504 Help Wanted Office-Clerical

CLERICAL

Source One has provided mortgage loans to millions of people for almost 50 years. We have over 1,800 employees with 70 locations nationwide. Our growth has created a need for the following skills:
- Telephone/receptionist experience
- Data entry skills
- Typing of 40 + wpm
- Alpha/numeric filing
- Math skills

Starting rate will range from $5.50 / $7.50 per hour. We offer a salary commensurate with experience plus a comprehensive benefit package. Qualified candidates should apply Mon-Fri 9am-4pm.

SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
(Corner of 12 Mile Rd.)
Farmington Hills, MI. 48334-3357

Equal Opportunity Employer M/F/D

Clerical

SUMMER JOBS!

Are you looking for a summer job that will give you experience in an office environment? We have several temporary assignments available for enthusiastic, self-motivated individuals. These positions are full time (temporary) and will involve performing various clerical functions. Starting rate is $6 per hour.

These are IMMEDIATE OPENINGS. Please apply Mon-Fri, 9am-4pm. Be sure to specify on the application that you are interested in Summer Temporary Employment and indicate your available dates are (Start date - Finish date).

Human Resources
SOURCE ONE MORTGAGE SERVICES CORPORATION
27555 Farmington Rd.
(Corner of 12 Mile Rd.)
Farmington Hills, MI. 48334

Equal Opportunity Employer M/F/D

CLERK/TYPIST
Good typing skills, WordPerfect & Lotus a plus. Duties include mail, filing, and other general operations. 8:30am-4:30pm, 3 days. Benefits include medical/dental, pleasant congenial atmosphere. Please send resume to: Gallagher Bassett Services, P.O. Box 5136, Southfield, MI 48086-5136

CLIENT SERVICE REP
For fast growth investment management company. Non-smoking office. Strong WordPerfect 5.1 proficiency, data entry, written and verbal communication and math skills required. Send resume with salary history to: Personnel Dept., 3333 Graraph, Suite 100, Bloomfield Hills, MI 48302.

College Students

ARBOR NEEDS:
- Word Processing/Clerical
- Technical
- General Labor

ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI

COLLEGE STUDENTS APPLY HERE!!!

Now hiring for long and short term data entry and clerical positions for surrounding Detroit areas. Experience preferred-not required. Top Pay and benefits when permanent. Please call:

CORPORATE PERSONNEL SERVICES
Livonia: 261-1120
Troy: 362-9696
NO FEE EOE

COLLEGE STUDENTS FAST CASH FOR THE SUMMER

Work close to home. Full and part time positions available. We have immediate openings for the following positions:

RECEPTIONISTS/
SWITCHBOARD OPERATORS
WORD PROCESSORS
DATA ENTRY, AM & PM shifts
CLERKS
TYPISTS

Temp-Med Insurance, Holiday Pay, Cash Bonuses, overtime pay.

LIVONIA 484-2100
SOUTHFIELD 355-1300
AUBURN HILLS 373-7500

NEVER A FEE
SNELLING PERSONNEL SERVICES

CREDIT
GREEN TREE ACCEPTANCE, a national finance company is looking to fill an opening in their Credit Department. The successful individual must be able with credit bureaus, budgets, or credit investigation. We are now taking applications. Full time position. Apply in person or send resume to: 34705 7 Mile Rd., Suite 160, Livonia, MI 48152.

CUSTOMER SERVICE REP
PART TIME
Entry level position, (approximately 24-32 hours per week) including Saturdays and holidays. Fast paced, fast paced, ever changing position requiring a self starter prior customer service experience, pleasant phone manner, typing, and 10 key pad production for order entry. Applicants meeting these qualifications may apply Mon. thru Fri. between 8:30am-12:30pm Only.
MELLOW FARMS
31111 Industrial Road
Livonia, MI 48150
Equal Opportunity Employer M/F/H

504 Help Wanted Office-Clerical

CONSUMER RESEARCH
Suburban market opinion firm has openings. Candidates are expected to have phone skills and light clerical experience. Flexible hours. Call Collette at 557-0441
Uniforce Temporary Services

CONTROLLER'S ASSISTANT for Troy law firm. 20 to 25 hrs. per week (9-3:12/hr). Computer & bookkeeping experience necessary. Accounts payable, billing & accounts receivable helpful. No benefits. Non smoking office. Resume only to: Powers, Chapman, 3001 W. Big Beaver, Suite 704, Troy, MI 48084. Attention: Carol

CREDIT CLERK
Livonia based leasing company seeks individual for credit department. Entry level position requires good telephone skills with heavy customer contact. General knowledge of office procedures helpful. Reply immediately with salary requirements to: J. Cook
P.O. Box 5342
Livonia, MI 48150
An Equal Opportunity Employer

CUSTOMER SERVICE
National marketing firm has immediate openings for your clear voice and light computer experience. Full or part time. Call Debbie 848-7864
Uniforce Temporary Service

CUSTOMER SERVICE
A Walled Lake/Wixom area service company has an entry level opening in its Customer Service Department. Knowledge of basic office functions helpful. You should be organized, enthusiastic and possess a pleasant personality. Call Personnel 347-3689

CUSTOMER SERVICE. Expanding company is seeking hard-working individual with pleasant phone voice and good attitude to problem solve lease documentation. Extensive phone work, power and customer interaction. Great working environment. Please send resume to:
T.R.I., P.O. Box 9068, Farmington Hills, MI 48332

CUSTOMER SERVICE (Part-time)

We are seeking individuals with previous banking or telephone customer service experience. Responsibilities will include responding to over 100 telephone inquiries per day and some problem solving.

Available shifts:
Mon., Tues., Thurs. Fri 10am-6:45pm
Mon., Tues., Thurs. Fri 10am-6:45pm
Mon., Tues., Wed. Fri 11am-7:30pm

We offer a competitive benefit package with these positions. Qualified candidates should apply Mon-Fri 9am-4pm.

SOURCE ONE MORTGAGE SERVICES CORPORATION
Attn: Human Resources
27555 Farmington Rd.
Farmington Hills, MI. 48334-3357
EOE M/F/D

DATA ENTRY CLERK
Four hours per week, five days a week. Pay based on experience. Ask for Craig 729-3100

DATA ENTRY CLERK - entry level, good typing & filing skills. Must be neat organized, dependable & enthusiastic. Troy area. Reply to Box 280
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

DATA ENTRY
Major suburban corp needs your rapid keystrokes & recent experience. Accounting or finance background preferred. Dona 357-0644
Uniforce Temporary Services

DATA ENTRY OPERATOR

Needed for Afternoon Shift.
Must be able to type 45 wpm. Keystrokes 6-8,000. Weekend area.
For appointment please call
ADIA PERSONNEL
722-9060 582-2342

DATA ENTRY OPERATOR
Fast growing Bloomfield Hills Company looking for a reliable data entry operator. P.C. knowledge necessary, experience with Peachtree a plus. Salary according to experience. Send resume to: Ov Derm, Inc., 4120 W. Maple Rd., Bloomfield Hills, MI. 48301. Attn: Data Entry

DATA ENTRY/RECEPTIONIST
Part time. 8:30am-12:30pm. Familiar with WordPerfect/Dac Easy a plus. Bloomfield Hills area. Contact Jim. 253-1900

DATA ENTRY TO $7/HOUR

Current openings. Hours vary. Livonia/Plymouth/Novi.
ARBOR TEMPS 459-1166
9433 Haggerty Road, Plymouth MI

DATA ENTRY
1 year experience. Lotus 1,2,3. Systems back-up helpful. Full-time. Hourly and benefits. Non-smoking. Resume to: Manager, P.O. Box 40722, Detroit, MI 48240

DATA PROCESSING CLERK

Growing and dynamic cellular company is seeking an independent and self motivated individual for data entry. Individual will be responsible for data entry and maintaining various marketing data bases. A minimum of 2 years in the data entry field with 60 wpm and proficiency on 10 key. Speed and accuracy a MUST! We offer a competitive wage package, health and dental benefits and a 401 (K) program. If you are looking for a positive work environment in a growing company, please send resume and cover letter to:

Customer Care Manager
1534 B. Woodward
Birmingham, MI 48009

DESKTOP PUBLISHING
Expanding Troy publisher seeks experienced part time professional. Skills should include typing, pagemaker 4.0, WordPerfect, IBM, layout and design. Send resume to: George Watkins, PRP, 1853 Technology Dr., Troy, MI. 48083.

504 Help Wanted Office-Clerical

ENJOY WORKING WITH PEOPLE?

Full time general assistant needed for fast paced professional office in Farmington Hills. Must have office experience, computer skills, a pleasant phone personality, 40 WPM. Call for details between 10-2:
489-0537

EXECUTIVE ASSISTANT, energetic top notch executive assistant needed by Farmington Hills office. Must be versatile & organized, punctual & computer literate (WordPerfect a must). Send resume to box #290
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

EXECUTIVE SECRETARY
Needed by international service firm needs your proficiency in MS Word. Excel helpful.
848-7562
Uniforce Temporary Services

EXECUTIVE SECRETARY OFFICE MANAGER

Manufacturers rep agency needs full cycle administrative assistant. EXPERIENCE in technical sales office involving automotive supply. Word processing & Lotus 123 required. Send resume to: Peter Blum Industries, 29200 Orchard Lake Rd., Ste 100, Farmington Hills, MI 48334

FILE/MAIL CLERK:
growing research and consulting firm requires a mature, qualified individual to manage an extensive file room. Responsibilities include: wordprocessing, opening/closing files, preparing file materials for out, overseeing file integrity and file maintenance, photocopying, preparing outgoing mail, UPS and Fed Ex details. Three years clerical experience, WordPerfect knowledge a plus. Send resume to:
BRC - Ellen Doster
2619 Product Drive # 100
Rochester Hills, MI 48309

Equal Opportunity Employer
Minority/Female/Handicapped/Vet

FRONT DESK

This important high visibility position seeks professional receptionist, individual has the ability to be great & service the company's individual & international clients.
Diversified Recruiters Co.
344-6700 FAX 344-6704

GENERAL OFFICE - Fast paced west side Detroit office looking for outgoing individual who enjoys dealing with the public. Must be 30 wpm. J & D Auction, 19000 Fullerton I-96 & Greenfield: 837-0000

GENERAL OFFICE HELP in downtown Rochester. Light typing & filing. Must have pleasant personality. Apply in person over the phone. Send qualifications and desired wage to: Superior Station Co., 431 Walnut Blvd., Rochester, MI 48307 No phone calls or visits.

GENERAL OFFICE: wholesale cosmetologist supply company seeking part and full time in office and stock. We require a positive attitude to grow within the position. Apply within Mon. thru Fri., 8-3pm. Mary's, 30975 W. 8 Mile Rd., Livonia.

GENERAL OFFICE

Southfield location. Mature person needed 9-4:30, Mon-Fri. 358-5989

GET READY FOR THE SUMMER!

No matter what the season, Kelly has plenty of jobs to offer:
- Microsoft Word for Windows Secretary
- Temporary to full-time Word Perfect Secretary with Transcription
- Temporary to full-time Executive Secretary with WordPerfect and Lotus, Shorthand and Transcription a must.

Call Diane at 522-4020 for an appointment!

KELLY TEMPORARY SERVICES
Equal Opportunity Employer M/F/D

HOT TO HIRE!!!
RECEPTIONIST $17,000
Use your 1+ years experience plus word processing for front desk position with professional suburban firm.

EXECUTIVE SECRETARY $25,000
Top spot with high tech suburban firm utilizing Microsoft Word, spreadsheets & automotive background a plus.

ALL FEES COMPANY PAID
PERMANENT STAFF
Troy: 645-2720
Farmington Hills: 737-3750

INSURANCE OFFICE - Farmington Hills. All phases of insurance business, positions, receptionist & mail clerk. Minimum of 2 years insurance office. Duties include answering and directing phone calls & clients, taking mail, filing, typing, data entry, in-out, sorting mail & updating forms. Successful candidate will be a responsible, friendly person looking for long term employment. Send resume to: P.O. Box 80419, Flint, MI. 48508-0419.

WORD PROCESSORS
Experienced on REI, 929, or Independent network key pad, for our Livonia office. 7,000 kes per hour plus required. Full & part time positions available on M & T shifts also Sat. days. Premium pay for midnight shift. Call Mon thru Fri, 8am-12 noon. 525-4587

Experienced Legal Secretary/Office Manager
Bingham Farms attorneys' WordPerfect & Timeslice & definite plus. Salary based on experience. Call Mary Sam 12 noon 247-6440

LEGAL SECRETARY - Experienced. WordPerfect 5.1, personal injury & family law. Salary negotiable. Resume: 30633 Northwestern Hwy., Suite 100, Farmington, MI 48334

504 Help Wanted Office-Clerical

GENERAL OFFICE
Must be self motivated. Duties include filing, light typing, answering phones. Part time, 3 hours a day. Salary & hours negotiable. Please fax resume to: Arthur Thomas, 3000 Town Center, Suite 2333, Southfield, MI 48075. 352-4140

LEGAL SECRETARY
Bloomfield Hills Law Firm seeks an experienced Legal Secretary. Candidate must demonstrate minimum of 1 year, accurate typing, WordPerfect production, discretion, exception, effective oral & written communication skills, and the ability to work in a team environment. Non-smoking office, salary commensurate with experience. Send resume to:
Hiring Director
1533 N. Woodward, Ste. 250
Bloomfield Hills, MI 48304.

LEGAL SECRETARY
LAW OFFICE ADMINISTRATOR
Needed for small but busy law firm in Troy. Candidate applicants will have at least 3 years experience as lead and will be proficient with lotus, ten computers (or equivalent), pentium, word perfect 5.1, knowledge of real estate, probate & corporate law. Software familiarity of WordPerfect, Timeslice, Quicken, computerized legal billing required. Typing speed of 40 wpm. Salary & telephone transcription experience a must. Professional appearance and detail-oriented person sought.

RECEPTIONIST
Needed for small but busy law firm. Looking for a self motivated, 35 hour, excellent telephone manners. Typing speed of 40 wpm. Word processing experience preferable.

Please send resume to:
Attn: Office Manager
2301 West Big Beaver Rd
Suite 515
Troy, MI 48084

LOAN COUNSELORS

We are seeking individuals with associate degree, college or equivalent education, good math aptitude, and excellent skills. Sales or collection experience is a plus. Responsibilities include handling outbound and inbound calls from mortgagors throughout the country regarding delinquent accounts. Hours will be:

Full Time:
Mon-Thurs 3:15pm-11:45pm
Fri 12:15pm-8:45pm

Part-Time:
Mon-Thurs, 9:30am-2:30pm
Sat. 10am-3pm

All positions include a competitive salary and benefits package. Candidates should apply Mon-Fri 8am-4pm or send a resume to:

DUNCE ONE MORTGAGE SERVICING CORPORATION
Attn: Human Resources
27555 Farmington Road
Farmington Hills, MI. 48334
Equal Opportunity Employer M/F/D

MARKETING SECRETARY
Exciting atmosphere of local agency requires typing, word processing, data processors. Position requires your excellent phone skills and WP 5.1. Call Debbie 347-0000
Uniforce Temporary Services

Market Research

Long term position available in Southfield and Bloomfield Hills to do market surveys. No experience necessary. Must type 25 WPM and have good phone skills. Call now to be involved!
EXPRESS SERVICES
643-8590
Not an Agency Never a Fee

MICROSOFT SECRETARIES NEEDED!!!

We have long and short term positions for secretaries with advanced skills to work in the Troy area.

Call today for an appointment!

CORPORATE PERSONNEL SERVICES
362-9696
NO FEE EOE

MICROSOFT SECRETARIES NEEDED

We need secretaries with advanced skills to work long term & short term assignments in the Troy & Southfield areas. We offer top incentives:
- Cash Incentives
- 2 Weeks Vacation Pay
- Paid Holidays

If you have at least 6 mos. office experience, type a minimum of 55 wpm, call.

TODAYS TEMPORARY
649-2936
An Equal Opportunity Employer

NATIONAL MARKETING firm has a full time secretarial opening. Requirements: 2-3 yrs. secretarial experience, knowledge of WordPerfect helpful, Knowledge of WorPerfect helpful. Resumes by Jan Ross, M. Conway, 28111 Evergreen, Ste. 100, Southfield, 48076

NEED ENERGETIC service/sales person, with experience in Personal Injury, for working for a Doctor. Call Bella Farm office. 353-1400

OFFICE CLERK

Large Southfield CPA firm is seeking to hire full-time office clerk. The person would need to be dependable & have related organization, some filing of up to 50 lbs. required. Great entry level position for the right person. If interested please call Debi Prior, 9-11am & 1-4pm.
353-1109

Fortner, Rudolph & Co.
26200 American Dr., Ste. 500
Southfield, MI. 48086-5054
An Equal Opportunity Employer

OFFICE COORDINATOR
In Walled Lake for landscaping company. Organizational skills helpful. No experience necessary. Will train. Call Lacey 624-2050

OFFICE HELP
National lawn care company seeks dependable person for full time clerical position. The position includes: Telephone work, light typing and data entry. The position offers comprehensive benefits, competitive wages and paid vacation. For consideration, please call Toby.
Tri-Venture Chemlawn, 525-5200
An Equal Opportunity Employer

OFFICE MANAGER

For a skilled nursing home. Experience with billing for Medicare, Medicaid and accounts receivable. Organization, communication skills required along with computer usage. Send resume to Box 280:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE MANAGER - Growing Redford Co. looking for a full time person to manage office. Work consists of data entry, accounts payables/receivables, payroll, inventory, audit paperwork, filing, & other duties as needed. Send resume & salary requirements to: Box 298
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PART-TIME CLERICAL: Insurance Agency seeks someone part time in Beverly Hills/Birmingham area. $8.50/start. 258-1900, 9-5pm

PART-TIME

Permanent part time entry level position, 20-30 hours. Mon-Fri. Duties include filing, mail processing, CRT use and locating files for our staff. Top pay and benefit package including paid holidays, vacation, profit sharing, medical and dental plan. No experience necessary. Send resume or stop in to complete application.
Liberty Mutual Insurance Co.
Attn: Dept 014
26200 Telegraph, Ste 200
Novi, MI 48378-9301
An Equal Opportunity Employer

504 Help Wanted Office-Clerical

OFFICE MANAGER
We are a 25 person firm located in Southfield. If you are a motivated individual with great organizational and people skills, we want talk with you the office manager will handle duties that include human resources, payroll, benefits, and administrative work for the president. The candidate must have experience with references. We are offering comprehensive benefits, including 401K plan, starting salary at $26,000 with a 90 day review. For immediate consideration, please submit your requirement to:
Hiring Director
1533 N. Woodward, Ste. 250
Bloomfield Hills, MI 48304.

OFFICE MANAGER
We are a 25 person firm located in Southfield. If you are a motivated individual with great organizational and people skills, we want talk with you. The Office Manager will handle duties that include human resources, facilities management, and administrative work for the President. The candidate must have experience with references. We are offering comprehensive benefits, including a 401K Plan. Starting salary at $26,000 with a 90 day review. For immediate consideration, please submit your requirement to:
Hiring Director
3700 Penobscot Bldg.
Detroit, MI 48226

PARALEGAL/WRITER
Small Birmingham personal injury law firm seeking experienced only. Paralegal duties include medical/litigation summaries, settlement packages, correspondence, pleadings, pretrial motions, and pretrial memorandums. Must be able to work independently. Possess a working knowledge of medical terminology & be able to draft medical research. The perfect 5.0 knowledge required. The *right person will be rewarded with a* competitive salary package including paid parking & a relaxed office setting. Call Pamela 642-1300

PART TIME SECRETARY for company in Auburn Hills. Monday, Tuesday, Thursday, Friday 9-1:30. P.O. Box 214296, Auburn Hills, MI 48321

PAYROLL

Busy multi branch steel company in Livonia has immediate opening for a Payroll Clerk. Candidate must have 2 years experience in all payroll functions from time cards through payroll tax reports. Computer experience required. Knowledge of employee benefits necessary. Excellent salary & fringe package.
Call Ann Marie
Steel Company Subcontractors
Steel Company, 34555 Ammem, New Laurel Park Place

PAYROLL CLERK/PART TIME
Well established Oak Park firm seeking a part time payroll clerk to process payroll for 100 employees. Must have payroll experience required. Familiar with ADP P/R system helpful. Schedule: Mon-Tues-Wed, 20 hrs. per week. Call Ms. Ann Marie Fortner for details. P.O. Box 32101, Detroit 48232. Fax 313-237-0337

PAYROLL SPECIALIST
Position requires: pleasant personality, good math aptitude, data entry, posting, & calculator skills. 37/hour to start plus paid benefits. Send resume to: Personnel Department, 16000 West 9 Mile Road, Suite 302, Southfield, MI 48075

PC SYSTEMS OPERATOR

We are looking for a person to support our PC operations which include a proprietary data base application. Strong PC hardware knowledge required, as well as superior communications, training, analytical skills. An understanding of data based structures & management, plus HP laser let printer programing knowledge helpful. Networking experience a plus. Salary commensurate. Diane 9:30am-11:30am, 471-6896

PHONE AGENTS
CUSTOMER SERVICE
Livonia computer marketing company is seeking customer service Phone Agents to join their travel & tourism team. Ideal candidate will possess excellent phone voice & personalities, data entry & customer service experience, and a very progressive, winning attitude. Knowledge of data structures helpful. Good pay, benefits & growth opportunities await qualified individuals. For more information call after 2pm 261-2000 or send resume to:
DPCS INTERNATIONAL INC.
11801 FARMINGTON RD.
LIVONIA, MI 48150
ATTN: DEBBIE KEIER,
Director of Personnel
Equal Opportunity Employer

PLYMOUTH part-time phone work, 3 shifts available, from 2½ to 4 hours a day. Good handwriting & vocabulary a must. Start $3.00. 459-5099

★ PURCHASING ★
Private company seeks an experienced electrical component Purchasing Agent. Send to: Person Purchasing Department, Successful Sensors & Timers, Inc. Minimum 5 years experience, able to work unsupervised, utilizing a computerized purchasing system to accomplish the company objective of on time delivery at a competitive price. Mail resume: Box 292
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

REAL ESTATE SALES
Looking for an aggressive, assertive person to work in our Livonia office for Classic Realty in Novi. Flexible hours. Real estate license a draw against commission.
Call 737-6600

APARTMENT SEARCH - TROY
PART TIME marketing associate position. Ideal candidate is self motivated, enthusiastic, articulate and ambitious person. Phone skills a must. Flexible hours. Weekends & Mon. 10-1. Mon. - Fri. at 680-0090
An Equal Opportunity Employer

RECEPTIONIST - part time, needed for apt. community in Westland/Family law. Salary wages, professional appearance a must.
Call Debbie 326-7258
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST-experienced in secretarial & computer skills for busy upscale Southfield Realty office. Part-time or full-time. 1-800-321-5690

RECEPTIONIST-Full or part-time. Pleasant telephone. Self-motivated typing ability a plus. Call Mr. Kaplan, 30555 Ford, Westland. 722-3800

RECEPTIONIST
Looking for energetic person with good communication skills, light typing/bookkeeping knowledge helpful, immediate opening. For art appointment, call 431-2738

RECEPTIONIST
Full time for brokerage firm. Pleasant professional demeanor, light typing & clerical. Send resume to:
P. O. Box 9055, Farmington Hills, MI. 48333.

RECEPTIONIST
full time position for receptionist to handle busy, multi line telephones. Computer experience helpful, pleasant phone voice & meet, greet, Lake Lake area. Call Debbie T. between 3-4pm. 968-6000

RECEPTIONIST - Service oriented people person wanted. Excellent phone skills required. Word processing experience preferred. Send resume and salary requirements to:
Attn: Receptionist, 726 Orchard, Clawson, MI 48017

RECEPTIONIST -- Answering phones, filing, light typing, friendly personality, Full time, 8-6pm. No weekends. Farmington Hills. 478-3170

RECEPTIONIST/SECRETARY - Mature person for days, afternoons or possibly evenings. Lotus experience preferred. Apply at St. Anne's Inland, 16106 W. 13 Mile, Southfield.

RECEPTIONIST
Front desk position with national insurance corporation. Word processing a plus. Call Gloria 557-0037
Uniforce Temporary Services

RECEPTIONIST
Long term opening for your friendly personality and experience on Executive or North. Call Ruth 646-8168
Uniforce Temporary Service

RECEPTIONIST
Full-time position with benefits. Must be able to start immediately. Typing a plus. Light light duty. Apply in person to Receptionist, 33975 Autry, Livonia, MI. 48150.

504 Help Wanted Office-Clerical

RECEPTIONIST/SECRETARY
Part time, mature responsible person for property management company. Ability to deal with people, tenant relations, Mon. thru Fri. 10am-2pm. Some full time overtime and heavy stress. Please respond with resume Box 1036
An Equal Opportunity Employer

RECEPTIONIST
Needed for downtown Detroit law firm. Position entails a wide variety of duties. Call Ms. Ann Marie
Office Manager, 1818 Buhl Building, Detroit, Mich., 48226

RECEPTIONIST/SECRETARY
Must be highly organized, computer experience, Minimum typing speed of 50wpm. Submit resume for: 1808 Rochester Industrial Dr., Rochester Hills, MI 48307

RECEPTIONIST fast paced, fast growing company seeks experienced individual to operate 16 line phone system as well as other clerical duties. WordPerfect a must. Please send resume with salary requirements to: Attn: Office Manager, Shaden Realty, 1322 Martin Rd., Walled Lake, MI. 48390

RECEPTIONIST/SECRETARY
Property Management firm seeks motivated individual with computer experience. Must have good communication skills, non smoking office, send resumes to: Box#318
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/TYPIST: Non smoking permanent position for downtown Birmingham. Must be accurate with experience. Health & life insurance offered. Send RESUME including salary desired: Average achieved, (good grades mean nothing) to: Box 290
OFFICE MANAGER: 2600 Bush Bldg. 555 Grandville, Detroit

RECEPTIONIST/TYPIST

Needed to work in CPA office in Detroit. Ideal candidate will possess previous experience in financial environment, excellent phone and interpersonal skills and must type at least 55-wpm. Long term position.
CALL 791-8000
FOSTER-DAVIS
Temporary Personnel, Inc.

RECEPTIONIST

Top notch West Metro companies need your professional voice. Do you have a professional phone manner & prior work experience directing call activities on busy phone system of 2 lines or more? Call Personnel Perfect and/or Lotus a plus.
591-1100
Acro Service Corp.
Never A Fee

SATURN OF SOUTHFIELD

Seeks a clerical candidate to join our team oriented staff. This entry-level position requires typing & word processing skills. Duties include collating, assembling, filing, we offer a friendly work environment, good benefits and opportunities for advancement. Call Tom 354-4000

SOUTHFIELD REAL ESTATE
Development/Management firm seeking highly motivated individual with excellent typing, word processing and organizational skills. Salary commensurate. Send resume to: P.O. Box 70, Southfield, MI 48037

EXECUTIVE SECRETARY/
ADMINISTRATIVE ASSISTANT
to chief executive officer of innovative high-tech company. Intelligent, well-educated with scientific background & writing skills. Advance salary & benefits. Send resume to:
Vice President, Human Resources
1875 W. Maple Rd.
Troy, MI 48084
An Equal Opportunity Employer

SECRETARIES Word Processors

Positions available immediately for qualified candidates in Livonia and surrounding areas. Candidates must type 55 plus words, have experience on 1 or more of the following:
- WordPerfect 5.1
- Lotus 1-2-3
- Microsoft Word
- Excel

Call for more information
591-1100
Acro Service Corp.
Never A Fee

SECRETARIES $ $ $

Experience in the following areas
WORD FOR WINDOWS
EXCEL
PAGEMAKER
LOTUS
Start immediately
in Southfield
#1 TEMPORARIES
274-8300

SECRETARY AUTOMOTIVE OFFICE

Well established international company offers challenge and security. Good word processing skills, organizational skills needed. $17,000 plus good benefits. Hurry! Call Barbara, 464-0099
SNELLING PERSONNEL SERVICES

SECRETARY/BOOKKEEPER
Permanent position, approximately 37½ hours/week for real estate developer's Troy office. Must be detail oriented person with follow through and general office skills. Knowledge of Windows 3.0 and PC sales necessary; MS WORD helpful. Salary commensurate. Fax 274-8320

SECRETARY/CLERICAL
Permanent part time position available in small Livonia office. Approximately 20 hrs per week. Word processing skills required. Call Ann Marie at 477-5900

SECRETARY: Waterford location. To 55/hr. to start to $10/hr. after 30 days. MicrosoftWord. 32 hrs per week.
473-7210
STEVEN J. GREINER PERSONNEL

SECRETARY - WITH EXPERIENCE
Typing & Spreadsheet Experience (handling checks) a definite plus. Hours: $18,000, terrific benefits. Call Ann Marie Fortner, Office Manager, Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48333.

ATTENTION

FAST FOOD & FUN
SERVICE ORIENTED
National full service family fast food chain seeks qualified candidates for local management positions. Minimum + experience a must. Excellent benefits & advancement potential. To $28,000 + bonus. 473-7212
Livonia Mall Area

ATTENTION: Immediate openings for Cooks, Wait Staff & Helpers.
Apply at Lady Bird, 1251 Orchard Lake Rd., W. Bloomfield.
- BANQUET
- WAITSTAFF
- ASSISTANT COOK
- BARTENDERS

Westland/Livonia area
525-0660

BARTENDERS, COCKTAIL SERVERS, HOSTESSES

Casting Call! Are "Cheers" at Metro Airport.... let you enjoy entertaining and working with the public, we are looking for experienced applicants for Bartenders, Cocktail Servers and Hostesses for our "Cheers" lounge at Metro Airport. You must have at least 1-3 years experience and be flexible enough to work days or afternoons including weekends and holidays. We provide excellent pay, meals and benefits for our staff.

Apply in person to the personnel office located in the Marriott Hotel between 10am & 4pm, Mon. thru Fri.

HOST
A MARRIOTT COMPANY
METRO AIRPORT
EOE

BAR & WAITSTAFF, experienced for day & night shifts. Apply in person Mon-Fri between 2-4pm. Fox & Hounds, Ann Arbor Trail, Westland 427-0622

CHEF - Best Italian Restaurant in Michigan needs experienced Sauce Cook and Pastry Cook. Above market pay and benefits. Apply at: Ernesto's, 41061 Plymouth Road, Plymouth 453-2020

CHEF
Must be aggressive and hard working. Opportunity for advancement. Apply at Ann Arbor Trail, Westland 427-0622

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504 Help Wanted Food-Beverage

SECRETARY/BOOKKEEPER
Full charge (1 person office). Must have payroll experience and able to handle customer phone calls & orders. Mon.-Fri. 8:15,000 to start, plus benefits including profit sharing, pension plan & bonus. Reply to: GLASS, P.O. Box 81314, Livonia, MI 48151.

SECRETARY/CLERICAL
Busy executive office in Troy has the following part time/temporary position available:

EXECUTIVE SECRETARY
Approximately 20 hours per week. Must be organized, able to handle special typing projects. Must type 55wpm & be proficient in WordPerfect 5.1 & HP III/IV. Position also requires good interpersonal skills.

CLERICAL - TEMPORARY
24 hours per week during summer. Typing 35wpm, some light word processing (WordPerfect 5.1), grammar & spelling.
If qualified send resume by May 27 to: Box 282
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Must have experience with Word-Perfect 5.1 & Lotus 1-2-3 capability. Send resume to: B. Barrett,
Box 2000, Ste. 1400, Suite 220, Southfield, MI 48034

SECRETARY - PART TIME
Construction/Development firm. 3 days a wk., flexible hrs.
Walled Lake area 624-8115

SECRETARY - PART TIME
Livonia location, of corporate purchasing department. Responsibilities: This non-smoking office position seeks a motivated, organized individual with excellent typing skills, approximately 20 hours per week, flexible hours. Responsibilities include typing, filing, phone answering and other general office duties. Office tenure are just 2 years old. Great place to work. Please send resume with salary desired to:
Box 286
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST
40 year old Livonia distributor seeks person to handle a Personal Computer system, process daily invoicing and perform misc. typing and filing. Fast paced environment. Great opportunity for advancement. Send resume to:
Box 268
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST
Full time, Monday-Friday, 8-5 pm for Livonia photographer. Tues.-Sat. Please call: 525-7578

SECRETARY/RECEPTIONIST
needed in Southfield area. Light typing. Word processing experience. Send resume to: P.O. Box 254, Southfield, MI 48037

SECRETARY/RECEPTIONIST
Downtown law firm, soon re-locating to Farmington Hills. Word Perfect 5.1 & typing of 70 wpm required. Competitive salary & benefits. Mail resume to: 2200 Buhl Bldg., Detroit, MI. 48226 or Fax to 963-6362

WORD PROCESSOR/SECRETARY
Troy WordPerfect, Excellent typing, 55wpm, $18,000, Lotus or Lotus/Word with marketing staff, corporate environment, small meetings, $10/hr. Fee Paid.

LONG TERM TEMPORARY
NE suburbs. Dedicated, experience required, legal experience helpful. Fee Paid.

WE INVITE YOU TO REGISTER WITH US FOR LONG AND SHORT TERM ASSIGNMENTS.

LOIS RAY PERSONNEL
SOUTHFIELD 559-0560

WORDPROCESSOR

EnecoTech Midwest Inc., one of the country's fastest growing environmental consulting firms is seeking a word processor. Ideal candidate will possess a cheerful, team player attitude. Minimum 3 yrs. hands-on experience with WordPerfect 5.0, including tables and minimum 50wpm are REQUIRED. Must be detail oriented with excellent speaking, Customer Service team. Ideal candidate will be a self starter, enjoy professional environment, competitive salary and comprehensive benefits package. For consideration, qualified candidates should send resume with salary requirements to:
EnecoTech Midwest Inc.
39255 Country Club Dr., Ste. D-040,
Farmington Hills, MI 48331
An Equal Opportunity Employer

W. BLOOMFIELD COUNTRY Club has part-time position available for mature individual with basic office skills and computer knowledge. Weekends. Send resume to: SH or Andy Bowen, executive assistant, 1-mile 3pm-8pm. 5050 W. Maple, W. Bloomfield, MI 48322

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS for Wait Staff, Energetic & enthusiastic need only apply. Experience preferred. Contact Jim. 851-9800

ACCEPTING APPLICATIONS and resumes for all positions in the Food Service Dept. at the Heathwood Center for Continued Care, 29200 Center Dr., Southfield

ARBY'S is now hiring energetic, quality individuals for lunch, evenings, weekends. Send resume to: SH or Andy Bowen, executive assistant, 1-mile 3pm-8pm. 5050 W. Maple, W. Bloomfield, MI 48322

ASSISTANT MANAGERS
Experienced, dependable people with good work ethic. Full time, overtime eves & weekends, full time. Free Hide Country Club, Plymouth 453-7822

ASSISTANT MANAGERS - with exp. Must have food service experience. Small deli, 406 W. Michigan, Plymouth. Mon.-Fri. Weekends off. 483-7613

ASSISTANT MANAGERS
Experienced, Bonuses, Good Benefits, Growth potential. Apply Mon-Fri (excepting holidays) 3 to 5 pm only at hours. $18,000, terrific benefits. Call Ann Marie Fortner, Office Manager, Harper Associates, 29870 Middlebelt, Farmington Hills, MI 48333.

ATTENTION

FAST FOOD & FUN
SERVICE ORIENTED
National full service family fast food chain seeks qualified candidates for local management positions. Minimum + experience a must. Excellent benefits & advancement potential. To $28,000 + bonus. 473-7212
Livonia Mall Area

ATTENTION: Immediate openings for Cooks, Wait Staff & Helpers.
Apply at Lady Bird, 1251 Orchard Lake Rd., W. Bloomfield.
- BANQUET
- WAITSTAFF
- ASSISTANT COOK
- BARTENDERS

Westland/Livonia area
525-0660

BARTENDERS, COCKTAIL SERVERS, HOSTESSES

Casting Call! Are "Cheers" at Metro Airport.... let you enjoy entertaining and working with the public, we are looking for experienced applicants for Bartenders, Cocktail Servers and Hostesses for our "Cheers" lounge at Metro Airport. You must have at least 1-3 years experience and be flexible enough to work days or afternoons including weekends and holidays. We provide excellent pay, meals and benefits for our staff.

Apply in person to the personnel office located in the Marriott Hotel between 10am & 4pm, Mon. thru Fri.

HOST
A MARRIOTT COMPANY
METRO AIRPORT
EOE

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CHEF - Best