EMPLOYMENT

504 Help Wanted Office-Clerical

OLDE DISCOUNT CORPORATION seeks clerical support persons for its rapidly expanding downtown Detroit operations department. Candidates should be detail oriented, well motivated with excellent communication and organization skills. College degree preferred. Excellent opportunities for advancement. Compensation includes full benefit package. For consideration send resumes to: Human Resources Department, 751 Griswold St., Detroit, MI 48226. No calls please.

CUSTOMER SERVICE/ MARTINDEL TRADING ASSISTANT
International sporting goods manufacturer & importer needs a pro to assist marketing in representation & developing new product & markets. Aggressive on phone, a problem solver, free thinker, team player and self starter. Must have excellent working knowledge of Word Perfect, Lotus, etc. Must have great secretary and hunger for more responsibility, you will shine in this position. Base 20K and bonus benefits. Downtown Detroit location with indoor parking in company facility. Fax resume to Attn: Pat 313/496-1171

DATA ENTRY CLERK
Full time position with benefits. Hours are 8:30 to 4:30.
• Minimum 1 year office experience
• One year medical terminology and 100 coding experience preferred
• Computer knowledge mandatory
• Ability to type accurately 60 to 65wpm
To apply send resume to:
United Home Health Services
Data Entry
2200 Caution Center Rd., #250
Canton, MI 48187

DATA ENTRY & CLERICAL - part time. Speed and accuracy a must. Send resume to: Purchasing Supervisor, 35950 Industrial, Livonia, MI 48151

DATA ENTRY CLERK
Full time position for small company located at 13 & Telegraph. Successful candidate will be able to type 50 w.p.m., be self motivated and organized. Computer experience a plus. Call 2-4pm, ask for Barb 642-5050

DATA ENTRY
Farmington Hills corporation has openings for 5,000 minimum keystrokes $5.50/hr.
Call Dorothy at 473-2933
Unforce Temporary Services

DATA ENTRY
International client needs your 10,000 keystrokes and attention to detail $7/hr. Call Debbie 357-0644
Unforce Temporary Services

DATA ENTRY
No hypes just great jobs available. Afternoon shift. Minimum 7,000 keystrokes. Call now for an appointment!
ADIA
PERSONNEL SERVICES
722-9060 or 382-2342

DATA ENTRY
PLYMOUTH AREA
A large national corporation needs data entry clerk for indefinite temporary position. $7/hr. for accurate typist.
ARBOR TEMPS 459-1166

DATA ENTRY
Seeking a sharp individual to work in accounting department process good data entry skills, be energetic & willing to learn. Some accounting background preferred.
CALL KATHY
WOLVERINE STAFFING
358-4270

DESK RECEPTIONIST
Needed for Livonia racquet club, part time, includes weekends.
Call 591-1212

ENGINEERING SECRETARY
$21,000
A nice opportunity for you if you enjoy diversified responsibility. Good word processing skills needed for this. Call 464-0066
SHELLING PERSONNEL SERVICES

ENTRY LEVEL POSITION for answering phones, typing and misc. office duties. Full benefits if needed. Resume to: P.O. Box 240187, Orchard Lake, MI 48324.

ESCROW PROCESSOR
$24,000
Well established mortgage company offers a pleasant work environment and promotion potential. Your good experience the key. Call Diana, 476-6909.
SHELLING PERSONNEL SERVICE

EXCUSE MY FRENCH...
Customer Service Rep. Fluent French/Canadian for established corporation in Ann Arbor. Good phone skills and general office experience
ARBOR TEMPS 459-1166

EXECUTIVE SECRETARY for large international firm in Ann Arbor. Requires top notch skills. WordPerfect AND XYWrite
ARBOR TEMPS 459-1166

504 Help Wanted Office-Clerical

DATA ENTRY
5 operators needed for long term temporary positions in west suburban marketing firm. Top Pay! You must have alpha and numeric experience at production speed (minimum of 10,000 keystrokes per hour) and proficiency. Don't miss this exciting opportunity. Call for an interview appointment today.
473-2111
N S SERVICES

EXECUTIVE SECRETARY
Major international advertising agency in Detroit has immediate opening for experienced candidate. WP 5.1. $10/hr. Call Sheila 646-7663
Unforce Temporary Services

EXECUTIVE SECRETARY
International technology firm needs your experience with WordPerfect 5.1, Harvard Graphics a plus. To $10/hr. Call Sophie 473-2933
Unforce Temporary Services

EXECUTIVE SECRETARY
Large medical office seeks mature individual with experience capable of working with directions or independently, able to produce correspondence, manuscript preparation, transcription, etc. Computer literacy with knowledge of word processing & spreadsheet or database software highly desirable. Bookkeeping skills helpful. Send resume and salary requirements to:
J. Baker, 29275 Northwestern Hwy., Ste. 100, Southfield, MI 48034.

EXECUTIVE SECRETARY
Excellent opportunity available to assume secretarial responsibilities for two Senior Corporate Officers. Minimum of 5-8 yrs. secretarial experience with background working for senior level corporate personnel required. Must have strong typing, word processing, calculating, and communication skills; and, maturity to handle confidential information and reports. WordStar 2000 or WordPerfect, and/or Lotus software experience a plus. Excellent salary and paid benefits program provided. Send resume with salary history to:
Corporate Personnel
Lafarge Corporation
P.O. Box 5005
17200 W. Interstate Rd.
Rochester, MI 48305-5005
FAX: 313-652-0577

EXPERIENCED
• Word Processors
• Data Entry
• Clerk Typists
We offer:
• Top Pay
• Benefits
• Long & short term assignments
SPENCER
PERSONNEL, INC.
559-0110
E.O.E. NO FEE AFEE

FINANCIAL SECRETARY
Vice president of Fortune 500 company needs your Wordperfect 5.1 experience. $10/hr to start.
Call Susan at 357-0030
Unforce Temporary Services

FULL CHARGE BOOKKEEPER - for Troy based firm. Computer knowledge a must. Send resume to: Personnel, 550 Kirts, Suite 101B, Troy MI 48084.

GENERAL OFFICE
Typist - Cashier - File Clerks
Those interested in full time positions, send resume to: G.D.I., P.O. Box 225A, Royal Oak, MI 48068

GENERAL OFFICE CLERK
Livonia based manufacturer has openings for energetic, detail oriented candidates. Two shifts, $6/hr.
Call Doreen at 473-2934
Unforce Temporary Services

GENERAL OFFICE
Furniture store needs 1 person to handle office duties which include payroll, general ledger, posting, data entry, filing & cashiering. Experience a must. Apply in person: 30650 Plymouth Rd., Livonia

GROUP INSURANCE COMPANY needs part time assistant to handle office duties. Hopefully some group experience, but will train the right person. Salary and hours negotiable. Send resume to:
NGMS, Attn: Neu Baxter
2101 Troy Center Dr., Suite 300
Troy, MI 48084

LAW OFFICE/WESTLAND
Looking for full time Secretary with excellent typing & word processing skills. Salary commensurate with experience. Send resumes to: PO Box 850458, Westland, MI 48185

LEGAL SECRETARY - Experienced for small Southfield firm. Word Perfect. Salary commensurate with experience. (Mary) 827-4100

LEGAL SECRETARY - experienced, defense litigation firm, salary commensurate with experience. Call between 6-7pm. 471-7848
Or send resume to 33980 Bradbury Ridge, Farmington Hills, MI 48331

LEGAL SECRETARY
For small, plaintiff firm in Southfield. 3 years experience necessary. 65 wpm. WordPerfect 5.1.
Call Diane to set up an appointment, (313) 352-8150

LEGAL SECRETARY/TYPIST
Part-time for Troy law firm. Word-Perfect 5.1, 75 wpm. flexible hours. Call Linda at: 649-0200

LEGAL SECRETARY
Bloomfield Hills, experienced probate, general. Send resume: Probate Hudack, 1750 S Telegraph, Ste 301, Bloomfield Hills, MI 48302

504 Help Wanted Office-Clerical

HAPPY HOLIDAYS
We at Sneling Personnel Services will be open Dec. 21, 22, 23, 28, 29 and 30 to better serve you. Don't miss this exciting opportunity. Call for an interview appointment today.
473-2111
N S SERVICES

LEGAL SECRETARY - experience required for busy 12 Mile/Northwestern personal injury firm. Non smoker. Salary commensurate with experience. Send resume to: Michael Morse, 28588 Northwestern, #44 Southfield, MI 48034

LEGAL SECRETARY
Personal injury experience. Salary commensurate with experience. Call for appointment & send resume: Milton G. Kalman, 30833 Northwestern Hwy., Suite 206, Farmington Hills, MI 48334. 855-0900

LEGAL SECRETARY
$22,000 FEE PAID
Litigation and WordPerfect experience needed. Full benefits, great office environment, knowledge, some independence, manuscript preparation, transcription, etc. Computer literacy with knowledge of word processing & spreadsheet or database software highly desirable. Bookkeeping skills helpful. Send resume and salary requirements to:
J. Baker, 29275 Northwestern Hwy., Ste. 100, Southfield, MI 48034.

LEGAL SECRETARY
Exceptional opportunity with this prominent firm. Litigation experience, good organizational skills, opportunity to advance. Start in a busy environment with a growing practice. 18500 Florence, Roseville, MI 48066.

MATURE PERSON needed for fast paced office. Must have skills & assistant to president, full time. Benefits if needed. Send resume to: PO Box 240187, Orchard Lake, MI 48324

MEDICAL SECRETARY
Executive secretaries of major hospital corporation. Experience required. Medical terminology a plus. To $9.50/hr. Call Meredith 646-7664
Unforce Temporary Services

NATIONAL LEASING company seeking energetic, hardworking 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 CLERK - for Troy based contractor. May require light duties at handling & dinning. Will require good clerical skills, computer knowledge and organizational skills. Non smoking. Good dinning record a must. Send resume to: Box 830,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE HELP WANTED
Part time. $6/hour. 14651 Dale, Redford Twp. 531-1300

OFFICE MANAGER - seeking for environmental consulting firm 50+ employees. Required proven successful experience in resource management, PC hardware & industry standard software, strong secretarial skills & the ability to organize & problem solve. Ideal candidate will have college degree & 5 years of experience. Attn: Human Resources Manager, Techna Corp., 44808 Helm St., Plymouth, MI 48170. No calls please.
An Equal Opportunity Employer

ORDER ENTRY
Currently seeking a person to grow with us. This position is for inside sales/order entry. Computer experience a must. Looking for an aggressive, hard working individual with a flair a competitive salary & a comprehensive benefit package. Non smoking office in Wixom. Send resume with salary requirements to: P.O. Box #436, Wixom, MI 48393

PARALEGAL TO $28,000
Must have experience in corporate probate or corporate litigation. Must perform Full benefits. 777-6700.
SNELLING PERSONNEL SERVICES

PART TIME RECEPTIONIST - 25-30 hrs per week, large apt. community. Excellent telephone skills & a professional image a must. Some weekends required. Apply in person - The Crossings at Canton, 6375 Haggerty Hwy. Canton

PAYROLL/ACCOUNTING CLERK
Full time position with company. Experience with Multi-State construction payroll, related accounting and tax reporting. Full benefits. 6 Mile, I-275 area. Send resume to: HKC, 1700 Levan Park Dr., North, Suite 421, Livonia, MI 48152

PAYROLL CLERK
Immediate full time, permanent position with benefits in Novi. Must have at least 2 years experience. Send resume to:
A.A.
P.O. Box 3133
Farmington Hills, MI 48333

PAYROLL CLERK
ENTRY LEVEL POSITION
National health care services organization seeks an assertive, energetic, self-starter 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

PERSONNEL PAYROLL ACCOUNTING CLERK
Community EMS of Novi is seeking a part time person to assist in our Personnel & Accounting Departments. Duties include light clerical work, and payroll. 10 key experience required. Send resume to: 22575 Heslip Dr., Novi, MI 48375. Attn: Personnel.

PERSON to handle busy desk, responsibilities will be customer service, inside sales, wiring & processing invoices, posting & relieving inventory, plus other duties.
Good math, phone & typing skills necessary. Located in Wayne
Call Joanne for interview 722-7171

REAL ESTATE SECRETARY
City of Plymouth Residential Brokerage Realtor established for 29 years, seeking administrative/closing person. Experience with a title company, mortgage broker or real estate firm is required. Computer skills helpful. Send resume to:
Box 820
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

AUBURN HILLS AD AGENCY
Receptionist Wanted. Excellent phone skills and computer experience required. FAX resume & salary requirements to: 313-373-3157

PART TIME Receptionist for weekends $5.00 per hour. Call 851-6700

RECEPTIONIST
Full time for busy Southfield law firm. Light typing & good phone manner.
352-3535

RECEPTIONIST
Evenings and Saturdays for Westland tax office. January through April. 728-8380

RECEPTIONIST
for small Troy law firm. Answer phones, copying & faxing. 12pm-5pm, Mon thru Fri. 362-9699

RECEPTIONIST
For busy Troy office to answer phones, light typing, and various clerical activities. Part time, could lead to full time. Send resume and salary requirements to:
Office Manager
5435 Corporate Dr. Suite 280
Troy, MI 48098

504 Help Wanted Office-Clerical

RECEPTIONIST/CLERICAL position available for image conscious individual needing firm. Microsoft Word & Lotus skills a plus. Send resume & salary requirements to: 34405 W 12 Mile, Ste 300, Farm. Hills, MI 48331

RECEPTIONIST
Full time for Farmington Hills law office. Mature & responsible individual needed. Light typing, phones, light typing, filing, computer.
Send resume to Box 828
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/TYPIST
Excellent phone voice, administrative & clerical skills, able to work under pressure, typing 45-wpm. Word Perfect 5.1 a plus. Medical benefits included. Immediate opening.
Send resume to Sal Amadoro, 30100 Telegraph Road, Suite 102, Bloomfield, MI 48010
(or call) 647-7700

RECEPTIONIST
Part time, 25 hours/week during the week, 3-8 pm daily, $5.00 per hour.
Call 851-6700

RECEPTIONIST/SECRETARIAL
Busy office, in Waterford, needs typist/receptionist knowledge, some bookkeeping helpful. Experience necessary. Please call 738-9530

RECEPTIONIST needed. Friendly, light typing, bookkeeping. Company is plus. Send resume to: CPA, 30000 Northwestern at our automotive headquarters in Dearborn.

RECEPTIONIST/ASSISTANT
for busy Wall Lake office.
Optical experience helpful. South Lyon/Walled Lake area. Call for interview 624-1787

RECEPTIONIST
International firm needs two experienced receptionist. $7/hr.
Call Nancy 645-6168
Unforce Temporary Services

RECEPTIONIST/TYPIST - full time, Farmington Hills area. Must know WordPerfect, and/or Lotus. Send resume to: Receptionist, Box 834
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Interact with clients in the plush atmosphere of this suburban computer corporation. Candidate must have receptionist/phone experience. To $8/hr. Rachel, 357-0641
Unforce Temporary Services

RECEPTIONIST
Fast-paced Bloomfield Hills office seeks mature, dependable person with easy disposition. Minimum of 2 years recent. Non-smoking office. Call Ruth at: 433-3035

RECEPTIONIST NEEDED
Full-time. Pleasant phone voice & light typing. Non-smoking office. Benefits. Immediate opening. Apply in person or call: 1000 Beechum Hill, Walled Lake, ask for Diane.
(313) 624-2206

RECEPTIONIST/SECRETARY -
small Farmington Hills office looking for energetic, personable employee with good phone skills, word processing experience required.
Typing 60 wpm, bookkeeping background helpful, health insurance.
Call Nancy 932-3100

RECEPTIONIST/SECRETARY
wanted for small Bloomfield Hills law firm. Luxurious & friendly surroundings overlooking courtyard. Detail oriented. Part-time, WordPerfect, typing 55wpm, dictaphone experience helpful. Send resumes, in confidence, to: 28491 Stuart, Southfield, MI 48076.

RECEPTIONIST/TYPIST/ ACCOUNTS PAYABLE ASSISTANT
Detail oriented individual seeking person who knows WordPerfect 5.1 for an industrial contractor's office. Fluctuating days, work schedule. Hours 8:30-5. Resume & salary history to: Personnel, P.O. Box 71814, Madison Heights, MI 48071

RECEPTIONIST
Receptionist full time. Southfield company seeking experienced individual with excellent organizational and communication skills. Non-smoking office, benefits. Send resume to Box 836
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECRUITING CLERK
SOUTHFIELD LOCATION
SOUTHFIELD agency seeks candidate with two years office experience, preferably in a Human Resources setting. Must be able to handle multiple duties which include: screening/testing of applicants, conducting reference checks, orientation and processing of new employees. Accurate typing skills/computer knowledge preferred.
Send resume to:
Manager
26261 Evergreen Road, Suite 215,
Southfield, MI 48076
An Equal Opportunity Employer

SECRETARIAL ASSISTANT, part time (20-25 hrs), good phone voice, Real Estate license preferred. Call & leave message 644-2712

SECRETARIAL/CLERICAL
Person to assist Office Manager in busy consulting firm in Plymouth. PC literacy & experience in Microsoft Word & Harvard Graphics preferable. Salary commensurate with experience. Range $18,000-$22,000. Send resume to: 46E44 W Ann Arbor Rd., Site F, Plymouth, MI 48170. Attention office manager.

Secretarial

Support Opportunities

Michigan National Corporation, one of the nation's premier banking institutions, is currently seeking two highly motivated and experienced support personnel for our Farmington Hills Headquarters.
We have openings in the following departments:

RISK MANAGEMENT/INSURANCE - requires experience in insurance and knowledge of insurance terms and usage; some knowledge of the environmental field helpful.

APPRAISAL REVIEW/ CREDIT ADMINISTRATION - Database software experience helpful.

General requirements for both positions include a high School diploma or equivalent, 2-3 years of related experience, knowledge of WordPerfect and Lotus, as well as strong organizational, verbal and written communication skills.

We offer an excellent benefit package, salary commensurate with experience, and a pleasant office environment. For prompt, confidential consideration, please forward your resume to:

Michigan National Corporation
Human Resources 10/66
Dept. 50/159
P.O. Box 9065
Farmington Hills, MI 48333-9065

Or apply in person at MNC headquarters between 10am-2pm Tuesday - Thursday. We promote a drug-free environment. Substance abuse testing is part of the pre-employment process. Equal Opportunity Employer

SECRETARY/BOOKKEEPER
Full time for downtown (Renaissance building) restaurant Chain. Typing & general office skills needed. Resumes only to
26477 Northwestern, Suite 200,
Southfield, MI 48034

SECRETARY for Southfield investment Co. Lotus & word processing experience required. Real estate management & construction experience a plus. Salary commensurate with experience. Reply to box 832
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

504 Help Wanted Office-Clerical

SECRETARY
ADMINISTRATIVE ASSISTANT
Full and part time positions open for fast paced, progressive, non-smoking, Southfield psychologist office. Must have excellent people skills, be self motivated, organized and have knowledge of WordPerfect 5.0 with ability to learn new software. Call to: 29201 Telegraph Rd., Ste. 326, Southfield, MI 48034

SECRETARY ADMINISTRATION
Associates degree in office information systems and shorthand needed by area educational system. $12/hr.
Call Diane 540-7562
Unforce Temporary Services

SECRETARY-BOOKKEEPER
Full time, Farmington area. $8.00. Resume: 30835 W. 10 Mi, Farmington 48336

SECRETARY/DATA ENTRY
Must know how to operate dictaphone, word processing, strong phone skills & detail oriented.
Call 433-0606

Secretary

EXECUTIVE SECRETARY
The Standard Products Company, a leading manufacturer of rubber and plastic components for the automotive industry, seeks an Executive Secretary to support the Sales and Marketing Departments at our automotive headquarters in Dearborn.

The ideal candidate would possess strong proficiency with WordPerfect, Lotus 1-2-3, Harvard Graphics and PageMaker. Must have excellent organizational and interpersonal skills, along with the ability to deal effectively with all levels of the organization.

We offer an excellent compensation and benefits program along with the opportunity to grow with this market leader. For confidential consideration, please forward resumes to: Human Resources, Department SLC. (No phone calls please)

The Standard Products Co.
2401 S. Gulley
Dearborn, MI 48124

Equal Opportunity Employer M/F

SECRETARY for chief financial officer of fast paced network computing company. Background typing, sales secretarial experience, good verbal & written communication skills, shorthand & PC word processing, spreadsheet & data base experience helpful. If you are self motivated, very organized & not afraid of hard work send resume to: Joyce Fabio, Dataserv Inc. 37562 Mile Tech Dr., Farmington Hills, MI 48331

SECRETARY - full time, data entry, filing, phones, typing. Dearborn area. Call for appointment 565-3368

SECRETARY - full time, general office duties including WordPerfect 5.1, typing 50 wpm. Send resume to: Professional Service Industries Inc, 24355 Capitol, Detroit, MI 48239
No phone calls

SECRETARY-immediate opening, Word Perfect 5.1, filing, phones, typing, light bookkeeping. Must be detail oriented. Part-time/full time. Send resume to 18400 Fenway Dr., Detroit, MI 48221.

SECRETARY
Law firm seeks individual with outgoing personality. Lots of client contact. Requires excellent communication skills, fast paced word processing WordPerfect and transcription. Current work experience. No legal experience required. Benefits. Resume to: Office Manager, 26630 W 12 Mile, Southfield, MI 48034

SECRETARY NEEDED
Mon-Sat., 10:30-1:30pm. Light duties $5 to $6 per hr. Mature, reliable individual wanted. Southfield area. Leave message 557-1180

SECRETARY - PART TIME, consultants seek part time secretary proficient in word perfect, Lotus with good office skills. Apply by Resume only to: PH, 24133 Northwestern, Ste. 210, Southfield 48075

SECRETARY
Part Time for Birmingham CPA Firm. Computer experience necessary. Call 433-3777

SECRETARY - Permanent part time position. Excellent typing, WordPerfect, Lotus & basic secretarial skills. Attractive salary. Sage Associates, Inc. Troy. Contact Linda for interview 524-9200

SECRETARY/RECEPTIONIST
Part time in small Bloomfield Hills insurance office. Mon-Fri 9:30-2pm. Mon thru Thurs. Good personality & word processing skills a must. Compensation commensurate with skills. Send resume to Kapnick Insurance, 1533 N. Woodward Ave., Ste 343, Bloomfield Hills, MI 48304

SECRETARY/RECEPTIONIST - immediate opening for bright person in Farmington Hills manufacturing company. Must have good typing computer & telephone skills, also some order entry. Recent employment in manufacturing office helpful. Benefits, paid vacation & holidays. Salary commensurate with experience. Call Mon. thru Thurs. 9-3 473-9205

Or send resume & salary requirements to: Personnel Dept., 30057 W. 8 Mile, Livonia, MI 48152

SECRETARY - Southfield law office, part time. WordPerfect required. Resume: Wallace & Wallace, 17117 W. 9 Mile Rd., Suite 1320, Southfield, MI 48075

SECRETARY
St. Joseph Mercy Hospital-Pontiac is seeking a professional self-starter to work as a Department Secretary in our Fund Raising office. Desired candidate must type 60wpm and have excellent knowledge of Lotus 1-2-3 skills. Must have basic writing and transcription skills and strong interpersonal and communication skills.

We offer a competitive salary and excellent benefit package. For confidential consideration, please submit a resume to or apply in person at:

St. Joseph
Mercy Hospital
Employment Office
900 Woodward
Pontiac, MI 48341-2985

Achieving Workforce Diversity through Affirmative Action
Equal Opportunity Employer

SECRETARY
SUBURBAN POSITION
ADVANCEMENT POTENTIAL
Seeking highly professional Secretary with 2+ years experience, proficient on WordPerfect 5.1 and Lotus. $18,000-$21,000. Benefits. Call Arthur Thomas, 355-4140

SECRETARY
WordPerfect, filing, general office. Equal Opportunity Employer. Big Beaver/Crooks area. 643-8590

SWITCHBOARD
Major corporation regional headquarters needs your computerized big board experience. To $8/hr.
Call Gloria at 473-2932
Unforce Temporary Services

TYPIST - immediate opening, part time eves. Heavy dictaphone, proven WordPerfect 5.1 experience. 70 plus wpm. Dependability a must. Call Gay - Debbie 354-3535

WORD PROCESSING SECRETARY
Immediate opening in engineering headquarters for word processor 5.1 and Lotus skills. $9.50/hr.
Call Sean 473-2931
Unforce Temporary Services

WORD PROCESSOR
Major ad agency has need for a secretary/current experience using WordPerfect. Harvard Graphics a plus. To $9.50/hr. Stacey 357-0037
Unforce Temporary Services

504 Help Wanted Office-Clerical

SECRETARY-WORD PROCESSOR
for medical company. Must be mature, experienced and have excellent skills. Word Perfect 5.1 required. Lotus experience helpful. Booking management and/or related private experience a plus. Pleasant Southfield location. Company paid medical, dental, life insurance.
P.O. Box 832,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/WORDPROCESSOR
2 experienced full time secretaries needed for busy office. Must be self-starter for accounting, tax, and audit groups of local certified public accountants. Must be accurate, profoundly proficient in WordPerfect 5.1 and Lotus 1-2-3. Typing speed of 65 + wpm and calculating speed of 60 + wpm. Must also be flexible well under pressure, handle tax with minimum supervision, and handle some overtime. Salary commensurate with experience & skills plus large benefit package. Resume to Box 840
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

505 Help Wanted Food-Beverage

Accepting applications for:
SERVERS
HOSTESSES
At the Ground Round. Flexible schedule. Apply in person Monday - Friday between 2 & 4pm at:
Ground Round, 30005 Orchard Lake Rd., Farmington Hills 851-7404

ANTHONY'S RESTAURANT is looking for enthusiastic, energetic people to fill full time & part time positions available. Applications available at:
SHERATON OAKS HOTEL
27000 Hotel Circle Drive
NOVI, MI 48377
(313)348-5000

ARBY'S
IS NOW HIRING
Friendly dependable, part time or full time. Day and night shifts. Minimum wages & advancement opportunity. Apply at:
19000 Middlebelt (S of 7 Mile).
Livonia
27140 Plymouth Rd., Redford

BAR STAFF, WAIT STAFF, COOKS
Apply within after 5pm
Jimmy's Restaurant, Lounge, 1570 Wayne Rd., Westland 728-9330

BARTENDER NEEDED for upscale Bistro in Southfield. 3 nights, weekends. No late hours. Excellent earning potential. Previous experience necessary. Call Paul or Ken 352-8000 ext. 56

DAR WAI STAFF
Day and evenings
Good pay. Farmington
474-3533

BENNIGAN'S
NOW HIRING
EXPERIENCED DINE COOK
AND
ALL OTHER POSITIONS
Great pay & benefits. Go to work in a great environment. Great benefits. Full & part time positions.
Apply in person 2-4pm daily
40444 Ann Arbor Rd.
Plymouth

★ BUS PERSON
Experienced, full or part time days. Apply in person 2-5
SWEET LORRAINE'S CAFE
Greenfield N. of 12 Mile

★ CHEF/
SOUS CHEF
FOR CIAO
The new 10,000 sq. ft. Italian restaurant. Must have experience in Italian cuisine & experience in high volume operation. Send resume in confidence to: Ed Wagner, 29000 Marvin, Farmington Hills, MI 48331

COOK - Full time days. Experience preferred. Apply in person 1-4PM. Heatherwood Apartments, 22800 Civic Center Dr., Southfield.

COOK - Short Order
Full-time. Excellent benefits. Only for morning shift, 4:30am-1pm at Detroit Metro Airport. Call 256-3529 & leave message. Or apply at: 25235 Hoover Rd., in Warren.

COOKS - Experienced, experienced, great pay for right person. Mr. Mike's 35323 Ford Rd., Westland 722-8080

DINING ROOM
MANAGERS/
SUPERVISORS
For CIAO Ristorante, a 10,000 ft. Italian restaurant, must have previous experience in high volume operation. Send resume in confidence to: Ed Wagner, 29000 Marvin, Farmington Hills, MI 48331

DISHWASHERS
D. Donovan's Restaurant has immediate openings for full or part time dishwashers. Starting pay is $5.50/hr. Apply in person, N.W. corner Orchard Lake & 12 Mile between 2-3pm.

EMBASSY SUITES HOTEL
SOUTHFIELD
is now accepting applications for the position of Assistant Banquet Manager. Candidates must have 2-3 years experience with high volume banquet facility and possess good communication skills and a strong service and training oriented background. Must be self motivated, make hard working and able to work flexible hours. Salary commensurate with experience... excellent benefits.
Please respond with resume to Embassy Suites Hotel - Southfield
28100 Franklin Road
Southfield, MI 48034
Attn: Personnel Dept

NO PHONE CALLS ACCEPTED

HIRING FOR EXPANSION
Cocktail waitress, Wait people, Dishwashers, Drivers. Hours 10am-10pm and 5pm. Perfect for homemakers, retirees & students. Call Papa Romanos Pizza after 2pm
474-9777

★ Host Person
Day or evening hours, full or part time, flex hours. Apply in person 2-5pm
SWEET LORRAINE'S CAFE
Greenfield N. of 12 Mile

HOST/WAIT Positions available. AM & PM shifts. Apply within, no phone calls. Ask for Jerome. Holiday Inn Southfield, 26555 Telegraph Rd.

LAUREL MANOR NOW HIRING.
Immediate openings for experienced Waitstaff & Bus person. Call. 462-0700 for information

LOOKING FOR energetic, dependable wait person. Lunch hour person. Apply Mon-Fri., 2-5PM. Shield's, 25101 Telegraph, Southfield

MANAGERS
Industry leader, national family restaurant chain, needs professional, ambitious management dedicated to service. Immediate local openings. Excellent benefits, training & career opportunity. No fee.
PERSONNEL SYSTEMS
459-1166

METROPOLITAN Music Cafe is currently taking applications for day waitstaff part-time cooks & dishwasher (Farmington Hills) 468-1100

NIGHT COOK - Experienced for Jacquzzale restaurant. Southfield location 353-2737

NOW HIRING ALL POSITIONS
Apply in person
Ham's Horn, 32435 Grand River
Farmington

505 Help Wanted Food-Beverage

MAX & ERMA'S
IS NOW ACCEPTING applications for the following positions:
• LINE COOKS
• DISHWASHERS
Flexible hours • competitive wages
• MANAGER to $28,000 + bonus
• ENTRY LEVEL to $22,000 + bonus
National full service family dining chain. Excellent benefits, training & career opportunity. Local units.
473-7212
Steven J. Greene Personnel

SANDWICH MAKER
Apply at
Troy QUIKWAY, 20 East Maple
(at Livernois).

TACO BELL
Closing shift, $5.75 per hour. Other shifts available. Apply at: 2855 S Rochester Rd. Rochester.

WAIT PERSON - part-time nights. Apply in person Herc's Deli & Sports, 36683 Plymouth Rd., Livonia.
425-1830

WAITRESS - experienced, full or part time, all shifts, BIG TIPS and outstanding customer relationships. RAM'S HORN, 17461 Telegraph, Detroit. 537-0020

WAIT STAFF - DAYS, evenings, full time, part time. Apply within: Pacific Cafe & Grill, 23938 Middlebelt, at 13 Mile Rd. Farmington Hills.

WAIT STAFF needed days & nights, full & part time. Apply in person, The Honey Tree Restaurant, 41502 W. 10 Mile Rd., Novi.

506 Help Wanted Sales

A CAREER SHOULD BE BY DESIGN - NOT BY DEFAULT
That's why Real Estate One offers career minded, self motivated, ambitious individual and then supports those choices through intensive training and assistance, high quality education programs, and innovative marketing tools.
Ask about our guaranteed income program. Call:
Lisa Dumsa
356-7111
REAL ESTATE ONE, INC.

ACCOUNT EXECUTIVE SALES
Career opportunity with Southeastern Michigan's largest AT&T VAR and supplier of high/low telecommunications equipment, networks, and software. Highest commissions in the industry with bonus, profit sharing, 401-K plan, medical/optical/dental insurance, car allowance, and expense reimbursement.
Please call Dave Fisher at 489-0148 ext. 202 to arrange an appointment.

AGGRESSIVE CAREER ORIENTED PEOPLE WANTED. Tire Green Chem Lawn, the nationwide leader in the green industry is seeking conscientious, motivated individuals to fill full time sales positions. We offer competitive salary + commission, gas allowance & qualified leads. Experience helpful but not necessary.
Call Mike Taylor. 281-8055
An Equal Opportunity Employer

A CAREER,
A GREAT PLACE TO WORK
AND A $25,000 DOLLAR
MINIMUM INCOME GUARANTEE
IS WHAT WE CAN OFFER TO THE AMBITIOUS, SELF DIRECTED AND SELF MOTIVATED
Call JOSEPH P. MEUNIER, CRS
REAL ESTATE ONE, INC.
THE PLYMOUTH/CANTON OFFICE
455-7000

505 Help Wanted Food-Beverage

RESTAURANT
MANAGERS!!!
• GENERAL MANAGER to $35,000 + bonus
• MANAGER to $28,000 + bonus
• ENTRY LEVEL to $22,000 + bonus
National full service family dining chain. Excellent benefits, training & career opportunity. Local units.
473-7212
Steven J. Greene Personnel

SANDWICH MAKER
Apply at
Troy QUIKWAY, 20 East Maple
(at Livernois).

TACO BELL
Closing shift, $5.75 per hour. Other shifts available. Apply at: 2855 S Rochester Rd. Rochester.

WAIT PERSON - part-time nights. Apply in person Herc's Deli & Sports, 36683 Plymouth Rd., Livonia.
425-1830

WAITRESS - experienced, full or part time, all shifts, BIG TIPS and outstanding customer relationships. RAM'S HORN, 17461 Telegraph, Detroit. 537-0020

WAIT STAFF - DAYS, evenings, full time, part time. Apply within: Pacific Cafe & Grill, 23938 Middlebelt, at 13 Mile Rd. Farmington Hills.

WAIT STAFF needed days & nights, full & part time. Apply in person, The Honey Tree Restaurant, 41502 W. 10 Mile Rd., Novi.

506 Help Wanted Sales

A CAREER SHOULD BE BY DESIGN - NOT BY DEFAULT
That's why Real Estate One offers career minded, self motivated, ambitious individual and then supports those choices through intensive training and assistance, high quality education programs, and innovative marketing tools.
Ask about our guaranteed income program. Call:
Lisa Dumsa
356-7111
REAL ESTATE ONE, INC.

ACCOUNT EXECUTIVE SALES
Career opportunity with Southeastern Michigan's largest AT&T VAR and supplier of high/low telecommunications equipment, networks, and software. Highest commissions in the industry with bonus, profit sharing, 401-K plan, medical/optical/dental insurance, car allowance, and expense reimbursement.
Please call Dave Fisher at 489-0148 ext. 202 to arrange an appointment.

AGGRESSIVE CAREER ORIENTED PEOPLE WANTED. Tire Green Chem Lawn, the nationwide leader in the green industry is seeking conscientious, motivated individuals to fill full time sales positions. We offer competitive salary + commission, gas allowance & qualified leads. Experience helpful but not necessary.
Call Mike Taylor. 281-8055
An Equal Opportunity Employer

A CAREER,
A GREAT PLACE TO WORK
AND A $25,000 DOLLAR
MINIMUM INCOME GUARANTEE
IS WHAT WE CAN OFFER TO THE AMBITIOUS, SELF DIRECTED AND SELF MOTIVATED
Call JOSEPH P. MEUNIER, CRS
REAL ESTATE ONE, INC.
THE PLYMOUTH/CANTON OFFICE
455-7000

506 Help Wanted Sales

ARE YOU
THINKING ABOUT A
REAL ESTATE CAREER?
If so, you owe it to yourself to investigate why we are #1 in the market place and best suited to insure your success. Look at our advertiser REAL ESTATE PROFESSIONALS. All real estate companies are not the same.
DISCOVER THE DIFFERENCE
Call Jim Stoner or Carol Lamphere
459-6000
COLDWELL
BANKER
Schweitzer Real Estate

ACCOUNT EXECUTIVE
A professional position within our General Motors Sales Division. Individual will be expected to develop and maintain a thorough understanding of all Adanta service capabilities to be applied at servicing existing customer accounts and initiating contact within additional areas of existing accounts. Individual must be professional, organized, disciplined, self starter, detail and goal oriented. Full benefit package. Please forward resumes to:
Adanta Corporation
10 Union
Plymouth, MI 48170
Attn: Randy Shaffer
Equal Opportunity Employer

ADVERTISING SALES
Experienced, aggressive Sales Reps needed for all dailies in the GOLF INDUSTRY. $65K + . Straight commissions. Protected areas.
Established accounts. Prefer people with direct mail & newspaper sales experience. 496-4357

AGENTS IN REAL ESTATE
NEW PROGRAM 1993
• Complete Office Assistant
• 105% Commission Plan
• Strong Customer Service Programs
• People Oriented Group
• Simple Office • More Control of Prospects
• Free Phone if Signed Before Year End
Call MICHELLE WHITE
ONE WAY REALTY
LIVONIA-FARMINGTON OFFICE
(313) 473-5500 OR
(313) 420-6000

AMERICOM TELEMANAGEMENT
A total telecommunication solution company is looking for top producers to sell its products. Lucrative commission & career growth potential.
Call Janet 537-1000

A NEW CHANCE AT SUCC