EMPLOYMENT

504 Help Wanted Office-Clerical

Due to our on-going expansion and our aggressive acquisition program, we are in need of:

ASSISTANT BOOKKEEPER

FOR OUR BURGER KING RESTAURANTS

Salary Range: Up to $7 an hour

Job includes:
Posting all reports and totaling all paper work from time on the floor.

Send resumes to:
Burger King Restaurant
24211 W. 12 Mile Rd.
Southfield, MI. 48034
or Phone Kevin at 483-0091

BOOKKEEPER

Livonia based professional consulting firm seeks part-time bookkeeper/data entry clerk. Ideal candidate will possess a well-rounded, quality conscious and have computerized accounting experience. Some secretarial work required. Must know Macintosh Word and Excel skills a must. Send resume in confidence to: Bookkeeper, P. O. Box 70975, Plymouth, MI. 48170.

CAREER OPPORTUNITY for bright person with superior computer skills. In fast-paced sales department & accounting duties for busy small downtown Birmingham law firm. Must knowledge of word perfect or R-base & prior accounting experience. Call Carol at 642-1300

CAREER OPPORTUNITIES

Long-term temporary positions available in Troy Detroit and Wayne Quarters and several west suburban firms. Starting rates, daily entry operators, data entry clerks, word processors. Software experience helpful, but we will train the right candidate for one of these assignments. Let us turn your skills into money! Call today for an interview appointment.

N S SERVICES
473-2111

CLASSIGAUTO SHOWPLACE needs a full-time, bright, outgoing assistant manager. Duties include Bookkeeper/Secretary for busy Troy office. Computer bookkeeping, Word Processing, phones, & customer contact will keep your day interesting. Honesty & integrity essential. Please send resume to: Marie Christensen, 1725 E. 14 Mile between John R & Dequindre.

Office Support Person to assist client services department in data input, phone calling & general office. Must be versatile. Pleasant, smoke-free office. Send resume to: Retail Detail, 132 N. Woodward Ave., Birmingham, MI. 48009, attn: Lisa.

CLERICAL ASSISTANT

Engineering Department has an immediate opening for a Clerical Assistant. Job includes issuing engineering documents and maintenance of all computer base and filing systems. Also responsible for copying of large quantities of engineering blueprints, MS Word and Lotus filing and faxes, will also handle issuing of company cars for department. Excellent PC skills a a must. Should have basic knowledge of Word Perfect and Lotus. Good written and verbal communication required. Good benefits. SALARY REQUIREMENTS or apply in person at:

Human Resources Department

AMERICAN YAZAKI CORPORATION

6700 Haggerty Road
Canton, MI 48187

No Phone Calls Please

An Equal Opportunity Employer

CLERICAL/Entry-Level position. Minimum 1 year experience. $5.50-$6/hourly + benefits. Non-Agency. 348-6200

CLERICAL

Full-time position available. Must be able to type & have computer knowledge. Must work well with others. Must apply in person at 31225 S. Mound Rd., Warren. 437-8148

CLERICAL SUPPORT

Detroit financial corporation seeks an efficient clerical support individual for our fast paced working environment. Candidates must be able to work accurately under pressure, able to work with little supervision and have hands-on Wordstar and/or WordPerfect experience. This position is for a hard-working, team worker who is willing to accept challenges. Interviews pending for a complete salary and benefits package. Please forward resume in confidence to:

Human Resources
P.O. Box 779
Detroit, MI 48231

CLERICAL

Temporary/Permanent positions available. Entry level clerical and accounting office positions with advancement potential. Good communication skills required. Typing skills a plus. Send resume with salary requirements to:

CLERICAL RECRUITER
20300 Civic Center Dr., Ste. 207
Southfield, MI 48076

College Students Needed

• Word Processing/Clerical
• Technical • General Labor

ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI

CLERK TYPIST
CITY OF FARMINGTON HILLS

Accepting Applications for Full-Time Clerk Typist I in Assessing. Responsibilities answer telephones, typing reports and correspondence, maintenance of files and office records, work with property descriptions and ownership records. Minimum education skills required for public contact. Minimum typing 45 wpm and proficient in WordPerfect 5.1. High School Diploma or equivalent. Salary: $17,248-$19,568. Apply in writing or in person by Jan. 9, 1993.

Personnel Department
(Position 104)
City of Farmington Hills
31555 Eleven Mile Rd.
Farmington Hills, MI 48336
An Equal Opportunity Employer

CONSTRUCTION ACCOUNTING CLERK - Non-smoking office. Seeks a confident self-starter, skilled in accounts payable with computer aptitude, to become administrative assistant to bookkeeper. Potential for future full time position.
335-7792, 4-6pm

504 Help Wanted Office-Clerical

CLERICAL PART TIME
12-5pm. Monday thru Fri. Phones, entry, filing. Apply in person: 25301 Schoolcraft, Livonia MI

CLERKS
TYPISTS

Wide Variety Of Assignments.
Work Close To Home.

615-0660

WESTERN
TEMPORARY
SERVICES

36289 GRAND RIVER,
FARMINGTON HILLS, MI 48335

CLERK

Troy company seeks highspeed duplicating equipment operator. Prior experience helpful but will train. Midnight shift. Must be able to train during the day. Call 649-0909

CLERK TYPIST
FULL TIME

Seeking a Clerk Typist for a fast paced Southfield Law Office. Type 45 wpm minimum. Strong oral and written communication skills required. Please send resume and salary requirements to:

Box 670
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

COMPUTER ENTRY

Highest pay for your attention to detail. Alpha and numeric input. Major financial firm. Call Darlene 646-8500

Uniforce Temporary Services

CUSTOMER SERVICE. Expanding company is seeking hardworking individual with pleasant phone voice and good attitude to problem solve lease documentation. Extensive phone work and customer service position. Great working environment. Please send resume to:
T.H., P.O. Box 9066, Farmington Hills, MI 48333

CUSTOMER SERVICE REP

Full time position available. Fast paced office seeks a hands-on support person. Must be organized have a good phone personality, follow through & willingness to learn. Computer experience necessary, video experience a plus. $6.50 to start. Send resume to: E.T.D., 22670 Heslip Dr, Novi, MI 48375.

CUSTOMER SERVICE Has to handle all phases of customer care plus accounts receivable. Experience preferred. Send resume to: Cellular Telephone Co. 28000 Middlebelt, Ste 100, Farmington Hills, MI 48334.

CUSTOMER SERVICE

Suburban marketing firm has openings available. Good communication skills necessary. Will train. Flexible hours. Call Colleen. 357-0661

Uniforce Temporary Service

CUSTOMER SERVICE
REPRESENTATIVE

Flexible part time position in an educational environment. Ideal for area college student. Opportunities for career advancement. Call Kaplan at: 313-569-5320

Customer Service Rep
Part Time

Entry level position, flexible hours, (approximately 24-32 hours per week) including Saturdays and holidays. Will train. Light typing and changing position requires at least 1 year prior customer service experience, pleasant phone manner, typing and 10-key pad production for order entry. Applicants meeting these qualifications may apply Mon-Fri between 8:30am & 12:30pm only.

MELODY FARMS
31111 Industrial Rd.
Livonia, MI 48150

DATA ENTRY/CLERICAL
Equal Opportunity Employer M/F

DATA ENTRY/CLERICAL
FULL & PART TIME

Looking for people that are energetic & detail oriented to work for a dynamic cellular communications company. Data Entry/Typing skills a must. Including: filing, word processing & clerical duties. Full & part-time positions available. If you possess the above qualities, please call:
Jennifer at 645-8250

DATA ENTRY-Knowledge of WordPerfect. Good phone skills and general office procedures. Call 348-2244-2900

DATA ENTRY OPERATORS
Days & afternoons.
Tartan System, Farmington area.
474-1130

DATA ENTRY
OPERATORS

Assignments in Detroit and Plymouth areas. Must have excellent numeric and alpha skills.
Call for an appointment.

CORPORATE
PERSONNEL
SERVICES
362-9696

NO FEE EOE

DATA ENTRY/PART TIME
Inside Sales Person. Troy area. Please call Joan between 8:30-5 PM, Mon.-Fri., at 680-0500.

DETROIT based firm desires person with strong organizational skills to take charge of Accounts Payable. Knowledge of Accounting & Lotus 1-2-3 required. Will take in Accounting for approximately 893-1200 or send resume to: 8031 Joy Rd., Detroit, MI. 48204.

EXECUTIVE
ADMINISTRATIVE ASSISTANT

Leading international corporation seeks qualified, career minded individual for Administrative Assistant. Must possess strong communication skills, Lotus 1-2-3 & WordPerfect experience a must. Some college preferred. Opportunity for growth & advancement, competitive salary & excellent benefits. Plymouth area. Please fax resume to: 455-6961 Attention: Barb

An Equal Opportunity Employer

EXECUTIVE SECRETARY

Major suburban corporation needs your secretarial experience and excellent skills. Candidates are expected to have Word Perfect and be highly motivated. Benefits and paid vacations. Call Sally at 357-0037

Uniforce Temporary Services

EXPERIENCE - required on Ventura, Deskjet, Postscript, Large Detail firm, $ week assignment.

SECRETARIAL - position, requiring Word Perfect, Spreadsheet, or Deskjet experience. To $22,000. Fee paid

LOIS RAY
PERSONNEL
SOUTHFIELD 559-0560

Administrative Assistant to CEO

Immediate opportunity in Farmington Hills for an administrative assistant reporting to the Chairman/Chief Executive Officer.

The ideal candidate has 3+ years experience in a fast-paced professional environment, familiarity with basic office equipment, a Bachelor's degree, outstanding references.

Please send resume, salary expectations, and references to: Dept. CEO, P.O. Box 9080, Farmington Hills, MI 48333-9080.

504 Help Wanted Office-Clerical

CUSTOMER SERVICE

Sharp Customer Service Reps. Wanted! Dynamic programs. Been looking for a special individual who can work in a fast paced environment, maintain a sunny disposition, who is detail oriented and has good grammar and penmanship skills. Previous office experience. This full time position is an excellent opportunity for a team player who enjoys helping others.
Send your resume with salary requirements to:

Corporate Office Manager
P.O. Box 71043
Madison Heights, MI 48071-0043

DATA ENTRY AR CLERK

Computer experience needed. Must be flexible & dependable, good math and problem solving abilities necessary, able to work independently. Part time hrs. Mon., Tues., & Fri. fulength shift. Extra work on weekdays possible, $4/hr. Respond to: Accounting Manager, P. O. Box 487, Farmington, MI 48332-0487

DATA ENTRY/KEYPUNCH OPERATORS - Needed for our Livonia office. 18,000 KPH and accuracy a must. Full time and part time openings on all 3 shifts. Premium pay for experienced. Call Julie, Fri., 8-12 Noon for appointment. 525-4587.

DATA ENTRY

Many long term openings. Unique midnight shift opportunity in Plymouth/Canton area. Top pay.
Call Donna 473-2934

Uniforce Temporary Services

EXECUTIVE SECRETARY

Part Time. Word Perfect experience. Send resume. Salary requirements to: Debbie Hagerstrom, 3001 W. Big Beaver, Suite 220, Troy, MI 48084

Uniforce Temporary Services

FINANCIAL SECRETARY

Part time. Maintain church financial records & prepare financial reports. Computer experience, bookkeeping & accounting necessary. Flexible hours. Mail resume to: Personnel Committee, St James Episcopal Church, 355 W Maple, Birmingham MI 48009

FRONT DEBK

Interact with clients in the creative atmosphere of this estate advertising agency. Recent multi-line experience. Ideal first job.
Uniforce Temporary Services

GENERAL OFFICE

Permanent position in Company in Redford. Phones, light typing, filing, etc. Call 531-4115 Send resume to: E.T.D., 22670 Heslip Dr, Novi, MI 48375

CUSTOMER SERVICE has to handle all phases of customer care plus accounts receivable. Experience preferred. Send resume to: Cellular Telephone Co. 28000 Middlebelt, Ste 100, Farmington Hills, MI 48334.

CUSTOMER SERVICE

Suburban marketing firm has openings available. Good communication skills necessary. Will train. Flexible hours. Call Colleen. 357-0661

Uniforce Temporary Service

CUSTOMER SERVICE
REPRESENTATIVE

Flexible part time position in an educational environment. Ideal for area college student. Opportunities for career advancement. Call Kaplan at: 313-569-5320

GENERAL OFFICE

Excellent position for self-motivated, detail oriented person with good phone skills. Opportunities for (Microsoft Word/Macintosh experience a plus). Office works some overtime necessary. Full benefits. Send resume & salary requirements to: NorCom Productions, 37911 W. 12 Mile Rd. Farmington Hills, MI 48331

HIRING NOW!

• WORDPROCESSORS
$8-$9/HOUR

• RECEPTIONIST/SWITCHBOARD
$6-$8/HOUR

• DATA ENTRY CLERKS
$5-$6/HOUR

Short & Long Term Assignments

CONTEMPRA
583-9500, 563-5900

IMMMEDIATE OPENINGS!
• File Clerks
• Receptionists
• Typist
• Data Entry
Many positions, day shift, long & short term, some permanent.
851, 932-5834

INSURANCE AGENCY looking for experienced Personal Lines CSR with computer experience. Farmington Hills area. Submit resume:

Box 516
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

INSURANCE

Clerical position, full or part time, no experience necessary. Can drive Fri. 9am-5pm. Southfield area. 559-7105

INSURANCE

Farmington Hills Agency looking for CSR trainee. Ideal candidate will have 2 yrs. insurance agency experience. Salary to $10,000. Send resume or letter to:

P.O. Box 3139
Farmington Hills, MI 48333

INSURANCE OFFICE part time CSR/sales with State Farm experience. Please no current State Farm employees. Southfield. 559-0000

JOBS

• $5 to $10 per hr. Practice
• Word Processors
• Data Entry • 10-key • Bookkeeping
• Clerical
• Long & Short Term
• Troy, Southfield, Detroit, Livonia
EMPLOYMENT GROUP 583-1818
NO FEES EOE/M/F/H

LANDSCAPE CO. needs part-time bookkeeper & general office help. Flexible schedule. Call Barbara 563-6689; 981-5724

LEGAL SECRETARY-Experienced, wanted for growing Southfield law firm. Word processing experience required. Salary commensurate with experience. Contact Linda at 569-1700

LEGAL SECRETARY for Southfield personal injury firm. 3 years experience. Word Perfect required. Must be highly organized & college graduate. Excellent salary & benefits. Send resume to: Cindy Ball, Curtis, Wigod, Kotonow & Falzon, 26333 Evergreen, Ste 1500, Southfield, 48076 or fax to 313-353-4504

LEGAL SECRETARY - for small Troy firm. Experience in corporate and estate planning. Good telephone skills & word processing. Call Jan 643-7480

LEGAL Secretary/Word Processor Wanted for Farmington law firm with a minimum of 5 years experience. Must be self-starter who is able to accept responsibility and function as an integral part of a professional team. Excellent skills required. Non-smoker. Andt. 647-1127

LEGAL SECRETARY

Bloomfield Hills law firm seeks an experienced Legal Secretary for corporate & real estate attorney. Candidate must demonstrate minimum 80wpm WordPerfect proficiency, distinguished experience, and a written communication skills & an ability to work in a team environment. Non-smoking office, salary commensurate with experience. Send resume to: Administrator, 1533 N. Woodward, Ste. 250, Bloomfield Hills, MI 48304.

LEGAL SECRETARY

Experienced only, for non-smoking Southfield law office. WordPerfect necessary, benefits. Call. 356-6111

LEGAL SECRETARY, $27,000

Taxation & corporate experience. Prestigious clients. Plush office environment. WordPerfect. Wonderful benefits. Kathy. 772-6780.

SHELLING PERSONNEL SERVICES

LEGAL SECRETARY $19,000

Workers compensation experience, prominent firm. Friendly work environment. Work for senior partner. Full benefits. Call 772-6780

SHELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

LEGAL SECRETARY

Southfield bankruptcy law firm seeks Legal Secretary with medium 3 years legal experience. WordPerfect required. Must be highly organized, a good speller and have good phone skills. Non smoking office. Send resume to:
Pat Ecker, Goldstein, Barshad, Sherwood & Fried, 2000 Town Center, # 1200, Southfield, 48075.

LEGAL SECRETARY - Experienced WordPerfect 5.1, personal injury & family law. Salary negotiable. Resume: 30833 Northwestern Hwy., Suite 100, Farmington, MI 48334

LEGAL SECRETARY

For small Troy firm. Send resume Attn. J. Ehrlestck, 2150 W. Big Beaver, Ste. 520, Troy, MI 48084

LEGAL SECRETARY

Full time position for a self-organizational skills a must. Typetants grse. 433-0500

LEGAL SECRETARY, experienced, flexible hours, WordPerfect, Downtown Birmingham. Resume: Box 648 Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY

3 Temp. 2 Perm positions for legal firm in Farmington area. Contact Phyllis Hudeck, 1750 S Telegraph, Bloomfield Hills, MI 48302.

LEGAL SECRETARY

With 2-4 years experience in litigation for Ren Cen law firm. Excellent benefits. Excellent compensation. Exceptional skills required. WordPerfect 5.1 required. Call Administrator 12noon - 5:30pm at: 313-259-8300

LEGAL SECRETARY

4-10 years experience sought for Bloomfield Hills law firm. Very experienced in litigation. Must be able to work independently. Word Perfect, IBM. Non smoker. Plush environment. Excellent compensation package. Send resume with salary requirements to: P.O. Box 37251, Detroit, MI 48237

LEGAL SECRETARY

Southfield law firm seeking experienced litigation insurance defense legal secretary. Knowledge of WordPerfect 5.1 and transcribing a must. Please send resume and salary requirements to: Box #624
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia, MI 48150

LEGAL SECRETARY

Renaissance Center Law Firm seeking 2 legal secretaries with corporate litigation experience, one with 1-2 years experience, and one with 3-5 years experience. Must have WordPerfect 5.1, strong typing & telephone & word processing skills (Microsoft Word/Macintosh experience a plus). Office works some overtime necessary. Full benefits. Send resume & salary requirements to: NorCom Productions, 37911 W. 12 Mile Rd. Farmington Hills, MI 48331

LEGAL SECRETARY

Southfield based insurance company has an immediate opening for a legal secretary. Knowledge of Word data must have strong typing, word processing, spelling & transcription skills. Experience in personal injury litigation helpful. Responsibilities include trial preparation, managing files, scheduling hearings & gathering information for attorneys. Individuals interested in a challenging salary with excellent benefits, send resume with salary history to:

Human Resources-Legal
P.O. Box 2223
Southfield, MI 48037-2223

LEGAL SECRETARY

Downtown Detroit business law firm seeks ambitious legal secretary with 3-5 years corporate legal experience. The successful candidate will possess excellent communication skills, excellent telephone manner & be able to juggle a very busy attorney with client contact using initiative & tact. WordPerfect 5.1 & excellent typing are required. Great benefits & team environment. Send resume & salary requirements to:

Box 628
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LITIGATION PARALEGAL

For unique plaintiffs personal injury practice. Minimum 3 years experience with at least 2 years of civil litigation. Salary commensurate with ability. Send resume to: Cindy Ball, Curtis, Wigod, Kotonow, Falzon, 26555 Evergreen, Ste 1530, Southfield, MI. 48076 or fax to 313-353-4504

LITIGATION PARALEGAL

Part time position in Bloomfield. Minimum 3 yrs. experience. Excellent research & writing skills. Full or part time. Send resume to: Donald Cutler, Gordon, Cutler & Hoffman, 18411 W. 12 Mile Rd., Southfield, MI. 48076. or FAX to: 313-443-1506.

MAINTENANCE PERSON needed full-time. Apply at Ann Arbor Apartment complex. Send resume & references to: Box 645
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ADMINISTRATION

for advertising agency. Individual should handle phones, light reception and general office duties.
Word processing experience and knowledge a must. Work directly with creatives and account service personnel. Writing skills a plus. Entry level position. Salary commensurate with experience. Send resume with salary requirements to: Box 610
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

OFFICE ASSISTANT

General office duties plus bookkeeping. Knowledge of Lotus. Good phone skills. Send resume with salary requirements to:

M.I.T.C.
1780 S Telegraph, Ste 207
Bloomfield, MI 48302

OFFICE CLERICAL

Northwest suburban firm seeks a dependable individual for an entry level position. Qualified candidate must be familiar with computers, have skills with excellent telephone skills. Computer knowledge, Lotus 1-2-3 and WordPerfect. Would prefer excellent working conditions with good benefit package. Send resume to Jay Office/Clerical, P O Box 413, Farmington, MI 48332-0413. We promote a drug free environment. Substance abuse testing is a part of the pre-employment process.

An Equal Opportunity Employer

OFFICE CLERK - Part time days. Approximately 30 hrs. week. Good organizational skills required.
Contact Supervisor. 981-0647

OFFICE CLERK (Part Time)

A tiny manufacturing plant seeks individual to work 8am-1pm, Mon.-Fri., answering phones & doing work for plant staff. Will be responsible for perform personnel functions during vacations, etc. Must be high school graduate, have excellent phone skills & type 50 wpm. Prior exposure to personnel systems helpful. Send resume with salary requirements to:

Human Resources-TTP-clerk
P.O. Box 8012
Sterling Heights, MI 48311-8012

An Equal Opportunity Employer

PAYROLL CLERK

Process weekly payroll for medium size service company. Must be experienced with on-line system (ADP, Control Data, etc.). Also quarterly tax filings. Long-term-temp, possible permanent.

ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI

504 Help Wanted Office-Clerical

OFFICE CLERK. Established law firm seeks person for court filings, deliveries, misc. office work. 20-30 hrs/week. Call Mr. Warner 645-0020

OFFICE
PERSONNEL

Immediate full and part time openings in all locations for the following skills.

WORD PROCESSORS
(Any Software)
RECEPTIONIST/SWITCHBOARD
DATA ENTRY CLERKS
FILE CLERKS

We offer: Top pay, Holiday pay, Paid Insurance, and Bonuses. Call for an appointment today!

LIVONIA 464-2100
SOUTHFIELD 352-1900
AUBURN HILLS 373-7500

SNELLING
PERSONNEL SERVICES
NEVER A FEE

ORDER ENTRY POSITION

Good phone skills, typing skills, computer experience helpful. Entry level. Apply: Dominick's Glass Co., 31800 Industrial Dr. Livonia. 261-6500

PART TIME - CLERICAL - mornings only. Sherwood Plaza, Farmington. Perfect a plus. Send resume to: 29200 Northwestern Hwy., #105, Southfield, MI 48075

PAYROLL CLERK

For tool & machine shop. Must have experience with ADP. Payroll responsibilities will include payroll, 401K administration, and pension plan. Send resume to Box #626
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PAYROLL CLERKS

Part & Full time. Production hours. Some experience with payroll. Computerized, good 10 key, personable, quick learner. Entry level jobs. No charge to you.

Call ADIA.
525-0330

PHONE RECEPTIONIST/file clerk needed for Southfield electrical distributor. Full-time. Call Mr. Jenkins at 353-0510

RECEPTIONIST - experienced, part time for large Canton apt community. Flexible hours. Call 981-1170

Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST

Must have good phone skills & WordPerfect 5.1. Send resumes to: Personnel, 25315 Schoolcraft Lake Rd., Farmington Hills, MI. 48334.

RECEPTIONIST

Part time. Evenings and weekends for busy Canton office. Data entry, typing and office skills. Apply in person, call for appointment. 981-4444

RECEPTIONIST/SWITCHBOARD

Full time for Southfield/Farmington Hills office. Receptionist front desk person for multi line phone system. Must possess excellent phone skills and have professional phone manner. Positions involve some word processing. Please call. 354-6290

RECEPTIONIST/TYPIST

Full time entry level opening for enthusiastic, non-smoking individual with professional appearance, proper telephone etiquette, typing, filing, mathematical & grammatical skills. Bowers Lake Telegraph area.
CALL 538-5100

RECEPTIONIST/DATA ENTRY

For fast paced office. Must be professional and mature. Pleasant phone personality. Experience with multi-line phone system and data entry. Excellent benefit package. Send resume to:

Personnel Manager
23717 Research Dr
Farmington Hills, MI 48335

RECEPTIONIST

For Farmington Hills hair salon. Part time, Wed thru Sat.
Call 851-9043

RECEPTIONIST WITCHBOARD

Multiple openings for your outgoing personality and excellent telephone skills on phone systems. Call Ruth 473-2934

Uniforce Temporary Services

RECEPTIONIST 39-40 hours weekly. Over 18. Light typing, filing and phone. Pleasant working conditions. Mon. thru Fri. 2pm to 9pm. Sat. 9am to 5pm. After 10am call 348-8503

RECEPTIONIST

Plush atmosphere of suburban corporation needs front desk receptionist. Recent experience and excellent skills necessary.
Call Rachel 357-0036

Uniforce Temporary Services

RECEPTIONIST

For tool & machine shop. Must have experience in answering phones, typing and WordPerfect. Send resume to: Box #626
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST

Promotion company in real estate company seeking an experienced receptionist. Approx 2 days a week at its administrative office. Please send resume to: Robert Mills, 1600 Woodward Ave, Suite 101, Bloomfield Hills, MI 48304.

Immediate part-time temporary position available Mon-Fri. from 11-5pm. for approximately 12 weeks, with fast paced professional group in Southfield. Must have experience with high volume 10 line switchboard, excellent phone etiquette, pleasant speaking voice, professional attitude & appearance for greeting visitors. Good typing & salary requirements to:

Receptionist/Personnel
2000 Town Center, Ste. 2200
Southfield, MI. 48075

An Equal Opportunity Employer

SECRETARY/BOOKKEEPER - Part or full time. Phone, word processing. Farmington Hills area/Northwestern. Salary negotiable. 855-8430

RECEPTIONIST

Corporate offices for a division of a Fortune 500 company located in Troy, Michigan is looking for two receptionists to share shifts (20-30 hours per week each).

Qualified applicants must have previous corporate experience, professional skills, minimum two years office experience, word processing experience (WordPerfect, Word, Excel) switchboard experience is a plus.

Please send resume in confidence to Box 630:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

An Equal Opportunity Employer

SECRETARIAL

Fast-paced real estate office looking for a motivated and self-directed individual. Responsibilities include: coordinating and overseeing Receptionist and Secretarial staff, Cross-training, typing, answering phones, and learning real estate related experience. Send resume:

Box 620
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY

Company in Southfield seeking a Secretary with advanced Lotus skills. If you're interested in a long term, challenging assignment call:

TODAYS
TEMPORARY
649-2936

An Equal Opportunity Employer

504 Help Wanted Office-Clerical

RECEPTIONIST

Immediate opening for fast-paced office to answer multi-line phone system and other clerical duties. Switchboard and WordPerfect experience helpful. Pleasant phone manner a must. Please send resume & salary requirements to: Box 635
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

RECEPTIONIST/SECRETARY

Bloomfield Hills office seeks a cheerful, experienced person who enjoys diversed phone manner, good organizational skills & experience with Word Perfect 5.1. Send resume to: 1573 S. Telegraph, Bloomfield Hills, MI 48302.

RECEPTIONIST

Receptionist needed for Plymouth business. Pleasant phone manner. Successful candidate will possess a professional phone manner, Word Processing/data entry experience, good organizational skills. Must be flexible & detail oriented. Full or part-time. Reply with salary requirements to:

Employment
41590 Joy Rd.
Plymouth, MI. 48170
No phone calls please.

SALES SECRETARY

Sales/Service oriented person for 2 manufacturer's reps. Must be well organized, attentive to details & experienced in WordPerfect 5.1 for Windows.

ARBOR TEMPS 459-1166
9433 Haggerty, Plymouth, MI

SECRETARY/
ASSISTANT

International company, interesting variety. Computer, shipping & receiving documentation. $17,000, plus to start. Good benefits.
Call 464-0009

SHELLING PERSONNEL SERVICES

SECRETARY - experienced, part time Light bookkeeping, computer, good people skills, salary. B. Kaptz Designs, 5745 W Maple Rd., W Bloomfield, 48322

SECRETARY

Experienced Secretary for major automotive manufacturer. Must have strong skills in WordPerfect 5.1/ Windows, Lotus 1-2-3 and Office Vision a plus. Dearborn area. Long term assignment.
NORRELL SERVICES 953-9749

SECRETARY

Fast-paced Southfield sales office seeks a dependable person with a top notch Secretary with minimum 5 years office experience. Strong typing skills, knowledge of WordPerfect & Macintosh computer experience required. Organizational & communication skills a must. Call Sandy Wright at:

557-5216

SECRETARY

For busy, non-smoking, Novi office. Experienced candidate must have excellent good communication, organizational & computer skills. Send resume to: M. Desjardins, 34998 Dierkes Lake, Farmington Hills, MI 48331

SECRETARY

for accounting firm in Plymouth. Send resume to: 498 - W Ann Arbor Trail, Ste 200, Plymouth, MI 48170

SECRETARY

Full-Time secretary needed for Livonia based residential/commercial development office in Farmington Hills. Must be a reliable person, proficient in WordPerfect 5.1, as well as all around general office experience, and who enjoys the responsibility and pace of a 1 secretary office. At least 3 yrs. of secretarial experience preferred. Real estate of financial experience helpful. Good salary, benefits. Call Elaine between 9-11,

737-2268

SECRETARY

Full time. Must know purchasing & bookkeeping experience. Health & dental benefits.
Advance Staffing, 464-3395

SECRETARY

Immediate openings. Multiple locations. Major insurance institution. WordPerfect 5.1 with Windows and Lotus a plus. Top salary.
Call Sheila 648-7684

Uniforce Temporary Service

SECRETARY/Inventory Control

Fast paced N.W. Detroit firm seeking experienced secretary/receptionist oriented person with excellent communication skills. Good salary, organized. Competitive salary & benefit package. Send resume to: Personnel Manager, 15477 Woodrow Wilson, Detroit, MI 48238

SECRETARY

Must possess excellent communication skills. Type 70wpm. Experience helpful but will train. No benefits immediate employment. Jackson area. Send resume to:

Hanover, MI 49241

SECRETARY
Part time
Word Perfect required.
Livonia area.
464-0009

SECRETARY PART TIME

Provide secretarial & administrative support for Bar Examiners. Experience required. Must be competent in use of personal computer. Year around position. Flexible hours. Send resume to: Personnel Committee, 353 W Maple, Birmingham, 48009.

SECRETARY/RECEPTIONIST

Small Southfield law firm seeks. Send resume to: Cherri Gorb, 35440 Twelve Mile, Farmington, 48331

SECRETARY, 20 hrs. per week, experience preferred, but not necessary. Salary commensurate with experience. 451-7700

SHIPPING CLERK

Orchard Lake firm needs shipping clerk, full & part-time openings. Willing to train. Call to make the right person. Reply by mail only to:

Mr. Thomas
4194 Orchard Lake Rd.
Orchard Lake, MI 48323

SMALL Southfield firm looking for general office work with typing & computer skills. Good pay & benefits. Call for appt. 352-6900

SWITCHBOARD OPERATOR
PART-TIME

Dynamic progressive firm looking for a permanent part-time Switchboard Operator. Hours will be; 11:30 am - 5:30 pm Monday through Friday. Candidate should be a friendly and personality who can work in a fast paced environment. Must have previous office experience. Please submit your resume to:

CORPORATE OFFICE MANAGER
P.O. BOX 71043
Madison Heights, MI 48071-0043

TEMPORARY
CLERICAL RECEPTIONIST
SECRETARIAL
POSITIONS
$6-$8 PER HR.

We have short & long term positions immediately available. Strong computer experience & knowledge of office protocol is all you need. Work until Tuesday & call. 398-3450
SHELLING PERSONNEL SERVICES

504 Help Wanted Office-Clerical

SECRETARY
PART-TIME

Successful Birmingham company seeks professional individual to perform a variety of secretarial duties. 20-25 hrs. per week. Hours: 9am-5pm, Mon. thru Fri. Ideal candidate will be flexible, have excellent written & verbal communication skills and possess at least 3 yrs. of solid secretarial/Word Processing experience. If interested, please send resume & salary requirements to: Box 1 Irwin, P.O. Box 891, Southfield MI 48037.

Plante & Moran recruiter for an equal opportunity employer.

SECRETARY/RECEPTIONIST

Full time at the Southfield office of an investment/finance company. Skills: light typing, phone answering, filing, and data entry experience. Apply in person with a copy of resume on July 7 & 8, 9:30am - 12pm only at 333 E. Jefferson, Suite 296, in the Milender Center, Downtown Detroit. 420-0646

An Equal Opportunity Employer

SECRETARY

• $4.75 to $5.50 Per Hr.
• Word Perfect/Lotus
• All Word Processing Packages
• Long & Short Term
• Bonus & Holiday Pay
• Troy, Auburn Hills, Southfield, Livonia
EMPLOYMENT GROUP 583-1919
NO FEES EOE/M/F/H

TYPIST

Immediate opening for a Livonia construction company for individual to type all correspondence. Must type 60 wpm. Must be fluent in WordPerfect. Hours are Mon. thru Fri. 8am - 5pm, Monday-Friday. Call 476-7212

VETERINARY CLINIC
RECEPTIONIST

Immediate full-time opening at Michigan Human Society's Veterinary Clinic in Auburn Hills. Duties include handle home visits, client relations and office sales required. Please send resume to:
Clinic Supervisor, P.O. Box 214182, Auburn Hills, MI 48321.

WESTSIDE AUTO DEALER

has immediate opening for an experienced Service Writer for Jeep/Chrysler DIAL knowledge a plus! Apply in person only at:

DICK SCOTT DODGE
654 W. Grand River Road,
Plymouth, MI.

WORD PROCESSING SECRETARY

Long term assignment in Livonia or Plymouth/Novi. WP 5.1 a plus.
Call Sally 473-2932

Uniforce Temporary Services

WORD PROCESSOR/TYPIST

(part time - Plymouth). If you are interested in working 20-25hrs/week (flexible schedule) on a regular basis we'd like to hear from you!
Position requires attention to detail, typing (50 wpm), a calculator (100 accuracy), make copies & type 60 wpm with accuracy. Minimum 1 yr word processing. Full & part time guered. No benefits.
Please send resume to: Elaine Nading, SMC, 43580 Plymouth Oaks Blvd., Plymouth, MI. 48170
SMC is an equal opportunity employer

505 Help Wanted Food-Beverage

★ ANN ARBOR
Sweet Lorraine's Cafe & Bar
NOW HIRING:
LINE COOKS
PREP COOKS
DISHWASHERS

For our July opening. To schedule an interview call 313-558-5988

APPLY within: WAITPERSONS
(Must be 18 yrs.) for Chinese Restaurant. Looking for hardworking help. Moy's Chinese Restaurant, 18625 Middlebelt, Livonia.

ASSISTANT CHEF
Salaried position
Ryan's Tavern, 3100 W. Maple
W. of Haggerty. 624-1000

ASSISTANT COOK/FOOD PREP
GENERAL CAFETERIA

Major food service corporation is accepting applications for full & part time jobs. Please send resumes & letters to: BOX 614
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

An Equal Opportunity Employer

ATTENTION:
FAST FOOD & FULL
SERVICE MANAGERS

National full service family dining chain seeks qualified candidates for local management openings. 2 yrs. + experience a must. Excellent training, benefits & advancements. To $28,000 + bonus. 473-7212
Steven J. Greene Personnel

ATTENTION: Original Pancake House is seeking ambitious & energetic individuals to join our high quality team. Full & part time. Staff positions now available. Flexible hours, great pay plus benefits. Apply in person between 2-5pm. 19335 W 10 Mile Rd., Southfield.

ACCEPTING APPLICATIONS for Bartenders & Bar Backs. Apply in person (after 5pm) Blarney Say Pub, 27734 W. Warren, Westland.

BAR HELP - West Bloomfield area, beach attire, guaranteed $11/hr. Full & part time. Farmer Especial Churchs. 855-1000

BARSTAFF, SERVERS, BUSSERS Needed. Must be energetic to work in high volume restaurant. Apply in person at: Metropolitan Music Cafe, 34555 W. 12 Mile, Farmington Hills.

BATES HAMBURGERS
ALL SHIFTS

Uniforms furnished. Apply in person 8am to 10am or 2pm to 5pm. 33408 Ann Arbor Trail, Ste 2221 Middlebelt, Farmington Hills.

BEVERLY HILLS GRILL
is seeking professional
permanent, full time:
• WAIT STAFF
• HOST/HOSTESS
• BUSSERS
• DISHWASHER
Apply 31411 Southfield Rd
between 13 & 14 Mile Rds.

HIRING FOR ALL POSITIONS - Please apply within. Bob Evans, 16245 Telegraph, Southfield.
No phone calls please

BREAKFAST/LUNCH
WAIT PERSON

Tues. thru Sat. 8am-3pm. Full time, excellent benefits. Must have strong finance in fine dining. Apply at: Botsford Inn, 28000 Grand River, Farmington Hills.

CAFETERIA HELP NEEDED

16 hrs. per week. In Livonia. Every thru Friday. $4.75 per hour. Please call between 8A