## 504 Help Wanted Office-Clerical

COMPUTER INPUT
International firm has need for your 10,000 keystrokes, and recent experience if 50/hr. Call Dorie at UNIFORCE 357-0641

COORDINATOR - to handle in coming service calls & orders & to establish customer accounts across the United States. Reply with resume to Mr. Owens, 26400 Lahser, Southfield, MI 48034

CUSTOMER SERVICE
Major computer company needs team players with people skills. If you enjoy challenge and are flexible for overtime and weekends please call. College degree plus $8/hr. Call Carol at UNIFORCE 357-0641

DATA ENTRY CLERK
Expanding Farmington Hills corporation. Experience with 10,000 numbers/strokes. 2 shifts. Call Donna at UNIFORCE 473-2932

DATA ENTRY/GENERAL OFFICE
Part time. Experience required. $6 per hr. Mon-Fri 1-5pm. Apply in person 10-4pm City Transfer, 15001 Levigood, Plymouth, MI

DATA ENTRY
Rapidly growing service company requires accurate typist. Must accept $7.50/hr. Call Diana at UNIFORCE 648-6500

DATA ENTRY
Six Openings - In Troy
$10,000 keystrokes Alpha/Numeric
$3 & up
IT SERVICES & SYSTEMS

DO YOU HAVE good Secretarial/word processing skills and want to put them to good use? Let us assist you. We are a growing temporary service and offer long, short and temp-to-perm assignments with excellent pay. 644-7078
ETO Temporary Service

ENGINEERING SECRETARY
Mature detail oriented, demonstrated organizational and computer skills required to support engineering professionals. Minimum five years working in engineering environment and salary history to THE, 26555 Evergreen Rd. Suite 120, Southfield, MI 48076

EXCELLENT ADMINISTRATIVE OPPORTUNITIES
Immediate openings in the greater Detroit area offering following long-term temporary positions
• Administrative Assistant with excellent word processing and typing skills
• Accounting Clerk proficient on Lotus 1-2-3
Competitive salary & compensation

Mail resume in confidence to
Flex Force Employment Services
39209 Plymouth Road, Suite 102-3
Livonia, Michigan 48150
No fees

EXECUTIVE ASSISTANT
For insurance agency. At least 3 years large commercial lines assistance experience. 2 years ds, secretarial skills and computer knowledge. Excellent salary & benefits.
Send resume to Box 170, Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia, MI 48150

EXECUTIVE SECRETARY
Detroit environmental firm needs experienced secretary. Word processing and shorthand. $12/hr
Call Sandra at UNIFORCE 357-0037

FILE CLERKS
DATA ENTRY
OPERATORS
Immediate openings - all skill levels long & short term assignments
Some temp to perm
$5-$6/HR
471-1870
MANPOWER
TEMPORARY SERVICES

FRONT DESK
Marketing division of leading international advertising firm is looking for receptionist. To $7/hr
Call Kelly at UNIFORCE 357-0641

GENERAL CLERK
Bookkeeping helper
Bloomfield Hills Benefits
ASI 589-3830

FRONT DESK RECEPTIONIST/
WORD PROCESSOR
Prestigious Farmington consulting firm. Typing 60+ wpm. Advanced Word Perfect 5.1. Front desk appearance and warm enthusiastic interpersonal skills. Strong organizational ability and attention to detail dentability a must. Prefer 12-18 months office experience. If you are a team player and not afraid of hard work seeking a challenging position. N. Lasar, 5505 Corporate Dr., Suite 100, Troy, MI 48098
An Equal Opportunity Employer

FRONT
DESK
SECRETARY
Be the "Front Desk" receptionist for a successful well established company. Nice work environment. Pleasant personality. $16-$40 to start, plus paid benefits. Call 464-0969
SHELLHO PERSONNEL SERVICES

GENERAL OFFICE
8-5:30pm Mon - Fri. Dental laboratory - downtown Plymouth area. Typing, packaging & phones 478-3355

GENERAL OFFICE
Full time position for a conscious office functions. Computer knowledge helpful 355-1145

## 504 Help Wanted Office-Clerical

FAST PACED AUTO DEALERSHIP
Looking for organized & enthusiastic individual for position of Bench-Board Manager/Receptionist with light office duties. Excellent Pay & Benefits. Call 453-7500

FILE
CLERKS
Kelly Services in Southfield has a need for 10 clerks for the consolidation project effective immediately. Applicants must be able to do alpha and numeric filing, and be available for a minimum of 3 months. Some lifting is required

Please call for appointment to interview

Southfield . . . . . 352-5270

KELLY
SERVICES
Equal Opportunity Employer M/F/D

GENERAL OFFICE - Multi-function sales for nine fast-paced high-tech communications company in Farmington Hills. Call Sophie at UNIFORCE 848-7664

GENERAL OFFICE
Established Birmingham firm needs receptionist. $7/hr. Call Dorie at UNIFORCE 848-7664

GENERAL OFFICE CLERK
Advertising agency of Bloomfield area seeks experience and light typing 35-50/hr. Call Gretchen at UNIFORCE 473-2934

GENERAL OFFICE Full time position. 8AM-5PM Mon-Fri 8AM-12noon Sat (seasonal) Mature, reliable, pleasant personality, wanted to answer phones, take orders, etc. for Ann Arbor seed & gravel business. Call 994-10784 313-995-8060

GENERAL OFFICE
full time position in Birmingham office. Must have experience in typing, filing & general office work. Computer knowledge helpful. Excellent telephone skills necessary. Please call for an appointment 652-3483

GENERAL OFFICE/BIRMINGHAM
Property management company seeks conscientious, pleasant, nonsmoker for typing, filing, phones etc. Lotus & WordPerfect experience helpful. Send resume to Personnel H ,31000 Telegraph, Ste 210, Bingham Farms, MI 48025

GENERAL OFFICE
Permanent part-time position for a person to assist in sales dept of Bloomfield area. Must be a typist (50 wpm), typing, math, & grammar skills and be able to work independently. Computer knowledge desirable $8/hr. CALL 626-2277

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
• Ability to learn and multi-task
• Data entry experience
• Salary $11-$12per year
• Hours - 8am to 5pm
• Good written and verbal communication skills

If you have these qualifications, contact
(313) 488-2422
between 10am & 4pm
Mon - Fri

GENERAL OFFICE HELP
Full time needed for small office in Farmington. Builders experience preferred. Call 477-0189

GENERAL OFFICE Need mature person for start-up company in Farmington. Our attorneys need computer experience a plus 473-2919

GENERAL OFFICE - Various office duties include computer input on heavy phone contact with clients. Must be personable, well organized and have good phone voice. Prior collection experience helpful but not necessary. Reply to P.O. Box 2877, Southfield, MI 48037-2877

GENERAL OFFICE
Bookkeeping experience helpful but not necessary. Reply to P.O. Box 2877, Southfield, MI 48037-2877

GENERAL OFFICE/TYPIST/WORD PROCESSOR
GENY/TARTAN Systems Days and Afternoons available
Farmington area 474-1136

LEGAL
SECRETARIES
Let our 30 years of service and 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.
626-8188

LEGAL SECRETARY
Wanted to join upbeat, young law firm in Bloomfield Hills. Some experience in commercial litigation sought. Please respond to Office Manager, 1750 S. Telegraph, Suite 300, Bloomfield Hills, MI 48302, or fax 335-3346

LEGAL SECRETARY/Receptionist
Part time for busy Farmington Hills law firm. Computer knowledge helpful. WordPerfect 5.0 Dagah 855-0995

## 504 Help Wanted Office-Clerical

GENERAL OFFICE - part time, filing, copying and general office work. To fill out application apply at:
Bloomfield Management, 18777 W. 10 Mile, Southfield, MI

Human Resources Support
Downtown Detroit company needs a full-time position for support for the human resources department. Candidates should be hard workers, self starters, with accurate typing skills (45 wpm) and previous word processing experience. We are willing to train the right individual in personnel administrative duties. Position offers complete salary and benefits package. For consideration forward resume in confidence to
P.O. Box 776
Detroit MI 48231

LEGAL
SECRETARIES
Experienced, for permanent & temporary assignments. Free county
ALL FEES EMPLOYER PAID
JOANNE
MANSFIELD
Legal Personnel
362-4300; Fax 362-4681

LEGAL SECRETARY - Full time. 3 years. Word Perfect computer experience required. WordPerfect, Southfield law firm. Contact Mrs Mackenzie at 353-5810

LEGAL SECRETARY - Experienced in real estate. Word Perfect 5.0. P.I. & corporate. Salary negotiable. Call 9:30AM-3PM, Farmington Hills 931-7034

LEGAL SECRETARY
With at least 5 years legal experience for growing Farmington firm. Send resume to Terry, P.O. Box 8355, Bloomfield Hills, MI 48302

LEGAL SECRETARY needed for large personal injury law firm. Minimum 2 yrs experience & Word Perfect 5 skills a must. Ask for Lynn at Birmingham office 644-2635

LEGAL SECRETARY - Part Time
Must be organized & have excellent Pleasant Machinery & legal experience. Hours 12-5. Mon-Fri. Resume to 34441 8 Mile Rd., Suite 103, Livonia MI 48152

LEGAL SECRETARY
Downtown Detroit law firm 2 Plus yrs litigation & WP 5.1 or comparable experience required. Competitive salary. Send resume/salary requirements to: Legal Secretary, 1028 Buhl Building, Detroit, MI 48226

LEGAL SECRETARY
Must be detail-oriented with Probate & Divorce experience. Word-Perfect proficiency required. Send resume & salary requirements to 30500 Northwestern Highway, Suite 200, W. Bloomfield, MI 48322

LEGAL SECRETARY
Get started here - skills & substantial litigation experience. Word-Perfect, shorthand, excellent typing skills required. Pleasant, fast paced, nonsmoking Farmington Hills location. Offering benefits & excellent working conditions 855-6200

LEGAL SECRETARY
With 2 years experience needed for Corporate law for Ren Cen law firm. Excellent typing, communication & organizational skills required. Word-Perfect 5.1 required. Call Secretary at (313) 259-7777 or fax at (313) 259-8300

LEGAL SECRETARY
Part time 20-30 hrs Corporate financial planning and litigation practice. Requires excellent skills, including Word Perfect 5.1 and transcription. Current legal work experience preferred. Send resume to Office Manager, 26699 West 13 Mile Road, Suite 200, Southfield, MI 48034-1538

LEGAL SECRETARY
Farmington Hills Law Firm is seeking an experienced secretary, with Estate Planning or Corporate, to work with a team of our attorneys. Word Perfect skills and good attitude required. Pleasant working environment with great co-workers & attractive offices. Excellent salary and benefits. Please send resume with requirements to PO Box 9057
Farmington Hills, MI 48333

LEGAL SECRETARY
Part time Shorthand preferable
Bloomfield area
642-1606

LEGAL SECRETARY TRAINEE
Full or part time
Good typing. Downtown Detroit
(313) 963-7755

LEGAL SECRETARY - Immediate openings Word Perfect a must. Mail resume and salary requirements to Amarida Bush, 1 Kennedy Square Suite 1800, Detroit, Mich 48226

LEGAL SECRETARY needed part time, downtown Birmingham law firm. Litigation experience needed. WordPerfect 5.1. Send resume to P.O. Box 1899 Birmingham, MI 48012-1899

MEDICAL BILLER needed for solo nurse's home. Must have experience in all types of pay back. Call Marilyn, 352-1357

LEGAL SECRETARY
Full time position and temporary assignments available 3+ years experience in Divorce & family law. Word Perfect required. Excellent Salary. Contact Lee 855-5770

LEGAL SECRETARY - Entry level for downtown law firm specializing in debtor/creditor law, including bankruptcy & related areas. 1-3 yrs office experience preferred. Word processing required. Excellent phone experience required. Must communicate with experience, health insurance offered. Send resume, including grade point average & work history. Education to Office Manager, Berkshire Building, Suite 01766, Detroit, MI 48226

## 504 Help Wanted Office-Clerical

LEGAL SECRETARY
A Full Service Agency
for the professional legal community

TEMP . . . TEMP TO PERM . . . PERM

Fee paid, exclusive, no charge resume service. 9-5 pays you $$$ 20

PERSONNEL
AT LAW
3000 Town Center, Ste 2580
Southfield, MI 48075

FAX 358-0235 Phone 358-0060

LEGAL SECRETARY - Experienced, needed for Southfield law firm specializing in personal injury and real estate. Applicant must be familiar with WordPerfect 5.0/5.1 and possess excellent communication skills. Send resume to Human Resources Director, 2000 Town Center, Suite 2000, Southfield, MI 48075

MAINTENANCE SUPERVISOR for 370 unit condominium development in Southfield. Only experienced need apply. Send resume to 990 Beck Boulevard E. Suite 100 Troy Mi 48084 or fax 362-6409

MARKETING SECRETARY
Your experience with WordPerfect 5.1, Harvard Graphics are needed by international technology firm. To $10/hr. Call Sophie at UNIFORCE 357-0037

MEDICAL BILLERS
Immediate openings for experienced in Hata billing. Medical Secretarial Salary negotiable. Call 9:30AM-3PM, Farmington Hills 931-7034

MEDICAL RECEPTIONIST
Part time for OB GYN office. Experience preferred. Call City of Wayne, Ask for Colleen 721-0707

MEDICAL TRANSCRIPTIONIST
Part time. Call Dearborn City
261-5580

MORTGAGE PROCESSORS
& UNDERWRITERS - 1 yr banking or mortgage background, good customer service. Growth potential. Fax resume to 830-5 Carl Brenda at UNIFORCE 357-0644

NEED
WORD PROCESSING SKILLS?

We prepare you for secretarial and clerical positions by offering
•Hands-on training
•Resume writing & cover letter assistance
•Free job placement assistance

This service is FREE to those who qualify. You must be between 18-21 years old and a resident of Western Wayne County (not Detroit). Call for more information 464-1660
An Equal Opportunity Employer

OFFICE ASSISTANT - Rochester Hills 5-8 hrs daily, flexible. Necessary. Computer skills helpful, knowledge of typing & filing. 852-2250

OFFICE CLERICAL
Mature individual, some experience fast growing company. Clerical experience and a business background required. Non-smoker. Excellent benefits. Send resume with salary requirements to 30500 Hill 384 Farmington, MI 48332

OFFICE CLERK, Part time
Experienced in typing, mixed keeping duties. Send resume to Secretary, P.O. Box 2076 Farmington MI 48332-0376

OFFICE MANAGER
Manufacturing distribution firm (OEM Gases) Word processing (book keeping) phone. Excellent communication skills & experience necessary. Send resume to 2230 Dequindre Madison Heights, MI 48071

OFFICE - Part time typist & weekends. Duties include cashiering, answering phones & customer service. Apply in person Monday 10-4 Lady Bug Day Care Co., 29655 Plymouth Rd., Livonia

PART TIME TELEPHONE
RECEIVING CLERK
Pleasant Livonia advertising office needs a friendly person to receive & send packages to Mr. Nagy, PO Box #51220, Livonia, MI 48150

PARALEGAL SECRETARY
Rapidly growing organization is looking for highly motivated, dynamic paralegal to utilize skills in a Bloomfield Hills location. Candidate must have good Wordperfect 5.1 skills, excellent human relations skills, and the ability to work in a fast paced environment. Salary commensurate with experience. Fax resume to 644-1725 or send cover letter, salary requirements and resume to
P.O. BOX 2107
SOUTHFIELD, MI 48037

PART-TIME OFFICE MANAGER
The Plymouth Jaycees D.A.R.E. Program seeks an innovative self-motivated person to work 20 hours per week morning hours and as required. Preference will be given to person having experience in administrative detail and computer knowledge. Must possess good written and verbal communication skills, be able to type 45 wpm or 25 hrs per minute plus have note-taking skills. Salary commensurate. Send to Plymouth Canton D.A.R.E. Program, 1150 S. Mill Road, Canton, MI 48187. Resumes must be received by Friday, September 25, 1992. The Plymouth-Canton D.A.R.E. Program does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment.

PROOF OPERATORS
Growing financial institution has opening for experienced Proof Operators. Positions are afternoons/evenings & are located in Livonia. Park, Livonia & Royal Oak areas. Call DFE Management Troy, 528-8100 or Livonia 478-5542

## 504 Help Wanted Office-Clerical

OFFICE CLERK - Sleep brook seeking experienced clerk. Qualifications include good math aptitude, cheerful phone voice, computer background, light typing, general office procedures, detail oriented. Some accounting course work helpful or equivalent experience. Prefer person familiar with both metals industry but time opening in attractive non-smoking office. Benefits. Send resume with salary requirements to Office Manager, Crown Steel Co., 7031 Orchard Lake Rd Ste 307, W. Bloomfield, MI 48322 FAX 10-337-737-4427

OFFICE SUPERVISOR
Fortune 500 company seeks experienced & well organized self-starter. Live supervisor for local distribution center. Candidates must be poise, live, energetic & highly motivated position requires 3 years of supervisory experience for accounts payable, credit & collections, order entry, customer service & shipping. Non-Supervisors experience & degree preferred. Good communication skills a must. Qualified candidates forward resumes to
Box 146
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

ORDER DESK
Inside sales Livonia fitness manufacturer has opening for bright & alert person with pleasant office, phone & computer skills. Must be detail oriented, organized, have pleasant experience in manufacturing environment. Salary commensurate with experience. Paid holidays, vacations & benefits. Call Mon thru Fri 8AM-5PM only, ask for Ann 261-9500

PAYROLL CLERK part time. Tues, Wed & Thurs. 16-20 hrs per wk. $7.25 per hr. Must be experienced. Apply in person 10-4pm, City Transfer, 15001 Levigood, Plymouth, MI

RECEPTIONIST
Good phone skills. Typing required. Apply at Elizabeth Frederick

RECEPTIONIST
For WILD & CRAZY office
Call - 416-0810

RECEPTIONIST
Part-time for law office. Typing required. Phone 559-2830

RECEPTIONIST
for weekend only. Growing real estate office in Troy
680-1500

RECEPTIONIST - full time, for Bloomfield Hills law office. Light typing and general office duties in a pleasant environment
For interview 258-9610

RECEPTIONIST/TYPIST
Full time. Good phone skills required. Pleasant environment. Call 1-3PM 548-2550

RECEPTIONIST - Part Time
General typing, word processing experience helpful. Law firm in Farmington Hills area. Please send resume to Reply to Observer & Eccentric Newspapers, 36251 Schoolcraft Rd., Livonia, MI 48150

RECEPTIONIST/SECRETARY
Part-time, mature, non-smoking individual with excellent verbal & organizational skills for Southfield field office. Duties include WordPerfect, typing, mailings, and other duties as needed. Send resume to 29201 Greenfield Rd. Suite 328, Southfield, MI 48034

RECEPTIONIST/SECRETARY - Law firm seeks bright, self-motivated individual to handle phones, light reception & general office duties. Entry level position with strong growth potential. WordPerfect & other computer skills a plus. Send resume with salary requirements to Human Resources, 2055 Mittlebeth, Farmington Hills, MI 48335

• RECEPTIONISTS
• SHIPPING CLERKS
• TYPISTS
• CLERICAL STAFF
• WORD PROCESSORS

Variety is the spice of life, if you're looking for some variety in your employment opportunity, whether it's temporary, or contract employee working at our facility, allows you the opportunity to gain valuable on the job experience. Long and short term positions. Excellent pay and benefits. To schedule an interview call

TempExchange
557-5600

RECEPTIONIST WANTED
Full time for busy
Southfield law office
356-5166

RECEPTIONIST
for Troy law firm. Good typing skills legal experience preferred
643-4700

RECEPTIONIST/General Office Typing for Troy law firm. Experience with WordPerfect 5.1 immediate opening 643-9550

RECEPTIONIST
Part-time 2pm-6pm Livonia office. Contact Patti for an appointment
261-5580

RECEPTIONIST 1 day per week, in pleasant Bingham Farms employer. Call Ms Ross 540-0500. Good phone skills required. For interview call 644-0500

RECEPTIONIST/SECRETARY for CPA firm. WordPerfect experience required. Phone skills & other clerical duties. Excellent salary & benefits. Call Marge 642-5824

RECEPTIONIST for Physician's Group, manufacturing company. Excellent benefit package available. Resume to Box 204
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST-TELEPHONE
Office skills necessary. Must be computer literate. Located in Redford area. Send resumes to
Box 198
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST
Very busy Livonia office seeks mature individual for full time employment. A pleasant area environment, generous compensation & full benefits are offered. Please send qualifications to 306 E. Washington, Suite 600, Hoyt Bldg, MI 48067

RECEPTIONIST
Computer firm located in downtown Detroit has an opening for receptionist/office help. Computer literate a plus. Please mail resume to Centaur Computer Corporation, 1515 Penobscot Building, Detroit, MI, 48226 or call 313-965-0462

RECEPTIONIST
Full & part time for busy veterinary hospital. Must have excellent phone & math skills, ability to file & be pleasant & cheerful. Salary & benefits commensurate with experience. Resume to Linda Snow, Westcott Veterinary Care Center, 24429 Grand River, Detroit, Mich 48219

## 504 Help Wanted Office-Clerical

PLYMOUTH, Multi-family, Baby items, washer, 1988 Coleman Pop Up camper, Thursday 9-6 Friday 9-noon. Stereo cabinet, glass and metal enclosed bookcases. W. of Haggerty off of Ledyard. 11287 Gold Arbor, Thur., Fri., Sat., 9-6

RECEPTIONIST - needed to join our team. Must have previous experience. We offer long, short and temp-to-perm assignments with excellent pay.
ETO Temporary Service

RECEPTIONIST
For front desk for apartment tower. 2 shifts available. Must be courteous and conscientious. Experience necessary. Good salary and benefits package. Call 8AM-1PM only, ask for manager 559-3110

RECEPTIONIST/SWITCHBOARD OPERATOR - fast paced Southfield service company seeks individual with superior telephone manners and a pleasant voice. Must be organized in a busy switchboard. Send resume to Receptionist, P.O. Box 306, Southfield, MI 48037

RECEPTIONIST - Entry level position. Telephone etiquette, light typing skills required. Send resume to Paradise Film Group, 1019 Haynes, Birmingham, MI 48009

RECEPTIONIST
FULL TIME
For busy Real Estate office in Farmington Hills. Must type 35 wpm. Call Sophie at UNIFORCE 651-6700

RECEPTIONIST - pleasant experienced person to answer phone lines, type, file, light bookkeeping and other clerical duties. Flexible hours $5.50/hr. Apply in person or fax resume to Box 207
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST/SECRETARY - properly management firm needs bright, mature person with pleasant phone voice. Light typing required for front desk. Must be organized type 60 wpm, able to work independently on WordPerfect. Non smoking office and benefits package. Salary to Livingston Properties, 32400 Telegraph, #202 Bingham Farms, MI 48025

RECEPTIONIST
Busy hospitality firm is seeking an energetic individual with a minimum of 3 years experience to answer 6 15 line phone system. Must be professional with excellent communication skills. Will also have data entry responsibilities. Position offers competitive salary and benefits. Office moving to town in Nov. Please send resumes and/or any inquiries to Cherie P.O. Box 43378 Oak Park, MI 48237

SALES SECRETARY - for engineering firm. Must have Word Perfect 5.1 & Lotus required. Duties include sales support, backorders, tracking dept. coordination. Excellent benefits. Send resume & salary requirements to 24405 W 12 Mile Suite 300 Farmington Hills, MI 48331

SCHOOL'S IN!
You're Out Of The House
Time to get out and get that job you've been thinking about. Flexible with ready. Many clerical positions open. Call Ann Arbor Temps, Inc. Temporary, Wordprocessor, Temporary positions immediately available.

CANTOUGH TUTORS APPT
528-8454

Future Force
TEMPORARY HELP SERVICE

FARMINGTON HILLS real estate office needs part time Secretary. Flexible hours, 25-35 hrs/wk per week. Familiar with personal computer. Real estate experience helpful. Call Matt 855-9000

SALES SECRETARY
National Manufacturer company has opening for an experienced Sales Secretary, with excellent computer skills, knowledge of Word Perfect 5.1 & Lotus 1-2-3 a must, ability to work under pressure in a fast paced environment, good benefit package. Salary commensurate with experience. Send resume to Bud Alen Hachette Magazines, 31731 Northwestern Hwy Suite 250 Farmington Hills, MI 48334

SECRETARIAL POSITION
Opening in a fast paced environment. Individual should possess the following qualities: self motivated, enthusiastic, organized, comfortable with a pleasant telephone voice. Qualifications include typing 60 wpm PLUS. Send resume to
Office Manager, 30 Corporate Drive
Plymouth MI 48170

SECRETARY - ANSWERING Service. Pleasant voice, good typing, energetic, personality. Experience preferred but will train. 344-9569

SECRETARY - Bookkeeper. Light typing, typing and processing. Energetic, personality. Experience preferred but will train. 344-9569

SECRETARY - Computer Co in Southfield seeks an entry level secretary with minimum of 2 yrs college knowledge of Word processing. Salary commensurate with experience per wk. permanent. Call 443-2221 Ask for Bonnie or fax 443-2221 Box 1210 Birmingham, MI 48012

SECRETARY/CUST SERVICE
Sales & Service Company seeks non-smoking person with good cliente phone and computer skills. Reply to Box 331081
Livonia Mich 48153

SECRETARY
DOWNTOWN BLOOMFIELDHAM law firm. Full time Entry Level Clerk/Secretary. Interested in a challenge? Call 9-5 PM 642-1530

SECRETARY
Filing, answering phones, typing. Lotus Required. Apply in person at Lambda Business, 50145 Ford Road, Northville (1 Mile W of I-275) Canton 495-1700

SECRETARY for Livonia Office
Hours Source Box 2132
Southfield MI 48075

SECRETARY - for Law Dept. Must have office experience in Word Perfect and Lotus preferred 3-5 yrs experience. Call 247-4350

SECRETARY/GENERAL OFFICE
immediate opening in real estate non profit organization. Must have good communication skills, typing, filing, dictaphone and word processing. Salary $18,000 minimum. Please send resume to Bingham Farms P.O. Box 2030 Bloomfield Hills MI 48303-2030
An Equal Opportunity Employer

TYPIST/CLERICAL
Mon thru Fri 9am-3pm
Farmington Hills area. For interview call 626-2277

TYPIST
55 wpm accurate. IBM Wheelwriter
Benefits Bloomfield
ASI 589-3830

WORD PROCESSING SECRETARY
Immediate suburban opening for your MS Word experience 39 60/hr
Call Tracey at
UNIFORCE 473-2931

WORD PROCESSOR/MANAGER/
RECEPTIONIST Sales position to do multiple office duties. Proficient in WordPerfect 5.1 and D & A
$18k Call 313-559-7678

WORD PROCESSORS
We have openings for
• WordPerfect 5.1
• Microsoft Windows
• Lotus 1-2-3
• Smart
• Zenix Editors
If you have one or more of these, we have 9 positions available. Southland Temp, Farmington Hills area $4/hr 2 shifts
471-1870
MANPOWER
TEMPORARY SERVICES

TEMPORARY - To work from Sept 1992 thru April 1993. No benefits in campaign department of a large non profit organization. Must have good communication skills, typing, filing, dictaphone and word processing. Salary $18,000 minimum. Please send resume to Bingham Farms P.O. Box 2030 Bloomfield Hills MI 48303-2030
An Equal Opportunity Employer

TYPIST/CLERICAL
Mon thru Fri 9am-3pm
Farmington Hills area. For interview call 626-2277

TYPIST
55 wpm accurate. IBM Wheelwriter
Benefits Bloomfield
ASI 589-3830

WORD PROCESSING SECRETARY
Immediate suburban opening for your MS Word experience 39 60/hr
Call Tracey at
UNIFORCE 473-2931

WORD PROCESSOR/MANAGER/
RECEPTIONIST Sales position to do multiple office duties. Proficient in WordPerfect 5.1 and D & A
$18k Call 313-559-7678

WORD PROCESSORS
We have openings for
• WordPerfect 5.1
• Microsoft Windows
• Lotus 1-2-3
• Smart
• Zenix Editors
If you have one or more of these, we have 9 positions available. Southland Temp, Farmington Hills area $4/hr 2 shifts
471-1870
MANPOWER
TEMPORARY SERVICES

## 505 Help Wanted Food-Beverage

ASSISTANT COOK
Days, Mon-Sat
Clancy's Bar & Grill
477-7177

ATTENITON!
The Original Pancake House is now hiring: Bussers, Cooks, Hosts/Hostesses, Wait Staff. Full or part time. Apply at 1360 S Woodward
Birmingham

ATTENTION WAITSTAFF NEEDED
Carlo's Pleasure Island Cafe
474-4850

BAKE R/FOOD PREP - Full/part time. School & weekends. Apply in person or fax resume to Bonnie's, 29329 Northwestern Hwy, Southfield, MI 48034

## 505 Help Wanted Food-Beverage

APPLY NOW
COOKS
BAR STAFF
WAIT STAFF
FULL or PART-TIME
Mt. Chalet, 14 & Woodward.

BAGEL SHOP has IMMEDIATE Counter positions available. Apply The Bagel Company, 24351 W. 12 Mile at Telegraph

BAJA BEACH CLUB now hiring Cocktail Waitress & Auditions Thursday Saturday at 201 Atwater, Detroit.

BANQUET SERVERS, no experience necessary, willing to learn dependable person, full or part time, flexible hrs. Ideal for homemakers, students, retirees, etc (non tipped positions). Apply in person Mon thru Fri between 2-5pm at The Community House, 380 S Bates, Birmingham 644-5632
An Equal Opportunity Employer

BANQUET WAITSTAFF, Cooks, Pantry, Dishwashers & House Persons
Apply in person Mon-Sat, 10-3pm. No calls. Hebrew Cultural Center, 36375 Joy Rd., Westland

BREAKFAST COOK, JANITOR part time. 5 Mile/Telegraph area lounge. Call for appointment
531-4780

BAR STAFF
experience preferred for country music bar in Ann Arbor 464-8447

BARTENDER
Bowling center now hiring for full time bartender. Mon-Fri. Days
427-2900

BARTENDER - EXPERIENCED
Nights. Red Lion Pub. Apply at The Bistro, 29510 Northwestern Hwy, 9301 Middlebelt, Romulus

BARTENDERS & PIZZA MAKERS
Needed for Farmington Hills bowling center, part time evenings & weekends. Flexible schedule. 626-2422

BATES HAMBURGERS - 33406 5 Mile, Livonia. 22291 Middlebelt, Nights. Good pay. Experience preferred, but will train. Apply 2-4pm Mon-Fri. 4106 W Maple Bloomfield Hills

HOSTHOSTESS PM shift. Tues thru Sat. Must have full time future responsible people. Apply in person Golden Mushroom, 15000 W 10 Mile, corner of 10 Mile & Southfield

HOST PERSON - BUSSER & Kitchen Helper. Ask for Deb
on Tomco Livonia 462-2630

HOST STAFF
Day & Night Shift Available
Light Office. Experienced Necessary
OCEAN GRILLE
Birmingham 646-7001

JANE S PLACE
Expanding Restaurant. Job positions available - Waitstaff - Cashiers - Cooks - Dishwashers. Experienced Only. Part & Full time. AM & PM. Apply in person after 3pm 25861 Lahser, Southfield

JOHNATHON'S PUB
is now hiring dishwashers full & part time, days & nights, $5 and up to start, depending on experience. Apply in person 2000 Green Road Ann Arbor. Free meals & free movies

KITCHEN HELP WANTED
Immediate openings. Contact Jean. Apply, 3-6pm. Fri. at The Danish Inn 22711 Grand River

Community College seeks individual to wait on private senior dining room full or part time. Southfield area. Call Kathy 557-2212

MAMA MIA'S Flexible hours Wait Staff, bus, kitchen, experience necessary. Come by in person 27770 Plymouth Rd., Livonia. W of Inkster

MANAGER POSITIONS - Full Time Nights & part time days and part time evening positions available for Suburban Detroit. Show Experience helpful but not necessary. Pay negotiable. Phone Mr. Ivona locations 454-8100

MAX & EMMA'S of LIVONIA
is now accepting applications for full time & part time positions. Apply in person 29500 Plymouth Rd., Livonia, Mon thru Thurs., 2pm-5pm

MT. SPORTS
HIRING MANAGER TRAINEE
Apply in person, Tuesday, between 12 Noon and 3 PM at 30800 Orchard Lake Rd., or call 851-2990

NIGHT COOK - full or part time with experience. Apply in person 25231 Telegraph near 10 Mile Twelve Pack 353-3910

NIGHT COOK - PART TIME
Pages Food & Spirits
Call Mark between 2-5pm
477-0099

NOW ACCEPTING applications for Mr B's Plymouth Grill, formerly Lumberjacks. Show Experience helpful but not necessary. Pay negotiable. Phone Mr. Ivona locations 454-8100

NOW HIRING
JIMMY SCHMIDT'S
COCINA DEL SOL
Currently hiring experienced
Personnel for
• Kitchen • Line Cooks
• Pastry Chef • Dishwashers
• Service Assistants
Apply in person at 28565 Northwestern Highway
Mon-Fri 11-2 & 3-5
Mon thru Fri 2-5pm
NO PHONE CALLS PLEASE!

NOW HIRING - WAITSTAFF
Good tips & working conditions
RAMA THAI RESTAURANT
28990 Orchard Lake Road
Farmington 855-8882

ORIGINAL ROMANO'S
Now hiring drivers & inside help. Full or part time. Apply within 28275 14 Mile at Middlebelt or 31134 Haggerty Rd (S of 14)

PAINT CREEK
CIDER MILL & Restaurant now hiring full & part time cider mill help & banquet staff. Apply at
PAPA ROMANO'S OF LIVONIA is now hiring full help for Days & Nights. Apply in person
37112 5 Mile Rd 464-1130

PART TIME COCKTAIL/FOOD Waitperson. Apply at Fiesta Grill, 33137 Plymouth Rd. 1 blk E of Merriman 425-2746

PIZZA HUT DELIVERY
Beverly Hills/Birmingham area is now hiring Drivers. Cooks & Customer Service Reps. Drivers earning potential $10 per hour. Apply at 29934 Southfield Rd or call
537-7700
An Equal Opportunity Employer

RESTAURANT EMPLOYEES

Bob Evans
Has The Best
Jobs Around!
ALL POSITIONS
At Bob Evans, you'll be part of a bright team in the friendliest of surroundings. And when it comes to what you want in a restaurant position, we serve the best by far
• SOLID EARNINGS
• CONVENIENT LOCATION
• FLEXIBLE HOURS
• FULL & PART TIME
• DISCOUNTED MEALS
• HEALTH INSURANCE
Apply in person at Bob Evans Restaurant, 31210 Concord Drive, Madison Heights (across from Oakland Mall) EOE

BOB EVANS
RESTAURANT

RESTAURANT
Ideal 2nd income. Wait Staff & Cashiers. Flexible hours for college events. Experience required 258-8998

SANDWICH BOARD COOK
Apply in person at 34147 Plymouth Rd., Livonia or call 261-3572

COOKS - experienced. Also bus help needed. Excellent pay for right person. Apply at Mr Mikes, 31323 Ford Rd, Westland 722-8842

COOK, WAITSTAFF, BARTENDER
Accepting applications at Hunter House, 1998 Rochester Rd., Rochester Hills. Located behind Rama Nom

DAY DISHWASHER POSITION
Mon-Fri. front & back of the house operations. Apply in person 2111 Farms Dairy, 21300 Novi Rd. After 10am

DELI HELP, full or part time, flexible hours. $5 per hour. Apply at Dearborn & Deb, 33178 Grand River Farmington

DELI HELP WANTED
Full time, mostly morning. Apply at Sunset Grill & Bloomfield, 188 S Telegraph, Bloomfield Hills 334-2723

DISHWASHERS, part-time, after-school & weekends. Apply at Bob Evans & The Plymouth Manor, ask for Michael 455-3311 or 455-3310

## 505 Help Wanted Food-Beverage

COOKS - Hiring experienced Grill Cooks. No phone calls please, apply in person. Bob Evans,
13911 Middlebelt Rd., Livonia

COOKS - Short Order, Line & Prep. Full & Part Time positions. Honeybee Restaurant, Farmington
Call between 7am-8pm 348-2470

Cooks
Very good pay. All shifts available
Rama Thai Restaurant 855-8882

COOKS, WAIT STAFF & BARTENDERS - PART TIME
Apply at W. Babson, 31425 W 12 Mile, Farmington Hills 553-3550

COOK & WAIT STAFF - apply in person at Chatter's, 7840 N Wayne Rd. Westland

DUNKIN' DONUTS, Ann Arbor Rd Plymouth. Counter person/Finisher. Part time, mornings/afternoons. Serious applicants only 453-0532

EMBASSY SUITES
HOTEL DOUBLETREE
Now accepting applications for the following positions:
• HOST/HOSTESS
• SERVERS
• BANQUET HOUSE PERSONS
• BUSSERS
• LINE COOKS
• PREP COOKS
• BREAKFAST COOKS
7 years experience required
Apply Monday-Friday, 11-3pm
EMBASSY SUITES HOTEL in Southfield Town Center
NO PHONES CALLS
An Equal Opportunity Employer

FULL TIME & PART-TIME
• WAITSTAFF & BUSER
Apply in person between 2-5pm at Bill Brady's Tavern, 38123 W 10 mile, Farmington Hills

HARDEES
Now accepting applications for professional cashiers. Benefits paid vacations and bonuses. Apply in person at 10 mile and Northwestern Highway 356-8558

HOSTS/HOSTESS part-time, nights. Good pay. Experience preferred, but will train. Apply 2-4pm Mon-Fri. 4106 W Maple Bloomfield Hills

HOSTHOSTESS PM shift. Tues thru Sat.