504 Help Wanted Office-Clerical

SECRETARY
Our client is seeking an entry level secretary with good typing & phone skills. Non-smoking, fun, etc. Excellent pay.
Diversified Recruiters Co.
244-6700 FAX 344-0704

SECRETARY/RECEPTIONIST
No experience necessary. Light typing, answer phones. Temp. etc. Excellent pay. 522-6039, ext.900

SECRETARY/RECEPTIONIST
for small manufacturer. Computer experience required. Full time with benefits. Send resume to P. O. Box 93223 Troy, MI. 48099

SECRETARY/RECEPTIONIST
For busy real estate office. Good salary, excellent environment, excellent expan. Real Estate experience preferred. Auto Exchange. 855-6570

SECRETARY/RECEPTIONIST
One person office. Phone etiquette, typing, filing, light bookkeeping work. Southfield area. Send resume to
Box 5231
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY/RECEPTIONIST
Extremely busy service organization is seeking a capable secretary/receptionist. Qualified candidates will possess excellent organizational skills, typing of approximately 60wpm, knowledge of word processing knowledge, pleasant telephone voice and ability to handle multiple tasks at once. Excellent opportunity to grow for right individuals. Please send resume, cover letter and salary requirements to:
Personnel Manager
P.O. Box 1437
Troy, MI 48099
An Equal Opportunity Employer

SECRETARY TO VICE PRESIDENT
Professional secretary with national management services company for our national operations. Must be shorthand dependent, experienced, organized, PC literate. Call Sandra at DIVORCE 646-6163

SECRETARY
Art Director and Intern required for New Year's Eve event. Call Mr. Hurlburt from Harvard Graphics & Design, Call Sharon at DIVORCE 473-2932

SECRETARY
Part time/full time secretary needed for Livonia law firm. Must have office or business knowledge of Word for Windows, Excel & Harvard Graphics for Windows. Minimum 4 years exp. & 2-3 Always experience & plus. Minimum 3 years legal or accounting experience. Offers competitive salary & excellent benefits. Qualified interested individuals should send resume, salary requirements to: Box 1411, G. Wonderland, Suite 260, Livonia, MI 48150

SECRETARY
Greater Detroit based department of transportation is looking for a flexible & efficient benefits for good work in Downtown Detroit. 962-3160
DAVIDSON LAIRD & ASSOC

SERVICE REPRESENTATIVE
Jobs available for an individual interested in a company located in Southfield. Our Great Underwriting Division is looking for an individual Monday through Thursday 11 a.m. to 6 p.m. The position requires knowledge of insurance terminology, and knowledge of Word Perfect. Candidate must possess excellent verbal and written communication skills and be able to organize and multitask in a fast paced environment. Experience in the insurance industry is a plus. Only non-smoking need apply and we are a smoke free environment. For consideration, please forward resume with salary requirements to:
Alexander Hamilton
Life Insurance Co.
Of America
ATTN: Human Resources
[illegible]
An Equal Opportunity Employer

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SECRETARY
Manufacturer's company located in Farmington Hills, has an immediate opening for a Secretary in our Sales Dept. Applicants must possess typing skills of 55wpm, WordPerfect experience, excellent organizational & communication skills, an outgoing personality & a professional image. Experience with Lotus, Quattro Pro, or any spread sheet program preferred.
Qualified applicants please send resume to
ATTENTION: S P
GSE INC.
23640 Research Dr.
Farmington, MI 48335

SECRETARY NEEDED for South-field property management company. Seeking experienced individual with excellent organizational, communication, and typing skills. Must be proficient with WordPerfect. Send resume with salary history to: Secretary, P. O. Box 5211, Southfield, MI. 48086

SECRETARY
Prominent computer firm needs secretary with a minimum of 2 yrs office experience. Typing 55 wpm & excellent communication skills mandatory. Medical terminology & knowledge of WordPerfect desirable. Send resume or call:
Computers Diversified Inc.
Attention: Personnel
29299 Fandale Rd
Southfield, MI 48034

SECRETARY/RECEPTIONIST
for busy Plymouth Real Estate office. Must be detail oriented, very organized, able to handle several tasks at one time. Proficient in typing, multi-line telephone, filing, & general office procedures. Send resume, cover & salary requirements: Box 224,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SOUTHFIELD insurance agency seeks Commercial CSR, part time, experience necessary. Call days, 353-5830

TYPIST
Wanted for busy law office. Full time position, must type at least 65 wpm. Please call 559-3830

UNIT CLERK
VIP's on our nursing team. Full time for Oak Park agency. Ward clerk/medical experience required. Competitive salary, excellent benefits. 968-5300

WORD PROCESSOR/FULL TIME - Professional Southfield consultants word processor/secretary. Proficient in Word 5.1 Harvard Graphics. Hybrid excellent people skills in plush Troy office. Send resume/salary requirements to: Word Processor, 100 W. Big Beaver, Suite 200, Troy, MI 48084

WORD PROCESSOR
Nationwide mfg company seeks an experienced individual with excellent secretarial skills. WordPerfect and Macintosh required. Minimum typing speed of 60 wpm. Must be capable of working independently with strong decision and function with under pressure. Must be able to work flexible hours. Send resume to P.O. Box 300, Southfield, MI 48037

WORD PROCESSORS
OFFICETEAM offers top pay, for your professional experience & excellent skills. We have temporary assignments & permanent positions with top companies. If you have 1+ yrs experience with
WORDPERFECT
MICROSOFT WORD
WORDSTAR
Please call for an appt
OFFICETEAM
524-3110

WORD PROCESSOR - long term assignment, Southfield, weekdays on different word processors, including WordPerfect 5.1 & Lotus 1-2-3 Skills. Fee paid.
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

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WORD PROCESSING secretaries Farmington Hills/Southfield area. Immediate opportunities in Micro-Soft Word, W.P. 5.0, 5.1 & Lotus 1-2-3, short/long term positions available. Manpower 471-1870

WORD PROCESSING SPECIALIST
Must have typing skills as well as speed & accuracy required. WordPerfect knowledge preferred. Send resume & salary requirements for Office Manager, 31180 Telegraph, 2nd Floor, Bingham Farms, MI. 48025

WORD PROCESSORS
Interview where your excellent skills are appreciated. We have clients who need your experience and professionalism. Macintosh a plus. To $10/hr. Call Stewart at
UNIFORCE 357-0036

WORD PROCESSORS $8-$10/hr
WordPerfect, Lotus, Microsoft Word, Graphics
Temporary & Permanent
KING PERSONNEL
17000 W. 10 Mile #125
Southfield, MI 48075
423-7224

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS
Between 2 & 5pm, Mon thru Fri
- Service Staff
- Host/Hostess
- Bartenders
- Line Cooks
- Production Workers
- Server Assistants

Wholesale opening. Hours vary. Previous experience. Apply at
RED LOBSTER
24705 W. 12 Mile, Southfield

BAJA BEACH CLUB - now hiring bartenders, 3am to 6pm. Porters, barbacks and cocktail waitresses apply. Australia, 6pm or Sat., 201 Atwater, Detroit 567-2950

BATES HAMBURGERS - 33436 5 Mile, Livonia 591-1080. Middlebelt, Farmington. Full & part time, meals and uniforms furnished. Apply in person, 8am to 10am & 2pm to 4pm

BUSTERS BAY. A New Jimmy Schmidt restaurant. Accepting applications for all positions. Interviews on site. 11am-7pm. 6116 thru 20th, 4100 Orchard Lake Rd. Corner of Pontiac Trail W. Bloomfield, MI

CASHIERS & COOKS
WAITERS & BUS PERSONS
Needed, all shifts. Apply in person Red Apple, 32711 Michigan, Wayne

CHILI'S
275 & 8 Mile Rd. Now Accepting Applications for Cooks, Dishwashers & Busers. Please apply in person. Mon. thru Fri. between 2-4pm. Full time, or part time. Excellent benefits

Part time for dietary department. Lahser Hills Nursing Center, Carlisle between 10 & 4pm 354-3222

COOK - Part time afternoons, apply in person at Gleason's Deli Cafe, 25345 8 Mile, Redford. 392-8758

COOK
Pizza or line experience. Full time. Apply. The Alibi, 6700 Rochester Road, (near 20 Mile Road), Troy

COOKS, BAR HELP. Dishwasher, Bus Persons & Wait Staff for Celtic & Mexican Restaurant in Farmington Hills. Call Cecilia at 474-4650

COOKS
for part time Deli. You are assist the cook. Must be able to lift kitchen fingers. Gleason, 25231 Telegraph, Tel-Ex Plaza 352-3910

COOKS - Line cooks, Prep cooks. We are looking for enthusiastic people to work & learn in a growing restaurant. Pay based on experience & background. Call Chef Mike 853-7333

COOKS
Flexible. Apply in person Applet, 214 W 6th Street, Royal Oak

COUNTER/DISH MAN
Experienced for Deli. Full time. Good hourly wages. Bloomfield 645-1040

COUNTER PERSONS - No time days or nights. Flexible shifts. Retail experience preferred. Dunn n Donuts, Plymouth 453-0532

DELI HELP
Full time for Tuesday Fatty Store in Garden City.
Call Bill 427-4230

DELI HELP WANTED
Experienced only. Good Pay. Apply Mack Deli, 1842 Monroe, Dearborn

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DISHWASHER