EMPLOYMENT

504 Help Wanted Office-Clerical

CUSTOMER SERVICE REP
Experienced, for direct customer contact & clerical assistance. Must be customer & detail oriented with previous telecommunications experience. Own reliable transportation. Rochester area. Customer Service Dept. PO Box 99549, Troy MI 48099

DATA ENTRY
Major suburban corporation has immediate short/long term needs for experienced data entry operators with 8,000 key strokes & attention to detail. Excellent earning potential. Call Donna 799-3949 or 846-7663 Uniforce Temporary Services

DATA ENTRY OPERATOR/ BILLING CLERK
AFTERNOON SHIFT, 3-11:30PM. Westland area. Call for appointment.
ADIA
THE EMPLOYMENT PEOPLE
(313) 722-9060

DENTAL RECEPTIONIST. Good typing, enthusiastic. Full/part time. Send resume: Dental, Ste 103, 28803 8 Mile Rd., Livonia 48152

ENTRY LEVEL POSITION
For Accounts Payable/Utility Clerk for fast-paced property management company. Lotus and 10 key required. State salary requirements with resume to: S. A., P. O. Box 2360, Farmington Hills, MI., 48333.

FILE CLERK/MESSENGER for Southfield law firm. Full time position. Reliable transportation. Send resume: J. Harinett, Tucker & Rols, Maccabees Center, 9th Floor, 25800 Northwestern Highway, Southfield, Michigan 48037-0197

FULL TIME LEGAL SECRETARY
Birmingham patent trademark & copyright law firm. Secretarial experience necessary. Word Perfect 5.1. $15,000/$16000. Call Debbie: Mon Nov. 29 or Wed Dec. 1 between 9:00 & 12:00 647-6000

FULL TIME position in busy Troy office. PageMaker 4.0/5.0 and WordPerfect 5.1 skills a must, also ability to provide user support on word processing. Send resume to: Box 828 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

INSURANCE AGENCY, Farmington Hills location, seeks part-time individual for general office clerical duties. Salary commensurate with experience. Call Gary 851-3066

★ GENERAL OFFICE CLERK for Troy law firm. 25 hours per week. Duties include: back up for receptionist, filing, copying, purchasing. $7/hr, no benefits, non-smoking suite. Starts mid-Dec. Resume only to: Carol Zachrich, Powers Chapman, 3001 W. Big Beaver, Ste 704, Troy, Mich. 48084

GENERAL OFFICE
BRIGHT Self starter needed for manufacturing office in Farmington Hills, prefer person with some experience in purchasing, inventory control or budgeting. Must have recent manufacturing background. Benefits, paid vacation & holidays, salary commensurate with experience. Send resume with salary requirements to: Personnel Dept. 30057 W. 8 Mile, Livonia, MI 48152. Or call Mon. thru Wed. 9-3 473-8305

GENERAL OFFICE - Oak Park company looking for person full time. Answer phones, file and general office work. $5.50 to start, full benefits. Send replies to: Box 820 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

GENERAL OFFICE POSITION, part time with possible full time. Computer literate. Canton area. 1-800-949-9406

GENERAL OFFICE POSITION
Telephone, data entry, filing, shipping & receiving, etc. Computer knowledge helpful. Call Micom ask for Frank 938-0767

GENERAL OFFICE HELP
Needed for fast paced Southfield property management company. Phone, computer, typing and organizational skills necessary. Immediate opening. Call. 352-8550

GENERAL OFFICE/CLERICAL
Significant customer service phone work involved. Must also have good math & filing skills to work in busy Southfield office. Good compensation, insurance & benefits. Send resume to: Dennice Haslett, 19100 W. 8 Mile Rd., Southfield, MI 48075.

GENERAL OFFICE/Secretarial
Real estate experience a plus. Must have articulate telephone, typing, computer, (Lotus & WordPerfect 6.0) and bookkeeping experience. We need a dependable, take intiative/good with people person. Send resume: Dolores, LaKritz-Weber & Co., 25505 W. 12 Mile, #4300, Southfield, MI., 48034. Call 9 AM - 3 PM. 353-9494.

Immediate Opening!
DATA ENTRY
We need your accurate 8,000 key strokes, attention to detail and recent experience for our suburban client. Multiple shifts available. Earn top dollars and paid vacations. Call Donna 646-8500 Uniforce Temporary Services

Immediate opportunity
SECRETARY
International Farmington Hills firm needs your experience. Word Perfect or MS Word for Windows & plus Long and short term openings. Call Shana 473-2931 Uniforce Temporary Services

INSURANCE - agency in West Dearborn seeking full time experienced Personal Lines Customer Service Rep. Homeowner & auto experience a must. Property & Casualty licensed preferred. We offer an above average salary and benefits package. Please phone:
INSURANCE ONE 561-4360

KEYPUNCH OPERATORS
Experienced only. 14,000 keystroke minimum. Days & afternoons available. Top Pay for qualified operators Farmington 474-1136

LEGAL COURIER
Full time position 8 - 5. Driving to various courts and other Metro area locations for pick up and delivery. Must have reliable car, insurance, and good driving record. Must be flexible. Experience preferred but not necessary. Call Julie. 355-5555

Q: Where can you work, serve food and cocktails under a palm tree in Michigan?
A: An innovative restaurant that wants you to make things happen.
NOW HIRING! In Canton
GATORS
- Gator Cheerleaders
- Bartenders-Hostesses
- Food Servers-Cooks-Bussers

Located in Canton Corners (Ford & Lilley, W. of I-275)
981-0906
Daily 12-9

JOIN THE INFORMATION AGE!
CMA needs Customer Service Reps & Research Interviewers. Work 16-40 hours per week: day, evening & weekend shifts available. No outbound sales required. If you like working with customers, have a voice that should be in radio, type 45 wpm, $6-$7/hr. If you are ready for a challenge, call us at 637-1434 for an interview, stop by or write: CMA, 2301 W. Big Beaver, Suite 411, Troy, MI 48084

INSURANCE
A growing Farmington Hills agency is seeking a full time, experienced commercial lines C.S.R. Call Don or Lynn at, 553-7333

LEGAL ASSISTANT
Southfield firm. Extensive experience in plaintiff personal injury law. WordPerfect, Abacus desirable. Challenging work. Good benefits. Send resume & salary requirements to: Office Manager, Box 838, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL ASSISTANT
needed for non-smoking law firm. Looking for recent graduate with top academic credentials. Send resume to: Personnel, 2550 Telegraph Road, Suite #250, Bloomfield Hills, MI., 48302.

LEGAL RECEPTIONIST
Part-Time
Citizens Insurance Company of America seeks qualified candidate to fill part-time position two days a week in our Livonia legal office. Principal duties include use of multi-line phone system and other assorted clerical functions. Good communication skills a must. High school diploma or equivalent and past office experience required.
For confidential consideration, please forward resume to:
Citizens Insurance Company of America
Attn: Gary Schelthase
Managing Attorney
17187 N. Laurel Park Drive
Suite 365
Livonia, MI 48152
Equal Opportunity Employer

LEGAL SECRETARY TRAINEE
Will train. Full or part time. Good typist. $220 a week to start. Downtown Detroit. 963-7755

LEGAL SECRETARIES
Our reputation for integrity has opened the doors to many of the best law firms in the area. For permanent and temporary placement. Register now with THE agency for Legal Secretaries.
FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments. Tri-county.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3430; Fax 362-4681

LEGAL SECRETARY
A Full Service Agency for the professional legal community
TEMP...TEMP TO PERM...PERM
Fee paid, exclusives, no charge resume service, 9-5 gets you $95.00
PERSONNEL AT LAW
3000 Town Center, Ste. 2580
Southfield, MI 48075
FAX 358-0235 Phone. 358-0060

LEGAL SECRETARY
For senior partner in Farmington Hills law firm specializing in family law. Must be mature, well organized, computer literate with minimum 5 years recent experience with extensive knowledge of WordPerfect, Time Slips and Quicken. Pleasant working environment with excellent salary. Call Arlene 932-3500 Ext 222.

LEGAL SECRETARY
Full time, 2 years experience. Typing 65wpm, dictaphone, WordPerfect 5.1 experience required. Knowledge of bankruptcy helpful. Small Birmingham office. Salary based upon experience, benefits. If interested please send resume to Box 802: Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARY
One person office. Personal injury & contract law. Full or part time. 540-4280

LEGAL SECRETARY
General practice in Troy. Divorce, Personal Injury, Corporate. Non smoker. Full or part time. 362-4848

LEGAL SECRETARY
Position requires a typing speed of 55 WPM, as well as proficiency in WordPerfect 5.0. Send resume and salary requirements to: Shaw & Polastivo, PC, 730 S. Rochester Rd., Rochester Hills, MI 48307.

LEGAL SECRETARY/PART TIME
Southfield lawyer wants mature, flexible, experienced person, to work approximately 20 hours per week. WordPerfect 5.1. Send resume to: Box 742 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARIES
needed for non smoking law firm. Trainee Secretary - recent high school graduate preferred with high academic skills. Experienced Secretary - 1-5 years experience in litigation. Both must have computer skills & type 60-80 wpm. Send resume to: Barb, 2550 Telegraph Rd., Suite 250, Bloomfield Hills 48302

LEGAL SECRETARY
For Birmingham law office. 80 WPM. Word Perfect & civil litigation experience required. 258-1100

LEGAL SECRETARY
For Birmingham law firm. Minimum 3 yrs. litigation experience. Word-Perfect experience necessary. Please call. 642-1330

LEGAL SECRETARY
for Troy litigation firm. Pleasant, non-smoking work environment. Must be knowledgeable in Word-Perfect & willing to be part of a cohesive team. Salary commensurate with experience. Phone: 362-9401, ext. 1000

LEGAL SECRETARY
For small progressive downtown lawfirm specializing in civil rights & criminal defense litigation. Must have good phone & typing skills & be computer literate in WordPerfect. Intelligence, flexibility & sense of humor required. Some general office experience preferred. Kevin or Richard 961-2255

LEGAL SECRETARY
Two attorney office; some experience required; duties include Word Processing, filing, billing & other general office duties; good typing skills required. Please send resumes to: Box 834 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARY
Suburban law firm seeks team player to assist busy attorneys. Must have excellent secretarial skills, including WordPerfect 5.1 & shorthand, plus strong administrative & organizational abilities. Competitive salary & benefits. Resumes to: L. Carlson, 2050 N. Woodward Ave., Ste 350, Bloomfield Hills, 48304

LEGAL SECRETARY, part time, experienced. Computer literate, 5.1, Southfield law firm. Mon., Wed. & Fri. Mail resume to: Box 872 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARY, PART TIME
needed for Southfield law office. Must have previous experience. Criminal law background preferred. Good typing skills including proficiency with WordPerfect required. Contact Terri at 353-6500

MAIL CLERK/PART-TIME
Immediate opportunity with great hours for individual with school age children. Pleasant working conditions. Please send work history to P.O. Box 9066, Farmington Hills, MI 48333.

MAILROOM CLERK
Amerisure has an immediate opening in our Farmington Hills office. Full time/full benefits.
Great advancement opportunities.
Contact:
Amerisure
Don R. Smith/HR
26777 Halstead
Farmington Hills, MI 48331
(313) 615-9000, Ext. 4254
Amerisure is an equal opportunity employer & encourages women & minorities to apply.

MARKETING/WORD PROCESSING
Royal Oak distributor is looking to fill a full time entry level position in marketing. Responsibilities include: quote processing, mailing campaigns, typing & filing. Excellent grammar skills, typing over 60 wpm & computer experience needed. Macintosh a plus. Send resumes & salary requirements to: Attn: Marketing Services, 2525 W. 14 Mile, Royal Oak, MI., 48073.

New openings
DATA ENTRY
full/part time, major insurance firm with Livonia and Novi locations has many opportunities for your attention to detail and 8,000 key strokes. Call Dana 473-2932 Uniforce Temporary Services

NIGHT DESK CLERK
Must work weekends. Some computer knowledge helpful. Apply in person: Dorchester Motel, 26825 Grand River, Redford.

ALL AROUND OFFICE PERSON
Must have 3 yrs. experience, must be good typist, have good phone manners & be dependable for insurance repair company. Good wages & more for right person. 535-7660

OFFICE ASSISTANT
Rapidly expanding wholesale baking company seeking highly motivated individual, neat in appearance with organizational, math & accuracy skills, phone etiquette & familiar with computers, eager to handle a variety of office duties. Fax resume to: 827-7505 or submit to: Administrative Assistant, 19785 W. 12 Mile Rd., Box 537, Southfield MI 48076

OFFICE CLERICAL - full time. Typing skills required, all around office duties. Tool shop experience preferred. Benefits & retirement. Apply at: Acme Carbide, 8202 Executive East, Westland, MI. 48185.

OFFICE CLERK
Part-Time
Typing, filing & computer skills required. Send letter with qualifications & hourly wage requirement to:
COMPETITION GRAPHICS
31690 W. 12 Mile Rd.
Suite 4
Farmington Hills, MI 48334
Attn: Jeanne

OFFICE EMPOYEE for RV Dealership. Must be highly motivated & organized. Computer & accounting skills a plus. Full time/benefits. Send resume to General Trailer, 48500 12 mile, Wixom, MI. 48393

OFFICE HELP - Computer literate, good phone voice, pleasant personality for pleasant store. Farmington. 471-0320

OFFICE MANAGER
In charge of tax assembly for a W. Bloomfield CPA firm. Tax/accounting knowledge helpful. 626-0755

OFFICE PERSONNEL
Immediate openings for the following clerical positions:
Word Processors(Any Software)
Data Entry Clerks (AM & PM)
Receptionist/Switchboard
Customer Service Representatives
File Clerks
We offer: Top pay, Holiday Pay, Bonuses, Temp-Med Insurance. Call Today for an appointment!
SNELLING PERSONNEL
NEVER A FEE
Livonia, 464-2100
Southfield, 352-1300
Auburn Hills, 373-7500
Taylor 284-0777

OFFICE/TELEPHONE HELPER for Farmington Hills office, 9am-1pm, Mon.-Fri. WordPerfect 5.1 & excellent phone skills a must. $6.50/hour. Call 953-2000 Voice Mail # 7115

ORDER ENTRY
Experience necessary, full time, hourly, and benefits, non smoking environment. Please send resume to Order Entry, P.O. Box 2587, Southfield, MI 48037-2587

PART TIME Secretarial position available. Birmingham Insurance office. Experience preferred. Flexible hours. Call 642-5595

PAYROLL & BILLING PERSON
Experienced. Typing & computer skills necessary. Send resume to PO Box 531117, Livonia, MI 48153

RECEPTIONIST & general office. Must have data entry experience. Resumes to. Box 826 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RECEPTIONIST
Part time - 25 hours per week in Bloomfield area. Call, 350-1022, Ext. 128

PAYROLL CLERK
Downtown company is seeking a Payroll Clerk. Applicants should have general accounting skills and basic word processing knowledge. Experience with the ADP package a plus. Position offers full benefits. Please send salary requirements and resume to:
Payroll Clerk
P.O. Box 737
Detroit, MI 48231

PAYROLL - HUMAN RESOURCES
Due to expansion Fretter, Inc. has immediate full-time openings in Payroll & Human Resource Departments. Positions requires minimum 2 years experience in a computerized accounting environment. Individuals must have knowledge of Lotus 1-2-3 & WordPerfect 5.1. Relocating in the near future to Brighton. Attractive benefits package. Salary commensurate with experience. No phone calls please. Send resume to: Box 868, Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RECEPTIONIST/TYPIST
Suburban Detroit office looking for experienced Receptionist - Typist. Qualifications include 2 years experience on multi-line switchboard & typing at a minimum of 60 w.p.m. Excellent salary & employee benefits. Resume to: Personnel, P.O. Box 4545, Troy, MI 48099-4545

RECEPTIONIST
MODEL TYPE
Office management receptionist for public relations. Must have great attitude & dealing with people. Call Monica - 459-7070

Receptionist/Full Time
Novi real estate office looking for full time experienced Receptionist, Mon.-Fri., from 9-5. Reliable & punctual with good clerical, phone & interpersonal skills.
Call Robin, Monday-Friday Between 9AM-3PM ONLY
348-3000

RECEPTIONIST full time, for busy Southfield law firm. Excellent benefits, salary negotiable. 2 yrs. experience required. Call Carol 358-4400

RECEPTIONIST - needed. Full time position, excellent phone manners, general office skills, some computer experience helpful, apply in person at 755 W. Big Beaver, #2000, Troy

RECEPTIONIST
Professional phone manner, Word-Perfect 5.1 or Microsoft Word. Good organizational skills. Full time days. Call Joyce for App't.: 421-6000

RECEPTIONIST
Full time. Good phone voice. Light typing & filing. Resumes only to: S W & Associates. 17200 W 10 mile. Ste 212, Southfield, MI. 48075.

RECEPTIONIST
Exciting atmosphere of suburban advertising agency needs outgoing front desk person. Recent experience & excellent people skills are a must. Paid holidays. Ruth 646-6168 Uniforce Temporary Service

RECEPTIONIST
Full time for Troy based office. Duties: answering phones, distributing mail, data entry, filing & typing. Paid benefits & vacation. Send resume to Metro Trading Assoc. 555 Other, Troy, Michigan 48084

RECEPTIONIST
Part-time for private rehabilitation facility to answer switchboard, receive callers, perform clerical duties. 1 yr. experience preferred. Send letter of intent or resume to: P.O. Box 530306, Livonia, MI 48153
An Equal Opportunity Employer

RECEPTIONIST
Experienced in Salon operation. Mature, friendly. Light computer skills. 539-1234

RECEPTIONIST - part time weekends. Immediate opening. Sat., 8am-4:30pm. Sun., 8:30am-12:30pm. $6 hour. Call Jennifer. 459-1800

RECEPTIONIST/CLERICAL
For large Ford dealership. Exceptional benefit package, 401K, Blue Cross. Experience preferred but not necessary. Apply in person at Pat Milliken Ford, 9600 Telegraph in Redford.

RECEPTIONIST/SECRETARY
Computer experience needed for high pressure accounting firm. Flexible hours. Good typing skills & pleasant phone manner required. Send resume to Mary Edens, 30230 Orchard Lake Rd, Ste 200, Farmington, MI. 48334

RECEPTIONIST - Pleasant personality to answer busy phone lines, handle typing, and misc. general office duties. Must be prompt and hard working. Ideal for individual starting out in the office/clerical field. Send resume to: 14600 Keel, Plymouth, MI 48170

RECEPTIONIST/SECRETARY for busy Property Management office. Excellent inter-personal and telephone skills. Word Processing required. Entry level. Non-smoking. Send resume to: 32300 Northwestern Highway, Suite 215, Farmington Hills, Mi 48334.

RECEPTIONIST/SECRETARY - for busy Plymouth real estate office. Full time. Typing, phones, advertising & appointment experience preferred. We need a high energy personality for this important position. If you are available for immediate hiring send resume & salary requirements today to: Box 710 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

RECRUITER. Growing temporary service. Attractive Troy office. Salary commensurate with experience. Archer Temporary Service 362-5252

RELIEF RECEPTIONIST
needed for Troy law firm. Hours are from 9:30am-5:30pm. Please send resume: S. Postl, 50 W. Big Beaver, Suite 400, Troy, MI 48084.

SALES ASSISTANT
For Southfield brokerage firm, experienced. Series 7 registered a plus. Experience on PC & various software needed. Send resume to: Box 788 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150
An Equal Opportunity Employer

SALES SECRETARY
For busy Farmington Hills office. Accurate skills in typing, accounting & customer relations a must. Experience necessary. Re-entry welcome. 489-4040

BUSY non-smoking real estate office in Troy needs full time secretary. Excellent typing and phone skills necessary. Send resume to Ann, % C.B.R.E., 3555 E. 14 Mile Rd., Sterling Heights, MI 48310

WORD PROCESSING SECRETARY
for fast paced accounting firm. Knowledge of Lotus charts & graphs helpful. Send resume & salary requirements to: 45211 Helm, Ste. C, Plymouth Twp., MI. 48170

SECRETARY
Don't miss this unique opportunity to be recognized and to use your hi-tech skills. We need your administrative, executive and word processing experience for this highly professional client. Excellent earning potential and paid holidays. Call Susan 646-7661 Uniforce Temporary Services

SECRETARY/WORD PROCESSOR
for high pressure sales office. Immediate opening. Must be experienced, mature and have outstanding skills (including spelling and grammatical skills) and be very proficient in WP51. Other software capabilities a plus. National company offering good benefit package. Send resume to Box #792 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

SALES SUPPORT
Due to rapid growth, Cellnet, a leading cellular service provider, is seeking to expand its Customer Care Department. Entry level position requires extensive phone contact with customer base, excellent written and verbal skills and good problem solving skills. Hourly salary and commission. Telemarketing experience preferred but not necessary. Send resume with salary expectations to:
CELLNET
Attn: Customer Care Manager
1534 S. Woodward Ave
Birmingham, MI 48009

CHURCH Secretary/Experienced
For church setting in Dearborn Heights. This position requires experience in WordPerfect, 5.1, typing and communication skills. This is a part time, 20 hours per week position. If interested, call for application. 565-1460.

SECRETARY/BOOKKEEPER
One person office. Part-time position available. 14 Mile/Orchard Lake Rd. area. Call: 855-2444

SECRETARY/BOOKKEEPER
Desired for varied work assignments in pleasant, computerized CPA firm. Send resume to: 23917 Cass, Farmington, MI 48335.

SECRETARY/CLERICAL SUPPORT
Bloomfield Hills distributor looking for part-time help in our customer service department. 4 hours daily. Could lead to full-time. Reply to: Box 33035, Bloomfield Hills, MI 48303

SECRETARY - Farmington Hills location. Small property management company. Realty experience helpful. Full time. Some benefits. 737-4002

SECRETARY for Troy CPA firm. Knowledge of Word Perfect preferred. Excellent working conditions. Reply in confidence to: Box 836 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

SECRETARY - For Livonia law office. Part time, 15/20 hr. week. Telephone, reception, filing, typing. Must be familiar with IBM computer wordprocessing equipment. Must have outgoing personality and ability to deal with the public. Please call Mr. Sklar 615-1952, leave message

SECRETARY
For busy builder in Novi. Must have office & computer experience. Send resume: M. Bandemer, 36938 Dartmoor, Farmington Hills, MI, 48331.

SECRETARY for small law firm. Excellent re-entry position for responsible homemaker. Flex hours. Send resume to Box 870 Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

SECRETARY - PART TIME
for general typing, filing, phone, etc. 4 hours per day, 5 days per week. Hours flexible, Plymouth area. Send resume to: Secretary, 936 Sheldon Road, Plymouth, MI 48170

SECRETARY PERMANENT PART TIME
Electronic rep firm needs Secretary, 1-5 PM., Mon.-Fri. Position requires good communication skills, typing 55 wpm., some word processing required. Send resume: R.O. Whitesell & Assoc., 27300 W. 11 Mile Rd., Suite 807, Southfield, MI., 48034.

SECRETARY/RECEPTIONIST - for Plymouth real estate office. General office skills, multi-line telephone experience. Must have outgoing personality & be capable of handling a number of tasks at one time. Call Marilyn at 459-6222

SECRETARY RECEPTIONIST
Computer experience, $7.00 an hour. Great benefits. Resume to: ASI, 25140 Lahser, Ste. 121, Southfield, MI 48034. Att'n.: Sales Mgr.

Secretary Receptionist- fast paced Southfield real estate office. Computer experience, light accounting, shorthand helpful. Salary commensurate w/experience 356-4715

SECRETARY with good office skills & WordPerfect 5.1 experience for entry-level position with Livonia law office. 261-1111

SECRETARY WORD PROCESSORS MS WORD/EXCEL WORDPERFECT/LOTUS
Assignments in Downtown Detroit, Southfield and suburban areas for experienced secretaries. Must have on the job word processing experience. Type 45-55 wpm. Call for appointment.
METROSTAFF
Temporary Personnel Services
569-8700
NO FEE EOE

SOUTHFIELD LAW firm looking for motivated secretary with corporate, real estate & estate planning experience. Excellent typing & proof reading skills required. Minimum 5 years experience. Send resume in confidence to:
Office Administrator
P.O. Box 215
Southfield, ML 48037

SWITCHBOARD OPERATOR
Full time position available for person with experience in handling extremely busy switchboard. Dynamic telephone personality and skills will result in attractive salary. Excellent benefits including medical, dental 401(k). Please send resume to P.O. Box 9066, Farmington Hills, MI 48333.

SWITCHBOARD/RECEPTIONIST
Part time for fast paced downtown Birmingham office. Experience & sharp phone skills required. Call Mon.-Fri., 9am-4pm: 645-1851

TYPIST NEEDED for a computer controlled engraving machine. Experience helpful. Good wage & benefits. Troy. Call. 280-0630

WORD PROCESSOR
Major suburban corporation needs your recent experience and excellent skills. Candidates are expected to be highly motivated and know Word Perfect or Microsoft. Benefits, paid vacations. Call Sally 799-3947 Uniforce Temporary Services

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS FOR: WAITSTAFF
Apply within: Alexander The Great 34733 Warren Rd., Westland

AJ'S Now hiring experienced Cooks, Dishwashers, Waitstaff and Bartenders. Must be reliable. Apply in person 39405 Plymouth Rd., Plymouth, MI.

ALBIE'S PASTY Manufacturing plant hiring general labor for shift starting at 6am. Call between 9am-12noon at: 525-2980

AMERICAN MADE GRILL NOW HIRING!
Wait Staff, Bartenders, Line Cook, Prep Cook, Dishwasher. Must have a smile & love people to apply at: American Made Grill, 31630 Plymouth Road, Livonia. 513-9911

ARBY'S ROAST BEEF Franchise needs assistant managers and shift managers. 5 day work week. Experience preferred. Send resume to. P.O. Box 2212, Farmington Hills, MI 48333

ASSISTANT KITCHEN MANAGER
D. Dennison's Seafood Tavern of Livonia. Send resume to: Mike Van Bees, 37716 8 Mile Rd., Livonia, MI 48152

ATTENTION
Now hiring for all positions. Apply within Mon.-Fri., 2-4PM
CARLOS MURPHY'S
29244 Northwestern Hwy. Southfield

BANQUETS
Part-time Servers and Sous Chef needed for new Rochester area banquet facility. $8-$10/hr. Call Carol. 651-8361

ATTENTION Immediate openings for bar person both shifts. Apply JR'S Lounge 23810 Fenkell Detroit, 5 Mi - Telegraph area. 531-4780

BAR STAFF, WAITSTAFF BUS STAFF
Full & part-time. Apply at: Alban's, 190 N. Hunter, Birmingham.

BARTENDER
Accepting applications for full time bartender. Good pay & benefits. Apply Livonia Quality Inn, 8 Mile/I-275.

BARTENDERS/WAITSTAFF
Experienced Fine Dining
Full/part time
549-3344

BUS PEOPLE
Day work, full & part time. Excellent pay & benefits. Apply at Meadowbrook Country Club, 40941 W 8 mile Northville, Mi. No phone calls pleases.

★ **BUS PEOPLE**
For fast paced dining room. Experience preferred. Please apply in person 2-5pm at:
SWEET LORRAINE'S CAFE
Just N. of 12 Mile

CASHIER WANTED
From 11am-4pm or 4pm-9pm. Apply in person: Koney Island, Livonia Mall, 7 Mile & Middlebelt.

CERTIFIED FOOD SUPERVISOR
Full time. Apply in person:
MARYCREST MANOR
15475 Middlebelt
Livonia, MI., 48154
427-9175

CHILI'S GRILL & BAR
is now hiring experienced Broiler Cooks. Competitive wage, benefits, insurance, bonus plan, etc. Apply daily: 2735 Rochester Rd. Rochester, MI.

PRESTIGIOUS COUNTRY CLUB
Seeks experienced Cook with strong culinary background. Good pay & benefits. Contact: Chef Kevin Brennan at 682-0100

COOK, SANDWICH MAKER & Part Time DRIVER - 3 positions. Call Gary Sheets, mornings. Westland/Canton area. 467-8365

COOKS, BARSTAFF & Waitstaff
Apply after 5pm to Reisers Keyboard Lounge, 1870 S Wayne Rd., Westland. 728-9330

★ **COOKS**
HUNTING FOR A BETTER WORK ENVIRONMENT?
Bet your sites on:
THE MOOSE PRESERVE
- Good pay
- Benefits available
- Flexible hours

Apply in person at:
2395 Woodward, Bloomfield Hills
Monday-Saturday, between 2-7pm.

★ **COOK**
Sweet Lorraine's looking for an experienced line cook for our Southfield cafe. Good benefits. Apply in person, 2pm-5pm Greenfield Rd., N. of 12 Mile

COUNTER HELP
For new Subway in Bloomfield Township. Full/part time. All Shifts. Starting at $5/hour. 589-2028

DELI HELP needed part/full-time. Apply in person at: Kowalski Deli at 9 Mile & Farmington Rds.

DISHWASHER & SERVERS
Windemere Nursing Home, W Bloomfield offers a unique dietary employment opportunity. Good starting salary & benefits. Apply in person, Windemere Nursing Home, 6950 Farmington Rd. W. Bloomfield.

DUNKIN DONUTS PLYMOUTH
Counter person needed for all shifts. Flexible hours. Mature person. Serious inquiries only. 453-0532

Earn $100-$150
Part time. 15 hours per week. Full time possible. Kings Pizza, Rochester Hills. 853-3399

ELWOOD BAR & GRILL
Now hiring all positions. Apply in person ONLY btwn. 2 & 5pm. 2100 Woodward (in Fox Theatre District).

GOLDEN MUSHROOM - looking for day host/hostess, bus persons. Apply at 18100 W. 10 Mile Rd. at corner of Southfield Rd. 559-4230

★ **HOST STAFF**
Friday & Saturday nights.
Apply in person.
OCEAN GRILLE 646-7001

HOLIDAY MONEY
Cooks, waitstaff, dishwashers & bartenders for local event. Must have experience, transportation, and proper uniform. Call First Impressions Temporary Agency. 476-3610

HOSTESS
Full time days & nights. Apply:
Chicago Road House
21400 Michigan Avenue, Dearborn

HOST/HOSTESS & WAIT STAFF
Full & part time.
Apply within:
Jonathon B. Pub, Livonia Mall

JACOBSON'S
Now accepting applications for Restaurant Staff.
- Part-time Hostess
- Part-time Wait Person
- Part-time Pantry
- Part-time Bus Person

Benefits include employee discount, opportunity to work in a nice store.
Apply in person:
JACOBSON'S
37500 - 6 Mile
Livonia, MI 48152
An Equal Opportunity Employer

LINE COOKS/Prep Cooks/ Waitstaff/Barstaff needed. Apply in person at: American Made Grill, 31630 Plymouth Rd., Livonia.

MACHUS RED FOX
Due to increased business Machus Red Fox is now interviewing for:
- Hostess/Host
- Wait Staff
- Bus Person
- Cashiers
- General Utility
- Prep Person
- Pantry Help

Full/part time AM/PM shifts. Apply in person, Mon. - Sat. 2-4pm.
MACHUS RED FOX,
6676 Telegraph, Bloomfield Hills.

★ **MANAGER**
Seeking experienced dining room manager for contemporary, fresh seafood restaurant. OCEAN GRILLE 646-7001

NOW HIRING - Mature experienced Wait Staff. Weekends only. Contact Janice, Honeytree, Farmington Hills. 855-4868

NOW HIRING
Weekends & Nights
Looking for fast, friendly people. Apply at Hardee's, 34110 Plymouth Rd., Livonia.

PIZZAPAPALIS FARMINGTON HILLS
Coming soon! Taking applications for management personnel. Must have 2 years experience in fast paced food service environment.
Send resumes to:
Box 806
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

PRIVATE CLUB in Birmingham/Bloomfield area has immediate openings for full & part time Service Staff. Opportunity for great extra income. Flexible shifts. Call Tues. thru Fri., 9-5. 646-5050

Red Coat Tavern
Night kitchen manager with boiler experience. Also kitchen assistant, no experience necessary. Apply in person at: Red Coat Tavern, 3808 N. Woodward, Royal Oak.

MANAGER to $24,000 plus bonus. National chain. Local unit. Benefits. Degree or experience required. Steven Greene Personnel 473-7210

MAX & ERMA'S LAUREL PARK
Now Hiring:
KITCHEN STAFF
Apply Mon.-Fri., 2pm-4pm at:
6 Mile & Newburgh

MAX & ERMA'S
31205 Orchard Lake Rd. Farmington Hills. Is looking for qualitified line cooks, pantry cooks, dishwashers & waitstaff. Competitive wage & benefits offered. Apply in person: Monday - Friday 2 to 4PM.
An Equal Opportunity Employer

MOUNTAIN JACKS LIVONIA
is now accepting applications for:
- WAIT STAFF
- HOST/HOSTESS
- KITCHEN HELP

Apply in person Mon-Thurs 2-4pm.
31501 SCHOOLCRAFT
(at Merriman)

★ **PASTRY CHEF/BAKER**
Sweet Lorraine's looking for an experienced Pastry Chef/Baker for our Southfield cafe. Good pay & benefits. To set up an interview call 559-5985

RESTAURANT LODGING
As Hospitality Placement Specialists, let us represent you! Recruiting for: Theme/Dinnerhouse Managers, Resort Food & Beverage Manager, Pastry Chef, Front Office Manager, Dining Room Managers. 932-1170 Harper Associates 29870 Middlebelt Farmington Hills, MI 48334

STAGE & CO.
Now hiring WAIT STAFF for fast paced restaurant/deli:
Experience preferred. Full or part time. Apply in person Tues. thru Fri., 2-5pm at 6873 Orchard Lake Rd., West Bloomfield.

★ **WAIT STAFF**
Full time/part time.
Experience necessary.
OCEAN GRILLE 646-7001

WAIT & BAR STAFF
Part time.
Thurs., Fri. & Sat.
Fax resume to: 464-8468

WAITSTAFF & BUSSERS. Part Time Full Time PANTRY PERSON Private club in Bloomfield Hills. Call: 644-3450

WAITSTAFF
Experienced needed for Demitris of Farmington. Apply at 32200 Grand River or call: 476-3301

WAITSTAFF - Experienced. Days & nights, full & part time. Apply in person: 30748 Grand River, Farmington, or call Joe: 474-3226

WAIT STAFF
Full or part time. Call Suzanne. Steff's Lounge, 8631 Newburgh, Westland 459-7720

WAIT STAFF WANTED
Full time nights. Apply:
Chicago Road House
21400 Michigan Avenue, Dearborn

506 Help Wanted Sales

REAL ESTATE CAREER
AMBITIOUS? CONSCIENTIOUS?
WE WANT YOU!!
We will train you and start you on long term, high income career.
Call TONY CAMILLERI
REAL ESTATE ONE
326-2000

A Career In Real Estate
Sales With Us Is a "REAL JOB"
Our Programs and Support Systems are so effective, We guarantee you a minimum annual income of $25,000 with unlimited potential.
DON'T GAMBLE WITH YOUR FUTURE! CALL US TODAY!!!
SUE KELLY, 644-4700
REAL ESTATE ONE

ACCOUNT EXECUTIVE SALES
Career opportunity with Southeastern Michigan's largest AT&T VAR and supplier of hightech telecommunications equipment, networks, and software. Highest commissions in the industry with bonus, profit sharing, 401-K plan, medical/optical/dental insurance, car allowance, and expense reimbursement. Please call Dave Fisher at 489-0148 ext. 202 to arrange an appointment.

ACCOUNT EXECUTIVE
for new family oriented TV small independent broadcaster. Radio sales or display sales a plus. Send resume to Mr. Folino, P. O. Box 669, Dearborn Heights, MI., 48127, or call: 561-3300 ext. 121

ACHIEVE YOUR CAREER GOALS
in Real Estate Sales by joining a firm that is committed to the success of it's agents...
CHAMBERLAIN REALTORS
You can realize unlimited income potential, our full training program, and complete management support by calling now for a personal, confidential interview!
BETTE BALL
647-6400

ADDITIONAL INCOME - Looking for self motivated people who would like to start a home based business. 458-7659

A FREE REAL ESTATE SALES CAREER SEMINAR
Discover the
Coldwell Banker Difference
Dec. 1 @ 7:00pm
901 Tower Dr.
Suite 150
Troy
For reservations, call Pat Ryan @ 879-3400
COLDWELL BANKER
Schweitzer Real Estate

AMERICAN UNITED LIFE
AUL is a leader in the insurance industry. We will train you to market our Life, Disability & Annuity Products. Four-year compensation plan, excellent benefits package. For confidential interview call. 357-0430

A REAL ESTATE CAREER
If you've been laid off because of cut backs, you might want to take control of your future by becoming a licensed real estate agent. Join a company that offers FREE training for qualified individuals, from start to top, is affiliated with a National Franchise for instant name recognition, and whose future plan is to grow with several more offices in the area. Opportunities are available in: new home sales, corporate networking, residential resale, relocation, training, and management. Call Darlene Shemanski in Plymouth, 451-5400 or Don Kamen in Livonia, 462-3000.
Quality
REAL ESTATE
Better Homes & Gardens

ART VAN - seeking energetic professional person for sales, able to work with people, opportunity for advancement, excellent benefits & profit sharing, apply within. Applications being accepted Mon. thru Fri. 10-5. 22555 Greenfield, Southfield

AGGRESSIVE CAREER-ORIENTED PEOPLE WANTED
TRUGREEN-CHEMLAWN, the nationwide leader in lawn and tree care, is seeking confident, self-motivated individuals to fill full-time sales positions. We offer competitive salary plus commission, excellent benefits, car allowances and qualified leads. For consideration, call: Mike Palermo 852-0500
An Equal Opportunity Employer

A GREAT CAREER OPPORTUNITY
- Major Medical Benefits
- Bonus Program
- Management opportunities

Positions available in floor sales, delivery, set-up, & collections with Rent-To-Own in Ypsilanti. We train. Full time. Start immediately.
CALL NOW!
(313)
483-5400

AIR FREIGHT
International/domestic. Experience required. Send resume to: SEKO Air Freight, 29060 Airport Dr., Romulus, MI 48174 or call 946-1466

ARE YOU THINKING ABOUT GETTING INTO REAL ESTATE?
Top Training - National Company, Great Office. Experienced agents, ask about our 100% program. In Northville/Novi, call Chuck Fast at:
347-3050
COLDWELL BANKER
Schweitzer Real Estate
18 Offices
Expect the best®

ARE YOU TIRED OF NOT BEING PAID WHAT YOU ARE WORTH?
COME GROW WITH THE FASTEST GROWING MEAT CO. IN 36 CITIES
Our people make $750 a week just for doing their job. Call Dave at:
255-9505

ATTENTION: PHARMACEUTICAL SALES REPS SEEKING CAREER CHANGE
Enter demanding world of film & video post production sales. Use your extensive sales training, college degree, ability to reach decision makers. Flexibility, persistence & creativity required. Know how and when to CLOSE! Demonstrate confidence based on proven success record.
Determine your own income - Commission Sales/No draw
Training and support available.
Send resume with cover letter to M. Medan, 34034 8 Mile, Ste. #100, Farmington Hills, MI., 48335.

AUTO SALES
No Experience Necessary
Position offers:
- Salary
- Commission
- 5 day work week
- Paid vacations
- Demo
- Hospitalization
- Monthly bonus
- Management opportunity
- Security

Apply at: Livonia Mazda-VW
Or call: 425-5400

AUTO - TRUCK SALES - Commercial Truck Specialist wanted to develop small business/fleet accounts. Salary, commission, demo, & full benefit package. Westside dealer. Call for appointment. Ask for Ron, 453-4637.

BFI WASTE SYSTEMS is now accepting resumes for the position of Solid Waste/Recycling Sales Representatives. Qualified applicants should possess the following:
- 5 years sales experience in a customer service environment.
- Documented success record.
- Self-motivated with good communications skills.
- Valid Michigan drivers license.
- Must be able to pass drug screen.

In turn, BFI offers a competitive base salary and commissions, unlimited earning potential, performance bonuses and incentive, expense account, medical and dental benefits, 401K and pension plan. Opportunity for advancement. Send resume: BFI Waste Systems, 5400 Cogswell Rd., Wayne, MI., 48184. Att: Sam Langer.
An Equal Opportunity Employer

A CAREER
A GREAT PLACE TO WORK AND A $25,000 MINIMUM INCOME GUARANTEE IS WHAT WE CAN OFFER TO THE AMBITIOUS, CONSCIENTIOUS AND SELF MOTIVATED.
Call JOSEPH P. MELNIK, CRB, CRS
REAL ESTATE ONE
455-7000

CASH IN
Selling the hottest environmental compliance products, waste oil furnaces, parts washers, spill absorbents, and lubricants. Salary, commission, and bonus package. Motivated individuals earn $50,000 +. Send resume to:
Adams Oil Enterprises
7030 East Street
Saginaw, MI 48601

Change Your Life!
Start a new career in real estate today. Call Carol Yost at
REAL ESTATE ONE
952-5590

BE WITH THE BEST
Coldwell Banker is rated the #1 growing real estate franchise in the U.S. A Company for the 90's
- Pre Licensing
- 4 Commission Plans
- Best Buyer/Best Seller Systems
- National Relocation
- Coldwell Banker University

DISCOVER THE COLDWELL BANKER DIFFERENCE
Call for interview today
Jacqueline Steuer
737-9000 477-4353
COLDWELL BANKER
Schweitzer Real Estate

BUSINESS/WORKING PROFESSIONALS CONCERNED
with current salary/income limitations & future financial security in your profession? Solution! Get involved indirectly with a $4 billion growth company & succeed through NETWORK - 21. No risk! Experience in management, finance, marketing or business. We have the best!
313-458-7747

CONSULTANTS - Partylite-colonial candles. Looking for consultants. No layoffs, no experience. Call Patty at, 774-1563.

COSMETIC SALES
Looking for friendly person for sales. Apply in person: Merle Norman Cosmetics at Westland Mall.

DATA COLLECTION
Self-motivated sales rep for the bar code industry. Some experience in computer hardware/software preferred. Salary plus commission. Car allowance, benefits.
Send resume: Personnel Dept., PO Box 42, Brighton, MI 48116

DECORATOR/SALES PERSON for fast paced retail business. Must have experience in paint, wallpaper, & window treatment. Full/part time. I-75 Rochester Rd area. 524-3633

EDUCATIONAL SALES
MacMillan/Scribner Library Services, a division of MacMillan Publishing, has a FULL TIME sales position. If you are an EXPERIENCED salesperson, we would like to hear from you. Position entails selling reference/trade books to the college, public & high school library markets during the school year (39-40 weeks per year). Program includes: salary, bonus, mileage allowance + company benefits. Send cover letter & resume to: MacMillan, Box 178 Indian Camp, Ogden Dunes, IN. 46368.

ENTRY LEVEL SALES REP - Base + commission to $35,000. Degree preferred. Will train. 473-7210
STEVEN J. GREENE PERSONNEL

A REAL ESTATE COMPANY
With international ties offers training & support for people interested in improving their career or getting started in a real estate profession. Unlicensed or newly licensed applicants welcomed. Earn while you learn in your profession. Training classes start soon. Call Nikki or John. 855-9000

FLOOR COVERING SALESPERSON
Looking for an experienced professional sales person with a minimum of 4-6 years experience in retail floor covering. Must have knowledge of measuring, reading blueprints & estimating. Contacts already established. A sincere desire to succeed can bring unlimited earning power. Salary plus commission. Call for appointment after 2:30pm. Dennis Riemer, Riemer Floors, Inc.
353-4050

FREE REAL ESTATE CLASS
Career minded individuals, we offer (hands-on training) while you learn. Potential first year earnings in excess of $30,000.
ERA Real Estate
Troy 680-1180
Rochester 375-2400

FURNITURE SALES
If you are highly motivated with superior selling skills, we offer an excellent compensation package, a detailed, on-going training program & opportunity for career growth. To arrange for an immediate confidential interview, call Newton Furniture:
313-525-4062

IMMEDIATE OPENINGS - No experience necessary, 9:30-3pm. Hourly plus bonus. Farmington area. Ask for Charlotte or Tim 478-5020

INSIDE SALES/MERCHANDISING
Position available. Inside Sales showroom consultant position available for qualified individual. High end building products. Excellent clientele. Full time, some nights & weekend commitment. Possible future advancement to manager position. Call for interview. Salary + benefits. Ask for Meghan 356-6430

INSIDE SALES
NEXxUS Hair & Skin Products. Immediate position available. Exciting opportunity for experienced person to assist in retail showroom, phone sales. Full/part time, hourly, non smoking office. Call Mark 353-7730

INSIDE SALES POSITION
Available with national leasing company. Previous leasing and/or marketing experience preferred. Benefits package includes base + commission, medical, dental. Send resume to: P.O. Box 9066, Farmington Hills, MI 48333.

Real Estate Career
"Free Training"
Call today...
851-6700
CENTURY 21 MJL
Corporate Transferee Service

SALES
HORTICULTURE EXPERIENCE
TRUEGREEN/CHEMLAWN has an excellent opportunity for motivated individuals with horticulture degree or at least 2-3 years tree/shrub experience. This position will be responsible for developing new accounts & upselling current accounts. Candidate must possess strong organizational & selling skills. Rochester area. Call Scott: 852-0500

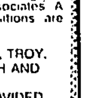
506 Help Wanted Sales

CAREER SALES OPPORTUNITY

For over 43 years a tradition of quality Real Estate Brokerage has been our Hallmark at.

WEIR, MANUEL, SNYDER & RANKE, INC.

Work with some of Michigan's highest earning Real Estate Sales Associates. A limited number of sales positions are currently available
- OFFICES IN ROCHESTER, TROY, BIRMINGHAM, PLYMOUTH AND WEST BLOOMFIELD.
- IN-HOUSE TRAINING PROVIDED
- TRAINING CLASSES START REGULARLY



For more information and confidential interview with Phyllis Goodrich, Director of Career Development call 851-5500.

WEIR, MANUEL, SNYDER & RANKE, INC.
REALTORS