EMPLOYMENT

504 Help Wanted Office-Clerical

CUSTOMER SERVICE

We have excellent entry level opportunities for individuals with strong communication skills. Very busy office. Must enjoy working with people, have excellent phone manners and previous computer skills. Possible permanent position. Located in the Livonia area. Must be 20-30 hours per week, weekend work also available. Excellent training program available. Interested candidates should call for appointment:

SPENCER PERSONNEL, INC.
559-0110
E.O.E. NEVER A FEE

FACULTY SECRETARY
Salary commensurate with education and experience. Knowledge of computers, especially WordPerfect & prior secretarial experience. Must be available to work the following hrs: Mon.-Thurs. 11:30am-8pm, Fri. 8:30am-5pm & able to work 2 Sat. per month, 8:30am-5pm or 12:30pm-5pm. Send resume to: Faculty Secretary Opening
Walsh College
3838 Livernois Rd.
Troy, MI 48083
An Equal Opportunity Employer

FORECLOSURE CLERK
Mature, self-motivated needed for full time position to monitor & track foreclosure files. Computer & WordPerfect 5.0 experience a plus. Non-smoking environment. Call Debbie, 10am-1pm. 540-7791

10-3
Mon-Fri. Data entry, word processing utilizing WordPerfect 5.1, general clerical. Send resume to: Personnel, 28525 Orchard Lake Rd., Farmington Hills, MI 48334

GENERAL CLERICAL DUTIES - typing, filing, telephone, receptionist, insurance office. Hours: 8:30, 9:00 or 10:00 to 4:30 or 5:00 M-F, 1/2 Sat. Call Debbie, 10am-1pm. 540-7791

GENERAL OFFICE & COLLECTORS
Local debt collection agency has several openings, full & part time. Flexible hours. To apply, send resume to:
GCI
PO Box 7258
Royal Oak, MI 48068

GENERAL OFFICE - Insurance person, experienced in production and automotive necessary helpful. Typing and computer skills required. Possibility of developing into full time - must be flexible to our needs. Redford location. Call 12-4pm for interview appointment. 937-8900

GENERAL OFFICE
HW builders/remodeling contractor company needs person with computer experience. 646-1140

GENERAL OFFICE/FILE CLERK
Busy Steel Service Center looking for an ambitious individual to fill part time position. Duties include filing, data entry, answering telephones, and performing other misc. office duties. Apply in person only: Contractors Steel Co., 36515 Schoolcraft Rd. Livonia, MI 48150 (near Plymouth & Levan)

GENERAL OFFICE
Work part time, flexible hours, entry-level experience. Resume: DMS Inc., 20155 Beechkeen, Southfield 48076

GENERAL OFFICE
For commercial real estate company in Southfield. Computer, typing, phone skills required. Must know Windows necessary. Call 8-5 PM.

GENERAL OFFICE HELP WANTED
full time. Casual office work involves 3-4 hours every morning filing, answering phones and customer service. Working one week out of 4 on Saturday a plus. Must be organized, have an eye for detail and a sense of humor. Apply in person at: 26211 W. 7 Mile Rd., Redford.

GENERAL OFFICE PERMANENT

Enjoy diversity in your day in this friendly company. Computer experience and typing skills necessary. Will be appreciated here. $8 per hour, plus 401(k) plan. Fax your resume to Call 464-0909.
SNELLING PERSONNEL SERVICES

INSURANCE CLAIMS REP
to handle workers compensation claims. 3-5 years experience required. Salary commensurate with experience. Call 8:30-4pm, 948-5729 or fax resume to: Human Resource Director, PO Box 2007, Southfield, MI 48037-2007
An Equal Opportunity Employer

10 KEY CLERKS
Oakland County Firm seeks experienced 10-key Clerks. Must be proficient, 10,000 WPH time & accuracy. Southfield/Farmington Hills area. 3 shifts available. Part time & full time. O/E Mgmt.: 628-8100, 478-5540

JOHN HANCOCK

Located in Farmington Hills has immediate openings for part time positions in mail room. Mon.-Thurs. 8am-12:30pm or 11am-2:30pm. Contact Lee Lambert at 489-5301

EQUAL OPPORTUNITY EMPLOYER

KEY ENTRY
Experienced operators, familiar with letters & experience in 10 key day shift. Full or part-time. Flex hours, benefits. 478-3111

LEGAL SECRETARY - Experienced. WordPerfect 5.1, personal injury & family law. Liberty Plaza, Westside Place 30833 Northwestern Hwy., Suite 100, Farmington, MI 48334

504 Help Wanted Office-Clerical

GENERAL OFFICE HELP
Needed Mon., Wed., & Fri., 12pm-5pm., for Civil Engineering & Land Surveying Company in Northville. Customer service, typing skills & phone manner required. Word processing skills preferred. Please send resume to: Lakeshore Engineering, Inc. McAvoy & Lincoln, 458 East Cady, Northville, MI 48167, attention A. Rodem.
An Equal Opportunity Employer

HELP!
PART TIME OFFICE MANAGER
Computer & bookkeeping skills necessary, knowledge of conveyancing systems helpful, good pay & advancement potential. Orchard & Telegraph, Farmington area 851-0065

LEGAL ASSISTANT
Bloomfield Hills law firm seeks a Legal Assistant or Secretary with minimum 2 years experience in Real Estate. Must demonstrate excellent grammar, accurate word processing skills, attention to detail & written communication skills & an ability to work in a team environment. Salary commensurate with experience. Non-smoking office. Send resume to:
Hiring Coordinator
1533 North Woodward, Suite 250,
Bloomfield Hills, MI 48304

LEGAL EXCELLENCE
Personnel At Law is celebrating its 15th Anniversary! 845-2440

For excellence in legal staffing: TEMP - PERM - or TEMP TO PERM, call or FAX your resume to:

PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 Phone 358-0080

LEGAL SECRETARY wanted for downtown law firm. 5 years litigation experience required. $15-$16 per hour salary/benefits. Send resume to: Personnel Director, 2200 Buhl Bldg., Detroit, MI 48226

LEGAL SECRETARY
Worker's compensation insurance defense. Word Perfect required. Legal experience preferred. Send resume to: Galbraith & Booms, Attn: Pamela, 29777 Telegraph, Suite 1400, Southfield, MI 48034

LEGAL SECRETARY needed for busy Southfield medical malpractice defense firm in Western Suburbs. Office Manager at 352-2555

LEGAL SECRETARY - full/part time, Word Perfect 5.1, WordPerfect 5.1, computer skills, Time Slips & Quicken helpful. 645-5770

LEGAL SECRETARY
needed for non smoking law firm. 1-3 years experience in litigation. Type 70-80 wpm. Computer skills necessary. Send resume to: Barb, 7550 Telegraph Rd., Suite 250, Bloomfield Hills MI 48302

LEGAL SECRETARY
Troy/Birmingham firm, needs a dependable, organized secretary with minimum of 5 years of litigation experience. Excellent typing, communication, & word processing skills necessary. 852-3483

LEGAL SECRETARY - Prestigious Troy law firm has an immediate opening for a litigation secretary. Applicant must be motivated, self directed, and have excellent communication skills. Word WP helpful, but not required. Competitive salary & benefit package. Send resume to: P.O. Box 7003 Troy, MI 48007-7003

LEGAL SECRETARY
Experienced for small Plymouth firm. WordPerfect 5.1 a must. For interview: 459-0062

LEGAL SECRETARY - Experienced Small Southfield Personal Injury & Divorce Firm. References please. Salary Open. 353-1500

LEGAL SECRETARY - PART TIME
3-4 days per week for Farmington law firm. Must have phones, typing, WordPerfect 5.0. 952-3500 ext. 247.

LEGAL SECRETARY
growing Troy firm. Litigation experience preferred. WordPerfect 5.1 required. Full &/or part time. Resume: Office Manager, 100 W Big Beaver, Ste 565, Troy, Mi. 48084

LEGAL SECRETARY
for detail & accuracy oriented Injury/Medical Malpractice experience & knowledge of WordPerfect 5.1 required. Call Flager, Flager & Schwartz 355-5555

LEGAL SECRETARY
Lahti Trial Center personal injury firm seeks motivated, organized secretary for 1st/2nd year attorney. Minimum 2 years litigation experience. Must have excellent clerical & communication skills. Excellent salary & benefit package. Immediate opening. Call, 948-0300

LEGAL SECRETARY, $28,000
Defense litigation experience needed for this national firm. Excellent work environment, friendly atmosphere, opportunity to advance.
PARALEGAL, TO $28,000
Degree, 1 year experience. Litigation experience, pleasant working conditions. Good employee benefits. 772-6100
SNELLING PERSONNEL SERVICES

LEGAL SECRETARY
Troy insurance law firm seeks Legal Secretary with minimum 5 years experience. Must have excellent grammar, typing, transcription & word processing background. Competitive salary & benefits. Will train seeming Notary & resume: Box 558 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

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

LEGAL SECRETARY
BIRMINGHAM
We are seeking a 10+ years work experience (minimum 3 years legal) for friendly office. Professional environment assisting a coach. Call Arthur Thomas, 334-4140

LEGAL SECRETARY

Litigation law firm in Farmington Hills seeks an experienced full time legal secretary. Must be a secretary and office administrator. Must have excellent grammar, typing, and word processing skills. Must be familiar with knowledge hospital, 3 years of litigation, and corporate experience needed. Self motivation is a must. Salary commensurate with experience. Send resume to:
30000 Telegraph Rd., Ste. 435, Bingham Farms, MI 48025

LEGAL TYPIST - 20/hrs. per week. Duties include balancing IOLTA accounts, word processing, typing, & filing. Northville law firm. Previous legal experience and familiarity with WordPerfect 5.1 are required. Call Fran 380-6800

MAIL ASSISTANT - Fast-paced law firm seeks Mail Clerk/Courier/Filer/Asst. Duties: Courier, computer friendly helpful, good typing. Benefits negotiable. Ask for V.T. 645-7440

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

MAILROOM CLERK
Looking for a two mailroom clerks to work in downtown Royal Oak. Part time but could turn into full time with the right person. Must be pleasant, outgoing & have heavy lifting is involved. Call O/E Management. 478-5540

MAIL SORTERS

POSITIONS OFFER:
- Full time work
- Paid holidays
- Long term assignments
- $3 per hour
- Downtown Detroit

POSITIONS REQUIRE:
- Standing all day
- Hand to eye coordination
- Speed & accuracy

CALL TODAY!!

SPENCER PERSONNEL, INC.
559-0110
E.O.E. NEVER A FEE

MEDICAL/LEGAL SECRETARY
Non-smoking office, well known small Southfield firm. Experience in personal injury, medical malpractice/personal injury. Word Perfect 5.1. 1-3 years experience in litigation. Type 70-80 wpm. Computer skills necessary. Send resume to: Barb, 7550 Telegraph Rd., Suite 250, Bloomfield Hills MI 48302

MORTGAGE CLOSSING DATA ENTRY CLERK
FULL OR PART TIME
Service bureau in Farmington Hills is seeking individuals that has an outstanding skill level in input accuracy and a desire to learn. Must type a minimum of 55 wpm, have excellent math and spelling abilities, and have some basic keyboarding skills necessary. For appointment call Beverly Evans, 553-1143

MORTGAGE LOAN CLERK
(FULL TIME)
Entry level position in loan servicing clerk needed at our downtown mail office. Related experience or loan servicing helpful. Competitive salary. Good typing & filing skills necessary. Computer experience helpful. Competitive salary & good benefits package. Send resume to: P.O. Box 7003 Troy, MI 48007-7037

RECEPTIONIST - WEEKENDS
Bloomfield Hills newspaper seeks a personable individual to staff sales office on weekends, 8:30-5pm. Real Estate license a plus. Call Isabelle at, 540-3000
or FAX resume to, 540-2825

RECEPTIONIST
Light typing & phone skills required. Please send resume to: Box 696
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST - Farmington Hills printing company seeks responsible individual for busy switchboard. Must have exceptional telephone personality & good typing skills. Customer entry experience is a plus. Call for appointment. Mr. Grant, 477-3900

RECEPTIONIST for Birmingham Mortgage Co. Experience required. Excellent communication & organizational skills necessary. Salary & benefits dependent upon skills. Call KORTNE DAVIS for an appointment. 313-646-9080

RECEPTIONISTS
Southfield company located in Southfield needs receptionists for its technical support department. Must have a pleasant, professional phone manner. Typing & computer skills a plus. Hours are 8:30am-5pm. Call Jo Lewis weekdays from 10-1 539-5955

RECEPTIONISTS
Several openings in the Plymouth Area. Multi-national company, image, 30-50 wpm. Call for appointment.

ARBOR TEMPS 459-1166

RECEPTIONIST - PART TIME
Small high tech computer company looking for part time Receptionist. Must have good phone skills & basic knowledge of computers. Light typing. Company located in Canton. Please send resume to: Personnel Director, P.O. Box 87112, Canton, MI 48187.

RECEPTIONIST
Fast-paced Southfield company desires a Receptionist with superior telephone manner & a pleasant front desk personality. Must be a team player. Competitive salary and benefits package. Please send resume: Box 686 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
- Long term assignment in Southfield
- Must have minimum 6 mo. receptionist experience
- Must know WordPerfect 5.0/5.1
- $7.25/hr.

CORPORATE PERSONNEL SERVICES
Troy: 362-0696
Livonia: 261-1120

SECRETARIES with WordPerfect needed for temporary jobs. We offer short, long and temp-to-perm assignments. Please call 474-7078
ETD Temporary Service
An Equal Opportunity Employer

Receptionist (part-time)

Receptionist / Clerk Typist

General DataComm, a leader in data communications technology, is currently seeking a part-time Receptionist/Clerk Typist for our district sales office in Bingham Farms.

Your responsibilities will include handling routine telephone answering and other general office duties. Word processing experience is necessary (wordstar preferred). Lotus experience is highly desirable. The ideal candidate will be self-motivated and enthusiastic. A pleasant phone manner and good communication skills are essential.

This is an excellent opportunity for the person who is flexible about their work day, offering a convenient five salary. Please send your resume to: Carol Ripper, General DataComm, Inc., 30800 Telegraph Road, Suite 1930, Bingham Farms, MI 48025. Or FAX (313)540-5204

General DataComm, Inc.
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST/TYPIST
growing Livonia distributor has immediate need for full time reception/typist. Knowledge of Word Perfect would be a plus. Salary commensurate with experience. Send resume to: Box 876
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST
Part time mornings to go full time. Light word processing & typing. Excel. 5.1, sx phone lines, excellent phone manner, enthusiastic, ability to work well with others a must. Immediate opening. Big-3 company. Temp to perm/part time. Call Jennifer at, Manpower Automotive. 532-9525

RECEPTIONISTS: Switchboard or Multi-Line phone experience. Work close to home! Immediate openings. We offer: Top Pay, Paid Holidays, Cash Bonuses, Top Benefits! Call today for an appointment!
SNELLING TEMPORARIES
NEVER A FEE

LIVONIA 464-2100
SOUTHFIELD 352-1300
SOUTHFIELD 352-1300

RECEPTIONIST/ SWITCHBOARD Part-Time

Troy office needs experienced person with excellent people skills & professional phone manner to assist with high volume, multi-line, computerized phone system. Typing skills. Hours are: Mon.-Fri., 10:30-4:30, plus some additional time during the Call: 680-4870

SALES SECRETARY
Entry level position for mature individual with good secretarial skills, typing 50 wpm, and ability to work with others in a fast paced Southfield Company. Position attributes the salespeople to be a team player a must. Flexible hours including 1 evening & 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 our temporary pool assignments.

If you have a minimum of six months experience in any of these areas:
- WORD PROCESSING
- DATA ENTRY OPERATORS
- SECRETARIES
- RECEPTIONISTS
- CLERKS

Or, no experience required for these positions:
- PHONE SURVEYORS
- TELEMARKETERS

PLEASE JOIN US ON TUESDAY
MARCH 30th, FROM 11AM - 3 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

SECRETARIAL
- Receptionist
- Data-Entry
- Clerks
- Typist

We are busy please call today!

WOLVERINE STAFFING

Southfield: 358-4270
Troy: 879-9070

SECRETARIES

Spencer Personnel is looking for temporary professionals. We have several challenging opportunities available.

TROY LOCATION
Need Secretary/Receptionist for Assistant for Director of Sales. Heavy Lotus required. Possible permanent. Top salary.

DETROIT LOCATION
Need Department Secretary. Dynamic company requires heavy phone and word processing skills. Lotus, creative, 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

SECRETARY - Accounts payable/receivable experience a must. Good clerical & typing skills. Apply at: 21343 Hilltop St., Southfield. 356-5300

SECRETARY/ASSISTANT
Part time, 25-30 hours, Mon-Thurs. Work in my Farmington Hills office. Proficient at WordPerfect 5.1. 3 years office experience. Must work independently & be self-starter. Call Sue. 642-4121

SECRETARY/BOOKKEEPER for downtown Royal Oak photo studio. 10-15 Hrs. per week. flexible. Accounts Receivable, Accounts Payable, WordPerfect 5.1., phone. Ask for Richard or Amy: 399-2410

504 Help Wanted Office-Clerical

SECRETARY/BOOKKEEPER needed part-time for Garden City office with experience in construction. Please contact: 425-0770

Secretary/Bookkeeper Administrative Assistant Advertising

Birmingham advertising agency seeks very competent, mature person who can take charge of all administrative functions. Must have excellent typing, bookkeeping & computer capabilities. A secretary of, ice. Immediate availability an asset. Call Mr. Rhoades at 642-9500

SECRETARY
Excellent typing skills, proficient in WordPerfect 5.1, experience in Lotus knowledge helpful. Send resume & salary requirements to: 45211 Helm St., Suite C, Plymouth Twp., MI 48170

SECRETARY
for adolescent treatment program in Royal Oak. Requires high school graduate, WordPerfect 5.1 experience, flexibity & ability to work on your own. Resume to: Kathy Pratt, St. Catholic Social Services, 1424 E. Nine Mile Rd., Ferndale, MI 48220
An Equal Opportunity Employer

SECRETARY - FULL TIME
Metro Detroit contractor needs help with phone, general office duties and word processing. Resume: 2532 Pepper Ct., Hartland, MI., 48353.

SECRETARY

Full and part time positions, located in Troy area, for experienced word processors. Must have WP 5.1 fact or Microsoft packages helpful. $7-$11 per hour plus benefits.
EXPRESS SERVICES
643-8590

SECRETARY

National Sales Corporation seeking secretary with good communication & office skills, typing, filing & record keeping. Some payroll/bookkeeping also preferred. Excellent benefits, 28 hrs./week. Please send resume to: Box 606
Observer & Eccentric Newspapers
34251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY NEEDED for busy office. Requirements are answering phones, filing, computer knowledge, typing & organizational skills. Assisting management. Good benefit package. Please send resume and apply in person Tues-Thurs., 8:30-4:30. Great Oaks Landscape Assoc., 6022 W. Maple, Suite 400, West Bloomfield. 851-4063

SECRETARY NEEDED
Good pay & benefits. Some bookkeeping & computer skills needed. Call 313-478-9311

SECRETARY
Non-smoking, small office experience including WordPerfect 5.1 & other applications for small NW office. Excellent organizational skills, self-confidence, and independence. (313) 348-4093 or send resume to: Box 1053 Novi, MI 48376-1053.

SECRETARY - PART TIME
Southfield area. Hours are Tues, & Thurs. WordPerfect 5.1 a must. Call 569-8800

SECRETARY/RECEPTIONIST - 25-30 hrs./wk. Good typing skills, good personal phone skills for Southfield mortgage company 353-0707

SECRETARY
20 hours/week. Typing, dictaphone. Dentist, 27 hour. Farmington Hills. 471-3000

★ SECRETARY Part-Time

Human Service Organization needs a self-motivated, detail-oriented secretary for the Personnel Dept. Position requires 2 yrs. secretarial experience, typing 50 wpm, WordPerfect 5.1 knowledge, excellent & letter writing skills. Experience with payroll & benefits a plus. Starting salary $7.45 per hour. Flexible work schedule. Mon-Fri. Pleasant work environment, paid holidays, vacation & profit-sharing benefits. Send resume & salary history to:
Orchards Children's Services
Attn: HW/SEC
30215 Southfield Rd.
Southfield, MI 48076
No phone calls please
An Equal Opportunity Employer

SECRETARY/RECEPTIONIST
Farmington Hills manufacturing company has opening for person in production control department. Must be people, phone & computer skills required. Receptionist/typist experience helpful. Salary commensurate with experience. Excellent benefits, vacation & benefits. Call Mon, thru Wed. between 9-3 for appointment. Resumes to 30057 W. 8 Mile, Livonia, MI 48152

504 Help Wanted Office-Clerical

Secretaries/ Word Processors
$8 & UP

- WordPerfect 5.1
- Lotus 1-2-3
- Macintosh

Qualified candidates needed for short & long term assignments in Troy & surrounding areas. Call for more information.

591-1100
Acro Service Corp.

SECRETARY
Applications currently being accepted. Must have experience in payroll & marketing. Please send resume with salary history to: 29971 W 6 mile, Ste 130C, Livonia, MI. 48152

SECRETARY
For the president of small business. Requires computer proficiency, office skills, & flexibility. Full time. Experience necessary. Send resumes:
Personnel, PO Box 1130,
Farmington Hills, MI 48333

SECRETARY

Prestigious national advertising agency seeks a self-starter who demonstrates exceptional verbal and written communication skills, proven organizational abilities, exercises initiative, worksheet prioritization, works well under pressure, and is proficient in advanced features of WordPerfect 5.1 and Lotus 1-2-3 software packages. Experience with flow chart and graphics software is preferred, as well as exposure to networking, E-Mail systems, and the next computer systems. The person must be able to effectively coordinate and perform many tasks at one time. Travel arrangements are coordinated. Overtime is required. The ideal candidate likes to work on details and knows how to be a team player.
Please send you resume, including a salary history, in confidence to:

BOZELL WORLDWIDE, INC.
1000 Town Center - Ste 2500
Southfield, MI 48075-1241

or fax to: 313-262-8795

EOE/AA/M/F/H

SERVICE COORDINATOR
Rapidly expanding temporary help service seeking an energetic, organized professional to interview, test, screen & place temporary employees. Typing & computer skills needed. Extremely people oriented position. Located in Southfield. Send resume to P.O. Box #4908, Troy, MI 48099

STANLEY STEEMER Carpet Cleaner, is looking for an enthusiastic, & friendly individual to assist our representative in servicing our commercial clients at our Novi location. Please call Karen at, 348-4400

SWITCHBOARD OPERATOR/ RECEPTIONIST
Full time with benefits. Tamaroff Dodge, Call Jo Beals, 354-6600

THE CITY OF PLYMOUTH is seeking minority and other qualified applicants for the following positions:

Public Safety Dispatcher. Part time. Salary: $9.85/hour.
Schedule flexible, but must be willing to work evenings, weekends and holidays.

Complete job descriptions are available at City Hall, 201 S. Main, Plymouth, MI. Applications taken in person only at City Hall during regular business hours through Thursday, April 1, 1993.

The City of Plymouth is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, or disability in employment or the provision of services.

WORD PROCESSOR/Office Manager. Proficient in WordPerfect, medical billing. Send other qualifications to: Box 1053 Novi, MI 48376-1053.

WORD PROCESSOR/SECRETARY
SUBURBAN
$16,000-$18,000
Legal firm seeks proficient word processor & paralegal/secretary. Excellent salary & benefits.
Call Arthur Thomas, 355-4140

Word Processors
We are looking for individuals with experience in the following areas:
- WP5.1 or WP6.0
- MSW
- Macintosh
- Graphics
- Receptionist/40 wpm

Long and short term assignments. Call today! Free word processing training for qualified individuals.

ENTECH SERVICES, INC.
528-8092

504 Help Wanted Office-Clerical

SIZZLING SECRETARY
$20,800-$22,000
Service charge paid by company. Suburban company offering a semi-bi-monthly package, needs 4 stable Secretary for top management. WordPerfect and Lotus a must.
464-4800
SNELLING PERSONNEL SERVICES

WORD PROCESSING SECRETARIES: Work close to home! Top pay for any software experience. We offer: Top Pay, Paid Holidays, Cash Bonuses, Temp-to-Perm. Call today for an appointment!
SNELLING TEMPORARIES
NEVER A FEE

LIVONIA 464-2100
SOUTHFIELD 352-1300
SOUTHFIELD 352-1300

WORD PROCESSOR
WordPerfect, Microsoft, spreadsheets a plus. Long term assignments. Call 569-8800

NORRELL SERVICES
677-2891

WORD PROCESSORS
Needed experienced in 1 or more of the following:
- Microsoft
- WordPerfect
- SmartWare
- ADIA

313-722-8060 or 313-382-2342

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS FOR: Cooks, Dishwashers & Bussers, ask for Lynn, Beth & Host Person, ask for Linda. Call 2-5pm. 525-7640
Or come in: Hereford Pickle
11951 Farmington Rd., Livonia.

ACCEPTING APPLICATIONS
Full or part time. COOKS, WAIT STAFF, KITCHEN HELP. Excellent working conditions. Apply in person, 8AM-5PM. The Links of Novi, 50292 Ten Mile, Novi.

ALL POSITIONS NEEDED start immediately! Apply in person: Cafe Livonia in the Sommerset Collection, 2713 W. Big Beaver, Troy, MI

AN EXCITING OPPORTUNITY
Awaits you with A & W Restaurants for experienced & personable Cooks & Counter Help. Must have experience in fast food restaurant management.
Restaurant located in Livonia area. Company offers Bonuses & Insurance. Call Carl, Mon-Fri. 1-4pm at 262-9665

ATTENTION

If you're looking for good wages, a fun work place & a future in food, Fuller is looking for a few good, experienced Wait People, Cooks & Host Persons. Apply in person 2-6, Mon.-Thurs.

RIFFLES RESTAURANT
18730 Northville Rd.
Northville, MI

BAR STAFF, WAITSTAFF, COOKS & DOOR PERSON - Apply at: Rosie's Keyboard Lounge, 1870 S. Wayne, Westland. 728-9330

BARTENDERS, WAITSTAFF, KITCHEN, ID CONTROL, CONTROL CENTER, GENERAL MAINTENANCE
NOW ACCEPTING APPLICATIONS
Full or Part Time Positions
Stop by or call Mon.-Fri.
10am-12 noon only.
PLAYERS
BILLIARDS BAR & GRILL
38503 W 10 Mile Rd.
Farmington Hills
313-471-5093

BARTENDERS, WAIT STAFF & Dishwashers for God course. Plymouth Area. Call Gregg, 453-1047

BEST Italian restaurant in Michigan needs experienced saute cooks, pasta maker, pizza & broiler person at Ernestos, 41681 Plymouth Rd Plymouth 453-2002

BIG NORM'S DINER
Looking for experienced waitstaff, part & full time. Apply in person, between 2-4pm, Monday thru Friday at: 30665 West 12 Mile, East of Orchard Lake, Farmington Hills.

BRAND NEW RESTS
NOW HIRING!
Up to $5.10/hr. 24700 Haggerty at Grand River, Farmington. Apply Monday-Sun., 10-4 or call 684-1638

BOOMING BUSINESS
We need more Wait Assistant Managers, Customer Service Reps, Carryout Reps person, Drivers. Cottage Inn Pizza,
Farmington 553-2680
Birmingham. 645-0006

CHAMBERLAIN
A Leader In Real Estate Brokerage Since 1948

100% COMMISSION PROGRAM

CHAMBERLAIN, REALTORS is searching for some special individuals to compliment our already outstanding sales staff. YOU might be just such a person. For information about our pre-licensing class, our training program, and our EXCLUSIVE 100% COMMISSION PLAN, please call for a confidential interview.

BETTE BALL
RECRUITING DIRECTOR
647-6400

Chamberlain REALTORS

505 Help Wanted Food-Beverage

BILL KNAPPS RESTAURANT
now hiring Waiters/Waitresses & full/part time afternoon crews.
Apply in person between 2-4
24580 Evergreen (at 10 Mile)
Southfield
354-3060

BLAKENEY'S RANCH HOUSE
(FARMINGTON HILLS)
GREAT POSITIONS OPEN:

- Bartender (Evenings)
- Host/Hostess (Evenings)
- Wait Staff (Days/Evenings)

Looking for more great people to join our team. Must be friendly & outgoing. Willing to train.

Please call for an appointment:
477-3460

BUS ATTENDANTS
Evenings only. Tues. thru Sat. Apply in person 2-5pm: 22575 Farmington Rd., N. of 8 Mile. 477-1600

BUS/WAITPERSON
Japanese Restaurant Cherry Blossom in Novi needs busboy/dishwasher. 11 a.m-2:30pm, $4.00/hr. Also full or part-time waitperson. Call: 380-9180

CHARLEY'S CRAB
Now hiring Cooks.
Apply in person and send resume to: 5498 Crooks Rd., Troy

CHEF - Experienced, full time. Garden City location with deli kitchen.

425-7373

CLEATS RESTAURANT
is accepting applications for Service Assistants, Cooks and Concession Apply in person: 46555 W. Michigan Ave., Canton.

COOK - LUNCH
Seeking experienced line cook, Mon - Fri. Apply in person
Ocean Grille 646-7001

COOKS

An excellent opportunity for experienced cooks. Busy fast-paced, quality restaurant. Looking for dependable, ambitious cooks. Salary based on experience. Day shifts available. Apply in person at:
The Original Pancake House
19255 W. Nine Mile, Southfield

COOK - SAUTE, even. Quality Italian line Italian cooking. Neat & productive, weekend work. Apply in person: 30715 W. 10 Mile, Farmington Hills.

COOKS - Experienced only, all shifts. Apply in person only: Ram's Horn, 8590 Middlebelt (south of Joy Rd.), Westland.

COOKS - Part time, nights. Apply between 2 & 5: Papa's Food & Spirits, 23400 Farmington Rd. (at Grand River), Farmington

COOKS

Prep Cooks & Line Cooks. Full time & part time. Highest pay for experienced persons. Fuller Restaurant Hall's HAMLIN PUB. Ask for Tim Dean or Jill George between 9-11am or 1-4pm. 656-7700

COOKS & SERVERS - Full and/or part-time. Apply: Ground Round, 17050 Laurel Park South, Livonia 462-1735

COUNTER HELP FOR carry-out in Del, Southfield. Part or full time. Good pay, company benefits. Call: 352-7377, ask for Sid or Harry.

D DENNISON'S SEAFOOD TAVERN Livonia, currently seeking qualified persons for all positions.
Apply in person ONLY:
37716 Five Mile Rd., Livonia

DELI EXPRESS INC. - Seeks experienced help for grill, sandwich & soup preparation, catering, & delivery. Must have use of a car. Salary based on experienced. Recent references required. Call between 1-5pm, or come by & fill out an application at: 29777 Telegraph, (E. side of Woodward, N. of Zoo). 398-5000

FOOD SERVICE ASSISTANT
Part time, 15 hours per week. Director for senior citizen food program in NW suburb. Experience preferred. Excellent salary. Respond to PO Box 530934, Livonia, MI 48153-0934

HOST/HOSTESS STAFF

Flexible hours Apply in person, 11am-2pm & 5pm-7pm, at:
MICHAELS RESTAURANT
30100 Telegraph, Bingham Farms

LUNCH HELP - Immediate for Cooks, Dishwashers, Servers, Hosts/Hostesses. Full or part time. Flexible shifts, pleasant people. Benefits. Apply in person: DENNY'S, 39250 Ann Arbor Rd., at I-275, Plymouth.
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& Maria's Restaurant
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348-0575 or 851-2500

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CALL	1-800-537-0822, Ext. 400, Mon.-Fri., 9 am - 4:30 pm
WALK-IN	Thurs., April 1, 9 am to 6 pm. 26200 Town Center Drive, Suite 200, Novi, MI
FAX	(313)349-8993

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