EMPLOYMENT

504 Help Wanted Office-Clerical

EXECUTIVE SECRETARY
Fortune 500 Company seeks a bilingual (Spanish) executive secretary with strong people skills, flexibility, word processing & Lotus. Ability to function independently as well as in partnership with executives & managers at all levels. Fax resume/salary requirements with cover letter to Employee Information 800-235-8601 ext 103

FILE CLERK/COURIER
Small Business Forms has FT/PT positions available to maintain office supplies, resupply copiers/fax, make courier duties. Vehicle required. Must be able to lift & occasionally pass your computer expertise. Call KAOPs 644-4433

FILE CLERK/MESSENGER
Bloomfield Hills law firm is seeking File Clerk/Messenger. The qualified candidate must be a motivated, self starter with some experience in a professional office environment. Responsibilities include maintenance of the office supplies, filing, mail, bank messenger & various other duties as needed. For consideration please send resume to: Human Resources Coordinator, Sorkin & Sherman, 2000 N. Woodward Ave., Suite 130, Bloomfield Hills, MI 48304-2892
An Equal Opportunity Employer

FINANCIAL PLANNER ASSISTANT
Full-time, permanent position. Assistant with WORD, EXCEL capability and knowledge of Call Book features. (313) 981-0066, Ext. 211 EOE M/F/D

GENERAL OFFICE - Word processing, proofreading, detailed-minded, typing, filing. Mature individual. 10 Mile Grand River area. Ask for Debbie or call 476-8770

GENERAL OFFICE PART-TIME
Evenings and every other weekend. Permanent position includes filing, copying, phone coverage, light computer work. Start $4/AM. Call Tomorrow 522-3410

To apply in person at:
32763 Plymouth Rd., Livonia

GENERAL OFFICE/AD AGENCY
Creative area of advertising agency needs coordinator with creative typing skills, attention to detail, and team work. Call Diane 646-8500
Livonia Temporary Services

GENERAL OFFICE HELP
Experienced typing, filing, answering an accounts receivable. Benefits. Salary commensurate. Call 476-2900

GROWING CHEVROLET Dealership in need of an office coordinator for the Body Shop. Must be organized, person & people skills needed. Detailed & self motivated. Great pay & benefit package. Contact Ted Wood, Groman Chevrolet 453-5288

INSURANCE - Southfield Insurance Agency, Minimum of 2 years experience. Knowledge in a multi-line insurance agency. Word Perfect knowledge required. Send Resume to: Human Resources, P.O. Box 2189, Southfield, MI 48037-2189

HUMAN RESOURCES ADMINISTRATIVE ASSISTANT
We have an immediate opening for an entry-level position in our Corporate and in our Human Resource Department. Duties include: Data Entry, Filing, Mail, Phone coverage, Maintenance of employee records, Assist Human Resources or a Human Resources representative. Must possess strong attention to detail, ability to handle multiple priorities in a busy environment. Ideal candidate should be C-Base IV, WordPerfect 5.1, Windows, Lotus and Excel.
We offer competitive salary and benefits package with career growth potential.
For immediate consideration please send resume and salary history to:
VILLAGE GREEN COMPANIES
30833 NORTHWESTERN HWY
2nd FLOOR
FARMINGTON HILLS, MI 48334
An Equal Opportunity Employer

Insurance
Fast paced, well established Farmington law office. Word Processing experience required. Salary commensurate. Call Pat 661-3663

504 Help Wanted Office-Clerical

GENERAL OFFICE - Entry level position available for ambitious individual in a fast paced Southfield property management firm. Excellent math skills and computer experience required. Send resumes to:
SCOTT MANAGEMENT
One Towne Square, Ste. 1913
Southfield, MI 48076
Ask for Janet

GENERAL OFFICE/SECRETARIAL
Real estate experience a plus. Must have organizational skills, typing, computer (WordPerfect 6.0 and Microsoft Windows). Experienced, this need a dependable team player, detail oriented, people person. Send resume with salary requirements to: Janet Jones, 29326 W. 12 Mile, #4300, Southfield, MI. 48034.

IF YOU'RE IN THE RED
WE'LL PUT YOU IN THE GREEN
If you need an extra way to earn extra money, just want more or overnight, full or part time, we have the perfect lawn care company. Call us today.
Appointment setters needed, must be courteous and have a great attitude. No selling involved. No experience needed. Ask for Dave or Bob Hanson, 625-8300

TRU-GREEN/CHEMLAWN
Where the grass is greener

JOIN THE BEST!
Kelly Services currently has immediate openings for candidates with word processing and secretarial skills.
• Strong PC hardware environment preferred
• Administrative experience helpful
• Training available for those with potential
• Long, short and temp-to-full time positions
• Excellent opportunity for college students or recent college graduates

RECEPTIONIST
Needed for temp-to-full time position in Plymouth area. Light typing and data entry skills required.
522-4020 - Livonia
326-5590 - Westland
KELLY SERVICES
Equal Opportunity Employer M/F/D

LEASING PERSONNEL
Nice apartment complex leasing expeditioner. Leasing Personnel Position individuals with demonstrated former service experience. Opportunity for advancement. Apply in person: Professional Apts., 2000 Brush, E. of Mack Ave., Detroit, MI.

LEGAL ASSISTANT/SECRETARY
Southfield law firm seeks legal assistant/secretary with 1-10 years experience for busy personal injury practice. The sophisticated candidate must possess strong knowledge of no-fault & litigation practice. Position requires excellent typing skills, knowledge over salary with benefit package. Send resume to:
Box 554
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL OR GENERAL SECRETARY
Nine trains, part time, flexible hours. 1 attorney. Bloomfield, WordPerfect experience a must. Lee Carvers. 10 (313) 646-0380

LEGAL SECRETARY
Full or part time for Farmington Birmingham law office. Word Processing experience preferred. Call Dayna 643-1161 Evenings 852-2304

504 Help Wanted Office-Clerical

Insurance - Experienced Only
AGENCY POSITIONS
IMMEDIATE OPENINGS
Commercial C&R's to $24k
Part Time Positions to $10/hr.
Commercial Assistants to $24k
CONCORD PERSONNEL
478-2200

INSURANCE Senior Commercial Accounts person needed for multi-line agency. College Degree preferred. Strong background in Marine, Contractors, Service, with knowledge of coverage. Benefit package commensurate.
$10-$13-$400
8161 Box 2960

INSURANCE - Southfield Insurance Agency, Minimum of 2 years experience. Knowledge in a multi-line insurance agency. Word Perfect knowledge required. Send resume to: Human Resources, P.O. Box 2189, Southfield, MI 48037-2189

JUNIOR SECRETARY
Develop your career and learn new skills with suburban office of Fortune 500 company. Good phone skills and some office experience. Call Karen 591-1330
Livonia Temporary Services

SECRETARY - with minimum 2 yrs. office or receptionist experience. WordPerfect experience preferred, knowledge of Lotus helpful. Call Karen 542-1330

LEGAL SECRETARY - Experienced in Wills/Probate. Ability type and proofread medical/legal documents. Pleasant atmosphere. Fax resume: 851-9138 Or send to 31213 Northwestern Hwy., Ste. 103, Farmington Hills, MI 48334

LEGAL SECRETARY for Bloomfield law firm. Must be proficient at 3 years experience in litigation. Excellent skills required. Send resume to: Office Administrator, P.O. Box 215, Southfield, 48037-0215

LEGAL SECRETARY - experienced needed for medium sized Troy law firm. Must have excellent skills and knowledge of WordPerfect 5.1. Litigation experience preferred. Send Troy resume with qualifications. Resume to: Dost, Spatch & Mcdaniel, 3443 Corporate Dr. Suite 175, Troy, MI 48098

LEGAL SECRETARY
For small personal injury firm. 1-3 yrs. experience. Word Perfect 5.1
Contact Marcy. 358-2443

LEGAL SECRETARIES
Experienced, for permanent & temporary assignments.
ALL FEES EMPLOYER PAID
JOANNE MANSFIELD
Legal Personnel
362-3400; Fax 362-4881

LEGAL SECRETARY - part time or full time. Bloomfield. Bankruptcy or personal injury. Pregnant and submitted resume. 334-2500

LEGAL SECRETARY
for Bloomfield Hills general practice. Experience preferred.
Please call Pat at 334-4800

LEGAL SECRETARY/PARALEGAL
for all phases of probate work. Must have experience. Tri-County area. Fax resume and salary requirements with ability to work part time to:
Call Jeanne 358-4545

LEGAL SECRETARY needed for Redford law firm. Two years to general and Wordperfect 5.1 experience. Litigation helpful but will train. Salary commensurate with ability. Call Pegge at 937-1900

LEGAL SECRETARY
Fast-paced North Oakland County law firm seeking experienced full-time legal secretary with knowledge of WordPerfect, litigation and bankruptcy. Salary $25k-$30k. Send resume to:
Box 554
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Temp to Perm. 2 years experience in estates, probate and trusts. Type 70 WPM.
Call Patrice 535-2294

LEGAL SECRETARY, experienced. Uncontested first divorced. Bloomfield Hills law firm. WordPerfect experienced. Please call Betty 642-3010

LEGAL SECRETARY
Wanted for pleasant, busy, non-smoking Farmington practice. Prefer mature individual with WordPerfect 5.1 or above skills (for Windows/Quattro), ability to handle multiple responsibilities and self-starting. Salary commensurate with skills and experience. Send resumes to: Legal Secretary, 33309 Grand River, Suite 200, Farmington Hills, MI. 48334

LEGAL SECRETARY
Are you an experienced legal secretary with 5-10 years of corporate/business law experience. Requirements include typing skills of 55 wpm + - strong grammar and spelling skills, and WordPerfect 5.1 knowledge. Excellent benefit package. Salary based on ability and experience. Send resume and salary requirements to:
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

LEGAL SECRETARY
Fast paced corporate manufacturer, city operations requiring motivated & dedicated individual for corporate & plant work. Must have previous 2 years experience, type 70 WPM, & be well organized to be considered. Send or fax resume, salary requirements to: Legal Secretary, P.O. Box 5646, Plymouth, MI 48170

LEGAL SECRETARY - no legal experience needed. Will train. Bloomfield & Wayne Counties. Call Tony 626-6660

LEGAL SECRETARY
Part around full time. WP trained. Please send resume to: Lisa Ortner, Bloomfield Hills, Ste. 107, Livonia, MI 48152

504 Help Wanted Office-Clerical

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 Sorkin Group. Call today.
FEES EMPLOYER PAID
HILLSTROM & ROSS AGENCY, INC.
626-8188

LEGAL SECRETARY/ASSISTANT
7 plus years experience, highly motivated & organized, proficiency with computers. Areas include litigation, real estate, and general practice. Send resume & salary history to: Legal Secretary, Box 1, Suite 155w, Farmington Hills, MI 48334-1862, or Fax 810-855-8609

LEGAL SECRETARY
Experienced for probate/estate law office. Non-smoker. Salary based on experience. Excellent benefits. Send resume to:
Richard B. Kapes
PO Box 2227
Southfield, MI 48037-2207
All replies confidential

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504 Help Wanted Office-Clerical

OFFICE MANAGER-established Livonia Company has immediate full time opening for talented, Computer literate who enjoy should bond full charge computerized bookkeeping experience. Wholesale distribution background. Knowledge a plus. Apply in person or send resume to:
Paul Bartel
American Equipment
12110 Hubbard Rd
Livonia MI 48150

OFFICE NEEDS energetic, self-motivated, people person with considerable computer skills to help retain our client base. No sales. 4 days a week. No weekends.
737-7877

ORDER DEPARTMENT
Part-time, 25 hours, 8-12 noon, phone, typing, filing & data entry. 12noon-5pm Mon. thru Fri. Call Diane at 810-476-0770

PART TIME PERSON needed for busy Accounting Department. Computer knowledge, experience helpful but not necessary. 15-20 hours per week. $6.00 per hour. Call Kim at 477-6200, ext. 107

WEEKEND RECEPTIONIST
Farmington Hills real estate office.
Contact Larry Horvath
Century 21 M&L 851-6700

A FAST PACED OFFICE. Full time. Phones. Receptionist. Microsoft Windows. Excel. Accounting data entry. Energetic self motivated. Willing to drive in Canton, Sterling Hts. & Livonia.
810 254-0065

PROFESSIONAL RECEPTIONIST
Research firm in Farmington seeking an energetic, highly organized individual to handle extensive busy telephones. Minimum computer experience in WordPerfect 5.1. Real estate or construction experience helpful. Competitive salary & excellent benefits package. Send resume to: CED Construction, 34705 Grand River, Ste. #315, Livonia, MI. 48152.

RECEPTIONIST
Troy LAW firm
Part-time afternoons & Sat. morning. Highly motivated, self-starter, phone manners & good attendance. Must have multi-line switchboard experience. Fax resume: Attn: Office Manager, 801 W. Big Beaver Rd., Ste. 500, Troy, MI. 48084

RECEPTIONIST
Veterinary hospital, full time, benefits, salary. PO Box 233 Bloomfield Hills, MI 48303

RECEPTIONIST - PART TIME
Light typing, telephone answering, light typing, general office duties. Mon., Tues., Wednesday, Noon.-6PM. Thurs. 8AM-1PM or Mon.-Fri. 4PM-8PM. Located at Orchard Lake Rd. & Maxon Mills $5 per hour. 473-2298

RECEPTIONIST
Southfield engineering firm seeking individual for reception & light typing. Wordperfect 5.1 experience preferred. Full time desired however hours negotiable. Salary commensurate with experience. Send resume to: P. O. Box 725036, Berkley, MI. 48072

RECEPTIONIST
wanted, Mon., Tues., Thurs. thru Sat. Farmington h/m
810-474-5444

RECEPTIONIST - Part-time for busy Farmington Hills attorneys office. Good communication skills and typing a must. 851-9200

RECEPTIONIST/SECRETARY
for Farmington office. Typing, filing, computer experience helpful. Call
477-0850

RECEPTIONIST
37 per hour, no benefits.
Call Mr. Ferguson
Contact Deanna 737-EYES

RECEPTIONIST/DATA ENTRY
Mon. thru Fri. AT&T Mail Order System. Full time, salary/40 hr/week care. Contact Lil Brauer
737-3000

RECEPTIONIST, full time for busy dentist office. Pleasant phone manner, dependable, light typing & organized. Fax resume to: P.O. Box 8055, Farmington Hills MI 48333

RECEPTIONIST - Full time. Telephone & computer knowledge required. Apply in person: Great Lakes Data Systems, 20600 W 8 Mile Rd., Southfield.

RECEPTIONIST
Needed for fast paced building company. Knowledge of computers helpful. Please send resume to: Attn: Personnel, Oasis Blvd., Plymouth, MI 48170

RECEPTIONIST - PART-TIME
12:30 to 5, Mon. thru Fri. in the Edsel Ford/Lyndon area. Pleasant phone manner, light typing, some secretarial duties. Call Judy between 9:30 & 11:30 at 646-1700

RECEPTIONIST/SECRETARIAL
Part-time, Mon.-Fri. Apply Bonded Messenger Service, 31731 Northwestern Hwy., Ste. 155w, Farmington Hills, MI. 48334-1862, or Fax 810-855-8609

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JOANNE MANSFIELD
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LEGAL SECRETARY - no legal experience needed. Will train. Bloomfield & Wayne Counties. Call Tony 626-6660

LEGAL SECRETARY
Part around full time. WP trained. Please send resume to: Lisa Ortner, Bloomfield Hills, Ste. 107, Livonia, MI 48152

504 Help Wanted Office-Clerical

RECEPTIONIST
Needed full time for fast paced professional office. Must be outgoing with good communication and organizational skills. Apply in person at 30785 Grand River, Farmington Hills. 478-7030

RECEPTIONIST/SECRETARY
needed for long term in Livonia. Possibility temp to perm.
Interested persons, fax fax
Call 464-7078
EOE
PD Temporary Service
An Equal Opportunity Employer

RECEPTIONIST
Entry level position for Rochester human service agency. Mon. Wed & Fri. hours Mon. & Wed. Variable multi-phone system. Qualifications include courteous phone voice, excellent verbal and written communication skills, and 45 wpm typing. Full-time, benefits, $7/hr. Please call Dalila Kosicki at 354-4800 or apply in person at:
REHABILIMAS
400 Golfview Office Centre
Suite 101
Southfield, MI 48034
EOE/M/F/V

SALES ASSISTANT/SECRETARY
Energetic person with busy office. Pleasant phone manner, order entry, Word Perfect, Lotus. Manufacturing business. Medical/dental sales experience needed. Hospital/medical/dental supplies. Focus Lock Mfg., Co., Attn. MH Dept. 31251 Industrial Rd., Livonia, MI 48150

SALES SECRETARY for busy one girl manufacturer's representatives office in Rochester area. Pay $400 4 day for week. Flexible hours. Must be dependable, have good phone manner. Word Perfect experience. Send resume to Personnel
P.O. Box 5112
Rochester, MI. 48306-1112

SALES SECRETARY/Sales support staff. Part time in Wilson & Canton area. Looking for a mature, professional individual to fill a multi faceted position. Must be a quick study with excellent phone skills, good computer friendly a plus. Pay based on experience. Please call Debbie at 810-960-2770
12-4pm st.

CHURCH SECRETARY
Part-time
Prince of Peace Lutheran Church, Westland. 722-1735

FARMINGTON HILLS law firm seeks secretary with litigation experience. Send resume and salary requirements to: Office Administrator, 30000 Northwestern Hwy., Ste. 321, Farmington Hills, MI 48334.

SECRETARIAL/CLERICAL
Part time for Livonia executive center, 11 to 6 Mon. Fri. Start 5/16/94
@ 810-433-4800
8161 Box 7109

SECRETARIAL/PART-TIME
Typing, filing, answering phones, computer skills. Motivated & reliable individual. Call Lori for appt
810-478-0770

SECRETARIAL POSITION

Seeking administrative assistant for a growing corporation in the health-care field located in Beverly Hills, will report to Director of Developments. Candidates must have a minimum of 3 years experience as an administrative assistant, WordPerfect, excellent typing skills and communication skills. Send resume and salary history to:
Human Resources/C.J.
PO Box 2
Ann Arbor, MI 48107
An Equal Opportunity Employer

Secretary
Administrative Assistant to A Madman!
Got a sense of humor? Great secretarial and administrative skills? Not afraid to get your hands dirty?
How about a real job!
Can you:
- Handle the mundane, i.e. paperclips, phones, faxes, filing, etc and still be able to juggle multiple projects?
- Meet and greet bankers and other influential people and still stay calm and collected?
- Make copies and design new employee orientation?
- Design and lead an exceptional filing system and still have up your nuts to properly maintained files so well that everyone else running around picking up the pieces.

Work for a off-the-wall entrepreneur with creative instincts and personalities. Must be high energy and able to lead others in the face of every fire. Must have knowledge of PC's & software, including Word 6.0, Excel or Lotus. Experience in Mac Coffee a break. Pegasoftware or Desktop Publishing a plus. Long hours, low starting salary, but one heck of a chance for growth.
• Former secretary promoted to management in 8 months!
Send resume and salary history to: Centerline, 30300 Civic Center Drive, Southfield, MI 48076. Only resumes with salary history will be considered!

SECRETARY
CHURCH
Rosedale Gardens Presbyterian Church (UCA) a Livonia congregation of 700 is seeking a full time Church Secretary. Successful candidate must have strong organizational skills, be mature, professional and personable. Solid typing, general, communications and computer skills are a must. Previous church experience required. The position will involve 32-40 hrs a/w, salary commensurate with experience. Interest will be commensurate with experience. Send resume and salary requirements and resumes may be sent to:
Rev. Richard Peters
Rosedale Gardens
Presbyterian Church
8601 Hubbard at W. Chicago
Livonia, MI 48150

SECRETARY
Detroit based financial institution has an opening for a full time, hard working, self starting person. Responsibilities include typing skills (30 wpm) and word processing knowledge (Word Perfect). The Person should have the ability to take on varied responsibilities and have an excellent phone manner. Send resume and salary requirements to:
Olde Discount Corp.
Human Resources
751 Griswold St.
Detroit, MI 48226

SECRETARY
Fast paced Livonia real estate office needs full time Secretary with knowledge of word processing, computer skills, filing, and computer aided product. Position immediately available. Call Sandra for interview at
261-1400

SECRETARY for Manufacturers Rep firm. Duties include telephone, typing & filing. Organized, self starter & Lotus. Call 476-6440

SECRETARY for Birmingham law firm. WordPerfect and Litigation experience required. 99 Willit Street. Ask for Jennifer. 646-1500

SECRETARY
FULL/PART TIME
Long term positions in growing and exciting offices of international & domestic firm. Troy & Bloomfield Hills locations. Lunch provided. Bonuses.
Call 646-7333
Uniforce Temporary Services

SECRETARY
Full time for DPA firm. Pleasant phone manner, typing, WordPerfect for Windows & Lotus. Salary $1,000 a month. Call Lynn Pat, P. O. Box 4146, W. Bloomfield, MI. 48865.

504 Help Wanted Office-Clerical

SECRETARY
CORPORATE
Major publishing company has executive office openings for people with office experience with 50 wpm of Word Perfect. Be appreciated and well compensated.
Call Stacey 798-3641
Uniforce Temporary Services

SECRETARY
Experienced with strong typing skills for Southfield CPA office. Must have working knowledge of Microsoft Word for Windows. Excellent grammar & proofreading skills. Send resume to:
Kirschner Hutton Perlin, PC
24567 Northwestern, Ste. 280
Southfield, MI. 48034

SECRETARY
Experienced secretary/very professional manner, long term assignment which may lead to permanent if you have 2 yrs. experience in the following areas:
• MicroSoft Word, WordPerfect 5.1
• Lotus 1-2-3
• Typing speed 55-70 wpm
• Light bookkeeping
526-8454
FUTURE FORCE

SECRETARY/GENERAL OFFICE
PLYMOUTH AREA
Computer Aided Engineering Company looking for a motivated, professional person with excellent phone manners. Computer & word processing experience necessary. Bookkeeping & payroll experience helpful. Fax resume: (313) 998-1922 or send to resume to: Human Resources, 840 Ann Arbor Dr., Ste. E, Ann Arbor, MI 48108

SECRETARY, general office work with heavy telephone contact.
Send Resume to: Box 544
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY
Growing property management company has immediate need for a secretary with basic office/computer skills and computer knowledge. Full time position. Salary commensurate with ability. Firm is located in Livonia, Plymouth/Farmington Rd. area. Call 261-1111

SECRETARY
Major healthcare headquarters with multiple locations has immediate short and long term openings. Word with Windows and Lotus a plus. Top salary. Call Sheila 473-2931
Uniforce Temporary Services

SECRETARY - OFFICE MANAGER
Fast growth oriented Farmington Hills C.P.A. firm. Excellent benefits and a professional, career-oriented individual. Computer skills required.
810-851-2211

SECRETARY: Part-time for non profit organization in Bloomfield Hills, 3 days a week. Must have strong word processing skills. Must know Microsoft Word for Windows. Salary $8/hr.
Send resume to: Box 372
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

SECRETARY/RECEPTIONIST - Immediate opening for busy Southfield office. WordPerfect, 60 wpm, flexible duties. Call Betty at 443-2544

SECRETARY - Southfield law firm for construction company in Farmington Hills. Full time WordPerfect, high speed typing, good phone voice. Call Ron, 932-9931

SECRETARY - Southfield Real Estate company seeks experienced individual. Qualified candidate should know WordPerfect, Lotus, and have an excellent telephone voice. Typing and dictaphone skills. Shorthand experience a plus. Send resume in confidence to: The Lutz Company, Attn: Office Manager, 27777 Franklin Rd., Suite 250, Southfield, MI 48034

SECRETARY
to handle multi-line phone system, typing & general office duties. The ideal candidate must perform well independently in a fast paced, orientated work. Send resume to 735 Jefferson, Lapeer, MI. 48446

SECRETARY/TYPIST
Professional Farmington Hills office is looking for someone to work 20-30 hours per week. Typing speed 60 wpm a must. $5/hour. Call for an interview MON. 474-7786

SECRETARY/WORD PROCESSOR
needed for Southfield area law firm. Some office experience helpful. Salary commensurate with experience required. Entry level position.
540-4100

SERVICE ASSISTANT
Manpower Temporary Services seeks a highly motivated individual to work in Farmington Hills.
Position requiring organizational and clerical skills, professional phone etiquette
$6/hr. + benefits
Call Lynda at
471-1870

SHIPPING & RECEIVING CLERK
Rapidly expanding cellular company in need of full time Stockroom Clerk. Duties include receiving and shipping. Must be computer literate with a strong level of integrity and knowledge of telecomm. Call Donna from 9-1pm, Mon-Fri. 810-442-2800, ext 18

SWITCHBOARD OPERATORS
• Immediate openings
• Various locations
• Most have benefits
To schedule an appt. call:
Temp Force
(313) 557-6600

SWITCHBOARD/RECEPTIONIST
Livonia based leasing company looking for part or full time receptionist to handle switchboard. Light typing and filing duties. Pleasant attitude and great work ethic a must. Please respond immediately to Janet, 537-4262 fax 537-9118
Schoolcraft Rd., Livonia, MI 48150.

TYPIST BIRMINGHAM
Part Time, 25 hrs. Word Perfect 5.1, 60 wpm, WordPerfect 5.1, TESAPERFECT No Fee 646-0600

WORDPROCESSORS (SKILLED)
Southfield clients need a set-project, temporary assignment. Word Perfect, Lotus & Wordperfect & Windows software experience. This is a full time opportunity. Ideal for a mature professional. Call today for immediate possibilities.
FUTURE FORCE
353-6300

WORD PROCESSOR
Professional, excellent typing, spelling & typing skills required. Minimum word field legal time. M-F, Lapeer Birmingham area. Call Legal Immediate at place. Paper, with Word Perfect 5.1 experience. Mail P.O. Box 400, Hermitage, MI. 48167.

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Classified Ads
Call Today
644-1070
591-0900
852-3222

504 Help Wanted Office-Clerical

WORD PROCESSORS
Needed with experience in 1 or more of the following:
• Word
• Lotus
• Excel
• WordPerfect
• Harvard Graphics
• Macintosh

ADIA
THE EMPLOYMENT PEOPLE
Westland: (313) 722-9060
Taylor: (313) 291-3100

505 Help Wanted Food-Beverage

ACCEPTING APPLICATIONS FOR
Door person, Wait Staff & Bar Staff
Apply in person at Big Boy Restaurant, 12543 W. 8 Mile, (between Southfield Freeway & Evergreen)

ACCEPTING APPLICATIONS at
220
Opening in June
100 Permanent Positions
At Redford Arena
Apply in Person:
Beginning May 16th
220 Inverness Street
in Downtown
Redford Village

ALL POSITIONS
ALL SHIFTS NEEDED
We're not the average bakery & pay you want! Flexible hours & regular raises. Apply in person at 29 Mile & North Main, Plymouth. 451-1446

AN EXCITING OPPORTUNITY
Aviette Inn with A & W Restaurants for Assistant Managers. Must have experience in fast food restaurant management. Company offers a bonus, insurance & profit sharing. Call Carl, Mon.-Fri. 1-4pm. 262-6963

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

APPLY NOW
Accepting applications for full & part time experienced Cooks & Wait Staff, Einders Deli, Orchard Lake Rd. 682-3344

APPLY WITH IN - Mary's Restaurant is hiring for these positions. Wait Staff, but start as a busboy. Must be 18 yrs old. No phone calls please. Apply at Restaurant, 18625 Middlebelt, Livonia

ARBY'S
Management positions available with benefits. Fast food experience preferred, unique opportunity for right individual. Send resume to: Arby's, 8664 Telegraph Rd., Dearborn Heights, MI 48127

★ MANAGER/ASSISTANT MANAGER
Experienced for American Chinese carryout. Nice location. Responsibility pay.
@ 810-433-8800
34215 Grand River
Farmington

ASSISTANT RESTAURANT MANAGER
The NOVI HILTON is currently accepting applications for an Assistant Manager in our Restaurant. The qualified candidate will have a minimum of 2 years food & beverage management experience, including proven ability to lead, motivate, written and verbal communication skills, and be computer literate. In exchange, we are able to offer a competitive salary, benefits package and a very competitive wage and benefit package. For immediate consideration, please submit your resume to:
NOVI HILTON
Human Resources Department
21111 Haggerty Road
Novi, MI 48375
EOE
The Novi Hilton is committed to providing a drug free working environment

NOVI, MI 48375

EOE

ATTN: ROMAN FORUM
NOW HIRING. Wait Staff, full/part time. Some experience preferred. Bussing, friendly people. Apply: 41801 Ford Rd., Canton. 981-3530

BAKERS ASSISTANT part time, Midnight shift, 10pm-6am. Apply at Lafayette Deli
13651 Farmington Road

BAKERS
Pastry Chef for independent caterer (lots of creativity) & Baker - Bonnie Lee Bakeries, 29800 Middlebelt, 11170 Harper Association, 29870 Middlebelt
Farmington Hills

PRESTIGIOUS private country club/Oakland County accepting applications for part time Banquet Staff, Wait Staff, Service Assistants & House Persons. Interested candidates please call Jim Kaminski at work history to fax 640
Observer & Eccentric Newspapers
36251 Schoolcraft Rd.
Livonia MI 48150

BANQUET BARTENDERS
Saturday only. 548-9811
625-0660

BAR STAFF/WAITSTAFF
Highly motivated, friendly. Busy bar. Wheels area. Call Bridget at Frank. 816-342-4404

BARTENDER
Full time, day shift. Apply in person: West Side Bar & Grill
777 W. Ann Arbor Tr., Plymouth

BARTENDER/PART-TIME NIGHTS
Apply in person 12 noon-5pm, Mon-Fri. ask for Jack at YYW Pool 7575, 33011 Ford Rd., Garden City.

BAR/BANQUET COOKS, DISHWASHERS, WAITPERSONS, BAPPERSONS, BANQUET MGRS. Part time, full time, no experience. HAGG HILLO PUB. Contact Stacy or Jeanette, 31 J. Edsel, 579-1919
Schoolcraft Rd., Livonia, MI 48150.

BAR, WAIT STAFF, COOKS. Apply in person after 9PM. Bobby's Food Island Lanes, 1875 S Wayne Rd., Westland. 722-8230

BATES HAMBURGERS
ALL SHIFTS
Full & part time. Apply in person 9am to 10am, or 3pm to 5pm. 23400 S. Lake, Lincoln and 22361 Middlebelt, Farmington Hills.

BIG FIS