504 Help Wanted Office-Clerical

CUSTOMER REP - CP Studios now hiring. Part time, to schedule appointments with our clients. Flexible hours pays salary plus commission. Excellent opportunity for college student, homemaker or retired individuals. Openings at our Redford, Westland & Farmington Hills locations Call Michele, Tues -Fri. 12-3, for appointment 835-2400

CUSTOMER SERVICE

Romulus Location. Applicants must have good phone voice & type 35-wpm.

CITATION SERVICES
313-7188
An Equal Opportunity Employer
jns tee

DATA ENTRY - Bloomfield Hills investment firm has immediate full time positions available. Must be able to do precise & input alpha & numeric data 8000 keystrokes per hr & 5 years experience required Benefits Professional work environment. Call Diann 332-5000

DATA ENTRY CLERK - Southfield health care office includes answering phones, filing & light typing $5 an per hour plus benefits Call Marvin Brown Resume to Business Manager PO Box 1092, Bloomfield Hills, MI 48303

DATA ENTRY CLERK
Detroit Medical Center has seen qualified individuals for data entry positions Excellent opportunity for the right individuals Applicants should possess good skills and should include good phone manner. Send resume to

DATA ENTRY CLERK
P O Box 779
Detroit, MI 48231

Data Entry
General Clerical
Legal Secretaries
Telemarketers

We have immediate openings, long & short term assignments with excellent pay rates Call now for an appointment to be interviewed

528-8454

Future Force
TEMPORARY HELP SERVICE
NEVER A FEE

DATA ENTRY
Innovative company seeks anyone with accuracy, productivity and experience. To 35-hr. Call Dorla at
ENFORCE 473-2922

DATA ENTRY OPERATORS
Thirteen Mile and Fieldstone hours in Livonia Must type 55wpm Start part time, flexible hours, or full-or part-part time To apply call
CCH Computer at 525-4774

DATA ENTRY OPERATORS
Northland immediately expanding data entry operations with a proven history of speed and accuracy Full time day and afternoon shift positions available Good salary and benefits Send qualified candidates Resume for more information Please call after 2 00 p m at 851-8237

DATA ENTRY
Professional Data Entry clerks needed on a temporary basis for the Metro Detroit area

OFFICE TEAM
To schedule appointments contact Teresa at 524-3100

DATA ENTRY
Rapid growing national insurance company has immediate openings Needs your 8000 keystrokes To $7 50/hr Call Deanna at WRIGHT OFFICE 357-0036

ENTRY - LEVEL clerical positions available in Livonia Must be highly motivated and dependable people to fill various openings Light typing, telephone & computer skills required salary plus benefits Must be between 18-21 years of age Contact Department of Wayne County (Inc Detroit) Call for appointment at 313-595-1660
An Equal Opportunity Employer

ENTRY LEVEL
Position available for highly motivated, mature individual for payroll/customer service department Must possess good math aptitude, treasury tax forms helpful Excellent benefits Competitive salary Send resume to Peaches Corp, 6960 Orchard Lake Rd Suite 110, W Bloomfield MI 48322

EXECUTIVE SECRETARY
Southfield Medical Group has an immediate Excellent pay
Arbor Temps 459-1166

EXECUTIVE SECRETARY
Executive offices of international law firm seeks take charge skills and word processing experience To 5/hr Call Sharon at UNIFORCE 645-0404

FRONT DESK - cheerful person, phone skills & 50 wpm Call
Arbor Temps 459-1166

FULL AND PART TIME CLERICAL
Help needed for plush Bloomfield Hills office Light Word Processing and Database helpful Extremely heavy phones Receptionist relief Specify if applying for full or part time position and send resume to Attn Crystal KDC, 2000 Town Ctr, Bloomfield Hills, MI, 48303-0884.

GENERAL OFFICE
Typist/Clerk for Customer Reps interested in full time positions. Mon thru Fri. Send resume to DC, P O Box 225A Royal Oak, MI 48068

GENERAL OFFICE - Mature, part time office help needed immediately with typing skills a must. Good with customers and telephone sales. Call Joe 10AM-3PM 532-0902

RED WING
TICKET WINNERS

Marleen Galas
374 Tilbury Rd.
Bloomfield Village 48301

Frances Rajavich
7532 Woodview Dr., Apt. 2
Westland 48185

Please call the promotion department of the Observer & Eccentric before 4 p.m. Friday, to claim your free tickets.

591-2300, ext. 2153

Congratulations!

BUYING? SELLING?
RENTING? HIRING?

Put Your Message Where Your Market Is!

Observer & Eccentric
CLASSIFIED ADVERTISING
591-0900 Wayne County
644-1070 Oakland County
852-3222 Rochester/Rochester Hills

504 Help Wanted Office-Clerical

ESTABLISHED WINDOW & DOOR Sales company in Southfield looking for professional, neat, organized Secretary. Must have Accounts Payable & Accounts Receivable experience, typing skills and positive attitude 354-8155

EXECUTIVE SECRETARY
Southfield service company seeks bright, mature individual who can command candidate writing to communicate with customers. Qualified candidate must be energetic, willing to work flexible hours, organized with attention to detail and typing of 60 wpm, minimum. Send resume with salary requirements to Executive Secretary P O. Box 300, Southfield, MI, 48037.

FRONT DESK
Interact with customers in this creative atmosphere of this major advertising agency Candidate must have typing Full time, day shift Starting To $7/hr. Call Diane at Kelly Services 352-0448

FRONT DESK RECEPTIONIST/CONCIERGE Afternoon shift, 4-12 30pm Experience working with senior adults. Applications accepted Between 9-12pm, Mon-Fri at
Townbridge Apartments
24111 Civic Center Dr, Southfield.
No phone calls accepted

GENERAL OFFICE — some experience, good phone manner, typing. Apply in person only, Mon thru Fri, from 9am-2pm National Trails, 29921 Middlebelt, Southfield

GENERAL OFFICE, Part-Time
Phone work, filing, sales assistance, etc Word Processing knowledge preferred Communication skills and attention to detail 20 + hrs/wk Ideal for outgoing student or homemaker Call Lisa at 441-4480

GENERAL OFFICE
$1040/MO.
(36/hr.)
Typing, filing & answering phones. Benefits & excellent work atmosphere Hours 10am-3pm Post Positions Apply 10am-3pm Post Positions, 2065 Franklin Rd (N Mi N of Square Lake)

GENERAL OFFICE - Service company dealing with construction industry, Wayne area Good communication ability typing & good math ability essential Good benefits & pay, one helpful Homecoming office Send resume & salary requirements to Box 248 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

GENERAL OFFICE
Full time clerical support person needed by small manufacturing company Must be able to work under pressure and over changing deadlines Duties include billing, typing, telephones and some customer service, and other duties Positions must be detail-oriented and experienced in use of computers and other office equipment Send resume and salary requirements to Box 247 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd, Livonia, Michigan 48150

An Equal Opportunity Employer

GENERAL OFFICE - Need energetic, friendly person for Customer Service, Billing, Job Quotes & Scheduling Must be willing and able to work with customers Southfield area Will train 356-6430

GREEN TREE Acceptance is seeking individuals to fill 2 different positions Loan Processor with mortgage processing experience & Credit Data entry position Should have excellent phone skills & a computer able with CRT S. Apply at 38705 7 Mile Rd, Ste 180, Livonia, MI 48152

INCOME TAX PREPARER
Experience required
Farmington area
553-3030

LEASING AGENT/Assistant Manager for Westland apartment community Full time, no weekends Send resume to Box 238, Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL
SECRETARIES
Experienced, for permanent & temporary assignments Tri-County
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD.
Legal Personnel
362-3430; Fax 362-4881

LEGAL SECRETARY - to head litigation area of Troy law firm Benefits and salary commensurate with experience Work will be challenging & exciting This is an excellent career opportunity for someone who is organized, has disciplined work habits and can manage people Call Pat 643-9494

LEGAL SECRETARY
Southfield Insurance Company needs a hard working, motivated individual to assist corporate counsel Candidate must have 1 yr. legal experience and minimum typing of 60 wpm Send resume with salary requirements to Legal Secretary, P O Box 300, Southfield, MI, 48037.

LEGAL SECRETARY
Fast paced, mature, experienced (minimum 3 yrs.) with legal and computer skills, 25 hours per week Small busy law office specializing in Real Estate, Corporate Business, Estate Planning and Probate Resume to Angie, 31874 Northwestern Highway, Farmington Hills, MI, 48334

LEGAL SECRETARY
needed for Bloomfield Hills (Birmingham) law firm Must have 4-5 years of legal secretarial experience, preferably in the litigation field, with typing skills of at least 55wpm, dictaphone transcription experience & good organizational skills Please contact Barb Jester 642-6000

504 Help Wanted Office-Clerical

LEGAL
• Corporate Legal Departments
• Temporary - Long or Short Term
• Permanent Positions
• Temporary to Permanent

PERSONNEL
AT LAW
Mail or Fax your resume
Personnel at Law
3000 Town Center, Ste 2340
Southfield, MI 48075
FAX at (313) 358-0233
UPTOWN 358-0060
DOWNTOWN 964-2909

LEGAL
SECRETARIES
Let our temporary service 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.
626-0188

LEGAL SECRETARY needed for Farmington Hills office 2-3 yrs exp preferred Word processing a plus $18-$21,000 plus benefits 476-8200

LEGAL SECRETARY • Experienced WordPerfect 5 0, P/L & domestic Salary negotiable Call 9 30-2 30, 30700 Telegraph, Ste 103, Birmingham 645-7755

LEGAL SECRETARY: Must know WordPerfect 5.1, flexible hours to start Bury Bloomfield Hills office Call Audrey at (313) 851-7218

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

LEGAL SECRETARY for Southfield personal injury firm. Must have 2 years personal injury experience and WordPerfect 5 20/5 0 Call 352-7777

LEGAL SECRETARY
Needed for downtown Birmingham law firm 1 year corporate and estate planning experience desired with WordPerfect Call Stephanie at 647-8150

LEGAL SECRETARY
5 years litigation experience Word-Perfect 5 0 preferred Good typing & organizational skills required Farmington Hills law firm Offering good benefits & excellent working conditions 835-8500

LEGAL SECRETARY
Probate and/or divorce experience required Must be proficient in WordPerfect Send resume & salary requirements to Legal Secretary Bloomfield Hills, MI 48304-1200 Bloomfield Hills, MI, 48304

LEGAL SECRETARY
with Probate experience for Birmingham litigation law firm. Non smoker. Good pay & benefits. Send resume & salary requirements to Box 242 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

LEGAL SECRETARY
for busy Birmingham domestic relations firm Full time Experience necessary 647-7900

LEGAL SECRETARY
for Southfield personal injury firm 3-4 yrs experience Call Mrs Raven, 352-8500

LEGAL SECRETARY - word processor to primarily do word processing Must have WordPerfect & legal experience to work in small law office Send resume to Janet, 3000 Town Center, #2700 Southfield, MI 48075

LEGAL SECRETARY - wanted for general practice firm One year experience preferred Knowledge of bankruptcy a plus Must know computer processing Please call for interview, Mrs Fisher 574-2020

LEGAL SECRETARY
With Probate experience Will be medium sized professional practice in Bloomfield Hills Must have excellent grammar, speed writing, typing, word processing & organizational skills Minimum 3-5 years litigation & corporate experience Competitive salary & benefits Send resume to Box 282 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MAIL CLERK - process incoming & outgoing mail, copying & filing Light typing helpful Must be able to work independently Must pass clerical test & have a valid driver's license Full time - 40 hours per week $6 per hour Please call Michele McNeal at 354-4600

MARKETING DEPARTMENT
Creative department of major agency has an immediate opening for someone to fill the Coordinator position Call Sue 546-7662

MEMBER SERVICES Secretary for trade association WordPerfect experience, organizational skills preferred Ability to handle multiple priorities a must Responsibilities include event reservations, assist in event planning, meeting minutes, proof reading Excellent benefits Salary range $250-$340 a week, commensurate with experience Send resume to Director of Member Services, P O Box #7, Farmington, MI, 48332

MOVI INSURANCE AGENCY seeks office support person Excellent phone & organizational skills a must Computer & insurance experience helpful Please send resume & salary requirements to MS, P.O. Box 10785 W 12 Mile Rd., Suite 185, Southfield, MI 48076

OFFICE CLERK - Needed for inhome, 4 person office Typing, filing, computer, Full time, Monday-Friday, 7am-3 30pm, 3-275-9 Write Box, Farmington Hills 471-6514

OFFICE MANAGER
for small tube fabricating company in Plymouth Requires back ground in bookkeeping, financial recording & computer. Starting base $18,000, performance bonus & health insurance Send resume to P O Box 64, Northville, MI 48167

PART TIME - CLERICAL
Flexible hours 12-20 per week, Light bookkeeping & typing
Resume only Pinecrest Supply Service Co., 836 Woodward Hts., Ferndale, MI 48220 or FAX 541-9191

PERMANENT PART TIME
RECEPTIONIST/TYPIST
Livonia based Graphic Arts Company seeks a mature, responsible, detail oriented person for Reception-list/Typist and other office duties Mon thru Fri, flexible hours. Pleasant, non smoking environment. Send resume or job experience to: Personnel Department, 33050 Industrial Road, Livonia, Mi. 48150.

PLEASANT PHONE manners, general office work. Some computer work. Apply to: 31300 Hovt Rd., Northville.

PURCHASING PERSON
Mid-size food shop. Computer experience necessary.
664-3418

RECEPTIONIST/TYPIST
for Southfield commercial real estate company. Some word processing required. Call 354-6200

RECEPTIONIST for mortgage company. Part time, Mon & Wed. Some processing required Call
Marcia Warren 747-8930

RECEPTIONIST/TYPIST-Experienced, full time for title insurance agency in Birmingham area. Must have excellent communication skills & type 50-60wpm. Please call after 12pm for information 646-9010

504 Help Wanted Office-Clerical

PARALEGAL - Law firm needs a college graduate with a BA in English to train in the immigration and corporate areas Good benefit package Established firm located in The Renaissance Center Send resume to Sirbaugh, 600 Renaissance Center, Suite 2250, Detroit, MI 48243

PROFESSIONAL MANAGEMENT SECRETARY
Energetic, organized individual needed for our Bloomfield Hills Independent builder & property management firm. Must be detail oriented & capable of handling a wide range of responsibilities with a follow-through attitude. Send resume with salary requirements to Barnecke & Kraw Development Corp., 1600 Woodward Suite 250, Bloomfield Hills, MI 48304, Attn Marilyn

RECEPTIONIST/TYPIST
Must be experienced in WordPerfect Software and Excellent conditions & benefits
Call Pat at 548-6333

RECEPTIONIST - Architect's office Non smoking, busy office, must know WordPerfect & have good telephone skills
J. Hamilton Russell Architects, Inc
Farmington Hills, MI
474-8100

RECEPTIONIST - Immediate opening for professional mature person. Must have 2 years minimum office experience Word Perfect 5 0 helpful, good clerical skills required. Good benefits Send resume to P.O. Box 30700 Telegraph, Ste 103, Birmingham 645-7755

RECEPTIONIST, Energetic individual needed for a fast growing company. Job duties include typing, good with figures a must. Extremely efficient with phone manners is mandatory Benefits and salary negotiable Send resume to Torre & Tagliaferro, Inc, 2040 Franklin Rd., Mt. Clemens, MI, 48044

Receptionist/Clerical
Full time employee needed. Must have excellent phone, sales Accurate data entry & typing required. Prefer an least one year experience in WordPerfect Send resume to
Multi-State Services
28411 Northwestern
Southfield, MI 48034

RECEPTIONIST
Two part-time positions Monday thru Friday 30 hrs/week, or Saturday 9 30am-3 30pm and Sunday 10am-3pm Interested applicants must have good communication skills Must be able to work under pressure and must be available for additional hours if necessary Previous switchboard experience required Applications accepted at
St Vincent and Sarah Fisher Center
27400 W Twelve Mile Rd
Farmington Hills, MI 48334-3200
NO PHONE CALLS PLEASE
An Equal Opportunity Employer

RECEPTIONIST/GENERAL OFFICE
Typing calculator, filing & good math skills 3 days wk, 40 hrs, health insurance & other benefits 357-6630

RECEPTIONIST - Mature, full time for busy real estate office in Farmington Hills Must type 60 wpm Call Ann at 851-6700

RECEPTIONISTS - part time, (2 positions) Flexible hours, Mon-Fri, afternoons, eves & weekends Good phone skills & typing 525-7900

RECEPTIONIST/TYPIST - Opportunity for busy Southfield office, front desk duties & light typing Call Roberta between 10am-4pm 557-5600

RECEPTIONIST NEEDED
Must be energetic & friendly
Typing skills a definite plus
Starting rate, $5 50 /hr.
Farmington Hills 474-4383

RECEPTIONIST
Office design firm needs your front man/woman Typing 35 wpm or better plus Pleasant To $7 50/hr
Call Flora at UNIFORCE 646-1663

RECEPTIONIST/VETERINARY
We need a dependable, motivated, mature person with strong communication skills to work in our busy practice Flexible, able to juggle priorities, and handle interruptions with grace and efficiency. Pleasant and tactful person will be required to handle a client call-back system, be responsible for making appointments and operating a computer system. Veterinary experience desirable, but less important than people skills Part time, hours will vary Salary $4 25 to $5 00 per hour, depending on qualifications Apply in person between 12noon and 3PM weekdays 9AM to 12noon Wednesday, Plymouth Veterinary Hospital, 725 Wing St, downtown Plymouth

SALES RECEPTIONIST/ORDER ENTRY, computer & typing skills required, along with good communication skills Send resume to Sales Coordinator, 6370 Samuel Barton Dr, Belleville, MI 48111

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

SALES SECRETARY
Non smoking company seeks sharp individual with initiative and good secretarial skills to work two days Hours Typing 40 wpm and ability to work well with others a must Send resume to Sales Secretary, P O Box 300, Southfield, Mi, 48037

NATIONAL LEASING COMPANY needs Secretary to assist marketing department in Livonia. Must be typing 50, typing & organizational skills required. Benefits & excellent work environment Please send resume to P O Box 9068, Farmington Hills, MI 48333-9068

DIVISION SECRETARY for Specialty Health Benefits company in Southfield Type 50 wpm + Knowledge of word processing (preferably Wordstar), medical terminology, some data entry, excellent verbal written communication skills Salary $18,000 + Call Mrs Lathrop 780-547, Lathrop Village, MI, 48076.

ABLE SECRETARY
Headquarters, national multi plant company, requires experience in word processing, personal contact skills, correspondence, organizational & auditing skills, confidentiality & ability to perform various tasks for administration group Compensation dependent on past experience & capabilities Send resume to
Mr Ayer
LIFETIME DOORS, INC
30700 Northwestern Hwy
Farmington Hills MI 48334
851-7200

SECRETARIAL, full & part time for telephone answering, typing, word processing helpful Call Jean at 313-344-9500

SECRETARIAL POSITION - Must be experienced in computer, WordPerfect 5 1, general office, switchboard receptionist experience required Benefits Bloomfield location Call Marilyn Solomon 539-1500

SECRETARY - EXPERIENCED
Must have Macintosh computer experience & knowledge of Word, Works & Pagemaker, Creativity & desire to learn a plus Send resume & salary requirement to
Brand Marketing, Box 245,
19837 W 12 Mile Rd, Southfield,
MI 48076

SECRETARY - Troy advertising agency is seeking a motivated individuals with excellent typing & grammar skills Prior experience in detail oriented & computer literate Word perfect, 5 1, Basic knowledge preferred Please send resume to Box 194 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - With office management potential for one export company. Good organizing, writing & computer skills needed. Send resume to: M.E.C.L., P. O. Box 7068, Novi, MI 48376

SECRETARY/WORD PROCESSOR

Word Perfect, Macintosh, Lotus, Multimate, Micro Soft Word, any other software experience is preferable, full and part time openings in all areas Top pay, holiday pay, Clean bonuses, and Temp-Med insurance. Call for your appointment today!

Livonia, 464-2100
Southfield, 352-1300

SNELLING
TEMPORARIES
NEVER A FEE

SECRETARY
WORD PROCESSORS - Plush office requires recent word processing experience and attention to detail Unique opportunity at $6/hr. Call Shannon at UNIFORCE 357-0644

504 Help Wanted Office-Clerical

SECRETARIAL- Farmington Hills CPA needs experienced clerical individual, Statistical typing, WordPerfect, Full time 832-1800

SECRETARIES
needed on a temporary basis for the Metro Detroit area Must be professional and possess good communication skills with at least 3 years experience

OFFICE TEAM
To schedule appointments contact Teresa at 524-3100

SECRETARY/
BOOKKEEPER

Successful executive seeks secretary/bookkeeper to assist with Troy office Must have 3-5 yrs. executive secretarial experience including computerized bookkeeping Typing required. Must be a loyal, flexible, self-starter willing to grow with business with excellent personal business skills. Full time to start, eventual part time. Salary commensurate Call Ann. If interested send resume & salary requirements to Box 1000, P O Box 661, Southfield, MI 48037.

Plante & Moran, recruiter for an equal opportunity employer.

RECEPTIONIST
Farmington Hills manufacturer's rep office seeking a reliable individual with strong telephone & data sales office. Individual must be self-starter, organized and demonstrate positive disposition. Duties to include typing, word processing, order entry, expediting and order entry. Prior sales experience preferred, but not necessary. Hourly wage commensurate with experience. Reply in confidence: MSE, Inc., 29200 Orchard Lake Rd., Ste. #108, Farmington Hills, MI, 48334

SECRETARY - Full time/part time for busy real estate appraisal company in Farmington Hills. Duties include typing, filing, & phone answering. Real estate background helpful. Knowledge necessary. Shorthand helpful but not required. Flexible hours Alternate Saturdays possible. Compensation depending on skills & experience. Please resume & Call Laura after 3 30pm. at 661-0500

SECRETARY - Full time Typing, dictaphone, bookkeeping helpful Send resume to Box 1, Attn Office, Orchard Lake, Suite 270B, West Bloomfield, MI 48322

SECRETARY III
Canton Township is accepting applications for the position of Secretary III Applicants must be tested for the minimum skills of typing, 60 WPM and shorthand, starting at $22,535/yr, $23,545/yr, plus excellent fringe benefits Applications must be picked up and returned no later than March 6, 1992 at the Civil Service at Canton Township Personnel Department, 1150 S. Canton Center Road, Canton, MI 48188.
An Equal Opportunity Employer

SECRETARY - Immediate part time position in our busy WordPerfect department Royal Oak office
Call Liz at 546-2222

SECRETARY needed for full time position with law firm in the City of Birmingham Word Processing experience preferred. Office manager 723-5000

SECRETARY
Needed in Medical Department Must have excellent phone skills, 3 years secretarial experience and knowledge of Word Perfect Communication and employee benefits Send resume to VP Medical Director, ABS, 14650 W 8 Mile Rd., Oak Park, MI 48237
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST wanted Southfield law firm 2 yrs law office experience, word processing, non smoker Reply to Office Manager, Gary Eisenberg, Pc, 357-3550

SECRETARY/RECEPTIONIST
part time, nights, weekends, weekends Typing, excellent telephone communication skills required
Call for Dusti 855-3030

SECRETARY
United States headquarters of international firm needs your WordPerfect, secretarial experience To $9/hr Call Sally at UNIFORCE 351-2933

SECRETARY - W. BLOOMFIELD
Phone skills, word processing experience Special office Mon - Thurs, 7-12, Fri, 8-1 Mail Resume to TEMPLE ISRAEL, 7275 Westland Lake Rd., W. Bloomfield, MI 48323

SECRETARY
$18,000-$30,000
Excellent skills necessary WordPerfect & or experience with Lotus & DBase preferred All positions include excellent benefits, opportunity & location
Call today for immediate consideration
MASTANTUONO & ASSOCIATES
24901 Northwestern Hwy., Ste 124
Southfield, MI, 48075
FEE PAID 355-2440

SHIPPING & RECEIVING CLERK
with high-to-driving experience
Livonia • 525-4300

STAFFING SOURCE
TEMPORARY SERVICES
is looking for you if you have experience with Macintosh, Mass 11, Word Perfect 5.0, 5.1, Lotus, Multimate, data entry, 10 key

SOUTHFIELD, 646-4393

SWITCHBOARD OPERATOR
Professional, energetic & articulate individual for busy AT&T System, light typing, for new office in Southfield Area $16000-$19000
Permanent position Call
JOAN FERGUSON 358-8490

SWITCHBOARD OPERATOR
Needed immediately for Detroit manufacturer. Light duty, pleasant. Must have experience Systems Have at least 200 extensions
To schedule appointment call
TEMPEXCHANGE
557-5600

SWITCHBOARD/RECEPTIONIST
DATA ENTRY
Immediate openings in all locations for Receptionists, Switchboard Operators, and Data Entry Clerks. Full or part time positions available. Call today for an appointment

HOLIDAY PAY, BONUSES
TEMP-MED INSURANCE

Livonia, 464-2100
Southfield, 352-1300

SNELLING
TEMPORARIES
NEVER A FEE

SWITCHBOARD RECEPTIONIST
Part-time hours. M-F, 10am-2pm. Great Troy location. $7/hr.
Call Rose at UNIFORCE 648-8501

TELEMARKETERS
DATA ENTRY
RECEPTIONIST/SECRETARY
Immediate openings in Oak Park & Southfield areas. Part time hours Must be an excellent telephone communicator. Call Alpha Personnel Service, 253-0900

TRANSCRIBERS needed with legal experience and knowledge of WordPerfect. Send resume to 18785 W. 12 Mile, Suite 144, Southfield, MI, 48076.

TYPIST
for fast paced office. 75 wpm minimum. Knowledge of Word Perfect a must. Ferndale area. Please call
547-3505

WORD PROCESSORS
Professional word processors needed for a temporary basis for the Metro Detroit area. If you have 1+ years experience with:
WordPerfect, Multimate, Microsoft Word, Wordstar,

OFFICE TEAM
To schedule appointments contact Teresa at 524-3100

WORD PROCESSORS
Troy area company hiring Word Processors experienced with Digital Decmate, Mass 11, 700 per, holiday pay and benefits. Call today for an interview.

Livonia, 464-2100
Southfield, 352-1300

SNELLING
TEMPORARIES
NEVER A FEE

504 Help Wanted Office-Clerical

TYPIST/RECEPTIONIST: Needed in Birmingham Office. Individual must have pleasant personality. Experienced using WordPerfect 5.1, Word 2.0 essential. Flexible hrs Call Ann Gordon, Sue Ann Inc 540-8833 for interview appointment

Word Processor/Receptionist. Part time position (20 hrs/wk) for Word-Perfect 5 1 Must have experience for human resource consulting firm. Involves data entry, typing mass mailing correspondence & answering phone. Flexible hours Call Mrs Williams to Q. Lopez, 30 W. Big Beaver, Suite 300, Troy, MI, 48084

TYPIST RECEPTIONIST - with light bookkeeping skills for entry level position in Livonia Acme Mystic Systems Inc Call, 261-8080

WORKAHOLIC
Needed for the career opportunity, if you are a dedicated hard worker looking for a fast-paced, challenging job that will need all you have & "paid-per-person" with a strong sales orientation for our Livonia organization. Full time, Benefits and bonuses plus The overtime is unpredictable, often and involves weekends and holidays. Growth potential both in terms of increased responsibilities and money. Send your resume to: Human Resources Manager, 6111 E. 13 Mile Rd., Warren, MI 48092

W. BLOOMFIELD OFFICE - needs mature person with pleasant personality, neat appearance, Light typing, phones, light typing, filing Ask for Barbara 851-8100

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS FOR
Wait Persons
Bus Persons
Apply in person
BEVERLY HILLS GRILL
31471 Southfield Rd.
Between 13 & 14 Mile Rds.

ALL FRONT OF THE HOUSE
ALL SHIFTS
Apply 2-5 in person daily, 24705 W. 12 Mile, E of Telegraph, Southfield

AT the areas leading food service company, we are committed to quality, production and customer satisfaction. If you excel in this areas and have 4 yrs kitchen experience plus good work ethic, call 313-615-W Lafayette, Detroit MI 48231
Supervisor/Aide position
An Equal Opportunity Employer

ASSISTANT MANAGERS
Full time, Evening & Weekends
Part time/full time
Call 453-7272

ATTENTION Are you dependable, hardworking, get along well with people? If you are, then you are what we are looking for! The Original Pancake House is now hiring full time cooks & dishwashers Flexible hours, pay & benefits. No experience necessary. Apply in person between 2-4pm at 19355 W 10 Mile Rd, Southfield (between Evergreen & Southfield Rd.)

BANQUET MANAGER Supervisor-Experienced working position, must have at least 2 Yrs experience solid Reply to box 240 Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, Michigan 48150

BANQUET WAIT STAFF/Bus Persons - Part time, days & nights Apply, 9am-1pm The Gordy Bar, 13401 Middlebelt, 24555 Evergreen, Southfield

BAR PERSON, grill & prep cook, mature porter, part time or small friendly lounge 5 Mile & Telegraph Call for interview, 537-4780

BARTENDER - part time
Please apply in person at Fairlane Inn, 28225 Telegraph, Southfield No phone calls please

BARTENDERS/WAIT STAFF
Day & Night Shifts Apply in person at 12 noon 36000 7 Mile, Livonia

BARTENDER/WAIT PERSON
Full time, Nights, Experience preferable and polite Apply in person New Ravens Pub, 23234 Greenfield Rd, Oak Park

BARTENDING POSITIONS
open, part time, apply between 2-5pm Lone Star Steakhouse
41561 Plymouth Rd Plymouth

BARTWAIT PERSON
Part time
Woodland Lanes Livonia
427-4310

BATES HAMBURGERS - 33408 5 Mile, Livonia 22291 Middlebelt, Farmington Full & part time meals and uniforms furnished Apply in person 8am to 10am & 2pm to 5pm

BILL KNAPP'S
NOW HIRING
Taking applications for all positions
WAITER/WAITRESS, BUSSERS
CASHIERS, HOSTESS
DISHWASHERS & COOKS
Flexible hours Excellent benefits
Apply at
BILL KNAPP'S
SOUTHFIELD
24580 Evergreen Rd
at Northwestern Hwy
358-3680

BREAKFAST COOK, experienced, will be part time 7-12 noon
Apply at Golden Grill 25365 Five Mile Rd., Redford

COOK
For Sandwich Board
Willing to train
City Cafe 455-3510

COOK
Good pay & benefits Apply in person from 2-5pm Sweet Lorraine's Cafe, Greenfield N of 12 Mile.

COOKS

MOUNTAIN
JACK'S
Farmington Hills' premier steak house is seeking highly-motivated, career minded kitchen personnel We have openings for Header Dishwasher & Prep

ASSISTANT KITCHEN MANAGERS
KITCHEN MANAGERS
WORKING CHEF

Qualifications include
• Full time availability
• 2 more yrs of food service, successful kitchen experience

For unlimited growth opportunities, apply in person to

Laura Lavery, General Manager
MOUNTAIN JACK'S
10 MILE/GRAND RIVER
FARMINGTON HILLS

An Equal Opportunity Employer

COOKS WANTED
great pay for the right person, apply in person or call Mr. Mike, 35323 Grand River, Farmington 722-8840

DIAMOND JIM BRADY'S/NOVI
Now hiring bar and waitstaff personnel Preferably apply Monday-Thursday, 2-5pm at Grand River & Novi Roads, Novi Town Center, next to movies

$$$$
LOOKING FOR
PROFESSIONAL WAIT STAFF
Apply at this upscale restaurant in downtown Detroit Minimum 3 years experience Please send resume by March 11, 1992 to Box 290, Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

Major retailer now hiring restaurant service personnel for Little Ceasars Pizza Station to be located Inside Kmart. Full and part time positions, day, evening and weekend hours available. No experience necessary. Apply in person: Monday, March 2, between 10-5 PM, at Kmart, 3159, 37175 Grand River, Farmington, MI., 48335. 478-5100
An Equal Opportunity Employer

505 Help Wanted Food-Beverage

DISHWASHERS - needed for restaurant in Farmington Hills, Livonia. Dependable and hardworking people to work full time You must be between 18-21 years old and a resident of Wayne County (not Detroit). Call for an appt 464-1660
An Equal Opportunity Employer

DUE TO INCREASED BUSINESS
Gloyna's Seafood & Steakhouse & Joey's Comedy Club are now accepting applications for the following: Waitstaff, Cocktail Servers, Bus Persons and Dishwashers
Apply between 3pm-5pm at
36013 Plymouth Rd., Livonia

GEM THEATRE
(Across from Fox Theatre)
Hiring Bartenders, Servers & Bar Backs Immediate openings Experienced only please apply, call between 2pm-5pm 961-5473

GRILL COOKS Great hours, 10 8 30 Mon, thru thurs. Good pay, benefits, fun work atmosphere, some experience needed
Gino Al Carpenter ARA Services
OCC Oakland Hills 334-7548
An Equal Opportunity Employer

HELP NEEDED
Cooks, Bus, & Dish People
Apply at Kenwood House,
7011 Northwestern Hwy, Westland

HOST/HOSTESS
Excellent Day Shift position now available for experienced host/hostess Looking for polite, out-going, friendly, organized individual with phone manner, only. 477-3340, Brasenes's Ranch House, Farmington

JOIN TO FORM A FAMILY
AT CASA LUPITA
• Full/Part time Day/Eve
• LUNCH & DINNER WAIT STAFF
• DOOR HOST PERSONS
• SERVER ASSISTANTS
• COCKTAIL SERVERS
• LINE/PREP COOKS
• PANTRY/FRY COOKS
Apply: Casa Lupita
243 W Big Beaver, Troy

LINE COOK/CHEF
Full time Excellent benefits Flexible schedule Excellent pay, benefits and experience required Pleasant working conditions, Apply in person only, Mitch's, 4000 Cass Ellizabeth, Waterford

MANAGERS
NOW ACCEPTING APPLICATIONS
for full and part time Management Trainees Call John or Mike 474-6298

McDONALD'S is now hiring for Supervisor/Aide position Apply Rochester, Garden City, Wixom, Novi areas Call 348-3635

MR B'S RESTAURANT
Southfield location now hiring Wait Staff Full time Day & evenings Apply in person, 18701 West 13 Mile.

NOW HIRING
Experienced Day Wait Staff
Experienced Soup & Sauce Cook
Call Ann
Competitive wages and benefits
Apply
BUDDY'S, Northwestern & Middlebelt

O'BREEHANS EATERY, 35450 Grand River Farmington Hills, is now accepting applications for host position, bus position & prep cook Call or apply in person 474-8484

PASTRY CHEF
Knowledgable & creative Additional food experience helpful
Send resume to PO Box #25181, W Bloomfield, MI 48325

RESTAURANT SERVERS - Spm shifts available Will train. Also restaurant managers Apply at Pasta Chanon Hotel, 31523 West 12 Mile (W of Orchard Lake Rd.)

SNACK BAR HELP
needed Dart Pool & private social club in Westland Call morrings 421-9790

SOUS CHEF
Needed for full service hotel for P M kitchen responsibilities, inventory management and supervisory experience required Immediate start. Please send resume and salary requirements to
SCHN, THE HOLIDAY INN,
3333 Gateway Centre
Flint, MI 48507
An Equal Opportunity Employer

WAIT PERSON NEEDED
Experienced, for busy cafe in Farmington Hills 626-0804

505 Help Wanted Food-Beverage

PAPA RAZZI Restaurant is now accepting applications for an experienced pizza maker, wait staff & busperson Apply in person at 33660 Grand River, Farmington Hills, MI, 477-5340

RESTAURANT in Westland seeks dependable, hard-working individual to fill various positions
Full time, flexible schedule Good pay, good benefits between 9-21 and a resident of Wayne County (not Detroit or Dearborn) call for an appt. 464-1660
An Equal Opportunity Employer

PART TIME COUNTER HELP wanted Days Call Ann Tuesday Bauer, 13931 Farmington Road, Livonia

RESTAURANT MANAGER
To $28,000
Full service family dining chain 2-5 yrs mgmt. management experience Excellent benefits & bonus opportunity Relocation possible
473-7210
Steven J. Greene Personnel

WAIT PERSON WANTED - 10 Mile & Greenfield area Days only Full or part time Call Karen 1 Diner 352-3310

WAITSTAFF - Bus persons & Host/Hostess Full & part time Apply Between 2-4pm Athens Restaurant, 190 N Hunter, Birmingham

WAIT STAFF, Bus Persons, Cooks & Dishwashers All shifts 24977 Northwestern Hwy, Southfield 350-0890

WAIT STAFF
Full time days & nights Flexible schedule Excellent benefits with pleasant working conditions Apply in person Mitch's, 4000 Cass Elizabeth Rd., Waterford

WAIT STAFF
morning shift for Livonia restaurant, Excellent opportunity, call 322-2944

WAITSTAFF NEEDED Apply in person Mon thru Thurs 4pm-8pm at Pizza & Gyoros, Lakes Shopping Mall 8663 Lilley Rd., Canton

506 Help Wanted Sales

A CAREER IN REAL ESTATE
SALES WITH US IS A "REAL JOB"
Our progressive sales support systems are so effective we guarantee a minimum annual income of $25,000 with unlimited potential
DON'T GAMBLE WITH YOUR FUTURE CALL METROPOLITA