EMPLOYMENT

504 Help Wanted Office-Clerical

LEGAL SECRETARY - Experienced in WordPerfect, family law and personal injury. Small firm, pleasant atmosphere. Fax resume: 851-9138 or send: 31275 Northwestern Hwy., Ste. 103, Farmington Hills, MI 48334

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.
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HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY
Part time, flexible hours, typing/filing, WordPerfect 5.1 Send Resume: Attn. Pat 29777 Telegraph Suite 1460 Southfield, MI 48034

LEGAL SECRETARY
For Southfield firm. Must be experienced in insurance defense. WordPerfect 5.1, typing 80 w.p.m. Immediate opening. Sylvia 352-9580

LEGAL SECRETARY
wanted for Southfield firm full or part-time. Some experience in business law & divorce; WordPerfect 5.1, Minimum 75 wpm. 354-4040

LEGAL SECRETARY - Small general practice firm. Experience required. WordPerfect 5.1 a must.
Fax resume: 851-5893
Or telephone 851-5140

LEGAL SECRETARY for fast paced law firm. Must be flexible, self starter, team player, able to handle multiple projects. Minimum 3 yrs. experience with WordPerfect 5.1, Lotus is a plus. Send resume with salary history to: Michael B. Serling, PC, 280 No. Woodward, Suite 406, Birmingham, MI 48009, attn: B. Smith

LEGAL SECRETARY
Part time permanent 15-20 hours per week. Minimum 3 years experience plus WordPerfect skills and a good attitude. Work in a team environment with pleasant people and attractive offices. Send resume to: J.M. PO Box 9057 Farmington Hills, 48333

LEGAL SECRETARY
Defense litigation firm with 2 attorneys in Penobscot Building in Detroit seeking legal secretary with minimum 2 yrs. experience. Must have strong WordPerfect skills. Opportunity for Paralegal work. Excellent salary, benefits, & paid parking. Send resume to: Legal Secretary, 42467 Old Bridge, Canton, MI., 48188.

LEGAL SECRETARY
needed for Birmingham law firm. Must have excellent grammar, typing, transcription & organizational skills. Minimum 5 yrs. domestic litigation experience & have knowledge of Word for Windows. Competitive salary & benefits. Send resume & salary requirements to Box #966
Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARY
Growing Ann Arbor law firm searching for a legal secretary with at least 3-5 years of medical malpractice experience, typing skills of 70wpm+, and WordPerfect 5.1 knowledge. Excellent benefit package and competitive salary. Send resume and salary requirement to:
Kitch, Saurbier, Drutchas, Wagner & Kenney, P.C.
Attn: M. Richardson
One Woodward Avenue, 10th Floor Detroit, Michigan, 48226
-NO TELEPHONE CALLS PLEASE-

LEGAL SECRETARY - 2 days a week. 5 years experience and WordPerfect required. Non-smoking office. 645-1003

LEGAL SECRETARY - Full or part-time, at least 3 days per week. Word Perfect. Hours flexible. Pay commensurate w/experience. 559-3980

LEGAL SECRETARY - Southfield defense litigation firm. Must have high skills & word processing experience. Fine working conditions. Salary commensurate. 354-6644

LEGAL SECRETARY
For high volume medium size law firm in Southfield. Excellent Word Perfect skills & legal experience needed. Good salary & benefits. Call office manager, 358-4490

LEGAL SECRETARY
2 years experience. Knowledge in WordPerfect a must. Bankruptcy, divorce, litigation, and/or corporation knowledge helpful. 30-40 hours. Send resume to: Box 996
Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

★ **LEGAL SECRETARY For Senior Partner**
Southfield firm seeks organized professional secretary. Must know WordPerfect and possess excellent communication and computer skills. Minimum 3 years litigation experience required. Competitive starting salary with benefit package. Call Pamela Restis, 948-0000 or FAX resume to 948-9494

LEGAL SECRETARY/Secretary
Established Southfield law firm seeks experienced Secretary with excellent computer, telephone and organizational skills. Proficiency in WordPerfect skills required. Workmans' Comp background a plus. Competitive salary and benefits. Please send resume and salary requirements to: Box 112
Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

LEGAL SECRETARY/ LEGAL ASSISTANT
Experienced in litigation for Senior Partner & Associate at mid-sized Southfield firm. Good skills with shorthand or speedwriting. Must be motivated, possess excellent organizational skills & be a team player. Good benefits & pleasant atmosphere. Salary commensurate with experience. Call Kim 10am-5pm 358-2080

LEGAL TEMPS
Tired of not receiving enough premium assignments at top rates? Join our leading temp team for consistent quality assignments at top rates!!
PERSONNEL AT LAW
3000 Town Center, Ste. 2580 Southfield, MI 48075
FAX 358-0235 Phone: 358-0080

MAIL CLERK/FULL TIME
Needed for fast paced Birmingham law office. Good benefits. Call: Mike Muller at 645-2440

MEETING PLANNER
High computer skills. Farmington Hills office. Please send resume to: BOX 110
Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

MID-LEVEL position to run small office. Secretarial, bookkeeping, some computer experience. Pay commensurate w/ability. 799-9666 (?)

NOW HIRING
* DATA ENTRY
* WORD PROCESSORS
* GENERAL OFFICE
Must have 6 months on the job experience. Job opportunities in Detroit, Southfield, Troy and Farmington Hills Areas. Call NOW for appointment.
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Temporary Personnel Service
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MANUFACTURERS REPRESENTATIVE - looking for a dependable secretary for one girl office with versatile skills, including answering phones, filing, travel arrangements, with heavy emphasis on typing (letter, quotations, etc.). Position includes BC/BS medical benefits and liberal vacation. Salary negotiable for right person. Send resume to: 2301 W. Big Beaver Rd., Suite 104, Troy, MI 48084.

MESSENGER/FILE CLERK - for Farmington Hills law firm. General office, switchboard relief. Must have reliable transportation, mileage reimbursed. 810-851-8000

MICROSOFT WORD & LOTUS 1-2-3 POSITIONS
Available downdriver & W. suburbs. Top wage and benefits offers. Experience a must. Large and small companies. Advancement opportunities.
ADIA
THE EMPLOYMENT PEOPLE
Westland: (313) 722-9060
Taylor: (313) 291-3100

OFFICE ASSISTANT
20 flexible hrs./week. Variety of clerical tasks. Send resume: 24402 Sinacola, Farmington Hills, 48335

OFFICE CLERICAL - part time position for experienced individual with excellent clerical skills (typing, word processing, reception/switchboard). Forward resume & salary requirements to: Personnel Manager, P.O. Box 2000, Bloomfield Hills, MI 48303-2000 or 901-1564
EEO/AA
☎ 810-433-4800
6181 Box 2015

OFFICE CLERICAL/ RECEPTIONIST
NW manufacturing company looking for aggressive, take-charge office person with good typing and computer skills. Knowledge of microsoft windows, word, access and excel important. Position also, requires backup Receptionist skills for very busy Switchboard. Position offers competitive wage and fringe benefit package. Send resume, stating experience, qualifications and salary history to: P. O. Box 23091, Detroit, MI 48223
Equal Opportunity Employer M/F

OFFICE CLERICAL
Northwest suburban firm seeks a dependable individual for an entry level position. Qualified candidate must be courteous and businesslike with excellent telephone skills. Computer experience helpful. Lotus 1-2-3 and Word Perfect a plus. Will train. Excellent benefit package. Send resume to: Human Resources, Zatkoff Seals & Packings, P O Box 486, Farmington, MI 48332-0486
We promote a drug-free environment. Substance abuse testing is part of the pre-employment process.
An Equal Opportunity Employer

OFFICE CLERK: Part-time days. Canton retailer is looking for a dependable, detailed person to work part-time in a friendly office atmosphere. Light computer, accurate typing, processing invoices, customer service, filing & handling phones. Call Craig or Anne. (313) 728-9600

OFFICE CLERKS
Due to rapid growth in our marketplace our office staff needs to grow. Positions available: Telephone operator, Cost accounting clerk, Biller. Excellent benefits package available. Please apply in person, Bob Saks Motor Mall, 35200 Grand River, Farmington Hills.

OFFICE INTERNSHIP PROGRAM
Oakland Psychological Clinic, PC, seeks several motivated individuals for its clerical internship program. Candidates will rotate through data processing, front office, and administrative departments.
Requirements include: high school diploma, solid office skills, and a willingness to work and learn. We offer an excellent opportunity for growth, a positive work environment, a meaningful career, benefits and $6.50/hr for a select ambitious few.
Send resume to:
Oakland Psychological Clinic, Attn: Internship.
2000 S. Woodward, Suite 102. Bloomfield Hills, MI 48302.
An Equal Opportunity Employer

OFFICE MANAGER/BOOKKEEPER
Computer background important. Bloomfield Hills. Part-time. 645-9690

OFFICE MANAGER/legal secretary, Southfield personal injury defense firm seeks experienced Legal Secretary/Office Manager, in addition to legal secretarial duties job includes supervision of clerical staff, office budget & administrative duties. Competitive salary & benefits. Send resume & salary requirements to: Box #988
Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

OFFICE PERSON needed full-time for large service department of lawn irrigation company. Duties to include customer phone contacts, scheduling, computer work, etc. Please contact Donna on Tues. or Thurs. between 10am-2pm. Wixom. 810-624-3331

OFFICE SUPERVISOR
Norrell Services, a national temporary employment company is seeking a full time Supervisor for our Ann Arbor office. The position requires prior customer service and/or sales background. Please call for more details. (313)677-2891

PAYROLL CLERK
Large medical facility seeking a payroll clerk experienced in computerized payroll. Responsibilities include handling all phases of employee benefits as well as worker's compensation insurance. Excellent benefits. Salary commensurate with experience. Send resume to P. O. Box 7008, Bloomfield Hills, MI, 48302.

PAYROLL POSITION available immediately for 200-plus employee company. Must be well organized & proficient with Lotus 123. Experience with ADP PC payroll is helpful. Please send resume, with salary requirement to: Detroit Metro Airport, Bldg 533, E Service Drive, Detroit, MI 48242, Att: Todd Montries.

PATIENT REGISTRAR
INTERNAL MEDICINE
Part-time position located in Dearborn.
Qualifications include: 1 yr. clerical experience in a physician practice to include medical terminology. 35 wpm accurate typing speed, &/or proficiency on computer keyboard required. ICD-9 & CPT-4 coding/insurance experience highly preferred.
Individuals meeting requirements may submit a resume detailing experience or apply Mon-Thur., 9am-12noon.
PROVIDENCE
Hospital & Medical Centers
EMPLOYMENT SERVICES
22250 Greenfield, Ste. 310 Southfield, MI 48075
An Equal Opportunity Employer

PERSONNEL AGENCY FULL TIME
Energetic person needed for busy Farmington Hills office. Duties include lots of filing. Very busy phones, interviewing & employment placement. Occasional weekends. Benefits. Call Renee at 443-3063

OFFICE PERSON NEEDED
PART TIME to answer phones & do light typing. Flexible hours. Call for appointment. 326-1600

PART TIME OFFICE - Mature person who likes people, to help us spoil the patients of our Livonia dental practice. Smiling people call Dev at, 313-462-5985

PART-TIME POSITIONS
Pontiac division of a large service organization seeks individuals desiring flexible part time employment. Positions available include Credit/Collections Clerk and Accounts Receivable Clerk. Both positions require previous office experience and computer literacy. Individuals must be available to work between 20-30 hours per week within normal business hours. Send resume with salary requirements to:
Accounting Manager
Part-time employment
245 East Walton
Pontiac, MI., 48340
An Equal Opportunity Employer

★ **ATTENTION PERSONNEL COORDINATOR**
• Interviewing
• Staffing
• Customer Service
• Bookkeeping
• Reception duties
• $7.50-$8.50 per hour
MasterStaff
442-2255

PERSONNEL CLERK/ TYPIST
ITT Automotive Aftermarket Division is seeking a personnel clerk/typist with word processing skills (WordPerfect Windows preferred), a typing speed of 50 wpm and two years general office experience.
Duties will include typing, preparation of attendance reports, benefit claims processing, telephone console operation and misc. office work. Qualified candidates please submit resume to:
ITT Automotive, Inc.
Aftermarket Division
3000 University Drive
Auburn Hills, MI 48326-2356

PHONE ORDER PROCESSORS
Heavy customer contact. Light record keeping. Part-time after 5pm. $12 per hour earning potential. Will train the right people. Great position for students, homemakers, retirees. 476-7355

PRODUCTION FORMAN TRAINEE
Fast growing container decorator looking for a creative production minded person with good mechanical skills to run a 10-person shift. Please send resume or apply in person at: Spectrum Graphics, Inc., 317 Park St., Troy, MI 48083

TELEPHONE RECEPTIONIST
$6.50 per hour. Apply in person at 29820 W. 8 Mile Rd., 3 blks. W. of Middlebelt in Farmington Hills.

$ $ $
RECEPTIONISTS
Immediate long and short term assignments available. Free word processing training for qualified applicants. Competitive pay and benefits available. Call today for an appointment.
ENTECH PERSONNEL
Auburn Hills. . . 377-4980

RECEPTIONIST/Secretary
Farmington Hills. Mon.-Fri. 11am-6pm. Real estate experience preferred, but will train. Great office, benefits. Larry Harwin, Century 21 MJL: 851-6700

RECEPTIONIST
for wild & crazy office
Call Shelly 455-6080

RECEPTIONIST/SWITCHBOARD
Full time for Farmington Hills office. Experienced front desk person for multi-line phone system. Must possess excellent people skills and have professional phone manner. Position includes other general office duties. Please call, 458-8281

RECEPTIONIST
Full time. Pleasant phone voice required, light typing. Troy area. REMAX EXECUTIVE 641-5300

RECEPTIONIST needed for long term assignment, possibly temp-to-perm. Call 464-7078
ETD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST NEEDED for Birmingham office. Light typing and general office duties. Salary $13-15K. Send resume to: PBFC, Attention Denise, 255 E Brown St., Su.110, Birmingham, MI 48009.

RECEPTIONIST for Royal Oak law firm. Phone experience a must. Legal helpful along with good typing & knowledge of WordPerfect 5.1. Benefits. Immediate opening. 548-4000

RECEPTIONIST - Must have professional skills and Microsoft Word Macintosh experience desired. Call 313-981-9200 or send resume to 5900 Lilley Rd., Suite 100, Canton, MI 48187, Attn. Receptionist

RECEPTIONIST/SECRETARY
with Excel and Microsoft Word for long term assignment in Novi. Call 464-7078
ETD Temporary Service
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RECEPTIONIST
Good phone skills, light typing, varied duties. Promotable position.
ARBOR TEMPS, 459-1166
9433 Haggerty Rd., Plymouth, MI

RECEPTIONIST/CLERICAL
Typing, filing, basic bookkeeping, Lotus 1-2-3, WordPerfect experience mandatory. Full time. Minorities are encouraged to apply.
Send resume to: PO Box 701511 Plymouth, MI 48170-0968

RECEPTIONIST/SECRETARY for builder in Plymouth Township. Must have good communication & computer skills. Send resume to: Mary Beth 37674 Avon Lane Farmington Hills, MI. 48331

RECEPTIONIST - Part-time. Growing Bloomfield Hills law firm requires part-time receptionist. Professional demeanor & verbal communication skills required. Resumes ONLY to: Personnel Director, 1533 N. Woodward, Ste 250, Bloomfield Hills, MI 48304.

RECEPTIONIST
Corporate office, full time position. Need organizational, Word Perfect & Lotus skills, & other clerical support. Real estate knowledge helpful. Interested candidates please send resume to: Receptionist, P.O. Box 833, Bloomfield Hills, MI 48303

RECEPTIONIST/Clerical Assistant
Entry level position in a fast paced office environment. Responsibilities include answering a multi-line phone, light typing, filing and other general office functions. Computer experience helpful. If intrested call Marie 10am-2pm at 810-358-4411
An Equal Opportunity Employer

RECEPTIONIST - Plymouth company desires experienced receptionist. Good communication, typing, computer skills & multiple line phone experience necessary. This position will allow for extra time off during the summer months. Send resume to: Allison & Co., 377 Amelia St., Plymouth, MI 48170, Attn: Human Resources

RECEPTIONIST
needed real estate development corporation. Candidate must be a team player, computer friendly, and professional in manner. Must be capable of performing a variety of office duties. Please send resume to: Beacham & Roose Management Corp., 31100 Telegraph Rd., Ste. 200, Birmingham, MI 48025, Attn: Confidential, Joanne Burns.

RECEPTIONIST
Full time for 14 Mile/Orchard Lake Rd. Farmington Hills construction company. Type min. 35wpm, some phone experience preferred. Fax resume to 810-851-1577 or mail to: Personnel Dep't. at 31555 W. 14 Mile Rd., Ste. 204, Farmington Hills, MI 48334-1287.

RECEPTIONIST
Front desk position. Temp to perm opportunity with locations in Canton and Farmington Hills. Choice opportunity for your recent experience and cheerful personality.
Call Ruth 473-2033
Uniforce Temporary Services

RECEPTIONIST/ SECRETARY
Farmington Hills and Troy location.
Exposure to:
* WP 5.1
* Lotus 1-2-3
Call for immediate interview
474-5000 643-8590
Express Personnel Services

RECEPTIONIST/SWITCHBOARD
Person with pleasant personality & good appearance, capable of handling busy switchboard, greeting clients, coordination of people. Typing skills required. Insurance office in Southfield.
355-4400

RECEPTIONIST
Join Ethan Allen, a leader in the fine home furnishings industry, in an excellent career opportunity. We are seeking conscientious individuals to meet and greet customers as well as general clerical and telephone duties. Full & part time positions available at Livonia location. Part time available at Utica store. (Part time positions do entail evenings & weekends). A pleasant personality and professional appearance and demeanor are essential. For confidential consideration please call
Ethan Allen Home Interiors
LIVONIA: 313 261-7780
UTICA: 313 254-5260

receptionist

EARN TOP PAY
Immediate openings for dynamic and enthusiastic individuals with switchboard/receptionist experience. Typing skills a plus. If you enjoy exciting and challenging assignments, call us today. $7-8/hr.
OFFICETEAM
Specialized Administrative Staffing
Four network locations to serve you
Southfield (810)358-0222
Troy (810)524-3110
201 W. Big Beaver #310
Troy, MI 48084
Benefits Available EOE

RECEPTIONIST
Full time. Please apply in person: Muscat Collision, 30870 West 8 Mile, Farmington Hills.

RECEPTIONIST NEEDED, Sat. only, 8AM-6PM, Bloomfield Hills area. Front desk responsibilities plus. Call Katey at 332-5756

RECEPTIONIST - looking for someone with good people skills. Some light typing and bookkeeping required. Call Pam for confidential interview 453-4300

RECEPTIONIST REAL ESTATE OFFICE
Busy branch office. Telephone, light typing and filing. Full time. Call Mr. Benjamin at 851-8770

RECEPTIONIST - for Southfield computer company. Must have experience answering multi line telephones. Other clerical duties including accounts payable, call Lois 357-3980

RECEPTIONIST, Accounts Receivable/Billing for Redford manufacturing company. Duties include phone, typing, filing, accounts receivable invoicing, computer experience necessary. One person office. Benefits. Flexible hrs. 474-4880

RECEPTIONIST/CLERK
Southfield law firm is hiring an articulate and personable high school graduate with previous experience. Send resume to: M J.R. 2000 Town Center, Suite 2700 Southfield, MI 48075

RECEPTIONIST WANTED
Must be good with people, handle multiple duties, good communication skills, hard working and dedicated. Good benefits and room for advancement. Apply in person at: Snethkamp Jeep Eagle, 11600 Telegraph, Redford.

RECEPTIONIST
Computer experience a plus. Mon. - Fri., 4pm - 8pm. Weekends 8am - 7pm one day and 2pm - 8pm the next. Apply in person:
Peachwood Inn
3500 W. South Blvd.
Rochester Hills

RECEPTIONIST
Large Livonia office with busy switchboard seeks individual with neat appearance & pleasant phone voice. Good typing & handwriting skills required. Full-time, benefits. EOE. Send resume to: Personnel Dept., P.O. Box 530309 Livonia, MI. 48153-0309.

RECEPTIONIST
Fast-growing specialty retailer is seeking a personable, well-organized, detail-oriented, Receptionist. Prior phone experience helpful. Other duties involved. Full time with benefits. $6.50-$7.00/hour. Send resume to: Mr. Bulky Treats & Gifts, Attnention Lynn B., 755 West Big Beaver, Suite 1600, Troy, MI 48084

RECEPTIONIST
Fast paced security firm seeks reliable individual to perform Receptionist duties at our corporate office. Must be experienced in switchboard operation, word processing, & type at least 45wpm. Interested applicants should apply in person, Fri. Mar. 25th, 10am-2pm. to: Smith Security Corp., 575 E. Big Beaver Rd., Troy, Attn: Human Resource Manager. E.O.E.

SALES ASSISTANT
Major stock brokerage firm in downtown Birmingham is looking for Sales Assistant for immediate employment. Position requires stock brokerage experience. Please call Linda Burk or Carol Matsonneuve, Mon-Fri., 9am-5pm.
Smith Barney Shearson 540-3200
An Equal Opportunity Employer

SALES SUPPORT
Busy Southfield distributor has immediate opening for well organized detail oriented person with good phone skills and PC experience to handle order entry and sales support position.
Mail or fax resume to:
DISTRIBUTION MANAGER
P. O. Box 5034
Southfield, MI 48086
FAX: 810-352-2324
Equal Opportunity Employer

TROY Patent Law Firm requires Secretary/Receptionist for full time employment with WordPerfect experience. Salary commensurate with experience. Call 649-0660 (?)

PAPA ROMANO'S corporate headquarters in Livonia is looking for a SECRETARY. This person must possess typing skills of 40 wpm, phone skills, & have computer knowledge. Experienced in Microsoft word a plus but not necessary. Full time with benefits. This job offers great advancement potential. Call Jane 427-6668 (?)

SECRETARIAL HELP needed. Government agency seeks part time secretarial skills. Must have good typing & clerical skills. Word processing experience preferred. Hrs & salary are negotiable. Resume & cover letter to: Secretarial Aide, Box 968
Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

SALES SECRETARY PART-TIME
Exciting opportunity with a leading food company. Must have excellent communication skills. Typing 60 wpm, WordPerfect 5.1, Lotus & Excel required. Send resume to: Cathy Jones, Stouffer Foods Corp. 22260 Haggerty Rd., Ste. 150 Northville, MI. 48167.

SECRETARY
Entry level. Good skills. Word processing. Reliable. Professional image. Great opportunity.
ARBOR TEMPS 459-1166
9433 Haggerty Rd., Plymouth, MI.

SECRETARIAL POSITION
Computer firm. Must have billing, typing, computer & telephone multi-line experience. Call: 689-0670

SECRETARIES
Permanent positions available. Top companies, full benefits, and immediately available. Sign up for $300 Shopping Spree! Call 355-2440
THE KPM GROUP

SECRETARIES
$9-12 PER HOUR
VACATION PAY
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FREE PC TRAINING
Call Western for the perfect match to your skills. Work close to home. Long & short term assignments. Possible temp-to-perm.
Madison Hgts - 545-2550
Farmington Hills - 815-0660
Western
TEMPORARY SERVICES

SECRETARY
Automotive sales office in Troy looking for self-starter, team player. Must have excellent knowledge of WordPerfect 5.0 and Lotus 123-3.1. Shorthand experience preferred. Full benefits. Please send resume and salary expectations to: Box 970
Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

SECRETARY - Entry level. Must know Word Perfect 5.1. Full-time for Bloomfield Hills law office. $7/hr. to start, growth potential. 334-6464

SECRETARY
Established Property Management Company seeking well organized individual. Pleasant phone manner, reception & good typing skills required. Word Perfect helpful. Send resume to:
100 Galleria Officentre
Suite 400
Southfield, MI 48034

SECRETARY
Excellent career opportunity for an experienced secretary to join a small, Livonia-based company as administrative assistant to the President. Position requires excellent secretarial & light bookkeeping skills. Previous property management & construction experience a plus. If interested, please reply in strictest confidence to:
Jim Rutkowski
HR ONE, INC.
25160 Lahser Rd., Ste. 251
Southfield, MI 48075
(810)355-0030 (phone)
(810)352-6639 (fax)
HR ONE recruiting for an eoe

SECRETARY - Farmington Hills Microsoft Word 6.0-windows, 8 lines, full time. Technical a +. TEMPSTAFF No Fee 645-0900

SECRETARY
Fast growing real estate company seeks motivated individual. General office, phone, and computer skills necessary. Send resume to:
Sherr Development Corporation
31555 W. 14 Mile Rd., Suite 101
Farmington Hills, MI, 48334

SECRETARY for Romulus sales office. Full time position. Must have excellent phone skills and computer & word processing skills. 941-8620

SECRETARY
for a manufacturer's rep in the hardware industry. Full time, good pay and health insurance coverage. Send resume to: Secretary, P.O. Box 1148, Birmingham, MI 48012

SECRETARY
For home infusion company, division of Henry Ford Health System, located in Southfield. Good typing skills, knowledgeable in WordPerfect for Windows, LOTUS 1-2-3. Willing to fill in for vacations in various departments, maintain appointment calendars, filing and copying for individual departments as well as answering phone. Please indicate salary requirement as well as typing speed in resume. Send resume to:
L. HART
21298 MELROSE
SOUTHFIELD, MI 48075
An Equal Opportunity Employer

SECRETARY
for Rochester Hills law office needed.
Call 650-8700

SECRETARY FULL/PART TIME
Long term positions in prestigious executive offices of international financial firm. Troy & Bloomfield Hills locations. Lunch provided.
Call Sandy 646-7663
Uniforce Temporary Services

SECRETARY
Immediate opening. Computer reseller in Rochester Hills is in need of a cheerful, hardworking, intelligent secretary with computer skills. Must have knowledge of Lotus 1-2-3 & WordPerfect. Job requires good typing skills, pleasant phone voice, eye for detail & follow-up skills. Salary will be commensurate with job skills. Benefits are also available. If you possess these skills, call: 313-299-0040
Only qualified persons need apply.

SECRETARY
International Farmington Hills firm has both long and short term needs for your experience. Be appreciated in this special environment. MS Word for Windows a plus.
Call Shana 473-2931
Uniforce Temporary Services

SECRETARY - Minimum 1 year experience. Good communication, typing and computer skills required. 10 key experience helpful. Send resume or qualifications to: James Yokum Jr. CPA, 40500 Grand River, Su. F, Novi, MI 48375.

SECRETARY
International corporation's 1-person sales office in Plymouth. Provide secretarial/administrative support for National Accounts Manager. Must be well-organized with good communication skills. Able to act independently. $18,000/Yr. Can be temp-to-perm or perm.
ARBOR TEMPS 459-1166

SECRETARY
Major automotive related company in Dearborn. Must have:
* Experience in WP 5.1
* Type 55 wpm
* Good verbal & written skills
* Lotus or Pagemaker a plus!
Hire after 90 days with full benefits
Call for immediate interview
474-5000 643-8590
Express Personnel Services

SECRETARY - PART TIME
We are in need of part time secretary to join our staff in our Southfield office. Responsibilities include telephone work, Word Processing and general clerical duties. Candidate must have professional business experience and WordPerfect 5.1. We offer an excellent hourly wage and flexible hours. Call or send resume to: Mr. Chris Borchardt, EDP Temps & Contract Services, 17117 W. 9 Mile, Suite 430, Southfield, MI 48075. 569-6860 (?) Fax 569-6864 (?)

SECRETARY CORPORATE
Major downriver company has openings in their executive offices for your one year plus experience with MS Word or Word Perfect. Be appreciated and well compensated.
Call Susan 799-3947
Uniforce Temporary Services

SECRETARY ENTRY-LEVEL
Village Green Residential Properties, a leading national real estate firm headquartered in Farmington Hills is currently seeking an entry-level secretary. The individual must possess one to three years secretarial experience, courteous phone skills, strong organizational skills, a high degree of professionalism, and strong computer skills with Word Perfect 5.1 and Lotus preferred.
For immediate considerations, qualified applicants should send resume and salary requirements to:
VILLAGE GREEN COMPANIES
30833 Northwestern Hwy.
3rd Floor
Farmington Hills, MI. 48334
Attn: Human Resources Dept.
An Equal Opportunity Employer

SECRETARY, PART TIME, afternoons, non smoker for real estate company. Knowledge of word processing helpful. Troy, Big Beaver at Livernois. (810)362-4666

SECRETARY - Part time, experienced in executive and professional support. Proficient in WordPerfect 5.1. Troy/Somerset area. 3 day week, 9:30am-2pm, flexible. $8/hr. Please call Shelagh 649-1363
An Equal Opportunity Employer

SECRETARY-PART TIME
Progressive growing Troy company seeks self starter with professional business experience. Excellent typing, computer, transcription, telephone & organizational skills.
Call 832-5420 Or Fax 832-8758

SECRETARY/RECEPTIONIST-Good typing skills. Computer knowledge. Excellent phone communication skills a must. Call 851-0766

SECRETARY
Sales office for a national company has immediate opening for a qualified person to assist branch manager. Must have excellent organizational ability & communication skills. Responsibilities include: telephone contact w/customers, filing, typing & order processing. Experienced person with stable work history only. This is a fast paced office.
Call 953-2000
Voice Mail # 7130

SECRETARY - Starting with part time to assist real estate agent. Computer background necessary. Send resume to: Frank Julian, 218 S. Main, Plymouth, Mi. 48170.

SECRETARY - take charge person with good secretarial skills for 1 person professional office. Maple/Telegraph area. Full time. Salary commensurate on experience. Send resume to: Box 942.
Observer & Eccentric Newspapers 36251 Schoolcraft Rd. Livonia MI 48150

SECRETARY with WP and Lotus for temp-to-perm position in Livonia. Must have excellent people skills and a professional phone manner. Call 464-7078
ETD Temporary Services
An Equal Opportunity Employer

SECRETARY
with filing, typing & computer skills. One person office. Romulus area. 941-4379

SECRETARY/WORD PROCESSOR needed for Southfield area law firm. Some office experience and word processing experience a must. Entry level position. 540-4100

SECRETARY/ WORD PROCESSOR
Full time for Troy and Bloomfield offices. Minimum 3 years WordPerfect (Windows helpful). Must be able to handle multiple tasks in fast paced, professional environment. 458-6281

SECRETARY, Full time entry level position in the Warren area. General office skills, pleasant phone personality a must. Call Mon.-Fri., 9am-4pm: 827-4262

SERVICE REPRESENTATIVE
Wanted - dedicated, hard working, out-going friendly individual with great telephone skills to join our Southfield team of telephone service representatives. This is not a sales position, it is a telephone support for sales people in the health insurance field. Starting salary is $17,500. Send your resume to:
HEALTHY OPTIONS
P. O. Box 2604
Farmington Hills, MI 48333-2604

Switchboard/Cashier needed, dealership experience preferred. Must have good math and filing skills. Call Cheryl for appointment, 474-6750.
TOWN & COUNTRY DODGE
Grand River & 9 Mile

SWITCHBOARD OPERATOR/ CASHIER
Chrysler Plymouth dealership in Plymouth looking for switchboard/cashier for full time position. For interview call Mrs. Jenkins, 455-8740

SWITCHBOARD OPERATOR needed for Novi. Experience a must. Possibly a temp-to-perm position. Call 464-7078
ETD Temporary Services
An Equal Opportunity Employer

Telecommunications company located in Rochester is seeking an individual for its Administrative Dept. Typing and organizational skills required. Send resume to: P.O. Box 82313, Rochester, MI 48308

TEMPORARY SALES ASSISTANT
Position available for insurance carrier. Good phone & data entry skills and extensive computer background required. Possible 3-4 month assignment. Send resume to: PO Box 879 Bloomfield Hills, MI. 48304-0979

TRAVEL AGENCY in Southfield seeks organized person to prepare airline tickets for delivery & light filing. Attention to detail a must. Will train. Medical, life & travel benefits, 401K plan. Call Valerie at 827-4065

TYPIST/CLERK
Part time wanted for heating & cooling business. Telephone and computer experience necessary. Send resume to: Cherry Hill Heating & Cooling 2034 N. Telegraph Rd. Dearborn, 48128

TYPIST - Experienced in Title Commitment. JB Title Agency, Inc. Birmingham Area. Please call, ask for: R. Jamo, 540-1777

TYPIST - Mature, experienced with light bookkeeping background. Benefits after 90 days. Full time. Livonia area. 525-5522

WORD PROCESSING Secretary wanted for a busy Farmington Hills office. Fast typing skills - accuracy a must. Answering phones, filing, etc. Prefer First Choice, Lotus for Windows experience. Part-time, Mon-Fri, Noon-5, $8.50 per hr. E.O.E. Please call Amy at: 810-477-6666 (?)

WORD PROCESSORS EXECUTIVE SECRETARIES ADMINISTRATIVE ASSISTANTS
Typing 48+ wpm, experienced in one or more of the following software:
• Microsoft Word with Windows
• Excel
• WordPerfect 5.1 (DOS or Windows)
• Lotus
Short & long temporary to perm positions. Competitive pay & benefits.
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583-8500 - Madison Hgts
583-5800 - Dearborn

WORD PROCESSING SECRETARIES
We offer Top Pay for your Word Processing skills. Full and Part Time positions available in all locations for the following experience: Word Perfect, Lotus 123, Micro Soft Word, Excel, Dos & Windows versions.
Holiday Pay, Term-Med Insurance, Bonuses
SNELLING PERSONNEL
NEVER A FEE
Call today for an appointment!
Livonia 464-2100
Southfield 352-1300
Auburn Hills 373-7500
Taylor 284-0777

WORD PROCESSORS
• Great Opportunities
• Paid Vacation
• Paid Holidays
• Full-time, Long-term
Lotus 1-2-3
Microsoft Word
Harvard Graphics
WOLVERINE STAFFING
Troy: 879-9070
Southfield: 358-4270

WORD PROCESSOR
National company seeks Secretary with Microsoft Word & Excel word processing knowledge on Macintosh. Excellent pay. Southfield area. Call HR Management, 649-0909

505 Help Wanted Food-Beverage

Accepting Applications
THE GRAND CAFE IN FARMINGTON
An underground Euro style cafe/coffee house needs full & part time help, day & night time positions available. Cooks, counter help, wait staff. Apply at: 33316 Grand River, Farmington.
615-9181

AJ'S RESTAURANT
now hiring experienced Cooks, Dishwashers, Wait Staff & Bartenders. Apply in person: 39405 Plymouth Rd, Plymouth.

ALL POSITIONS AVAILABLE
Apply between 1-5pm at the: Leather Bottle Restaurant 20300 Farmington Rd., Livonia

APPLICATIONS BEING ACCEPTED for part time Banquet, Pot Washers & Dishwashers. Farmington area. Call weekdays 477-8050

APPLICATIONS BEING ACCEPTED FOR - Part time experienced banquet/wait persons. Farmington area. Call weekdays only, 477-8050.

APPLY IN PERSON - midnight shift. Full time, 11pm to 7am & part time 11pm to 3am. Bates Hamburgers, 33406 5 Mile, Livonia.

ARBY'S HIRING: Closing Shift. Premium wages. Join our team - Apply within: 19000 Middlebelt, Livonia.

★ **ASSISTANT BAKER**
SWEET LORRAINE'S SOUTHFIELD CAFE
Apply in person 2-5pm. Greenfield Rd., N. of 12 Mile.

ASSISTANT MANAGERS - An exciting opportunity awaits you with A & W Restaurants. Must have experience in fast food restaurant management. Company offers bonuses, insurance & profit sharing. Call Carl, Mon.-Fri 282-9665

ASSISTANT MANAGERS
Our client, a major restaurant corp. with local headquarters needs Fast Food Managers (will consider Wendys, Burger King, Taco Bell, McDonald experience). Terrific benefits/salary! Amy Maxpay: 932-1170 Harper Associates,29870 Middlebelt Farmington Hills, MI 48334

ASTUTE Waitstaff for fine dining. Professional, responsible, willing to train, excellent income, motivated. No others need apply. 30715 West 10 Mile Rd. Farmington Hills.

BANQUET SERVER POSITIONS AVAILABLE
Ideal for college students & homemakers. Also Banquet Porters needed. Flexible schedules available. Apply at: Laurel Manor Banquet & Conference Center, 39000 Schoolcraft Rd., 462-0770

BAR PERSON
Accepting applications for full time bar person. Apply Quality Inn, I-275 & 6 Mile Rd., Livonia.

BAR PERSON
Full/part time, days or nights, flexible schedule. Excellent tips. Apply in person: 27685 Plymouth Rd, between Inkster & Middlebelt in Livonia. Call Lisa or Sam 427-1137

BARTENDER, EXPERIENCED
Full time days. Busy bar, Novi area. Please call Bridget or Frank: 348-4404 or 478-1538

BARTENDER
Full time. Evenings. Experienced. References required. Alibi Restaurant, 6700 Rochester Rd. Troy.

BARTENDER M/F & WAIT STAFF needed. Experience required. Apply in person Mon.-Fri. 2-4pm at: Redford Nags Head Pub, 25641 Plymouth Rd., Redford.

BARTENDER
Pasquales, Royal Oak.
Call 549-4002

BARTENDERS - Day Bus Help & Servers. Apply after 2pm, PB Putters Restaurant, 57036 Grand River, New Hudson.

BARTENDERS (m/f) experienced, in working with large groups, needed for all nights. Grill Cook, to start week of April 17, Tues-Fri. evenings. Must be 21. Canton. 487-9770

BARTENDER
Tues., Wed., Sat. nights
Doc Frocks
624-7200

BATES HAMBURGERS ALL SHIFTS
Full & part time. Apply in person 8am to 10am or 2pm to 5pm. 33406 5 Mile, Livonia and 22291 Middlebelt, Farmington Hills.

BENNIGAN'S
NOW HIRING FOR THE FOLLOWING POSITIONS:
● Line Cooks
● Dishwashers
Premium pay. All shifts available.
Apply in person Mon. - Fri., 2-4pm 40441 Ann Arbor Rd., Plymouth

BOB EVANS
Now hiring all positions
Apply in person 29245 Telegraph
Between 10-11 Mile

BOB EVANS RESTAURANT
Now accepting applications for all positions. Apply at: 13611 Middlebelt Road, Livonia.

BORDER CANTINA
NOW HIRING FOR ALL POSITIONS
Apply 2pm-4pm at: 21420 Novi Road, Novi.

CASHIER - COOKS - PIZZA MAKER, WAIT STAFF - Dishwashers. Apply at Sila Italian Dining, 4033 W. 12 Mile, Berkley

BUS PERSONS
The Original Pancake House is now hiring full or part time. Excellent pay & working conditions. Apply in person at 1300 So. Woodward, Birmingham.

CASHIER & Light Kitchen Duties
Part time, afternoon hours, 3-7pm. Must be reliable & responsible. Call: 477-1730

BENNIGAN'S
NOW HIRING FOR THE FOLLOWING POSITIONS:
● Wait Staff
● Hosts
● Service Assistants
Must be available 2 lunch shifts, Mon. - Fri., & available on Sundays. Apply in person Mon. - Fri., 2-4pm 40441 Ann Arbor Rd., Plymouth

BURGER KING
MANAGEMENT & HOURLY
Livonia franchise is looking for employees for all shifts. We are also looking for salaried Managers. Good pay, excellent benefits. Previous experience desired.
MR. COX, 522-3403

CHEF Gardemanger & Line Cook
Qualified applicants send resume to: Chef Steven Schopen, Meadowbrook Country Club, 40941 W. 8 mile, Northville, MI 48167
No phone calls!!

CLEATS RESTAURANT in the Canton Softball Center is looking for some nifty people for the following positions: Wait Staff, Service Assistants, Concession Stand Workers, for our '94 season. Apply in person Mon. thru Fri.,2pm-6pm. 46555 Michigan Ave., Canton

COOKS - HOSTS DISHWASHERS & WAIT STAFF
For fast paced, high volume restaurant. Experience needed.
MR. B's BLOOMFIELD 855-3110

COOK & GENERAL KITCHEN HELP
Days. Mr. Sheets. 467-8385

COOK needed full or part time, days or nights. Apply within: Crestwood Lounge, 27885 Plymouth Rd. Livonia, between Inkster & Middlebelt. Ask for Lisa or Sam. 427-1137

COOKS
Day shift, full or part time. Excellent pay, excellent working conditions. Ram's Horn, 2235 Orchard Lake Rd., W. Bloomfield.

COOKS
Experienced. Full & part time, afternoon & midnight shifts. Ram's Horn, 27235 Ford Road, just east of Inkster Road. 563-1331

COOK - SHORT ORDER
Full time nights. Experienced. Royal Oak. Call Jim: 549-2929

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McDonald's is now hiring part-time crew people. We want friendly, men and women of all ages who enjoy working as a team. McDonald's offers flexible schedules, excellent opportunities for growth, individual training programs, the best in the business, and very competitive wages.
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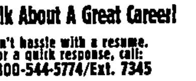
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Take a few minutes out of your busy day to find out about the exciting career opportunities at KFC and we will respond to your call right away. We are making 101% customer satisfaction a way of life — and making management positions more rewarding than ever. The New KFC is committed to making managers more independent...empowering them with more decision-making abilities and more control over achieving results than ever before. We're looking for: **Managers** with 3+ years supervisory experience in restaurant/food-related environment. **Assistant Managers** with 3 years management or 2 years restaurant management experience. **Shift Supervisors** with restaurant experience.
Our management positions provide full benefits, stock options and an annual bonus plan. Shift Supervisors are eligible for benefits after one year with unlimited advancement potential. Or you can forward or FAX your resume in confidence to: **KFC, Attn: Staffing Manager, 1415 W. 22nd Street, Suite 600, Oakbrook, IL 60521, FAX (708) 990-8540.**
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restaurant management
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All of this growth requires us to add more managers with 2+ years' current full service restaurant management experience. We provide competitive starting salaries and generous company benefits including 401K/ stock option plan.
*So add a little spice to your management career and rush a resume today, to: **Craig Heide, 621 East Butterfield Road, Suite 214, Lombard, IL 60148, FAX 708-515-8014, eoe, m/f.***
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COOKS - Experienced, days. Wait Staff, experienced, days & nights. Apply in person: Van's Place, 25710 Ford Rd., Dearborn Heights.

COOKS - EXPERIENCED
Top pay. Apply in person: Clock Restaurant, 11444 Joseph Campau, Hamtramck, MI.

COOKS - experienced in breakfast. Off Sundays & holidays. Excellent pay. Call after 6pm 822-4116

COOKS
Full & part-time shifts. Experience necessary. Flexible hours. On The Tee Restaurant. 478-5193

COOKS & PANTRY HELP
needed full or part-time. Farmington Hills Area. Flexible hours. 810-626-2602

COOKS - Part time for quality home-style cooking. Includes some weekends. Call 729-3946
An Equal Opportunity Employer

COOKS & WAIT STAFF FULL & PART TIME
Apply in person at: Brooklane Golf Course, 6 Mile & Sheldon.

★ **COOK**
SWEET LORRAINE'S
Looking for an experienced person for our Southfield cafe. Good benefits. Apply in person 2-5pm, Greenfield Rd., N. of 12 Mile.

COOKS - $8 PER HOUR
Also Waitstaff wanted, experienced. Apply at Capricorn Cafe, 22426 Vanborn, Dearborn Hts.

COOK - $8 AN HOUR
Full time, experienced. Apply in person: Wagon Wheel Lounge 212 S. Main Northville

COUNTER/COOK HELP - In new downtown Plymouth Restaurant. Days early evenings. Full time/part time. Uncle Frank's, 455-4141.

COUNTER HELP - full/part time. Troy area. Flexible hours. Advancement opportunity. TCBY YOGART & COFFEE SHOPPE. 643-6620

DENNY'S RESTAURANT IN ROCHESTER
NOW HIRING FOR ALL POSITIONS
Health insurance, dental, paid vacations and competitive wages.
Apply in person:
714 N. Main St., Rochester

DEPENDABLE MATURE help wanted. Part-time. Tues., Wed., Sat., 11am-5pm. Superior Pasties. Call Mon.-Fri., 10am-6pm ask for Don or Nancy. 425-9300