504 Help Wanted Office-Clerical

CLERK TYPIST - FULL TIME
Seeking a clerk typist for a fast paced Southfield law office. Typing 45 wpm minimum. Strong oral and written communication skills required. Good math skills a plus. Excellent fringe benefits. Please send resume and salary requirement to: Box 478
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

NEW OFFICE OPENING - Livonia area. Need office help with experience in computers & bookkeeping. Send resume to: P.O. Box 753, Taylor, MI 48180.

CUSTOMER SERVICE/ ORDER DESK
Various office duties. Experienced in manufacturing environment. Resume to: Box 24433 Hastings Rd., Farmington Hills, MI 48335

CUSTOMER SERVICE REP
Experienced customer service representative for Detroit marketing firm. Must have professional phone manner and typing skills. Full-time hours. Many, many perks. Shifts may vary from 8am to 8pm. To schedule an interview call:
TEMPEXCHANGE
557-5600

CUSTOMER SERVICE REP - needed for Farmington Hills company. Excellent communications skills, organization and professional appearance a must. If you meet the above qualifications and are a Wayne County resident (not Detroit) between 18-21. Call 464-1660
An Equal Opportunity Employer

CUSTOMER SERVICE/ DATA ENTRY
Seeking individual for full time position with large national corporation. Qualified candidate must type 50-55wpm & have excellent verbal/telephone skills. Experience in auto industry a plus. Send resume to: Barbara Uker, 28400 Lahser, #415, Southfield, MI 48034
An Equal Opportunity Employer

CUSTOMER SERVICE REPS
needed for customer survey work in northern Oakland county. Day & night positions available. Typing 30wpm. NO SELLING. Pay $5.75/hr. Call for an appointment.
TEMPORARY RESOURCES
737-1711

DATA ENTRY CLERKS - Previous experience necessary. 10,000 keys/hr. Apply at: 1 Parklane Blvd. E.I.D Temporary Service

DATA ENTRY
Expanding Plymouth area company has a need for experienced Data Entry Clerks. Must be experienced for types 35+ wpm call O/E at 478-3540

DATA ENTRY
Farmington area retail company seeks experienced data entry clerk for computer office. Must have proven data entry skills, computer maintenance & some customer service, phone skills. Call 489-0555

DATA ENTRY
Needed for long term positions in Westland & Livonia. Alpha and Numeric experience a must. Types 123 or Symphony experience a plus. Call today for an interview.
425-9090
BENCHMARK
Temporary Services

504 Help Wanted Office-Clerical

DATA ENTRY CLERK - part time. Experienced required. Call Farmington Hills 313-471-1450

DATA ENTRY CLERK
A fast paced Farmington Hills service organization seeks a sharp, energetic individual for Data Entry position. IBM System 38 or AS400 experience preferred. This is a full time entry level position within our Accounting Dept. We offer a competitive benefit package and a great work environment. Applicants will be tested. Please send resume with salary requirements to:
Data Entry Clerk/HR Dept.
P.O. Box 5072, Farmington Hills, MI 48333-9072
No later than Mon., Mar. 30, 1992
Equal Opportunity Employer
Minority/Female/Handicapped/Vet

DATA ENTRY - Immediate full time. Specialty health care benefit company. Knowledgeable with Experienced Medical/Podiatry background preferred. Resume/salary requirements to: P.O. Box 780541, Lathrup Village, MI 48078

DATA ENTRY
We need operators in Auburn Hills with 85,000 + hph - numeric entry. Evenings, 4 days a week, $7/hr. Call for an appointment.
TEMPORARY RESOURCES
737-1711

DON'T MISS OUT!!
Word Processors
(Shorthand a plus)
Secretaries
(Minimum of 6 mo. experience)
Long & short term assignments as well as temporary to permanent positions are currently available for dependable people.
COPY CENTER CLERK
Minimum of 6 months. Must have experience with Xerox.
CORPORATE PERSONNEL SERVICES
261-1120
NO FEE EOE

EXECUTIVE ASSISTANT
$25,000 No Fee
Work for top executive of major corporation! Organized, bright! Possessed executive secretarial experience, 50 wpm, typing, word processor & shorthand skills. Call now!
RBS ASSOCIATES 432-5487

EXECUTIVE SECRETARY
Temp. to perm. position available in Ann Arbor. Microsoft Word, Lotus 1-2-3 & bookkeeping skills necessary. Shorthand a +.
Call for appointment:
ARBOR TEMPS 459-1166

DATA ENTRY
Farmington area retail company seeks experienced data entry clerk for computer office. Must have proven data entry skills, computer maintenance & some customer service, phone skills. Call 489-0555

DATA ENTRY
Needed for long term positions in Westland & Livonia. Alpha and Numeric experience a must. Types 123 or Symphony experience a plus. Call today for an interview.
425-9090
BENCHMARK
Temporary Services

504 Help Wanted Office-Clerical

Data Entry
10,000-12,000 KPH
$8 PER HR.
Immediate openings, Livonia location, 40 hrs. per week - long term. If you qualify, call for more information:
261-3830
Personnel Pool
Temporary Help Since 1948

DIFCO LABORATORIES has an immediate opening for a Customer Service representative at our Administrative Center in Livonia. This position assists customers, coordinates order activities, maintains customer files & other related duties. Qualified candidate should possess excellent telephone & interpersonal skills; CRT experience & prior experience preferred. If you enjoy people & are a team player, please forward your resume & salary requirements to:
Difco Laboratories
Attn. Human Resources
PO Box #331058
Detroit, MI 48232-7058
An Equal Opportunity Employer

DATA ENTRY
Prestigious person into company requires your accuracy, productivity and experience. To $4.50/hr.
Call Done at UNIFORCE 473-2632

EXECUTIVE LEGAL SECRETARY
needed for senior partner & domestic relations law firm. Minimum 5 years experience, 3 years litigation etc. 847-7900

EXECUTIVE SECRETARY
Expanding Farmington Hills manufacturer needs confident secretary with WordPerfect, Lotus and Harvard Graphics a asset. $8.50/hr to start. Call Sally at UNIFORCE 473-2933

FILE CLERK, B Mile - Telegraph. Healing rep. seek part time clerk. 10am thru 3pm, 3 days per week, thru June. For details call Janet between 1 and 4pm. 354-3710 ext. 28

ADMINISTRATIVE ASSISTANT
Major Detroit financial institution needs assistant with Word Perfect and Lotus. To $9/hr. Call Stephanie at UNIFORCE 846-7861

FINANCE & INSURANCE PERSON
Needed. Sales experience a must!
RBS ASSOCIATES 432-5487

ADMINISTRATIVE ASSISTANT
Fortune 500 executive office prefers Macintosh experience for choice opportunity. Up to $9.50/hr.
Call Susan at UNIFORCE 473-2931

FULL POSITION AVAILABLE for telephone answering and typing. Experience preferred but we are willing to train. Hours/Condition. 313-344-8500

GENERAL CLERICAL
Experienced in out-patient mental health preferred. Standard working hours & conditions. Good starting salary & benefits. Send resume to: Office Manager, Suite 250,
29226 Northwestern Hwy.
Farmington Hills, MI 48334

GENERAL OFFICE: Experienced Secretary needed for small business. Must have computer knowledge, good math aptitude and good grammar skills. Send resume with past experience and salary history to Box 482,
Observer & Eccentric Newspapers
36251 Schoolcraft
Livonia MI 48150

504 Help Wanted Office-Clerical

FOLLETT - college stores is the nations largest operator of college bookstores. Our store at the University of Michigan Dearborn has an opportunity to perform clerical accounting functions assuring the accurate processing & reporting of all financial transactions. A minimum of 1-2 yrs experience in accounts payable, accounts receivable or inventory control is required. Any retail or college bookstore experience is helpful but not necessary. Follett offers a competitive salary commensurate with experience as well as an excellent fringe benefits package. No appointment necessary. Walk-in during regular store hours. Applications will be interviewed. No phone calls please.
Ann Arbor Follett
Michigan Union
530 S. State St.
Ann Arbor, MI 48109

GENERAL CLERICAL
Excellent typing & phone skills required. Full time position in a non-smoking office. Apply in person at 34506 Glendale, Livonia.

GENERAL OFFICE/PART TIME
Light typing, filing, general bookkeeping & clerical experience. Flexible hours. 8:30am-5pm.
Call 476-6345

GENERAL OFFICE - Part time Telephone, filing, clerical, good typing skills. Hours are 8:30am-12:30pm. Southfield area. 358-3732

GENERAL OFFICE PERSON
For small Livonia based Excellent typing & grammar skills a must. Computer skills a plus. 537-8782

GENERAL OFFICE - typing, written orders, phones, running errands, some accounts receivable.
Resume to: PO Box 20088, Ferndale, MI 48220

GENERAL OFFICE
Dutied position. Light entry in Atoz computer, accounts payable, invoicing, answering phones, light posting & purchasing. Send resume to: Sue at Dr. Thompson Foot Co., 22108 W. 8 Mile, Southfield, MI 48034

GENERAL OFFICE CLERKS
FULL TIME
Advertising Service Firm in Farmington Hills seeks entry level general office personnel. Please respond if you possess the following:
- High school diploma
- Good phone communication skills
- Strong verbal and written skills
- Data entry experience
- Salary $13,440 per year
- Hours - 8am to 5pm
- Good written and verbal communication skills

If you have these qualifications, contact:
(313) 478-3422
between 10am & 4pm
Monday thru Friday

SECRETARIAL SUPPLEMENT
Corporate hospital headquarters. Experience with WordPerfect and Microsoft Word preferred.
To $9.50/hr. Call Meredith at UNIFORCE 848-7662

HUMAN RESOURCES
The Hottman & Silverman Companies, headquartered in Farmington Hills, is seeking an Administrative Assistant for the Human Resources Department.
The ideal candidates must have strong detail, organizational & computer skills with WordPerfect 5.1 and Lotus. Attention to detail, enthusiasm, personability and great people skills are essential.
This is a great opportunity to join a growing company. Please send resume with salary requirements to:
Hottman & Silverman Companies
Director of Human Resources
30833 Northwestern Highway
Suite 300
Farmington Hills, MI 48334
An Equal Opportunity Employer

IMMEDIATE OPENINGS
$12-$26,000
ALL FEES PAID BY COMPANIES
Positions from clerical to Administrative Assistant, Customer Service and Secretarial. Excellent locations, benefits and very stable companies. Call now. 644-4600.
SNELLING PERSONNEL SERVICES

IMMEDIATE OPENINGS
Temporary to Permanent
- Troy & Detroit positions
- 4 Secretary/Word Processors
- Word Perfect 4.2-5.1
- Excellent pay

Please call today!
SNELLING TEMPORARIES
TROY DETROIT
362-5090 871-2700

INSIDE SALES/ RECEPTIONIST
Well established Livonia company seeks experienced person able to organize information & handle customer inquiries. Pleasant telephone, full benefits, very competitive salary, stable position. Send resume in confidence to:
Box 815
Empire Corp - PO Box #2497
Southfield, MI 48037
An Equal Opportunity Employer

INSURANCE AGENCY - North Woodward area. Commercial service representative. Experience required in commercial property & casualty. Full benefits. 398-1700

INSURANCE
PERSONAL LINE CSR
Min. 5 yrs experience with sales & clerical ability. Knowledgeable, personable with attitude.

RECEPTIONIST
Strong clerical skills & good telephone manner.
Send resume to: Box 352 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

JOBS, JOBS, JOBS!
- Word Processing Specialists
- Data Entry Clerks
- Receptionists/Bill Operators

NEEDED IMMEDIATELY
CONTEMPRA
583-9500
BENEFITS NO FEE

KEY ENTRY
Experienced volume operators for day shift. Full or part time. Flexible hours. Call Sally. 474-8111

TROY LAW FIRM seeks experienced Legal Secretary, corporate block & litigation with WordPerfect 5.1, Starp requisite. Send resume to: Office Manager, 801 W. Big Beaver Rd., Ste 500, Troy, MI 48084.

LEGAL ASSISTANT for Birmingham law firm. Must have strong commercial transactional experience required. Para legal degree & Word Perfect 5.1 preferred. Salary based on experience. Benefits. Resume to Box 480
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150
An Equal Opportunity Employer

LEGAL SECRETARY
Full or part time. 5 years experience. Computer experience required. WordPerfect. Southfield law firm. Contact Nancy 353-3410

LEGAL SECRETARY
3+ years experience in divorce & family law. Word Perfect 6.0. Farmington Hills area. Call: 855-5770

LEGAL SECRETARY
Wanted to join upbeat, young, fast-expanding, mid-size law firm in Bloomfield Hills. Some experience in commercial litigation required. Please respond to: Office Manager, 1760 South Telegraph, Suite 300, Bloomfield Hills, MI 48302

LOOKING TO BUILD that new Spring wardrobe, but short on cash? We've got the remedy! Call if you have:
- Customer Service experience
- Type 30-35wpm
- Have a pleasant phone voice

We have:
- Phone order entry positions
- Day & afternoon shifts
- $5.50/hour
- 16 Mile & Crooks location

Call 649-8784
Norrell Service Inc.
TEMPORARY EMPLOYMENT
NEVER A FEE

504 Help Wanted Office-Clerical

LEGAL SECRETARY/TRAINEE
for non smoking law firm in Bloomfield Hills. 1-2 years experience necessary, with computer skills. Call Barb: 333-2400

LEGAL SECRETARY
Good shorthand & typing skills required. Experience with WordPerfect 5.1 preferred. Law firm experience in Law Office, 2410 South Commerce, Walled Lake, MI 48390

LEGAL SECRETARY - Experienced for Farmington Hills law firm. Pleasant working conditions for non smoker. Must have experience in word processing. Salary commensurate with experience. 489-1444

LEGAL SECRETARY Wanted for Farmington Hills office. WordPerfect & legal experience a must. Call between 9-5. 937-3356

LEGAL SECRETARY
Needed for downtown Birmingham law firm. 1 year corporate and estate planning experience required with WordPerfect. Send resume to:
Box 1000, Dept. 1996,
Birmingham, MI 48012-1899

LEGAL SECRETARY
Small Northwestern Oakland County law firm seeking experienced litigation/collections secretary. Word Perfect 5.1 knowledge a plus. Candidate must be intelligent with excellent typing & grammar skills, excellent grammar & professional attitude a must. Call Sue 458-5868

LEGAL SECRETARY/PARALEGAL
Well established Bloomfield Hills law firm has immediate full time position in Estate Planning Dept. Prerequisite for interview: two years secretarial skills, extensive experience with trust agreements, thorough knowledge of probate & tax. Word Perfect a must. Must be well organized and a team player. Send resume to: 200 E. Long Lake Rd. Ste. #110, Bloomfield Hills, MI. 48304-2361, attn.:
P. J. Phelps.

LEGAL SECRETARY
Permanent position for word processing. Lathrup Village location.
Call 559-6118

LEGAL SECRETARY
Wanted - Experienced required. 15/Takeoff Area. Resumes & Salaries Contact J. Sabbota 540-2800

LEGAL SECRETARY/Word Processor needed by medium sized Troy law firm. Must be familiar with WordPerfect & have good typing skills. Call Margaret Capestro, 952-5100

LEGAL SECRETARY
Southfield general practice law firm seeks full time secretary. Law firm experience necessary. Immediate opening.
Call 552-0400

LEGAL SECRETARY
$25,000. Exciting opportunity with well known firm. 3 years litigation experience. Good organization-oriented. Fee paid.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
Busy Southfield law office has immediate opening for a motivated self-starter. Must have WordPerfect 5.0, type minimum 55wpm, use dictaphone, know Word-Perfect 5.0, and have a minimum 1 year litigation experience. Part time, 24-30 hours/week. Call 355-5000

LEGAL SECRETARY - Full time, 2 years experience, typing 65 wpm, dictaphone, WordPerfect 4.2 experience required, knowledge of bankruptcy helpful, small Birmingham office, salary based upon experience, benefits, please contact Kim Willoughby at 540-3337

LEGAL SECRETARY
$25,000 FEE PAID
Corporate litigation and word processing are needed for this top caliber law firm. Excellent benefits and 35 hours. Call Sally at 649-5900 or fax resume to: 649-3526.
SNELLING PERSONNEL SERVICES OF TROY

LEGAL SECRETARY
$22,000 FEE PAID
Light legal experience starts you now. Full benefits and growth potential to more responsibilities or higher levels of position. Type 60 and word processing needed. Call 649-5900 or FAX resume to: 649-3526.
SNELLING PERSONNEL SERVICES OF TROY

LEGAL SECRETARY
For law firm specializing in securities and contract law. Full time or three days per week. Must have at least 5 years experience, know WordPerfect 5.0 and do or be willing to learn billing on Timeslips. Salary negotiable. Please send resume, including salary requirements, and written statement of short, interim and long range objectives, to:
Gayle at Simon & Associates, P.C.
1533 N. Woodward Avenue, Suite 315, Bloomfield Hills, MI 48304.
(Please, no phone calls!)

MGM SERVICES
CLERICAL DIVISION
Troy based Fortune 500 Co. has awarded MGM Services a large Clerical Account.
The Following temporary positions will be available:
+OFFICE CLERKS+
(6 months office experience)
+RECEPTIONIST+
(30wpm, 6-10 phone lines)
+SECRETARIES+
(50wpm, filing, 1 yr. exp.)
+WORD PROCESSORS+
(Word perfect, Lotus, Macintosh)
(1 Yr. word processing experience)
Call for an appointment
Computerized testing available
MGM SERVICES 689-9660

MORTGAGE Closers & Processors immediate openings for 2 Processors and 1 Closer to work for this Bloomfield Hills financial company. Experienced in all aspects of mortgage processing or closing required. Excellent pay. Full or part time hours available. Call
BARTECH PERSONNEL SERVICES 647-1900

MORTGAGE MONITOR
Experience with secondary mortgage necessary. Legal a plus. Top pay. Call Celia at UNIFORCE 848-6188

NEEDED
Long & short term assignments throughout the metropolitan area for experienced:
- Secretaries
- Bookkeeper/Clerk Operators
- Receptionists
- Word Processors

Customer Service Reps.
Call for an appointment.
TEMPORARY RESOURCES
737-1711

OFFICE CLERK - for growing Troy company. Able to process orders, invoices, etc. Assume other office duties, employer benefits provided. Resume to: Draco Clark, PO Box 1111, Troy, MI 48099-1191

OFFICE/FULL TIME - Troy. Duties include: typing of 80WPM, correcting, answering phone, filing, computer experience helpful. No calls. Send resume to: Personal Director, P.O. Box 99218, Troy, MI 48099

OFFICE MANAGER, Paralegal & Receptionist, must be experienced. Full time. Downtown Detroit law office. For interview call: 964-4080

OFFICE MANAGER
Full Cycle Bookkeeper
Growing Plymouth company, looking for ambitious, self motivated, experienced individual with knowledge for bookkeeping thru trial balance. Must have computer experience. Platinum software a plus. Send resume and salary history c/o: Manager, 50403 Dragoon, Novi, MI 48374

OFFICE POSITION
PART TIME
Weekdays. Approximately 12-15 hours per week. Call 348-0044

PART TIME - Mature person for filing, typing, CBR work for general insurance agency. Please respond with resume to: P.O. Box 907, Farmington, MI 48332

504 Help Wanted Office-Clerical

NEEDED
RECEPTIONIST
$150 TO START
Designer fashion company needs self-motivated, energetic receptionist to work full time in an upbeat rock 'n' roll environment. Must have excellent phone voice and be people oriented. Great attitude need only apply. Call Jenny 557-3550

OFFICE ASSISTANT
For manufacturers' agency. Requires good typing and people skills. Duties will include dictation transcription, quotations, some clerical/keeping & general sales work. Full time. Please forward resume to:
ELECTROLINES INC.
37497 Schoolcraft Rd.
Livonia, MI 48150

OFFICE MANAGER for established manufacturers rep sales office. Must take charge and possess a resourceful person. Apply to: P.H Mason, 538 N. Main, Plymouth, MI 48170

OUTREACH PRESENTATIONS to civic groups primarily in Oakland County. Part time, flexible hours, mileage paid. Must have own car. Typing skills a plus. Call or send resume to: OC-4, Personnel, 4000 Cooks Rd. Ste 204, Royal Oak, MI 48073

PART-time - person for afternoons, to do order entry & telephone work. Farmington Hills manufacturer. Must be computer literate. Good for home maker. Call only Mon. 9am-3pm. Tues. noon - 3 473-9305

PART TIME/TEMPORARY: Receptionist/Clerical for small investment counseling firm. Pleasant phone voice. Light typing, filing and other various jobs. Dependable person. One or two days per week. $6.25 hr. p/hr. Call Jerry 953-0723

PAYROLL MANAGER - Troy Publishing Co. with 100 employees looking for conscientious, experienced person to compute, allocate & record payroll data in a timely fashion. Must be detail oriented, proficient with computers & 10-key. Will consider a high degree of integrity & ability to handle confidential information. Please submit resumes to: Box 2500, Troy, MI. 48007, attn: K.L.A.

PERSONNEL ASSISTANT
Southfield property management company seeks a professional, outgoing person assistant to assist office manager in handling a wide range of personnel related tasks. Excellent communication & organization skills required. Prior personnel experience helpful.
Send resume & salary history to: Amucom Corp. 26555 Evergreen, #1300, Southfield, MI 48076

PHONE ORDER PROCESSORS
Heavy customer contact. Light typing. Good math aptitude. Will train. Could lead to full time for the right person. $12 per hour earning potential. Will train the right people. Great position for students, homemakers, retirees.
476-7355

Pricing Clerk
Full time needed at Corporate Office in Birmingham. Individual must have 5-10 years experience working with spreadsheets on Lotus, good communication skills and be comfortable with numbers. Offer excellent benefits. Please call 644-5300, ext. 351
Erb LUMBER CO.

PROGRESSIVE Financial Institution is seeking highly motivated, professional, career-oriented Individual. Excellent earning potential. Great benefits. 401k plan. Will train right person. Call Mr. Ek 557-1430

HELP WANTED, part time, Medical Secretary for doctors in Garden City area. Typing skills required. No experience necessary. 278-3050

RECEPTIONIST/Front real estate office. Light typing and phones. weekends only. 10am-2pm. Call:
Mon. thru Fri. ONLY
between: 9am-3pm
Ask for Robin at: 348-3000

RECEPTIONIST/SECRETARY/SALES
Immediate, mature adult with an enthusiastic phone voice, organizational skills. 425-4813

RECEPTIONIST/SWITCHBOARD
Major high tech company needs your front desk experience. Room or Dimension preferred. To $7.50/hr. Call Rona at UNIFORCE 948-7664

RECEPTIONIST
Requirements: excellent phone manner, good math & typing skills, professional appearance & attitude. Full time, benefits. 552-0300

RECEPTIONIST
Part-time position available for energetic, self-motivated person. Demanding & stressful. Knowledge of Lotus mandatory for Farmington Hills real estate office. Call Lisa between 9am-4pm 737-5818

RECEPTIONIST
Part time, 12-6, Monday. Secretarial Service in Lathrup Village looking for experienced Phone Operator. Must speak very clearly, possess excellent spelling & penmanship skills. Call 557-2434

RECEPTIONIST
An opportunity is available in our property management firm. This individual should have good telephone & typing skills with the ability to handle a variety of general office duties. Call 642-3688
An Equal Opportunity Employer

RECEPTIONIST needed full time for busy photography studio in Troy. This is a temporary entry level position that may lead to permanent. Pleasant phone manner, enthusiasm & general office skills a must. Daily entry computer skills a plus. Send resume to: Mid Coast Studio, 2816 Industrial Row, Troy, MI 48084. Attn: Kathy

RECEPTIONIST/DATA ENTRY
Experienced only. Excellent career opportunity. Call

RECEPTIONIST/BOOKKEEPER
For local CPA firm in Southfield. Full time. Knowledge of WordPerfect & IBM PC. 352-3230

RECEPTIONIST
Answer phones, light typing, & office processing. Full time. Brighton. Call after 5pm. 229-0285

RECEPTIONIST / word processor
with WordPerfect 5.1. Temp to Perm. Downtown Ann Arbor.
CONTEMPRA 583-9500

RECEPTIONIST
needed for busy real estate office. Experience on multi-line phone system helpful. Must type 40 wpm. Ralph Manel Associates. Contact Janet Horton. 851-8172

RECEPTIONIST
Full time position available in Farmington Hills corporate office. Knowledge of WordPerfect 5.1 necessary. Excellent benefit package. Please call Molly, 9am-4pm 661-9000
An Equal Opportunity Employer

RECEPTIONIST/SWITCHBOARD OPERATOR
Fast paced Southfield company desires receptionist with superior telephone manners and a pleasant front desk appearance for busy switchboard. Position requires varied hours. Send resume to: Receptionist, P.O. Box 3001, Southfield, MI 48037

Receptionist
Experienced Receptionist for large corporation in Southfield. Must have professional phone manner and Multimate experience. Call for an appointment.
STAFFING SOURCE
Temporary Service
646-4393

504 Help Wanted Office-Clerical

RECEPTIONIST SECRETARY for small non-smoking Farmington Hills office. Must be self motivated with good organization abilities, pleasant phone manner & good typing/word processing skills. 50wpm required. Call for interview. 489-0770

RECEPTIONIST/ASSISTANT: Full time position with Beverly Hills firm with an Environmental Consulting Firm. Candidate with good typing, Word Processing, (preferably and spread sheet, (Lotus/Excel) experience, as well as professional communications skills are preferred. Salary commensurate with experience. Please send resume to:
Environmental Resource Technology Inc.
28900 Orchard Lake Rd. Suite 130, Farmington Hills, MI. 48334

Receptionist
Our fast paced company has an opening for a full time receptionist. Must have a minimum of 1 yr experience, 55 wpm, strong phone skills, benefits, in a professional office environment.
CALL PERSONNEL - 351-6700

RECEPTIONIST/SALES SUPPORT
Small growing Southfield firm is seeking an individual to handle phone answering, WordProcessing and other support duties. Previous experience as receptionist and good voice or minimum skills required. Excellent word processing & typing required. Salary $10,000 Send resume to: Administrative Coordinator, P.O. Box 1092, Bloomfield Hills, 48303
An Equal Opportunity Employer

SECRETARY
part time for Birmingham planner. Good communication skills, typing 75 wpm. Computer & insurance office experience required. Non smoker. Send resume to P.O. Box 700235, Plymouth, MI 48170

SECRETARY/RECEPTIONIST
Bechtel Southfield office seeks responsible person with typing & phone skills for full time receptionist. Call Jon Ruud.
Century 21 Today 536-2000

SECRETARY
Type, fax, & answer phones
Small office, Livonia area
$4.50 hour to start. 474-6348

SECRETARY WANTED
For Southfield law office
Must have excellent typing skills.
Call, 355-2045

SECRETARY
We are seeking a professional secretary to support busy sales and marketing staff. Must be experienced in dash-board publishing, word processing (Microsoft Word preferred) and spreadsheets (Lotus or Microsoft Excel preferred). Base of marketing operations ground height. Full-time with excellent benefits. Please send resume with salary requirements to:
Contract Internal's
Attn: Human Resources Dept.
10 Lake Houston
Southfield, MI. 48034

TELEPHONE INTERVIEWERS: Only EXPERIENCED, articulate Callers. $8 per hr. part time, Farmington Hills, 6 Mile near 275. Call, 347-1250

QUALITY TYPIST for hourly production work, 15/hr or average $5/hr. Non smoker. Call Sarah between 10am - noon at 348-5400

TYPIST/RECEPTIONIST,
Medical Management Co. seeking full time individual with accurate typing skills (minimum 45 wpm), excellent telephone & WP experience. Call between 11am & 1pm 258-4835

VETERINARY HOSPITAL
Part time Receptionist, 18 or over. Light typing, filing & good phone skills. 3 days per week, 8am-4pm-6pm, After 1pm Call 349-8505

WORD PROCESSING
Headquarters of international manufacturer requires your take charge attitude and word processing experience. To $9/hr. Call Sharon at UNIFORCE 846-7862

WORD PROCESSING SECRETARY
Immediate temporary position available for qualified person with word processing skills and 80 wpm. Shorthand special. Call
BARTECH PERSONNEL SERVICES
567-1900

WORD PROCESSORS - experienced, minimum 55wpm, excellent pay. Short, long and temp to perm assignments. Call 464-7078
EID Temporary Service
An Equal Opportunity Employer

WORD PROCESSORS
Long and short term assignments available for qualified candidates.
Microsoft Word on the Mac
Word Perfect 5.1
Officewriter
Display Write IV
Multimate
Wang
IBM
BARTECH PERSONNEL SERVICES
657-1900

WORD PROCESSOR
Positions available in Southfield area. Must have experience in Word Perfect and Lotus 1-2-3.
Typing 50-60 wpm Call Pat today for an interview.
WOLVERINE
STAFFING SERVICES
358-4270

WORD PROCESSORS
(AND SOFTWARE)
RECEPTIONISTS/SWITCHBOARD
DATA ENTRY CLERKS
Top Pay, Full and Part Time opening in all areas. We offer Hospital, PPO, Bonuses, Temp-Med Insurance. Call today for an interview.
LIVONIA, 464-2100
SOUTHFIELD, 352-1300
SNELLING TEMPORARIES
NEVER A FEE

505 Help Wanted Food-Beverage

HUNGRY HOWIES is now accepting applications for Assistant Manager. Experience preferred but not required. Applications available at 33700 Ford Rd. Westland.

BAKER'S ASSISTANT/DONUT Type - full time, evenings, in person at: Home Bakery, 300 Main Street, Rochester.

BARTENDER
needed for afternoon shift. 5 Mile & Telegraph area. Call for appointment 531-4780

BARTENDER
WAITPERSONS
Full time days and evenings in person the Box Bar & Grill 777 W. Ann Arbor Trail Plymouth.

505 Help Wanted Food-Beverage

SECRETARY
Full time, permanent position available in Troy for experienced Secretary with Harvard Graphics and Word Perfect skills. Call...
EXPRESS SERVICES
643-4364
Never A Fee. Never A Fee.

SECRETARY
If you thrive in a challenging working environment, our client an Apple leader in its field, requires a high energy individual with WordPerfect.
Diversified Recruiters Co.
344-8700 FAX 344-6704

SECRETARY
Local association is looking for a full time office clerical secretary with: Excellent grammar/spelling, typed communication skills. Knowledge & experience of WordPerfect, 5.1. Organization skills a plus. Salary is Reiser's Keyboard Lounge, 1870 S. Wayne, or call 728-9300

BATES HAMBURGERS - 3338 8 Mile, Livonia. 22791 Middlebelt, Farmington. Full & part time, flexible and uniforms furnished. Apply in person.

BEVERLY HILLS GRILL
Seeking
WAITSTAFF
BUS PERSON
HOST/HOSTESS
Apply in person
31471 Southfield Rd.
Between 13 & 14 Mile Rds.

BUS STAFF
Part time, full time. Fine restaurant experience and be able to work a flexible schedule. Apply at Botsford Inn, 28000 Grand River Ave., Farmington Hills.

BUSY WEST BLOOMFIELD Family Restaurant is adding waitstaff. Request hours and days. 6600 W. Maple, West Bloomfield, 851-8805

CAKE DECORATOR
Experienced and creative.
Full time. Excellent benefits.
Apply in person
Mon.-Sat. 9am to 5pm
MACHUS PASTRY SHOP
633 S. Adams, Birmingham

CANTON SOFTBALL CENTER
is accepting applications for Concession Stand Attendants at Cleats Restaurant, 46555 W. Michigan Ave., Canton. Mon.-Fri. 3-5pm.

CASHIERS - part time for restaurant. Apply in person, 24999 Northwestern Hwy., Southfield. Starting rates - negotiable

CHILI'S/NOVI
Now hiring Cooks, Prep Cooks, Dishwashers. Flexible hours, days/nights. Excellent benefits, full & part time, wages to $7.50 per hour. Apply in person, 8 Mile & I-275.

CHUCK MUER'S BIG FISH
Join the opening of Chuck Muer's Big Fish. Recently opening sixteen Muer restaurants are known for great food, a professional kitchen and an intense focus on quality. We seek people who can strengthen our tradition, helping at positions, kitchen and front of the house. Apply in person at Chuck Muer's Big Fish, Twin Center Dr., Dearborn, formerly Chuck Muer's Fish Company Restaurant.

NEED AN experienced Line Cook, breakfast & dinner experience, 3 yrs. preferable. Apply in person ONLY:
HOLIDAY INN/LIVONIA WEST
17123 N. Laurel Park Dr., Livonia
Attn: Ray Gardner, Executive Chef
No Phone Calls Please

COOK - MIDNIGHT SHIFT
Experienced, trustworthy person. Good wage, benefits available. Full time.
WAITPERSON - FULL/PART TIME
Midnights/Afternoons. Good tips plus midnight premium.
Apply in person.
Silverman's Restaurant, Ann Arbor Rd. at Mill Rd. in Plymouth.

COOK: Part or full-time. Flexible hours. Apply within, Mon thru Fri between 2pm & 4pm. Grill. 27553 Cherryhill, W. of Inkster Rd.

COOKS & DISHWASHERS
Females/Males
Best Pay In Town
Go to work in a great environment. Great benefits. Full & part time positions. Apply in person 2-4 daily.
DENNIGAN'S RESTAURANT
40461 Ann Arbor Rd.
Plymouth

COOKS & WAIT STAFF - experienced, reliable features please and attitude. Apply in person at: Honey Tree Restaurant, in Novi.

COOK
Sweet Lorraine's is looking for an experienced person for our Southfield cafe. Apply in person at: 26 Greenfield Rd., North of 12 Mile.

COUNTERHELP
Cooking Experience
Apply in person S. of 6 Mile Rd
18368 Middlebelt.

COUNTER PEOPLE
DELIVERY PERSON
Days only, full or part time, Mon-Fri. Starting rate $4.14 - $4.63 - $5.13
DAY WAITSTAFF POSITIONS
Will train with little experience. Apply Mon. thru Fri. 2-4pm. Bagelmen, 4108 W. Maple, Birmingham.

DELI MANAGER
Experienced for Farmington independent supermarket. Experience preferred. Send resumes to: Box 456
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DELIVERY PERSONS - Door 2 Door Restaurant delivery. Immediate opening. Rochester/Troy. Must use own car, good pay. 650-6368

DELIVERY PERSONS & Wait Staff. Full time, days & nights. MUST be reliable. Delihaus volume experience preferred. Benefits available. Apply in person: Det Unique, 30100 Telegraph, Bingham Farms

EMBASSY SUITES HOTEL
SOUTHFIELD
We are accepting applications immediately for the following positions:
- ASSISTANT DIRECTOR OF CATERING. Must have previous in high volume catering operation
- RESTAURANT SERVER
- DAY BARTENDER
- DINNER BARTENDER
- BELL PERSON, DAYS

Please respond by resume or application. Fully fully paid medical benefits.
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