EMPLOYMENT

This Classification Continued from Page.10C.

504 Help Wanted Office-Clerical

CONSTRUCTION SECRETARY/ Expeditor with experience in commercial office. Computer experience helpful. 353-5747

CUSTOMER SERVICE
Busy Farmington Hills office needs detail oriented customer service rep. Must be good dealing with people, have accurate typing & professional appearance. Hours Tues. thru Fri, 12noon-9pm, Sat. 10-4:30pm. Call Linda, 12 noon - 5pm 476-2661

CUSTOMER SERVICE/ Data Entry - entry level, $6.50/hr to start, by resume only. Human Resources Credit Technologies, Inc. 40480 Grand River, #H, Novi, MI 48375

CUSTOMER SERVICE
Progressive company seeks experienced Rep to work days in Troy area. Steady work history a must. Call O/E Management, 626-8100

CUSTOMER SERVICE REP
National corporation offering financial services to the retail community has customer service position available for a person that is highly organized & detail oriented in a problem solving environment. The person will train new accounts & maintain current base via the telephone & onsite trainings. Full benefits + the opportunity to compete for advancement. Send resume to: CUC, P.O. Box 673, Southfield, MI. 48075. Attention: Mary.

DATA ENTRY-Flexible hours to suit your schedule. Opportunities! Challenges! Rewards! Part time. Canton 397-3660

DATA ENTRY/GENERAL OFFICE
Expanding Farmington Hills corporation has current openings. Possible overtime. Call Doreen 473-2933
Uniforce Temporary Services

DATA ENTRY
Immediate permanent positions in major company. Minimum 1 year office experience. Flexible hours. Opportunity for advancement.
Diversified Recruiters Co.
344-6700 FAX 344-6704

DATA ENTRY
International client needs your 10,000 keystrokes and recent experience for fast paced position. To $7/hr. Call Diane 357-0644
Uniforce Temporary Services

DATA ENTRY OPERATORS
We need you NOW! We are working with several corporations to assist with their long-term temporary needs. Positons open in Farmington Hills, Westland, Oak Park and Troy. Turn your production speed alpha and numeric data entry skills into a top dollar opportunity. Lotus or WordPerfect background helpful but not essential.
N S SERVICES
473-2111

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 - service organization has openings for experienced freight billing processors at customer sites in Detroit. Please call Tues-Fri, 9am-1pm only. 525-4587

DATA ENTRY
With some general office. Full time for Westland office. Computer experience required, Lotus 1,2,3 experience preferred. Send resume to: Box 908
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DISCOVER THE ADIA ADVANTAGE
Accepting Applications now.
• Receptionist
• Typist
• Word Processor
• Data Entry
313-722-9060, or 313-382-2342

DISTRIBUTION CLERK
Full time position available in our distribution department. Alternate starting times 7:30am & 10:30am. Must work some Saturdays. Candidates must be self-starter, possess excellent customer service skills with ability to handle routine clerical tasks. Must have knowledge of calculator and word processing. Knowledge of Lotus helpful. Excellent health/benefit package. Qualified applicants may apply Mon.-Fri., between the hours of 8:30pm & 12:30pm only at:
MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150
Equal Opportunity Employer M/F/H

ENTREPRENEUR
Needs Administrative Assistant, with excellent communication skills, extensive computer knowledge and good rapport with clients. Good salary. Nice Atmosphere. Farmington Hills Location.
CROSSMATCH PERSONNEL INC.
25100 Evergreen Rd. Southfield, MI.
AGNES.....352-7555
ANNE.....981-4688
Or fax resume to 352-1524
ALL FEES COMPANY PAID

EXECUTIVE SALES & CATERING SECRETARY
Experience with ACT and Micros or similar reservations system necessary. 453-1632

EXECUTIVE SECRETARY
Large medical office seeks mature individual with experience capable of working with direction or independently. Job duties include: correspondence, manuscript preparation & transcription. Computer literacy with knowledge of word processing, spreadsheet and/or Data-Base software highly desirable. Bookkeeping skills helpful. Send resume & salary requirements to: J. Greene, 29275 Northwestern, Ste. 100, Southfield 48034

FARMINGTON HILLS manufacturer seeks Full Charge Bookkeeper thru general ledger. Compensations includes excellent fringe benefit package in contemporary office environment. Candidate must have experience in computer applications of the full accounting cycle. Send resumes (no calls please) in confidence to: Vernocks & Assoc., PC, 3001 W. Big Beaver, Suite 522, Troy, MI 48084

EXECUTIVE SECRETARY
Immediate opening for an executive secretary to the marketing & financial officers of a communication firm. Successful candidate will possess excellent technical skills including shorthand, word processing (WordPerfect 5.1), letter composition & statistical word processing. Position requires handling of confidential subject matter. Excellent salary for competent individual including health benefits, 401K & much more. Only qualified candidates need apply. Send resume with cover letter & salary history to:
V.P. OF OPERATIONS
P O Box 71043
Madison Heights, MI 48071-1907

FREE COMPUTER/OFFICE TRAINING & JOB PLACEMENT!
You must be between 17-21 years old and a resident of Western County (not Detroit). Call for more information 464-1680
• An Equal Opportunity Employer

FRONT DESK
Join the creative atmosphere of this fast growing advertising agency. $7/hr. Call Ruth at 646-6168

504 Help Wanted Office-Clerical

EXECUTIVE ASSISTANT
Rapidly expanding suburban credit union has opening for executive secretary with WordPerfect and Lotus experience. To $9/hr.
Call Stacey 357-0036
Uniforce Temporary Services

EXECUTIVE SECRETARY, SALES
International technology firm needs your Macintosh skills. $9/hr. to start
Call Sophie 473-2932
Uniforce Temporary Services

EXECUTIVE SECRETARY
For medical office in Livonia. Experience needed. $10-$15/hr. For interview call 422-8600

EXECUTIVE SECRETARY
EXCLUSIVE COUNTRY CLUB
Administrative Assistant to general manager. Need outgoing personality, polished image, exceptional clerical skills (including shorthand). Mon.-Fri. Superior benefits. $26-$30K. Resumes to Cindy Krainen, Harper Associates,29870 Middlebelt Farmington Hills, MI 48334

FILING CLERK-ideal for student. Part time, computer experience needed. Southfield area. Must have transportation. 354-2500

FRONT DESK SECRETARY
Farmington Hills based advertising company. Word processing skills rEquired. Non-smoker, good telephone skills. Benefits, salary $18,000.
CABLE MEDIA CORPORATION
661-5530

FULL-TIME GENERAL OFFICE help with bookkeeping experience for manufacturing company in Sterling Heights. Call Betty at...,
313-254-4590 for appointment.

OPTOMETRIC Office in Garden City seeks responsible, part-time General Office Assistant with "can do" attitude. Must like working with the public & be willing to learn. 422-0700

GENERAL OFFICE - Part time for sales office. Typing, filing, phones & pricing experience. Call between 8:30am-4pm. 557-9686

GENERAL OFFICE HELP - part time for our Royal Oak office. Must know Word Perfect. Needed for morning hrs. Please call Lenna at, 549-7800

GENERAL OFFICE - Livonia Accountant, employer forms, bookkeeping, computer, Tax Season 35-40 hours, 15-20 hours summer, experienced. After 3pm, 464-3660

GENERAL OFFICE - part time. Mon thru Fri. 9am-1pm. Light typing & good telephone manner. Southfield area. 356-1140

GENERAL OFFICE/PART TIME
Organizational & basic office skills. Flexible hours for auto dealer in Wayne 729-8110

GENERAL OFFICE CLERK
PART TIME. Typing, invoicing & purchasing. $6.50 an hour. Send resume ONLY to: P.O. Box 2342, Farmington Hills 48333

GENERAL OFFICE
Full-Time
Energetic person needed for busy Farmington Hills office. Duties include lots of filing, very busy phones, interviewing and employment placement. Hours: 10am-7pm & weekends. Call Renee at
442-0777

HIRING NOW!
• Word Processing Secretaries
• Receptionists
• File Clerks
• Data Entry Clerks
Short & Long Term Jobs
CONTEMPRA
583-9500 (Madison Hgts)
583-5800 (Dearborn)

ITALIAN WHOLESALER in Redford area seeks office person for order entry, reception, and general office work. Must have friendly and outgoing personality. Call Mon.-Fri. 9am-4pm at, 538-3020

JOBS! JOBS! JOBS!
Secretaries/Legal & General
Word Processors
Receptionists
General Office Clerks
TEMP AND PERM
Call today 355-2440
THE KPM GROUP
24901 Northwestern, Ste. 313-D
Southfield, MI 48075
Fax 355-5899

JUNIOR SECRETARY/ RECEPTIONIST - Major Southfield manufacturing headquarters needs your enthusiasm and general office experience. To $7/hr.
Call Terri at 357-0641
Uniforce Temporary Services

PATENT LEGAL SECRETARY
Requirements are: good telephone presence, good clean typing skills on IBM PC with WordPerfect 5.1. Troy area. Salary open, contact Mr. Bliss at (313) 362-2800.

EXPERIENCED - Legal Secretary for Farmington Hills general practice attorney. Mon. thru Thur., 9am to 5pm. 626-9070

LEGAL SECRETARY/Word Processor for Birmingham law firm with a minimum of 2 yrs. experience. Must be self starter who is able to accept responsibility and function as an integral part of a professional team. Excellent skills required. Non-smoker. Call Andi 647-1127

LEGAL SECRETARY PART-TIME
For small Farmington Hills general practise law firm. Legal experience preferred. Word Processing and dictaphone skills required. Salary negotiable. Please Call...
JOEL KAUFMAN at 651-2660
For An Appointment

LEGAL SECRETARY - FULL TIME, for commercial practice with emphasis in mergers, acquisitions, real estate & estate planning. High energy level with excellent communication skills, WordPerfect proficiency required. Send resume with salary requirements to:
Law Offices, 3000 Town Center, Ste. 2690, Southfield, MI 48075

LEGAL SECRETARY
needed for N. Royal Oak law firm. Experience required, WordPerfect 5.1. Call John Wilson at: 435-0338

LEGAL SECRETARY
Full or part time. Personal injury experience. Salary commensurate with experience. 258-6262

LEGAL SECRETARY
Experienced, full time, for defense litigation firm. Wang experience preferred. Excellent benefits. Send resume to: Kohl, Secrest, P.O. Box 3040, Farmington Hills, MI 48333

LEGAL SECRETARY
needed for Birmingham law firm. Must have excellent grammar, typing, transcription, Word Perfect, Wang & be highly organized. Min. 3 years domestic, litigation & corporate experience. Competitive salary and benefits. Send resume to: Personnel Dept., 380 N. Woodward, Suite 300, Birmingham 48009

LEGAL SECRETARY
Must be experienced & know WordPerfect 5.1. Bloomfield Hills location. Call: 642-7333

LEGAL SECRETARY
Downtown Birmingham law firm has immediate opening for a Legal Secretary with 2 years litigation experience. Candidates must have excellent secretarial skills, the ability to organize multiple priorities, and possess strong communication/interpersonal skills. WordPerfect 5.1 proficiency required. Shorthand preferred. Candidates should send resume and salary requirements to:
Director of Personnel
c/o Renaissance Center Post Office
PO Box 43171
Detroit, MI 48243
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

LEGAL SECRETARY - Experienced in civil litigation & commerical law for Southfield firm. 5+ years experience. Pleasant surroundings & good benefits. Salary commensurate with experience. Send resume to Box 146.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY for Southfield law firm. Personal injury/medical malpractice docket. Experience & knowledge of Word Perfect 5.1 required. Call Leslie Schaler358-0100

LEGAL SECRETARY part time wanted for small labor/litigation law firm. Min. 2 yrs. experience. Must know WordPerfect 5.1. Hrs. of work flexible. Call Penny, 557-8261

LEGAL SECRETARY
with 4 yrs. experience in litigation for Renaissance Center law firm. Excellent typing, communication & organizational skills required. WordPerfect 5.1 required. Call:
Administrator between 12 noon & 5:30pm at: (313)-259-8300

LEGAL SECRETARY
MICHIGAN CORPORATION
2+ years legal experience sought for major corporation. Litigation experience required. Pension, full benefits. Arthur Thomas & Associates, 3000 Prudential Town Center, Suite 2333, Southfield 48075 355-4140

LEGAL SECRETARY needed for 4 lawyer Southfield law firm. Must have minimum 3 years experience as litigation secretary, preferably more. Must be proficient on Word Perfect 5.1. Salary commensurate with experience. Please call to schedule an interview. 352-3553

LEGAL SECRETARY
5 LONG TERM ASSIGNMENTS
We are conducting a search for legal secretaries in 5 long term assignments. Professional work environment. Assignment through Labor Day. Arthur Thomas & Associates, 3000 Prudential Town Center, #2333, Southfield 48075, 355-4140

LEGAL SECRETARY
$26,000, FEE PAID
Partners position with all the perks. Litigation and strong organizational skills needed. Great benefit package. Call Mark, 649-5900 or FAX resume to 649-3526.
M. BOOKSPAN & ASSOCIATES PERSONNEL SERVICES

LEGAL SECRETARY
TO 28,000
Exciting opportunity with this well known prominent firm. Litigation experience and good organizational skills qualifies you. Opportunity to advance, full benefits, immediate opening. Call 772-6760.
SNELLING PERSONNEL SERVICES
Eve. & Sat. Appt. Available

LIVONIA based transportation company is looking for experienced individuals to fill the following positions:
• Customer Service
• Accounts Payable
• Accounts Receivable/Billing
• Receptionist
• File Clerk
If interested in one of these challenging job opportunities, please forward your resume with salary history to: Box 192.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

MANUFACTURING COMPANY in Farmington Hills has an immediate opening for a Receptionist. This individual must possess excellent telephone skills, an outgoing personality, be mature, responsible, dependable, and possess a professional appearance. Experience with a multi-line switchboard is required. Word processing experience (WordPerfect 5.1 preferred) is a plus.
We offer a competitive pay rate and an excellent benefit package. Qualified applicants please send letter and resume to:
P.O. Box 530997
Livonia, MI. 48153-0997
Attention: Human Resources/RE
An Equal Opportunity Employer

MARKETING SECRETARY
Suburban advertising agency needs your word processing and all around skills. Harvard Graphics a plus. To $10/hr. Call Sylvia at 357-0037
Uniforce Temporary Services

MEDICAL SECRETARY
Full or part time, assistance to top executives of major hospital 3 days/wk. Medical transcription and shorthand. $11/hr.
Call Mary at 646-7661
Uniforce Temporary Services

MESSENGER/GENERAL OFFICE
Farmington Hills law firm. Must have reliable transportation; mileage reimbursed. Light typing & switchboard relief. Please call: 851-6000

NEEDED IMMEDIATELY
People with excellent phone voices, outgoing personalities, & data entry skills, to do telephone surveys.
NOT A TELEMARKETING POSITION. Day & evening hours available. Call:
DYNAMIC PEOPLE
464-6500

OFFICE ASSISTANT-Part time (primarily evenings & weekends-flexible). Computer data entry, typing, phone work. Excellent starting pay. Maple/Adams area. Send resume: PO Box 29-K, Birmingham, 48012

OFFICE ASSISTANT full or part time, experienced in filing, reception, basic computer entry skills, light bookkeeping. Send resume to: P.O. Box 459, Plymouth, MI 48170

OFFICE HELP - Cabinet shop in Livonia needs office person, with some WordPerfect experience, to answer phones, file, & run front office. Full time. Call: 421-3322

OFFICE MANAGER
Required for busy upscale bar & grill. Duties will include: monitoring cash flow, banking, sales reports, receivables, payables, & inventory. Computer skills necessary.
Send resume to: Box 148
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE MANAGER - Automotive equipment field. Small privately held corporation in Troy. Must be a hard-working, trustworthy self starter, committed to excellent customer service. Computer, finance and accounting skills necessary. Degree a plus. Salary negotiable. Medical benefits. Send resume to: Box 184.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART TIME OFFICE ASSISTANT
Established national company has an immediate position for energetic person to assist our Sales Staff. Ideal candidate will possess a pleasant phone manner, strong organizational skills, above average typing skills, & must have exceptional adding machine experience. May develop into full time at a later date. For appointment call: Mr. Simmons, Tuesday, 8-12 Noon at 254-8180.

PAYROLL/CUSTOMER SERVICE
National payroll company headquartered in Royal Oak is interested in discussing employment opportunities with motivated individuals desiring to work in payroll data entry and customer service under a team approach. Practical experience with payroll and personal computers preferred. Send resume to P.O. Box 154, Royal Oak, MI 48067

POSITION OPEN with interstate transportation company. Background in general office, insurance, fuel, bonds & permits helpful. Computer, typing, filing, and phones required. Full benefits. Located in Canton. Send resume with salary requirements to P.O. Box 182
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST: 3-5 years experience. Typing skills required, WordPerfect 5.1 helpful. Submit resume:
CAMPBELL/MANIX INC.
21520 Bridge Street
Southfield, MI 48034
Att: President

504 Help Wanted Office-Clerical

PARA-LEGAL - Special person for a unique plaintiff personal injury law firm. Minimum 3.5 average after 4 years of college. Salary commensurate with ability. Send resume to: Gursten, Wigod, Koltonow & Falzon, 26555 Evergreen, Ste 1530, Southfield, MI 48076

PART TIME OPENINGS - no typing required. Menu evaluators for sponsoring agency of the Child & Adult food program. Mon. thru Fri., 1st thru 15th of each month. Must be detail oriented & well organized. $5 per hour. Located in Livonia. Please call. 425-2280
An Equal Opportunity Employer

PART TIME SECRETARY - Law office, must have good office skills especially typing & experience with word processing & office equipment. Good interpersonal skills & work habits required. Need not be "Legal" secretary.
Send resume to: Kay, 2055 Orchard Lake Rd., Sylvan Lake, MI 48320

PAYROLL CLERK
Our Payroll Dept. is seeking an individual with 1-2 years payroll experience through a processing bureau. Individual must be proficient in the PC environment, detail oriented, & have excellent communication skills. Experience with Lotus, Professional Write, Professional File, good typing & math aptitude a must. Individual must be able to work under pressure & meet deadlines. We offer a competitive benefit package. Qualified candidates should apply Mon-Fri 9am-4pm.
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
Farmington Hills, MI. 48334
Equal Opportunity Employer M/F/D

PART TIME - Receptionist position available immediately. This is a permanent position. Hours 12:30pm until 5pm, Mon. thru Fri. Clerical & Word Processing experience preferred. Troy. 280-0830

RECEPTIONIST TYPIST
Livonia area. 9am-5pm. Salary $15,000. Computer experience, typing 50 w.p.m. 427-7200

RECEPTIONIST - FULL TIME. Excellent phone manner, accurate typing necessary, will train on computer, salary open, excellent benefits. Apply in person at Michigan Business Systems, 24399 Telegraph Rd., (between 9 & 10 Mile), Southfield.

RECEPTIONIST - Rochester real estate office. 3 afternoons, 4 to 7pm, Saturdays 9am to 5pm, Sundays 10am to 5pm. Good phone techniques and typing required.
Ask for Dottie, 656-6503

RECEPTIONIST/ PART TIME
Multi office real estate company in Bloomfield Hills looking for mature, experienced receptionist to work 3 days a week, 8:30am to 5pm. Typing necessary, accounting abilities a plus. Multi line phone system. Send resume to: Mrs. Bette Pachebuta, 1600 Woodward Ave, Suite 101, Bloomfield Hills, MI 48304.

RECEPTIONIST/TYPIST
Temporary, Part Time.
Needed for Tuesday and Wednesday only. Vocational rehabilitation firm. Position may become permanent. Must be able to type 50-60 wpm and have phone experience; transcribing and word processing helpful. Please send resume to:
Attn: Office Manager
26011 Evergreen, Suite 300
Southfield, MI 48076

RECEPTIONIST/SECRETARY
Immediate full time opportunity exists for a highly motivated, non smoker. Organizational skills are required. Responsibilities include answering busy multi-line Merlin telephone system & various clerical duties. Excellent communication skills & ability to work as a team player are a must! Competitive fringe benefits package includes master medical, optical, dental & profit sharing plan. If you are interested in growing with a leader in the healthcare industry, send resume in confidence to:
MEDI-SPEECH SERVICE
Outpatient Rehab Agency
Human Resources Dept.
755 W. Big Beaver, Ste. 404
Troy, MI 48084-4903

RECEPTIONIST part-time, Mon.-Fri. 2-7. Excellent salary and working conditions. Physical therapy clinic in Redford. Call Barbara at 532-4200

RECEPTIONIST SECRETARY
Busy builders office. Phones, typing, filing & some word processing needed. Franklin area. Resumes to 2355 Blockton Rd. Rochester Hills, MI. 48306

RECEPTIONIST
Mature person needed for part time position (25-30 hours/week). Experience with WordPerfect 5.0, typing, phones, misc office duties. Non-smoking office. $8/hour. 471-4500

RECEPTIONIST/TYPIST
For established management firm in Tel-Twelve area. Full time, Mon. thru Fri., 8am to 4:30pm. Must be good typist with excellent phone manners and experienced in office procedures. Call, 644-8266

RECEPTIONIST/SECRETARY
for CPA firm in Birmingham area. Must have pleasant telephone voice & personality. Send resume and wage requirement to:
Porvin, Tobes & Burnstein PC
30600 Telegraph, Su. 2255
Bingham Farms, MI 48025-9958

RECEPTIONIST/DATA ENTRY CLERK - telephone duties, filing, data entry, working with sales rep firm & customers, experience with WP 5.1 a must. Mature, self motivated and experienced person necessary. Ypsilanti area.
Call for appt. 481-2200

RECEPTIONIST
For automotive service facility. Cheerful, organized and efficient person to greet customers, answer phone, cashier and help with light data entry. Davis Auto Care, 807 Doheny Dr., Northville, MI 48167, 349-5115

RECEPTIONIST
for law firm located in Renaissance Center. Office experience of 1-1½ yrs. preferred; good typing skills required; WordPerfect 5.1 helpful; duties include computer entry of some accounting functions. Call Administrator between 12 noon & 5:30pm: (313) 259-8300

RECEPTIONIST/SECRETARY - Part time for property management company. Mature, responsible person; answer phones, typing, some computer, tenant relations. Possible full time in near future. Resume and letter to: Box 900,
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/SECRETARY
Good typing with Microsoft with windows and Excel experience. $8-$9 per hour. Fee paid.
LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

RECEPTIONIST/Word Processor
Computer corporation has an immediate, full time position opening. Must have: excellent knowledge of WordPerfect 5.1, excellent communication/organization skills, previously operated a phone system. Good benefit package. Send resume to: Radley Corporation, 23077 Greenfield, Su. 440, Southfield, MI, 48075. Attention: Pam.

RECEPTIONIST/ SWITCHBOARD
Immediate openings for temporary employment in the Farmington, Farmington Hills area. Positions with top companies.
Call for personal interview today!
ADIA
442-7800

504 Help Wanted Office-Clerical

RECEPTIONIST/SWITCHBOARD
Canton area manufacturer of trailer hitches has an immediate opening. Must have pleasant personality & excellent typing skills. Will also do clerical work for personnel department. Full time with benefits. Send resume to: M. Domeier, Draw-Tite, Inc., 40500 Vanborn Rd., Canton, MI 48188.

RECEPTIONIST - Pagenet the leader in the paging industry has an opening for a receptionist to join its fast paced team. Qualified candidate must be able to handle a busy phone system in a fast paced environment. Excellent oral communication skills and an outgoing personality a must. This is a full time salaried position with excellent benefits. Please send cover letter with salary requirements & resume to: Pagenet, 33533 W. 12 Mile, Suite 300, Farmington Hills, MI 48331. Attn: Human Resources.
An Equal Opportunity Employer

RECEPTIONIST
Part-time mornings. Personable individual with word processing & good phone skills. Congenial atmosphere. Mail resume to:
PERSONNEL
Temple Israel
5725 Walnut Lake Rd.
W. Bloomfield, MI, 48323.

RECEPTIONIST
Fast paced Farmington Hills office seeking professional person to answer busy phones, greet clients & general office duties including typing. Full time with benefits. Salary $6/hr. Non smoking office. Call immediately. 489-0555

SALES SECRETARY for Medical Co. Macintosh experience helpful. Send Resumes To: M.E.R.I. PO Box 7006, Novi, MI, 48376.

SATURN OF SOUTHFIELD
Seeks a clerical assistant to join our team oriented staff. This entry-level position requires good typing & organizational skills. Duties include billing, reception & filing. We offer a friendly work environment, good benefits, and opportunities for advancement.
Call 1pm-4pm 354-6001

GROWING Baptist Church in need of secretary. Good skills. Negotiable salary. Experienced only need apply. Call between 9-5. 532-4400

LIVONIA LAW OFFICE - part time secretary. Must know WordPerfect, excellent typing skills. Pay commensurate with experience & skill, no legal experience necessary. Wed. Thur. & Fri. some Sat. Minimum 15 hrs. per week. Call Shawn, 464-4500

TROY BASED - Insurance agency is seeking a secretarial/clerical candidate to assume general office and client service duties. Full benefits & attractive hours. Resume only to: Dorothy Mize, C.O./Wilson Co. Inc., 900 Wilshire, Suite 302, Troy MI 48084.

PART TIME SECRETARY - for law office. Evening and Sat. hours. Word Processing, telephones and client contact. Prior experience with WordPerfect 5.0 and DOS a plus. Telemarketing & customer relations experience a plus. Send cover letter resume with history to: Hyatt Legal Services, Burt Salinger, 25222 Greenfield, Oak Park, MI 48237.

SECRETARIAL HELP with computer input capacity. Full time. Southfield area. Resumes to: 3689 Brookdale, Waterford, MI. 48328.

SECRETARIAL OPEN HOUSE
We are looking for dependable people with reliable transportation to fill positions in the Western Suburbs.
If you have a minimum of six months experience in any of these areas:
● DATA ENTRY OPERATORS
● SECRETARIES
● RECEPTIONISTS
● CLERKS
Or, no experience required for these positions:
● PHONE SURVEYORS
● TELEMARKETERS
PLEASE JOIN US ON TUESDAY JANUARY 26 FROM 11AM - 4 PM AT 38701 W. 7 MILE, SUITE 195
(7 Mile crossing at I-275, 1st. floor, right hallway...last office on the left)
Bring picture ID, social security card and three work references.
No appointment needed.
For information call:
CORPORATE PERSONNEL SERVICES
261-1120
NO FEE EOE

SECRETARY/ ADMINISTRATIVE ASSISTANT
One FULL TIME and one PART TIME secretarial position is available at a rapidly growing Troy based company. Qualifications include accurate typing of 65 wpm minimum, organizational skills, ability to meet deadlines, willingness to be part of the team and switchboard back-up. Dictaphone and/or shorthand a plus. At least one year related experience required. Please indicate your interest in full or part time employment, and send salary requirements and resume to Office Manager, P.O. Box #7042, Troy, MI 48007-7042

SECRETARY/ASSISTANT. Min. 70 wpm. Must know Word Perfect 5.1. Farmington area. Send resumes to: PO Box 826, Novi, MI. 48376-0826

SECRETARY/BOOKKEEPER
Full time for office at Renaissance Center, Experienced only.
Call, 259-6720

SECRETARY for Livonia construction company, person with excellent typing skills, knowledge of payroll, accounts payable & computers. Excellent benefits. Send resume with wage requirements to: Box #196
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/OFFICE MANAGER - word processing, good typing skills & mature personality. Preferably located in Troy area 641-2713

SECRETARY
Part time, 25-30 hours/week to work in my Birmingham 1 person home/office. Proficient at WordPerfect 5.1, 3 years office experience. Must work independently and be self-starter. Call Sue at 644-0074. Be prepared to leave day and/or evening phone number.

SECRETARY
Prefer someone with mortgage or title company experience. Also clerical position open. Send resume to: Box 980.
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY RECEPTIONIST for fast paced construction company, must be self-motivated with good office & telephone skills, salary & benefits negotiable, based on ability. Send replies to Box #870
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST
A growing Southfield company is looking for a full time secretary/receptionist. This individual must have exceptional phone skills, excellent word processing and general office abilities. The company offers a competitive salary and fringe benefit package. If you have experience working for a busy office, please send a cover letter and resume to:
Box 170
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST
Farminton CPA firm seeks professional to handle office management. Candidate must possess excellent communication & organizational skills, computer experience & the ability to handle confidential information. 477-0903

504 Help Wanted Office-Clerical

SECRETARY
for Chief Financial Officer of fast paced network computing company. Require minimum 3 years secretarial experience, good verbal and written communication skills, shorthand and PC word processing. Spreadsheets and data base experience helpful. If you are self motivated, very organized and not afraid of hard work, send resume to: Joyce Falko, Datasery Inc., 37562 Hill Tech Dr., Farmington Hills, MI 48331.

SECRETARY, full-time for Troy general contractor. Typing a must. Computer experience helpful. General office duties. Will train. $7.50 to $8 per hr. + Benefits. Call Barb. 258-6300

SECRETARY
Good typing, dictation, computer skills, highly detailed, electrical technical background preferred. Send resumes to: 18115 Sherwood, Detroit, MI 48234

SECRETARY
Immediate opening. Word processing, typing, and organizational skills necessary, enhanced by personable attitude. Salary position near I-275. Leave message. 397-2159

SECRETARY, part-time, for company president. Mon. thru Fri. afternoons, Sat. mornings. Up to 30 hrs./wk.. Must have experience in WordPerfect and working with top level management. Beautiful new office in Southfield. Top salary. Send resume to: Mrs. Leitson, P. O. Box 864, Bloomfield Hills, MI., 48303-0864.

SECRETARY
Part-time, 20 hours flexible, with Birmingham corporate headquarters. Strong Lotus, 60 wpm typing. Real estate background. To $10/hr. Call Susan at 646-7661
Uniforce Temporary Services

SECRETARY/RECEPTIONIST - immediate full time opening for bright person in Farmington Hills manufacturing office, 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. 9-3 473-9305
Or send resume & salary requirements to Personnel Dept., 30037 W. 8 Mile, Livonia, MI 48152

SECRETARY RECEPTIONIST
National real estate firm seeks highly skilled Secretary/Receptionist, for fast paced office. Must be proficient in Word Perfect, prefer Lotus. Typing, 65 wpm accurately, 2-3 years experience preferred. Professional appearance a must. Send resume to: Kelli Dube, Axiom, 2000 Town Center, Suite 2280, Southfield, MI., 48075.
An Equal Opportunity Employer

SECRETARY/ RECEPTIONIST
Apertus Technologies, which serves the specialized data communications field needs of the telecommunications industry, is seeking a part-time Secretary/Receptionist for our Southfield, MI office.
Must have pleasant phone presence, WordPerfect 5.1, and Lotus 1-2-3 skills.
If you are interested in this position send resume to:
Tom Mills
APERTUS TECHNOLOGIES INCORPORATED
The Advance Bldg.
23077 Greenfield Rd.
Suite 405
Southfield, MI. 48075
An Equal Opportunity Employer

SECRETARY
Wholesale distributor seeks a secretary who will report to the director of customer service. Responsibilities include creating correspondence & reports, resolving customer & field representatives concerns & complaints, & effectively communicating with all levels of management & retail personnel. Knowledge of WordPerfect, Lotus 1-2-3, & minimum typing 55wpm, are required. Interested candidates, please submit resume with salary history to:
S. ABRAHAM & SON'S
4070 E. 10 Mile Rd.
Center Line, MI 48015
(Resumes without salary information, will not be considered)

SECRETARY/WORD PROCESSOR, PART-TIME for consulting engineering firm located in Plymouth Twp. Minimum 2 yrs experience in a secretarial setting, typing skills should exceed 55 wpm, WordPerfect 5.1 a plus. Smoke free environment. For consideration submit resume along with salary expectations by Jan. 29 to: Office Administrator, Wade-Trim, PO Box #701425, Plymouth, MI 48170-0964
An Equal Opportunity Employer
Affirmative Action Employer

SECRETARY/WORD PROCESSOR
55+ wpm, WordPerfect 5.1
EXCEL, Troy area, top pay
ET Services - 589-8428

SECRETARY
$18,000
An international company offers good growth potential for a Secretary with solid computer skills and an eagerness to learn. new things. Hurry! Call 464-0909.
SNELLING PERSONNEL SERVICES

SECRETARY
$18-$20,000
FEE PAID BY COMPANY
Would you like to be part of a professional team that appreciates you. Do you have stable experience typing and computer knowledge, then this outstanding suburban company could be the place for you. We have flexible appt. times. 399-3450.
SNELLING PERSONNEL SERVICE

SOUTHFIELD Real Estate development/management firm seeking Receptionist/Word Processor with excellent phone manner and typing skills. Please send resume to: Receptionist, P. O. Box 70, Southfield, MI., 48037.

SWITCHBOARD
Regional headquarters of major corporation needs your computerized big board experience. To $8/hr. Call Gloria at 473-2932
Uniforce Temporary Services

TELLER/PART TIME
Experience preferred. Good working conditions, flexible hours. Call Chiropractic F.C.U. (Downtown Farmington). 313-478-4020

TEMPORARY ASSIGNMENT - general office duties, 10 weeks starting Feb.1 approximate, I-96 & Newburg Rd. area. Call, 313-360-2200

TROY AREA - Temporary to permanent, hours 8am-5pm, typing, phone, accounting knowledge helpful, minimum 2 yrs. general office experience. 313-722-9060, Or. 313-382-2342

WORD PROCESSING SECRETARY
World renowned engineering firm has needs for experienced confident secretary. Microsoft Works helpful. $9/hr. Call Sally at 646-7661
Uniforce Temporary Services

WORD PROCESSING SECRETARY
Immediate opening in fast paced engineering firm. Experience with Word Perfect 5.1 and Lotus required. $9.50/hr. Call Sean473-2931
Uniforce Temporary Services

WORD PROCESSING SPECIALIST
WordPerfect and 10 key calculator experience necessary. Send resume and compensation requirements to:
31780 Telegraph Rd.
2nd Floor
Bingham Farms, MI 48025

504 Help Wanted Office-Clerical

TROY LAW FIRM seeks part time legal secretary, must be familiar with WordPerfect 5.1. Send resume to: B.D.P., 50 W. Big Beaver Rd., Ste. 400, Troy, MI 48084

WORD PROCESSORS
Assignments Offer:
• Top Pay
• Benefits
Positions Require:
• Microsoft Word
• WordPerfect 5.0, 5.1
• EXCELL
Call Today!!
SPENCER PERSONNEL, INC.
559-0110
E.O.E. NEVER A FEE

$$ AWESOME $$
Experienced pepole needed with:
● WORDPERFECT 5.1
● TYPING 60+
● SWITCHBOARD OPERATOR
353-7050
Employers Temporary Service

505 Help Wanted Food-Beverage

ALBIE'S PASTY & SUB SHOP. Front Counter & kitchen help. Part time. Competitive wages. Livonia store. 427-4330

AM WAIT STAFF, AM & PM Host Person, Dishwasher - Work in a fun environment. Must be energetic & dependable. Apply 2-5pm, Mon-Thurs. Ask for Sue, Todd, or Paul. 42100 Grand River, Novi. 349-9110

ASSISTANT COOK
Days, full-time.
Clancy's Bar & Grill
477-7177

BANQUET SERVERS & PORTERS, Restaurant Servers, Cocktail Wait staff, Buffet/Bar Back - Immediate openings. Apply in person, any time: Holiday Inn, 17123 Laurel Park Dr. N., Livonia (at 275 & 6 Mile)

BAR PERSON - Days/Nights. Good tips and clientele. 5 Mile & Telegraph area. Apply in person: JR's Lounge, 23810 Fenkell. 531-4780

BAR STAFF, COOKS
WAIT STAFF, BUS STAFF
Main Centre Grille accepting applications starting Mon., 9am-6pm daily. 148 Center, Northville. 380-0350

BAR STAFF, WAIT STAFF, Cooks. Apply within after 6pm: Reisers Keyboard Lounge, 1870 Wayne Rd., Westland 728-9330

BARTENDER - for the many of you who have applied before, we finally have a Night Bartender's position available, full time, 5 nights a week, excellent starting salary. Must have experience in high volume restaurant. Apply in person at Beau Jacks, 4108 W. Maple

Bill Knapp's Restaurant
We are looking for servers and cooks who enjoy working in a teamwork oriented environment
Apply in person
24580 Evergreen - Southfield
358-3860
Or
27925 Orchard Lake - Farm. Hills
553-4821
An Equal Opportunity Employer

Bill Knapp's Restaurant
Is Now Hiring!
We Are Looking For:
• Servers • Cooks
• Bussers • Host/Hostess
• Dishwashers
We have great benefits
Complete Training
And we give you the opportunity to have fun while you work!
Applications are being accepted at these locations
LIVONIA
32955 Plymouth Rd
18995 S. Laurel Park Dr
PLYMOUTH
40900 Ann Arbor Rd.

BOB EVANS now accepting applications for: Grill Cooks & Kitchen Help. Experience preferred. Apply in person at: Middlebelt & I96.

BORDER CANTINA OF NOVI immediately seeking 5 night wait staff for fun, Tex-Mex bar grill. 21420 Novi, between 8-9 Mile. 347-7827

BREAKFAST/LUNCH WAITPERSON
Apply
BEVERLY HILLS GRILL
31471 Southfield Rd.
Between 13 & 14 mile Rd.

CAFETERIA HELP NEEDED
16 hrs. per wk. in Livonia. Monday thru Friday. $4.75 per hour. Please call between 2-5PM: 523-4911

CARRY-OUT RESTAURANT MANAGER - to manage Oakland County location. Must be willing to work long hours & be dedicated to building catering business & store volume. Salary & performance incentive, call 661-9603

COOK/PART-TIME
At Farmington Hills home for the aged with 50 residents. Day shift. Experience in healthcare food service a must. Mrs. Rosel 737-8830

COOKS
Experienced. Good wages. Apply: Mustang Bar & Grill, 18726 Ford Rd. 593-1645

COOKS!!
NORM'S DINER, 30655 W 12 Mile, E of Orchard Lake. Breakfast, lunch and dinner. Top Wages. Apply in person: Mon thru Fri, 2-4pm only!!

COOKS
Ram's Horn hiring. All shifts available. Good pay. Apply within: 28990 Orchard Lake Rd., Farmington Hills. 855-8882

COOKS SERVERS
We are looking for enthusiastic people like yourself. Days, evenings. Full or part time. Experience preferred. Apply at:
The Ground Round
30005 Orchard Lake
Farmington Hills
851-7404
An Equal Opportunity Employer

COOK WITH EXPERIENCE
Skills in all areas necessary. $8.50/ hour. Brandy's Restaurant, Bloomfield Hills. Call before 10am. 338-4300

DELI HELP WANTED
Part-time, days & evenings.
Apply at: 33151 Plymouth Rd.

DIETARY AIDE- Needed full time for home for the aged. For more information call. 851-9002
Or apply in person:
30350 W. 12 Mile.

DINING ROOM SUPERVISOR
32 hour week. Apply in person 1-4pm, Heatherwood, 22800 Civic Center Dr. Southfield.

★ Immediate Openings
Hardworking dependable men & women needed for banquet set-up position. Call for information: Laurel Manor Banquet & Conference Center, 39000 Schoolcraft Rd., Livonia, 462-0770

505 Help Wanted Food-Beverage

FOOD SERVICE WORKERS
Cooks, Grill Cooks, Cashiers, General Help. Good starting wages. Livonia location. Send resume to: 725 E. 4th St., Royal Oak, MI 48067

GOURMET Natural Food Restaurant seeks manager. Must be creative, enthusiastic, energetic and experienced. Send resume to:. P.O. Box 251751, W. Bloomfield, MI 48325.

Grand Opening - BACKWOODS
WAITSTAFF experienced, people oriented. Apply in person Jan. 25, between 12-4 p.m. at: The Garden Club, 28937 W. Warren, Garden City
Or call 522-1960

INSIDE HELP wanted part time. Papa Romano's of Canton. 453-4500

KITCHEN MANAGER
To supervise & participate in all kitchen activities that will include: cooking, hiring & training kitchen personnel, ordering, inventory, menu development, & possible supervision of front of house, at area golf club. Send resume with references to: Kitchen Manager, PO Box 412, Northville, MI, 48167

KITCHEN MANAGER & Floor Manager for high volume restaurant. Send resume to: P.O. Box 34 Birmingham, MI 48012-0034

LINE COOKS/CREW LEADER
Full time. Evenings. Home Sweet Home, 43180 Nine Mile, Novi. 313-347-0095

LINE COOKS & DISHWASHERS
for Jonathan B Pub, 12 Oaks Mall, Novi. Full or part time. Experienced or will train. 349-3950

MANAGER
Contemporary, fresh seafood restaurant is now taking applications for a Manager. Must have 2 plus years management experience in a fine dining restaurant.
OCEAN GRILLE
Birmingham 646-7001

MANAGERS
Industry leader, national family restaurant chain, needs professional, ambitious management dedicated to service. Immediate local openings. Excellent benefits, training & career opportunity. $23- $28K +. Bonus.
PERSONNEL SYSTEMS
459-1166

MAX & ERMA'S NOW HIRING:
For the following full time & part time positions. Hosts, Wait Staff & Kitchen personnel. Apply in person Mon.-Thurs. from 2-4:
MAX & ERMA'S, Laurel Park Place Mall, 6 Mile & Newburgh

MR. SPORTS
Hiring full & part-time enthusiastic kitchen staff & a full-time kitchen manager. Apply in person: 13090 Inkster Rd., S. of I-96. Wed-Sat., 7pm-10pm. with Tony, or call Jayme, Wed-Fri. 1-5pm. 534-7420

NOW ACCEPTING APPLICATIONS for part time employment for Wait Staff, Cooks, Dishwashers. Apply in person at: DENNY'S, Grand River & Ten Mile.

NOW HIRING DRIVERS at Pizza Hut in Farmington Hills. Good pay and flexible hours. If interested, call Management Person at 442-0066

NOW HIRING - part time nights & weekends. Full time, days, 4am-11am shift. Hardy's, 34100 Plymouth Rd., Livonia. 525-2668

POGO'S BAR & GRILL is looking for high energy servers & cooks to work in a fun-casual atmosphere. Apply in person Mon-Thurs between 4-6pm: 5663 Lilley Rd., Canton, located in the Golden Gate Shopping Center.

RAM'S HORN
Now Hiring WAIT STAFF.
All shifts. Good tips. Apply within: Ram's Horn, 20385 Middlebelt, 3 blocks S. of 8 Mile, Livonia 477-4770

RESTAURANT MANAGERS!!!
• GENERAL MANAGER to $35K +
• 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

SERVERS - BUS PERSONS
ALL SHIFTS - FLEXIBLE HOURS
BENEFITS - Apply in person
DENNY'S RESTAURANT
25581 Telegraph, & 12 Mile

505 Help Wanted Food-Beverage

NOW HIRING Waitstaff, Bussing, Barstaff & Kitchen Staff. Apply within. Alban's Bottle & Basket, 190 N. Hunter.

PLYMOUTH AREA Cafeteria needs friendly, dependable kitchen help. Mon.-Fri. work week. Benefits available. Call before 11am. 451-5267

RADISSON
HOTEL PONTCHARTRAIN now has openings for part time PM Servers. Experience required. Applications available Mon., Wed. & Thurs., 9AM-3PM. Pick them up at:
The Radisson Hotel Pontchartrain
2 Washington Blvd., Detroit

RESTAURANT EMPLOYEES
Bob Evans Has The Best Jobs Around!
• Experienced Cooks
• Experienced Servers
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, 32701 Concord Drive, Madison Heights, (across from the Oakland Mall).
BOB EVANS RESTAURANT
An Equal Opportunity Employer

Restaurant Management
CAREER FAIR
Hiring immediately for many Major Restaurant Management positions in Detroit and all surrounding suburbs. Entry-Level-Multi-Unit thru General Managers to 65k+.
Tues Jan 26, 4pm-7:30pm
Wed Jan 27, 9am-1:00pm
EMBASSY SUITES HOTEL
19525 Victor Parkway
Livonia, Michigan
Interview Immediately!!
• THE OLIVE GARDEN
• APPLEBEE'S
• CHI-CHI'S
• WENDY'S INT'L INC.
• AND Many, Many More.
FREE ADMISSION
NO APPOINTMENT NECESSARY
CareerFair World
(513) -891-095

ROUND TABLE CLUB
Now hiring Bus Person. Must be available for lunch and dinner shifts. 453-1626

SERVERS
Day & night. Please apply within: Bob Evans 26245 Telegraph Rd. Southfield, MI., 48034

SOUS CHEF
Send resume to: 4115 W. Maple, Bloomfield Hills, MI 48301. Attention: Hal Koss

STAGE & CO.
6873 Orchard Lake Rd.
West Bloomfield
Now accepting applications for full time experienced employees. Apply in person Tues. thru Fri., 2-5pm for the following positions:
• Wait staff
• Carry out deli staff
• Sandwich person
• Day time host staff

SUBWAY in Rochester area needs day & night shift, full or part time. Now accepting applications at: 2052 Auburn Rd., Rochester Hills, phone 853-7145 or at 2737 University Dr., Auburn Hills. 370-0620

Restaurant
BOSTON ROTISSERIE CHICKEN
NOW HIRING!
• Cashiers • Counter Attendants
• Prep Cooks • Production Cooks
Join a winning team and receive competitive wages, full or part-time flexible schedules including weekends only, weekdays only and split shifts.
Interested candidates, please apply in person:
MONDAY, JANUARY 25, - SATURDAY, JANUARY 30, 8AM-11AM & 2PM-5PM
For Plymouth location, apply at:
BOSTON CHICKEN
37104 Six Mile Road • Livonia, MI
For Bloomfield Hills location, apply at:
BOSTON CHICKEN
1577 S. Woodward Ave. • Birmingham, MI
ATTENTION MANAGERS-
To inquire about management opportunities, please fax or send resume with salary history to: Eileen Moore, Boston Chicken, 1804 Centre Point Dr., Naperville, IL 60563, Fax: (708) 955-6132. Equal Opportunity Employer M/F.

Restaurant
EARTH-SHAKING NEWS!
Bakers Square Is Coming To Livonia...
...and we're bringing exciting opportunities with us! Join us in one of the following positions:
• COOKS • CASHIERS
• SERVERS • JANITORS
• BUSPERSONS • DISHWASHERS
• HOST/HOSTESSES
Join our team and you'll enjoy an impressive array of full-time benefits, including: medical, dental, vision, credit union, 401K, free uniforms and discounts on our delicious meals & pies!
Applications & Interviews for all positions will be conducted from 9am-6pm, Wednesday 1/27-Saturday 1/30 and Monday 2/1-Friday 2/5 at our new restaurant.
BAKERS SQUARE
29622 Seven Mile Road
Livonia, MI
(7 Mile Rd. & Middle Belt Rds.)
Equal Opportunity Employer