

504 Help Wanted Office-Clerical

SECRETARY
Fast-paced Southfield sales office has an immediate opening for a full-time notch Secretary with minimum 5 years office experience. Strong typing skills, dictation abilities & Microsoft computer experience required. Organizational & communication skills a must. Call Sandy Wright at: 637-6211

SECRETARY
Full-time secretary needed for small but busy residential land development office in Farmington Hills. Must be a reliable person, pro-

SECRETARY RECEPTIONIST
Growing Investment Firm is seeking an energetic, enthusiastic individual with a minimum of 3 years' experience in Sales and Office Communications. Duties include: 4 line phone system plus general clerical. Send resume & salary requirements to Director of Client Services, PO Box 21144, Southfield, MI 48037

SECRETARY/RECEPTIONIST
For investment banking firm Farmington Hills. Duties include: answering phones, typing, PC skills must, filing, organization a must. Salary position. Reply to: Ms. Herricks, PO Box 231982, West Bloomfield, MI 48325

SECRETARY/SALES SUPPORT PART TIME
FARMINGTON HILLS
Questech is an exciting, but demanding, young company; but profitable, chaotic. The sales rep travel all over the U.S. selling tech and all vocational education equi-

ment. They need someone they can totally rely upon to organize their efforts and to support them in the office. Tests include all usual secretarial duties plus maintenance of a computerized data base. You will have access to the intelligence and information that product line is able to sell nationwide calls. You must be literate enough to handle correspondence unsupervised. If this is you, please send resume to: Cusick, 24039 Research Drive, Farmington Hills, MI 48335

SECRETARY & TELEMARKETER
Automobile wholesaler in Pompano Beach, Fla. Good pay & opportunity. Ask for Don. 435-3222

SMALL SALES office seeking part time help with Data Entry Word processing. Some computer experience necessary. Flexible hours for student. Send resume Business Office, PO Box 7015 Plymouth, MI 48170

**STUDENTS
CLERICAL JOBS**

Receptionist & typing/computer skills for temporary job this summer. Oakland County
TEMPSTAFF 645-0800

TRANSCRIPTIONIST, part time heavy dictaphone, must be able to work flexible evening hrs. Possess MI in daytime hrs. Proven 2 1/2

experience, 70+ wpm. Dependability must, call Debbie/Guy 334-3344.

TYPESETTERS
Detroit office of nation's largest financial printing company is seeking experienced typesetters for second and third shifts. Excellent benefit package. Send resume to: Bowen, 610 Congress, Detroit, MI 48226, Attn: Mr. Haskin.

TYPIST/PART TIME
For law office. Type 65-wpm. Please call: 538-3

WORD PROCESSING SECRETARY
International banking headquarters has immediate opening for Word

**Perfect 5.1 with Windows, Lotus
plus. Top salary.
Call Shale, 648-71
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processing experience. Excell
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LIVONIA 484-2
283-2

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WORD PROCESSOR/SECRETARY
Professional offices with pleasant working environment looking for word processor with STRO WordPerfect 8.1 file. Must start with office & personal secretarial phone man required. Competitive pay. Send resume to: McKenna Associates, Inc. 39555 Hills Tech Dr., Suite 2 Farmington Hills, MI 48331. An Equal Opportunity Employer

505 Help Wanted
Food-Beverage

ACCEPTING APPLICATIONS
experienced grill cooks, food
preparation, buewers & dishwash-
ers. Apply in person at: Bob Evans Re-
saurant, 13911 Middlebelt Rd.,
Livonia. No phone calls please!

ANGELO BROTHERS Restaurant
How hiring experienced, or well in
Walk Staff, Carry Out Staff, Hosts,
Hostess. Full or part time. Bar
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after 3PM: 33560 Ford Rd.,
Westland. 427-1111

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Sweet Lorraine's Cafe &
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DISHWASHERS
For our July opening. To schedule
an interview call **313-558-8**

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477-7

ASSISTANT MANAGER
1 year restaurant experience
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owns, from Livonia. \$8 per hr.

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sumo to:
BUDDY'S PIZZA, 31
Northwestern Hwy., 8
208, Farmington 1
48334-3402. 1