EMPLOYMENT

504 Help Wanted Office-Clerical

LEGAL SECRETARY for Farmington Hills law firm. Full-time position for minimum 5 years current legal experience with strong computer skills, heavy phone and word processing. We are committed to equal employment opportunity. Call Administrator at 851-8111

LEGAL SECRETARY/PART TIME. For great people, great service law firm in Farmington Hills. Flexible daytime hours. Legal experience preferred, but not required. Salary negotiable. Send resume to:
Office Manager
7348 Deer Run
Bloomfield Hills, MI 48301

LEGAL SECRETARY/Legal Assistant. Small Bloomfield Hills law firm, seeking competent legal secretary/legal assistant for senior attorney with minimum 2-3 yrs. experience, or (temporary) full time position with possible continued employment. (Still Needed). Salary commensurate with qualifications. Send resume to: Attorney, 1 Calvarity, Calmrth, 1780 B. Telegraph Rd., Ste. 200, Bloomfield Hills, 48302.

LEGAL SECRETARY - Part time position. At least 5 years experience for Southfield law firm. Send resume to: Kim Kelly, P.O. Box 1727, W. Bloomfield, MI 48322.

LEGAL SECRETARY, to $28,000. Oakland County law firm, Farmington area, great boss, benefits.

LEGAL SECRETARY, $25,000. Litigation experience plus good organizational skills. Impressive small suburban firm.

LEGAL SECRETARY TO $21,000. Important personal injury, well known suburban firm. Opportunity to advance.
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
Extremely busy 2 attorney law firm seeks an experienced full time legal secretary to serve as secretary and office administrator. Must have excellent grammar, typing, and Word-Perfect 5.1 or 6.0 skills. Legal knowledge helpful. 3 years of litigation, divorce and corporate experience needed. Self-motivation is a must. Salary commensurate with experience. Send resume to:
Caronn, 30400 Telegraph Rd., Ste. 433, Bingham Farms, MI 48025

LICENSING CLERK
Licensing position available in Southfield company. Good typing, math & organizational skills a must. Able to deal with public & work with government agencies. Send resume to: Licensing Clerk, PO Box 300, Southfield, MI 48037

MAIL CLERK needed for fast paced Birmingham law firm. Full-time, good benefits. Call Mike Lisle at 645-2440

MARKETING ASSISTANT - We are looking for a Bright, Energetic self-starter to help maintain a growing customer base. Word processing or desktop publishing experience helpful and a pleasant telephone demeanor is a must. Part time or flexible hours.
334-1253

MARKETING SECRETARY... Established real estate development seeks Marketing Secretary with strong typing, 1-2-3, Lotus 1-2-3 and WordPerfect computer skills. Candidate must possess good organizational skills, strong telephone ability and flexibility. Some bookkeeping and organization knowledge required. Please send resume and salary history to: Ms. Marie Sectoro, P. O. Box 257, Southfield MI 48037

MARKETING SECRETARY
Plush office of Auburn Hills suburban firm needs your WordPerfect 5.1 experience and ability to handle multi-line phone. Call Sophia 357-0037
Uniforce Temporary Services

MORTGAGE
WE NEED
• Processors
• Clerks
• Data Entry
WERE BUSY
Please call today.
WOLVERINE STAFFING
Southfield: 358-4270
Troy: 879-9070

OFFICE ASSISTANT. Part time - afternoons. Word processing experience. Must be detail oriented and patient. Possible full time potential. Send resume to: P.O. Box 2224 Franklin Rd., #130, Bloomfield Hills 48302

OFFICE ASSISTANT — Experienced person needed to assist in all office responsibilities and do HC programming (we'll train). Paid vacation, medical, dental, life ins. Call in person: 9-3pm, TUESDAY ONLY at:
34835 W. 12 Mile, Farmington
S. of Ford & E. of Hix.

OFFICE/CLERICAL
Experienced in 2 of the following: Windows, Word, & Excel. Flexible hours. Pay commensurate with experience. Send resume to:
Retirement Funding, Attn CAM,
30100 Telegraph, Suite 170,
Bingham Farms, MI 48025

OFFICE CLERICAL
Full time position for professional organized person in a busy Troy CPA firm. Applicant must have office experience with excellent typing skills, knowledge of WordPerfect a plus desired. Send resume and salary requirements to: P. O. Box 725398, Berkley, MI 48072

OFFICE MANAGER computer, basic accounting knowledge required. Good phone skills, Word Perfect, windows, 5Mhz to start. Canton area. Call Tues. Thru Fri 9am-3pm. Only call at above times. 453-3331

OPPORTUNITY
We have full time positions available at top pay for either short or long term. Secretarial skills and data entry a plus. Call Pam 348-7664
Uniforce Temporary Service

PART-TIME
Permanent part-time entry level position, Oak Park area. Duties include filing, mail processing, CRT use and calculating data. Hours flexible. Top pay and benefit package including paid holidays, vacation, profit sharing and medical. Prior office experience necessary. Send resume or stop in to contact office manager:
Attn: Dept 014
26200 Town Center Dr.
Suite 200
Novi, MI 48050
Liberty Mutual Insurance Group
An Equal Opportunity Employer

PERSONNEL AGENCY
FULL TIME
Energetic Personnel Agency for busy Farmington Hills office. Duties include lots of filing, very light phone, Word-Perfect, and employment placement. Hours: 10am - 7pm & weekends. Benefits.
Call Renee at 442-2047

PHONE ORDER PROCESSORS
Heavy customer contact. Light record keeping. Part-time after 5pm, $12 per hour earning potential. Will train the right people. Great position for students, homemakers, retirees.
476-7358

PLYMOUTH - 2 Part-Time Positions Answer busy phones. Good handwriting & vocabulary a must. 1 position, 8am-2pm, 5 days. 2nd position, 2-4:30, 3-6 days. 459-5809

RECEPTIONIST - Full time with good telephone & typing skills. $3 an hour. Northville based contractor.
348-3334

RECEPTIONIST/TYPIST full-time for small downtown Birmingham office. Call Kathy: 540-8282

RECEPTIONIST
Part time for chiropractor's office. Experience helpful, but not necessary. Call 633-4029

504 Help Wanted Office-Clerical

PHONE RECEPTIONIST - full time position in busy office serving top executives. Quality position for mature person with excellent telephone voice and office skills. Fast Casey Office Plaza, Southfield.
Call Kathie at 262-1401

RECEPTIONIST/SECRETARY
To work in Builder/Developers office. Send resume and wage requirements to:
4889 Oak Hollow,
West Bloomfield, MI 48323

RECEPTIONIST/Insurance Biller, for busy Birmingham pediatrician's office. Full time, insurance preferred. Please send resume to: KWEB, 503 Pierce, Birmingham, MI, 48009.

RECEPTIONIST NEEDED part time, Plymouth area. Must have clear speaking voice, math & typing skills, & enjoy working with the public. Must have own transportation. Call between 9-5. 773-3300

RECEPTIONIST/TYPIST
Sterling Vision Bloomfield is currently accepting applications for a receptionist/typist in Garden City. We offer competitive salary/benefit package & advancement opportunities. Apply in person at: 2433 Middlebelt, Garden City. No telephone inquiries

RECEPTIONIST/SALES for Southfield Bridal Shop, Telegraph Company. Full time, $5.50 per hour + commission. Must be outgoing, creative, and quick witted. Apply in person Mon.-Fri. 10am-6pm: (111 W. 9 Mile, Suite 112, Southfield) (between Greenfield & Southfield Rds.)

RECEPTIONIST
Prominent Bloomfield Hills real estate company seeking receptionist to work 3 days a week in its administration office. Send resume to: Mr. Robert Mills, 1800 Woodward Ave, Suite 101, Bloomfield Hills, MI 48304.

RECEPTIONIST
Mid-sized manufacturing firm in Plymouth seeking a mature Receptionist to handle a busy switchboard. Experience with WordPerfect 5.1 a must. Salary commensurate with experience. Excellent benefit package. Send resume to: Lynn D. Duke, PO Box 700041, Plymouth MI 48170

RECEPTIONIST
Temporary assignment with full time opportunity. Must have multi-line phone experience and typing skills (40 WPM minimum). Position requires excellent communication and organizational skills. To schedule an interview call:
TEMPEXCHANGE
557-5600

RECEPTIONIST/SECURITY
PART TIME EVENINGS
Technicolor Video Services, a leader in the home duplication industry, is currently seeking a Part Time Evening Receptionist/Security Employee.
The successful candidate will possess a high school diploma or equivalent. Previous switchboard/receptionist experience preferred. Good interpersonal, oral and written communication skills a must. This position will consist of operating our 10am switchboard and acting as the Receptionist/Security Officer in our Livonia facility lobby from 4-9pm Mon-Fri.
For immediate consideration, please submit your resume with salary requirements or apply in person to:
TECHNICOLOR VIDEO SERVICES
Attention: Human Resources - R/S
38000 7 Mile Road
Livonia, MI 48152
Equal Opportunity Employer
Minority/Female/Handicapped/Vet.

RECEPTIONIST
For child & crisis office.
Call Ashley at 18-0330

RECEPTIONIST/SECRETARY for established environmental firm in downtown Birmingham. WordPerfect. Non smoker. 645-3436

RECEPTIONIST - for downtown Birmingham professional office. Some secretarial skills necessary.
Call, 644-1141

RECEPTIONISTS needed for Livonia. We offer short, long and temp-to-perm assignments. Please call ETD Temp Service 464-7078
An Equal Opportunity Employer

RECEPTIONIST full time for Auburn Hills company. Must be able to correct multiple lines & perform general office functions. Send resume to: Personnel Director, 43044 Heron Ct. Sterling Hts. MI 48313

RECEPTIONIST
International headquarters of this prestigious firm has need for experienced receptionist/data entry. Call Ruth 546-6168
Uniforce Temporary Services

RECEPTIONIST
for busy Farmington Hills Management Co. Experience will include multi line phone system and some secretarial. Knowledge of Lotus and WordPerfect. Send resume to:
P.O. Box 2480
Farmington Hills, MI 48333

RECEPTIONIST
Major Troy Company seeks candidate with WordPerfect and excellent interpersonal skills. Promotable opportunities in this nationwide firm.
Diversified Recruiters Co.
344-6700 FAX 344-6704

RECEPTIONISTS
Several openings in the Plymouth Area. Multi-lines, professional image, 30-50 wpm. Call for appointment.
ARBOR TEMPS 459-1166

RECEPTIONIST
Qualified candidates with multi-line phone experience needed for short term assignments in Livonia & surrounding areas. Call for more information:
591-1100
Acro Service Corp.

RECEPTIONIST - A growing mental health organization has an immediate full time opening for a Receptionist. 1-3 years experience, excellent telephone etiquette a must. Typing & light clerical skills preferred. If you're interested in becoming part of a growing team, please send resume to: Health Care Management Services, 1750 E. Telegraph, Suite 201, Bloomfield Hills, MI 48302, Attn: Michelle.

RECEPTIONIST / Professional individual needed to serve as a corporate office receptionist. Individual must have excellent interpersonal skills and be able to control and direct multiple incoming calls. Knowledge of Macintosh computer and WordPerfect a plus. Full time, Non-exempt position. $6.65-$7.50 hourly + benefits. Send resume to: Human Resources, Dept. 7, Christ Counseling Centers, 38505 Country Club Dr., Suite 210, Farmington Hills 48331-3429
An Equal Opportunity Employer

RECEPTIONIST
(Long Term Temporary)
Individual must have excellent communication skills, accurate typing, knowledge with word processing software, and the ability to handle multiple tasks in a busy office environment. If this sounds energetic, & team-oriented individual we do well in this position. Responsibilities will include answering incoming department calls, greeting visitors, typing letters, filing, & other general clerical duties. This is a 3-6 month temporary assignment. Qualified candidates should apply Mon-Fri 9am-pm or send resume to:
Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27856 Farmington Rd.
Farmington Hills, MI 48335
Equal Opportunity Employer M/F/D

504 Help Wanted Office-Clerical

RECEPTIONIST
We have an immediate opening for a part time receptionist. Good communication & people skills a must. Typing & organizational skills a plus. Enthusiastic and dependable individual should apply. Send resume to: Christine, 1896 Suitz Dr., Troy, MI 48084. Attn Sue Force. 649-2240

RECEPTIONIST ASSISTANT
Busy Livonia corporate office is seeking high person professional in front desk position. Duties include greeting clients, transcoding, filing, phone relief and charge backs, good phone skills and extensive WordPerfect a must. Benefits. Mail resume to: Personnel Director, P.O. Box, 8404, Livonia, MI 48150.

RECEPTIONIST
Fast-paced Southfield company dealer/lessor has immediate, with superior telephone manner & a pleasant front desk appearance, for a busy switchboard. Position requires varied hours. Send resume to:
Receptionist, PO Box 300,
Bloomfield, MI 48037

RECEPTIONIST
Busy Farmington Hills corporate office seeking high caliber Receptionist/Secretary for front desk position. The candidate we are seeking must present a professional image, type 50 wpm, meet customers with a smile and handle a 15 line phone system. If you possess these requirements call:
476-0556

RECEPTIONIST
Immediate position available for Novi area company. Must have phone experience & WordPerfect. Lotus a plus. Call today.
SOMEBODY SOMETIME
18320 Middlebelt
477-1262

RECEPTIONISTS: Switchboard or Data Entry positions. Work close to home! Immediate openings. We offer: Top Pay, Paid Holidays, Cash Bonuses, Temp-Med Insurance. Call today as applicant specialist
SNELLING TEMPORARIES
NEVER A FEE
LIVONIA 464-3100
SOUTH LAKE 352-1300
SOUTHFIELD 353-1300

RECEPTIONIST/SECRETARY
Part time. Recent phone experience helpful and should type 30wpm accurately, for large residential building company office in Ten Mile/Telegraph area, but moving soon to 12 Mile/Orchard Lake Rd. area. Flexible hours are Mon.-Fri. 4-8PM and Sat. 8-noon, but prefer starting time Mon.-Fri. are available. Extra hours (full time) can be worked during the summer and around holidays. Please call:
Edward Rose & Sons 352-0952

SALES SECRETARY
Immediate opening for an accomplished Sales Secretary. Position reports to General Manager & President. Typing skill at least 60wpm, plus knowledge of Lotus, Harvard Graphics, and WordPerfect. Ability to organize activities in small, family owned corporation essential. Reply with resume to: Sales Secretary, 48533 West Rd., Wixom, MI 48393

SALES SECRETARY
Great opportunity to create your own position in this busy sales office. Customer Service, Wordperfect and Lotus a must. Manufacturing background a plus. $20,000 plus, excellent benefits. Call Sherri at 464-0904.
SNELLING PERSONNEL SERVICES

SALES SECRETARY
Growing firm seeks skilled secretary to work on a team. Able to juggle several projects & take ownership. Corporate requested. Type 55+, W. Detroit firm. To 18k + 401k. Good benefits
962-0565
Dorothy Day Personnel
Serving Detroit & Suburbs
Since 1963!

SALES SECRETARY
Entry level position for mature individual with good secretarial skills, typing 50 wpm, and ability to work well with others in a fast paced Southfield Company. Positive attitude & the willingness to be a team player a must. Flexible hours including 1 evening a week & occasional Saturday. Send resume with salary expectations to: Sales Secretary, P.O. Box 300, Southfield MI 48037.

SECRETARIAL OPEN HOUSE
We are looking for dependable people with reliable transportation to fill positions in the Northwest Suburbs.
If you have a minimum of six months experience in any of these areas:
• DATA ENTRY PROGRAMMERS
• DATA ENTRY OPERATORS
• SECRETARIES
• RECEPTIONISTS
• CLERKS
Or, no experience required for these positions:
• PHONE SURVEYORS
• TELEMARKETERS
PLEASE JOIN US ON TUESDAY MARCH 23rd FROM 1 AM - 4 PM AT 32115 PLYMOUTH RD.
(located between Farmington and Merriman Roads)
Bring picture ID, social security card and three work references.
No appointments accepted.
For information call:
CORPORATE PERSONNEL SERVICES
261-1120
NO FEE EOE

SECRETARIES
If you have any of the following:
• Administrative background
• Proficiency with word processing
• Ford experience helpful, but not necessary
CONTEMPRA
583-5500 (Troy area)
563-5900 (Dearborn)

SECRETARIES/
RECEPTIONISTS
GENERAL OFFICE
WORD PROCESSORS
Temporary assignments, most leading to permanent positions. Full and part time. If you have experience in direct multiple incoming calls.
SNELLING PERSONNEL SERVICES

SECRETARIES
Science Personnel is looking for secretarial professionals. We have several challenging opportunities available.
TROY LOCATION
Need Administrative Assistant for Director of Sales. Heavy Telex required. Possible permanent. Top salary.
DETROIT LOCATION
Need Department Secretary. Dynamic corporation requires heavy phone and word processing. Very positive, enthusiastic environment. Long term position.
Join the team that takes your needs personal. Call today for appt.
SPENCER PERSONNEL, Inc.
559-0110
E.O.E. Never a fee

504 Help Wanted Office-Clerical

SALES SECRETARY
Entry level position for mature individual with good secretarial skills, typing 50 wpm, and ability to work well with others in a fast paced Sour dough Company. Positive attitude & the willingness to be a team player a must. Flexible hours including 1 evening a week & occasional Saturday. Send resume with salary expectations to: Sales Secretary, P.O. Box 300, Southfield MI 48037.

SCHEDULER for medical exam provider. Office experience & computer skills required. Week-days 11 am to 8 pm. 569-7686

SECRETARIAL ASSISTANT/Secretary Assistant, 1 plus days per week, strong correspondence skills & knowledge of Word Perfect. Some experience big plus. $10 per hour. Orchard Lake area. 661-1700

SECRETARIAL
• Receptionist
• Data-Entry
• Clerks
• Typist
We are busy please call today!
WOLVERINE STAFFING
Southfield: 358-4270
Troy: 879-9070

Secretaries/
Word Processors
$8 & UP
• WordPerfect 5.1
• Lotus 1-2-3
• Macintosh
Qualified candidates needed for temporary assignments in Troy & surrounding areas. Call for more information.
591-1100
Acro Service Corp.

SECRETARIES (2)
For beautiful new 12 Mile & Telegraph commercial leasing office. Must have excellent typing skills, plus with knowledge of WordPerfect Lotus, Shartered preferred for one of the positions. Send resume to: Secretaries, P.O. Box 864, Bloomfield Hills, MI, 48303-0864.

SECRETARY/BOOKKEEPER
Part time law office position, evenings/weekends, 10 hours per week in Plymouth. 459-6688

SECRETARY
Dictation, Word Perfect 5.1, Lotus 123 and some phones, non smoking office. 478-3303

SECRETARY - DISPATCH
Westland based lawn care company looking for a technically & relations person to fill a secretarial/dispatch opening. Call the Human Resources Dept. at 729-8000

SECRETARY - EUROPE MANAGED
Farmington Hills CPA firm. Computer skills. Resumes: B.S.A. 27000 Hesher, Suite 240, Farmington Hills MI 48334

SECRETARY
for Bloomfield Hills law office, 8AM-5:30PM. Must have great English skills. $20,000 plus. 335-4000

SECRETARY FOR Hall Days: Must know computers, Lotus, Wordperfect, typing, 55 words, Call Pat. RESUME TO: 30927 High Valley Rd. Farmington Hills, MI 48331

SECRETARY
Fortune 500 company has challenging positions for experienced secretaries. $25 Word and Word Perfect. Call Sally at 646-7562
Uniforce Temporary Services

SECRETARY for general office position. Must have 5 plus years experience, should be familiar with Lotus, Lotus skills a plus. Responsibilities include typing, filing, back up receptionist duties etc. Salary to low $20's with full benefits. Please respond to: Box 8004
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - FULL TIME
Metro Detroit with good secretarial skills with phone, general office duties needed for busy Southfield office. 352-2532
Pepper Co., Hartland, MI, 48353.

SECRETARY/FULL TIME
WordPerfect experience, phone skills, typing, accounting helpful. Salary negotiable. Apply between 2 & 4pm:
27193 W. Warren, Dearborn Heights

SECRETARY - full time. Duties include telephone & word processing. Excellent phone manners & clerical skills required, medical benefits. Mail resume to: 36963 Amrhein, Livonia MI 48150.

SECRETARY
Full time day position with growing fast paced company. Excellent communication skills & WordPerfect experience a must. Excellent benefits. Please apply Mon-Fri, 10am-4pm.
UNIVERSAL STANDARD MEDICAL LABS
21701 Enterprise
Southfield, MI

An Equal Opportunity Employer

SECRETARY
Growing company. Start now. President's assistant. Word processing, typing, shorthand, strong written & verbal communication skills. High-pressure position. $8.50 per hour. Excellent benefits. Average 50 hours per week. Send resume to:
H.S., 2678 East Grand Blvd., Detroit, MI 48211, attn Mr. Hilyer.
(No Phone Calls)
An Equal Opportunity Employer

SECRETARY
National health agency seeking secretary with good communication & office skills, typing, filing & record keeping. Some computer experience preferred. Excellent benefits, 29 hrs./week. Please send resume:
Box 606
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY - Novi area. Part time, experienced, mature secretary for busy office. Typing, Word Perfect, Word Perfect, books keeping and excellent phone and interpersonal skills.
Call 313-347-3860

SECRETARY
Part time 20 hrs. Mon-Fri 2pm. Must know WordPerfect W. Bloomfield • 626-0715

SECRETARY
Southfield property management firm is looking for Secretary with computer experience. 353-9013

SECRETARY - PART TIME
15-20 hours week, flexible schedule, must know Word Perfect. Farmington Attorney At Law, 755 W Big Beaver, Ste. 1112, or call 362-0800

SECRETARY
Part-time, 25 hrs. Mon-Fri 9-5. Must know computers & possess good typing skills. Call 559-9944 for interview appointment. Lachman & Co. 20955 Telegraph @ 8 Mile.

SECRETARY
PART TIME
Needed in Corporate Office in Birmingham. Must possess excellent typing and phone skills and have experience in Lotus 123, WordPerfect and Alpha 4 helpful. Flexible hours.
Call 644-5000, ext. 298
Erb LUMBER CO.

SECRETARY/RECEPTIONIST
Person Friday needed for front office position. Outgoing, friendly personality, good skills & experience required for Southfield sales office. Hours 10am-6pm, Mon.-Fri. Call between 11-2pm. 358-2727

SECRETARY/RECEPTIONIST
Troy automotive rep. agency. 1 secretary/office. Proficient in WordPerfect, Lotus & dictaphone, clerical, etc. Immediate opening. 689-3900

504 Help Wanted Office-Clerical

SECRETARIAL TRAINING
For Entry Level Jobs
Upgrade your skills in a high demand field
OAKLAND COMMUNITY COLLEGE has scholarships available for a 12-week Legal Secretary training program.
To qualify, you must be laid-off and eligible for unemployment benefits. Training will include an introduction to computers, Word Perfect 5.1, legal office procedures, and legal and transcription skills.
If you are a strong typist (minimum 50wpm) and are open to placements including Detroit, call us. We'll find a candidate. However, all applicants will be seriously considered.
Classes start in April, so call today for more information.
340-8787

JOB PLACEMENT ASSISTANCE IS PROVIDED
Child Care Assistance also available
OCC is an equal opportunity/affirmative action institution

SECRETARY - PART TIME
Approximately 20 hours a week. Competitive salary, WordPerfect 5.0 required. Responsibilities include meeting planning, typing, misc. office duties. Send resume and salary requirements to: 633 N. Pierce Blvd. Wind, Ste. 140, Bloomfield Hills, MI 48304

SECRETARY RECEPTIONIST
Entry level position. Must know WordPerfect and Lotus. Great opportunity. Resume to: Box 640
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY RECEPTIONIST
sales & marketing office of automotive supplier located in Plymouth has a full time position available for a secretary/receptionist/general office person. Good office, word processing & inter-personal skills required. Excellent benefits. Send resume to: Box 934
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST
Full time, no shorthand required, but should have recent phone experience and must be a pleasant phone personality and be an accurate 50wpm typist, for large residential building company office in Ten Mile/Telegraph area, but moving soon to 12 Mile/Orchard Lake Rd. area. Excellent salary for a highly qualified person. Please call:
Edward Rose & Sons 352-0952

SECRETARY/RECEPTIONIST
Filtering room manufacturing company has opening for person in production planning dept. Use computer & computer skills required. Recent manufacturing experience helpful. Must communicate well with experience, paid holidays, vacations & benefits. Call Mon, thru Wed. between 8-3 473-9300
Ask for Mr. Hoffman or send resumes to 30057 W. 8 Mile, Livonia, MI 48152

SECRETARY/RECEPTIONIST
PART TIME
Local environmental consulting firm has an immediate need for an experienced secretary/receptionist. Approximately 30-35 hours per week, including 10 hours per week relocating incoming phone lines, data entry, typing & other general office duties in a fast paced environment. Prefer 1 year office experience & 50 wpm. Send resume to: Julie Pasquinelli, ATC Environmental Inc., 33063 Schoolcraft Rd., Livonia, MI 48150.

SECRETARY - residential builder experience preferred. Salary & benefits. Call Mr. Hoffman 6022 W. Maple Suite 408, W. Bloomfield MI 48322. Or fax. 737-2049

SECRETARY
Rolling CHEMPAK Inc. has an immediate opening for an energetic, motivated secretary in our Livonia, MI office. Experience in WordPerfect 5.0 and Lotus 1-2-3 is desirable. Responsibilities include light typing, report preparation, travel arrangements and general office support functions. Send resume and salary requirements to:
Department S.
Rolling CHEMPAK Inc.
12668 Farmington Road
Livonia, MI 48150
An Equal Opportunity Employer

SECRETARY
TEMPORARY
Guardian Industries, located in Northville, is seeking a temporary secretary to provide clerical and partial support to various departments within our corporate headquarters. Position will fill-in for regular secretaries during times of absence, on a daily or weekly basis. The successful candidate will be proficient in WordPerfect 5.1, possess excellent oral and written communication skills, meet tight deadlines under pressure, and be available on short notice. Please respond on a resume with salary history to:
GUARDIAN INDUSTRIES
Corp. Staffing
43043 W. 9 Mile Rd.
Northville, MI., 48167
An Equal Opportunity Employer

SECRETARY
We have Southfield & Troy experienced word processing Secretaries for Auburn Hills, Warren and Southwest. Would consider recent vocational school graduates. Full time and benefits available.
EXPRESS SERVICES
643-8590
Not an Agency Never a Fee

SECRETARY/WORD PROCESSOR
WordPerfect 5.1, part time, flexible hours. Call Jon K. Resource Realty, Inc. Southfield, 355-9553 Ex.235

SECRETARY
Word Perfect 5.1 and Lotus required for immediate openings with rapidly growing suburban firm.
Call Sally at 473-2931
Uniforce Temporary Service

SECRETARY
Your background in Word Perfect 5.1 and Lotus are needed by international engineering firm. Harvard Graphics a +. Call Sophia 473-2931
Uniforce Temporary Services

STAFF PROGRAMMER, 5 days/wk. Computer & books keeping skills. Interview Mon. thru Fri. 2 pm. at 18100 Haggerty Rd. N. of Plymouth Rd. W. of Telegraph

TELEPHONE RECEPTIONIST
mature person for busy switchboard appointment to answer busy phones (5 days a week, Tues. thru Wed. & Fri.) in Southfield office. Pleasant facility and excellent people skills a must.
Call Carol at 351-2606

WORD PROCESSING CLERK
Downtown rehabilitation firm seeking individual to fill part-time position leading to full-time. Prior experience in word processing, knowledge of transcription use & medical terminology helpful. Must be familiar with business office procedures. Send resume to:
Attn: Clerk
2601 Cambridge, Suite 1100
Detroit, MI 48226

WORD PROCESSING SECRETARIES: Work close to home! Top pay for any software experience. We offer: Top Pay, Paid Holidays, Cash Bonuses, Temp-Med Insurance. Call today for an appointment.
SNELLING TEMPORARIES
NEVER A FEE
LIVONIA 464-3100
SOUTHFIELD 352-1300
SOUTHFIELD 353-1300

504 Help Wanted Office-Clerical

SERVICE COORDINATOR
Rapidly expanding temporary help service seeking an assertive, organized professional to interview, screen & place temporary employees. Typing & organizational experience needed. Extremely people oriented position. Located in Southfield. Send resume to Box # 4908, Troy, MI 48083

SWITCHBOARD
OPERATOR
Responsible, dependable person for busy full-time position. Good communication skills a must. Good salary & excellent benefits.
Dandi Distributor, 1 Platts Rock Financial
30833 Telegraph, Suite 100
Bingham Farms, MI 48025
An Equal Opportunity Employer

TYPIST
Full time experienced transcribing 70 wpm, medical transcribing + 6, medical terminology helpful.
Send resume or call for application.
925 S. Woodward, (E. side of Woodward, N. of Zoo)
Royal Oak, MI
248-3000

WAREHOUSE/PM BRADY'S, NOVI
Night dish, Sauts, and Prep staff for evening/day shifts. Good $$$ for long term, year round to movie theaters, Novi Town Center.

DIETARY COOK
Dorvin Nursing Center is currently seeking enthusiastic, dedicated people to work in our Dietary Department.
If you can work both days & afternoons (full time) and are willing to be trained we would like to speak to you about joining our team.
We are looking for someone who has a High School diploma and at least one year cooking experience in a nursing home or restaurant.
This is a difficult, but rewarding position so hard-working only need apply!
Please apply at:
Dorvin Nursing Center
29275 Grand River
Livonia, MI 48152

EXPERIENCED COOKS
Full/part time. We will pay up to $8 per hr. start. Medical & dental, profit sharing, employee discounts, paid vacations. Please apply at: Denny's Restaurant, 7725 Wayne Rd., Westland or call 427-2711

FRANCESCO'S PASTA CAFE
Open soon-now hiring.
• Dining room supervisor
• Kitchen manager
• Hostess
• Waitstaff
• Cooks
Apply 8 am to 5 pm.
Ramada Inn, 30375 Plymouth.

FULL TIME PANTRY help for private club in Farmington. Experience necessary. Please call Chef Chris.
313-437-7337

GREAT NORTHERN
BAR & GRILL
Now hiring for the following positions: AM/PM wait staff, but staff, host staff. Also taking kitchen applications. Apply in person at: 6190 Orchard Lake Rd., W. Bloomfield.

GRILL COOK/KITCHEN HELP
Full time for cafeteria. Some experience a plus. Apply at: ARA Services, 31440 Northwestern Hwy., Farmington Hills.

HOSTESS/HOST for lunches; & waitstaff. Experienced only apply at Franklin St. Breakfast & Bakery, upscale downtown restaurant. 1500 Franklin; or call after 2pm: 968-0290

HUDSONS
Applications now being accepted for our Westland store restaurant area.
Food Area:
• Pastry Cook
• Line Cook
30-24 hour positions include comprehensive benefits, premium pay, paid holidays, vacations, benefits. We are looking for high level, high energy level individuals who are committed to superior customer service & have flexible availability. Please apply in person to Hudson's Westland
Personnel Office, 3rd Level.
An Equal Opportunity Employer

JOIN THE BEST
LEAVE BEHIND THE REST.
Do you have business or Hyatt Family Steak House is offering a few positions to top gun people. We are looking for servers, lead bar attendants & dishwashers. Days & nights. We offer benefits: medical, dental, 401K & vacation pay. Apply Mon. thru Thurs. 9-11 & 2-4 Warren Rd. Westland. No phone calls please.

JOIN THE RALLY TEAM!
NEW STORE OPENING
Looking To Fill All Positions!
Flexible hours, paid vacations, benefits. Accepting applications at:
33500 Plymouth Road, Livonia.

LAFFERTY'S CLARKS
ON THE HEATH
Now hiring experienced day time wait staff & bartenders. Fri. & Sat. nights. Apply in person Tues - Fri., 2-5pm: 24201 W. Ann Arbor Trail.

Little Italy Restaurant
Now hiring Wait Staff for all shifts. After 3pm. 348-0578

MANAGEMENT POSITIONS available. Competitive salary & benefits. Major pizza chain on the growth if you like to be a part of the team, call Larry, 721-0600

MANAGERS
To $30,000/bonus. Industry leader seeks career minded experienced managers, immediate local openings. Top benefits.

PERSONNEL SYSTEMS
459-1158

McDONALDS MANAGEMENT
Experience preferred or will train. Benefits, Garden City, Hart, Wayne and Rochester areas. (313)274-0900

MR. SPORTS
ROCHESTER/FARMINGTON HILLS
HIRING ALL POSITIONS
Managers, Bar Help, Servers, Door. See Jeff, call 534-7420

NOW HIRING - full or part time Cooks, Assistant & Waitstaff. Mon. thru Fri., days. Experienced only. Fingers Saloon, 11 Mile & Northlake-at Pontiac, Southfield. 353-2910

OLGA'S KITCHEN
Day & Night Cooks. Full & part time. No experience necessary. Competitive wages. Apply in person at:
Laurel Park Place, 14 Mile & I-275.

ORCHARD LAKE Country Club needs experienced, well groomed persons for Wait Staff, full and part time. Bussboys also needed. Competitive wages and good working conditions. Apply in person at: 5000 West Shore Dr., Orchard Lake. M between 2 & 4 pm daily, 851-7100

PHONE ORDER TAKER/CASHIER
weekends. Apply in person. 30mm Spm, Original Romano's, Grand River at 8 mile.

PRESTIGIOUS Country Club seeks experienced Food & Beverage manager degree and 3-5 yrs. work related experience. Good salary & benefits. Call Chef Kevin. 662-0100

RAM'S HORN
Now Hiring Bus & Dish People
All shifts, full & part time. Good pay & working atmosphere. 18 Mile & Middlebelt, 1 block S. of Dqhr Mile, Livonia.

RESTAURANT MANAGERS
Theme restaurant & Country Club openings. $25-$40,000. 853-1170
Harper Associates,29870 Middlebelt
Farmington Hills, 48334

RESTAURANT
MANAGERS!!!
To $28,000 + Bonus
National full service family dining chain. Excellent benefits, training & career opportunity. Local jobs.
473-7212
Steven J. Greene Personnel

504 Help Wanted Food-Beverage

ICHI-CHI'S NOW HIRING!!

FOOD SERVERS
LINE COOKS
DISH MACHINE
OPERATORS
Apply In Person,
Mon-Fri, 2-4pm
CHI-CHI'S
29330 Schoolcraft Road
Livonia

Equal Opportunity Employer M/F

COOKS - Experienced only, all shifts. Apply in person only: Ram's Horn, 6390 Middlebelt (south of Joy Rd.), Westland.

DELI EXPRESS INC.
Seeks experienced help for grill, sandwich, salad, food preparation, catering, and delivery. Salary based on experienced. Recent references required. Call 9-11am, or 2-6pm, or come by & pick up an application. 925 S. Woodward, (E. side of Woodward, N. of Zoo)
Royal Oak, MI
398-5000

GAMMA/PM BRADY'S, NOVI
Night dish, Sauts, and Prep staff for evening/day shifts. Good $$$ for long term, year round to movie theaters, Novi Town Center.

DIETARY COOK
Dorvin Nursing Center is currently seeking enthusiastic, dedicated people to work in our Dietary Department.
If you can work both days & afternoons (full time) and are willing to be trained we would like to speak to you about joining our team.
We are looking for someone who has a High School diploma and at least one year cooking experience in a nursing home or restaurant.
This is a difficult, but rewarding position so hard-working only need apply!
Please apply at:
Dorvin Nursing Center
29275 Grand River
Livonia, MI 48152

EXPERIENCED COOKS
Full/part time. We will pay up to $8 per hr. start. Medical & dental, profit sharing, employee discounts, paid vacations. Please apply at: Denny's Restaurant, 7725 Wayne Rd., Westland or call 427-2711

FRANCESCO'S PASTA CAFE
Open soon-now hiring.
• Dining room supervisor
• Kitchen manager
• Hostess
• Waitstaff
• Cooks
Apply 8 am to 5 pm.
Ramada Inn, 30375 Plymouth.

FULL TIME PANTRY help for private club in Farmington. Experience necessary. Please call Chef Chris.
313-437-7337

GREAT NORTHERN
BAR & GRILL
Now hiring for the following positions: AM/PM wait staff, but staff, host staff. Also taking kitchen applications. Apply in person at: 6190 Orchard Lake Rd., W. Bloomfield.

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