0290

RECEPTIONIST/CLERICAL - Part time available. Pleasant personality required. Part time flexible hours. $4 an hour. Call Sue at 348-3900

RECEPTIONIST needed to greet customers and answer heavy phone station. Closest to Farmington Hills only need apply. Westland 729-8200

RECEPTIONIST - needed for non smoking law firm in Farmington Hills. Must have experience & type 60 wpm. Computer skills necessary. Call Barb 333-2400

RECEPTIONIST
Exciting atmosphere of advertising agency needs your recent experience in multi line phones and typing skills. $7/hr. Call Rita at UNIFORCE 357-0037

RECEPTIONIST
Full time opportunity for enthusiastic, motivated individual who is willing to take a lot of responsibility. Excellent telephone, written, and a communication skills essential. Send resume to P.O. Box 041282, Rochester, MI 48309-1282

RECEPTIONIST
Full time in Busy non-smoker office of builder in Farmington Hills. Professional appearance, energetic, with excellent phone skills required for receptionist system. Other light secretarial duties. Call Personnel between 8-30-Noon 661-0900

RECEPTIONIST NEEDED for national leasing company. Extremely busy switchboard. Requires an efficient, pleasant individual. Some light clerical duties helpful. Previous switchboard experience helpful. Please respond to: T.H., P.O. Box 8064, Farmington Hills, MI 48333-9064

RECEPTIONIST
Southfield based insurance company has entry level position available in Legal Department for Receptionist. Excellent growth potential for a dependable individual who also possesses good communication and typing skills. Excellent benefits. Send resume to:
Human Resources/Legal
P.O. Box 2223
Southfield, MI 48037

504 Help Wanted Office-Clerical

OEM MARKETING COORDINATOR
Dearborn based OEM supplier has opening for a Marketing Coordinator. Strong communication and organizational capabilities are required. Several languages preferred, such as German, German or Italian. Familiarity with Macintosh or PC based word processing, desk top publishing and relational data base is required. Please send resume with salary requirements to:
Box 922, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150
An Equal Opportunity Employer

OFFICE ASSISTANT
Responsible, detailed oriented person. Bookkeeping and computer experience required. Word Perfect preferred. Teamwork, strong organizational and communication skills required. Mail Resume, Suite 165, 1333 Fifteen Mile, Sterling Heights, MI, 48312.

OFFICE CLERICAL
Experienced, dependable person for a one person office in Royal Oak. Responsibilities include answering phones, typing, light bookkeeping, filing, etc. Must have good phone skills and work well with customers. Good benefit package. Send salary requirements and resume to P.O. Box 9008, Walled Lake, MI 48390

OFFICE CLERK PART TIME
for busy Southfield Medical office. Light typing, filing, phone experience helpful. Call Ann at 352-3900 or 936 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

OFFICE MANAGER/R
• TRAINING NOW
• AMBITIOUS, ENERGETIC
• IMMEDIATE OPENINGS
• $4000 PLUS/MONTH
373-6566

PART TIME OFFICE HELP
Good personality and phone skills a desired. Some typing necessary. Resume Sales Schedule. Please call 348-4371

PART TIME SECRETARY
Major food company located in Novi seeking 25 hr/wk secretary. Typing, general office duties required. Must have basic computer knowledge needed. Call Ann Marie at Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

PERSON TO ASSIST VEHICLE LEASING MANAGER
Experience in leasing helpful with an auto dealer or vehicle leasing company a definite requirement. Excellent work environment. Please send resume to: D.S., P.O. Box 8066, Farmington Hills, MI 48333-9066

PHONE ORDER PROCESSERS
Heavy customer contact. Light record keeping. Part time after 3pm. Could lead to full time for the right person. $12 per hour starting position. We will train the right people. Great pay scale for students, homemakers, retirees 476-7353

RAPIDLY EXPANDING - mortgage company. Immediate openings for 2 loan processors - 1 closer. Previous related experience helpful, will train. Medical benefits paid. Company paid health insurance, vacation, and sick days. Call 348-2300 737-6680

RECEPTIONIST - 2 days a week (for promotion) mainly from South-Lead law firm Call Paula, Mon., Thurs or Fri. 334-2292

RECEPTIONIST/SECRETARY
Immediate full time opportunity. Organizational skills a must. Duties include: answering busy, multi-line Merlin telephone system & clerical duties. Good benefits. Call Bright, high energy personality, possess excellent communication skills & ability to work as a team player. Excellent typing skills. Salary range includes master medical, optical, dental, life insurance & pension. We are a rapidly expanding rehabilitation services corporation.
If you are interested in growing with a leader in the health care industry, send resume in confidence to
MEDI-SPESCH SERVICE
Outpatient Rehab Agency
Personnel
755 W. Big Beaver, Ste 404
Troy, MI 48084

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Human Resources/Legal
P.O. Box 2223
Southfield, MI 48037

504 Help Wanted Office-Clerical

RECEPTIONIST
For 12 attorneys in Bloomfield Hills. Experience required. Salary based ability. Send resume to: Personnel Manager, 300 E. Long Lake Rd., Suite 200, Bloomfield Hills, MI 48304

RECEPTIONIST
Major advertising firm needs your friendly personality and front desk experience with Rolm or Dimension. To $7.50/hr. Call Ruth at 540-4000

RECEPTIONIST - permanent part time position, for medical office, state person, Farmington Hills area. Pleasant telephone voice, typing & filing. Weekdays 1-5pm. Starting at $6.50. Call 626-6554

RECEPTIONIST
Major advertising firm needs you a month, thours - Saturday 9-5, Sunday 11-5), for pleasant real estate firm in Birmingham. General office duties, typing. Call Margie at 644-3500.

HALL & HUNTER
644-3500

SALES ASSISTANT for national sales office. Full time, 40 hours a time, 24 hours per week. To work as part of a team. Flexible hours. Call Mary Ann. 259-3500

SOUTHFIELD LAW FIRM
needs Secretary with experience, good speed, skills, word processing, Lotus, dBase, Please inquire at Liebermen 357-3550

SECRETARIAL/Clerical entry level for law firm in Farmington Hills area. Please Resume: 30800 Telegraph Rd., Ste. 3345, Birmingham, MI 48025

SECRETARIAL POSITION - full time, experienced secretary, bookkeeping helpful, send resume to Merchants, P.O. Box 1963, Detroit, MI 48219

SECRETARIAL POSITION
Must be familiar with WordPerfect WordPerfect 5.1, general office work. Switchboard experience helpful. Benefits. Call Marlyn Bolsman, Jewish Family Service, 559-1500

SECRETARIAL POSITION in a Patent Law firm. Must be outgoing, relaxed, & able to type at least 50wpm. WordPerfect experience helpful. Call Ann at Schoen, Cantor & Assoc. PC, 42400 Grand River Ave., Ste 207, Novi, MI 48375

SECRETARIES needed to work long, short and temp-to-perm assignments. Word Perfect 5.0 experience a plus. Success minded only. J. Alan Associates, 399-3700

SECRETARY
ADMINISTRATIVE/ASSISTANT
Fast paced development center property management & commercial real estate. Bloomfield company seeks hardworking, detailed oriented person with the following skills: Good letter writing ability, PC computer/Word Perfect skills, capable of handling wide range of responsibilities - having previously held position required good organizational skills & follow thru talent. Sound, light bookkeeping & Lotus skills a plus. Salary commensurate with experience. Apply for additional responsibilities in expanding department. Reply: Management, PO Box #250095, W. Bloomfield, MI 48325

SECRETARY (DEPARTMENT)

Guardian Industries, located in Northville, is seeking a part-time, floating Secretary to provide on-call secretarial support to several departments within the corporate headquarters. Hours will vary to fill regular secretaries during times of vacation, sick days, or heavy workload. The successful candidate will be proficient in WordPerfect, possess exceptional oral and written communication skills, be able to meet deadlines under pressure, and be available to report to work on short notice. Please forward a resume with salary requirements to:

Cynthia Webb
GUARDIAN INDUSTRIES
43043 W. Nine Mile Rd
Northville, MI, 48167

SECRETARY FOR SOUTHFIELD LAW Office. Excellent typing skills required. Call Mr. Fleet, 355-3040

SECRETARY
For well established, 4-secretary Bloomfield Hills Law Firm. Typing (65wpm's) & Word Processing skills. Drive (Personal car). Pleasant office, legal experience required. 647-6311

SECRETARY
Legal secretary position opening available in Southfield architectural firm. Must have excellent typing/word processing, professional phone manner, & experience with WordPerfect. Excellent benefits, salary commensurate. Send resumes to: Neumann/Smith & Assoc. Inc., 400 Galleria, Ste 555, Southfield, MI 48034
An Equal Opportunity Employer

SECRETARY
Light bookkeeping, typing, general office skills. Must have a pleasant call 434-0200

SECRETARY
Livonia firm seeking a mature, reliable, motivated person with excellent telephone & organizational skills. Outside typing (50wpm), WordPerfect 5.1, shorthand, mail, filing, etc. Salary commensurate with experience. Experience Excellent benefits. Send resume to:
HUMAN RESOURCES DEPT.
38661 Schoolcraft Road
Livonia MI 48150

SECRETARY needed for property management firm. Heavy phones, typing 55 wpm, WordPerfect 5.0/5.1 helpful. Send resume and salary history to: KMC, P.O. Box 964, Bloomfield Hills, MI 48303-0964

SECRETARY
New opportunity for growing high tech firm for experienced individual with good typing skills. To $6/hr. Call Gloria at UNIFORCE 473-2931

SECRETARY - non-smoking, insurance office. Computer/email/typing experience. Resume to 6500 Van Dyke, Washington, MI 48094

SECRETARY - PART TIME
Farmington Area, Call
Century 21 Hartford 478-8000

SECRETARY, FULL-TIME, 35 to 25 hrs. a week (mornings, evenings or weekends). To assist in billing. Must type 40 wpm slips & WordPerfect a must. Other billing programs a +. Farmington Hills law firm. 851-5333

SECRETARY
Part time - 8 days, branch office for Transamerica Life Companies in Troy has an immediate opening for a part time, experienced secretary, must have computer & shorthand skills. Call Lori Weir 649-1377
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

SECRETARIAL
Two secretarial positions open for property management firm. Requires typing, ability with numbers, Lotus or comparable computer knowledge and organizational skills. Benefits paid. Send resume with salary requirements to
Ms. R. Cree
P.O. Box 287
Southfield, MI 48037

SECRETARY
PART TIME
Minimum 20 hours per week, flexible schedule. Word Perfect/Dictaphone required. Apply in person: On Tuesdays or Thursdays, 8 AM. - 1:30 PM., at K mart Corporation, Headquarters Personnel, 3100 W. Big Beaver, Troy, MI., 48084.
An Equal Opportunity Employer

SECRETARY
Part time, flexible hours, variety of duties. Will train. Knowledge of research environment. Demonstrated secretarial skills. WordPerfect essential. Send resume to:
LVAD Technology, Inc.
6167 N. Wayne Rd., Detroit, MI 48235 Attention: Office Manager

SECRETARY/RECEPTIONIST for growth oriented company. Must be self-motivated with good office & telephone skills. Salary & benefits negotiable based on ability. Send resume to: Box 954, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/SALES ASSISTANT
for registered investment advisor, (stocks & bonds). Part time, 20 hrs/week. Adding to staff. WordPerfect 5.1. Must be variety & be willing to learn to detail. Royal Oak. 435-2900

SECRETARY/SALES
State Farm Insurance Agency
Mature person who enjoys working with people in a fast paced insurance office. Please send resume, with salary requirements to:
740 Edgewood Ave., Bloomfield Hills, MI 48304

SECRETARY (SENIOR)

International service organization seeks a professional individual to provide secretarial support to the Internal Audit Director. Qualified candidates must have a minimum of 3 years secretarial experience, typing 55wpm, shorthand 70wpm, word processing background & familiarity of organizational skills. Knowledge of PC spreadsheets a plus. We offer a competitive salary package & a pleasant work environment. Interested applicants should forward resume & salary requirements to:
SENIOR SECRETARY
P.O. BOX 2227
SOUTHFIELD, MI 48037

SECRETARY-Spanish Speaking
For medical export company with computer skills. Flex time. Send resume to: E.E.L., 45051 Grand River, Novi, MI 48376-7006

SECRETARY
Troy real estate office seeks experienced individual with excellent organizational & communication skills. Must be experienced with IBM Wordperfect & Lotus shortcuts. Send resume to Box 936 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY
Very flexible hours, nice phone voice & bubbly personality important. Send resume to: Box 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

SECRETARY WANTED. Westland area individual for part time general office including phones, typing. Flexible hours. Knowledge of computer experience desired but will train. Send resume to P.O. Box 9747, Livonia, MI 48151

SECRETARY WANTED
one person office. Type and file. Easy work. $4.50 per hour
474-6948

SECRETARY - 30 hours per week in Mort Wordperfect computer experience required. Birmingham area. Call 540-6288

TROY ADVERTISING AGENCY seeks competent, professional secretary with proficiency in WordPerfect 5.1, phone skills and dictaphone. Call Joyce 641-0400

TYPING - phones, & organizational skills. fast paced environment. Part time/full time. 644-0920

TYPIST, Part-Time
For Southfield based law firm. Attention detail, accurate typing. Word Perfect experience. 353-2660

WORD PROCESSOR - secretary (Lexington) for Bloomfield Hills. Experienced and customer service oriented. Word Perfect 5.0 WP 5.1 required Southfield 262-1401

W. BLOOMFIELD OFFICE - needs light typing, filing. Also mature person for Sat. from 8:30am to 5pm. Must be Sunday off. 851-4100

WORD PROCESSOR/TRANSCRIPTIONIST
As the most respected leader in the Property/Casualty insurance industry, Chubb seeks professionals who are the most valuable asset.
We currently have an opening for a word processor/transcriptionist. Minimum 2 years experience (WordPerfect 5.1 preferred), type 50 wpm, good written and professional appearance
We offer a competitive starting salary, comprehensive benefits package and the opportunity to grow both personally and professionally.
Interested applicants should forward their resumes to

Michael Adkins
CHUBB & SON INC
5750 New King Street, Suite 200
P.O. Box 2051
Troy, MI 48007-7078

Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

VETERINARY RECEPTIONIST
Mature friendly people & animal person. Some computer experience helpful. Will train. Send resume to: Box #968, Observer & Eccentric Newspapers, 36251 Schoolcraft, Rd., Livonia, Michigan 48150

WORD PROCESSORS
Immediate position in Southfield for qualified person with Word For Windows on the IBM. Call Berlach Personnel Services 567-1900

WORD PROCESSORS
Headquarters of national advertising agency needs your excellent skills and prior word processing experience. To $8.50/hr.
Call Bizone at UNIFORCE 357-0641

505 Help Wanted Food-Beverage

ARBY'S IN REDFORD is now hiring for all shifts. Must be 18, have restaurant experience and good availability. Up to $4/hr. + benefits. Call 937-2240 or visit Arby's on Plymouth Rd. at Inkster.

BAR STAFF, WAITRESS, COOKS
DOORPERSON
Apply within after 5 PM
Renee's Keyboard Lounge
1870 S. Wayne Rd., Westland
728-9130

BRIGHTON BIG BOY
Now hiring full time management position. Excellent pay, benefit package available, incentive program will add dollars to your base salary, or hourly pay. Apply in person preferred. Send personal resume to Brighton Big Boy, 8510 W. Grand River, Brighton, MI 48116
Attn: Kevin

BUFFET PERSONS
COCKTAIL PERSONS
Applications being taken Mon thru Thur., 4-6, Thanks. 17123 Laurel Park Dr., Livonia

BUS PERSONS
Lunch & Evening Shifts both full & part time now available. Looking for more outgoing, friendly people to join our team. Please apply by appointment. Bisons Steaks & Ribs, Farmington Hills 477-3340

CHEF/SOUS CHEF/working partner, motivated individual sought for Bloomfield gourmet deli/carryout. Baking a +. Salary negotiable 471-5818

COOK - experienced with good references. Call or apply in person: O'Sheehans Eatery, 31450 Grand River, Farmington Hills. 474-8484

COOK - full time. Applications being accepted. 1-3pm. Presbyterian Village, 32900 Cherry Hill, Westland

COOKS - Best Pay In Town
Go to work in a great environment. Great benefits
Full & part time positions.
Apply in person 2-4 daily
Bonngren's Restaurant
40441 Ann Arbor Rd.
Plymouth

COOKS, DISHWASHERS, Prep cooks & Salad bar attendants. Apply in person. Ross Bros., 20800 Haggerty Rd., Novi.

DINING ROOM SUPERVISOR - Full time, Lunch & Dinner. Person seasoned for experienced, energetic, fast paced, high volume operation. Apply in person only: 9-11am, 3-5pm, resume a must. 222 Sheridan Dr., Royal Oak

DISH & PREP positions, day hours. Apply Mon.-Fri. 3-5pm.
Kerwood Jim Brade's, Novi Town Center, next to shoes 380-8460

DISHWASHERS NEEDED
4PM-10PM, mostly weekends. Call Robert at Deluca's Restaurant in Westland 422-8903

DISHWASHER/STOCK
Daily, 12-3. Great for retiree or homemaker with school-aged kids. Livonia 464-0500

EMBASSY SUITES SOUTHFIELD
The area's leading hotel has immediate openings for the following positions
• ASSISTANT DIRECTOR OF CATERING
• BANQUET SUPERVISOR
• HOST/HOSTESS
• SERVERS
• LINE COOKS (Experienced)
• PREP COOK
• ROOM ATTENDANTS
Please respond by application or resume only in
EMBASSY SUITES
28100 FRANKLIN RD.
SOUTHFIELD, MI 48034
An Equal Opportunity Employer

FAMIE'S CHICKEN
Assistant Managers Must have experience. Great opportunity for future advancement
Call Steve 268-6700

GOURMET CHEF
with experience in Italian Cuisine. Full and part time. Call Phil at 853-3993

HELP WANTED
GRILL COOKS & PANTRY
Full time, Apply in person
Carl 453-7272

HOST PERSON
Apply in person 2-5pm
Sweet Lorraine's Cafe
On Greenfield, N. of 12 Mile

KITCHEN MANAGER
& Bar/Restaurant Manager
Experienced. Send resume to
O & T., Box 738, Inkster, MI 48141

MANAGEMENT POSITIONS
for restaurant in Farmington. Excellent opportunities
Call Phil 855-3993

MAMO'S PIZZA
Now hiring delivery person, crew. Pay $7-$8/hr. Inquire within, 36147 Plymouth Rd. at Levan

505 Help Wanted Food-Beverage

A JIMMY SCHMIDT Food Service opportunity Riverplace Inn, now accepting applications for qualified food professionals & banquet captain, fine dining experience preferred. 1000 Riverplace, Detroit, MI at the foot of McDougall, below E. Jefferson. Absolutely NO PHONE CALLS