EMPLOYMENT

504 Help Wanted Office-Clerical

LEGAL SECRETARY
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3000 Town Center, Ste 2580
Southfield MI 48075
FAX 358-0235 Phone 358-0064

LEGAL SECRETARY
Southfield law firm. Flexible expert. Personal injury. Call Mrs Flavers 552-8500

LEGAL SECRETARY
Defense litigation office of major insurance company is seeking qualified applicants possessing good skills and have a minimum 2-3 years related experience including 1 year legal experience required for senior level position. Excellent salary, word processing skills a plus.
Lawyers Insurance Company of America offers an excellent fringe benefit package including dental, profit sharing, and educational reimbursement.
Salary commensurate with experience.
For confidential consideration forward resume and salary requirements to
Citizens Insurance Company of America
Human Resources
30455 Stephenson Hwy
Livonia MI 48152
An Equal Opportunity Employer

LEGAL SECRETARY - experienced only in litigation. Must be computer literate minimum 65 wpm, for Bloomfield Hills law firm. Send resume & salary requirements to: Office Manager, 1270 S. Woodward Ave #200, Bloomfield Hills MI 48302

LEGAL SECRETARIES
Let our 33 years of service and expertise work for you. For professional permanent services, temporary assignments and part time work with the Detroit Legal Secretaries
ALL FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY
Large Detroit law firm has position available in their Bloomfield Hills office.
Candidate must have a minimum of 5 years litigation experience, be proficient in Word Perfect. Please send resume including salary requirements to:
CLARK KLEIN & BEAUMONT
1000 First Federal Building
Detroit MI 48226
Attn: HRM

LIBRARY CLERK
Part time position available in our Bloomfield Hills office. Responsibilities include: Assist patrons in use of the library, Assist in the processing of new materials, Perform other duties as assigned. Qualifications include: Ability to work with people, Ability to lift 25 lbs., Ability to work independently, Ability to work flexible hours. Please send resume to: PO Box 193, Northville, MI 48167

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1000 First Federal Building
Detroit MI 48226
Attn: HRM

LEGAL SECRETARY
Litigation firm seeks exp. sec. for busy practice. Word Perfect 5.1 preferred. Salary commensurate with exp. Call 644-1900

LEGAL SECRETARY
Southfield law firm seeks experienced secretary. Word Perfect 5.1 preferred. Salary commensurate with experience. Call Ms. Gaines 557-7700

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LEGAL SECRETARY
To $20,000
Our client seeks an individual to handle secretarial responsibilities for small law firm. Must have 2 years exp. & WordPerfect experience desired.
Diversified Recruiters Co.
344-6700 FAX 344-6704

SENIOR CLERK
Troy area manufacturer has support for undergraduate & graduate degree program office. Education equivalent to completion of high school & at least 2 years job related work experience required. Ability to type accurately, excellent communications skills, demonstrated ability to deal with the public required. Word processing required. Excellent fringe benefits. Minimum salary $6.85 per hour. Send resume by Aug 12, 1992 to:
OE-1, Central Michigan University
755 W. Big Beaver Rd, Suite 1410
Troy, MI 48084
An Equal Opportunity Institution

SMALL ROCHESTER HILLS exclusive manufacturer is seeking Secretary/Receptionist for full time position. Ability to type correspondence & type correspondence receive & direct telephone calls, have good communication skills, between 45-60wpm. Please send resume to: Human Resources Dept., PO Box 986, Troy, MI 48099
An Equal Opportunity Employer

SECRETARY/BOOKKEEPER with computer knowledge in property management for Canton area, evenings & weekends. Call Mr. Hausman Attn: Chand, 970 Princess Dr., Canton, MI 48188 981-3050

Secretary
College student must have typing & computer skills. Must type at least 50wpm. Must understand computer & basic advance tang system, Word Perfect Lotus. D Base Send resume by Aug 14, to Miss Wide Body Inc. 19940 Livernois, Detroit, MI 48221

SECRETARY
Computer service company looking for experienced, full time person with PC skills. Must have some AMIPRO software. Must have experience in payable & receivables data entry. Please send resume to: Box 1186 Compuserve Rd, Troy, MI 48083

SECRETARY
Expanding prime manufacturers needs your Word Perfect and spread sheet background. Graphics a plus.
Call Sophie at UNIFORCE
Livonia - 427-2931
Southfield - 557-0037
Farmington - 646-7642

SECRETARY / Intermediate accounting firm has position available for experienced Secretary. Computer & Word Perfect experience required. Nonsmoking office. Resume with salary history/requirements to Fred Equity Corp. 7001 Orchard Lake Rd, Ste 420C, W Bloomfield, MI 48322

SECRETARY
For a bloomfield law office. Knowledge of WordPerfect and Lotus preferred 3-5 years experience. Call 347-4350

SECRETARY - Growing CPA firm seeks organized, intelligent, experienced secretary. Word Perfect 5.1 or computer skills a must. Full time position in office. Small firm experience & good communication skills are required. Salary commensurate. Send resume to Mary Edens 30200 Telegraph, hard Lake Rd., Suite 200, Farmington Hills, MI 48018

SECRETARY
Large Southfield office needs an experienced Staff Secretary. Applicant should have a pleasant personality, a manner & the ability to work in a fast paced environment. Knowledge of WordPerfect 5.1 & speedwriting or shorthand are a plus. Interested parties send your resume & cover letter to:
Attn Secretary, Box 724
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY
Must be proficient in MicroSoft Word. Knowledge of Lotus 1-2-3 & Symphony a plus. Long term assignment in Canton. Call for appointment

ARBOR TEMPS 459-1166

SECRETARY NEEDED for Southfield property management company. Seeking experienced candidate with excellent organizational, communication, and typing skills. Must be proficient with WordPerfect. Send resume to: Property Manager/Secretary, P O Box 5071, Southfield, MI 48086

SECRETARY/NO FAULT para-legal, must have no fault experience, typing & WordPerfect 5.1 Southfield 354-3660

SECRETARY
Part time position (afternoons), professional office with pleasant working environment. Good typing skills & pleasant phone manner required. WordPerfect 5.0 or 5.1 required. Competitive pay. Send resume to:
Mckenna Associates, Inc.
36955 Hills Tech Drive, Suite 200,
Farmington Hills, MI 48331
An Equal Opportunity Employer

SECRETARY RECEPTIONIST
Westland office seeks mature person for full time permanent evening shift. Typing/computer knowledge helpful. Good benefits. Call 425-0636

SECRETARY WANTED
For Southfield law firm. Excellent typing skills required. Call 355-2048

SECRETARY
We are looking for a self motivated, detail oriented secretary for our media and planning department. You must be extremely organized with the ability to juggle many tasks at the same time and have the following skills: IBM PC & Macintosh for the preparation of presentation materials including text, charts and graphs, minimum of 55wpm, Lotus for budget tracking, dictaphone correspondence, calendar, filing. Send resume to McCann/SAS, 50 W. Big Beaver, Suite 500, Troy MI 48084
An Equal Opportunity Employer

SMALL MANUFACTURERS REP office is seeking a reliable individual for a challenging position. Must be self starter, motivated & completely dependable. Involves product pricing, phone contact, processing quotations/orders, follow up & expediting. Computer knowledge required. Technical aptitude preferred. Salary & benefits commensurate with qualifications. Send resume to: Bahuk Inc. 30200 W. Maple, Ste 504, West Bloomfield, MI 48322

504 Help Wanted Office-Clerical

OFFICE ASSISTANT/PART TIME. 25 hours per week. Possibly working into full time. $6 per hour. Must be mature, reliable, motivated and have good office skills. Detail oriented and references to Murdock, 24600 Northwestern Hwy., Southfield, MI 48075. No phone calls or walk-ins.

OFFICE HELP/FINANCE - Part time for busy real estate office. Should possess clerical skills. Must have own car for errands & should be familiar with the Birmingham/Bloomfield area. Great for High School/College Student. $5/hour. 644-5370

OFFICE HELP
wanted - Dispatcher experience preferred. Part Time. For appointment, 538-2100

OFFICE HELP WANTED. Order Entry, light typing. Pleasant phone manners. Apply at 21300 Novi Rd Northville MI 48167

ORDER ENTRY SECRETARY
REGION SALES OFFICE
A major National Consumer Product Manufacturer is seeking a full time Order Entry Secretary for our Region Office in Farmington Hills. Responsibilities include order processing, computer work, sales tracking, telephone communications, typing, and more. Qualifications: knowledge of computers, good communication skills, math skills, and typing 45-60 wpm. A competitive salary and comprehensive benefits package is offered. Send resume to Box 694
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

PARA LEGAL for medical mal practice specialist firm Southfield area. Experienced. WordPerfect required 20-25 hours per week. Call before noon 357-7778

PARALEGAL/SECRETARY. Must be detail oriented, computer literate, resume self starter essential. Southfield. Fax 557-3737

PARALEGAL - Southfield insurance company seeks experienced professional, career oriented individual to work with corporate council. Involves research, preparing court pleadings, working closely with executive management. Minimum typing of 60 wpm. Send resume with salary requirements to: Paralegal, P O Box 300, Southfield, MI 48037

PART TIME
DEPUTY CLERK
35TH DISTRICT COURT
Clerical opening the 35th District Court is taking applications for the position of part-time deputy clerk working between 25 and 30 hours per week at the rate of $8.45 per hour. Some benefits will apply such as earned sick and vacation hours. Duties will include typing (45 wpm per min.) filing, data entry and contact with the public through the telephone and in person. Court and/or computer experience will be preferred. Apply in person at the 35th District Court, 660 Plymouth Rd., Plymouth, 48170 or send a resume to the court. Attention Marion Elasing, Court Administrator. Application deadline Aug. 17, 1992

PROGRESSIVE NEW
TEMPORARY SERVICE
Currently Seeks
WORDPROCESSOR
Receptionist/Secretary
ACCOUNTANTS
Cash bonuses and child care program available
Call Today For An Interview
1-313-389-0900
REMEDY
TEMPORARY SERVICES

PURCHASING & Accounts Payable. Applicant must have 5 years experience in purchasing, accounts payable & computers. Fast paced automotive related manufacturing firm. Send resume with salary history to
Box 706
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

TROY FINANCIAL PLANNING firm seeks a mature, receptionist/secretary for full time position. Starting Salary $12,500. full benefits package. Call Maryal 649-7474

PART-TIME RECEPTIONIST
Duties include operation of switchboard, greeting visitors, use of business machines and other office duties. Call ELANGER, INC. in Northville CALL 8am-3pm. 349-7010, ext 218

SUNSHINE HONDA is looking for a cheerful energetic person to handle Telephone Receptionist/Cashier duties on a full time basis. Call Jean Mon thru Fri. A pleasant phone voice & positive attitude a must. If you quality & enjoy working with people we offer a friendly working environment, competitive pay & benefits. Our customer satisfaction is number one. Call for interview & appointment 453-3600

RECEPTIONIST/Executive Secretary - Part time position at marketing some computer skills, public relations, or professional retail environment. Write PO Box 120400 Birmingham MI 48012

RECEPTIONIST - Word Processing & Data Entry experience for Bingham Farms accounting firm. Send resume to Tuck & Associates 30200 Telegraph, Ste 3450 Bingham Farms MI 48025

RECEPTIONIST Wanted. 10 lower non-smoking office. 12/hr/benefits. Hours are Light Typing. 350-9700

RECEPTIONIST/CLERICAL
Part time. Pleasant environment. Varied duties. Farmington/Novi. Reply to Box 531132 Livonia MI 48153

RECEPTIONIST/SECRETARY for real estate office in Northville. Good appearance and typing 35 hours per week. Call Kevin Berry 348-6767
ERA COUNTRY RIDGE REALTY

RECEPTIONIST/DATA ENTRY position open to a person with prior office experience & friendly phone voice. Word Perfect & Lotus 123 experience required. Send resume to ECA, Inc. PO Box 446 Plymouth MI 48170 No calls Please

OFFICE COORDINATOR
Position for work with Interior Building and Work Furniture. Function as receptionist, type 50 wpm, handle mail, telephones and directing messengers.
Nursing Care 18200 Haggerty Rd. Northville MI 48167
Equal Opportunity Employer

Restaurant

Boston Chicken
is Coming to Detroit
and we're flying High!
Soon everyone will be enjoying the luxury of home cooking in take out form conveniently. We're featuring rotisserie chicken, home made side dishes, chicken pot pies and more.
We plan to open 6 new stores by the end of 1992. This tremendous growth has opened 20 management opportunities by the end of the year for:
• STORE MANAGERS
• ASSISTANT MANAGERS
• KITCHEN SUPERVISORS
Qualifications include previous restaurant supervisory experience and ability to work in a fast paced environment.
We also have MANY other employment opportunities available. Boston Chicken will be hiring for line positions starting August 17th! Training class will begin August 31st! Watch for our recruitment ads coming soon to find out more!
If you share the drive and entrepreneurial spirit to soar with the fast growing fastest new food service concept send resume for local interview to:
Robin Showkeir
BOSTON CHICKEN, INC.
1801 Centre Point Drive • Naperville, IL 60563
Equal Opportunity Employer M/F

504 Help Wanted Office-Clerical

RECEPTIONIST NEEDED for national leasing company. Extensive busy switchboard requires an articulate, pleasant individual. Some light clerical duties. Previous switchboard experience helpful. Please respond to: T.H.P. P O Box 9066, Farmington Hills, MI 48333-9066

RECEPTIONIST/PERMANENT
For West Bloomfield country club. Hours 10am-6pm, Wednesday thru Sun. Call for appt. 10am-3pm 855-1900

RECEPTIONIST/SWITCHBOARD
Join the creative atmosphere of this award winning Student Housing Complex as UNIFORCE 646-8501

RECEPTIONIST
For wed & crazy office
Call Sue - 416-0810

RECEPTIONIST/SECRETARY for lighting & suburban accounting firm. Computer and WordPerfect skills required. Send resume to O.E., P. O. 3238, Southfield, MI, 48037.

RECEPTIONIST/SECRETARY
Small and Bloomfield Hills law firm. Luxurious & friendly surroundings overlooking courtyard. Detail oriented a must. WordPerfect, typing 55 wpm. Dictaphone experience helpful. Adjacent free parking 258-6070

RECEPTIONIST/CLERICAL
Must have multi-line phone experience. Various office duties, heavy typing, good oral & written communication skills required. Good benefits. Please send resume to: ASI, 24435 Halstead Rd., Farmington Hills, MI 48335

RECEPTIONIST
Afternoons, part time, for busy Redford physical therapy clinic. Must be able to do accurate typing - 45wpm, possess telephone answering skills & enjoy people contact. Resume to 6610 Beech Day, Redford, 48239
An Equal Opportunity Employer

RECEPTIONIST - With typing skills for Livonia state builder. Experience preferred. Send resume or fax for immediate with experience. Start Aug 17th. Send resume to box 684 Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150
An Equal Opportunity Employer

RECEPTIONIST
OFFICETEAM seeks enthusiastic individuals with 1+ years experience. Data entry & word processing skills required.
OFFICETEAM
201 W. Big Beaver Rd #310
Troy, MI 48084
(313)524-3110
By appointment
An equal opportunity employer

RECEPTIONIST/DATA ENTRY
Immediate openings in all locations for Receptionists and Data Entry Clerks. Top Pay, Bonus, Insurance, Holiday Pay, and Bonuses. Call today for an appointment

NEVER AFEE
SNELLING TEMPORARIES
LIVONIA 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS 373-7500

RECEPTIONIST/PART TIME
Weekends & evenings for large apt community located in Southfield. Call 10am-4pm Mon-Fri. 356-8020

RECEPTIONIST - full or part time for Birmingham stock brokerage firm. Front desk appearance and good communication skills required. Call Mr. Jenkins at 647-4700

RECEPTIONIST part-time needed for busy West Bloomfield Real Estate Office. Evenings and Saturdays. Previous real estate experience preferred. Ask for Joan 626-8400

RECEPTIONIST - wanted for Bloomfield Hills law firm. Some typing required. Benefits & salary commensurate with experience. Send resume to Linda P.O. Box 8135, Bloomfield Hills, MI 48302

RECEPTIONIST/TYPIST
Energetic professional person with excellent skills & a word processor experience. Real estate office background would be a plus. Call Rose Belcher at CRANBROOK 645-2500

RECEPTIONIST/TYPIST needed for a dentist office in the DMC. Must be proficient in Word Perfect 5.1 Hours Mon-Fri 8:30-5:30 Benefits included. Salary dependent on qualifications. Call Lisa from 9-4 Mon-Fri at 833-0234

RECEPTIONIST ENTRY LEVEL position open in busy Novi real estate office. Front desk appearance & good communication skills are required. Data Express 30200 Telegraph, hard Lake Rd., Suite 200, Farmington Hills, MI 48018

RECEPTIONIST/SECRETARY
For private club. Excellent speaking and grammar skills required. Microsoft Word experience helpful. Should have typing speed over 60wpm. Knowledge of Lotus helpful. P.O. Box 823 Northville, MI 48167

RECEPTIONIST
Part Time position available for energetic, self-motivated person. General office & telephone sales mandatory for Farmington Hills Real Estate office. Call Robin between 9am-5pm 737-6816

RECEPTIONIST - part time real estate office in Bloomfield Hills seeking mature individual with pleasant phone voice. Multi line phone system experience and typing skills necessary. Weekends & flexible weekday hours.
Ask for Linda 646-6000

RECEPTIONIST/TYPIST
Leading sales & service distributor seeking entry level receptionist/typist. Good communication skills, personable, typing experience preferred, but motivated trainee will be considered. Send resume to
Personnel Manager
31951 Schoolcraft Rd
Livonia, MI 48150
Or call 458-2904

RECEPTIONIST
Full time for busy home office. Experience with multi-line Merlin system helpful. Typing, being computer knowledge a plus. Benefits include: health insurance, paid sick & vacation days. 401K. Please submit resume with hand written cover letter to:
Receptionist Position
21555 Meadow Lane, Suite 24,
Southfield, MI 48075

COMPETENT SECRETARY needed for busy office knowledge of computer & word processor required. Send resume to 31M.C., 29100 Northwestern Hwy., Suite 445, Southfield MI 48034

RECEPTIONIST

Leading Design/Build/Development firm seeks one full time or two part time (half day) experienced, energetic Receptionist for their fast-paced Plymouth office. Knowledge of the Executive Telephone System, strong administrative & professional attitude and manner, and excellent telephone and communication skills helpful. Send resume to:
R & D/Metha Company
Human Resources Department
41500 Ann Street
Plymouth, MI 48170
An Equal Opportunity Employer

FAST PACED general contracting firm offering competitive salary and benefit package needs
PROFESSIONAL SECRETARY with good organizational skills, excellent typist with Word Perfect 5.1 experience preferred, phone manner. Send resume and salary requirements to: Tim Dawson Company, 24400 Indoplex Cir., Farmington Hills, MI 48335

SECRETARIAL ASSISTANT - part time afternoons. Typing and good transportation a must. Word processing required. Opportunity for career in real estate
Call Tracy at 352-1430

504 Help Wanted Office-Clerical

RECEPTIONIST
Park West Gallery, a Southfield based international fine art company seeks a part time receptionist. Applicants must have a good appearance & possess strong organizational skills. Light typing & computer skills also required. Qualified candidates send resume to: Park West Gallery, Receptionist 29400 Northwestern Hwy, Southfield MI 48034

RECEPTIONIST
Apartments Unlimited/Southfield and Novi. Fast paced Marketing Associates (Receptionist). 20-25 hours a week. Must be highly organized, enthusiastic, articulate and ambitious. Light typing & computer skills a must. Call Lisa or Sally between 2-7PM at 313-348-0040

RECEPTIONIST
People person needed for long term assignment. Duties include light typing, answering phones, typing 45 wpm. Knowledge of WordStar a plus. Opportunity to advance. Call for immediate appointment.
ARBOR TEMPS 459-1166

FARMINGTON HILLS real estate firm requires experienced Secretary for evenings & weekends. Prefer real estate experience. Call Marge 855-6570

SECRETARIAL/CLERICAL
Full time, accounting & computer experience necessary. Farmington area. 458-3474

SECRETARIAL HELP NEEDED for management development firm. Full and part time available. Typing 55wpm. WordPerfect 5.1, Lotus & receptionist relief. Send resume to: Secretary, P O Box 664, Bloomfield Hills, MI 48303-0664. Specify full or part time and salary requirement.

SECRETARY/RECEPTIONIST part time, experienced in book keeping and computers necessary. Pleasant personality. Send resume or fax for appointment: Living Spaces, Inc., 2078 Orchard Lake Rd., Sylvan Lake, MI 48320 682-5600

SECRETARIES
IMMEDIATE OPENINGS
ADIA PERSONNEL is seeking highly skilled secretaries with any of the following: Harvard Graphics, WordPerfect 5.1 & Lotus. We have temporary & permanent jobs. Call today to work TODAY! Call 358-8890

SECRETARY
A leading international company has immediate opening for a highly motivated individual with minimum 2 years experience. Requires excellent shorthand or speed writing & computer skills (WordPerfect). Send resume with salary history & requirements in confidence to: Human Resources Dept., PO Box 986, Troy, MI 48099
An Equal Opportunity Employer

SECRETARY/BOOKKEEPER with computer knowledge in property management for Canton area, evenings & weekends. Call Mr. Hausman Attn: Chand, 970 Princess Dr., Canton, MI 48188 981-3050

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College student must have typing & computer skills. Must type at least 50wpm. Must understand computer & basic advance tang system, Word Perfect Lotus. D Base Send resume by Aug 14, to Miss Wide Body Inc. 19940 Livernois, Detroit, MI 48221

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Expanding prime manufacturers needs your Word Perfect and spread sheet background. Graphics a plus.
Call Sophie at UNIFORCE
Livonia - 427-2931
Southfield - 557-0037
Farmington - 646-7642

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Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

SECRETARY
Must be proficient in MicroSoft Word. Knowledge of Lotus 1-2-3 & Symphony a plus. Long term assignment in Canton. Call for appointment

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SECRETARY/NO FAULT para-legal, must have no fault experience, typing & WordPerfect 5.1 Southfield 354-3660

SECRETARY
Part time position (afternoons), professional office with pleasant working environment. Good typing skills & pleasant phone manner required. WordPerfect 5.0 or 5.1 required. Competitive pay. Send resume to:
McKenna Associates, Inc.
36955 Hills Tech Drive, Suite 200,
Farmington Hills, MI 48331
An Equal Opportunity Employer

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Westland office seeks mature person for full time permanent evening shift. Typing/computer knowledge helpful. Good benefits. Call 425-0636

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504 Help Wanted Office-Clerical

Secretary
Our Pharmacy Department currently has an opportunity for an experienced Secretary. The qualified applicant will have a minimum of 5 years' secretarial experience, be able to type a minimum of 55 wpm and be proficient in word processing, using the Multimate and Lotus 1-2-3 software. Knowledge of medical terminology will be a preference.
Qualified applicants should send a resume with salary history to: Attn: Pharmacy Department
Botsford General Hospital
28050 Grand River
Farmington Hills, MI 48336-5933
An Equal Opportunity Employer

RECEPTIONIST/RECEPTIONIST
2 positions. Full and part-time needed. Christian counseling center is looking for a friendly person with excellent typing & communication skills. Call Pam at Christian Life 3-1 No calls please. Send resume to 37463 Grand River Rd., Suite 107, Livonia, MI 48150

SECRETARY
To $20,000
Our client seeks an individual to handle secretarial responsibilities for small law firm. Must have 2 years exp. & WordPerfect experience desired.
Diversified Recruiters Co.
344-6700 FAX 344-6704

SENIOR CLERK
Troy area manufacturer has support for undergraduate & graduate degree program office. Education equivalent to completion of high school & at least 2 years job related work experience required. Ability to type accurately, excellent communications skills, demonstrated ability to deal with the public required. Word processing required. Excellent fringe benefits. Minimum salary $6.85 per hour. Send resume by Aug 12, 1992 to:
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Troy, MI 48084
An Equal Opportunity Institution

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An Equal Opportunity Employer

SOUTHFIELD MANUFACTURING COMPANY has immediate opening for person experienced in accounts payable data input. Must have basic math skills and proficient on calculator. Excellent salary and benefits. Please send resume to:
Human Resources, PO Box 350, Southfield, MI 48037

SWITCHBOARD
Major computer corporation needs your computerized big board experience and professional presentation. Call Debra at UNIFORCE
Livonia - 473-2633
Farmington - 848-6168
Southfield - 357-0641

TEMPORARY
HELP WANTED
A major credit bureau has 3 immediate openings for temporary part time help. Day & evening hrs available. Light typing, 10 key, filing, answer telephones & limited data entry. Non-smoking office $5.50/hr. Please send resume to
MANAGER
31700 W. 13 Mi., Ste 112
Farmington Hills, MI 48334
An Equal Opportunity Employer

TYPIST/RECEPTIONIST
Word Perfect 5.1, experience with typing deadlines necessary. 60 wpm typing speed on ability. Flexible hours. Call Guy 354-3540

WAIT STAFF
needed for evening center, evenings only, part time. Appointment necessary.
Call Sharon at UNIFORCE
Southfield - 357-0037
Livonia - 473-2633
Farmington - 848-6168

WORD PROCESSING SECRETARY
Southfield advertising agency needs sharp, detail oriented person. Experienced on WordPerfect 5.1, Harvard Graphics, Lotus Baseline & 401(K) plus excellent salary & benefits package. Send resume to P. O. Box 33427-A, Detroit, MI 48232
An Equal Opportunity Employer

WORD PROCESSING
SECRETARIES NEEDED
Immediate openings for temporary assignments with Fortune 500 companies located in Farmington and Southfield areas
Experience in any of the following:
MicroSoft Word for Windows
• Microsoft 5.5
• Display Write 4
• Profs
• Lotus with Always
Call now for interviews
MAN POWER
TEMPORARY SERVICES
471-1870

WORD PROCESSING - and telephone skills needed for large furniture company. Must be reliable and flexible. Apply at 37975 Schoolcraft, Livonia

WORD PROCESSORS
OFFICETEAM offers top pay for your professional word processing & clerical skills. We have temporary & temporary to permanent positions with top companies. If you have 1+ years experience with
WORDPERFECT
MULTIMATE
MICROSOFT WORD
WORDSTAR
Please call for an appointment
OFFICETEAM
201 W. Big Beaver Rd #310
Troy, MI 48084
(313) 524-3110
By appointment
An equal opportunity employer

WORD PROCESSOR
for full time position in 12 attorney firm. Experience required. Must know WordPerfect. Salary based on ability. Send resume & salary requirements to: Office Manager, 300 East Long Lake Rd., Ste #200, Bloomfield Hills, MI, 48304

505 Help Wanted Food-Beverage

ARA SERVICES now hiring Cafeteria help for the 1992-1993 school year at OCC, Orchard Ridge Campus. Flexible, good pay, excellent work atmosphere. Call Al, Mon thru Thurs 8am-11am at 758-4511

BAKERS - Need hands on baker for high volume production facility. Prior experience in bakery or food service. Apply Mon thru Fri, 2pm-4pm, 2705 Schoolcraft, Livonia

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ACCEPTING APPLICATION for experienced Wait Staff & Cooks. Apply at O'Sheehan's Tavern, 35450 Grand River.
APPLY WITHIN
Bus Persons, Dishwashers
Experienced Sushi Chefs
Moy's Japanese Steak House
18825 Middlebelt, Livonia

ATTENTION - RETIREES WANTED
Full & part time, days & evenings available. Apply Mon thru Fri, 4pm 7pm. Good hourly rate. Orchard Lake Rd., Farmington Hills

BAKER
With experience for the Bake Corte
15 Forest St., Plymouth
Contact Herb

BANQUET SERVERS- The Plymouth Manor Catering & Banquets, 343 N. Main St., Plymouth. Call today for appointment 455-3303

BARTENDER - Experienced, mature highly. Part time and full-time. Apply in person mornings Gardner's Lounge 35937 Ford Rd. Westland

BARTENDERS WAITSTAFF
Part time, Fri-Sat-Sun. For appointment call Jim at Country Lakes Golf Course 476-2021

BENNIGAN'S
Now accepting applications for the following positions: Kitchen Help, Wait Staff & Sales staff. Apply in person Monday thru Thursday, 2-4pm. 28555 Northwestern Hwy. S. of 12 mile rd

BEVERLY HILLS GRILL
Now Hiring
• SAUTE COOK
• GRILL MAN
• HOST PERSON
• WAITPERSON
31471 Southfield Rd
Between 13 & 14 Mile Rds

Now being Grill Cooks, Servers, Bus Persons & etc. Apply within 32170 Grand River, Farmington
Across from Oakland Mall

BUDDY'S FARMINGTON HILLS
now Hiring
• CHEF
• PIZZA COOKS

ALL SHIFTS
• EVENING HOST/HOSTESSES
Excellent salary and benefits
Apply BUDDY'S
Northwestern & Middlebelt

★ CAFE BONHOUME
Has satisfying part time positions available full time days & evenings. Call for appointment Call 453-6260

COOK
Apply in person at Charters
7640 N. Wayne Rd. Westland

COOK
Day time position for person with commercial kitchen & catering experience. Health & life insurance
RICHARD DE REISS
273 Pierce St
Downtown Birmingham

COOK/DITERY AIDE
20 hrs per week. Flexible hrs & days. Prefer requirements high school diploma, previous cooking experience in an institutional setting. Apply at Marion Oakland West A residence for independent seniors at 29130 W. 10 Mile Rd in Farmington Hills or call 474-7204

COOK - DISHWASHER WANTED
Days Apply at Gatsby's 45701 Grand River Novi

COOK, Dishwasher, Host Person/Waitperson. Day & night shift. Apply in person at Big Boy Restaurant Union 2950 Rochester Rd. Troy, Mi

COOK - EXPERIENCED
Part time. Apply in person. On the Tee Restaurant, 26634 Halsted Rd. Farmington

COOK for retirement home. Part time 4 to 8pm. Experienced Rochester Hills area. Call Andrea or Amy 852-1880

COOK-FULL-TIME. Must be experienced & dependable. References. Great starting pay. Apply Novi Village Retirement Center, 45182 West Nine Mile Rd. Novi Donna 668-5330

COOK - part or full time, some experience & quantity cooking. 261-9500

COOK - PART TIME
Includes weekends & holidays, children & facility seeks individual with one year formal vocational food service training (minimum) and experience in preparing up to 100 meals at a serving. Excellent working conditions and salary. Send resume to Food Service P O Box 40505, Detroit, MI 48240
Equal Opportunity Employer

COOKS & BUS PEOPLE
days and afternoons, excellent pay, apply in person at Coney Island, Golden Lanes 33251 Five Mile

COOKS Experience not required but helpful. Flexible hours, learn food and have a must! Call Lisa Mon-Fri or Mike 349-1466

COOKS
Part time, evening cooks 4:30 a.m. - 2:30 p.m. and 2:30 p.m. - 8:00 p.m. Approximately 4 days per week. Excellent salary and benefit package. Apply in person
St. Andrews Nursing Care
31830 Ryan Road
Warren MI 48093
An Equal Opportunity Employer

★ COOK
SWEET LORRAINE'S
Looking for an experienced person for our Southfield cafe. Good benefits. Apply in person 2-5pm Southfield Rd. /8 of 10 Mile

DIAMOND JIM BRADY'S NOVI
Now hiring Waitstaff. Primarily days, some evening shifts are available. Bar experience is helpful. Apply within Novi Town Center, Grand River and Novi Rds. next to Cinemark

DINING ROOM
MANAGER
High volume Italian restaurant is growing an enthusiastic, energetic leader to join our management team. If you have restaurant management experience required. Sales & catering experience a plus. We offer a good starting salary along with medical & dental benefits. For more information call Al Scala at 313/995-1742 or send resume & salary requirements to:
COTTAGE INN
508 E. WILLIAM
ANN ARBOR, MI. 48104

DISHWASHERS
Private club in West Bloomfield seeks hard-working, mature dishwashers. Excellent starting pay, benefits include health insurance & a lot out on application 5050 W. Maple Rd. West Bloomfield

Due to our overwhelming success
MOUNTAIN JACKS
LIVONIA
is now hiring
EVENING KITCHEN HELPERS
EVENING DISHWASHERS
Apply in person Mon-Thurs 2-4pm
31501 Schoolcraft Rd.
(at Merriman Rd.)

D. DENNISONS - seafood tavern is currently seeking experienced energetic personnel for all positions. Apply in person daily at 37716 6 Mile Laurel Park Mall

FOOD PREP PERSONS
Farmington Hills Deli in office building needs persons for food prep & sandwiches. 8am-1pm 489-4150

GROUNDS SERVICE WORKER
Apply in person. Maywood Nursing Care Center, 36975 W. 5 Mile Livonia 464-0600

GRILL COOK NEEDED
Dependable and friendly. Minimum 3 years experience Mon - Fri, 8AM-2:30PM. Benefits. Wages based on experience. Apply in person 8-10AM or 1-3PM ARA Standard Festival 2600 W Big Beaver, Troy

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★ DINING ROOM MANAGER
Busy 4 star Southfield restaurant is looking for an experienced manager. Full benefits. Please send resume to Box 710
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DINING ROOM SUPERVISOR
Needed for immediate full time position at Grand River Restaurant Village. Please apply in person, 12-noon at: 36550 Grand River, Farmington Hills

GENERAL MANAGER for banquet & conference center. College degree with min. 5 yrs. banquet experience. Please send resume including salary requirements: Box 660,
Observer & Eccentric Newspapers
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