504 Help Wanted Office-Clerical

CLERICAL SUPPORT
Detroit Firm has full-time opening in busy administrative office. We are searching for a motivated individual who is able to work well under pressure and with little supervision. If you are looking for a challenging clerical position and have previous word processing experience, please apply to
Clerical Support
P.O. Box 778
Detroit, MI 48231

CLERK II/BUYER ASSISTANT
A Nord based communication firm is seeking applicants for a Clerk II/ Buyer Assistant. Must type 60wpm Send resume and expectations history to
Sue Croteau
Personnel Manager
Clover Communications, Inc
P.O. Box 40, Hont, MI 48376
An Equal Opportunity Employer

PAGENET, the leader in the paging industry, is searching for a collections representative for our Detroit team. Previous customer service or collections experience preferred. Candidates must also have previous computer experience, knowledge of general ledger and accounts, and strong communication skills. Please send cover letter including salary requirements & resume to: 33533 W 12 Mile, Suite 300, Farmington Hills MI 48331, Attn: Human Resources
An Equal Opportunity Employer

CUSTOMER SERVICE
Full time position with company's major clients. Computer skills and insurance background a plus
Diversified Recruiters Co.
344-6700 FAX 344-6704

CUSTOMER SERVICE REP
Kelly Temporary Services has an immediate opening for a Sales/Customer Service Rep
- Experience selling tangible products
- Technical background in electronics
- Possible temporary to permanent position

Mail resumes to
Livonia
1-96 Offerman
33133 Schoolcraft
Attn Jessica

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

MAGAZINE Publication in Livonia looking for someone to handle mail or accounting duties, typing & phone work. Call Jeanette for details. 477-6650

DATA ENTRY
Attention to detail and flexibility are needed for immediate openings with this rapidly growing health insurance firm. $7 hourly to start. Call Diane, UNIFORCE 646-8500

DATA ENTRY CLERK
Rapidly growing Farmington Hills corporation needs experience at 6,000 minimum keystrokes
DP & D Temp Staffs Call Donna at UNIFORCE 473-2933

DATA ENTRY CLERK
Part time Midnights
476-7355

DENTAL RECEPTIONIST
Experience preferred. Part time. New progressive Farmington Hills dental office 473-8822

DESK TOP PUBLISHING
Growing Southfield Detroit agency is seeking individuals with extensive Macintosh experience using Quark Express, Adobe Illustrator &/or Adobe Photo Shop. Graphic design experience also helpful. Send resumes to: Desk Top Publishing, 19785 W 12 mile Rd, Ste 345, Southfield MI 48076-2590

EXECUTIVE LEGAL SECRETARY
wanted for prestigious Farmington Hills legal practice located in Novi
Excellent typing and shorthand-speed writing transcription & organizational skills a must. Knowledge of WordPerfect 5.1 necessary. Confidentiality and dedication requested. Call Anne, 347-3900

EXPERIENCED IN WordPerfect with Harvard Graphics a Plus! to join a high tech computer Co. located in Bloomfield Hills. Alert with all round secretarial skills, will lead you to advancement in this fast paced Co. of 120 employees. Excellent benefits. Send your resume to Rebecca Dasbach MGI International Incorporated, 445 Enterprise Ct. Bloomfield Hills, MI 48302
FAX 313-332-2009

EXPERIENCED Legal Secretary
Good typing skills, with Workmans Comp background. Contact Nancy 353-7750

FALL INTO A GREAT JOB!
Immediate full and part-time positions in all locations for the following experience.
Word Processors (any software)
Medical/Legal Secretaries
Receptionists/Switchboard
Data Entry (Day, Eve & PM shifts)
File Clerks
Telemarketers
We offer Top Pay, Holiday Pay, Bonuses, Temp-Med Insurance. Call for an appointment!
SNELLING TEMPORARIES
NEVER A FEE
LIVONIA, 464-2100
SOUTHFIELD 352-1300
AUBURN HILLS, 373-7500

data entry
IF YOU HAVE THE SKILLS KELLY HAS THE JOBS!
Kelly Temporary Services has an immediate need for Data Entry Operators in the Livonia area. High production 10-key or keypunch style a must
Livonia 522-4020
1-96 Offerman
33133 Schoolcraft

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

DATA ENTRY
Immediate permanent positions in major company. Minimum 1 year office experience. Ability to type preferred. Great entry level opportunity
Diversified Recruiters Co.
344-6700 FAX 344-6704

EXPERIENCED Receptionist/Word Processor WordPerfect preferred. Send resume/Telegraph area. Salary commensurate with experience. Call from 8.30am-3pm 338-1870

FARMINGTON HILLS Looking for an energetic individual who can deal with the stress, will a fast Commercial Real Estate Office. Work full-time. Flexible. Knows WordPerfect 5.1, has office experience and can play "Solitaire" on demand. Call Denise at 313-737-3600

FAST PACED REDFORD - office needs front office person. MUST have good phone voice, accounts receivable and invoicing experience. Excellent typing skills! Call ONLY between 12 & 2pm for appointment. 255-0034

FINISHING OPERATOR
Able to perform finishing and distribution operations on computer generated materials. Decollate, burst, trim and bind reports as required. Provide assistance with PC updates and downloads, and backup for computer operations. Hours to start are 8.30am to 12.30 pm, Mon-Fri. Full benefits included
Please forward resumes to
Admin Support
101 Union
Plymouth, MI 48170
Attn: Randy Shaefer

LASER PHOTO PLOTTING FIRM
is seeking individual to fill part time general office position. Hours will be 12pm-5pm, Mon-Fri, holidays off at $5.50/hr. Apply in person at Circuits DMA, 32900 Capitol, Livonia Off Farmington & off I-96

GENERAL CLERKS
Running copies and collating information on a very busy office. Must have one year office experience. We have jobs for you. Route sheet assignments available Days afternoons & midnights. Troy location. No fee.
SPENCER PERSONNEL INC.
559-0110

GENERAL OFFICE/PART TIME
Experienced required. Small business in Wayne Call 729-9110

GENERAL OFFICE
Sales office/Receptionist. Are looking for organized, detail-oriented person with good typing math & computer skills. Computer experience desirable. Permanent. 30-35 hours per week. Send resume to:
Walter Somers Limited, 6221 Commerce Dr., Westland, MI 48185

GENERAL OFFICE - mature person, experienced in production & customer relations, typing & computer data entry, part time with possibility of developing into full time. Must be flexible to our needs. Redford location. Call noon - 4 for interview 937-8900

GENERAL OFFICE
I am looking for a motivated person to organize our order entry/scheduling office. The individual will have some good computer skills and also an interest in other areas of our small manufacturing business.
Send resume to Box #504
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

HUMAN RESOURCE MANAGER
needed for company with approx. 65 employees 4 year degree preferred with 3-5 yrs. experience in small business. Send resume to:
Dimension Products Corp. Personnel Dept. 7258 Kensington Rd.
Brighton MI 48116

INDIVIDUAL - with retail collection experience needed on full time basis for law offices in Southfield
353-1070

INSURANCE verification secretary - full time with Oak Park home health agency. Prior insurance experience & good data entry skills required. Excellent benefits & competitive salary. 968-5300

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

504 Help Wanted Office-Clerical

GENERAL OFFICE - experienced Typing & sales processing, use word processor, familiarity w/PC's and other office equipment. Ability with telephone also an asset. Benefits available. Salary negotiable. Send resume to: Personnel, Sterling Scale, Inc., 20950 Bowring Dr., Southfield, MI 48076

GROUP HEALTH MANAGERS has immediate openings for 2 entry level positions. Duties will involve phone, computers & general office work. Position is salaried with full benefit program. Career opportunity for right persons to grow with company. Applicants must be available for work immediately. Send resume to: Personnel Committee P. O. Box 294, Royal Oak, MI, 48068

MAIL ORDER Processing Clerk, also phone orders. Light typing for magazine publisher in Livonia
Call Jeanette 477-6650

MAIL/FILE/COPY CLERK
Needed full time, 9am-5pm, for busy office. Duties include keeping files in mail organized & copying various documents. Some driving may be involved, must be flexible. Experienced preferred but not necessary. Call Julie at 355-5555

MAILROOM SUPPORT
Corporation located in Detroit has immediate opening for a hard working individual to work full time in the mailroom dept. This position interacts daily with all departments of the company. No experience necessary. Please forward resume to:
Mailroom Supervisor
P.O. Box 779
Detroit, MI 48231

MARKETING SECRETARY
International advertising agency seeks experienced candidates with Harvard Graphics for executive office. Texts to $10.00/hour. Call Sarah UNIFORCE 352-0036

504 Help Wanted Office-Clerical

LEGAL SECRETARY
Full time position and temporary assignment available. 3-1 years experience in divorce & family law. WordPerfect required. Excellent salary. Contact Lee, 855-5770

LEGAL SECRETARY
Southfield based, Michigan corporate law firm. Excellent opportunity for a legal secretary/legal assistant. Successful candidate must have strong typing, word processing, speaking & transcription skills. Experience in personal injury litigation helpful. Responsibilities include trial preparation, docket management, & investigation. Individual selected will be a competitive salary with excellent benefits, send resume with salary history to:
Human Resources
P.O. Box 2223
Southfield, MI 48037

Legal Secretaries
A Full Service Legal Staffing Company
TEMP - TEMP TO PERM - PERM
Fee paid, no charge
9-5 gals pay $95
PERSONNEL AT LAW
3000 Town Center, Ste 2580
Southfield, MI 48075
FAX 358-0235 358-0060

MARKETING SECRETARY
We are in need of an energetic individual with a marketing background who must possess excellent communication and organizational skills, be able to take initiative, and work with flexible 50 hour week. Computer experience necessary. Please send resume to:
WESTLAND SHOPPING CENTER
General Growth Management Inc.
35000 West Warren
Westland, MI 48185
An Equal Opportunity Employer

MEDICAL SECRETARY
Director of major medical facility has need for part time recent graduate. Candidate is expected to be proficient on Word Perfect 5.1 and have excellent skills.
$10/hr. Call Marsha at UNIFORCE 357-0544

MORTGAGE PROCESSOR
High volume mortgage loan officer seeks experienced processor/loan processor/closer to assist in daily business. Competitive salary & benefits & bonuses. Mr. Cherman 855-8890

NATIONAL LEASING company seeking energetic, self-motivated individual for lease documentation processing and general clerical duties. Please send resume to: T.H. P.O. Box 9066, Farmington Hills, MI 48333-9066

OFFICE ASSISTANT
Retail furniture company does dependable individual for immediate part-time office/clerical position. Requires motivated self-starter, strong organizational ability & some experience in basic office skills. Salary commensurate with experience. Call or send resume to: LA-Z-BOY FURNITURE SHOPPES, 27754 Novi Rd in Novi. (313)349-3700

OFFICE CLERK - full time, good pay. Must have experience in customer service, computer invoicing, taking orders over phone. Apply at: 7020 W. 8 Mile Rd., Southfield

OFFICE MANAGER - for st. apt. building in Farmington Hills. Bnfts. ($ 20/hr) Mon thru Fri. Exp/use of WordPerfect required. Experience with HUD Section 8 preferred. Call Mrs Dery at 313-626-6991

OFFICE MANAGER for regional insurance & investments office in Farmington Hills. Excellent computer skills, insurance/investment background, marketing & person skills ideal. Please send resume to: Personnel, 24175 Haggerty Bloomfield Rd., Suite 405, Farmington Hills, mi 48024

OFFICE
NEW COMPANY
Is in need of the following personnel on a temporary basis
Office clerks & Secretaries
Word Processors - Receptionist
Can work long or short term.
589-8428
ET SERVICES & SYSTEMS

OFFICE PERSON with computer skills for recycling company. Prompt, sharp up-beat non-smoker preferred Redford Call Mark 534-3222

OFFICE POSITIONS
Automobile Dealership

SWITCHBOARD OPERATOR - Experienced, dependable, friendly, speaking voice, and people oriented.

BOOKKEEPER - Must have dealership experience, be a self-starter, and conscientious.

Apply in person Tamaroff Buick, GENERAL GMC, 29455 Telegraph, S. of 12 Mile Rd., Southfield

PARADOX/EXTENSIVE experience on selling accounts payable & Accounts Receivable. Full time. Salary commensurate with experience. Call FAX 553-0311, CALL 553-0411

PART TIME - FLEXIBLE HOURS. Livonia area Office. Telephone/Typing $5 an hour. Applications accepted 10am-3pm 422-5890

PART TIME
HOLIDAY HELP NEED MONEY?
Put your skills to work, earn money from now to January. Must be able to work 8 hrs a day.
SECRETARIES AND RECEPTIONIST
WORD PROCESSORS
589-8428
ET SERVICES & SYSTEMS

PART TIME LEGAL SECRETARY
Troy law firm seeks highly motivated legal secretary with a working knowledge of litigation defense. 70 wpm typing, 40 wpm shorthand, knowledge Octaphone. Overflow work in a fast paced office.
Five days a week. Excellent hours, perfect for those with school-age children. Salary commensurate with experience. Non-smoking environment.
Send resume, including references, to the Office Administrator, 1301 W. Long Lake, Suite 250, Troy, MI 48098

PART-TIME
Medium size company located in Livonia has an opening for a payroll and accounts receivable clerk. Expenience only. Mondays and Thursdays. Send resume and salary requirements to Box 488
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

PART TIME person wanted for payroll, accounts payable processing & light bookkeeping. Computer knowledge a must. Resumes to P.O. Box 611, Westland Lake, MI 48390

PART TIME SUPPORT STAFF
Fast paced office - diverse duties. $5 per hour, 3-4 hours daily, Mon-Fri. Computer experience/knowledge of W Perfect helpful area a plus. Send resume to:
W.D.C.C.
6668 Orchard Lake Rd. Ste 209
W Bloomfield, MI 48322

PAYROLL CLERK
ENTRY LEVEL POSITION
National health care services organization seeks an assertive, energetic, self-starter needed for Payroll Department of corporate headquarters located in Southfield. Some payroll experience and knowledge of computers preferred. Must have math skills and be able to work independently. $7.50 per hour and benefit package offered.
Send resume to
Recruiter
Human Resources Department
2151 15 Mile Road
Sterling Heights, MI 48310
An Equal Opportunity Employer

PUBLICLY TRADED INSURANCE related company seeks experienced accounts payable/receivable clerk. Full time position with excellent benefits in Southfield area. Some computer & typing experience required. Call Chris or Nancy, Metropolitan at 354-0400

504 Help Wanted Office-Clerical

PART TIME (12:00-5:00) general office work, will train, where necessary, knowledge of computers a plus. Small business environment in Bloomfield Hills. (313)540-4600

PAYROLL CLERK
Experienced. Full time for fast paced home improvement office. Call for interview. 729-0220

PERSON FRIDAY
Wanted for General Office work. Light typing & phones. Call for appointment 626-1111

PROCESSOR
One year experience in mail FNI/AF FHLMC documentation. Send resume to: Tower Financial, 7013 Orchard Lake Rd., W Bloomfield, MI 48322.

PROFESSIONAL ASSISTANT
Good office skills.
25 hours a week, $5.00/hour
Call Mark after 5pm 557-2300

OFFICE WORKER
Reliable, Energetic, Phone Voice. Must future Wal Trax. Apply in Person 23100 Telegraph Rd., Southfield.

QUTOMETRIC OFFICE
Energetic, efficient people person wanted for Receptionist position. Patient service, telephone, clerical responsibilities and optometric experience in professional office a must. Full time. Private office suite in Town Farmington. 477-1888

OFFICE Receptionist with general office assistance for busy customer service office for automotive repair facility. All around person. Call 473-5022

DESK RECEPTIONIST
Needed in Livonia racquet and health club. Evenings & weekends, part time. Call 591-1212

RECEPTIONIST WANTED
5 days, 9-3. Light bookkeeping, for auto repair business. 348-3010

RECEPTIONIST
For Troy law firm. Good typing skills, legal experience preferred. Call 643-4700

RECEPTIONIST/PART TIME
Monday-Friday, 9-1. Light phones, typing, computer background. Wixom area 624-4430

RECEPTIONIST
Excellent phone skills required for busy office. Full time. Respond with resume to: Beverly Hills Realtor, Canton, MI 48187

RECEPTIONIST
Join the celebration of this advertising agency. Room preferred 8:30a/m. Call Rita at UNIFORCE 646-6168

RECEPTIONIST. Responsible non-smoker wanted for Troy ad agency. 8:30-5:30. Light typing general office duties. Send resume and salary requirements to: 1250 Stephenson Hwy., Troy, MI, 48083 Attn Debbi

RECEPTIONIST TRAINING
FREE Only room for 3 people. Must be able to work 8-5, Mon-Fri and be available on an on-call basis Call for details
589-8428
ET SERVICES & SYSTEMS

RECEPTIONIST/Word Processor. Looking for a self-starter to handle variety of duties for financial printing firm. Responsibilities include: & word processing skills Professional appearance. Nice offices, covered parking, good benefits. Send resumes to: Box 510
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

RECEPTIONIST
SECRETARY

#1 QUALIFICATIONS
- Good Voice
- Friendly, dynamic personality
- Strong interpersonal skills for telecommunication
- Very professional image.
- Neat Appearance
- Positive Attitude
- Come book-keeping

#2 DUTIES
- Maintain cash drawer
- Answer phones
- Light typing
- Greeting clients
- Filing

#3 COMPENSATION
- Start at $240/week & up
- Depending on experience

CALL IMMEDIATELY
A JOB OPPORTUNITY
LIKE THIS ONE WON'T
LAST FOR LONG
(313) 647-8111
BIO GENSIS

RECEPTIONIST
needed 1 hour a day Mon thru Fri for plumbing co Westland area
Call after 3pm 729-1858

RECEPTIONIST
Experienced full time familiar with Word Perfect and data entry
855-6302

RECEPTIONIST - part time for small Troy law firm. Multi-line telephone skills, typing/Word Processing. Call Jan, 643-7460

RECEPTIONIST- Part time, non smoking insurance agency in Farmington Hills. Phone, filing, typing. Flexible hours. Call Dilian, 553-2000

RECEPTIONIST FULL TIME needed immediately. Multi-line switchboard system. High typing speed required. Type 30wpm. 8am-5pm. Contact Dorrie, 458-8735, EEOC

RECEPTIONIST
Wanted to answer phone, filing, typing for office supply company in Novi. Great benefits Call 9am to 5pm 344-1611

RECEPTIONIST/SECRETARY with Wang experience needed for long-term assignment in Ann Arbor
Call 484-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST needed for the Livonia area. Must have previous experience. We offer paid training, temp-to-perm assignments with excellent pay. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST
SWITCHBOARD OPERATOR
Needed for busy Southfield mortgage firm. Great opportunity for motivated beginner. Must have excellent telephone and people skills. Call 353-5700

RECEPTIONIST - PART TIME
Livonia business is looking for an articulate, personable candidate. Word processing & typing plus. Mon thru Fri, 1pm-6pm. Send resume to DEA Company, 37000 Plymouth Rd., Livonia, MI, 48150
Attn: P. Stapleton

RECEPTIONIST
PART TIME
FARMINGTON HILLS Busy real estate office needs sharp person to answer phones, do light typing. 2 evenings & every other weekend
Call Maureen Mon-Fri., 9am-5pm 855-2000

RELIABLE, 10-15 hrs /wk Saturdays and other times Flexible Phone calling, data entry, 50wpm Pleasant phone voice $7.50/hr 642-3330

RECEPTIONIST
Needed immediately for fast paced Southfield property management company. Good math skills. Word-Perfect, Dacon experience preferred. Non-smoker. Benefits. Send resume to: PM Diversified, 31000 Telegraph, Suite 210, Bingham Farms, MI 48025.

RECEPTIONIST - well established Bloomfield based company with growing international sales needs a person with letter of credit experience. Initial job assignment will also include typing, receptionist duties. Please forward resumes with salary requirements to: Letter Of Credit, P O Box 918, Northville, MI 48167-0418.

RECEPTIONIST/SECRETARY - experienced word processing & switchboard responsibilities. 5 yrs. experience minimum required. Inexperienced need not apply. Must have strong organization skills & nerves and retain. Send resume with salary history to: Operations Manager 17187 N. Laurel Park Dr., Ste 304, Livonia, MI 48152

RECEPTIONIST-Pleasant voiced, experienced person to answer phone lines, keep appointment book, and clerical duties. 20-1 hours. Non-smoking office $5.50 start. Farmington Hills.
Reply to Box 514
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

504 Help Wanted Office-Clerical

RECEPTIONIST
Dearborn Hills dermatology practice is seeking full time medical receptionist with administrative experience, must have computer knowledge & strong phone skills. Please send resume to: Medical Management Group, attn: Michelle, 23841 Middlebelt R411, Farmington Hills, MI 48336

RECEPTIONIST/SECRETARY
Busy Troy office needs an organized, friendly, "people" person. 45 wpm, computer (Wordprocessing and spreadsheet) and phone experience required. SEND RESUME TO: Human Resources, Classic Design, 665 Elmwood, Troy, MI, 48083

RECEPTIONIST - Busy residential real estate office looking for:
PART TIME Eves & Weekends
Typing & phones 32 hrs / mo
CALL
MON.-FRI. 0-N LY
Between: 9AM-2PM
Ask for Robert at 348-3000

RECEPTIONIST/SECRETARY
Busy Troy property management office. Excellent interpersonal skills, light typing, word processing, organized. Nonsmoking. Send resume to:
Secretary Director
32300 Northwestern Hwy Ste 315
Farmington Hills, MI 48334

RECEPTIONIST FOR busy Bloomfield Hills commercial real estate office. Ab ility to type 50wpm. Must be able to handle busy multi-line phone system & type 50wpm Word processing experience & knowledge of Word Perfect 5.1 helpful. No insurance benefits $8/hr Call Duane at 646-7701

RUN AN OFFICE
Growing, busy office seeks a conscientious, highly organized, computer literate person who is dependable and has working experience on WordPerfect. Juggling many tasks, good phone skills and math competence a must! Farmington Hills area. Full time 313-534-4431

SALES & MARKETING ADMINISTRATION COORDINATOR
Northville marketing company seeks highly motivated individual to coordinate sales and marketing administration. Excellent phone, communication and organizational skills required. Working knowledge of PC/Windows based software a must. Will be responsible for quality, service contract, or service experience helpful but not required. Some lifting and overnight travel required. Please submit resume and salary requirements to
SECURITY PLAN CENTER
P.O. Box 473
Northville MI 48167

SALES SECRETARY - non smoking company seeks sharp individual with initiative & excellent secretarial skills. To work flexible hours for a fast paced Southfield office. Send resume to: Sales Secretary, P.O. Box 300 Southfield MI 48037

SECRETARIAL POSITION - Good interpersonal skills, typing 40 words/min. Attention to detail. Please call 737-3050

SECRETARY/BOOKKEEPER
Desired for valued work assignments in pleasant company surroundings. Please contact: Mary Cass, Farmington, Mich 48335

SECRETARY/BOOKKEEPER
Must be experienced. Resume, Arnold Lum 255-5226

SECRETARY for busy Livonia law office. Good typing skills a must. Entry level position. For appointment call 591-6740

SECRETARY II
Oakland Psychological Clinic and Outpatient Mental Health Clinic seeks full time Secretary for its Bloomfield Hills clinic. Ideal candidate will type 50 wpm, have word processing skills, 3-3 years of experience in similar setting. We offer competitive salary, health care coverage, opportunity for advancement. EOE. Contact Office Manager, 2000 S. Woodward, Bloomfield Hills MI 48302

SECRETARY
Immediate opening. Troy insurance agency. Typing, typing and phone skills required. Computer and insurance background a plus
637-6682

SECRETARY
Mature person for a private estate office in the Lathrup Village. Full time. Good writing & typing skills. Pleasant phone sales. Call Earl 569-6633

SECRETARY - PART TIME
Birmingham, good, typing/computer/phone skills $5.50/hr
Call 646-7150

SECRETARY/RECEPTIONIST
Immediate opportunity for busy sales/service office. Full time. Answer incoming calls, type quotes, correspondence, etc. and handle other miscellaneous clerical duties. Must have typing skills, pleasant voice & telephone skills, work well under pressure and type 50 wpm with WordPerfect 5.0 Call Tammy at 313-981-1435 for an interview or send resume to Z-Wrength, Inc. 4610 Stecker, Dearborn, MI 48126

SECRETARY - secretarial position with light typing requirements. Word proficiency on Word Star or Word Perfect. Will train. Flexible hours. Opportunity for mature, organized individual to grow with a fast paced progressive company. Send resume with salary requirements to: Pas Plan Secretary, P.O. Box, 300 Southfield, MI 48037

SECRETARY TO CHIEF OPERATING OFFICER
Growing health care provider seeks experienced, organized with MS Word. Fast typing. Lotus a plus. $11-$13/hour. Call Sloane, 646-7661 UNIFORCE

SECRETARY with experience typing, general office, collections, for construction company. Full time. Call for appointment. 261-7879

SECRETARY
WORD PROCESSOR
Several openings for short & long term assignments. Must have 3-5 years wording processing experience. Jobs are in Troy & Auburn Hills
589-8428
ET SERVICES & SYSTEMS

SECRETARY
Your experience with WordPerfect 5.1 and Harvard Graphics are needed by growing environmentally technology firm. $9/hr. Call Sophie at UNIFORCE 473-2932

SERVICE BILLER CASHIER
For busy auto dealer. Typing & 10 key experience necessary. Note: Full time. Call for appointment. Ask for Debbie 353-1300 ext 327

504 Help Wanted Office-Clerical

SECRETARY
Experienced secretary/very professional manner, long term assignment which may lead to permanent. If you have 2 yrs. experience in the following: call today for details
- Micro Soft Word, WordPerfect 5.1
- Lotus 1-2-3
- Typing speed 55-70 wpm
- Light bookkeeping

528-8454
FUTURE FORCE SERVICES

SECRETARY - for local company. Must type 55wpm and have computer knowledge. Previous experience not necessary. Excellent pay and benefits. Full time. Must be 21 YR eligible and live in Western Wayne County area. Contact Downriver & District. The Wayne County Job Connection, 274-3700 EEO.

SECRETARY
Prominent computer firms needs Secretary with minimum 2 yrs. experience. WordPerfect, Lotus, Excellent salary. Full benefits. Send resume to:
SECRETARY
29299 Franklin, Southfield 48034

SHIPPING CLERK POSITION
available for high volume warehouse job requires basic office skills, good phone, computer knowledge of Word Perfect & Lotus Send resumes to: Box 436,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SLEIGH BELLS RING ...
ARE YOU LISTENING?
Unique opportunity to earn extra cash around the corner, earn extra money today - many part time jobs NOW available in your local area
- Computerized accounting
- Typist
- Word Processing
- Secretarial
- A/P, A/R

Set up appointment today
528-8454
FUTURE FORCE SERVICES

SMALL, FAST GROWING business in Royal Oak is seeking a friendly, upbeat receptionist/office-assistant who is organized & excellent on hands-on, fast paced details with speed & accuracy. Typing & phone skills are a must. Mac experience preferred. Call Mon-Fri. 8:30-12 at 548-5890

START TODAY!
Full-time File Clerk Positions available immediately in the Farmington Hills area for data processing candidates
For an appointment call
471-1870
MANPOWER
TEMPORARY SERVICES

SWITCHBOARD OPERATOR
JOIN OUR TEAM!
We need a full time Switchboard Operator/Receptionist for a fast paced, growing Bloomfield Hills corporations firm. Experience preferred. Pleasant phone manner. Must type 45wpm, have a neat appearance, and a good reasoning voice. Sales communicants with ability. Submit your resume with salary requirements to:
Attn: Office Manager
32825 Northwestern Hwy
Farmington Hills, MI 48334

SWITCHBOARD OPERATOR
15 lines, 65 extensions, busy board. Customer service experience. Bloomfield, Beverly Hills.
ASI 589-2830

SWITCHBOARD/RECEPTIONIST
International division of major health care company needs your experienced professional touch. Salary is plus. To $7.50/hr. Call Rebecca at 994-3581 Mon-Fri, 8-4:05 Orchard Lake Rd. at Pontiac Trail.
No phone calls please.

CASHIER
Experienced, mature, dependable, speaking pleasantly. Days and Saturday evenings. Apply in person. Mitch's, 4000 Cass Elizabeth, Waterford.

HOST/HOSTESS - Apply in person. Fairlane Tavern, 3804 N. Woodward, Royal Oak. ½ mile N. of 13.

HOST PERSON, BUS PERSON
DISHWASHER
Ask for Tomaso;
462-2830

HOTEL
Part time bartender needed for nights. Must be over 18, experienced. Apply within Days Inn, 30655 Plymouth Rd. Livonia.

IMMEDIATE OPENINGS for cafeteria, kitchen help. Flexible Hours. Mon thru Fri., days, $5.50 - $6.00 depends on experience. Call Sam or Ron 334-1144

LINE COOK/PREP
Experienced. Full time in person. Saturday 1-4pm, at The Oxford Inn, 1214 South Main, Royal Oak.

LINE COOK WANTED
Exceptional pay & benefits. Apply: Chicago Road House,
2100 Southfield Ave., Dearborn

LUNCH SHIFT
FOOD RUNNER
BUS PERSON
DISHWASHER
BARTENDER
HOME SWEET HOME
Novi. 347-0095

MANAGERS
Seeking aggressive professional individuals to train full-time as Managers. Competitive salary & benefits. Livonia area. Previous McDonald's experience a plus.
Call. 462-9470

Also seeking full-time Maintenance, Marketing Rep & Crew.

DUE TO Great business MOUNTAIN JACK'S in Dearborn Heights is currently seeking career minded professionals to help us achieve the best prime rib in town! Applications are being taken for:
- Assistant Kitchen Manager
- Kitchen Manager
- Working Chef
- Line Cook

Apply in person: 26207 W. Warren, Dearborn Heights.

505 Help Wanted Food-Beverage

Accepting applications for:
SERVERS
HOSTS/HOSTESS
At the Ground Round. Flexible hours, competitive wages. Apply between 2-4pm daily
Ground Round, 30005 Orchard Lake Rd., Farmington Hills, 851-7404

APPLY WITHIN: Part-Time Wait Persons for Chinese Dining. Must be willing to work weekends. Mon's, 18625 Middlebelt, Livonia.

ASSISTANT MANAGER for specialty bake shop. Good pay & benefits. Will train outgoing, ambitious applicant. Call Cathy 352-5888

ATTENTION: Original Pancake House has immediate openings for wait persons & experienced cooks. Great pay & benefits. Apply in person between 3-4pm at 19355 W 10 Mile, Southfield.

BAR HELP NEEDED - full or part time. Eves. Bel Aire Lanes, Orchard Lake Rd. & 10 Mile, Farmington 476-1550

BARTENDER
Full & part-time position. Apply Golden Mushroom (corner of 10 Mile & Southfield Rd.)

BARTENDERS & WAITSTAFF
Experienced with references. Full & part time. Apply 1940 Chop House, 1940 E Jefferson, Detroit.

BARTENDERS, WAITSTAFF Needed. Apply in person. Coach Insignia Restaurant & Emergency Room Lounge, 595-4880

BAR & WAIT STAFF needed for busy entertainment lounge. Experience preferred. Apply within after 5pm at: Bella Rosa Club, 18245 W. 8 Mile, Detroit.

DATES HAMBURGERS - 33406 S Livonia Center Plaza, Farmington. Full & part time, meals and uniforms. Flexible hours. Apply in person, 6am to 10am & 2pm to 5pm.

BENNIGAN'S
NOW HIRING
(Due to an increase in sales)
COOKS. $4.50 TO $10.00/hr.
SALES STAFF: $200 to $450/wk.
HOST STAFF: $4.50 to $6.50/hr.
Bennigan's meal plan, paid vacations, insurance, credit union, etc
Apply in person Mon. thru Fri. 2-4pm at:
BENNIGAN'S
40841 Plymouth Rd.
Plymouth, MI

BEVERLY HILLS GRILL
HOST PERSON
Apply in person, 31471 Southfield Rd., Beverly Hills, 2 Mile Rds.

BOB EVANS RESTAURANT
is now hiring for experienced Grill Operators/Cook. Apply 30587 Flynn, Romulus near Metro Airport. 326-2450

BUDDY'S LIVONIA
NOW HIRING
Full/part time Line Cooks.
Some experience preferred, but not required if you are a responsible, energetic person. Please apply in person Mon-Fri, 2-4pm. 30000 Plymouth

BURGER KING
NOW HIRING: ALL SHIFTS
For immediate interview, please application between 2pm-5pm daily at 32704 Grand River, Farmington

BUS PERSON
Day & Evening. Experience preferred. Fine dining. Apply 3-6pm Mon thru Fri. Golden Mushroom corner 10 Mile & Southfield Rd.)

BUS PERSON
PART TIME
MAYFLOWER HOTEL
PLYMOUTH, 453-1632

BUSTER'S DAY now hiring experienced Waitresses, Bartenders and Food Runners. Apply in person between 9am-5pm, Mon-Fri, at 405 Orchard Lake Rd. at Pontiac Trail.
No phone calls please.

CASHIER
Experienced, mature, dependable, speaking pleasantly. Days and Saturday evenings. Apply in person. Mitch's, 4000 Cass Elizabeth, Waterford.

CHUCK E. CHEESE'S
Travel Coordinator/Clerk
Excellent opportunity for someone who worked in a travel or transportation position in Southfield. Experience with computer reservation systems skills needed to work in small corporate office for national company. Responsibilities include making travel arrangements for all personnel. Additional duties include billing & typing. Computer experience helpful. Good pay plus benefits. Resume to: CTS/TVL, 27650 Franklin Road, Southfield, MI 48034

TYPING & WORD PROCESSING, part time 4 hrs/day, 5 days/week, Farmington Hills area. Write to: T.M., 43422 W. Oaks Dr., Novi, MI 48377

WORD PROCESSING SECRETARY
International headquarters in Farmington Hills has immediate opening for your Word Perfect 5.1 and Lotus experience. $9.50/hr. Call Stacey at UNIFORCE 473-2931

WORD PROCESSING SECRETARY
Work on the exciting development of a suburban high-tech advertising agency. If you are a proficient word processor with recent experience, please call Sandra $9/hour. Call UNIFORCE 357-0037

WORD PROCESSOR/CLERICAL/RECEPTIONIST positions available for engineering firm. Micro Soft Word & Lotus skills a plus. Send resume & salary requirements to: 34405 W 12 Mile Rd., Ste. 300, Farmington Hills, MI 48331-3468

WORDPROCESSOR NEEDED! Dy Nom Law Firm. Qualified individual must possess excellent spelling, typing, transcription and word processing skills. Call Sheehan & Taverna at Salary, Grand River at Drake 474-8484

COOK TRAINEE
Full time position offering flexible hours. We will train the right person. Apply between 2 pm and 5 pm. Grand River Village of Farmington Hills. 36550 Grand River, between 1-3pm.

DELIVERY Person/DELI Person
Work Mon.-Thurs mornings Apply: 2:30-5:00, Tues - Thurs.
Jerry's Deli, 20500 Northwestern, Sui. 201, Farmington Hills.

505 Help Wanted Food-Beverage

ROCKY'S OF NORTHVILLE
A Rachesty-Muer Establishment
Be part of the opening team for an exciting new restaurant opening soon. Now hiring Cooks, Prep, Pantry, Dishwashers. Apply in person, Rocky's (formerly Northville Chop House), Mon-Sat, 9-6, 41327 W. 7 Mile Rd., Northville (½ Mile W. of Haggerty)

COOK - Full time/part-time, flexible hours, good wages. Apply in person, Mon. - Fri., between 2-4pm, Joe's Goodtime Bar & Grill, 27553 Cherry Hill, 1½ blk. W. of Inkster Rd.

COOK NEEDED
Good salary & benefits. Please send resume: P.O. Box 724, Northville 48376-0724

COOK/PART-TIME
At Farmington Hills home for the aged with 88 residents. Day shift. Experience in health care food service. Call Mrs. Rosel 737-8230

DELI COUNTER - PART TIME
Plymouth area
Call between 3-5pm
453-3705

DIAMOND JIM BRADY'S, NOVI
NOW HIRING
Due to an increase in business we need full staff. Openings for day, eve and bus. Also, day prep and saute. Evening shifts available. Hourly wage plus tips and bonus. Good $$$ opportunity.
Apply from 3pm Center, Grand River and Novi Rds.

DISHWASHERS
Day & Night positions. Apply Golden Mushroom (corner of 10 Mile & Southfield Rd.)

DYNASTY RESTAURANT - 9 mile & Beech, Wait, Bus & Host persons, Cashiers, Bartenders & Dishwashers. Please call Jane 352-0920

D. DENNISONS LIVONIA
Currently seeking experienced full, time Wait Staff, Prep, and Line Cooks. Apply in person only: 37716 Six Mile Rd., Livonia

EXPERIENCED COOK wanted full time PM, part time AM. Please apply in person: Mr. B's Farm, 24350 Novi Rd. (just N. of 10 Mile), 313-349-7038

EXPERIENCED
BANQUET/COUNTER PERSON,
DELI GRILL COOKS & BUSSERS
Salary commensurate with ability & attitude. Excellent benefits & opportunity. Apply at Lou, Stack & Barrel, NW corner Drake & Grand River.

FOOD SERVICE
Looking for experienced friendly people to join our team. Must be organized, self starting and enjoy customers. Cook, Grill, Deli, Salad and General Kitchen positions. Please send resume or work history to Box 368
Observer & Eccentric Newspapers
36251 Schoolcraft Rd
Livonia MI 48150

FOUR STAR JAPANESE
Needs Wait Person 11am-2pm & 5