504 Help Wanted Office-Clerical

ADMINISTRATIVE ASSISTANT
Mature thorough, individual to assume office responsibilities for mfg rep. agency. Part time to start & secretarible. Call 489-8090

ADMINISTRATIVE ASSISTANT
part time, flexible hours, variety of duties. Self starter with good organizational skills, some computer experience. Send resume and salary history to: Administrator, 2327 W. Maple Rd, Birmingham, MI 48009

AIR FREIGHT FORWARDER seeks an experienced Secretary with good typing & general computer skills. Air Freight experience preferred. Send resume to: Air Bridge, Inc., 9900 Harrison, Romulus, MI, 48174.

BI-LINGUAL SECRETARY
Our company family has terrific career openings for administrative support positions with fluent English, German or Spanish translation skills.
Word processing & plus
DIVERSIFIED ACCOUNTERS CO. 344-8700

BOOKKEEPER
Electronic manufacturer needs a responsible person with accounting & payroll experience thru trial balance. Job also includes selling, answering phones & other office work. Thorough understanding of computerized accounting/payroll system a must. If Dave qualifies & wants to join a growing company, send salary history to:
DETRON SPECIALTIES, INC.
1415 Cumberland, Ann Arbor, MI 48103
NO PHONE CALLS PLEASE!

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

ACCOUNTANTS ONE
24133 Northwestern Hwy., Suite 202
Southfield, MI 48075
354-2410

BOOKKEEPER
Large Southfield based property management firm seeks detail oriented Bookkeeper. Send resume to: Bookkeeper, P.O. Box 5071, Southfield, MI., 48086

BOOKKEEPER
Must have knowledge of Great Plains experience. Salary, full benefits, bonus plan. Send resume to:
Box # 926, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

BOOKKEEPER OFFICE CLERK - for building supply company. Good math & computer skills required. Light typing, computer experience helpful. Benefits.
Call, 356-2405

BOOKKEEPER - PART TIME
Farmington Hills Real Estate Development and Property Management Firm has opening for Experienced Bookkeeper to assist with Multi-property portfolio including Accounts Receivable, Accounts Payable, Payroll and Financial Statements. Must be familiar with Lotus and use WordPerfect, Lotus and LIBRA. If you are to work hard and still have fun at the office, send resume to:
CERTIFIED REALTY, INC.
Attn: Ronald Berlant
38345 West 10 Mile Road
Suite 300
Farmington Hills, MI., 48335

BOOKKEEPER

Part time position for Troy service company. Full charge thru trial balance. Computerized accounting, minimum 3 yrs experience required. Also responsible for some administrative duties. We offer flexible hours pay and a pleasant environment. Call Kathy at 643-9481

BOOKKEEPER - PART TIME
for small insurance office in downtown Birmingham. Flexible hours if necessary, call after 6pm 617-9621

BOOKKEEPER
Part time position opening for mature personable, self-starter with previous bookkeeping experience 10 work hours - (1) - 8 hours. Call Dave 682-8131
WENDY'S BRIDAL SHOPPES
SUMMIT PLACE MALL

BOOKKEEPER/PART TIME
Small residential property owner with computer aided accounting base desires qualified bookkeeper to perform bookkeeping functions. Individual should be familiar with journals, and books thru trial balance. Some computer experience desired, but not necessary. Hours are flexible, but should involved hours 24 hours per week, Mon. - Fri., 3 hours per day. Business located 1 Mile West of Telegraph & Westford Street, near to Box 116.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd., Livonia, Michigan 48150

BOOKKEEPER/SECRETARY - Full time position available for an experienced Bookkeeper/Secretary. Send resume with salary requirements to: Bookkeeper, AMC, P.O. Box 20436, Ferndale, MI 48220

BUSINESS COMMUNICATIONS Systems, Inc is a 15 year old telecommunications company located in Rochester. We are seeking an organized detail oriented individual with entry level position in our administrative department. Position offers salary & benefits. Call for interview, 852-3070

BUSY MEDICAL EQUIPMENT company seeks self motivated individual for office/clerical work. 1st position is for Collections, requires detail oriented person with pleasant personality & phone manner. Also need back up person with pleasant personality & phone manner. Must be accurate & typing skills. This person must be detail oriented & enjoy answering phones & helping people. Credit card data must possess excellent dictation, typing & organizational skills & enjoy extensive phone work. Both positions require excellent communication skills & good attitude. Great benefits package. Salary commensurate with experience. Opportunity to grow within company. Benefits package available. Qualified applicants only. Send resume with salary history to
Mario Medical Equipment, Inc
37659 Schoolcraft Rd
Livonia, MI 48150
No Phone Calls Please

BUSY REAL ESTATE OFFICE
in Northwest Detroit needs with current secretary for a one person office. Applicant will be self motivated with excellent phone skills, strong typing, experience with word perfect & not afraid. Good benefits. Please send resume & salary requirements to: P.O. Box 102, Dept. 1, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

CLERICAL ASS'T/ENTRY LEVEL
Part to full time for busy real estate office. Must possess typing & good phone skills. Potential for advancement. Salary commensurate. Interested Qualified individuals should send resume or letter to Mrs. Hardman, 300 S. Woodward Ave, Birmingham, MI 48009

CLERICAL/DATA ENTRY, Computer/communication skills a must, for entry level $6 to start. Advancement potential. Send resume: 8203 Florida Dr., Canton, MI. 48187.

CLERICAL JOBS AVAILABLE NOW!
Temporary/Long Term assignments
Call Employment Group 583-1919
An Equal Opportunity Employer

CLERICAL
Mature person needed for clerical position in Redford area. Light accounting, typing, customer relations and data entry. Computer familiarity required. Written replies only:
Commercial Hoists Systems
15441 Dale St.
Detroit, MI 48223

CLERICAL/OFFICE
Marketing Force, a Rochester based marketing company, seeks Assistant Coordinators to work 25-40 hours per week, $6.00 per hour. Duties include quality checking forms for completion and accuracy, sorting materials, mailing, etc. Applicants should be detail oriented and have a professional phone manner. For for information call Mon., Fri., 9am-5pm, 1(800) 866-8634. Ask for ADV 1076-2-483.

CLERICAL - 2 positions available. Must have strong math, word processing, computer, people skills. 3 plus years required. To $18,000. Send resume to PO Box 250353 Franklin MI, 48025

CLERK/TYPIST
Small title company Birmingham area. Looking for a reliable person with good communication, clerical and typing skills. Word processing helpful. Competitive salary with benefits. Call David, 642-2107

504 Help Wanted Office-Clerical

CALL TODAY!!!
Data Entry Clerks
&
Telephone
Surveyors
Are Needed!!
Part-time evening and weekend hours are available in the Plymouth/Novi area.

Word Processing Secretaries

• 6 months recent experience required
• WordPerfect or Displaywriter 4 experience preferred
• Other word processing software packages acceptable
Must be available full time to work 8-5, Monday through Friday (40 hrs. per week)

For more information, please call Today!
Livonia - 522-4020
4-96 Officentar
33133 Schoolcraft
Westland - 326-5590
896 Wayne Road

KELLY
Temporary
Services
Equal Opportunity Employer M/F/H

GENERAL OFFICE
Full time position available. Minimum experience required. Pleasant phone manner & typing necessary. Southfield area preferred. Hours have own car, 34 an hour to start. Call resume/apply to:
Office Manager, 1137 Holland,
Birmingham, MI 48009

LAW OFFICE
Growing law firm in Bloomfield Hills area
LEGAL SECRETARY - Litigation experience preferred.
FILE CLERK/OFFICE ASSISTANT
Experience required.
RECEPTIONIST - Experience required.
Salary based on ability, send resume & salary requirements to:
OFFICE MANAGER
300 E. Long Lake Rd - Ste 200
Bloomfield Hills, MI 48304

LEGAL SECRETARY - Experienced WordPerfect 5.0, P.I. & domestic. Salary negotiable. Call 932-2130, Farmington Hills. 851-7054

LEGAL SECRETARY
2-3 years experience, Word processing a plus. Farmington Hills law firm. Kathy 478-8900

LEGAL SECRETARY - Southfield law firm seeks Secretary 1-3 yrs. legal experience. Word Perfect required. Call between 8am & 12pm, 352-8580

LEGAL SECRETARY
Non smoker. Experience preferred, but not required. For Farmington Hills law office. Must have a great sense of humor. Contact Sheldon Kay -.

LEGAL SECRETARY
needed for Southfield firm with at least 3 years personal injury experience. Must have WordPerfect experience, $20,000-$25,000 + benefits
352-7777

LEGAL SECRETARY NEEDED
Experience required. Excellent benefits package for qualified applicant. Send resume, referenced & salary requirements to: Office Manager, 20300 Civic Center Dr., Suite 203, Southfield, MI. 48076

LEGAL SECRETARY
needed for N. Suburban law firm. Minimum 3-5 yrs. experience in litigation & corporate law required. Excellent salary & benefits package. Send resume & salary requirements to Box #980, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY/
PARALEGAL
Personal injury experience, 2 years minimum.
Calendaring, data entry and special projects. Typing, 10 key and CRT experience required
Call Gary Sanborn, 932-2731

DATA ENTRY
National real estate firm in Southfield needs person for data entry. Must be accurate. Previous computer experience required (Paradox, Lotus 123 and/or WordPerfect). Full time position. Pleasant, non smoking environment. Send resume to Box 987 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

DATA ENTRY OPERATOR
needed immediately for temporary assignment. Must have good typing speed & accuracy a must. Please call Julie at 352-9940

DATA ENTRY OPERATORS
Needed immediately for Metro Detroit locations. Minimum data entry speed is 13,000 keys. To schedule an interview call
TEMPEXCHANGE
313-557-5600
SOUTHFIELD

DATA ENTRY
Special opportunity for accurate productive data entry personnel. $6/hr. Call Dona at UNIFORCE
473-2932

DESKTOP PUBLISHING
40 hrs per wk. position in small office setting, people oriented but must be self starter. Desktop publishing experience required. Knowledge of Aldus required. Farmington Hills location. $7/hour. Call Dave or Jim 553-6280

EXECUTIVE & OFFICE OFFICE ASSISTANT NEEDED
For fast-paced firm 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 954, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

EXECUTIVE SECRETARY
Executive offices of international furniture co. job rotation.
To $9/hr. Call Sharon at UNIFORCE
646-7864

EXPERIENCED OFFICE HELP
for auto sales & auction. Full & part time 338-6400

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

GENERAL OFFICE
Fast paced, Entry level. Data processing helpful. Redford area.
937-2720

GIRL/GUY FINANCE/RECEPTIONIST
Computer software company in Rochester Hills seeks a bright, enthusiastic individual for a Girl/Guy Friday position. Minimum office experience required. Good phone and salary requirements by February 14 to Maureen Maturoski, CEO, 2633 Waterview Drive, Rochester Hills, 48309.

INSURANCE AGENCY needs customer service representative to work in our non-smoking Farmington Hills office. Experience preferred. 553-8900

JAPANESE BI-LINGUAL
International corporation needs candidate who speaks and writes Japanese with word processing and light book keeping skills. Call Sara at UNIFORCE 357-0024

LEGAL SECRETARY - Southfield area law firm requires individual with word processing and secretarial skills. Light experience required. Southfield location. 540-4100

LEGAL SECRETARY for non smoking law firm in Bloomfield Hills. Must have 2-3 years experience in litigation. Type 70-80wpm. Computer skills necessary. Call Barb 333-7400

LEGAL SECRETARY
Partner in downtown Litigation firm seeking experienced secretary. Must have WordPerfect knowledge. Salary commensurate with ability. Reply to: Partner Manager, 2200 Buhl Bldg, Detroit, MI 48226

504 Help Wanted Office-Clerical

OFFICE ASSISTANT
Energetic office is looking for an individual to do telemarketing & assist manager in day-to-day operations. Ideal candidate will have basic office experience, along with good communication & organizational skills. This is a 30-40 hours Mon-Fri position. Apply in person at American Laser Posting, 32900 Capitol, Livonia. Off of Farmington Rd., B. of I-96

OFFICE ASST./RECEPTIONIST
for Senior Citizen housing Corporation in Farmington Hills. Job entails a variety of duties including typing, phone, computers, typing, filing, & copying. 30 hr/wk, 20 hours. Required schedule: 10am-2pm. Mon., Fri., Call Ms Barnett, Detroit Baptist Manor, 476-8100

OFFICE/CLERICAL
Telephone and data processing skills required. Competitive pay & benefits. Send resume to:
Lutz Data Systems, PO Box 9078
Farmington Hills, MI 48333-9078

OFFICE HELP/ERRANDS
Part time for busy real estate office. Should possess typing & phone/phone skills. Must have own car for errands. Should be familiar with the Birmingham/Bloomfield area. Great opportunity for non-smoker. $5 an hour. 644-5570

Office Manager/
Administrative Assistant
In the financial market place. Position engaged in the healthcare field. Candidates should have minimum of 5 years experience, strong secretarial skills (including Multi-Mate, WordPerfect and Lotus), strong organizational ability, and excellent communication skills. Human resource and salary history to: Human Resources/AA, P.O. Box 8626, Ann Arbor, MI 48107
An Equal Opportunity Employer

ORDER PROCESSING Department of mail order company in Canton needs data entry person. Computer typing & pleasant voice needed. Please call 8am-12 noon, 453-4050

PART TIME Office work for sales rep company. Redford area.
531-4115

PAYROLL PERSON wanted for construction company. Experience helpful. Must have knowledge of payroll taxes, certified payroll, union fringes. Livonia, Plymouth area. Please send resume to Box 132, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150.
An Equal Opportunity Employer

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

PART TIME Receptionist
Typing 50 wpm. Excellent Telephone Manner. Flexible hours. Call Ms. Hoffman 352-7355
interviews.

PHONES/RECEPTIONIST
Good phone sales required, some filing, light typing. Farmington area. Excellent benefits. Call for interview appointment. 255-4069
An Equal Opportunity Employer

PROMINENT TITLE company located in Livonia has immediate openings for experienced typist & persons with knowledge in the area of Escrow, Title & escrow services. Please send resume with salary history & requirements to: box 984 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST — needed for non smoking law firm in Farmington Hills. Must have experience & type 60 wpm. Computer skills necessary. Call Barb 333-7400

RECEPTIONIST NEEDED for national leasing company. Excellent phone & typing skills required. Send resume & salary requirements to: Box 980, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST — Bloomfield Hills Medical Office. Pleasant phone manner. Light typing. Flexible hours. Call Barbara 332-3333

RECEPTIONIST NEEDED for Troy insurance agency. Duties include answering multi line switchboard, data entry, typing and other misc. tasks. Send resume to
Human Resource Development,
2100 W. Big Beaver, Troy, MI 48084.

RECEPTIONIST/ORDER ENTRY
Excellent phone & verbal skills required for this full time entry-level position. Detail oriented person with typing skills. Knowledge of Lotus a plus. Must have personal typing skills. Salary commensurate with experience. Send resume to: Box 1104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
Immediate opening for professional mature Receptionist. Must have 2 years experience in telephone, Word Perfect 5.1 and good clerical skills are required. Farmington area. Good benefits. Send resume to Box #104, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

RECEPTIONIST
For Ann Arbor advertising agency. Must be pleasant, outgoing, and able to portray a professional image. Require accurate typing of 50-60 w.p.m., fast paced experience, excellent telephone skills, and a working knowledge of Word-Perfect. Send resume to: Personnel, DK&M Advertising, 130 S. First St., Ann Arbor, MI 48104

RECEPTIONIST - for busy Optometric office in Wayne must be friendly & organized. Some experience preferred. Call Cindy 721-5442

RECEPTIONIST - Bloomfield Hills area, Mon. & Fri., 1 to 7pm, Wed., 1 to 8pm. Apply: 887 E. Maple, Bham

RECEPTIONIST - Mature, full time for busy real estate office in Farmington Hills. Must type 60 wpm. Call Ann at 855-8534.

RECEPTIONIST
for growing real estate office in Northville. Fast paced, busy phones. Part time to start. Real Estate experience helpful. Call Sue D. 347-3050

RECEPTIONIST
Major office design firm needs your friendly personality and front desk experience with Robin Home & Garden. To $7.50/hr. Call Ruth at UNIFORCE
646-7863

RECEPTIONIST
Entry level position with responsibility at answering phone, mail, some data entry, typing. Team oriented company with good benefits. The Mahoney Press, 41750 Ann Arbor Trail, Ann Arbor, 397-0033

RECEPTIONIST
MRM Air Products is looking for a professional receptionist. Excellent phone & communication skills required. Additional skills required: typing & organizational. Good wages, good benefits, good company. Send resume to C.G., P.O. Box 354, Novi, MI 48376-0354. No phone call please.

504 Help Wanted Office-Clerical

RECEPTIONIST
For very face paced company in Southfield. Must be very professional w/excellent phone voice. Typing skills required. Call Jo Ann 542-9500

RECEPTIONIST/TYPIST
Must be experienced in WordPerfect. Bookkeeping experience helpful. Good working conditions & benefits. Dale Park area.
848-8333

RECEPTIONIST - PART TIME
for progressive Birmingham Salon, The Ginger Group 645-2787

RECEPTIONIST
Farmington Hills office has immediate opening for person with excellent telephone manner & high typing skills. Prior multi-line switchboard & PC experience necessary. Call Ms. Herron for appointment 478-0213

RECEPTIONIST, PART-TIME
Duties include: operation of switchboard, greeting visitors, use of business machines, light office duties. Hours 12:30-6pm.
Call 334-8310 ext. 218
BELANGER, INC. NORTHVILLE

RECEPTIONIST/SECRETARY
For Troy law firm. Experienced individual with good telephone & communication skills, professional appearance, non-smoker. Send salary requirements and resume to: Office Manager, 4614 Rochester Rd., Troy, MI 48098-9998

RECEPTIONIST/FLEXIBLE
Week days, Mon-Fri, hours 8-18 hours per week. Phones, light typing, etc. Noel realtor.
CallONLY
9AM-3PM, Mon. thru Fri., ask for Robin. 348-3000

RECEPTIONIST/
SECRETARY
For a fast-paced Farmington Hills CPA firm. Must possess a professional telephone manner and typing skills. Will be performing all basic office duties.
Lori, 661-3500

RECEPTIONIST/SECRETARY
For Livonia CPA firm. Good interpersonal and phone handling skills a must. Knowledge of WordPerfect and Lotus preferred. Add-ition of bookkeeping skills a definite value. Salary commensurate with experience. Call Hollee at 462-3277

RECEPTIONIST - For design firm. Full time with a wide variety of duties including typing, filing, and telephone/company a must. Knowledge of WordPerfect and data entry a plus. Please send or hand deliver applications plus salary history to: Brian Kilian & Co., 2111 Eisenhower, Birmingham 48009. Attention: Karen.

RECEPTIONIST - West Bloomfield Corporation seeks a person who can coordinate receptionist with secretarial skills to answer phones, type, file. Much contact with the public. Day, evening, and weekend hours. Send resume to Box 944
Observer & Eccentric Newspapers,
36251 Schoolcraft Rd., Livonia, Michigan 48150

REQUIRED part time clerical help. Will train. Interested persons call on job. Call Anu, Ray's Appraisals
Inc.

SALES ASS/START
leading manufacturer, fabricator and distributor of high quality & plastic products is looking for an individual to work in our administrative/secretarial capacity. The ideal candidate should be a self starter interested in the direction, have previous experience in a sales environment requiring to upder management, and an individual familiar with Lotus 123 and Word Perfect. We offer excellent benefit and wages. Individual should be interested in growth. Please send their resume with salary requirements to: Exotic Rubber & Plastic Corp., Sales Assistant, P.O. Box 395, Farmington Hills, MI 48332-0395. Attn: C. Palmer. No phone calls please

SALES
SECRETARY
Leading Detroit area automotive supplier has an immediate opening for a secretary in their Sales Department. Position requires two years of office experience, good skills including data input, Lotus/Symphony (20/20), word processing, typing 50 wpm. Excellent benefits offered, good telephone skills and typing 50 wpm. Responsibilities include business letter editing, quotations, sales reports, meeting prep-aration, telephone coverage, filing, processing orders and record keeping.
Qualified candidates should reply by resume including salary requirements to: Box 994, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARIAL & CLERICAL
$10-$12 hr. depend on experience at Ford Lumber, 38650 Ford Rd., Westland. No phone calls please!

SECRETARY - Southfield area, full time, experience necessary, knowledge helpful, send resume to: Box 1063 W. B Mile, Detroit, MI 48219

SECRETARIAL POSITION
Bailey, Wood Partnership. Applicant must be reliable, organized, organized & professional. Send resume to Secretary, 280 N. Woodward, #403, Birmingham, MI 48009

SECRETARIAL
POSITIONS
Major Advertising & Communications agency has several career opportunities for confident, assertive secretaries.

EXECUTIVE SECRETARY - Secretarial support to Sr. VP, Director of Human Resources & 3 department managers and 2 assistants

Responsibility for extensive travel & meeting arrangements, word processing, data base experience & graphics-enhanced presentations a plus. Strong organizational skills a must. Prefer 3+ years experience

SECRETARY - Public relations department. Office and travel support to Account Supervisor and several A.E.'s

Responsibility for mass mailings, distribution of press kits, follow up phone. We set up and maintenance. Coordinate meetings, travel arrangements, etc. Prefer at least one year experience.

Send resume with salary requirements to

DMB&B
P.O. BOX 811-MBO
BLOOMFIELD HILLS, MI. 48303

SECRETARIES - part-time for development firm. Typing 55 wpm, WordPerfect & Lotus, construction background helpful. Send resume to Secretary, P.O. Box 864, Bloomfield Hills, MI 48303-0864

SECRETARY

Immediate opening for a self-motivated, detail oriented individual with 1-2 years college and computer skills. The qualified candidate will possess excellent typing, calculator hand and phone skills. Applicant must also be able to work with little supervision. The duties include general clerical functions, assisting in filing, preparation of reports and typing. Please send resume WITH SALARY REQUIREMENTS or apply in person at:
Human Resources Department

AMERICAN YAZAKI
CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

SECRETARY
Major food company, located in Northwest Hills, seeking permanent Secretary with typing, general office skills and basic computer knowledge. Shorthand would also be a plus. Call Marcia to arrange an interview, 851-8480

SECRETARY/RECEPTIONIST
Minimum 3 years experience in architectural/engineering/surveying offices. Must have knowledge of word processor & word processing. This a visible position reporting to the president. Excellent skills and basic computer knowledge. Shorthand would also be a plus. Call Marcia to arrange an interview, 851-8480

504 Help Wanted Office-Clerical

SECRETARIES
(Word Processing)
Positions available with experience in Wang, Microsoft Word, Multi-Mate and Displaywrite, for the Troy area. Call
EXPRESS SERVICES
643-8590

SECRETARY
Birmingham area custom builder in real estate development firm seeking responsible and motivated individual with good phone and/or real estate background, accounting, Lotus and WordPerfect skills preferred. Send resume and salary requirements to: Box 140 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY/CLERICAL

Medical Personnel Pool is seeking a quick minded, self motivated & well organized individual for a part-time, 20 hrs/wk, medical office position. Must have general office experience with excellent phone etiquette & typing skills. Duties include tickler system, filing, & other clerical tasks. Must be detail oriented. Part-time benefits & positive plan.

MEDICAL
PERSONNEL
POOL
569-4600

SECRETARY
Dynamic high tech firm needs experienced individual with word processing skills. to $8 50/hr.
Call Gloria at UNIFORCE 473-2931
ext. 3

SECRETARY - Event planning firm seeking reliable secretary - computer literate, able to type, organized. Resumes to: 33290 W. 14 Mile Rd., Ste. 435, West Bloomfield, MI 48322

SECRETARY

Fast paced property management firm is looking for a professional secretary to handle on-call secretarial support to various departments within the corporate headquarters. Position will be for regular secretaries during times of absence, on a daily or weekly basis. The successful candidate will be proficient in WordPerfect, possess excellent oral and written communication skills, be able to meet deadlines under pressure, and be available to report to work on short notice. Please fax or mail a resume with salary requirements to

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

SECRETARY
For president of real estate division, Farmington Hills area. Call Mon-day, Mon-day 5 years legal experience with knowledge of Word Perfect, typing, communication & organizational skills. Must know Lotus 123 & System 38. Displaywrite recommended. Competitive salary & benefits. Send resume & salary requirements to Box 838 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

SECRETARY for Bloomfield Hills investment Advisor firm. WordPerfect 5.1 required. Send resume and salary requirement to: Michele Stone, Box 2040, Troy, MI 48084, 110 Bloomfield Hills, MI 48304

SECRETARY - full/part time for busy real estate office in Farmington Hills area. Duties include typing, filing, & phone answering multi line system. Word Perfect knowledge necessary. Shorthand helpful. Hot pacted fast paced hours Alternate Saturdays possible. Salary commensurate with skills & experience. Prepare resume & call Laura after 3:30pm at 661-2640

SECRETARY - Oakland Correctional Facility. Word processing experience preferred. Work with all facets, cultures & levels. Know DOC, Helper, Write to Prison Legal Services, 4000 Cooper St., Jackson, MI, 49201

SECRETARY needed for Birmingham CPA firm. Must have 3-5 yr experience required. Call for appointment 642-9400

SECRETARY/OFFICE ASSISTANT
A major European automotive supplier needs an experienced secretary for a new sales office in Oakland county. The successful candidate will be a self starter with good communication & organizational skills along with PC, word processing & spread sheet experience (preferably Lotus 123). GERMAN LANGUAGE EXPERIENCE A PLUS. This position requires a "hands on & can do" attitude & the ability to work in an ever changing environment. We offer an excellent salary & benefits package, along with an exciting opportunity to be a key person in a developing organization. Please send your resume to: Director, Six Mile Road, Northville Lake Rd Bloomfield Hills, MI 48302

SECRETARY
Part time, Knowledge of Commodore computer, accounting Farmington Hills area. 855-8868

SECRETARY
Part time, PC word processing, database, secretarial, phones, school hours. Send resume: Sales Manager, 35376 Grand River, Ste 242, Farmington Hills, MI 48335

SECRETARY - PART TIME
For busy life insurance office. Excellent typing skills required. Knowledge of computer experience required. Microsoft Word knowledge preferred. Interesting responsibilities. Flexible hours. Salary commensurate with experience. Please send resume to Box 1063 W. B Mile, Detroit, MI 48219

SECRETARY - Part time. Word processing, database, spreadsheet, school hours. Send resume: Sales Manager, 35376 Grand River, Ste 242, Farmington Hills, MI 48335

SECRETARY - PART TIME
For busy life insurance office. Excellent typing skills required. Knowledge of computer experience required. Microsoft Word knowledge preferred. Interesting responsibilities. Flexible hours. Salary commensurate with experience. Please send resume to Box 1063 W. B Mile, Detroit, MI 48219

SECRETARY
Bloomfield Hills area, Mon. & Fri., 1 to 7pm, Wed., 1 to 8pm. Apply: 887 E. Maple, Bham

SECRETARY - Public relations department. Office and travel support to Account Supervisor and several A.E.'s

Responsibility for mass mailings, distribution of press kits, follow up phone. We set up and maintenance. Coordinate meetings, travel arrangements, etc. Prefer at least one year experience.

Send resume with salary requirements to

DMB&B
P.O. BOX 811-MBO
BLOOMFIELD HILLS, MI. 48303

SECRETARIES - part-time for development firm. Typing 55 wpm, WordPerfect & Lotus, construction background helpful. Send resume to Secretary, P.O. Box 864, Bloomfield Hills, MI 48303-0864

SECRETARY
Immediate opening for a self-motivated, detail oriented individual with 1-2 years college and computer skills. The qualified candidate will possess excellent typing, calculator hand and phone skills. Applicant must also be able to work with little supervision. The duties include general clerical functions, assisting in filing, preparation of reports and typing. Please send resume WITH SALARY REQUIREMENTS or apply in person at:
Human Resources Department

AMERICAN YAZAKI
CORPORATION
6700 Haggerty Road
Canton, MI 48187
No Phone Calls Please
An Equal Opportunity Employer

SECRETARY
Major food company, located in Northwest Hills, seeking permanent Secretary with typing, general office skills and basic computer knowledge. Shorthand would also be a plus. Call Marcia to arrange an interview, 851-8480

504 Help Wanted Office-Clerical

SECRETARY
Part time - afternoons, Branch office for Transamerica Life Companies in Troy has an immediate opening for a part time, experienced secretary, must have computer & shorthand skills. Call Mrs Little at 649-1577
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Fast paced Redford office seeks a well organized self-starter. Applicant for this position must have social skills ability skills, word processing experience and type 50-60 wpm minimum.

We offer a competitive salary and benefits package.
Send resume and salary requirements to:
WILLIAMS PANEL BRICK
27303 W. 8 Mile
Redford, MI. 48240
Attn: K. MacLachlan

SECRETARY/RECEPTIONIST
Southfield area Bookkeeping office. Light bookkeeping experience preferred, PC experience required. Excellent benefits, pension plan.
Mr. Seguin 543-1666

SECRETARY
RECEPTIONIST
Personality plus & professional appearance a must for this front desk at Southfield sales office. Good skills & pleasant phone manner. Hours 9:30-6pm. Call between 11-3pm. 358-2727

SECRETARY
To answer phone & do clerical help for small moving company. 35 hours per week, $6/hour to start. 442-1297

SECRETARY
Troy law firm specializing in patents, trademarks & copyrights seeks Secretary with excellent typing and organizational skills. Prefer candidate familiar with salary requirements to: Office Administrator, Rules & Rey Peabody, Campbell Services, 21700 Northwestern Hwy. #1010, Southfield, MI 48075

SECRETARY, WEST BLOOMFIELD
Experienced individual familiarity with WordPerfect desirable. Corporation seeks dependable, high quality individuals for permanent & part time openings available
Send resume to
TEMPLE ISRAEL
5725 Walnut Lake, W. Bloomfield,
MI 48322

SECRETARY RECEPTIONIST - for development company in Farmington Hills full time. Office experience required. Please call 442-0707

TYPIST/
PROOFREADER
(NON-SMOKER)
Our computer department seeks a non-smoking, excellent typist with good proofreading abilities & who is proficient with WordPerfect. 3 days per week, beginning each Aug for 12 weeks & possibly for 12 wks. Knowledge of hotel terminology opportunity. Mon 7 to 4 Labor area.
Send resume & salary requirements to
Personnel Director-TP
P.O. Box 19146
Detroit, MI 48219

Unique Hours
11 Mile/Evergreen area
Seeking personable, energetic individual who free within 10 minutes of 11 Mile/Evergreen. Our nursing home is in need of a Coordinator to work 8:30am-3pm Sun. & Mon. to assist at home while on call every other Tues. & Wed. from 8am-5pm & 9am. This is a position of responsibility for an individual with a mature & pleasant manner. Must have:
• Enjoy working with people.
• Can work independently & make decisions.
• Can accurately maintain detailed schedules.
• Can work positively despite frequent phone interruptions.
• Interested in working with the company whose important responsibilities is a direct result of treatment of Alzheimer's disease patients.
1-800-543-1854

VETERINARY RECEPTIONIST
Mature friendly people & animal person. Some computer experience helpful. Will train. Send resume to: Box #966, Observer & Eccentric Newspaper, 36251 Schoolcraft Rd., Livonia, Michigan 48150

WE CURRENTLY HAVE OPENINGS
Livonia & surrounding area

• DATA ENTRY CLERKS: (9000KSH)
• TELEMARKETERS: Part time, evening shifts, good communication skills with some phone experience.
• GENERAL CLERICAL: minimum typing skills required, at least 1 year previous experience in office environment.

DYNAMIC PEOPLE
478-8080

WORD PROCESSORS
Headquarters of national advertising agency needs your excellent skills and prior word processing experience. Call Ann at 557-0641
Call Sloane at UNIFORCE 357-0641

505 Help Wanted Food-Beverage

ASSISTANT FOOD & BEVERAGE MANAGER
Class Dining Concepts. Send resume & salary history: 30500 W. 13 Mile, Farmington Hills, MI 48334

A.J.'S RESTAURANT
NOW HIRING
COOKS & KITCHEN HELP
Must have at least 2 years experience. Also weekend BARTENDER & WAITRESS. Apply in person: 39405 Plymouth Rd., Plymouth

BENNIGANS OF SOUTHFIELD - is now accepting for all positions, waiters & host staff. Apply in person Mon. thru Thur. between 2-4 pm.

BUS ATTENDANTS
Part time evenings for private dinner club. Tues -Sat. Call Ms. Hoffman 22575 Farmington Rd., Farmington.

505 Help Wanted Food-Beverage

AM PREP COOK
& PM LINE COOKS
Experience required. Apply in person 2:30pm-4:30pm, Mon thru Fri. Old Woodward Grill, 555 S. Woodward, Birmingham.

ARBY'S IS LOOKING FOR
a fast track Manager, 21 or 4 year degree &/or 2 yrs. management experience necessary. Up to $22,000 to start. Send resume to:
ARBYS
10500 Telegraph Rd.
Taylor, MI 48180
Attention: Susan Head
An Equal Opportunity Employer

BENNIGAN'S
All Positions Available
Best Pay In Town
Go to work in a great environment. Great benefits. Full & part time positions. Apply in person 2-4 daily:
Bennigan's Restaurant
2033 Woodward Ave
Bloomfield Hills

BUDDY'S
FARMINGTON HILLS
Now Hiring
PM PIZZA COOK
Competitive wages and benefits
Apply: BUDDY'S at Northwestern & Middlebelt

BUS PERSON
Round Table Club
In Farmington. Must be 18 or older.
453-1632

COCKTAIL SERVER - needed for weekends Fri & Sat for dancing facility in Rochester. Apply after 2pm, 3400 N. Main St., D Street & Tenny.

COOK - experienced with good references. Call or apply in person O'Shaughnessy Eatery, 3540 Grand River, Farmington Hills. 474-8484

COOK - full or part time, evenings. Must have experience. Good pay, good working conditions. Contact Dave.
477-0099

COOKS & DISHWASHERS
Females/Males
Best Pay In Town
Go to work in a great environment. Great benefits. Full & part time positions. Apply in person at daily
Bennigan's Restaurant
40441 Ann Arbor Rd
Plymouth

COOKS
Experienced, serious applicants only. Apply at Catering/Ala Carte. It's A Matter Of Taste, 6175 Commerce Road, West Bloomfield.
360-4426

COOKS
FULL & PART TIME
Experience preferred. Apply in person: Rocky Forum, 6160 Ford Rd., Canton, at Haggerty. 981-2030

COUNTER HELP
Pizza Man, Plymouth area
DEADLINE: Friday, 2-6pm
For Waitstaff for full time days or full time eves. Experience & maturity required. Apply in person, 2pm-5pm, Mon thru Fri., corner of Orchard Lake & 12 Mile.

GRAFFITI NIGHT CLUB
Now hiring Waitstaff - Bartenders
In person - Sun., after 8pm
4505 Merriman, at Cherry Hill

HIRING DEPENDABLE SHIFTS
Orchard Lake & 10 Mile Roads
478-4482

HIRING LINE COOKS, Wait Staff
Apply in person, 10am-4pm
The Karamazov House, 7011 N
Wayne Rd., Westland

HOST/HOSTESS. Management experience required. Apply Sunday evenings 40 hours, 38 hour to start $5 hour. Apply: Bloomfield Hills Plymouth, 453-1632.

IMMEDIATE POSITIONS available for Cashiers, Servers, Dishwashers & Store Clerks. $4.50-$7 per hour. Hours are Mon-Fri, 8am-5pm. Call Sam's Club at 459-0400.

JOIN THE GROWING FAMILY
AT CASA LUPITA
Full/Part Time, Days/Evenings
• LUNCH & DINNER WAIT STAFF
• DOOR HOST PERSONS
• SERVICE ASSISTANTS
• BARTENDERS
• COCKTAIL SERVERS
• LINE/PREP COOKS
Apply 2-5pm Casa Lupita
2085 W. Big Beaver, Troy

JOIN THE NEW MUER
RESTAURANT CONCEPT
PALS
Day & Night wait staff and night bartender positions available. Only PEOPLE LOVIN', FUN LOVIN', WORK LOVIN' people need apply in person.